



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: K. Hughes

This Council Meeting is open to the Public and Press
Please notify the Officer or Chair if you wish to record the meeting

01st July 2024

Dear Councillor

You are hereby summoned to attend the meeting of **WOKINGHAM TOWN COUNCIL** to be held in **THE MAIN HALL, WOKINGHAM TOWN HALL**, at **7.30pm** on **Tuesday 9th July 2024** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

K Hughes
Town Clerk

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 MEMBERS' INTERESTS**
To receive any declaration of interests from Members on the business about to be transacted.
- 3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC**
The Chair to answer questions raised by members of the Council or public

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send you questions to the Town Clerk at least three working days prior to the meeting.
- 4 MINUTES OF PREVIOUS MEETINGS**
 - a) To receive and confirm the minutes of the proceedings of the Council Meeting held on 12th and the adjourned session held on 15th May 2024 (pages 16968 to 16983, *copy attached*) as a true and correct record.
- 5 MAYOR'S COMMUNICATIONS**
 - a) To receive any communications or announcements from the Mayor.
 - b) To receive the Mayor's list of engagements since the last Council meeting (*copy attached*) as a true and correct record.

6 AMENITIES COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Amenities Committee meeting held on 12th March 2024 (pages 16926 to 16928, *copy circulated with the April Full Council agenda*)
- b) To receive and adopt the approved minutes and any recommendations of the Amenities Committee meeting held on 20th May 2024 (pages 16984 to 16988, *copy attached*)
- c) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 02nd July 2024 (*copy to follow*)

7 ARTS & CULTURE COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Arts and Culture Committee meeting held on 11th March 2024 (pages 16923 to 16925, *copy circulated with the April Full Council agenda*)
- b) To receive the draft minutes and any recommendations of the Arts & Culture Committee meeting held on 10th June 2024 (pages 16993 to 16995, *copy attached*).

8 CIVIC COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Civic Committee meeting held on 18th March 2024 (pages 16933 to 16941, *copy circulated with the April Full Council agenda*)
- b) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 17th June 2024 (pages 16996 to 17000, *copy attached*).

9 FINANCE & PERSONNEL COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Finance and Personnel Committee meeting held on 23rd January 2024 (pages 16902 to 16910, *copy circulated with the January Full Council meeting agenda*)
- b) To adopt the approved minutes and any recommendations of the Finance and Personnel Committee meeting held on 30th April 2024 (pages 16958 to 16967, *copy circulated with the previous meeting agenda*) as a true and correct record.
- c) To receive the draft minutes and any recommendations of the Finance & Personnel Committee meeting held on 18th June 2024 (pages 17001 to 17012, *copy attached*)
- d) To approve the recommendation from the Finance and Personnel Committee to match fund resurfacing work at Latimer Road play area from the council's current CIL reserves, to a value of £18,150 (*see resolution 30867, minutes of 18th June 2024 meeting*)
- e) To consider and approve the committee's request to amend the committee Terms of Reference to give delegated authority to approve CIL funding requests up to £25,000 (£30,000 including VAT) (*see resolution 30868, minutes of 18th June 2024 meeting*)

10 PLANNING & TRANSPORTATION COMMITTEE

- a) To receive and adopt the minutes and any recommendations of the Planning & Transportation Committee meeting held on 23rd April 2024 (pages 16954 to 16957, *copy circulated with the previous meeting agenda*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Planning & Transportation Committee meeting held on 4th June 2024 (pages 16989 to 16992, *copy attached*).

11 STRATEGY WORKING PARTY

- a) To receive the notes of the Strategy Working Party meeting held on 12th June 2024 (*copy attached*)
- b) To approve the Terms of Reference for the Strategy Working Party (*copy attached*)

12 MONTAGUE PARK ALLOTMENT SITE – TRANSFER

- a) To note, for information, receipt of the transfer documentation for Montague Park Allotment Site (known as Ifould Crescent Allotments)
- b) To approve the use of the council seal on the official transfer documentation

13 EXTERNAL REPRESENTATION

- a) To appoint 1 further member to the Emmbrook Village Hall Management Committee to represent the Town Council for the forthcoming year
- b) To receive Councillors' reports:
 - Wokingham Job Support Centre (Cllr S Cornish)
 - Emmbrook Village Hall AGM (Cllr K Malvern)

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

12th May 2024 Annual Council Meeting Mayoral Inauguration

Minutes of the proceedings of the **FIFTY-FIRST ANNUAL MEETING** of **WOKINGHAM TOWN COUNCIL** held this day in the **MAIN HALL, TOWN HALL, WOKINGHAM**, from 12.00 noon to 12.55 pm.

PRESENT:

Chair: Cllr S Gurney (Mayor)

Cllrs: B Alvi, A Betteridge, R Bishop-Firth, B Callender, R Comber, P Cunningham, W Dixon, A Domingue, M Gee, C Jamthe, A Jones, T Lack, K Malvern, M Malvern, A Medhurst, N Nagella, I Shepherd-Dubey and L Timlin

IN ATTENDANCE:

Katy Hughes – Town Clerk

Nikki Payler – Civic Officer

Dr Stefan Fafinski and Emily Fafinski (Deputy Lieutenant and wife)

Mr Alexander Barfield – (High Sheriff of Berkshire)

Sir Jonathan Redwood – Member of Parliament for Wokingham

Lucy Zeal – High Steward of Wokingham

Cllr Beth Rowland – Borough Mayor of Wokingham

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllrs S Cornish, A Croy, M Fumagalli and H Richards.

COMMUNICATION (Agenda Item 2)

The retiring Mayor, Councillor Sally Gurney, addressed the meeting:

“ This has been one of the hardest speeches I’ve ever had to write. Not because I don’t know what to say, but because I could talk for ages about all the amazing things we’ve done, events we’ve been to, and especially the incredible people we’ve met.

As I think back over this last year, my heart is filled with an overwhelming sense of gratitude and pride. Serving as your mayor has been a privilege beyond measure, and I am profoundly thankful for the trust and support you have placed in me. If this year has shown me one thing, it’s that the community spirit in Wokingham runs deep and true.

One of the most rewarding aspects of my time as mayor has been the chance to see the incredible work of our local charities and organizations first hand. Whether it was attending a garden party at a Baron’s house, to telling our most self-effacing civic awardee how truly special they are for working as a full time unpaid volunteer at the foodbank, I’ve had the privilege of meeting with countless individuals dedicated to making our community stronger, more vibrant, and more inclusive. I’d always known there’s a lot happening in Wokingham, but I didn’t truly

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appreciate just how many thousands and thousands of hours are volunteered by so many people in so many ways. One example that left us in awe were the hundred or so volunteers who cooked, delivered and served delicious food and spent time with people on Christmas Day so that others wouldn't be lonely.

Amongst many other things, I've had the privilege of opening the community gardens at the fire station and hospital, the new kitchen at the Emmbrook Football Club, and attending the re-opening and rededication of All Saints. Each of these facilities helps foster a strong sense of belonging and pride in our community. I've had the pleasure of welcoming many new people to our town, and have witnessed how fast they fall in love with it, and how quickly they become part of the very fabric of Wokingham. I recall meeting one family newly from Hong Kong at our first Lunar New Year celebration, only to see them fully immersed in community life just a year later. Their story is a testament to the welcoming and inclusive spirit in our town.

Throughout all of this, Chris, my Consort and wonderfully supportive partner, has been by my side throughout it all. Your unwavering support and shared commitment to our town have been a source of strength for me. I am so proud of you that everything you've experienced in this role encouraged you in turn to put yourself forward for election to work for the continue good of this town and local area. I have a small gift for you as memento of our time in this role.

Another person who has been with me every step of the way – quite literally – is our Mace Bearer and Mayor's Attendant, David. He said I wasn't to give him anything, because he's paid to do this, but he is the embodiment of going above and beyond the call of duty – and I'm not good at doing what I'm told. Your support, advice, and good humour have been appreciated by us both, and your ability to put names to faces is astounding. I hope that you will accept this small gift despite prior protestations!

Rob, thank you for agreeing to be my Deputy Mayor, when you were but a week into your role as a newly elected Councillor. You have filled in for me when I was working or away and when we were double booked, and I know you'll do the role proud in the year to come. I've done my best to reach out to as many community groups as I can to fill up your diary, but you are in good hands with David and Nikki, and I wish you all the best with a busy year ahead of you. Enjoy it!

Our exceptional Civic Officer and Mayor's Secretary, Nikki, deserves special recognition for her tireless efforts to ensure that everything runs smoothly behind the scenes. I'm sure that having a chaos goblin as mayor this year has been challenging, but your extraordinary skill and dedication have transformed chaos into order, and I am truly grateful for your patience and your invaluable contributions that have helped make everyone we meet feel special. Thank you.

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One of those who I hope has felt very special this year is Leah, our amazing Mini-Mayor. Leah, you have brought boundless joy and energy to all our endeavours, and your cheerful presence and infectious enthusiasm have uplifted us all. I have loved every minute I've spent with you, whether on a stage or in a jail cell, and I hope you have enjoyed this experience as much as I have. You are a credit to your family, your friends, and your school, and I am confident that you will continue to inspire those around you with your kindness and grace.

Unusually for a mayor, I chose a Humanist Celebrant to be my Mayor's Chaplain this year. It was important to me that my choice of chaplain reflected my values, honoured my beliefs, and was as inclusive as possible. I met Helen two years ago to talk about a crazy idea which seemed so very far away in both time and probability, and yet here we are. Helen, please accept my sincerest thanks; your insightful and thought-provoking words were better and more pertinent than I could ever have imagined, and I am truly delighted that you have been on this journey with us.

Each year, the Mayor chooses a charity to support, and this year, I chose Berkshire Search and Rescue Dogs. For those at whom I haven't enthused about them repeatedly, they are a small but incredible group – the largest dog team in England, yet at the last official count, just 22 operational humans, 28 dogs, and a handful of other volunteers. They are on call 24/7 every day of the year to help the police in locating and reuniting high-risk, vulnerable missing people with their loved ones. From specialist equipment to insurance, continuous training and requalification, their annual budget of £15,000 is entirely funded by the volunteers' own subscriptions, donations, and other fundraising efforts.

Chris & I have become regulars at their training days, hiding in the woods for the dogs to find, and will continue to do so – until Chris wears me down and gets a dog to join the team himself! Many individuals, local organisations, businesses, and other charities have contributed to my charity this year, and I am extremely grateful to each and every one of you. I even got to help brew a limited edition charity collaboration beer, Follow Your Nose, with Elusive Brewery, and they are continuing to sell it at their tap room, online, and at the Party in the Park in a few weeks, so there will be more to follow! But for now, I am delighted to be able to present the wonderful BSARD team with this giant cheque which represents donations received for the Mayor's Charity throughout the year.

There are so many more people to whom I am grateful. Katy, our still-new town clerk, who keeps us on the straight and narrow and doesn't balk at anything thrown her way. All of our officers, who manage the council's work competently and cleverly, and realise our sometimes crazy ideas. Each of you, my fellow councillors, who give up your time freely and willingly for the betterment of our

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town for residents and businesses alike. And our Honoraries, who turn out time and time again to our ceremonial and civic events such as this, and who are part of our big family that is Wokingham Town Council.

And my final, special thanks must go to one of our Honorary Constables, David Ashley-Down, who has decided his marching days are over and is retiring after almost 30 years of service. David used to be a special constable in Reading and then in Wokingham. While he was a constable, he was asked if he would guard the Town's silver at a Council event at a golf club. He did such a good job, that they suggested he apply for the role of Honorary Constable, and the rest, as they say, is history! Thank you for your service, and know that, as with Stan who you served with for 18 years, you will always be one of the family.

Throughout all of this year, we've seen how our greatest strength lies in our ability to involve everyone, to be sustainable, and to foster a sense of community which transcends boundaries. As my time as Mayor comes to a close, I carry with me a profound sense of gratitude and pride for the opportunity to serve this remarkable town.

So let us continue to serve our community willingly, enthusiastically, and collaboratively, for the good of all who call this place home. Thank you, from the bottom of my heart, for the privilege of serving as your Mayor. May we continue to write the next chapter of our town's history together, with courage, compassion, and a steadfast commitment to building a brighter tomorrow for all."

Cllr A Jones gave a short speech of thanks for the outgoing Mayor:

"I first met Sally when, as a nosy resident, I attended an Annual Town Meeting to find out what went on in this historic building. I sat down with Sally and she explained her role as a Town Councillor. What struck me was her cheerfulness, enthusiasm and sense of duty.

These skills and many others have served her well as Mayor, except that on the odd occasion, she does forget people's names!

The number of events that Sally and her Consort Christ have attended in this Mayoral year is quite staggering. These, in the main, recognise the outstanding contributions of individuals and organisations to enhance and enrich the lives of the community as a whole.

There have been some light hearted events in the year, for example, opening a new taproom on behalf of Elusive Brewing or opening a new kitchen at my football club, Wokingham and Emmbrook.

At every full council meeting, Sally passionately relates her highlights of these visits.

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On behalf of the Town Council, Honorary Dignitaries and, more importantly, the people of this great town, I would like to thank you, Sally and thank you Chris, for all your hard work during the past twelve months and wish you all the best for the future.”

ELECTION OF TOWN MAYOR (Agenda Item 3)

The retiring Town Mayor invited nominations for the office of Town Mayor for the ensuing year.

Cllr A Betteridge gave a short speech in support of his nomination for Cllr Rob Comber:

“It is my privilege to introduce Rob Comber as nominee to be the 50th Mayor of Wokingham Town. Rob has lived in Wokingham for 40 years. He has been an excellent Deputy Mayor for the past 12 months, in which he has revelled in meeting members of the communities and groups with which the council works. He is a serious and committed councillor but also a pleasure to work with on the council. He will be a superb representative of the council and our town.”

Cllr M Gee offered her support of her nomination for Cllr Rob Comber:

“I have known Rob for 35 of the 40 years he has lived in Wokingham. He is proud of Wokingham and all that it has to offer. I know he will make an excellent Mayor.”

It was proposed by Cllr A Betteridge and the nomination was seconded by Cllr M Gee and it was

**RESOLVED
30828**

that Cllr Rob Comber be elected as the Town Mayor for the ensuing year.

The guests were then entertained by The Redlands Quartet.

Declaration of the Result of Election

The Town Clerk declared Cllr R Comber be duly elected to the Office of Town Mayor for the ensuing year.

DECLARATION OF ACCEPTANCE OF OFFICE (Agenda Item 4)

The Town Mayor duly made his Declaration of Acceptance of Office, which was witnessed by Cllr A Betteridge and Cllr M Gee.

ADDRESS BY TOWN MAYOR (Agenda Item 5)

The new Town Mayor then gave his introductory speech.

“Distinguished guests, fellow councillors, family, friends, residents, welcome, and thank you for coming today.

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Standing up here, in these historic, but relatively intimate surroundings, clothed as I am in fancy dress, I feel as though I should be telling jokes to you, and being heckled by those in the front row. In truth, for those of you who know me, I have a tendency to be overly irreverent and to look for the humour in things. I feel as though I should have been a part of Ricky Gervais' family, where apparently his brothers had a rule that if you thought of something funny, you had to say it, whatever the consequences, win, lose or draw.

At this point our Town Clerk & Mayor's Secretary are getting nervous about what I might say next! Much to your relief I am sure, I am going to restrain myself, and avoid the jokes today, with the possible exception of when I call for nominations for the Honorary Burglar.

Firstly, I would also like to thank Sally & her consort Chris for all the work they have done over the past year. Sally will be a hard act to follow. Not only am I going to find it difficult to follow Sally's hairstyle, I think I might find it difficult to follow her work ethic.

Only a year ago I was first elected to the Town Council, and in an act of what I can only describe as mild insanity, I agreed to be Deputy Mayor without the slightest idea of what I was getting into. At that time Sally said that, as she had a full-time job, many of the events during the working week might fall to me as Deputy. That is not quite how it turned out. Sally hoovered up every single event she could, because she loved doing them. The effort she put into it over the last year is remarkable. Having spoken to Chris, her consort, I think it was more than he'd signed on for. So, thanks Sally.

Secondly, I would like to thank all of the Councillors & their families. Although elected, Town Councillors are volunteers who give their time and effort to the Council and to the community for no reward, and indeed sometimes for a little mild abuse from some of our residents. All part of the job. And although many of us got elected by being a part of one political party or another, I am very pleased to say that with very few exceptions, politics is left at the door here, and members just get on with things together and try to do their best for their community. Personally, I have found that quite rewarding.

Some of you will have already heard me say this before, but I would like to explain why I stood for Mayor. When I agreed to stand for Deputy Mayor. It was on the strict proviso that I was NOT agreeing to run for Mayor at any stage.

However, in my time as Deputy Mayor, I have been involved with a number of groups and people who support everything from plants to people to puppy dogs. They do this for no reward, and for little to no recognition. And they do this in their hundreds.

I was so astonished, and impressed, and basically just blown away, by the numbers of people giving so much time, effort and money, that the very least I could do was to support them. As Mayor I can support, promote and give recognition to what these people do. And if I could, I should.

CHAIR'S INITIALS _____



My chosen charity to support during my year as Mayor is SHARE Wokingham. This is a local charity, only established during Covid, but demand means it now operates through many different locations, mostly in the town and borough. It focuses, as its core service, on obtaining and distributing fresh food, which would otherwise be discarded by food wholesalers and retailers. Food banks and the like get donations of tinned food, nappies and so forth. But fresh food, which we recommend people eat more of, is in short supply.

SHARE provides it to those who need it. They also take the opportunity to talk to people that need its services, to provide social interaction, and to identify other areas of need. Claire, who set up SHARE, and is here today, has spawned other mini charities helping transition people off food banks and the like, providing furniture & household equipment for refugees and victims of domestic abuse, and I suspect she will just keep going and find other needs to fulfil. I don't want to embarrass her too much, but Claire Revie is a very impressive woman. I hope you'll help me support Share through the coming year.

In summary, it is seeing what SHARE and all those other remarkable people and organisations in the town, and in the Borough do, solely out of the goodness of their hearts, that considerably improved my view of human nature, considerably humbled me, and made me stand for Mayor of this lovely town.

I am honoured to have been elected as Mayor & first citizen of Wokingham. Thank you.

NOMINATIONS FOR THE OFFICE OF DEPUTY MAYOR (Agenda Item 6)

The Town Mayor stated that it was usual for the incoming Mayor to indicate their wishes for Deputy Mayor and his nominee was Cllr Louise Timlin.

It was proposed by Cllr A Domingue and seconded by Cllr A Mather and it was that Cllr L Timlin be duly elected as the Deputy Mayor for the ensuing year.

The Redlands Quartet offered further musical accompaniment.

Declaration of the Result of Election for Deputy Mayor

The Town Mayor declared Cllr L Timlin be duly elected to the Office of Deputy Town Mayor for the ensuing year.

HONORARY APPOINTMENTS (Agenda Item 7)

The Town Mayor asked that it should be noted again for record purposes, that Lucy Zeal was granted life tenure of the Office of High Steward of Wokingham at the Council meeting held on 13th May 2018.

The Town Mayor asked for it to be recorded in the minutes that thanks be given to Lucy Zeal for her continued support to the Town Council.

The Mayor asked for nominations for the offices of the following:

**RESOLVED
30829**

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- Town Crier
- Honorary Constables
- Honorary Meteorologist
- Honorary Bugler
- Honorary Parade Marshal

**RESOLVED
30830**

It was proposed by Cllr T Lack and seconded by Cllr R Bishop-Firth and it was that the following continue in their appointments:

- Mr Nigel Hopkins as Town Crier
- Mr Martin Bishop as Honorary Constable
- Mr Neil Hodgson as Honorary Constable
- Mr Bernard Burton as Honorary Meteorologist
- Mr Damon Emes as Honorary Bugler
- Major James Chappell as Honorary Parade Marshal

And that the council appoints Mr Paul Baily as a new Honorary Constable

ADJOURNMENT (Agenda Item 8)

**RESOLVED
30831**

It was proposed by Cllr W Dixon, and seconded by the Cllr B Alvi, and it was that the meeting be adjourned until Wednesday 15th May, 7.30pm in the evening.

The Town Mayor then declared the meeting adjourned and those present stood and sang the first verse of the National Anthem.

The Town Mayor then invited those present to join him for light refreshments.

The Town Crier requested that guests remain standing whilst the Mayoral party retired to the Council Chamber.

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



15th May 2024

Minutes of the proceedings of the adjourned **FIFTY-FIRST ANNUAL MEETING** of **WOKINGHAM TOWN COUNCIL** held this day in the **MAIN HALL, TOWN HALL, WOKINGHAM**, from 7.30pm to 8.32pm

PRESENT:

Chairman: Cllr R Comber (Mayor)
 Cllrs.: B Alvi, A Betteridge, R Bishop-Firth, B Callender, S Cornish, P Cunnington, W Dixon, A Domingue, A Fraser, M Fumagalli, M Gee, S Gurney, C Jamthe, A Jones, T Lack, K Malvern, M Malvern, A Mather, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey and L Timlin

IN ATTENDANCE:

Katy Hughes – Town Clerk
 Lisa Davison – Responsible Finance Officer (RFO)
 David Dunham – Mayor’s Attendant

APOLOGIES FOR ABSENCE (Agenda Item 9)

Apologies for absence were received from Cllr A Croy.

MEMBERS’ INTERESTS (Agenda Item 10)

There were no declarations of interest.

MINUTES OF PREVIOUS MEETINGS (Agenda Item 11)

It was proposed by Cllr S Gurney and seconded by Cllr L Timlin and the following was

**RESOLVED
30832**

that the Minutes of the proceedings of the Council Meeting held on 9th April 2024 (pages 16948 to 16953) be accepted as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

Members briefly discussion the process of co-option at the previous meeting.

MINUTES OF COMMITTEE MEETINGS (Agenda Item 12)

- a) Cllr I Shepherd-Dubey gave a brief report on the draft minutes of the recent meeting of the Planning and Transportation Committee held on 23rd April.
- b) It was proposed by Cllr N Nagella and seconded by Cllr A Betteridge and the following was

**RESOLVED
30833**

that the approved minutes of the proceedings of the Planning and Transport Committee meeting held on 19th March (pages 16942 to 16947, circulated with the April council agenda) be adopted.

A vote was taken and was unanimous.

- c) Cllr M Gee gave a brief report on the draft minutes of the recent meeting of the Finance and Personnel Committee held on 30th April. Cllr M Gee noted

CHAIR INITIALS _____



that the committee had considered the council's internal controls and no areas of concern were raised.

MAYOR'S COMMUNICATIONS (Agenda Item 13)

- a) Mayor Comber reported that the town council's annual newsletter is currently being distributed. Any member who is outside the town boundary and will not receive a delivered copy can collect one from the Town Clerk.

Mayor Comber reported on an invitation from Wokingham Borough Council to attend a consultation event on the draft borough vision. Cllr A Domingue reported on a discussion relating to the vision at a recent meeting of the Borough Parish Liaison Forum. Members expressed disappointment that only two representatives could attend, though it was noted that a number of other members had been invited as representatives of other community groups. Following discussion, Cllrs S Cornish and H Richards volunteered to attend the event.

Mayor Comber reminded members of upcoming events, including:

- Annual Town Meeting on Saturday in the REME Room at 11am, with a market stall running from 10am until 2pm. Additionally, the Diamond Jubilee Room will be open and the council's civic regalia will be on display for International Museum Day.
- Fun Day at Langborough Recreation Ground on Saturday 25th May, 10am to 4pm. The Arts and Culture Officer has circulated information to members who have volunteered to support the event. Cllr R Comber encouraged members to attend what is a very popular, fun, family event.
- Party in the Park on Saturday 1st June from 3 – 9pm in Elms Field. This event is run on the town council's behalf by Yes Events, but any member wishing to, can gather feedback from attendees.

Mayor Comber reminded members to review the Declarations of Pecuniary Interest and, where appropriate, provide an updated copy to the Town Clerk.

Mayor Comber reported on his first Mayoral engagement, for the opening of a new Children's Nursery on Rectory Road.

The Town Clerk reported that the July council meeting date may be moved to bring it within the school term time. Further details to be circulated.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 14)

No questions had been received.

ATTENDANCE REGISTER (Agenda Item 15)

The Attendance Chart extracted from the Attendance Register of Members at Council and Committee meetings for the past year was received.

Cllr S Gurney queried her record and asked the Town Clerk to investigate.

CHAIR INITIALS _____



LEADER OF THE COUNCIL (Agenda Item 16)

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr L Timlin and it was

**RESOLVED
30834**

that Cllr M Gee be appointed leader of the Council for the Municipal Year 2024-25.

A vote was taken and this was unanimous.

**STANDING COMMITTEES – MEMBERSHIP (Agenda Item 17)
(a) AMENITIES COMMITTEE**

MEMBERSHIP

The Town Clerk announced the following Councillors nominated for Membership of the Amenities Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3a and shall consist of no more than nine members;

Cllrs R Bishop-Firth, S Cornish, A Fraser, M Fumagalli, T Lack, C Jamthe, M Malvern, A Medhurst, and N Nagella

CHAIR/VICE-CHAIR

It was proposed by Cllr M Malvern and seconded Cllr R Bishop-Firth and it was

**RESOLVED
30835**

that Cllr Lack be elected as Chair of the Amenities Committee for the ensuing year.

The Town Clerk asked for a vote to be taken. 23 members voted in favour, one member abstained.

It was proposed by Cllr S Cornish and seconded by Cllr N Nagella and it was

**RESOLVED
30836**

that Cllr M Malvern be elected as Vice Chair of the Amenities Committee for the ensuing year.

The Town Clerk asked for a vote to be taken. 23 members voted in favour, one member abstained.

ANNOUNCEMENT

Mayor Comber duly announced that the Chair and Vice-Chair of the Amenities Committee for the ensuing year would be Cllrs T Lack and M Malvern respectively, and that members would be Cllrs R Bishop-Firth, S Cornish, A Fraser, M Fumagalli, T Lack, C Jamthe, M Malvern, A Medhurst and N Nagella.

(b) PLANNING & TRANSPORTATION COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Planning & Transportation Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3b and shall consist of no more than nine members;

CHAIR INITIALS _____



Cllrs B Alvi, A Betteridge, A Croy, W Dixon, C Jamthe, N Nagella, H Richards, I Shepherd-Dubey and L Timlin.

CHAIR/VICE-CHAIR

**RESOLVED
30837**

It was proposed by Cllr A Betteridge and seconded by Cllr Dixon and it was that Cllr I Shepherd-Dubey be elected as Chair of the Planning and Transportation Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

**RESOLVED
30838**

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr B Alvi and it was that Cllr Nagella be elected as Vice Chair of the Planning and Transportation Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

ANNOUNCEMENT

Mayor Comber duly announced that the Chair and Vice-Chair of the Planning and Transportation Committee for the ensuing year would be Cllrs I Shepherd-Dubey and N Nagella respectively, and that members would be Cllrs B Alvi, A Betteridge, A Croy, W Dixon, C Jamthe, N Nagella, H Richards, I Shepherd-Dubey and L Timlin.

(c) FINANCE & PERSONNEL COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Finance & Personnel Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3c and shall consist of no more than nine members;

Cllrs B Alvi, B Callender, R Comber, M Gee, S Gurney, T Lack, K Malvern, H Richards and I Shepherd-Dubey

CHAIR/VICE-CHAIR

**RESOLVED
30839**

It was proposed by Cllr B Alvi and seconded by Cllr T Lack and it was that Cllr M Gee be elected as Chair of the Finance & Personnel Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

**RESOLVED
30840**

It was proposed by Cllr K Malvern and seconded by Cllr H Richards and it was that Cllr B Alvi be elected as Vice Chair of the Finance & Personnel Committee for the ensuing year.

The Town Clerk asked for a vote to be taken on the committee membership and the Vice -Chair role. The vote was taken and it was unanimous.

CHAIR INITIALS _____



ANNOUNCEMENT

Mayor Comber duly announced that the Chair and Vice-Chair of the Finance & Personnel Committee for the ensuing year would be Cllrs M Gee and B Alvi respectively, and that members would be Cllrs B Alvi, B Callender, R Comber, M Gee, S Gurney, T Lack, K Malvern, H Richards and I Shepherd-Dubey

(d) CIVIC COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Civic Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3d and shall consist of no more than nine members;

Cllrs A Betteridge, R Bishop-Firth, P Cunnington, W Dixon, S Gurney, A Jones, K Malvern, A Mather and T Lack.

CHAIR/VICE-CHAIR

It was proposed by Cllr A Betteridge and seconded by Cllr A Jones and it was

**RESOLVED
30841**

that Cllr K Malvern be elected as Chair of the Civic Committee for the ensuing year.

The Town Clerk asked for a vote to be taken. 23 members voted in favour, one member abstained.

It was proposed by Cllr W Dixon and seconded by Cllr S Gurney and it was

**RESOLVED
30842**

that Cllr A Jones be elected as Vice Chair of the Civic Committee for the ensuing year.

The Town Clerk asked for a vote to be taken on the committee membership and the Vice -Chair role. The vote was taken and it was unanimous.

ANNOUNCEMENT

Mayor Comber duly announced that the Chair and Vice-Chair of the Civic Committee for the ensuing year would be Cllr K Malvern and Cllr A Jones respectively, and that member would be Cllrs A Betteridge, R Bishop-Firth, P Cunnington, W Dixon, S Gurney, A Jones, K Malvern, A Mather and T Lack.

(e) ARTS & CULTURE COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Arts & Culture Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3e and shall consist of no more than nine members;

Cllr B Callender, S Cornish, P Cunnington, A Domingue, M Fumagalli, A Fraser, M Gee, A Jones and M Malvern.

CHAIR INITIALS _____



CHAIR/VICE-CHAIR

**RESOLVED
30843**

It was proposed by Cllr A Domingue and seconded by Cllr M Gee and it was

that Cllr B Callender be elected as Chair of the Arts & Culture Committee for the ensuing year.

The Town Clerk asked for a vote to be taken. 23 members voted in favour, one member abstained.

**RESOLVED
30844**

It was proposed by Cllr M Malvern and seconded by Cllr A Jones and it was

that Cllr Domingue be elected as Vice Chair of the Arts & Culture Committee for the ensuing year.

The Town Clerk asked for a vote to be taken on the committee membership and the Vice -Chair role. The vote was taken. 23 members voted in favour, one member abstained.

ANNOUNCEMENT

Mayor Comber duly announced that the Chair and Vice-Chair of the Arts & Culture Committee for the ensuing year would be Cllr Callender and Domingue respectively, and that members would be Cllrs B Callender, S Cornish, P Cunnington, A Domingue, M Fumagalli, A Fraser, M Gee, A Jones and M Malvern.

EMERGENCY COMMITTEE (Agenda item 18)

The Mayor reported on a proposal for the Emergency Committee membership to be the same as the Finance and Personnel Committee, being the Chairs of all other committees. It was noted that the Emergency Committee had not met during the 2023-24 council year.

**RESOLVED
30845**

It was proposed by Cllr M Gee and seconded by Cllr B Callender and it was

that the membership of the Emergency Committee for 2024-25 be the same as the membership for the Finance and Personnel Committee for the 2024-25 municipal year.

STRATEGY WORKING PARTY (Agenda Item 19)

The Town Clerk announced the following Councillors nominated for Membership of the Strategy Working Party for the ensuing year:

Cllr R Comber, A Croy, A Domingue, M Gee, M Malvern, A Medhurst and L Timlin.

**RESOLVED
30846**

Mayor Comber asked for a vote to be taken on the working party membership. A vote was taken. 23 members voted in favour, one member abstained.

CHAIR INITIALS _____



COUNCIL REPRESENTATION ON OUTSIDE BODIES (Agenda Item 20)

Emmbrook Village Hall Management Committee (2)	Cllr K Malvern
Wokingham Borough/Parish Liaison Forum	Cllr A Domingue, Cllr S Cornish.
Wokingham Citizens Advice	Cllr R Comber
Keep Mobile	Cllr S Gurney
Wokingham Lions (May Fayre & Winter Carnival)	Cllr R Comber
Wokingham Job Support	Cllr S Cornish
Link Visiting Scheme	Cllr M Gee
First Days Children's Charity	Cllr H Richards

It was proposed by Cllr L Timlin and seconded by Cllr S Gurney and it was

**RESOLVED
30847**

to approve the above members to represent the town council on outside bodies during the 2024-25 municipal year.

AUDIT FOR THE YEAR ENDED 31ST MARCH 2024 (Agenda Item 21)

(a) The Internal Auditor's report dated 29 April 2024 and the Annual Internal Audit Report (AGAR page 3) for the financial year ended 31st March 2024 were received and noted.

(b) The review of the effectiveness of the internal audit performed by the council for the year ended 31st March 2024 was received and noted.

(c) It was proposed by Cllr B Callender and seconded by Cllr T Lack and it was

**RESOLVED
30848**

that Mrs Claire Connell be appointed as the Internal Auditor for the town council for 2024-25 financial year.

ANNUAL RETURN 2023-24 (Agenda Item 22)

(a) Mayor Comber read each item of the Annual Governance Statement for 2023-24 (section 1 AGAR page 4). It was proposed by Cllr M Gee and seconded by Cllr B Alvi and the following was

**RESOLVED
30849**

that, to the best of members' knowledge and belief, with respect to each accounting statement for the year ended 31st March 2024, the response to each item was 'Yes'.

(b) Mayor Comber introduced the accounting statement for the 2023-24 financial year and referred members' attention to the restatement of staffing costs and other costs for the 2022-2023 financial year.

It was proposed by Cllr M Gee and seconded by Cllr B Alvi and the following was

**RESOLVED
30850**

that members approved the Annual Accounting Statements 2023-24 (Section 2, AGAR page 5) for the year ended 31st March 2024, including the restated staffing and other costs for the financial year ended 31st March 2023.

CHAIR INITIALS _____



(c) Mayor Comber introduced the Annual Return Variance Review which accompanies the Annual Return to the External Auditor. It was proposed by Cllr T Lack and seconded by Cllr H Richards and it was

that the Annual Return Variance Review be approved.

**RESOLVED
30851**

(d) Members received and noted for information a full copy of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 and noted the commencement date for the period for the exercise of public rights as Monday 10th June 2024.

The Mayor thanked everyone and closed the meeting.

CHAIR

CHAIR INITIALS _____



**Engagements since Last Council Meeting
13 May 2024 to 3 July)**

Date	Time	Engagement	Who attended
Wed 15 May	11.00am	Monkey Day Nursery launch	Mayor Mayor's Attendant
Sat 18 May	11.00am	Annual Town Meeting	Mayor & Cllrs
Thurs 23 May	7.30pm	Promise Inclusion Annual Town Meeting Invited to attend AGM	Past Mayor Cllr Sally Gurney
Sat 25 May	10.00am	Wokingham Town Council Fun Day	Mayor & Cllrs Mayor's Attendant
Wed 29 May	2.30pm	Visit to former Honorary Constable in hospital	Mayor Mayor's Attendant
	7.00pm	Wokingham Flower Club Invited to attend 50th anniversary	Mayor Mayor's Attendant
Fri 31 May	12.30pm	Wokingham in Need Invited to attend Commemorative D-Day event	Deputy Mayor Mayor's Attendant
Mon 3 June	6.30pm	Wokingham Job Support Centre Invited to attend AGM	Mayor Mayor's Attendant
Thurs 6 June	11.45am	Wokingham Poppy Appeal Invited to lay a wreath for D – Day	Mayor Mayor's Attendant
Fri 7 June	2.00pm	Wokingham Lions Club Invited to attend 50-year celebration	Mayor Deputy Mayor Town Clerk
	6.00pm	Lord Lieutenant of Berkshire Invited to attend Summer event	Mayor
Sun 9 June	2.00pm	Baptist Church Attending Family Fun Day	Deputy Mayor
Fri 14 June	2.00pm	Parents and Children Together (PACT) Invited to attend garden fundraiser	Deputy Mayor
Sat 15 June	11-2.30	Wokingham Lions Club Invited to officially open Classic Car show	Mayor Mayor's Attendant

Sat 15 June	7.30pm	Wokingham Choral Society Invited to attend Concert	Deputy Mayor & guest
Fri 21 June	1.45pm	CLASP Invited to attend picnic for Learning Disability Week	Mayor Mayor's Attendant
Sat 22 June	11.00am	WADE Invited to attend Summer Fair	Mayor Mayor's Attendant
	3.00pm	Wokingham Horticultural Association Invited to attend Summer Show	Mayor Mayor's Attendant
	7.30pm	Saint Sebastian Wokingham Band Invited to attend Summer Concert	Deputy Mayor
Tues 25 June	7.45pm	Wokingham District Scouts Invited to attend AGM	Mayor Mayor's Attendant
Thurs 27 June	4.00pm	Alexandra Care Home Invited to welcome the Great British Cycling Relay organised by the Charity Championing for Care	Mayor Mayor's Attendant
Sat 29 June	11.00am	Armed Forces Day Invited to welcome and support Saint Sebastian Wokingham Band in Peach Place	Mayor Mayor's Attendant
	14.30pm	Keep Mobile Invited to attend AGM	Past Mayor Cllr Sally Gurney (rep for Keep Mobile)
Wed 3 July	4.00pm	Wokingham Town Council Invited to host afternoon tea for Mini-Mayor candidates	Mayor Mayor's Attendant

Total of Engagements in 2024/2025 from 13 May 2024 to end of Mayoral year

Attended by the Mayor =	16
Attended by the Deputy Mayor =	5
Attended by both the Mayor and Deputy Mayor =	1
Attended by a Past Mayor =	2
Attended by Other =	

DRAFT

20th May 2024

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30 pm to 9:25pm.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, M Fumagalli, C Jamthe, T Lack (Chairman), M Malvern (Vice Chair), and N Nagella

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Grounds and Bloom Officer (GBO) – Marianna Pentek
Town Clerk (TC) – Katy Hughes

Note: Some items on the agenda were taken out of their sequential order, but for the purposes of the minutes have been recorded in original agenda order.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr A Medhurst

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

None

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

Cllr T Lack highlighted the key aspects of the March committee meeting.

It was proposed by Cllr M Malvern and seconded by Cllr S Cornish, and it was

**RESOLVED
30852**

that the minutes of the Amenities Committee meeting held on 12th March 2024 (pages 16926 to 16928) be received as a true and correct record, and they be confirmed and signed by the Chairman.

COMMITTEE BUDGET (Agenda Item 5)

Members receive a report of the committee budgets for the 2024-25 financial year. The Town Clerk gave a verbal explanation of the budget figures for the various Amenities Committee cost centres.

WOOSEHILL BENCH CONSULTATION (Agenda Item 6)

Members received and considered a report from the Town Clerk summarising feedback received on a neighbourhood consultation carried out in April 2024 regarding a proposal for a new bench off Meadow Road.

During discussion, members noted that whilst some responses to the consultation had been positive, the majority had not. There were a number of concerns raised by residents in their consultation responses, regarding anti-social behaviour, littering and noise disturbance experienced from seating previously located nearby. This seating was subsequently removed.

CHAIRMAN'S INITIALS _____

Amenities Committee 20th May 2024 16984



DRAFT

Following discussion, it was agreed that the committee would not progress this bench request any further.

GRAFFITI UPDATE (Agenda Item 7)

Members received a report on graffiti removal carried out in April in the town area. Members expressed thanks to Cllr Andy Croy for undertaking this clearance work. The Town Clerk noted that Cllr Croy had undertaken further graffiti clearance work during May but details have not yet been circulated to members.

Cllr T Lack expressed thanks to Cllr Croy and other volunteers who carry out cleaning and clearance work to improve the appearance of the town.

VIKING FIELD COMMUNITY ORCHARD (Agenda item 8)

The GBO reported on the background to the Viking Field Community Orchard project, including details of an event and consultation carried out in Viking Field in May 2023.

Members noted that the overwhelming response to the consultation had been positive, and reviewed a summary of concerns raised during the consultation:

Concern raised:	Committee response:
Inaccessible due to fencing or orchard	Native hedging (a combination of 8 different UK native hedges provided by the Forestry Commission) will be used to create a protective barrier around the orchard area. There will be gated access provided within the fencing once it is established
Area bequeathed for dog walking	The area proposed for the orchard is not part of the walked path area so it is not anticipated that there will be any significant amenity loss for dog walkers
Disturbance by youth during evening / night	There are no proposals for seating or lighting so it is not anticipated that the provision of an orchard will create any additional likelihood of antisocial behaviour
Disturbance caused by other users	The orchard is located in public open space, and it is not anticipated that visitors to the orchard will generate any more noise than other users of the public open space
Noise issue if there is an outdoor class held in the orchard	Whilst we have local schools interested, it is expected that this would only be occasional visits, so it is not anticipated that this represents a significant noise disturbance
General noise disturbance of volunteers maintaining the orchard	The orchard is located in public open space, and it is not anticipated that volunteers maintaining the orchard will generate any more noise than other users of the public open space
Nut tree / bush concerns due to allergens	Any nut trees or bushes will be clearly marked
Altering the current view / scene from neighbours' houses	There is no automatic right to retain a view or outlook from a property

CHAIRMAN'S INITIALS _____



DRAFT

Safety issue due to lack of fencing	Native hedging (as detailed above) will be used to create a protective barrier 3 – 4 feet in height around the orchard area. This will allow visibility but protect the trees from dogs, deer etc whilst they establish. There will be gated access provided within the fencing once it is established
Fruit trees might be toxic to dogs	The quantity of fruit produced should not be sufficient to be toxic to dogs
Removal of existing trees in the orchard area	The GBO explained the reason why some trees in the area may be removed to allow the orchard to establish itself

During discussion, members noted:

- The orchard should support an increase the biodiversity of the area and monitoring and measuring of this will be carried out before and after the planting.
- It is anticipated that maintenance of the orchard will be carried out in-house by the grounds team and by volunteers, supported where needed by contractors funded with Bloom budget.

Following extensive discussion, it was proposed by Cllr N Nagella and seconded by Cllr R Bishop-Firth and members

**RESOLVED
30853**

to approve the planting of a community orchard, to include nut trees and bushes (clearly marked) and, as necessary, the removal of existing trees within the designated area to allow the orchard to establish.

WOKINGHAM BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REQUEST (AGENDA ITEM 9)

The Town Clerk gave a verbal explanation of CIL funds and the town council's CIL reserves, and spoke about the request received from Wokingham Borough Council to consider the funding of resurfacing work in a Wokingham Borough Council managed play park in the town area, located off Latimer Road.

The Town Clerk noted that in order to meet the council's Financial Regulations for spending a sum of this size, additional quotes for the work had been requested from the officer at Wokingham Borough Council.

The Town Clerk noted that as this was a CIL funding request, the committee was being asked to consider and make a recommendation to the Finance and Personnel Committee.

Following discussion, it was agreed that a recommendation in principle, to fund 50% of the cost of the resurfacing work from the town council's CIL reserves would be made to the Finance and Personnel Committee.

MONITORING REPORT (Agenda Item 10)

The Town Clerk reported that item 175 (Meadow Road bench) would be removed following the earlier discussions at this meeting. The Town Clerk noted that

CHAIRMAN'S INITIALS _____



DRAFT

Viking Field Orchard and Market Place lighting will remain on the report to allow the committee to receive further updates.

AMENITIES COMMITTEE INFORMATION (Agenda Item 11)

Members noted the following:

- Councillors are asked to bring spending ideas for the 2025-26 budget to the July committee meeting.
- The replacement bench has been installed outside the town hall following a vehicle incident in 2023. The bench differs slightly from the original benches installed following the Market Place refurbishment, as that design is no longer available.
- Park Yoga sessions have been running for three weeks now in Howard Palmer Gardens on Sunday mornings and are proving very popular.
- Bee trail posts have been installed around the wildflower areas in Elms Field.
- The public right of way over the Tan House Lane bridge remains closed due to a delay in the delivery of the steps, as a result of the manufacturer going into administration. The Town Clerk will keep the committee updated as further information is received.
- A children's funfair will be held in Elms Field over the weekend of 30th August / 1st September 2024.
- An E-Vehicle event is planned for Elms Field on Saturday 21st September. This will be the town council working in conjunction with the My Journey team at Wokingham Borough Council.
- Grass repairs have been carried out at Elms Field as a result of vehicles damaging the turf during the May Fayre event.
- The committee meeting in July will move from 9th to 2nd July to accommodate a change in date for the July Full Council meeting.
- An Olympic themed sculpture created by Optalis is planned for Market Place over August and early September.
- Evendons Primary School held a colour run fund raising event in Viking Field on Sunday 19th May.

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 12)

The Town Clerk noted the request to publicise the following items:

- Elms Field Bee Trail
- Elms Field Funfair
- Park Yoga
- Viking Field Community Orchard
- Market Place sculpture

EXCLUSION OF THE PRESS AND PUBLIC (Agenda item 13)

It was proposed by Cllr T Lack, seconded by Cllr M Malvern and it was

**RESOLVED
30854**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

A vote was taken and it was unanimous.

CHAIRMAN'S INITIALS _____

Amenities Committee 20th May 2024 16987



DRAFT

ALLOTMENTS (Agenda item 14)

The Town Clerk gave a verbal report on the proposal for the recruitment of a new Allotment Officer, following the announcement of the planned retirement of the current officer.

Meeting closed at 9:25pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 20th May 2024 16988



DRAFT

CHAIRMAN'S INITIALS _____

Amenities Committee 20th May 2024 16989



10th June 2024 -DRAFT

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.31 to 20:51

PRESENT

Chair: Cllr B Callender

Councillors: S Cornish, P Cunnington, A Domingue, A Fraser, M Gee, A Jones and M Malvern.

IN ATTENDANCE

Arts and Culture Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllr M Fumagalli.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

There were no questions from members of the council or public.

Cllr Cunnington joined the meeting.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr A Domingue and seconded by Cllr M Malvern and it was

**RESOLVED
30857**

that the Minutes of Arts and Culture Committee meeting held on 11th March 2024 (pages 16923 to 16925), copy attached, be received as a true and correct record. A vote was taken, with six in favour and two abstaining.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 4th June was received and considered.

Human Library

To be discussed under Agenda Item:9

Book Festival Feedback from 7 – 11 year olds

Discussions on challenges for this age group have been discussed with Book Festival and school contacts, and staff with children of that age. No unexpected challenges have been uncovered. Feedback still to be achieved from School Councils and Councillors with children of that age. Feedback to still be looked for, however it may no longer be in time to inform changes to this years event.

Sunny Saturdays Working Party

To be discussed under Agenda Item: 8

COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 30th April 2024 was received.

CHAIR'S INITIALS _____



The anomaly with the Fun Day line was explained due to deposits of the larger elements of the event, that were paid in the previous financial year, showing as paid and not automatically being removed from commitments. Thus giving the appearance of an overspend. The Arts and Culture Officer and Finance were working through them manually to correct.

UPDATE ON ARTS AND CULTURE EVENTS (Agenda Item 7)

The Officer was thanked for the comprehensive document outlining each of the Committee's events. It was noted that the in-depth discussion regarding current and new events would take place at the next meeting, however the following was raised for consideration.

At the Annual Town Meeting, A passing resident who is also a teacher praised Theatre in the Park as a concept, but suggested that it should happen during term time/school time. Unfortunately many of the individuals who can deliver the theatre productions are also in the teaching industry and can only offer time outside of school.

- Consideration should be made over the ongoing impact events have on Council resources, including budget and officer time.
- The Committee may wish to consider adding no new events and instead focus on existing events. Or even maximising on certain events, which are perhaps bigger impact, showcase events, and removing less impactful events
- Discussion was had about the criteria to measure events which might include; officer time, budget, value for money, cost per head, impact on residents and other quantitative and qualitative considerations.

It was requested that the Arts and Culture Officer meet with the Chair and Vice Chair to draft a proposed means of scoring and present it at the next meeting.

ACTION: ARTS AND CULTURE OFFICER

SUNNY SATURDAYS (Agenda Item 8)

The update about Sunny Saturdays Working Party was presented. Councillors were content with the current position. The event was discussed in relation to the four priorities from the vision exercise. The Arts and Culture Officer will update the events document to reflect that discussion.

ACTION: ARTS AND CULTURE OFFICER

HUMAN LIBRARY (Agenda Item 9)

The Committee's work around the Human Library concept was revisited to update new members. Due to an administrative error, the funding request for this event did not make it at the proper point to the F&P meeting. The Officer requested for the Committee to make a decision as to where they would like to source the funds, following on from the suggestion that it might be possible to utilise underspend from a existing budget line.

**RESOLVED
30858**

It was proposed by Cllr A Jones and seconded by Cllr S Cornish and it was

to request from F&P £250 in year to support the next step in the Human Library project.

A vote was taken with seven in favour and one abstention.

CHAIR'S INITIALS _____



COMMITTEE INFORMATION (Agenda Item 10)

- a) There were no information items raised
- b) There were no items for immediate marketing.

**RESOLVED
30859**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)

It was proposed by Cllr P Cunnington and seconded by Cllr A Fraser and it was

that in view of the confidential nature of the business about to be transacted i.e. commercial, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

A vote was taken and it was unanimous

LUNAR NEW YEAR (Agenda Item 12)

The report concerning the February 2024 event was received and considered.

It was requested to gather multiple quotes when going out for the road closure aspect of the provision. It was noted that there was an error with the provision budgeting within the report. As it may impact the Committee's decision it was requested to double check the figures and working, and come back next meeting with a revised document before any funding decision could be made.

**RESOLVED
30860**

ACTION: ARTS AND CULTURE OFFICER

It was proposed by Cllr M Gee and seconded by Cllr M Malvern and it was

that the Committee would wish to continue with this event. A vote was taken and it was unanimous.

**RESOLVED
30861**

It was proposed by Cllr A Jones and it was seconded by Cllr A Fraser and it was to raise the food stall fee to £50 a pitch. A vote was taken and it was unanimous.

CHAIR

CHAIR'S INITIALS _____



17th June 2024

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in **the Council Chamber, Town Hall, Wokingham** from 19:30 to 21:07pm.

PRESENT

Chair: Cllr K Malvern (Chair)
Councillors: A Mather, R Bishop-Firth, P Cunnington, W Dixon, S Gurney,
A Jones (Vice-Chair) and T Lack.

IN ATTENDANCE

Civic Officer
Mayor's Attendant David Dunham
Major James Chappell

APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies were received.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr A Jones asked for it to be noted that he is a member of the Wokingham Lions Club and Wokingham Society.

Cllr K Malvern asked for it to be noted he is a member of Wokingham Society.

Cllr S Gurney asked for it to be noted she is a member of the Barkham Hookers.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

No questions were received.

CIVIC COMMITTEE MINUTES (Agenda Item 4)

There was some discussion, where it was noted, amongst a number of views in the 3 June meeting minutes, that there are too many organisations that lay wreaths at the wreath laying ceremony on Remembrance Sunday. Whilst it was agreed that this was a comment made at the meeting, it was highlighted that this could be misinterpreted, and it was suggested that Civic should make it clear that this view was shared because the wreath laying was becoming more challenging due to limited space in the Town Hall, due to the number of people laying wreaths having increased over the years.

It was proposed by Cllr A Jones and seconded by Cllr P Cunnington and it was

**RESOLVED
30862**

that the Minutes of the Civic Committee meeting held on 3rd June 2024 (pages 16933 to 16941), be received as a true and correct record and that they be confirmed and signed by the Chair.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 3rd June 2024 was received and noted.

- a) **To consider the purchase of a new mayoral badge and chain of office at some point in the near future.**

CHAIR'S INITIALS _____

Civic Committee 17/06/2024

16996



A request was made to the Finance and Personnel Committee to put aside £2,000 per year, over the next 5 years for the provision of purchasing a new mayoral chain and badge of office.

A decision was made at the Finance and Personnel meeting on 21st November 2023 to move £8000 from general reserves into an earmarked reserves so that this doesn't have to be considered again in this term of the council.

To consider options in due course.

b) Beating the Bounds walk

A request was made to the Finance and Personnel Committee for £4,000, to offer to the Wokingham Lions Club to manage and co-ordinate this.

A decision was made at the Finance and Personnel meeting on 21st November 2023 to support this financial request and for it to be taken from general reserves.

See information item 12b.

c) Consider opportunities at Remembrance to make the wreath laying ceremony more visible to a wider audience

See agenda item 7.

d) Consider All Saints Church for Mayor's Sunday from 2025. Civic Officer to seek views from all Councillors and feed back to the civic committee.

See agenda item 10.

e) Consider request for a plaque from Wokingham Lions Club

To re-visit in due course.

f) To update the Civic Award criteria to allow a previous recipient of an award to be re-considered after a five-year period, provided their latest nomination is for a substantially different reason than for the original award.

This has been updated.

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's budget expenditure to 30th April 2024 was received and noted.

CONSIDER OPPORTUNITIES TO WIDEN WREATH LAYING CEREMONY (Agenda item 7)

- a) The committee received the notes from the Wreath Laying Working Party held on 16 April 2024, proposing that the laying of the wreaths should be incorporated into the Remembrance Church service at All Saints Church on Remembrance Sunday.

CHAIR'S INITIALS _____

Civic Committee 17/06/2024

16997



- b) The committee received the Civic Officer's report requesting the members to consider this proposal and confirm if they would like WTC to implement this for Remembrance Sunday 2024.

It was proposed by Cllr A Mather and seconded by Cllr R Bishop-Firth, and it was

**RESOLVED
30863**

to accept the proposal made by the Wreath Laying Working Party, to incorporate the wreath laying part of the Remembrance activities into the Church Service at All Saints Church on Remembrance Sunday, to widen the number of people seeing this.

It was noted that following this, consideration will need to be given to the wreaths at the Church being visible to the public for a few days, and then being relocated sensitively and appropriately to the war memorial inside the Town Hall.

The Civic Officer confirmed that she will meet with Rev Hannah Higginson to plan and discuss further, and arrange a further working party meeting, if required.

ACTION: Civic Officer

CIVIC SERVICE (Agenda Item 8)

The committee received a response from the Chair of Churches Together (CTW) in Wokingham, following the decision to separate the civic service from the ceremony.

The Chair of CTW advised that they respected the decision made by the Council but expressed their sadness about this.

It was suggested that whilst the Town Hall does not have the capacity to invite all faith representatives to the Mayoral Inauguration each year, WTC could invite the leaders of Wokingham's faiths groups to this, to retain a connection in this way.

The Civic Officer was asked to send a reply to the Chair of CTW to re-iterate that the Council is keen to maintain the relationship with the Churches, keep in touch with them and to offer their support where appropriate.

ACTION: Civic Officer

MAYOR'S INAUGURATION CEREMONY FEEDBACK (Agenda Item 9)

- a) The Committee received a copy of a thank you letter from the Deputy Lieutenant who attended on the day, expressing his thanks and appreciation.
b) Additional feedback about the day was invited, so it can be considered in future planning.

Comments and suggestions included the following:

- A request was made to make it clearer for guests to identify what allergens are in food items when the canapes are served. The Civic Officer was asked to request that the caterer includes a note of the ingredients on each of the platters when they are offered.

CHAIR'S INITIALS _____



- There was a view from some members that whilst the committee previously agreed that the civic service should be separated from this day, to make it a stand-alone occasion, there is a chance that this connection could be re-creatable in the future if the incoming Mayor wished to personally take the lead on this, which might make it easier for Councillors to attend if it were not a Council led event. This view may require further discussion.
- The Civic Officer was thanked for the preparation and delivery of a lovely occasion.

ACTION: Civic Officer

LOCATION OF MAYOR'S INAUGURATION CEREMONY (Agenda Item 10)

The Committee received the Civic Officer's report, to consider the idea of holding the inauguration ceremony at All Saints Church to increase the number of people able to attend.

It was proposed by Cllr S Gurney and seconded by Cllr A Jones, and it was

**RESOLVED
30864**

to retain the Town Hall as its location for the Council's Inauguration Ceremony.

ACTION: Civic Officer

CIVIC AWARD SELECTION MEETING (Agenda Item 11)

- Cllr Gurney confirmed she would like to join the selection committee, if alternative arrangements could be made for the day and time to be adjusted. Cllr Dixon also expressed his interest, if required.
- The Civic Officer was asked to re-consider the day and time to make the meeting more practical for everyone to attend.
- Members suggested the Chair of Wokingham Lions, a representative from the Wokingham Volunteer Centre, Wokingham United Charities or Involve joining the committee if additional representatives were required.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 12)

The following information was received and noted:

- It is confirmed that a student intern will work with the Civic Officer and Arts & Culture Officer from 8 July for 140 hours through the summer to offer support and ideas for the community engagement part of the Museum Accreditation work. They will work on Mondays and Tuesdays.
- An update to the Beating the Bounds event on 8 September, requesting that Councillors note the requirement to help at designated points on the walk. The Civic Officer will share further information in due course, as it is confirmed and received from the Wokingham Lions Club.

ACTION: Civic Officer

CHAIR'S INITIALS _____



COMMITTEE INFORMATION (Agenda Item 13)

There were no information items.

- a) No information was raised by members.
- b) No information was identified for marketing purposes. However, it was suggested that the Civic Officer announces the change to the wreath laying ceremony for 2024, on one of WTC's official channels, e.g. social media.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



18th June 2024

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 9.46 pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi, B Callender, R Comber, S Gurney, T Lack, K Malvern (from 19:40), H Richards

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 4)

It was proposed by Cllr M Gee and seconded by Cllr B Callender and it was

**RESOLVED
30865**

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 30th April 2024, pages 16958 to 116967 be received as a true and correct record and that they be signed by the Chair.

A vote was taken. Of the seven members present, six members voted in favour, one member abstained from voting.

ACCOUNTS PAYABLE (Agenda Item 5)

The following list of payments from the Clerk's Drawing Account and the F&P Account were received. It was proposed by Cllr B Alvi, seconded by Cllr R Comber and it was

**RESOLVED
30866**

To approve:

(a) the list of costs from 1st April 2024 to 31st May 2024 totalling the sum of £456,511.21 paid from the F & GP Account, this includes £93,812.15 in transfers to the Clerk's A/C.

(b) the list of costs from 1st April 2024 to 31st May 2024 totalling the sum of £105,144.47 paid from the Clerks Drawings account.

CHAIR INITIALS _____



A vote was taken. Seven members voted in favour, one member abstained from voting.

FINANCIAL REPORTS (Agenda Item 6)

The RFO gave a verbal report on the following financial reports which were received and noted:

- (a) Income and Expenditure to 31st May 2024.
- (b) Balance Sheet as 31st May 2024.
- (c) Revenue monitoring report to 31st May 2024.

The RFO proposed that the Town Hall budget for structural repairs for £30,000 be transferred from the Amenities Capital to the Town Hall cost centre against which in year spend should be reported.

Members requested that the monitoring report be adopted by all other committees with analysis by budget line. RFO and Town Clerk to coach officers on how to create their own monitoring reports.

The RFO gave a verbal report to propose that officers record costs incurred during the financial year 2024/5 against nominal codes with a relevant description (although they may not have a budget) instead of ones that provide the best fit. There would still be a requirement to manage their cost centre to the agreed budget for 2024-25. This would provide better visibility and accuracy to prepare for 2025-26 budget planning.

INVESTMENT UPDATE (Agenda Item 7)

- Members noted the divested funds from the CCLA LAPF have been transferred into the CCLA PSDF (£90,000)
- Members noted the latest value as at 31st May 2024 for the current holding of LAPF at a mid-value of £91,350.37 (31st March 2024 £91,816)
- Members considered the remaining investment in the LAPF together with the opportunity to invest in other funds. Members requested that the RFO seeks investment options and prepares analysis of cashflow during recent years to identify the value of funds that could be invested.

An indicative vote was taken and a majority were in favour that the Finance & Personnel Committee consider investment options at the meeting on 24th September 2024.

CIL MONITORING REPORT (Agenda item 8)

Members noted receipt of CIL income of £32,034.85 received on 1st May 2024.

The Town Clerk gave a verbal update on the CIL income and expenditure report to May 2024 and was asked to remove lines where CIL funding has been spent and shows a Nil balance.

CHAIR INITIALS _____



Members noted that CIL fund balances received up to 31st March 2024 have been transferred to a CIL earmarked reserve and reflects the balance available to spend (excluding any in year income or spend).

WOKINGHAM BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REQUEST (Agenda Item 9)

Cllr T Lack reported on the recommendation from the Amenities Committee to match fund a CIL funding request from Wokingham Borough Council to replace two pieces of equipment and resurface a play area in the town area. The members discussed the recommendation and options given. ((Agenda item 9a)

It was proposed by Cllr M Gee and seconded by Cllr H Richards and it was

**RESOLVED
30867**

that the Finance and Personnel Committee would recommend to Full Council that Wokingham Town Council match fund Option B with a requirement to ensure due diligence is undertaken of costings and quotations.

A vote was taken and it was unanimous.

Following discussion of the threshold level and its annual review by the members it was proposed by Cllr S Gurney and seconded by Cllr R Comber and it was (agenda item 9b)

**RESOLVED
30868**

that a proposal be put to Full Council that the Finance and Personnel Committee be granted delegated authority in their Terms of Reference to approve CIL spending requests up to a threshold of £25,000 (ex VAT) for 2024-25.

A vote was taken and it was unanimous.

INSURANCE RESTATEMENT VALUATION (Agenda item 10)

The Town Clerk reported on a second quotation received for an insurance reinstatement valuation survey for the Town Hall. Although the quotation received was more expensive than another supplier's quotation the Town Clerk recommended they be awarded the contract on the basis of their extensive knowledge of the building.

It was proposed by Cllr T Lack and seconded by Cllr S Gurney at it was

**RESOLVED
30869**

that additional funds of £315 to those resolved by resolution 30823, giving a total of £1,815, should be approved to undertake an insurance reinstatement valuation of the Town Hall.

A vote was taken and it was unanimous

ANNUAL RETURN SUBMISSION (Agenda item 11)

Cllr M Gee reported and the members noted that:

CHAIR INITIALS _____



- The submission of the annual return for 2023/24 to PKF Littlejohn, the External Auditor has been made.
- The required documentation has been published on the council's website and on the noticeboard outside the town hall
- The account records for 2023-4 are available for the public to inspect between 10th June and 19th July 2024.

INSURANCE (Agenda item 12)

- The members noted that the council's insurance renewal for 2024-25 has been completed.
- Further discussion confirmed that quotations will be sought for the 2025-26 policy following comprehensive review of the council's asset register/ Town Hall reinstatement valuation and council's insurance requirements during 2024-25.

COUNCIL MAIN GRANTS (Agenda item 13)

Following extensive discussion of the updated main grants policy by the members and with contribution of the legal requirements for grant or donation payments by the Town Clerk, it was agreed that:

- The policy should include an option for a grant applicant to select a long-term funding request.
- That the policy should be amended to request whether the grants applied for would be for
 - a. a one-off project
 - b. a multi-year project
 - c. ongoing support for the organisation or event
- The Town Clerk was requested to propose a scoring system to evaluate both in year and main grants.
- Cllr S Gurney requested a copy of the spreadsheet for last year's grant applications.
- That the policy should be amended to state that the council retains the option to request a liaison between the council and the organisation for grants exceeding £5,000.
- That the amended grants policy should be brought to the meeting on 23rd July.
- That the council's grants program should run from 29th July to 20th September 2024

IN-YEAR FUNDING REQUEST FROM THE ARTS AND CULTURE COMMITTEE (Agenda item 14)

Cllr B Callender reported on the request from the Arts and Culture Committee for in-year funding for up to £250 to fund membership of the Humal Library project.

Following discussion, it was proposed by Cllr B Callender, seconded by Cllr S Gurney and members

**RESOLVED
30870**

CHAIR INITIALS _____



to approve in-year funding of up to £250 to fund membership of the Human Library project in 2024-25 financial year.

A vote was taken and it was unanimous

COMMITTEE INFORMATION (Agenda item 15)

- No information items were raised by members
- No specific items for marketing purposes were identified

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 16)

It was proposed by Cllr S Gurney, seconded by Cllr H Richards and it was

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

A vote was taken and it was unanimous

The RFO left the meeting at 9:03pm

LEASE MATTERS (Agenda item 17)

The Town Clerk reported that the renewal of the lease for Timpsons was being finalised and had been signed and sealed by the Mayor and Town Clerk.

The Town Clerk reported on the extent of legal costs incurred as a result of requests for additions to the lease agreement which have subsequently been withdrawn.

The Town Clerk recommended the committee consider the renewal period at the next renewal date, given the costs incurred for the current renewal.

STAFFING UPDATE (Agenda Item 18)

The Town Clerk gave a verbal update on a number of staffing matters.

The Committee supported the Town Clerk in relation to one request (TC 16 2024 Confidential report) for a substantive increase for one member of staff.

The committee considered a second request from the Town Clerk in relation to overtime from one member of staff. Following discussion, the Town Clerk was requested to supply additional information and bring the request back to the next meeting.

The meeting ended at 9.46pm

**RESOLVED
30871**

**RESOLVED
30872**

CHAIR INITIALS _____



Date: 10/06/2024

Wokingham Town Council

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Time: 12:13

F & P and Current Accounts

List of Payments made between 01/04/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2024	Wokingham Borough Council	Std Ord	3,084.00		Town Hall Chambers 2104329
04/04/2024	O2	DDR 040424	330.62		29427360/O2
04/04/2024	Grenke Leasing	DDR	467.32		Copier lease
08/04/2024	Google Ireland Limited	DDR 080424	45.86		4941335887/Google Ireland Limi
08/04/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
10/04/2024	Barclaycard Commercial	DDR 100424	44.00		10034750324/Barclaycard
Commer					
16/04/2024	SAGE	Std Ord	66.00		Payroll
17/04/2024	Barclaycard Commercial	DDR 170424	1,472.14		8107554/Barclaycard Commercial
17/04/2024	Castle Water Limited	DDR 170424	47.18		10001884966/Castle Water Limit
18/04/2024	Total Gas & Power Ltd	DDR 180424	1,365.32		335261591/24/Total Gas & Power
22/04/2024	Total Gas & Power Ltd	DDR 220424	6,884.13		335422280/24/Total Gas & Power
22/04/2024	Total Gas & Power Ltd	DDR 22 04	70.10		335422246/24/Total Gas & Power
22/04/2024	Total Gas & Power Ltd	DDR 2204	442.65		335422323/24/Total Gas & Power
25/04/2024	HMRC	DD	9,139.49		HMRC April 2024
26/04/2024	ARVAL	DD	599.24		HK72 FNE WO7317
30/04/2024	BACS P/L Pymnt Page 4990	BACS Pymnt	22,523.14		BACS P/L Pymnt Page 4990
30/04/2024	BACS P/L Pymnt Page 4991	BACS Pymnt	29,225.89		BACS P/L Pymnt Page 4991
30/04/2024	BACS P/L Pymnt Page 4994	BACS Pymnt	4,238.00		BACS P/L Pymnt Page 4994
30/04/2024	BACS P/L Pymnt Page 4995	BACS Pymnt	8,951.60		BACS P/L Pymnt Page 4995
30/04/2024	Focus Group	DDR 300424	1,055.59		6825817/Focus Group
30/04/2024	Clerk's Drawings Account	Imprest	56,374.29		tx Main to Clerks
30/04/2024	BACS P/L Pymnt Page 5004	BACS Pymnt	9,584.80		BACS P/L Pymnt Page 5004
30/04/2024	BACS P/L Pymnt Page 5005	BACS Pymnt	12,990.72		BACS P/L Pymnt Page 5005
01/05/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
08/05/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
08/05/2024	Google Ireland Limited	DDR 080524	54.00		4962239808/Google Ireland Limi
08/05/2024	O2	DDR 0805	345.96		30011870/O2
08/05/2024	Clerk's Drawings Account	IMPRESS	30,000.00		IMPRESS
10/05/2024	Barclaycard Commercial	DDR 100524	44.00		10034750424/Barclaycard
Commer					
10/05/2024	Optalis	BACS	1,642.80		Received in error
14/05/2024	BACS P/L Pymnt Page 5010	BACS Pymnt	20,121.90		BACS P/L Pymnt Page 5010
15/05/2024	BACS P/L Pymnt Page 5013	BACS Pymnt	3,204.50		BACS P/L Pymnt Page 5013
15/05/2024	Clerk's Drawings Account	PL 5011	7,437.86		PL 5011
16/05/2024	SAGE	Std Ord	66.00		Payroll
16/05/2024	Castle Water Limited	DDR1605	323.06		10002120502/Castle Water Limit
16/05/2024	GRANTS 3	GRANTS 3	14,420.00		GRANTS 3
16/05/2024	GRANTS 1	GRANTS 1	16,987.00		GRANTS 1
16/05/2024	GRANTS 4	302697	21,546.00		GRANTS 4
16/05/2024	GRANTS 2	GRANTS 2	41,231.00		GRANTS 2
17/05/2024	Castle Water Limited	DDR/170524	41.33		10002192263/Castle Water Limit
20/05/2024	Barclaycard Commercial	DDR 200524	3,954.15		1929902B/Barclaycard Commercia
22/05/2024	BACS P/L Pymnt Page 5017	BACS Pymnt	3,343.75		BACS P/L Pymnt Page 5017
23/05/2024	GRANT 5	GRANT 5	985.00		GRANT 5
26/05/2024	ARVAL	DD	599.24		HK72 FNE WO7317
29/05/2024	BACS P/L Pymnt Page 5022	BACS Pymnt	12,346.00		BACS P/L Pymnt Page 5022
29/05/2024	Total Gas & Power Ltd	DDR290524	126.45		339881173/24/Total Gas & Power
29/05/2024	Total Gas & Power Ltd	DDR/ 29052	665.59		340286875/24/Total Gas & Power

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CHAIR INITIALS _____



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Wokingham Town Council

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F & P and Current Accounts

List of Payments made between 01/04/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2024	CCLA	CCLA290524	90,000.00		CCLA
30/05/2024	HMRC	DD	9,248.53		HMRC May 2024
31/05/2024	Focus Group	DDR310524	134.09		6826445/Focus Group
31/05/2024	Focus Group	DDR/310524	921.68		6826584/Focus Group
Total Payments			456,511.21		

DRAFT

CHAIR INITIALS _____



Date: 10/06/2024

Wokingham Town Council

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Time: 12:17

Clerk's Drawings Account

List of Payments made between 01/04/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	Peninsula	Std Ord	167.44		HR support
01/04/2024	Wokingham Borough Council	Std Ord	335.25		Market tolls 1016075
01/04/2024	Wokingham Borough Council	Std Ord	347.70		Woosehill 101493X
01/04/2024	Wokingham Borough Council	Std Ord	332.40		Info Centre TH 1045161
01/04/2024	Wokingham Borough Council	Std Ord	263.80		Town Hall Chambers 2035191
01/04/2024	Wokingham Borough Council	Std Ord	245.00		Town Hall Chambers 2239762
08/04/2024	Barclays Plc	COMMISSION	15.00		Bank charge for Kenyan Sch pay
15/04/2024	April salary	BACS	29,542.02		April salary
17/04/2024	Castle Water Limited	DDR 170420	15.00		Purchase Ledger DDR Payment
24/04/2024	DD return	BACS	800.00		V689 22138 V161 21085 V759etc
30/04/2024	BACS P/L Pymnt Page 4987	BACS Pymnt	8,587.10		BACS P/L Pymnt Page 4987
30/04/2024	BACS P/L Pymnt Page 4992	BACS Pymnt	5,922.02		BACS P/L Pymnt Page 4992
30/04/2024	BACS P/L Pymnt Page 4996	BACS Pymnt	8,166.63		BACS P/L Pymnt Page 4996
01/05/2024	Peninsula	Std Ord	167.44		HR support
01/05/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/05/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/05/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/05/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/05/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
02/05/2024	1-2-1	DUP 1-2-1	-547.50		1-2-1
02/05/2024	1-2-1	DUP121REV	547.50		Reverse 1-2-1 DUP
08/05/2024	ALLOT STAFF	BACS	71.08		ALLOT STAFF
08/05/2024	TH STAFF	BACS	26.00		TH STAFF
10/05/2024	DD return	BACS	406.00		DD return
14/05/2024	BACS P/L Pymnt Page 5007	BACS Pymnt	5,203.59		BACS P/L Pymnt Page 5007
15/05/2024	BACS P/L Pymnt Page 5011	BACS Pymnt	3,718.93		BACS P/L Pymnt Page 5011
15/05/2024	May salary	MAY SALARY	29,670.70		May salary
15/05/2024	F & P and Current Accounts	PL 5011	3,718.93		PL 5011
17/05/2024	Castle Water Limited	DDR1705	15.63		10002163955/Castle Water Limit
20/05/2024	BACS P/L Pymnt Page 5024	BACS Pymnt	-537.14		BACS P/L Pymnt Page 5024
22/05/2024	BACS P/L Pymnt Page 5018	BACS Pymnt	3,321.76		BACS P/L Pymnt Page 5018
23/05/2024	Spooner Fruit bush	BACS	220.83		Spooner Fruit bush
23/05/2024	DD returns	BACS	700.00		DD returns
24/05/2024	Volunteer parking	BACS	22.50		Volunteer parking
29/05/2024	BACS P/L Pymnt Page 5021	BACS Pymnt	1,809.36		BACS P/L Pymnt Page 5021
31/05/2024	DDREFUNDST	DDREFUNDST	342.50		DDREFUNDST
		Total Payments	105,144.47		

CHAIR INITIALS _____

Finance & Personnel Meeting 18/06/2024

17009



21/06/2024
15:48

Wokingham Town Council

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Summary Income & Expenditure by Budget Heading 01/06/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	65,654	15,020	71,000	55,980	36,286	19,694
	Net Income over Expenditure	(65,654)	(15,020)	(70,970)	(55,950)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(65,654)	(15,020)				
102	Market						
	Income	53,487	8,929	42,050	33,121		
	Expenditure	18,753	2,165	10,275	8,110	152	7,958
	Movement to/(from) Gen Reserve	34,734	6,764				
103	Parks & Bloom						
	Income	4,855	335	3,050	2,715		
	Expenditure	170,177	18,103	167,640	149,537	49,307	100,230
	Net Income over Expenditure	(165,323)	(17,768)	(164,590)	(146,822)		
	plus Transfer from EMR	15,642	0				
	Movement to/(from) Gen Reserve	(149,681)	(17,768)				
104	Woosehill						
	Income	26,869	4,577	31,410	26,833		
	Expenditure	28,073	3,371	28,065	24,694	20,665	4,029
	Movement to/(from) Gen Reserve	(1,204)	1,206				
106	Town Hall						
	Income	142,245	35,174	135,860	100,686		
	Expenditure	100,238	20,951	118,660	97,709	31,253	66,456
	Net Income over Expenditure	42,007	14,223	17,200	2,977		
	plus Transfer from EMR	6,823	0				
	less Transfer to EMR	(6,664)	0				
	Movement to/(from) Gen Reserve	55,494	14,223				
109	Allotments						
	Income	65,983	1,241	17,000	15,759		
	Expenditure	56,038	3,370	20,990	17,620	6,865	10,755
	Movement to/(from) Gen Reserve	9,945	(2,129)				
120	Amenities Capital						
	Expenditure	73,143	0	70,000	70,000		70,000
	plus Transfer from EMR	26,764	0				
	Movement to/(from) Gen Reserve	(46,379)	0				
201	Personnel						
	Income	560	0	0	0		
	Expenditure	577,555	103,627	681,420	577,793	1,140	576,652
	Movement to/(from) Gen Reserve	(576,995)	(103,627)				

CHAIR INITIALS _____

Finance & Personnel Meeting 18/06/2024

17010



301 F & P Administration	Income	1,370,457	650,016	1,450,467	800,451		
	Expenditure	150,735	14,947	289,306	274,359	22,104	252,256
	Net Income over Expenditure						
		1,219,723	635,069	1,161,161	526,092		
	plus Transfer from EMR	32,875	0				
	less Transfer to EMR	126,344	0				
	Movement to/(from) Gen Reserve	1,126,253	635,069				
302 Civic	Expenditure	24,593	8,751	47,425	38,674	351	38,323

Continued over page

DRAFT

CHAIR INITIALS _____



Summary Income & Expenditure by Budget Heading 01/06/2024

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
303	Grants						
	Income	2,000	0	0	0		
	Expenditure	88,239	95,169	107,169	12,000		12,000
	Movement to/(from) Gen Reserve	(86,239)	(95,169)				
304	Arts & Culture						
	Income	4,085	2,556	5,050	2,494		
	Expenditure	104,261	37,013	117,865	80,852	7,579	73,273
	Net Income over Expenditure	(100,176)	(34,456)	(112,815)	(78,359)		
	plus Transfer from EMR	1,481	0				
	Movement to/(from) Gen Reserve	(98,695)	(34,456)				
	Movement to/(from) Gen Reserve	0	0				
401	Highways and Planning						
	Income	2,056	3,299	2,940	(359)		
	Expenditure	2,597	248	5,640	5,392	639	4,753
	Movement to/(from) Gen Reserve	(541)	3,051				
	Grand Totals:- Income	1,672,597	706,128	1,687,857	981,729		
	Expenditure	1,460,055	322,736	1,735,455	1,412,719	176,341	1,236,379
	Net Income over Expenditure	212,541	383,392	(47,598)	(430,990)		
	plus Transfer from EMR	83,585	0				
	less Transfer to EMR	119,680	0				
	Movement to/(from) Gen Reserve	176,446	383,392				

CHAIR INITIALS _____

Finance & Personnel Meeting 18/06/2024

17012



4th June 2024

Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 20:15

PRESENT

Councillors: Cllr Shepherd-Dubey (Chair), Cllr N Nagella (Vice Chair), Cllr L Timlin, Cllr W Dixon, Cllr H Richards, Cllr A Betteridge, Cllr B Alvi, Cllr C Jamthe.

IN ATTENDANCE

PT Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr A Croy

MEMBERS' INTERESTS (Agenda Item 2)

None.

QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)

None

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr Dixon and seconded by Cllr Betteridge, and it was that the minutes of the Planning & Transportation Committee meeting held on 23rd April 2024 (pages 16954 to 16957) be received as a true and correct record and that they be confirmed and signed by the Chair.

**RESOLVED
30855**

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 29th May 2024 was received and considered.

SECURE BICYCLE STORAGE IN WOKINGHAM TOWN

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

The steady volume of usage was retained during April.

When we have a predicted 3 days in a row of dry weather the roofs of the lockers will be painted with the environmentally friendly paint.

CHAIRMANS INITIALS _____



Cllr Betteridge stated that he had used the lockers recently and it was a good experience.

The 'Business Cards' advertising the Secure Lockers continue to be given out to potential customers from the Councillors and at Council events.

It is hoped that there will be increase in usage over the summer months.

BUS SHELTERS

The Crutchley road shelter that had graffiti has been cleaned again using a new method. Although not perfect it is better than before. This method uses an abrasive technique, and it has worked well, this saves replacement of panels.

ACTION: PT OFFICER

TPO'S (TREE PRESERVATION ORDERS) IN WOKINGHAM TOWN (Agenda Item 6)

To review the current Wokingham Borough Council TPO's procedure and to explore whether the Committee and Wokingham Town Council can take additional measures to protect trees in Wokingham Town.

The PT Officer confirmed that documentation on the process had been sent to the Committee members with links to the WBC website. It was noted that there might be an issue with one of the links. The PT Officer will check and resolve.

The PT Officer has also distributed a form that could be completed and sent electronically. The present form on the WBC website requires downloading and either scanning and sending via email or posting via mail.

The Committee thought that this information would be useful to all Councillors. The PT Officer will follow this up.

ACTION: PT OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 30th April 2024 were received and noted.

PLANNING APPLICATIONS (Agenda Item 8)

The following applications were received and considered, and it was that the Committee would make comment as shown.

**RESOLVED
30856**

240959 Land to the west of St Annes Drive RG40 1PB

Application to vary condition 2 of planning consent 203544 (approved under APP/X0360/W/22/3297645) for the proposed erection of 54 units (including 19 affordable homes) with associated access road from St Anne's Drive, landscaping and open space. Condition 2 refers to the approved details and the variation is for the addition of garden rooms to 14 no. plots on the site.

CHAIRMANS INITIALS _____



The Committee had no objections but had queries regarding whether the change in size of these property's would have other impacts. Would this affect any increase in Community Infrastructure (CIL) or have any impact on the Suitable Alternative Natural Greenspace (SANG) as it may increase the value of the house.

241210 53 Barkham Road Wokingham RG41 2RG

Full application for the proposed conversion of a pair of 3no. bed existing semi-detached bungalows to a pair of 2no. bed semi-detached dwellings, with the raising of the roof/loft to create a new first floor, erection of a single storey rear extension, and erection of a two-storey side extension. Following the demolition of exist garage.

It was pointed out that the description is not correct.

The Committee felt that although they had concerns regarding the parking they had no objections.

241183 40 Reading Road Wokingham RG41 1EH

Application for Listed Building consent for the proposed re-rendering of the roadside gable elevation, remedial works to the damaged timber walls and adjoining flat roof and gable elevation.

The Committee support this application as it keeps a Listed Building in good order and that is welcomed.

231343 290 London Road Wokingham RG40 1RD

Application for a certificate of existing lawful development for the single dwelling house C3 converted to HMO C4

There was some confusion regarding this application as it already has a certificate within the documents. The Committee think that there might be further certification due to the increase in occupancy. They trust that the Planning Officer reviewing the application will judge the suitability.

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 8)

Cllr Dixon informed the Committee that he will be unable to attend the next P&T meeting that is being held on 16th July.

The Chair confirmed that if the Blagrove Road application (222306) is taken to the WBC P&T Meeting on 10th July that Cllr Dixon will talk on behalf of Wokingham Town Council.

CHAIRMANS INITIALS _____



CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____





WOKINGHAM TOWN COUNCIL
Town Hall, Market Place,
Wokingham
Berkshire
RG40 1AS

STRATEGY WORKING PARTY
NOTES OF THE MEETING
Wednesday 12th June 2024 Via MS Teams

Present: Cllrs R Comber, A Croy, A Domingue (Chair), M Gee, M Malvern, A Medhurst and L Timlin (Vice-Chair).

In attendance: Town Clerk

1. Apologies for absence

None

2. Notes of the previous meeting:

The notes of the previous meetings held on 20th March were received and accepted.

3. Working Party Terms of Reference

Members reviewed a draft Terms of Reference document provided by the Town Clerk.

Following discussion, the following additions were added to the document:

- Election of a Chair and Vice-Chair for the working party at the first meeting in the civic year
- Inclusion of a review of the council's functions and scope

4. Council Vision and Strategic Objectives

Members noted a copy of the council's adopted vision and strategic objectives for information.

5. Standing Orders

Members reviewed the Town Clerk's report TC-12/2024, which included 5 recommended amendments and/or areas for discussion.

It was noted that, in line with SO-38, recommended changes would be laid before the next council meeting (July 2024) without discussion, and be reviewed and voted on at the subsequent full council meeting (October 2024). For any changes to take affect ahead of the Mayoral Selection for 2025-26, recommended changes would need to be laid before council in December at the latest.

Review of the election / appointment of the Deputy Mayor

At present, there is conflicting information between item 1 (a) (i) under 'Meetings and proceedings' and 2 (b) under 'Town Mayor, Deputy Town Mayor and Leader'.

Item 1(a)(i) states: The election of the Town Mayor, Deputy Town Mayor and Leader of the Council shall be completed at the Annual Meeting of the Council

Item 2(b) states: The Deputy Mayor shall be appointed at the Annual Meeting of the Council in May.

Following discussion, the following recommendations were agreed to be put before council:

- Deputy Mayor role to become an elected role rather than an appointment by the Mayor-Elect
- Election of the Deputy Mayor to be made at the same meeting as the election of the Mayor-elect (in March in a non-election year and in May in an election year)
- For there to be a short time pause after the election of the Mayor-Elect to allow members considering standing for Deputy Mayor to have regard to who has been selected as the Mayor-Elect
- For both elections to continue to be held by secret-ballot
- Accordingly, for Item 2(b) be amended to read 'The Deputy Mayor shall be elected at the Annual Meeting of the Council in May'

Election / Appointment of the Leader of the Council

At present, there is conflicting information between item 1 (a) (i) under 'Meetings and proceedings' and 2 (b) under 'Town Mayor, Deputy Town Mayor and Leader'.

Item 1(a)(i) states: The election of the Town Mayor, Deputy Town Mayor and Leader of the Council shall be completed at the Annual Meeting of the Council •

Item 2(c) states: The Leader of the Council shall be appointed at the Annual Meeting of the Council in May.

Following discussion, the following recommendations were agreed to be put before council:

- Leader of the Council should be an elected role, as it has been, carried out in the adjourned section of the Annual Meeting of the council in May.
- Accordingly, item 2(c) be amended to read 'The Leader of the Council shall be elected at the Annual Meeting of the Council in May'

Mayoral Selection Meeting

SO-23 (e) states that the Mayoral Selection meeting is held immediately before the last meeting of the Finance and Personnel Committee meeting of the municipal year.

For reasons of convenience and forward planning, the selection of the Mayor elect is now made in March in a non-election year and May in an election year.

Following discussion, the following recommendation was agreed to be put before council:

- Amend SO-23 (e) to read 'With the exception of an election year, The Mayoral Selection Meeting is to be held immediately before a committee meeting in March, on a suitable date as determined by the Town Clerk'

Staff Complement and filling of vacancies

SO-30 states that when existing posts become vacant, the Finance and Personnel Committee shall decide whether the office is necessary, and the terms and conditions of such a post. No steps should be taken to fill the post until those decision have been made.

The Town Clerk suggested that this requirement for F&P to consider a post is both onerous and adds additional time to the process of replacing officers and as such should be removed. The Town Clerk recommended that the requirement to seek guidance on the reappointment of a post should be at the discretion of the Town Clerk, and that the request be put to the most appropriate committee (as deemed by the Town Clerk) for consideration.

Following discussion, the following recommendation was agreed to be put before council:

- Amend SO-30 2 (a) to read: 'When existing posts become vacant, unless the Town Clerk recommends material changes to the post, actions to advertise and fill the post can be undertaken. Should material changes to the post be recommended, the proposal should be reviewed by the Finance and Personnel Committee to consider the proposal before any further action is taken to fill the post. For all vacancies involving newly created posts, the Finance & Personnel Committee shall determine the terms and conditions of such posts, and no steps should be taken to fill those posts until those decisions have been made.'

Constitution of Committees

Following discussion, the following recommendations were agreed to be put before council:

- Update SO-19 (a) to read '.....Wherever possible the constitution of all Committees and the Strategy Working Party will aim to achieve political proportionality in their totality, including independent members.'
- Update SO-19 (a) 'V' (Civic Committee) to read 'Nine to include (where feasible) past mayors who are current serving councillors'

Members discussed a suggestion from the Town Clerk regarding the publication of a list of members nominated to each committee and the requirement or otherwise for committee membership to be elected. A recommendation on this matter was deferred to a future meeting.

6 Accountability in Public Life Review – Consultation

The Town Clerk noted that one submission of comments had been received. Following discussion, it was agreed that the comments would be circulated to members for review by email. Members agreeing to endorse the comments should confirm to the Town Clerk by return email. In the event that the comments are not endorsed by a majority of the working party members, the councillor submitting the comments will be recommended to submit them to the consultation in their capacity as an individual councillor.

7 Request to support a national campaign to improve the safety of lithium-ion batteries used in e-bikes and e-scooters

Members reviewed a request received by the Town Clerk to support a safety campaign on lithium-ion batteries.

Following discussion, it was noted that this is largely outside of the scope of the work of the town council, and it was agreed that the request should be forwarded to Wokingham Borough Council, for the attention of members who sit as representatives on the board for the local Fire Authority (*Note: B/Cllrs G Bello, R Shepherd-Dubey, W Smith and L Timlin*).

8 AOB

Cllr Croy asked members to consider concerns over the transparency of the vote held at Mayoral Sunday for the election of the Mayor. He reported concerns over the lack of transparency regarding the reporting at the meeting of other members who stand in the Mayoral Selection vote held in March.

Following discussion, it was agreed that this issue would be brought to the next meeting for further discussion.

9 Future meetings

Dates of future meetings were confirmed as:

18th September 2024

13th November 2024

29th January 2025

26th March 2025

Cllr Domingue requested that the date for the July meeting be revised to fall between 4th and 25th July.

31st July 2024 – Date to be revised

The meeting closed at 9:37pm

Actions:

Agenda item	Action	By whom
3	Amend and circulate updated copy of ToR	Town Clerk
5	Add agreed recommendations to the agenda for the July council meeting to be laid before members (with a proposer and seconder) for consideration (without discussion) in line with SO-38	Town Clerk

7	Forward request to WBC and Fire Authority members	Town Clerk
8	Add discussion on Mayoral Sunday vote transparency to the agenda for the next meeting	Town Clerk
9	Look at alternative dates for the next meeting in July	Town Clerk

Wokingham Town Council Strategy Working Party

Terms of Reference:

Membership:

7 Councillors, including the Mayor and Leader of the Council

Chair and Vice-Chair:

A Chair and Vice-Chair for the Working Party will be elected at the first meeting of the civic year.

Quorum:

Standard 3

Scope:

- To give consideration to and make recommendations on matters of major strategy and policy.
- To consider priorities for Wokingham Town Council and make recommendations to Full Council.
- To consider the scope and functions of Wokingham Town Council.
- To maintain and review from time to time the Council's Vision.
- To develop a Wokingham Town Council strategic plan.
- To identify any opportunities for development of Wokingham Town Council and give guidance and recommendations to spending committees for the formulation of forward plans.
- To consider any requests from external organisations to grow the remit of Wokingham Town Council, specifically though not exclusively, from Wokingham Borough Council.
- To respond on consultation requests on behalf of Wokingham Town Council on any matter other than planning consultations (which would be reviewed by the P&T Committee)
- To consider any other matter where the remit does not fall within that of an existing committee
- To report to Full Council

Resources:

- No direct funding required, operational activity through existing standing committees
- Clerked by Town Clerk
- Meetings held on MS Teams unless otherwise determined by the Town Clerk

Meeting Schedule:

- 6 meeting per year.



Wokingham Town Council External Representation
Meeting Record

Organisation	Wokingham Job Support Centre
Meeting Attended	AGM
WTC Attached Committee	
Name of Councillor	Susan Cornish
Date of Meeting	3 rd June 2024
Main Points of Meeting	
<p>The WJSC aims to support both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Town areas to gain employment.</p> <p>New client numbers have increased from 100 to 180 from the previous year due to increased knowledge of the services in the local community and the demand.</p> <p>3 new Trustees appointed, improving people management and marketing.</p> <p>2 replacement supervisors have been appointed.</p> <p>Annual operating cost of circa. £30k (small deficit this year)</p> <p>Looking forward, they want to continue on-going review, adjust for new developments, improve their profile on social media to increase awareness and to improve follow-up of potential and actual clients.</p> <p>Steven Polak has stood down as Chairman after 13 years and is replaced by Dave Newbold, the existing Treasurer.</p>	



Wokingham Town Council External Representation
Meeting Record

Action or Points of follow up for WTC

If any WTC councillors are interested in volunteering as Advisors for WJSC, they would be made most welcome.



Wokingham Town Council External Representation
Meeting Record

Organisation	Emmbrook Village Hall
Meeting Attended	AGM
WTC Attached Committee	F&P
Name of Councillor	Keith Malvern
Date of Meeting	Friday 14 th June 2024
Main Points of Meeting	
<p>I was the only Town Councillor when the meeting started</p> <p>There was continuing concern that the double yellow lines had not been extended past the emergency exit. Basit may look at that</p> <p>There is concern about the lack of succession planning and there is hope that the Wokingham Today will publicise this problem in a way to encourage more members</p>	
Action or Points of follow up for WTC	



Wokingham Town Council External Representation
Meeting Record

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