



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**

07th October 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 15th October 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 9th July 2024 (pages 17016 to 17020, *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 receive and adopt the approved minutes and any recommendations of the Amenities Committee meeting held on 2nd July 2024 (pages 17013 to 17015, *copy attached*)
- b) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 10 September 2024 (pages 17051 to 17053, *copy attached*)

7 ARTS & CULTURE COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Arts and Culture Committee meeting held on 10th June 2024 (pages 16993 to 16995, *copy circulated with the July Full Council agenda*)
- b) To receive and adopt the approved minutes and any recommendations of the Arts and Culture Committee meeting held on 15th July 2024 (pages 17021 to 17024, *copy attached*)
- c) To receive the draft minutes and any recommendations of the Arts & Culture Committee meeting held on 02nd September 2024 (pages 17040 to 17042, *copy attached*).

8 CIVIC COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Civic Committee meeting held on 17th June 2024 (pages 16996 to 17000, *copy circulated with the July Full Council agenda*)
- b) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 23rd September 2024 (pages 17054 to 17058, *copy attached*).

9 FINANCE & PERSONNEL COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Finance and Personnel Committee meeting held on 18th June 2024 (pages 17001 to 17012, *copy circulated with the July Full Council agenda*)
- b) To receive the draft minutes and any recommendations of the Finance & Personnel Committee meeting held on 24th September 2024 (pages 17059 to 17070, *copy attached*)
- c) To approve the recommendation from the Finance and Personnel Committee to approve updates to the council's Standing Financial Regulations (*see copy attached, preceded by RFO report 03/2024 giving explanatory text*)
- d) To approve the recommendation from the Finance and Personnel Committee to contribute £40,000 from the council's current CIL reserves to the Wokingham Horticultural Association to support a project to refurbish the WHA building at the Ormonde Road allotment site. (*See report and documentation from WHA attached*)

10 PLANNING & TRANSPORTATION COMMITTEE

- a) To receive and adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 6th June 2024 (pages 16989 to 16992, *copy circulated with the July Full Council agenda*) as a true and correct record.
- b) To receive and adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 16th July 2024 (pages 17025 to 17030, *copy attached*) as a true and correct record.
- c) To receive and adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 2nd September 2024 (pages 17040 to 17042, *copy attached*) as a true and correct record.
- d) To receive the draft minutes and any recommendations of the Planning & Transportation Committee meeting held on 8th October 2024 (*copy to be circulated after the publication of this agenda*).

11 STRATEGY WORKING PARTY

- a) To receive the notes of the Strategy Working Party meetings held on 11th July 2024 and 18th September (*copies attached*)
- b) To note the revised dates for the November and January SWP meetings as:
Wednesday 6th November 2024 (amended from Wednesday 13th November)
Wednesday 5th February 2025 (amended from Wednesday 29th January)

12 STANDING ORDERS

- a) To receive a copy of updated draft Standing Orders, including proposed changes recommended by the Strategy Working Party.
- b) For the above amendments to be proposed, seconded and to stand adjourned *without discussion* until the December 2024 Full Council meeting, in compliance with Standing Order SO-38:

38. VARIATION AND REVOCATION OF STANDING ORDERS

Any motions(s) to add, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion until the next ordinary Council meeting when the motion(s) so proposed shall be discussed and voted upon.

13 ANNUAL RETURN – CONCLUSION OF AUDIT

To receive the external auditor's certificate and opinion regarding the completion of the annual return for the year ended 31st March 2024 (copy attached)

14 EXTERNAL REPRESENTATION

- a) To receive Councillors' reports:
 - None received.

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).

9th July 2024

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 25th July 2023 from 7.30pm to 8.09pm.

PRESENT:

Chairman: Cllr R Comber (Mayor)
 Cllrs.: B Alvi, A Betteridge, R Bishop-Firth, B Callender, S Cornish, P Cunnington, A Domingue, A Fraser (from 7.35pm), M Fumagalli, M Gee, S Gurney, C Jamthe, A Jones, T Lack, K Malvern, M Malvern, A Mather, A Medhurst, N Nagella, H Richards and I Shepherd-Dubey.

IN ATTENDANCE:

Katy Hughes – Town Clerk
 David Dunham – Mayor's Attendant

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr W Dixon and Cllr L Timlin.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

QUESTIONS FROM MEMEBRS OF THE COUNCIL OR PUBLIC (Agenda item 3)

There were no questions raised.

MINUTES OF PREVIOUS MEETINGS (Agenda Item 4)

It was proposed by Cllr T Lack and seconded by Cllr A Domingue and the following was

**RESOLVED
30874**

that the Minutes of the proceedings of the Council Meetings held on 12th and 15th May 2024 (pages 16968 to 16983) be accepted as a true and correct record and that they be signed by the Chair.

A vote was taken, 22 members voted in favour, one member abstained.

MAYOR'S COMMUNICATIONS (Agenda Item 5)

- a) The Mayor presented Cllr S Gurney with a gift of a photobook containing photographs and memories of her mayoral year.

The Mayor noted that all members have received a laminated card with instructions for supporting the council's social media posts. He encouraged members to make use of it.

The Mayor highlighted a number of his recent visits and activities:

- The opening of Monkey Day Nursery
- Langborough Fun Day
- 50th Anniversary event for Wokingham Flower Club
- 50th Anniversary event for Wokingham Lions. The Mayor commended the Lions on what they achieve with a relatively small membership.

CHAIR INITIALS _____



- An event in Windsor Great Park hosted by the Lord Lieutenant of Berkshire.
- The Classic Car Show run by Wokingham Lions
- A Wokingham Horticulture Association event
- Mini-Mayors afternoon tea

b) The Mayor's list of engagements since the last council meeting was received.

AMENITIES COMMITTEE (Agenda Item 6)

Cllr T Lack reported on the meeting of the committee held on 20th May 2024. He reported on the discussion regarding a proposal for a bench in Woosehill which the committee will not progress further based on feedback received from a consultation.

He thanked Cllr A Croy for the work carried out to clean graffiti in the town area.

Cllr T Lack reported that the committee approved plans to develop a community orchard in Viking Field.

He reported on the request from Wokingham Borough Council to fund the resurfacing of the playground on Barkham Recreation Ground, off Latimer Road.

It was proposed by Cllr N Nagella and seconded by Cllr S Cornish and the following was

**RESOLVED
30875**

that the approved Minutes of the proceedings of the Amenities Committee Meetings held on 12th March 2024 (pages 16926 to 16928) and on 20th May (pages 16984 to 16988) be adopted.

A vote was taken and was unanimous.

Cllr M Malvern gave a brief verbal report on the meeting of the Amenities Committee held on 2nd July, where the committee discussed items for budget proposals for 2025-26. Minutes for this meeting will be circulated with the next council agenda.

ARTS & CULTURE COMMITTEE (Agenda Item 7)

Cllr B Callender reported on the meeting of the committee held on 10th June. He noted that the committee had discussed the shape of the committee events over the next year, and noted that a number of the council's flagship events had taken place recently, including Langborough Fun Day and Party in the Park.

He reported on a request to the next Finance and Personnel Committee for additional funding for the Human Library project and for Lunar New Year 2025.

It was proposed by Cllr A Domingue and seconded by Cllr B Callender and the following was

**RESOLVED
30876**

that the approved minutes of the proceedings of the Arts & Culture Committee held on 11th March 2024 (pages 16923 to 16925) be adopted.

CHAIR INITIALS _____



A vote was taken and was unanimous

CIVIC COMMITTEE (Agenda Item 8)

It was proposed by Cllr A Jones and seconded by Cllr A Betteridge and the following was

**RESOLVED
30877**

that the minutes of the meeting of the committee held on 18th March 2024 (pages 16933 to 16941) be adopted.

A vote was taken and was unanimous.

Cllr K Malvern reported on the meeting of the committee held on 17th June 2024. He reported that the committee had progressed on a number of matters, including the discussions over wreath laying for Remembrance Day. He noted that the wreath laying working party had proposed a suggestion which the committee had been supportive of.

FINANCE & PERSONNEL COMMITTEE (Agenda Item 9)

It was proposed by Cllr H Richards and seconded by Cllr B Alvi and the following was

**RESOLVED
30878**

That the approved minutes of the meetings of the committee held on 23rd January 2024 (pages 16902 to 16910) and 30th April 2024 (pages 16958 to 16967) be adopted.

A vote was taken and was unanimous.

Cllr M Gee reported on the meeting of the committee held on 18th June 2024. She reported that the committee had discussed the council's investment of long-term funds, and that the Town Clerk and RFO have been tasked with bringing forward options for the committee to consider.

Cllr M Gee reported on the committee's discussion on the borough council's request for the town council to fund the resurfacing of the park at Barkham Recreation Ground using CIL reserves.

It was proposed by Cllr H Richards and seconded by Cllr S Gurney and the following was

**RESOLVED
30879**

That the town council make a 50% contribution towards the cost of a comprehensive resurfacing, subject to evidence from the borough council of the due diligence in obtaining multiple quotes.

Cllr M Gee reported on the committee's request for a change to the Terms of Reference for the committee, giving it delegated authority to approve CIL funding requests up to £25,000 (£30,000 including VAT).

It was proposed by Cllr H Richards and seconded by Cllr S Gurney and the following was

CHAIR INITIALS _____



**RESOLVED
30880**

that the committee's Terms of Reference be updated.

PLANNING & TRANSPORTATION COMMITTEE (Agenda Item 10)

It was proposed by Cllr C Jamthe and seconded by Cllr N Nagella and the following was

**RESOLVED
30881**

That the approved minutes of the meeting of the committee held on 23rd April (pages 16954 to 16957) be adopted.

A vote was taken and was unanimous.

Cllr I Shepherd Dubey gave a verbal report on the meeting of the committee held on 4th June.

STRATEGY WORKING PARTY (Agenda Item 11)

Cllr A Domingue gave a verbal report on the notes of the recent Strategy Working Party meeting. She reported that the working party were reviewing updates to the council's Standing Orders, with further work to be completed at the next meeting on 11 July.

She reported that the proposed changes will be laid before council, proposed and seconded but without discussion, at the October meeting, for voting on in December.

Cllr S Gurney asked that the section on committees be re-ordered into alphabetical order, in line with the ordering in the council agendas and minutes.

It was proposed by Cllr A Domingue and seconded by Cllr S Gurney and the following was

**RESOLVED
30882**

that the Terms of Reference for the working party be approved and adopted.

MONTAGUE PARK ALLOTMENT SITE TRANSFER (Agenda Item 12)

The Mayor reported on the impending transfer of the Montague Park Allotment site (known as Ifould Crescent allotments) to the town council.

It was proposed by Cllr T Lack and seconded by Cllr I Shepherd-Dubey and the following was

**RESOLVED
30883**

That the council seal be used on the official transfer documentation for the allotment site.

EXTERNAL REPRESENTATION (Agenda Item 13)

It was proposed by Cllr K Malvern and seconded by Cllr M Malvern and the following was

**RESOLVED
30834**

To appoint Cllr B Callender as a representative to the Emmbrook Village Hall Management Committee, there being no other nominations.

CHAIR INITIALS _____



Cllr S Cornish gave a brief report on her recent attendance at the AGM of the Wokingham Job Support Centre. She noted the growth in their service use and reiterated how welcome town councillors would be as volunteer advisers / supporters.

Cllr K Malvern drew members attention to the written report on his attendance at a recent meeting of the Emmbrook Village Hall Management Committee.

Cllr S Gurney reported on her recent attendance of a meeting and the AGM for Keep Mobile. She updated councillors on the organisations circumstances and noted that a copy of their annual report is available for councillors to read, please ask the Town Clerk.

The Mayor thanked everyone and closed the meeting.

CHAIR

CHAIR INITIALS _____



**Engagements since Last Council Meeting
4 July 2024 to 13 October 2024**

Date	Time	Engagement	Who attended
Wed 10 July	1.00pm	Wokingham in Bloom Invited to attend lunch	Mayor Mayor's Attendant
	7.00pm	All Saints Church Invited to attend Collation and Induction of Rev Hannah Higginson	Mayor Mayor's Attendant
Sat 13 July	10.55am	Wokingham Pride Invited to attend	Mayor
Mon 15 July	6.30pm	Arts Society Wokingham Invited to 10 th Anniversary Celebration	Mayor Mayor's Attendant
Wed 17 July	1.00pm	Windmill School Talent Show Invited to join judges at the show	Deputy Mayor
	7.30pm	St. Crispin's School Invited to attend Presentation Evening	Mayor Mayor's Attendant
Fri 19 July	11.15am	High Close School Invited to attend Prizegiving	Mayor Mayor's Attendant
Thurs 25 July	10.00am	Visited independent businesses	Mayor Mayor's Attendant
Thurs 1 Aug	11.00am	Optalis Invited to attend unveiling of Olympic Sculpture	Mayor Mayor's Attendant
Sat 3 Aug	11.00am and 2.00pm	Wokingham Town Council Invited to welcome people at Theatre in the Park and chat with residents	Mayor Mayor's Attendant Town Clerk
Thurs 8 August	7.15pm	The Wokingham Volunteer Centre Invited to 50 th Anniversary Celebration	Mayor
Wed 14 August	7.15pm	Wokingham Lions Club Invited to attend and be inducted as Honorary Lion	Mayor Mayor's Attendant

Sun 18 August	2.00pm	Chalk About It Invited to welcome residents	Mayor Mayor's Attendant
Wed 28 Aug	2.00pm	Lord Lieutenant of Berkshire Invited to attend reception to recognise the achievements of the Berkshire Voluntary Groups nominated for this year's King's Award for Voluntary Service.	Mayor
Thurs 29 Aug	10.00am	Visited independent businesses	Mayor Mayor's Attendant
Thurs 5 Sept	10.00am	Wokingham Library Invited to attend coffee morning as proceeds are for Mayor's charity	Mayor Mayor's Attendant
Fri 6 Sept	10.00am	CLASP Invited to host members for a talk at the Town Hall	Mayor
Sun 8 Sept	9.00am	Wokingham Lions and Wokingham Town Council Invited to welcome people at start of Beating the Bounds Walk	Mayor Mayor's Attendant
	10.30am	Wokingham Baptist Church Invited to attend Celebration of 250 years	Deputy Mayor
Sat 14 Sept	9.00am	Mindset Unlimited Invited to open event with WBC Mayor	Mayor Mayor's Attendant
	11.00am	Heritage Open Day Invited to attend and welcome visitors throughout the day.	Mayor Mayor's Attendant
Sun 15 Sept	1.30pm	1 st Emmbrook Scout Group Invited to attend 60 th anniversary	Mayor Mayor's Attendant
Fri 20 Sept	6.30pm	Parents & Children Together (PACT) and Arts4Wokingham Invited to attend Private View of Arts Trail	Deputy Mayor
Sat 21 Sept	10.30am	Wokingham Arts Trail Invited to visit venues taking part in Wokingham's 13 th annual Arts Trail	Deputy Mayor Mayor's Attendant

	3.00pm	Wokingham Horticultural Association Invited to attend Autumn Show and help present the prizes	Past Mayor Cllr Maria Gee
Fri 27 Sept	2.00pm	Wokingham Town Council Invited to present member of staff with gift as 20 year long-service recognition.	Mayor
Tues 1 Oct	10.00am	CLASP Invited to attend AGM	Deputy Mayor
	6.45pm	Wokingham Town Council Invited to welcome 4th Wokingham Cubs at visit to the Town Hall	Mayor Mayor's Attendant
Thurs 3 Oct	9.00am	Evendons School Invited to attend school assembly where Mini-Mayor attends	Mayor Mayor's Attendant
Sat 5 Oct	2.30pm	Pops & Flo Invited to attend new shop to offer welcome	Mayor Mayor's Attendant
	3.00pm	Richard Young Art Gallery Invited to attend 3 rd anniversary celebrations	Mayor Mayor's Attendant
Mon 7 Oct	12.00pm	Wokingham Volunteer Centre Invited to attend AGM	Deputy Mayor
	1.15pm	Wokingham Today Invited to meet 90-year-old resident to present him with the Nuclear Test Medal	Mayor Mayor's Attendant
Tues 8 Oct	5.30pm	Blandy and Blandy Invited to attend one year anniversary	Mayor
Fri 11 Oct	10.00am	The High Sheriff of Berkshire Invited to attend the Berkshire Judicial Service	Mayor Mayor's Attendant

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

Attended by the Mayor =	44
Attended by the Deputy Mayor =	11
Attended by both the Mayor and Deputy Mayor =	1
Attended by a Past Mayor =	3
Attended by Other =	

02nd July 2024

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:32 pm to 9:18 pm.

PRESENT

Cllrs: R Bishop-Firth, A Fraser, M Fumagalli, C Jamthe, M Malvern (Vice Chair), A Medhurst and N Nagella

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
 Grounds and Bloom Officer (GBO) – Marianna Pentek

In the absence of the Chairman, the meeting was chaired by the Vice-Chair, Cllr M Malvern, in line with Standing Orders.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs: T Lack (Chairman) and S Cornish

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)

It was proposed by Cllr Nagella and seconded by Cllr Bishop-Firth, and it was

**RESOLVED
30873**

that the minutes of the Amenities Committee meeting held on 20th May 2024 (pages 16984 to 16988) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

WOKINGHAM BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REQUEST (Agenda Item 5)

Cllrs received the Amenities Officer's Briefing Notes - 01/July 2024, dated 21st June 2024.

The AO confirmed the three competitive quotes required have not been received from Wokingham Borough Council (WBC).

SPENDING PRIORITIES 2025-2026 (Agenda Item 6)

- a) Cllrs noted that spending priorities for 2025-2026 need to be brought forward for consideration, prioritised and resolved upon at the September meeting.
- b) Cllrs received a list of Officer suggested projects, discussed, and focused the list for further investigation, for September's meeting.

Cllrs discussed, suggested additional new projects, and focused the list for further investigation, for September's meeting, on the following areas:

CHAIRMAN'S INITIALS _____



- A. Town Hall Improvements for Health & Safety:
 - 1) Upgrade of emergency light fittings
 - 2) Upgrade of old light fittings in lobbies and main entrance
 - 3) Creation of an earmarked reserve to provide for the lift refurbishment
 - 4) Electronic sign-in system to enable effective fire evacuation
 - 5) New intercom system with a camera to enable safer working
- B. Uplift for existing budgets, to maintain current provision:
 - 1) Park Yoga
 - 2) Christmas lights infrastructure maintenance and upgrades
- C. Woosehill:
 - 1) Necessary upgrades to improve user safety and experience, including:
 - Roof and gutter repairs and replacement
 - Upgrade emergency light fittings
 - Upgrade CCTV cameras
 - Water heater replacement
- D. Parks:
 - 1) Planting of “Wokingham” apple trees in Howard Palmer Gardens.

Cllrs discussed the situation regarding the ongoing degradation of the flagstone surfacing at Howard Palmer Gardens. It was agreed that a recommendation to fund the resurfacing work from the town council’s reserves would be made to the Finance and Personnel Committee.

ACTION: AMENITIES OFFICER / TOWN CLERK

GRAFFITI UPDATE (Agenda Item 7)

Cllrs received a photo montage of graffiti removal work completed by Cllr Croy. Thanks were given to Cllr Croy for the hard work.

MONITORING REPORT (Agenda Item 8)

Councillors received and discussed the report dated 21st June 2024:

Item 176: Viking Field community orchard: Preparations are ongoing.

ACTION: GROUNDS & BLOOM OFFICER

Item 177: Failure of wall lighting on western Market Place: WBC confirm that designs are completed, and they are ordering equipment, there is no timeline for completion of the work.

Item 178: Grass cutting budget uplift for new four-year contract, FY2024-2025: Budget uplift awarded, and new four-year contract was agreed in March 2024. Item to be removed from the monitoring report.

Item 179: Funding for Market Place parking permits, FY2024-2025: Budget awarded, and parking permits purchased. Item to be removed from the monitoring report.

Item 180: Funding for allotment waterless toilets cleaning contract, FY2024-2025: Budget awarded, and cleaning contract awarded. Item to be removed from the monitoring report.

CHAIRMAN’S INITIALS _____



Item 181: Graffiti cleaning budget uplift, FY2024-2025: Budget awarded.
Item to be removed from the monitoring report.

Item 182: Woosehill fire alarm upgrade, FY2024-2025: Budget awarded, and work completed.
Item to be removed from the monitoring report.

Item 183: Play park equipment upgrade, FY2024-2025: Budget awarded, initial quotes investigated.

Item 184: Defibrillator for the Town Hall, FY2023-2024: Budget awarded, defibrillator purchased, delivered and awaiting installation.

Item 185: Park Yoga, FY2023-2024: Budget awarded, with weekly sessions being held in Howard Palmer Gardens.
Item to be removed from the monitoring report.

ACTIONS: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 9)

Cllrs noted the following:

- a) The string lights wrapped in the nine trees in Peach Place have been removed for the summer; they will be replaced around October 2024.
- b) The public right of way over the Tan House Lane bridge remains closed. Network Rail expect the replacement steps to be installed in August, however, this is not confirmed, and no installation date is fixed.
- c) The Amenities Officer's briefing notes – 02/July 2024, regarding King George V playing field.
- d) The Amenities Officer's briefing notes – 03/July 2024, with an update on the grounds team staff, and the GBO updated on start dates of new staff.
- e) The Arts & Culture committee's Chalk About It event will be taking place on market place on Sunday 18th August.
- f) That investigations are underway regarding work relating to the repair or replacement of the flagpoles. The GBO explained the complexity of the work, including the involvement of multiple external agencies.

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 10)

No items selected.

Meeting closed at 9:18 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 02nd July 2024 17015



DRAFT

10th September 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 9:11 pm.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, A Fraser, M Fumagalli, C Jamthe, M Malvern (Vice Chair), A Medhurst and N Nagella

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Grounds and Bloom Officer (GBO) – Marianna Pentek

In the absence of the Chairman, the meeting was chaired by the Vice-Chair, Cllr M Malvern, in line with Standing Orders.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs: T Lack (Chairman)

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)

It was proposed by Cllr Medhurst and seconded by Cllr Nagella, and it was

**RESOLVED
30913**

that the minutes of the Amenities Committee meeting held on 02nd July 2024 (pages 17013 to 17015) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

SPENDING PRIORITIES 2025-2026 (Agenda Item 5)

Councillors discussed the shortlisted projects and prioritised their requests to be proposed to F&P for inclusion in the 2025-26 budget.

Discussion points included:

- The removal of several items from the list, since July's meeting, as more significant projects have been identified by Officers.
- The importance of maintaining WTC's buildings and improving Health & Safety.
- The necessity for Officers and the Council to have improved buildings surveys, and the resultant reports and plans, to better inform on future decision making and project planning.
- That the majority of the projects need to be undertaken in a timely manner.

It was proposed by Cllr Cornish and seconded by Cllr Nagella, and it was

**RESOLVED
30914**

to request the following funding from the F&P Committee in this prioritised order, for 2025-2026:

CHAIRMAN'S INITIALS _____

Amenities Committee 10th September 2024

17051



DRAFT

<u>Ref</u>	<u>Project</u>	<u>Request</u>
1	Town Hall - Preparation work for flagpole reinstatement	£5,000
2	Town Hall - New earmarked reserve: For the refurbishment and replacement of lift equipment	£10,000/pa for 5-years
3	Town Hall - New electronic sign-in system for H&S	£4,000
4	Town Hall - New intercom system with camera for H&S	£3,000
5	Budget uplift - Town Hall surveys Underspend to be moved to a new earmarked reserve	£1,055
6	Budget uplift - Town Hall repairs and maintenance	£2,950
7	Budget uplift - Woosehill repair and maintenance Underspend to be moved to a new earmarked reserve	£4,000
8	Woosehill - Necessary building upgrades	£5,000
9	Budget uplift - Christmas lights project budget For lamp column infrastructure testing and upgrades	£6,000
10	Planting of "Wokingham" apple trees at HPG	£500
11	Budget uplift - Park Yoga	£275
	Total	£41,780

ACTION: AMENITIES OFFICER / TOWN CLERK**GRAFFITI UPDATE (Agenda Item 6)**

Cllrs received a photo montage of selected graffiti removal work completed by Cllr Croy in July and August 2024.

Thanks were given to Cllr Croy for the great work.

RISK REGISTER (Agenda Item 7)

Cllrs received the Risk Register and noted minor amendments as outlined, and verbally reported by the Amenities Officer.

CHILDREN'S FUNFAIR (Agenda Item 8)

Cllrs received the Amenities Officer's Briefing Notes 04/September 2024, dated 02nd September 2024.

Cllrs commented that the event was well received, and they were pleased that a request was made for the event to return in 2025.

MONITORING REPORT (Agenda Item 9)

Councillors received and discussed the report dated 22nd August 2024:

Item 176: Viking Field community orchard: Written agreement is expected shortly from Wokingham Borough Council's (WBC's) legal team.

ACTION: GROUNDS & BLOOM OFFICER

CHAIRMAN'S INITIALS _____

Amenities Committee 10th September 2024

17052



DRAFT

Item 177: Failure of wall lighting on western Market Place: WBC confirm that the order for the work has been placed to VolkerHighways, and they have ordered the new lanterns. Timeline to be confirmed.

Item 183: Play park equipment upgrade, FY2024-2025: Budget awarded, initial quotes investigated, work ongoing.

ACTIONS: AMENITIES OFFICER

Item 184: Defibrillator for the Town Hall, FY2023-2024: Budget awarded, defibrillator delivered and awaiting installation.

ACTIONS: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 10)

Cllrs noted the following:

- The agreed match funded work, in collaboration with WBC, to resurface the play park at Latimer Road is due to start at the end of September or early October, weather dependent.
- The public right of way over the Tan House Lane bridge remains closed. Network Rail expected the replacement steps to be installed in August. While, currently, Balfour Beatty state they are making good progress with getting the installation over the line, with WTC still awaiting a completion date.
- All new grounds staff have joined the team and have been settling in well with their induction and training.
- The eyebolts for the catenary wires across Broad Street have passed their pull-test inspections. The next inspection will be in 2027.
- A new request for metal detecting on WTC grounds has been approved, in line with the town council's policy.
- The third-party provider of the E-vehicle event, due to be held on Elms Field on Saturday 21st September, has chosen to postpone the event. We are awaiting an update on the proposed new date.

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 11)

- Postponement of the E-vehicle event

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 9:11 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____



15th July 2024

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 21:24

PRESENT

Vice Chair: Cllr A Domingue

Councillors: S Cornish, P Cunnington, A Fraser, M Fumagalli, 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 B Callender.

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.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

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

**RESOLVED
30885**

that the Minutes of Arts and Culture Committee meeting held on 10th June 2024 (pages 16993 to 16995), copy attached, be received as a true and correct record. A vote was taken, which was unanimous in favour.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 9th July was received and considered.

Human Library

Funding has been approved by F&P. The Arts and Culture Officer to fill in application and continue with the project.

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, English leads and/or school librarians, and Councillors with children of that age. Feedback to still be looked for, however it is looking to inform future years not 2024's event.

Sunny Saturdays Working Party

It has been agreed that this will pause while the events are taking place.

COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 31st May 2024 was received.

CHAIR'S INITIALS _____



CONSIDERATION OF EVENTS (Agenda Item 7)

The Officer was thanked for the comprehensive document outlining time pressures on events and Officer workload.

The scoring criteria was well received although it was noted that more work to assist Councillors with scoring and understanding pre populated scores would be of benefit. The scoring criteria and system presented was more thorough than anticipated.

Some Councillors were keen to have more detail on overtime costs and were encouraged to liaise directly to the Town Clerk as the Officer will not have that level of detail as it relates to personnel.

For next steps the Officer will look to work with Councillors and the Town Clerk to refine the system further and add to the explanatory notes to assist with scoring. Refinement should consider how the Council's values might tie into the scoring system.

ACTION: ARTS AND CULTURE OFFICER

Councillors are requested between publishing of a revised scoring system and the meeting date in September to score two events as a test of the system. The events to test will be Chalk About It and Fun Day.

ACTION: ARTS AND CULTURE COMMITTEE**FUTURE EVENTS (Agenda Item 8)**

The following events were suggested for consideration and further investigation.

1. To utilise an artist contact of a Councillor to potentially paint or lead school groups to **paint utility cabinets**. The two large ones near the Station were of particular interest.
2. **A Diwali/Visakhi celebration**. Could we engage with Bombay Story or other groups to advise on the event? It was noted we aren't able to have fireworks at events we organise currently as our insurance does not cover it. It was requested to find out what might be needed to allow for it.
3. Changes and Improvements to **Dressing the Christmas Tree**. The Committee requested using a brass band over the choral group. They also suggested what might be possible to make more of this event and widen it's appeal outside the schools. Possibly investigating a Christmas Market.
4. It was further requested that when planning event or changes to existing events consideration of other groups who might be excluded be considered. The Arts and Culture Officer welcomed Councillors to highlight any particular group that might need further thought when they became aware of them.

ACTION: ARTS AND CULTURE OFFICER**FUN DAY (Agenda Item 9)**

The Committee thanked the Officer for the report on the Fun Day. The recommendations were discussed. The idea from providers to reduce the event

CHAIR'S INITIALS _____



public duration from 6 hours to 5, to be more in line with other local events was discussed but it was felt that 6 hours was needed due to the popularity of the event. Councillors would not support reducing the event duration. If Officers were finding the overtime overly taxing, the option to take time off in lieu should be considered by the Town Clerk.

**RESOLVED
30886**

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

to extend the contracts for the contracted providers for the Wokingham Children's Fun Day. With the Arts and Culture Officer managing the fine detail on an changes in provision and fee for them. A vote was taken and it was unanimous in favour.

**RESOLVED
30887**

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

to request the Arts and Culture Officer commit time to exploring options for additional food offers at the event. With a focus on adding to choice rather than volume. A vote was taken and it was 5 to 3 in favour.

**RESOLVED
30888**

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

to request from F&P a 5% increase to the current event budget. A vote was taken with 7 in favour and one abstention.

**RESOLVED
30889**

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

to request from F&P an additional £500 to support increased face painting provision. A vote was taken with 7 in favour and one abstention.

This brings the total requested budget of the Fun Day to £19,505.

ACTIONS: ARTS AND CULTRE OFFICER AND RFO

COMMITTEE INFORMATION (Agenda Item 10)

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

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)

**RESOLVED
30890**

It was proposed by Cllr M Gee and seconded by Cllr M Fumagalli 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

PARTY IN THE PARK (Agenda Item 12)

The report considering the Party in the Park 2024 was received and considered. Councillors were not satisfied with the response regarding the toilets from the event provider. The Officer was instructed to push back with the event provider around their choice of subcontractor and more explanation as to why Party in the

CHAIR'S INITIALS _____



Park toilets were insufficient when Councillors experience of larger events with similar toilet provision did not have these capacity challenges.

RESOLVED 30891 It was proposed by Cllr M Fumagalli and seconded by Cllr A Fraser and it was to maintain the existing event provider and request from F&P an increase to the Party in the Park budget taking it to £73,640. This budget includes the event providers fee and budget for sundry support. A vote was taken with 7 in favour and one abstention.

RESOLVED 30892 It was proposed by Cllr M Malvern and seconded by Cllr M Gee and it was to retain the event as a free event, on Elms Field that finishes at approximately 9pm with 4 acts. In 2025 this event will be on Saturday 7th June. A vote was taken which was unanimous in favour.

RESOLVED 30893 It was proposed by Cllr A Jones and seconded by Cllr A Fraser and it was to nominate Councillors P Cunnington and B Callender to join Officers in making act choices for this event. A vote was taken which was unanimous in favour.

RESOLVED 30894 It was proposed by Cllr P Cunnington and seconded by Cllr M Malvern and it was to continue to ensure there is cultural, race and gender diversity within act choices. A vote was taken which was unanimous in favour.

RESOLVED 30895 It was proposed by Cllr M Malvern and seconded by Cllr A Jones and it was to keep the disabled provision. A vote was taken which was unanimous in favour.
ACTIONS: ARTS AND CULTURE OFFICER AND RFO

LUNAR NEW YEAR (Agenda Item 13)

The report was received and considered. It was noted that the increase was less than anticipated. It was noted that this might be because of an underspend on this year's event due to financial pressure. With regards to the proposed screen addition Councillors agreed that at this time it didn't seem a proportional addition.

RESOLVED 30896 It was proposed by Cllr M Malvern and seconded by Cllr M Gee and it was to increase the provision of the event. A vote was taken and it was unanimous.

RESOLVED 30897 It was proposed by Cllr S Cornish and seconded by Cllr M Malvern and it was to request from F&P an increase to the budget taking it to a total of £11,950. A vote was taken with 7 in favour and one abstention.
ACTIONS: ARTS AND CULTURE OFFICER AND RFO

CHAIR

CHAIR'S INITIALS _____



02nd September 2024

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 20:40

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.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

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

**RESOLVED
30909**

that the Minutes of Arts and Culture Committee meeting held on 15th July 2024 (pages 17021 to 17024), copy attached, be received as a true and correct record. A vote was taken, which was 7 in favour with 1 abstention.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 27th August was received and considered.

Human Library

Funding has been approved by F&P. The Arts and Culture Officer to fill in application and continue with the project.

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, English leads and/or school librarians, and Councillors with children of that age. Feedback to still be looked for, however it is looking to inform future years not 2024's event.

Sunny Saturdays Working Party

It has been agreed that this will pause while the events are taking place.

CHAIR'S INITIALS _____



Painting Utility Cabinets

Meeting to be arranged between Amenities Officer, Cllr Domingue and A&C Officer to utilise experience and knowledge around the concept.

Diwali/Visakhi Celebration

We are starting to build a cultural advisory group to help with planning such and event.

Changes to Dressing the Christmas Tree

We have talked to St Sebastian Wokingham Band about performing at the event this year. There would be an additional strain on the budget to do this. Responses are being awaited for planning changes beyond 2024.

COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 31st July 2024 was received.

SCORING SYSTEM DISCUSSION (Agenda Item 7)

The Officer was thanked for the detailed scoring system.

Councillors discussed and made observations about the scoring system and what it had revealed regarding the two test events. The Arts and Culture Officer encouraged Councillors to submit those observations via email to assist with upcoming reports and ongoing work around the scoring system.

It was decided to utilise the expertise of Councillors Cunningham, Gee and Callender, alongside the Arts and Culture Officer, to improve the functionality of the scoring system from this base example. Including automating aspects of it, looking at ways to visualise the data and how we might add weighting to categories.

What categories may need weighting was also worth discussion although the determination would need to be agreed by Committee at a later date.

Councillors also considered if there should be a 'risk' category added that may cover aspects that could cancel an event; including poor weather, lack of support/partner buy in etc

ACTION: ARTS AND CULTURE OFFICER AND COUNCILLORS

THEATRE IN THE PARK (Agenda Item 8)

The Committee were very pleased that the Theatre in the Park event this year was so successful.

They agreed that a play choice similar to this year's would be preferable. Something simple and well known. The feedback from this year's event should be utilised to improve the event.

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

**RESOLVED
30910**

that the Theatre in the Park contract with Bart Lee Theatre should be extended and to request from F&P an increase in line with CPI.

ACTIONS: ARTS AND CULTRE OFFICER AND RFO

CHAIR'S INITIALS _____



COMMITTEE INFORMATION (Agenda Item 10)

- a) It was suggested to investigate a suitable PA system for Council usage, eliminating the need for certain size events to hire one. Which may save money in the long run. Cllr Cunnington offered to liaise with Officers about possible events/activities that might benefit from the provision and suggest suitable options.

ACTION: CLLR CUNNINGTON

- b) There were no items for immediate marketing.

CHAIR

CHAIR'S INITIALS _____



23rd September 2024 - draft

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19:30 to 21:02pm.

PRESENT

Chair: Cllr K Malvern (Chair)

Councillors: S Gurney, A Jones (Vice-Chair) and T Lack.

IN ATTENDANCE

Civic Officer

Mayor's Attendant David Dunham

Town Clerk

Town Mayor Cllr Rob Comber

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllrs A Betteridge, R Bishop-Firth, and P Cunnington.

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 R Comber asked for it to be noted he is an Honorary Lion member.

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

No questions were received.

CIVIC COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr T Lack and seconded by Cllr A Jones and it was

**RESOLVED
30915**

that the Minutes of the Civic Committee meeting held on 17th June 2024 (pages 16996 to 17000), 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) Application of UV film to Town Hall windows to protect its historical items from further damage and preserve for the future.

Officers have now met with Conservation Officer and UV samples are in Place in the Council Chamber, as suggested by him, for further discussion. See agenda item 10 noting a request for additional funds due to increased costs.

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

CHAIR'S INITIALS _____



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.

c) 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 agenda item 7.

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

At the June civic meeting, a proposal was made by the Wreath Laying Working Party to incorporate the wreath laying into the Church Service at All Saints to widen the number of people seeing this.

The Civic Officer met with Rev Hannah Higginson in July, together with the Parade Marshal and the Macebearer to outline how this would work, and full details will now be incorporated into this year's plans.

Cllr S Gurney joined the meeting at 19.41pm

The Mayor suggested that, in due course, it would be good to make the service a multi-faith one, if it were possible. The Civic Officer shared that the idea of a multi-faith Church service has been raised previously and even discussed with local ministers. Churches Together in Wokingham representatives have made it clear in the past that they welcome all faiths and no faiths into their Churches, but WTC needs to be mindful that they are all constrained by their own rules and national guidance when considering others taking part.

Councillors understood that moving towards a multi-faith service may not be simple, but they remained keen to explore this further in future years.

e) Consider request for a plaque from Wokingham Lions Club

Following the minutes from the March civic meeting, the Civic Officer advised the Lions Club of the trial plan to include the wreath laying ceremony in the Church service this year, and that the civic committee will reflect on this new approach after Remembrance this year, whilst also taking into account their request for a plaque.

CHAIR'S INITIALS _____



To revisit again following Remembrance and then update Wokingham Lions Club accordingly.

COMMITTEE’S BUDGET (Agenda Item 6)

A report on the Committee’s budget expenditure to 31st August 2024 was received and noted.

BEATING THE BOUNDS (Agenda item 7)

The committee received the Civic Officer’s report, which included feedback from Councillors about the event, and information from the Wokingham Lions Club about their costs etc.

WTC were informed that 330 had pre-registered for the event, and a further 22 registered on the day. It was recorded that 243 people took part in the walk but it was apparent that a number of people also started from their own homes which means the number of people who took part was higher.

Councillors discussed and agreed that it was a well-attended event, and much positive feedback was received, with many discovering new parts of our town on the walk.

Whilst Councillors understood that there would be a surplus (after the deduction of costs) from the event, that the Wokingham Lions would include in their funds to allocate to local charities, the surplus left available for this purpose was much higher than expected.

Although the intention was for this to be a ‘one-off’ event, Councillors discussed and shared the view that it could be well received at the start of the Town Council’s four-yearly cycles in the first year with incoming new Councillors and also when there are any boundary changes. The Town Clerk advised that a small boundary change is imminent for 2027.

It was agreed that if this event is repeated, it would:

- need to be delivered by the Wokingham Lions again, as WTC do not have the resource capacity
- require significant support from the Councillors on the day to support with the marshalling

The Town Clerk advised that WTC may be able to store beating posts etc if required to be used again, and she and the Civic Officer would confirm this, together with ascertaining from the Wokingham Lions how much money they would be looking to request from WTC to fund this event in the future.

ACTION: Civic Officer and Town Clerk

HERITAGE OPEN DAY FEEDBACK (Agenda Item 8)

The chair invited feedback about the day so it can be considered in future planning and the following was noted and shared:

CHAIR’S INITIALS _____



- a) The event was well-attended, and attracted lots of visitors throughout the day
- b) A lot of positive feedback was received from people visiting
- c) The 1939 fire engine was a big attraction and very popular
- d) Our local historians learnt some valuable new information for their own local history knowledge and were able to share lots of theirs with others
- e) This popular event was supported by 6 Councillors at the Town Hall this year, and 2 Councillors supporting activities at Howard Palmer Gardens. This was much lower than in previous years, and as a result was resourced by more staff than usual. The Town Clerk expressed that this was disappointing as this is a popular event with our residents which requires a significant amount of support to ensure it runs smoothly throughout the day.

ACTION: Civic Officer

10 YEARS SINCE REME LEFT WOKINGHAM (Agenda Item 9)

The Civic Committee noted that the REME is keen to mark this anniversary in locations where they have freedom of the town, i.e. Wokingham, Bordon and Lenham, which has been brought to WTC's attention via one of its Councillors.

The Town Clerk has contacted the REME Corps Secretary to get an indication of their thoughts and is awaiting a reply.

BUDGET REQUESTS FOR 2025-2026 (Agenda Item 10)

The committee discussed information on the following to consider requesting additional funding for 2025-2026 and the following was agreed:

- a) UV window film – to request an additional £4000 from F&P to cover the increased costs for this work.
- b) Future app updates – to request £1000 from F&P to cover unplanned required system updates.
- c) Christmas Music Costs – to request an additional £500 from F&P to include the payment of a fee to performers.
- d) REME anniversary – no request to be made. Discussions on this were deferred until further information is received.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 11)

The following information was received and noted:

- a) A new Mini-Mayor, Celia Chandler, was appointed from Evendons School and joined the Mayor officially for the first time at Heritage Open Day on 14 September.
- b) A student intern worked with the Civic Officer and Arts & Culture Officer from 8 July for 140 hours through the summer offering support and ideas for the community engagement part of the Museum Accreditation work. Their input, knowledge and skills were really valued and utilised, particularly in the delivery of themed open days in August. They enjoyed the opportunity and reaffirmed the view of the Civic Officer and the Arts & Culture Officer that the Museum

CHAIR'S INITIALS _____



Accreditation ambition together with its associated engagement work requires significantly more resource than WTC currently has to give to it.

c) Civic Award process:

- A proposed new date for the Civic Award selection meeting is Friday 13 December at midday, if suitable for the Chair, Vice-Chair and Cllr Gurney to attend. This was confirmed suitable. It was noted that Cllr Dixon had also expressed an interest, and the Vice-Chair offered his place to him, if required. The Civic Officer will liaise accordingly.
- Roger Ilett has advised he wishes to step down from the committee. The new Citizen Advice CEO has not responded to a request to join the committee. Therefore, the Civic Officer will seek two new representatives based on the recommendation made at the June civic meeting.

ACTION: Civic Officer

COMMITTEE INFORMATION (Agenda Item 12)

There were no information items.

- a) No information was raised by members.
- b) No information was identified for marketing purposes. However, it was suggested by the Civic Officer that Councillors begin to help sharing information about the Civic Award process to encourage nominations.
- c) It was noted that the next meeting will be on Monday 25th November.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



24th September 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 10:10 pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi, B Callender, R Comber, S Gurney (from 7:43pm), K Malvern, H Richards, I Shepherd-Dubey

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr T Lack

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)

**RESOLVED
30916**

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

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 23rd July 2024, pages 17031 to 17039 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.

AUDIT – CONCLUSION OF EXTERNAL AUDIT (AGAR) TO 31st March 2024 (Agenda Item 5)

**RESOLVED
30917**

(a) The members received and noted the External Auditor's certificate and completed external audit. The RFO was thanked for the successful conclusion of the audit and for there being no items on the AGAR requiring attention.

(b) It was proposed by Cllr B Callender, seconded by Cllr H Richards and it was

that the closure notice and completed AGAR documents had been published in line with regulations.

A vote was taken and was unanimous.

CHAIR INITIALS _____



HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL’S FACILITIES (Agenda Item 6)

Cllr I Shepherd-Dubey declared an interest in room hire charges due to Wokingham Borough Council hiring facilities and therefore did vote.

The members discussed the Clerk’s recommendations for increases to hire rates and noted the following:-

- That WBC are charged the community hire rates so as not to pass on a higher rate in council tax charges.
- WTC market rates are generally in line with other local comparable markets at £20 per pitch.
- Water charges for allotments do not cover the cost of all water used, but there are limitations in place for plot holders not being permitted to use water hoses.
- Letters are to be sent to allotment holders early in October to advise of the new rates from 1st November 2024 together with new prices effective from 1st November 2025. The Town Clerk was asked to include a reference to water charges not covering all costs actually incurred in this letter.
- The Town Clerk gave a verbal update on the recent use of the Elms Field grounds by a funfair and confirmed that no issues arose that needed to be reported.

**RESOLVED
30918**

3.1) It was proposed by Cllr R Comber, seconded by Cllr B Callender and it was to increase Town Hall and Woosehill room charges in line with the Town Clerk’s recommendations in report 19/2024.

A vote was taken. Of the seven members present, six were in favour, Cllr I Shepherd-Dubey abstained.

**RESOLVED
30919**

3.2 to 3.5) It was proposed by Cllr I Shepherd-Dubey, seconded by Cllr H Richards and it was

to increase wedding, allotment and market stall charges and to delegate the rental and deposit charges for the use of outside spaces to the Town Clerk and Grounds and Bloom Officer in line with the Town Clerk’s recommendations in report 19/2024.

A vote was taken and was unanimous.

ACCOUNTS PAYABLE (Agenda Item 7)

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 K Malvern and it was

**RESOLVED
30920**

to approve:

CHAIR INITIALS _____



- (a) the list of costs from 1st July 2024 to 31st August 2024 totalling the sum of £205,920.54 paid from the F & GP Account, this includes £90,000 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) the list of costs from 1st July 2024 to 31st August 2024 totalling the sum of £103,537.66 paid from the Clerks Drawings account.

A vote was taken and was unanimous.

FINANCIAL REPORTS (Agenda Item 8)

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

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

An updated copy of the Monitoring Report was provided to the members as the report contained in the agenda included errors to the profiled budget, although the actual income and expenditure costs were correct. The Town Clerk advised that since 31st August the second payment of the precept was received in September.

The RFO advised that the "Year end expected variance" column of the monitoring report would be populated for the November meeting following discussions with officers to consider 2024/25 year-to-go income and costs together with budget planning for 2025/26. Current expectations are that total income will overshoot the annual budget, although one site is likely to see a shortfall.

- (d) The RFO gave a verbal report that following efforts to chase payments of overdue invoices, there was a balance of £579.67 that is unlikely to be recovered. Most of these balances relate to market fees for traders that no longer attend. A record of these traders will be retained so that they will be required to clear their outstanding debt before any new booking is accepted.

It was proposed by Cllr R Comber, seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED
30921**

to write off a balance of £579.67 composed of bad debts and credit balances and to note that a list of those traders/ hirers for any future enquiries.

A vote was taken and was unanimous.

INVESTMENT UPDATE AND REVIEW (Agenda Item 9)

- (b) The Town Clerk gave a verbal update as follows:
 - Members noted that analysis had been done to assess monthly expenditure and income for the last two financial years to identify the peaks and troughs in bank balances. £380,000 was identified as a sum that could be comfortably repurposed into an account offering a better return.

CHAIR INITIALS _____



- Different account options with indicative interest rates and yield were provided but may no longer be available to take up, and recommended that a resolution should not be specific to a bank/ provider or type of account.
- CCLA gives the highest return of the options presented was CCLA with whom the council already has a £440,000 investment.
- Bank account options have been provided but neither the Town Clerk nor RFO are able to offer advice or make recommendations.

Members discussed the options and considered their individual preferences to:-

- exposure with one organisation/ using a second bank,
- level of risk,
- the length of the term,
- availability of the CCLA 1-day notice cash fund and the likelihood of interest rates falling in the short term were also considered.

**RESOLVED
30922**

It was proposed by Cllr M Gee, seconded by Cllr R Comber and it was

to transfer into one bank, of comparable standing to Redwood or Cambridge & Counties for a period of approximately three months in the amount of £380,000.

A vote was taken and was unanimous

(a) Members noted the latest value as at 31st August 2024 for the current holding of LAPF at a mid-value of £91,405.25 (31st March 2024 £91,816).

Members discussed and considered the risks and benefits of diversifying risk and also noted that the value of the capital invested had fallen by about £10,000 in eight years, but the return had exceeded those that might have been generated if the money had been invested elsewhere. The Town Clerk advised that the notice period to withdraw from LAPF is six months and that the value paid would be the mid-value on the sale date.

The members decided to leave the units where they are and as such no resolution was required.

CIL MONITORING REPORT AND SPENDING REQUEST (Agenda item 10)

(a) The Town Clerk gave a verbal update on the CIL income and expenditure report to August 2024 and that the future CIL values cannot be guaranteed. It was also advised that the previously identified provider has withdrawn their interest in running the Matthew's Green community centre. Expressions of interest in running the community centre are currently being sought by WBC. The council are also likely to receive co-funding requests in October for two pedestrian crossings in the town area.

(b) The members considered a funding request from the P&T Committee and Cllr N Nagella to replace a community noticeboard at Norreys Avenue which is in poor repair.

CHAIR INITIALS _____



**RESOLVED
30923**

It was proposed by Cllr M Gee, seconded by Cllr S Gurney and it was to fund a new noticeboard at £2,000 to be designed according to best principles, be branded with Wokingham Town Council and for the Norreys area councillors to keep an eye on its condition.

A vote was taken and was unanimous

**ARTS AND CULTURE COMMITTEE – BUDGET COMMITMENT REQUEST
(Agenda Item 11)**

Cllr B Callender reported on the request by the Arts and Culture Committee to request a budget increase for the 2025 Children’s Fun Day. The total value requested of £19,505 is composed of an extra £500 to fund additional face painting provision together with an extra 5% of the 2024 budget. The 5% uplift is mainly for inflation but also enables the A&C Officer to negotiate prices and does not necessarily mean it will be spent. The total cost of the event to a Band D property is £1.04. The estimated attendance is 3000 people resulting in a cost per attendee of approximately £6.03.

It was proposed by Cllr H Richards and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED
30924**

to approve a budget 2025/6 increase for the Children’s Fun Day to £19,505.

A vote was taken. Six members were in favour and two abstained.

BUDGET REQUESTS (Agenda item 12)

- (a) The Town Clerk provided costings for a website upgrade. As a local authority we are required to comply with website accessibility. The existing website uses WordPress that makes compliance difficult. A proposal was costed at £1,800 to develop a website that would be externally built and would be compliant with WCAG2.2AA. This cost includes the rebuild cost, moving existing data across and the first year of compliance monitoring. From the second year onwards there would be an annual subscription fee of £800 composed of £300 website subscription, £300 monitoring compliance and £200 for additional storage mainly for the virtual museum.

The members considered the proposal and identified the importance that the website should be easy to update and ensure accessibility.

It was proposed by Cllr M Gee and seconded by Cllr S Gurney and it was

**RESOLVED
30925**

to agree that the committee delegate the final decision to the Town Clerk and Cllr S Gurney (as a consultant) of obtaining the best outcome for the council within the cost of £1,800 website rebuild and £800pa support fee as an in-year budget request funded by general reserves.

A vote was taken and it was unanimous.

CHAIR INITIALS _____



- (b) The Town Clerk reported that the previous council took the decision to seek museum accreditation in 2019. Some progress has been made but the appointment of a University of Reading Museum Studies summer intern for a period of 10 weeks identified the amount of work that would be required. It has also shown that the council does not currently have the necessary resource or expertise. Therefore the committee needs to consider whether to resource the museum better or whether it accepts that accreditation cannot be achieved and to pull back on Open Days.

The Town Clerk presented ongoing costs of £32,571 for staffing together with one-off costs totalling £5,500. Consideration would also need to be taken of the need for extra office space to accommodate an additional officer and possible costs associated with loss of income depending on the option chosen.

The income lost from use of each of the spaces identified was discussed.

If approved, recruitment for the role would not start until April 2025.

The members discussed and considered the importance of preserving the council's heritage and expanding the virtual museum.

It was proposed by Cllr S Gurney and seconded by Cllr B Callender and it was

**RESOLVED
30926**

to agree to 5.1 of the Town Clerk's report 24/2024 to recruit a Museum Officer to provide resource for museum accreditation.

A vote was taken. Four members were in favour and four abstained. Of the four who voted, all were in favour and therefore it was resolved.

5.2) of TC 24/2024 – no decision was made at the meeting with a request to the Town Clerk for a feasibility study on office space for the additional employee

- (c) There were no other budget requests.

GRANTS (Agenda item 13)

- (a) The Town Clerk gave a verbal report that 33 applications to the main grant had been received and was oversubscribed with a total value of c£177,000 being requested. Some members have responded to the Town Clerk's request to advise of any declarations of interest in the organisations from whom grant applications have been received. The remaining members were asked to respond to the Town Clerk as soon as possible. Packs are to be sent out later in the week/ early next week . Members will be asked to review and use the agreed scoring mechanism (which will form part of the decision-making process) and also to reach out to the organisations for any further information necessary. Members should come prepared with their scoring and be ready to give an 'elevator pitch' of their reviews to the November grant meeting. Cllr M Gee asked members to let the Town Clerk know if they were unable to attend

CHAIR INITIALS _____



the Grants meeting and if a review of grant applications had already been undertaken to send any notes to the Town Clerk.

(b) The members received and considered the following applications received for Culture and Community Grant Fund:-

- (i) Victory Theatre project – to provide funding for a public event. The total cost is £6,350 of which a grant for £2,000 was requested and agreed.
- (ii) Crowthorne Symphony Orchestra – total cost to run three events was £23,150 for which a grant for £1,000 was requested and agreed.
- (iii) CLASP – a request for £3,000 to fund a celebration event for members/ trustees and volunteers was received. The total cost was £4,570. The members discussed the application and decided a £500 donation should be given.

It was proposed by Cllr M Gee and seconded by Cllr R Comber and it was

**RESOLVED
30927**

to agree the amounts (i) to (iii) be communicated and paid over to the organisations.

A vote was taken. Seven members were in favour, one abstained.

STANDING FINANCIAL REGULATIONS (Agenda item 14)

(a) The Town Clerk gave a verbal report that the NALC model financial regulations were received earlier in 2024. The RFO has reviewed its content together with the council’s existing Standing Finance Regulations and practices to provide new SFRs for consideration to adopt.

It was noted by Cllr R Comber that s5.3 should be amended to read Finance and Personnel Committee instead of Full Council.

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

**RESOLVED
30928**

to receive, consider and recommend the updated SFRs to full council for adoption, following the amendment to s5.3 and to provide an explanation of the colour differences in the document.

A vote was taken and it was unanimous.

(b) The members noted, in accordance with the council’s current SFRs the RFO and Town Clerk are the authorised signatories of WTC bank accounts.

(c) It was proposed by Cllr S Gurney and seconded by Cllr H Richards and it was

**RESOLVED
30929**

to receive and approve, in line with the council’s SFRs, a list of suppliers paid by Direct Debit and/ or Standing Order.

CHAIR INITIALS _____



A vote was taken and it was unanimous.

CYCLE TO WORK SCHEME (Agenda item 15)

The Town Clerk reported that since writing TC 21/2024 the scheme may be more popular than first thought as it has not yet been advertised to all staff. Funds would be paid from general reserves to pay for a bike to be used as part of the Cycle to Work Scheme and for the loan to be recouped over a 12 month period through salary sacrifice. Salary sacrifice would also reduce the liability for employer's NI contribution. Wokingham Borough Council have offered use of the secure storage facility at Chute End to those taking up the Cycle to Work Scheme.

**RESOLVED
30930**

It was proposed by Cllr M Gee and seconded by Cllr S Gurney and it was

for the council to sign up to the Cycle to Work scheme and sums would be made available from general reserves for officers in accordance with the scheme. This would be recouped over 12 months from employees via salary sacrifice. The scheme would be open ended until such time as legislation changes.

A vote was taken and it was unanimous.

RESERVES (Agenda item 16)

The Town Clerk gave a verbal report on the need for an earmarked reserve for security costs at £10,000 be set up. Such costs could not otherwise be used as required as the Town Clerk would not have the authority to spend an amount not budgeted.

**RESOLVED
30931**

It was proposed by Cllr H Richards, seconded by Cllr I Shepherd-Dubey and it was

to transfer £10,000 to an earmarked reserve or security costs to be spent as required.

A vote was taken. Seven members voted in favour and one abstained.

WHA REQUEST (Agenda item 17)

Cllr S Gurney and Cllr R Comber declared an interest in this item.

The Town Clerk gave a verbal update that since the last meeting Cllrs S Gurney, K Malvern, B Callender, R Comber, T Lack, A Medhurst, the Allotment Officer and Town Clerk visited the site and met with and their consultant Iconic. Useful discussions took place with two schemes identified for the building's refurbishment. The original request for £30,000 involved recoating the roof to extend its life to ten years but, without guarantee. The latest scheme replaces the roof, giving it a lifespan of 30 years with a cost of £40,000.

The WHA are now requesting £40,000. Of the remaining funding required they are confident they can secure £20,000 from National Lottery. To request higher funding from National Lottery up to their required £30,000 would take longer and

CHAIR INITIALS _____



delay the project by 18 months (compared to 16 weeks for £20,000). For the higher value WHA can ask for part funding for the project but, under the terms and conditions of National Lottery would not be able to start the project until they received the funds. WHA would be grateful of receiving a response to their request as soon as possible to be able to progress their application to the National Lottery.

The Town Clerk reminded the members that the committee can only agree to spend up to £25,000, higher requests would need to go to Full Council.

The members discussed the works and its importance due to its central location in Wokingham, the benefit of such a facility to the wider community and the importance of replacing the roof to meet building regulations. However, there was a concern that the refurbished facility might not be used as fully as possible.

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

**RESOLVED
30932**

to recommend that the funding be provided from CIL with the majority of F&P's members in favour of agreeing to the request for £40,000, that the project meets any legislation for planning or building regulations and that there be a requirement that an annual report is provided as to the uses of the building.

A vote was taken. Six members voted in favour with abstentions by Cllr R Comber and Cllr S Gurney.

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

**RESOLVED
30933**

to extend the meeting by up to 30 minutes to 10:30pm.

A vote was taken. Seven members voted in favour with one abstaining.

COMMITTEE INFORMATION (Agenda item 18)

- (a) No information items were raised by members.
- (b) No specific items for marketing purposes were identified.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 19)

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

**RESOLVED
30934**

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 9:56pm

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda item 20)

CHAIR INITIALS _____



Members reviewed the Town Clerk's Confidential report TC20/2024. Following discussion, it was proposed by Cllr H Richards and seconded by Cllr B Alvi and members

RESOLVED
30935

To approve the recommendation of the Town Clerk.
A vote was taken and it was unanimous.

STAFFING UPDATE (Agenda Item 21)

Members reviewed the Town Clerk's Confidential report TC22/2024. Following discussion it was proposed by Cllr R Comber and seconded by Cllr B Callender and members

RESOLVED
30936

To approve the recommendation of the Town Clerk
A vote was taken and it was unanimous.

The meeting ended at 10.10pm

CHAIR INITIALS _____



Date: 05/09/2024

Wokingham Town Council

Page 1

Time: 12:30

F & P and Current Accounts

List of Payments made between 01/07/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Grenke Leasing Limited	Std Ord	257.26		Hire of copier
01/07/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
05/07/2024	Google Ireland Limited	DDR 050724	48.00		5009406395/Google Ireland Limi
05/07/2024	O2	DDR 0507	353.89		31190253/O2
05/07/2024	Barclaycard Commercial	DDR 100724	44.00		010034750624/Barclaycard Comme
08/07/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/07/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/07/2024	Hiscox	Std Ord	2,401.99		WTC insurance payment 23/4
10/07/2024	HMRC	DDR	200.06		HMRC
10/07/2024	HMRC	DDR	200.06		HMRC
11/07/2024	DD MAYOR	DD MAYOR	2,075.00		DD MAYOR
11/07/2024	Clerk's Drawings Account	Imprest	5,000.00		Tx Main to Clerks
16/07/2024	SAGE	Std Ord	66.00		Payroll
16/07/2024	Castle Water Limited	DDR 160724	63.86		10002740735/Castle Water Limit
18/07/2024	Barclaycard Commercial	DDR 180724	3,231.26		2097945/Barclaycard Commercial
18/07/2024	Castle Water Limited	DDR 180724	35.29		10002839912/Castle Water Limit
18/07/2024	Barclaycard Commercial	DDR180724	50.45		WAIT 130624/Barclaycard Commer
19/07/2024	Total Gas & Power Ltd	ddr 190724	469.48		345316273/24/Total Gas & Power
19/07/2024	Castle Water Limited	DDR 190724	6.06		10002877179/Castle Water Limit
19/07/2024	Total Gas & Power Ltd	DDR190724	4,893.48		345316262/24/Total Gas & Power
23/07/2024	BACS P/L Pymnt Page 5062	BACS Pymnt	21,322.49		BACS P/L Pymnt Page 5062
23/07/2024	BACS P/L Pymnt Page 5066	BACS Pymnt	12,150.00		BACS P/L Pymnt Page 5066
23/07/2024	Clerk's Drawings Account	Imprest	20,000.00		Imprest
23/07/2024	230724 Bloom	BACS	63.15		230724 Bloom
25/07/2024	HMRC	DDR	9,368.89		HMRC
26/07/2024	ARVAL	DD	599.24		HK72 FNE WO7317
01/08/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
06/08/2024	O2	DDR 060824	431.51		31771216/O2
07/08/2024	BACS P/L Pymnt Page 5081	BACS Pymnt	11,615.91		BACS P/L Pymnt Page 5081
07/08/2024	Clerk's Drawings Account	Imprest	35,000.00		Imprest
07/08/2024	Google Ireland Limited	DDR 070824	48.00		Purchase Ledger DDR Payment
08/08/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/08/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/08/2024	HISCOX	Direct Deb	2,525.09		WTC main insurance
12/08/2024	Barclaycard Commercial	DDR 120824	57.86		10034750724/Barclaycard Commer
16/08/2024	SAGE	Std Ord	66.00		Payroll
19/08/2024	Barclaycard Commercial	DDR 190824	2,635.75		7528360/Barclaycard Commercial
19/08/2024	Barclaycard Commercial	DDR190824	150.45		100892/Barclaycard Commercial
19/08/2024	Castle Water Limited	141.40	141.40		1003081510/Castle Water Limite
20/08/2024	Total Gas & Power Ltd	DDR 200824	419.02		348313586/24/Total Gas & Power
21/08/2024	BACS P/L Pymnt Page 5091	BACS Pymnt	19,058.30		BACS P/L Pymnt Page 5091
22/08/2024	Clerk's Drawings Account	Imprest	30,000.00		Tx Main to Clerks
26/08/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/08/2024	BACS P/L Pymnt Page 5095	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 5095
28/08/2024	Focus Group	DDR 280824	1,056.18		6828963/Focus Group
29/08/2024	HMRC	DDR	10,161.92		HMRC
		Total Payments	205,920.54		

CHAIR INITIALS _____

Finance & Personnel Meeting 24/09/2024

17069



Date: 05/09/2024

Wokingham Town Council

Page 1

Time: 12:31

Clerk's Drawings Account

List of Payments made between 01/07/2024 and 31/08/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2024	Peninsula	Std Ord	167.44		HR support
01/07/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/07/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/07/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/07/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/07/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
08/07/2024	BACS P/L Pymnt Page 5058	BACS Pymnt	923.00		BACS P/L Pymnt Page 5058
11/07/2024	BACS P/L Pymnt Page 5055	BACS Pymnt	4,848.31		BACS P/L Pymnt Page 5055
11/07/2024	BACS P/L Pymnt Page 5057	BACS Pymnt	1,265.72		BACS P/L Pymnt Page 5057
11/07/2024	F & P and Current Accounts	DD MAYOR	2,075.00		Error cashbook
15/07/2024	July salary	BACS	31,674.42		July salary
19/07/2024	Castle Water Limited	DDR 190724	15.63		10002876173/Castle Water Limit
23/07/2024	BACS P/L Pymnt Page 5063	BACS Pymnt	3,157.62		BACS P/L Pymnt Page 5063
23/07/2024	BACS P/L Pymnt Page 5067	BACS Pymnt	220.55		BACS P/L Pymnt Page 5067
23/07/2024	F & P and Current Accounts	cashbook	63.15		cashbook 230724 Bloom
23/07/2024	030724 DD	BACS	200.00		030724 DD
23/07/2024	230724 Staff DD	BACS	432.60		230724 Staff DD
25/07/2024	BACS P/L Pymnt Page 5068	BACS Pymnt	2,248.87		BACS P/L Pymnt Page 5068
29/07/2024	Focus Group	DDR 290724	134.09		6827946/Focus Group
29/07/2024	Focus Group	DDR290724	921.44		6828066/Focus Group
30/07/2024	BACS P/L Pymnt Page 5075	BACS Pymnt	2,099.80		BACS P/L Pymnt Page 5075
30/07/2024	MAYOR STAFF	MAYOR STAFF	550.20		MAYOR STAFF
31/07/2024	BACS P/L Pymnt Page 5077	BACS Pymnt	563.64		BACS P/L Pymnt Page 5077
31/07/2024	DD	DD	500.00		DD
01/08/2024	Peninsula	Std Ord	167.44		HR support
01/08/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/08/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/08/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/08/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/08/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
05/08/2024	Bank charges	DD	15.00		Bank charges
07/08/2024	BACS P/L Pymnt Page 5078	BACS Pymnt	4,054.23		BACS P/L Pymnt Page 5078
13/08/2024	BACS P/L Pymnt Page 5082	BACS Pymnt	1,966.64		BACS P/L Pymnt Page 5082
13/08/2024	BACS P/L Pymnt Page 5083	BACS Pymnt	2,230.30		BACS P/L Pymnt Page 5083
13/08/2024	DD	DD	400.00		DD
15/08/2024	Aug salary	BACS	35,459.38		Aug salary
16/08/2024	Castle Water Limited	DDR 160824	257.35		10003033993/Castle Water Limit
21/08/2024	BACS P/L Pymnt Page 5090	BACS Pymnt	2,083.45		BACS P/L Pymnt Page 5090
21/08/2024	Castle Water Limited	DDR 210824	16.15		10003166649/Castle Water Limit
21/08/2024	Staff Bloom DD	BACS	261.54		Staff Bloom DD
27/08/2024	BACS P/L Pymnt Page 5096	BACS Pymnt	1,310.70		BACS P/L Pymnt Page 5096
29/08/2024	DD	BACS	200.00		DD
		Total Payments	103,537.66		

CHAIR INITIALS _____

Finance & Personnel Meeting 24/09/2024

17070





Wokingham Town Council

RFO Report 03/2024

To: Full Council
Date: 30th September 2024
Subject: Revision of Standing Financial Regulations 2024

1 REASON FOR REPORT

In accordance with Standing Financial Regulations (SFRs) 18.1 their review should be undertaken regularly.

2 BACKGROUND

A set of model Financial Regulations was circulated by the National Association of Local Councils (NALC) in May 2024 to provide a structure for local councils to manage their finances effectively and transparently.

The model FRs have been designed to provide councils with the flexibility to adapt them to suit their specific requirements.

The revised SFRs to be considered by Council have started with the NALC model as a base with the requirements of Wokingham Town Council considered and added as necessary.

The changes to the model FRs have been tracked/ changed as follows:-

Text within a yellow block are new changes/ additions to WTC SFRs.

Text in red tracks changes to the model FRs with strikethrough indicating its removal and normal text indicating their adoption.

Formatting of the document will be completed once all content changes have been agreed.

3 RECOMMENDATION

The F&P committee considered the changes at their meeting on 24th September 2024 and recommend the approval and adoption of the updated 2024 Standing Financial Regulations.



Standing Financial Regulations

(V1.1 revised 25/09/2024 14:59:00 by L Davison)

Wokingham Town Council Standing Financial Regulations



WOKINGHAM TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1. General.....	4
2. Financial Reports.....	5
3. Risk management and internal control.....	5
4. Accounts and audit.....	6
5. Budget and precept.....	8
6. Procurement, contracts and tenders	9
7. Banking and payments	12
8. Electronic payments.....	14
9. Cheque payments	15
10. Credit cards and Payment cards.....	16
11. Petty Cash	16
12. Payment of salaries and allowances	16
13. Grants.....	17
14. Loans and investments.....	17
15. Income.....	18
16. Payments under contracts for building or other construction works.....	20
17. Value Added Tax	20
18. Stores and equipment.....	20
19. Assets, properties and estates	20
20. Insurance	21
21. Charities	21
22. Accountabilities	22
23. Suspension and revision of Financial Regulations.....	22
24. Recording of Officer Decisions	22
ADDENDUM TO STANDING FINANCIAL REGULATIONS	23
Financial Limits for the Council Year Ending 31 st March 2025	23

These Financial Regulations were adopted by the council at its meeting held on [enter date].

Wokingham Town Council Standing Financial Regulations



This page intentionally left blank.

Wokingham Town Council

Standing Financial Regulations



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the Council's functions including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud
 - identifying the duties of officers
 - compliance with GDPR
- 1.4. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.5. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.6. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.7. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

Wokingham Town Council Standing Financial Regulations



- acts under the direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.8. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.9. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment **in excess of £15,000.**

2. Financial Reports

- 2.1. A financial report shall be prepared by the RFO for submission to each meeting of the Council's Finance & Personnel (F&P) Committee, which shall state:-
- The income and expenditure received/incurred to the end of the previous month, actual/projected variations from budget; and the bank reconciliation funds as at the end of the previous month.
 - Balance Sheet as at the end of the previous month.
 - The RFO shall, on at least two occasions each year (in addition to the yearly Estimates meeting), provide each standing committee with revised estimates and a narrative to explain and suggest actions on actual and likely major deviations from the estimates.

3. Risk management and internal control

Wokingham Town Council Standing Financial Regulations



- 3.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.
- 3.2. The Town Clerk, with the RFO shall prepare, for approval by the Council's F&P Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 3.3. When considering any new activity, the Town Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the F&P Committee for consideration and adoption.
- 3.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 3.5. **The accounting control systems determined by the RFO must include measures to:**
 - ensure that risk is appropriately managed;
 - ensure the prompt, accurate recording of financial transactions;
 - prevent and detect inaccuracy or fraud; and
 - allow the reconstitution of any lost records;
 - identify the duties of officers dealing with transactions and
 - ensure division of responsibilities.
- 3.6. At least once in each quarter, and at each financial year end, a member other than the Chair of the Council shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the F&P Committee.
- 3.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

4. Accounts and audit

- 4.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

Wokingham Town Council Standing Financial Regulations



- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 4.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 4.4. At the year end, the RFO shall balance and reconcile the bank accounts as soon as possible after the 31st March. The Income & Expenditure Account, Balance sheet and supporting documents should be presented to Council at the earliest meeting of the following financial year.
- 4.5. The RFO in consultation with the Town Clerk, will agree with the Auditor the date of the Audit.
- 4.6. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 4.7. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 4.8. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.**
- 4.9. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.**
- 4.10. The council shall ensure that the internal auditor:**
- **is competent and independent of the financial operations of the council;**
 - **reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;**
 - **can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and**
 - **has no involvement in the management or control of the council**
- 4.11. Internal or external auditors may not under any circumstances:**

Wokingham Town Council Standing Financial Regulations



- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

4.12. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

4.13. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

4.14. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5. Budget and precept

5.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

5.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the ~~council F&P Committee~~ at least annually in ~~[October]~~ November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the F&P Committee.

5.3. Each Committee is to formulate and submit proposals to the ~~Council F&P Committee~~ in the respect of revenue and capital expenditure for the following financial year not later than the end of October each year.

5.4. No later than ~~[month]~~ December each year, the RFO shall prepare a draft budget with detailed estimates of all ~~[receipts and payments/]~~ income and expenditure for the following financial year ~~{along with a forecast for the following [three financial years]}~~; taking account of the lifespan of assets and cost implications of repair or replacement.

- For Community Infrastructure Levy (CIL) income statutory criteria for expenditure will apply and the signed Wokingham Borough Council agreement will be considered.

5.5. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{Unspent funds for partially completed projects may only be~~

Wokingham Town Council Standing Financial Regulations



carried forward (by placing them in an earmarked reserve) with the formal approval of the ~~full council~~ F&P Committee

- 5.6. Each committee (~~if any~~) shall review its draft budget and submit any proposed amendments to the F&P Committee not later than the ~~end~~ beginning of November each year.
- 5.7. The draft budget ~~{with any committee proposals and [three-year]}~~, including any recommendations for the use or accumulation of reserves, shall be considered by the F&P Committee and a recommendation made to the council.
- 5.8. Having considered the proposed budget ~~and [three-year] forecast~~, the council shall determine its ~~[council tax (England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than ~~[the end of January]~~ for the ensuing financial year.
- 5.9. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 5.10. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 5.11. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 5.12. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the ~~council {or relevant F&P Committee}~~.

6. Procurement, contracts and tenders

- 6.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 6.2. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
 - For orders between £2K and 2% of the Council's budget 3 quotations shall be invited from appropriate suppliers. (Where only one single quote is obtained, the reason should be recorded.)
- 6.3. The value limits for expenditure shall be recorded in the Addendum to these regulations which lay out limits to the value of any expenditure which may be entered into on the authority of the Town Clerk and other staff.
- 6.4. Should an emergency arise which is likely to involve expenditure in excess of the agreed limit, the Town Clerk shall be authorised to incur the cost of such emergency measures as must be undertaken immediately. Any further financial

Wokingham Town Council Standing Financial Regulations



- commitment must have the authority of the Chairman and the Vice Chairman of the F&P Committee.
- 6.5. A member may not issue an official order or make any contract on behalf of the Council.
- 6.6. An official purchase order shall be issued in advance of all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained electronically.
- 6.7. A confirmation of order will be sent in advance of delivery. The order should state the price, or agreed basis of pricing, referencing any quotation, estimate or term of agreement (in accordance with the selected supplier's procedure) available. Agreed expenditure should be coded to the appropriate budget. For the regular supply of utility services it is only necessary to raise an order for the initial connection of the service or contract renewal.
- 6.8. In line with Standing Order 35 contracts shall be used for recurring items for the supply of goods, materials or execution of works. Contracts shall refer to the terms of the Bribery Act 2010.
- 6.9. All contracts shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency and except under the following circumstances:
- (i) for utility supplies and telephone services
 - (ii) specialist services such as solicitors, surveyors, consultants etc
 - (iii) for work or goods to be supplied in respect to repairs to for existing
 - (iv) machinery, equipment or plant
 - (v) work to be executed or goods supplied which constitute an
 - (vi) extension of an existing contract
 - (vii) additional audit work up to an estimated value of £1,000
 - (viii) goods or materials which are propriety articles/sold at fixed price
- 6.10. Contracts shall comply with the following arrangements:
- £1 - £2,000 VFM best practice shall be followed.
 - £2K - £2% of the Council's budget 3 quotations shall be sought.
 - In excess of 2.0% in value of the Council's budget a specification will be drawn up and at least three tenders shall be sought.
- 6.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 6.12. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the**

Wokingham Town Council Standing Financial Regulations



Legislation”), must be followed in respect of the tendering, award and notification of that contract.

- 6.13. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 6.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the F&P Committee . Avoidance of competition is not a valid reason.
- 6.15. Tenders will be submitted to the appropriate standing committee, except where effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or the appropriate Committee that effective competition is prevented by the special nature of the works, goods and service required.
- 6.16. Tenders will be considered if submitted electronically in accessible PDF format, to the email address tenders@wokingham-tc.gov.uk or else sent as a paper copy in a plain envelope, which must be securely sealed and shall not bear any distinguishing marks that indicate the identity of the sender. The envelope will be endorsed with the words ‘Tender for’ and must be forwarded to reach the Town Hall, Market Place, Wokingham. All tenders submitted must arrive not later than 12 noon on the date fixed for the return of the tender. Until the time appointed for their opening, envelopes shall remain in the custody of the Town Clerk or RFO to whom they are addressed, and electronic tenders will remain unread.
- 6.17. After the appointed time the Town Clerk or RFO, in the presence of another Officer, shall open and prepare a list of tenders, with the lowest costs in ascending order, for decision either by the delegated Officer or the appropriate Committee.
- 6.18. If less than three tenders are received or if all the tenders are identical the council may make such arrangements as it thinks fit.
- 6.19. A tender other than the lowest tender where payment is to be made by the Council or the highest tender where payment is to be received by the Council, shall not be accepted until the relevant Committee shall have considered a written report from the appropriate officer or professional advisor.
- 6.20. All Committees may incur any expenditure which has been specified and approved in the Estimates for the appropriate year. Major development projects require the approval of F&P Committee or Council, as per the Addendum.
- 6.21. Authorisation must be obtained from the “Budget Owner” of a budget cost code accessible to multiple officers (e.g “Subscriptions”) prior to creating a

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Wokingham Town Council

Standing Financial Regulations



purchase order against that cost code. The email confirming approval has been granted must be retained.

- 6.22. Any increase over the estimated figures incurred by mandatory commitment (eg. National Insurance rates, tax) may be automatically met by diversion or, if this is not feasible, from the balances.
- 6.23. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 6.24. Any of the regulations that apply to the post holder within this heading can be assigned, in their absence, as detailed in the Addendum.
- 6.25. Once a contract has been awarded, the Council may extend the agreement beyond the initial term by a further period of up to 2 years. If the Council wishes to extend this agreement, it shall give the Supplier at least 3 months' written notice.
- 6.26. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 6.27. At the discretion of the Town Clerk and RFO expenditure may be authorised that will exceed the budget for that type of expenditure providing the total budget for that cost centre is not overspent.
- 6.28. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 6.29. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 6.30. A purchase order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared (e.g. for utilities) or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 6.31. Any ordering system can be misused and access to them shall be controlled by the RFO. Details of purchase orders stored in spreadsheets must not be changed retrospectively by Officers.

7. Banking and payments

- 7.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank Plc. The arrangements, including confirmation that only the RFO and Town Clerk are

Wokingham Town Council Standing Financial Regulations



- signatories for the ensuing Council year shall be reviewed annually for security and efficiency.
- 7.2. Should there be any change in the RFO or Town Clerk a new bank mandate will be completed.
 - 7.3. Due to the volume of payments, the primary method of payment shall be via electronic banking but other payments to be used as required to include, direct debit, banker's standing order and internet transfer. Cheques may also be used subject to supporting documentation (purchase order, invoice, officer approval) being provided and saved with a record of the payment.
 - 7.4. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
 - 7.5. All invoices for payment should be verified by the officer placing the order to confirm that the work, goods or services were received. The invoice should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and, checked and represent expenditure previously authorised by the council by the Finance Assistant before being put forward for payment. **Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.**
 - 7.6. **Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.**
 - 7.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the F&P committee may authorise in advance for the year.
 - 7.8. A list of such payments shall be reported to the next appropriate meeting of the F&P Committee for information only.
 - 7.9. The RFO shall present a list of payments made in the preceding month/ months including transfers between bank accounts forming part of the agenda for the meeting, to the F&P Committee. The committee shall review the schedule for compliance and, having satisfied itself, shall approve the payments by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Wokingham Town Council Standing Financial Regulations



8. Electronic payments

- 8.1. Where internet banking arrangements are made with any bank, the Finance Assistant shall be authorised to set up payments and intra-bank transfers, the RFO shall also have this role profile to be able to provide cover within the Finance team. The Town Clerk and RFO shall be able to authorise payments. In all instances divisions of duties between the Finance Assistant/ RFO and Town Clerk shall be utilised to their fullest and an electronic file kept of who has set up and authorised each payment.
- 8.2. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. No employee shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 8.3. On receipt of the relevant invoice, the managing officer will electronically approve the invoice only when the goods have been received; confirm the value is correct and that any agreed discounts have been allowed. The invoice must quote the relevant purchase order number.
- 8.4. Invoices that meet the following requirements can be paid through the Clerk's Drawings Account, the maintained balance for which is set out in the Addendum. It is the RFO's responsibility to ensure that adequate funds are available in each account before releasing payments. This account is to be used only for:
- Salaries
 - Small items, the limit of which is set out in the Addendum
 - Non-invoiced items, for example return of hirer deposits or staff expenses, shall be supported by documents for the Financial Assistant/ RFO/ Town Clerk to review.
- 8.5. Payments through the Clerk's Drawing Account will be as follows:
- by BACS manually authorised by the RFO and electronically authorised on the banking system by the Town Clerk.
 - electronic evidence is retained showing how the payment was approved.
- 8.6. Payments through the Main Account (for all other payments not made from the Town Clerk's Drawing Account) will be as follows
- by BACS manually authorised by the RFO and electronically authorised on the banking system by the Town Clerk.
 - electronic evidence is retained showing how the payment was approved.
- 8.7. Electronic evidence shall include:
- copies of invoices or other supporting documentation

Wokingham Town Council Standing Financial Regulations



- verification from the appropriate officer that goods/ services have been delivered
- list of payments from the purchase ledger
- list of payments set up at the bank
- documentation of review checks performed
- payment approval

8.8. A schedule of all payments from both accounts will be presented to the next F&P Committee meeting.

8.9. All Members of Wokingham Town Council will have access to copies of bank statements should they wish to see them.

8.10. With the approval of the F&P Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by the two bank signatories.

The approval of the use of each variable direct debit shall be reviewed by the F&P Committee at least every two years.

8.11. Account details for new suppliers shall be verified by a phone call to the company or individual. If possible, the phone number used should not be the one quoted on the invoice but from a separate source, for example a website.

8.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

8.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

9. Cheque payments

9.1. Cheques for payment in accordance with supporting documentation shall be signed by The Town Clerk and RFO.

9.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment. Should this arise, the F&P Committee shall review and resolve authorisation for such payment prior to a cheque being issued.

9.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice/ documentation.

Wokingham Town Council

Standing Financial Regulations



10. Credit cards and Payment cards

- 10.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk, RFO and officers and any balance shall be paid in full each month.
- 10.2. The Council Credit Cards shall be used for purchases where this is most appropriate. All purchases should be accompanied by an order note. The card must be signed in and out and the purchase approved by either the RFO or Town Clerk.
- 10.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy. Expenses above this value may be authorised for payment at the discretion of the Town Clerk or RFO and where possible before payment is made.

11. Petty Cash

- 11.1. A petty cash float is kept by the RFO and should not be used when an official order is more appropriate. The petty cash float is only to be used to meet small items of expenditure and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment. Reimbursement without a receipt shall be at the discretion of the Town Clerk or RFO.
 - b) Due to the lack of a local branch of the Bank, cash income received may be paid into the petty cash float providing its value has been verified as soon as possible to its receipt by the Town Clerk or RFO and a record of the transaction from which the income has arisen being kept. Balances exceeding the agreed float, and for which there is no immediate demand, must be banked at the earliest opportunity. In any case, cash on the council's premises must not exceed the insured value of £1,000 nor must cheques received exceed £10,000.
 - c) Payments from the bank to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval by the F&P Committee.
 - d) The petty cash balance must be reconciled each month and recorded in the council's accounting system. The petty cash spreadsheet shall be signed and dated by the RFO to indicate this has been done

12. Payment of salaries and allowances

- 12.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 12.2. PRP salary rates shall be agreed by the F&P Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the F&P Committee.
- 12.3. The grades and job description for any new staff must be approved in advance by the F&P Committee.

Wokingham Town Council Standing Financial Regulations



- 12.4. Claims for overtime are to be submitted on the relevant timesheet/overtime claim form and are to be certified by the relevant member of staff. Any overtime must have the prior approval of the manager or Town Clerk, except for an emergency situation.
- 12.5. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, must be in accordance with payroll records and on the dates stipulated in employment contracts. It is the RFO's responsibility to ensure that this is undertaken.
- 12.6. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 12.7. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 12.8. Payment of salaries is to be authorised by the Town Clerk.
- 12.9. Staff expenses will be paid by BACS if over £10.
- 12.10. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 12.11. Before employing interim staff, the council must consider a full business case.

13. Grants

- 13.1. In respect of grants the F&P Committee shall approve expenditure within any limits set by Council and in accordance with the Policy statement approved by Council.
- 13.2. Grant recipients should provide the bank details to which the grant should be paid on letter headed paper with the signature of their treasurer. The bank details should be cross checked to those previously used if applicable. If these have changed then an explanation should be sought from the charity/ organisation.

14. Loans and investments

- 14.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 14.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans

Wokingham Town Council Standing Financial Regulations



to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

- 14.3. The council's Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, relevant regulations, proper practices and guidance shall be reviewed by the F&P Committee and presented at the Annual Council Meeting .
- 14.4. The credit rating of any bank the Town Council uses will be considered by the F&P Committee prior to any investment or re-investment over £250K. The RFO will research ratings to inform any investment.
- 14.5. Barclays to remain the main bank for the Town Council's day-to-day financial transactions.
- 14.6. Unless agreed by the F&P Committee, investments are to be kept under two years and to be spread across both Barclays and another provider. Investments to be overlapping i.e.: different start and end dates.
- 14.7. A regular statement is to be produced and presented to the F&P Committee for investments made in line with 13.4 and any changes made since publication of the previous statement.
- 14.8. The RFO is authorised in conjunction with the Town Clerk to make short term investments with Barclays or another provider with a view of maximising the return on amount up to £250K over a period of one month to a maximum of 12 months. Anything outside these parameters requires the approval of the F&P Committee.
- 14.9. No long-term investment (12 months or above) is to exceed £250K in any financial institution.
- 14.10. The RFO is to ensure that there are sufficient funds to meet Council's cash flow requirements whenever an investment is made.
- 14.11. All investment of money under the control of the council shall be in the name of the council.
- 14.12. All investment of money under the control of the council shall be in the name of the council.
- 14.13. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 14.14. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

15. Income

- 15.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

Wokingham Town Council Standing Financial Regulations



- 15.2. The RFO will be responsible for ensuring that reminders in respect of outstanding invoices are despatched each month. The Financial Assistant will send monthly statements.
- 15.3. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk.
- 15.4. Bad debts may be written off only with the approval of the Town Clerk and reported to the next meeting of the F&P Committee. The appropriate limits for approval will be recorded in the Addendum to these regulations. Any sums found to be irrecoverable and any bad debts shall be reported to the F&P Committee or council by the RFO depending on the required approval limit and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 15.5. Money and cheques received through the post are to be recorded in the Receipts Book (cash book) by the Information Centre Officers. All receipts are to be dealt with by the Information Centre Officers. A receipt is to be issued for all monies received, except for money that is paid directly into the bank account (such as precept, investment income), which can be entered directly into the Cash Book as long as the date of banking is noted, together with an indication that it is a direct banking. Income received in the Information Centre shall be put in the Information Centre safe except when cash totals over £750, in which case it is immediately to be deposited in the RFO's safe. It is the RFO's responsibility to allocate income to the relevant cost headings, to extract VAT and to reconcile the bank statements every month.
- 15.6. On each occasion income (cash or cheques) are removed from the Information Centre it should be delineated in the Receipts Book (cash book) and reported in the petty cash reconciliation.
- 15.7. The Receipts and Payments Book shall be located in the Information Centre and secured when the Centre is closed.
- 15.8. Banking by the Financial Assistant or RFO will be as frequently as is required to meet the limits of the petty cash float and insured values of month unless the income has reached the insurance cash/cheque limits for the safe of £1,000 (cash) and £10,000 (cheque).
- 15.9. Personal cheques shall not be cashed out of money held on behalf of the council.
- 15.10. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 15.11. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control

Wokingham Town Council

Standing Financial Regulations



record such as ticket issues,
and that appropriate care is taken for the security and safety of individuals banking such cash.

- 15.12. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

16. Payments under contracts for building or other construction works

16.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

16.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

17. Value Added Tax

17.1. It is the RFO's responsibility to ensure that the VAT return is completed and despatched to HMRC by the end of the month following the month claimed and that the VAT reclaimed/paid is correct.

18. Stores and equipment

18.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

18.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

18.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

18.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

19. Assets, properties and estates

19.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

19.2. The RFO in conjunction with the Town Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

Wokingham Town Council Standing Financial Regulations



19.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

19.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

19.5. No asset can be disposed of without Council approval unless within the disposal levels as designated in the Addendum. In each case a written report shall be provided to council with a full business case.

20. Insurance

20.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered. The Town Clerk and RFO shall review these annually before the renewal date in conjunction with the council's review of risk management.

20.2. Valuations for insurance purposes of buildings and high value assets should be considered every 3-5 years.

20.3. Changes to the scope of insurance cover or the provider of insurance shall be determined by the F&P Committee.

20.4. The Town Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

20.5. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the F&P Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Town Clerk.

20.6. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

21. Charities

21.1. Where the council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held in charitable trusts and separate financial reports made in such form as shall be

Wokingham Town Council

Standing Financial Regulations



appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

22. Accountabilities

The Town Clerk, under the policy direction of the F&P Committee, shall be responsible overall for the proper administration of the Council's financial affairs.

23. Suspension and revision of Financial Regulations

- 23.1. It shall be the duty of the F&P Committee to review the financial requirements of the Council from time to time and to make such recommendations to Council as the Committee considers are required.
- 23.2. As regards the items set out in the Addendum, the F&P Committee shall recommend annually to Council any variations it considers necessary.
- 23.3. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 23.4. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

24. Recording of Officer Decisions

The Access to Local Government Meetings and Documents (England) Local Audit and Accountability Act 2014, section 40 provide that, where officers' financial decisions materially affect the Council's budget they should be recorded separately.

- 24.1. The Town Clerk and other officers have the authority to incur expenditure as laid out in the Addendum to these financial regulations.
- 24.2. The Addendum shall be considered annually by the F&P Committee.
- 24.3. In accordance with 21.1 & 21.2 of these Financial Regulations together with the Council's Standing Orders Wokingham Town Council does not consider that such expenditure is likely to significantly affect the financial position of the Town Council.

Wokingham Town Council Standing Financial Regulations



ADDENDUM TO STANDING FINANCIAL REGULATIONS

Financial Limits for the Council Year Ending 31st March 2025

6. Procurement, Contracts and Tenders:

- 6.4 The limits of expenditure budget with delegated authority are:
- (i) for the Town Town Clerk – 3% - Any payments above these limits to be countersigned by Chair or Vice Chair of F&P and the Mayor.
 - (ii) for the Responsible Financial Officer – 1%
 - (iii) for the Grounds & Bloom Officer 1%
 - (iv) for the Buildings & Market Officer – 0.5%
 - (v) for the Amenities Officer – 1%
 - (vi) for the Arts & Culture Officer – 0.25%
 - (vii) for the Civic Officer – 0.25%
 - (viii) for the Technical Officer – 0.25%
 - (ix) for the Allotments Officer 0.25%
 - (x) for the Events Co-Ordinator – 0.25%
 - (xi) for the Financial Assistant – 0.25%

6. Procurement, Contracts and Tenders:

- 6.21 The extent of new items and increases over estimated figures that can be agreed by committees as a percentage of the Council budget:
- (a) In the case of the F&P Committee, 1%
 - (b) Anything above 1% to be determined by Full Council
 - (c) All other Council Committees, should not exceed their overall annual budget.

6.25	<u>Postholder</u>	<u>Deputy</u>
	Town Town Clerk	Responsible Financial Officer
	Responsible Finance Officer	Town Town Clerk
	Buildings & Grounds Officer	Responsible Financial Officer
	Amenities Officer	Responsible Financial Officer
	Arts & Culture Officer	Responsible Financial Officer
	Technical Officer	Responsible Financial Officer
	Civic Officer	Responsible Financial
	Officer	
	Buildings & Market Officer	Grounds & Bloom Officer

8. Electronic payments:

- 8.1 (i) The maintained balance for the Town Clerk's Drawing Account is £60,000.
 (ii) The limit for payment for small items, from the Town Clerk's Drawing Account is
 £1,000.

Wokingham Town Council Standing Financial Regulations



11. Petty Cash:-

The Petty Cash float is £200 and the limit for any one purchase is £75.

15. Income Collection:

15.4 Bad debts may be written off as follows:

- (i) The Town Town Clerk has delegated authority for one or more debts up to a total of 0.25% of income budget in any one fiscal year.
- (ii) By Finance & General Purposes Committee up to 1% of income budget.
- (iii) By Full Council if above 1% of income budget.

19. Property & Assets:-

19.4 Equipment may be removed from the inventory and disposed of as follows:

- (i) By the RFO up to £500
- (ii) By the Town Town Clerk up to £2,000
- (iii) By Finance & Personnel Committee up to £10,000
- (iv) By Finance & Personnel Committee and Full Council if above £10,000



Wokingham Town Council

Town Clerk's Report 27/2024

To: Full Council

Date: 15 October 2024

Subject: Wokingham Horticultural Association (WHA) Community Infrastructure Levy (CIL) funding request

1 PURPOSE OF REPORT

- 1.1 To consider a recommendation from the Finance and Personnel (F&P) Committee to allocate £40,000 of CIL funding from the council's existing CIL reserves to support the refurbishment of the WHA building at the town council's Ormonde Road allotment site.

2 BACKGROUND

- 2.1 The WHA building has been in situ at the Ormonde Road allotment site since the early 1970s. WHA has an existing 20-year lease with the town council, most recently renewed in 2001, which the town council resolved to extend by a further 30 years, to run until 2071 (Resolution 30827, 30th April 2024)
- 2.2 The building is used as a trading store and a meeting space for the WHA but is underutilised for a number of reasons, and is in a poor state of repair. The WHA undertook a full building survey in 2023 which identified issues which need to be rectified to bring the building up to a better standard.
- 2.3 The WHA is in a position to self-fund approximately 25% of the works and is in the process of securing National Lottery funding to further support the application.
- 2.4 WHA representatives attended a meeting of the F&P Committee in July to make an initial request for funding. Following initial discussions, councillors were invited to a site visit, held on 20th September with WHA representatives and a representative from Iconic, the project management company overseeing the project.

Six councillors, along with the Town Clerk and Allotment Officer were able to attend the meeting (Cllrs B Callender, R Comber, S Gurney, T Lack, K Malvern and A Medhurst).

A pack of information has been provided, giving the details of the project. Please see the attached documents appended to this report.

- 2.5 The proposals for the project include:
- Replacing the existing roof and adding insulation as part of this
 - Replacing wall panels and adding insulation as part of this
 - Replacing the kitchenette
 - Laying an epoxy painted finish flooring

- Providing new power sockets and lighting where required, to improve usability.
- Providing screening to allow the space to be sub-divided.

A further range of improvements were identified, but some of these can be scaled back to bring costs down.

Note: A full breakdown of costs is available from the Town Clerk on request.

- 2.6 The committee identified that a refurbished building provides a valuable space for community events and activities including Wokingham In Bloom projects, as well as an opportunity to provide an ad-hoc base for the council's Allotment Officer when they are working at this, and/or the neighbouring allotment site.

3 **CURRENT POSITION**

- 3.1 At the 24th September F&P Committee meeting, members considered the request and resolved to recommend the use of £40,000 of the council's CIL funds to support the project, with the following conditions:
- a) That the WHA supply evidence to confirm that any necessary consents are in place for the works to commence
 - b) That the WHA produce a proposal for how the refurbished building can be made more available to the wider community
 - c) That funding is secured from the National Lottery

4 **FOR CONSIDERATION**

- 4.1 To consider and resolve upon the recommendation from the F&P Committee to allocate £40,000 of the council's existing CIL reserve to support this project.

5 **FINANCIAL IMPLICATIONS**

- 5.1 The Town Council currently has unallocated CIL reserves of approximately £210,000 with a further £42,000 due to be received in October 2024.

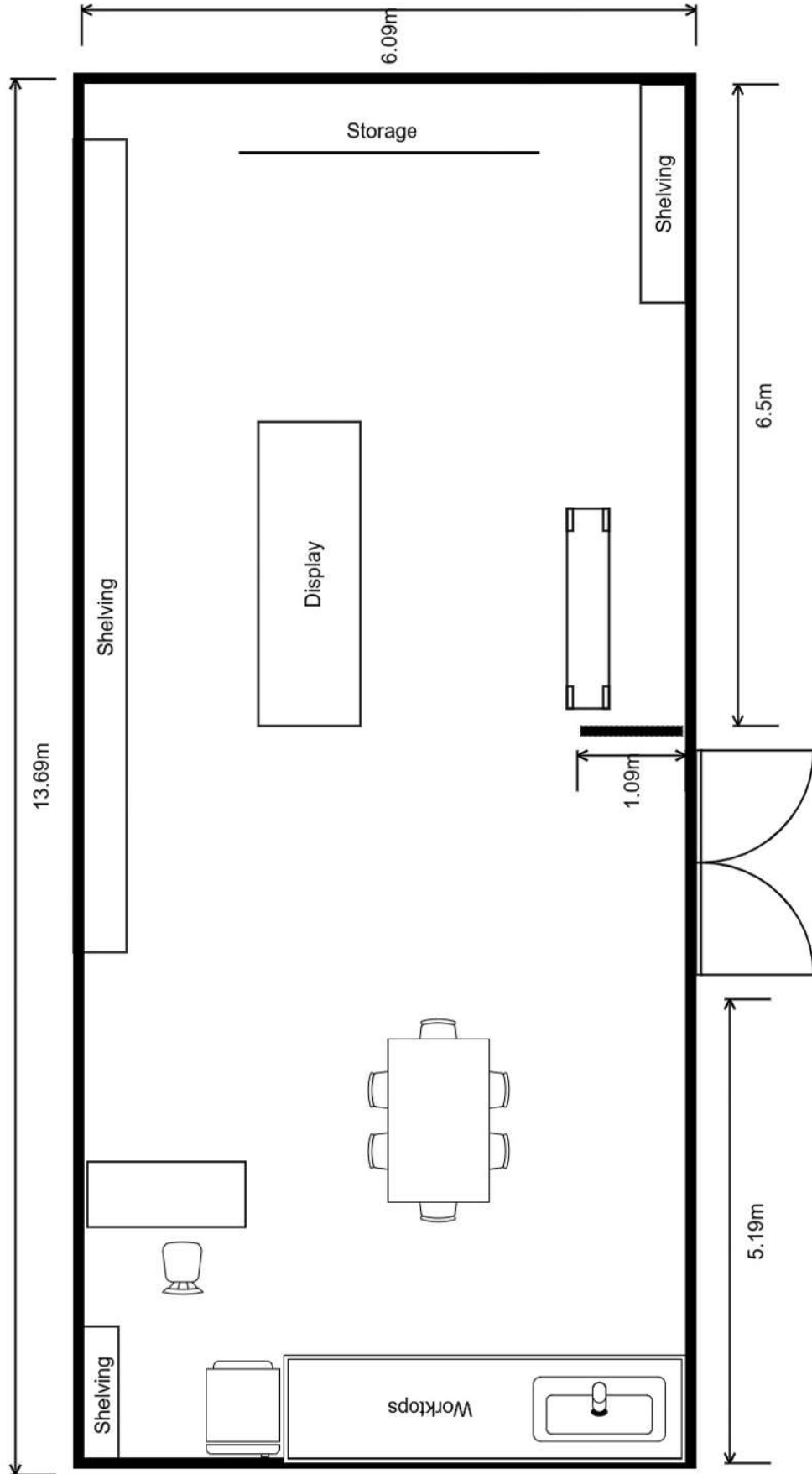
6 **NEXT STEPS**

- 6.1 To resolve upon the request

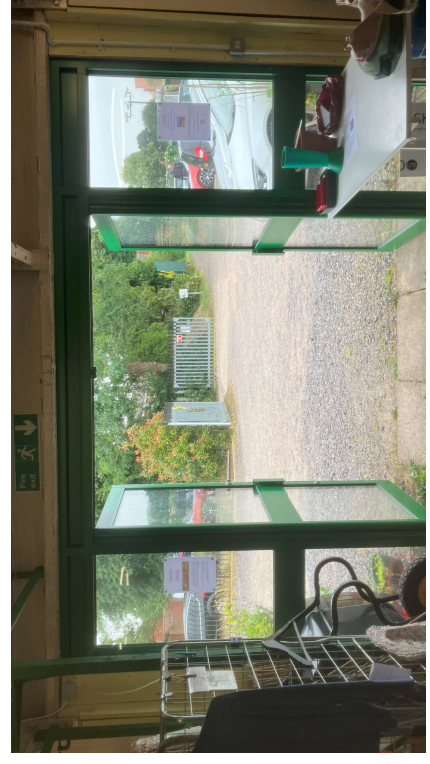
Wokingham Horticultural Association

Design Proposals
04 October 2024

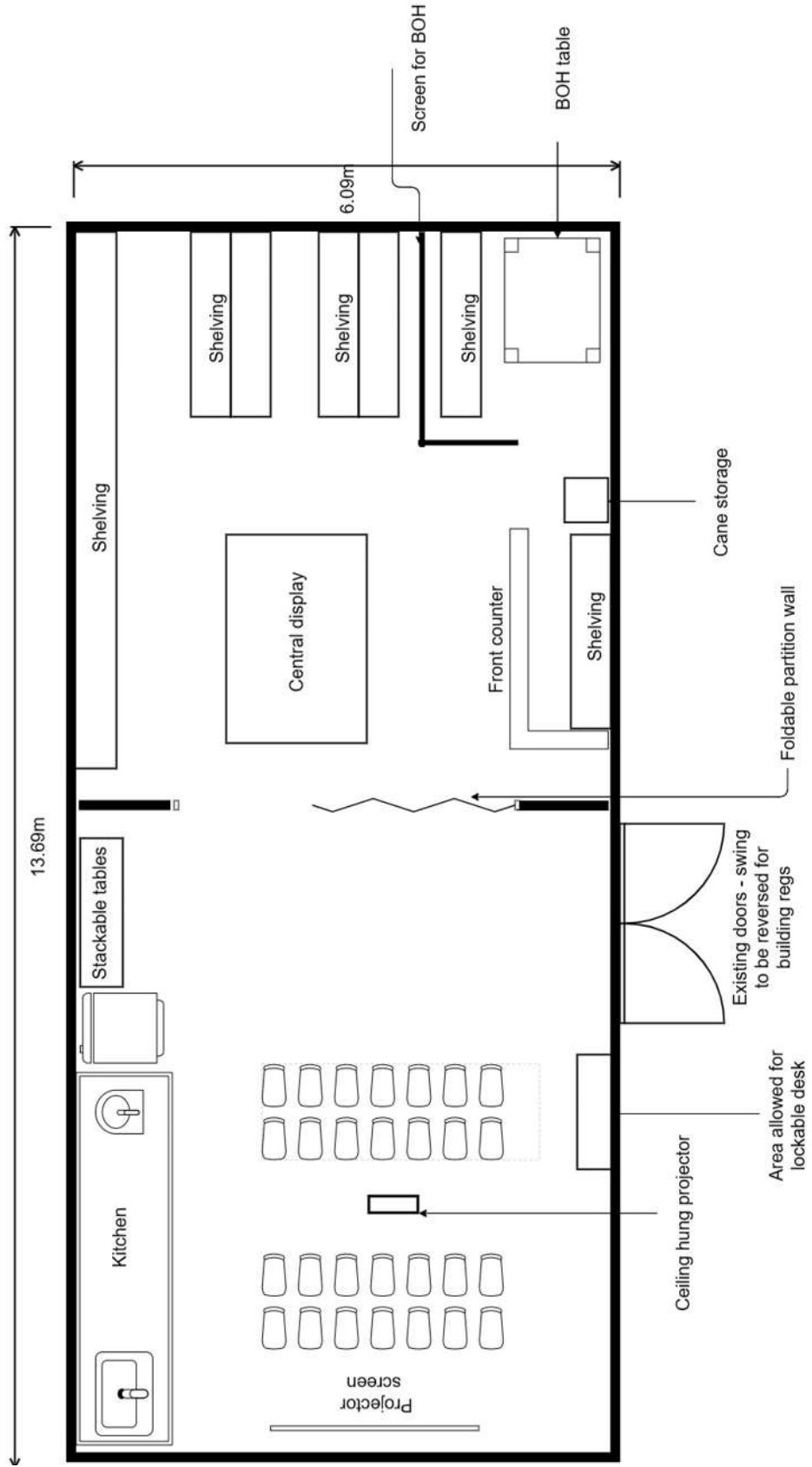
General Arrangement – Existing Floor plan



General Arrangement – Existing Photos



General Arrangement – Proposed Lecture Theatre Layout



Ceiling hung projector

Area allowed for lockable desk

Existing doors - swing to be reversed for building regs

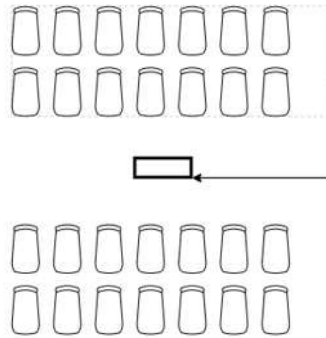
Foldable partition wall

Cane storage

BOH table

Screen for BOH

Projector screen



Central display

Front counter

Shelving

Shelving

Shelving

Shelving

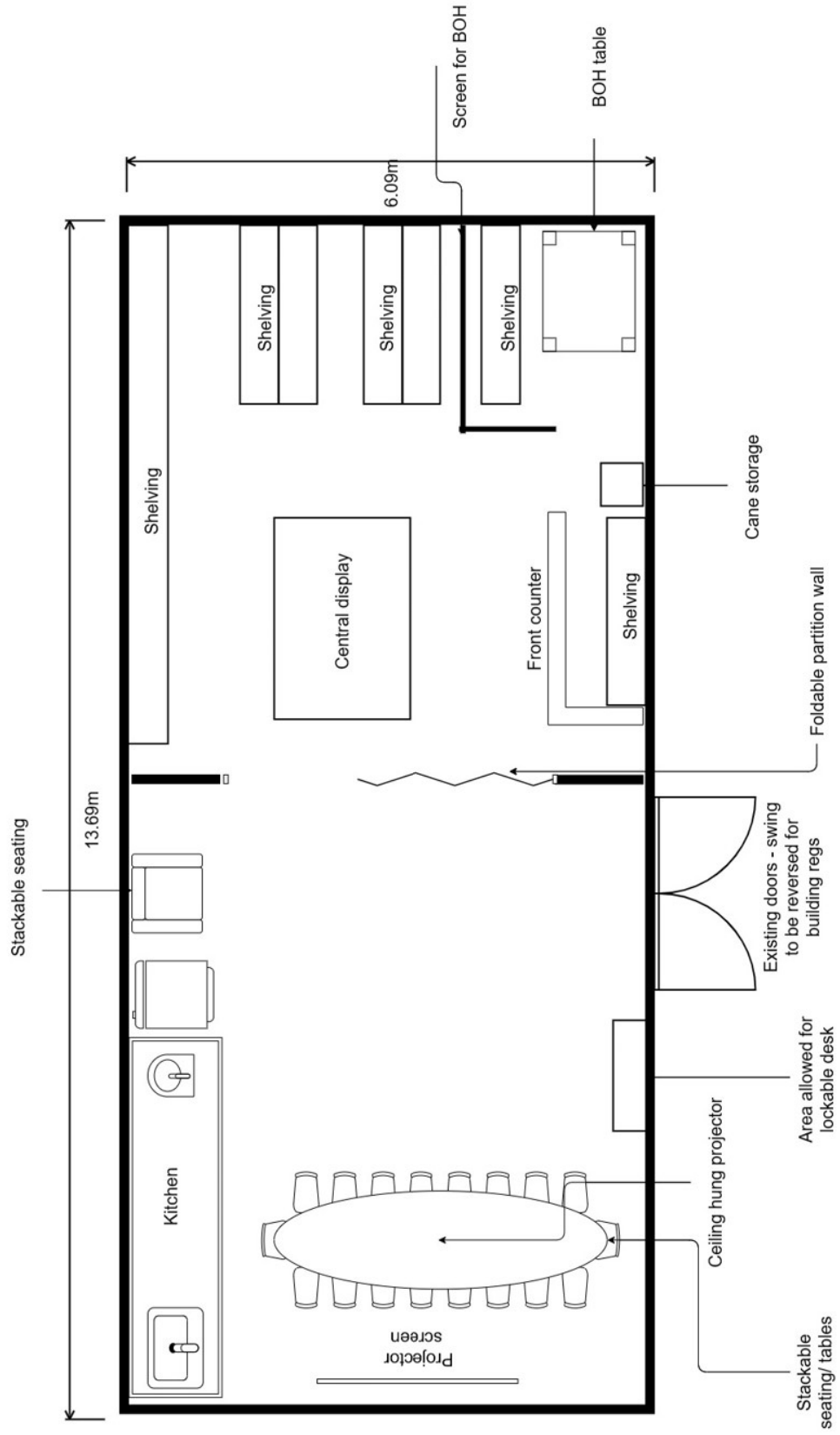
Stackable tables



13.69m

6.09m

General Arrangement – Proposed Meeting Room Layout



Proposed Furniture Examples

Stackable meeting chairs



£54 ex.VAT

[Club Chrome Chairs \(officefurnitureonline.co.uk\)](http://officefurnitureonline.co.uk)

[ISO Stacking Visitor/Conference Chair - Radius Office Ltd. \(UK\)](http://radiusofficefurniture.co.uk)



£147 ex.VAT

[OM Series Stackable Meeting Chair without Arms - Radius Office Ltd. \(UK\)](http://radiusofficefurniture.co.uk)

Folding meeting tables



£314 ex.VAT

[Unified Folding Rectangular Conference and Boardroom Tables from our Meeting Room Tables range. \(officeboffins.co.uk\)](http://officeboffins.co.uk)



£365 ex.VAT

[Morph Tilt Rectangular Folding / Flip Tables - Radius Office Ltd. \(UK\)](http://radiusofficefurniture.co.uk)

Proposed Flooring Epoxy Painted Finish

Examples (options for matt / gloss finish)



Cost Summary

Wokingham Horticultural Association
Client Cost Plan

Date:

20-Sep-24

	SECTION SUMMARY		Reduced Scope, £
0	<u>FACILITATING WORKS</u>	Item	3,611
1	<u>INTERNAL WORKS</u>	Item	28,593
2	<u>EXTERNAL WORKS (ROOF REPLACEMENT & CONCRETE REPAIRS)</u>	Item	23,220
3	<u>DESIGN AND PROJECT MANAGEMENT FEES</u>	Item	5,200
4	<u>CONSTRUCTION CONTINGENCY - 10%</u>	Item	5,542
	COST PLAN TOTAL £ (ex VAT)		66,166
	Including VAT		79,400

Notes:

- Item 2 is based on quote for roof replacement – cheaper roof repair options are available but would not comply with Building Regulations.
- Costs are budgetary – precise quantities to be confirmed following measured survey.
- Assumed works will be carried out from Monday-Friday during normal working hours.

Wokingham Horticultural Association
Client Cost Plan

Iconic Project Management

Date: 20-Sep-24

	SECTION SUMMARY		Full Scope, £	Discount applied, £	Reduced Scope, £
0	<u>FACILITATING WORKS</u>	Item	3,611	3,611	3,611
1	<u>INTERNAL WORKS</u>	Item	35,119	35,119	28,593
2	<u>EXTERNAL WORKS (ROOF REPLACEMENT & CONCRETE REPAIRS)</u>	Item	25,155	23,220	23,220
3	<u>DESIGN AND PROJECT MANAGEMENT FEES</u>	Item	5,200	5,200	5,200
4	<u>CONSTRUCTION CONTINGENCY - 10%</u>	Item	6,388	6,195	5,542
COST PLAN TOTAL £ (ex VAT)			75,473	73,345	66,166
Including VAT			90,568	88,014	79,400

WHA - Client Cost Plan

	Qualifications/Exclusions/Notes
1	The cost plan is based on the following information: Outline Scope of Works based on site visits with client on 15/07/24 and 10/09/24 and feedback via email.
2	We have assumed works will be carried out from Monday to Friday during normal working hours.
3	All costs are budgetary at this stage.
4	All quantities and measures are based on the initial Matterport survey and will be validated based on the measured survey.
5	3 options are available for the roof repairs / replacement - Option 3 which provides the longest life for the roof has been assumed.

WHA Client Cost Plan

0	FACILITATING WORKS	Quantity	Unit	Rate	Cost £
1	Stripping out, demolitions and alterations.				
	TRADING STORE				
1.1	General				
	Removal and disposal of waste		prov sum		300.00
1.1	Store Area				
	Strip out carpet tiles to store area (inc. underlay and trim)	42	sqm	4.92	207.80
	Remove skirting to store area	20	lm	4.49	88.81
	Strip out wall panelling	49	sqm	20.00	989.00
	Remove sockets and switches	1	item	18.35	18.35
	Remove light fittings	5	item	23.70	118.50
	Strip out misc. fixtures and fittings		prov sum		100.00
1.2	Meeting Area & Kitchen				
	Strip out carpet tiles to meeting area (inc. underlay and trim)	42	sqm	4.92	207.80
	Remove skirting to store area	20	lm	4.49	88.81
	Strip out wall panelling	49	sqm	20.00	989.00
	Remove fixtures and fittings		prov sum		100.00
	Remove light fittings	4	item	23.70	94.80
	Water heater to be retained			-	
	Remove sockets and switches	5	item	18.35	91.75
	Strip out worktop		prov sum		50.00
	Strip out cabinets		prov sum		50.00
	Remove sink and taps	1	item	115.93	115.93
Total carried forward to Summary:					3,611

Client Cost Plan

1	INTERNAL WORKS	Quantity	Unit	Rate	Full Scope, £	Reduced Scope, £
1	STORE					
	Supply new flooring to all areas (£/m2 assumed based on screed + epoxy paint finish)	42	sqm	35	1,478	1,056
	Install new flooring (assumes epoxy paint finish)	1	days	455	455	210
	Supply and install skirting (150mm; pencil rounded; curved)	20	lm	10	191	191
	Form new plasterboard walls including insulation	49	sqm	99	4,904	4,904
	Decorate walls (1 x base coat and 2 x coat emulsion)	49	sqm	9	444	444
	Supply and install folding partition to store area / meeting space	6	m2	513	3,125	2,350
	Allowance for new counter		prov sum		1,000	750
	Shelf racking	8	item	357	2,859	2,400
	Central display racking	1	item	357	357	300
	Table and screen for BOH packing		prov sum		500	300
	Supply and install new electric panel heaters (greater than 0.5kW up to and including 1.0kW)	2	item	164	328	328
	Supply and install sockets and switches (estimate includes cabling)	3	item	69	206	206
	Supply and install light fittings	4	item	75	300	300
2	MEETING AREA					
	2.1 Meeting Space					
2.1	Supply and install entrance matting	2	sqm	65	130	130
	Supply new flooring to all areas (£/m2 assumed based on screed + epoxy paint finish)	42	sqm	35	1,478	1,056
	Install new flooring (assumes epoxy paint finish)	1	days	455	455	210
	Supply and install skirting (150mm; pencil rounded; curved)	20	lm	10	191	191
	Form new plasterboard walls including insulation	49	sqm	99	4,904	4,904
	Decorate walls (1 x base coat and 2 x coat emulsion)	49	sqm	9	444	444
	Supply and install fixtures and fittings		prov sum		200	200
	Supply and install sockets and switches (estimate includes cabling)	2	item	69	137	137
	Supply and install light fittings	4	item	75	300	300
	Supply stackable/foldable meeting tables	7	item	350	2,450	1,575
	Supply stackable meeting chairs	25	item	55	1,375	
	Supply and install new electric panel heaters (greater than 0.5kW up to and including 1.0kW)	2	item	164	328	328
	Supply and install new AV screen (assume 65") or projector / screen		prov sum		2,000	1,500
	Supply and install vinyl signage		prov sum		200	200
2.2	Kitchen					
	Supply and install new kitchen cabinets (Howdens budget range), sink, taps, counter	1	sum	2,708	2,708	2,708
	Supply and install sink and taps	1	items	300	300	300
	Supply and install switches and sockets	3	item	69	206	206
	Supply and install fixtures and fittings (handwash dispenser, hand towel dispenser etc)		prov sum		200	200
	Supply and install zip boiler (1.5l)	1	item	700	700	
	Supply and install splashback to kitchenette	3	sqm	64	191	191
	Supply and install light fittings	1	item	75	75	75
Total carried forward to Summary:					35,119	28,593

WHA Client Cost Plan

5	EXTERNAL WORKS	Quantity	Unit	Rate	Cost £	Revised Cost, £
1	Roof & concrete repairs					
	Option 1: '- Removal of loose/damaged concrete on the exterior prepare and fill with Watco Concrex Vertical. - Prepare all concrete exterior panels for painting with Sandtex Microseal Masonry Paint (colour tbc). - Removal of timber gable ends rebuild timber frame work and cover with white plastic fascia and cladding. - Removal of existing Eve filler and replace with new sealing all joints with butyl sealant. - Prepare asbestos corrugated roof sheets sealed with Ultraflex liquid rubber and Ultraflex top coat sealing all joints and fixings with Pu mastic sealer. - Includes scaffolding and waste removal.	1	sum	15,600	15,600	14,400
	Option 2: '- Removal of loose/damaged concrete on the exterior prepare and fill with Watco Concrex Vertical. - Prepare all concrete exterior panels for painting with Sandtex Microseal Masonry Paint (colour tbc). - Removal of timber gable ends rebuild timber frame work and cover with white plastic fascia and cladding. - Removal of existing Asbestos based roof sheets and place in dedicated bag lined skip to be professionally disposed. - Check timber Purlins and install new Cement Big 6 profile roofing sheets fixed to purlin,eave fillers verge and ridge caps with 2no roof lights. - Includes scaffolding and waste removal.	1	sum	20,150	20,150	18,600
	Option 3: - Removal of loose/damaged concrete on the exterior prepare and fill with Watco Concrex Vertical. - Prepare all concrete exterior panels for painting with Sandtex Microseal Masonry Paint (colour tbc). - Removal of timber gable ends rebuild timber frame work and cover with white plastic fascia and cladding. - Removal of existing Asbestos based roof sheets and place in dedicated bag lined skip to be professionally disposed. - Check timber Purlins and install 120mm core composite panel leather grain in green with white internal finish butyl taped overlaps foam filled ridge to achieve fire rating,ridge foam fillers and Filon Fairs insulated roof light. - Scaffolding and waste removal included.	1	sum	25,155	25,155	23,220
Total carried forward to Summary:					25,155	23,220



Wokingham Horticultural Association

Community Space Plan

Wokingham Horticultural Association
Ormonde Road Allotments
Ormonde Road
Wokingham
RG41 2RB

The Councillors
Wokingham Town Council
Town Hall
Market Place
Wokingham
RG40 1AS

Introduction

The benefits we intend to obtain are based on our existing work within the community and our ongoing understanding of the physical and mental benefits of gardening which we facilitate already through our existing activities. By providing a facility open to other communities such as volunteer organisations and outside bodies and even space for the WTC allotment officer, this project will expand our ability to serve the community. Without this project we will not be able to offer our location for others to use as it is not currently compliant with existing legislation.

Existing Activity

Discussions have been held with the Share project about providing their volunteers with the knowledge to support families growing their own vegetables. We have also given out seed packets and seed potatoes to encourage growing and hope to extend this with "Meet the Expert" sessions and growing workshops.

The local gardening community, allotment holders and community outreach organisations are served by our association and the Trading Store is already a cornerstone providing a meeting place and source of knowledge and supplies to our members & the wider community. We are keen to find new ways to work with organisations with whom we have an existing relationship:

- Bloom
- Link
- WADE

- Caring Listening Support Partnership (CLASP) – Debs Morrison (CEO)
- Growing Places (Woosehill, Wokingham)
- Acorn Drive Retirement Homes (Wokingham)
- Craft Group & The Open-Air Youth Theatre
- Anchor Chatty Benches

Our Craft Group, which meets on Wednesdays, is already attracting new participants who come to chat together whilst engaging in craft activities.

The WHA has proven the ability of improving inclusivity in the community. We work in partnership with Wokingham Town Council, for example, by contributing to the Heritage Open Day, and the Allotment open day; offer free membership for the current year for new allotment holders; provide and maintain flower displays in troughs outside the Raglan pub and outside the old library; and have good links with the local 'Bloom' network and Link to Nature projects. We have also held BBC Gardeners Question Time in the Town Hall, with the cooperation of the Town Council. We encourage 5–16-year-olds through including them in competitions and activities wherever possible.

A Plan for the Future

We will be appointing a Community Space Officer to reach out into the community social support network & coordinate the lettings. This will be done in conjunction with the Publicity Officer through personal contact, our Facebook page, website & other social media channels together with the local paper Wokingham Today.

Possible areas we will be looking at are local care homes, retirement homes, residents in flats or apartments, Refugee Support Group, food bank & food kitchen groups book groups etc. Also deepening our existing contacts – Tesco Community Champion, Jeallots Hill Community Landshare, British Legion, Link & In Bloom.

In the next 12 to 18 months, we will be planning for outreach to nurseries/parent toddler groups & families. These will be encouraged to enter shows with produce & flowers grown from seed the WHA have provided. We are also planning workshop visits for local small groups such as members of the Scout Group – Scouts, Guides, Embers, Beavers, Rainbows & Cubs to assist with their Gardening Badges. We will need to have in place Child Safeguarding policy & the appropriate skills to facilitate workshops & competitions.

Charges for lettings are under consideration & at a very minimum will be lodged to cover costs.

We will also need to consider the limited parking facilities.

Per pro Lindsey Payne
Chairperson
Wokingham Horticultural Association

16th July 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 21:00

PRESENT

Councillors: Cllr Shepherd-Dubey (Chair), Cllr A Betteridge, Cllr A Croy

IN ATTENDANCE

PT Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr L Timlin
Cllr H Richards
Cllr W Dixon
Cllr B Alvi
Cllr N Nagella (Vice Chair)
Cllr C Jamthe

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)

**RESOLVED
30898**

It was proposed by The Chair and seconded by Cllr Betteridge, and it was that the minutes of the Planning & Transportation Committee meeting held on 04th June 2024 (pages 16989 to 16992) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 10th July 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 "Check Out" feature has been added to the Spokesafe App. This will allow lockers to be rebooked within the same day.

CHAIRMANS INITIALS _____



Cllr Betteridge will test the functionality and report back on how it works to the PT Officer.

The Secure Lockers have maintained a rising use over the last two months.

The Carnival Hub Lockers roofs have now been painted with the environmentally friendly paint. The Denmark Lockers will follow shortly, hopefully in the next two weeks.

The Chair suggested that once both shelters have their roofs painted and the "Check out" feature has been tested that a Social media post and a Press Release be created for these updates.

BUS SHELTERS

The WTC Groundsmen will shortly carry out a survey on the Bus Shelters to see if any maintenance is required.

ACTION: PT OFFICER

OLD WOKINGHAM DISTRICT COUNCIL NOTICE BOARD IN NORREYS AVENUE (Agenda Item 6)

To review whether this Notice Board could be fixed/replaced and be funded by Wokingham town Council.

Cllr Nagella had asked for this to go on the agenda but was absent from this meeting.

The PT Officer suggested that this be held for the next PT Meeting.

It was briefly discussed, and it was decided that the PT Officer will find out some more information about likely costs and whether there are any other Notice Boards in the Town like this one in Norreys.

Cllr Betteridge suggested that this be part of a wider Community Communication plan.

If there was a replacement Notice Board required, this would probably fit in with the Amenities Committee.

ACTION: PT OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 31st May 2024 were received and noted.

PLANNING APPLICATIONS (Agenda Item 8)

CHAIRMANS INITIALS _____



**RESOLVED
30899**

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

232842 10 Rose Street Wokingham RG40 1XU

Application for Listed Building consent for the proposed installation of 1 no. non-illuminated fascia sign and 1 no. illuminated barber pole. (Retrospective)

The Committee have no objections, however, would have preferred original timber material used.

241565 Waitrose Ltd Rectory Road Wokingham RG40 1BB

Application for Listed Building consent for the proposed restoration works to car park boundary wall, with associated landscaping.

It was pointed out that the description is not correct.

The Committee support this application and appreciate that this is being maintained.

241317 St Crispins School London Road Wokingham RG40 1SS

Full application for the proposed erection of a new mesh fencing and associated gates, and footpath.

The Committee have no objections but feel that the fence has significant visual impact and could a softer colour such as green been used? Could the existing hedge have been extended to provide a fence?

241545 7 Market Place Wokingham Wokingham RG40 1AL

Application for Listed Building consent for the proposed installation of a 3mm thick black aluminium flat panel fascia with standoff letters at 3mm thickness in anodised gold, with LED HALO behind letters.

The Committee trust that the Heritage Officer will follow the policies on signage in a conservation area when making a determination.

241602 Bridge Retail Park, Unit 2a Finchampstead Road

Full application for proposed refurbishment to shop front. To include, new sliding entrance doors, an additional access door, new glazing and redecorated fascia panel. New HVAC installed to the rear of the property, including associated works.

The Committee discussed the 3 applications for this site together, **241602, 241603 and 241604**

The Committee have no objections but have several concerns.
Will the operating times be the same as the existing Burger King in the Town?

There are concerns regarding odours from the proposed restaurant affecting residents close to the site in Oakey Drive. Will these odours be mitigated as to not be an issue?

CHAIRMANS INITIALS _____



As there is no forecast of traffic movements and the possibility of heavier traffic around the site can it be clarified that this will not be an issue.

There are concerns of increased noise in evenings and mornings that might adversely affect local residents.

241603 Bridge Retail Park, Unit 2a Finchampstead Road

Application for advertisement consent for the installation of 1 no. white McDonald's letterset and 2 no. yellow Golden Arches.

The Committee discussed the 3 applications for this site together, **241602, 241603 and 241604.**

The Committee have no objections but have several concerns.
Will the operating times be the same as the existing Burger King in the Town?

There are concerns regarding odours from the proposed restaurant affecting residents close to the site in Oakey Drive. Will these odours be mitigated as to not be an issue?

As there is no forecast of traffic movements and the possibility of heavier traffic around the site can it be clarified that this will not be an issue.

There are concerns of increased noise in evenings and mornings that might adversely affect local residents.

241604 Bridge Retail Park, Unit 2a Finchampstead Road

Application for advertisement consent for the installation of a freestanding Totem and a wall mounted Banner.

The Committee discussed the 3 applications for this site together, **241602, 241603 and 241604**

The Committee have no objections but have several concerns.
Will the operating times be the same as the existing Burger King in the Town?

There are concerns regarding odours from the proposed restaurant affecting residents close to the site in Oakey Drive. Will these odours be mitigated as to not be an issue?

As there is no forecast of traffic movements and the possibility of heavier traffic around the site can it be clarified that this will not be an issue.

There are concerns of increased noise in evenings and mornings that might adversely affect local residents.

CHAIRMANS INITIALS _____



241625 47 The Terrace Wokingham RG40 1BP

Application for Listed Building consent for the proposed erection of a single storey rear extension following demolition of the existing conservatory, insertion additional roof lights and 7no solar panels to the main roof, installation of an electric charging point to the front, replacement of the front and side steps along with internal alterations plus changes to fenestration.

The Committee support this application and are pleased to see Solar Panels and electric charging included.

241556 Ye Olde Leathern Bottel 221 Barkham Road

Full application for the proposed extension to the existing public house to include remodelled pub/kitchen at ground floor, loss of staff accommodation, and introduction of 5 no. rooms of accommodation at first floor. Additionally, the erection of a ancillary building to provide a further 8 no. rooms; together with associated changes to access, parking, landscaping and other ancillary works.

The Committee felt that the road entrance, although not part of this plan but for application 232621 is a dependency for this application and should be considered together as it has impact on this application.

The Committee have the following objections.

Loss of green space where the new car parking area will be constructed.

Overdevelopment of a site in a rural setting.

The proposed development encroaches on the settlement boundary between Wokingham and Barkham.

Obstruction of countryside views for residents in Limmerhill Road.

CP3 - General Principles for development – a) Mass

CP11 - Proposals outside Development Limits (including countryside)

- 2) excessive encroachment
- 4) inappropriate increases in scale, form or footprint

ACTION: P&T OFFICER

CHAIRMANS INITIALS _____



INFORMATION ITEMS (AGENDA ITEM 8)

None.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



03rd September 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 21:00

PRESENT

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

IN ATTENDANCE

PT Officer
Cllr K Malvern
Cllr R Comber (The Mayor)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr C Jamthe

MEMBERS' INTERESTS (Agenda Item 2)

None.

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

Cllr K Malvern asked a question regarding application **230479** *Land to rear of The Bowers Sandhurst Road Wokingham - Full application for the proposed erection of 1 no. four bedroom dwelling with associated access and landscaping.*

The P&T Committee discussed this application in the meeting on 14th March 2023. After discussion and debate they did not have any objections and had no comments regarding the application. Cllr Malvern was at the time on the P&T Committee and registered his personal objection. The application was refused by Wokingham Borough Council. It is now a subject of an appeal.

Cllr Malvern's question. "As the application was refused on ground of unacceptable encroachment and urbanisation of the open countryside should the Committee look at being aligned to this policy when reviewing future applications."

The Chair replied that the Committee reviews each application individually, debates all planning facets and decides on whether to comment, not comment, support or object as is the consensus.

CHAIRMANS INITIALS _____



None.

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30911**

It was proposed by Cllr Croy and seconded by Cllr Betteridge, and it was that the minutes of the Planning & Transportation Committee meeting held on 16th July 2024 (pages 17025 to 17030) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 28th August 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 “Check Out” feature has been added to the Spokesafe App. This will allow lockers to be rebooked within the same day.

Cllr Richards confirmed that the “Check Out” feature is working correctly. will test the functionality and report back on how it works to the PT Officer.

The Secure Lockers have maintained a rising use over the last three months.

Both sets of Lockers have been painted with the environmentally friendly paint.

The Chair suggested that now both shelters have their roofs painted and the “Check out” feature has been tested that a social media post and a Press Release be created for these updates.

The PT Officer stated that now that the officer responsible for social media is now back from holiday this will take place.

BUS SHELTERS

The WTC Groundsmen survey on the Bus Shelters to see if any maintenance is required has been delayed but hopefully will take place over the next two months.

CHAIRMANS INITIALS _____



ACTION: PT OFFICER

GOVERNMENT PROPOSED REFORMS TO THE NATIONAL PLANNING POLICY FRAMEWORK (NPPF) AND OTHER CHANGES TO THE PLANNING SYSTEM (Agenda Item 6)

To receive and consider the proposed changes to the NPPF and determine any appropriate town council response.

The Committee members had reviewed the document prior to the meeting and had made note of the questions they thought would be relevant to be discussed and could have a consensus of opinion to be put forward on behalf of Wokingham Town Council.

The responses that the Town Council will be supplying to the survey are below.

1. Do you agree that we should reverse the December 2023 changes made to paragraph 61?

Yes **No**

Please explain your answer

Reversing this is a bad idea.

4. Do you agree that we should reverse the December 2023 changes made on character and density and delete paragraph 130?

Yes **No**

Please explain your answer

Neither Character and density is good nor bad, both have their place. It requires more definition on what is in scope and out of scope to make a decision.

6. Do you agree that the presumption in favour of sustainable development should be amended as proposed?

Yes **No**

There is not a real indication on what high quality and low-quality development equates to. It should indicate what it means in a refined way what sustainable is. There is a risk that houses could be built that are unsuitable and without the necessary infrastructure.

14. Do you have any other suggestions relating to the proposals in this chapter?

Please provide any other suggestions relating to the proposals in this chapter.

Developers are holding off development and banking the land. Developers should be encouraged to build promptly once planning permission is granted.

We should not be penalising areas that do not have enough available land at this point. There needs to be pressure on developers to put land forward and build.

46. Do you have any other suggestions relating to the proposals in this chapter?

CHAIRMANS INITIALS _____



Yes No

Please explain your answer

The 'Golden Rules' outlined in section 23 should also be applied to other green field developments and not just Green Belt. This should include necessary improvements to infrastructure.

47. Do you agree with setting the expectation that local planning authorities should consider the particular needs of those who require Social Rent when undertaking needs assessments and setting policies on affordable housing requirements?

Yes No

Please explain your answer

We need more Social Housing that is truly affordable.

48. Do you agree with removing the requirement to deliver 10% of housing on major sites as affordable home ownership?

Yes No

Yes, if there is an encouragement for local councils to build more truly affordable housing.

51. Do you agree with introducing a policy to promote developments that have a mix of tenures and types?

Yes No

Yes, if they are considered developments that are inclusive of truly affordable housing and not a sectioned off area akin to a ghetto.

52. What would be the most appropriate way to promote high percentage Social Rent/affordable housing developments?

Empower local Councils to build Council houses and remove the right to buy.

57. Do you have views on whether the definition of 'affordable housing for rent' in the Framework glossary should be amended? If so, what changes would you recommend?

Yes No

If Yes, what changes would you recommend?

Rents linked to income rather than market value, linked to median wage that covers differences in that calculation to represent all groups in society. For those on housing benefit it should cover their rental costs.

58. Do you have views on why insufficient small sites are being allocated, and on ways in which the small site policy in the NPPF should be strengthened?

Yes No

Please explain your answer

There should still be infrastructure planned to suit a multiple of small developments as well as Infrastructure plans for large sites.

59. Do you agree with the proposals to retain references to well-designed buildings and places, but remove references to 'beauty' and 'beautiful' and to amend paragraph 138 of the existing Framework?

Yes No Partially agree

CHAIRMANS INITIALS _____



Please remove 'Beauty' from the references.

81. Do you have any other comments on actions that can be taken through planning to address climate change?

Yes No

Please explain your answer

We would like to draw attention to the building regulations for specifying the environmental standards of new builds.

Building with included infrastructure for sustainable travel. Build houses that are low carbon to live in as well as build.

85. Are there other areas of the water infrastructure provisions that could be improved? If so, can you explain what those are, including your proposed changes?

Yes No

Please explain your answer

Please fix our sewage and drainage systems.

106. Do you have any views on the impacts of the above proposals for you, or the group or business you represent and on anyone with a relevant protected characteristic? If so, please explain who, which groups, including those with protected characteristics, or which businesses may be impacted and how. Is there anything that could be done to mitigate any impact identified?

Please explain your answer

All Planning applications must consider the PSED – especially for disabled people. Flats should be built with lifts, doors should be wide enough for rollators/wheelchairs, bathrooms should be convertible.

ACTION: PT OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 31st July 2024 were received and noted.

CHAIRMANS INITIALS _____



PLANNING APPLICATIONS (Agenda Item 8)**RESOLVED
30912**

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

241987 31 Wiltshire Road Wokingham RG40 1TS

Full application for the proposed change of use of the existing building to 1 no. dwelling, plus the erection of a two storey side extension following demolition of existing sheds, erection of a single storey side extension with 1 no. lantern rooflight, installation of 2 no. front dormer windows and a replacement flat roof over the single storey rear structure with 1 no. lantern rooflight, erection of a front porch canopy, changes to fenestration and associated landscaping and boundary treatments. The Committee have no objections, however, would have preferred original timber material used.

This application was withdrawn so it was not discussed.

242045 11-13 Broad Street Wokingham RG40 1AU

Application for Listed Building consent for the proposed addition of a new service hatch, painting of the shopfront and replacement tiling to the stallriser, internal alterations, plus the installation of signage consisting of 1 no. externally illuminated projecting sign and 1 no. internally illuminated collection sign. It was pointed out that the description is not correct.

The Committee have no issues with the signage design but have concerns regarding the pizza pickup sign illumination, as this is in a heritage area.

242027 68 – 70 Peach Street Wokingham

Prior approval submission for proposed change of use of the commercial premises on the first floor to 2 no. dwellings.

The Committee thought the documentation for this application was sparse and would like to see bin storage and cycle storage included in the application.

241916 Waitrose Ltd Rectory Road RG40 1BB

Application for Listed Building consent for the proposed works to the car park boundary wall (Wall H1) including installation of 3 no. buttresses and a supporting wall, and restoration where necessary.

The Committee supports this necessary application in terms of public safety and that the wall is being preserved.

242043 100 Finchampstead Road RG40 2NT

CHAIRMANS INITIALS _____



Full application for the demolition of the existing four bedroom detached house and construction of 2 no. new four bedroom detached houses and 1 no. new three bedroom detached house with associated parking, cycle storage, bin stores and new access.

The committee have no objections but concerns regarding increased traffic and the proposed access and being contrary to CP1 and CP3

242141 59 Station Road Wokingham RG40 2AD

Full application for proposed installation of 1no new communications kiosk.

The Committee object to this proposed installation. It is not required as there is an existing phone box very close by.

The structure is just a large, illuminated advertising board that will be susceptible to vandalism and has no real benefit to the community.

CP 1 - Sustainable development 10 - attractive, safe, secure
CP3 - General Principles for development - f) sense of place

242143 Land Outside 42 Market Place RG40 1AT

Full application for the installation of 1 no. new communication Kiosk with integrated advertising display.

The Committee object to this proposed installation.

The structure is just a large, illuminated advertising board that will be susceptible to vandalism and has no real benefit to the community.

This is in a heritage area and completely out of place.

It encroaches onto the pavement area.

There is an already, an old-style telephone box with a defibrillator very close by.

CP3 - General Principles for development - f) sense of place
CP 1 - Sustainable development 1) quality of environment
10 - attractive, safe, secure

242145 Land outside 58 and 60 Peach Street RG40 1XG

Full application for the proposed installation of 1 no. new communications kiosk.

The Committee object to this proposed installation. It is not required.

The structure is just a large, illuminated advertising board that will be susceptible to vandalism and has no real benefit to the community.

This is in a heritage area and completely out of place.

CHAIRMANS INITIALS _____



It encroaches onto the pavement area.

CP3 - General Principles for development - f) sense of place

CP 1 - Sustainable development 1) quality of environment

10 - attractive, safe, secure

242156 11 The Terrace Wokingham RG40 1BP

Application for Listed Building Consent for the proposed internal alterations to form a new doorway.

The Committee had no comments on this application.

241828 58 Finchampstead Road RG40 2NS

Full application for proposed erection of 4no detached dwelling houses following demolition of the existing dwelling and associated outbuildings.

The committee object to this and have concerns regarding increased traffic and the proposed access being unsafe with increased risks to pedestrians, cyclists as well as cars exiting onto the road from the proposed development.

CP6 - Managing Travel Demand e) adverse effects on transport network

f) Enhance road safety

CP3 - General Principles for development b) functional, accessible, safe, secure

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 8)

The PT Officer updated the Committee that application 222306 was being brought to the WBC planning meeting on the 11th of September. As previously agreed Cllr Dixon will speak on behalf of Wokingham Town Council at this meeting.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____





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

STRATEGY WORKING PARTY
NOTES OF THE MEETING
Thursday 11th July 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 12th June were received and accepted.

3. Mayor's Sunday

Members reviewed a document circulated in the agenda pack listing four potential options to improve transparency around the election of the Town Mayor (and potentially the Deputy Mayor, if this post becomes an elected post)

Cllr Domingue asked all members to comment on their preference across the options. A lengthy discussion ensued, regarding the process of holding an election for Mayor-Elect in March, the work required by the Civic Officer to prepare for the incoming Mayor, the current use of a secret ballot and the transparency of the vote on Mayoral Sunday.

After consideration, the following proposals were voted for and will be carried forward to the amended version of Standing Orders which will be laid before council in October (in addition to other proposed amendments made at the previous SWP meeting):

- The SWP **recommends** that the election of the Mayor-Elect and Deputy Mayor-Elect in March will become a public meeting
- The SPW **recommends** that the election of the Mayor-Elect and Deputy Mayor-Elect be held by show of hands rather than secret ballot, in line with the election held on Mayor's Sunday (3 votes for, 2 votes against, 2 abstentions)

- An amendment to option 1 was considered, whereby all candidates who stood in the March election should be proposed and seconded to stand in the election on Mayor's Sunday. Following discussion, this proposed amendment was **rejected**. (3 votes for, 3 votes against and 1 abstention. The Chair gave a casting vote against the proposal)
- The SWP **recommends** Option 1: The election of the Mayor-Elect and Deputy Mayor-Elect in March to become a public meeting, and the election on Mayor's Sunday to be preceded by a statement from the Town Clerk giving a summary of the election held in March, clarifying (if appropriate) if other candidates stood and the outcome of that election. The election at Mayor's Sunday to continue as is, with the Mayor-Elect and Deputy-Mayor Elect going forward to this vote as the only candidates (5 votes for, two votes against)

4 Council Vision and Strategic Objectives

The Town Clerk reported on plans to progress the Strategy into a larger document which records the projects and activities of the council under each strategic aim.

Cllrs Comber, Domingue and Gee offered to assist the Town Clerk in the development of the document.

5 Town Hall flagpoles

The Town Clerk reported on the current situation regarding the flagpoles and noted an upcoming meeting with the WBC Heritage Officer, later in July.

During discussion, the following points were noted:

- The flagpoles are a very public aspect of the town hall
- Any decisions will require planning consent and the support of the WBC Heritage Officer, who may ultimately over-ride the wishes of the town council.
- Despite the cost, members felt that maintaining this historic aspect of the grade II* listed building was a duty the town council should accept, though there was interest in exploring whether a ground-mounted flagpole could be considered.
- Following a meeting with the heritage officer, the council's F&P committee could consider ringfencing reserves to allow the restoration or replacement works to be carried out.
- Once plans are in place, the town council should prepare a press release so that residents are kept aware of the situation

6 Matthews Green Community Centre

The Town Clerk reported that although no response has been received directly from the academy trust, she has received confirmation from Craig Hoggeth in the properties team at WBC that the plans for the trust to run the centre are progressing.

A copy of the wish list seen in March was provided by Craig Hoggeth and the Town Clerk noted that the list did not appear to have been updated following comments regarding items / furniture that could aid a more inclusive access for all users of the site.

7 AOB

None

8 Future meetings

Dates of future meetings were confirmed as:

29th January 2025

26th March 2025

Cllr Domingue requested that the dates for the November and January meetings (currently 13th November and 29th January 2025) be revised. The Town Clerk will review the calendar and circulate some alternative dates to members for consideration.

The meeting closed at 8:59pm

Actions:

Agenda item	Action	By whom
3	Make recommended updates to the Standing Orders in preparation for the October council meeting	Town Clerk
5	Provide a follow-up report to SWP and F&P following the discussion with the Heritage Officer	Town Clerk
8	Look at alternative dates for the September and November meetings	Town Clerk



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

STRATEGY WORKING PARTY
NOTES OF THE MEETING
Wednesday 18th September 2024 Via MS Teams

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

In attendance: Town Clerk

1. Apologies for absence

Apologies were received from Cllr A Domingue and Cllr A Medhurst.

2. Notes of the previous meeting:

The notes of the previous meetings held on 11th July were received and accepted.

The Town Clerk reported on action items from the last meeting as follows:

1. Make recommended updates to the Standing Orders (SO) in preparation for the October Full Council meeting.
The proposed changes discussed at the June and July meetings of the SWP have been made to the current SO and these have been circulated to members for review prior to their inclusion in the agenda pack for the October Full Council meeting.

The Town Clerk noted a difference in the proposals for voting of the Mayor and Deputy Mayor elect, between the two SWP meeting discussions, and reported that the latter option, of voting by show of hands, has been included in the amendment proposals.

2. Provide a follow-up report to SWP and F&P following the discussion with the Heritage Officer.
The meeting with the Heritage Officer was not conclusive on the next steps for the flagpoles, but an indication was received that the town council should submit a pre-app planning application to obtain advice on the Heritage Officers view, once all the details of the various options and proposals are available to them.
The Town Clerk noted that the Amenities Committee has included a budget proposal to fund consultancy support for a planning application that could consider each of the options for the flag poles

and allow the council to make some decisions with the support of the Heritage Officer.

3. Look at alternative meeting dates for September and November. The Town Clerk noted that the meetings to be amended had been the November and January meeting, and that proposed dates for these have already been agreed and circulated to members.

3. Council Vision and Strategic Plan

The Town Clerk talked through the draft document circulated, and sought feedback on the following items:

- a) Should this be created as a document for the public or an internal document for the council which could form a public document at the end of the council term? This would determine whether the document should include background information about the council, its role, Councillors and staff.
 - It was agreed that in the interests of transparency and openness, this should be created so that it can be published.
 - Rather than published as a PDF document, members agreed it would be preferable for this to be published in html as part of the website, so that it can continue to be developed / added to and would be more accessible for residents.
 - The Town Clerk reported on plans to update the website using an external provider, to better comply with upcoming WCAG2.1 requirements. Adding this as a website option could be investigated as part of this proposal. Interested Councillors were invited to join a small group of officers who will be supporting the Planning and Technical Officer in this work as it moves forward. Cllr Gee offered to share links and obtain feedback from her son who works in this field.
 - Members noted that ultimately, this document had the potential to form a core part of the council's website, with links from it to committees, committee members and officers, meeting dates, minutes and agendas etc.
- b) Steer on the current formatting where information is listed by committee
 - Following discussion, it was agreed that the current format worked well and gave a useful encapsulation of what the council is and what it does.
 - There was further thought to be had about a long-term strategy for the council, but this would be for a future discussion

The Town Clerk agreed to continue working on this document, within the time constraints available, with a view to having a version available to be published once the 2025-26 budget is finalised, and committee funding requests are known.

4 Plant Based Treaty Endorsement

Members reviewed a request for the council to endorse the Plant Based Treaty. Following discussion, it was felt that whilst some Councillors

supported the organisations aims, it fell outside of the remit of the town council, and it was therefore proposed that the council would not endorse this initiative.

5 Annual Town Meeting

The Town Clerk asked for feedback on the format for the 2024 Annual Town Meeting, which was held this year on a Saturday in May with a gazebo in Market Place.

Feedback on the event was positive; being able to speak to more residents outside and being able to give out fliers and leaflets for the council's upcoming events was good. Proposed dates for the next two years using this format, were agreed as:

Saturday 26th April 2025

Saturday 18th April 2026 (subject to room booking availability)

6 Municipal Calendar

The Town Clerk reported on the draft municipal calendar for 2025. It was noted that all meetings had been moved to avoid the main school holidays.

The Town Clerk noted that not all event dates are finalised.

Once dates are finalised, the relevant officer will be asked to send out calendar invites to all Councillors for their events, as calendar reminders should help ensure greater availability of Councillors to support events.

7 AOB

None

8 Future meetings

Dates of future meetings were confirmed as:

6th November 2024

5th February 2025

26th March 2025

The meeting closed at 8:14pm

Actions:

Agenda item	Action	By whom
3	Share links to other Aubergine websites to SWP members to view.	Town Clerk
3	Continue to work on existing draft strategic plan document, to create a version which could be published after the 2025-26 budget is finalised.	Town Clerk
5	Town Clerk to confirm date for ATM in 2026 subject to town hall room availability	Town Clerk
6	Committee officers to send out calendar invites to all councillors for council events	Committee Officers, via the Town Clerk

WOKINGHAM TOWN COUNCIL

Standing Orders





Interpretation

In these Standing Orders:

1. Where the context so requires, the masculine gender shall include the feminine gender.
2. 'Council' also means Committees, Sub-Committees and Working Parties as appropriate.
3. 'Mayor' also means Chair of Committees, Sub-Committees and Working Parties as appropriate. Any duty or power assigned to the Mayor in relation to the conduct of a Council meeting may be exercised by the Member presiding at the meeting
4. 'Clear Days' means the number of days excluding the date of delivery of the agenda and the date of the meeting.
5. 'Town Clerk' also means 'nominated responsible officer' in the absence of the Town Clerk.
6. The terms 'party' and 'parties' includes groups of Councillors who are members of a political party registered with the Electoral Commission and groups which include at least 2 Councillors who do not belong to a political party and who have informed the Town Clerk that they have formed a group.
 - a. The allocation of places to each standing committee, sub-committee or working party between parties will be calculated on the percentage of each party's share of the total number of council places that are filled. (normal mathematical rounding will be used; a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1)



Standing Orders – Procedural

New Number	Title
1	Meetings and Proceedings
2	Town Mayor, Deputy Town Mayor and Leader
3	Chair of Meetings
4	Quorum for a Meeting
5	Order of Business for Full Council
6	Notice of Motion
7	Resolutions and Amendments moved without Notice
8	Questions
9	Minutes
10	Rules of Debate
11	Discussions and Resolutions affecting Employees of the Council
12	Confidential Business
13	Disorderly Conduct
14	Admission of the Public and Press to Meetings
15	Repeal of a Preceding Resolution
16	Voting
17	Attendance
18	Appointment of Committees and Delegated Powers
19	Constitution of Committees
20	Time Limit on Meetings
21	Extraordinary Meetings of Council and Committees
22	Town Council's Seal
23	Mayoral Selection
24	Urgent Matters
25	Presence of Non-Members of Committees at Committee Meetings



Standing Orders – General

New Number	Title
26	Disclosure by Officers of Interest in Contracts
27	Code of Conduct - Members
28	Staff Appointments – Canvassing of and Recommendations by Members
29	Relatives of Members or Officers
30	Staff Complement and Filling Of Vacancies
31	Authentication of Documents for Legal Purposes
32	Inspection of Documents
33	Inspection of Lands, Premises etc.

Standing Orders – General Financial

New Number	Title
34	Financial Administration
35	Standing Orders on Contracts
36	Accounts and Financial Statement
37	Estimates

Standing Orders – Miscellaneous

New Number	Title
38	Variation and Revocation of Standing Orders
39	Suspension of Standing Orders
40	Standing Orders and Standing Financial Instructions to be given to Members
41	Interpretation of Standing Orders
42	Management of Information





Wokingham Town Council – 2024

STANDING ORDER No. 1STATUTES

*General:
LGA 1972,
s.99*

*Annual
Meeting: LGA
1972, Sch.
12, PtII, para.
7*

*Other
Meetings
LGA 1972
Sch. 12, PtII,
para. 8*

*Localism Act
2011 – Code
of Conduct*

*Last revised
December
2024*

1. MEETINGS AND PROCEEDINGS

- a. The Annual Meeting of the Council shall be held at a place, time and day in May, which Council shall fix. In the absence of any decision or statutory provision to the contrary, the meeting shall take place on the second Tuesday in May. However, in an election year, it shall take place on the second Tuesday after the Council elections.
 - i. The election of the Town Mayor, Deputy Town Mayor and Leader of the Council shall be completed at the Annual Meeting of the Council. **The election of the Town Mayor and Deputy Town Mayor shall be preceded by a statement from the Town Clerk reporting on the nominations and outcomes of the elections held at the Mayoral Selection meeting.**
 - ii. The Annual Meeting shall appoint the members of standing committees and appoint the Chair and Vice-Chair of said committees.
 - iii. The Mayor and Deputy Mayor, unless either has resigned or been disqualified, shall continue in office and the Mayor shall preside at the Annual Meeting until a successor is elected. They may exercise an original vote in respect of the election of the new Chair and the current Chair shall give a casting vote in the case of an equality of votes.
 - iv. In an election year, if the current Mayor has not been re-elected as a member of the council, they shall preside at the meeting until a successor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of a tie.
 - v. Delivery by the Chair and Councillors of their acceptance of office forms will be in agreement with the Town Clerk.
- b. Ordinary meetings of the Council and its standing committees shall be held at approximately two monthly intervals and shall be held at a place and time that the Council may determine.
- c. Wherever possible, no meeting of the Council or committees, sub-committees or working parties is to be held at the same date and time as any other such meeting of the Council. This is to ensure that Council Members, who may serve on more than one committee, sub-committee, or working party, do not have to choose which meeting to attend.
- d. Meetings shall not take place in premises which at the time of the meeting serve alcohol.



STANDING ORDER No. 1

- e. Three clear days' notice of a meeting for a Council, committee, sub-committee or working party must be given to members, together with agenda items specifically set out along with background papers, in accordance with Standing Order 18. The notice does not include the day on which the notice was issued, the day of the meeting, Sunday, bank holidays or day appointed for public thanksgiving or mourning.
- f. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- g. Meetings will be recorded by the clerk of the committee for the purposes of minute taking only and not for publication or wider use.



STANDING ORDER No. 1STATUTES

Localism Act
2011 - Code
of Conduct

- h. Photographing, recording, broadcasting or transmitting the proceedings of a meeting is permitted.
- i. Minutes and Agendas:
- i. The responsibility for the preparation of agendas and the final decision on items for inclusion in the same is the sole responsibility of the Town Clerk.
 - ii. The responsibility for the preparation of minutes of meetings and the final decision of the contents of those minutes shall be the sole responsibility of the Town Clerk. Consultation with the Chair of the meeting as to the contents shall be at the Town Clerk's discretion.
 - iii. No Councillor acting in whatever capacity shall take any responsibility or give an instruction for the administrative, managerial or supervisory tasks relating to the Town Council's functions. These are to be discharged by the Town Clerk or their delegated deputy.
 - iv. No Chair or Leader shall:
 - Give any binding instructions to the Town Clerk or any other officer other than those agreed by the Council;
 - Have an increased right (in comparison with other Councillors) to discuss the merits of a particular case;
 - Have rights on matters of policy that are not possessed by other Councillors;
 - Seek to give the impression to any officer or servant of the Council that their position confers rights or privileges not enjoyed by all other Councillors.

Last revised
December
2024



STANDING ORDER No. 2STATUTES

LGA 1972,
s.15(1) to (4)
and (8)

Deputy Town
Mayor LGA
1972,
s.15(6) to (9)

2. TOWN MAYOR, DEPUTY TOWN MAYOR AND LEADER

- a. The election of the Town Mayor **and Deputy Mayor** shall be undertaken at the Annual Meeting of the Council in accordance with Standing Order 23. The formal election of the Town Mayor shall only take place at the Annual Meeting of the Council in May.
- ~~b. The Deputy Mayor shall be appointed at the Annual Meeting of the Council in May.~~
- c. The Leader of the Council shall be ~~appointed~~ **elected** at the Annual Meeting of the Council in May.
- d. The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction
- e. The names of persons appointed optionally as Leader and Deputy Leader by parties shall be notified to the Town Clerk who shall then report accordingly to the Council.

Last reviewed
December
2024



STANDING ORDER No. 3**STATUTES**

LGA 1972,
Sch. 12, PtII,
para 11, (1)
to (3)

3. CHAIRS OF MEETINGS**1. Council**

- a) The Chair of the Council, if present, shall preside at the meeting. If the Chair is absent, the Vice-Chair of the Council shall preside. If both are absent a Chair chosen by the Councillors shall preside.
- b) The person presiding at a meeting may exercise all powers and duties of the Town Mayor in relation to the conduct of the meeting. In the event of the Mayor or Deputy Mayor, arriving after the commencement of the meeting, the Deputy Mayor or other Chair appointed pro-tem shall vacate the Chair and the Mayor or Deputy Mayor, as the case may be, shall then take the Chair.

2. Standing Committees

The Annual Meeting of the Council shall elect a Chair and Vice-Chair for all standing committees for the year.

In the absence from a meeting of the Chair and Vice-Chair, a Chair for that meeting shall be appointed by the committee.

3. Committees, Sub-Committees, Working Parties

At meetings of committees or sub-committees the Chair presiding must be a Councillor except in the case of a working party.

4. Voting

The Chair of a meeting may give an original vote on any matter put to the vote. In the case of an equality of votes may exercise their casting vote whether or not they gave an original vote

Last revised
December
2022



STANDING ORDER No. 4

STATUTES

*Quorum LGA
1972,
Sch.12,
Para 12*

4. QUORUM FOR A MEETING

- a. One third of members shall constitute a quorum, but at no time can a quorum be less than three voting members.
- b. If no quorum exists when the meeting begins or if during a meeting the number of Councillors present, and not debarred by reason of a prejudicial declared interest, falls below the quorum, the meeting shall be adjourned. The business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Town Clerk may fix.

*Last reviewed
December
2022*



STANDING ORDER No. 5**5. ORDER OF BUSINESS FOR FULL COUNCIL**STATUTES

LGA 1972, s.
15 (2)

1. Order of Business

Except as otherwise provided by paragraph 2 of this Standing Order, the order of business at every meeting of the Council shall be:

- a. To elect a chair to preside if the Town Mayor and Deputy Town Mayor are absent. If a chair is elected pro-tem, a declaration of acceptance of office must be made, or if not received, then Council has to decide when it shall be received;
- b. To receive any Declarations of Interests from Members on the business about to be transacted;
- c. To answer questions under Standing Order 8 from Councillors and members of the public;
- d. To approve as a correct record and sign the minutes of the last meeting of the Council;
- e. To deal with any business expressly required by statute to be done;
- f. Town Mayor's announcements;
- g. To receive such communications as the Leader of the Council may wish to lay before Council;
- h. To receive and consider reports, minutes and recommendations of committees;
- i. To receive reports from Councillors acting as representatives on external bodies;
- j. To authorise the sealing of documents;
- k. To consider motions in the order in which notice has been received. (Refer to Standing Order 6 on motions).

Last reviewed
December
2022



STANDING ORDER No. 5

2. Variation of Order of Business

STATUTES

LGA 1972, s.
15 (2)

- a. Business falling under items a, b, c or d of paragraph 1 may not be displaced. A motion (which need not be put in writing) to vary the order of business on the grounds of urgency may be proposed:
 - i. By the Town Mayor and may be put to the vote without being seconded or discussed, or;
 - ii. By a member, duly seconded, and put to the vote without discussion.

*Last reviewed
December
2022*



STANDING ORDER No. 6STATUTESLGA 1972, s.
15 (2)**6. NOTICE OF MOTION****1. Notice of a Motion**

Notice of every motion, other than that which under Standing Order 7 may be moved without notice, is to be given in writing, signed by the Member or Members of the Council giving the notice and delivered at least seven clear days before the next meeting of the Council, at the office of the Town Clerk. Motions may be submitted by e-mail and must include the name of the Councillor proposing the motion. The Town Clerk shall date all motions and number and record them in the order in which they are received. The record shall be open to the inspection of every Member of the Council

2. Motions to be Set Out in Summons

The Town Clerk shall set out in the summons for every Council meeting all motions and any amendments, of which notice has been duly given, in the order in which they have been received, unless the member giving such a notice stated in writing, when giving it, that they have proposed to move it at some later meeting or has since withdrawn it in writing. The order of motions and amendments as they appear on the agenda shall not be varied or changed by the chair of the meeting without the permission of the mover of the motion or amendment, or of the Council meeting.

3. Motions not Moved

If a motion set out in the summons is not moved either by a member, who gave notice of it, or by some other member on their behalf it shall, unless postponed by consent or the Council, be treated as withdrawn and shall not be moved without fresh notice.

4. Automatic Reference to Committee

If the subject matter of any motion of which notice has been given comes within the province of any committee(s) it shall upon being moved and seconded be referred without discussion to such committee(s) as the Council may decide, for consideration or report. Alternatively the Town Mayor may, if they consider it convenient or a matter of urgency, allow the motion to be dealt with at the meeting at which it is brought forward.

5. Scope of Motions

Every motion shall be relevant to some subject over which the Council has powers or duties or which affects the Town.

Last reviewed
December
2022

STANDING ORDER No. 6

STATUTES

LGA 1972, s.
15 (2)

6. Alteration to Motion

A member may with the consent of the seconder and of the Council (such consent to be given without discussion) alter a motion which they have proposed or given notice of, if the alteration is one which can be moved as an amendment.

*Last reviewed
December
2022*



STANDING ORDER No. 7STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

*LGA 1972
s.100*

7. RESOLUTIONS AND AMENDMENTS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:

- a. To appoint a chair of the meeting;
- b. To correct the minutes;
- c. To adopt the minutes;
- d. To move to a vote
- e. To defer consideration of a motion
- f. To alter the order of business;
- g. To proceed to the next business;
- h. To close or adjourn the debate;
- i. To refer a matter to a committee;
- j. To appoint a committee or any members thereof;
- k. To require or adopt a report;
- l. To authorise the sealing of a document;
- m. To amend a motion;
- n. To give leave to withdraw a resolution or an amendment;
- o. To extend the time limit for speeches;
- p. To not hear further from a Councillor or a member of the public;
- q. To exclude the press and the public (see Standing Order 14);
- r. To silence or eject from the meeting a member named for misconduct (see Standing Order 13);
- s. To invite a member having an interest in the subject matter under debate to remain;

*Last reviewed
December
2022*



STANDING ORDER No. 7

STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

*LGA 1972
s.100*

- t. To give consent of the Council where such consent is required by these Standing Orders;
- u. To suspend any Standing Order (see Standing Order 39);
- v. To adjourn the meeting;
- w. That the question now be put.

*Last reviewed
December
2022*



STANDING ORDER No. 8STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

8. QUESTIONS**1. From Members of Council**

- a. A Member of the Council may ask the Chair of a committee any question upon an item of the report of a committee when that item is under consideration by the Council.
- b. A Member of the Council may:
 - i. If three clear days' notice in writing has been given to the Town Clerk, ask the Town Mayor or the Chair of any committee any question on any matter in relation to which the Council has powers or duties or which affects the Town;
 - ii. With the permission of the Town Mayor, put to them or the Chair of any committee any question relating to urgent business, of which such notice has not been given, but a copy of any such question shall, if possible, be delivered to the Town Clerk or submitted by e-mail not later than 10 o'clock on the morning of the day of the meeting.
- c. Every question shall be put and answered without discussion, but the person to whom a question has been put may decline to answer.
- d. An answer may take the form of:
 - i. A direct, oral answer; or
 - ii. Where the desired information is contained in a publication of the Council, a reference to that publication; or
 - iii. Where the desired information contained cannot conveniently be given orally, a written answer circulated to Members of the Council.
- e. If a member who has given notice of a question is not present at the meeting at the appropriate time, the matter shall lapse and not be revived unless a fresh notice is given in accordance with paragraph b. of this Standing Order.

*Last revised
December
2022*



STANDING ORDER No. 8STATUTES

*Public Bodies
(Admission to
Meetings) Act
1960, s.1 (2)*

2. From Members of the Public

- a. Any registered Wokingham Town local government elector may at any ordinary meeting of the Town Council or at a committee meeting ask one question at the start of the meeting relating to the business of the Council/committee. It is recommended that three working days' notice of the question is given to the Town Clerk before the meeting at which the question is to be asked to ensure that the subject can be adequately researched.
- b. Questions from the public shall be taken by the Chair in the order in which they are received by the Town Clerk. Questions shall be asked and answered without discussion. The Chair may decline to answer a question, provide a written reply or nominate another member to answer on their behalf.
- c. A person asking a question may ask one supplementary question arising directly from the answer given, provided that it is relevant to the original question and does not introduce any new subject matter.
- d. The time allowed for written and supplementary questions shall not exceed 15 minutes. Questions not answered within that period shall be the subject of a written reply.
- e. That at the discretion of the Chair of the meeting, additional questions from the public may be asked relating to the agenda item being debated. The period of time allowed for this shall be a maximum of 10 minutes per item. The questions to be asked before the vote on the item being debated is taken.

3. Supplementary Question(s)

A person asking a question may ask one supplementary question arising directly from the answer given, provided that it is relevant to the original question and does not introduce any new subject matter.

4. Voting

Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors, and non-Councillors with voting rights, present and voting.

*Last revised
December
2022*



STANDING ORDER No. 9STATUTES

LGA 1972,
Sch. 12, PtVI,
para 41

9. MINUTES

- a. The Chair of the meeting shall put the question that the minutes of the Council meeting on the *n*th day of *month* be approved as a true and correct record.
- b. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- c. No discussion shall take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.
- d. At a meeting of committees and sub-committees and immediately after the minutes have been agreed, the officer servicing the meeting shall report on the actions taken to implement decisions previously made by the committee or sub-committee. The Chair shall allow a maximum of 15 minutes for discussion of this item.
- e. An agenda item entitled 'Monitoring Report' shall be included on all committee agendas.

Last reviewed
December
2022



STANDING ORDER No. 10STATUTES**10. RULES OF DEBATE**

No discussion shall take place upon the minutes, except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.

1. Motions and Amendments

A motion or amendment shall not be discussed unless it has been proposed and seconded. Unless notice has already been given in accordance with Standing Order 6, it shall if required by the Town Mayor, be put into writing and handed to the Town Mayor before it is further discussed or put to the meeting.

2. Secunder's Speech

A member when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.

3. Only One Member to Stand at a Time

A member wishing to speak shall clearly signify to the Town Mayor who shall call upon the member by name. While a member is speaking the other members shall remain seated, unless rising to a point of order or in personal explanation.

4. Content and Length of Speeches

A member shall direct their speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes in the case of the mover of a motion and three minutes in all cases except by consent of the Council.

*Last revised
December
2022*



STANDING ORDER No. 10STATUTES**5. When a Member may Speak Again**

A member who has spoken on any motion shall not speak again whilst it is the subject of debate except:

- i. To speak once on an amendment moved by another member;
- ii. If the motion has been amended since they last spoke, to move a further amendment;
- iii. If their first speech was on an amendment moved by another member,
To speak on the main issue, whether or not the amendment on which they spoke was carried;
- iv. To exercise a right of reply given by paragraph 11 (*right of reply*) or 13 (*closure of motion*) of this Standing Order;
- v. To raise a point of order;
- vi. By way of personal explanation.

6. Amendment to Motions

- a. An amendment shall be relevant to the motion and shall be made either
 - i. To refer a subject of debate to a committee for consideration or re-consideration;
 - ii. To leave out words;
 - iii. To leave out words and insert others;
 - iv. To insert words.
- b. Any such omission, insertion or addition of words shall not have the effect of negating the motion before the Council

Last revised
December
2022



STANDING ORDER No. 10STATUTES**7. Only One Amendment may be Moved and Discussed at a Time**

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.

8. Further Amendments

Providing notice thereof has been given to the Town Mayor during the debate of the amendment under discussion and before the vote thereon has been taken further amendments may be moved on the substantive motion.

9. Alteration to Motion

A member may with the consent of the Council signified without discussion:

- i. Alter a motion of which they have given notice; or
- ii. With the further consent of their seconder, alter a motion which has been moved if (in either case) the alteration is one which could be made as an amendment thereto.

10. Withdrawal of Motion

A motion or amendment may be withdrawn by the mover with the consent of their seconder and of the Council which shall be signified without discussion and no member shall speak upon it after the mover has asked permission for its withdrawal unless such permission has been refused.

11. Right of Reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If any amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on their amendment.

*Last revised
December
2022*



STANDING ORDER No. 10STATUTES**12. Motions which may be Moved during Debate**

When a motion is under debate no other motion shall be moved except the following:

- i. To amend the motion;
- ii. To adjourn the debate;
- iii. To adjourn the meeting;
- iv. To proceed to the next business;
- v. That the question now be put;
- vi. That a member be not further heard;
- vii. Under Standing Order 13(c) (*Disorderly Conduct*) that a member do leave the meeting;
- viii. A motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public;
- ix. That the subject be referred back to the committee;
- x. To suspend a Standing Order.

13. Closure Motion

A member may move without comment at the conclusion of a speech of another member, "That the Council proceed to the next business", "That the question now be put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Town Mayor shall proceed as follows:

- i. On a motion to proceed to the next business: unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to next business.
- ii. On a motion that the question now be put: unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the question now be put, and if it is passed then give the mover of the original motion their right of reply under paragraph 11 (*right of reply*) of this Standing Order before putting the motion to the vote.

Last revised
December
2022



STANDING ORDER No. 10STATUTES

- iii On a motion to adjourn the debate or the meeting: if in their opinion the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion they shall put forward the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.

14. Points of Order

A member may rise on a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the member shall specify the Standing Order or statutory provision and the way in which they consider it has been broken. A personal explanation shall be confined to some material part of a former speech by them which may appear to have been misunderstood in the present debate.

15. Ruling of the Town Mayor

- i The ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
- ii Before an original or substantive motion is put to the vote, the Town Mayor or Chair of the meeting, shall be satisfied that all who are eligible to speak have been permitted to do so.

16. Respect for Chair

Whenever the Town Mayor rises during a debate a member then standing shall resume their seat and the Council shall be silent.

*Last revised
December
2022*



STANDING ORDER No. 11

STATUTES

*Public Bodies
(Admission to
Meetings)
Act, 1960, s.
1 (2)*

*L.G.A. 1972
s.100 & Part
IV, 100A*

**11. DISCUSSIONS AND RESOLUTIONS AFFECTING
EMPLOYEES OF THE COUNCIL**

- a. If any question arises at a meeting of the Council or Committee concerning the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded (see Standing Order 14)
- b. The Finance & Personnel Committee is the responsible Committee for staffing matters.
- c. The Council will appoint a personnel provider to offer professional support and advice.

*Last reviewed
December
2022*



STANDING ORDER No. 12

STATUTES

12. CONFIDENTIAL BUSINESS

- a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- b. Any member in breach of the provisions of paragraph a. of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

*Last reviewed
December
2022*



STANDING ORDER No. 13**STATUTES****13. DISORDERLY CONDUCT**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored the Mayor or Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. No Member shall persistently disregard the ruling of the Town Mayor or Chair of the meeting, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- c. If in the opinion of the Town Mayor or Chair of the meeting a Member has so behaved, the Town Mayor shall express that opinion to the Council, and thereafter any Member may move that the Member named be no longer heard or that the Member named leaves the meeting. The motion, if seconded, shall be put forthwith and without discussion.
- d. In the event of general disturbance which, in the opinion of the Town Mayor or Chair of the meeting, renders the due and orderly dispatch of business impossible, the Town Mayor in addition to any other power vested in them may, without question, adjourn the meeting of the Council for such period as their discretion shall consider expedient.
- e. If a Member of the public interrupts the proceedings at any meeting the Town Mayor or Chair of the meeting shall warn them. If they continue the interruption the Town Mayor shall instruct them to leave. In case of general disturbance in any part of the chamber open to the public, the Town Mayor shall order that part to be cleared.

*Last revised
December
2022*



STANDING ORDER No. 14**STATUTES**

*Public Bodies
(Admission to
Meeting)
Act 1960, s. 1
(8)*

*LGA 1972
Schedule
12A*

14. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a. The press and public shall be admitted to all meetings of the Council and its committees and sub-committees. However, the press and public may be temporarily excluded by means of the following resolution:

“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”.

(Notes: the special reasons should be stated. If a person’s advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed).

- b. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- c. Recording of meetings is permitted in accordance with the Council’s policy on Filming, Recording and Reporting of Council and Committee Meetings.
- d. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he be removed from the Council Chamber.

*Last reviewed
December
2022*



STANDING ORDER No. 15

STATUTES

15. REPEAL OF A PRECEDING RESOLUTION

- a. No motion to repeal or annul any resolution passed within the preceding six months can be proposed unless the notice is given in pursuance of Standing Order 6 and bears the names of at least one third of the members of the Council.
- b. Similarly, no motion or amendment to a resolution, which has been rejected within the preceding six months can be proposed unless the notice is given in pursuance of Standing Order 6 and bears the names of at least one third of the members of the Council.
- c. When any such motion or amendment has been dealt with by the Council, it shall not be open for any member to propose a similar motion within a further period of six months.

*Last reviewed
December
2022*



STANDING ORDER No. 16**STATUTES**

LGA 1972,
Sch.12,
Pt .II, para
13
Pt. VI, para
39 (1) & (2)

16. VOTING**a. General Method of Voting**

The mode of voting at meetings shall be by show of hands.

b. Roll Call

Provided that a request is made prior to voting, any Council Member may ask for voting on a question to be by roll call. The votes will then be recorded to show how each Member present and voting gave their vote. The name of any Member present and not voting shall also be recorded.

c. Voting on Appointments

Voting on appointments shall be by ~~ballet~~ **show of hands**.

Where more than two persons have been nominated for any one position to be filled by the Council, and of the votes given there is not an absolute majority in favour of one person, then the names of the person having the least number of votes shall be deleted and a fresh vote taken and so on until a majority of votes is given in favour.

Last reviewed
December
2022



STANDING ORDER No. 17**STATUTES**

LGA 1972,
Sch.12,
Pt VI, para.
40

17. ATTENDANCE

- a. Every Member of the Council attending a meeting of the Council, or any of its Committees, Sub-Committees or Working Parties of which they are a member, shall have their attendance recorded. Apologies and reasons for not attending meetings have to be accepted by Council, Committee, Sub-Committee or Working Party as appropriate.
- b. If a Member other than an ex-officio Member, fails for three consecutive ordinary meetings to attend a meeting of a Committee, they shall be given an opportunity of making an explanation. Unless that explanation is accepted by the Committee, they shall forthwith cease to be a member of that Committee. However, this Standing Order shall not apply to a member whose absence is due to attendance at a meeting of some other body or organisation to which he has been appointed as the Council's accredited representative.
- c. The Chair of the meeting and Town Clerk must be advised in advance of a Councillor's intention to attend.
- d. For presence of non-members at committees see Standing Order 25.

Last reviewed
December
2022



STANDING ORDER No. 18STATUTES

LGA 1972, s.
101 (1)(2)
s.102

18. APPOINTMENT OF COMMITTEES AND DELEGATED POWERS**1. Appointment of Committees**

- a. The Council shall, at the Annual Meeting of the Council, appoint other committees as follows:
 - i. As required by Council;
 - ii. As required under any statute;
 - iii. Under Standing Order 19 (standing committees).
- b. Council may at any time appoint other committees and working parties as are necessary to carry out the work of the Council but, subject to any statutory regulation:
 - i. Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting of the Council;
 - ii. May at any time dissolve a committee or alter its membership.

2. Powers Common to all Committees

- a. Every committee may appoint sub-committees and working parties for the purposes to be specified by the committee. The Committee will determine membership and terms of reference. The minutes of these groups will be reported through the establishing committee.
- b. Committees other than Finance & Personnel, sub-committees and working parties may co-opt persons who are not Members of the Council. Co-opted members will not have the right to vote.
- c. The Chair and Vice-Chair of the committee shall be ex-officio members of every sub-committee and working party appointed by that committee unless they signify to the committee that they do not wish to serve.
- d. No committee may raise a loan or issue a precept.

Last revised
December
2022



STANDING ORDER No. 18STATUTES

LGA 1972, s.
101 (1)(2)
s.102

- e. A committee may incur any expenditure that has been specified and approved in the estimates for the appropriate year in pursuance of its duties. Any increase over the estimated figures incurred by mandatory commitment (e.g. national insurance, rates, tax) may be automatically met by diversion, or if this is not feasible, from the balances. New items or increases over estimated figures which are not covered by the aforementioned must be referred to the Finance and Personnel Committee and also to Council, if above the limits agreed in accordance with Standing Order 36.b.
- f. Expenditure on major developments in excess of limits set in accordance with Standing Order 34.b shall be referred to the Finance and Personnel Committee and to the Council.

3. Delegated Powers**a. The Amenities Committee**

The Amenities Committee shall be charged with the responsibility with power to act for transacting all business including major policy matters pertaining to promotion, provision and maintenance of recreational, social, educational and leisure amenities including administration of parks and buildings, joint sports and community facilities, market, the allotment sites and any other land or buildings subsequently acquired or appropriated for provision of the aforementioned amenities.

b. The Planning and Transportation Committee

The Planning and Transportation Committee shall be charged with the responsibility with power to act for transacting all business including major policy matters pertaining to the Town and Country Planning, Highways and Transportation business of the Council.

c. The Finance and Personnel Committee

The Finance and Personnel Committee shall be charged with the responsibility with power to act for transacting all business of the Council including that relating to employees; with exception of that required by legislation to be determined by Full Council or that delegated to the Council's standing committees.

Last revised
December
2022



STANDING ORDER No. 18

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

d. The Civic Committee

The Civic Committee shall determine all matters with regard to civic functions and advise the Mayor of civic protocol and conventions.

e. The Arts and Culture Committee

The Arts and Culture Committee shall be charged with power to act for transacting all business to deliver, and to encourage the delivery of, more arts and culture for, and to, the users of the town centre, typically through the following means:

- i initiatives from the Arts and Culture Committee
- ii directions and suggestions from Full Council
- iii through support, and where appropriate, through leading voluntary and other organisations already engaged in the delivery of arts and culture to the users of the town centre.

*Last revised
December
2022*



STANDING ORDER No. 19STATUTES

LGA 1972, s.
101 (1)(2)
s.102

19. CONSTITUTION OF COMMITTEES

a. The following committees shall be the standing committees of the Council, shall have power to act and shall consist of no more than the number of members (exclusive of the Town Mayor of the Council) as specified opposite each committee. Wherever possible the constitution of Committees **and the Strategy Working Party** will aim to achieve political proportionality, including independent members.

i. Amenities Committee

Nine

ii. Finance and Personnel Committee

Nine to include Chairs of committees

iii. Planning and Transportation Committee

Nine

iv. Arts and Culture Committee

Nine

v. Civic Committee

Nine to include **(where feasible)** past mayors who are current serving councillors

- b. If other members wish to stand, then no member shall serve on more than two standing committees.
- c. Except where otherwise provided by statute or a scheme made under statutory authority, the Town Mayor of the Council shall be an ex-officio member of every committee appointed by the Council.
- d. No Councillor shall be afforded voting rights unless they are appointed in their own right to the committee.
- e. The Mayoral Selection shall be constituted in accordance with Standing Order 23.
- f. Emergency Committee – See Standing Order 24.

Last reviewed
December
2022



STANDING ORDER No. 20

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

20. TIME LIMIT ON MEETINGS

- a. If a meeting has continued to 10.00pm, the Chair shall at this time propose the motion "That this meeting continue". The motion must be seconded and a vote shall be taken without discussion.
- b. If any meeting is adjourned before its business has finished, the meeting shall stand adjourned until its next ordinary meeting or a date to be determined by the Chair or in their absence the Vice-Chair.

*Last reviewed
December
2022*



STANDING ORDER No. 21

STATUTES

21. EXTRAORDINARY MEETINGS OF COUNCIL AND COMMITTEES

- a. The Town Mayor of the Council or the Chair of a committee, sub-committee or working party may call an extraordinary meeting of that body at any time.
- b. If the Chair of the Council does not call an extraordinary meeting within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by two Councillors.
- c. The summons for the extraordinary meeting shall set out business to be considered and no business other than what has been set out in the summons shall be considered at the meeting.

*Last reviewed
December
2022*



STANDING ORDER No. 22STATUTES

LGA 1972, s.
14 (3)

22. TOWN COUNCIL'S SEAL**1. Custody of Seal**

The Common Seal of the Council shall be kept in a safe place in the custody of the Town Clerk and shall be secured by two different locks, the keys of which shall be kept respectively by the Town Mayor and the Town Clerk. The Town Mayor may entrust their key temporarily to another Member of the Council and the Town Clerk may entrust their key temporarily to a responsible officer.

2. Sealing of Documents

- a. The Common Seal of the Council shall not be affixed to any document unless sealing has been authorised by a resolution of the Council or of a committee to which the Council has delegated their powers in this respect. A resolution of the Council (or of a committee where that committee has the power) authorising the acceptance of any tender, the purchase, sale, letting, or taking of any property, the issue of stock, the presentation of any petition, memorial or address, the making of any rate or contract or the doing of any other thing, shall be sufficient authority for sealing any document necessary to give effect to the resolution.
- b. The seal shall be witnessed as being correct by the following persons present at the sealing: the Town Mayor (or Deputy Mayor or other Member of the Council) and the Town Clerk (or their Deputy).

*Last reviewed
December
2022*



STANDING ORDER No. 23STATUTES

LGA 1972, s.
101 (1)(2)
s.102

23. MAYORAL SELECTION

- a. The Mayoral Selection **and Deputy Mayoral Selection** shall be made annually by a special **public** meeting of Full Council and shall be open to all Members of Council. Council shall elect a Chair and a scrutineer and any Member seeking election shall be barred from chairing the meeting or in the counting of votes. In such a case a pro-tem Chair shall be appointed at the meeting. Regardless of the number of nominees, selection as the Town Mayor-elect **and Deputy Town Mayor-elect** shall take place by ~~secret ballot, unless Council determines otherwise for example through a show of hands.~~ **The election of the Town Mayor-elect shall take place first and a short pause will be observed before nominations are confirmed for the election of the Deputy Town Mayor-elect. This pause will be to allow any members to withdraw or add a further nomination for the election of Deputy Town Mayor-elect.**
- b. In a year which is not an election year selection of ~~a-nominees~~ for the office of Town Mayor **and Deputy Town Mayor** shall be detailed as below. (It should be noted that any prior selection procedure has no legal standing, and only the vote taken at the Annual Meeting of the Council is valid.)
- c. Any member may be nominated to serve as Town Mayor **or Deputy Town Mayor**. Nominations should be made to the Town Clerk.
- d. At the January meeting of the Council, Members shall be reminded that nominations can be made or individuals may withdraw as candidates in accordance with paragraph c above.
- e. With the exception of an election year, a list of candidates showing their length of service, if they have been a Chair or Vice-Chair of a standing committee and previous mayoral service, shall be circulated with the agenda of the Mayoral Selection Meeting. The Mayoral Selection Meeting is to be held immediately before ~~the last meeting of the Finance and Personnel~~ **a committee meeting in March, on a suitable date as determined by the Town Clerk.**
- f. The candidates shall be selected in accordance with standing order 16.c (Voting on appointments).
- g. ~~Ballot papers shall be distributed immediately prior to the vote and shall be scrutinised after the meeting by the scrutineer, Chair and Town Clerk. The ballot papers shall be locked in the Town Council's safe for possible inspection if required by Council resolution during the subsequent eight weeks.~~

Last revised
December
2022



STANDING ORDER No. 23

STATUTES

LGA 1972, s.
101 (1)(2)
s.102

- h. The selected candidates shall be invited to stand for the office of Town Mayor and Deputy Town Mayor by the Chair.
- i. If for any reason the candidate with the highest number of votes is unable to accept the nomination, the candidate with the second highest vote shall be approached.
- j. The Council's nominee for the office of Town Mayor and Deputy Town Mayor for the ensuing year shall be announced at the meeting of Council following the Mayoral Selection Meeting.
- k. In an election year a Mayoral Selection meeting will be called between the election and the Annual Meeting (Mayor Making Ceremony). Nominations will be made to the Town Clerk and selection will be through ~~secret ballot~~ show of hands.

Last revised
December
2022



STANDING ORDER No. 24STATUTES**24. URGENT MATTERS****1. Urgent Business**

- a. An item 'Urgent Business' shall be placed on all committee, sub-committee and working party agendas subject to the following conditions:
 - i. The information to be discussed has only become available to the Town Clerk since the agenda was published;
 - ii. A decision is required prior to the next meeting;
 - iii. A special meeting of the committee, sub-committee or working party is considered unnecessary for the purpose;
 - iv. The Chair has agreed to its inclusion in consultation with the Town Clerk prior to the meeting.

2. Urgent Matters (Non-Financial)

- a. If in matters of an administrative (non-financial) nature, the Chair or Vice-Chair of the relevant committee, in consultation with the Town Mayor, rules that there is a matter of an exceptionally urgent nature that requires a decision or some action to be taken immediately, then they shall, on the committee's behalf, ask the Town Clerk to call a meeting of the Emergency Committee.
- b. The Emergency Committee shall consist of the Mayor, relevant committee Chairs and two further members to be appointed at the Annual Meeting of the Council which shall decide on a course of action and instruct the Town Clerk to take such action on those matters within the relevant committee's terms.
- c. The Emergency Committee shall be convened for matters relating to the Council's Code of Conduct.

3. Emergency Matters (Financial)

- a. Standing Order 35.b refers.

*Last reviewed
December
2022*



STANDING ORDER No. 25STATUTES**25. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

- a. A Member of the Council, who has moved a motion which has been referred to any committee, sub-committee or working party, shall be given notice of the meeting of the committee, sub-committee or working party at which it is proposed to consider the motion. They have the right to attend the meeting and if they attend, they shall be given the opportunity of explaining the motion.
- b. Elected members of Council shall be entitled to attend meetings of any committee, sub-committee or working party whether they are members of that body or not. If not a member, they may speak on any matter on the agenda but shall not be allowed to vote. Unless the meeting is required to be an open meeting for other reasons, where a committee meets as an interviewing panel (e.g. appointments, disciplinary hearings or grievance appeals) then only the committee members and invited persons may attend.

*Last reviewed
December
2022*



STANDING ORDER No. 26

STATUTES

*Localism Act
2011*

26. DISCLOSURE BY OFFICERS OF INTEREST IN CONTRACTS

- a. If it comes to the knowledge of an officer employed by the authority, that a contract in which they have any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been, or is proposed to be, entered into by the authority or any committee thereof, they shall as soon as practicable give notice in writing to the authority of the fact that they are interested therein.
- b. For the purposes of this section an officer shall be treated as having indirectly a pecuniary interest in a contract or proposed contract if they would have been so treated had they been a member of the authority as per the authority's Code of Conduct.
- c. In their capacity as an officer of a local authority they shall not, accept any fee or reward whatsoever, other than their proper remuneration.

*Last reviewed
December
2022*



STANDING ORDER No. 27STATUTES

Localism Act
2011

27. CODE OF CONDUCT - MEMBERS

- a. All Councillors are required to abide by the current Code of Conduct, as adopted by Full Council.
 - i. On notification by Wokingham Borough that a Councillor or non-Councillor with voting rights has breached WTC's Code of Conduct, the Council's Emergency Committee shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.
- b. The Town Clerk shall compile and provide a register of Councillors' interests to the Monitoring Officer at Wokingham Borough Council, as required by statute.
- c. The Town Clerk shall ensure that the register of Councillors' interests is published on the Town Council's website, as required by statute.
- d. Councillors, or non-Councillors with voting rights, who have a pecuniary interest (disclosable or otherwise) as set out in the Council's Code of Conduct in a matter to be considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.
- e. Councillors have the right to request a dispensation and should follow the Dispensations Procedure.

Last reviewed
December
2022



STANDING ORDER No. 28

STATUTES

28. STAFF APPOINTMENTS – CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a. Canvassing of Members, or of any committee either directly or indirectly, for any staff appointment under the Council, shall disqualify the candidate for such appointment. The Town Clerk shall make this known to every candidate.
- b. A Member of the Council shall not solicit on behalf of, nor recommend anyone for an appointment with the Council.

*Last reviewed
December
2022*



STANDING ORDER No. 29

STATUTES

29. RELATIVES OF MEMBERS OR OFFICERS

- a. If any candidate applying for a position with the Council is to their knowledge related to any Member or officer of the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified from such appointment, and if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply.
- b. The Town Clerk shall make this known to every candidate.

*Last reviewed
December
2022*



STANDING ORDER No. 30STATUTES**30. STAFF COMPLEMENT AND FILLING OF VACANCIES**

The terms of reference of the Finance & Personnel Committee are specified within Standing Order 18 3c.

1. Staffing Numbers

- a. The Finance & Personnel Committee, shall periodically review the structure of the Town Council's staffing complement.
- b. New posts can only be created with the agreement of the Finance & Personnel Committee, except those temporary vacancies which have been provided for in the estimates.

2. Vacancies

- a. 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 by the Town Clerk. 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.** ~~the Finance & 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 decisions have been made.~~

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.

- b. Unless the Finance & Personnel Committee determines otherwise, all vacancies shall be publicly advertised.
- c. The Finance & Personnel Committee may appoint and fix the remuneration of a person to carry out the duties of a vacant post until that post is filled.

*Last reviewed
December
2022*



STANDING ORDER No. 31

STATUTES

31. AUTHENTICATION & SEALING OF DOCUMENTS FOR LEGAL PURPOSES

Where any document which is required to be sealed as a necessary step in any legal proceedings on behalf of the Council, that document must be signed by the Chair and Town Clerk unless any statute requires or authorises otherwise or the Council gives necessary authority to some other person for the purpose of carrying out such legal proceedings.

*Last reviewed
December
2022*



STANDING ORDER No. 32STATUTES

LGA 1972 s.
228(3)

32. INSPECTION OF DOCUMENTS

- a. A member may, for the purpose of their duty as such (but not otherwise), on application to the Town Clerk, inspect any document in possession of the Council or a committee and if copies are available shall, on request be supplied with a copy. A member shall not, knowingly, inspect and shall not call for a copy of any documents relating to a matter in which they are professionally interested or in which they have directly or indirectly a pecuniary, personal or prejudicial interest as defined in the Council's Code of Conduct.
- b. This Standing Order shall not preclude the Town Clerk from declining to allow inspection of any document which is, or in any event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.
- c. All reports made or minutes kept by any committee shall, as soon as the committee has concluded action on the matter to which such reports or minutes relate, be open for the inspection of any Member of the Council.
- d. A Councillor who is not a member of a committee, sub-committee or working party can advise that they wish to receive supporting documents.
- e. This Standing Order does not exclude a Councillor as described in Standing Order 32 d. obtaining a copy of any supporting documents in accordance with Standing Order 32 a.
- f. The minutes of the Council shall be open to inspection by any Local Government elector of the Town. At the discretion of the Town Clerk, a small charge may be levied.

*Last reviewed
December
2022*



STANDING ORDER No. 33

STATUTES

33. INSPECTION OF LANDS, PREMISES, ETC.

Unless specifically authorised to do so by the Council or a committee, sub-committee or working party:

- i. no Member of the Council shall claim, by virtue of their membership of the Council, any right to inspect or to enter upon any lands or premises which the Council has the power or duty to enter.
- ii. No member shall issue orders, instructions or directions.

*Last reviewed
December
2022*



STANDING ORDER No. 34STATUTES

LGA 1972
s.151
Accounts and
Audit
Regulations
2011
Legislative
Reform
(Payments by
Parish
Councils,
Community
Councils and
Charter
Trustees)
Order 2014.
Governance
&
Accountability
for Local
Councils
2014
Access to
Local
Government
Meetings &
Documents
(England)
Local Audit &
Accountability
Act 2014

34. FINANCIAL ADMINISTRATION

- a. The Finance and Personnel Committee shall maintain a set of Standing Financial Regulations (SFRs), which meet the requirements of the Local Government Act 1972, the Accounts and Audit Regulations 2011, Openness of Local Government Bodies Regulations 2014 and make recommendations to Council for any amendments.
- b. The Finance and Personnel Committee shall make annual recommendations to Council to set out an Addendum to the Standing Financial Regulations which shall state the specific limits of financial authority that shall apply for the following Council year. Such limits shall not be applied retrospectively.
- c. Every committee and officer of the Council shall conform with Standing Financial Regulations and any other financial arrangements made by the Council under the provisions of Section 151 of the Local Government Act 1972, and the Accounts and Audit Regulations 2011.
- d. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000, but less than the relevant thresholds referred to in 34e below, is subject to the 'light touch' arrangements under Regulations 109-114 of the Public Contracts Regulations 2015.
- e. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with the procurement rules.

Last reviewed
December
2022



STANDING ORDER No. 35STATUTES**35. STANDING ORDERS ON CONTRACTS**

- a. Where it is intended to enter into a contract for recurring items for the supply of goods or materials or the execution of works, this shall be authorised by the Town Clerk or named deputy up to a maximum limit which is set annually by the Council and contained in the Addendum to Standing Financial Regulations.
- b. Should an emergency situation arise, which is likely to cause danger to life or limb, place the Council in a position that is in contravention of the law, or be likely to commit the Council to unnecessary present or future expenditure, the Town Clerk shall be authorised to incur the cost of such emergency measures as must be undertaken immediately that are in excess of the limit in paragraph a.
- c. The Chair of the Finance and Personnel Committee or Vice-chair shall be informed at the earliest opportunity of the decision made in paragraph b above and the reasons for such a decision. A report shall be presented by the Town Clerk to the next meeting of the Finance and Personnel Committee or to Full Council, whichever is the earlier.
- d. Tenders received in accordance with the financial limits agreed annually by Council, from suitable contractors, shall be submitted to the appropriate standing committee. The exception to this shall be where effective competition is prevented by Government control, or where the Town Clerk reports in writing to the Council, or the appropriate committee that effective competition is prevented by the special nature of the works, goods and/ or services required.
- e. Unless resolved differently no tender shall be accepted until the relevant committee has considered a written report from the appropriate officer or professional advisor detailing the relative merits of all tenders submitted. Any report shall include a copy of the tender specification.

*Last reviewed
December
2022*



STANDING ORDER No. 36STATUTES**36. ACCOUNTS AND FINANCIAL STATEMENT**

- a. The Town Clerk in conjunction with the Responsible Financial Officer shall operate an imprest account known as the Clerk's Drawing Account for the payment of regular or small items of expenditure. The maintained balance of the imprest account and the limit of expenditure on items shall be agreed annually by Council.
- b. Payments from the Clerk's Drawing Account are to be presented to the next Finance and Personnel Committee meeting together with a schedule of those invoices that are to be paid through the main account.
- c. Payments from the main account are to be presented to the next Finance and Personnel Committee meeting together with a schedule of those invoices that are to be paid through the Clerk's Drawing Account.
- d. A financial report shall be laid before each meeting of the Finance and Personnel Committee stating the income and expenditure received/incurred, actual/projected variations from the budget and the Council Funds Balances are stipulated in the Standing Financial Regulations. See Standing Order 34 a.

*Last reviewed
December
2022*



STANDING ORDER No. 37

STATUTES

37. ESTIMATES

- a. Draft estimates shall be presented to each committee and then remitted to the Finance and Personnel Committee which shall submit recommendations to Council.
- b. Council shall decide a budget, based on recommendations from committees, and the precept is to be levied prior to the date required by the Rating Authority.

*Last reviewed
December
2022*



STANDING ORDER No. 38

STATUTES

38. VARIATION AND REVOCATION OF STANDING ORDERS

Any motions(s) to add, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion until the next ordinary Council meeting when the motion(s) so proposed shall be discussed and voted upon.

*Last reviewed
December
2022*



STANDING ORDER No. 39

STATUTES

39. SUSPENSION OF STANDING ORDERS

- a. Subject to paragraph b. of this Standing Order, any of the preceding orders may be suspended so far as regards any business at the meeting where the suspension is moved.
- b. A motion to suspend standing orders shall not be moved without notice (i.e. under Standing Order 7) unless there is present at least two thirds of the whole number of the Members of the Council or of the committee or sub-committee as the case may be.

*Last reviewed
December
2022*



STANDING ORDER No. 40

STATUTES

40. STANDING ORDERS AND STANDING FINANCIAL REGULATIONS TO BE GIVEN TO MEMBERS

- a. A copy of these Standing Orders, Standing Financial Regulations and of such statutory provisions as regulate the proceedings and business of the Council, shall be provided to each Member of the Council by the Town Clerk once the Member's declaration of acceptance of office has been made when first elected to the Council.
- b. Within one month of any variation, revocation or renewal of these standing orders, all Members of the Council shall be issued with a copy of the revised orders. These also to be reissued on re-election

*Last reviewed
December
2022*



STANDING ORDER No. 41

STATUTES

41. INTERPRETATION OF STANDING ORDERS

- a. The ruling of the Town Mayor as to the construction or application of any of these standing orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.
- b. The decision of the Chair or member presiding at the committee, sub-committee or working party of the interpretation of, or of any matter connected with Standing Orders, shall be final.

*Last reviewed
December
2022*



STANDING ORDER No. 42**STATUTES**

*Data
Protection Act
2018*

*General Data
Protection
Regulation
(GDPR) 2018*

*Local
Government
(Transparency
Requirements)
(England)
Regulations
2015*

*Last
Reviewed
December
2022*

42. MANAGEMENT OF INFORMATION

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b. The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
- e. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- f. The Council shall have a written policy in place for responding to and managing a personal data breach.
- g. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- h. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- i. The Council shall maintain a written record of its processing activities.
- j. In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- k. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.



STANDING ORDER No. 43

43. Town Clerk as Proper Officer

The Town Clerk shall:

- a. At least three clear days before any Council or Committee meeting
 - i serve on Councillors by delivery or post at their residences or by email authenticated in such a manner as the Town Clerk thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email)
 - ii provide in a conspicuous place, public notice of the time, place and agenda (provided that any public notice with an agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
- b. Convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office
- c. Facilitate inspection of the minutes by local government electors.
- d. Receive and retain copies of byelaws made by other local authorities

*Last
Reviewed
December
2022*



Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

WOKINGHAM TOWN COUNCIL

wokingham-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/08/2023 20+22 FEB 2024 24/04/2024

Name of person who carried out the internal audit

Claire Connell

Signature of person who carried out the internal audit

Claire Connell

Date

29/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WOKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2024

and recorded as minute reference:

30849

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

wokingham-tc.gov.uk

FOR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

WOKINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	605,645	937,945	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,014,210	1,118,820	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	697,594	553,777	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	restated 599,151	567,739	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	restated 780,353	892,316	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	937,945	1,150,487	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	994,536	1,163,044	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,426,398	3,443,027	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

RM120520

Date

02/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2024

as recorded in minute reference:

MIN 30850 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

RRC

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **WOKINGHAM PARISH COUNCIL – BE0098**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None .

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

06/08/2024