



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

03rd December 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 10th December 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 15th October 2024 (pages 17076 to 17081, *copy attached*) as a true and correct record.
- 5 MAYOR'S COMMUNICATIONS**
 - a) To receive any communications or announcements from the Mayor.
 - b) To receive the Mayor's list of engagements since the last Council meeting (*copy attached*) as a true and correct record.

6 AMENITIES COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Amenities Committee meeting held on 10th September 2024 (pages 17051 to 17053, *copy circulated with October Full Council Agenda*)
- b) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 5th November 2024 (pages 17086 to 17088, *copy attached*)

7 ARTS & CULTURE COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Arts and Culture Committee meeting held on 2nd September 2024 (pages 17040 to 17042, *copy circulated with the October Full Council agenda*)
- b) To receive the draft minutes and any recommendations of the Arts & Culture Committee meeting held on 4th November 2024 (pages 17082 to 17085, *copy attached*).

8 CIVIC COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Civic Committee meeting held on 23rd September 2024 (pages 17054 to 17058, *copy circulated with the October Full Council agenda*)
- b) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 25th November 2024 (pages 17098 to 17102, *copy attached*).

9 FINANCE & PERSONNEL COMMITTEE

- a) To receive and adopt the approved minutes and any recommendations of the Finance and Personnel Committee meeting held on 23rd July 2024 (pages 17031 to 17039, *copy attached*)
- b) To adopt the approved minutes and any recommendations of the Finance & Personnel Committee meeting held on 24th September 2024 (pages 17059 to 17070, *copy circulated with the October Full Council agenda*)
- c) To adopt the approved minutes and any recommendations of the Finance and Personnel Committee (Grants) meeting held on 12th November 2024 (pages 17089 to 17092 *copy attached*)
- d) To receive the draft minutes and any recommendations of the Finance and Personnel Committee meeting held on 3rd December 2024 (*copy to be circulated after publication of this agenda*)
- e) To note the Internal Auditor's Interim Report, following an audit visit carried out on 11th and 12th November 2024

10 PLANNING & TRANSPORTATION COMMITTEE

- a) To receive and adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 8th October 2024 (pages 17071 to 17075, *copy attached*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Planning & Transportation Committee meeting held on 19th November 2024 (pages 17093 to 17097, *copy attached*).

11 STRATEGY WORKING PARTY

- a) To receive the notes of the Strategy Working Party meetings held on 6th November 2024 (*copy attached*)
- b) To note the revised date for the January SWP meetings as:
Wednesday 5th February 2025 (amended from Wednesday 29th January)

12 STANDING ORDERS

- a) To receive changes proposed by the Strategy Working Party to the council's adopted Standing Orders (*as per the copy attached and circulated with the October Full Council agenda*)
- b) To receive and consider the Town Clerk's report 31/2024 summarising feedback received from Cllr W Dixon regarding proposed changes to the council's adopted Standing Orders.

- c) To receive and consider any further items of feedback regarding proposed changes to the council's adopted Standing Orders (note: amendments should be considered and reviewed in turn, please see item 6.1 and 6.2 of the Town Clerk's report 31/2024)
- d) To vote upon the motion (as updated) to the council's adopted Standing Orders.

13 EXTERNAL REPRESENTATION

- a) To receive Councillors' reports:
 - Berkshire Association of Local Councils (BALC) AGM – Cllr S Gurney

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).

15th October 2024

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 15th October 2024 from 7.30pm to 8.34pm.

PRESENT:

Chairman: Cllr R Comber (Mayor)

Cllrs: B Alvi, A Betteridge, B Callender, S Cornish, A Croy, P Cunnington, W Dixon, A Domingue, A Fraser, M Fumagalli, M Gee, S Gurney, C Jamthe, A Jones, T Lack, K Malvern, M Malvern, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey and L Timlin.

IN ATTENDANCE:

Katy Hughes – Town Clerk

David Dunham – Mayor's Attendant

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr R Bishop-Firth and Cllr A Mather.

MEMBERS' INTERESTS (Agenda Item 2)

Cllrs Comber and Gurney declared interests in item 9(d) as members of the Wokingham Horticultural Association.

QUESTIONS FROM MEMBERS 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 L Timlin and seconded by Cllr C Jamthe and the following was

**RESOLVED
30937**

that the Minutes of the proceedings of the Council Meetings held on 9th July 2024 (pages 17016 to 17020) 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 drew members' attention to the following engagements, which were a selection of those carried out since the last council meeting:
 - a. The Collation and Induction of the Reverend Hannah Higginson, at All Saints Church on 10th July
 - b. Visits to independent businesses in the town on various dates
 - c. Opening the Theatre in the Park shows in Elms Field on 3rd August
 - d. Supporting the Beating the Bounds event with the Wokingham Lions Club on 8th September. The Mayor noted the event had been a success with hundreds of residents taking part, and thanked those Councillors who had also attended to support the event.
 - e. The Mindset Unlimited Festival on 14th September

CHAIR INITIALS _____



- f. Recognising the long service of a member of council staff. Mac, one of the council's grounds staff, has worked for the town council for 20 years, on 27th September.
- g. Evendons School assembly, alongside the Mini-Mayor, on 3rd October.
- h. Presenting a Nuclear Test Medal to a 90-year-old resident on 7th October.

The Mayor reminded members that the town council's annual Civic Awards are still open for nominations and encouraged members to raise this opportunity with any local organisations they work with.

The Mayor reminded members that the Wokingham Children's Book Festival is coming up this weekend.

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

AMENITIES COMMITTEE (Agenda Item 6)

The minutes of the meeting of the Amenities Committee held on 2nd July were received by members. It was proposed by Cllr S Cornish and seconded by Cllr A Fraser and the following was

**RESOLVED
30938**

That the approved minutes of the proceedings of the Amenities Committee held on 2nd July 2024 (pages 17013 to 17015) be adopted.

A vote was taken and was unanimous

Cllr M Malvern reported on the meeting of the Amenities Committee held on 10th September.

She reported that the committee considered budget priorities for 2025-26, which were identified in line with the council's strategic objectives and were listed in order of priority.

Cllr M Malvern reported on the graffiti clearance work carried out by Cllr A Croy which was shared with the committee. It was noted that the committee also reviewed the Risk Register and noted upcoming trustee training for members in relation to the management of King George V Playing Fields and Leslie Sears Playing Fields.

Cllr M Malvern reported on the children's funfair which had visited Elms Field in late August. The event had been very popular and great care had been taken by the organisers to manage litter. The fun fair is expected to return in 2025.

Cllr M Malvern reported that works are underway to resurface the play area at Latimer Road, which is being co-funded by the town council from its CIL reserves.

ARTS & CULTURE COMMITTEE (Agenda Item 7)

Cllr B Callender reported on the meeting of the committee held on 15th July.

The approved minutes of the meetings of the Arts and Culture Committee held on 10th June 2024 (pages 16993 to 16995) and 15th July 2024 (pages 17021 to 17024), were proposed by Cllr A Domingue and seconded by Cllr P Cunnington and the following was

CHAIR INITIALS _____



**RESOLVED
30939**

That the approved minutes of the meetings of the Arts and Culture Committees held on 10th June 2024 and 15th July 2024 be adopted.

A vote was taken and was unanimous

Cllr B Callender reported on the meeting of the committee held on 2nd September. He reported that the committee were working on a scoring matrix for the committee's events. He reported that the committee had considered proposing a budget for a portable PA system, and he noted that attendance at this year's Theatre in the Park event had been exceptional.

Cllr S Gurney enquired about the Christmas market discussions. Cllr Domingue noted that this was in relation to the Dressing the Christmas Tree event.

CIVIC COMMITTEE (Agenda Item 8)

It was proposed by Cllr A Betteridge and seconded by Cllr K Malvern and the following was

**RESOLVED
30940**

that the minutes of the meeting of the committee held on 17th June (pages 16996 to 17000) be adopted.

A vote was taken and was unanimous.

Cllr K Malvern reported on the meeting of the committee held on 23rd September 2024. He reported that the committee had discussed the Beating the Bounds event and considered whether this event should be repeated either for each term of the council, or in the event of a boundary change. He noted the work undertaken by the Civic Officer in revising the Remembrance Sunday wreath laying event. He referred members to the tremendous achievements of the Civic Officer over the last 16 years.

FINANCE & PERSONNEL COMMITTEE (Agenda Item 9)

It was proposed by Cllr M Gee and seconded by Cllr H Richards and the following was

**RESOLVED
30941**

That the approved minutes of the meetings of the committee held on 8th June 2024 (pages 16996 to 17000) be adopted.

A vote was taken and was unanimous.

Cllr M Gee reported on the meeting of the committee held on 24th September 2024. She reported that the committee had discussed the council's investment of long-term funds, and that the committee had resolved to move £380,000 of funds into an alternative bank account to achieve a greater return.

Cllr M Gee reported that the committee had resolved to recruit a part-time Museum Officer to support the work on museum accreditation.

CHAIR INITIALS _____



Cllr M Gee reported on the proposed amendments to the council's Standing Financial Regulations, which have been circulated to councillors along with an explanation of the proposed changes. Cllr M Gee noted that these changes are based on best practice and updated regulations published recently by the National Association of Local Councils (NALC).

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

**RESOLVED
30942**

that the council's updated Standing Financial Regulations be approved and adopted.

Cllr M Gee reported on the discussions held at the Finance and Personnel Committee for the town council to support the refurbishment of the Wokingham Horticultural Association building at the Ormonde Road allotment site.

She reported that two matters raised by the committee had been answered, regarding the original planning consent and regarding any restrictions on the use of the building in the original planning consent.

Cllr R Comber noted the presence of a waterless toilet on the allotment site, but asked about the requirement for access to toilets and hand washing facilities, if the building were to be made available for wider public use. The Town Clerk reported that the question had been raised with Iconic and a full response was being awaited.

Cllr A Domingue asked about the lease length. The Town Clerk reported that the committee had agreed to extend the lease, renewed in 2021 to run for 50 years, until 2071. Cllr A Domingue also asked about disability access and provision of accessible toilet facilities.

Cllr W Dixon asked whether the building was on town council-controlled land. The Town Clerk confirmed that it was.

Cllr K Malvern reported on the site visit to the building to meet with Iconic

Cllr N Nagella enquired about the timing for the use of CIL. Cllr M Gee confirmed that none of the council's CIL reserves were nearing the 5-year timeframe

Following discussion, Cllr R Comber, deferred any decision on the matter to allow further time to investigate matters raised by councillors.

PLANNING & TRANSPORTATION COMMITTEE (Agenda Item 10)

Cllr N Nagella reported on the meetings of the Planning and Transport Committee held since the last Full Council meeting.

He reported on the software update to the secure cycle storage which allows more than one user for each unit in a 24-hour period. He reported that the roofs had been painted with eco paint and that usage of the lockers had increased.

CHAIR INITIALS _____



He reported that an audit of the town council's bus shelters was currently underway, but that one shelter located on Wellington Road had been damaged by a vehicle and was subject to an insurance claim for its repair.

Cllr N Nagella reported that Waitrose are undertaking restoration works to their car park boundary wall. He reported on a planning application for St Crispins school and for a fast-food chain site in the town area.
He reported that a noticeboard located in Norreys Avenue is due to be replaced.

It was proposed by Cllr C Jamthe and seconded by Cllr A Betteridge and the following was

**RESOLVED
30943**

That the approved minutes of the meetings of the committee held on 6th June 2024 (pages 16989 to 16992), on 16th July 2024 (pages 17025 to 17030) and on 3rd September 2024 (pages 17040 to 17042) be adopted.

A vote was taken and was unanimous.

Cllr N Nagella gave a verbal report on the meeting of the committee held on 8th October. He reported that the committee had agreed a response to the consultation on changes to the National Planning Policy Framework (NPPF), had noted the consultation on the Local Plan Update, had received the quarterly committee budget report, and had reviewed a proposal for a Definitive Map Modification Order (DMMO) for a route between Reeves Way and Roberts Grove. He reported that the committee had objected to the proposed DMMO as there was insufficient information available to the committee.

Cllr K Malvern congratulated Cllr W Dixon on speaking at a recent WBC planning committee meeting, where the Blagrove Lane development was considered.

STRATEGY WORKING PARTY (Agenda Item 11)

Cllr A Domingue gave a verbal report on the notes of the recent Strategy Working Party meetings held on 11th July 2024 and 18th September 2024. She reported that the proposed updates to Standing Orders, which are due to be discussed at the December Full Council meeting, principally involved the Mayor and Deputy Mayor selection and the process for Mayoral Sunday, which she reminded members is a meeting whose function is set out in legislation.

She reported on further work being undertaken to develop the council's strategic aims into a bigger document.

Cllr Domingue reported that the dates for the Annual Town Meeting have been agreed for 2025 and 2026.

Cllr M Fumagalli asked about the flag poles, which the working party had previously received a report on. The Town Clerk confirmed that any proposals on the flag poles will come to the Amenities Committee once a comprehensive, costed set of options are available.

CHAIR INITIALS _____



STANDING ORDERS (Agenda Item 12)

Cllr M Gee asked councillors who object to proposed changes to Standing Orders raise these with the Town Clerk by Friday 22nd November, so concerns can be collated and circulated to all members ahead of the December Full Council meeting.

It was proposed by Cllr A Domingue and seconded by Cllr M Malvern and in line with Standing Order 38, the matter was adjourned without further discussion, until the December Full Council meeting, scheduled for Tuesday 10th December 2024.

ANNUAL RETURN – CONCLUSION OF AUDIT (Agenda Item 13)

Cllr M Gee reported that the council had received a clean audit report, with no matters raised. Cllr M Gee recorded her thanks to the Finance Manager and RFO for the work undertaken to complete the annual audit.

EXTERNAL REPRESENTATION (Agenda Item 14)

There were no reports on outside meetings.

The Mayor took the opportunity to record his personal thanks and thanks on behalf of the council and past mayors for the outstanding work of the Civic Officer, who will be leaving the town council in November.

The Mayor thanked members for attending and closed the meeting at 8:34pm

CHAIR

CHAIR INITIALS _____



**Engagements since Last Council Meeting
14 October 2024 to 8 December**

Date	Time	Engagement	Who attended
Sat 2 Nov	6.00pm	Wokingham Fireworks Invited to attend Fireworks Display	Mayor Mayor's Attendant Mini-Mayor
Mon 4 Nov	2.00pm	Bexprt Invited to attend presentation of the King's Award for Enterprise for International Trade	Mayor
Fri 8 Nov	10.30am	Tesco Community Champion Invited to attend launch of Giving Tree Appeal	Mayor Mayor's Attendant
Sat 9 Nov	11.00am	JAC in a Box shop Invited to open Saturday Style Sale	Deputy Mayor
	11.45am	St. Paul's Church Invited to attend Winter Bazaar	Mayor Mayor's Attendant
Sun 10 Nov	11.00am	Wokingham Town Council Invited to lead 2-minute silence for Armistice	Mayor Deputy Mayor Mayor's Attendant
	2.00pm	Wokingham Town Council Remembrance Day Parade, Wreath Laying, and Church Service	Mayor Deputy Mayor Mayor's Attendant
Mon 11 Nov	11.00am	Wokingham Town Council Invited to lead 2-minute silence for Armistice	Mayor Deputy Mayor Mayor's Attendant
Sat 16 Nov	3.00pm	Wokingham Horticultural Association Invited to attend Winter Show	Mayor Mayor's Attendant Mini-Mayor
	7.30pm	Wokingham Choral Society Invited to attend Concert	Deputy Mayor & guest
Wed 20 Nov	2.00pm	WADE Invited to attend AGM	Mayor
Sat 23 Nov	11.00am	WADE Invited to attend Christmas Fair	Mayor Mayor's Attendant

Sat 23 Nov	7.30pm	Crowthorne Symphony Orchestra Invited to attend Concert	Mayor
Sun 24 Nov		Invited to attend at Share Wokingham to support the Santa's Grotto. Visit to the Dukes Head PH as hosting some stalls from the Winter Carnival.	Mayor Mayor's Attendant Mini-Mayor
Sun 1 Dec	12.30pm	Reading Toy Run Invited to take part in the event.	Mayor Deputy Mayor
Mon 2 Dec	6.00pm	Wokingham Town Council Invited to host and receive school decorations at the Dressing the Christmas Tree event	Mayor, Mayor's Attendant
Wed 4 Dec	7.00pm	Wokingham Fireworks Charitable Trust Invited to attend Presentation Evening	Mayor
Sat 7 Dec	1.00pm	Wokingham Town Council Invited to attend Christmas Charity Musical Afternoon	Mayor
Sun 8 Dec	12.00pm	Pinewood Gymnastics Club Invited to attend Christmas Extravaganza	Mayor
	4.45pm	Borough Mayor Invited to attend Wokingham Borough Schools Carol Concert	Deputy Mayor

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

Attended by the Mayor =	61
Attended by the Deputy Mayor =	18
Attended by both the Mayor and Deputy Mayor =	5
Attended by a Past Mayor =	3
Attended by Other =	

DRAFT

05th November 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 8:39 pm.

PRESENT

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

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Town Mayor – Cllr R Comber

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs: S Cornish and A Fraser

MEMBERS' INTERESTS (Agenda Item 2)

None

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

Cllr Jamthe raised a point from a resident about the lack of public toilet facilities at play parks. The Chairman and AO detailed some of the reasons for this situation, the Chairman asked to pass the point to the Strategy Working Party.

ACTION: AMENITIES OFFICER

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

It was proposed by Cllr Malvern and seconded by Cllr Jamthe, and it was

**RESOLVED
30951**

that the minutes of the Amenities Committee meeting held on 10th September 2024 (pages 17051 to 17053) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

REQUEST TO USE PLAY PARKS RESERVES TO SUPPLEMENT THE ANNUAL BUDGET (Agenda Item 5)

Councillors received and discussed the Amenities Officer's report 01/2024-25, dated 27 September 2024.

Discussion points included:

- The unpredictable nature of general repairs and maintenance.
- The importance of maintaining WTC's play parks Health & Safety standards.
- That this would remove additional impact to the precept.
- That this facility would only be required if the budget became fully utilised.
- That the Chairman would provide oversight and approval of requests.
- The usage of significant sums would be reported to the committee, as an information item, and an annual review would be provided.

Councillors recommended to ask the Finance & Personnel Committee that this process, to use play park reserves to supplement the annual budget as necessary, be allowed for this year, and future years.

ACTION: AMENITIES OFFICER / TOWN CLERK

CHAIRMAN'S INITIALS _____



DRAFT

GRAFFITI UPDATE (Agenda Item 6)

Cllrs received a photo montage of selected graffiti removal work completed by Cllr Croy in October 2024, Cllr Lack reminded the committee that photos are presented as a record of the work for which the Amenities Committee takes responsibility.

Cllr Lack confirmed that he will not be continuing with graffiti removal.

Thanks were given to Cllrs Lack and Croy for this work.

MONITORING REPORT (Agenda Item 7)

Councillors received and discussed the report dated 24th October 2024:

Item 176: Viking Field community orchard: WTC is still waiting for written agreement from Wokingham Borough Council's (WBC's) legal team.

ACTION: GROUNDS & BLOOM OFFICER

Item 177: Failure of wall lighting on western Market Place: WBC confirm that Volker Highways are scheduled to attend overnight between 17th and 22nd November to replace the lanterns and cabling.

Item 183: Play park equipment upgrade, FY2024-2025: Initial quotes being investigated, with work not due to start until spring, due to wet conditions.

ACTIONS: AMENITIES OFFICER

Item 184: Defibrillator for the Town Hall, FY2023-2024: Defibrillator awaiting new bracket and installation.

ACTIONS: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 8)

Cllrs noted the following:

- a) Winter hanging basket and planter scheme was installed on Thursday 10th October, the two 3-tier planters from Howard Palmer Gardens were returned to the station, and the seven window box planters on Rose Street, were removed and reinstalled.
- b) The agreed match funded work, in collaboration with WBC, to resurface the play park at Latimer Road was completed by 18th October.
- c) The public right of way over Tan House Lane bridge remains closed, with new steps installed in October, the steps are expected to open in early November.
- d) String lights in the seven established trees in Peach Place were reinstalled on 21st October 2024.
- e) Installation of Christmas light motifs began on Thursday 24th October with the main Christmas tree expected to be installed on 13th November.
- f) The AO received an approach by retailers in Peach Place, for help with an additional real Christmas tree, quotes were sought and passed on. There had been no response, and there is no budget this year for WTC to support.
- g) The Children's Funfair have officially booked for 2025, taking the equivalent weekend, 29th – 31st August. Hiring conditions remain the same as 2024.
- h) A document allowing a self-guided tour of the allotments has been created and is available for Cllrs to follow.
- i) Unauthorised overnight, and long-term, parking issues at Redlands Farm Park. WTC are working with WBC's ASB team to tackle the issue, and creating some new, and more effectively enforceable signage.
- j) Park Yoga confirmed an increase of £5 per session will be made to instructor funding, this is covered by the requested increase in budget for 2025-2026.

CHAIRMAN'S INITIALS _____

Amenities Committee 05th November 2024

17087



DRAFT

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 9)

- The co-funded resurfacing of Latimer Road play park.
- Hanging baskets and planters winter planting scheme.
- New tree wrapped lights in Peach Place.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 8:39 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 05th November 2024

17088



04th November 2024

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.30 to 21:41

PRESENT

Chair: Cllr B Callender

Councillors: P Cunnington, A Domingue, A Fraser, M Fumagalli, M Gee, A Jones, M Malvern and R Comber (the Mayor).

IN ATTENDANCE

Arts and Culture Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllr S Cornish.

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 P Cunnington and it was

**RESOLVED
30944**

that the Minutes of Arts and Culture Committee meeting held on 2nd September 2024 (pages 17040 to 17042), copy attached, be received as a true and correct record. A vote was taken, which was 6 in favour.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 29th October was received and considered.

Human Library

The application was filled in in September we are now awaiting results of the application.

Book Festival Feedback from 7 – 11 year olds

Still to get feedback from School Councils and relevant councillors. Extend where possible to English leads and/or school librarians. Will be used to inform future years.

Sunny Saturdays Working Party

To be discussed under Agenda Item 10.

Painting Utility Cabinets

To be discussed under Agenda Item 8.

Diwali/Visakhi Celebration

To be discussed under Agenda Item 8.

CHAIR'S INITIALS _____



Changes to Dressing the Christmas Tree

To be discussed under Agenda Item 12

PA System for the Council

Cllr Cunnington gave a verbal update on the work he had been doing to source possible suitable options for a PA system for the Council. The choice and options had proved more extensive than he had anticipated and would like further clarification on potential uses before making any suggestions. It was noted we would need to include the Town Clerk as any budget request was now too late to go through A&C via normal budget setting and the usage of such a system would also be beyond just A&C usage.

ACTION: TOWN CLERK

Scoring System

To be discussed under Agenda Item: 7

Cllrs Fraser and Fumagalli joined the meeting.

COMMITTEE BUDGET (Agenda Item 6)

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

SCORING SYSTEM DISCUSSION (Agenda Item 7)

The new version of the Scoring System was discussed in comparison to the previous one. The changes were noted with some trepidation about the reduction in qualitative criteria. The movement towards a narrative addition within reports to help inform Councillors when considering aim and event value was explained, and the Committee was reminded that they could weight the criteria to manage a disparity between the number of quantitative and qualitative criteria.

It was decided that the best way to measure attendance (considering the significantly different in scale events) was by percentage of maximum capacity.

It was noted that the scoring system was a piece of work that still had scope to be refined and still needed automating. Councillors were reminded that they still needed to consider weighting and using it would be the best way to identify improvements. It remains a tool to help guide discussion around events rather than as a hard measure.

ACTION: ARTS AND CULTURE OFFICER AND COUNCILLORS

FUTURE EVENTS (Agenda Item 8)

A report updating the Committee on the status of a number of proposed events was presented. The Committee were comfortable with updates to the Diwali event, which at this time was being investigated as an external project that might look for grant or other support from the Town Council. Councillors were keen to keep an eye on the event, especially if it were to be looking for Town Council support. The Arts and Culture Officer indicated that they were due to catch up with Cllr Jamthe and the Town Clerk about the concept and should the organising group request significant support, a request for additional Councillor support from Arts and Culture should be considered, which would ultimately be

CHAIR'S INITIALS _____



the Town Clerk’s decision. The Committee were keen for the Officer to continue to work with the organisation to help formulate the event.

ACTION: ARTS AND CULTURE OFFICER

Cllr Comber asked about process for any other external groups who might be interested to share culture and create their own events. The Committee indicated that any group should consider how their event might align to Council values and that there were opportunities in the Cultural and Community Grant fund for financial support. The Arts and Culture Officer also noted that they, or the Town Clerk, are always happy to be contacted with ideas.

Work would also be continuing to look into the Painting Cabinets proposal.

The Committee considered the 2026 Lunar New Year recommendation. It was proposed by Cllr Fraser and seconded by Cllr Malvern and it was

**RESOLVED
30945**

to request from F&P an increase to the Lunar New Year budget in line with CPI for next financial year. The vote was 7 in favour with one abstention.

The Arts and Culture Officer’s idea to explore extending the Tabletop Takeover to include a Teens only event in the Summer Holidays was discussed. It was proposed by Cllr Malvern and seconded by Cllr Domingue and it was

**RESOLVED
30946**

to commit time to exploring the concept further.

ACTION: ARTS AND CULTURE OFFICER

CHALK ABOUT IT (Agenda Item 9)

The Committee received and considered the Chalk About It report. The event was discussed thoroughly.

It was proposed by Cllr Callender and seconded by Cllr Fraser and it was

**RESOLVED
30947**

to no longer support this event. The vote was unanimous.

SUNNY SATURDAYS (Agenda Item 10)

The Committee received and considered the notes from the Sunny Saturdays Working Party Meeting and the report from the Arts and Culture Officer. It was proposed by Cllr Fumagalli and seconded by Cllr Cllr Cunningham and it was

**RESOLVED
30948**

to no longer support this event. The vote was unanimous.

The Committee agreed that the Working Party had completed it’s task and was dissolved.

BOOK FESTIVAL (Agenda Item 11)

The report on this event was received and considered.

The Chair was able to announce that More Arts had offered, as part of their disbanding, a final donation to support the Book Festival Outreach in 2025. The Arts and Culture Officer reminded the Committee that if they wished for this to remain a sponsored part of the event that support would be needed to identify potential sponsors.

CHAIR'S INITIALS _____



**RESOLVED
30949**

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

to maintain the ticket price at £3 a seat and follow the suggestion by the Arts and Culture Officer to request to F&P to take the overall budget for the Book Festival down to £7000, which is to be made up of £3800 precept allocation, £1400 ticket income target and £1800 outreach sponsorship income target. The vote was 6 in favour with two abstentions.

DRESSING THE CHRISTMAS TREE FUTURE (Agenda Item 12)

The future of the event was considered. It was asked if there was scope to merge the event with the Winter Carnival to improve efficiency. Ultimately it was agreed that it was felt important to maintain a School's focused event and that the Winter Carnival was already complicated and very busy and this would add an element of complexity that would not be possible or beneficial for the experience of the students.

**RESOLVED
30950**

It was proposed by Cllr Callender and seconded by Cllr Domingue and it was

to request from F&P an increase to the budget to take it to £1900 total. A vote was taken with 7 in favour with one abstention.

It was agreed to continue to talk with the schools about the Dressing to see if anything would help inform future improvements to this event.

COMMITTEE INFORMATION (Agenda Item 10)

- a) Cllr Callender noted that he had been approached by a Reading arts institution and would visit to find out more in case there were opportunities to support the arts in Wokingham.
- b) There were no items for immediate marketing.

CHAIR

CHAIR'S INITIALS _____



25th November 2024

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in **the Council Chamber, Town Hall, Wokingham** from 19:30 to 20:26pm.

PRESENT

Chair: Cllr K Malvern (Chair)

Councillors: S Gurney, A Jones (Vice-Chair), A Betteridge, R Bishop-Firth and P Cunnington.

IN ATTENDANCE

Civic Officer

Mayor's Attendant David Dunham

Town Clerk

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllrs T Lack, W Dixon and R Comber

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.

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 K Malvern and seconded by Cllr A Jones and it was

**RESOLVED
30957**

that the Minutes of the Civic Committee meeting held on 23rd September 2024 (pages 17054 to 17058), 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 18th November 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.

The Town Clerk reported that we are still awaiting a visit from the Heritage Officer to view the UV film on the windows and to offer a steer on next steps. There is an item in the F&P pack next week for additional budget as costs are coming in more expensive. We will report back on this if it is included.

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

To consider options in due course.

CHAIR'S INITIALS _____



c) Beating the Bounds Walk

The Lions have confirmed that they will store the event items and we can come back to them at a future date and request another event per the Council's decision.

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

Covered under Item 7.

e) Consider request for a plaque from Wokingham Lions Club

The Town Clerk offered an update on a conversation between the former Civic Officer and Wokingham Lions on this matter.

f) Consider how to make the Remembrance Service more multi-faith

This will be a future consideration.

g) Ten years since REME left Wokingham

Covered under Item 8.

Cllr Gurney asked if the Mayoral Chain replacement item should be removed from the Monitoring Report as no action is likely during current term. Town Clerk agreed to remove the item as there is an Earmarked Reserve line for this.

ACTION: Civic Officer

COMMITTEE'S BUDGET (Agenda Item 6)

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

The Town Clerk noted that there is an expenditure on computer software update which was due to a required update for Wokingham History app. This is likely to be needed in future years and there is now a budget request for this for 2025-26.

The Town Clerk also drew attention to the budget line for Christmas Music and the need for a discussion around this. The event this year is booked for the 7th December and is being run for the second year by Morearts. Morearts have indicated their intention to cease operations at the end of this financial year.

Morearts will therefore not be available to run the event in 2025. As this will be the new Civic Officer's first year organising events like Heritage Day (now later in September) and Remembrance to plan for in November plus REME commemorations (see Item 8) proposed in October, the Town Clerk flagged up that he is unlikely to have the capacity to organise the Christmas Music event as well.

Members discussed the following:

- Could an organisation obtain a Culture and Community Grant to organise an event? The Town Clerk agreed that the venue could be made available, for example to the Mayor's Charity, to run a fundraising event, but there would be very limited Civic Officer capacity to get involved.
- Should the event be passed to the Arts and Culture Committee? There was broad agreement with this approach.

CHAIR'S INITIALS _____



- Members discussed the background of the event. It was noted that:
 - The event had changed format and audience demographic over the years
 - A single-event Christmas music and singalong is now being delivered.
 - The event is run as a fundraiser for the Mayor's Charity, and the Town Clerk shared that last year around £200-250 was raised.
 - Tickets are limited to around 75 attendees and that whilst a bigger venue was considered, it was agreed that, as a free event, it should not compete with other festive fundraising concerts held at this time.
 - Approaching other charities to run the event could potentially conflict with its existing role as a fundraiser for the Mayor's Charity, who will change each year.
 - Should the council focus on collating and sharing the details of other local Christmas events in the town area, and promoting these instead, rather than running its own?

Following discussion, it was agreed that the event should be offered to the Arts and Culture Committee to run. The Town Clerk will liaise with the A&C Officer to add this to a future committee agenda for discussion.

ACTION: Town Clerk

REMEMBRANCE 2024 FEEDBACK (Agenda item 7)

Cllr Dixon, in giving his apologies asked for his feedback to be included as follows:

'I would like to pass on how well I personally felt the Remembrance event was planned and executed and the feeling that the attendance/ visibility was much better.'

The committee reviewed the feedback gathered after the event with the following additional notes and comments:

- Thanks to the Mayor's attendant for his work in making the event more inclusive.
- The event worked well, including the wreath laying in the main service rather than having the two elements separate.
- Positive that those watching the parade could see the wreaths
- Some seating issues in the church which could be reviewed for next year
- Consider whether to read out wreath laying organisations before or as they are laid
- Choir music finished before the completion of the wreath laying, which lasted 10 minutes.
- Consider whether the sermon element of the service could be focussed around an individual named on the war memorial?
- Parade return to the town hall was well attended
- Behaviour and discipline of the unformed groups was exceptional
- Consider ways to ensure the Mayor's thanks to the various groups involved, at the end of the parade when returning to the town hall, are well received

CHAIR'S INITIALS _____



- Images of the wreaths at the altar shared on social media were very powerful
- The 11am events outside the town hall on the Sunday and on Armistice Day were well attended.
- Consider reaching out again to other community groups for inclusion in the event

Cllr Jones commended the Mayor's Attendant for organising a ceremony to bring wreaths back to the Town Hall with dignity, reflecting those that lost their lives for this country.

The committee discussed and noted Cllr Croy's recent article in Wokingham Today, which was included with other feedback in the agenda pack.

Chair was passed a card with the Poppy Appeal total to date which was £82,309.36. Chair commended progression from last year.

The Town Clerk asked for a steer on whether the Working Group for changes to the wreath laying wishes to meet again to review those changes for next year while the memories are fresh. Members supported this suggestion. It was therefore agreed that the Civic Officer will schedule a meeting for Cllrs Jones and Betteridge plus the Mayor's Attendant and the Honorary Parade Marshal, to review the wreath laying feedback and propose any changes for next year.

ACTION: Civic Officer and Town Clerk

MAINTAINING LINKS WITH REME (Agenda Item 8)

The chair invited the Town Clerk to give Committee an update on REME.

The Town Clerk confirmed a meeting took place with Retired Major Wright-Rivers of the REME association after remembrance to talk through their request for marking the 10th anniversary of the garrison leaving the town. The Town Clerk reported a request for an event in October 2025, during half-term, to mark the anniversary, plus some opportunities to display Wokingham related items from the REME museum at our Museum open days.

An event could include local ACF groups and dignitaries, with drill demonstrations in Market Place, and would finish with refreshments in the town hall.

No budget is requested but could be covered by Civic Receptions as it is not expected to be a costly event. REME will also contribute to costs.

Cllr Betteridge noted the active REME veterans' association in the area. He asked if we have any contacts with the Military Wives Choir. The Town Clerk offered to contact Arborfield and Newland Parish Council to see if they have a contact.

Civic will report further when the event details start to firm up.

ACTION: Town Clerk and Civic Officer

CHAIR'S INITIALS _____



INFORMATION ITEMS (Agenda Item 9)

- a) A representative from The Wokingham Lions has advised that they have managed to store the beating posts etc. and shared the following: *I suspect that the Lions would be happy to organise another Beating the Bounds on the same terms as this year. It currently looks like the applications for the autumn walk will be significantly down on the normal level which is not surprising as we mailed our normal walkers and perhaps they did Beating the Bounds as an alternative. Receiving a fee for the Beating the Bounds would therefore offset the reduced income from the Autumn Walk.*
- b) Civic Award process:
 - Nick Fellows, Chief Officer at Wokingham Volunteer Centre will join the selection committee in place of Roger Ilett (former District Scout Charman) as Roger has advised he wishes to step down.
 - The President of the Wokingham Lions Club, Andy Goffin will join the selection committee in place of the CEO of Citizen Advice as the new CEO has not responded to a request to join the committee.
 - Philip Bell, Chief Exec at Involve, will join the selection committee as a new member in place of the editor of the Wokingham Today paper as the new editor has not responded to a request to join the committee.
 - Cllrs attending the selection meeting are Cllr K Malvern, Cllr W Dixon, Cllr S Gurney and Cllr R Comber.

Town Clerk further noted that Awards Selection meeting is on Friday 13th December with nomination deadline of 29th November. Concerns were raised about the timing of the meeting and a possible clash with a funeral expected to be attended by some on the panel. Meeting is booked for one hour and there are 11 nominations to date. Civic to investigate starting meeting earlier e.g. 11.30am.

ACTION: Civic Officer

COMMITTEE INFORMATION (Agenda Item 10)

- 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) Cllr Jones asked for the Poppy Appeal total to be publicised.
- d) It was noted that the next meeting will be on Monday 13th January.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



23rd July 2024

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 9.27pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs R Comber, S Gurney, K Malvern, H Richards.

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

Two representatives from Wokingham Horticultural Association (until 8.03pm)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr B Alvi, Cllr B Callender and Cllr I Shepherd-Dubey.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr S Gurney declared an interest in agenda item 5 (WHA Funding Request) as a member of the organisation. Cllr M Gee advised that no votes were to be taken on the matter at the meeting and that her input to the discussion would be valuable.

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

None other than the request by WHA (item 5).

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

**RESOLVED
30900**

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

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 18th June 2024, pages 17001 to 17012 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and it was unanimous.

WOKINGHAM HORTICULTURAL ASSOCIATION (WHA) FUNDING REQUEST (Agenda Item 5)

The WHA Treasurer and a WHA committee member attended on behalf of WHA and verbally presented their funding request for £30,000 of a £70,000 project to repair and refurbish the trading store situated at Ormonde Road allotment site. The building is in need of urgent repairs to continue with existing activities and, by meeting legislative requirements, would be able to offer its use to other parties.

Initially a survey carried out by Allcotts determined the roof of the store, and possibly the concrete walls, contained asbestos and the project would cost an estimated £80,000. The WHA committee decided to proceed and appointed

CHAIR INITIALS _____



Iconic as their building manager for the project. An alternative solution has been agreed for the roof and it is to be coated with bitumen to seal in the asbestos and make it watertight – this would give the roof an estimated life of 30-35 years.

Iconic, together with surveyors have provided a current estimate of the following costs totalling £70,000.

- Roof replacement £20,000 (including coating of bitumen)
- Concrete panel repair £12,000
- Internal refurbishment £28,000
- External drainage £3,180
- Contingency £6,820

The WHA have development funds of £20,000 available and in addition to WTC, National Lottery are to be approached with a funding request for the remaining £20,000.

The committee asked the representatives questions and the following replies were received:-

- An up to date estimate of costs to be provided for the next F&P committee meeting on 24th September against which a decision will be made
- Confirmation that Iconic's fees are being funded separately
- Evaluation of impact of the project on all neighbours will be carried out
- Confirmation that the site is not impacted by the Network Rail bridge
- If the National Lottery funding request is not granted, the members of WHA could undertake some of the internal refurbishment works to ensure that the inside was warm, dry, and suitable for use by WTC's Allotment Officer / Bloom team.

The committee discussed and considered that the project could be funded by CIL rather than a grant. The clerk confirmed that the project would meet CIL funding criteria of being an upgrade to community infrastructure that benefitting the wider community and that the space could be further utilised by other groups. Members noted that the committee would consider how the project would be funded and how the resolution could be worded at a future meeting.

The next steps to progress the funding request were agreed:-

- WHA to determine the next iteration of the costs for the next F&P meeting
- Facilitate a meeting between councillors and Iconic on site - the Town Clerk to collate and advise potential dates for a visit in early September
- WHA to meet with the Town Clerk to determine what the Town Council's requirements would be for using the internal space
- WHA to come back with options regarding sub-leasing of space to WTC

Two representatives from WHA left the meeting at 8.03pm

CHAIR INITIALS _____



ACCOUNTS PAYABLE (Agenda Item 6)

The Town Clerk reported that the Council received a Freedom of Information request for all spend greater than £250 and justification for that spend, including any charitable donations for the last two financial years. The request also asked for any declarations of interest by officers over the last 12 months. The FOI request is complete with a list of payments between £250 and £500 and a referral to the council's website to payment lists showing all spend in excess of £500, as it is already available. The council do not record justification for spend nor does it require officers to declare interest and therefore, under FOI guidelines, it is not required to provide data it does not already have. Cllr M Gee enquired whether the council publishes its FOI requests and the Town Clerk was asked to follow this up and to provide a procedure for responding to FOI requests for consideration by the committee.

The following lists of payments from the F&GP and the Clerk's Drawing Accounts were received. Cllr R Comber asked for information on an item listed as "£12,000 correction" against the Clerks drawing account. The RFO was asked to clarify and respond to the committee.

It was proposed by Cllr R Comber and seconded by Cllr H Richards and it was

**RESOLVED
30901**

to approve:

- (a) The list of costs from 1st June 2024 to 30th June 2024 totalling the sum of £169,241.05 paid from the F&GP Account, this includes £50,167.79 transferred to the Clerk's Account
- (b) The list of costs from 1st June 2024 to 30th June 2024 totalling the sum of £53,057.16 paid from the Clerk's Drawing Account

FINANCIAL REPORTS (Agenda Item 7)

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

- (a) Income and Expenditure to 30th June 2024.
- (b) Balance Sheet as at 30th June 2024.
- (c) Revenue monitoring report to 30th June 2024.

The RFO reported all council's insurance policies have been renewed and that the sum of these will exceed the annual budget due to the inclusion of civic regalia and artworks on the council's insurance policy. The Town Clerk advised that there could be a further overspend depending on the outcome of the Town Hall reinstatement valuation which is due to be undertaken early in August 2024. In the event that the valuation varies from our current insured value, we would look to revise our policy accordingly. The committee also noted that some of the insurance is re-charged to tenants of the building.

Cllr R Comber requested that the income and expenditure reports should include a column for the year end projection. The reports are those generated by the accounting software. The RFO was asked to investigate adding this information.

CHAIR INITIALS _____



Cllr M Gee observed that the general reserve is not needed as the emergency reserve covers the equivalent of 3 months' of costs. The Town Clerk confirmed that the council precept £8,500 per annum to cover the costs of the normal election cycle but could transfer additional funds from the general reserve for in-year unplanned election costs.

The Town Clerk also confirmed that predictions for Town Hall repairs and playground maintenance are being prepared. These will be checked to ensure current reserves are sufficient or whether these costs will need to be precepted.

Cllr S Gurney also observed that an agreed reserve of £8,000 for a new mayoral chain requires setting up.

INVESTMENT UPDATE (Agenda Item 8)

The RFO reported that the value of the CCLA Local Authority Property Fund (LAPF) mid-value at 30th June 2024 is £91,350.37 and remains the same as reported for 31st May 2024.

The RFO confirmed that the committee are to consider the remaining LAPF balance and other opportunities to invest at the meeting on 24th September 2024.

CIL MONITORING REPORT (Agenda item 9)

- (a) Members received a report detailing the latest information received from WBC regarding Community Infrastructure Levy (CIL).
- (b) The Clerk informed the committee that the invoice for the fire doors at Woosehill is now paid and that the next report will show this as spend against the remaining October 2022 balance of funds.

ARTS AND CULTURE COMMITTEE IN-YEAR FUNDING REQUESTS (Agenda item 10)

- (a) Cllr M Gee reported on the request from the Arts and Culture Committee for additional Party in the Park (PITP) budget for 2025-6 to £73,640

(2024-5 £67,245; +£6,395 (+9.5%) to be precepted). Cllr M Gee reported that the Arts and Culture inflation index varies between 11-14%, a different value to general inflation.

Further to an inflationary cost increase, at a follow-up meeting after the 2024 event with the council's event contractor, Yes Events, a recommendation was made to budget for an increase in the number of security personnel due to increasing attendance numbers and reports of incidents relating to underage drinking being dealt with.

The increase in total budget is not to commit to an additional spend but to provide the Arts and Culture Officer with a budget to work within which enables her to negotiate with the company that provide the event on behalf of the council. The committee also noted that Yes Events review their prices annually on 1st September and that the price for the 2025 event would be held if booked before that date.

CHAIR INITIALS _____



- (b) Cllr M Gee reported on the request from the Arts and Culture Committee for additional in-year funding for the Lunar New Year event in 2025 to new budget of £11,950 (current 2024-5 £10,450; +£1,500 +14.4% to be funded by reserves). This is to cover a bigger stage and increased set up costs and enables the Arts and Culture Officer to confirm bookings for the event.
- (c) Following discussion it was proposed by Cllr S Gurney and seconded by Cllr H Richards and members

that the PITP budget for 2025-6 be increased by £6,395 and Lunar New Year 2025 2024-5 budget be increased by £1,500.

**RESOLVED
30902**

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

AMENITIES COMMITTEE IN-YEAR FUNDING REQUEST (Agenda item 11)

The Town Clerk reported on TC Report 18/2024 that the request is being made due to Health and Safety issues arising from loose and uneven flagstones at Howard Palmer Gardens (HPG) and their risk of causing injury. The works were identified during discussions for setting the 2024-5 Budget but withdrawn due to the extent of costs and other demands on expenditure.

Increasing sums are being spent on repairs and, if an in-year request is not approved, it is likely to become a budget request for 2025-6. Approving the £90,000 spend now means avoiding £16,000 repairs this year and that works can be undertaken during the autumn of 2024-5 rather than a year later or having to close the park for the summer.

It was confirmed that an engineer's report would be obtained to ensure an area of the new surface would be able to cope with the weight of vehicles

If the council agrees in principle to the spend, then an engineer's report, plan of works and quotes for the work would be sought to gain a more accurate price.

The Grounds and Bloom Officer has requested the opportunity to investigate installing additional water and electricity points to make better use of HPG as an entertainment and activity space.

Cllr M Gee requested that, as for building play equipment reserves, another reserve should be set up for refurbishment/ replacement works in all parks too.

Following discussion it was proposed by Cllr M Gee and seconded by Cllr H Richards and it was

**RESOLVED
30903**

to fund from general reserves in the current financial year an amount of £90,000 to comprehensively resurface the flagstone surface at HPG. It was agreed that should the committee decide to reallocate funds from CIL to cover all or part of this fund it would be taken to full council.

COUNCIL GRANT SCHEMES (Agenda item 12)

CHAIR INITIALS _____



The Town Clerk presented the updates to the council’s main grants policy (appendices 12(a) to 12(f)) following circulation to and receipt of feedback from committee members. The recommended changes were read out by the Town Clerk and agreed to/ adjusted by the members of the committee.

The members discussed the Culture and Community grants policy and agreed to amend Eligibility s3.5 to “salary costs unrelated to this application”.

**RESOLVED
30904**

- (a) Following discussion it was proposed by Cllr R Comber and seconded by Cllr K Malvern and it was

to approve the updates to the council main grant policy document.

A vote was taken and it was unanimous

- (b) A scoring mechanism to trial was received by members.

- (c) An updated application form was received by members.

- (d) Following discussion it was proposed by Cllr M Gee and seconded by Cllr R Comber and it was

**RESOLVED
30905**

to recommend the grants budget for 2025-6 be set at a maximum of 10% of the current year’s precept (£122,727) to include a sum for the council’s in-year Culture and Community Grant Fund.

A vote was taken and it was unanimous.

- (e) Members noted the proposed period for receiving grant applications.

- (f) Following discussion it was proposed by Cllr S Gurney and seconded by Cllr H Richards and it was

**RESOLVED
30906**

to approve amendments to the Culture and Community Grant Fund Policy and note the proposed launch alongside the council’s main grant scheme.

A vote was taken and it was unanimous.

COMMITTEE INFORMATION (Agenda item 13)

- (a) None.
- (b) To launch the Culture and Community Grant and opening of the main grants process.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)

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

**RESOLVED
30907**

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.

CHAIR INITIALS _____



A vote was taken and it was unanimous

The RFO left the meeting at 9:06pm

STAFFING UPDATE (Agenda Item 15)

- a) The Town Clerk gave a verbal update on staffing matters.

- b) Members received and discussed the Town Clerk's confidential report TC16B/2024. It was proposed by Cllr S Gurney and seconded by Cllr H Richards and it was

**RESOLVED
30908**

To approve the recommendation from the Town Clerk on staff remuneration. Members expressed gratitude and appreciation to the member of staff for their hard work.

The Town Clerk noted a review of related policies and procedures will be undertaken.

The meeting ended at 9.27pm

CHAIR INITIALS _____



Date: 11/07/2024

Wokingham Town Council

Page 1

Time: 12:13

F & P and Current Accounts

List of Payments made between 01/06/2024 and 30/06/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
05/06/2024	O2	DDR 050624	342.98		30614279/O2
06/06/2024	Clerk's Drawings Account	Top Up LD	18,067.79		Main to Clerks
07/06/2024	Google Ireland Limited	DDR 070624	49.35		Purchase Ledger DDR Payment
08/06/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/06/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/06/2024	Hiscock	Std Ord	2,402.00		WTC insurance payment
08/06/2024	Clerk's Drawings Account	Imprest	30,000.00		Main to Clerks
10/06/2024	Barclaycard Commercial	DDR 100624	44.00		010034750524/Barclaycard Comm
11/06/2024	BACS P/L Pymnt Page 5031	BACS Pymnt	70,711.78		BACS P/L Pymnt Page 5031
12/06/2024	BACS P/L Pymnt Page 5036	BACS Pymnt	8,231.60		BACS P/L Pymnt Page 5036
14/06/2024	BACS P/L Pymnt Page 5038	BACS Pymnt	5,630.80		BACS P/L Pymnt Page 5038
16/06/2024	SAGE	Std Ord	66.00		Payroll
17/06/2024	Barclaycard Commercial	DDR 170624	1,942.14		E0400RWZSP/Barclaycard Com
17/06/2024	Castle Water Limited	DDR 170624	79.46		10002442874/Castle Water Limit
18/06/2024	Clerk's Drawings Account	Clerks top	12,000.00		Correction 180624
18/06/2024	Castle Water Limited	DDR 180624	26.82		10002505779/Castle Water Limit
18/06/2024	Clerk's Drawings Account	iportal tx	100.00		iportal tx test
19/06/2024	Grenke Leasing Limited	Std Ord	168.00		Copier - admin fee (to be ref)
19/06/2024	Total Gas & Power Ltd	DDR 190624	59.31		341938866/24/Total Gas & Power
19/06/2024	Total Gas & Power Ltd	DDR 1906	121.80		341938657/24/Total Gas & Power
19/06/2024	Castle Water Limited	DDR 190624	4.52		10002540383/Castle Water Limit
25/06/2024	BACS P/L Pymnt Page 5043	BACS Pymnt	2,529.46		BACS P/L Pymnt Page 5043
26/06/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/06/2024	HMRC	BACS	9,488.62		HMRC
28/06/2024	Focus Group	DCR 2806	134.09		6827262/Focus Group
28/06/2024	Focus Group	DCR 280624	921.59		6827417/Focus Group
30/06/2024	BACS P/L Pymnt Page 5048	BACS Pymnt	2,242.70		BACS P/L Pymnt Page 5048
		Total Payments	169,241.05		

CHAIR INITIALS _____

Finance & Personnel Meeting 23/07/2024

17038



Date: 11/07/2024

Wokingham Town Council

Page 1

Time: 12:13

Clerk's Drawings Account

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2024	Peninsula	Std Ord	167.44		HR support
01/06/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/06/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/06/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/06/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/06/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
03/06/2024	STAFF	BACS	17.85		STAFF
04/06/2024	CHQ	CHQ 302637	100.00		CHQ
11/06/2024	BACS P/L Pymnt Page 5032	BACS Pymnt	4,283.94		BACS P/L Pymnt Page 5032
12/06/2024	BACS P/L Pymnt Page 5034	BACS Pymnt	4,426.74		BACS P/L Pymnt Page 5034
13/06/2024	BACS P/L Pymnt Page 5037	BACS Pymnt	577.80		BACS P/L Pymnt Page 5037
14/06/2024	June Salary	BACS	30,656.41		June Salary
15/06/2024	STAFF BLOOM	DD STAFFB	410.10		STAFF BLOOM DD
18/06/2024	BACS P/L Pymnt Page 5039	BACS Pymnt	5,187.64		BACS P/L Pymnt Page 5039
19/06/2024	Castle Water Limited	DDR 190624	16.15		10002536071/Castle Water Limit
20/06/2024	DD STAFF SLREF	BACS	242.50		DD STAFF SLREF
25/06/2024	BACS P/L Pymnt Page 5042	BACS Pymnt	3,169.16		BACS P/L Pymnt Page 5042
27/06/2024	Bloom Staff	BACS	88.20		Bloom Staff
30/06/2024	BACS P/L Pymnt Page 5049	BACS Pymnt	2,186.23		BACS P/L Pymnt Page 5049
		Total Payments	53,057.16		

CHAIR INITIALS _____

Finance & Personnel Meeting 23/07/2024

17039



12th November 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 10.18 pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Callender, R Comber, S Gurney, T Lack, K Malvern, H Richards and I Shepherd-Dubey.

IN ATTENDANCE

Town Clerk: Katy Hughes and Finance Manager/ RFO Lisa Davison

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillors B Alvi (Vice Chair).

MEMBERS' INTERESTS (Agenda Item 2)

Cllr I Shepherd-Dubey declared an interest in the application for financial assistance received from Wokingham Pride and left the room while this application was discussed.

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 4)

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

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

CULTURE AND COMMUNITY (IN-YEAR) GRANT FUNDING 2025-26 (Agenda Item 5)

The Town Clerk verbally reported that of the 2024-25 £10,000 in-year fund, available since July 2024, three grants had been approved totalling £3,500. A further two applications have been received and are to be presented to the F&P Committee meeting on 3rd December. There is an expectation that the £10,000 budget will be spend by 31^t March 2025.

The Committee discussed and agreed that £12,000 for Culture and Community should be included in the budget for 2025-26. This value was reviewed again after considering applications for the Main grant fund and its final value resolved.

APPLICATIONS FOR FINANCIAL ASSISTANCE 2025-26 (Agenda Item 6)

**RESOLVED
30952**

CHAIR INITIALS _____



The Town Clerk advised that the maximum available grant, including Culture and Community grants, was set at 10% of the previous year's precept. Therefore the maximum available to distribute was £122,726 (10% of the 2023-24 precept).

All Cllrs had been sent a spreadsheet listing the grant requests, grants awarded over the previous four years, together with an allocation of this year's application forms and supporting documentation for consideration prior to the meeting. They were asked to trial the scoring system for each application to determine whether it is suitable for future use or that amendments are required.

During the discussion, members resolved to allow the meeting to continue beyond 10pm.

**RESOLVED
30953**

It was agreed that the committee would discuss and resolve upon the principle of partnership grants at the December meeting.

**RESOLVED
30954**

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

that the Culture and Community grant for 2025-26 be set at £15,000 and that the main grants should be allocated as follows:

Keep Mobile

A grant of £6,500 be awarded.

St Paul's Church – Churchyard Maintenance

A grant of £1,000 be awarded.

Cowshed

A grant of £2,500 be awarded.

Holt Copse Conservation Volunteers

A grant of £800 be awarded.

Me 2 Club

A grant of £5,000 be awarded.

CLASP

A grant of £1,500 be awarded.

Wokingham Job Support Centre

A grant of £2,500 be awarded.

ARC Counselling

A grant of £3,000 be awarded.

Link Visiting Scheme

A grant of £5,000 be awarded.

Friends of the Emm Brook

CHAIR INITIALS _____



A grant of £400 be awarded.

Wokingham Fireworks

A grant of £2,000 be awarded.

Home Start Wokingham

A grant of £1,000 be awarded.

All Saints Church (Churchyard maintenance Project)

A grant of £2,000 be awarded.

Dingley's Promise

A grant of £5,000 be awarded.

Kaleidoscopic

A grant of £750 be awarded.

Wokingham Cycling Club

A grant of £500 be awarded.

Our Community First

A grant of £2,000 be awarded.

Wokingham Pride

A grant of £1,000 be awarded.

Wokingham Volunteer Centre

A grant of £1,500 be awarded.

Wokingham Lions (May Fayre) and Wokingham Lions (Winter Carnival)

A grant of £28,000 be awarded.

First Days

A grant of £2,800 be awarded.

Saint Sebastian Band

A grant of £3,000 be awarded.

All Saints Wokingham Repair Café

A grant of £1,000 be awarded.

Sangeet Foundation

A grant of £1,800 be awarded.

Wokingham Choral Society

A grant of £1,000 be awarded.

Citizens Advice Wokingham

A grant of £10,000 be awarded.

CHAIR INITIALS _____



Applications for grants amounted to £177,194 and during this evening's meeting a total of £91,550 was awarded.

Letters will be sent to all applicants advising them of the outcome of their applications.

ACTION: TOWN CLERK/ RFO

The meeting ended at 10.18pm

CHAIR INITIALS _____



Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: accounts@claireconnell.co.uk

Ms Katy Hughes
Town Clerk
Wokingham Town Council
Town Hall
Market Place
Wokingham
Berkshire RG40 1AS

21st November 2024

Dear Katy

Internal audit for the year ended 31st March 2025 – interim report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my first interim visit in November 2024 I reviewed the financial systems and controls for the year to date.

My internal audit testing was based on the guidelines included in the 2024 edition of the Joint Panel on Accountability and Governance Practitioners' Guide. This document contains the proper accounting and governance practices referred to in statute, together with other non-mandatory guidance and examples, including the best practice guidance relating to internal audit.

Initial discussions with Lisa Davison established whether there were any changes to the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the controls.

Further interim visits will be made later in the year to review additional systems and controls and a final visit will take place after the year end to review risk management, the year-end accounts and related documentation.

General Comments

Specific comments below are in the order of the headings in section 1 of the Annual Return. There are no significant matters to draw to your attention. Controls remain very strong.

Detailed report

As part of the testing I checked:

- A. Appropriate accounting records have been properly kept throughout the year**
- The accounts are maintained on Omega and kept up-to-date. The Bookings and Allotments packages are also used. These packages are adequate for the Council's needs. The allotment package is now linked to the Omega financial package.
 - The Committees are provided with reports produced from Omega and a summary in Excel which allows results to be compared against a phased budget and brief commentary added.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- One large payment was selected and the selection of supplier was checked to ensure that alternative quotations had been obtained. No errors were found.
- A sample of payment runs from both the F&P and Clerks account were reviewed to ensure that the controls had operated correctly. No errors were found.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

- Standing Orders and Standing Financial Regulations were reviewed. Updated Standing Financial Regulations were taken to the October Full Council and the revised Standing Orders will be discussed at the December Full Council meeting.
- Council minutes were scrutinised.

Audit work outstanding:

- The management of risk will be reviewed at a later visit.
- Insurance cover will be reviewed at a later visit.

D. The Precept resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

- The reporting of financial results and monitoring of actual against budget was reviewed. This is carried out regularly at a committee level.

Audit work outstanding:

- The budget setting process for 2025-26 is in progress and it will be reviewed at a later visit. The timetable and steps being taken for budget setting appear appropriate.
- Final out-turn against budget will be reviewed at the final visit.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for

No significant issues arose during the review and testing of income controls. The following income streams were reviewed:

- The precept was agreed to Council minutes and bank statements
- CIL income was agreed to bank statements
- Test checks were made for market income.
- The filing of VAT returns was checked.
- Allotment income was reviewed. Amounts charged matched the published prices
- Hall bookings income was reviewed and a selection of invoices checked.

Observations

- One error was found in the invoicing of hall bookings where the time being invoiced was manually entered incorrectly rather than the bookings package providing the number of hours. This appears to be an isolated error but in future the invoicing will be generated from the bookings package rather than relying on manual input.
- A small number of allotment holders receive a discount on the rent. This is not identified on the new style allotment invoices and thus the invoices appear not to add up, although the final charge is correct. This problem has been raised with the software provider who is seeking to rectify this.

- F. Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for**
- Petty cash expenditure is small and controlled. Receipts are available to support the expenditure.
- 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**
- Audit work outstanding:***
- The operation of payroll will be reviewed at a later visit.
- H. Asset and investments registers were complete and accurate and properly maintained**
- Audit work outstanding:***
- The fixed assets register is maintained on an Excel spreadsheet and this will be reviewed after the year end.
- I. Periodic bank reconciliations were properly carried out during the year**
- Bank reconciliations are prepared on a timely basis and copies are saved on the office network.
- Observations***
- The new financial regulations will require the bank reconciliations to be reviewed by a councillor on at least a quarterly basis. This meets the expectations of the guidance contained within the JPAG Practitioners Guide.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors & creditors were properly recorded**
- Audit work outstanding:***
- The accounting statements will be reviewed after the year end.
- K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt**
- Not applicable – the Council was subject to a limited assurance review in 2023/24.
- L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with any relevant legislation.**
- The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015.
 - There is a webpage on the Council website which draws together all the necessary transparency information.
- 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**
- The exercise was carried out for the correct length of time and was advertised correctly.
- N. The authority has complied with the publication requirements for 2023/24 AGAR**
- Yes, the Council correctly complied with the publication requirements for the AGAR.
- O. The council met its responsibilities as a trustee of trust funds**
- Audit work outstanding:***
- This will be reviewed at the year-end audit visit.

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my visit.

Yours sincerely

A handwritten signature in cursive script that reads "Claire Connell".

Claire Connell

08th October 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 N Nagella (Vice Chair),
Cllr A Betteridge, Cllr A Croy, Cllr L Timlin, Cllr H Richards, Cllr W Dixon, Cllr B Alvi, Cllr C Jamthe

As Cllr Shepherd-Dubey (Chair) was absent, Cllr N Nagella (Vice Chair) chaired the meeting.

IN ATTENDANCE

PT Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr Shepherd-Dubey (Chair)

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)

Cllr Timlin highlighted an error in a paragraph regarding the Secure Lockers on Page 17044. The PT Officer will correct this.

**RESOLVED
30935**

It was proposed by Cllr Timlin and seconded by Cllr Betteridge, and it was that the minutes of the Planning & Transportation Committee meeting held on 03rd September 2024 (pages 17043 to 17050) 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 02nd October 2024 was received and considered.

CHAIRMANS INITIALS _____



SECURE BICYCLE STORAGE IN WOKINGHAM TOWN

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

Social media posts to promote the 'release' mechanism have been posted.

BUS SHELTERS

The Bus stop at Wellington Road was hit by a vehicle. The Bus stop will need to be rebuilt. It looks like there is no recorded CCTV footage. This will be an Insurance Claim. We have received a quote for replacement.

The PT Officer stated that the windows on the replacement would be UV stable polycarbonate. This is because the glass windows have been vandalised and broken in the past. Cllr Croy stated that these are difficult to clean graffiti off and would glass be a better solution. This was in reference to the bus shelter at Crutchley Road.

The PT Officer will speak with the ground staff who have been responsible for cleaning graffiti as there may be a product that they use that would enable better cleaning of the graffiti.

ACTION: PT OFFICER

STREET NAME REQUEST (Agenda Item 6)

Following the request from Wokingham Borough Council to have names considered for a new development at the Land to the west of St Anne's Drive (application 203544). It is proposed that former Mayor of Wokingham Town, Bob Wyatt be considered. Bob has previously been proposed to WBC regarding a major road naming. It is also proposed to add the name of previous Wokingham Town Council Mayor, Marion Fergusson Kelly.

The proposal was supported by the Committee

ACTION: PT OFFICER

LOCAL PLAN UPDATE: PROPOSED SUBMISSION PLAN (Agenda item 7)

To receive and consider the Local Plan Update. This is whether the plan is legally compliant and meets the 'tests of soundness', as set out in paragraph 35 of the National Planning Policy Framework (NPPF). Comments are required by Tuesday 12th November 2024.

There were no comments by the Committee

CHAIRMANS INITIALS _____



APPLICATION FOR DEFINITIVE MAP MODIFICATION ORDER FOR RESTRICTED BYWAY BETWEEN ROBERTS GROVE TO REEVES WAY, WOKINGHAM (Agenda Item 8)

To receive and consider this application. Any objections are required by 30th October 2024.

The PT Officer explained that the map shows the route going through an industrial estate but implies that as this probably would not be possible, they might choose a route that is currently an unofficial walking route between Roberts Grove and Reeves Way which could impact Lesley Sears which is owned by the Town Council.

The Town Clerk has asked the proposer, John Lindsay for more information and he had not replied in time for this meeting.

As the proposal stands the Committee object as there is not enough information to make a valid decision.

COMMITTEE'S BUDGET (Agenda Item 9)

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

Cllr Dixon stated that the Cycle Locker income is not clear in the layout of the report. The PT Officer will speak to the Finance Officer for clarification for the next meeting.

At this point there was a discussion regarding projects that are initiated from this Committee. Cllr Croy stated that the road signage (Welcome to Wokingham and Speed Watch signage) project had its first part completed but there would be another stage to complete. This would be too late for this budget round (2025-26) as the signs have only just been installed and the PT Officer has yet to have confirmation and invoice.

It was agreed that there should be a place on the agenda, perhaps every two meetings where any new possible projects could be discussed, so that there would be time for assessment, planning and be on time for the next budget year.

ACTION: PT OFFICER

CHAIRMANS INITIALS _____



PLANNING APPLICATIONS (Agenda Item 10)**RESOLVED
30936**

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

241745 Brook House Molly Millars Bridge RG41 2WY

Full application for the erection of a link extension; erection of warehouse extension; erection of 3 silos; reconfiguration of entrance path; external alterations to existing buildings and associated parking.

No Comment

241954 13 Denmark Street Wokingham RG40 2AY

Application for advertisement consent for 1 no. non illuminated exterior lettering signage to fascia, and 1 no. non illuminated projecting sign.

The Committee stated that this had already taken place. There were no other comments.

Cllr Dixon mentioned that he noticed that illuminated signage that would be objectionable had appeared in a couple of places in the Town Centre and that we had not reviewed these applications. One was Sears Estate Agents in Market Place. He will investigate and report back to the Committee.

ACTION: CLLR DIXON

242171 37 Commons Road Wokingham RG41 1JJ

Full application for the proposed erection of 1 No. detached dwelling following demolition of existing bungalow and detached garage.

There were no objections but consideration of keeping the trees would be welcomed.

240903 24 Murdoch Road Wokingham RG40 2DF

CHANGE TO APPLICATION Full application for the proposed erection of a single storey east side rear extension to provide 1no. two-bedroom flat

No objections as the development has been reduced in size. The Committee trust that the Heritage Officer will make the correct decisions regarding materials and procedure in the proposed development, to be in keeping.

242263 12-13 Market Place Wokingham RG40 1AL

Full application for the erection of a new bin store and landscaping works along with new trees. Following the removal of existing trees.

There was confusion regarding what trees were being removed as there was not enough clarity within the documentation. It is not welcomed that trees are being removed to provide car parking in the town centre.

CHAIRMANS INITIALS _____



ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 11)
NONE

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



19th November 2024

Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 20:45

PRESENT

Councillors:

IN ATTENDANCE

PT Officer
Cllr Comber (Mayor)
2 members of the public

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr A Betteridge
Cllr N Nagella (Vice Chair)

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Shepherd-Dubey, Cllr A Croy, Cllr L Timlin, Cllr H Richards, Cllr W Dixon, Cllr B Alvi, Cllr C Jamthe stated that offices in the building in applications 242784 & 242785 that will be discussed, are currently rented out to the local Liberal Democrat party which they are members.

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

There were 2 members of the public that wished to talk about the application **242066 Ascot House**. The Chair decided to bring this forward on the Agenda so that it would go after Agenda item 4.

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30955**

It was proposed by Cllr Timlin and seconded by Cllr Richards, and it was that the minutes of the Planning & Transportation Committee meeting held on 09th November 2024 (pages 17071 to 17075) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

PLANNING APPLICATIONS (Agenda Item 7)

242066 Ascot House Finchampstead Road RG40 2NW

Full application for the proposed raising and modification of the roof of the existing building plus the erection of an extension to form additional first, second and third floor accommodation in order to create 10 no. additional dwellings with car parking, cycle parking, refuse stores, landscaping and associated works

CHAIRMANS INITIALS _____



A member of the public spoke against this application.

They live adjacent to the proposed development and stated that this would have a big impact on them as well as neighbouring properties and residents within the existing development.

The main objections were as follows.

- **Overlooking, loss of light and overbearing impact**
The proposal is for an additional 2 storeys, when the lay of the land is taken into consideration this is equivalent to 6 storeys when viewed from Carey Road. In the current application. There is absolutely no indication of the visual impact the proposed development will have on the properties on Carey Road. This will have a huge impact on privacy for neighbouring houses.
- **There was no community consultation for this application.**
On the original application consultation there was no mention of further development.
- **Parking, highway safety and traffic impact**
The applicant's Transport Statement states that there are currently 24 parking spaces, and this number will be increased to 36, giving a ratio of 1.06 spaces per unit. This is not enough as there is already huge parking congestion on local roads with cars parked on pavements.
- **Affordable Housing**
There is no affordable housing provision in this application.

Cllr Comber spoke against the application.

He reiterated the points raised by the previous speaker regarding the mass and overlooking issues of this proposed development, lack of affordable housing and lack of public consultation.

He also raised concerns of accessibility. The raising of this to 4 floors should make a requirement to have a lift, this is not included in the proposals.

Cllr Comber will request for this to be discussed by Wokingham Borough Council planning committee if this application is not to be refused. He will speak against the application as a Borough Councillor.

The Committee discussed the application and had several issues, it was decided to object on the following.

The main issue is mass and the size of the development, creating an overbearing building with its impacts on nearby houses.

**CP3 - General Principles for development a) mass
CP9 – Scale and location of development proposals**

CHAIRMANS INITIALS _____



The proposed parking allocation is not sufficient and will lead to even more congestion on local roads which will impact road safety

CP6 - Managing Travel Demand

d) appropriate vehicular parking f) Enhance road safety

There is no provision for affordable housing

CP5 – Housing mix, density and affordability

For accessibility there should be a lift included as the proposal is for four storeys.

CP2 - Inclusive communities

- a) ageing population
- b) Children, young people and families

The development is not in the Local Plan

CP11 - Proposals outside Development Limits (including countryside)

4) inappropriate increases in scale, form or footprint

If this application is called in for the Wokingham Borough Planning Committee meeting then Cllr Croy will speak against this application on behalf of Wokingham Town Council.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 13th November 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.

There was an issue with one of the doors of a locker in Denmark Street left open this was resolved within a couple of hours by SpokeSafe.

The usage figures remain on an upward trend but have flattened somewhat.

BUS SHELTERS

Our Insurance company have accepted our claim for the damaged shelter in Wellington Road. The new shelter is to be installed the week beginning 6th January 2025.

There will be a new method of cleaning graffiti tried at Crutchley Bus Shelter. This will be carried out by a member of the Town Council's ground staff. The findings will be passed onto Cllr Croy.

CHAIRMANS INITIALS _____



ACTION: PT OFFICER

COMMITTEE'S BUDGET (Agenda Item 6)

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

ACTION: PT OFFICER

PLANNING APPLICATIONS (Agenda Item 7)

The following applications were received and considered, this includes application **242066** that was discussed earlier, and it was that the Committee would make comment as shown.

RESOLVED
30956**242567 Albany House 14 Shute End Wokingham**

Application for Listed Building consent for the proposed partial demolition of the existing rear boundary wall and erection of a replacement rear boundary wall. (part-retrospective)

The Committee support this application.

242136 Nigra Building Mulberry Business Park Fishponds Road RG41 2GY

Application to vary condition 2 of planning consent 240575 for the proposed demolition of the existing building and the erection of 1 no. building for employment purposes (Use Classes E(g), (iii), B2 and B8) with new vehicular access and associated infrastructure works including service yard, car parking, boundary treatments and landscaping. Condition 2 refers to the approved plans, and the variation is to make amendments to the proposed siting of the substation, outdoor seating area, boundary treatments, access door to north elevations, bin storage area, cycle parking area, car park spaces and entrance access gates.

The Committee have no comments on this application.

242705 47 The Terrace Wokingham RG40 1BP

Application for Listed Building consent for the proposed demolition of existing conservatory and erection of replacement orangery with roof light. Refurbishment and installation of secondary glazing to 7no windows. Lowering of windowsill at rear, replaced with external door. Garage door replaced with timber stable doors, new car charging point installed. 1 step to be removed from external front stairs plus stone over cladding and stone copings added to front boundary wall. Addition of rooflight and replacement of rooflight. Internal alterations including wall demolition, floor lowering, replacement of stairs and relocation of fuseboard and boiler.

The Committee have no comments on this application.

CHAIRMANS INITIALS _____



242654 Ye Olde Leathern Bottel 221 Barkham Road RG41 4BY

Full application for the proposed erection of a single storey extension to the existing public house to include remodelled pub/kitchen, first floor extension and loft conversion to create 5no. rooms of accommodation along with changes to fenestration and installation of additional roof lights plus associated changes to access, parking and other ancillary works.

The Committee object to this application.

There are no issues with the addition of rooms for the pub but there is an unnecessary road being added to the side of the pub development. This is seen to be access for another development.

CP11 - Proposals outside Development Limits (including countryside)

2) excessive encroachment.

CP9 – Scale and location of development proposals

242784 Mulberry Business Park Ff1 Indigo House Wokingham RG41 2GY

Prior approval submission for erection of a two-storey upwards extension to provide 32no. residential dwellings on the 2nd and 3rd floors.

The Committee have no comments on this application.

242785 Mulberry Business Park Ff1 Indigo House Wokingham RG41 2GY

Prior approval submission for change of use of the ground and 1st floors to 32no. residential dwellings (Use Class C3).

The Committee have no comments on this application.

INFORMATION ITEMS (AGENDA ITEM 11)

The PT Officer notified the Committee that a draft version of the Agenda request form has been distributed to them for comment.

The PT Officer notified the Committee that there should be an invite for a meeting on 26th November on the way to them shortly with a presentation by representatives of Millers Homes on a future development.

ACTION: P&T OFFICER

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____





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

STRATEGY WORKING PARTY
NOTES OF THE MEETING
Wednesday 6th November 2024 Via MS Teams

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

In attendance: B Alvi, K Malvern, N Nagella, H Richards, I Shepherd-Dubey, Town Clerk

Cllr A Domingue welcomed members and guests to the meeting, and noted the wider attendance due to discussion over the proposed WBC Community Governance Review (item 3 on the agenda)

1. Apologies for absence

No apologies were received, all members were present.

2. Notes of the previous meeting:

The notes of the previous meetings held on 18th September were received and accepted (5 members voted in favour, 2 members abstained from voting)

3. Community Governance Review (CGR)

Members reviewed the document shared to the Borough Parish Liaison Forum (BPLF) in mid-October regarding the proposed CGR.

An extensive discussion ensued, during which the following items were raised:

- A request to arrange a meeting with lead officer Paul Ohsan Ellis to better understand the scope of the review, and what can and cannot be requested.
- A better understand of what happens if proposed town boundary changes impact ward changes already set by WBC at a borough level.
- Further consideration (following receipt of further guidance from WBC) to revisit the 2016 request for the South Wokingham SDL housing to be included within the town.
- Some other small anomalies were identified which could be included in a request for consideration as part of the CGR

- Members expressed an appetite to consider whether the town council should request further seats, to share the workload, particularly in relation to the large number of events the town council runs, which rely heavily on councillor participation.
- Members noted a wish for all councillors to have an opportunity to be involved in discussions on the CGR. A decision on a submission would ultimately be taken to the whole council.
- The Working Party noted the likelihood of establishing a separate working group of cross-party members from the whole council to consider CGR matters in greater detail.

Members reviewed the guidance on CGRs issued by the Local Government Boundary Commission for England.

A number of bullet points within the document were discussed and it was further agreed that additional clarification should be sought from the lead officer, Paul Ohsan Ellis, regarding what actions the town council could request.

Members reviewed the draft Terms of Reference for the CGR, published by Wokingham Borough Council.

Following extensive discussion, the following items were raised:

- Members felt the ToR lacked detail
- A discussion ensued regarding the details of who would be consulted and the extent to which consultation should occur
- Members noted that the ToR should reflect the effect of new communities on existing communities
- Cllr A Domingue suggested the following recommendations for additions to the ToR:
 - Further information on decision making, decision makers, conflicts of interest, recourse to appeal and the law governing the process
 - Better definition of what is in and out scope
 - Principles governing this review, such as mutuality, co-production etc
 - Communication needs of those being represented
 - Public consultation? Potential for including roadshow type events rather than relying purely on written or digital consultation methods.
 - Further details of who / which committee in the council is responsible for discussion and ultimately the decision
 -
- Cllr A Domingue suggested the following recommendations for the ToR for a CGR working group (no draft document provided by WBC):
 - Scope
 - Role of the working group
 - Membership, including Proxy attendees
 - Who would Chair the working group
 - Consideration of invitations to the voluntary sector and advocacy groups
 - Consideration of when documents should be published in relation to meetings to allow time for participants to digest the content

- Details of how decisions would be made and how deadlock would be resolved.

Following discussion, it was agreed that the Town Clerk would collate the suggestions for the ToR and circulate these to the working party members for review via email after the meeting, prior to submitting suggestions to WBC.

Members noted an interest in the town council participating in the WBC CGR working group.

WBC Youth Provision Survey

Members discussed a consultation on youth provision shared by WBC. Cllr A Domingue noted that this was a needs assessment, to identify gaps in provision.

Following discussion, the following responses were agreed to be submitted by the Town Clerk, as the town council's formal response to the survey:

1. Does your parish or town council run any youth clubs or similar facilities?

Wokingham Town Council does not run any youth clubs or youth facilities.

- The town council does run 'one off' events throughout the year, which are not specifically aimed only at the 13-19 age demographic, but which regularly attract participation from residents in and around this age bracket:
 - 2 x tabletop board gaming days at the town hall annually
 - Party in the Park music event in Elms Field

2. If you are providing activities for young people, what are the main benefits and incentives for young people to attend?

- Most of our events are either free of charge, or incur a small ticket cost (c£3 per ticket) and provide a range of activities and options for younger residents to enjoy.

We work closely with other organisation and charities to ensure that our events are accessible and provide facilities and options that make them as available to our residents as possible.

3. Is there anything that you feel stops young people from attending your groups or clubs?

[No response]

4. If your parish or town council is not currently providing any clubs or activities for young people, have you any plans to start providing these services? If yes, have you started any consultation or planning?

- Wokingham Town Council has not made plans for providing these services

5. Anything else you wish to tell us in relation to provision of clubs and activities for young people in the Borough?

- Provision is poor.
- Closure of the Places Leisure facility at St Crispins has reduced access to gym facilities for younger people to be able to attend without parental supervision.

- Do young people actually want youth clubs? Could the service be provided in other ways?
- Is this survey considering the extent to which organisations such as churches and uniformed groups (scouts, guides) etc meet some of this provision need?

Volunteering Opportunities

1. What types of volunteering opportunities do Towns & Parishes offer for young people (aged under 18)?

- Wokingham Town Council provides volunteering opportunities for young people through its Wokingham in Bloom (WiB) work. These opportunities include litter picking and tidying as well as gardening related work.

2. How well are these opportunities taken up?

- We have had 5 teenagers from local schools that have been involved this year as part of their volunteering work for their Duke of Edinburgh awards.

3. Is an adult required to accompany the young person for any of these opportunities?

- Much of our Bloom work is through individual projects where volunteering in working groups occurs on specific days / times (E.g. Howard Palmer Gardens working group meet up on a Saturday morning). These projects have a lead (adult) volunteer who can offer guidance, though we do also require parental supervision.

4. What safeguarding measures do you have in place?

- Risk assessments are carried out for the work to be undertaken, and the lead (adult) volunteers in the WiB projects where youth volunteers are currently involved are DBS checked. Parents or an adult known to the volunteer are present at each session.

5. How do you think volunteering could be improved for young people in the Wokingham Borough?

- There could be more opportunities made available, and more opportunities during weekends or school holidays to enable higher participation from younger people.

6. What do you think prevents young people from volunteering?

- Shortage of opportunities at a suitable time / day (in relation to school etc), extent of schoolwork commitment and/or other commitments.
- Inability to access (travel to) opportunities
- Requirement for parental / adult supervision.

5 Matthews Green Community Centre

Members noted that the borough council had issued an invitation for expressions of interest to run the community facility.

6 WBC Community Vision

The Town Clerk noted that a copy of the final WBC Community Vision document would be circulated when available.

7 Borough Parish Liaison Forum (BPLF) – topics for discussion

Cllr A Domingue noted that the BPLF had a long list of potential future topics, and it was anticipated that the Local Plan Update would likely be discussed as the next priority matter.

Members noted that it would be good to request that the town centre / economic strategies be shared to the BPLF.

8 AOB

The Town Clerk raised one matter which had been discussed and referred from the Amenities Committee meeting held on Tuesday 5th November.

An Amenities Committee member had noted a request from a member of the public for the provision of public toilet facilities at the town council's playparks.

Following discussion, it was noted that the cost and resource requirement for providing public toilets was prohibitive.

Some of the town council's play areas have public toilets or 'local loo scheme' toilets available in close proximity.

Following discussion, it was determined to refer this back to the Amenities Committee with a view to the committee considering whether a suitable option would be to improve signage at the parks to indicate where nearby toilets (and nearby accessible toilets) are located.

9 Future meetings

Dates of future meetings were confirmed as:

5th February 2025

26th March 2025

The meeting closed at 9.44pm

Actions:

Agenda item	Action	By whom
3	Request a meeting for the wider council with lead officer on CGR	Town Clerk
3	Circulate summary of CGR ToR items to SWP members	Town Clerk
4	Submit response on youth provision to WBC	Town Clerk
6	Circulate a copy of the adopted WBC Community Vision when available	Town Clerk
7	Request addition of WBC town centre & economic strategies to BPLF topic list	Town Clerk
8	Refer further discussion on public toilet signposting to Amenities Committee	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. 1

STATUTES

*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. 3STATUTES

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. 18STATUTES

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*





Wokingham Town Council

Town Clerk's Report 31/2024

To: Full Council
 Date: 10th December 2024
 Subject: Consideration of amendments to Standing Orders and feedback received from members

1 PURPOSE OF REPORT

1.1 To note and consider feedback received from members since the October Full Council meeting, regarding changes to the council's adopted Standing Orders, as recommended by the Strategy Working Party.

2 BACKGROUND

2.1 The Strategy Working Party has reviewed and made a number of suggestions of amendments to the council's adopted Standing Orders. These recommended amendments are highlighted in report 12a in red which was tabled at the October Full Council Meeting. In accordance with Standing Orders, an updated copy was tabled without discussion. Members were asked to read and review the recommendations for change and forward any comments or feedback to the Town Clerk.

3 FOR CONSIDERATION

2.2 One item of feedback has been received from Cllr W Dixon, requesting a reconsideration of SWP recommended changes to Standing Order 16c – Voting on Appointments.

Feedback received:

- **I would like to object to the amendment to standing order 16c. I believe ballot is the appropriate method. As one of the few politically charged votes within the council, removing the ability to hold one's council will reduce the impartiality of the process.**

SWP recommendation:

To amend 16(c) to read: "Voting on appointments shall be by ~~ballot~~ **show of hands**"

(Impact: Reinstatement of section crossed through, removal of 'show of hands')

Cllr Dixon's proposed revision to the recommendations would also impact the following recommended changes:

23 – Mayoral Selection

23 (a):

SWP recommendation:

..... 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.~~

(Impact: Reinstatement of section crossed through, removal of 'show of hands')

23(k):

SWP recommendation:

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**.

(Impact: Reinstatement of section crossed through, removal of 'show of hands')

And the reinstatement of Standing Order 23(g):

(Deleted as a result of the SWP recommendations)

~~Ballot papers will 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 Clerk's safe for possible inspection if required by Council resolution during the subsequent eight weeks.~~

(Impact: Reinstatement of section crossed through)

6 NEXT STEPS

- 6.1 To receive a proposer and a seconder for this proposed variation to the SWP recommendations.

In the event that there is no seconder for this variation, in accordance with Standing Order 6(3) the motion will be considered 'not moved' and will be withdrawn.

If the variation proposed by Cllr W Dixon is, seconded and approved by members, it shall stand as the main motion for consideration.

- 6.2 To receive any further feedback on proposed amendments to the council's adopted Standing Orders

In the event that further requests for variations are put forward, if there is no seconder for these variations, in accordance with Standing Order 6(3) the motions will be considered 'not moved' and will be withdrawn.

If any variations are proposed, seconded they shall be voted on by members in turn, as an updated proposal and shall then stand as the motion for consideration.

- 6.3 The proposal, as amended (see 6.1 and 6.2 above) to adopt the revised Standing Orders, as proposed by Cllr A Domingue and seconded by Cllr M Malvern at the October Full Council Meeting, shall be put to a vote.



Wokingham Town Council External Representation
Meeting Record

Organisation	BALC (Berkshire Association of Local Councils)
Meeting Attended	AGM
WTC Attached Committee	Full Council
Name of Councillor	Sally Gurney
Date of Meeting	14 th Nov 2024
Main Points of Meeting	
<ul style="list-style-type: none"> • HALC continue to provide consistent, good service on behalf of BALC • BALC offers free (subsidised) training; take-up has returned to pre-pandemic levels. BALC members can also book onto HALC courses for a fee. BALC member councils can also request subsidy for training they arrange as long as a good number of places are made available to other member councils, which is reviewed on a case by case basis. • The BALC website lists all current courses available to councillors and council officers. • Councillors can register for access to the member area where further support and resources are available. • BALC are looking for at least 2 more volunteers to join the executive, which currently only has 12 members of a possible 25 (I am a member after being put forward by WTC last year.) • A BALC leaflet has been produced to provide information about the services available via BALC. For example, did you know that there is a team of 40 specialist lawyers employed by HALC who provide legal support and advice through BALC? • The BALC newsletter is issued regularly and requests articles from councils to make it more interesting and relevant to all. • The subscription for BALC will be increased by 3% for 2025/26. The increase in costs for HALC providing services has been offset by use of substantial reserves instead of a larger subscription increase. 	



Wokingham Town Council External Representation Meeting Record

- NALC fees are due to be increased by approx. 5.6%. BALC's representative noted that they voted against this increase, and that it be noted by member councils that although the subscriptions are billed together, councils can opt to join BALC only, or both BALC and NALC.
- NALC member councils were recommended to visit the NALC website and take advantage of the NALC resources, events and national network support groups ahead of their next renewal date – individual councillors can register for both BALC and NALC websites to access their resources
- Training courses will continue to be subsidised from BALC reserves for the following year but will only cover core courses; others will incur standard fees. This will be reviewed again as subsidised courses were only intended as a measure to reduce excess BALC funds in the short term.
- A survey had been circulated to member councils asking what kinds of training courses they would be interested in but received very few responses. Further responses are invited.
- The BALC constitution will be reviewed in order to propose changes to:
 - allow clerks and council officers to sit on the executive with agreement of their councils
 - removing requirement for district associations to be involved
 - allowing virtual meetings of the executive committee to improve attendance
 - consider reducing the quorate numbers
- Representatives of only 17 councils attended the AGM, out of 87 member councils.

Action or Points of follow up for WTC

- Are there any **training topics** you would particularly like to be run by BALC?
- Are there **any particular topics of interest** for the newsletter or website?
- To note that **BALC/HALC courses are available**, and many do not cost WTC any extra if you attend. Please book via the Town Clerk.
- To note that access to NALC via BALC membership gives us access to:
 - NALC Training Courses & Events (www.nalc.gov.uk/our-events)
 - NALC Support Networks for Super Councils, Women, LGBT+, and Young councillors
 - NALC resources such as templates, publications, and more
- To access the **BALC member area** (shared area with the HALC site), request an individual login via email to admin@hampshirealc.org.uk
- To access the **NALC member area**, individual councillors can now register directly on <https://www.nalc.gov.uk/>



Wokingham Town Council External Representation
Meeting Record

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