



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

21st January 2025

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 28th January 2025** 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**
To receive and confirm the minutes of the proceedings of the Council Meeting held on 10th December 2024 (pages 17112 to 17117, *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 5th November 2024 (pages 17086 to 17088, *copy circulated with December Full Council Agenda*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 14th January 2025 (pages 17086 to 17087, *copy attached*)

7 ARTS & CULTURE COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Arts and Culture Committee meeting held on 4th November 2024 (pages 17082 to 17085, *copy circulated with the December Full Council agenda*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Arts & Culture Committee meeting held on 20th January 2025 (*pages 17133 to 17135, copy attached*).

8 CIVIC COMMITTEE

- a) To adopt the approved minutes and any recommendations of the Civic Committee meeting held on 25th November 2024 (pages 17098 to 17102, *copy circulated with the December Full Council agenda*) as a true and correct record.
- b) To adopt the approved minutes and any recommendations of the Civic Committee (Civic Award Selection) meeting held on 6th December 2023 (pages 16889 to 16890, *copy previously circulated and attached*), as a true and correct record.
- c) To receive the draft minutes and any recommendations of the Civic Committee (Civic Award Selection) meeting held on 13th December 2024 (pages 17118 to 17119, *copy attached*).
- d) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 13th January 2024, pages 17127 to 17129, *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 3rd December 2024 (pages 17103 to 17111, *copy attached*) as a true and correct record.
- b) To receive and adopt the approved minutes and any recommendations of the extraordinary meeting of the Finance and Personnel Committee meeting held on 7th January 2025 (pages 17125 to 17126, *copy attached*) as a true and correct record.
- c) To receive the draft minutes and any recommendations of the Finance and Personnel Committee meeting held on 21st January 2025 (*copy to be circulated separately*)

10 PLANNING & TRANSPORTATION COMMITTEE

- a) To receive and adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 19th November 2024 (pages 17093 to 17097, *copy circulated with the December Full Council agenda*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Planning & Transportation Committee meeting held on 17th December 2024 (pages 17120 to 17124, *copy attached*).

11 BUDGET SETTING FOR YEAR ENDING 31ST MARCH 2026

To receive and consider the following:

- a) The RFO's report 01-2025, updated 22nd January 2025, following review by the Finance and Personnel Committee on 21st January 2025 (*Copy to be circulated following the 21st January F&P Committee meeting*)

b) The precept budget for the anticipated expenditure for the financial year 2025-26.

12 PRECEPT SETTING 2025-26

To resolve upon the recommendation from the Finance and Personnel Committee in setting the council's annual budget and the precept level for the financial year ending 31st March 2026.

13 COMMUNITY GOVERNANCE

To consider and resolve upon a recommendation from the Town Clerk to establish a town council working group (see TC report 03/025 – *copy attached*, plus appendices 1 and 2 *copies attached*)

14 EXTERNAL REPRESENTATION

To receive reports from Councillors:

- None received

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

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

10th December 2024

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 10th December 2024 from 7.30pm to 8.12pm

PRESENT:

Chairman: Cllr R Comber (Mayor)

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

IN ATTENDANCE:

Katy Hughes – Town Clerk

David Dunham – Mayor's Attendant

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr C Jamthe.

MEMBERS' INTERESTS (Agenda Item 2)

There were none

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 I Shepherd-Dubey and the following was

**RESOLVED
30965**

that the Minutes of the proceedings of the Council Meetings held on 15th October 2024 (pages 17076 to 17081) be accepted as a true and correct record and that they be signed by the Chair.

A vote was taken and it was unanimous.

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 Wokingham Fireworks event, which raised £41,500 for local charities, and including a donation to both the Town Mayor and the Borough Mayor's charities
 - b. Attendance at an event celebrating a King's Award for Enterprise awarded to a local business, Bexpert.
 - c. A Crowthorne Symphony Orchestra concert at All Saints Church
 - d. The very impressive Annual Toy Run, which saw over 1,300 motorcycles and trikes and more than 1,600 riders involved.

CHAIR INITIALS _____



- e. The town council's Dressing the Christmas Tree event, which sees pupils from local schools present handmade decorations to the Mayor, for decorating the town Christmas tree.

The Mayor reminded members that festive drinks provided by the Mayor are being served after the meeting in the Annexe, and all are invited.

The Mayor reported that Cllr Alwyn Jones has resigned from the Labour party group on the town council and is now sitting as an independent member.

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

AMENITIES COMMITTEE (Agenda Item 6)

Cllr T Lack expressed concerns that the Finance and Personnel Committee had rejected one budget request from the committee.

Cllr M Gee, as Chair of the Finance and Personnel Committee reported that the F&P Committee has delegated authority for managing the council's finances and that this same process was undertaken annually, and cited a previous example of a budget request from the Amenities Committee which had been scaled back by the Finance and Personnel Committee. Cllr M Gee noted that the final decision on the budget and setting of the precept sits with the Full Council and that members can challenge the recommendation of the Finance and Personnel Committee if they disagree with its recommendation.

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

**RESOLVED
30966**

That the approved minutes of the proceedings of the Amenities Committee held on 10th September 2024 (pages 17051 to 17053) be adopted.

A vote was taken and was unanimous

Cllr T Lack reported on the meeting of the Amenities Committee held on 5th November. He reported that the committee considered a request from the Amenities Officer to be able to draw on the play park reserve if additional funds are required in-year for the repair of playground equipment.

Cllr T Lack reported that he has stepped back from graffiti clearance work now that Cllr A Croy has taken on the role.

Cllr T Lack reported on the successful resurfacing of the playpark at Barkham Park, which was jointly funded between the town council, from CIL reserves, and the borough council.

ARTS & CULTURE COMMITTEE (Agenda Item 7)

The approved minutes of the meetings of the Arts and Culture Committee held on 2nd September 2024 (pages 17040 to 17042) were proposed by Cllr A Jones and seconded by Cllr P Cunnington and the following was

**RESOLVED
30967**

CHAIR INITIALS _____



That the approved minutes of the meeting of the Arts and Culture Committee held on 2nd September 2024 be adopted.

A vote was taken and was unanimous

Cllr B Callender reported on the meeting of the committee held on 4th November. He reported that the meeting had been busy, reviewing the financial numbers for the Finance and Personnel committee.

He reported that the committee had agreed to hold the ticket price for the Children's Book Festival for 2025 but had reduced the budget for the event. He noted that although More Arts, who sponsor the outreach part of the event, were ceasing to operate from the end of March 2025, funds would be transferred across to the town council to cover sponsorship for the October 2025 event.

Cllr B Callender reported that the committee had agreed to plan a summer tabletop takeover event, to build on the success of the two annual events held in March and November. He noted that the event is particularly popular with teenagers.

Cllr B Callender reported that the committee had made the difficult decision to cancel the Sunny Saturdays and Chalk About It events going forward.

CIVIC COMMITTEE (Agenda Item 8)

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

**RESOLVED
30968**

that the approved minutes of the meeting of the committee held on 23rd September (pages 17054 to 17058) be adopted.

A vote was taken and was unanimous.

Cllr K Malvern reported on the meeting of the committee held on 25th November. He reported that the committee had recognised that the closure of the Morearts organisation would impact the delivery of the Christmas Music event which they have supported the delivery of for the last two years.

FINANCE & PERSONNEL COMMITTEE (Agenda Item 9)

Cllr M Gee reported on the meeting of the committee held on 23rd July 2024 (pages 17031 to 17039) and noted that the committee had reviewed a request from the Wokingham Horticultural Association for funding to support the refurbishment of their building at the Ormonde Road allotment site.

Cllr M Gee reported on the meeting of the F&P Grants Committee held on 12th November 2024. She reported that the council had received requests for funding exceeding £177,000 which far exceeded the budget available to the committee, so some challenging decisions had been required. Cllr M Gee expressed her thanks to the committee members for their diligence in reviewing each of the applications.

CHAIR INITIALS _____



Cllr M Gee reported that the committee had agreed to budget £15,000 in the 2025-26 financial year for the Culture and Community Grant Fund, an in-year funding pot to support grants for new events.

Cllr A Croy asked whether this would be an accrual. Cllr M Gee confirmed that this was part of the budget for 2025-26 and any unspent funds would be returned to reserves at the end of the financial year.

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

**RESOLVED
30969**

That the approved minutes of the meetings of the committee held on 23rd July 2024 (pages 17031 to 17039), on 24th September 2024 (pages 17059 to 17070) and on 12th November 2024 (pages 17089 to 17092) be adopted.

A vote was taken and was unanimous.

Cllr M Gee reported that the minutes of the meeting of the committee held on 3rd December were yet to be circulated and will be received at the next Full Council meeting in January 2025

She reported that the committee had discussed the budget and asked the Town Clerk and RFO to work to a maximum precept increase of 5%. Cllr M Gee noted that the full budget recommendation will come to the January Full Council meeting.

Cllr R Comber noted receipt of the interim reported from the council's Internal Auditor, following an audit visit undertaken on 11th and 12th November 2024.

PLANNING & TRANSPORTATION COMMITTEE (Agenda Item 10)

Cllr I Shepherd-Dubey reported on the meetings of the Planning and Transport Committee held on 8th October and 19th November.

Cllr I Shepherd-Dubey reported that the meeting held on 8th October had been Chaired by Cllr N Nagella. She reported that the committee had discussed the damage to the bus shelter on Wellington Road and the proposal for street naming for a new development in Wescott Ward, off London Road, for which the town council has received confirmation that the roads will be named after former town mayors Robert (Bob) Wyatt and Marion Fergusson-Kelly.

Cllr I Shepherd-Dubey reported that at the meeting of the committee held on 19th November, many of the committee had declared an interest in one application which was for the proposed redevelopment of Indigo House off Molly Millars Lane, which is the headquarters of the local Liberal Democrats. She reported that the building was being proposed for conversion to residential accommodation.

Cllr I Shepherd-Dubey reported that the committee had objected to the proposal for Ascot House, for a conversion to residential with a proposed increase in the building's height.

Cllr I Shepherd-Dubey reported that the damaged bus shelter on Wellington Road is due to be replaced on 6th January 2025.

CHAIR INITIALS _____



Cllr A Domingue asked why the committee had not submitted a comment on the proposals for Indigo House, given the limited infrastructure locally to support additional residential accommodation. Cllrs I Shepherd-Dubey and A Betteridge reported that conversions from office to residential fall under permitted development rights which reduces the grounds over which objections that can be made.

It was proposed by Cllr H Richards and seconded by Cllr W Dixon and the following was

**RESOLVED
30970**

That the approved minutes of the meeting of the committee held on 8th October 2024 (pages 17071 to 17075) be adopted.

A vote was taken and was unanimous.

STRATEGY WORKING PARTY (Agenda Item 11)

Cllr A Domingue gave a verbal report on the meeting of the Strategy Working Party held on 6th November. She noted that the working party reviewed information relating to the upcoming Community Governance Review (CGR) for which there is a meeting on MS Teams on the evening of 11th December at 7pm, to which all councillors have been invited.

Cllr A Domingue reported that the Strategy Working Party responded to a borough council survey on youth provision, and requested the Amenities Committee to consider improved signage at the town council's parks to indicate local public toilets nearby.

Members noted the revised date of the next meeting, which will be held on 5th February 2025.

STANDING ORDERS (Agenda Item 12)

Cllr A Domingue spoke in support of the recommended changes to the council's adopted Standing Orders, which were laid before the council at the 15th October meeting.

Cllr A Domingue reported that the proposed changes:

- Resolved inconsistencies with wording
- Increased the transparency of elections for the Mayor and Deputy Mayor
- Allowed the council to ensure it still abided by the requirement to formally elect the Chair / Mayor at the Annual Meeting (known as Mayor's Sunday)
- Introduced party proportionality on the Strategy Working Party
- Granted additional authority to the Town Clerk in the recruitment of staff.

Cllr A Domingue thanked the Town Clerk for the work undertaken to revise the Standing Orders.

Cllr W Dixon requested to invoke Standing Order 7(n) to request leave to withdraw his proposed amendment to the recommended changes. As this item was yet to be seconded, the item, and therefore the Clerk's report 31/2024 was withdrawn.

CHAIR INITIALS _____



**RESOLVED
30971**

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

To adopt the changes to the council's adopted Standing Orders as recommended by the Strategy Working Party.

A vote was taken and was unanimous.

EXTERNAL REPRESENTATION (Agenda Item 13)

Cllr S Gurney reported on her attendance at a recent Berkshire Association of Local Councils (BALC) AGM.

Members noted the need for additional Executive Members for BALC, which has a capacity for 25 but currently only has 12 appointed. Cllr A Croy expressed an interest, and the Town Clerk will put him in touch with the BALC Executive, to find out more.

The Mayor thanked members for attending and closed the meeting at 8:12pm

CHAIR

CHAIR INITIALS _____



DRAFT

CHAIR INITIALS _____

Full Council Meeting 10th December 2024

17118



**Engagements since Last Council Meeting
9 December 2024 to**

Date	Time	Engagement	Who attended
Thurs 12 Dec	12.00pm	WADE Christmas Lunch	Mayor
	5.30pm	Wokingham in Bloom Invited to attend, offer welcome and support present prizes	Mayor
Sat 14 Dec	6.30pm	Wokingham Choral Society Invited to attend Christmas Family Concert	Mayor
Mon 16 Dec	2.20-4.00pm	Wokingham in Need Switching on of lights at Wokingham Hospital's sensory garden	Mayor Mayor's Attendant
Sat 21 Dec	6.30pm	Saint Sebastian Wokingham Band Invited to attend Snowman Concert	Deputy Mayor and family
Wed 25 Dec	10.00am 11.00am 12.30pm	Visit residents at the following: Alexandra Grange Care Home West Oak Care Home Link visiting scheme lunch	Mayor Mayor's Attendant
Thu 9 Jan	7.00pm	Mayor of Early Town Mayor's Reception	Mayor
Fri 24 Jan	7.30pm	Wokingham Town Council Invited to host Civic Awards Ceremony	Mayor Mayor's Attendant

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

Attended by the Mayor = 70
 Attended by the Deputy Mayor = 19
 Attended by both the Mayor and Deputy Mayor = 5
 Attended by a Past Mayor = 3
 Attended by Other =

DRAFT

14th January 2025

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 8:22 pm.

PRESENT

Cllrs: S Cornish, A Fraser, C Jamthe, T Lack (Chairman), M Malvern (Vice Chair), A Medhurst and N Nagella

IN ATTENDANCE

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

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs: R Bishop-Firth and M Fumagalli

MEMBERS' INTERESTS (Agenda Item 2)

None

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

None

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

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

**RESOLVED
30981**

that the minutes of the Amenities Committee meeting held on 05th November 2024 (pages 17086 to 17088) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

WHA REQUEST FOR ORMONDE ROAD (Agenda Item 5)

Councillors received and discussed the Amenities Officer's report 03/2024-25, dated 18th December 2024.

Discussion points included:

- The expected availability of the proposed accessible toilet, for Wokingham Horticultural Association members, and for event attendees.
- Availability of the existing waterless toilet for use by allotment tenants.
- The position of the proposed toilet site and the loss of car parking spaces.
- The volume of complaints received by the Allotment Officer concerning the lack of car parking spaces at this site.
- An alternative location to position the requested septic tank and toilet.

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

**RESOLVED
30982**

to refuse the change to the number of car parking spaces, however, the WHA can relocate the proposed location of the toilet, and septic tank, to the side of the building, currently the garden room.

ACTION: AMENITIES OFFICER / TOWN CLERK

CHAIRMAN'S INITIALS _____

Amenities Committee 14th January 2025

17086



DRAFT

GRAFFITI UPDATE (Agenda Item 6)

Cllrs received:

- a) A photo montage of selected graffiti removal work completed by Cllr Croy in November and December 2024, and early January 2025.
- b) A brief written report from Cllr Croy, on his year of graffiti removal.

Thanks were given to Cllr Croy for his graffiti removal work and the report.

Cllrs considered it is appropriate that the police and the Borough Council's anti-social behaviour team should take more of an interest in this offence.

ACTION: AMENITIES OFFICER / TOWN CLERK

AMENITIES BUDGET (Agenda Item 7)

Cllrs received a copy of the income and expenditure for Amenities cost centres to 30th November 2024.

MONITORING REPORT (Agenda Item 8)

Councillors received and discussed the report dated 07th January 2025:

Item 176: Viking Field community orchard: An open meeting is to be held in the Town Hall on 7th February at 6pm, Cllr Timlin will Chair.

ACTION: GROUNDS & BLOOM OFFICER

Item 177: Failure of wall lighting on western Market Place: WBC's contractor Volker Highways completed the work by 21st November 2024, replacing all the lanterns and cabling. Item to be removed.

ACTIONS: AMENITIES OFFICER

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, FY2024-2025: Awaiting installation.

ACTIONS: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 9)

Cllrs noted the following:

- a) The public right of way at Tan House Lane bridge opened in November 2024.
- b) Strategy Working Party suggested that information notices could be placed at play areas, with noticeboards, to inform residents of local public toilets.
- c) Unauthorised overnight, and long-term, parking issues at Redlands Farm Park. This is a continuing issue and new entrance gates have been ordered.

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

- The community orchard open meeting, 7th February 2025.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 8:22 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 14th January 2025

17087



20th January 2025

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 20:15

PRESENT

Chair: Cllr B Callender

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

IN ATTENDANCE

Arts and Culture Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllr P Cunnington.

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 B Callender and seconded by Cllr A Jones and it was

**RESOLVED
30983**

that the Minutes of Arts and Culture Committee meeting held on 4th November 2024 (pages 17082 to 17085), copy attached, be received as a true and correct record. A vote was taken, which was unanimous.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 14th January 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

Feedback has been pursued but nothing coming back. Suggest feedback continues to be pursued as part of the normal feedback process. Cllr Callender suggested he try to help engage more with the schools over this and other projects to open lines of communication.

ACTION: CLLR CALLENDER

Painting Utility Cabinets

Information about the proposed scope of work and contacts with site owners able to grant permission for work are being pursued to try to move the project along. Councillors were reminded that there was no budget in place for this due to a lack of workable plan at budget setting.

CHAIR'S INITIALS _____



PA System for the Council

This suggestion went to F&P and is moving through the usual budget procedure. Suggest to remove this item as outside of A&C remit for now.

Scoring System

The Scoring System is complete for now. Councillors agree it should be considered a working document where suggestions for refinement come from using it for a while before considering changes and any weighting. Cllrs Callender and Gee offered to help fix some of the automation issues and refine presentation of data. Colours used need to be amended to be colourblind friendly.

ACTION: CLLRS CALLENDER AND GEE

Teens Tabletop

Work was to begin on this shortly by engaging with the schools. Existing providers for the normal Tabletop Takeover were interested in potentially supporting it.

Outreach funding for Book Festival 2026

We will no longer have Outreach funding for the Book Festival in 2026. Councillors were requested to consider options for possible sponsors for this activity in 2026. Cllr Callender suggested he would connect with More Arts directly.

ACTION: ARTS AND CULTURE COMMITTEE

COMMITTEE BUDGET (Agenda Item 6)

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

CHRISTMAS MUSIC (Agenda Item 7)

Councillors discussed the Christmas music event, sharing their personal knowledge of attending it. It was felt that just moving the event from one stretched Officer to another was not solving the challenge of taking on an additional event at an already busy time of year.

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

to not accept Civic's suggestion for Arts and Culture to run the event. The Committee would suggest that the event is cancelled but that the Mayor's charity be given a free room booking in the year which they could use for a fundraising event. The vote was unanimous.

**RESOLVED
30984**

DRESSING THE CHRISTMAS TREE (Agenda Item 8)

A report updating the committee on the December 2024 Dressing the Christmas Tree event was received and considered. The Committee agreed with the recommendations to make no major changes to this event at this time that would affect the budget and to request the A&C Officer engage more with the schools about the event and especially relating to any feedback suggested to improve the event that might affect their experience before implementing it.

ACTION: ARTS AND CULTURE OFFICER

CHAIR'S INITIALS _____



SCIENCE WITH SCHOOLS (Agenda Item 9)

The Committee received and considered the Science with Schools report. Councillors who had attended and helped with the organisation added their feedback to the concept. Challenges around engaging with schools were raised. It was also asked if it needed to be STEM subjects. The Arts and Culture Officer indicated that they could consider doing it outside of STEM however their link was with the Science teachers at the schools so a new teaching link would need to be made which may add to the challenge.

It was proposed by Cllr Callender and seconded by Cllr Domingue and it was to continue to retain this activity. The vote was unanimous.

**RESOLVED
30985**

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

leave the organisation and consideration of topic with the schools in conversation with the Officer. The vote was unanimous.

**RESOLVED
30986**

Councillors requested that once school feedback on the project's subject had been achieved that the Arts and Culture Officer pass that on to all Councillors for any contacts they might have who could be an option as a speaker.

ACTION: ARTS AND CULTURE OFFICER

COMMITTEE INFORMATION (Agenda Item 10)

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

CHAIR

CHAIR'S INITIALS _____



6th December 2023

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 10.02am to 11.05am.

PRESENT

Chair: Cllr A Mather (Chair)

Councillors: A Betteridge and A Jones (Vice-Chair)

IN ATTENDANCE

Mrs Lucy Zeal (High Steward of Wokingham)

Rev Catherine Bowstead (Churches Together in Wokingham)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Roger Ilett (Former District Scout Chairman), Mr Phil Creighton (Wokingham Today) and Supt Andrew Cranidge (The LPA Commander)

MEMBERS' INTERESTS (Agenda Item 2)

A member advised that they knew a certain individual, leaving the meeting when this individual was discussed, and did not participate in this vote.

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 3)

It was proposed by Cllr Mather and seconded by Cllr Jones, and it was

**RESOLVED
30763**

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

PART TWO

MINUTES OF PREVIOUS MEETINGS (Agenda Item 4)

It was proposed by Cllr Mather and seconded by Lucy Zeal, and it was

**RESOLVED
30764**

that the Minutes of the Civic Committee meeting held on 7th December 2022 (pages 16661 to 16662), be received as a true and correct record and that they be confirmed and signed by the Chair.

CIVIC AWARD NOMINATIONS (Agenda Item 5)

a) The nominations for Civic Awards were received and scrutinised by the Committee.

It was proposed by Cllr Mather and seconded by Cllr Betteridge, and it was

**RESOLVED
30765**

that seven individual nominees should receive a Civic Award, and the Civic Officer should notify everyone accordingly.

CHAIR'S INITIALS _____



b) The following feedback was received about the process, from committee members and representatives:

- To consider a change of wording on the nomination form, collecting greater information about the relationship of the nominator and the nominee, which in some cases provides greater weight to the nomination. Therefore, the question “what connection do you have with this person?”, should end with “on a personal basis, and in relation to this nomination”.
- A question was raised, whether asking for a nominee and a seconder complicates the process? Changing this to just the number of nominations should be considered.
- A question was raised, regarding the restriction whereby a resident can only receive an award once. It was discussed that it should be possible for a previous winner to be reconsidered after a five-year period. Alternatively, they should be reconsidered, if the nomination is for a substantially different reason than for the original award, for example, individual acts of humanity.
- The number of nominations was noted as being low.
- A suggestion was made to expand the reach of the awards. Encouraging nominations at visits undertaken (by the Mayor, Councillors, and other representatives) to organisations with suitable staff and/or volunteers.
- These organisations could be collated on a central list, and prompted by the Civic Officer, if necessary, as the closing date for nominations approaches.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



13th December 2024

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 11.30am to 13.05am.

PRESENT

Chair: Cllr R Comber (Chair)
Councillors: W Dixon, S Gurney

IN ATTENDANCE

Mrs Lucy Zeal (High Steward of Wokingham)
Rev Catherine Bowstead (Churches Together in Wokingham)
Mr Phil Bell (CEO, Involve)
Mr Andy Goffin (President, Wokingham Lions Club)
Mr Nick Fellows (CEO, Wokingham Volunteer Centre)
Katy Hughes (Town Clerk)

ELECTION OF CHAIR (Agenda item 1)

Cllr R Comber was nominated and accepted the Chair for the meeting

APOLOGIES FOR ABSENCE (Agenda Item 2)

Apologies for absence were received and accepted from Councillor Keith Malvern and Andrew Cranidge (The LPA Commander)

MEMBERS' INTERESTS (Agenda Item 3)

3 members advised that they knew certain individuals and did not participate in the votes for these individuals.

MINUTES OF THE PREVIOUS MEETING (Agenda Item 4)

It was proposed by Lucy Zeal and seconded by Catherine Bowstead and it was

**RESOLVED
30972**

that the minutes of the Civic Committee meeting held on 6th December 2023 (pages 16889 and 16890) be received as a true and correct record and that they be confirmed and signed by the Chair.

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 5)

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

PART TWO

CIVIC AWARD NOMINATIONS (Agenda Item 6)

- a) The nominations for Civic Awards were received and scrutinised by the Committee.
- b) Nine individual nominees were identified to receive a Civic Award.

CHAIR'S INITIALS _____

Civic Committee 13/12/2024

17118



One further individual should receive a letter from the Mayor in recognition of their work.

The Civic Officer should notify all accordingly.

c) The following feedback was received about the process, from committee members and representatives:

- To consider including a question at the end of the form to understand where individuals had heard about the awards
- A discussion was held around other award schemes run locally around the same time, though members noted that with 14 nominations, other schemes did not seem to have any detrimental impact on the level of nominations this year.
- Members noted the broad range of nominations received this year
- Members recommended that some nominees who were not successful this year be encouraged to reapply next year
- Members noted some areas where response information was duplicated on forms and suggested that an optional box be added to ask for any other information those nominating would like to share in support of the application.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____

Civic Committee 13/12/2024

17119



13th January 2024

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19:31 to 20:28pm.

PRESENT

Chair: Cllr K Malvern (Chair)

Councillors: A Jones (Vice-Chair), A Betteridge, R Bishop-Firth, W Dixon and T Lack.

IN ATTENDANCE

Civic Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllrs S Gurney and P Cunnington.

MEMBERS' INTERESTS (Agenda Item 2)

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

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

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 R Bishop-Firth and it was

RESOLVED 30979

that the Minutes of the Civic Committee meeting held on 25th November 2024 (pages 17098 to 17102), be received as a true and correct record and that they be confirmed and signed by the Chair.

It was proposed by Cllr K Malvern and seconded by Cllr W Dixon and it was

RESOLVED 30980

that the Minutes of the Civic Award Selection Committee meeting held on 13th December 2024 (pages 17118 to 17119), be received as a true and correct record and that they be confirmed and signed by the Chair.

CIVIC AWARDS EVENT (Agenda Item 5)

CO shared update with committee:

- Presentation ceremony is arranged for the 24th January 2025.
- We are expecting around 50 people attending including VIPs plus WTC officials.
- A good field of 14 nominations was received which were then narrowed down to the 9 winners with 8 able to attend. Cllr W Dixon was able to describe the selection process for the rest of Committee. He added that the Wokingham Today awards timing has moved away from our awards which may have helped with the publicity.

CHAIR'S INITIALS _____



- Civic will be seeking councillors to act as hosts to the winners and in view of the increase in numbers, will be allocating one councillor to two winners.
- The format will essentially be the same as last year with a citation being read out by one of the winner's sponsors before presenting the award.
- The main change will be the introduction of an interval in the middle to serve the savoury buffet and a mingling session at the end to serve the dessert buffet. This is mainly to facilitate catering logistics.
- Our usual photographer will be present.
- Budget for the Civic Awards has been increased for the additional numbers and increased market costs with new caterer.
- Award trophies are booked in for engraving 14th January.
- Very good feedback is being received from the winners and their sponsors with many delighted to be chosen and to have nominated successfully.
- The winners are a good cross-section of volunteering are not mostly from one type of sector.

Cllr W Dixon requested that a winner's summary list be shared with Committee.

ACTION: Civic Officer

MONITORING REPORT (Agenda Item 6)

The Monitoring Report dated 6th January 2025 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.

Awaiting new date with WBC-CO as last one cancelled in December.

b) Beating the Bounds Walk

It was agreed by Committee that this item may now be removed from the report.

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

CO is currently attempting to set up a meeting of the Working Party in January but due to busy diaries, this likely to slip into early February.

d) Consider request for a plaque from Wokingham Lions Club

Depends on outcome of Wreath Laying Working party meeting.

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

Cllr R Bishop-Firth will provide CO with contact details of the Equality Forum as a source of community contacts within other faiths.

ACTION: Civic Officer

f) Ten years since REME left Wokingham

Planning meeting to be scheduled after Civic Awards Ceremony delivered.

CHAIR'S INITIALS _____



g) More Arts Christmas Music Event

An event review meeting is scheduled for 14th January 2025 with More Arts to capture lessons learned for future event planning.

There was discussion and a question raised regarding what will be happening within Civic/WTC to commemorate VE80. It was noted that the actual date will not be a bank holiday. CO to investigate further and report back.

ACTION: Civic Officer

COMMITTEE'S BUDGET (Agenda Item 7)

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

CO shared the latest forecast figures which had recently been revised against the figures already used to set the budget for next year. He advised that this latest revision had yielded a net forecast saving of around £1.5k in spite of increased Civic Awards expenditure.

Cllr T Lack raised a question about when the Civic budget (precept) was already set for next year as this forecasting activity took place after that stage at F&P.

ACTION: Civic Officer

Cllr R Bishop-Firth asked what is happening with Wokingham Remembers as it has a budget line. It was suggested that it should be on the Monitoring Report. CO to find out and report back to Committee via Monitoring Report.

ACTION: Civic Officer

Cllr A Betteridge asked if a variance column may be added to the Budget Report as the figures are not meaningful without this

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 8)

None added.

COMMITTEE INFORMATION (Agenda Item 9)

- a) No information was raised by members.
- b) No information was identified for marketing purposes. However, it was advised by the Civic Officer that the Civic Awards Presentation Ceremony details will be released to the press and social media after the event and the process to encourage nominations for next year will begin soon afterwards.
- c) It was noted that the next meeting will be on Monday 24th March 2025.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



3rd December 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 9:56pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (from 7:37pm), B Callender, R Comber, S Gurney, T Lack, K Malvern, H Richards, I Shepherd-Dubey

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

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

**RESOLVED
30958**

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

that the minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 24th September 2024, pages 17059 to 17070 and 12th November 2024, pages 17089 to 17092 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

INTERNAL AUDIT – INTERIM VISIT 11/12 NOVEMBER 2024 (Agenda Item 5)

The members received and noted the Internal Auditor's interim report dated 21st November 2024. The RFO gave a verbal report of the Auditor's visit and the observations made in her letter which have been noted and from which learnings have been taken.

CHAIR INITIALS _____



ACCOUNTS PAYABLE (Agenda Item 6)

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

**RESOLVED
30959**

to approve:

- (a) the list of costs from 1st September 2024 to 31st October 2024 totalling the sum of £213,079.77 paid from the F & GP Account, this includes £94,000 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) the list of costs from 1st September 2024 to 31st October 2024 totalling the sum of £101,822.38 paid from the Clerks Drawings account.

A vote was taken and was unanimous.

FINANCIAL REPORTS (Agenda Item 7)

Members received and noted the following financial reports:

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

An updated copy of the Monitoring Report was provided to the members to include a column showing the variance between Budget 2024/25 and expected year end income and expenditure.

The RFO advised the members that a review of year-to-date costs and discussions with officers suggested a small surplus would be realised for the year to 31st March 2025. The forecast will continue to be monitored and updated with any changes reflecting increases in supplier contracts and unexpected expenditure at the next meeting.

INVESTMENT UPDATE AND REVIEW (Agenda Item 8)

The members received and noted the latest value as at 31st October 2024 for the current holding of LAPF at a mid-value of £91,659.27 (31st March 2024 £91,816) reversing the recent trend of monthly declines. The Town Clerk gave a verbal update that the most recent interest payment suggested an annual income of about £12,000 (compared to £8,000 in previous years).

Members noted that a review of the investments was last undertaken by the committee in September 2024 and therefore was not required at this meeting.

CIL MONITORING REPORT AND SPENDING REQUEST (Agenda Item 9)

- (a) The Town Clerk gave a verbal update on the CIL income and expenditure report to October 2024 and that the future CIL values and the dates on which they are paid cannot be guaranteed.

CHAIR INITIALS _____



(b) The members noted the receipt of four CIL co-funding requests for 3 pedestrian crossings in the town area and one for wayfinding (advertising screens). The pedestrian crossing applications are to be reviewed initially by the P&T Committee at their December meeting. Due to their value, P&T are asked to provide reasonings and backing papers for any they are recommending for support, and these recommendations will be received by the F&P Committee at their January meeting.

CULTURE AND COMMUNITY GRANTS & PARTNERSHIP GRANTS (Agenda Item 10)

(a) Members discussed whether the applications met the definition criteria of a Culture and Community grant. For the members to consider the two applications received, and as referenced in the Culture and Community Grant Fund Policy, the Town Clerk and RFO were asked to circulate the grant applications and the associated documentation required. Members were asked to score the two applications and to bring that information to the January F&P meeting so that they may be considered.

(b) Members received and noted thanks from the Victory Theatre project, Crowthorne Symphony Orchestra and CLASP for the grants awarded in September and paid in October 2024.

(c) The members discussed the principle of partnership grants of the council's main grant fund. Cllr S Gurney provided the historical reasoning for partnership grants which was further discussed by all members. Cllr M Gee requested that three members volunteered to form a working party to review and make any changes to the grants policy before June 2025. Cllrs R Comber, S Gurney and I Shepherd-Dubey together with an officer will form the grants working group to rationalise the existing grants policies.

**RESOLVED
30960**

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

not to have partnership grants and to remove the reference to a partnership grant from the main grant application form for July 2025.

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

BUDGET 2025-26 (Agenda Item 11)

The members received and noted the Town Clerk and RFOs report 29/2024 together with:-

- Appendix 1: Precept calculation sheet
- Appendix 2: Committee and officer spend requests (new budget items or growth requests)
- Appendix 3: Changes to existing cost items – inflation, growth and savings
- Appendix 4: Changes to income
- Appendix 5: Reserve movements

CHAIR INITIALS _____



A lengthy discussion took place on the items listed in Appendix 2 (Committee and officer spend requests (new budget items or growth requests)), to determine whether they should be included in the Budget for 2025/26. And, if so, to establish if they were ongoing projects or costs to be funded within the precept rise or one-off projects/ costs from general reserves. The members arrived at an indicative total value of £72,507 of new ongoing costs to be funded by the precept. This, together with identified changes to costs (inflation & savings in Appendix 3) and changes to income (Appendix 4) provided the basis for a discussion of the precept increase needed to balance the Budget for 2025-26.

For the January meeting:

- the F&P committee requested that more information be brought to the next meeting in January 2025 for some of the items on the Amenities Committee list.
- the F&P committee noted that further changes reflecting the expected financial result for 2024-25, receipt of tax base information, levels of inflation and changes to supplier contracts will be used to update the Budget for 2025-26 for the committee to review.

**RESOLVED
30961**

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

that the Town Clerk and RFO should work to a maximum 5% increase of the precept when building the budget.

It was recognised that the final resolution for the 2025-26 budget would be taken at Full Council.

COMMITTEE INFORMATION (Agenda Item 12)

- (a) Cllr S Gurney advised the members of agreed increases to subscription charges for 2025-26 for BALC and NALC of 3% and 5.9% respectively.
- (b) No specific items for marketing purposes were identified.

**RESOLVED
30962**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)

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.

A vote was taken and it was unanimous.

The RFO was asked to remain for the discussion of **Agenda Item 15 – TOWN HALL LEASE**

CHAIR INITIALS _____



TOWN HALL LEASE (Agenda Item 15)

Members reviewed the Town Clerk's Confidential report TC30/2024 and the Town Clerk verbally advised her recommendation. Following discussion, it was proposed by Cllr B Callender and seconded by Cllr T Lack and members

**RESOLVED
30963**

to approve the recommendation of the Town Clerk.

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

The Town Clerk also reported on legal matters regarding one of the Town Hall leases.

The RFO left the meeting at 9.49pm

STAFFING UPDATE (Agenda Item 16)

Members received a verbal update on staffing matters from the Town Clerk.

The Town Clerk left the meeting at 9:53pm

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda item 14)

Members reviewed the Town Clerk's Confidential report TC28/2024. The committee considered and agreed a recommendation for the PRP for the Town Clerk. Following discussion, it was proposed by Cllr R Comber and seconded by Cllr B Alvi and members

**RESOLVED
30964**

to approve the recommendation of the Town Clerk regarding staff PRP, and the committee's recommendation for the Town Clerk's PRP .

A vote was taken and it was unanimous.

The meeting ended at 9.56pm

CHAIR INITIALS _____



Date: 05/12/2024

Wokingham Town Council

Page 1

Time: 09:37

F & P and Current Accounts

List of Payments made between 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
02/09/2024	Queried 300824 U3A receipts	SUSP300824	46.00		Queried 300824 U3A receipts
04/09/2024	DD	BACS	1,300.00		DD
04/09/2024	O2	DDR 040924	374.33		32333584/O2
05/09/2024	HMRC	DD	55.00		ICO
06/09/2024	Clerk's Drawings Account	Imprest	24,000.00		Main to Clerks
06/09/2024	Google Ireland Limited	DDR 060924	41.02		Purchase Ledger DDR Payment
08/09/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/09/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/09/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
08/09/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/09/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
10/09/2024	Barclaycard Commercial	ddr 100924	44.00		Purchase Ledger DDR Payment
16/09/2024	SAGE	Std Ord	66.00		Payroll
17/09/2024	BACS P/L Pymnt Page 5100	BACS Pymnt	9,581.61		BACS P/L Pymnt Page 5100
17/09/2024	Barclaycard Commercial	DDR 170924	3,799.87		1289913/Barclaycard Commercial
17/09/2024	Castle Water Limited	DDR 170924	127.58		10003346177/Castle Water Limit
18/09/2024	BACS P/L Pymnt Page 5105	BACS Pymnt	16,632.76		BACS P/L Pymnt Page 5105
18/09/2024	Total Gas & Power Ltd	DDR180924	461.30		351331250/24/Total Gas & Power
24/09/2024	BACS P/L Pymnt Page 5106	BACS Pymnt	3,228.00		BACS P/L Pymnt Page 5106
26/09/2024	ARVAL	DD	599.24		HK72 FNE WO7317
26/09/2024	HMRC	DDR	9,300.70		HMRC
30/09/2024	BACS P/L Pymnt Page 5113	BACS Pymnt	3,121.35		BACS P/L Pymnt Page 5113
30/09/2024	Total Gas & Power Ltd	DDR 180924	5.79		351256614/24/Total Gas & Power
30/09/2024	Focus Group	DDR 300924	134.09		6829677/Focus Group
30/09/2024	Focus Group	DDR300924	925.40		6829998/Focus Group
30/09/2024	Castle Water Limited	DDR 300924	48.48		Purchase Ledger DDR Payment
30/09/2024	Alliance	DDR	-528.00		TH Canx STO x4
30/09/2024	Alliance	DDR	-240.00		WH Canx STO x4
30/09/2024	Alliance	DDR	-132.00		TH Canx STO
30/09/2024	Alliance	DDR	-60.00		WH Canx STO
01/10/2024	Grenke Leasing Limited	Std Ord	257.26		Hire of copier
01/10/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
07/10/2024	Google Ireland Limited	DDR 071024	36.00		Purchase Ledger DDR Payment
07/10/2024	O2	DDR 0710 2	374.51		32925866/O2
08/10/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
08/10/2024	BACS P/L Pymnt Page 5119	BACS Pymnt	3,420.00		BACS P/L Pymnt Page 5119
08/10/2024	Clerk's Drawings Account	Imprest	45,000.00		Top Up Clerks acc
09/10/2024	BACS P/L Pymnt Page 5120	BACS Pymnt	4,898.55		BACS P/L Pymnt Page 5120
10/10/2024	Barclaycard Commercial	DDR 101024	44.00		Purchase Ledger DDR Payment
15/10/2024	BACS P/L Pymnt Page 5126	BACS Pymnt	18,253.88		BACS P/L Pymnt Page 5126
16/10/2024	SAGE	Std Ord	66.00		Payroll
16/10/2024	Castle Water Limited	DDR 161024	57.83		10003595705/Castle Water Limit
17/10/2024	BACS P/L Pymnt Page 5129	BACS Pymnt	2,178.00		BACS P/L Pymnt Page 5129

CHAIR INITIALS _____



17/10/2024	Clerk's Drawings Account	Imprest	25,000.00	Top up Clerks
17/10/2024	Castle Water Limited	DDR 171024	35.29	10003659109/Castle Water Limit
17/10/2024	Total Gas & Power Ltd	DDR 181024	791.25	354406475/24/Total Gas & Power

Continued on

Page 2

Date:

2/2024

Council

05/1

Wokingham Town

Page 2

Time: 09:37

F & P and Current Accounts

List of Payments made between 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/10/2024	Total Gas & Power Ltd	DDR 221024	5,631.09		354543568/24/Total Gas & Power
18/10/2024	Barclaycard Commercial	DDR 181024	4,173.21		WAIT1309 24/Barclaycard
18/10/2024	Barclaycard Commercial	DDR181024	82.57		SHELL 050924/Barclaycard
22/10/2024	Total Gas & Power Ltd	DDR221024	64.95		354542017/24/Total Gas & Power
24/10/2024	Total Gas & Power Ltd	DDR 241024	1,226.13		354541588/24/Total Gas & Power
24/10/2024	Total Gas & Power Ltd	DDR241024	441.57		354541600/24/Total Gas & Power
24/10/2024	HMRC	DDR	9,414.59		HMRC
26/10/2024	ARVAL	DD	599.24		HK72 FNE WO7317
28/10/2024	Castle Water Limited	DDR 281024	48.48		Purchase Ledger DDR Payment
29/10/2024	Focus Group	DDR 291024	1,059.49		10583587/Focus Group
30/10/2024	BACS P/L Pymnt Page 5134	BACS Pymnt	5,389.54		BACS P/L Pymnt Page 5134

Total Payments

213,079.77

This includes an adjustment for (£768) relating to an earlier period and therefore should be excluded from the above list

768.00

213,847.77

CHAIR INITIALS _____



Date: 26/11/2024

Wokingham Town Council

Page 1

Time: 15:51

Clerk's Drawings Account

List of Payments made between 01/09/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2024	Peninsula	Std Ord	167.44		HR support
01/09/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/09/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/09/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/09/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/09/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
04/09/2024	F & P and Current Accounts	040924 DD	1,300.00		cashbook error
13/09/2024	Sept salary	BACS	31,171.98		Sept salary
16/09/2024	Castle Water Limited	DDR 160924	164.91		10003299439/Castle Water Limit
17/09/2024	BACS P/L Pymnt Page 5101	BACS Pymnt	4,502.83		BACS P/L Pymnt Page 5101
18/09/2024	BACS P/L Pymnt Page 5104	BACS Pymnt	2,252.61		BACS P/L Pymnt Page 5104
19/09/2024	Castle Water Limited	DDR 190924	7.89		10003440733/Castle Water Limit
20/09/2024	HON DD STAFF	BACS	355.94		HON DD STAFF
24/09/2024	BACS P/L Pymnt Page 5107	BACS Pymnt	3,013.24		BACS P/L Pymnt Page 5107
30/09/2024	BACS P/L Pymnt Page 5111	BACS Pymnt	1,189.69		BACS P/L Pymnt Page 5111
30/09/2024	BACS P/L Pymnt Page 5114	BACS Pymnt	2,994.38		BACS P/L Pymnt Page 5114
01/10/2024	Peninsula	Std Ord	167.44		HR support
01/10/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/10/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/10/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/10/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/10/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
02/10/2024	STAFF BLOOM	BACS	76.80		STAFF BLOOM
02/10/2024	DD	BACS	400.00		DD
09/10/2024	BACS P/L Pymnt Page 5121	BACS Pymnt	3,139.59		BACS P/L Pymnt Page 5121
10/10/2024	BACS P/L Pymnt Page 5123	BACS Pymnt	312.50		BACS P/L Pymnt Page 5123
10/10/2024	COMMUNITY GRANTS	BACS	3,500.00		COMMUNITY GRANTS
10/10/2024	DD	BACS	400.00		DD
15/10/2024	BACS P/L Pymnt Page 5124	BACS Pymnt	3,076.18		BACS P/L Pymnt Page 5124
15/10/2024	Salary	BACS	33,663.16		Salary
17/10/2024	BACS P/L Pymnt Page 5128	BACS Pymnt	2,444.16		BACS P/L Pymnt Page 5128
17/10/2024	BLOOM DD WDVTA	BACS	284.90		BLOOM DD WDVTA
17/10/2024	Castle Water Limited	DDR 171024	47.24		10003626849/Castle Water Limit
17/10/2024	Castle Water Limited	DDR 17 10	1.00		10003626849/Castle Water Limit
30/10/2024	BACS P/L Pymnt Page 5132	BACS Pymnt	4,134.50		BACS P/L Pymnt Page 5132

CHAIR INITIALS _____



Total Payments 101,822.38

CHAIR INITIALS _____

Finance & Personnel Meeting 03/12/2024

17111



7th January 2025

Minutes of the proceedings at the extraordinary meeting of the FINANCE AND PERSONNEL COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7:30pm to 8:40pm.

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Four residents (until 8pm)

Cllr Warren Dixon

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

Cllr S Gurney declared an interest as a member of the Evendons Area Residents' Association (EARA).

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

Members received a presentation from the residents in attendance regarding a request for financial support for employing planning experts to attend and support documentation in defence of a planning appeal for land off Blagrove Lane, due to be heard in March 2025.

Following the presentation, members were given an opportunity to ask questions of the residents.

**RESOLVED
30976**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 4)

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

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

A vote was taken and it was unanimous.

SAVE BLAGROVE RESIDENTS' GROUP – FUNDING REQUEST (Agenda item 5)

CHAIR INITIALS _____



**RESOLVED
30977**

Following discussion, it was proposed by Cllr M Gee and seconded by Cllr I Shepherd-Dubey and it was

to offer practical support to the residents' group, by means of support with printing and copying and volunteers for role such as delivering leaflets, but not to offer financial support.

Members noted that the residents group could be put in touch with residents who successfully fought the appeal for Woodcraey Manor proposed development and can also seek advice and support from the borough council planning officers.

A vote was taken. 7 members voted for the above proposal, one voted against one members was recused from voting due to a conflict of interest.

TOWN HALL LEASE (Agenda Item 6)

**RESOLVED
30978**

Members received a verbal report from the Town Clerk in relation to one lease in the town hall, including legal advice obtained in relation to the issue. Following discussion, it was proposed by Cllr M Gee and seconded by Cllr B Callender and members

To instruct the Town Clerk to issue notice to the tenant giving a deadline for the payment of outstanding debt. The Town Clerk was further authorised to issue notice of forfeiture of the lease if the outstanding debt is not settled in full within a maximum of 14 days .

A vote was taken and it was unanimous.

The meeting ended at 8.40pm

CHAIR INITIALS _____



17th December 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 Croy, Cllr L Timlin, Cllr H Richards, Cllr W Dixon,

IN ATTENDANCE

PT Officer
2 members of the public

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr Shepherd-Dubey (Chair)
Cllr C Jamthe
Cllr B Alvi
Cllr A Betteridge

As the Chair was absent the Vice Chair, Cllr Nagella chaired the meeting.

MEMBERS' INTERESTS (Agenda Item 2)

None

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

None

At this point in the meeting as there were members of the public who wished to speak regarding Agenda item 7 it was agreed by the Chair to change the order and go to Agenda item 7.

APPEAL BY BERKELEY STRATEGIC LAND LIMITED (Agenda Item 7)

To resolve If the town council will make a further representation to the appeal on Land Adjacent to Blagrove Lane, Wokingham. Application: 222306. Appeal: APP/X0360/W/24/3354667. All representations must be received by 24 December 2024.

Just before the meeting there was an update to this appeal, with a change of date for representations. Representations can now be received up until **January 20th 2025**.

CHAIRMANS INITIALS _____



The two members of the public were representing the 'Save Blagrove Campaign' They explained that they had contacted Wokingham Borough Council several times regarding the date for representations to be extended and were pleased that they now had been.

They plan to attend the inquiry hearing, hopefully as an active party with Rule 6 status. This would allow them to actively be involved in the process and have access to all the documentation presented. This however would require funding for legal representation which they estimate would be £15,000.

They will be looking at three main areas in this case, but not exclusively. The Ecology report, Traffic Safety and Sustainability.

They spoke about their campaign so far. They have sent leaflets to 1500 local residents, informing them of developments. They have attended Barkham Parish Council meetings and have started a 'Just Giving' fund raising page.

They enquired whether it would be possible for Wokingham Town Council to help in any way.

The PT Officer replied that on financial help this would be out of scope for this meeting. They are welcome to approach the Town Clerk but due to the timescales it was unlikely that any financial help would be a possibility.

The Committee will support by creating a new objection letter.

**RESOLVED
30973**

It was that Cllr Dixon create a new objection letter and distribute to the Committee via the PT Officer for agreement and collate and implement any changes. Cllr Dixon will create the document at the beginning of January.

ACTION: CLLR DIXON, PT OFFICER

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30974**

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 19th November 2024 (pages 17093 to 17097) 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 13th December 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.

The PT Officer stated that the usage figures had fallen slightly in November but this was expected due to colder seasonal weather.

Cllr Croy noted that the figures for usage were good at Carnival Hub but so for Denmark street. He asked if there were any other locations that would make a move or a new set of lockers more appealing to cyclists. The PT Officer will contact WBC to see if there are any alternatives to locations that could be provided.

BUS SHELTERS

The new method of cleaning graffiti was tested at Crutchley Bus Shelter. Unfortunately, it did not work as hoped. The alternatives of replacing the panels are not viable as this would be a high cost if panels needed to be replaced each time they were subject to graffiti that was hard to clean off.

The replacement shelter at Wellington road is due to be installed in January 2025.

ACTION: PT OFFICER

CIL CO FUNDING REQUESTS FROM WOKINGHAM BOROUGH COUNCIL (Agenda Item 6)

To review and make a recommendation on the 3 proposed road crossing projects that WBC has requested co-funding with Wokingham Town Council. This will provide information for the Finance & Personnel Committee who will be reviewing in their next meeting.

The Committee discussed the three projects. There were several issues within the documents that were not clear, so it made it difficult to give guidance to the Finance & Personnel Committee.

It would have helped if more information could have been provided either prior to the meeting or at the meeting where questions could be asked.

Two of the requests, Wiltshire Road & Warren House Road have already been funded and information has been shared with WBC Ward Councillors.

Documents submitted to the town council are not accurately completed.

CHAIRMANS INITIALS _____



The Committee welcome future requests of funding for road safety improvements within the town area but would require more information and consultation.

Toucan Crossing – A329

Recommend to finance from CIL – **YES**

The Committee had previously supported this when it was reviewing the proposed cycleway on the A329. This would be recommended to the Finance & Personnel Committee for funding.

Wiltshire Road – Zebra Crossing

Recommend to finance from CIL – **NO**

Increased safety in this area is actively supported by Wokingham Town Council and this would be welcomed, however funding for this project is already complete. It states that “External funding would assist in funding more projects that improve road safety across the area”. If these are within Wokingham Town, we would welcome discussions on these other specific projects.

Warren House Road - Zebra Crossing

Recommend to finance from CIL – **NO**

The request seems to contradict itself regarding the installation of a Zebra Crossing.

Increased safety in this area is actively supported by Wokingham Town Council and this would be welcomed, however funding for this project is already complete.

ACTION: PT OFFICER

COMMITTEE’S BUDGET (Agenda Item 8)

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

ACTION: PT OFFICER

PLANNING APPLICATIONS (Agenda Item 9)

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

**RESOLVED
30975**

242745 1-2 Bush Walk Wokingham RG40 1AT

Application for Listed Building Consent to include: refitting of existing shopfitting’s and floor coverings, repair of existing walls, erection of stud wall at rear of the shop

CHAIRMANS INITIALS _____



to provide storage, repair and repainting of timber shopfront, installation of new non- illuminated sign to the front fascia, covering of side windows with vinyl product displays, alterations to existing internal lighting.

The Committee support this application.

242930 36 Rose Street Wokingham RG40 1XU

Householder application for the proposed refurbishment of two listed terrace properties to refresh the finishes and repair some legacy water damage to internal plaster walls. No structural alterations are proposed. The removal and making good of a shared non-structural lean-to glazed conservatory roof and enclosure is proposed to reinstate separate access into private garden spaces at the rear of the properties.

The Committee support this application.

INFORMATION ITEMS (AGENDA ITEM 10)

Cllr Croy informed the Committee that he attended the licensing sub committee hearing for extended hours for Burger King on behalf of Wokingham Town Council. The result of hearing should be known by 23rd December.

ACTION: P&T OFFICER

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____





Wokingham Town Council

Town Clerk's Report 03/2025

To: Full Council
Date: 28th January 2025
Subject: Community Governance Review (CGR)

1 PURPOSE OF REPORT

- 1.1 To consider and resolve upon the establishment of a working group to draft proposals on behalf of the town council for the borough council's upcoming community Governance Review (CGR)

2 BACKGROUND

- 2.1 Wokingham Borough Council have announced an intention of running a CGR from January 2025 to January 2026, which will review community governance arrangements for the 17 towns and parishes within the Wokingham borough area.
- 2.2 The CGR will provide town and parish councils with an opportunity to ask the borough council to review and consider changes to the boundaries of the parishes
- 2.3 Final decisions on any changes will be made by the borough council in January 2026 and a panel of borough members will be established to review and make recommendations on proposed changes.
- 2.4 A summary of the process provided by WBC is attached as appendix 1

3 CURRENT POSITION

- 3.1 Wokingham Town Council will have 12 weeks from the expected commencement date of 27th January 2025, to submit proposals to the borough council.
- 3.2 During this time, it will be necessary to gather suggestions and potentially also to meet with neighbouring parishes who could be impacted by proposals.

4 FOR CONSIDERATION

- 4.1 In order to be able to give the necessary time for the council to consider potential submissions, the Town Clerk recommends the establishment of a separate working group that would meet to consider and draft proposals for the CGR. The group would bring recommendations to the 2nd April 2025 Full Council meeting for consideration and approval prior to any submission to WBC.
- 4.2 A survey of members identified the following councillors who would like to sit on the working group:
Cllrs A Croy, R Comber, M Gee, S Gurney, A Medhurst

Other working groups for the council consist of 7 members, so an additional 2 interested councillors could be accommodated.

- 4.3 It is proposed that the working group meet as required, as directed by the Town Clerk, and that the group operates until such time as the CGR be completed by WBC (expected to be January 2026).

In the interests of continuity, the Town Clerk recommends that the working group membership is not altered at the Annual Meeting of the Council in May.

- 4.4 A draft Terms of Reference for the working party is attached as appendix 2

5 **FINANCIAL IMPLICATIONS**

- 5.1 None specifically relating to the establishment of a working group.

6 **NEXT STEPS**

- 6.1 To consider the proposal as outlined
- 6.2 Subject to 6.1, to agree the working group membership
- 6.3 To review and approve the Terms of Reference for the working group

TITLE	Community Governance Review
FOR CONSIDERATION BY	Council on 23 January 2025
WARD	(All Wards);
LEAD MEMBER	Prue Bray – Deputy Leader of Council
LEAD OFFICER	Monitoring Officer - Andrew Moulton

OUTCOME / BENEFITS TO THE COMMUNITY

Community governance arrangements within the borough are reflective of the identities and interests of the communities they serve.

RECOMMENDATION

That Council:

1. approves the commencement of the Community Governance Review, publication of the Notice (Appendix 1) and reviews Terms of Reference (Appendix 2); and
2. appoints councillors to the Community Governance Review sub-committee (Appendix 3) and charges the sub-committee with drafting proposals, consulting on them and submitting final proposals to Full Council for approval.

SUMMARY OF REPORT

Town and parish councils play an important role as the first tier of local government in the borough. In advance of the formal Council decision, parishes were invited to submit feedback on the draft Terms of Reference and the areas detailed in Appendix 5 to help shape and focus the review. A key principle that the Borough wishes to adopt in conducting the review is to do so with parishes' consent and participation.

Wokingham Borough Council is the responsible body for electoral and governance arrangements within the borough including: -

- town and parish boundaries
- numbers of town and parish councillors
- arrangements for wards within parishes

The mechanism for undertaking this is called a Community Governance Review (CGR), the process for which is set out by the Government and the Local Government Boundary Commission for England (LGBfE). The Council is required to keep its area under review – every 10-15 years.

Following the completion of the Local Government Boundary Commission's review of the borough in 2023 (number of councillors, electoral arrangements, and borough ward boundaries), and a request from Wokingham Town Council for a review, it was deemed appropriate to undertake a review of the whole principal council area, rather than dealing

with review requests piecemeal. A Community Governance Review (CGR) offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove any anomalous parish boundaries that may exist.

The purpose of a CGR is to consider one or more of the following:

- creating, merging, altering or abolishing parishes
- the naming of parishes and the style of new parishes
- the electoral arrangements for parishes (the ordinary year of election, council size (the number of councillors to be elected to council), and parish warding); and
- grouping parishes under a common parish council or de-grouping parishes
- other types of local arrangements, including parish meetings

The borough council is required to ensure that community governance within the area under review will:

- be reflective of the identities and interests of the community in that area; and
- be effective and convenient.

Background

1. Town and parish councils are the first tier of local government, and they are statutory independent bodies. They serve their electorates; they are independently elected by their local government electors, and they raise their own precept. Town and parish councils work towards providing local services and improving community well-being. Their activities fall into three main categories: representing the local community; delivering services to meet local needs; and striving to improve the quality of life and community well-being within their areas.
2. As the principal authority in the area, Wokingham Borough Council is responsible for undertaking a Community Governance Review (CGR) within the Borough using the powers laid out in the Local Government and Public Involvement in Health Act 2007.
3. The aim of conducting a CGR is to ensure that the arrangements for the community governance across the borough reflect 'the identities and interests of the community in the area' and are 'effective and convenient'.
4. Furthermore, it is good practice to review community governance arrangements every 10-15 years.
5. As well as considering the current parish councils, the CGR will also consider the electoral arrangements for the parish council, such as the number of councillors and warding arrangements (if any) within the parish.
6. Any recommendations made by the CGR must adhere to the legal minimum number of parish councillors for any parish council, which is five. There is no legal maximum number of parish councillors.

Current Governance Arrangements

7. There are 17 parishes in the Borough. 3 of these are town councils; Earley, Wokingham, and Woodley. Of these, a number are divided into parish wards for the purposes of parish elections. There are c.235 parish councillors in the area, with each parish councillor representing an average of 495 electors. However, the electoral quota (the ratio of electors to parish councillors) varies widely, and ranges from one councillor to 50 electors to one to 1,538 electors across the Borough.

What is a Community Governance Review?

8. A Community Governance Review is a legal process where the council will consult with those living in the area, and other interested parties, on the most suitable ways of representing the people in the towns and parishes identified in the review. This means making sure that those living in the area, and other interested groups, have a say in how their local communities are represented.

What changes can the review make?

9. The review can consider one or more of the following options:
 - creating, merging, altering or abolishing parishes
 - the naming of parishes and the style of new parishes and the creation of town councils
 - the electoral arrangements for parishes (for instance, the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding)
 - grouping parishes under a common parish council or de-grouping parishes
 - other types of local arrangements, including parish meetings

10. The review cannot:
 - change the number of councillors on Wokingham Borough Council
 - change Wokingham Borough Council ward boundaries
 - change the amount of money that a parish council raises through the council tax (known as 'precept')

Who carries out the review?

11. Wokingham Borough Council is statutorily responsible for carrying out this Community Governance Review. Formal decisions as to the Terms of Reference for the Review and the recommendations arising from the Review will be made by Full Council.

Why we are having a review

12. The Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government published in 2008 recommends that principal councils should undertake a Review of its area every 10-15 years. During this time there has been significant development within the Borough and communities in the Borough have evolved. In 2023 the Local Government Boundary Commission for England undertook a review of the Council's ward boundaries. In 2022 the Council received a formal request from Wokingham Town Council for a Community Governance Review. The Council deferred the Community Governance Review until the completion of the LGBCE review had completed.
13. A Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove any parish boundaries anomalies that may exist.

What the review will focus on

14. A Community Governance Review is required to take into account:
 - the impact of community governance arrangements on community cohesion; and
 - the size, population and boundaries of a local community or parish

15. The council is required to ensure that community governance within the area under review will:
- be reflective of the identities and interests of the community in that area; and
 - be effective and convenient

The review process and proposed timetable

16. Following formal approval by the borough Council on 23 January 2025 to commence the review, there are four stages of the process.
- Stage One - Invitation of initial submissions
 - Stage Two - Consideration of initial submissions
 - Stage Three - Publish draft recommendations for consultation
 - Stage Four - Final recommendations

Stage	Date/Timeline	Timescale	Outline of Activity
One – Invite initial submissions	27 January 2025	12 Weeks	Initial submission invited
Two – Consider submissions	18 April – 2 July 2025 23 July 2025	14 weeks	Consider submissions and prepare report of draft recommendations Council approves draft recommendations
Three – Publish Draft Recommendations	24 July 2025 – 13 November 2025	16 weeks	Commence consultation on draft recommendations.
Four – Final Recommendations	13 November 2025 22 January 2026 Full Council	10 weeks	Consideration of further submissions and prepare final recommendations Council resolves to make a Reorganisation Order
Implementation	May 2026/May 2027 Elections		Effective date of any changes to parish/town boundaries and electoral arrangements

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	Yes	Revenue
Next Financial Year (Year 2)	£0	Yes	Revenue
Following Financial Year (Year 3)	£0	Yes	Revenue

Other financial information relevant to the Recommendation/Decision

None.

Cross-Council Implications (how does this decision impact on other Council services, including properties and priorities?)

Strengthening partnership working with town and parish councils is one the borough council's priorities. The review will require

Public Sector Equality Duty

Due regard to this duty will be taken.

Climate Emergency – *This Council has declared a climate emergency and is committed to playing as full a role as possible – leading by example as well as by exhortation – in achieving a carbon neutral Wokingham Borough by 2030*

There are no direct implications to the Council's climate emergency objectives.

Reasons for considering the report in Part 2

Not applicable.

List of Background Papers

Local Government and Public Involvement in Health Act 2007

Contact Andrew Moulton, Paul Ohsan Ellis	Service Governance
Telephone No Tel: 07747 777298, Tel: 0118 974 6096	Email andrew.moulton@wokingham.gov.uk, paul.ohsan.ellis@wokingham.gov.uk

Appendix 1 – Notice

Notice of a Community Governance Review Parish Councils in Wokingham Borough Council Area

Local Government and Public Involvement in Health Act 2007

Wokingham Borough Council is undertaking a Community Governance Review of all the towns and parishes within the area to enable the Council to consider if any changes are needed to the current arrangements.

The council is conducting the first stage of the Review process and is inviting residents and interested organisations to submit their views on existing arrangements, together with any proposals for change, from 27 January 2025 to 26 April 2025.

The council has published its Terms of Reference for the Review and a copy can be viewed and downloaded from the Council's website or obtained by contacting the Electoral Services team as shown below.

Should you wish to submit a written representation regarding this review please complete the online submission form which also allows you to upload any supporting papers. Alternatively, you can email communitygovernancereview@wokingham.gov.uk or post it to :

Community Governance Review
Electoral & Democratic Services
Shute End
PO Box 69
RG40 8EY

The dates for submissions for the first stage are from 27 January 2025 to 18 April 2025.

Dated: 27 January 2025

Appendix 2 Draft Terms of Reference

Community Governance Review All Town and Parish councils in Wokingham Borough Local Government and Public Involvement in Health Act 2007

Terms of Reference To be published on 27 January 2025

1. Introduction

What is a Community Governance Review?

A Community Governance Review is a review of the whole the council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes
- the naming of parishes and the style of new parishes
- the electoral arrangements for parishes (the ordinary year of election, council size (the number of councillors to be elected to council), and parish warding); and
- grouping parishes under a common parish council or de-grouping parishes
- other types of local arrangements, including parish meetings

A Community Governance Review is required to take into account:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish

The council is required to ensure that community governance within the area under review will:

- be reflective of the identities and interests of the community in that area; and
- be effective and convenient

If the council is satisfied that the recommendation of a Community Governance Review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area, and is effective and convenient, the council makes a Community Governance Order.

Why is the council carrying out this Community Governance Review?

The council is required to keep its area under review – every 10-15 years. The last CGR was in 2016 and a request from a Town Council for a Review, it was deemed appropriate to undertake a Review of the whole principal council area, rather than dealing with review requests piecemeal. A Community Governance Review offers an opportunity to put in place strong, clearly defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that may exist.

Scope of the Review

The Review will consider any Community Governance Review requests received following publication of the Terms of Reference.

2. Consultation

How the council proposes to conduct consultations during the Review?

Before making any recommendations or publishing final proposals, the council must consult local government electors for the area under review and any other person or body (including a local authority) which appears to the council to have an interest in the review.

The council will therefore:

- publish a Notice and these Terms of Reference on the council's website and arrange for copies to be available for public inspection at Civic Offices, Shute End, Wokingham, RG40 2RL during normal office hours
- send a copy of the Notice and these Terms of Reference to all town and parish clerks
- seek to arrange for the notice to be published on parish council websites and notice boards;
- send a copy of the Notice and these Terms of Reference to all local Members of Parliament; and
- the Council will promote the consultation among electors using social media and press releases.

Before making any recommendations, the council will take account of any representations received. The council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the Community Governance Review are informed of the recommendations and the reasons behind them. Alongside the recommendations, the Council will publish the representations received

The council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the Review.

3. Timetable for the Community Governance Review

The council must complete a Community Governance Review within twelve months from the day on which the council publishes the Terms of Reference. A Community Governance Review is concluded on the day on which the council publishes the recommendations made by the Community Governance Review.

Following a decision made at the Full council meeting on 23 January 2025, the timetable for timetable is shown below.

Stage	Date/Timeline	Timescale	Outline of Activity
One – Invite initial submissions	27 January 2025	12 Weeks	Initial submission invited
Two – Consider submissions	18 April – 2 July 2025 23 July 2025	14 weeks	Consider submissions and prepare report of draft recommendations Council approves draft recommendations
Three – Publish Draft Recommendations	24 July 2025 – 13 November 2025	16 weeks	Commence consultation on draft recommendations.
Four – Final Recommendations	13 November 2025	10 weeks	Consideration of further submissions and prepare final recommendations

	22 January 2026 Full Council		Council resolves to make a Reorganisation Order
Implementation	May 2026/May 2027 Elections		Effective date of any changes to parish/town boundaries and electoral arrangements

Appendix 3 – Terms of Reference for Community Governance Working Group

Purpose of the Group

1. The Community Governance Review Working Group (CGRWG) is a politically balanced cross-party member working group. It has been established to make recommendations to the Council about the Community Governance Review (CGR).
2. The Working Group is advisory only, with no formal decision-making powers.

Roles

3. The Group will be called upon, as requested by the Council, to work up proposals, sift responses and generally advise the Council on any aspect of the CGR. This includes:
 - 1) Suggesting amendments to existing Terms of Reference for a CGR to accommodate any new CGR request or petition affecting some or all of the same communities
 - 2) Working up the scope of any proposed consultations at each stage of a Community Governance Review, for recommendation to the Council
 - 3) Reviewing responses to the consultations at each stage, and making recommendations to the Council on potential next step, based on the outcomes
 - 4) Making recommendations to the Council on the implementation of the CGR and, as requested, the content of an appropriate Order Scope of a CGR
4. A principal council must make recommendations as to:
 - a) whether a new parish or any new parishes should be constituted
 - b) whether existing parishes should or should not be abolished or whether the area of existing parishes should be altered or
 - c) what the electoral arrangements for new or existing parishes, which are to have parish councils
5. It may also make recommendations about:
 - d) the grouping or de-grouping of parishes
 - e) adding parishes to an existing group of parishes or
 - f) making related alterations to the boundaries of a principal councils' electoral areas
6. The CGRWG will assist the Council in fulfilling these responsibilities.

Guiding principles

7. In carrying out its work, the CGRWG's recommendations must accord with the relevant legislation and statutory guidance. The Group will also bear in mind that the outcome of the CGR must:
 - (a) reflect the identities and interests of the community in that area, and
 - (b) be effective and convenient.

Membership

8. The CGRWG is an informal cross-party working which is politically proportional. The quorum will be a quarter of the group's membership. Membership is as follows:

Councillor Name	Party
Tbc	Liberal Democrat
Tbc	Liberal Democrat
Tbc	Liberal Democrat
Tbc	Conservative
Tbc	Conservative
Tbc	Labour

Chair

9. At its first meeting, the CGRWG will appoint a person to be the Chair and Vice-Chair of the Group.

Voting

10. It is intended that the CGRWG will achieve its recommendations through consensus. Where a vote is necessary, the Chair will have a second or casting vote.

Status

11. The CGRWG is an informal working group and as such its meetings are not open to the public. This is to enable free and frank exchanges of views. Its recommendations will be made public at Council in any case. Nevertheless, the CGRWG may at its discretion invite stakeholders or other persons to appear before it to give views or evidence if this would better aid the Group in framing its recommendations. This will include inviting representatives of town and parish councils to meetings to make representations when their area is under discussion. In addition, borough councillor ward members will also be invited to make representations for their areas.

Frequency

12. The CGRWG will meet as frequently as required to enable it to deliver its recommendations in a timely manner within the timescales established for the CGR. Meetings of the CGRWG may be held in person or online.

Appendix 4 – Electorate Data for Town and Parish Council Wards

Parish	No of Councillors	Electorate (2024)	Electors per Councillor	Electorate Forecast (2029)
Arborfield and Newland Parish Council	10	2,378	237	tbc
Barkham Parish Council	10	3,937	393	tbc
Charvil Parish Council	10	2,513	251	tbc
Earley Town Council	25	24,041	962	tbc
Finchampstead Parish Council	17	10,645	626	tbc
Hurst Parish Council	10	1,757	176	tbc
Remenham Parish Council	7	396	57	tbc
Ruscombe Parish Council	8	921	115	tbc
Shinfield Parish Council	15	13,844	923	tbc
Sonning Parish Council	9	1,333	133	tbc
Swallowfield Parish Council	9	1,877	208	tbc
Twyford Parish Council	15	5,438	362	tbc
Wargrave Parish Council	12	3,158	263	tbc
Winnersh Parish Council	15	8,181	545	tbc
Wokingham Town Council	25	30,405	1216	tbc
Wokingham Without Parish Council	13	5,724	440	tbc
Woodley Town Council	25	22,073	883	tbc

*Based on electorate as of 1 September 2024.

It should be noted that the legal minimum number of parish councillors for each council is five (Section 16, Local Government Act 1972). The National Association of Local Councils considers that a council of no more than the legal minimum of five members is inconveniently small, and it considers that a practical working minimum should be seven (NALC Circular 1126/1988).

The government’s Guidance makes the point that “the conduct of parish council business does not usually require a large body of councillors” (Guidance, paragraph 157). It is the borough council’s view that this Guidance needs to be taken into account when considering the appropriate number of councillors for any parish council, bearing in mind the NALC recommended minimum of seven.

There is no requirement in legislation that the number of councillors should be proportional to electorate size. The view given in the Guidance is as follows: “In considering the issue of council size, the Local Government Boundary Commission for England is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.” (Guidance, paragraph 156).

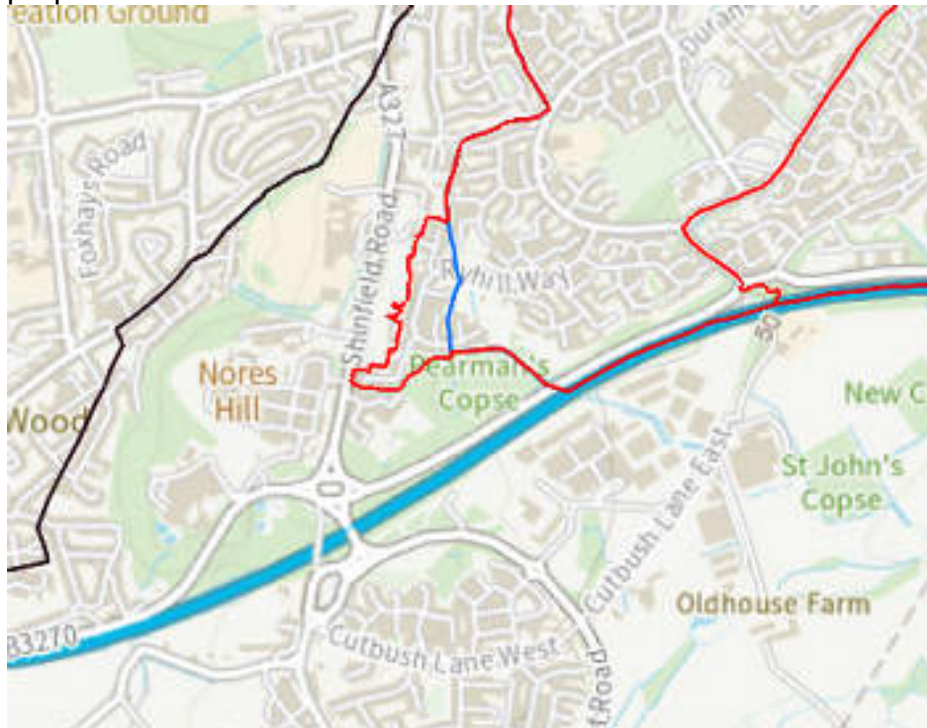
Appendix 4 – Electoral Cycle Town and Parish Councils

Town and Parish Council	Last Election	Next Election
Arborfield and Newland Parish Council	2022	2026
Barkham Parish Council	2023	2027
Charvil Parish Council	2024	2028
Earley Town Council	2023	2027
Finchampstead Parish Council	2024	2028
Hurst Parish Council	2024	2028
Remenham Parish Council	2022	2026
Ruscombe Parish Council	2024	2028
Shinfield Parish Council	2023	2027
Sonning Parish Council	2023	2027
Swallowfield Parish Council	2022	2026
Twyford Parish Council	2023	2027
Wargrave Parish Council	2022	2026
Winnersh Parish Council	2023	2027
Wokingham Town Council	2023	2027
Wokingham Without Parish Council	2023	2027
Woodley Town Council	2023	2027

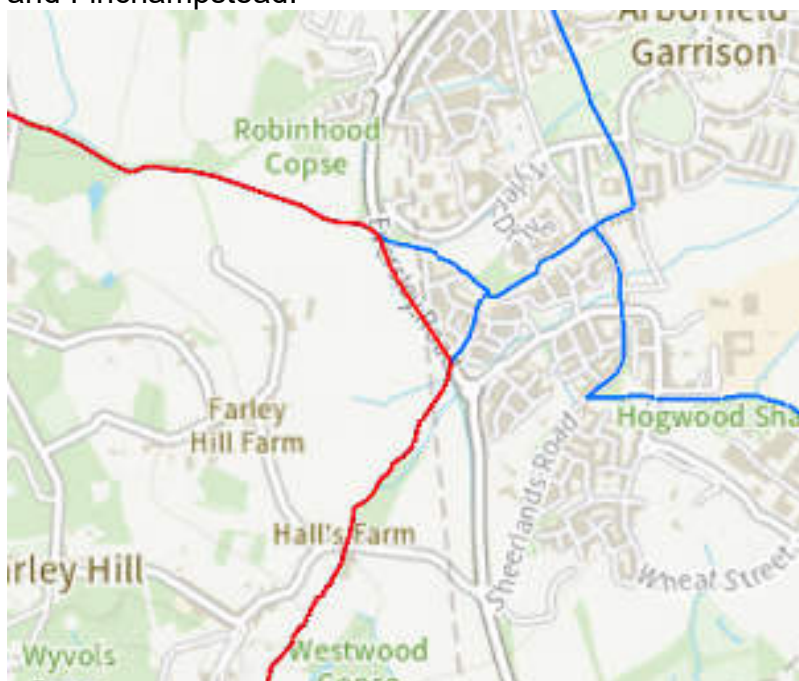
Appendix 5 – Anomalies that could be looked at as part of the review

The following issues have already been drawn to the Borough Council's attention, and which the Borough Council feels it would be sensible for the review to look at, but this list does not preclude other issues being part of the review.

1. Ryhill Way. The LGBCE moved the residents of Ryhill Way from Shinfield to the Earley Ward of Hillside. There is no access to Shinfield from these properties.



2. Swallowfield triangle. New development in Arborfield Garrison means that the residents North East of the A327 are in Swallowfield Parish. Residents in Quiller Avenue and Glover Crescent are split with some being in Swallowfield and Finchampstead.

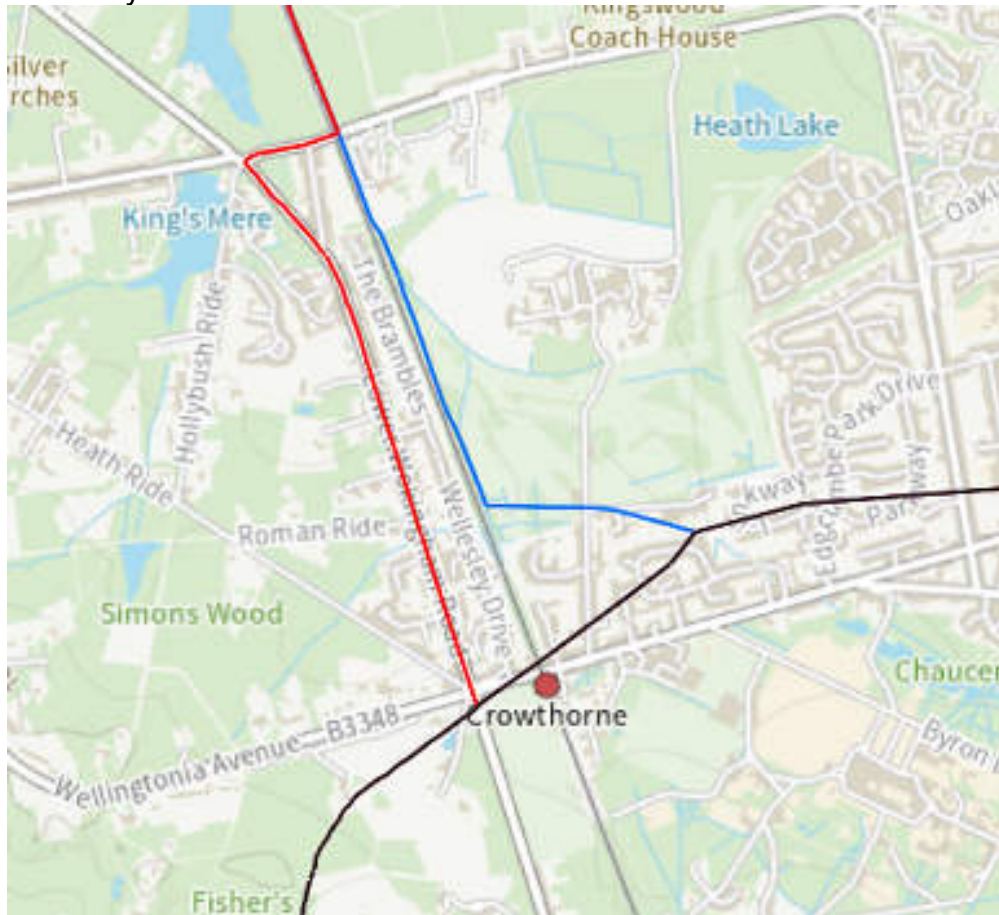


3. Wider Arborfield Garrison Development. The Strategic Development Location in the garrison area is split between 4 parishes. Arborfield & Newlands, Barkham, Finchampstead and Swallowfield.



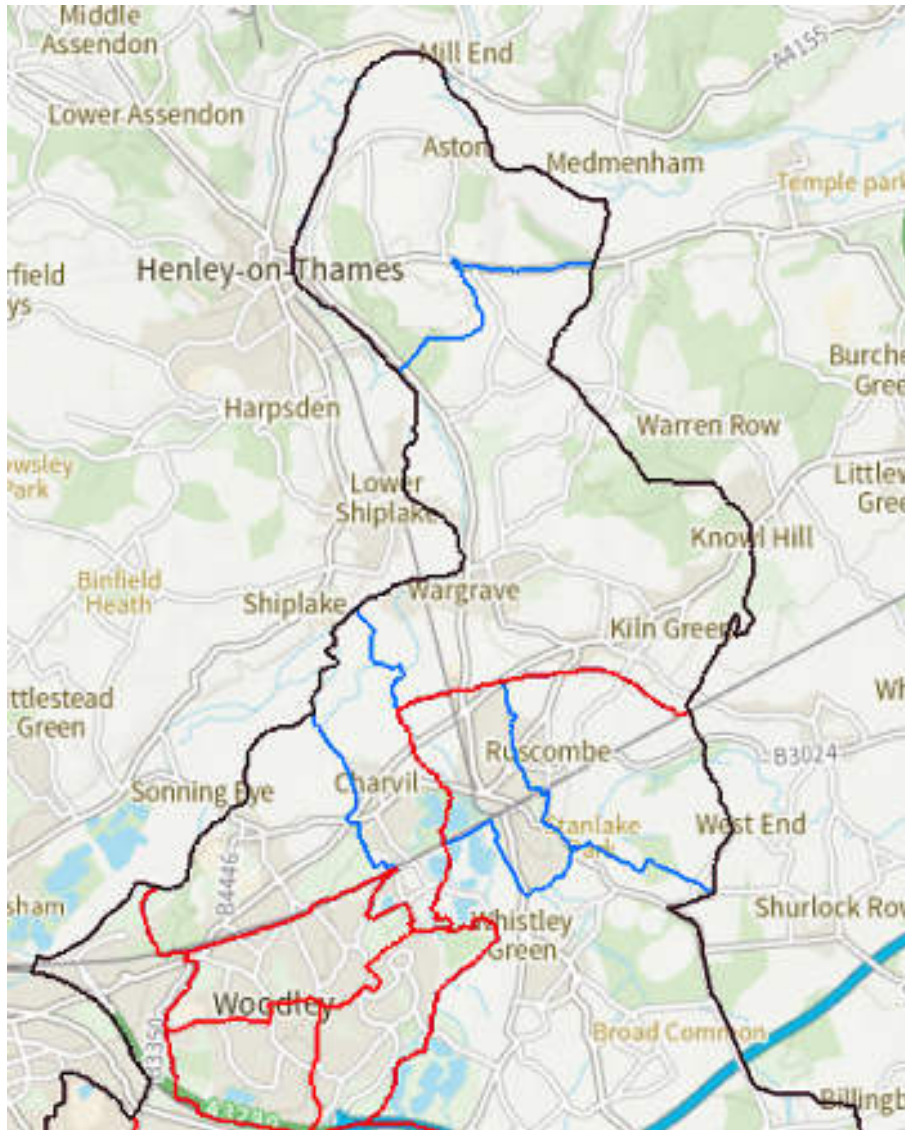
4. Crowthorne area. There is part of Finchampstead ward within the Wokingham Without ward. This is historic and wasn't changed by the

boundary commission.



5. Northern Parishes. The LGBCE review combined Sonning, Charvil, Wargrave and Remenham to form a borough ward and Twyford, Ruscombe

and Hurst formed another ward.



Wokingham Town Council – Community Governance Working Group – Terms of Reference

Some of the Town Council's business is discussed by working groups, to ensure the most effective management of town council business. These groups can consider a wide range of issues and make recommendations to Full Council meetings. The working groups do not have any delegated powers of authority. They work together to gather knowledge and information before reporting back to the full council, which makes any final decisions.

1. General Terms of Reference:

- 1.1 The Community Governance Review Working Group (CGRWG) does not hold any delegated powers from the full council, but on occasion it is accorded temporary delegated powers under LGA 1972 S.101 with specific items on behalf of the full council under resolution, so it has the responsibility for making recommendations to full council in the functions listed in item 3.
- 1.2 The CGRWG holds no power of authority and all decisions must be made by the full council
- 1.3 The CGRWG will operate within the remit of Wokingham Town Council's adopted Standing Orders, Financial Regulations and Local Government law
- 1.4 The Town Clerk or a delegated officer will provide administrative support to the CGRWG
- 1.5 All councillors will be informed of any CGRWG meeting to be held, with a minimum of three days' notice
- 1.6 Notes will be made available after any meeting held by the CGRWG and these will be included on the agenda for the next full council meeting

2. Expectations of CGRWG members

- 2.1 Members should make every effort to attend working group meetings where possible. Apologies should be sent to the Town Clerk in advance of the meeting
- 2.2 Any councillor is welcome to attend the working group meetings but only those members appointed to the working group can vote in favour / object to recommendations

3. Purpose of the CGRWG

The CGRWG will oversee the drafting of the town council's submission for the WBC Community Governance Review running from January 2025 to January 2026.

Key responsibilities with regards to the Community Governance Review:

- 1) Draft the town council's submission for the CGR review and bring the proposal to the April Full Council meeting for review and approval.
- 2) Make recommendations on the publication of the town council's submission for the CGR review once it has been published
- 3) Draft any necessary responses to the borough council's recommendations in relation to the town council's submission

- 4) Organise and hold any necessary meetings with neighbouring parishes to discuss any proposals (either those suggested by the town council or those received by the town council) that impact either parish.

4. Membership

- 4.1 Membership will be via personal nomination of councillors and will be approved at the January 2025 Full Council Meeting.
- 4.2 Membership is recommended to be in line with other council working groups, at 7 members. In the event that there are insufficient nominations, membership should be a minimum of 5 councillors, with a quorum of 3.
- 4.3 The Town Clerk will sit on the CGRWR
- 4.4 Membership will be re-confirmed at the Annual Meeting of the Council in May 2025
- 4.5 It is not expected that the working group will continue beyond the 2025-26 Civic Year.

5. Frequency and format of meetings

- 5.1 Meetings will be held as required, and subject to any deadlines established by the borough council's timetable for the CGR review.
- 5.2 Meetings will be held on MS Teams and agenda and invites will be sent at least 3 clear days prior to the meeting date.
- 5.3 Correspondence to members and to all councillors between meetings to update on progress may occur via email.