



# 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**

25<sup>th</sup> March 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 1<sup>st</sup> April 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 28<sup>th</sup> January 2025 (pages 17144 to 17149, 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 14<sup>th</sup> January 2025 (*pages 17130 to 171328, copy circulated with January 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 11<sup>th</sup> March 2025 (*pages 17159 to 17160, copy attached*)

**7 ARTS & CULTURE COMMITTEE**

- a) To adopt the approved minutes and any recommendations of the Arts and Culture Committee meeting held on 20<sup>th</sup> January 2025 (*pages 17133 to 17135, copy circulated with the January 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 17<sup>th</sup> March 2025 (*pages 17161 to 17163, copy attached*).

**8 CIVIC COMMITTEE**

- a) To adopt the approved minutes and any recommendations of the Civic Committee meeting held on 13<sup>th</sup> January 2025 (*pages 17127 to 17129, copy circulated with the January Full Council agenda*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 24<sup>th</sup> March 2025, (*copy to follow*).

**9 FINANCE & PERSONNEL COMMITTEE**

- a) To adopt the approved minutes and any recommendations of the Finance and Personnel Committee meeting held on 21<sup>st</sup> January 2025 (*pages 17136 to 17143, copy circulated with the January Full Council agenda*) as a true and correct record.
- b) To receive the draft minutes and any recommendations of the Finance and Personnel Committee meeting held on 18<sup>th</sup> March 2025 (*pages 17164 to 17171, copy attached*)
- c) To receive a copy of the budget for 2025-26 (approved 28th January 2025 Full Council meeting) in accordance with item 5.10 of the council's adopted Standing Financial Regulations (*copy attached*)

**10 PLANNING & TRANSPORTATION COMMITTEE**

- a) To adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 17<sup>th</sup> December 2024 (*pages 17120 to 17124, copy circulated with the January Full Council agenda*) as a true and correct record.
- b) To receive and adopt the approved minutes and any recommendations of the Planning & Transportation Committee meeting held on 4<sup>th</sup> February 2025 (*pages 17150 to 17153, copy attached*).
- c) To receive the draft minutes and any recommendations of the Planning and Transportation Committee meeting held on 4<sup>th</sup> March 2025 (*pages 17154 to 17156, copy attached*.)

**11 MAYORAL SELECTION COMMITTEE**

To receive and adopt the minutes and any recommendations of the Mayoral Selection Committee held on 24<sup>th</sup> March 2025 (*pages 17172 to 17173, copy attached*) as a true and correct record.

**12 STRATEGY WORKING PARTY**

- a) To receive the approved notes of the Strategy Working Party meetings held on 5<sup>th</sup> February 2025 (*copy attached*)
- b) To resolve upon a recommendation from the Strategy Working Party to support the renewal of the listing of the town hall with Wokingham Borough Council as an Asset of Community Value (request received from Wokingham Society)

- c) To receive the draft notes of the Strategy Working Party meeting held on 26<sup>th</sup> March 2025 (*copy to follow*)

### **13 COMMUNITY GOVERNANCE REVIEW WORKING GROUP**

- a) To receive the notes of the Community Governance Review Working Group meetings held on the following dates:
  - I. Wednesday 12<sup>th</sup> February 2025
  - II. Thursday 27<sup>th</sup> February 2025
  - III. Monday 17<sup>th</sup> March 2025
- b) To receive, consider and resolve upon the draft submission for the Community Governance Review (CGR), due to be submitted to Wokingham Borough Council by 18<sup>th</sup> April 2025 (*copy attached*).
- c) To receive and consider a report on requesting additional councillors as part of the CGR progress and resolve whether to include this in the final submission (*copy attached*).

### **14 EXTERNAL REPRESENTATION**

To receive reports from Councillors:

- I. Wokingham Job Support Centre (Cllr S Cornish)
- II. Wokingham Shopwatch (Town Clerk / Cllrs A Croy & K Malvern)
- III. Emmbrook Village Hall Management Committee (Cllr K Malvern)

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

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

## 28<sup>th</sup> January 2025

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 28<sup>th</sup> January 2025 from 7.30pm to 8.40pm

### **PRESENT:**

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

### **IN ATTENDANCE:**

Katy Hughes – Town Clerk  
Lisa Davison - RFO  
David Dunham – Mayor's Attendant

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies for absence were received from Cllr M Fumagalli.

### **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 H Richards and the following was

**RESOLVED  
30996**

that the Minutes of the proceedings of the Council Meetings held on 10<sup>th</sup> December 2024 (pages 17112 to 17117) be accepted as a true and correct record and that they be signed by the Chair.

A vote was taken and 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. Attendance at the Bloom and Allotment awards on 12<sup>th</sup> December. The Mayor commended the Grounds and Bloom Officer, Marianna, for the work put in to deliver the joint events.
  - b. Visits to the Link Visiting Scheme Christmas lunch and two care home visits on 25<sup>th</sup> December. The Mayor noted that some 75 people who would otherwise have spent Christmas day alone attended the lunch, and noted the importance of these events to our community.
  - c. Earley Town Mayor's reception and community awards on 9<sup>th</sup> January

CHAIR INITIALS \_\_\_\_\_



- d. Wokingham Town Council's Civic Awards event on 24<sup>th</sup> January, where nine residents were given awards for their work in the local community. The Mayor noted that the impact of hosting this event in the Town Hall should not be underestimated.

The Mayor reminded members of trustee training scheduled for 11<sup>th</sup> February at the town hall.

The Mayor asked Councillors to respond to the Arts and Culture Officer regarding support for the upcoming Lunar New Year event on 9<sup>th</sup> February.

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

**AMENITIES COMMITTEE (Agenda Item 6)**

It was proposed by Cllr T Lack and seconded by Cllr M Malvern and the following was

**RESOLVED  
30997**

That the approved minutes of the proceedings of the Amenities Committee held on 5<sup>th</sup> November 2024 (pages 17086 to 17088) be adopted.

A vote was taken and was unanimous

Cllr T Lack reported on the meeting of the Amenities Committee held on 14<sup>th</sup> January 2025. He reported that the committee reviewed a request from the Wokingham Horticultural Association (WHA) to extend their building over an area of the car park to accommodate a toilet facility. He noted that due to the pressures on car parking already experienced at that site, the request was refused, and the WHA were asked to consider the use of an area at the end of the building as an alternative.

Cllr T Lack reported that Cllr A Croy had shared an annual report on graffiti clearance. Cllr A Croy advised members that some 600+ items of graffiti had been removed over the last year, with the highest concentration being in the Wescott wards.

Cllr T Lack reported on a meeting scheduled to discuss the community orchard at Viking Field.

Cllr T Lack reported on unauthorised parking of cars for extended periods at Redlands Farm Park and noted that the Grounds and Bloom Officer is progressing plans to install a lockable gate to deter this activity.

**ARTS & CULTURE COMMITTEE (Agenda Item 7)**

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

**RESOLVED  
30998**

That the approved minutes of the meeting of the Arts and Culture Committee held on 4<sup>th</sup> December 2024 (pages 17082 to 17085) be adopted.

A vote was taken and was unanimous

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Cllr B Callender reported on the meeting of the committee held on 20<sup>th</sup> January 2025. He reported that the committee had considered the request from the Civic Committee to take on the Christmas Music event, but declined the request and agreed to cancel the event due to a lack of resource at this time of the year. He noted the opportunity for the Mayor's Charity to be offered a free hire of the hall to run a fundraising event, as an alternative.

Cllr B Callendar reminded members that this week had marked Holocaust Memorial Day, and the importance that this day represented to himself personally but also to the wider community.

**CIVIC COMMITTEE (Agenda Item 8)**

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

**RESOLVED  
30999**

that the approved minutes of the meeting of the committee held on 25<sup>th</sup> November (pages 17098 to 17102) be adopted.

A vote was taken and was unanimous.

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

**RESOLVED  
31000**

that the approved minutes of the meeting of the Civic Awards Selection Committee held on 6<sup>th</sup> December 2023 (pages 16889 to 16890) be adopted.

A vote was taken and was unanimous.

Cllr R Comber reported on the meeting of the Civic Award Selection Committee held on 13<sup>th</sup> December 2024 (pages 17118 and 17119). He noted that 14 nominations had been received, and nine award winners selected. He noted the impressive extent of volunteering being undertaken by people in our community. He reported that one letter of recognition had been sent to an individual nominated in their capacity as an employee, who whilst not meeting the qualifying criteria for a civic award, deserved recognition for their nomination.

Cllr R Comber reminder members of the importance of spreading the word about Civic Awards to charities and groups that members work and interact with.

It was proposed by Cllr R Comber and seconded by Cllr S Gurney and the following was

**RESOLVED  
31001**

that the approved minutes of the meeting of the Civic Awards Selection Committee held on 13<sup>th</sup> December 2024 (pages 17118 to 17119) be adopted.

A vote was taken and was unanimous.

Cllr K Malvern presented the draft minutes and recommendations of the Civic Committee meeting held on 13<sup>th</sup> January 2025 (pages 17127 to 17129). No other matters raised at the meeting were discussed.

CHAIR INITIALS \_\_\_\_\_



*The Mayor requested that the order of the agenda be altered, and item 10 be taken next.*

**PLANNING & TRANSPORTATION COMMITTEE (Agenda Item 10)**

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr N Nagella and the following was

**RESOLVED  
31002**

that the approved minutes of the meeting of the committee held on 19<sup>th</sup> November 2024 (pages 17093 to 17097) be adopted.

A vote was taken and was unanimous.

Cllr N Nagella reported on the meeting of the Planning and Transportation Committee held on 17<sup>th</sup> December 2024 (pages 17120 to 17124). He reported that the committee had noted the planning appeal for houses on land at Blagrove Lane due to be heard from 18<sup>th</sup> March 2025. He noted the committees concerns over the loss of land with historic importance and the impact on local wildlife. Members noted that Cllr W Dixon is due to speak at the appeal hearing on behalf of the committee.

Cllr N Nagella reported that the committee reviewed three CIL Co-funding requests received from Wokingham Borough Council. He reported that the committee recommended funding towards the provision of a toucan crossing on the A329 at Mill Close, but declined funding towards two zebra crossings on the understanding that funding had already been allocated by the borough council for these proposals.

**FINANCE & PERSONNEL COMMITTEE (Agenda Item 9)**

Cllr M Gee reported on the meeting of the committee held on 3<sup>rd</sup> December 2024 (pages 17103 to 17111) and noted that the committee had recommended to officers that the precept increase be limited to five percent.

Cllr A Domingue asked regarding a proposal to no longer offer partnership grants. Cllr M Gee noted that the committee had recognised that due to inflationary pressures, setting grant levels and commitments for three years was not realistic, and therefore all but one grant applicant (Holt Copse Conservation Volunteers) would be asked to submit applications to be reviewed annually.

*At this point in the meeting, the Mayor noted 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 that they are instructed to withdraw.*

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

**RESOLVED  
31003**

that the press and public be temporarily excluded from the meeting.

CHAIR INITIALS \_\_\_\_\_



The Town Clerk gave a confidential verbal report on matters relating to a town council lease.

Cllr M Gee reported on an extraordinary meeting of the committee held on 7<sup>th</sup> January 2025 and related financial matters which have an impact on the 2025-26 budget.

*At this point in the meeting, the Mayor re-opened the meeting to the press and public.*

Cllr M Gee reported in relation to the extraordinary meeting of the committee held on 7<sup>th</sup> January 2025 that the committee had received a funding request to fund expert advisers for the planning appeal for houses on land at Blagrove Lane. Cllr M Gee reported that the committee had declined the request for funding but had offered practical support and resources to the residents' group.

Cllr M Gee reported that the committee had received and endorsed the recommendation of the P&T Committee to support the CIL co-funding request to contribute to the costs of the provision of a toucan crossing on the A329 at Mill Close.

The Mayor noted that the level of funding exceeded the delegated authority of the F&P Committee and asked members for an indicative vote on the matter. It was noted that a formal vote will come to the 2<sup>nd</sup> April Full Council meeting. An indicative vote was taken and all members indicated their support for the request.

It was proposed by Cllr B Alvi and seconded by Cllr S Gurney and the following was

**RESOLVED  
31004**

That the approved minutes of the meeting of the committee held on 7<sup>th</sup> January 2025 (pages 17125 to 17126) be adopted.

A vote was taken and was unanimous.

Members received the minutes and recommendations of the F&P Committee held on 21<sup>st</sup> January 2025 (pages 17136 to 17143). Cllr M Gee highlighted the revised recommendation from the F&P Committee of a six percent increase in the precept for 2025-26.

#### **BUDGET SETTING FOR YEAR END 31<sup>ST</sup> MARCH 2026 (Agenda Item 11)**

Members received the reports and papers relating to the setting of the town council's budget for the 2025-26 financial year.

The RFO gave a verbal report on the process for building the 2025-26 budget. She reported on meetings with officers from October 2024 to review expected spend to year end, and noted that figures were reviewed again in January using income and expenditure actuals to 31<sup>st</sup> December 2024.

CHAIR INITIALS \_\_\_\_\_



She noted that increase to some contracts are coming in at higher than RPI rates, with waste collection costs increasing by five percent, payroll software costs increasing by seven percent and water charges proposed to be increased by 22% for supplied water and 34% for wastewater in the coming year. She noted that energy costs and insurance premiums had also increased substantially.

The Mayor and Cllr M Gee thanked the Town Clerk and RDO for their work on the 2025-26 budget.

Cllr M Gee reported on the projected position for the town council's reserves balances at year end, and noted that the F&P committee were due to meet again before the end of the financial year to consider a paper on council reserves and to consider the re-allocation of expenditure in the financial year against CIL.

**PRECEPT SETTING 2025-26 (Agenda Item 12)**

**RESOLVED  
31005**

It was proposed by Cllr M Gee and seconded by Cllr H Richards and members that the Finance & Personnel Committee's recommendation be accepted and that the precept be confirmed and set at £1,307,942 for the financial year ending 31<sup>st</sup> March 2026.

A vote was taken and was unanimous.

**COMMUNITY GOVERNANCE (Agenda Item 13)**

Members received and reviewed the Town Clerk's report 03/2025 to establish a Working Group to review the town council's input into the borough council's Community Governance Review for towns and parishes in Wokingham.

**RESOLVED  
31006**

It was proposed by Cllr B Callender and seconded by Cllr M Malvern and members That the working group be established for the purpose of supporting the CGR review

That Cllrs R Comber, S Cornish, A Croy, A Domingue, M Gee, S Gurney and A Medhurst be appointed to the newly established working group.

That the Terms of Reference for the town council's CGR working group be adopted.

A vote was taken and was unanimous.

**EXTERNAL REPRESENTATION (Agenda Item 14)**

No reports were received.

The Mayor thanked members for attending and closed the meeting at 8:40pm

**CHAIR**

CHAIR INITIALS \_\_\_\_\_



**Engagements since Last Council Meeting  
29 January 2025 to 24 March 2025**

<b>Date</b>	<b>Time</b>	<b>Engagement</b>	<b>Who attended</b>
Thu 6 Feb	7.15pm	Wokingham Choral Society Donation cheque presentation for SHARE	Mayor
Fri 7 Feb	7.15pm	1st Finchampstead Scouts Visit to the Council Offices and Meeting Mayor	Mayor Mayor's Attendant
Sun 9 Feb	11.00am	Wokingham Town Council Invited to welcome residents at Lunar New Year	Mayor Deputy Mini-Mayor Mayor's Attendant
Fri 21 Feb	10.00am	Café Mosaic Invited to attend Charity Coffee morning, raising funds for SHARE Wokingham	Mayor Mayor's Attendant
Sun 23 Feb	10.00am	Wokingham Half Marathon - Cheer On Town Hall Precinct	Mayor Mayor's Attendant
Thu 27 Feb	12.00pm	Link Open Day Share highlights of achievements and light lunch	Mayor Mayor's Attendant
Fri 28 Feb	7.00pm	Wokingham in Need Invited to attend Art Themen Concert	Mayor
Sat 8 Mar	1.15pm	Mock Trial Schools Competition (Heat) Reading Crown Court	Mayor Mayor's Attendant
Thu 13 Mar	11.00am	Civic Award Presentation to Fiona Cross Holt School	Mayor Mayor's Attendant
Sat 22 Mar	6.00pm	WCS March Concert Guildford Cathedral	Mayor

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

Attended by the Mayor =	80
Attended by the Deputy Mayor =	20
Attended by both the Mayor and Deputy Mayor =	6
Attended by a Past Mayor =	3
Attended by Other =	

# DRAFT

## 11th March 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 8:33 pm.

### PRESENT

Cllrs: S Cornish, A Fraser, M Fumagalli, 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

### 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 Malvern and seconded by Cllr Cornish, and it was

**RESOLVED  
31014**

that the minutes of the Amenities Committee meeting held on 14th January 2025 (pages 17130 to 17131) be received as a true and correct record and they be confirmed and signed by the Chairman.

**ACTION: AMENITIES OFFICER**

### UPDATE ON PARKS (Agenda Item 5)

Councillors received and discussed the Grounds and Bloom Officer's report, 01/2025.

Discussion points included:

- Langborough Recreation Ground: the dropped curb extension, as requested to help facilitate vehicle access for the Children's Fun Day event.
- Viking Field: the positive response to the open meeting held to discuss the Community Orchard Project.
- Redlands Farm Park: the new heavy-duty barrier to be installed.

### REQUEST TO VIRE FUNDS BETWEEN AMENITIES BUDGET LINES (Agenda Item 6)

Councillors received the Grounds and Bloom Officer's report, 02-2025, and considered the request.

**RESOLVED  
31015**

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

that a virement of sufficient money should be made, from the Elms Field maintenance budget to the Town Hall maintenance budget, to cover the cost of the lift phone project.

**ACTIONS: AMENITIES OFFICER / TOWN CLERK / FINANCE MANAGER**

CHAIRMAN'S INITIALS \_\_\_\_\_

Amenities Committee 11th March 2025      17159



## **DRAFT**

### **GRAFFITI UPDATE (Agenda Item 7)**

Cllrs received an update regarding professional graffiti removal undertaken in January and February by CC-IS.

### **AMENITIES BUDGET (Agenda Item 8)**

Cllrs received a copy of the income and expenditure for Amenities cost centres to 31st January 2025.

### **MONITORING REPORT (Agenda Item 9)**

Councillors received and discussed the report dated 12th February 2025:

Item 176: Viking Field community orchard: Discussed under Agenda item 5.

**ACTION: GROUNDS & BLOOM OFFICER**

Item 183: Play park equipment upgrade, FY2024-2025: Update of ongoing works provided by the AO.

**ACTIONS: AMENITIES OFFICER**

Item 184: Defibrillator for the Town Hall, FY2024-2025: Awaiting installation, to be completed tomorrow 12<sup>th</sup> March 2025.

**ACTIONS: AMENITIES OFFICER**

### **AMENITIES COMMITTEE INFORMATION (Agenda Item 10)**

Cllrs noted the following:

- a) A percolation test has been carried out as part of the investigation into resolving the drainage issue with the in-ground trampoline at Elms Field. Awaiting confirmation of the soakaway to be installed.
- b) Permission has been given to St Teresa's Catholic Academy to hold a Colour Run at King George V playing field on Friday 23rd May. Awaiting copies of their risk assessment and public liability insurance documents.
- c) Notice to Quit letters were issued to a number of allotment tenants due to non-payment of allotment rent owed from 1st November 2024. 10 plots will be offered to tenants on the waiting list.
- d) There has been a request for Christmas lights from businesses on Elms Field.

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

- No items were selected

Meeting closed at 8:33 pm.

### **CHAIRMAN**

CHAIRMAN'S INITIALS \_\_\_\_\_

Amenities Committee 11th March 2025 17160



## 17<sup>th</sup> March 2025

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.31 to 20:18

### **PRESENT**

Chair: Cllr B Callender

Councillors: S Cornish, P Cunnington, A Domingue, 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 A Fraser.

### **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 M Gee and seconded by Cllr B Callender and it was

**RESOLVED  
31016**

that the Minutes of Arts and Culture Committee meeting held on 20<sup>th</sup> January 2025 (pages 17133 to 17135), 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 11<sup>th</sup> March 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 twice since last meeting but nothing coming back. Suggest feedback continues to be pursued as part of the normal feedback process but this item be removed from the monitoring report. Cllr Callender to add support to feedback gathering.

**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. Cllr Domingue is pursuing her potential artist contact for more clarification.

**ACTION: CLLR DOMINGUE**

CHAIR'S INITIALS \_\_\_\_\_



**Scoring System**

Cllr Gee has fixed automation issues. Please use it to score events when a report on that event is included.

**Teens Tabletop**

Schools have been contacted. 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.

**ACTION: ARTS AND CULTURE COMMITTEE**

**COMMITTEE BUDGET (Agenda Item 6)**

The Arts and Culture Committee's budget dated to 28<sup>th</sup> February 2025 was received. The Committee wanted to praise the Arts and Culture Officer for excellent budget management.

**LUNAR NEW YEAR (Agenda Item 7)**

Councillors discussed the Lunar New Year event and report.

It was proposed by Cllr B Callender and seconded by Cllr A Jones and it was

**RESOLVED  
31017**

unanimously to continue to run this event.

The contact from a resident requesting that the event be called Chinese New Year due to the addition of the festival into UNESCO's list of intangible cultural heritage was discussed. Councillors cited many other interactions with residents and members of the wider East Asian diaspora who would rather it be called Lunar New Year to be more inclusive of individuals who celebrate the time of year from the wider region.

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

**RESOLVED  
31018**

unanimously to continue to call the event Lunar New Year.

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

**RESOLVED  
31019**

unanimously to have the staging portion of the event move into a contracted form from next financial year's event. Favouring a three year fixed contract. The Arts and Culture Officer suggested that it might be illuminating and helpful for some Councillors to be involved, citing Cllr Domingue's experience. Cllr Gee also offered her support.

**ACTION: ARTS AND CULTURE OFFICER**

The Committee discussed point 6.4 of the recommendations for the Lunar New Year event and agreed with exploring these listed below further.

- A generator for more food traders

CHAIR'S INITIALS \_\_\_\_\_



- Any additional food trader contacts
- Waste management
- Any additional community support for the event (eg. additional craft and cultural traders/activities)
- Costs from professional organisations for additional activities.
- Other ideas from the local Hong Kong community

**ACTION: ARTS AND CULTURE OFFICER**

There was further discussion on the interaction with social media, notably with this event but with wider implications on the Council’s interaction with social media. Different approaches were noted between similar organisations with similar events (Thatcham TC). With the differing opinions on the name of this event, how to respond to criticism or concerns was also discussed. The official WTC Facebook presence cannot be in all the same groups as each individual Councillor. Additionally with the feedback about scam accounts on Facebook using our event as leverage there was concern about how worthwhile Facebook was as a platform.

For now Councillors agreed to respond to criticisms by redirecting concerns or complaints through to more official channels directly to Officers. Cllr Domingue indicated that she planned to discuss more around strategic approach to social media with the Town Clerk and Marketing and Communications Coordinator.

**ACTION: CLLR DOMINGUE**

**TOWN HALL TABLETOP TAKEOVER (Agenda Item 8)**

A report updating the committee on the current years Town Hall Tabletop Takeover events was received and considered.

It was proposed by Cllr Callender and seconded by Cllr Cunnington and it was unanimously to maintain the event.

**RESOLVED  
31020**

It was suggested to explore minor changes to the ticketing, through using existing data to analyse the impact of the early bird ticket price and group tickets. Possibly replacing the group ticket option with a blanket lower price for under 18’s.

**ACTION: ARTS AND CULTURE OFFICER**

**COMMITTEE INFORMATION (Agenda Item 9)**

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

**CHAIR**

CHAIR'S INITIALS \_\_\_\_\_



18<sup>th</sup> March 2025

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 9:40 pm.

**PRESENT**

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (from 19:50), B Callender, R Comber, S Gurney, T Lack, I Shepherd-Dubey

**IN ATTENDANCE**

RFO: Lisa Davison

Town Clerk: Katy Hughes

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies were received from Cllrs K Malvern and H Richards

**MEMBERS' INTERESTS (Agenda Item 2)**

None noted.

**QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)**

No questions were received.

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

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

that the minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 21<sup>st</sup> January 2025, pages 17136 to 17143 and the extraordinary meeting on 6<sup>th</sup> March 2025, pages 17157 to 17158 (subject to amending resolution 31012 to include Cllr R Comber) be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

**RISK REGISTER (Agenda Item 5)**

The committee received and discussed the updated Strategic and Resource elements of the Risk Register and noted the following:

- Checks of monthly bank reconciliations were completed by Cllr M Gee for December 2024 and January 2025.

**RESOLVED  
31021**

CHAIR INITIALS \_\_\_\_\_



- Each year the mayor should be aware of the insurance cover in place for regalia being off-site. The RFO advised that the renewal of the council's insurance takes place in July 2025 and a review of insurance cover for all assets, including the mayor's regalia being off-site, will be undertaken before determining which insurer to use.
- Confirmation that some legal documents are stored with the council's solicitor. Only documents that require regular access, for example tenancy agreements, are stored at the council offices.
- Cllrs should be reminded to use and respond only to their recognised WTC email addresses, and be alert to an increasing incidence of fraudulent email that may appear to come from an official email address. Any queries should be raised to officers before councillors act on any such request.
- Colour coding of the risk register should consider that two councillors have colour blindness.

The committee also noted that the Amenities Committee reviewed the pages covering allotments, play areas, municipal buildings and open spaces at their meeting on 10<sup>th</sup> September 2024.

#### **INTERNAL AUDIT AND YEAR END ACCOUNTS (Agenda Item 6)**

The committee received and noted the following:-

- the interim internal audit report for the visit on 10<sup>th</sup> February 2025 and noted that the internal auditor's final visit for 2024-5 will occur on 25<sup>th</sup> April 2025.
- Year end outcomes and a copy of the fixed asset register are to be brought to the 29<sup>th</sup> April F&P Committee meeting (ahead of the AGAR being signed by Full Council on 13<sup>th</sup> May 2025). The committee shall also review a proposed list of the assets to be insured.
- Unaudited accounts (company accounts) will be brought to the F&P meeting on 17<sup>th</sup> June ahead of sign off by Full Council on 1<sup>st</sup> July 2025.
- Cllr M Gee reported that checks of the December 2024 and January 2025 bank reconciliations had been undertaken and that there was nothing to report to the committee. Cllr M Gee will check the bank reconciliations for February and March 2025 in mid-April. The process of performing the bank reconciliation check will be written up as this role will be rotated to different councillors who may not have audit experience.
- The RFO gave a verbal update that a comprehensive review of the fixed asset register was in progress and that the committee should consider which of these assets should be insured e.g. playground surfaces and fencing. It was agreed that the review of insured assets should occur at the F&P meeting in April.
- Historical creditor balances have also been reviewed with an expected net write off of £300 to take place by the year end.

*Cllr B Alvi joined the meeting at 7:50pm*

CHAIR INITIALS \_\_\_\_\_



**ACCOUNTS PAYABLE (Agenda Item 7)**

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

**RESOLVED  
31022**

to approve:

- (a) the list of costs from 1<sup>st</sup> January 2025 to 28<sup>th</sup> February 2025 totalling the sum of £274,964.44 paid from the F & GP Account, this includes £105,000 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) the list of costs from 1<sup>st</sup> January 2025 to 28<sup>th</sup> February 2025 totalling the sum of £98,020.57 paid from the Clerks Drawings account.

A vote was taken and was unanimous.

**FINANCIAL REPORTS (Agenda Item8)**

Members received and noted the following financial reports:

- (a) Income and Expenditure to 28<sup>th</sup> February 2025.
- (b) Balance Sheet as 28<sup>th</sup> February 2025.
- (c) Revenue monitoring report to 28<sup>th</sup> February 2025.

The RFO and Town Clerk provided responses to queries on income recorded in the Income and Expenditure reports. The RFO gave a verbal report on the balance sheet and members noted that fixed assets are not recorded. Cllr M Gee explained the breakdown of reserves in preparation for discussion of **agenda item 11**. Members noted that the expected profit forecast on the monitoring report for 31<sup>st</sup> March 2025 was less than predicted in January due mainly to lower hirer income. Cllr S Gurney requested that new narrative on the monitoring report be in bold to easily identify changes made.

- (d) The committee considered a virement request from the Amenities Committee from their meeting on 11<sup>th</sup> March 2025. It was proposed by Cllr T Lack and seconded by Cllr B Callender and it was

**RESOLVED  
31023**

to recommend the virement of £2,205.50 from the Elms Field maintenance to the Town Hall maintenance budget to facilitate the delivery of a project to upgrade the emergency phone system in the lift.

A vote was taken and it was unanimous.

- (e) The committee noted a write off of bad debt for three market traders totalling £160. There is a risk of a further market trader bad debt of £140.

CHAIR INITIALS \_\_\_\_\_



**INVESTMENT UPDATE (Agenda Item 9)**

- (a) The members received and noted the latest value as at 28<sup>th</sup> February 2025 for the current holding of LAPF at a mid-value of £92,787.16 (31<sup>st</sup> March 2024 £91,816).
- (b) The RFO gave a verbal update that the investment products identified at the F&P meeting on 24 September 2024 to deposit £380,000 (currently at Barclays bank) were no longer available to councils. 90/95 day notice variable interest deposit accounts accessible to councils were found with Hampshire Trust Bank and Hinckley & Rugby Building Society at variable rates of 3.95% and 3.40% respectively (as at 18<sup>th</sup> March 2025). These are lower rates than were available in September due to the Bank of England interest cut in February 2025. Both accounts presented would give 30 days' notice of a change to the interest rate.

After consideration by committee members of risk, rewards and diversification it was proposed by Cllr R Comber and seconded by Cllr B Callender and it was

**RESOLVED  
31024**

to open a 95 day deposit account with Hampshire Trust Bank, or similar, and to transfer £380,000 from funds currently held in the Barclays Plc current account. A vote was taken and it was unanimous.

**CIL MONITORING REPORT AND SPENDING REQUESTS (Agenda Item 10)**

- (a) The members noted the CIL income and expenditure report to February 2025.
- (b) The members received and reviewed items of expenditure to reallocate to CIL totalling £40,356.57 as detailed in the agenda pack together with an agreed verbal addition of £3,318.00 for the boundary/ speedwatch signage.

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

**RESOLVED  
31025**

to reallocate a total of £43,674.57 of costs incurred in 2024/5 to CIL.

A vote was taken and it was unanimous.

**COUNCIL RESERVES (Agenda Item 11)**

The Town Clerk's Report 04/2025 was presented by the Town Clerk to the committee.

- i) Having resolved in 10(b) above to reallocate costs of £43,674.57 to CIL, the committee discussed the Town Clerk's recommendation to realign these costs as proposed in section 3.4 of TC04/2025.

CHAIR INITIALS \_\_\_\_\_



- ii) The committee also considered the Town Clerk’s proposal to add unused 2024/5 budget into the elections and Town Hall reserves (section 3.5 of TC04/2025).

The Town Clerk also presented the proposal to create new earmarked reserves detailed in section 3.6 of TC04/2025 at 31<sup>st</sup> March 2025.

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

**RESOLVED  
31026**

to add sums to existing reserves and create new reserves as recommended in report TC04/2025 sections 3.4, 3.5 and 3.6 except for 3.6 (iii).

A vote was taken and it was unanimous.

- iii) The Town Clerk presented section 3.7 of TC04/2025 and explained the basis of the projection of future costs and works for Play parks and the Town Hall. Similar projections for open spaces will follow in the future. The Town Clerk and Officers were thanked for compiling the information in the report’s Appendix.

Following extensive discussion, the committee agreed to a working party to comprise of Cllrs M Gee, T Lack, R Comber and officers and that Cllr H Richards also be invited to join. The working party would include consideration of:-

- a review of the expected future costs for longer term reserves covering replacement of play equipment and maintenance of the Town Hall initially, based on a twenty year cycle, possibly longer.
- how to fund future costs – annual increments to precept or just in the year of incurring the cost.
- a proposal that interest earned from investments be added to these reserves rather than be included in the precept calculation.
- recommendations from the working group to the committee to be timed to coincide with the budget cycle.
- to consider whether the Town Hall repairs and maintenance budget should be increased to cover the costs of pre-emptive maintenance to extend the time of when items with bigger costs will need to be done.

*09:10pm Cllr M Gee temporarily left the meeting and Cllr B Alvi took over as chair of the meeting.*

**GRANTS (Agenda Item 12)**

*Cllr M Gee returned to the meeting during discussion of this item*

Members reviewed the scores submitted by committee members for the Culture and Community grant application. After a lengthy discussion it was proposed by Cllr B Alvi and seconded by Cllr T Lack and it was

**RESOLVED  
31027**

not to award a culture and community grant to Sangeet Global Limited.

CHAIR INITIALS \_\_\_\_\_



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

The Town Clerk was asked to provide feedback to the applicant based on the committee's discussion.

*09:27pm Cllr M Gee resumed as chair of the meeting.*

**COMMITTEE INFORMATION (Agenda Item 13)**

- (a) None.
- (b) None.
- (c) Noted.
- (d) It was agreed to defer this item to the Full Council meeting in April 2025.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)**

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

**RESOLVED  
31028**

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 that they are instructed to withdraw.

A vote was taken and it was unanimous.

*The RFO left the meeting at 9.30pm*

**STAFFING UPDATE (Agenda Item 15)**

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

- Following discussion, members agreed to a request from the Town Clerk regarding appointing to a temporary post to provide admin support for the grounds team.
- Members reviewed a tabled copy of the payroll figures for 2025-26

The meeting ended at 9.40pm

CHAIR INITIALS \_\_\_\_\_



Date:11/03/2025

**Wokingham Town Council**

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Time: 12:27

**F & P and Current Accounts**

**List of Payments made between 01/01/2025 and 28/02/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2025	Grenke Leasing Limited	Std Ord	257.26		Hire of copier
01/01/2025	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
06/01/2025	O2	DDR 060125	103.64		34698703/O2
08/01/2025	HISCOX	Direct Deb	2,391.21		WTC main insurance
08/01/2025	Google Ireland Limited	DDR 080125	36.00		5146622868/Google Ireland Limi
09/01/2025	Clerk's Drawings Account	Imprest	43,000.00		Transfer Main to Clerks
10/01/2025	Barclaycard Commercial	DDR 100125	55.93		010034751224/Barclaycard
15/01/2025	BACS P/L Pymnt Page 5188	BACS Pymnt	27,251.21		BACS P/L Pymnt Page 5188
16/01/2025	SAGE	Std Ord	70.80		Payroll
17/01/2025	Barclaycard Commercial	DDR 170125	1,831.34		267334/Barclaycard Commercial
20/01/2025	Castle Water Limited	DDR200125	119.71		10005032521/Castle Water Limit
20/01/2025	Total Gas & Power Ltd	DDR 200125	2,162.75		363744672/25/Total Gas & Power
21/01/2025	BACS P/L Pymnt Page 5194	BACS Pymnt	7,289.77		BACS P/L Pymnt Page 5194
21/01/2025	Castle Water Limited	DDR 210125	32.86		10005082213/Castle Water Limit
22/01/2025	Total Gas & Power Ltd	DDR 220125	7,454.81		364036975/25/Total Gas & Power
22/01/2025	Total Gas & Power Ltd	DDR220125	543.61		364036986/25/Total Gas & Power
23/01/2025	HMRC	DDR	7,752.20		HMRC
24/01/2025	Clerk's Drawings Account	Imprest	12,000.00		Imprest payment
26/01/2025	ARVAL	DD	599.24		HK72 FNE WO7317
28/01/2025	Castle Water Limited	DDR 280125	35.65		Purchase Ledger DDR Payment
29/01/2025	BACS P/L Pymnt Page 5199	BACS Pymnt	8,780.76		BACS P/L Pymnt Page 5199
29/01/2025	Focus Group	DDR 290125	1,059.49		10668774/Focus Group
31/01/2025	BACS P/L Pymnt Page 5204	BACS Pymnt	10,157.96		BACS P/L Pymnt Page 5204
31/01/2025	BACS P/L Pymnt Page 5207	BACS Pymnt	-460.41		BACS P/L Pymnt Page 5207
05/02/2025	O2	DDR 050225	229.24		35280842/O2
07/02/2025	Google Ireland Limited	DDR 070225	36.00		Purchase Ledger DDR Payment
08/02/2025	HISCOX	Direct Deb	2,391.21		WTC main insurance
10/02/2025	Barclaycard Commercial	DDR 100225	77.16		010034750125/Barclaycard
11/02/2025	BACS P/L Pymnt Page 5208	BACS Pymnt	10,128.52		BACS P/L Pymnt Page 5208
11/02/2025	BACS P/L Pymnt Page 5209	BACS Pymnt	18,275.88		BACS P/L Pymnt Page 5209
11/02/2025	Clerk's Drawings Account	Imprest	40,000.00		Imprest transfer
16/02/2025	SAGE	Std Ord	70.80		Payroll
17/02/2025	Barclaycard Commercial	DDR 170225	4,984.09		WSTONES 150125/Barclaycard
17/02/2025	Barclaycard Commercial	DDR170225	632.69		SO012956841/Barclaycard Com
18/02/2025	BACS P/L Pymnt Page 5214	BACS Pymnt	9,360.00		BACS P/L Pymnt Page 5214
18/02/2025	Castle Water Limited	DDR 180225	14.38		10005355278/Castle Water Limit
18/02/2025	Castle Water Limited	DDR180225	50.94		10005361056/Castle Water Limit
19/02/2025	Total Gas & Power Ltd	DDR190225	1,727.72		366730260/25/Total Gas & Power
20/02/2025	BACS P/L Pymnt Page 5218	BACS Pymnt	28,318.09		BACS P/L Pymnt Page 5218
20/02/2025	Clerk's Drawings Account	Imprest	10,000.00		Imprest payment
20/02/2025	HMRC	DDR	8,207.64		HMRC
21/02/2025	Castle Water Limited	DDR 210225	6.26		Purchase Ledger DDR Payment
21/02/2025	Total Gas & Power Ltd	DDR 190225	340.65		366730226/25/Total Gas & Power
26/02/2025	ARVAL	DD	599.24		HK72 FNE WO7317
26/02/2025	BACS P/L Pymnt Page 5223	BACS Pymnt	2,808.00		BACS P/L Pymnt Page 5223
28/02/2025	Castle Water Limited	DDR 280225	35.65		Purchase Ledger DDR Payment
28/02/2025	Focus Group	DDR280225	1,059.49		10696775/Focus Group

CHAIR INITIALS \_\_\_\_\_



Total Payments 274,964.44

Date: 11/03/2025

**Wokingham Town Council**

Page 1

Time: 12:40

**Clerk's Drawings Account**

**List of Payments made between 01/01/2025 and 28/02/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2025	Peninsula	Std Ord	167.44		HR support
01/01/2025	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/01/2025	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/01/2025	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/01/2025	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/01/2025	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
15/01/2025	BACS P/L Pymnt Page 5189	BACS Pymnt	6,704.44		BACS P/L Pymnt Page 5189
15/01/2025	BACS P/L Pymnt Page 5192	BACS Pymnt	639.90		BACS P/L Pymnt Page 5192
15/01/2025	DD ALLOT Staff	BACS	538.73		DD ALLOT Staff
15/01/2025	Jan Salary	BACS	31,293.99		Jan Salary
21/01/2025	BACS P/L Pymnt Page 5195	BACS Pymnt	5,491.13		BACS P/L Pymnt Page 5195
21/01/2025	Castle Water Limited	DDR 210125	184.49		10005128112/Castle Water Limit
23/01/2025	Staff DD Bloom	BACS	441.50		Staff DD Bloom
23/01/2025	F&P receipt	DDR230125X	975.32		Payroll adj
29/01/2025	BACS P/L Pymnt Page 5200	BACS Pymnt	4,252.81		BACS P/L Pymnt Page 5200
31/01/2025	DD staff mayor	BACS	635.19		DD staff mayor
31/01/2025	BACS P/L Pymnt Page 5205	BACS Pymnt	1,240.99		BACS P/L Pymnt Page 5205
31/01/2025	ALLEVAP tidy 599	ALLEVAP	69.30		ALLEVAP tidy 599
01/02/2025	Peninsula	Std Ord	167.44		HR support
06/02/2025	040225 Staff	BACS	56.00		040225 Staff
11/02/2025	BACS P/L Pymnt Page 5210	BACS Pymnt	1,119.27		BACS P/L Pymnt Page 5210
11/02/2025	110225 DD	BACS	300.00		110225 DD
14/02/2025	Salary	BACS	29,747.32		Salary
20/02/2025	BACS P/L Pymnt Page 5215	BACS Pymnt	7,082.54		BACS P/L Pymnt Page 5215
20/02/2025	200225 DD	BACS	200.00		200225 DD
20/02/2025	Castle Water Limited	DDR 200225	7.89		Purchase Ledger DDR Payment
26/02/2025	BACS P/L Pymnt Page 5221	BACS Pymnt	4,846.54		BACS P/L Pymnt Page 5221
28/02/2025	Castle Water Limited	DDR 280225	16.15		Purchase Ledger DDR Payment
28/02/2025	DD staff Bloom	BACS	315.19		DD staff Bloom
		<b>Total Payments</b>	<b>98,020.57</b>		

CHAIR INITIALS \_\_\_\_\_



## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25				APPROVED Budget 2025/26			
		Last Year : 2023/2024	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
<b>101</b>	<b>Amenities</b>								
1256	Misc. Income	30	0	30	50	0	0	0	
	<b>Total Income</b>	30	0	30	50	0	0	0	
4100	Repairs & Maintenance	0	0	0	0	0	0	0	
4411	Hanging Flower Baskets	26,000	22,070	24,500	23,369	0	25,317	0	
4506	E Bike event	1,000	104	1,000	35	0	0	0	
4508	Graffiti removal	6,000	6,188	8,000	4,362	0	8,000	0	
4514	Christmas Light Projects	6,500	6,998	6,500	4,720	0	6,500	5,400	
4515	Christmas Lighting Contract	33,000	28,753	26,500	27,064	0	27,100	0	
4521	Market Place Cleaning	15,000	1,541	4,500	0	0	0	0	
	<b>Overhead Expenditure</b>	87,500	65,654	71,000	59,550	0	67,017	5,400	
	<b>Movement to/(from) Gen Reserve</b>	(87,470)	(65,654)	(70,970)	(59,500)	0	(66,917)		
<b>102</b>	<b>Market</b>								
1106	Grant Funding (External)	0	10,070	0	0	0	0	0	
1220	Outdoor Market Tolls	40,000	41,707	40,200	40,542	0	48,200	0	
1222	Farmers /Vegan Market	1,700	1,710	1,850	780	0	1,150	0	
1256	Misc. Income	0	0	0	40	0	0	0	
1275	Write off income	0	0	0	402	0	0	0	
	<b>Total Income</b>	41,700	53,487	42,050	41,764	0	49,350	0	
4100	Repairs & Maintenance	0	11,176	1,980	1,503	0	2,178	0	
4131	Electricity	1,250	749	1,375	1,381	0	2,074	0	

Continued on next page

## Wokingham Town Council

## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

	Financial Year : 2024/25				APPROVED Budget 2025/26				
	Last Year : 2023/2024								
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4140 Gritting	0	0	0	930	0	0	2,008	0	0
4145 Rates	6,560	3,368	3,370	3,368	0	0	3,707	0	0
4172 Licences (All)	1,500	1,565	2,550	2,709	0	0	2,821	0	0
4327 Advertising/Marketing	2,000	1,895	1,000	618	0	0	1,000	0	0
4620 Bad debt write off	0	0	0	1,310	0	0	0	0	0
<b>Overhead Expenditure</b>	11,310	18,753	10,275	11,818	0	1,690	13,788	0	0
<b>Movement to/(from) Gen Reserve</b>	30,390	34,734	31,775	29,946	0	0	35,562		
<b>103 Parks &amp; Bloom</b>									
1101 Football Pitch-Langborough	500	0	0	0	0	0	0	0	0
1103 KGV Trust Income	1,100	1,100	1,100	1,100	0	0	1,100	0	0
1104 Redlands Farm Rent	350	450	350	450	0	0	338	0	0
1120 Playing Field income	0	0	0	275	0	0	550	0	0
1256 Misc. Income	0	500	0	315	0	0	209	0	0
1265 WBC Elms Field	2,100	0	0	0	0	0	0	0	0
1267 Bloom income	1,600	2,805	1,600	364	0	0	1,000	0	0
<b>Total Income</b>	5,650	4,855	3,050	2,505	0	0	3,197	0	0
4008 Travel,Substance, Parking	0	0	0	173	0	0	170	0	0
4100 Repairs & Maintenance	44,000	48,423	37,000	33,356	0	6,517	37,851	0	0
4101 Competitions	1,000	0	0	0	0	0	0	0	0
4102 Hedges & Ditches	1,000	0	0	0	0	0	0	0	0
4103 Grass Cutting	0	17	0	0	0	0	0	0	0
4105 Maintenance Contracts	19,000	23,693	30,240	29,333	0	2,867	32,736	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25					APPROVED Budget 2025/26			
	Last Year : 2023/2024	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4106	Elms Field Maintenance	37,500	43,317	29,000	15,574	0	7,985	21,767	0	0
4107	Trees	35,000	24,923	35,000	25,185	0	5,845	35,805	500	0
4114	KGV & Leslie Sears Maintenance	1,500	1,582	1,500	1,291	0	0	1,500	0	0
4120	Security	2,000	773	1,000	1,210	0	0	2,000	0	0
4131	Electricity	5,000	484	5,000	4,604	0	0	10,300	0	0
4135	Water	300	146	300	171	0	0	300	0	0
4140	Gritting	0	0	0	772	0	0	2,574	0	0
4147	Rent of Garage	450	510	0	0	0	0	0	0	0
4149	Met.Station Lease/Maintenance	350	350	350	350	0	0	350	0	0
4151	Waste Collection	5,000	8,253	7,000	7,191	0	810	9,000	0	0
4154	External Cleaning	0	849	0	1,165	0	0	1,361	0	0
4155	Park Yoga	0	1,400	1,400	1,400	0	0	1,675	0	0
4312	Street Furniture	600	0	600	209	0	0	600	0	0
4316	Playground repairs	0	0	6,500	4,541	0	0	6,500	0	0
4327	Advertising/Marketing	2,000	0	750	0	0	0	750	0	0
4412	Thames and Chiltern in Bloom	11,000	15,458	10,000	8,963	0	500	10,000	0	0
4522	Wildflower planting & Maintena	3,000	0	2,000	2,544	0	18	0	0	0
	<b>Overhead Expenditure</b>	168,700	170,177	167,640	138,033	0	24,541	175,239	500	0
	<b>103 Net Income over Expenditure</b>	-163,050	-165,323	-164,590	-135,528	0	-24,541	-172,042	-500	0
6001	plus Transfer from EMR	0	15,642	0	10,077	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(163,050)	(149,681)	(164,590)	(125,451)	0		(172,042)		
<b>104</b>	<b>Woosehill</b>									
1010	Lettings-Main Hall	27,000	16,891	22,000	19,197	0	0	19,100	0	0

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**Wokingham Town Council**  
**Annual Budget - By Centre (Actual YTD Month 12)**  
**Note: APPROVED Budget 2025-26**

		<u>Last Year : 2023/2024</u>				<u>Financial Year : 2024/25</u>				<u>APPROVED Budget 2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward			
1011	Lettings-Committee Rooms	2,400	2,794	2,400	2,219	0	0	1,500	0	0		
1019	Out of hours lettings - income	2,000	1,817	2,000	1,271	0	0	1,200	0	0		
1020	Lettings-Upstairs Hall	5,000	5,366	5,000	6,080	0	0	6,000	0	0		
1030	Emmbrook Peppercorn Rent	10	1	10	1	0	0	10	0	0		
1256	Misc. Income	0	0	0	20	0	0	0	0	0		
	<b>Total Income</b>	<b>36,410</b>	<b>26,869</b>	<b>31,410</b>	<b>28,788</b>	<b>0</b>	<b>0</b>	<b>27,810</b>	<b>0</b>	<b>0</b>		
4100	Repairs & Maintenance	12,000	12,986	9,900	10,380	0	2,490	14,128	5,000	0		
4109	Health & Safety Surveys	1,250	0	1,250	720	0	0	3,000	0	0		
4120	Security	4,000	5,258	4,000	4,573	0	-300	4,092	0	0		
4131	Electricity	1,500	934	1,650	1,682	0	0	1,750	0	0		
4132	Gas	1,300	1,488	1,430	1,658	0	0	1,430	0	0		
4135	Water	650	413	715	561	0	0	591	0	0		
4145	Rates	3,700	3,196	3,520	3,516	0	0	3,890	0	0		
4150	Cleaning Materials	600	57	600	798	0	0	1,200	0	0		
4151	Waste Collection	1,600	1,138	1,100	899	0	625	1,200	0	0		
4154	External Cleaning	800	1,328	3,000	4,257	0	120	3,311	0	0		
4320	Telephones	600	822	600	1,229	0	0	1,475	0	0		
4382	Insurances	300	452	300	0	0	0	500	0	0		
4620	Bad debt write off	0	0	0	100	0	0	0	0	0		
	<b>Overhead Expenditure</b>	<b>28,300</b>	<b>28,073</b>	<b>28,065</b>	<b>30,372</b>	<b>0</b>	<b>2,936</b>	<b>36,567</b>	<b>5,000</b>	<b>0</b>		
	<b>Movement to/(from) Gen Reserve</b>	<b>8,110</b>	<b>(1,204)</b>	<b>3,345</b>	<b>(1,584)</b>	<b>0</b>	<b>(8,757)</b>					

## Wokingham Town Council

## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25					APPROVED Budget 2025/26				
		Last Year : 2023/2024	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward			
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward			
1010	Lettings-Main Hall	5,900	3,572	3,986	0	0	4,866	0			
1011	Lettings-Committee Rooms	2,500	2,979	2,925	0	0	3,660	0			
1012	Lettings-Kitchen	400	76	321	0	0	369	0			
1013	Lettings-Council Chamber	500	487	208	0	0	249	0			
1014	Lettings-Annexe	1,300	528	353	0	0	0	0			
1015	Lettings-Jubilee Room	3,160	737	460	0	0	376	0			
1016	Wedding Income	15,500	13,957	28,033	0	0	15,921	0			
1017	Information Centre Income	0	17	6	0	0	0	0			
1025	Letting Fees - All Tenants	93,390	93,390	89,641	0	0	90,097	0			
1026	Service Charges - All Tenants	4,580	4,430	4,580	0	0	3,583	0			
1027	Insurance Recharge - All Tenan	2,840	6,179	6,528	0	0	5,798	0			
1028	Utility Recharge - DT Brands	0	0	13,579	0	0	18,144	0			
1158	Banner Income	0	300	300	0	0	0	0			
1256	Misc. Income	0	3,158	75	0	0	0	0			
1258	Equipment Hire (Bookings)	1,200	383	674	0	0	706	0			
1260	Hospitality Income	2,500	2,424	1,332	0	0	2,500	0			
1261	Citizenship Ceremonies	1,590	1,600	1,600	0	0	1,600	0			
1262	Wedding catering income	5,000	8,028	6,561	0	0	5,000	0			
1275	Write off income	0	0	549	0	0	0	0			
	<b>Total Income</b>	140,360	142,245	161,712	0	0	152,869	0			
4100	Repairs & Maintenance	25,500	38,987	29,196	0	5,564	32,403	0			
4108	Gutter Maintenance	800	0	0	0	0	0	0			
4109	Health & Safety Surveys	2,700	1,445	5,430	0	1,535	3,755	3,000			
4120	Security	6,000	5,500	5,691	0	193	6,138	0			

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## Wokingham Town Council

## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25				APPROVED Budget 2025/26				
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4121	CCTV	800	336	800	-336	0	0	800	0	0
4131	Electricity	9,500	7,189	11,400	19,920	0	0	19,953	0	0
4132	Gas	7,000	5,854	7,700	9,898	0	0	10,680	0	0
4135	Water	8,730	-4,583	8,730	802	0	0	1,164	0	0
4145	Rates	24,500	25,176	30,850	30,849	0	0	33,935	0	0
4150	Cleaning Materials	2,000	2,251	2,000	2,178	0	65	2,400	0	0
4151	Waste Collection	3,500	1,268	1,500	654	0	679	792	0	0
4154	External Cleaning	8,180	8,413	8,180	7,668	0	2,400	10,022	0	0
4172	Licences (All)	3,500	295	3,500	0	0	0	3,000	0	0
4302	Town Hall Structural Repairs	0	0	30,000	1,495	0	6,315	40,000	5,000	0
4325	Town Hall Equipment Purchases	1,000	630	1,000	797	0	279	1,000	1,000	0
4332	Function costs	2,250	3,058	2,250	4,038	0	6	4,450	0	0
4398	Wedding external catering	4,000	4,419	4,000	2,650	0	0	4,000	0	0
4620	Bad debt write off	0	0	0	315	0	0	0	0	0
	<b>Overhead Expenditure</b>	109,960	100,238	148,660	121,245	0	17,036	174,492	9,000	0
	<b>106 Net Income over Expenditure</b>	30,400	42,007	-12,800	40,466	0	-17,036	-21,623	-9,000	0
6001	plus Transfer from EMR	0	6,823	0	0	0	0	0	0	0
6002	less Transfer to EMR	0	-6,664	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	30,400	55,494	(12,800)	40,466	0		(21,623)		
<b>109</b>	<b>Allotments</b>									
1105	S 106 Monies	0	48,610	0	10,151	0	0	0	0	0
1203	Allotment Rents	13,400	17,164	17,000	16,684	0	0	19,900	0	0
1256	Misc. Income	0	209	0	2,833	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		<u>Last Year : 2023/2024</u>				<u>Financial Year : 2024/25</u>			<u>APPROVED Budget 2025/26</u>	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<b>Total Income</b>	13,400	65,983	17,000	29,668	0	0	19,900	0	0
4100	Repairs & Maintenance	7,000	52,966	7,700	25,287	0	965	10,085	0	0
4101	Competitions	700	968	700	714	0	0	700	0	0
4105	Maintenance Contracts	0	0	3,760	3,760	0	0	3,846	0	0
4135	Water	3,000	2,033	4,250	1,961	0	0	5,083	0	0
4146	St Pauls Gate Rental	80	72	80	72	0	0	80	0	0
4154	External Cleaning	0	0	4,500	3,242	0	0	4,815	0	0
4620	Bad debt write off	0	0	0	101	0	0	0	0	0
	<b>Overhead Expenditure</b>	10,780	56,038	20,990	35,136	0	965	24,609	0	0
	<b>Movement to/(from) Gen Reserve</b>	2,620	9,945	(3,990)	(5,468)	0	0	(4,709)		
<b>120</b>	<b><u>Amenities Capital</u></b>									
4302	Town Hall Structural Repairs	30,000	0	0	0	0	0	0	0	0
4309	Footpath Upgrade	0	26,764	0	0	0	0	0	0	0
4313	Playground Upgrades	25,900	46,379	40,000	10,270	0	3,700	0	0	0
	<b>Overhead Expenditure</b>	55,900	73,143	40,000	10,270	0	3,700	0	0	0
6001	plus Transfer from EMR	0	26,764	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(55,900)	(46,379)	(40,000)	(10,270)	0	0	0		
<b>201</b>	<b><u>Personnel</u></b>									
1256	Misc. Income	0	560	0	3,303	0	0	0	0	0
	<b>Total Income</b>	0	560	0	3,303	0	0	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25				APPROVED Budget 2025/26				
<u>Last Year : 2023/2024</u>		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000	Basic Pay	409,000	402,160	476,500	423,398	0	0	488,305	0	0
4001	Overtime Pay	11,000	20,681	20,750	18,860	0	0	21,129	0	0
4002	NI Costs	36,500	36,413	45,000	39,616	0	0	61,193	0	0
4003	Pension Costs	108,000	108,485	125,000	116,330	0	0	130,643	0	0
4004	Personnel Services Contracted	3,670	1,674	3,670	1,674	0	285	5,353	0	0
4005	Staff Training	6,000	7,616	7,250	8,385	0	565	8,000	0	0
4006	Recruitment	1,500	-117	1,000	150	0	40	250	0	0
4010	Councillor Training	1,500	643	1,500	982	0	0	1,500	0	0
4011	PPE and workwear	0	0	750	1,280	0	0	1,000	0	0
	<b>Overhead Expenditure</b>	577,170	577,555	681,420	610,674	0	890	717,373	0	0
	<b>Movement to/(from) Gen Reserve</b>	(577,170)	(576,995)	(681,420)	(607,371)	0		(717,373)		
<b>301</b>	<b>F &amp; P Administration</b>									
1107	CIL FUNDING FROM WBC	200,000	126,344	200,000	77,927	0	0	0	0	0
1160	Public Donation	0	0	0	1	0	0	0	0	0
1251	Interest Received	8,200	31,414	23,200	41,903	0	0	30,000	0	0
1256	Misc. Income	0	93,879	0	1,189	0	0	0	0	0
1276	PRECEPT	1,118,820	1,118,820	1,227,267	1,227,267	0	0	1,307,942	0	0
	<b>Total Income</b>	1,327,020	1,370,457	1,450,467	1,348,287	0	0	1,337,942	0	0
4007	Car Allowances	1,240	1,239	1,240	413	0	0	0	0	0
4008	Travel,Substance, Parking	3,000	4,432	3,000	3,457	0	0	3,895	0	0
4009	Van hire costs	6,000	6,022	10,500	5,992	0	0	10,500	0	0
4145	Rates	12,500	12,135	14,246	8,383	0	0	9,222	0	0

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## Wokingham Town Council

## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25				APPROVED Budget 2025/26			
	Last Year : 2023/2024	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Cleaning Materials	0	1,034	0	0	0	0	0	0
4310	IT subscriptions	4,000	1,958	8,846	0	481	9,293	0	0
4311	Office Equipment Maintenance	2,180	0	17	0	0	0	0	0
4317	Office equip purchases	0	0	2,066	0	0	2,800	0	0
4320	Telephones	6,500	12,165	11,523	0	318	11,163	0	0
4321	Stationery	0	0	864	0	0	1,500	0	0
4322	Office Supplies	3,000	3,076	839	0	17	1,100	0	0
4323	Postage	1,000	428	75	0	9	250	0	0
4324	Photocopier Lease	1,560	1,678	1,033	0	0	860	0	0
4326	Subscriptions	16,800	17,351	10,983	0	0	12,238	0	0
4327	Advertising/Marketing	5,180	2,055	2,656	0	100	3,750	0	0
4329	Website Maintenance	1,200	400	1,348	0	0	1,700	0	0
4344	Strategic Marketing	8,000	5,014	5,147	0	544	5,508	0	0
4379	Professional & Legal Fees	8,000	5,559	6,921	0	0	8,000	10,000	0
4380	External Audit Fees	2,000	2,200	0	0	2,100	2,000	0	0
4381	Internal Audit Fees	1,700	1,131	527	0	1,153	1,540	0	0
4382	Insurances	27,800	30,287	30,586	0	2,392	36,021	0	0
4383	Bank Charges	1,000	678	678	0	0	650	0	0
4395	Photocopier Usage	1,200	1,019	655	0	0	770	0	0
4396	Publications	300	0	0	0	0	300	0	0
4602	Election & Reserve	8,000	40,875	-2,575	0	0	8,500	0	0
4610	Income Protection Reserve	0	0	0	0	0	0	30,300	0
4990	CIL Expenditure reserve	175,000	0	37,220	0	0	0	0	0
	<b>Overhead Expenditure</b>	297,160	150,735	137,653	0	7,114	131,560	40,300	0

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**Wokingham Town Council**  
**Annual Budget - By Centre (Actual YTD Month 12)**

**Note: APPROVED Budget 2025-26**

		<b>Financial Year : 2024/25</b>				<b>APPROVED Budget 2025/26</b>			
		<b>Last Year : 2023/2024</b>	<b>Actual YTD</b>	<b>Projected</b>	<b>Committed</b>	<b>Agreed</b>	<b>EMR</b>	<b>Carried Forward</b>	
Budget	Actual	1,219,723	1,210,633	0	-7,114	1,206,382	-40,300	0	
<b>301 Net Income over Expenditure</b>		1,029,860	1,210,633	0	-7,114	1,206,382	-40,300	0	
6001	plus Transfer from EMR	0	0	0	0	0	0	0	
6002	less Transfer to EMR	0	0	0	0	0	0	0	
<b>Movement to/(from) Gen Reserve</b>		1,029,860	1,210,633	0	0	1,206,382			
<b>302 Civic</b>									
4328	Computer Software/ App update	0	720	0	0	1,000	0	0	
4333	Newsletter	5,000	5,034	0	0	5,627	0	0	
4362	Civic Receptions	2,800	161	0	0	921	0	0	
4365	Heritage Day	3,850	3,138	0	131	3,850	0	0	
4369	Remembrance Day	2,800	792	0	2,172	3,305	0	0	
4370	Christmas Music	1,000	0	0	0	0	0	0	
4371	Honoraria	1,400	1,400	0	0	1,500	0	0	
4372	Chair's Allowance	3,500	2,975	0	0	3,500	0	0	
4373	Civic Transport	100	35	0	0	100	0	0	
4374	Official Gifts	500	155	0	0	400	0	0	
4375	Christmas Cards	300	80	0	0	300	0	0	
4376	Insignia & Dress	3,000	1,157	0	99	3,000	0	0	
4377	Civic Awards	2,000	2,151	0	257	3,200	0	0	
4378	Silver Talks	50	70	0	0	150	0	0	
4399	Mayor's Sunday	5,000	2,901	0	0	3,500	0	0	
4400	Mayors Chaplain	0	0	0	0	175	0	0	
4401	Beating the Bounds	0	4,000	0	0	0	0	0	
4523	Museum Accreditation	10,000	275	0	0	10,000	4,000	0	

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25					APPROVED Budget 2025/26			
		Last Year : 2023/2024		Actual YTD		Projected	Committed	Agreed	EMR	Carried Forward
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward		
4530	Museum Open Days	0	0	1,000	193	0	0	400	0	0
4531	Wokingham Remembers	0	0	1,500	0	0	0	215	0	0
	<b>Overhead Expenditure</b>	41,300	24,593	47,425	25,236	0	2,658	41,143	4,000	0
	<b>Movement to/(from) Gen Reserve</b>	(41,300)	(24,593)	(47,425)	(25,236)	0		(41,143)		
<b>303</b>	<b>Grants</b>									
1256	Misc. Income	0	2,000	0	0	0	0	0	0	0
	<b>Total Income</b>	0	2,000	0	0	0	0	0	0	0
4352	Youth Council Sports Grants	2,000	700	2,000	0	0	0	0	0	0
4353	Grants General	54,320	38,439	95,169	95,169	0	0	91,550	0	0
4363	Grants Service Providers	46,200	49,100	0	0	0	0	0	0	0
4393	Grants - In year	0	0	10,000	3,500	0	0	15,000	0	0
	<b>Overhead Expenditure</b>	102,520	88,239	107,169	98,669	0	0	106,550	0	0
	<b>Movement to/(from) Gen Reserve</b>	(102,520)	(86,239)	(107,169)	(98,669)	0		(106,550)		
<b>304</b>	<b>Arts &amp; Culture</b>									
1159	Book Festival Income	3,600	3,291	3,600	5,676	0	0	3,200	0	0
1164	Lunar New Year income	0	0	100	350	0	0	300	0	0
1253	Fun Day Income	200	520	350	756	0	0	756	0	0
1266	Board games income	1,000	274	1,000	484	0	0	750	0	0
	<b>Total Income</b>	4,800	4,085	5,050	7,267	0	0	5,006	0	0
4329	Website Maintenance	0	0	0	603	0	732	716	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

		Financial Year : 2024/25				APPROVED Budget 2025/26				
<u>Last Year : 2023/2024</u>		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4341	Concert	60,000	60,602	67,245	67,353	0	50,743	73,640	0	0
4343	PRS Licence	600	0	600	0	0	0	600	0	0
4345	Book Festival	7,800	5,994	7,800	6,167	0	0	7,000	0	0
4346	Human Library	0	0	250	0	0	0	0	0	0
4388	Theatre in the Park	3,750	3,701	4,000	6,152	0	1,950	4,320	0	0
4389	Board Games event	1,000	359	1,000	241	0	0	750	0	0
4512	Sunny Saturdays	3,000	1,695	3,000	950	0	0	0	0	0
4513	Dressing the Christmas Tree	1,350	1,602	1,350	1,550	0	0	1,900	0	0
4526	Lunar New Year	3,000	8,332	11,950	9,805	0	1,544	12,320	0	0
4527	Chalk about it	4,050	4,050	4,320	3,846	0	0	0	0	0
4603	Fun Day	14,600	13,487	18,100	27,456	0	4,158	19,505	0	0
4608	Virtual Museum Upgrade	4,500	4,439	0	0	0	0	0	0	0
4615	PA system	0	0	0	0	0	0	0	2,000	0
	<b>Overhead Expenditure</b>	103,650	104,261	119,615	124,124	0	59,127	120,751	2,000	0
	<b>304 Net Income over Expenditure</b>	-98,850	-100,176	-114,565	-116,857	0	-59,127	-115,745	-2,000	0
6001	plus Transfer from EMR	0	1,481	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(98,850)	(98,695)	(114,565)	(116,857)	0	(115,745)			
<b>401</b>	<b>Highways and Planning</b>									
1106	Grant Funding (External)	2,640	1,901	2,640	3,299	0	0	1,901	0	0
1163	Cycle locker income	300	155	300	199	0	0	300	0	0
1256	Misc. Income	0	0	0	5,825	0	0	0	0	0
	<b>Total Income</b>	2,940	2,056	2,940	9,323	0	0	2,201	0	0

Continued on next page

## Wokingham Town Council

## Annual Budget - By Centre (Actual YTD Month 12)

Note: APPROVED Budget 2025-26

	Financial Year : 2024/25				APPROVED Budget 2025/26				
	Last Year : 2023/2024	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4111 Bus Shelter Repairs	2,700	696	3,000	6,650	0	313	3,000	0	0
4312 Street Furniture	0	0	0	3,318	0	0	0	0	0
4529 Cycle lockers	2,640	1,901	2,640	1,147	0	0	1,901	0	0
<b>Overhead Expenditure</b>	5,340	2,597	5,640	11,115	0	313	4,901	0	0
<b>401 Net Income over Expenditure</b>	-2,400	-541	-2,700	-1,792	0	-313	-2,700	0	0
6001 plus Transfer from EMR	0	0	0	3,318	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(2,400)	(541)	(2,700)	1,526	0	0	(2,700)	0	0
<b>Total Budget Income</b>	1,572,310	1,672,597	1,687,857	1,632,666	0	0	1,598,375	0	0
<b>Expenditure</b>	1,599,590	1,460,055	1,737,205	1,413,896	0	120,969	1,613,990	66,200	0
<b>Net Income over Expenditure</b>	-27,280	212,541	-49,348	218,770	0	-120,969	-15,615	-66,200	0
plus Transfer from EMR	0	83,585	0	13,395	0	0	0	0	0
less Transfer to EMR	0	119,680	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(27,280)	176,446	(49,348)	232,165	0	0	(15,615)	0	0

**Budget Notes**

A/c Code	Description	Centre	Description	Budget Notes
<b>4514</b>	Christmas Light Projects	<b>101</b>	Amenities	25/26: £5,400 ONE-OFF for lamp column infrastructure testing and upgrades
<b>4107</b>	Trees	<b>103</b>	Parks & Bloom	25/26: £500 ONE-OFF Wokingham apple tree planting for HPG
<b>4100</b>	Repairs & Maintenance	<b>104</b>	Woosehill	25/26: £5K ONE-OFF for roof repairs
<b>4109</b>	Health & Safety Surveys	<b>106</b>	Town Hall	25/26: £3K for intercom system (ONE-OFF)
<b>4302</b>	Town Hall Structural Repairs	<b>106</b>	Town Hall	25/26: £5K for flags (ONE-OFF), £10K for lift and £30K for TH structural reserve
<b>4325</b>	Town Hall Equipment Purchases	<b>106</b>	Town Hall	25/26: £1K ONE-OFF repair of council chamber chairs
<b>4379</b>	Professional & Legal Fees	<b>301</b>	F & P Administration	25/26: £10K ONE-OFF TH tenancy costs
<b>4610</b>	Income Protection Reserve	<b>301</b>	F & P Administration	25/26: £30,300 ONE-OFF TH tenancy
<b>4523</b>	Museum Accreditation	<b>302</b>	Civic	25/26: £4K ONE-OFF for additional cost of window film
<b>4615</b>	PA system	<b>304</b>	Arts & Culture	25/26: £2K ONE-OFF purchase of PA system

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Total    £66,200

4<sup>th</sup> February 2025

**Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 20:28**

**PRESENT**

Councillors: Cllr I Shepherd-Dubey (Chair), Cllr N Nagella (Vice Chair), Cllr A Betteridge, Cllr A Croy, Cllr C Jamthe, Cllr H Richards Cllr L Timlin,

**IN ATTENDANCE**

Town Clerk

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllr B Alvi  
Cllr W Dixon

**MEMBERS' INTERESTS (Agenda Item 2)**

None

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

None

**PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 3)**

**RESOLVED  
31007**

It was proposed by Cllr N Nagella and seconded by Cllr L Timlin, and it was that the minutes of the Planning & Transportation Committee meeting held on 17<sup>th</sup> December 2024 (pages 17120 to 17124) be received as a true and correct record and that they be confirmed and signed by the Chair.

**ACTION: TOWN CLERK**

**MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 29<sup>th</sup> January was received and considered.

**SECURE BICYCLE STORAGE IN WOKINGHAM TOWN**

The Town Clerk gave a verbal update on the cycle lockers and noted that the P&T Officer had been liaising with two officers at Wokingham Borough Council to identify a location within the town to move two of the cycle lockers from the Denmark Street carpark.

Cllr A Betteridge requested that a location near Waitrose be considered and will follow up with officers in the My Journey team at WBC.

CHAIRMANS INITIALS \_\_\_\_\_



**BUS SHELTERS**

The Town Clerk reported that the damaged bus shelter on Wellington Road had been repaired.

**ACTION: PT OFFICER**

**LICENSING ACT 2003 HEARING FOR BURGER KING ATTENDED BY CLLR A CROY 16 DECEMBER 2024 (Agenda Item 6)**

Cllr A Croy gave a verbal report on the licensing hearing for Burger King. He thanked the Town Clerk for providing details on the licensing objectives, and noted that the committee should consider these when reviewing future licensing applications.

Members noted that the application for extended operating hours was refused.

**ACTION: PT OFFICER**

**WOKINGHAM PILOT ACCESS AND RIGHTS OF WAY CAMPAIGN (Agenda Item 7)**

Members reviewed a consultation from the British Horse Society. The following responses were agreed:

Q1. Recreation, Active Travel and health and wellbeing need to hand in hand to offer increased connectivity and safer off road alternatives to increasing busy and dangerous roads for vulnerable , non motorised road users.

➤ The Committee agreed.

Q2. Wokingham needs to move towards a greener, healthier, safer future that also addresses the inequality in the current Public Rights of Way network.

➤ The Committee agreed.

Q3. The current Public Rights of Way network, for having such a high percentage of footpaths which only allow use by walkers, with limited access by disabled, those with buggies and prams, in an undervalued resource that holds enormous potential. There is potential in the footpath network to provide improved connections throughout the borough for more non-motorised, vulnerable road user groups than are currently unable or not permitted to use it.

➤ The Committee agreed.

Q4. A footpath review is a more attractive and viable option than 'The right to roam'

➤ The Committee disagreed

Q5. Offering more off-road connections between areas of settlement and to places of interest e.g. country parks and schools. Also off road routes for more non-motorised groups is important to my group/organisation/charity

➤ The Committee agreed.

CHAIRMANS INITIALS \_\_\_\_\_



Q6. The criteria set out in the information document, for how the footpath network can be improved, is appropriate and necessary to gain a much-needed facility for the Wokingham Borough community as a whole.

- The Committee disagreed.

Other comments:

The Committee's main interest would be in improving provision for walking and wheeling users of the network.

The Committee recognises that these improvements will be expensive, and it is currently unclear where funding for such improvements would come from.

The Committee agreed to receive updates on the campaign.

### **COMMITTEE'S BUDGET (Agenda Item 8)**

A report on the Committee's budget as of 31<sup>st</sup> December 2024 was received and noted. Cllr A Betteridge asked whether the report can be expanded to include projected spend to year end. The Town Clerk noted that this was not possible with the current report, as it is a direct download from the finance system, but that a manually created report was being developed for Committee Officers by the RFO and should be in place soon.

**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  
31008**

#### **242967 Wokingham Theatre Twyford Road RG40 5TU**

Full application for the proposed erection of a two-storey extension to form a studio block, plus the erection of a link between the main building and the storage barn (which is to be retained on a permanent basis); closure of the old access and creation of public parking spaces, formation of a new access and installation of hardstanding to form on-site parking.

The Committee support this application.

#### **242957 1-2 Bush Walk Wokingham RG40 1AT**

Application for advertisement consent for the proposed installation of 1 no. non-illuminated fascia sign and 18 no. window vinyls.

The Committee support this application.

#### **243132 201 Reading Road Wokingham RG41 1LJ**

Full application for the proposed erection of 1 no. detached dwelling and detached double garage with associated landscaping and entrance gate, following demolition of the existing dwelling and garage.

The Committee raise no objection to this application.

CHAIRMANS INITIALS \_\_\_\_\_



**250010 71 London Road Wokingham RG40 1YA**

Full application for the proposed change of use of the property to supported living accommodation (Use Class C2), plus erection of a two-storey front/side extension and a single storey side/rear extension, associated landscaping, parking, installation of PV panels and bin storage, following demolition of the existing attached garage and single storey rear extension.

The Committee support this application.

**INFORMATION ITEMS (AGENDA ITEM 10)**

There were no items.

CHAIRMANS SIGNATURE \_\_\_\_\_

CHAIRMANS INITIALS \_\_\_\_\_



4<sup>th</sup> March 2025

**Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 20:00**

**PRESENT**

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

**IN ATTENDANCE**

PT Officer

**APOLOGIES FOR ABSENCE (Agenda Item 1)**

Cllr C Jamthe  
Cllr W Dixon (arrived at 7.50pm)

**MEMBERS' INTERESTS (Agenda Item 2)**

Cllr I Shepherd-Dubey declared an interest in Planning Application 250288.

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

None

**PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 3)**

**RESOLVED  
31009**

It was proposed by Cllr L Timlin and seconded by Cllr N Nagella, and it was that the minutes of the Planning & Transportation Committee meeting held on 4<sup>th</sup> February 2025 (pages 17150 to 17153) 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 26<sup>th</sup> February was received and considered.

**SECURE BICYCLE STORAGE IN WOKINGHAM TOWN**

The PT Officer gave a verbal update on the Secure Bike Lockers

Feb 2025

The usage figures have reduced in line with what is expected for the winter months.

CHAIRMANS INITIALS \_\_\_\_\_



There was an issue with the reporting of figures for December and the usage was higher in Denmark Street than Carnival Hub. We will keep an eye on this to see whether this is an upward trend or an anomaly.

The PT Officer is investigating the possibilities of moving the Denmark Street Secure Lockers to another location in the Town that will be more viable on the request of the Committee.

The PT Officer had conversations with Julie Pillai (MyJourney) regarding possible locations. She thought that Waitrose and Peach Place were worth investigating. The PT Officer have contacted Waitrose & Carl Grint (Peach Place) and is awaiting a response.

Spokesafe are currently surveying the users of the Lockers for their feedback on the service.

**RESOLVED  
31010**

There was a discussion regarding the possibility of concessionary parking for the Secure Lockers at Carnival Hub. There is currently a scheme for car parking on the site. Cllr Betteridge is going to investigate whether this could include our Secure Lockers on site.

**ACTION: PT OFFICER, CLLR BETTERIDGE**

**BUS SHELTERS**

There were no updates to report

**COMMITTEE'S BUDGET (Agenda Item 6)**

A report on the Committee's budget as of 31<sup>st</sup> January 2024 was received and noted.

**ACTION: PT OFFICER**

**PLANNING APPLICATIONS (Agenda Item 7)**

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

**250074 68-70 Peach Street Wokingham RG40 1XH**

Full application for the proposed relocation of ground floor shop frontage, changes to fenestration and installation of electric roller shutter.

The Committee support this application.

CHAIRMANS INITIALS \_\_\_\_\_



**250221 36 and 38 Rose Street Wokingham RG40 1XU**

Application for Listed Building consent for the proposed demolition of the existing conservatory, replacement of 3 no. flat roofs and repairs to 2 no. pitched roofs at the rear, installation of new front canopy roof plus changes to fenestration, refurbishment and internal repairs.

The Committee support this application.

**250313 68-70 Peach Street Wokingham RG40 1XH**

Application for advertisement consent for the proposed installation of 1 no. internally illuminated fascia sign board to replace the existing fascia sign board.

The Committee support this application.

**250426 Glebelands Woolf Drive Wokingham RG40 1DU**

Application for Listed Building consent for the proposed demolition of existing conservatory.

The Committee support this application.

**250288 37 Market Place Wokingham RG40 1AT**

Application for Listed Building consent for the proposed shop front and window repairs and/or replacements.

The Committee support this application.

**INFORMATION ITEMS (AGENDA ITEM 8)**

The PT Officer reminded the Committee that there is a presentation from Cratus Group on a proposed development - Land at the South Wokingham Strategic Allocation Development Location (SDL). This will take place Thursday 6<sup>th</sup> March at 1pm.

CHAIRMANS SIGNATURE \_\_\_\_\_

CHAIRMANS INITIALS \_\_\_\_\_



## 24<sup>th</sup> March 2025

Minutes of the proceedings of the **MAYORAL SELECTION COMMITTEE** meeting held on this day in the **DIAMOND JUBILEE ROOM, TOWN HALL, WOKINGHAM** from 7.00pm to 7.10pm.

### **PRESENT**

Councillors: B Alvi, A Betteridge, B Callender, R Comber, S Cornish, A Croy, P Cunnington, W Dixon, M Gee, C Jamthe, A Jones, T Lack, K Malvern, M Malvern, A Mather, N Nagella, H Richards, I Shepherd-Dubey and L Timlin.

### **IN ATTENDANCE**

Town Clerk

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies were received from Cllrs R Bishop-Firth, A Domingue, M Fumagalli, S Gurney and A Medhurst.

### **ELECTION OF CHAIR AND SCRUTINEER (Agenda Item 2)**

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

**RESOLVED  
31029**

that Cllr R Comber be elected as Chair for the meeting.

It was proposed by Cllr R Comber and seconded by Cllr A Mather and it was

**RESOLVED  
31030**

that Cllr I Shepherd-Dubey be appointed as scrutineer for the meeting.

### **CANDIDATES FOR MAYOR (Agenda Item 3)**

The meeting was advised that one nomination had been received for the role of Mayor, that of Cllr L Timlin.

Cllr R Comber invited any other interested party to indicate their intention to stand; no other candidates came forward.

Cllr L Timlin was invited to speak.

### **BALLOT (Agenda Item 4)**

Cllr L Timlin was proposed by Cllr R Comber and seconded by Cllr A Mather. Councillors voted by show of hands, with 19 members voting for, none against and no abstentions.

### **ANNOUNCEMENT OF MAYOR ELECT (Agenda Item 5)**

Cllr R Comber announced that Cllr L Timlin had secured a majority and has been provisionally appointed as the Mayor Elect for 2025 - 26.

*The Town Clerk reminded members that this selection had no legal standing and only the vote taken at the Annual Meeting of the Council would be valid.*

### **CANDIDATES FOR MAYOR (Agenda Item 6)**

The meeting was advised that one nomination had been received for the role of Deputy-Mayor, that of Cllr A Jones.

Cllr R Comber invited any other interested party to indicate their intention to stand; no other candidates came forward.

Cllr A Jones was invited to speak.

*Members noted an incorrect date on the published agenda*

**BALLOT (Agenda Item 7)**

Cllr A Jones was proposed by Cllr L Timlin and seconded by Cllr P Cunnington. Councillors voted by show of hands with 16 members voting for, none against and 3 abstentions.

*Members noted that this selection had no legal standing and only the vote taken at the Annual Meeting of the Council would be valid.*

**ANNOUNCEMENT OF DEPUTY MAYOR ELECT (Agenda Item 8)**

Cllr R Comber announced that Cllr A Jones had secured a majority and has been provisionally appointed as the Deputy Mayor Elect for 2025 - 26.

**CHAIR**

DRAFT



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

**STRATEGY WORKING PARTY**  
**NOTES OF THE MEETING**  
**Wednesday 5<sup>th</sup> February 2025 Via MS Teams**

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

**In attendance:** Cllr P Cunnington (until 20:04 hrs), Town Clerk

Cllr A Domingue welcomed members and guests to the meeting, and welcomed Cllr Cunnington to the meeting.

**1. Apologies for absence**

No apologies were received, all members were present.

**2. Notes of the previous meeting:**

The notes of the previous meetings held on 6<sup>th</sup> November 2024 were received and accepted

**3. F&P Budget review function**

Cllr P Cunnington spoke to his proposal regarding the F&P Committees role in reviewing budget requests from committees.

A lengthy discussion ensued, with the following issues raised:

- Cllr M Malvern explained how the Amenities Committee had undertaken the budget process this year, and noted that a step of reviewing all projects again into a ranked list had been missed.
- Members noted that committees are not allocated set budgets – the process is iterative, with committee requests coming to the November F&P meeting and the F&P committee considering each request.
- It was noted that where there were insufficient funds to meet all request, some requests may need to be declined. Declined requests should be sent back to the originating committee for review, as Committee Chairs do not have delegated authority to make decisions on behalf of their committee, and their views may not be representative of the wider committee's view.
- Members agreed in principle that the F&P committee was not empowered to re-order the priority ranking of budget requests submitted by committees.

- The Town Clerk noted that the committees carry out their budget review and request processes differently, and there may be a benefit to making this process more uniform / formalised.
- The Town Clerk was asked to work with the RFO to draw up a flow chart of how the process works and consider how it could work better. A written process to be brought back to this working group for consideration ahead of the 2026-27 budget process, which starts at the committee level in the summer.
- Council Officers must feed into the process to provide input into the resource capability of delivering projects within the year. Suggestions made to committee for consideration should be deliverable or a request for adequate resource to deliver the project should be included within the request.
- The Town Clerk noted a proposal to include precept impact information within the budget costings that committees review, and to improve the robustness of in-year budget and spending that is shared with committees, so members build a better understanding of costs and resources.

Cllr P Cunnington thanked the working party for the opportunity to raise the issue, and left the meeting at 20:04hrs.

**4. Berkshire Association of Local Councils (BALC) survey**

Members considered the request from the BALC executive to reduce the quorum for executive meetings from 6 to 4.

A discussion ensued, and the following response to the request was proposed by Cllr A Domingue, seconded by Cllr R Comber and supported unanimously by members:

Wokingham Town Council supports the request from the BALC Executive to amend the constitution to reduce the quorum for executive meetings.

However, the town council's support is conditional on asking the executive committee to consider how its meetings are held, in terms of timings and location (in-person Vs online) to consider how they could be made more accessible to allow greater attendance.

Wokingham Town Council would also like to ask the BALC executive to consider how it can make its role and meetings more appealing and relevant to the many Berkshire councils who would benefit from a thriving county association.

**5 Asset of Community Value – Wokingham Town Hall**

The Town Clerk noted the implications of the listing, and noted that any recommendation from the SWP will go to the Full Council meeting on 1<sup>st</sup> April for review / consideration.

It was proposed by Cllr A Domingue and seconded by Cllr A Medhurst and members voted unanimously to recommend to Full Council the renewal of the listing.

**6 AOB**

The Town Clerk asked members to continue to share any suggestions for the Community Governance Review. Cllr A Domingue noted that the CGR working group will meet for the first time on Wednesday 12<sup>th</sup> February.

**9 Future meetings**

Dates of future meetings were confirmed as:  
26<sup>th</sup> March 2025

**The meeting closed at 20.27**

**Actions:**

Agenda item	Action	By whom
3	Draw up a flow chart of the current budget process and make recommendations for improvements, to be brought to a future meeting of this working party, in time to review, agree and introduce any agreed changes to the process for the start of the committee budget review process in the summer.	Town Clerk & RFO
4	Share agreed response to the BALC Executive Committee	Town Clerk
5	Add recommendation of renewal of asset listing for the town hall to the April Full Council meeting	Town Clerk
6	Send any CGR items to the Town Clerk	All members



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

**COMMUNITY GOVERNANCE REVIEW WORKING GROUP**  
**NOTES OF THE MEETING**  
**Wednesday 12<sup>th</sup> February 2025 Via MS Teams**

**Present:** Cllrs R Comber, A Croy, A Domingue (Ch), M Gee, S Gurney, A Medhurst

**In attendance:** Town Clerk

**1. ELECTION OF CHAIR AND VICE-CHAIR**

Cllr A Domingue was proposed by Cllr S Gurney and seconded by Cllr R Comber and members voted to elect Cllr A Domingue as Chair for the working group.

Cllr S Gurney was proposed by Cllr R Comber and seconded by Cllr M Gee and members voted to elect Cllr S Gurney as Vice-Chair for the working group.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr S Cornish

**3. CGR INFORMATION**

Cllr A Domingue thanked the Town Clerk for collating a pack of helpful information relating to the CGR process, official guidance and historic information.

The Town Clerk highlighted section 3 of the LGBCE guidance document which highlights the key criteria considered as part of a CGR:

- The identities and interests of local communities
- Effective and convenient local government
- The impact on community cohesion
- Size, population and boundaries of a local community or parish.

**4. REVIEW OF SUGGESTED SITES RECEIVED TO DATE**

Members reviewed an updated list of sites put forward by councillors following a request sent by the Town Clerk on 30<sup>th</sup> January.

Following extensive discussion, the following items were agreed to be taken forward, with an allocation of work to prepare text (in line with the criteria

highlighted above) and maps to review at a meeting on Thursday 27<sup>th</sup> February 2025.

Proposals in areas south of the M4, Winnersh (items 1.1 and 1.2)  
To be reviewed by Cllrs A Domingue and M Gee

Proposals in areas in Wescott and Evendons bordering with Finchampstead (items 1.3, 1.4 and 1.7)  
To be reviewed by Cllrs S Cornish, S Gurney and A Medhurst

Proposals for land south of the railway in the South Wokingham Strategic Development Location (SDL) (item 1.5)  
To be reviewed by Cllr R Comber and A Croy and the Town Clerk.

During discussion, the members noted the following:

- The potential to consider bringing some of these items forward as two proposals; one a 'softer' proposal and one a more extensive proposal.
- The need to have some consistency with the use of landscape features as recognisable boundaries for proposed changes, and the need to identify these on a map and include with any proposals
- Some of the external boundary changes, if they are agreed, could have a significant impact on ward electoral numbers. As such, it may be difficult to make internal ward boundary change proposals for some areas at this stage.
- A concern that some proposed boundary changes risk creating micro polling districts, and that some requests at the earlier borough ward boundary review were rejected for this reason. The Town Clerk will look to seek some clarity on this issue.
- A draft of updated proposals following the meeting on 27<sup>th</sup> February will be circulated to town councillors, with a time limit for comments, before the Town Clerk reaches out to neighbouring parishes for discussion. It was agreed that discussing with neighbouring parishes, any proposals that could impact them was important.
- Some internal ward boundary proposals were not considered at this meeting, due to time constraints.

## **5 REVIEW OF ELECTORAL DATA**

Members noted the electoral data for the town council as at 1<sup>st</sup> February 2025.

The Town Clerk was asked to source electoral data for the areas the town council is proposing putting forward in the CGR. Cllr A Croy offered to also source this data.

## **6 REVIEW OF OTHER MATTERS CGR RELATED**

Members discussed a proposal to request additional seats for the town area, to spread the workload. It was noted that on the one hand, councillors are expected to support the wide range of council run events in the town. However, on the other hand, there is relatively little casework as a town councillor.

The Town Clerk noted that whilst NALC recommend a maximum of 25, this is guidance only, and there are councils with more seats, but equally larger councils (by function and budget) with fewer seats.

The general consensus was that an increase in councillors was not likely to be widely supported. It was recognised that if the South Wokingham SDL area comes into the town and an additional ward is created, there will either be an opportunity for additional seats, or a redistribution of seats from other wards to maintain the number at 25. A further CGR review could be requested at a later date to add further councillors.

## 7 FREQUENCY AND DATES OF FUTURE MEETINGS

The date of the next meeting was agreed as Thursday 27<sup>th</sup> February on MS Teams.

Fortnightly meetings were deemed appropriate at this stage of the process.

## 8 AOB

There was none

**The meeting closed at 21.58**

### Actions:

Agenda item	Action	By whom
4	Draft drafted proposals and maps for the Winnersh / town boundary area for the 27 <sup>th</sup> February meeting	Cllrs A Domingue and M Gee
4	Draft drafted proposals and maps for the Wescott / Evendons and Finchampstead boundary area for the 27 <sup>th</sup> February meeting	Cllrs S Cornish, S Gurney and A Medhurst
4	Draft drafted proposals and maps for the South Wokingham SDL area for the 27 <sup>th</sup> February meeting	Cllrs R Comber and A Croy and Town Clerk
4	Seek clarification from WBC on micro polling district issue	Town Clerk
4	Add internal boundary items not considered to the agenda for the next meeting	Town Clerk
5	Source electoral data for areas identified in external ward boundary change proposals	Town Clerk & Cllr A Croy



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

**COMMUNITY GOVERNANCE REVIEW WORKING GROUP**  
**NOTES OF THE MEETING**  
**Thursday 27<sup>th</sup> February 2025 Via MS Teams**

**Present:** Cllrs R Comber, A Croy, A Domingue (Ch), M Gee, S Gurney, A Medhurst

**In attendance:** Town Clerk

**1. NOTES OF PREVIOUS MEETING**

Notes of the meeting of 12<sup>th</sup> February 2025 were proposed by Cllr R Comber and seconded by Cllr M Gee and all members present voted to approve them as an accurate reflection of the meeting.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr S Cornish

**3. REVIEW OF SUGGESTED EXTERNAL BOUNDARY CHANGES**

A) Winnersh Boundary

Cllr M Gee gave a verbal report on the proposed change.

Noted that the boundary on the north of Reading Road would become the M4 and on the south, it would be mostly field boundaries and footpaths.

Members discussed whether to propose two options for this boundary change. Following discussion, it was recommended that this proposal be the first choice / preferred option, with the proposal for just houses on Simon's Lane being the second option.

B) South Wokingham SDL

Cllr A Croy gave a verbal report on the proposed boundary change to incorporate the new development area south of the railway line. He noted that the key elements of the proposal focus on the cohesion of the community and the sense of identity with the town. He noted that the railway is not seen as a boundary elsewhere in the town and noted the town council's experience in integrating new communities and activities that encourage and support the concept of community identity.

A general discussion ensued regarding the boundary and it was recommended that additional text be added to note that the town council would be comfortable including the SDL extension area into the town boundary if the development is expected to be concurrent with the main SDL, in order to avoid leaving an urban development area outside the boundary.

Members discussed the triangle area that included Holme Grange school but recommended that this did not form part of the recommendation as it will be neighbouring the sports facilities rather than housing development.

C) Finchampstead Parish boundary

Cllr S Gurney gave a verbal report on the Finchampstead boundary proposals. She noted that the proposals had included a variation to the boundary to allow the Sandmartins golf course to be in the Finchampstead boundary, as it is presently divided between two wards. Access to the golf course is from Finchampstead. The new boundary would be recommended as the footpaths around the outside edge of the golf course, around the back of the housing. Members noted this created a green gap between the two areas on that side of Finchampstead Road.

A discussion ensued regarding Woodcray Cottages and the general consensus was that this should be recommended to become part of Finchampstead as the access is from within Finchampstead ward.

**4. MEETINGS WITH NEIGHBOURING PARISHES**

It was noted that the Town Clerk would re-write each proposal to ensure a consistent layout and approach. Reworded notes to then be shared to all town councillors by way of an update on progress.

Members noted that it may not be required to meet with Finchampstead parish as the proposals are very similar. The Town Clerk to summarise our proposals and share to the Finchampstead Parish Clerk.

The Town Clerk reported that Wokingham Without Parish Clerk had requested a meeting with the town council on Monday 10<sup>th</sup> March. It was recommended that the meeting be held at the town hall from 5.30pm to allow members with WBC commitments to attend.

The Town Clerk was requested to contact Winnersh Parish Clerk to arrange a meeting to discuss the Winnersh boundary proposals.

Attendance to be the Town Clerk and members from the working group involved with those discussions.

Cllr R Comber will seek advice from WBC on the involvement of dual hatted councillors.

**5 REVIEW OF SUGGESTED INTERNAL BOUNDARY CHANGES**

A) Wescott East and West boundary

The Town Clerk described this proposal. Members recommended this as a logical proposal to put forward.

B) Evendons West and Emmbrook South at Northway  
The Town Clerk described this proposal. Members recommended this as a logical proposal to put forward.

C) Norreys East and Norreys West boundary  
Cllr A Croy described this proposal. Members recommended this as a logical proposal to put forward.

Cllr Croy agreed to create wording and a map for this proposal.

D) Emmbrook South to Evendons West  
The Town Clerk described this proposal. Following discussion, it was noted that this proposal did not align with the principle of vehicle access used in other proposals, and would likely be impacted by proposals external ward boundary changes with Winnersh.

Cllr S Gurney questioned whether the groups should consider a wider change for Evendons West and Emmbrook South. Cllrs A Domingue and S Gurney agreed to review this and draw up a proposal so it could be reviewed at the next meeting.

## 6 REVIEW OF OTHER MATTERS CGR RELATED

Cllr M Gee asked about representation for the South Wokingham SDL area. Following discussion it was agreed that the proposal that this area come into Wescott West be put forward, with a request that it be reviewed again in the future.

Members discussed councillor numbers. Following discussion, the Town Clerk was asked to draw up the pros and cons of increasing councillor numbers and share this with all councillors and ask for any input, so the matter could be considered again at the next meeting.

Members noted the need to discuss consultation with residents in areas proposed for change and this will be added to the agenda for the next meeting.

## 7 FREQUENCY AND DATES OF FUTURE MEETINGS

The Town Clerk to arrange a meeting with Winnersh Parish Clerk and suggest dates for a future CGR Working Group meeting following that meeting.

## 8 AOB

There was none

**The meeting closed at 21.08**

### Actions:

Agenda item	Action	By whom
3	Add additional text ref SDL extension area to South Wokingham SDL proposal	Town Clerk

4	Finalise details of meetings with neighbouring parishes	Town Clerk
4	Seek advice on dual hatted councillor involvement in discussions	Cllr R Comber
5C	Share map and wording for Norreys changes to the Town Clerk	Cllr A Croy
5D	Draw up suggestions for wider Evendons West and Emmbrook South change for consideration at next meeting.	Cllr A Domingue and S Gurney
6	Draw up pros and cons of changing councillor numbers and circulate to all councillors for their input	Town Clerk
6	Add consultation discussion to next meeting agenda	Town Clerk
7	Arrange meeting with Winnersh PC and then share suggested dates for the next CGRWG meeting	Town Clerk



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

**COMMUNITY GOVERNANCE REVIEW WORKING GROUP**  
**NOTES OF THE MEETING**  
**Monday 17<sup>th</sup> March 2025 at 1pm Via MS Teams**

**Present:** Cllrs R Comber, A Croy, M Gee, S Gurney

**In attendance:** Town Clerk

**1. NOTES OF PREVIOUS MEETING**

Notes of the meeting of 27<sup>th</sup> February 2025 were approved as an accurate reflection of the meeting.

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S Cornish, A Domingue and A Medhurst

**3. MEETINGS WITH NEIGHBOURING PARISHES**

A) Meeting with Wokingham Without PC – 10<sup>th</sup> March

Cllr A Croy gave a verbal report on a meeting held at the town hall with 5 councillors and the Clerk from Wokingham Without Parish Council.

Cllr A Croy summarised that WWPC representatives were not in agreement with the draft proposals shared from the working group, but that they did not put forward any case of their own.

Cllr A Croy noted that one WWPC member had noted that their residents were used to boundaries that were confusing to residents, and noted the general confusion over the boundary with Crowthorne (Bracknell Forest BC)

B) Meeting with Winnersh PC – 12<sup>th</sup> March

Cllr M Gee gave a verbal report on a meeting held on MS Teams with 1 councillor and the Clerk from Winnersh Parish Council.

Cllr M Gee summarised that WPCs response had been measured, and they had highlighted the lack of any significant change to the area and noted the impact on residents of the loss of precept. It was noted that the area in the proposal represented some 6-7% of households in the Winnersh parish area.

The Town Clerk noted a matter raised by WPC regarding land within the proposed area that is owned by Winnersh Fuel Allotment Trust and which is proposed for redevelopment for affordable housing.

A general discussion ensued about the proposal, noting that the key issue is the contiguousness of the settlement along the Reading Road and the sense of identity of residents.

It was noted that discussions with WBC Officers regarding the CGR had suggested the desire for parish boundaries to be coterminous with borough ward boundaries.

Following discussion it was agreed that the Town Clerk would update the proposal to include two options to be circulated to CGR members for review, and then ultimately to be put to the 1<sup>st</sup> April Full Council meeting; one including proposals for Simons Lane, and the second including the wider proposal, but incorporating the NDR on the one side of the Reading Road and the rear of settlements on the other, as the proposed new boundary line.

C) Correspondence with Finchampstead PC

The Town Clerk gave a verbal report on discussion and correspondence with the Clerk at Finchampstead Parish Council.

Following discussion, it was agreed that the Town Clerk would update the proposal to list the draft proposals from Finchampstead PC, and the list of areas, that the town council supported moving into the Finchampstead Parish Council boundary.

**4. FINAL REVIEW OF WORDING FOR INTERNAL BOUNDARY PROPOSALS**

- a) Cllr S Gurney apologised for not having completed the drafting of a proposal for Evendons wards. The Town Clerk asked for a completed version to be shared by Monday 24<sup>th</sup> March so that it could be included in the Full Council papers for 1<sup>st</sup> April meeting, and all councillors could review and vote whether to include it or not.

*Cllr R Comber left the meeting at 13:52*

- b) There were no further comments on the following internal ward boundary change proposals:
- a. Wescott East and West boundary on Easthampstead Road at Batty's Barn Close
  - b. Evensons West and Emmbrook South boundary at 'Northway'
  - c. Norreys East and West boundary changes on Keephatch Road, Warren House Road and Hughes Road.

Members discussed the matter of additional councillors. A general discussion ensued, regarding the issue of micro-polling districts, and whether the South Wokingham SDL area would be put into one ward or two.

The following proposal was recommended, to be put to Full Council on 1<sup>st</sup> April:

- If the proposal to bring the South Wokingham SDL into the town be approved, that the town council request two additional councillors, to represent residents from the South Wokingham SDL
- In the event that the housing all be put into a single ward to limit the issues of a micro-polling district, members recommended that it be Wescott East. However, the preference would be for the existing ward boundary line of Easthampstead Road, to be continued, dividing new housing between Wescott East and Wescott West.
- Depending on the above, these new councillors either to be added to Wescott East, or one each to Wescott East and Wescott West wards
- 

## **5 CONSULTATION ON PROPOSALS**

- a) The Town Clerk reported that costs had been sourced for printing additional copies of the newsletter to deliver to areas put forward for the CGR, along with a covering letter. It was noted that as the newsletter was likely to be 12 pages rather than 16, the printing cost could likely be covered by the existing newsletter budget.
- b) The Town Clerk noted that a copy of the town council's CGR proposals, once approved by Full Council, would be put on the website

*Cllr S Gurney left the meeting at 14:07*

## **6 REVIEW OF OTHER MATTERS CGR RELATED**

*(Note: some of this discussion occurred before Cllr R Comber and S Gurney left the meeting, but for the purpose of the minutes have been recorded in the original agenda order)*

Members discussed the outcome of the borough ward boundary review, and the rejection of some proposals based on them creating a difference with the parish boundary. It was agreed that some additional wording be added to the town council's proposal to recognise that in order to achieve some of these changes, there will necessarily need to be a difference in the boundaries in some places, until a review can be carried out to align them.

Whilst this is recognised as not ideal, and may result in the administrative burden of creating some micro-polling districts, the town council feels it is important to make some of these changes to achieve the outcome that feels right for the local community in the longer term.

Following discussion, Cllr A Croy agreed to draft some wording and share to the Town Clerk.

## **7 DATES OF FUTURE MEETINGS**

Once a submission is made to the borough council, there will be a period where WBC is reviewing the proposals, and a consultation on WBC preferred options will be held in the summer. Town Clerk and Chair / Vice Chair to determine whether further working group meetings are needed.

## **8 AOB**

There was none

**The meeting closed at 14.17**

**Actions:**

Agenda item	Action	By whom
3(b)	Update Winnersh boundary proposals to create two options and circulate to CGR working group members. Add to 1 <sup>st</sup> April FC agenda	Town Clerk
3(c)	Update draft proposals for Finchampstead boundary changes	Town Clerk
4(a)	Send draft proposal for Evendons changes to the Town Clerk	Cllr S Gurney / Cllr A Domingue
4(b)	Provide updated map for Norreys proposal	Cllr A Croy
5(b)	Add final version of approved proposals to the website once agreed by council	Town Clerk
6	Cllr A Croy to draft wording to add to initial introduction to the town council's proposal	Cllr A Croy
7	Liaise with Chair and Vice Chair to agree future meeting dates	Town Clerk



# WOKINGHAM TOWN COUNCIL

## COMMUNITY GOVERNANCE REVIEW PROPOSAL

APRIL 2025



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## Introduction

The 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 arrangements within the area under review will be reflective of the identities and interest of the community in that area and be effective and convenient.

In considering proposals to include in the town council's submission, a working group of councillors was established, which has met and considered suggestions submitted by town council members. Representatives from the working group, along with the Town Clerk, have met with representatives from both Wokingham Without Parish Council and Winnersh Parish Council to discuss these proposals. The Town Clerk has also liaised directly with the Finchampstead Parish Council Clerk, to discuss proposals relating to the boundary between Finchampstead parish and the town.

The proposals are divided into two areas; external ward boundary proposals and internal ward boundary proposals.

## South Wokingham SDL

### Community Cohesion

The Local Government and Public Involvement in Health Act 2007 requires principal councils to have regard to the need to secure that community governance reflects the identity and interests of local communities; the impact on community cohesion is linked strongly to it. Cohesion issues are connected to the way people perceive how their local community is composed and what it represents.

The CGR guidance (Paragraph 61) identifies that a key contribution to community cohesion is creating a sense of place. The new development south of the railway line is continuous with existing development within the town area. The new Southern Distributor Road (SDR) commences in Wescott East ward, as part of the Montague Park development, and will run across to Wescott West ward, starting and ending in the town's boundary. Whilst there will be access to the new developments from Heathlands Road and Easthampstead Road in the south, principal access will be from the new SDR.

The extension of new housing south of the railway line is an expansion of the already developed Montague Park area, north of the railway line and to the east of London Road, which already falls into the town area. This development is clearly an extension of the existing settlement envelope of the town and is described by Wokingham Borough Council as such (<https://www.wokingham.gov.uk/major-developments/south-wokingham-major-developments>). Residents moving into homes built there will see themselves as residents of the town.

### Community Identity

The density of housing proposed for the south Wokingham SDL is more in-keeping with the urban town area, immediately to the north. The residential dwelling areas in the northern and central parts of Wokingham Without parish are distinctly more rural, with housing to the north of Nine Mile Ride being scattered in small hamlets and farmsteads and located much more sparsely off the main roads within the parish. This change, from a currently rural to an urban residential area, will create a sense of place that in our view, will identify more with Wokingham town. Residents will be drawn to the convenience of the town's facilities on their doorstep. And while the proximity of countryside to their doorstep will undoubtedly be an appeal of the new housing, the conscious choice made by residents to live in the urban area underlines their connection to the town.

### Community Interests

In recent years, the town council has invested a large sum of money to support the redevelopment of Market Place to create a space where community events can thrive. This builds on the historic and continuing function of Market Place, and the town centre, as a place

people visit for shopping and services and demonstrates the strategic importance the town council has attached to helping the community thrive.

Wokingham Town's iconic town hall is a powerful and loved symbol of community identity. It will help provide a tangible sense of place for residents of the new developments. The history of the town will provide the story that is essential to developing a sense of place and belonging.

As an established town, Wokingham is already host to a variety of community organisations, from Wokingham Town Football club to Wokingham Theatre, which not only engender a sense of place but also offer real opportunities for participation.

Much of the town council's focus is on developing events and providing opportunities which promote community cohesion and strengthen community identity, where people celebrate being a part of the town. From the successful new Lunar New Year event to our well-established Party in the Park annual concert, from annual civic events such as Remembrance and the Civic Awards to the provision of Christmas lighting, the town council works hard to support the sense of identity for town residents. Further, the town council provides funding to local community groups such as the Wokingham Lions and Rotary, to support town-wide events like May Fayre, the annual Fireworks Parade and Winter Carnival, all of which further engender community identity.

The Town Mayor plays a major role in supporting the identity of the town, through around 100 mayoral visits to businesses, community facilities, schools, charitable organisations and community events every year.

The town employs a 19-strong team of specialist officers to ensure the aims of the town council can be delivered responsively and effectively for residents.

In a residents' survey carried out by the town council in 2021, of 212 responses received, 207 respondents were aware of the town council, and many were familiar with the services provided by the town council, with the strongest response being awareness of the town market and Christmas lights as being town council services (193/210). Whilst the sample size is too small to make sweeping assertions, it does indicate that residents are more aware of the governance structure within the town, and have a stronger sense of identity with it.

## An identifiable boundary

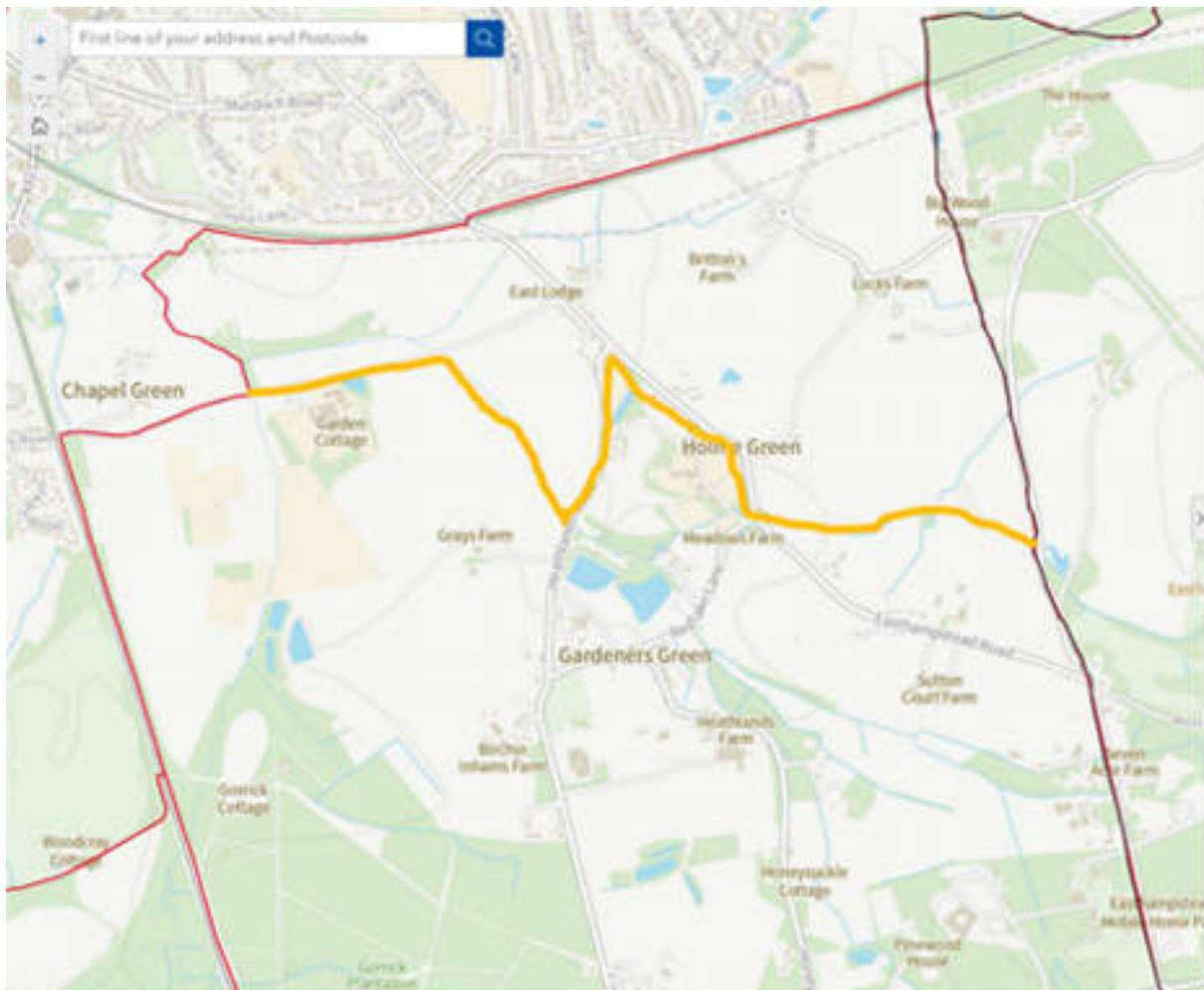
The CGR guidance (paragraph 83) notes that the boundary between the parishes needs to be easily identifiable. It is readily recognised that the pressure for additional housing has diminished the extent of green gaps between developments, and this has been the case in the narrowing of the gap between the boundary of Wokingham / Wokingham Without and Bracknell.

The guidance suggests (paragraph 16) that there should be clearly defined boundaries, tied to firm ground features. The delivery of the new SDR provides a feature that could form a new, strong, clearly defined boundary. However, whilst the new road could create an updated boundary between the town and Wokingham Without, this would leave a swathe of new housing south of the road, which in the Town Council's view will identify most readily with the

town, located at some distance from any other significant dwelling area in Wokingham Without parish.

Whilst the railway line currently forms the boundary between the parishes, it should be noted that it is not considered a physical boundary that divides the community in other parts of Wokingham town; people do not refer to themselves as being either from north or south of the railway. This railway line runs through other wards in the town area, including Emmbrook South, Emmbrook North, and Wescott West (which traverses both railway lines) and only forms a very small section of ward boundary in Emmbrook South. It does not form a ward boundary anywhere else in the town area. Whilst crossing from the town to Wokingham Without is currently a notably different environment, this will cease to be the case when the new development is built out. It is this change in the character of the environment from urban to rural which will support the sense of community identity and association with the urban town. Retaining the railway as the boundary will result in a divided community, which will go against the aims of a community governance review which seeks to support community cohesion and identity.

As such, with respect to the council's proposal for the entirety of the South Wokingham SDL being brought into the town area, the town council would propose that the following forms a new identifiable boundary between the town and Wokingham Without Parish, where the route follows existing roads or grounds features:



West to east - Track/road past Ludgrove, a section of Heathlands Road that follows the route of the Emm brook (in orange), Redlake Lane, a section of Easthampstead Road and the feeder stream to the Emm brook in orange).

## Effective and convenient Governance

The guidance (paragraph 62) highlights the importance of effective and convenient local governance, giving users a democratic voice in the services that affect them. Wokingham Town can consistently demonstrate a good level of community interest and involvement in local governance and local council services.

The town council feels strongly that it can offer an effective governance structure for the new community south of the railway line and would actively work to bring the new community into the town. The council has experience of this, working with the new communities in the north Wokingham SDL and in Montague Park.

Wokingham Town can offer greater opportunities for civic engagement. The town has historically held competitive, well-contested elections every four years, (with an excess of candidates standing for each available seat, offering residents a real choice as to representation) and councillors are well engaged with the local population, regularly consulting with residents both at council events and on doorsteps.

Wokingham Town Council proposes that the ward boundaries in the SDL area follow Easthampstead Road so that homes to the east of Easthampstead Road should go into Wescott East and all those to the west, into Wescott West. If this were to cause a significant issue for Wokingham Borough Council, then all the new homes could initially be incorporated into Polling District WHW (Wescott East) until the matter can be reconsidered at the next Governance Review.

The small number of electors currently resident or likely to be resident by the next Wokingham town elections in 2027 would not making a meaningful difference to electoral representation in either Wescott ward, or to electoral representation in Wokingham Without parish.

The town council accepts that a temporary accommodation would have to made with respect to creating a new polling district with an initially small number of electors, but believes the burden of doing this is outweighed by the imperative to create a cohesive community with a strong sense of identity which can be effectively and conveniently governed while meeting the expectations of new residents

## Provision of, and access to facilities

Paragraph 63 of the guidance identifies that local services should be easy to reach and accessible to local people. Residents choosing to live in this new housing will be doing so due to its proximity to the town, which will be within walking and wheeling distance.

The lack of public transport connections, and rural roads without footways between the South Wokingham SDL housing and the urban area in the south of Wokingham Without, will be a

barrier to easily accessing services in that part of the parish. In terms of facilities, the town is likely to be the main provider of key facilities that residents will look to (other than those that will be provided as part of the development itself). These include medical facilities (doctors, dentists), schools (primary and secondary) places of worship, transport facilities as well as shopping and leisure facilities.

The provision of facilities within Wokingham Without is extremely limited, with no medical provision, no secondary school provision and retail provision limited to specialist provision at Holme Grange Craft Village, Squires Garden Centre on Heathlands Road, approximately 5 retail units at Greenwood Road shops and some mixed retail on Dukes Ride, on the southern boundary with Crowthorne.

The leisure facilities provided at Pinewood are already well utilised, with the site already suffering from parking issues on evenings and at weekends. Whilst many existing Pinewood site users travel from some distance for the specialist clubs and facilities that the site provides, it cannot meet the leisure needs of all the new dwellings.

### On the subject of consulting residents

Wokingham Town Council accepts that this will be a challenge for the borough council, as the commencement of house building is yet to start.

The town council believes it is important to establish a strong sense of identity as soon as home occupations begin, and as such, we feel strongly that the right governance arrangements should be in place from the outset. The change should occur before, and in anticipation of the housing development, and not after it has happened.

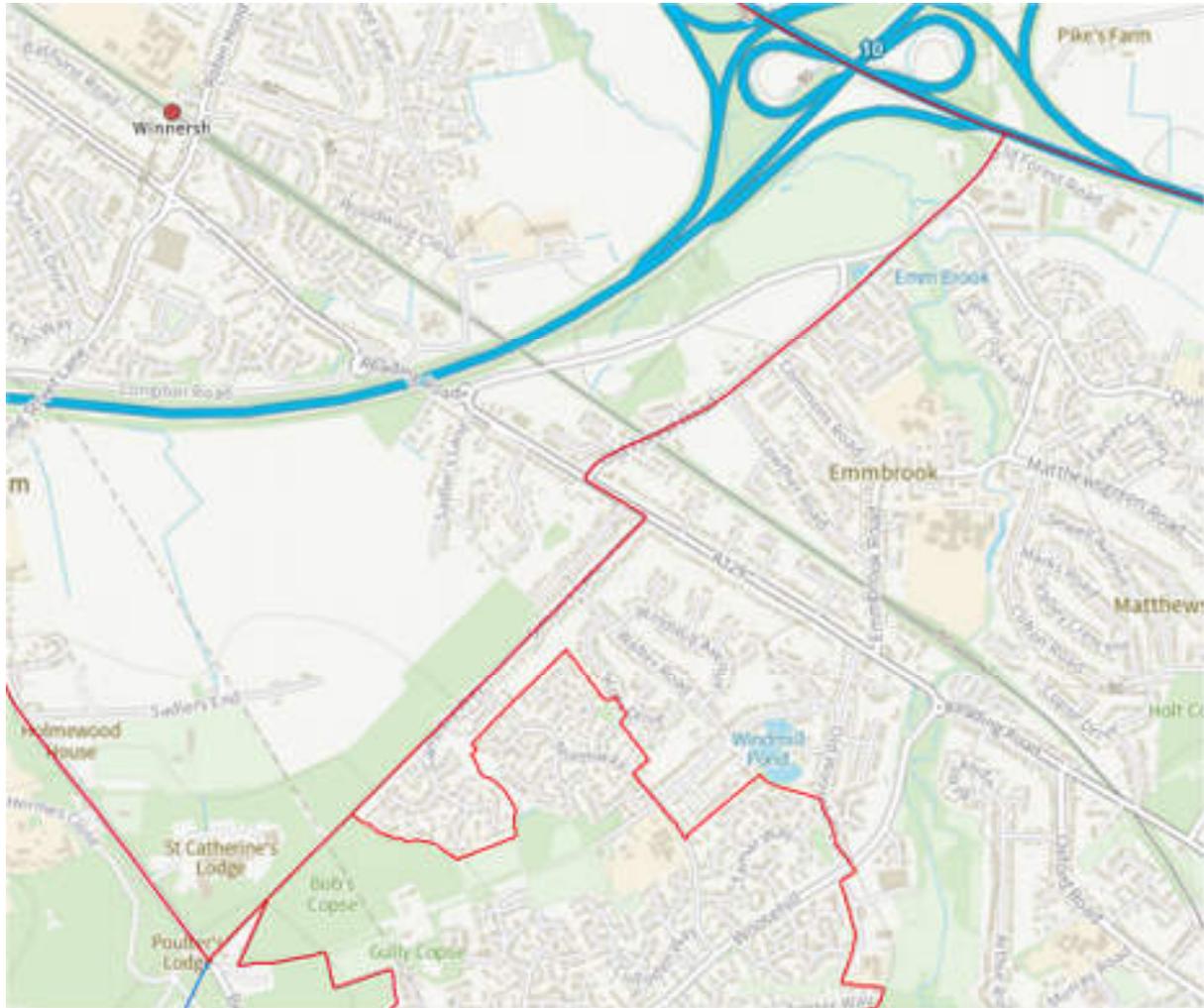
One of the experiences of residents in other new estates (in the wider borough as well as the town) has been the frustration that various parts of the development have not been delivered as they were promised – from play areas to road completion and adoption every development has left residents feeling let down in some way. Thousands of new residents will be expecting to move to Wokingham town and will feel like they are moving to Wokingham town so we should ensure this expectation is met and that they are moving to Wokingham town.

The aim for the town council is that residents of the new development feel as much a part of our community as all existing residents of Wokingham town.

## Wokingham town and Winnersh boundary (option 1)

This proposal takes into account the local identity of the area, as well as Wokingham Town Council's ability to facilitate effective and convenient local government for residents who would be affected by this proposal.

The current boundary between Winnersh PC and Wokingham TC runs along Simon's Lane, along Reading Road and then up Forest Road (see map below).



Neighbours on Simon's Lane and Old Forest Road are in different parishes.

Furthermore, the current boundary creates two populations that are isolated from the natural centre of Winnersh, at what is known locally as the Winnersh crossroads. The reason for the isolation is the M4 motorway that crosses the Reading Road, and the new Northern Distributor Road (NDR). The residential homes included in this proposal are contiguous with residences in the town, yet isolated from settlements in the main area of Winnersh parish.

The NDR, completed recently as part of the North Wokingham Major Development Location, further increases this sense of isolation on the north side of Reading Road, as

there are now two major roads cutting the Winnersh crossroads off from the communities north of Old Forest Road.

## Community Identity and Interests

The existing arrangements do not naturally reflect the identities and interests of the community between the current boundary of Wokingham TC and the M4, which more naturally face toward Wokingham.

Within the Emmbrook North and Emmbrook South wards of Wokingham are many schools that are used by residents in the area affected by the boundary change. These include Emmbrook Infant School, Emmbrook Junior School, St Cecilia's Primary School, St Paul's Junior School, Walter Infant School, Windmill Primary School, The Holt School, and The Emmbrook School.

Woosehill Medical Practice catchment area covers an area up to and across the M4; by way of contrast Brookside Medical Centre on Melbourne Road excludes populations east of the M4 from its catchment area.

Community activities and centres in Emmbrook that are likely to be an attraction to residents in the affected area include the Matthewsgreen Community Centre (soon to be taken on by Reading Repertory Theatre), Woosehill Community Centre run by Wokingham TC, and Emmbrook Village Hall. For leisure there are walks along the Emm Brook, and outdoor spaces in Joel Park and Holt Copse.

Wokingham Town itself has much to offer residents in terms of leisure activities, events run by the Town Council and other local venues, and retail and restaurant outlets. These elements offer community cohesion to those living near Wokingham, as residents in this area of the current Winnersh boundary do.

There are easy transport links with the above centres and activities and with Wokingham town centre. There are bus routes along Reading Road which reach The Holt School and the town centre. There are cycle lanes, both on road and shared on pavement, to many of the local centres including The Windmill Primary School, Woosehill Medical and Community Centre, St Cecilia's Primary School and the Matthewsgreen Community Centre. There are pavements along all parts of the route to all facilities in Emmbrook and Wokingham town centre.

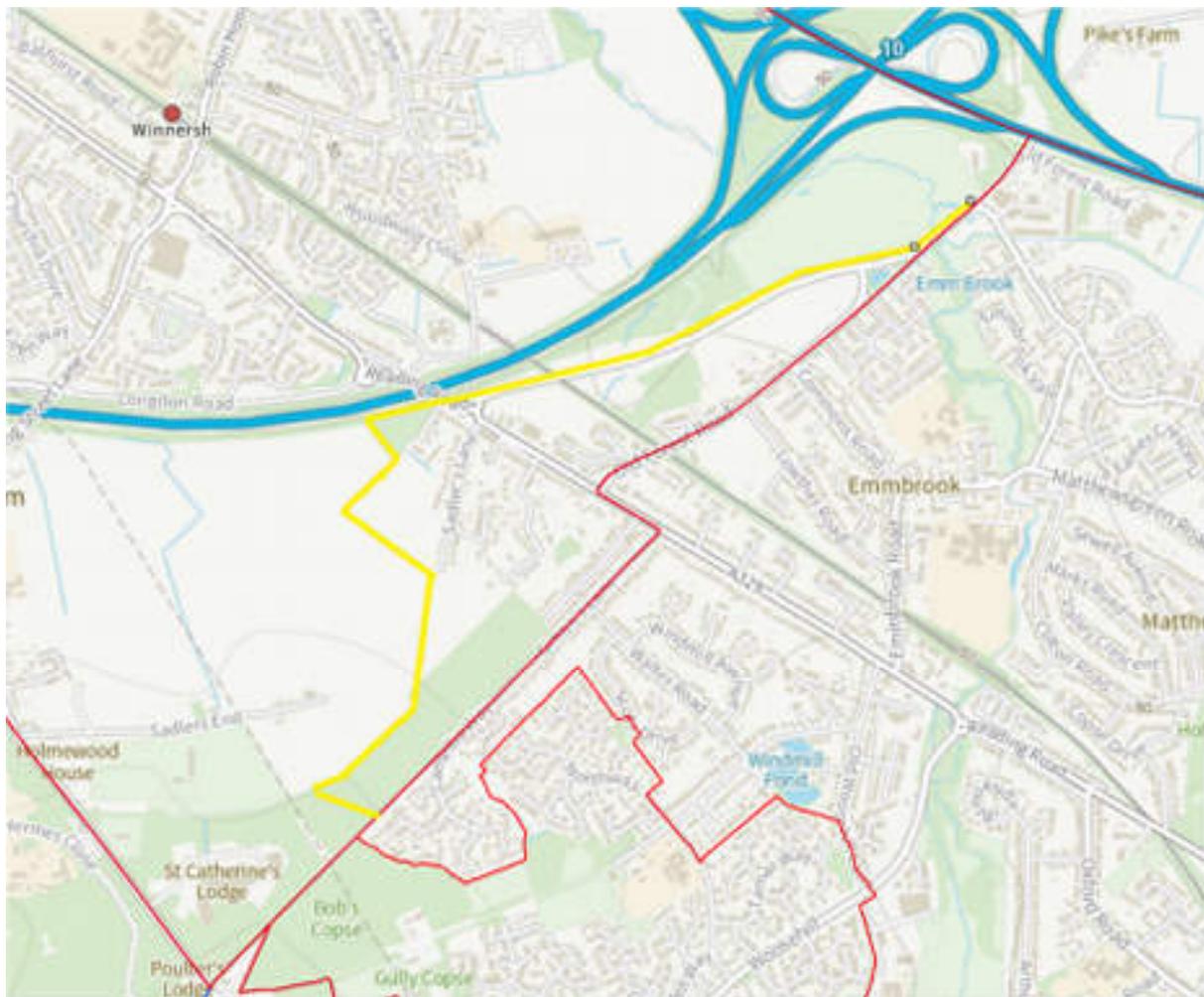
## Proposal to alter the boundary between Winnersh PC and Wokingham TC

Wokingham Town Council proposes that the boundary should be moved to the NDR.

On the south side of Reading Road, the boundary should follow the natural boundary features (field edges etc) on the below map until the boundary touches the existing boundary of Wokingham town at Camellia Way extension.

The new boundary would move all of the following that are vehicle accessible from Reading Road into Wokingham town: Simon's Lane, Woodlands Avenue, Roundabout Lane, Chackfield Drive, Sadler's Lane, Sadler's Court, and Green Lane. All dwellings on Reading Road (south) that lie between Simon's Lane and the NDR would be included in Emmbrook South ward.

ARCGIS map:



Google Earth map, showing ground features:



On the north side of Reading Road, the boundary should follow the NDR until the boundary touches the existing boundary of Wokingham town at the A329M.

The new boundary would move all of the following that are vehicle accessible from Reading Road into Wokingham town: Old Forest Road, Lenham Close, Wayside and Toutley Road. All dwellings on Reading Road (north) that lie between Old Forest Road and the NDR would be included in Emmbrook North ward.

### Community Governance:

In addition to the identifiable boundaries of this proposal, Wokingham Town Council offers a diverse Town Council, comprising 25 Councillors and 19 Officers. We are able to offer community governance that is effective and convenient, and a politically diverse representation for seats at each election. We know that we could effectively represent the residents currently in this part of Winnersh Parish.

## Wokingham Town and Winnersh boundary (option 2)

The current boundary on the south of Reading Road runs down the centre of Simon's Lane. All houses on the eastern side are within the town. On the western side, the boundary runs along the back of properties on Woodlands Avenue for the first 180m or so of Simon's Lane. However, beyond this point and until the area of woodland, there are a number of homes on the western side of the lane (highlighted in yellow below), facing into and are accessed via Simon's Lane, which are within the winnersh boundary.

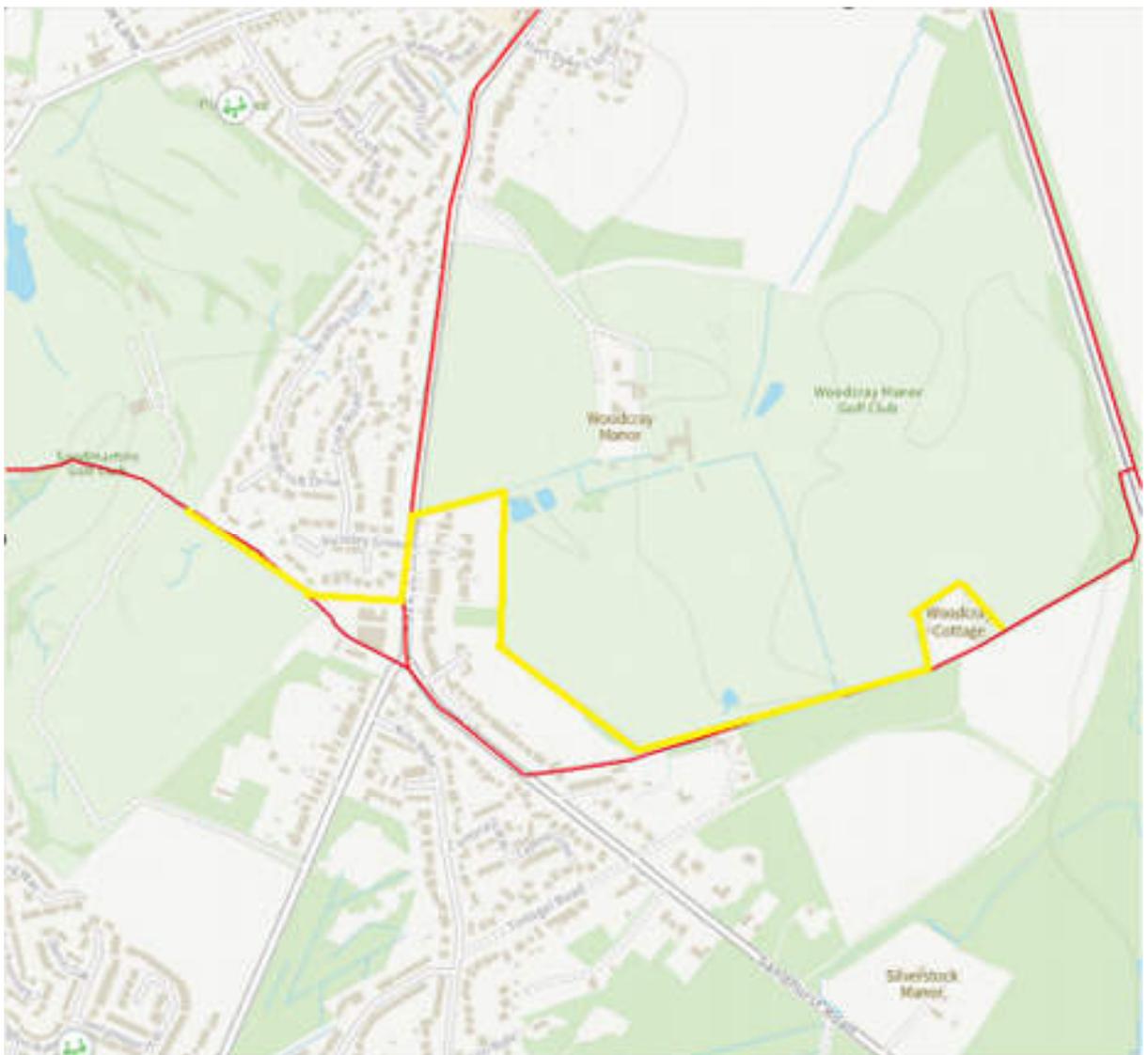
For reasons of community cohesion, Wokingham Town Council believes these homes should be within the same ward as their immediate neighbours on the lane, and should be moved to within the town boundary.



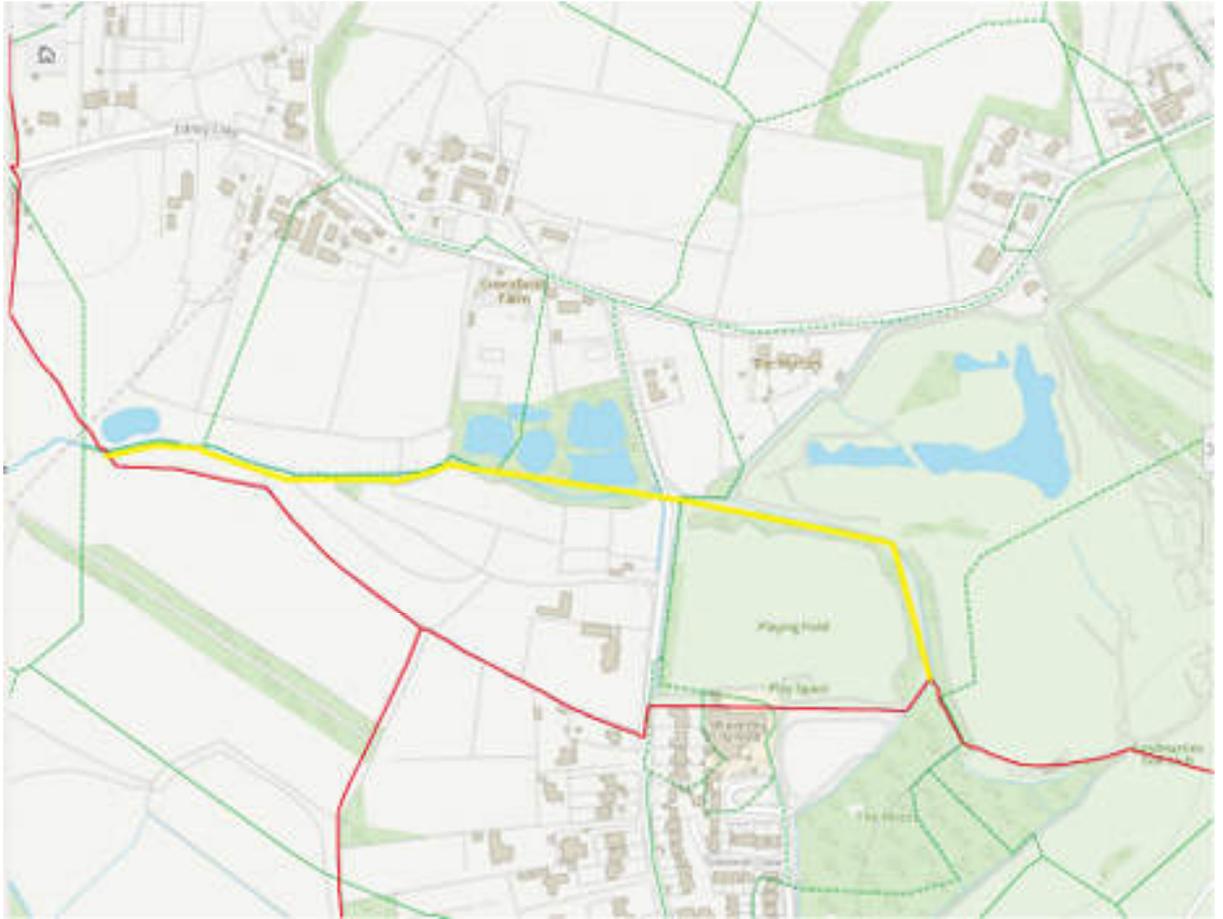
## Wokingham and Finchampstead boundary

Wokingham Town Council supports the draft proposals from Finchampstead Parish Council, that for reasons of community identity and contiguousness of settlements, the Finchampstead Parish boundary should be adjusted to incorporate the following areas:

1. Dwellings on the lower eastern side of Finchampstead Road, through to Sandhurst Road, highlighted in the yellow lined area below and Woodcray Cottage and the Barn, which can only be accessed from a track / private road within the Finchampstead boundary. On the western side of Finchampstead Road, the boundary would run along the back of the houses in Russley Green, meaning the Ford Garage would become part of Finchampstead parish.



2. Waverley Recreation Ground to the east of Nash Grove Lane and the Stables to the west of Nash Grove Lane.

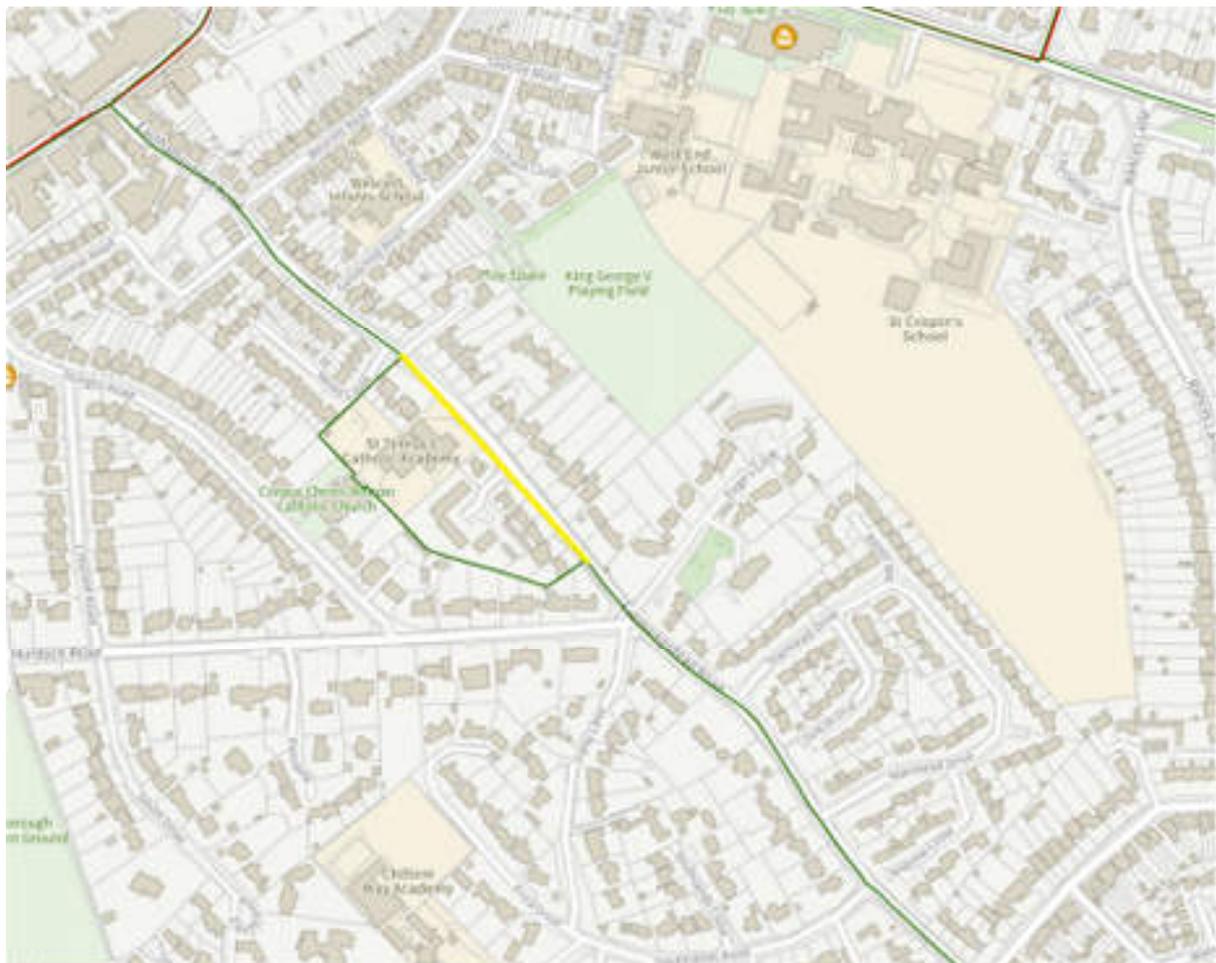


## Internal ward boundary proposals

### Wescott East and Wescott West on Easthampstead Road

The current boundary between the Wescott East and Wescott West runs down the centre of Easthampstead Road. There is an anomalous section where the boundary of Wescott East switches across the road.

Wokingham Town Council proposes that the boundary be realigned so that homes in Batty's Barn close and homes between St Theresa's Academy and Moles Close fall into Wescott West rather than Wescott East.

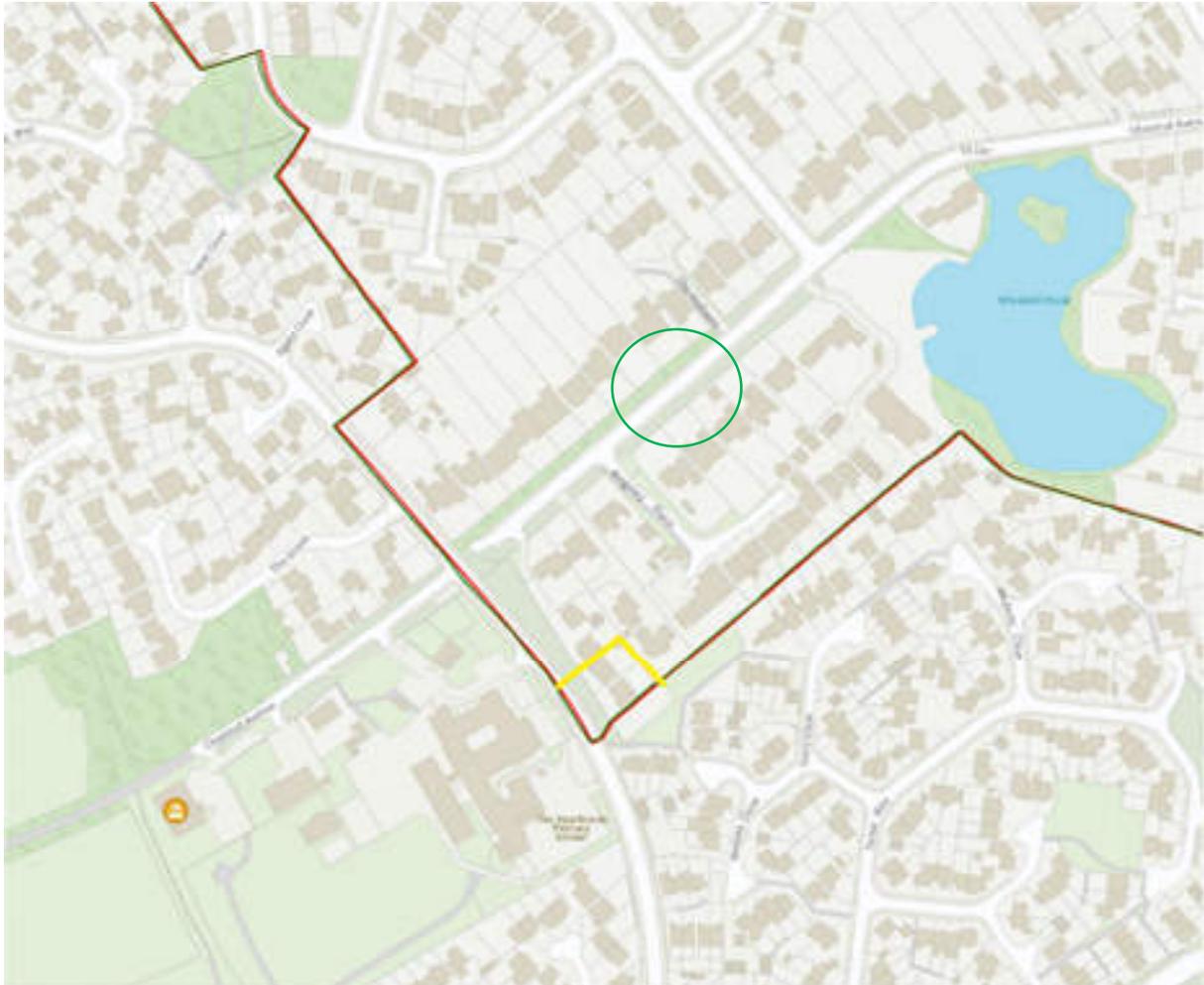


## Evendons West and Emmbrook South on Northway

Two homes on Northway, opposite The Hawthorns Primary School currently fall into the Emmbrook South Ward, but would align better with Evendons West.

Other houses nearby (e.g. off Kingsley Place and the north section of Chestnut Avenue) that fall into the Emmbrook South Ward are directly accessed from roads within Emmbrook South.

These two homes are accessed directly from Northway, in the Evendons West ward.



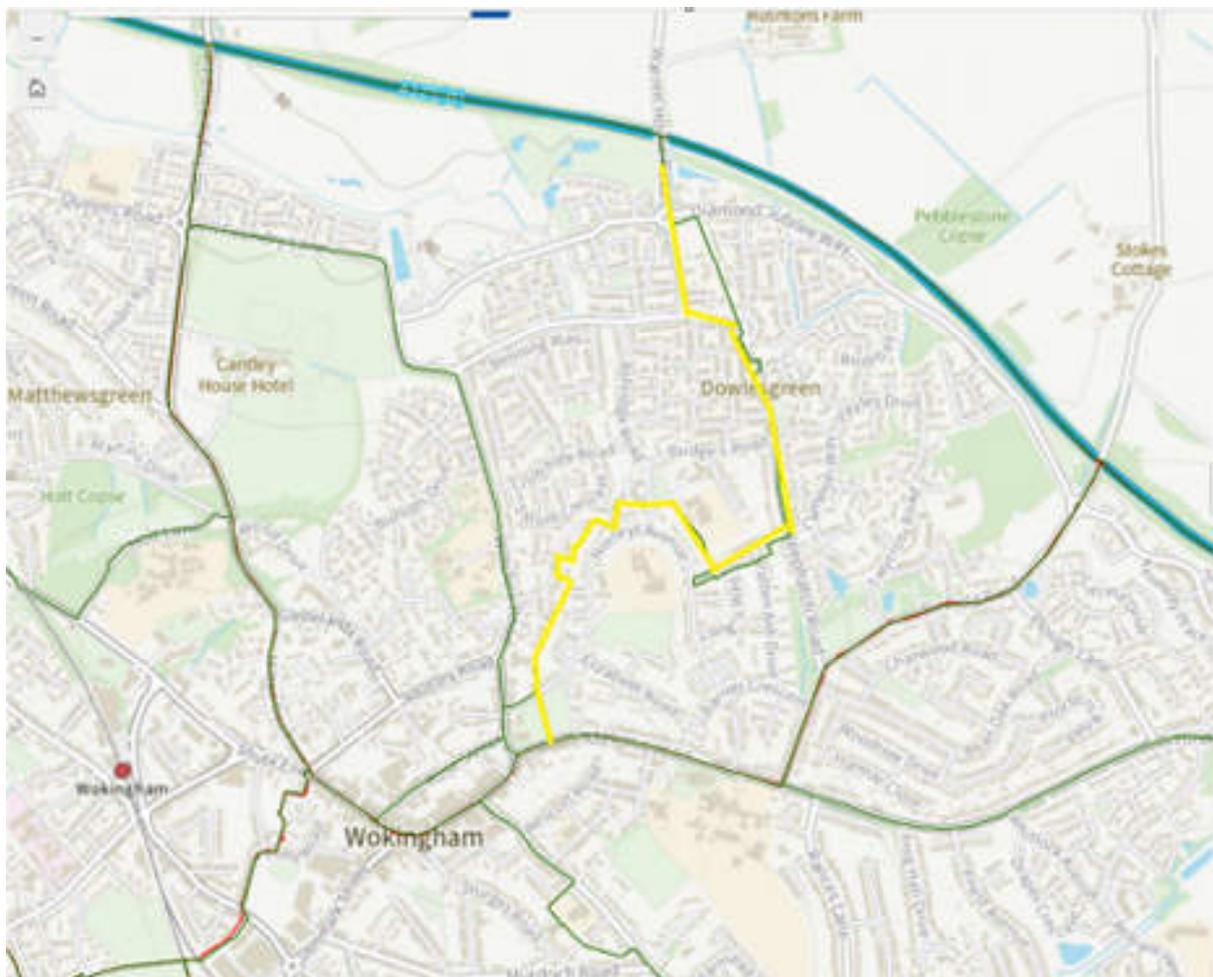
## Norreys East and Norreys West polling district boundaries on Keephatch Road, Warren House Road and Hughes Road (Town Clerk edit)

The ward boundary currently runs along a property boundary which marks the limit of housing. This boundary could be realigned with Keephatch Road and Warren House Road for simplicity. Neville Close would not have direct access to the rest of the ward but would be so close as to make no difference

The boundary should run down the centre of Keephatch Road.

The current boundary cuts Hughes Road off from the rest of the Norreys East ward. A more natural arrangement would be to have the boundary running at the back of the houses along the border with the school. This “back of the houses” approach is consistent with Norreys Avenue and stops the situation where the ward boundary changes at each end of the street.

There are two cottages next to the Church on Wiltshire Road that are in Norreys East. Every other house on Wiltshire Road is Norrey West. The boundary could follow the border of the church to move the area into Norreys East. Additionally, the Rectory appears to be in Norreys East ward but to be consistent with the rest of Norreys Avenue, it should be in Norreys West ward.



## The pros and cons for additional councillors

- The CGR working group considered whether the council’s submission to the CGR should include a request for additional councillors, increasing the number of councillors for the town from 25 to 27.
- General discussion focused around the request for additional councillors being dependent on the inclusion of the South Wokingham SDL area into the town.
  - In the event that the borough council agrees the inclusion of the South Wokingham SDL area into the town, split between the current wards of Wescott East and Wescott West, the CGR working group recommended an additional councillor each be added to Wescott East and Wescott West wards.
  - In the event that the South Wokingham SDL area be added to the town but solely within the Wescott East ward, the CGR working group recommended that 2 councillors be added to the Wescott East ward.
  - The CGR working group recommended that these additional councillor roles be added from the normal election expected in 2031.

The Town Clerk was asked to draw up the pros and cons for additional councillors. The Town Clerk has suggested the following:

### Pros:

#### **Better representation:**

- Levels of representation vary widely across Wokingham Borough, but the town council has the highest number of electors per councillor, at 1,216. This figure is significantly higher than any other town or parish within the borough. Adding additional councillors could bring this figure more in-line with other parishes. Adding additional residents without increasing the number of councillors would further increase the numbers of residents per councillor.
- Increasing the number of councillors could make the council more reflective of the makeup of the local community that the council represents.

#### **Additional capacity to support events and activities:**

- Additional councillors will provide further capacity to support the town council’s Cultural and Civic activities within the town, from events like litter picks to Lunar New Year. With more councillors available to volunteer to support events, the council can do more for residents.
- The workload of the council (such as committee meeting attendance and work) would be spread across a greater number of members

#### **Comparable councils in the local area:**

- Although there is a recommendation from NALC, there is no statutory maximum number of councillors, and there are examples of town councils with more than 25

Councillors (neighbouring Bracknell Town Council has 27). There are no councils within the Wokingham Borough area which exceed 25 seats.

## Cons:

### **Costs:**

- The town council would need to bear the cost of additional councillors. This cost would include:
  - Higher election costs if more councillors meant more electoral wards, or larger existing wards
  - Higher costs for councillor training (on a per capita basis)
  - Additional costs for civic regalia (robes, hats etc)
  - A small increase in costs for IT (IT subscriptions for email accounts etc)
  - Small impact on administration (additional forms, documentation etc)
- More councillors would generate a requirement for more space for meetings to accommodate additional members. However, a modest increase in current numbers could be accommodated in the council's current meeting arrangements.

### **Exceeding the Nalc recommendation:**

- 25 is the 'practical maximum number of councillors' recommended by the National Association of Local Councillors (NALC) for a parish or town council with a population of over 23,000 electors. However, there is wide variation between the numbers of councillors and size of population, many of which do not follow the NALC guidance (thought this may be because communities have grown recently and a CGR is due / overdue!). Here are some examples:

Council	Approximate population	Number of council seats
Wokingham Town Council	30,500	25
Chesham Town Council	23,000	19
Grantham Town Council	45,000	22
Keighley Town Council	42,000	30
Burntwood Town Council	27,000	22
Weymouth Town Council	53,000	25 (reduced from 29 in 2024 though in a CGR)

Dear Stakeholder.

A belated Happy New Year.

I thought it worth offering you as a stakeholder a look back on our progress and performance during the last calendar year.

Overall, I would say that we had a year of change and improvement; we exited 2024 a stronger, more vibrant, better engaged with communities and of greater value to our clients. It was an amazingly big year of change, set against the backdrop of increasing costs and a more challenged local government funding environment.

Below are my Top 10 highlights for the year:

- We continue to grow the volume of Clients, and the shape of the engagement improves: client feedback and volumes, change of age mix and deeper Client engagement.
- Insourced Marketing, with a focus on being active in the community, especially on social media and our collaboration with the Earley Crescent Resource Centre.
- More enhancements to our Website, including a new 'Tile' based Guides page, Client Appointment Reminder Text messaging and a new Client Pathways page. Do have a look: [Pathways to Success 2 – Wokingham Job Support Centre – WJSC](#)
- Proactively managed our cost base down to reflect our gradual growth in online clients and the potential growth using outreach location in collaboration with other associated providers'. The renegotiation of the office lease delivers a 30% reduction in costs, the refurbishment being mainly carried out by our volunteers. The 'new' office was fully operational, to plan and cost on Monday 6th January.
- Steven Polak (Chairman) retired after over 10 years of service. Richard Middleton has become our Treasurer, Brian Stainton a Trustee, and me as the Chairman.
- Our new strategy and the trustee functional responsibilities to deliver that strategy are agreed and active.
- We now have two great, proactive Office Supervisors in Sue and Saniya to support our Clients, our advisors, and the operation of the charity.
- Instigated a team focus on the things that matter, Service and Clients.
- Improved our professionalism: a new Client Pathway system was developed, revised policies produced, CPD approach adopted and tracking developed.
- Moved to a new Quarterly Report with Wokingham Borough Council, our largest funder.

Looking forward, I suggest another year of growth and perhaps a little less change. Our drive into the communities that we serve will continue apace, our exceptionally good client feedback ratings will continue, we will attract a few new Advisors to help us cope with volumes and I hope that we all continue to gain from our involvement in the charity.

All of this is of course only possible with your support, our stakeholders and our volunteers who feely give up their time and expertise to help others.

I am truly grateful for all the support.

If you would like any further information or have any queries, then please don't hesitate to make contact.

Thanks and regards,

Dave

Dave Newbold

WJSC Trustee & Chairman



**Wokingham Town Council External Representation**  
**Meeting Record**

<b>Organisation</b>	Wokingham Shopwatch
<b>Meeting Attended</b>	Shopwatch member meeting
<b>WTC Attached Committee</b>	-
<b>Name of Councillor</b>	Keith Malvern, Andy Croy, Town Clerk
<b>Date of Meeting</b>	20 <sup>th</sup> March 2025
<b>Main Points of Meeting</b>	
<ul style="list-style-type: none"> <li>• Wokingham Shopwatch is one of the most active and best performing in the area, with a number of arrests directly related to shopwatch member activity and diligence (including recently members of a Romanian serious crime gang wanted by 5 different police forces)</li> <li>• There is still a struggle to get some of the local retailers signed up to the system. The meeting had 7 or 8 retailers represented but was one of the best attended meetings they have had</li> <li>• Shoplifting locally is a problem and a concern for retailers. It is now more of a police priority</li> <li>• The office for the police and crime commissioner is offering grant funding opportunities for local initiatives so there's an opportunity to get funding to get the message out better / other activities</li> <li>• The Town Clerk has offered meeting space at the town hall (if dates can accommodate it) to facilitate more regular Shopwatch meetings</li> </ul>	
<b>Action or Points of follow up for WTC</b>	
Consider appointing regular attendees?	



**Wokingham Town Council External Representation**  
**Meeting Record**

<b>Organisation</b>	Emmbrook Village Hall
<b>Meeting Attended</b>	Management Committee
<b>WTC Attached Committee</b>	F&P
<b>Name of Councillor</b>	Keith Malvern
<b>Date of Meeting</b>	4 <sup>th</sup> March 2025
<b>Main Points of Meeting</b>	
<p>How successful the online booking has been          Access to the bank account and moving money to longer term account          The AGM has been set for 17<sup>th</sup> June          There was discussion about the capacity of the halls and how this should relate to fire risk . Fire door in kitchen? Clearer and more appropriate fire signs, evacuation test once year</p>	
<b>Action or Points of follow up for WTC</b>	
As above	