



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; R. Dolinski;
D. Mills; D. Smith; D. Stares; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 17 April 2018, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 23 JANUARY 2018**
To approve the minutes of the Strategy and Resources Committee held on 23 January 2018 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 6 February 2018.)*
4. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 MARCH 2018** Page 5
To approve the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 27 March 2018 and that they be signed by the Chairman as a correct record.
5. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 10/18.** Page 6

b) **Payments**

To approve the following payments as set out in **Appendix 5b**:

Page 7

	Current account	Imprest account
January 2018	£61,998.95	£41,505.58
February 2018	£75,222.63	£44,474.69
March 2018	£131,325.08	£42,983.38

c) **Internal audit**

To receive the interim internal audit report for the period from October 2017 to January 2018, attached at **Appendix 5c**.

Page 13

6. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 11/18**.

Page 16

7. **GENERAL DATA PROTECTION REGULATION (GDPR)**

To receive **Report No. SR 12/18**.

Page 20

8. **PR/MARKETING WORKING GROUP**

To note **Report No. SR 13/18** of the PR/Marketing Working Group meeting held on 5 February 2018.

Page 22

9. **CATERING PARTNERSHIP**

To note **Report No. SR 14/18** of the Catering Partnership meeting held on 16 March 2018.

Page 24

10. **RISK MANAGEMENT WORKING PARTY**

To consider **Report No. SR 15/18** of the Risk Management Working Party meeting held on 28 March 2018.

Page 25

11. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK AND FINISH GROUP**

a) Following the reduction in number of Members making up the Woodford Park Leisure Centre Task and Finish Group (Strategy and Resources Committee, 23 January 2018, minute number 94), to note that Councillor Mills is no longer a member of the task and finish group.

b) To note **Report No. SR 16/18** of the Woodford Park Leisure Centre Regeneration Task and Finish Group meeting held on 12 April 2018. (Report to follow.)

12. **COMMUNITY GRANTS**

a) To review the guidelines in relation to the number of Community Grants that can be awarded to individuals in one year. The current guidelines are attached at **Appendix 12a**.

Page 32

b) To consider **Report No. SR 17/18**.

Page 33

13. **RENEWABLE ENERGY**

To consider **Report No. SR 18/18**.

Page 36

14. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 24 January 2018. (**Appendix 14**)

Page 58

15. **EXTERNAL FUNDING PROJECT LIST**
To note the current external funding project list, attached at **Appendix 15.** Page 60

16. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
To note the following statistics for website views, searches and usage.

Last 30 days to 4/4/18

Views			Tech	
UK	2896		Mobile	1381
USA	28		Desktop	1190
Other	67		Tablet	420
Sessions			Searches	
Total	2991		Organic	2240
Users	2147		Direct	526
Page views	7242		Referral	133
			Social Media	92

17. **REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS: STAKEHOLDER CONSULTATION**

To note information received regarding the review of local government ethical standards being undertaken by the Committee on Standards in Public Life, attached at **Appendix 17.**

Page 61

Member are asked to consider submitting a response to the consultation. Responses are required by 18 May 2018.

18. **PUBLIC TOILET UPDATE**

The order for the semi-automatic public toilet has been placed. It is hoped that an installation date will be identified soon.

19. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

a) To note that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £41,120.

b) To note that a first CIL payment of £4,582.94 will be paid to the Town Council in April.

c) To note information received from Wokingham Borough Council regarding the CIL funds allocation process. **(Appendix 19c)**

Page 65

20. **BOROUGH/PARISH LIAISON FORUM**

To note the minutes of the Borough/Parish Liaison forum, which took place on 26 March 2018. **(Appendix 20)**

Page 66

21. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

22. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 27 March 2018 at 7:15 pm

Present: *Councillors R. Dolinski (Chairman); J. Cheng; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk*

Also present: *Councillor P. Wicks*

101. **APOLOGIES**

Apologies for absence were received from Councillors K. Baker, S. Brindley and A. Chadwick.

102. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

103. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for the following item.

104. **PERSONNEL SUB-COMMITTEE**

The Chairman presented the minutes of the Personnel Sub Committee meeting that had taken place on 6 March 2018.

Members consider the recommendations and

RESOLVED:

- ◆ To approve the addition of a new post of Groundsperson to the staff establishment, as set out in the job description provided at the meeting.
- ◆ To approve the revised hours and pay scale for the PR/Marketing Coordinator post, as set out in the job description provided at the meeting.

The meeting closed at 7:30 pm

EXPENDITURE	Budget 2017/18	Revised Budget 2017/18	Actual Exp as at 28/02/17	Actual Exp as at 28/02/18	Actual Exp as % of Budget	Information
Central Costs	227296	232338	184234	185118	79.7	Phone and payment in respect of VAT partial exemption over 92%. All other costs under at this point.
Democratic Costs	48225	47994	37184	38859	81.0	Staff costs slightly over 92%. Budgeted allocation to fund to pay elections in 2019 not yet transferred to earmarked reserve for this purpose.
Corporate Management	305934	300434	243911	263285	87.6	Affiliation fees slightly over 92%. All other costs under.
Capital Programme	45000	45000	45000	45000	100.0	Annual contribution transferred to capital programme fund.
Grants	4000	3400	3850	3400	100.0	Grants awarded in April and November.
Oakwood Centre	149365	151664	125193	139384	91.9	Rates, water rates, phone, repairs, certification and equipment maintenance over 92%. All other costs under.
Maintenance HQ	6601	6101	4562	6718	110.1	Vehicle and equipment costs over 92%.
Woodley TCMI	58082	60082	60802	53882	89.7	Purchases in respect of TCMI higher than anticipated.
Capital and Projects	184940	184940	132470	132470	71.6	Loans paid in September and March - sinking fund contribution made in June.

TOTAL 1029443 1031953 837206 868116 84.1

INCOME	Budget 2017/18	Revised Budget 2017/18	Actual Inc as at 28/02/17	Actual Inc as at 28/02/18	Actual Inc as % of Budget	Information
Central Costs	5825	6425	6152	5429	84.5	Miscellaneous income lower than anticipated.
Democratic Costs	0	0	0	0	0.0	
Corporate Management	8828	8686	6558	6963	80.2	Repayments of staff costs under budget at this point.
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Oakwood Centre	165586	165174	135390	156100	94.5	Room hire at 98%. Catering concession payments due.
Maintenance HQ	0	0	0	0	0.0	
Woodley TCMI	45449	45449	36313	41816	92.0	
Capital and Projects	0	0	0	0	0.0	
TOTAL	225688	225734	184413	210308	93.2	
NET	803755	806219	652793	657808	81.6	

Month 11 = 92%

Woodley Town Council 2017/2018**Current Account****List of Payments made between 01/01/2018 and 31/01/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
11-Jan-18	2nd Woodley Scout Group	10.60	Christmas card delivery
11-Jan-18	Alan Hadley Ltd	276.00	Refuse collection
18-Jan-18	Allen's Design & Print Ltd	336.00	WCTMI-Art work
11-Jan-18	ASAP Computer Services	1902.00	Annual IT support/maintenance
11-Jan-18	BALC	48.00	Training
12-Jan-18	Be Fuelcards Ltd	110.48	Diesel & Petrol (Depot/maintenance)
18-Jan-18	Bowak Ltd	268.20	Cleaning supplies
04-Jan-18	Brake Bros Foodservice Ltd	101.59	Vending supplies
25-Jan-18	Brown Bag Cafe Ltd	449.42	Catering services
11-Jan-18	BT Payments Services Ltd	280.03	Phone
25-Jan-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
02-Jan-18	Club Manager Ltd	80.40	Club Manager membership
25-Jan-18	CoolerAid Ltd	56.88	Bottled water
16-Jan-18	Crown Gas & Power	246.89	Gas supply
16-Jan-18	Crown Gas & Power	286.97	Gas supply
16-Jan-18	Crown Gas & Power	972.31	Gas supply
16-Jan-18	Crown Gas & Power	1205.81	Gas supply
04-Jan-18	DCK Accounting Solutions Ltd	617.40	Budget setting
04-Jan-18	Drews Ltd	26.73	Building supplies
04-Jan-18	Dunston Graphics	72.00	Land registry lease plan
04-Jan-18	Earth Anchors Ltd	424.74	Big Ben litter bin
11-Jan-18	EDF Energy 1 Ltd	12.88	Electricity supply
04-Jan-18	Envidia Ltd	125.00	Coaching
11-Jan-18	Envidia Ltd	50.00	Coaching
22-Jan-18	Epos Now Ltd D/D	30.00	EPOS till monthly charge
11-Jan-18	Eurodec Ltd	107.89	Building supplies
04-Jan-18	Fencing Products Ltd	98.80	Building supplies
18-Jan-18	Fraser Office Supplies Ltd	43.20	Stationery supplies
04-Jan-18	Fuel Fitness Ltd	25.00	Coaching
10-Jan-18	Global 4 Communications	270.11	Phone
04-Jan-18	Greenham	282.14	First Aid supplies
25-Jan-18	HMRC Cumbernauld	12441.30	PAYE & NI - employers and employees
25-Jan-18	ICON Training	628.58	Staff training
18-Jan-18	InTouch	35.99	Monthly website charge
25-Jan-18	InTouch	35.99	Monthly website charge
04-Jan-18	JD Drains Ltd	156.00	Clear sewer blockage
18-Jan-18	John Willis	120.00	Window cleaning
18-Jan-18	Lamps-Tubes Luminations Ltd	5215.84	Christmas lighting - WTCMI
29-Jan-18	Les Mills Fitness UK Ltd	192.00	Coaching
25-Jan-18	Lister Wilder Ltd	156.53	Gardening supplies
02-Jan-18	Lloyds Bank D/D	29.36	Monthly bank service charges
15-Jan-18	Lloyds Bank D/D	137.70	Monthly cardnet service charge
30-Jan-18	Lloyds Bank D/D	43.39	Monthly bank service charges
11-Jan-18	M J & K A Collions	285.12	Salt WPLC
15-Jan-18	Mainstream Digital Ltd	59.14	Phone
04-Jan-18	Margaret Macknelly Design	327.00	Woodley Hearld - design
11-Jan-18	McVeigh Parker & Co Ltd	213.61	Steel fence/posts
12-Jan-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
18-Jan-18	Opus Business Systems Ltd	1161.60	Phone
18-Jan-18	P&H Direct Van Sales Ltd	132.69	Vending supplies
11-Jan-18	PHS Group	1630.44	Annual Sanitiser/waste disposal charge

23-Jan-18	Pitney Bowes Ltd	100.00	Postage top up
11-Jan-18	Plusnet Plc	52.20	Phone
17-Jan-18	Plusnet Plc	38.40	Phone
25-Jan-18	Prudential	30.00	AVC payment - deducted from pay
11-Jan-18	Reading Borough Council	3250.00	Half yearly allotment lease charge
25-Jan-18	Reading Borough Council	159.15	Annual lease fee - Wheble Park
04-Jan-18	Riso UK Ltd	247.51	Photocopying OC
04-Jan-18	SGW Payroll Ltd	165.14	Payroll services
15-Jan-18	Siemens Financial Services	1100.80	GYM equip monthly rental
04-Jan-18	Spaldings Ltd	151.63	Gardening supplies
18-Jan-18	SSE Southern Electric	2026.22	Electricity supply
25-Jan-18	The Berkshire Pension Fund	12139.63	Pension - employers and employees
04-Jan-18	The Card Shop	136.00	Christmas cards - Mayor
23-Jan-18	Total Gas & Power Ltd	1342.30	Electricity supply
11-Jan-18	Trade UK - BandQ	166.25	Building supplies
11-Jan-18	Trade UK - Screwfix	234.89	Building supplies
18-Jan-18	Traditional Local Cleaning Ltd	1679.51	Contract cleaning
11-Jan-18	Travis Perkins Trading Co	26.26	Building supplies
25-Jan-18	Unison Collection Ac	34.00	Union fees deducted from pay
25-Jan-18	Veolia ES - UK Ltd	488.92	Refuse collection
18-Jan-18	Vodafone	251.48	Phone
02-Jan-18	Wokingham BC	40.00	Rates
02-Jan-18	Wokingham BC	154.00	Rates
02-Jan-18	Wokingham BC	340.00	Rates
02-Jan-18	Wokingham BC	839.00	Rates
02-Jan-18	Wokingham BC	2563.00	Rates
04-Jan-18	Wyevale Garden Centres Ltd	132.00	Gardening supplies

61998.95

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List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
29-Jan-18	(Personal Information)	50.00	Refund deposit
08-Jan-18	(Personal Information)	22.50	Staff - eye test
29-Jan-18	(Personal Information)	50.00	Refund deposit
08-Jan-18	(Personal Information)	78.00	Refund deposit
15-Jan-18	(Personal Information)	50.00	Refund deposit
15-Jan-18	(Personal Information)	15.00	Refund deposit
22-Jan-18	(Personal Information)	50.00	Refund deposit
22-Jan-18	(Personal Information)	99.96	Gym member refund
15-Jan-18	(Personal Information)	200.00	Refund deposit
25-Jan-18	(Personal Information)	50.00	Refund deposit
17-Jan-18	Amazon Co UK	26.69	SanDisk 32GB/card reader
05-Jan-18	Amazon UK	26.64	Lumbar support cushion
09-Jan-18	Barrabes.com	83.22	Jacket
24-Jan-18	Lloyds Bank	39985.95	Net Jan 2017 payroll
12-Jan-18	Lloyds Bank D/D	11.74	Bank charges
24-Jan-18	Partypacks.co.uk	24.35	Birthday banners WPLC
10-Jan-18	PETTY CASH A/C	193.83	Top up petty cash
09-Jan-18	Screwfix Direct	35.94	CCTV sign - allotments
12-Jan-18	Shop Stuff	215.82	New cash register
22-Jan-18	Shop Stuff	185.94	Exchange till - Oakwood
08-Jan-18	WTCMI	50.00	Payment from WBC to WTCMI

41505.58

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
23-Feb-18	A1 Locksmiths(Berkshire) Ltd	9.00	Key cut
23-Feb-18	Abbey Windows	684.00	WPLC window replaced
14-Feb-18	Alan Hadley Ltd	276.00	Refuse collection
23-Feb-18	Alan Hadley Ltd	700.20	Refuse collection
15-Feb-18	Allen's Design & Print Ltd	1697.00	WTCMI leaflets/posters
23-Feb-18	AV Asbestos Ltd	216.00	Asbestos survey
23-Feb-18	Be Fuelcards Ltd	45.08	Petrol - depot
14-Feb-18	Blandy & Blandy LLP	3426.00	Legal services
23-Feb-18	Bowak Ltd	414.91	Cleaning supplies
14-Feb-18	Brake Bros Foodservice Ltd	433.93	Vending supplies
23-Feb-18	Brake Bros Foodservice Ltd	460.69	Vending supplies
14-Feb-18	Brammer UK Ltd	134.26	Gardening supplies
15-Feb-18	Brammer UK Ltd	72.88	Gardening supplies
23-Feb-18	Brown Bag Cafe Ltd	699.64	Catering services
23-Feb-18	BT Telephone Payment Centre	136.80	Phone
14-Feb-18	Castle Water	82.14	Water rates
15-Feb-18	Castle Water	2190.79	Water rates
01-Feb-18	Club Manager Ltd	80.40	Club Manager membership
23-Feb-18	CoolerAid Ltd	132.72	Bottled water
19-Feb-18	Crown Gas & Power	1277.83	Gas supply
19-Feb-18	Crown Gas & Power	971.14	Gas supply
19-Feb-18	Crown Gas & Power	246.73	Gas supply
19-Feb-18	Crown Gas & Power	245.23	Gas supply
23-Feb-18	Dejac Associates Ltd	168.00	Apple Airport base
14-Feb-18	EDF Energy 1 Ltd	12.88	Electricity supply
23-Feb-18	Ellis Whittam Ltd	88.80	Insurance
23-Feb-18	Envidia Ltd	100.00	Coaching
12-Feb-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
23-Feb-18	Eurodec Ltd	77.50	Building supplies
14-Feb-18	Eventu	200.00	Theatre services
23-Feb-18	Fencing Products Ltd	21.60	Building supplies
23-Feb-18	Fraser Office Supplies Ltd	302.75	Stationery supplies
15-Feb-18	Fuel Fitness Ltd	25.00	Coaching
15-Feb-18	Gilbert Thompson	525.00	Newsletter delivery
09-Feb-18	Global 4 Communications	282.54	Phone
23-Feb-18	HMRC Cumbernauld	12999.86	PAYE & NI - employers and employees
14-Feb-18	IMAGE BOX	72.00	Foamex signs
23-Feb-18	InTouch	82.05	Monthly website charge
14-Feb-18	Krowmark Ltd	100.02	Staff uniform OC
23-Feb-18	Krowmark Ltd	79.50	Staff uniform OC
14-Feb-18	Lamps-Tubes Luminations Ltd	1070.26	Christmas lights WTCMI
23-Feb-18	Landshape Ltd	1248.00	WP Lake project
27-Feb-18	Les Mills Fitness UK Ltd	192.00	Coaching
23-Feb-18	Lister Wilder Ltd	154.39	Building supplies
14-Feb-18	Lloyds Bank D/D	269.55	Monthly cardnet service charge
14-Feb-18	Mainstream Digital Ltd	0.78	Phone
15-Feb-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
23-Feb-18	MKR Electrical Services Ltd	1663.02	Electrical supplies
15-Feb-18	Novar Systems Ltd	1809.94	Insurance - roof leak OC
23-Feb-18	Office Depot International UK Ltd	40.36	Stationery supplies
14-Feb-18	PHS Group	315.49	Dust mat Qtrly rental
09-Feb-18	Plusnet Plc	52.20	Phone
16-Feb-18	Plusnet Plc	38.40	Phone
15-Feb-18	PRS for Music	411.10	Music licence
23-Feb-18	Prudential	30.00	AVC payment deducted from pay

28-Feb-18	Public Works Loan Board	5874.06	PWLB Loan
20-Feb-18	Rathbones	2588.56	VAT reclaimed on investments charges
12-Feb-18	SGW Payroll Ltd	165.14	Payroll services
15-Feb-18	Siemens Financial Services	1100.80	Gym equip monthly rental
23-Feb-18	Speedy Asset Services Ltd	570.00	OC theatre winches servicing
14-Feb-18	SSE Southern Electric	154.52	Electricity supply
15-Feb-18	SSE Southern Electric	1602.82	Electricity supply
15-Feb-18	T H White Ltd	546.16	Gardening supplies
14-Feb-18	Technical Surfaces Ltd	360.00	3G matchfit servicing
23-Feb-18	Thames Valley Temperature Control Ltd	4249.80	OC heating pump
23-Feb-18	The Berkshire Pension Fund	12303.35	Pension - employers and employees
15-Feb-18	Token Security Solutions Ltd	660.00	Annual key holding service
20-Feb-18	Total Gas & Power Ltd	1306.49	Electricity supply
23-Feb-18	Trade UK - Screwfix	218.49	Building supplies
23-Feb-18	Traditional Local Cleaning Ltd	2024.48	Contract cleaning
15-Feb-18	Travis Perkins Trading Co	324.00	Building supplies
23-Feb-18	Travis Perkins Trading Co	180.00	Building supplies
23-Feb-18	Unison Collection Ac	34.00	Union fees deducted from pay
23-Feb-18	Veolia ES - UK Ltd	547.93	Refuse collection
22-Feb-18	Vodafone	250.03	Phone
14-Feb-18	WFL UK Ltd	1971.90	Diesel - depot
14-Feb-18	Wingfield Engineering Ltd	334.80	MOT service truck - depot
23-Feb-18	Zapkam Ltd	728.36	Staff uniform WPLC

75222.63

CLERKS IMPREST A/C

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
26-Feb-18	(Personal Information)	50.00	Refund deposit
15-Feb-18	(Personal Information)	82.50	WPLC Pilates refund
13-Feb-18	(Personal Information)	15.00	Refund deposit
06-Feb-18	(Personal Information)	50.00	Refund deposit
12-Feb-18	(Personal Information)	50.00	Refund deposit
12-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	50.00	Refund deposit
28-Feb-18	(Personal Information)	50.00	Refund deposit
09-Feb-18	(Personal Information)	50.00	Refund deposit
26-Feb-18	(Personal Information)	100.00	Refund deposit
23-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	50.00	Refund deposit
05-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	50.00	Refund deposit
19-Feb-18	(Personal Information)	150.00	Refund deposit
12-Feb-18	All Pass.co.uk	139.80	Shade & windbreak Dk green
19-Feb-18	Amazon co uk	54.85	Tamper proof rat poison boxes
19-Feb-18	Amazon UK	24.97	Mini keyboard x2
26-Feb-18	Hicks Holding	319.77	RY54DBU-MOT & service
28-Feb-18	LCPAS Store	30.00	Data protection regulations
19-Feb-18	Lloyds Bank	42364.90	Net February 2018 payroll
14-Feb-18	Lloyds Bank D/D	11.69	Monthly bank service charges
21-Feb-18	Nothing but Padlock	108.73	Keyed weatherproof padlock
26-Feb-18	OLOP Table Ten	80.00	Table tennis tables
27-Feb-18	One Direct.co.uk	127.19	Motorola walkie talkie
02-Feb-18	Paypal Pageantry	5.25	Pageantry postcards
19-Feb-18	PETTY CASH A/C	117.37	Top up petty cash
13-Feb-18	The Parentadult.com	40.00	Staff training
19-Feb-18	TV Licensing	147.00	OC TV Licence
15-Feb-18	Zazzle GBP	5.67	Postcards

44474.69

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/03/2018 and 31/03/2018

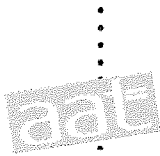
<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
28-Mar-18	A1 Locksmiths(Berkshire) Ltd	47.95	Keys cut
21-Mar-18	Alan Hadley Ltd	276.00	Refuse collection
21-Mar-18	Angel Springs Ltd	26.40	Environmental charge
21-Mar-18	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
07-Mar-18	ATCM	354.00	Assoc Town & City Management member
28-Mar-18	B & S Chains (Midlands) Ltd	35.40	Building supplies
12-Mar-18	B and S Roofing	22975.56	WPLC roof repair
21-Mar-18	BCM Group Plc	81.76	Service & maint photocopier WPLC
02-Mar-18	Be Fuelcards Ltd	68.17	Diesel - van
16-Mar-18	Berkshire Tree Care	624.00	Gardening services
21-Mar-18	Bowak Ltd	232.37	Cleaning supplies
21-Mar-18	Brake Bros Foodservice Ltd	452.28	Vending supplies
21-Mar-18	Brown Bag Cafe Ltd	1166.30	Catering services
12-Mar-18	BT Telephone Payment Centre	167.40	Phone
21-Mar-18	Came & Company IBA	32172.82	Annual insurance
07-Mar-18	Capital Cleaning	184.19	Cleaning supplies
07-Mar-18	Castle Water	2039.34	Water rates
21-Mar-18	Central Sports UK Ltd	311.74	WPLC sports supplies
01-Mar-18	CF Corporate Finance Ltd	214.32	Qtrly Photocopier charge
07-Mar-18	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Mar-18	Club Manager Ltd	80.40	Club Manager membership
21-Mar-18	CoolerAid Ltd	137.46	Bottled water
19-Mar-18	Crown Gas & Power	240.40	Gas supply
19-Mar-18	Crown Gas & Power	247.83	Gas supply
19-Mar-18	Crown Gas & Power	976.78	Gas supply
19-Mar-18	Crown Gas & Power	1219.25	Gas supply
16-Mar-18	Dejac Associates Ltd	360.00	Annual anti-virus software charge
07-Mar-18	EDF Energy 1 Ltd	11.85	Electricity supply
16-Mar-18	EDF Energy 1 Ltd	3.10	Electricity supply
28-Mar-18	Ellis Whittam Ltd	6292.80	HR support & insurance
28-Mar-18	Energy Electrical Distributors Ltd	115.56	Electrical supplies
12-Mar-18	Epos Now Ltd D/D	30.00	Epos till monthly charge
28-Mar-18	Eurodec Ltd	70.99	Building supplies
21-Mar-18	Fraser Office Supplies Ltd	159.36	Stationery supplies
09-Mar-18	Global 4 Communications	303.83	Phone
16-Mar-18	Gymnastics Enterprises Ltd	98.90	Certificates/badges
21-Mar-18	Hallas and Co	1200.00	OC roof survey
28-Mar-18	HMRC Cumbernauld	12759.59	PAYE & NI - employers & employees
07-Mar-18	IMAGE BOX	114.00	Foamex board-Lake project
21-Mar-18	InTouch	35.99	Monthly website charge
16-Mar-18	J P Lennard Ltd	148.33	WPLC sports supplies
07-Mar-18	John Willis	120.00	Window cleaner
28-Mar-18	Just Around The Corner	5986.75	Grant
21-Mar-18	Keep Britian Tidy	382.80	Green Flag application
21-Mar-18	Lantec Security Ltd	2328.00	Annual fire alarm & maintenance charge
27-Mar-18	Les Mills Fitness UK Ltd	192.00	Coaching
07-Mar-18	Lightatouch	755.00	Internal audit
06-Mar-18	Lloyds Bank D/D	35.36	Monthly bank service charges
14-Mar-18	Lloyds Bank D/D	163.43	Monthly cardnet service charge
06-Mar-18	Mailcoms Ltd D/D	306.86	Postage
22-Mar-18	Mailcoms Ltd D/D	89.88	Postage
14-Mar-18	Mainstream Digital Ltd	0.35	Phone
15-Mar-18	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
16-Mar-18	MKR Electrical Services Ltd	379.79	Electrical supplies

16-Mar-18	New Neighbours Ltd	72.00	Distribution of leaflets WTCMI
21-Mar-18	Office Depot International UK Ltd	193.84	Stationery supplies
16-Mar-18	Pitney Bowes Ltd	100.00	Postage
09-Mar-18	Plusnet Plc	52.20	Phone
16-Mar-18	Plusnet Plc	38.40	Phone
28-Mar-18	Prudential	30.00	AVC payment deducted from pay
26-Mar-18	Public Works Loan Board	1528.16	PWLB Loan
07-Mar-18	Rialtas Business Solutions Ltd	330.00	Annual WPLC bookings software charge
16-Mar-18	Rialtas Business Solutions Ltd	192.00	Annual allotments software charge
16-Mar-18	Rigby Taylor	510.00	Gardening services
21-Mar-18	Serviceline	529.08	OC kitchen service call out
15-Mar-18	SGW Payroll Ltd	167.18	Payroll services
15-Mar-18	Siemens Financial Services	1100.80	Gym equip monthly rental
16-Mar-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier charge
21-Mar-18	SSE Southern Electric	2960.69	Electricity supply
21-Mar-18	Thames Valley Preservation Ltd	90.00	OC survey
28-Mar-18	The Berkshire Pension Fund	12226.43	Pension - employers and employees
21-Mar-18	The Interactive Health & Safety Co I	3966.00	Health & Safety training software
21-Mar-18	The Reindeer Centre	1680.00	Reindeer & Sleigh hire - WTCMI
20-Mar-18	Total Gas & Power Ltd	1320.34	Electricity supply
28-Mar-18	Trade UK - BandQ	164.65	Building supplies
21-Mar-18	Trade UK - Screwfix	188.09	Building supplies
28-Mar-18	Trade UK - Screwfix	1166.29	Building supplies
21-Mar-18	Traditional Local Cleaning Ltd	1609.79	Contract cleaning
28-Mar-18	Unison Collection Ac	34.00	Union fees deducted from pay
16-Mar-18	Universal Services	64.18	Trampoline service
21-Mar-18	Veolia ES - UK Ltd	478.13	Refuse collection
22-Mar-18	Vodafone	238.09	Phone
07-Mar-18	Wokingham Borough Council	217.19	Council tax - WPLC flat
07-Mar-18	Yarnold Heating and Plumbing Ltd	193.40	Gas safety report WPLC flat
		131325.08	

CLERKS IMPREST A/C

List of Payments made between 01/03/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Mar-18	(Personal Information)	50.00	Refund deposit
05-Mar-18	(Personal Information)	15.00	Refund deposit
22-Mar-18	(Personal Information)	29.00	Refund overcharge plaque
26-Mar-18	(Personal Information)	50.00	Refund deposit
27-Mar-18	(Personal Information)	50.00	Refund deposit
06-Mar-18	(Personal Information)	342.00	Refund deposit
06-Mar-18	(Personal Information)	50.00	Refund deposit
16-Mar-18	Amazon EU-UK	20.65	Sugar sachets
28-Mar-18	Amazon UK	71.80	Ripple paper cups
16-Mar-18	Amazon UK	22.97	Apple mini keyboards
13-Mar-18	Amazon UK	19.98	Multi-media keyboard
19-Mar-18	Amazon UK	39.99	Large pop up goals WPLC
19-Mar-18	IPSA	60.00	Cancel OC booking
13-Mar-18	Lloyds Bank	41348.91	Refund deposit
05-Mar-18	Lloyds Bank D/D	11.71	Monthly bank service charges
13-Mar-18	Me2 Club	50.00	Refund deposit
14-Mar-18	PETTY CASH A/C	162.83	Petty cash topup
21-Mar-18	Screwfix Direct	89.98	Heaters - OC
19-Mar-18	Screwfix Direct	29.99	Staff OC shoes
07-Mar-18	Sitebox Ltd	274.66	Heaters OC
08-Mar-18	Sitebox Ltd	137.33	Refund deposit
29-Mar-18	Sports Direct	56.58	Football pack/tennis balls
		42983.38	



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Email:Tim.Light1@hotmail.co.uk

27 February, 2018

The Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

Dear Ms Mander

**Interim Internal Audit Report for Woodley Town Council 2017/18
Period: October 2017 – January 2018**

This is our second visit in 2017/18 to check that the Town Council adhere to the requirements set out in the National Association of Local Councils Governance and Accountability Manual for Smaller Authorities in England (2016) Section 3 to ensure that compliance is maintained.

A final visit for 2017/2018 has already been arranged on the 13 June 2018 to conclude the internal audit work for the financial year and to sign off the internal audit report for the Accountability and Governance Annual Return 2017/2018.

During the course of the internal audit visits it has been agreed with the Town Clerk that we will continue to provide an Interim Summary Report Letter on each occasion to highlight any issues from the continuing Internal Audit. A full detailed Internal Audit Report is to be produced at the end of the year detailing the internal audit testing carried out along with an update of the Financial Risk Assessment for 2017/18.

We are pleased to note that our recommendation made in our previous internal audit report dated 12 October 2017 covering (April – September 2017) to review the totals for hirer deposits held was taken to the Strategy and Resources Committee on the 28 November 2017. It is noted that these have been transferred to General Reserves.

An Internal Audit testing strategy is set out in the NALC Governance and Accountability manual section 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from proper bookkeeping right through to year-end procedures. Our Internal Audit testing is based on this approach.

Our initial discussion with the Town Clerk/Finance Officer established any system/procedure changes to the internal controls from the previous period. A series of independent audit tests were then undertaken using the various financial records,

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vouchers, documents, minutes, previous audit reports, in order to ascertain the efficiency and effectiveness of these internal controls.

As part of this initial Internal Audit Review we checked that:

Bank Reconciliations

- The financial totals as at 30 September 2017 had been brought forward accurately in each Cash Book.
- All un-presented cheques and un-banked income at 30 September 2017 were checked to bank statements to verify these were banked in October 2017.
- All direct debits, standing orders, and sweep transactions were checked and accounted for between the periods 1 October 2017 to 31 January 2018.
- All bank paying in slips were banked and agreed to bank statements for the period 1 October 2017 to 31 January 2018.
- Bank reconciliations for all bank accounts had been carried out between 1 October 2017 to 31 January 2018, and totals agreed to those shown in all the appropriate Cash Books.

Petty Cash

- The Petty Cash totals for the Clerk's Imprest were agreed to the cash in hand as at 31 January 2018.
- A series of tests were undertaken to agree the reimbursements from Cash Book 2 Clerk's Imprest Account to Cash Book 4 Petty Cash between 1 October - 31 January 2018.
- A series of payment vouchers were checked and agreed, and Cash Book 4 was cross cast up to 31 January 2018.

Investments

- The Rathbone Investment Portfolio was checked and agreed to the statement dated 31 January 2018 showing the valuations held by the Town Council.

Income and Expenditure

- All un-presented cheques and un-banked income information as at 31 January 2018 were checked and confirmed that the details are accurate to the records held by Town Council.
- A test check was carried out on the income ledger for the Oakwood Centre to agree sums banked to the Town Council bank account (1 October 2017 – 31 October 2017). All sums could be traced and agreed.

VAT

- The total of VAT shown on the reimbursement claim for the period 1 October 2017 to 31 December 2017 in the sum of £3,690.59 has been submitted to HMRC and payment was received on the 10 January 2018.
- The VAT summary totals shown in Cash Book 1, 2 and 4 from October to December 2017 agree to the entries detailed on the VAT claim.

Cardnet

- All transactions shown on the Cardnet statements for the period 1 October – 31 December 2017 were accurately recorded in the financial ledger and all the transactions could be traced to the bank statements.

Purchases Day Book

- A sample of payment vouchers were checked to ensure that the VAT element had been extracted correctly and entered in the Purchases Day Book and then subsequently on the VAT claim for the period 1 October 2017 to 31 December 2017.

Sales Day Book

- A sample of sales invoice entries shown on the Sales Day Book were checked to ensure the VAT element had been extracted correctly and entered in the VAT claim for the period 1 October 2017 to 31 December 2017.

Town Council Minutes

- We checked the details of Town Council minutes from October 2017 to January 2018 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.

Woodford Park Leisure Centre

A spot check visit took place on Wednesday 21 February 2018 with the Finance Officer at Woodford Park Leisure Centre to ensure that the cash collection procedures in operation were sound. We checked the cashier till to agree that the daily takings tallied with the till report for the time of day when the till was read. We also checked the totals held for cash floats and petty cash held on site.

Audit Opinion

Therefore I am pleased to report that the various records and procedures in place for the Council provide adequate standard of control.

All minor queries were resolved during the course of the audit for the period October to 2017 to January 2018 for these various transactional elements.

This letter report should be noted and the Strategy and Resources Committee informed of the Internal Audit work carried out.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT
Internal Auditors

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current and planned marketing activities and operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Marketing

The recruitment of a new PR/Marketing Coordinator was agreed by the special meeting of the Strategy and Resources Committee on Tuesday 27 March. This recruitment process is now underway.

Catering

Notes of the Catering Partnership meeting held on 16 March 2018 are appended elsewhere on the agenda.

Exploding the myth – conference

The conference organised by the Community Youth Partnership took place in the centre on Wednesday 14 March. The event was well attended and we received some very positive feedback about the content of the presentations and workshops, the venue, and that the Town Council had driven and facilitated the event. The Community Youth Partnership is meeting to review the feedback discuss the event when it meets in April.

Woodley Festival of Music

The festival took place over 3 weekends in March. It was a success again this year and very well attended despite the winter weather.

Room Hire

Income from room hire is shown in **APPENDIX A**.

Usage since last report:

Regular Hirers lost Children's Services – were using Council meeting room as only space available.
New Regular Hirers None
New one-off hirers X1 rail operator X1 communications company X1 dental/healthcare X1 drama
Social events X1 funeral gathering X1 family party
Other Pilates group has extended 1 hour per week Education group – added one room to weekly booking

Roof

A survey of the roof was carried out in February to identify the source of water ingress in various parts of the building. The survey included a video survey carried out by a drone to obtain visual analysis of areas that are difficult to gain access to.

The survey report has now been received and identifies a number of potential and likely causes. These include poorly fitted details, failed joints, failed window seals and some other areas that require further investigation. Officers are engaging a local roofing company to establish costs and a programme of works to rectify these issues.

Damp

A survey of the walls in the toilets area has shown high levels of damp within the lower wall structure in several areas. This is visible where paint, plaster and timber skirting has become noticeably damaged. The surveyors view is that this level of damp was consistent with and most likely to be caused by leak in pipework beneath the floor.

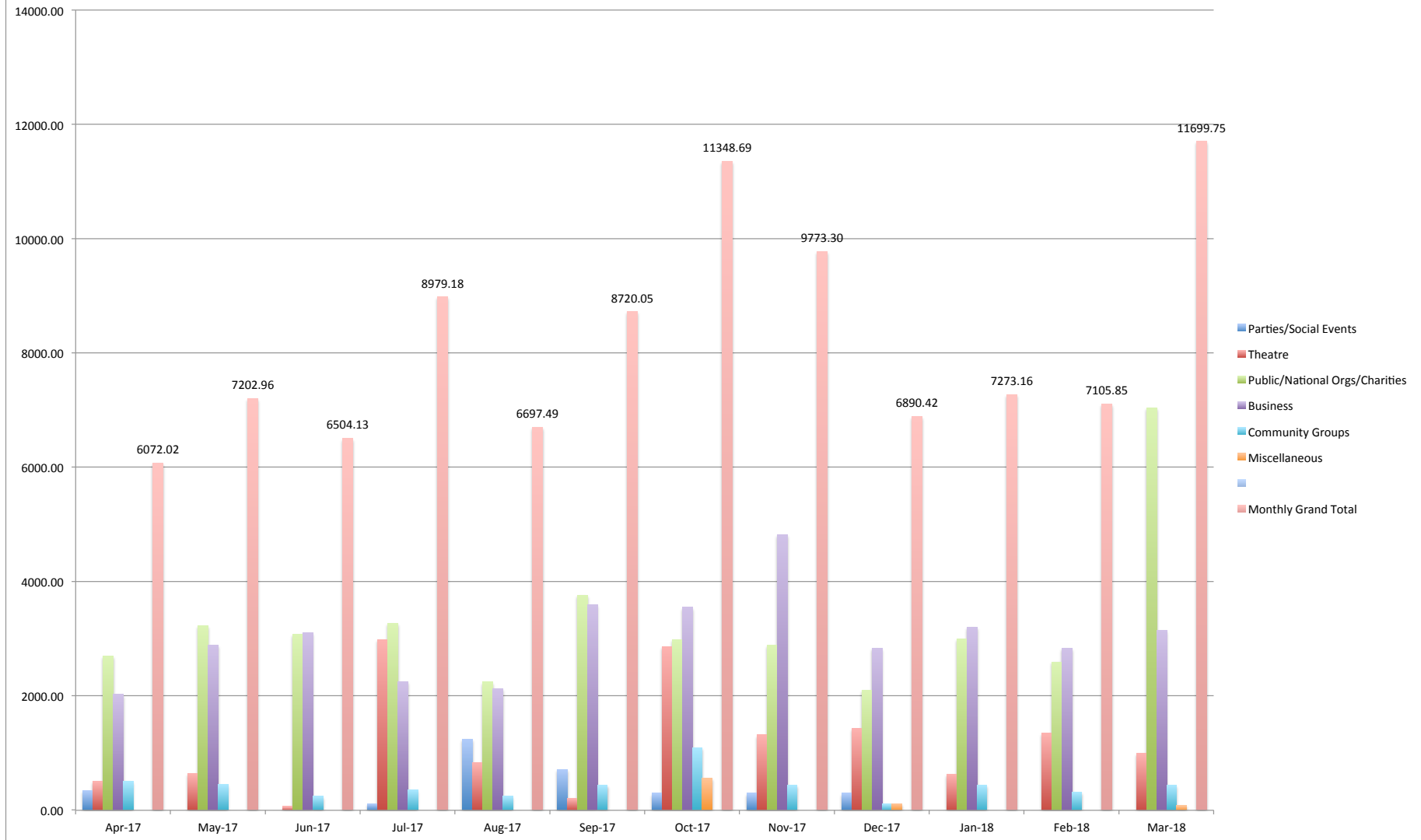
Camera investigations of the waste water drainage are being carried out as a first step to identify the cause. Once the cause has been identified – costs will be established and works programmed. It is possible that works will cause some disruption to bookings in the centre and this will be taken into consideration when scheduling.

Recommendations:

- ◆ **That Members note the information contained in the report.**

Hirer	Apr-17		May-17		Jun-17		Jul-17		Aug-17		Sep-17		Oct-17		Nov-17		Dec-17		Jan-18		Feb-18		Mar-18					
	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £				
Summary of Bookings																												
Type of Booking																												
Parties/Social Events	3	345.83	0	0.00	0	0.00	1	114.17	15	1247.48	8	713.74	2	296.66	2	296.66	2	296.66	0	0.00	0	0.00	0	0.00	0	0.00		
Theatre	5	504.16	7	641.25	1	65.83	27	2983.33	8	835.00	2	207.50	30	2857.49	39	1317.52	24	1434.19	7	635.83	19	1354.24	11	991.44	11	991.44		
Public/National Orgs/Charities	90	2693.03	91	3223.76	90	3080.82	93	3271.64	55	2242.87	96	3760.77	99	2984.94	87	2892.51	68	2099.17	99	2997.90	80	2595.00	233	7042.97	233	7042.97		
Business	55	2025.69	70	2884.64	68	3112.50	49	2248.40	46	2123.83	88	3597.23	102	3550.04	128	4825.80	70	2828.74	73	3198.62	66	2834.96	70	3142.03	70	3142.03		
Community Groups	19	503.31	17	453.31	8	244.98	9	361.64	7	248.31	17	440.81	31	1092.89	17	440.81	6	112.50	16	440.81	13	321.65	17	440.81	17	440.81		
Miscellaneous	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	566.67	0	0.00	2	119.16	0	0.00	0	0.00	0	0.00	1	82.50		
	172	6072.02	185	7202.96	167	6504.13	179	8979.18	131	6697.49	211	8720.05	274	11348.69	273	9773.30	172	6890.42	195	7273.16	178	7105.85	332	11699.75	332	11699.75		
Cumulative Income																												
Parties/Social Events	3	345.83	3	345.83	3	345.83	4	460.00	19	1707.48	27	2421.22	29	2717.88	31	3014.54	33	3311.20	33	3311.20	33	3311.20	33	3311.20	33	3311.20	33	3311.20
Theatre	5	504.16	12	1145.41	13	1211.24	40	4194.57	48	5029.57	50	5237.07	80	8094.56	119	9412.08	143	10846.27	150	11482.10	169	12836.34	180	13827.78	180	13827.78	180	13827.78
Public/National Orgs/Charities	90	2693.03	181	5916.79	271	8997.61	364	12269.25	419	14512.12	515	18272.89	614	21257.83	701	24150.34	769	26249.51	868	29247.41	948	31842.41	1181	38885.38	1181	38885.38		
Business	55	2025.69	125	4910.33	193	8022.83	242	10271.23	288	12395.06	376	15992.29	478	19542.33	606	24368.13	676	27196.87	749	30395.49	815	33230.45	885	36372.48	885	36372.48		
Community Groups	19	503.31	36	956.62	44	1201.60	53	1563.24	60	1811.55	77	2252.36	108	3345.25	125	3786.06	131	3898.56	147	4339.37	160	4661.02	177	5101.83	177	5101.83		
Miscellaneous	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10	566.67	10	566.67	12	685.83	12	685.83	12	685.83	12	685.83	13	768.33		
	172	6072.02	357	13274.98	524	19779.11	703	28758.29	834	35455.78	1045	44175.83	1319	55524.52	1592	65297.82	1764	72188.24	1959	79461.40	2137	86567.25	2469	98267.00	2469	98267.00		

Summary of Bookings 2017-2018



Woodley Town Council

GENERAL DATA PROTECTION REGULATION (GDPR)

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To update Members on progress to meet the requirements of the General Data Protection Regulation.

BACKGROUND

The General Data Protection Regulation comes into force on 25 May 2018. The regulation introduces more mandatory regulations and more accountability of organisations to ensure that they protect a person's data, are clear about the purpose for holding the data and have systems in place to manage the personal data in a lawful way that are made clear to the individual concerned.

INFORMATION

An audit of the personal information that the council holds and how that information is stored and processed has been carried out. From there we are working on the updating of forms and establishing the basis on which the information is held, as well as cleansing computer and paper records relating to any personal information we should no longer hold.

In terms of data processing, contact has been made with organisations who perform this function on the Council's behalf (for example our outsourced payroll provider, pension scheme and IT support companies) to establish how they hold and process the information on the Council's behalf to maintain privacy of the personal data.

Internally, we are updating our forms in line with the new regulation and considering how we will store those containing personal data. It is likely that we will need to buy some more lockable cupboards and filing cabinets and we will establish a more detailed protocol for personal data held electronically.

We will also be updating our data protection policy and privacy statements and providing new data retention and data disposal policies for staff and councillors to follow.

Online training for staff will be provided, initially through the IHASCO training package and we will make arrangements for certain staff members to have additional training on the requirements of the GDPR and the new arrangements as soon as possible. It is likely that Wokingham Borough Council can assist with guidance on the GDPR for councillors and the Wokingham Clerks' Forum is in discussion with Wokingham BC on this matter and the requirement to appoint a Data Protection Officer (DPO).

The GDPR will place a greater emphasis on the documentation that data controllers and processors must keep to demonstrate the Council's accountability. We are working to make sure that we can do this once the new regulation comes into place.

As mentioned above, the Council will be required to appoint a Data Protection Officer whose role will be to take responsibility for data protection compliance and advise on policies and procedures in place. There is some discussion within the local council sector about the appointment of this role and whether the responsibilities can be carried out by an existing employee. In this Council's case there is no capacity to cover this responsibility, which would also require specific

training to be effective in the role. Members of the Wokingham Clerks' Forum are of the view that it will be important to have advice, guidance and overview from someone with the required knowledge and experience and that this role should be undertaken by someone with the necessary skills. Recent discussions with Wokingham Borough Council have indicated that, in principle, the borough council could provide an officer to act as the DPO for the borough's town and parish councils. The details and arrangements for this have yet to be fully discussed and finalised. It is hoped that this potential arrangement can be agreed and that the Council would be asked to formally appoint a Data Protection Officer at the Annual Meeting on 8 May.

The administrative fines for not complying with the code are higher than those presently levied and could be as high as 4% of annual turnover. They would depend on several factors including the regulation breached, the severity, any action taken by the organisation to mitigate damage, any previous infringements, the types of personal data and whether the infringement was reported.

RESOURCES

The work to meet the requirements to meet the GDPR requirements has taken and will continue to take a significant amount of staff time in order to meet the 25 May deadline. This may delay other work and projects until the new arrangements are in place.

New lockable cupboards and filing cabinets, as well as a larger safe (for certain items) will need to be bought to allow better systems of data storage to be put in place. The Council may also incur additional costs for cloud storage of electronically stored information.

Council specific advice from, or consultation with, the Council's appointed DPO is likely to incur costs, the level of which is unknown at this point.

RECOMMENDATION:

- ◆ **That note the contents of the report**

Woodley Town Council

**Report of a meeting of the PR/Marketing Group held at the Oakwood Centre on
Monday 5 February 2018 at 6pm**

Present: *Councillors: K. Baker (Chairman) D. Smith*
Officers present: *D. Mander, Town Clerk;*
K. Murray, Deputy Town Clerk
Apologies: *Councillors S. Brindley and J. Cheng*

1. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

2. PR/MARKETING COORDINATOR POST

Members reviewed the proposed job description for the PR/Marketing Coordinator post and proposed amendments and additions to this. In general the part time hours and salary proposals were supported. It was noted that this item would be considered by the Personnel Sub Committee and that it may be necessary to call an extra meeting of the Strategy and Resources Committee to consider any recommendation in order to proceed with the recruitment to this post.

3. WEBSITE

The Deputy Town Clerk reported that the some aspects of the new website were being updated; these included adding the agendas and minutes of past meetings and other information that the Council was required to provide on its website. The new site includes the ability to report on usage in some detail and it was proposed that a representative sample of all aspects be provided to the Strategy and Resources Committee for Members to consider what data they would like to receive. The Deputy Town Clerk would arrange to include the launch of the new website on Facebook and invite users to comment on the site and any issues they encounter.

4. WW1 COMMEMORATION 2018

The Deputy Town Clerk reported that he had spoken with the Woodley Festival of Music and Art about their being involved with the event on 11/11/18 and they would be discussing this. He had also established the licensing arrangements for the showing of films during the day, which would cost £83 per viewing of a film, and spoken to a company about projection and the requirements for showing films. A sound person had also been booked for the day. A WW1 re-enactment group had been contacted, with no reply received as yet. It was suggested that the Combined Cadet Force at Bluecoat School be contacted to find out if they may be available for the Woodley event.

The Town Clerk agreed to speak to the Coordinator for the Woodley schools' cluster about displays of children's work on the theme of the 100 year commemoration. Cllr Smith reported on a local radio item about the invitation extended by Reading to German children to visit the town after WW2 and whether this might be used at the event. In response to the suggestion that the event be videoed, the Deputy Town Clerk agreed to find out costings etc. The Town Clerk suggested that the help of a local events coordinator be enlisted to assist in the event and this would be followed up.

5. CENTRE STAGE

The Deputy Town Clerk confirmed that he was making arrangements for a noticeboard to be placed near the Centre Stage to advertise the forthcoming activities and entertainment there. Under this item the Town Clerk agreed to send photos of users of the stage from last

year to Cllr Baker to promote the use of the stage. She also mentioned that there were factors that had affected the comparison of this and last year's use of the Pagoda/Centre Stage, including a very high use of the Pagoda by one organisation the previous year, who was no longer carrying out sales in the town centre.

Under this item the Chairman also asked that the Market Manager be kept informed of the arrangements for the installation in the town centre of the new children's play area and the public toilet.

6. NEXT MEETING DATES

It was agreed that the working group meet on Tuesday or Wednesdays in future. The Deputy Town Clerk agreed arrange some dates and to check these with Cllr Brindley.

Meeting closed at 7.00pm

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 16 April 2018 at 10.00 am**

Present: *Councillors: M. Green (Chair), R. Dolinski, J. MacNaught,
S. Rahmouni*

Officer present: *K. Murray, Deputy Town Clerk
A. Mulvany, Bookings and Venues Manager*

Also present: *S. Rolfe – Brown Bag*

Apologies: *Councillor S. Brindley*

1. Actions from previous meeting

- SR to request hygiene inspection from Wokingham Borough Council.
SR reported that an inspection had been requested but had not yet taken place.
- RD & JM to research organisations offering routes back into work for older and unemployed people.
RD & JM reported that most of the programmes available were for work placements for clients with mental health issues and or those that may need additional support. SR reported that the team was currently at full strength.
- RD to speak with Chair of the Woodley Older Peoples Forum regarding potential employment opportunities in the coffee shop.
RD reported that he had spoken with the group and also with 'Involve' – a local charity that supports other groups in a number of ways. RD to provide contact information to SR. RD also mentioned schemes operated by local housing associations to assist tenants in finding work.

2. Update on catering operation

SR circulated the turnover information for the month.

It was noted that business buffets remained fairly low due to the way hirers continue to book and that they are probably using the coffee shop more on an ad-hoc basis and for clients to buy their own lunch/refreshments.

3. Marketing

SR reported that the website was in the process of a refresh and that their social media was now being managed by someone new.

4. Actions

KM to chase up maintenance issues – Dishwasher & fly lamp repair.

5. Date of next meeting

The next meeting is scheduled for Friday 18 May at 10am.

Meeting closed 11.00 am

Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Wednesday 28 March 2018 at 2pm

Present: *Councillors D. Mills (Chairman), M. Green, D. Stares*

Officers present: *D. Mander, Town Clerk
K. Murray, Deputy Town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ that Councillor Mills be appointed Chairman of the Risk Management Working Party for the remainder of the municipal year.

2. **APOLOGIES**

Apologies were received from Councillor Horskins.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **RISK MANAGEMENT STRATEGY**

Members considered the proposed Risk Management Strategy 2018/19 and,

RECOMMENDED:

- ◆ **that the Risk Management Strategy for 2018/19 (Appendix A) be recommended for approval by Council.**

5. **RISK REGISTER**

Members reviewed and discussed each of the lists within the register, which had been reviewed and amended by officers prior to the meeting. Further small amendments identified at the meeting were required and these would be made before presenting this to the Strategy and Resources Committee and Council.

It was noted that the higher score of 8 added the previous year in the Strategic Register (relating to the risk of failing to respond to legislation/comply with regulations) would be maintained at that level and reference to the GDPR work requirements be made in the comments box. The GDPR is also referred to in Resource Management where the score against the risk of projects and deadline work not being achieved was increased from 6 to 9. This is the only risk in the red coloured 'high risk' zone.

In response to a question regarding an action to be seek advice/review tax arrangements (Strategic Register) the Town Clerk reported that this had not been followed up and confirmed that no employees received benefits in kind, which had been an issue for the Council some years earlier.

The risk of significant damage to buildings has increased to a score of 8 (from 4) with the water damage at the Oakwood Centre referred to in the comments box.

No new risks were added to the register.

RESOLVED:

- ◆ **that the Risk Register be presented to the Strategy and Resources Committee and Council. (Appendix B enclosed)**

6. **IT SECURITY**

The Deputy Town Clerk presented the draft IT Manual/Disaster Recovery Plan which required further detailed work on disaster recovery and business interruption before being fully complete. He also outlined the arrangements in place for IT support at the Council and the back up arrangements for both sites. The use of a cloud back up arrangement was being investigated. The IT risk assessment was also presented, for information. The meeting agreed that this was a good start with regard to IT and that the development and management of IT systems would be an ongoing process.

7. **HEALTH AND SAFETY MATTERS**

Members noted the information relating to the professional health and safety advice provided by Ellis Whittam. The company also acts as a 'Competent Person' in law, with regard to Health and Safety issues and provides indemnity against claims for injury on that basis.

The Deputy Town Clerk also reported that a further 3 year online training package for all staff had been purchased and would include GDPR and first aid training to appointed persons level.

Members also noted that fire risk assessments, apart from the Oakwood Centre, had been reviewed and procedures updated according to findings. Updated procedures would be implemented at the Oakwood Centre.

Meeting closed at 3.50pm

Risk Management Strategy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council taxpayer.

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

¹Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Probability					
	1	2	3	4	
					Impact

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none"> • Monitor risk management activity (via Strategy and Resources Committee) • Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none"> • Approve risk management policy and strategy and related documents • Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party
Risk Management Working Party	<ul style="list-style-type: none"> • General oversight of the Council's risk management process • Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • To recommend any amendments to the risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none"> • Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their every day work • Monitor progress in managing job related risks

Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

RISK MANAGEMENT PROCESS

Identifying risks

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council’s activities or project as the case may be.

Risk ownership

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

Risk evaluation

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

Risk planning

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

Review

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.

Woodley Town Council**COMMUNITY GRANTS TO INDIVIDUALS**

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to the their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

The total expenditure on grants to individuals will not exceed 10 per cent of the total annual Community Grants budget (in 2017/18 the budget allocation is £4,000).

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Approved 17/4/12

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2018/19 is £4,000. A second round of award applications will be considered in November 2018.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
Friends of Woodford Park <i>(100% of members from Woodley)</i>	Sponsorship, fund raising events, donations & gifts of tools and plants.	£250	Approximately 40 volunteers	To purchase plants for the flower beds in Woodford Park.	The Friends of Woodford Park aim to work with the Council to make Woodford Park and the Memorial Recreation Ground an area that the people of Woodley can be proud of.
Me2 Club <i>(30 users from Woodley (18%))</i>	Grants from local and national trusts and foundations, corporate support and community fundraising events	£250	4 paid staff, approx. 140 voluntary staff	Towards the cost of recruiting and screening 5 new volunteers within Woodley, who can then be matched with 5 Woodley children who are waiting for support to enable them to attend a local activity (eg. Scouts, Brownies, youth club, swimming, trampolining).	Volunteers provide 1:1 support to children and young people who have disabilities and additional needs to enable them to attend local mainstream activities. Volunteers attend the young person's chosen weekly activity alongside them.
Revitalise Respite Holidays <i>(3 users from Woodley in 2017 (<1%))</i>	82% from guest fees & other earned income, 18% from fundraising	£250	209 paid staff, approx. 1500 voluntary staff	Towards the cost of providing a one week respite break for a disabled guest and their carer from Woodley, at one of the Revitalise holiday centres in the UK.	Revitalise aims to restore hope and happiness to the lives of disabled people and their carers through the provision of respite breaks, including nursing care, activities, excursions and evening entertainment.
Woodley Festival of Music and Arts <i>(approx. 20% of users from Woodley: approx. 400 users)</i>	Fees from entrants, advertising revenue, programme sales, admissions, grants, sponsorship	£250	11 voluntary committee members and approximately 40 other volunteers	To enable them to continue running a competitive music and arts festival, open to all. They run classes in music, speech and drama at the Oakwood Centre for 3 weekends in March. 2 other smaller venues are also used. Professional adjudicators provide constructive criticism on each performance and awards are given on merit.	Over 85% of performers are of school age, though the age of entrants ranges from 5 to the elderly. In 2017 around 2400 entrants took part in 1064 performances.

Woodley Netball Club <i>(50 members from Woodley (33%))</i>	Members' fees, fundraising events	£250	25 voluntary staff	The Under 14's team have qualified to represent Woodley and the South of England at the National Club Finals in Newcastle in May. Team members will be funded by their parents and the grant would go towards the costs of 3 team coaches to accompany them.	All money raised by the club is invested into the grassroots development of players, coaches and umpires, resulting in a high standard of netball. Woodley Netball Club is classed as one of the best teams in the South of England and is a great asset to Woodley.
Woodley United FC <i>(More than 300 members from Woodley (>50%))</i>	Members' fees, fundraising and sponsorship	£250	65 voluntary staff	Towards the cost of providing football coaching in primary schools in Woodley and the running of a girls "academy" to encourage increased girls' participation in keeping with the FA initiative.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.
Woodley Women's Club <i>(91 members from Woodley (84%))</i>	Members' subscriptions	£200	No staff	Towards the cost of providing entertainment and a birthday cake for a special event to celebrate the 60 th anniversary of the club. The cost of food and room hire will be paid by members and money from club funds.	For the 60 th anniversary the committee is aiming to provide a special event that all club members can afford to attend and are therefore seeking a grant to cover some of the costs.
Individuals:					
Emily Phillips (GB Ice Dance Squad)		£100		To help towards the cost of travelling to a training camp in Canada during the summer holidays.	Emily is a member of the GB Ice Dance squad and represents GB at international competitions. She won her first international gold medal in November 2017.
Adrian Wakelin (GB Under 18 Dragon Boat Squad)		£100		To help towards the costs of GB uniform, training camps and travelling to the European Championships in Germany in August.	Last year Adrian won two bronze medals and a gold medal when the GB team became Junior World Champions. This year he has again been selected for the team and is Captain of the squad.
Daniel Wakelin (GB Under 18 Dragon Boat Squad)		£100		To help towards the costs of GB uniform, training camps and travelling to the European Championships in Germany in August.	Last year Daniel won two bronze medals at the Junior World Championships. He has been selected for the GB team again this year.

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made by cheque.

Approved 17/4/12

Woodley Town Council

RENEWABLE ENERGY

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider providing a letter of authority to Reading Community Energy Society (RCES) to progress the scheme for the supply of electricity and installation of solar panels on The Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall.

Background

Reading Community Energy Society (RCES) attended a meeting of the Strategy and Resources Committee on 28 November 2017. The Committee requested further information in order to consider the proposal for the provision of solar panels on the buildings.

RCES is a Reading based social enterprise supported by Energy4All – a group of 23 renewable energy co-operatives. RCES receives income from selling electricity to building owners/users, from the government Feed in Tariff and from investors. RCES offers the installation of solar panels to community buildings at no cost and with the benefit of reduced electricity charges.

Proposal

An outline proposal (**APPENDIX A**) has now been submitted to the Council along with a draft roof licence agreement (**APPENDIX B**).

The proposal is based on a 20 year contract that provides a fixed unit price for daytime electricity for the duration of the contract. Savings over the 20 year period are estimated at £41,000. After the 20 year contract period the solar panels would become the property of the Town Council and no further payments would be due to RCES. The daytime electricity generated would be at no cost from that point. The estimated saving over a 30 year period is around £140,000, although the panels may be coming to the end of their life by this point.

Environmental impact

The estimated energy saving equates to just under 16 tonnes CO2 per year. This is roughly equivalent to the annual CO2 produced by 2 average households or 3 average cars.

References

Reading Borough Council hosts systems through RCES on 20 year contracts on three of its buildings. These are True Food, Acre Road Business Park and Amersham Road Community Centre. Reading Borough Council is also an investor in the scheme with some of its Members sitting on the board.

The installer used by RCES is Joju Solar who have installed solar panels on numerous public buildings and housing stock under the control of Reading Borough Council, outside of the RCES agreement. Joju have also delivered installations for other community energy schemes such as the Marks & Spencer Energy Society – installing solar panels on M&S stores, in addition to commercial and public buildings nationwide.

Resources

Installation

The installation and maintenance of the solar panels would be at no cost to the Council for the duration of the contract. The panels would revert to the ownership of the Town Council at the

end of the 20 year period and the Council would be responsible for maintenance from this point onwards. Costs in the event of failure of the system inverter within the last three years of the contract would be shared between RCES and the Council.

Insurance

The Council would be required to insure the solar panel installations against loss or damage. Insurers have advised an additional premium of around £100 for this cover.

Business Rates

Potential cost implications in terms of an increase are thought to be minimal. The Valuation Office has suggested these to be in the region of £100 - £200 per site, per year, based on the capacity of the proposed installations. These costs would normally be met by the energy supplier as the owner of the panels, however the licence agreement specifies that the Council would be responsible for paying this.

Commitment to the scheme

A letter of authority is required to enable the installer to investigate local grid capacity and survey the roof structures for suitability for the proposed installations. This in turn enables RCES to firm up the offer in terms of the capacity for electricity generation and to commence the feed in tariff application. This does not commit the Council to scheme and does not incur any cost to the Council.

RCES will then provide a firm offer and the Council can commit to the scheme through the signing of a roof licence agreement. The offer would be submitted to the Strategy and Resources Committee for approval and the licence agreement would be passed through the Council's solicitors in the usual way before signing. An extraordinary meeting of the Committee may need to be arranged to meet the timescale.

Timescale

RCES has requested a letter of authority by 20 April to enable them to take the next steps in moving the project forward.

Once RCES obtains agreement from a sufficient number of building owners to make the scheme viable it will launch a share offer. In the event that insufficient funds are raised project would be cancelled at no cost to the Council.

RCES anticipate installation in early summer with all three installations complete within a two week period.

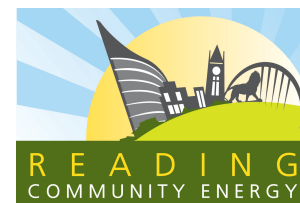
Issues with the Oakwood Centre roof will need to be resolved before any installation of solar panels could be carried out. It is not expected that this will impact on the overall scheme although it may delay the installation of panels on the Oakwood Centre.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the provision of a letter of authority to enable RCES and the installer to progress the scheme to the next stage, with no formal commitment for the Council to take part in the scheme at this point.**

Reading Community Energy Society

Unit 26, Trinity Enterprise Centre
Furness Business Park
Barrow-in-Furness LA14 2PN



Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Dear Kevin,

Community solar panels for Woodley Town Council Buildings

Thank you for your interest in Reading Community Energy Society (RCES). This letter sets out our outline proposals for a potential solar photovoltaic installation, including an indication of the likely energy costs, a summary of our offering and proposed next steps.

This table presents the system size(s) proposed and the cost per unit of electricity generated by the solar installation and used on site payable by you.

Building	MPAN	kWp install	Approx kWh generation	Est % kWh used on site	20 year Fixed p/kWh*
Woodford Leisure Centre	2000010822842	30	20,000	80%	10.4
Oakwood Centre	2000052116631	20	16,000	100%	10.9
Coronation Hall	2000010828199	10	5,000	68%	12.5

The above figures are subject to review, once full site surveys have been completed and energy data reviewed.

Based on the latest bills you provided, your current average daytime price per kWh is 11.54, 11.11 and 10.9p respectively – this includes both the unit price and any variable/supply charges (including the climate levy where this applies).

Highlights of the scheme

RCES offer to install a solar PV system on your building(s), including the following key elements:

- Installed, operated and maintained under a licence agreement
- Zero cost to you for install and maintenance[^]
- 20 year contract, with panels donated to building owner at end of contract
- From the end of contract point, electricity will be available to yourselves with no further charges from RCES, you would need to maintain the equipment from then going forward
- Two weeks allowed for roof maintenance during contract period
- Buyout clause at 125% of depreciated value of system should circumstances change
- Community Benefit Society raises funds from small, primarily local investors
- Profits after share returns are ring-fenced to support local community sustainability initiatives

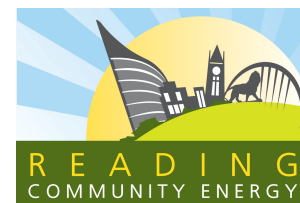
[^] Costs to cover a failure of the system's inverter during the last 3 contract years would be a shared cost, agreed with the building owner on a case-by-case basis

Next steps

In order to progress the project promptly, we would appreciate your co-operation in the following ways:

Reading Community Energy Society

Unit 26, Trinity Enterprise Centre
Furness Business Park
Barrow-in-Furness LA14 2PN



- We would like our surveyors to visit to look at meters, location of inverters and roof structure. This does not formally commit you to the scheme, but will enable us to firm up our offer to you. **Please confirm we may pass your contact details on to our installers, Joju Ltd, in order to arrange a survey.**
- Providing a **letter of authority on your headed paper** (see attached example) **to be signed and returned** to us at the address above (or via email), enabling our installers Joju Ltd to check with the network operator that there is enough capacity in the local grid to connect the system to it. This process may take up to 3 months, and there is no commitment on your part. This will also enable us to commence the Feed in Tariff application procedure.
- We would like you to **sign and return the attached roof licence agreement**, by no later than 20 April 2018. Please contact us if you have any queries on the agreement.
- We will require a **current Energy Performance Certificate for the building** – if not already provided. If you do not have a recent Energy Performance Certificate, we would like to arrange a survey for one to be produced.

Once we get initial commitment (roof licence agreement signed) from a sufficient number of building owners then we will launch our share offer. In the event that insufficient funds are raised, or in the event you decide at a later stage not to proceed with the installation, then cancellation of the installation would be at no cost to yourselves.

When the funds are available we will move to the installation phase of the project and will arrange an installation date with yourselves.

Ideally, we require the signed roof licence agreement by **20 April 2017** and the letter of authority for the grid application and agreement to arrange a survey as soon as possible.

We will ensure you are kept updated of the results of the above steps, so that you can plan any actions necessary.

Yours sincerely

Tony Cowling

Director (on behalf of Reading Community Energy Society)

kevin.murray@woodley.gov.uk

WORDING FOR LETTER OF AUTHORITY

Please copy this wording onto your headed paper and arrange for the letter to be signed and returned to us.

[HEADED PAPER]

[DATE]

Dear Sirs

I am writing to confirm that I give Joju Ltd permission to act on our behalf and submit a grid application for our property at the following address:

[SITE ADDRESS]

Yours sincerely

[NAME]

[JOB TITLE]

DATED _____ 2018

- (1) READING COMMUNITY ENERGY SOCIETY LIMITED
- (2) WOODLEY TOWN COUNCIL, THE OAKWOOD CENTRE, HEADLEY ROAD, WOODLEY, RG5 4JZ

POWER PURCHASE AGREEMENT AND LICENCE

Relating to the installation and operation of solar panels at Woodford Leisure Centre, Oakwood Centre and Coronation Hall

THIS AGREEMENT is made on

2018

PARTIES:

- (1) **READING COMMUNITY ENERGY SOCIETY LIMITED** a society registered in England and Wales under the Co-operative and Community Benefit Societies Act 2014, number 7156 whose registered office is at Unit 26, Trinity Enterprise Centre, Furness Business Park, Barrow-in-Furness, LA14 2PN (“the Society”); and
- (2) **WOODLEY TOWN COUNCIL, THE OAKWOOD CENTRE, HEADLEY ROAD, WOODLEY, RG5 4JZ**

(“the Host” or “the Host Organisation”).

BACKGROUND:

- (A) The Society installs solar photovoltaic panels on the roofs of buildings, and then undertakes the business of generating electricity from those panels which it will supply to those buildings and will export to the electricity transmission network. The Society’s income comes from the feed-in tariff paid for renewably generated electricity and from the sale of that electricity.
- (B) As a Community Benefit Society, the Society is not seeking to maximise its profits but to generate renewable energy; to contribute to the support of the community financially, educationally and in the achievement of their sustainability agendas; to pay a fair interest return to its investors sufficient to obtain and retain the capital it requires; to contribute to supporting the local community; to improve the efficient use of energy; to engage the community in issues relating to climate change, energy and practical local solutions; and to engage in community development, cohesion and self help.
- (C) The Host has agreed to grant a non-exclusive licence of the use of certain of its roofs to the Society for twenty years so that solar panels owned by the Society can be installed and maintained on them. At the end of the twenty year period the Society will give the panels to the Host.
- (D) The Society has applied for pre-registration of a solar panel array at the Host Organisation.
- (E) The Society will only proceed if it raises sufficient funds from a share offer and/or any debt finance and this Agreement will only proceed if the Society raises sufficient funds from a share offer and/or any debt finance to enable it to install a solar photovoltaic generating system at the Host .
- (F) This Agreement will only proceed if the Society is able to install a solar photovoltaic generating system at the Host in accordance with the application for pre-registration thereby entitling the Society to the rates of feed-in tariff current at the date of the application for pre-registration.

AGREED TERMS:

1. DEFINITIONS AND INTERPRETATION

1.1 In this Agreement and its schedules, unless the context otherwise requires, the following expressions shall have the following meanings:

“Building”	means a building on which the Solar PV System is installed at the Host Organisation and if more than one building is so used then the “Buildings” means all such buildings;
[“Commencement Date”	means xxx; - to be completed when Conditions in Sections 2 and 3 are met and parties agree to proceed with the installation]
“Depreciated Value”	means the depreciated value of the Solar PV System as shown in the books of the Society after applying the depreciation policies of the Society described in Schedule 2;
“Electricity Network”	means an electricity distribution system or transmission system regulated by OFGEM;
“Equipment”	means those parts of the Solar PV System other than the Solar Panels, including wiring, inverters, meters and connections to the Host’s electricity supply as described in the Specification;
“Export Meter”	means the meter and equipment for measuring electricity exported to the Electricity Network by the Solar PV System as described further in the Specification;
“Export Payments”	means payments made for electricity generated by the Solar PV System which is exported or deemed to be exported to the Electricity Network;
“Financial Model”	means the financial model attached to this Agreement;
“Financial Year”	means the financial year of the Society ending on 30 th September in each year;
“FIT”	means the Government’s Feed-in Tariff Scheme, set out in the Feed-in Tariffs Order 2012 as subsequently amended;
“FIT Payments”	means the payments due under the FIT from generation of electricity by the Solar PV System or any replacement scheme under which the Society is entitled to receive payment from generation of electricity by the Solar PV System;
“Generation Meter”	means the meter(s) and equipment for measuring electricity generated by the Solar PV System;

“Meters”	means the Generation Meter and the Export Meter;
“OFGEM”	means the Office of Gas and Electricity Markets, the organisation which regulates the gas and electricity markets in Great Britain;
“Project”	means the installation, operation and monitoring of the Solar PV System by the Society at the Host Organisation pursuant to the terms of this Agreement and the fundraising by the Society under the Share Offer;
“RPI”	means the Retail Prices Index published by the Office for National Statistics or any successor index;
“Share Offer”	means the share offer to be made by the Society in about [month] 2016 to raise the capital required to install and operate the Solar PV System at the Host and to install similar solar photovoltaic generating systems at other organisations;
"Solar Panels"	means the photovoltaic panels forming part of the Solar PV System;
"Solar PV System"	means the solar photovoltaic electricity generating system to be installed at the Host by the Society in accordance with the Specification, including all its component parts and which may comprise several independent systems capable of generating and exporting electricity independently located on different buildings at the Host; and if an independent system is installed, being part only of the system described in the Specification, then “Solar PV System” means that independent system as installed;
“Specification”	means the specification for the Solar PV System attached to this Agreement;
“VAT”	means value added tax.

2. RAISING THE FUNDS

- 2.1 This Agreement is conditional on the Society raising sufficient funds. The Society shall:
- 2.1.1 seek to raise funds to enable it to install the Solar PV System and similar systems at all other participating organisations; and
- 2.1.2 notify the Host Organisation as soon as practicable and in any event before 1st July 2016 whether in the opinion of the Society it has raised sufficient funds to install the Solar PV System on the terms of this Agreement. If the Society notifies the Host Organisation that it has not raised sufficient funds then this

Agreement shall terminate, the Society shall not install the Solar PV System and neither party shall have any further obligation to the other.

- 2.2 The Host appreciates that the Society has entered into agreements in a similar form to this agreement with a number of organisations, that it may not raise sufficient funds or have sufficient time or other capacity to install solar photovoltaic systems at all the organisations and the Host agrees that it is within the discretion of the Society to decide at which organisations and to what extent at each organisation it shall install solar photovoltaic generating systems.

3. PLANNING PERMISSION AND OTHER CONSENTS

- 3.1 This Agreement is conditional on the grant of planning consent for the Solar PV System or the Society being satisfied that no planning consent is required (in that the Solar PV System benefits from permitted development rights). The Society shall notify the Host as soon as practicable whether part or all of the Solar PV System requires planning consent. If only part of the Solar PV System requires consent and in the opinion of the Society the remainder of the Solar PV System can operate cost effectively on a stand-alone basis then the Society can proceed with that part of the Solar PV System and apply for planning consent for the balance.
- 3.2 If planning consent is required then it shall be applied for as soon as practicable and each party shall provide full and prompt assistance and co-operation to the other in so applying. The Society shall meet the costs of the application for planning consent and shall prepare the application which the Host shall submit or agree to be submitted on its behalf.
- 3.3 This Agreement is conditional on the Distribution Network Operator applicable to the Host consenting to the installation of the Solar PV System and its connection to the Electricity Network.
- 3.4 This Agreement is conditional on the surveyor to the Society confirming to the Society that the Building is suitable for the proposed Solar PV System.
- 3.5 The Host consents to the Society obtaining, at the cost of the Society, an Energy Performance Certificate for the Host and will provide reasonable access arrangements to enable such certificate to be obtained.
- 3.6 This Agreement is conditional on the estimated price of the Solar PV System set out in the Specification not having increased at the time of installation.
- 3.7 This Agreement is conditional on the Society's application for pre-registration of the Solar PV System being successful and accordingly that electricity generation from the Solar PV System when installed attracts FIT at the rates current at the date of the application for such pre-registration.
- 3.8 The Parties accept that the commencement date of the licence granted by this Agreement is uncertain and it may not take effect at all.

4. INSTALLATION AND LICENCE

- 4.1 Subject to the conditions set out in clauses 2 and 3 being met to the reasonable satisfaction of the Society (or waived by the Society in the case of clauses 3.6 and 3.7) then, as soon as reasonably practicable after the conditions have been

met, the Society shall install the Solar PV System in accordance with the terms set out in Schedule 1 and (to the extent not inconsistent with the terms of Schedule 1) on the following terms:

- 4.1.1 The Solar PV System shall be installed materially in accordance with the Specification subject to clause 4.1.2 and Schedule 1 Part A and Part C;
- 4.1.2 The Society in its absolute discretion (subject to Schedule 1 Part B) may install in full or part the Solar PV System (the part being a complete system capable of generating and exporting electricity); if installed in part the Society may, in its discretion, subsequently install the balance of the Solar PV System; the precise location of the Solar PV System on the Building and its extent shall be determined by the Society's contractor in consultation with the Host as part of the process of installing the solar PV System;
- 4.1.3 The Solar PV System shall belong to the Society until it is transferred to the Host Organisation under the terms of clause 5;
- 4.1.4 The Host grants the Society for the duration of this Agreement a non-exclusive licence to use that part of the Buildings and the roof space and the air space above them that is required for the installation and operation of the Solar PV System (including meters, Equipment, inverters, conducting media for the passage of electricity and other equipment enabling the connection of the Solar PV System to the Electricity Network and to the electricity supply for the Host); this licence shall not be withdrawn except on the terms of this Agreement; the Host shall continue to manage the Building in every respect and shall have unfettered and unlimited access to and control of all parts of it including those parts used by the Society;
- 4.1.5 No rights of exclusive possession are granted by this licence; the Society has no right to exclude the Host Organisation or anyone else from the part of the Buildings used by it under this Agreement. This Agreement is intended to be a licence and not a lease;
- 4.1.6 The Host Organisation will provide support appropriate for the Solar Panels to the part of the Building on which they are located for the duration of this Agreement;
- 4.1.7 The Host grants the Society all reasonable consents necessary to enable the Society to operate the Solar PV System for the purposes of generating and supplying electricity and consents to the Solar PV System being connected to the Electricity Network and the Host's electric system in accordance with the Specification;
- 4.1.8 The Society shall satisfy itself in consultation with the Host that the state of the Host's roofs and power supply is appropriate and sufficient to support the installation and initial operation of the Solar PV System (it being accepted by both Parties that the roofs and power supply may require subsequent repairs or alterations on the terms of this Agreement);
- 4.1.9 The Society shall procure that the Solar PV System is installed safely and effectively following good industry practice and complying with Health and Safety standards; and the Society shall comply and shall procure that its contractors shall comply with the Disclosure and Barring Service regulations, to the extent applicable;

- 4.1.10 If the Solar PV System is installed at any time when third parties may have access to the installation works the Host shall undertake such additional safety measures, following consultation with the Society and its contractors, to prevent access to the installation works and to ensure public safety as are agreed to be appropriate;
- 4.1.11 The Society shall not remove the Solar PV System without the consent of the Host, except that if the Host acts in a serious and material or persistent breach of this Agreement the Society has the right to uninstall the Solar PV System or any part of it; but before doing so the Society will give the Host 30 days written warning of its intent and shall give the Host reasonable opportunity to comply with the Agreement;
- 4.1.12 The Society shall seek to procure that the Host has the same rights against its suppliers, contractors and their sub-contractors relating to the Solar PV System as the Society has;
- 4.1.13 The installation of the Solar PV System shall be undertaken at no charge to the Host Organisation except as described in Schedule 1 Part D;
- 4.1.14 If during the process of installation of the Solar PV System it appears necessary to remove any dangerous waste material, such as asbestos, the existence of which was not anticipated and could not have reasonably been foreseen by the Society, then the Parties shall consult to seek to find a solution (such as the cost of such removal being met by the Society but offset against the financial benefits to the Host from this Agreement); and unless such a solution is agreed the Society shall not be under any obligation to install the Solar PV System, or, if capable of operating on a standalone basis, the part of it affected;
- 4.1.15 The time estimate provided for completing the installation work is the best estimate and the Society will make every effort to complete the work on time but is not responsible for delays due to weather or other circumstances beyond its control, in which event the Society shall provide the Host with revised time estimates;
- 4.1.16 The Society will take all reasonable care to carry out the installation work without causing unnecessary damage to the Buildings. The Society will make good any damage caused by its negligence or the negligence of its contractors. However the Host accepts that the installation of the Solar PV System and related work may cause minor cosmetic damage to the finishes of the Building, both internally and externally, and that certain areas may need redecoration following completion of the installation; such redecoration is the responsibility of and at the cost of the Host;
- 4.1.17 The Society will be connecting the Solar PV System to the Host's existing electrical system and the Society will not be liable for any faults that subsequently develop in the Host's system, or the cost of repair, unless the Society has been negligent in causing such damage or in failing to realise that such damage may occur.
- 4.2 The Host shall undertake the work (if any) itemised in Schedule 1 Part D in accordance with the timetable referred to in Schedule 1 Part D.
- 4.3 The Host shall ensure that appropriate security and safety is maintained in respect of the Solar PV System as installed.

4.4 The Parties will consult about whether or not an Export Meter can be installed at reasonable cost.

4.5 If an Export Meter is installed under this Agreement at the sole discretion of the Society, then at the sole discretion of the Society it shall be either:

4.5.1 an “informal” export meter which is not approved by OFGEM to measure exports to the grid and is not an half hourly meter; exports of electricity to the grid will be deemed for the purposes of the FIT and the purpose of the Export Meter shall be to calculate to a reasonable degree of accuracy the electricity generated by the Solar PV System which is used by the Host; or

4.5.2 an half-hourly Export Meter that is Ofgem compliant; the compliant Export Meter shall measure the amount of electricity that is exported to the grid and the Export Meter reading shall be to used to calculate the electricity generated by the Solar PV System which is used by the Host.

5. TERM AND TRANSFER OF OWNERSHIP OF THE SOLAR PV SYSTEM

5.1 Within three months after the expiry of the entitlement to receive FIT Payments or any replacement scheme in respect of the Solar PV System, the entitlement being 20 years after the registration of the Solar PV System under the FIT, the Society shall transfer ownership of the Solar PV System to the Host Organisation in the state it is then in and following such transfer the Society shall have no further responsibility or obligations in respect of the Solar PV System and this Agreement shall terminate (save for any accrued rights). The Society shall not be required to remove the Solar PV System.

5.2 If the Solar PV System is installed at the Host, this Agreement shall continue until the Solar PV System is transferred from the Society to the Host under clauses 5.1 or 5.3, or the entire Solar PV System is lost or removed pursuant to clauses 9 or 13, and the Society is paid the full amount of the compensation due under those clauses.

5.3 The Host Organisation may terminate this Agreement on a specified date in any year by giving the Society not less than two months’ notice in writing of such termination except that this Agreement may not be terminated prior to 31st December 2019. On termination the Host Organisation shall pay the Society 125% of the Depreciated Value as it is on the agreed date on which such termination takes effect in full in cash and the Society shall transfer ownership of the Solar PV System to the Host Organisation in the state it is then in. Following such transfer the Society shall have no further responsibility or obligations in respect of the Solar PV System and this Agreement shall terminate (save for any accrued rights). The Society shall not be required to remove the Solar PV System.

5.4 If ownership of the Solar PV System is transferred from the Society to the Host under clause 5.1 or 5.3 then the Parties shall co-operate generally in relation to such transfer and shall take final meter readings, to enable the Society to receive any FIT Payments and Export Payments due to it, to transfer the right to receive FIT Payments to the Host, and to transfer if reasonably practicable at the request and cost of the Host any warranties relating to the Solar PV System.

6. SALE OF ELECTRICITY

6.1 The Society shall sell any electricity generated by the Solar PV System which is exported or deemed to be exported to an electricity distribution or transmission system regulated by OFGEM. The Society shall be entitled to the Export Payment.

6.2 The amount consumed by the Host is agreed to be: either

- i. the difference between the electricity shown to be generated by the Generation Meter and the electricity shown to be exported by the Export Meter; or
- ii. where an Export Meter is not installed, 50% of the electricity shown to be generated by the Generation Meter or other such percentage as agreed between the Parties from time to time.

An Export Meter shall be installed as soon as reasonably practicable at the sole discretion of the Society.

6.3 In any Financial Year the Host Organisation shall pay the Society for all the electricity generated by the Solar PV System which is consumed (or deemed to be consumed) by the Host Organisation at a price of 10.4, 10.9 and 12.5p respectively per kWh. This price shall be fixed for the duration of this Agreement. The price is exclusive of VAT and any taxes or duties required to be charged (including the climate change levy and any carbon related taxes) which shall be charged in addition if due.

6.4 All payments under the FIT shall be for the sole benefit of the Society.

6.5 The Society shall invoice the Host quarterly for electricity consumed or deemed to be consumed by it in that period and the Host shall ensure that the Host pays the Society for such electricity within eight weeks of being invoiced for it.

6.6 Any income from sales of electricity to users of the Host by sub metering or otherwise are for the benefit of the Host and shall be at a price determined by the Host.

7. OTHER FINANCIAL AND OTHER BENEFITS FOR THE HOST

7.1 The Host and funds associated with it are welcome to invest in the Society pursuant to the Share Offer and are encouraged to do so.

7.2 The Host is not required to assist the Society to raise funds under the Share Offer, but the Society hopes that it will do so, and that the Host will seek to enthuse its staff, students, parents and their relations and the local community about the Project, to be more aware of energy and climate change, and that the Host will encourage press and other coverage of the Project. The Host agrees that the Society may use its name and the name of the Host in documents it produces to promote the Project. The Society will work with the Host to help it contribute in this manner. This Project is designed to enable the Host to be more sustainable and to contribute towards obtaining or increasing its eco Host status should it wish.

8. NO OTHER INSTALLATIONS

- 8.1 The Host agrees not to install any other solar photovoltaic or other electricity generating system at the Host without the consent of the Society, which shall not be unreasonably withheld if such installation does not impact on the amount of payments under the FIT or Export Payment receivable by the Society or the costs of the Society.

9. INSURANCE

- 9.1 The Host undertakes with the Society
- 9.1.1 to insure the Solar PV System against loss or damage for not less than their replacement value from time to time for the usual insured risks found in a comprehensive building insurance policy without excess;
- 9.1.2 to repair or replace or meet the cost of doing so of any part of the Solar PV System which is lost or destroyed or damaged by fire, flood, theft, accident, impact or other insured risk; and
- 9.1.3 if appropriate will procure that the Society's interest in the Solar PV System is noted on the policy, a copy of which will be provided to the Society on request.
- 9.2 The Host will pursue any insurance claims diligently.
- 9.3 To the extent that insurance monies are received by the Host in relation to the loss or damage to the Solar PV System such money shall belong to and be paid to the Society minus any costs incurred by the Host under clause 9.1.2.
- 9.4 If the Host fails to insure the Solar PV System in accordance with this clause then the Host will meet the cost of any loss or damage to the Solar PV System that should reasonably have been covered by such insurance policy.

10. RATES

- 10.1 The Host shall be responsible for, and shall pay when due, any business rates or increased business rates or similar or successor tax payable in respect of or as a result of the Solar PV System.

11. METER READINGS

- 11.1 At the request of the Society the Host Organisation will read the Meters and, if requested, photograph the Meters on dates reasonably requested by the Society to enable compliance with the regulations relating to the FIT or the Society's reasonable operating requirements, including not less than quarterly and at the end of each Financial Year.
- 11.2 At any reasonable time with prior agreement with the Host, the Host shall permit the Society and any other party with a reasonable interest in inspecting them (including representatives of the Electricity Network and persons to whom the Society has sold, or is selling, or is proposing to sell electricity), to have access to the Meters for the purpose of reading and checking them and to have access to the Solar PV System.

- 11.3 The Host Organisation shall ensure that the Generation Meter and the Export Meter are accessible at reasonable notice.

12. COMPLIANCE WITH THE FIT REGULATIONS

- 12.1 The Host shall comply with the FIT Regulations, the terms of the licensed electricity supplier which makes the Export Payments and the terms of the electricity supplier nominated to make the FIT Payments in so far as they relate to the Host; and the Host shall provide any reasonable assistance to the Society, at the Society's expense, to enable the Society to comply with the FIT Regulations and such terms; and the Host shall not take any step which unreasonably prevents the Society from complying with the FIT Regulations or such terms.

- 12.2 Payments under the FIT shall be due to the Society and not to the Host. The Host will not claim FIT Payments, Export Payments or Renewable Obligation Certificates in relation to electricity generated by the Solar PV System.

13. MAINTENANCE OF THE SOLAR PV SYSTEM AND THE BUILDINGS

The Buildings

- 13.1 The Host will maintain the electricity supply to the Solar PV System in at least as good a state as at it is at the time of installation of the Solar PV System. Except on the terms of this Agreement the Host will not do anything without the consent of the Society (not to be unreasonably withheld) which requires the Solar PV System to be disconnected from the electricity supply.
- 13.2 The Host has the right to require the Society to move the Solar PV System from where it is installed to another part of the Host. The Host will meet all the costs incurred by the Society relating to such moving of the Solar PV System. If the income to the Society is reduced as a result of such moving of the Solar PV System the Host will compensate the Society for any loss of revenue, regularly as that revenue loss is incurred, whether such revenue relates to the FIT, Export Payments, electricity sold to the Host or otherwise.
- 13.3 The Host has an unfettered right to deal with its Buildings, including altering or demolishing them. If the Host decides to demolish a Building on which some or all of the Solar Panels are located or to undertake such material alteration to it that some or all of the Solar Panels need to be removed (whether because they are directly affected by the alteration or because they become excessively shaded) then the Host shall first consider with the Society whether such Solar Panels or any part of them can be relocated and in default of agreement thereof shall pay the Society the Depreciated Value of the Solar Panels so affected and that part of the Solar PV System that relates to them and is being rendered inoperable at the time of their removal.
- 13.4 The Society agrees that the roof of the Building used for the Solar PV System will be left in as good a condition after the installation of that system as it was beforehand and that if the roof was weather tight before the installation it will be so afterwards. If the roof was not left in that condition following the installation the Society will forthwith repair it or put it back into such condition at the Society's expense. Apart from that obligation however, the Host shall continue to have responsibility for the roof and its weather tightness and for any repairs required to be made to the roof.

- 13.5 If it is necessary for the Host to repair the roof on which the Solar Panels are located, or undertake electrical works which affect the Solar PV System, it will consult with the Society (save in case of emergency) and will seek to repair the roof or undertake the electrical works in such a way that minimises loss of FIT Payments and Export Payments to the Society. If necessary, at the expense of the Host, the Society will remove the Solar PV System or part of it necessary for repairs and reinstate it afterwards. In that event the Host shall procure that the repairs are undertaken as expeditiously as practicable. If as a consequence of undertaking such repairs the Solar PV System is disconnected for more than two weeks in any five consecutive years the Host will compensate the Society for loss of revenue.
- 13.6 The Host shall procure that following the installation of the Solar Panels their performance is not affected by shading (whether by buildings or trees) to a greater extent than the shading at the time of installation, to the extent that it is within the Host's reasonable power to prevent such shading.

The Solar PV System

- 13.7 Any repairs or other works to be made to the Solar PV System are the sole responsibility of the Society. The Host consents to the Society having non-exclusive access at reasonable times agreed with the Host for inspection, maintenance, removal, repairs, upgrading, changing meters and other works to the Solar PV System, and in emergency with implications for safety for it or its contractors to have immediate access, in all cases including the right to erect ladders and scaffolding and similar equipment for such purposes. The Society shall exercise this right so as to cause as little inconvenience to the Host as may be reasonably practicable following recognised Health and Safety practices.
- 13.8 The Host shall take all reasonable care of the Solar PV System and shall not change or interfere with it or permit it to be interfered with without the express consent of the Society.
- 13.9 The Society shall maintain and repair the Solar PV System except that in the last three years of this Agreement the Society shall not be obliged to replace or repair the inverters forming part of the Solar PV System if they breakdown. If an inverter fails in the last three years of the Agreement the Society will consult with the Host in relation to any replacement or repair and the sharing of the cost between them.
- 13.10 Subject to the provisions relating to inverters set out in clause 13.9 the Society will undertake any maintenance required provided that the Host contacts the Society promptly and (a) the work does not result from an act of vandalism or an act committed by the Host (including by the Host's employees, pupils or contractors) or otherwise is insured by the Host; and (b) it is economically viable for the Society to carry out the relevant remedial work having regard to the remaining potential FIT Payment for the Solar PV System compared to the cost of the remedial work. Where remedial work is required as a result of an act of vandalism, or any act committed by the Host or as a result of an insured risk the Host must arrange and pay for the relevant remedial work to be carried out as soon as reasonably possible either by the Society at its standard rates or by an alternative reputable and suitably accredited engineer approved by the Society acting reasonably.

- 13.11 The Host shall promptly report to the Society by email (or by telephone promptly confirmed by email) any breakdown of or issues relating to the operation of the Solar PV System (including any adverse impact on the Host's electricity supply) of which the Host becomes aware.

14. SUCCESSORS TO THE HOST ORGANISATION

- 14.1 If the status of the Host Organisation changes (for instance if a school [ceases to be][becomes] an Academy) the Host shall use reasonable endeavours to procure that this Agreement is taken over by the successor in status to the Host and that such successor agrees to be bound in all respects with all the provisions of this Agreement (including this clause in the case of any further successor) as if it was the Host.

- 14.2 If the Host is unable to arrange for the Agreement to be taken over under clause 14.1 then the Host will continue to be responsible for the performance of this Agreement, and shall pay for any electricity used by the successor to the Host until this Agreement expires or is terminated under clause 5 or is lost or removed (and compensation paid) under clauses 9 or 13.

15. CONFIRMATION OF AUTHORITY

- 15.1 The Host confirms that all necessary consents have been obtained for the Host to enter into this Agreement (including from any insurer of the Buildings and any landowner of them) and that the signatory on behalf of the Host is authorised to sign this Agreement on the Host's behalf and to bind the Host.

16. GENERAL PROVISIONS

- 16.1 No party shall be liable for any failure to meet any obligation under this Agreement for reasons beyond their reasonable control such as fire, accidents, war, adverse weather conditions, shortage of supply of labour or materials or industrial disputes.
- 16.2 No amendment or variation of this Agreement shall be valid or of any effect unless it is agreed in writing and signed by duly authorised representatives of both parties.
- 16.3 This Agreement does not constitute a partnership and neither party has authority to bind the other in any way.
- 16.4 The Society may deduct any sums owed to it by the Host from any sum due to be paid by the Society to the Host.
- 16.5 The parties shall promptly provide each other with any information relating to this Agreement and its operation which is reasonably requested and is within their knowledge or is reasonably obtainable.
- 16.6 If the parties are unable to resolve any dispute between them then, except in case of emergency, they shall first seek to resolve the dispute by mediation before recourse to litigation.

17. NOTICES

- 17.1 Any notice given under this Agreement shall be sent in writing, signed by or on behalf of the party giving it, and shall be served by delivering it by hand or sending it by pre-paid post to the party due to receive it, at its address set out in this Agreement or to such other address as are last notified in writing to the party. If practicable any such notice shall also be sent by email.
- 17.2 Any notice given pursuant to this clause shall be deemed to have been received, if delivered by hand, at the time of actual delivery, and if sent by post two Business Days after the date of posting
- 17.3 If deemed receipt under this clause occurs before 9:00 am on a Business Day, the notice shall be deemed to have been received at 9:00 am on that day. If deemed receipt occurs after 5:00 pm on a Business Day or on any day which is not a Business Day, the notice shall be deemed to have been received at 9:00 am on the next Business Day.
- 17.4 In this clause "Business Day" means any day except a Saturday or Sunday or public holiday.

SIGNED ON BEHALF OF THE PARTIES AS A BINDING AGREEMENT on the date set out at the beginning of this Agreement:

Signed on behalf of
READING COMMUNITY ENERGY SOCIETY LIMITED

.....
Director

Signed on behalf of
WOODLEY TOWN COUNCIL, THE OAKWOOD CENTRE, HEADLEY ROAD, WOODLEY,
RG5 4JZ

.....
Authorised Signatory who by signing confirms he or she is an authorised signatory on behalf of the Host Organisation

SCHEDULE 1
INSTALLATION AND OPERATION

Part A

INSTALLATION – SPECIAL TERMS

[to be completed]

Part B

MINIMUM INSTALLATION

1. The minimum installation shall be on the following roofs of the Specification:

Building	MPAN	kWp install	Approx kWh generation	Est % kWh used on site	20 year Fixed p/kWh*
Woodford Leisure Centre	2000010822842	30	20,000	80%	10.4
Oakwood Centre	2000052116631	20	16,000	100%	10.9
Coronation Hall	2000010828199	10	5,000	68%	12.5

2. If the Society is unable to undertake the minimum installation it shall not install any Solar PV System at the Host Organisation.

Part C

TIME AND OTHER CONSTRAINTS RELATING TO INSTALLATION

No panels on flat roof at Oakwood Centre and [to be completed]

Part D

WORKS TO BE DONE TO THE BUILDINGS BY AND/OR AT THE EXPENSE OF THE HOST ORGANISATION

[to be completed]

SCHEDULE 2

THE SOCIETY'S DEPRECIATION POLICY

The depreciation policy of the Society is that no depreciation shall be charged in respect of the Solar PV System in the Financial Year of its installation and that it shall be fully written off on a straight line basis over the 20 subsequent Financial Years.

List of attachments

1. Specification and estimate from [] relating to the Solar PV System to be installed at the Host Organisation's site including provisions and specifications relating to the Export Meter.

MINUTES OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE MANAGEMENT COMMITTEE HELD AT 6 PM ON WEDNESDAY 24 JANUARY 2018 AT THE OAKWOOD CENTRE, HEADLEY ROAD, WOODLEY RG5 4JZ

Present:

J Lherbier – Town Centre Manager	S Smith – Woodley Resident
M Holmes – Chairman – Resident	M Perry – Woodley Resident
Cllr K Baker – WBC Councillor	P Birt – Woodley Resident
H Beilby – WTC Administrator	M Millard - Woodley Resident
J Palterman – Saturday Market Manager	Z Frainski – Woodley Resident
C Lawley - Woodley Resident	M Risby – Woodley Resident
J Wright – Woodley Resident	

ITEM 1 - APOLOGIES

M Norris, H Taylor, K Haines, D Mills, I Hills, B Rowland, D Mander, R Dolinski, J Hicks, C Towse, X Morcrette, J Yule, R Still

ITEM 2 - APPROVE PREVIOUS MINUTES OF THE WTCMI MEETING HELD ON 25 OCTOBER 2017

PARKING CHARGES – In response to this topic, item 7, KB confirmed that it had been recommended to convert the trial parking charges to permanent status. A decision will be made at a Wokingham Borough Council Executive Meeting on 25th January 2018.

Under this item it was reported that a stretch of streetlights and a pedestrian crossing beacon at the crossing on Crockhamwell Road close to the Lloyds Bank corner have not been working since the end of November 2017. Cllr Baker (KB) promised to look into this long-standing problem with the power supply, and urge SSE to honour their contract and immediately correct it. {Thanks go to KB, as this electrical supply was reinstated the following day!}

It was agreed that the minutes of the meeting on 25th October 2017 be approved.

ITEM 3 - SECURITY IN TOWN CENTRE – REPORT FROM THE POLICE

POLICE REPORT - No Police attendance or report on this occasion.

TCM JL – To request a report, if they are unable to attend due to shift patterns or workload.

KB went on to say that regular meetings of the Woodley and Earley Community Forum now take place, and these are attended by the Police and are open to the public. It was suggested that a Police Report from that meeting could be regularly forwarded on to our WTCMI meetings.

PARKING WARDENS - MH noted that the new parking wardens, who took over Civil Parking duties on 9th October 2017 from the Police, and are employed by Wokingham Borough Council, have been making their presence known in Woodley, including the disabled car park in the Town Centre.

SPEEDING - KB said that Woodley Town Council (WTC) has been discussing participating in the *Speedwatch* Police initiative, and have now been given approval to purchase the equipment. Volunteers will be required to use a small camera to capture relevant information from speeding vehicles, which is then fed to the Police, automatically triggering warning letters. After two or three of these warnings, the drivers concerned can be prosecuted.

It has been trialled in Finchampstead with great success.

ITEM 4 - FINANCIAL & BUDGET REPORT

TCM JL presented his report

Although grants have remained static for the past 10 years and the market has not been doing so well, a sufficient increase in income, due to promotional stalls and other events, has been generated to cover this.

KB – Confirmed that WBC would pay for the 12 new planters in the town centre, while the maintenance will be provided by WTCMI.

Saturday Market Manager JP – The Market is quiet at present, generally due to the time of year, but trade is expected to pick up come springtime. It does benefit from speciality stalls such as the honey and garlic one. These stalls do not trade every week but are a positive feature. The Town Centre is also a good set up compared with other markets, with its parking availability for traders.

The flower stall is due to return sometime after January.

TCM JL – Would ideally prefer that traders, trade on our terms and commit to the bad months as well as the good ones. The incentive for regular traders to pay reduced rents for 3 or 4 weeks in February is much appreciated.

MH – Thanked JP for all he does.

ITEM 5 - TCM REPORT

TCM JL – Presented his report.

ITEM 6 QUESTIONS THROUGH THE CHAIR

CENTRE STAGE

KB – Performers & entertainers, schools and churches are to be booked by WTC to use the Centre Stage on a regular basis. A Marketing Manager is to be recruited by WTC who will be marketing the Centre Stage and the large area to the front of it.

Woodley Women's Club (SS and MP) reiterated their frustration that local groups, who raise money for charities, are being asked to pay the full £30 for hiring the Centre Stage – the same as large charities.

KB said that WTC will review this situation.

WOODLEY TOWN CENTRE EVENTS CALENDAR

TCM JL – 15 thousand newly designed event calendars are to be distributed throughout Woodley and Earley, shops and markets this week, together with the bookmarks. A number of these will also go to welcome packs for new residents produced by "New Neighbours"

The usual Easter chick hunt will be taking place to encourage schools and the community into the Town Centre.

PUBLIC TOILET

TCM JL – The arrival of the new public toilet is apparently imminent.

MM – Concerned with the disruption and health and safety aspects resulting from the building works.

KB – The construction plan should cover all eventualities.

LITTER

CL – Pointed out that the significant litter accumulating in the car park behind the Cowan's property is becoming a real eyesore.

TCM JL – This has been an ongoing problem; however, this is private property and therefore the responsibility of the landlord(s). Mr Cowan is aware.

MR to speak with Mr Cowan and also Shelagh Flower, co-ordinator of the ongoing WASP Scheme and the Borough-wide litter pick weekend in March.

ANNUAL FLOWER COMPETITION

MH Suggested that before this year's "Thames & Chilterns in Bloom" Competition, perhaps the litter in and around the town centre, could be cleared around June and July?

TCM JL – The judges of this competition, have previously commented that the car park areas and trees have been full of weeds and cigarette ends. It has been suggested to WBC that this could be dealt with accordingly. Letters are to be sent out to traders, asking if they would like to sponsor their own hanging baskets and promise to maintain them. The idea is to go for Gold this year.

NEW PLAY EQUIPMENT

KB – The new children's play equipment under the old sail has now been ordered.

An application to renew the TCMI street license, which is due to expire at the end of February, has been made to WBC.

XMAS LIGHTS SWITCH ON & CAROL CONCERT

KB - Due to the popularity of this event and the large numbers of people who attend and the resulting safety issues, WTC are to fund moving the Christmas tree to the opposite end of the town centre, also benefitting the use of the Centre Stage. Following adverse comments about the orange builder's style barriers which have previously been used, a new barrier fence will be constructed to fit around the tree.

Meeting finished at 7.30pm.

Dates of the next Management Committee meetings in 2018 at 6 pm:

Wednesday 25 April 2018

Wednesday 04 July 2018

Wednesday 17 October 2018

Woodley Town Council - Projects for External Funding

		Est Project Cost	Comment
Priority Projects			
Woodford Park Leisure Centre	Regeneration	1m	Currently investigating options for regeneration and potential funding. Project may include dance studio, sports hall extension, refreshments area, indoor play. Fitness gym project completed Dec 2016 - building works funded from loan.
Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Project plan being developed and consultation carried out. £50,000 funding being sought from the Landfill Communities Fund.
Memorial Ground	New 'Destination' play area	150,000 - 250,000	All equipment over 30 years old. In servicable condition but limited play value. New, inclusive play area required to provide for increased number of residents and visitors. Will form part of the programme to make Woodford Park a 'Destination' park in the area. Application for £200,000 S106 funding submitted July 2017. Outcome expected March 2018.

Woodley Town Council Premises/Property

Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in usable condition. Very popular and well used play area.
Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site. In usable condition.
Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls. This may form part of the Memorial Ground play area project depending on available funding and project costs.
Woodford Park	Lighting, refurbishment of pathways, entrance/access/drainage improvements	50,000 - 100,000	Lighting columns have been replaced in 2017 under the Wokingham replacement scheme and funded from capital programme.

Review of Local Government Ethical Standards: Stakeholder Consultation

The Committee on Standards in Public Life is undertaking a review of local government ethical standards.

Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.

As part of this review, the Committee is holding a public stakeholder consultation. The consultation is open from 12:00 on Monday 29 January 2018 and closes at 17:00 on Friday 18 May 2018.

Terms of reference

The terms of reference for the review are to:

1. Examine the structures, processes and practices in local government in England for:
 - a. Maintaining codes of conduct for local councillors;
 - b. Investigating alleged breaches fairly and with due process;
 - c. Enforcing codes and imposing sanctions for misconduct;
 - d. Declaring interests and managing conflicts of interest; and
 - e. Whistleblowing.
2. Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government;
3. Make any recommendations for how they can be improved; and
4. Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.

The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities (including Metro Mayors) and the Greater London Authority (including the Mayor of London).

Local government ethical standards are a devolved issue. The Committee's remit does not enable it to consider ethical standards issues in devolved nations in the UK except with the agreement of the relevant devolved administrations. However, we welcome any evidence relating to local government ethical standards in the devolved nations of the UK, particularly examples of best practice, for comparative purposes.

Submissions will be published online alongside our final report, with any contact information (for example, email addresses) removed.

The Committee will publish anonymised submissions (where the name of the respondent and any references to named individuals or local authorities are removed) where a respondent makes a reasonable request to do so.

Consultation questions

The Committee invites responses to the following consultation questions.

Please note that not all questions will be relevant to all respondents and that submissions do not need to respond to every question. Respondents may wish to give evidence about only one local authority, several local authorities, or local government in England as a whole. Please do let us know whether your evidence is specific to one particular authority or is a more general comment on local government in England.

Whilst we understand submissions may be grounded in personal experience, please note that the review is not an opportunity to have specific grievances considered.

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

Codes of conduct

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?
- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

Investigations and decisions on allegations

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?
 - i. What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
 - ii. Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?
 - iii. Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

Sanctions

- f. Are existing sanctions for councillor misconduct sufficient?

- i. What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?
- ii. Should local authorities be given the ability to use additional sanctions? If so, what should these be?

Declaring interests and conflicts of interest

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not please say why.
 - i. A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner), and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?
 - ii. What arrangements do local authorities have in place to declare councillors' interests, and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.

Whistleblowing

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?

Improving standards

- i. What steps could *local authorities* take to improve local government ethical standards?
- j. What steps could *central government* take to improve local government ethical standards?

Intimidation of local councillors

- k. What is the nature, scale, and extent of intimidation towards local councillors?
 - i. What measures could be put in place to prevent and address this intimidation?

Who can respond?

Anyone with an interest may make a submission. The Committee welcomes submissions from members of the public.

However, the consultation is aimed particularly at the following stakeholders, both individually and corporately:

- Local authorities and standards committees;
- Local authority members (for example, Parish Councillors, District Councillors);
- Local authority officials (for example, Monitoring Officers);

- Think tanks with an interest or expertise in local government;
- Academics with interest or expertise in local government; and
- Representative bodies or groups related to local government.

How to make a submission

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in doc, docx, rtf, txt, ooxml or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address if you are submitting by email.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

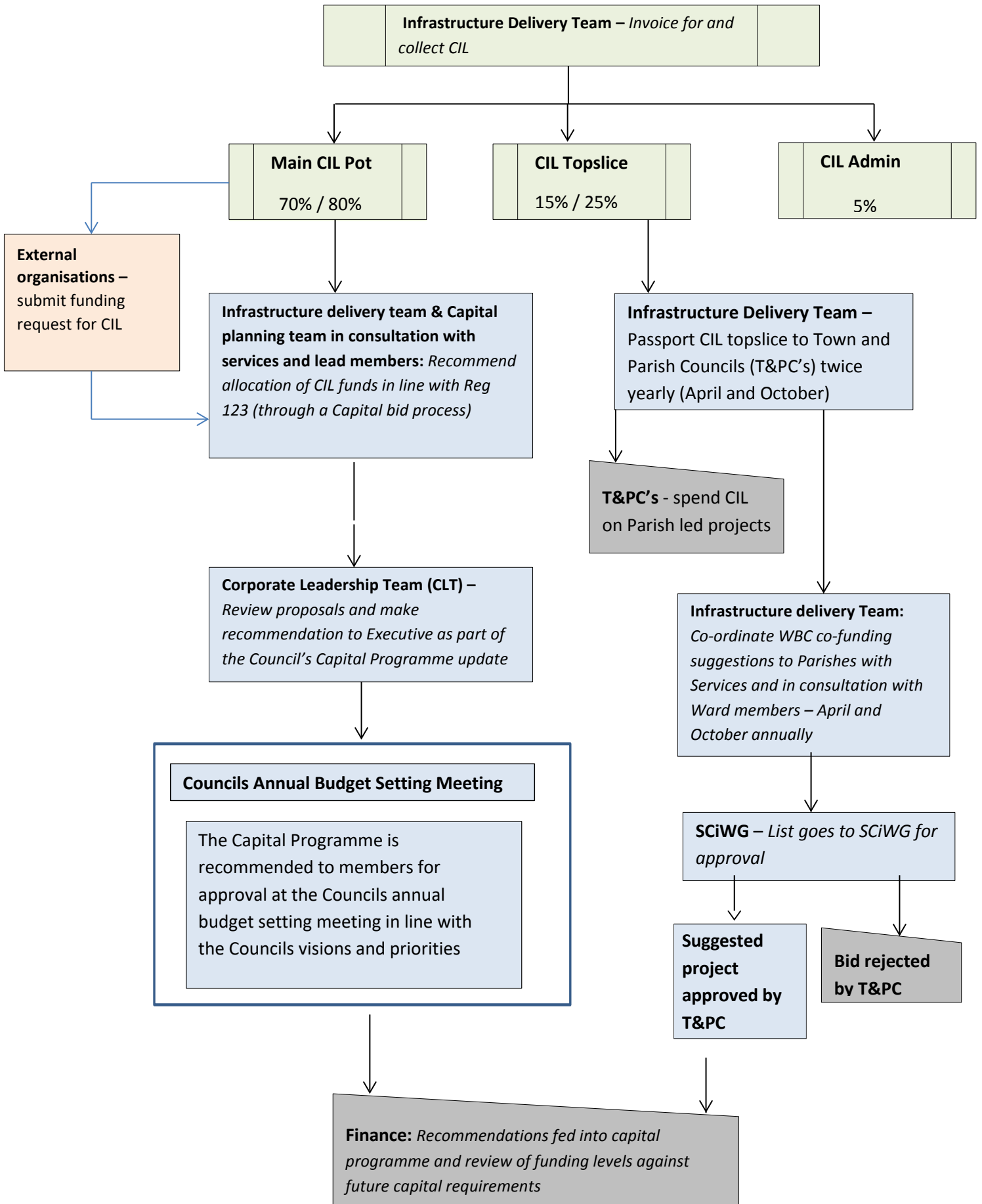
Submissions sent to the Committee after the deadline of 17:00 on Friday 18 May 2018 may not be considered.

Submissions can be sent:

1. Via email to: public@public-standards.gov.uk
2. Via post to:
 - Review of Local Government Ethical Standards
 - Committee on Standards in Public Life
 - GC:07
 - 1 Horse Guards Road
 - London
 - SW1A 2HQ

If you have any questions, please contact the Committee's Secretariat by email (public@public-standards.gov.uk) or phone (0207 271 2948).

CIL Funds: Allocation Process



**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 26 MARCH 2018 AT 7.00 - 8.40 PM**

Councillors Present

Michael Firmager (Chairman), David Chopping, John Halsall, John Jarvis and Clive Jones

Parish/Town Council Representatives

Jackie Jeffrey	Charvil Parish Council
Carol Bulman	Ruscombe Parish Council
Dawn Peer	Shinfield Parish Council
Peter Sampson	Swallowfield Parish Council
Roy Mantel	Twyford Parish Council
Shaun Hanna	Winnersh Parish Council
Martin Bishop	Wokingham Town Council
Ken Newland	Wokingham Without Council
David Mills	Woodley Town Council
Liz Halson	Clerks Forum
Paul Townsend	Arborfield & Newland Parish Council
William Luck	Earley Town Council
Richard Rampton	Finchampstead Parish Council
John Bowley	Twyford Parish Council
Jan Nowecki	Wokingham Town Council

Officers

Dave Allen (Communities and Engagement Manager), Neil Carr (Democratic and Electoral Services Specialist), Marcia Head (Service Manager, Regulatory Services and Compliance), Clare Lawrence (Assistant Director, Place) and Brendan Troy (Service Manager, Community Infrastructure Delivery)

29. APOLOGIES

Apologies for absence were submitted by Philip Truppinn.

30. NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 5 February 2018 were confirmed as a correct record and signed by the Chairman.

31. DECLARATIONS OF INTEREST

There were no declarations of interest.

32. CIVIL PARKING ENFORCEMENT

The Forum considered a report, set out at Agenda pages 11 to 18, which provided an update on the implementation of Civil Parking Enforcement (CPE) across the Borough from October 2017.

Clare Lawrence (Assistant Director, Place) attended the meeting to introduce the report and answer questions from the Forum.

The report gave details of the background to the implementation of CPE and the way in which the Council's contractor, NSL, had performed in the first five months of the contract. It reminded the Forum that CPE could address vehicles that did not respect signing and

lining but could not address issues such as parking on verges or parking where no lines and signs were in place under a traffic regulation order.

The report confirmed that Thames Valley Police retained enforcement responsibility for high speed roads, obstructions to the highway, clamping and removal of vehicles.

The report outlined the range of activities carried out by NSL. These included patrolling between 7.30am to 10pm, car park fault reporting and issuing various permits and dispensations. The contract also allowed for additional hours to be purchased by stakeholders such as Town and Parish Councils and schools. Over the first five months of operation NSL had issued over 4,000 Penalty Charge Notices (PCNs) across the Borough.

The report outlined the process for identifying the locations for patrols. To date patrols had focussed on areas where there were parking restrictions in place and a history of contraventions. This had resulted in a focus on Earley, Twyford, Wokingham and Woodley town centres. However, the service was also able to respond to requests to patrol areas where issues had been reported such as schools. To date 133 school patrols had been completed with 34 PCNs issued and 246 vehicles moved on.

The report confirmed that a revised Parking Strategy for the Borough would be submitted to the Council's Executive in the summer of 2018. If agreed the strategy would be the subject of public consultation before final adoption.

In the ensuing discussion, members of the Forum raised the following points and questions:

A number of Town and Parish Council representatives confirmed that requests had already been submitted for additional CPE patrols in their area, including Finchampstead and Shinfield Parish Councils.

What was the rate charged for additional patrols and which body retained any income from Penalty Charge Notices? It was confirmed that details relating to the chargeable rate be communicated to the Town and Parish Councils. Subject to confirmation by the contractor, any revenue generated from these PCNs would be retained by Wokingham BC.

Which issues were still the responsibility of Thames Valley Police? It was confirmed that, generally, the police were responsible for highway safety matters.

Would the CPE patrols be able to assist with two parking issues in Shinfield – the public car park outside the Parish Council offices and the grasscrete parking area in Spencers Wood? It was confirmed that these two sites could be assessed. However, they would have to be part of the prioritisation process as over 100 requests for additional patrols had been received to date.

Could the Borough Council give details of the areas visited by the patrols to date and the level of enforcement activity in each area? It was confirmed that the performance management system was able to generate this information and it could be made available to the Town and Parish Councils.

RESOLVED That:

- 1) Clare Lawrence be thanked for attending the Forum to answer questions on Civil Parking Enforcement;
- 2) details of requests for extra CPE patrols already submitted, and new requests, be confirmed to Clare Lawrence;
- 3) the Town and Parish Councils receive regular updates on CPE activity in their areas.

33. COMMUNITY INFRASTRUCTURE LEVY - PROCESS FOR IDENTIFYING PROJECTS

Further to the discussion at the meeting on 5 February 2018, the Forum gave further consideration to the issues raised by Town and Parish Councils about the process for identifying Community Infrastructure Levy (CIL) projects in local areas.

At the previous meeting, Twyford Parish Council had submitted two questions on the CIL process as follows:

- Twyford Parish Council are concerned that CIL money being collected in their Parish is not being spent on projects in their Parish. Can the Leader of the Council confirm that WBC will put projects within this group to be carried out in Twyford?
- The Parish Council ask how often is the CIL list of projects reviewed? Why isn't the list of CIL projects more open and transparent for nominating projects to go on the list?"

Brendan Troy, Service Manager, Community Infrastructure Delivery, attended the Forum to discuss the current procedure and answer questions from the Forum. Members were reminded of the process for handling CIL topslice funds – 15%, increasing to 25% where a Neighbourhood Plan is in place. Town and Parish Councils were 100% in control of these funds. Wokingham BC has agreed a process whereby it suggested potential projects twice a year. These projects could be taken forwards if the Town or Parish provided part or full funding. An example was given of the ongoing improvement works to the Wokingham town market place area which was joint funded by the Borough and Town Councils.

In the ensuing discussion members of the Forum raised the following points and questions:

Could Towns and Parishes suggest projects which weren't their own priorities but were felt to be Borough priorities, e.g. the 1, 2, 3 list of green infrastructure projects? It was confirmed that Towns and Parishes should contact the relevant Borough Executive Member (Norman Jorgensen) or Deputy Executive Member (Michael Firmager) with any suggestions for green infrastructure projects.

Did the Borough Council receive CIL money from the development of affordable housing? It was confirmed that affordable housing attracted 100% relief on CIL as did self-build housing.

What was the timescale for topslice CIL funds to be committed by Towns and Parishes? It was confirmed that funding had to be committed by Towns and Parishes within a 5 year window.

RESOLVED That:

- 1) Brendan Troy be thanked for attending the Forum to clarify the CIL topslice process;
- 2) a copy of the presentation slide used in the discussions be circulated to the Town and Parish Councils for information.

34. WBC PLANNING PORTAL

The Forum considered a paper submitted by Shinfield Parish Council, set out at Agenda page 19, which raised a number of issues relating to the updated WBC Website Planning Portal. The issues included the following:

- Keyword search no longer worked effectively;
- The naming conventions of documents were not consistent;
- It was difficult to see additional or new information added to planning applications;
- Town and Parish Councils were not always notified when additional responses or comments were added to applications.

Marcia Head, Service Manager, Regulatory Services and Compliance attended the meeting to provide an update to the Forum as follows:

- The Website planning portal included a map-based search which could be used to find planning applications;
- It was accepted that naming conventions were not consistent but this was a problem faced by all local authorities. Councils did not have the resources to amend all applications to ensure consistency.
- There was a folder under each application which contained additional documents;
- The Borough Council was looking at the introduction of a "Notify Me" button which would enable all interested parties to be kept up to date.
- The Borough Council's 21st Century Council programme was looking at ways to streamline the planning application process. For example, it may be possible for Towns and Parishes to be given passwords which enabled them to type comments into individual reports.
- Reducing the consultation period from 28 to 21 days was also under consideration.

During the ensuing discussions the following points were raised:

- In relation to applications identified by number, would it be possible to add in one line of the address in order to speed up the search process?
- When searching the website using the planning application number it was not clear what the relevant decision was, only the date of the decision was available. Was it possible to include a link to the relevant decision sheet? It was confirmed that this function of the website could not be changed as that was the system the Council had purchased from Civica.
- Would it be possible to include a drawings register on the site? It was confirmed that this was not possible as the Council could not force agents to name their documents. In fact most applicants did not name their applications.
- How could Town and Parish Councils check that their comments had been followed up and that the relevant case officer had replied?
- In relation to naming conventions, the use of numbers was a significant problem which generated a lot of extra work in tracking down the relevant application. It was

confirmed that the Council could ask agents to name documents, but the Council did not have the resources to enter all the names into the system.

- The Chairman suggested that it may be useful to contact the relevant trade association for planning agents to raise the issue of naming applications.

RESOLVED That:

- 1) Marcia Head be thanked for attending the Forum to answer questions;
- 2) the Forum's concerns about the current operation of the WBC planning website be fed back to the service;
- 3) the issues raised by the Forum be fed into the discussions with Andrew Moulton on improving partnership working between the Borough and Towns/Parish Councils.

35. FUTURE DIRECTION OF THE FORUM

The Forum considered the current effectiveness of its arrangements and considered ideas for improvement. The Forum's terms of reference stated that its purpose was to develop co-operation and partnership working and to respond to issues raised by the Towns and Parishes.

It was noted that the meeting on 5 February 2018 had considered a paper which proposed pilot arrangements to monitor examples of partnership working.

Jan Nowecki update the Forum on discussions with Andrew Moulton about strengthening partnership working and reporting back on good examples of joint working. The introduction of the General Data Protection Regulations (GDPR) in May 2018 had been identified as an example of joint working. Working together to tackle the issues around the Borough Council's Planning website was also considered to be a good example.

RESOLVED That:

- 1) the discussions on improving partnership working use the examples of GDPR and the WBC Planning website;
- 2) an update on the discussions be submitted to the next meeting of the Forum.

36. DATES OF FUTURE MEETINGS

The Forum considered proposed dates for its meetings in 2018/19 as follows:

- 2 July 2018 (7pm);
- 8 October 2018 (7pm);
- 4 February 2019 (7pm);
- 1 April 2019 (7pm).

RESOLVED: That the proposed meeting dates for 2018/19 be approved.

37. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Forum noted the list of future Agenda items for 2018/19, viz:

- WBC 21st Century Council – Localities;
- Local Plan Update;
- Partnership Working Pilot;
- Local Policing Update;
- Asset Review Programme;
- Health, Sport and Leisure Strategy;
- Traded Services;
- Community Governance.

RESOLVED: That the list of future Agenda items be approved.

Woodley Town Council - Risk Register

SUMMARY OF RISK AREAS

Apr-18

APPENDIX B

Risk area	High			Medium			Low		
	16	12	9	8	6	4	3	2	1
Strategic Register	0	0	0	2	1	5	1	0	0
Operational Registers									
Allotments	0	0	0	0	1	7	1	8	0
Play Areas	0	0	0	0	2	4	0	1	0
Municipal Buildings	0	0	0	0	3	4	3	3	4
Open Spaces	0	0	0	1	2	3	1	2	1
Outdoor sport and recreation	0	0	0	0	2	5	3	3	3
Indoor sports	0	0	0	0	0	2	3	3	0
Resources management	0	0	1	0	13	5	2	3	0
Totals	0	0	1	3	24	35	14	23	8

Responsible officer initials:

Town Clerk	TC
Deputy Town Clerk	DTC
Leisure Services Manager	LSM
Maintenance Manager	MM
Grounds Maintenance Manager	GMM
Committee Officer	CO
New risks identified	

Note: The previous score column in the attached tables only show the risk score from the previous year, if it has changed. If the column is empty the risk score hasn't changed.

Comments in blue - new wording

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
Strategic Risks										
Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8		Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits.	Treat/Monitor	Advice to be sought/ review of tax arrangements. Increase in score maintained this year - in relation to work required to meet GDPR
Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8		Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	Treat/Monitor	
Failure of partnership working	SR 10	TC/DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6		Objectives and terms of partnership agreed by both parties. Responsible officers understand importance of effective partnership working and conduct themselves accordingly and in a professional manner.	Treat/Monitor	
Failure to maintain a robust/legal decision making process	SR 02	TC	Challenge to decisions, possible legal challenge	1	4	4		Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service.	Treat/Monitor	
Failure of financial planning, processes and reporting	SR 03	TC	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources/reserves	1	4	4		Annual financial statements prepared in house, checks by internal and external auditors. Budget Monitoring reports provided to each spending cttee meeting with requirement that predicted high overspends be reported. Budget consideration annually with info on reserves.	Treat/Monitor	
Inadequate insurance cover	SR 06	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4		Insurance reviewed with broker on a yearly basis in February/March		
Serious injury or death of customer using facilities or member of staff at work	SR 07	TC	Corporate manslaughter charge/civil action/cost of any claims/insurance premiums increased	1	4	4		Appropriate insurances in place. Buildings/equipment serviced and maintained. Open spaces maintained. Risk Assessments on tasks completed. Health and Safety policy in place. Regular inspection regime both internal and external. Appropriate staff training/policies in place. Fire risk/risk assessments reviewed at all sites 2014/15. New fire procedures and on going training programme in place. Online H & S training modules undertaken by all staff.	Treat/Monitor	Regular Health and Safety managers meetings take place. Ellis Whittam provide professional H & S advice, updates and training on a 5 year contract. Risk assessment of council's facilities and activities undertaken by consultant and all matters addressed . Ellis Whittam act as the Council's 'Competent Person' in law. First Aid training attended by 12 staff in 2016. Maintenance teams' staff to attend 3 day first aid training.
Failure to safeguard children and vulnerable adults	SR 08	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	4	4		Staff training on child protection procedures carried out and DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy adopted at S and R Cttee 26/4/16.	Treat/Monitor	
Failure of internal controls	SR 04	TC	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources	1	3	3		Insurance cover - subject to certain requirements being met, internal audit focus on controls and proper application, regular staff training and systems, splitting of responsibilities. Insurance values included on asset register (wef 2015/16 register) and visual check of assets annually.	Treat/Monitor	
Deleted risks										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
Allotments										
Breach of security	A11	DTC	Possibility of vandalism/damage to plots and tenants' property or theft of property and crops	3	2	6		Repairs to fencing carried out as required 2012 (and monitored by allotment cttee reps and repaired as and when necessary), gates locked by tenants on entering and leaving. Liaison with tenants association.	Treat/Monitor	
Vermin infestation	A 04	DTC	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	2	2	4		Regular meetings (formal and informal) with representatives from the tenants association. Inspections in spring/autumn raise any concerns about untidy plots, potential for vermin etc. Vermin control carried out by the Town Council when required. System in place for tenants to manage bait box placement in line with procedure agreed with Allotments Committee.	Treat/Monitor	New tenant to take up role and receive training.
Contamination of 'spring clean' skips	A 03	DTC	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	2	4		In 2010 and 2011 skips not provided following incidents of contamination. Skips are hire now limited to one day and overnight and lockable with allotment committee reps overseeing the depositing of rubbish into the skip where possible.	Treat/Monitor	
Loss/damage to water supply	A 08	DTC	Watering not being able to be undertaken resulting in poor crops and complaints.	2	2	4		Water tanks maintained, liaison with tenants association. In house expertise enables problems to be rectified quickly. Water turned off in winter months (except to toilet). Regular water meter readings undertaken.	Treat/Monitor	
Contaminated material on plots	A13	DTC	Danger to health, cost of removal high	2	2	4		Procedures for correct removal. Tenancy agreement states hazardous material not to be brought on site.	Treat/Monitor	
Lack of effective partnership working with the Tenants Association	A14	DTC	Poor communication, misunderstandings/adverse publicity disruption to arrangements in place to maintain plot standards	2	2	4		Regular communication between allotment reps/committee and officers and councillors. Officers and councillors attend Allotment AGM.	Treat/Monitor	
Double allocation of plots	A12	DTC	New tenants unhappy, extra time to sort double booking out with tenants	2	2	4		Allotments booking package records tenants. Formal system for allocation established.	Treat/Monitor	
Personal injury	A18	DTC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4		Tenancy agreement requirements - hazardous items not allowed on site, fencing monitored and repaired, improved access for vehicles with quarterly road condition checks. H & S meetings include allotments. Annual site clear up carried out - council provides skips.	Treat/Monitor	
Incorrect use of bait box procedure by tenants	A15	DTC	Inappropriate and possible dangerous placing of poison on site.	1	3	3		Risk assessment for bait placement and training for named individuals carried out. List kept up to date of where bait places. Bait stored in secure storage.	Treat/Monitor	New tenant to take up role and receive training.
Tenancy agreements not in place	A 01	DTC	Lack of control of tenancies and income - tenants not clear on the terms of their tenancy	1	2	2		Tenancy agreements to be signed before taking up plot, Agreements in line with various Allotment Acts and local requirements are renewed every year - signed by Admin Officer and witnessed.	Treat/Monitor	
Adequate insurance cover	A 02	DTC	Claims against the council for items not covered could result in additional expenditure	1	2	2		Insurance cover reviewed annually and listings in asset register to include present purchase price to ensure cover level is relevant.	Treat/Monitor	
Dumping/fly tipping	A 05	DTC	Cost of removal - possible hazardous waste dumped - increased costs	1	2	2		Sites secured with locked gates - all tenants have a key - requirement that the gates be locked on entering and leaving the site. Allotment representatives notify the Council should any dumping/fly tipping occur.	Treat/Monitor	
Untidy/unworked plots	A 06	DTC	Poor image resulting in annoyance to neighbouring allotment holders and those on the waiting list.	2	1	2		Regular meetings (formal and informal) with representatives from the tenants association - New a Arrangements for inspection and procedure to deal with unworked plots wef 2014 are working well.	Treat/Monitor	
Failure to collect rents	A 10	TC	Reduced income to the Council.	1	2	2		Procedure in place for reminders and to evict non paying tenants - this is set out in the tenancy agreement.	Treat/Monitor	
Pollution and fire hazard from bonfires	A 09	DTC	Public complaints/damage	2	1	2		Enforce conditions of tenancy agreement (after 6 pm [from 1 April to 30 September] and after 4 pm [from 1 October to 31 March]) and liaise with tenants association.	Treat/Monitor	
CCTV and Data Protection policy and procedure requirements of Information Commissioners Office not complied with	A16	DTC	Non compliance with regulations	1	2	2		Policy and procedure in line with Information Commissioners Office agreed - The Information Commissioners Office checklist for the operation of the camera is reviewed annually by the tenants association and a signed copy provided to the Council.	Treat/Monitor	Under GDPR (General Data Protection Regulation) CCTV arrangements need to be reviewed by 25 May 2018.
Deer coming into the site	A17	DTC	Damage to and loss of plants	2	1	2		Tenants agreed to report any occurrences to Council officers - who will work with tenants to move deer off site.	Treat/Monitor	
Deleted risks										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/comments
Play Areas										
Inadequate budget provision	PA 04	TC	Routine and essential maintenance not undertaken resulting in reduced use and health and safety issues. Equipment not replaced and new equipment not purchased.	2	3	6		Repairs and Maintenance budgets reviewed annually.	Treat/Monitor	
Vandalism/damaged equipment/theft	PA 03	DTC	Facilities unable to be used or equipment used resulting in an injury, additional expenditure and poor image. Possible compensation claim.	3	2	6		Weekly recorded inspections, annual written inspection and report from insurers. Equipment made safe/removed as soon as possible after notification. See PA 02 re insurances in place. Police informed of all acts of vandalism.	Treat/Monitor	Maintenance Trainee to attend training on play equipment checking.
Inadequate inspection/maintenance records	PA 01	MM	Cannot be sure and prove that equipment has been checked/is safe or have early identification of future repairs/renewals resulting in accidents, possible claims against the Council and unable to plan for expenditure.	1	4	4		Recorded inspection of play areas carried out weekly. Annual independent play area inspection carried out. Two members of the Maintenance team have attended ROSPA inspection training for checking play equipment.	Treat/Monitor	Maintenance Trainee to attend training on play equipment checking.
Inadequate insurances	PA 02	DTC	Required to protect the Council against significant claims.	1	4	4			Treat/Monitor	
Personal injury	PA 05	MM	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4		Written inspections and risk assessments undertaken & ROSPA annual inspection. Equipment purchased from established play providers with latest safety standards. Public liability cover in place.	Treat/Monitor	Maintenance Trainee to attend training on play equipment checking.
Play areas not inclusive	PA 07	DTC	Lack of inclusive facilities resulting in possible contravention of DDA and criticism from residents.	2	2	4		The requirement to include accessible play equipment is part of tenders for new play equipment.	Treat/Monitor	Play areas that are not DDA compliant to be replaced as and when funds allow.
Litter/Dog mess	PA 06	DTC/GMM	Unightly, health and safety issue resulting in complaints and poor image, time consuming to check and remove	1	2	2		Play areas fenced off and dogs not allowed in. Dog mess bins provided in parks. Signs telling the public that dogs (apart from guide dogs) not allowed in play areas. Signs 'We're watching you' on display. One voluntary park warden in place at Woodford Park.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
Municipal buildings										
Significant damage to building	MB 16	DTC/MM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	4	Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	Treat/Monitor	Contingency plans/disaster plans to be drawn up. Progress made on IT Crisis Management Plan. Water damage at OC being investigated 2018
Increased competition/economic downturn	MB 09	TC	Reduced bookings resulting in reduced income.	3	2	6		Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter noticeboards and E-marketing/social media.	Treat/Monitor	Permanent business use of Oakwood Centre's Bader Room not viable. Regular hirers' rates - some remain unchanged to maintain business. There has been an increase in hirers and usage over 2017/18 at OC
Cleaning contracts not operating to satisfaction	MB 15	DTC/LSM	Poor service to customers, customer dissatisfaction reduced bookings and income, staff having to cover cleaning as a priority	3	2	6		Regular checks on cleaning standard and reports to managers where problems. WPLC monthly reviews with contractor. Oakwood Centre cleaning contractor changed 2015.	Treat/Monitor	
Withdrawal of catering partner at the Oakwood Centre	MB 20	DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6		Clear objectives and terms of partnership agreed by both parties. Responsible officer understand importance of effective partnership working. Panel established for regular meetings with contractor to review/refine service.	Treat/Monitor	
Inadequate budget provision	MB 04	TC	Routine and essential maintenance not undertaken resulting in reduced bookings and health and safety issues.	2	2	4		Repairs and Maintenance budgets and new equipment budget reviewed yearly. Costly specific items included in capital programme.	Treat/Monitor	
Failure to obtain necessary licences	MB 08	DTC	Unable to provide services including liquor sales resulting in reduced bookings.	1	4	4		Premises and alcohol licences already held in the name of the Town Council and do not expire. DTC is the Personal Licence holder at OC and WPLC.	Treat/Monitor	
Vandalism	MB 03	DTC	Loss of bookings, additional expenditure, poor image.	2	2	4		OC and WPLC alarmed. OC external CCTV. WPLC internal and external CCTV updated. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible.	Treat/Monitor	
Loss of income/no income from tenancy arrangements relating to the flat at WPLC (former bar manager's flat)	MB 19	TC	Loss of budgeted income, possible repairs costs/legal action and staff time. Potential negative impact on the leisure centre.	2	2	4	6	Rental agency used for advertising, references and agreement. Council managing the rental going forward - will include regular inspections. Staff on site for any problems. Arrangements are monitored.	Treat/Monitor	Flat vacant for a few weeks - repairs carried out. Risk score of 6 for a period in 2017/18.
Lack of adequate insurances	MB 02	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker on a yearly basis in February. Valuation of buildings reinstatement /insurance costs established in 2016 and will be increased annually	Treat/Monitor	
Buildings not maintained	MB 10	DTC	Fabric of the Buildings deteriorates resulting in reduced bookings, complaints and reduced image.	1	3	3		Buildings maintenance schedule. Repairs database up and running-to be linked to asset management system. Earmarked reserve for building and facilities maintenance set up.	Treat/Monitor	Flat roof at WPLC relaid 2018.
Licences revoked by the Licensing Authority	MB 14	DTC	Unable to provide service. Poor public image. Criticism from licensing authorities. Possible legal action and fines against the Council.	1	3	3		Liaison with Trading Standards service regarding liquor licence. Liquor licence only held in respect of Oakwood Centre and WPLC. Wedding licence at Oakwood Centre not renewed in 2016.	Treat/Monitor	
Personal injury	MB 05	DTC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc. Fire risk assessments carried out - WPLC and OC new evacuation in place. Room capacity upstairs at WPLC lowered. Ice and snow clearance undertaken at all buildings	Treat/Monitor	PAT testing programme to be implemented 2018.
Inappropriate old equipment/furniture or fittings	MB 06	DTC	Hirers deterred from using the buildings resulting in reduced income.	1	2	2		Regular inspections and risk assessments - planned budget expenditure to replace. New chairs at Chapel and Coronation Halls, new business tables at Oakwood Centre - manual handling issues had arisen.	Treat/Monitor	
Double bookings	MB 07	TC	Disappointment for customers, time and financial resources to make redress	1	2	2		Bookings of 4 centres covered by RBS booking system.	Treat/Monitor	
Income lower than budget estimates	MB 01	TC	Below target income possibly resulting in higher than anticipated expenditure if savings unable to be made.	1	1	1		Budget monitoring reports to each spending committee meeting, Town Clerk reviews and monitors income and expenditure monthly, Chair of S and R Cttee receives monthly I and E reports, by committee. Audit trail booking systems in place. Where possible action taken to reduce other expenditure/raise income.	Treat/Monitor	
Lack of security	MB 11	DTC	Theft and damage resulting in possible cancelled bookings and reduced income and higher insurance premiums.	1	1	1		Regular banking, cash in safe, insured to specific levels. WPLC, OC alarmed. Staff on duty when OC, and WPLC open. Set keyholders. Keyholding service for out of hours alarm/incidents - local company and reduced costs. No access by tenant to building out of hours	Treat/Monitor	
Dog owners using outside area at WPLC impacting on leisure centre users.	MB20	LSM	Complaints from centre users, difficult situations for staff to deal with, Health and Safety implications and responsibilities to customers/public.	1	1	1		Request that dogs to be on leads/kept under control if in the patio area at WPLC.	Treat/Monitor	
Failure to review and collect charges	MB 13	TC	Reduced income to the Council and non competitive charges.	1	1	1		Charges reviewed yearly by Committee. Comparison exercise undertaken each year. Invoices to be paid by hirer prior to their booking. Internal audit checks to ensure income is being collected. Marketing plan for Oakwood Centre in place.	Treat/Monitor	
Deleted risks										

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Open Spaces										
Illegal encampment	OS 06	DTC	Unightly, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8		Access restricted to most open spaces and parks/play areas by gates and fences. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Treat/Monit or	Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks
Fly tipping	OS 05	DTC	Unightly and possibly hazardous resulting in increased expenditure to remove and dispose of, and possible claims against the Council. Cost of removal and disposal.	3	2	6		Access by vehicle to areas difficult, some areas locked - rubbish removed as and when required. Some bins removed/resited or collection arrangements changed. New system for bins at WPLC - locked and in store.	Treat/Monit or	Keep under review, install signage. Rubbish checked for addresses and letters sent out to occupants.
Injury/damage claims - paths/roadways	OS 10	DTC/MM	Cost of successful claim - increase in insurance costs, poor image and impact on council's reputation	2	3	6		Bi-weekly pathways check carried out by Maintenance team. Repairs to roadway/car parks undertaken by Maintenance team when reported by officers at WPLC. Access road and car park at WPLC have now been resurfaced.	Treat/Monit or	Capital programme allocation for pathways. Some pathway works carried out in Spring 2017, more to be scheduled in 2018.
Inadequate budget provision	OS 03	TC	Routine and essential maintenance not undertaken resulting in poor open spaces which might become hazardous and increased complaints.	2	2	4		Budget reviewed and allocated each year by committee	Treat/Monit or	
Litter/dog mess	OS 07	GMM/MM	Unightly, health and safety issue resulting in complaints and poor image.	2	2	4		Dog bins provided, areas litter picked when grass cutting, making play ground checks and in response to residents' complaints. We're watching you signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monit or	
Falling/damaged trees	OS 08	DTC/GMM	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4		Database record of works/complaints /inspections. Documented visual inspection of trees near pathways/buildings etc following high winds. All work carried out by licensed / approved contractor. Annual budget allocation for tree works and emergency repairs budget also in place.	Treat/Monit or	Tree inspection and maintenance records will be updated in 2018/19 by zoned areas in parks and open spaces. In the lake are this will be after tree works have been completed.
Lack of adequate insurances	OS 01	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker annually.	Treat/Monit or	
Vandalism	OS 02	DTC	Additional expenditure and poor image.	1	2	2		Difficult to control in this area, no real controls. Remove/clear up immediately	Treat/Monit or	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Routine maintenance schedule established.	Treat/Monit or	
Dissatisfaction with maintenance regime in parks	OS 09	GMM	Negative image, complaints,	1	1	1		Grass cut when required rather than set number of cuts per year. Litter picking daily and following reports of problems - GM and Maint Teams	Treat/Monit or	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
Outdoor sports and recreation										
Personal injury to the public	OS 06	GMM, LSM	Significant claims resulting in higher insurance premiums and loss of reputation.	2	3	6		Grounds Maintenance team employed to keep sports pitches in good order. WPLC and Maintenance teams oversee the 3G pitch.	Treat/Monitor	
Insufficient car parking at WPLC for popular events/at certain times	OS 16	LSM/TC	Neighbours impacted by parking in streets - access and traffic flow problems	3	2	6		New car parking increased spaces by 59 - WPLC review bookings requests for parking impact before accepting. Additional double yellow lines opposite entrance not agreed by WBC.		
Vandalism	OS 04	GMM	Additional expenditure, reduced income and poor image.	2	2	4		Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Treat/Monitor	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
Dog mess	OS 09	GMM	Unsanitary, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4		Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monitor	
Contamination of water systems	OS 14	LSM/MM	Closure of paddling pool-ether areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Maintenance Manager and all sports team have Pool Plant Operators qualification.	Treat/Monitor	
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4		Computer booking system in place.	Treat/Monitor	
Pollution of paddling pool	OS 15	LSM/MM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	Treat/Monitor	
Lack of adequate insurances	OS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker on an annual basis	Treat/Monitor	
Inadequate budget provision	OS 05	TC	Routine and essential maintenance not undertaken resulting in poor recreational facilities which might become hazardous and increased complaints.	1	3	3		Budget considered by Committee annually. Regular maintenance costs established and estimated, capital programme covers larger maintenance projects	Treat/Monitor	
Litter	OS 08	GMM & MM	Health & Safety, complaints, poor image, time consuming to remove.	3	1	3		Regular litter picks and emptying of bins by Grounds Maintenance & Maintenance teams. Respond to public reports of litter on premises. Grounds Maintenance team check pitches before matches, remove mess.	Treat/Monitor	
Failure to collect income/review charges	OS 01	TC	Below target income resulting in higher than anticipated expenditure.	2	1	2		Hirers pay prior to playing. Internal audit checks invoicing and income. Booking and invoicing system in place. Charges reviewed annually.	Treat/Monitor	
Poor maintenance regime	OS 10	TC	Unsanitary, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	2	2		Grounds Maintenance team qualified in sports pitch management. Liaison with clubs. From 2014 regime to improve cricket outfield and football pitches. Day to day 3G pitch maintenance of carpet jointly by Grounds Maintenance and Sports teams. Maintenance contract with specialists to correct maintenance of carpet. Fixtures and fittings to be maintained and checked by Maintenance team.	Treat/Monitor	
Inappropriate staff working practices	OS 11	GMM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2		Grounds Maintenance team qualified in sports pitch management. Hazardous chemicals training provided and risk assessments completed and reviewed. Work monitored and risk assessments undertaken by Head Groundsman. Pallet trolley and front bucket loader purchased to address manual handling issues	Treat/Monitor	Further work carried out on reducing manual handling - ride on mower and chipper machines now in use, safe working tilt system now fitted to tractor and ride on mower when cutting on hills.
Not providing facilities required by national league regulations	OS 07	LSM,GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1		Liaison with teams and organisations to ensure facilities meet requirements. Assistance where appropriate to seek grant funding.	Treat/Monitor	LSM is liaising with clubs to improve facilities.
Failure to mark out pitches/courts appropriately	OS 12	GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1		System in place to ensure Grounds Maintenance team is aware of matches being played at weekends/evenings.	Treat/Monitor	
Unable to meet requirements for sports area treatments (cricket/bowls) and marking (football, cricket, running)	OS 13	GMM	Diseases not immediately treated affecting surface and playing quality and could get worse if not quickly treated. Unable to provide service to hirers leading to dissatisfaction.	1	1	1		Keep small stocks of range of treatments for immediate use. Order stocks well in advance.	Treat/Monitor	

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Resource Management										
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	3	3	9	6	New management structure in place - change in service provision has increased ability to address non urgent and project plans.	Treat/Monitor	Council has several projects underway or planned plus new legislation (GDPR) - capacity stretched although new grounds post and PR/Marketing post are likely to be recruited to in April.
Resources not able to meet Council priorities/needs	RM 04	TC	Aims and objectives not able to be met	2	3	6		Planned budget - includes allocations for plans for the year ahead, regular monitoring by officers and cllrs, reserves at reasonable level	Treat/Monitor	
Failure of IT systems	RM 08	DTC	Interruption of services - impact dependent on which programmes/computers affected. Cost of repairs.	2	3	6		Contracts in place to support systems and programmes with call out times. All computers backed up. Council office network isolated from the public and catering WiFi network.	Treat/Monitor	Develop documented knowledge of systems and recovery arrangements - seek info from IT contractor and identify alternative contractor for cover.
Serious breach of IT security	RM 09	DTC	Possibility of viruses affecting computers and systems.	2	3	6		Computers firewall and password protected.	Treat/Monitor	Review protections in place and update as required.
Loss/disclosure of personal data	RM 10	TC	Potential fines by Information Commissioner.	2	3	6		Data protection, induction training, Firewall IT security. New contracts to include confidentiality clause.	Treat/Monitor	
Interruption of power supply	RM 11	DTC	IT systems failure, service impact	2	3	6		Computer data backed up daily, copies of day/week held off site	Treat/Monitor	Investigate cloud storage of backup data
Loss of key skills for significant period (illness, resignation)	RM 12	TC	Service impact	2	3	6		Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full cross over of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing the staff base. Staff contingencies budget for cover where possible.	Treat/Monitor	
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	2	3	6		Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Treat/Monitor	Investigate where succession planning/training for cover could be considered.
Major emergencies/situations	RM 19	TC/DTC	Potential for insufficient assistance to the public/staff, inappropriate and uncoordinated actions that have negative impact	2	3	6			Treat/Monitor	Progress to be made on Crisis Management Plan. Links with WBC and emergency services to be made.
Personnel issues/grievances	RM 21	TC	Additional resources to address issues. Potential negative effect on staff morale and increased sickness. Direct impact on service delivery.	2	3	6		HR support Ellis Whittam indemnity on tribunal costs. Policies in place. Performance Appraisal system introduced after training for managers and staff. All staff have received a copy of the new employee handbook. New staff receive on starting in post.	Treat/Monitor	Employee handbook for non permanent staff being finalised.
Property/facilities declared unsafe	RM 23	TC	Potential danger to the public and staff.	2	3	6		Funding for emergency repairs plus procedures for higher levels of funding to be approved by Town Clerk in cases of emergency.	Treat/Monitor	
Illegal activities on Council property	RM 24	TC, LSM, DTC (depending on site)	Potential impact on reputation, potential danger to public and staff.	2	3	6		CCTV coverage of some internal areas at WPLC and OC. Staff checks/presence, access to agencies for support/information and preventative actions.	Treat/Monitor	
Legal proceedings against the council	RM 03	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6		Access to legal advice through NALC/SLCC/BALC and independent solicitor/Shared Legal Services. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor	
Projects not completed to planned timescale	RM 25	TC/DTC	Potential loss of income/project overspend/public concern and disappointment	2	3	6		Project lead manager identified for each project. Regular reviews and contact with contractors. Public consultation undertaken.	Treat/Monitor	Project management training to be arranged for managers
Major budget overspend/variation	RM 05	TC	Interruption/termination of projects services	2	2	4		Earmarked and general reserves. Financial management monitoring reports. Treasury Management Strategy in place.	Treat/Monitor	
Income targets not met	RM 06	TC	Increase in net costs	2	2	4		Planned budget, prudent estimates for income, regular monitoring by officers and cllrs allow review of costs to reduce impact where possible.	Treat/Monitor	
Industrial tribunal	RM 16	TC	Resource implications, poor press, impact on workforce and council during tribunal	2	2	4		Council supported by HR consultant with indemnity in respect of Ind Tribunals, subject to advice being given and followed.	Treat/Monitor	
Fraud/theft	RM 17	TC/DTC	Loss of funds, resources required to investigate	2	2	4		Fidelity insurance cover & requirement adhered to, anti fraud training and internal auditor checks cash income process.	Treat/Monitor	
Attacks on staff	RM 22	TC	Long term sickness. Claims against the Council. Unhappy staff teams	1	4	4		Lone working procedure in place. Access to telephones. Good relationship with and access to the Police. Insurances in place.	Treat/Monitor	
Not meeting safeguarding children and vulnerable adults protection regulations in respect of checks on staff	RM 15	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3		Staff training on child protection procedures carried out, DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy approved to be considered at S and R Cttee 26/4/16	Treat/Monitor	
Breach of confidentiality	RM 02	TC	Confidential documents in the public domain possible third party claims/loss of public faith in the Council.	1	3	3		Registered under the Data Protection Act. Confidentiality clause in contracts. Officers and Members Code of Conduct.	Treat/Monitor	
Planning applications and other consultations not responded to within timescale	RM 01	CO	Views of the Council not taken into consideration resulting in developments/projects etc not being amended/refused as requested for the benefit of residents.	1	2	2		Plans Committee meets every 3/4 weeks extensions agreed with WBC and noted/kept to. Consultations considered by other committees/council as appropriate.	Treat/Monitor	
Ineffective management and utilisation of assets	RM 07	DTC	Assets not used to their full potential resulting in unnecessary additional costs with resources being diverted from other priorities. Projects costing more than they should.	1	2	2		Asset management system being developed. Regular maintenance and review system in operation. Asset disposal forms and procedure in place	Treat/Monitor	
Failure of equipment	RM 18	DTC	Service interruption	1	2	2		Contracts, regular maintenance and planned renewals	Treat/Monitor	