

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 17 April 2018 at 8:00 pm**

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- Present:** *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; R. Dolinski; D. Mills; D. Smith; M. Walker*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer; E. Whitesmith, Leisure Services Manager; L. Skinner, Maintenance Manager*
- Also present:** *Tony Hoskins, Reading Community Energy Society (RCES)  
1 member of the public*

105. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and D. Stares.

106. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 12: Community Grants	Prejudicial pecuniary interest – Councillor Walker is a member of Woodley Women's Club, which has applied for a grant.
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Councillor Walker left the room and was not present for the discussion or decision on agenda items 12a and 12b.

107. **MINUTES OF THE MEETING HELD ON 23 JANUARY 2018**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 23 January 2018 be approved and signed by the Chairman as a correct record.

108. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 MARCH 2018**

Councillor Mills asked for the minutes to be amended to show that he was present at the meeting. The Town Clerk made this amendment by hand.

**RESOLVED:**

- ◆ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 27 March 2018 be approved and signed by the Chairman as a correct record, following an amendment to show that Councillor Mills was present at the meeting.

109. The Chairman proposed and it was

**RESOLVED:**

- ◆ That Agenda Item 13, Renewable Energy, be moved to this point in the meeting so that Tony Hoskins, RCES, would not need to stay for longer than necessary.

110. **RENEWABLE ENERGY**

The Chairman welcomed Tony Hoskins, RCES, to the meeting.

The Deputy Town Clerk presented Report No. SR 18/18, which provided information to enable Members to consider providing a letter of authority to RCES to progress the scheme for the supply of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall. He also tabled a sheet showing a calculation of the estimated savings in energy costs over a 20 year period that would be achieved if the Council joined the RCES scheme.

The Deputy Town Clerk informed Members that he had spoken to Reading Borough Council about their experience, as they were currently members of the scheme and had used the same installer that had been proposed for the possible Woodley installation. He explained that a letter of authority from the Town Council was required to allow RCES to proceed with the next stage of the possible Woodley installation, but this would not commit the Council to joining the scheme.

Members discussed the proposal at length and questioned Tony Hoskins about the ownership of the panels, what would happen if RCES ceased to operate, what would happen to the solar panels when the scheme ended and how the potential savings had been calculated. In addition, Tony Hoskins answered questions about the investors that finance the scheme and how they are vetted, and how the charitable projects that receive support from RCES are chosen. Tony Hoskins agreed to provide information on the profile of RCES investors and the due diligence checks that were carried out by RCES.

Members were concerned that the Oakwood Centre roof was known to need repairs and stressed that these would need to be undertaken before solar panels could be installed. The Deputy Town Clerk agreed that this was an issue and reported that a survey had already been carried out to determine the extent of the necessary repairs. The possibility of removing the solar panels to allow any future roof repairs to be carried out was also discussed.

**RESOLVED:**

- ◆ To note Report No. SR 18/18.
- ◆ To provide 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.

The Chairman thanked Tony Hoskins for coming to the meeting.

111. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 10/18.

**RESOLVED:**

- ◆ To note Report No. SR 10/18.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (January), **Appendix B** (February) and **Appendix C** (March):

	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**

**RESOLVED:**

- ◆ To receive the interim audit report for the period from October 2017 to January 2018.

112. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 11/18 and informed Members that investigations into the cause of the damp in the lower part of the walls in the toilets area had found a gap in a pipe in the disabled toilet and this had been repaired. The area would be dried out with dehumidifiers and would then be checked again for damp to see if the problem had been resolved. The Deputy Town Clerk explained that this had delayed the planned refurbishment of the Gents toilets. Members asked that a notice be displayed to explain what was happening and why the refurbishment had been delayed.

**RESOLVED:**

- ◆ To note Report No. SR 11/18.

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

The Town Clerk presented Report No. SR 12/18.

The Chairman asked the Town Clerk to circulate to Members a brief summary and timeline of the work that needed to be done.

**RESOLVED:**

- ◆ To note Report No. SR 12/18.

114. **PR/MARKETING WORKING GROUP**

The Deputy Town Clerk presented Report No. SR 13/18 of the PR/Marketing Working Group meeting held on 5 February 2018.

The Town Clerk informed Members that the vacant PR/Marketing Co-ordinator post was currently being advertised and several applications had already been received.

Members were pleased to note the progress that had been made on arrangements for the End of World War 1 commemoration event to be held on 11 November 2018 and made suggestions of films with a First World War theme that might be shown in the theatre during the event.

**RESOLVED:**

- ◆ To note Report No. SR 13/18.

115. **CATERING PARTNERSHIP**

The Town Clerk presented Report No. SR 14/18 of the Catering Partnership meeting held on 16 April 2018.

**RESOLVED:**

- ◆ To note Report No. SR 14/18.

116. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 15/18 of the Risk Management Working Party meeting held on 28 March 2018.

**RESOLVED:**

- ◆ To note Report No. SR 15/18.

- ◆ To recommend that Council adopt the 2018/19 Risk Management Strategy, attached at **Appendix D**.

- ◆ That the Risk Register be presented to Council.

117. As the next agenda item concerned a confidential matter, the Chairman proposed and it was

**RESOLVED:**

- ◆ That Item 11, Woodford Park Leisure Centre Task and Finish Group, be discussed at the end of the meeting so that the member of public present would not be excluded during the meeting.

118. **COMMUNITY GRANTS**

a) Members reviewed the guidelines in relation to the number of Community Grants that could be awarded to individuals in one year.

**RESOLVED:**

- ◆ To amend the guidelines to remove the cap on the total expenditure on grants to individuals permitted in one year.

b) Members considered the requests for grant funding, as set out in Report No. SR 17/18, in line with the community grants criteria, and

**RESOLVED:**

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Friends of Woodford Park	£250	To purchase plants for the flowerbeds in Woodford Park.
Me2 Club	£250	Towards the cost of recruiting and screening 5 new volunteers within Woodley.
Revitalise Respite Holidays	£250	Towards the cost of providing a one-week respite break for a disabled guest and their carer from Woodley.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2018.
Woodley Netball Club	£250	Towards to cost of funding coaches to accompany the Under 14's team at the National Club Finals in Newcastle.
Woodley United FC	£250	Towards the cost of providing football coaching in Woodley primary schools and running a girls' academy.

Woodley Women's Club	£200	Towards the cost of providing entertainment and a birthday cake to celebrate the club's 60 <sup>th</sup> anniversary.
<u>Individuals</u>		
Emily Phillips (GB Ice Dance Squad)	£100	Towards the cost of travelling to a training camp in Canada.
Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards GB uniform, training camps and travelling to the European Championships in Germany.
Daniel Wakelin (GB Dragon Boat Squad)	£100	Towards GB uniform, training camps and travelling to the European Championships in Germany.

119. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 24 January 2018.

120. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list. He also tabled a schedule of the projects currently being undertaken and planned for 2018/19 and asked whether Members would like this information to be presented at every meeting.

**RESOLVED:**

- ◆ To note the external funding project list.
- ◆ That a schedule of projects currently being undertaken and planned for the following year be presented at every meeting.
- ◆ That a timeline showing the projects currently being undertaken and planned for the following year be posted on the website.

121. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

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

**RESOLVED:**

- ◆ That Councillors Dolinski and Smith would review the Ethical Standards consultation document and formulate a response on behalf of the Council.

123. **PUBLIC TOILET UPDATE**

Members noted that the order for the semi-automatic public toilet had been placed and an installation date was awaited.

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

- a) Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £41,120.

- b) Members noted that a first CIL payment of £4,582.94 would be paid to the Town Council in April. The Town Clerk informed Members that an earmarked reserve would be set up for the CIL payments, as previously agreed.
- c) Members noted information received from Wokingham Borough Council regarding the CIL funds allocation process.

125. **BOROUGH/PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 26 March 2018.

126. **FUTURE AGENDA ITEMS**

There were no suggestions made for future agenda items.

127. **PUBLICITY AND WEBSITE**

No further items were put forward to be publicised or added to the website.

128. It was proposed by the Chairman and

**RESOLVED:**

- ◆ That as the business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

129. **WOODFORD PARK LEISURE CENTRE TASK AND FINISH GROUP**

a) Following the reduction in the number of Members making up the Woodford Park Leisure Centre Task and Finish Group (Strategy and Resources Committee, 23 January 2018, minute number 94) it was

**RESOLVED:**

- ◆ To note that Councillor Mills was no longer a member of the task and finish group.

130. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

131. **WOODFORD PARK LEISURE CENTRE TASK AND FINISH GROUP**

b) The Leisure Services Manager presented Report No. SR 16/18.

**RESOLVED:**

- ◆ To note Report No. SR 16/18.
- ◆ To approve expenditure from the Woodford Park Leisure Centre earmarked reserve to commission an architect to provide costed designs in line with Project 2.

- ◆ To recommend to Council that costs of Projects 1, 2 and 3, once established, be met by an application to the Public Works Loan Board for a loan to cover these costs and that any application for loan approval could include the loan request, already agreed in principle, for the lake and maintenance workshop costs, depending on timing.

The following item was notified to Members after the agenda had been published:

132. **RECOMMENDATION FROM THE LEISURE SERVICES COMMITTEE**

Members noted that the organisers of the My Journey initiative, run by Wokingham Borough Council, had been searching for a location in Woodley to install a "bike hub", where bicycles could be stored for use in activities and events locally, and had identified a suitable location close to the tennis court in Woodford Park.

The Leisure Services Committee had considered the proposal at a meeting on 10 April 2018 (minute number 63) and recommended that the Strategy and Resources Committee recommend to Full Council that permission be given for My Journey to install a bike hub in the identified location.

Members considered this recommendation and, in particular

**RESOLVED:**

- ◆ To recommend to Council that permission be given for My Journey to install a bike hub in the identified location close to the tennis court in Woodford Park and that a formal agreement between Wokingham Borough Council and the Town Council be required.

The meeting closed at 10:30 pm

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**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

## CLERKS IMPREST A/C

### 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

## 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% <sup>1</sup>	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

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

Evaluation of Impact:

<b>Impact on Performance</b>	<b>Risk Threat</b>
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
<b>Probability</b>					
	1	2	3	4	
					<b>Impact</b>

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

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

## 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.