



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

To: **Members of the Strategy & Resources Committee**

Councillors K. Baker (Chairman); A. Chadwick; P. Challis; J. Cheng; C. Lawley;
D. Mills; S. Outen; E. Rowland; 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 14 April 2015, 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 3 FEBRUARY 2015**

To approve the minutes of the Strategy and Resources Committee held on 3 February 2015 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 10 February 2015.)***

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 12/15.**

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b) **Payments**

To approve the following payments as set out in **Appendix 4b:**

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	Current account	Imprest account
January 2015	£67,866.21	£42,678.75
February 2015	To follow	To follow

c) **Business continuity – transfer of funds to the clerk’s imprest account**

There is a theoretical potential for the Council to be unable to meet its payment commitments, some of which are contractual, after 11 May when all existing councillors, apart from the Mayor who continues to hold office until the Annual Meeting, cease to be members of the Council unless they are re-elected on 7 May. Unless two of the six existing signatories are re-elected the Council will not be able to make payments from the current account in line with regulations, which require two signatories on cheques. It is likely that any new signatories appointed on 19 May would not be approved by the bank for four weeks.

It is therefore advised that the Council approve a transfer of £250,000 from the Council’s deposit account to the clerk’s imprest account with effect from 7 May 2015 to cover payment commitments in May and June 2015. This will enable the Town Clerk to use powers to act in cases of urgency to meet the Council’s payment commitments during this period. Should at least two existing signatories be re-elected the sum transferred will not be required and the surplus will be immediately transferred back to the Council’s deposit account. Any payments made from the clerk’s imprest account will be presented to Council for approval in line with regulations.

Members are advised to approve the transfer of £250,000 from the deposit account to the clerk’s imprest account with effect from 7 May 2015 as a contingency to meet contractual and other payment commitments in May and June 2015.

5. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

To consider **Report No. SR 13/15** of the Standing Orders and Financial Regulations Working Party meeting held on 23 February 2015. Page 8

6. **INVESTMENTS WORKING PARTY**

To consider **Report No. SR 14/15** of the Investments Working Party meeting held on 25 March 2015. Page 10

7. **RISK MANAGEMENT WORKING PARTY**

To consider **Report No. SR 15/15** of the Risk Management Working Party meeting held on 30 March 2015. Page 11

8. **CATERING PARTNERSHIP MANAGEMENT PANEL**

To receive **Report No. SR 16/15** of the Catering Partnership Management Panel meeting held on 6 February 2015. Page 13

9. **SECTION 106 PROJECT LIST**

To note the current Section 106 projects list, attached at **Appendix 9**. Page 16

10. **GRANTS**

To consider **Report No. SR 17/15**. Page 20

11. **ELECTRONIC TRANSMISSION OF AGENDAS – THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER 2015**

To consider **Report No. SR 18/15.**

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12. **CAPITAL PROGRAMME**

To consider **Report No. SR 19/15.**

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13. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

To consider the recommendation from the Leisure Services Committee meeting of 24 March, Minute No.56:

That Members recommend to the Strategy and Resources Committee that funds of up to £5,000 be allocated from the Special Projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre.

14. **3G PITCH PROJECT UPDATE**

Since the last meeting the Council has been granted planning permission for the 3G pitch project. Approval to borrow funds of £255,000, to fund the anticipated 50% of the project costs, has also been given by the Department of Communities and Local Government. The Town Council's consultant submitted an Expression of interest application to the Football Foundation for the remaining 50% of the costs, before the deadline of 20 February 2015. We have received confirmation from the Football Foundation that they have received our application for funding and expect a decision in early April.

In the meantime, the Council has been allocated a Technical Project Officer from the Football Foundation to start to move the project forward. This officer has already been in touch regarding the need to carry out the Foundation's framework agreement works as soon as possible. These works will provide us with a technical overview of the project in readiness for the detailed development of the specification and appointment of a contractor to do the works. It will also provide a mini tender estimate that will give us a better grasp of cost certainty before any grant award is made. It is important that we do this so that we get the grant request right.

The cost to carry out this piece of work is £4029.38 + VAT. These costs would be incurred anyway and are all included as project costs, i.e. eligible for funding. The purchase order for this work was approved by the Town Clerk and e-mailed to the Football Foundation on 11 March to enable this first phase of the framework agreement to be implemented. Funds for this will be allocated from the earmarked 3G pitch project reserve and will form part of the costs that can be covered by the grant funding, should the Council's application be successful.

15. **COMMUNITY INFRASTRUCTURE LEVY**

To note that Wokingham Borough Council will adopt the Community Infrastructure Levy (CIL) Charging Structure with effect from 6 April 2015. **(Appendix 15)**

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16. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT CONSULTATION: STRENGTHENING PARISH AND TOWN COUNCIL ACCOUNTABILITY**

To consider the consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils. **(Enclosed)**

17. **FUTURE AGENDA ITEMS**

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

18. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

19. **EXCLUSION OF PUBLIC AND PRESS**

To resolve 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 item 20 on the agenda.

20. **PERSONNEL SUB-COMMITTEE**

To consider **Report No. SR 20/15** of the Personnel Sub-committee meeting held on 20 March 2015.

STRATEGY AND RESOURCES COMMITTEE

BUDGETARY CONTROL 2014/15

Report No SR 12/15

EXPENDITURE	Budget 2014/15	Revised 2014/15	Actual Exp as at 28/02/2014	Actual Exp as at 28/02/2015	Actual Exp as % of Rev Budget	Information
Central Costs	238883	235813	186835	188340	79.9	Training, phone, postage staff advertising, emergency repairs over 91.7%. Other costs under and VAT partial exemption allocation not yet made.
Democratic Costs	43725	48536	30845	34349	70.8	No expenditure from the training or election fund budgets. Civic Allowance at 75%.
Corporate Management	261118	260240	212339	225173	86.5	Insurance premiums and affiliations payable at the beginning of the year. Legal expenses and accounts costs not spent at this point - invoices anticipated.
Capital Programme	45000	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	2550	3750	2300	90.2	Grants awarded in April and November
Inn on the Park	11262	12551	9541	10101	80.5	Rates and phone over 91.7%, invoices for cleaning outstanding.
Oakwood Centre	141931	148089	122540	127201	85.9	Rates, phone & equipment over 91.7%. Other costs under.
Maintenance HQ	7292	7305	7429	5900	80.8	All costs at or under 91.7%.
Capital and Projects	184940	184940	134219	132470	71.6	Loans paid in September and March - sinking fund contribution invested.
TOTAL	938151	945024	707498	725834	77.4	

INCOME	Budget 2014/15	Revised 2014/15	Actual Inc as at 28/02/2014	Actual Inc as at 28/02/2015	Actual Inc as % of Rev Budget	Information
Central Costs	6647	5360	4718	5663	105.7	Interest income higher than anticipated.
Democratic Costs	0	0	0	0	0.0	
Corporate Management	0	8623	0	0	0.0	
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Inn on the Park	40800	40800	40724	40800	100.0	Management fee invoiced in advance.
Oakwood Centre	140646	144742	130478	132198	91.3	Room hire at 93.7%, rent invoices for the year paid.
Maintenance HQ	0	0	0	0	0.0	
Capital and Projects	0	0	0	0	0.0	
TOTAL	188093	199525	175920	178661	89.5	

NET 750058 745499 531578 547173

Month 11 - 91.7%

Woodley Town Council 2014/2015

Current Account

List of Payments made between 01/01/2015 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
23-Jan-15	A-ha! Distribution Ltd	1211.23	2 x leaflet display units OC
16-Jan-15	Abbey Windows	1755.00	Deposit to replace window/doors WPLC
16-Jan-15	Airquee Ltd	540.00	BLC pool inflatable repair
16-Jan-15	Arkell & Hurcombe (Bronzeworks)	180.00	Bronze cast plaque
16-Jan-15	B.E.S. Ltd	668.16	Building supplies
30-Jan-15	B.E.S. Ltd	174.81	Building supplies
09-Jan-15	BE Fuelcards	1.86	BP plus cards + admin
30-Jan-15	BE Fuelcards	62.68	BP Diesel
16-Jan-15	Bowak Ltd	219.89	Cleaning supplies
23-Jan-15	British Gas	3785.77	Electricity supply
29-Jan-15	BT Direct	20.04	Phone
19-Jan-15	BT Group Plc	24.80	Phone
13-Jan-15	BT Retail	8.40	Phone
02-Jan-15	CF Corporate Finance	166.37	Qtry Photocopier charge
16-Jan-15	Churchill Contract Services Lt	3640.16	Contract cleaning
23-Jan-15	Crown Water & Coffee	89.40	Bottled water
23-Jan-15	Dejac Associates Ltd	48.00	Wired Apple keyboard
16-Jan-15	EDF Energy 1 Ltd	10.88	Electric for clock tower
16-Jan-15	Energy Electrical Distributors	260.25	Electrical supplies
23-Jan-15	EURODEC	106.04	Decorating supplies
16-Jan-15	Frasers Office Supplies Ltd	148.08	Stationery supplies
23-Jan-15	Frasers Office Supplies Ltd	53.22	Stationery supplies
30-Jan-15	HM Revenue & Customs Only	11453.31	PAYE & NI
23-Jan-15	iHasco Ltd	2010.00	On-line staff Health & Safety training
23-Jan-15	Impro Commercial Ltd	45.24	Staff uniform - WPLC
16-Jan-15	InTouch	35.99	Monthly website charge
23-Jan-15	J P Lennard Ltd	526.90	Pool chemical BLC/shuttlecocks WPLC
16-Jan-15	John Willis	110.00	Window cleaner
16-Jan-15	Just Tiles Ltd	1286.09	Building supplies
16-Jan-15	Laundry Depot	39.40	Wash/press table cloths OC
16-Jan-15	Lister Wilder Ltd	214.56	Gardening supplies
15-Jan-15	Lloyds Bank	280.74	Monthly cardnet charge
16-Jan-15	Mainstream Digital	55.33	Phone
15-Jan-15	Merchant Rentals	52.85	Monthly cardnet rental
16-Jan-15	OCS Group UK Ltd	259.20	Refuse collection
30-Jan-15	OCS Group UK Ltd	21.53	Refuse collection
23-Jan-15	OCS Horticulture	21.53	Final invoice rental BLC of medical/sanitary units
30-Jan-15	PDG Group Services	84.02	Cleaning supplies
08-Jan-15	Peninsula Business	489.60	HR services
06-Jan-15	Pitney Bowes	250.00	Franking - postage topup
30-Jan-15	Prudential Assurance	30.00	AVC payment deducted from pay
16-Jan-15	R & J Services	3480.00	Remove & repair WPLC old play area
16-Jan-15	Reading Borough Council	3250.00	Allotment site - lease rental charge
16-Jan-15	Regency Cleaning Services Ltd	1507.55	Contract cleaning
23-Jan-15	Reindeer Centre	1680.00	WTCMI - Reindeer hire
23-Jan-15	Sabercom Ltd	573.60	OC reception screen software/installation
16-Jan-15	SITA UK Ltd	692.56	Refuse collection
30-Jan-15	SITA UK Ltd	359.06	Refuse collection
30-Jan-15	SMS Environmental Ltd	57.60	Water samples
16-Jan-15	Southern Electric	516.62	Electricity supply
16-Jan-15	Southern Electric Contracting	502.23	Electricity supply
23-Jan-15	Surfacing Standards Ltd	1500.00	Acoustic survey/meeting attended by consultant - 3G pitch project
23-Jan-15	T H White Ltd	400.78	Gardening supplies
30-Jan-15	The Berkshire Pension Fund	10634.14	Pension - employers and employees
16-Jan-15	Token Security Solutions Ltd	1318.20	Building security cover
23-Jan-15	Token Security Solutions Ltd	2512.50	Building security cover

26-Jan-15	Total Gas & Power	1431.62	Gas supply
26-Jan-15	Total Gas & Power	1637.88	Gas supply
16-Jan-15	Trade UK	218.88	Building supplies
16-Jan-15	Trade UK	583.50	Building supplies
16-Jan-15	Travis Perkins Trading Company	6.67	Building supplies
23-Jan-15	Trinity Mirror Publishing Ltd	90.00	WTCMI advertising
30-Jan-15	TSM Copiers Ltd	3.37	Copier usage
30-Jan-15	Unison	41.90	Union fees deducted from pay
30-Jan-15	Virgin Media Payments Ltd	33.50	Phone
16-Jan-15	Vodafone Ltd	204.54	Phone
30-Jan-15	Wingfield Engineering Ltd	369.43	MOT & service on Depot pickup truck
02-Jan-15	Wokingham BC	41.00	Rates
02-Jan-15	Wokingham BC	155.00	Rates
02-Jan-15	Wokingham BC	344.00	Rates
02-Jan-15	Wokingham BC	848.00	Rates
02-Jan-15	Wokingham BC	1808.00	Rates
16-Jan-15	Wyevale Garden Centre	119.98	Ornamental bark -WP
30-Jan-15	Zapkam Ltd	502.77	Staff uniform - WPLC

67866.21

CLERKS IMPREST A/C

List of Payments made between 01/01/2015 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
02-Jan-15	(Personal Information)	50.00	Refund deposit
08-Jan-15	(Personal Information)	50.00	Refund deposit
08-Jan-15	(Personal Information)	150.00	Refund deposit
14-Jan-15	(Personal Information)	50.00	Refund deposit
14-Jan-15	(Personal Information)	50.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	5.00	Refund deposit
19-Jan-15	(Personal Information)	5.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	50.00	Refund deposit
26-Jan-15	(Personal Information)	50.00	Refund deposit
27-Jan-15	(Personal Information)	5.00	Refund deposit
28-Jan-15	(Personal Information)	10.88	Refund deposit
28-Jan-15	(Personal Information)	11.20	Refund deposit
28-Jan-15	(Personal Information)	28.56	Refund deposit
14-Jan-15	ABIS Technology Ltd	82.80	Portable tripod projector
08-Jan-15	Amazon.co.uk	3.99	Active Pro-Mouse Pad
08-Jan-15	Amazon.co.uk	12.80	Health & Safety Law book
08-Jan-15	Amazon.co.uk	13.35	5 star storage box (10)
08-Jan-15	Amazon.co.uk	10.44	PM company key coil chain
22-Jan-15	Amazon.co.uk	10.42	PM company key coil chain
21-Jan-15	Brightons Newsagents	38.30	Newspapers
15-Jan-15	Hifi-Tower.co.uk	50.90	Auna 2 level Adjust Projector table
06-Jan-15	Laptop Power UK	18.98	Laptop charger
09-Jan-15	Lloyds Bank	38.96	Charges 10 Nov to 9 Dec 2015
28-Jan-15	Lloyds Bank	41277.78	Net payroll - Jan 2015
08-Jan-15	Masquerade Youth Theatre	90.00	Refund deposit
12-Jan-15	PETTY CASH A/C	146.89	Top up petty cash
05-Jan-15	Reading Road Runners	150.00	Refund deposit
08-Jan-15	Stageability	100.00	Refund deposit
21-Jan-15	W & W Labour Party	50.00	Refund deposit
05-Jan-15	Wokingham BC	20.00	Refund overpaid invoice
19-Jan-15	WSALG	2.50	Re subs to tenants assoc pd in error to council

42678.75

Woodley Town Council

Minutes of the meeting of the Standing Orders and Financial Regulations Working Party held at the Oakwood Centre on Monday 23 February 2015 at 11am

Present: *Councillors S. Outen (Chairman), K. Baker, B. Franklin*

Officer present: *D. Mander, Town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Cllr Outen as Chairman for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **REVIEW OF FINANCIAL REGULATIONS**

The working party considered the proposed revised Financial Regulations which had been reviewed in line with the National Association of Local Councils model regulations, this Council's existing regulations and those of other larger town councils. It was noted that the proposed regulations included arrangements for BACS payments, in line with changes to the regulations that now allow this form of payment.

In particular, Members discussed:

- a. Budgetary control and the addition of wording recognising that some costs (eg utilities and repairs) were outside the control of the budget holder and including the Council's usual practice to review these during the setting of the revised estimates during the budget process for the following year. (3 a)). It was agreed to include (see 3 g)) that any spending anticipated to be 50% over the budget at the year end should be drawn to Members' attention.
- b. The inclusion of a new regulation, in line with the Powers and Duties of the Town Clerk, regarding approval to spend funds of up to £25,000 in cases of extreme urgency and following consultation with the Leader and Town Mayor was agreed (3 e)).
- c. A new regulation setting out the approval arrangements for the use of the Council's debit card was agreed (7 d)).
- d. The expenditure levels for tenders to be sought was amended from £50,000 to £60,000 in line with the NALC model regulations and reference made to using appropriate local suppliers (13 b) & c)).
- e. Checks on stock will now be reported to the appropriate committees (14 d)).
- f. The regulations will be reviewed at least every three years (19 a)).

The Town Clerk agreed to make these amendments and provide these to the members of the working party for confirmation before the revised Financial Regulations were considered by the Strategy and Resources Committee.

RECOMMENDED:

- ◆ **That the Financial Regulations (enclosed) be presented to the Strategy and Resources Committee for consideration and recommendation to Full Council.**

4. **PAYMENTS PROCEDURE**

Members noted the Payments Procedure setting out the process for the different payments methods, including BACS and requested that officers with responsibility for ordering goods and approving expenditure be identified by their role, as well as their name.

The meeting closed at 12 midday.

**Report of a meeting of the Investments Working Party held at the Oakwood Centre
on Wednesday 25 March 2015 at 6.30pm**

Present: Councillors P. Challis (Chairman for the meeting); S. Outen; B. Franklin

Officer present: D. Mander, Town Clerk

Apologies: Councillor C. Cox

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Challis as Chairman of the meeting in the absence of Councillor Baker.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE MEETING OF 12 NOVEMBER 2014**

The minutes of the meeting of 26 January 2015 were agreed as a correct record.

4. **INVESTMENTS**

Members were pleased to note the investment portfolio fund value of £1,024,657 as at 18 March 2015. This had increased from a fund value of £1,001,800 on 16 January 2015.

It was noted that the annual contribution of £80,000, as set out in the approved Treasury Management Strategy, would be added to the fund in April 2015. At that point the investment adviser at Rathbones would make investments in line with the agreed strategy for the fund.

5. **INVESTMENTMANAGER/COMPANY REVIEW**

Members considered the information provided by the Town Clerk and set out in the proforma review document (Appendix C of the Treasury Management Strategy). The Town Clerk confirmed that the investment adviser had provided Rathbones' report on its controls in operation and this had provided confirmation of the company's compliance with the Treasury Management Strategy in terms of the procedures in place to ensure the security of the Council's assets. Members also noted the fee information provided and, in view of the increase in the value of the fund, agreed to seek to discuss the fee level with the investment manager at the next review meeting, in November 2015.

RECOMMENDED:

- ◆ That Mr Rupert Baron, Investment Director at Rathbones, be engaged as the Council's investment adviser for a further five years to 2020.

Meeting closed at 6.45pm

Woodley Town Council

Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Monday 30 March 2015 at 3pm

Present: *Councillors D. Mills (Chairman), P. Challis, J. Chang, S. Outen*

Officers present: *D. Mander, Town Clerk
K. Murray, Service Support Manager*

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. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **RISK MANAGEMENT STRATEGY**

Members considered the previous year's Risk Management Strategy and, with the amendment of a typing error on page on page 3

RECOMMENDED:

- ◆ **that the Risk Management Strategy for 2015/16, as amended and enclosed (Appendix A), be recommended for approval by Council.**

4. **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. It was noted that risks and any comments relating to Bulmershe Leisure Centre had been deleted. Additional risks relating the Council's projects in respect of the 3G pitch, the public toilets and the refurbishment of the north end of the town centre were added to the strategic risks sheet. It was agreed that the 'previous score' included in the register's tables should relate to the previous year's score only and not earlier ones.

Officers agreed to check the impact and any insurance cover in respect of out of control bonfires at the allotment site that cause damage to items on neighbouring plots. A review would also be undertaken to ensure that gates at the play areas were self closing.

It was agreed that changes be made to the risk register in line with the working party's discussions and that this be presented to the Strategy and Resources Committee and Council. **(Appendix B enclosed).**

5. **INSURANCE COVER**

The main terms of the Council's 2015/16 insurance cover were noted and are enclosed at **Appendix C** for the Strategy and Resources Committee's information. The Town Clerk confirmed that two other policies covering vehicles and bouncy castles had been confirmed with the Council's insurance brokers, Came and Co.

6. **FINANCIAL RISK ASSESSMENT**

The Town Clerk presented the Financial Risk Assessment, carried out by the Council's internal auditor. Members were pleased at the outcome of what was the first assessment of this kind by the newly appointed internal auditors. The Financial Risk assessment is enclosed at **Appendix D** for the Committee's information.

7. **HEALTH AND SAFETY MATTERS**

Members noted the online training undertaken by all staff in manual handling, lone working, COSHH and working at height and that fire marshall training has been carried out.

The Service Support Manager reported that risk assessments and fire risk assessments have been reviewed and are up to date.

It was also noted that Ellis Whittam has been engaged to provide professional health and safety advice, updates and training on a five-year contract. The package includes an audit of procedures and documentation with on-going advice and support. The company also acts as the 'Competent Person' in law, with regard to Health and Safety Issues and provides indemnity against claims for injury on that basis.

Councillor Challis did not believe that matters other than the risk management strategy and register were appropriate for the working party to consider and were outside its terms of reference. The Town Clerk explained that as these matters were associated with the controls in place to manage risks it would be helpful for the working party to receive these. The documents received by the working party would also be provided to the Strategy and Resources Committee and accompany the minutes of the meeting.

Meeting closed at 4.15pm

Woodley Town Council

Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 6 February 2015 at 4.15 pm

Present: *Councillors: P. Challis (Chair), A. Chadwick, S Rahmouni
L. Waller – Just in the Park CIC,*

Officer present: *K. Murray, Service Support Manager*

Apologies: *Councillor E. Rowland, N. Quinnell – (Just in the Park CIC)*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Update on actions from previous meeting

LW reported that Phil Makinson was coming back on as a Director of the CIC.

LW reported that the income shown as 'Other' on the spreadsheet for April 2014 was for function catering. KM agreed to amend the sheet

3. Catering Operation

Marketing

Marketing and upselling of the centre and was discussed and it was recognised that more work was required to maximise income – particularly with regard to business bookings and social functions – and the potential for catering income from these bookings. It was agreed that a partnership approach between the Council and the Caterer in marketing the centre would be most effective. KM reported that work had been progressing on social media pages for the centre and a website and that the Catering Partner would be included in this going forwards. It was agreed that any existing stock of brochures should be distributed.

ACTION:

KM to arrange meeting between officers and the catering partner to update and discuss marketing of the centre.

Free use

LW enquired about the arrangement with the Carnival Committee regarding their free use of the halls and their providing their own catering for bookings.

ACTION: KM to report back on the details of the agreement.

Rent Arrangement

LW reported that although the café business was performing well the CIC may wish to revisit the risk/reward rent arrangement, particularly once the impact of VAT registration was known. It was agreed to recommend to the Strategy and Resources Committee that the rent arrangement be reviewed once the new Council was in place in May. The Directors of the CIC would need to provide information regarding the impact of VAT registration and other factors, and a proposal in relation to the rent arrangement.

ACTION:

KM to include agenda item on Strategy and Resources Committee meeting on 16 June 2015.

CIC Directors to provide information and proposal for consideration by the Committee.

Outdoor Seating

LW reported that the planters were to be moved to provide a larger seating area. It was agreed that the Council would seek prices and look to fund the purchase of some additional exterior furniture from the Oakwood Centre budget.

ACTION: KM and LW to look at furniture options.

4. Business Catering

KM provided the income figures and it was noted that the café continued to perform very well and the combined catering income was above the target.

(APPENDIX A)

5. Date for the next meeting

Friday 6 March 2015 at 4.15pm

Meeting closed 5.15pm

Appendix A

Catering Income

2014/15	Gross Turnover	Rent Income at 10%	% of target
Apr	12196.39	1219.64	174%
May	9315.85	931.59	133%
June	11619.21	1161.92	166%
July	10581.51	1058.15	151%
Aug	10185.03	1018.50	146%
Sept	10812.49	1081.25	154%
Oct	9835.28	983.53	141%
Nov	8819.59	881.96	126%
Dec	9764.57	976.46	139%
Jan	9072.40	907.24	130%
Feb	10052.52	1005.25	144%
Mar*	1548.60	154.86	22%
	TOTAL 113803.44	11380.34	135%
	Target Difference	8400.00 2980.34	

113803.44

***March Figure not complete**

- List A** Replacement of equipment in existing play areas due to increase in the number of Woodley residents
 - List B** Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents
 - List C** Additional sports and leisure facilities due to the increase in the number of Woodley residents
 - List D** Improvements to facilities in Woodley due to the increase in the number of Woodley residents
 - List E** Infrastructure projects to be suggested to and carried out by Wokingham Borough Council (highways/lighting etc)
- Active Application submitted to Wokingham*

APPENDIX 9

16

Replacement of equipment in existing play areas due to increase in the number of Woodley residents				Approval to list	Application submitted
A	Current Project List				
ID	Site	Project/item	Estimated cost		
1a	Malone Park	Upgrade Play Equipment	50,000		
2a	Memorial Ground	Upgrade Play Equipment	50,000		
3a	Wheble Drive	Upgrade Play Equipment	20,000		
4a	Mollison Close	Upgrade Play Equipment	30,000		

Upgrading of existing sports and leisure facilities due to the increase in the number of Woodley residents				Approval to list	Application submitted
B Current Project List					
ID	Site	Project/item	Estimated cost		
1b	Woodford Park Leisure Centre	Upgrade of the football/cricket changing wing	10,000		
6b	Woodford Park Leisure Centre	Soft play centre for under 5s – inflatable activity centre,mats, soft play shapes, climbing equipment	6,200		
10b	Woodford Park	Improvements to Hard Surface Area	10,000		
14b	Woodford Park Leisure Centre	Convert games room and tea room into a modern community facility with a kitchen for community groups and social events	30,000		

Additional sports and leisure facilities due to the increase in the number of Woodley residents				Approval to list	Application submitted
C Current Project List					
ID	Site	Project/item	Estimated cost		
1c	Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000		
2c	Woodford Park	Installation of 3G pitch	395,000		29.9.10 1/4/14
3c	Woodford Park	New crazy golf area at Woodford Park LC	8000		
4c	Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000		
6c	Woodford Park Leisure Centre	Installation of Gym facility	200,000(est)		
7c	Woodford Park Leisure Centre	Health Legacy Hub – mobile gym kit to use at sites around the town and at leisure centres – to promote fitness	15,000		
8c	Woodford Park Leisure centre	Sport stadia – mobile sports arena which can be used with clubs at the leisure centres and at sites around the town	15,000		
9c	Woodford Park Leisure Centre	Cyber coach interactive dance and dance mats	6,000 - 15,000		
11c	Woodford Park	Development of Youth area in Woodford Park	not known		

Improvements to facilities in Woodley due to the increase in the number of Woodley residents				Approval to list	Application submitted
D Current Project List					
ID	Site	Project/item	Estimated cost		
1d	Woodford Park Lake	Lake refurbishment project – desilting, planting - can be phased	50,000		
5d	Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	10,000		
6d	Woodford Park Entrance	Improvements to surfacing of access road from Western Avenue	Not Known		

Infrastructure projects to be suggested to and carried out by Wokingham Borough Council				Approval to list	Application submitted
E Current Project List					
ID	Site	Project/item	Estimated cost		
1e	Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000		
2e	Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000		
3e	Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000		
4e	Colemans Moor Road	Traffic calming	Not known		
5e	Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known		
6e	Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known		
7e	Woodwaye	Improved lighting. This is used as a cut through at night, residents have asked for better lighting which would make them feel safer	Not known		
8e	Ashenbury Park	BMX track	Not known		

GREEN - Active Application submitted to Wokingham

Completed/in progress Projects

				Date Completed	Notes
4d	Woodley Town Centre	Public Toilets on Woodley Town Centre	100,000		In progress
2d	Memorial Ground	War Memorial, Flag Pole, seating, entrance improvements, Civic Space Project	68,000	Nov-14	
1a	Malone Park		13,800	Jul-14	Remain on list for futu
	Woodford Park LC	Basketball court & Cricket nets	6355	01/04/2014	
	Bulmershe Leisure Centre	Sanding/sealing/remarking sportshall floor	866	Jan-13	
2b	Bulmershe Leisure Centre	Installation of cricket nets	4500	Jan-13	
12b	Bulmershe Leisure Centre	Replacement flooring in small hall.	6,000	Feb-12	Funded from 2011/12 BLC budget
11b	Woodford Park	Remove and install new outdoor play equipment.	28,000	Sep-12	
3d	Reading Road Allotments	Replacement Fencing	5,000	Apr-12	Funded from tenant co
	Woodford Park Lake	Tree Works / thinning of vegetation	23,000	Mar-11	
	Woodford Park Paddling Pool		26,000	Mar-10	
	Woodford Park Skate Sp	Installation of skate spot	25,000	Aug-11	

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Removed from project list - no longer required

3b	Bulmershe Leisure Centre	New main dividing curtain in main hall	1,500		Transferring to WBC
4b	Bulmershe Leisure Centre	New gym mats	2,000		Transferring to WBC
5b	Bulmershe Leisure Centre	Soft play equipment	3,000		Transferring to WBC
13b	Bulmershe Leisure Centre	Replacement floor in main hall	Not known		Transferring to WBC
4a	Mollison Close	Upgrade Play Equipment	30,000		Site not transferred to WTC

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 2015/16 is £4,000. A second round of award applications will be considered in November 2015.

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
Me 2 Club <i>(23% of members in Woodley)</i>	Grants from local and national trusts and foundations, sponsored events and community fundraising events	£210	4 paid staff, approx. 130 volunteers	There are currently 5 children from Woodley on the waiting list. This funding from Woodley Town Council would be used to provide these 5 children with an in-depth home visit to assess their needs and produce a profile of support, which will enable them to come off the waiting list and be supported to attend a local activity group (e.g. 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.
Woodley Adopt A Street Project (WASP) <i>(99% of members in Woodley)</i>	No source of income other than one previous community grant in 2013 and a grant from Waitrose in 2012	£250	No staff	To purchase additional equipment for the volunteers to use (such as litter picker bag holders)	Volunteers litter pick identified areas, roads and community spaces. WASP also brings like-minded people together so there is a sense of ownership and belonging, with a desire to improve the local environment.
Woodley Concert Band <i>(22% of members in Woodley)</i>	Member subscriptions, concert receipts, one-off donations and grants	£250	No staff	To purchase a suspended cymbal and stand, and a triangle stand unit.	The Concert Band offers local musicians the opportunity to play in a local community band, playing live music to local residents. In 2015 the band will perform at Christ Church in Woodley.
Woodley Photographic Club <i>(89% of members in Woodley)</i>	Member subscriptions	£250	No staff	To contribute towards the cost of a new projector. The current projector is over 8 years old and is failing. A new projector will cost £3,000, of which £1,500 has already been raised.	The projector is used weekly for club competitions, inter-club competitions, lectures, discussions and analysis of images.

Woodley United FC <i>(50% of members in Woodley)</i>	Fund raising, sponsorship and member subscriptions	£250	No paid staff, 12 voluntary staff	To enable Woodley United to continue to provide football coaching to children, and in particular girls, ranging from Years 2 to 6, assisting local schools to provide sport activity that the schools may otherwise struggle to provide themselves due to lack of resources.	Football sessions have been provided for approx. 80 children in local schools over the past year. From September 2015 sessions will be held at Willowbank Infant and Junior Schools and Goals Soccer Centre and discussions are taking place with another school.
Individuals:					
Nathan Galpin (Expedition to Ecuador)		£100		To help towards the cost of a school expedition to Quito, Ecuador, in Summer 2016, which will involve climbing the second highest mountain in Ecuador and helping in local communities.	Nathan is raising funds in a variety of ways, including baby-sitting, dog walking and fundraising events, such as quiz nights, to cover the cost of the expedition.
Adrian Wakelin (GB Dragon Boat Squad)		£100		To help towards the costs of travelling and uniform for international competitions.	Adrian has been selected to represent GB in the World Championships in Canada in August.

Woodley Town Council

**ELECTRONIC TRANSMISSION OF AGENDAS
THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER
2015**

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the change in legislation to allow Council agendas to be sent electronically and to propose this be incorporated into the Council's arrangements for the delivery of agendas.

Background

An Order came into force at the end of January 2015 amending paragraph 10(2)(b) of Schedule 12 to the Local Government Act 1972 which required that a summons to a meeting had to be left at, or sent by post to, the usual place of residence of every member of council.

Information

With effect from 30 January 2015 the paragraph was amended by the Order to allow the summons to a meeting to be sent to every member of council 'by an appropriate method'. This includes the existing arrangements (to leave a summons at, or post it to, a councillor's address) and allows for the summons to be transmitted in an electronic form and sent to a particular electronic address, where a councillor has given consent for this, and this consent has not been withdrawn.

The proper officer is required to authenticate the summons so that the recipient councillors will recognise the communication as a genuine document from the council. This will include the Council's logo and the signature of the proper officer.

Following these changes it is proposed that all 25 councillors elected in May 2015 be offered the opportunity to receive agendas for all Council and committee/sub committee meetings electronically. Printed copies will then be available at the meeting for councillors attending a meeting, as well as for any members of the public who attend - unless a councillor has opted to use a computer/tablet at the meeting. It has been the Council's practice to send out working party agendas electronically in most cases, in line with standing orders, and to provide printed copies at the meeting. This appears to have worked well and there have been no complaints about this arrangement.

All newly elected councillors will be asked to make their wishes known on the matter of the delivery of the summons for meetings and whether they wish to have a printed copy provided at the meeting. However, the agenda for the Annual Meeting on 19 May 2015, the first meeting the newly elected councillors will attend following their election, will be in a printed format and delivered/posted to all councillors. This will enable new councillors to have an idea of the size and layout of a council agenda and give sufficient time for all 25 councillors to respond with their preferences in terms of agenda delivery.

Resources

There will be savings in printing, paper and postage/delivery costs, the level of which will depend on how many councillors opt for electronic transmission of agendas. Staff time on printing and preparing agendas for delivery will be saved, although this is likely to be offset by the need to establish a system by which the new arrangements will work and prepare the electronic agendas as pdfs, along with any encryption of confidential documents required.

Additional software costs are not anticipated to be expensive and can be met from the central costs equipment budget.

Recommendation:

- ◆ **That the proposals set out in the report, to provide for the electronic delivery of agendas for all meetings of Council, committees and sub committees to councillors who have consented to this method of delivery, be approved.**

CAPITAL PROGRAMME 2015/16

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

For Members to consider the allocation of funds from the 2015/16 Capital Programme to fund the purchase of materials for the repair the roadways at Reading Road Allotments.

Background

Officers attended the Allotment Tenants Association AGM on 23 March 2015 at the Oakwood Centre. The condition of the roadways at the site was discussed and it was noted that there has been a deterioration in the condition of the roads in some areas – due in part to the increase in the number of tenanted plots at the site.

The Tenants Committee proposed that a work party of volunteer tenants could provide the labour to repair the roadways if the Council was to purchase some suitable material. Quotes have been received for this material and it is proposed that £600 be allocated from the 2015/16 Capital Programme (**APPENDIX A**) to fund the purchase of road planings for this project.

The material would be delivered to site and be used as required to repair the roadways over the next couple of years. Working in partnership with the Tenants Committee in this way means that the roadways can be greatly improved at a minimal cost to the Council.

With the inclusion of this project item the Capital Programme shows a balance of £28,265.

Recommendations:

- ◆ **That Members recommend to Full Council the allocation of £600 from the 2015/16 Capital Programme for the purchase of road planings for Reading Road Allotments.**

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	621	C/F from 2014/15		Install window blinds. New flooring and decoration was completed 2013/14.
Dividing Curtain - Sports Hall WPLC	1000			Replace old curtain to match new installed last year. To increase functionality/flexibility of room
Youth Shelter	1500			Replace wooden roof and refurb
Boiler Replacement WPLC	12000			16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report)
Water Softener WPLC	2500			Install water softener to decrease limescale damage to heating and water system
Football Wing Ceilings	2500			Replace ceilings in football wing and remove asbestos as appropriate
Bowls Club Fencing	4500			Removal old damaged railing and replace with 6' weldmesh fencing system. Tree roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget
Fork Lift Attachment for Tractor	1500			Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year.
Chapel Hall - replacement flooring	7250	C/F from 2014/15	Works complete- awaiting invoice	Replace current flooring - poor condition
CCTV WPLC	394	C/F from 2014/15		Upgrade CCTV system
Ventilation - Ladies & Gents toilets - WPLC	2644	C/F from 2014/15		Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	2390	C/F from 2014/15		Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	C/F from 2014/15		Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9200	C/F from 2014/15		Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	C/F from 2014/15		Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
Function Room Windows - replace - WPLC	4870	C/F from 2014/15		Replace function room windows
Water Softener - Oakwood Centre	3300	C/F from 2014/15		Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Road Plainings - Allotments	600			Purchase or road plainings for repair of roadways around the site. Works to be carried out by allotment tenant volunteers.
Sub total	80669			

ROLLING FUNDS		Total in fund	Project Cost (Estimated)	
Woodford Park car park resurfacing	5000	30000	60000	Resurfacing and repair of car park substructure. 5 years allocation
Replacement roof - WPLC	5000	10000	35000	Replace old Asbestos Roof with steel roof
Playground Equipment	5000	10000	60000	New Play Equipment - Woodford Park (Rear of Oakwood Centre)

FUNDED BY	
Carry forward balance from 2014/15	63935
2015/16 allocation	45000
Total funds available 2015/16	108935
Capital Programme Balance	28265

Tel: 0118 974 6859 (Direct Line)
Email: Frances.Haywood@wokingham.gov.uk
Date: 20 February 2015
My ref: CIL Adoption
Your ref: N/A



**WOKINGHAM
BOROUGH COUNCIL**

Economic Sustainability Team

Civic Offices

Shute End, Wokingham

Berkshire RG40 1WN

Tel: (0118) 974 6000

Fax: (0118) 974 6770

Dear Sir/Madam,

ADOPTION OF THE COMMUNITY INFRASTRUCTURE LEVY

As someone who has previously shown interest in, or made a representation on, the Council's proposed Community Infrastructure Levy (CIL) Charging Schedule, I am writing to inform you that at a Full Council meeting on 19th February 2015, the Council agreed to adopt CIL. CIL will come into effect in Wokingham Borough on 6th April 2015. Any planning applications without outline planning permission before this date may be CIL liable.

Mr Philip Staddon Bsc, Dip, MBA, MRTPI, an Independent Examiner appointed by the Secretary of State for Communities and Local Government considered Wokingham Borough Council's Community Infrastructure Levy Charging Schedule and accompanying documents at an Examination in Public held on the 18th and 19th September 2014. The Examiner's Report, with its recommendations was received by the Council on 29th October 2014 and is published on the Council's website. The adopted Charging Schedule contains the Examiner's recommendations.

Please see the Council's CIL website (<http://www.wokingham.gov.uk/planning/developers/cil/>) for more information about CIL in Wokingham Borough.

Yours Sincerely,

Frances Haywood

Senior Strategy Officer
Economic Sustainability

Woodley Town Council

**Report of a Meeting of the Personnel Sub Committee held at the Oakwood Centre on
Friday 20 March 2015 at 3pm**

Present: *Councillors K. Baker (Chairman), J. Cheng, E. Rowland*

Officers present: *D. Mander, Town Clerk (not present for item relating to the Town Clerk's terms and conditions);
K. Murray, Service Support Manager*

Apologies: *Councillor P. Challis*

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

That Councillor Baker be appointed Chairman of the Sub Committee for the municipal year.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

3. **RESOLVED:**

- ◆ **That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press are temporarily excluded and they were asked to withdraw.**

4. **REVIEW – ADMINISTRATIVE OFFICER POST**

The Town Clerk presented Report No. PSC 1/15. After discussion it was

RECOMMENDED:

- ◆ **that Post No. 9215 be regraded to Scale 3/4 and the attached job description be approved.**
- ◆ **that the postholder of Post No. 9215 be placed on spinal column point 19 with effect from 1 January 2015.**

5. **MAINTENANCE APPRENTICE / FLEXIBLE WORKING REQUEST**

The Service Support Manager presented Report No PSC 2/15. Members discussed the proposals and recommendations and

RECOMMENDED:

- ◆ **that the flexible working request from postholder 0663, as set out in the report, be approved.**
- ◆ **that the recruitment of an apprentice to the Maintenance team, as set out in the report, be approved.**

6. **TERMS AND CONDITIONS – TOWN CLERK**

The Service Support Manager presented report No. PSC 3/15. Updated financial information was provided at the meeting. After discussion it was

RECOMMENDED:

- ◆ **that the Town Clerk's terms and conditions of employment be amended to exclude the annual mileage allowance with effect from 1 April 2015.**
- ◆ **that the postholder be placed on spinal column point 60 of the SLCC/NALC approved pay scales with effect from 1 April 2015.**
- ◆ **that the postholder be reimbursed for payments made in respect of the taxable benefit received between April 2014 and 31 March 2015, as set out in the report.**

Woodley Town Council

Job Description

Job Title	Administrative Officer
Grade	Scale 3/4, Spinal Column Points 14-21 of the Local Govt NJC pay scales (progression to scp 18 dependent on performance and competence review)
Responsible to	Service Support Manager
Hours	37 hours per week
Job Scope	To be the first point of contact for enquirers to Woodley Town Council, assist with the general day-to-day administration of the office, provide administrative support to officers and be responsible for the day to day management of allotment tenancies.

Main duties

To cover the council office reception desk and be the first point of contact for visitors or telephone callers to the Council.

To deal with general enquiries to the Council, passing on others to the appropriate officer.

To be responsible for the day to management and administration of allotment tenancies including liaison with tenants, the Allotment Tenants' Committee representatives and the issuing of tenancy agreements and invoices.

To assist the Bookings Officer with administrative and clerical duties required to record bookings and information, in accordance with the council's current procedures.

To provide assistance, when required, with the procedures and database relating to planning application consultations.

To provide administrative support to other officers based in the Council offices, as and when required.

To coordinate arrangements for and supervise work experience students and volunteers in the Council offices, completing all required documentation and reports.

To compose standard letters.

To assist in the preparation and production of council agendas.

To receive payments for hire of facilities and any other payments made at the offices.

To prepare cash floats.

To order stationery and monitor stock levels.

To monitor levels of forms and information leaflets, printing further copies as required.

To open and stamp post and frank and record outgoing post.

To file documents.

To carry out any other reasonable duties required to maintain the standards of service set by the Council.

To carry out all duties ensuring the Health and Safety of resources within the post holder's responsibility and to ensure that personal responsibilities of Health and Safety as laid down in the health and Safety at Work Act, are followed.

Woodley Town Council

Person Specification

Receptionist/Administrative Officer

Essential

Experience of working in an office environment.

Experience of dealing with customers on the telephone and in person.

Experience of handling cash.

Computer literate.

Skills and abilities

- Good interpersonal skills
- Able to assist members of the public, with various enquiries about Town Council services.
- Able to deal with situations requiring tact and problem solving.
- Able to follow guidelines and policies and take the initiative to propose practical and workable changes to these, where appropriate.
- Able to deal with telephone enquiries, by taking messages that are clear and concise and answering enquiries on all aspects of Woodley Town Council business.
- Able to maintain data and record systems.
- Able to take bookings for Woodley Town Council facilities and advise callers on the cost and related information, referring to other officers as necessary.
- Competent user of computer programmes including Word, Excel and email.
- Able to operate general office machinery such as photocopier and fax.
- Able to file and retrieve documentation.

WOODLEY TOWN COUNCIL

DRAFT Financial Regulations

1) GENERAL

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.
- c) The Council's accounting control systems must include measures:
 - for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) The RFO:
 - acts under the policy direction of the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed
 - ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - produces financial management information as required by the Council.
- g) The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit (England) Regulations 2011/817.

- h) The accounting records determined by the RFO shall in particular include:
- entries from day to day of all sums of money received and expended by the Council and that matters to which the income and expenditure or receipts and payments relate
 - a record of the assets and liabilities of the Council and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- i) The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the council for approval having been approved by the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- j) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - the annual return process in respect of the internal and external auditors' opinions
 - reviewing and approving bank mandates for all Council bank accounts
- k) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- l) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.
- m) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2) ANNUAL ESTIMATES (BUDGET)

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.

- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
 - i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3) BUDGETARY CONTROL AND AUTHORITY TO SPEND

- a) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when there is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process. Excessive increases in expenditure
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and

the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.

- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the RFO shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- i) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- j) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4) ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- a) All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The RFO shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) before the end of the following month of May, or as soon as practicable after the end of the financial year, for adoption by the Council within the timescales set by the Accounts and Audit Regulations.
- c) The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations accordance with proper practices. Any officer or member of the Council shall, if the RFO or internal auditor requires, make available such documents of the Council which appear to the RFO or internal auditor to be necessary for the purpose of the audit and shall supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
 - be competent and independent of the operations of the Council
 - shall report to the Strategy and Resources Committee and Council in writing, or in person, with a minimum of one annual written report in respect of each financial year

- demonstrate objectivity and independence, be free from any conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships
- have no involvement in the financial decision making, management or control of the Council.

f) Internal or external auditors may not under any circumstances:

- Perform any operational duties for the Council
- Initiate or approve accounting transactions, or
- Direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

h) The RFO shall make arrangements for exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and the display or publish any notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.

5) BANKING ARRANGEMENTS

a) The Council's banking arrangements, including the Bank Mandate, shall be made by the Town Clerk and approved by the Council. They shall be regularly reviewed for efficiency.

b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.

c) A current account shall be used for the payment of its bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council authorised as bank signatories by the Council.

d) A deposit account shall be used into which payments to the Council will be deposited. Transfers to fund the current account shall be made from the deposit account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.

e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the current account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Service Support Manager, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.

f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance Officer as soon as practicable after the end of each month.

6) PAYMENT OF ACCOUNTS

a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.

- b) All invoices for payment shall be examined, verified and certified by authorised officers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance Officer shall examine invoices in relation to arithmetical accuracy. The Finance Officer shall take all steps to settle all invoices submitted within 30 days.
- d) At least twice monthly the Finance Officer shall provide schedules of supplier cheque or BACS payments required, together with the relevant invoices and other supporting information. The RFO (or Service Support Manager in the RFO's absence) will review and sign the schedule(s).
- e) In the case of a schedule for cheque payments authorisation will be indicated by the signature of two authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments authorisation will be indicated by the signature of two bank signatories authorised by Council on each of the payments from the account listed on the BACS schedules in accordance with 6d) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- i) The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Officer with a claim for reimbursement.
 - i) The Finance Officer shall maintain a petty cash float of up to £150 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - ii) Income received must not be paid into the petty cash float but must be banked separately.
 - iii) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
- j) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two Members.
- k) Any changes in the recorded details of suppliers, such as bank account records, shall be approved by the RFO.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7) DEBIT CARD PAYMENTS

- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
- b) The debit card is never to be used for anything other than proper business use.
- c) Only one debit card is to be issued to Woodley Town Council, with the Town Clerk as the authorised signatory, and this is to be kept in a locked drawer at all times when it is not in use.
- d) Debit card payments for goods made by officers other than the Town Clerk must be approved by the Town Clerk. Approval will be shown by the Town Clerk counter signing the purchase order for the expenditure.
- e) The limit for expenditure by debit card is set at £1,000 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance Officer, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

8) PAYMENT OF SALARIES

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with the agreed rates of pay and other allowances as held on the payroll records and in accordance with the rules of PAYE and National Insurance currently operating and any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary such as may be made for tax, National Insurance, pension contributions and union dues, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance Officer.
- d) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- e) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Town Clerk upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.
- f) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

9) LOANS AND INVESTMENTS

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

10) TRANSFER OF FUNDS

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

11) INCOME

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council to write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The RFO shall ensure that VAT Returns are promptly submitted and that that any repayment claims are made and received.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the RFO.
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the RFO will ensure that appropriate care is taken in the security and safety of individuals banking such cash.

12) ORDERS FOR WORK, GOODS AND SERVICES

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the RFO.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £400 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.
- f) For the purposes of SI 2014 The Openness of Local Government Bodies Regulations 2014, requiring the publication of decisions taken by officers where the effect of the decision is to incur expenditure that materially affects the Council's financial position, the level of expenditure that is regarded as materially affecting the Council's financial position and will prompt publication shall be £60,000.

13) CONTRACTS

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.
- b) When the Council is to enter into a contract below £60,000 and above £3,000 in value, except those excepted in paragraph 13 a), the Town Clerk or appointed officer shall endeavour to obtain three quotations (priced descriptions of the proposed supply) from suppliers, including any appropriate local suppliers, as far as is practicable. Where it is not practicable to obtain three quotations or accept the lowest, the Town Clerk shall report this stating the reasons, to the next meeting of the spending committee. Where the value is below £3,000 and above £1,000 the Town Clerk or appropriate officer shall strive to obtain 3 estimates. Otherwise Regulation 12 c) shall apply.
- c) Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 13 a) the Town Clerk shall invite tenders from at least three firms to be taken from any appropriate approved list and to include any appropriate local suppliers.

- d) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk. Each tendering firm shall be directed to mark the envelope in an appropriate way so that it remains sealed until a prescribed date for opening tenders for that contract.
- e) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- f) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.
- g) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- h) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- i) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Strategy and Resources Committee or Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. However, a tender other than the lowest tender, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council, shall not be accepted until the Strategy and Resources Committee has considered a written report from the Town Clerk.
- k) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Strategy and Resources Committee or Council.
- l) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.
- m) All contracts shall be in writing and shall specify:
 - i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- n) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
- i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;
 - ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- o) Any major variation after the signing of the contract shall be in writing, signed by the Town Clerk, after consultation with the Chairman of the Strategy and Resources Committee and the appropriate committee Chairman.
- p) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- q) Should it occur that the Council, or duly delegated committee or officer, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- r) When appropriate, the British Standard Specification of British Standard Code of Practice issued by the British Standards Institute is current at the date of tender, every contract shall require that all goods and materials used or supplied, and all workmanship, shall be at least of the standard required by the appropriate British Standard Specification or Code of Practice.
- s) The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 and any subsequent revisions, including thresholds, shall be followed.
- t) Payments under contracts for building or other construction works
- i. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii. Any variation to a contract or addition to or omission from a contract must be approved by the Council and the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

14) STORES AND EQUIPMENT

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Officer will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

15) ASSETS PROPERTIES AND ESTATES

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to full Council.
- e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

16) INSURANCE

- a) The RFO shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.
- b) The RFO shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17) RISK MANAGEMENT

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

18) CHARITIES

- a) Where the Council is sole trustee of a charitable body, the Town Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

19) REVISION OF FINANCIAL REGULATIONS

- a) It shall be the duty of the Council to review the Financial Regulations of the Council at least every three years. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

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.

Woodley Town Council - Risk Register

SUMMARY OF RISK AREAS

Mar-15

Agenda item

Risk area	High			Medium			Low		
	16	12	9	8	6	4	3	2	1
<i>Strategic Register</i>	0	0	0	2	0	5	1	0	0
<i>Operational Registers</i>									
Allotments	0	0	0	0	1	6	1	8	0
Play Areas	0	0	0	0	2	4	0	1	0
Municipal Buildings	0	0	0	0	3	6	3	3	3
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	0	0	13	5	2	3	0
<i>Totals</i>	0	0	0	3	23	36	14	23	7

Responsible officer initials:

Town Clerk	TC
Service Support Manager	SSM
Leisure Services Manager	LSM
Maintenance Manager	MM
Head Groundsman	HGM

New risks identified

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	4	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC/WDALC, Council's solicitors and HR service. Insurance cover gives some protection.	Treat/Monitor	Following HHMR advice procedures have changed re employment and taxable benefits. Advice to be sought/review of tax arrangements.
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		
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/WDALC, 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 by external organisation, checks by internal and external auditors. Budget Monitoring reports provided to each spending cttee meeting, 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.	Treat/Monitor	Regular Health and Safety managers meetings take place.Ellis Whittam now provide professional H & S advice, updates and training on a 5 year contract. Risk assessment of council's facilities and activities to be undertaken by consultant. Ellis Whittam act as the Council's 'Competent Person' in law.
Failure to safeguard children	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, DBS checks on all staff as assessed and required.	Treat/Monitor	Establish a council child protection policy (procedure is in place)
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	Treat/Monitor	Financial risk assessment by new internal auditors - recommendation that insurance values be included on asset register and visual check of assets annually.
Deleted risks										
Failure to resolve arrangements in respect of the lease on BLC due to end March 2015	SR 05	TC	Potential inability to deliver present level of service at the centre in run up to March 2015. Staff instability, financial planning not able to be undertaken, impact on other areas of the council's services						Treat/Monitor	Negotiations completed and lease surrendered early on 1/12/14

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	SSM	Possibility of vandalism/damage to plots and tenants' property or theft of property and crops	3	2	6	2	Repairs to fencing carried out 2012 and monitored by allotment cttee reps and repaired as and when necessary (most recently March 2015), gates locked by tenants on entering and leaving. Liaison with tenants association.	Treat/Monitor	
Vermin infestation	A 04	SSM	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	2	2	4	6	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	
Contamination of 'spring clean' skips	A 03	SSM	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. Skip hire now limited to one day and overnight and lockable with allotment committee reps overseeing the depositing of rubbish into the skip	Treat/Monitor	
Loss/damage to water supply	A 08	SSM	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)	Treat/Monitor	Regular water meter readings underway
Contaminated material on plots	A13	SSM	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	SSM	Poor communication, misunderstandings/adverse publicity disruption to arrangements in place to maintain plot standards	2	2	4		Allotments Working Party made up of tenant reps and councillors and officers. Regular communication between allotment reps and officers and councillors.	Treat/Monitor	
Double allocation of plots	A12	SSM	New tenants unhappy, extra time to sort double booking out with tenants	2	2	4	2	Allotments booking package records tenants. Formal system for allocation established.	Treat/Monitor	
Incorrect use of bait box procedure by tenants	A15	SSM	Inappropriate and possible dangerous placing of poison on site.	1	3	3		Risk assesment 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	
Tenancy agreements not in place	A 01	SSM	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 Snr Cttee Off and witnessed.	Treat/Monitor	
Adequate insurance cover	A 02	SSM	Claims against the council for items not covered could result in additional expenditure	1	2	2		Insurance cover reviewed annually	Treat/Monitor	
Dumping/fly tipping	A 05	SSM	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	SSM	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 arrangements for inspection and procedure to deal with unworked plots wef 2014	Treat/Monitor	New arrangements are working well
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	SSM	Public complaints/damage	2	1	2	1	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 policy and procedure requirements of Information Commissioners Office not complied with.	A16	SSM	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	
Deer coming into the site	A17	SSM	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										
Vandalism	A 07	SSM	Poor image. Possible additional expenditure. Tenants unhappy					Site to be as secure as possible - including areas of fencing damaged to be repaired quickly and gates to be kept locked (tenants each have keys). Legal action against perpetrators, where possible.	Treat/Monitor	Amalgamated with A11

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	4	Repairs and Maintenance budgets reviewed annually.	Treat/Monitor	
Vandalism/damaged equipment/theft	PA 03	SSM	Facilities unable to be used or equipment used resulting in an injury, additional expenditure and poor image. Possible compensation claim.	3	2	6	4	Twice 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	
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 twice weekly. Annual independent play area inspection carried out. One member of the Maintenance team has attended ROSPA inspection training for checking play equipment.	Treat/Monitor	1 member of the Maintenance team to attend training on play equipment checks.
Inadequate insurances	PA 02	SSM	Required to protect the Council against significant claims.	1	4	4		Insurance reviewed with broker annually. Play equipment covered for fire and impact damage, otherwise council 'self insures' play equipment based on expense of no risks and the express conditions placed on such insurance cover. Public liability cover in place.	Treat/Monitor	
Personal injury	PA 05	LS	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	
Play areas not inclusive	PA 07	SSM	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	SSM/HGM	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 are banned at every site.	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										
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 and noticeboards.	Treat/Monitor	
Cleaning contracts not operating to satisfaction	MB 15	SSM/LSM	Poor service to customers, customer dissatisfaction reduced bookings and income, staff having to cover cleaning as a priority	3	2	6		Contract for WPLC and BLC through Wokingham BC contract. Regular checks on cleaning standard and reports to managers where problems.	Treat/Monitor	Review and consider looking at alternative arrangements for cleaning premises - Oakwood Centre cleaning contract changed.
Pub management company withdrawal from agreement	MB 17	TC	Reduction in income, resources required to deal with impact, customers affected	2	3	6		Bar management WP set up, reasonable level of communication with manager and regional manager. Working in partnership.	Treat/Monitor	Present contract ends October 2015 - S & R cttee to discuss future arrangements.
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	SSM	Unable to provide services such as weddings and liquor resulting in reduced bookings.	1	4	4		Premises and alcohol licences already held in the name of the Town Council and do not expire. SSM is the Personal Licence holder at OC, LT Pub leasing at WPLC. Licence for marriages renewable every 3 years and scheduled into work programme.	Treat/Monitor	Schedule of licence expiry dates to be drawn up and prompts diarised.
Poor bar management operation	MB 12	TC	Customers not satisfied resulting in increased complaints and reduced income - impact on contract price.	2	2	4		Contract allows for termination should the operation not be up to the specified standard. Contract ends 2015, review of contract price 2012. Maintain regular contact with manager and regional manager.	Treat/Monitor	Leisure Services Manager holds regular meetings with the Bar Manager
Significant damage to building	MB 16	SSM/MM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	1	4	4		Electrical tests carried out as required, building problems reported to SSM/MM, buildings staffed every day of the week, apart from Christmas.	Treat/Monitor	Contingency plans/disaster plans to be drawn up. Crisis Management Plan in process.
Vandalism	MB 03	SSM	Loss of bookings, additional expenditure, poor image.	2	2	4	2	OC and WPLC alarmed. OC and BLC external CCTV. WPLC internal and external CCTV. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible.	Treat/Monitor	WPLC system extended and updated
Pub customers/dog owners at WPLC impacting on leisure centre users at entrance.	MB 18	LSM/SSM	Complaints from centre users, possible cancellation of bookings, difficult situations for staff to deal with, Health and Safety implications and responsibilities to customers/public	2	2	4		From October 2013 dogs not allowed in Inn on the Park or on patio area at front entrance to WPLC. After discussions between the Bar Manager, the Leisure Services Manager and some dog owners and with assurances that dogs will be managed so as not to affect other members of the public given, dogs on leads are allowed on the patio area.	Treat/Monitor	Situation is being monitored
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	Treat/Monitor	Valuation of buildings reinstatement /insurance costs in work programme for 2015/16
Buildings not maintained	MB 10	SSM	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	Treat/Monitor	
Licences revoked by the Licensing Authority	MB 14	SSM	Unable to provide services such as weddings and liquor resulting in reduced bookings. Poor public image. Criticism from licensing authorities. Possible legal action and fines against the Council.	1	3	3		Liaison with Registration Service on every wedding/ceremony. Liaison with Trading Standards service regarding liquor licence	Treat/Monitor	Council is member of new Pubwatch for the area
Personal injury	MB 05	SSM	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.	Treat/Monitor	Fire risk assessments carried out - WPLC new evacuation in place. Oakwood Centre procedure to be reviewed in 2014. Evacuachairs to be considered in buildings with 1st floors.
Inappropriate old equipment/furniture or fittings	MB 06	SSM	Hirers deterred from using the buildings resulting in reduced income.	1	2	2		Regular inspections and risk assessments - planned budget expenditure to replace.	Treat/Monitor	New chairs at Chapel Hall, new business tables at Oakwood Centre - manual handling issues had arisen
Double bookings	MB 07	TC	Disappointment for customers, time and financial resources to make redress	1	2	2		4 centres covered by RBS booking system, BLC bookings and invoicing uses excel spreadsheet system	Treat/Monitor	
Failure to collect income	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, Budget Monitoring Wp receives monthly I and E reports, by committee. Audit trail booking systems in place.	Treat/Monitor	
Lack of security	MB 11	SSM	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, BLC and WPLC open. Set keyholders.	Treat/Monitor	Changed keyholding service for out of hours alarm/incidents - local company and reduced costs
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.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Action/Comments
Open Spaces										
Illegal encampment	OS 06	SSM	Unightly, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	6	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/Monitor	
Fly tipping	OS 05	SSM	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	Treat/Monitor	Keep under review, install signage. At WPLC work in progress to reduce flytipping by skip. Rubbish checked for addresses and letters sent out to occupants.
Injury/damage claims - paths/roadways	OS 10	SSM/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.	Treat/Monitor	Access road and car park at WPLC included in 3G pitch project.
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/Monitor	
Litter/dog mess	OS 07	HGM/MM	Unightly, health and safety issue resulting in complaints and poor image.	2	2	4		Dog bins provided, areas litterpicked when grass cutting, making play ground checks and in response to residents complaints.	Treat/Monitor	Signs to be installed
Falling/damaged trees	OS 08	SSM/HGM	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4	2	Database record of works/complaints /inspections. Documented visual inspection of trees near pathways/buildingsetc following high winds. All work carried out by licenced / approved contractor. Annual budget allocation for tree works and emergency repairs budget also in place.	Treat/Monitor	Tree inspection and register to be established and maintenance regime planned
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/Monitor	
Vandalism	OS 02	SSM	Additional expenditure and poor image.	1	2	2		Difficult to control in this area, no real controls. Remove/clear up immediately	Treat/Monitor	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Routine maintenance schedule established.	Treat/Monitor	
Dissatisfaction with maintenance regime in parks	OS 09	HGM	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/Monitor	Tree maintenance regime in place

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	HGM, LSM	Significant claims resulting in higher insurance premiums and loss of reputation.	2	3	6	4	Grounds Maintenance team employed to keep sports pitches in good order. WPLC team oversee the Hard Surface Area.	Treat/Monitor	Hard Surface area to be partly refurbished for tennis court and laid out for additional car parking.
Insufficient car parking for 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		Events where car numbers likely to be high - use of traffic controllers from organisation hiring/using the facilities, cones placed in Haddon Drive opposite entrance.		Investigating additional double yellow lines opposite entrance - extra 59 spaces planned as part of 3G Pitch project.
Vandalism	OS 04	HGM	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.	Treat/Monitor	Outdoor sports items are not insured for vandalism (apart from tournament goals and artificial wicket) - 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	HGM	Unpleasant, 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.	Treat/Monitor	More signs to be installed.
Contamination of water systems	OS 14	LSM/MM	Closure of pool/ other areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, pool and paddling pool water tested daily when open to public. All water systems have regime for running off standing water and testing. Maintenance team staff and all sports team have Pool Plant Operators qualification.	Treat/Monitor	Pool Plant Operators course March 2014 - 8 maintenance and leisure staff achieved/renewed qualification - requirement for pool at BLC.
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	2	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	2	Contract for regular testing in place, water tested 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	HGM & 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	Unpleasant, 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.	Treat/Monitor	From 2014 regime to improve cricket outfield and football pitches
Inappropriate staff working practices	OS 11	HGM	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.	Treat/Monitor	Purchase of pallet trolley and front bucket loader to address manual handling issues
Not providing facilities required by national league regulations	OS 07	LSM, HGM	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	
Failure to mark out pitches/courts appropriately	OS 12	HGM	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	HGM	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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Indoor sports										
Lack of adequate insurances	IS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4		Insurance reviewed with broker annually. Conditions on insurance in relation to the swimming pool and sports equipment and insurances to be held by martial arts instructors adhered to.	Treat/Monitor	
Vandalism	IS 04	SSM	Additional expenditure, reduced income and poor image.	2	2	4		Leisure centres are staffed 7 days a week - at WPLC there are times when the leisure centre part of the building is closed while the Inn on the park pub is open and toilets in the centre are accessible - all other areas are locked. Staff do outside checks for damage daily.	Treat/Monitor	
Lack of compliance with child protection working practices where required	IS 09	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 all staff as assessed and required.	Treat/Monitor	Establish a council child protection policy (procedure in place)
Double bookings, package bookings-system not used	IS 02	LSM	Bookings missed etc resulting in reduced income, poor public image and time consuming to resolve.	1	3	3		Bookings system at BLC excel spreadsheet for multiple bookings and daily paper diary for turn up sport sessions. Bookings programme at WPLC for multiple and social bookings, daily paper diary for turn up sports sessions.	Treat/Monitor	Bookings system to be investigated
Poor maintenance regime	IS 10	LSM	Unightly, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	3	3		Cleaning contract through WBC contract, regular monitoring reporting problems. Maintenance problems reported to Maintenance team.	Treat/Monitor	
Personal injury	IS 06	TC	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.	Treat/Monitor	
Inappropriate staff working practices	IS 11	LSM	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		Training specific to responsibilities given. Risk assessments in place and reviewed annually.	Treat/Monitor	
Inadequate budget provision	IS 05	TC	Routine and essential maintenance, replacements not undertaken resulting in poor facilities and reduction in income.	2	1	2	1	Budget considered by Committee annually. Regular maintenance costs established by Service Support Manager and Maintenance Manager	Treat/Monitor	
Deleted items										
Unauthorised access/leakage of hazardous chemicals - swimming pool	IS 01	LSM	Health and safety - danger of damage to health of individuals and wider contamination. Possible closure, loss of income, claims/compensation					Limited access to locked chemical storage, staff training and annual risk assessments. Procedures in place for leakages and chemical spills. New tanks installed.	Treat/Monitor	
Correct chemical balance of pool water not maintained	IS 07	LSM	Possible closure of pool and loss of income, additional expense to correct.					Procedures in place for duty managers to follow and take appropriate action and record. Training of staff in this procedure and responsibility	Treat/Monitor	Pool Plant Operator course attended by 8 employees March 2014
Possible contamination of water systems leading to closure of pool and additional cost to eradicate, loss of income	IS 08	LSM	Possible closure of pool and additional cost to eradicate, loss of income					Contract for regular testing in place, contract for dosing system in place, dosing system serviced and checked - service arrangements in place.	Treat/Monitor	
Major repairs required at BLC and potential cost of recharge to Town Council from landlord/dilapidations costs due at end of lease	IS 13	TC	Financial impact					All known problems with areas not the Council's responsibility are reported promptly. Lease agreement somewhat vague and open to interpretation re this matter	Treat/Monitor	Legal advice on lease terms being sought in relation to negotiations in respect of the lease end.

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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,	2	3	6	9		Treat/Monitor	Review work programmes and priorities. Changes to work responsibilities underway.
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	SSM	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	
Serious breach of IT security	RM 09	SSM	Possibility of viruses affecting computers and systems.	2	3	6		Computers firewall and password protected.	Treat/Monitor	
Loss/disclosure of personal data	RM 10	TC	Potential fines by Information Commissioner.	2	3	6		Data protection, induction training, Firewall IT security	Treat/Monitor	New contracts to include confidentiality clause
Interruption of power supply	RM 11	SSM	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.	Treat/Monitor	
High levels of sickness/stress	RM 13	TC/SSM	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities	2	3	6		Managers follow up on absence, Sickness policy in place	Treat/Monitor	Investigate where succession planning/training for cover could be considered.
Major emergencies/situations	RM 19	TC/SSM		2	3	6			Treat/Monitor	Crisis Management Plan being developed.
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 - Peninsula - indemnity on tribunal costs. Policies in place but requiring review and effective communication to all staff.	Treat/Monitor	Review of all employment policies and production of staff handbook to be undertaken with new HR support consultants.
Property/facilities declared unsafe	RM 23	TC	Potential danger to the public and staff.	2	3	6	9	Funding for emergency repairs plus procedures for higher levels of funding to be approved by Town Clerk in cases of emergency.	Treat/Monitor	Emergency funds used in 2014/15 to make the former play area at WPLC safe after inspection by insurers.
Illegal activities on Council property	RM 24	TC, LSM, SSM (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	4	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	
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	
Reduction in income	RM 06	TC	Increase in net costs	2	2	4		Planned budget, prudent estimates for income, regular monitoring by officers and cllrs allows 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/SSM	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 child protection regulations in respect of checks on staff	RM 15	TC/LSM		1	3	3		All relevant postholders and appointees are Disclosure and Barring Service (DBS) checked and renewed when required.	Treat/Monitor	Child protection policy to be adopted (procedure in place)
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	2	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	SCM	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 monthly, 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	SSM	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.	Treat/Monitor	In progress - new asset disposal forms and procedure in place
Failure of equipment	RM 18	SSM	Service interruption	1	2	2		Contracts, regular maintenance and planned renewals	Treat/Monitor	



Local Council Insurance Scheme Quotation

Date of Quotation: 5 March 2015

Your policy is shortly due for renewal. The information contained within the risk presentation and any other additional information provided subsequently has been used to calculate the premium, terms and conditions of the quotation which are as follows:

Insured: Woodley Town Council

Clerk: Mrs Deborah Mander
Correspondence Address: The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ

Business Description: Town Council

Date Cover Required: 1 April 2015
LTA Expiry Date: 31 March 2017

Core Sections:

Public Liability	£10,000,000 Limit of Indemnity
Hirers' Liability	£5,000,000 Limit of Indemnity
Employers' Liability	£10,000,000 Limit of Indemnity
Officials' Indemnity	£500,000 Limit of Indemnity
Libel and Slander	£250,000 Limit of Indemnity
Money	Non-negotiable £250,000 Negotiable Money – Premises £1,000 Negotiable Money – Any Other Loss £1,000
Fidelity Guarantee	£150,000 Limit of Indemnity
Key Person Cover	£400 per week up to a max of 26 weeks
Increased Cost of Working	£10,000 Limit of Indemnity
Loss of Revenue	£10,000 Limit of Indemnity
Commercial Legal Protection	£100,000 Limit of Indemnity
Office Equipment	£5,000
Personal Accident (age 16-90)	Capital Benefits £50,000 Temporary Total Disablement £200pw
Motor Policy No Claims	No Claims Discount up to £250
Discount and Loss of Excess	Loss of Excess up to £250

Optional Sections:

Property Insured

Sums Insured:

Buildings	£9,999,224.55
Office Contents	£0.00
General Contents	£363,600.30
Outside Equipment	£65,593.49
Street Furniture	£42,566.81
Gates and Fences	£10,000.00
War Memorials	£27,000.00
Playground Equipment	£316,829.03
Mowers and Machinery	£115,161.21
Sports Equipment	£1,854.00
Other Surfaces	£0.00
Natural Surfaces	£0.00
Loss of Revenue – 24 months	£997,404.00
Fidelity Guarantee	£950,000.00

Renewal Premium £28,804.03
Terrorism Premium £ 1,218.50

Population up to 30,000

Subject to: No claims or incidents which would have given rise to a claim in the last 3 years **that we have not been notified** or confirmed claims experience
Population up to 30,000
£250.00 Public Liability Property Damage excess
All firework displays or bonfires to be notified at least 14 days in advance
£250.00 Property Damage excess
Subjectivity Clause
Natural Surfaces (see below)

Subjectivity Clause

This Aviva quotation may be subject to You or Us carrying out certain actions. We will clearly state below if the quotation is provided by Us subject to You:

- a) providing Us with any additional information request by the required dates(s),
- b) allowing Us access to Your Premises, contract sites, and/or the business to carry out surveys,
- c) completing any actions agreed between You and Us by the required dates(s),
- d) allowing Us to complete any actions agreed between You and Us.

Upon completion of these requirements (or if they are not completed by the required dates), We may, at our option:

- a) modify the premium quoted,
- b) make amendments to the terms and conditions of the quotation,
- c) require You to make alterations to the Premises for which we have provided a quotation, by the required dates(s),
- d) withdraw any quotation provided,
- e) leave the terms and conditions of the quotation and the premium, unaltered.

Natural Surfaces (only applicable if shown above)

We will indemnify You in respect of Damage to greens and playing surfaces stated in The Schedule, including any irrigation or heating systems that have been installed.

In the event of Damage to any green or playing surface the basis upon which We will pay for any claim will be as follows

- (1) Re-seeding or re-turfing.
- (2) The replacement of any trees or plants will be by saplings of the same or similar type.

The maximum We will pay in respect of each claim is the limit stated in The Schedule.

We will not indemnify You under this Clause in respect of

- 1) Damage caused by or consisting of
 - (a) the application of fertilisers or chemicals
 - (b) the failure to apply fertilisers or chemicals
 - (c) storm, flood and other effects of weather
 - (d) wear, tear and the course of play
 - (e) maintenance work at The Premises
 - (f) animals
- 2) Damage caused to irrigation systems during the period 1 October to 30 April each year unless the system is drained.
- 3) The first £250.00 of each and every claim.

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No.	Internal Control Tests	Findings
1	Proper Bookkeeping	
1.1	Is the cashbook maintained and up to date? Format used?	The cashbook is maintained on the RBS Omega system and was prepared up to 28 February 2015. It was up to date and accurate.
1.2	Is the cashbook arithmetically correct?	The cashbook is analysed into Budget head codes for both receipts and payments and these were arithmetically correct.
1.3	Is the cashbook regularly balanced?	<p>The Cashbook is balanced daily with weekly bank reconciliations for both the Current and Deposits accounts. The Finance Officer will sign the bank statements to confirm that a full Bank Reconciliation has been carried out and agreed to the cashbook.</p> <p><i>Recommendation: We recommend that the Finance Officer should sign and date the cash book reconciliation sheet to confirm that the totals agree to the weekly bank reconciliations for both the current and deposit accounts. We also recommend that the Chairman of Strategy and Resources Committee should sign and date these Reconciliations on at least a quarterly basis to confirm they are accurate as part of the governance and monitoring role.</i></p>
2a	Standing Orders and Financial Regulations	
2.1	Has the Council formally adopted Standing orders and Financial regulations, & dates approved?	<p>Standing orders were approved and adopted on the 11/02/2104. Minute ref 69 and Financial Regulations will be adopted by the Town Council at a special meeting in April 2015.</p> <p>Audit Note: Financial Regulations are currently being reviewed by the Town Clerk and will be adopted by the Town Council in April 2015</p>
2.2	Has an RFO been appointed with specific duties noted in both contract & Fin./Regs?	The Town Clerk is the Responsible Finance Officer (RFO) and the duties are detailed in the Financial Regulations.
2.3	Have items or services above a de minimis amount been competitively purchased?	The Town Clerk has delegated power for emergency needs. Where possible the Town Clerk will obtain three quotes from Suppliers/Contractor for items over £3000. In the reviewed Financial Regulations where the value is above £1000 and is under £3000, the Town Clerk will strive to obtain value for money quotations. A £25k level is applied following consultation with the Leader and Town Mayor The Council also has provisions for an Urgency Committee for urgent items to be considered. A £50k level applies for obtaining three tenders

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		<p>for project work, although this will be revised to £60k when the new Financial Regulations are adopted.</p> <p>Audit note: Any Town Council project should be confirmed in the minutes of the Town Council and the funds used during the agreed financial years. (Projects and spending/allocation of funds are approved at the time.)</p>
2b	Payments Controls	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	<p>Budget holders are responsible for raising purchase orders. Purchase orders are completed and held locally (Leisure Centre/Support Services Manager) and matched with invoices/delivery notes before being collected twice a week by the Finance Officer/ provided to the Finance Officer.</p> <p>All contracts with Suppliers/Contractors are held by the Support Services Manager, and are signed off as accurate by the Budget Holder.</p> <p>Payments for Utilities: All invoices are passed to the Service Support Manager for checking and confirmation of contract information. If required consultation will take place with the relevant budget holders re the consumption totals, before they are passed to the Finance Manager for processing.</p> <p>Proper invoices support all payments, which are cross-referenced by cheque number and date paid. Monthly payment schedules are prepared by Finance Officer for the Town Clerk who will present this for retrospective approval at the Strategy and Resources Committee meeting. This is approved and details will be noted in the minutes for the meeting. Currently 6 Councillors are appointed as bank signatories to sign cheques to confirm that details for payment are correct.</p>
2.5	Has VAT on payments been checked, recorded and reclaimed? Frequency, & refunds into which A/c?	<p>Proper VAT invoices are provided, when relevant, with VAT checked and entered in VAT column in Cashbook. VAT elements for reimbursement are listed in the VAT control account and will be checked on a monthly basis by the Finance Officer. Reimbursement is made on a quarterly basis and paid direct in to the Current Account.</p> <p>The last VAT claim reimbursement was submitted on the 16/1/14 and received on 22/1/15 covering the period Sept – Dec 2014 and paid into Lloyds Bank Business Account 37301260.</p>

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2.6	Is S.137 expenditure separately recorded & in limit?	<p>The Town Clerk will obtain committee approval for all grant payments. These are coded separately and shown in the cash book. For Section 137 expenditure, the Town Council has set a limit of £4000 for these payments, Community Groups can bid for grants up to £250 and individuals up to £100. We have noted for 2014/15 that payments were in approved limits.</p> <p>There are 20,531 electors in the Woodley Town Council area.</p> <p>Section 137 amount allowed per elector for 2014-15 is £7.20, and for 2015-16 is £7.36.</p>
3	Risk Management Arrangements	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	<p>All projects and events are risk assessed and minuted accordingly by Town Council. It was noted that the External Auditors requirements are that Formal Risk Assessments are carried out at least annually and are minuted. The Risk Assessment for the Town Council 2014/15 was presented to the Strategy and Resources Committee (following consideration by the Risk Management Working Party) at its meeting on 29 April 2014, (minute ref 90).</p>
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/skateparks regularity of checks & documentation?	<p>The Risk Management Working Party oversees the risk management process and will report to the Strategy and Resources Committee once a year.</p> <p>A full Play areas and the Skatepark check is carried out by ROSPA. One member of the Maintenance team has a play inspection qualification. This continues to greatly assist the Council with any litigation claims brought for accidents.</p>
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG cover level correct?	<p>Standard local council policy held with Aviva policy number 25051443 dated 1 December 2014 covering to 1 December 2014 to 31 March 2015. A long term agreement is in place with Aviva to expire on 31 March 2017. Fidelity Guarantee cover now showing £950,000.</p>
3.4	Are internal financial controls documented and reviewed regularly?	<p>This initial risk assessment for financial systems' internal controls was prepared for 2014/15 and will be updated annually in future.</p> <p>Also RBS desk top procedures are used by the Finance Officer to support the processes used for payments/bank reconciliations and income.</p> <p>Audit note: These should be reviewed if there is a change in key staff or an introduction on a</p>

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		replacement financial system.
4	Budgetary Controls	
4.1	Has the Council prepared an annual budget in support of its precept? Council minute & date?	The Town Clerk prepares the draft total budget for the Town Council following closedown of September which is prepared and discussed with relevant budget holders to ensure that the budget preparation and bids are accurate. This will be ratified and minuted by the Strategy and Resources Committee each February, and subsequently reported to the Town Council, where the precept and budget will be approved. Wokingham District Council will be notified of precept requirements by end of February. For 2015/16 the notification was sent 11/2/15.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Budget to actual comparisons are reviewed at monthly and details passed to each budget holder. The results are then reported to Committees at each meeting. Appropriate action is taken by the Town Council if required.
4.3	Are there any significant and unexplained variances on budget?	A process is in place to carry out budget monitoring and to report significant variations to the spending committees Any action required will be assessed by the Town Clerk and approval will be obtained from Strategy and Resources Committee for any additional funds required, or other action to be taken.
5	Income Controls	
5.1	Is income properly recorded and promptly banked?	Income sources from Oakwood Centre, community halls and Woodford Park Leisure Centre activities (including hire of courts and pitches), also burial & memorial fees, Allotments, Grant payments, Interest from Investments, VAT refunds, Precept payments and partial year in respect of Bulmershe Leisure Centre. Oakwood Centre Income is recorded a Till where Z readings and transferred on to daily bank sheets are taken for reconciling to the cash, cheques and credit cards received. The details of income are recorded on Bank Paying in slips. The bank paying in books do not show the bank stamp on the counterfoil as the process for banking is automated through the secure deposit system at the local Lloyds Bank. Audit note: There are compensating controls as the details of the bank slip number are recorded in the cash book to maintain and Internal Audit trail.

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		<p>Woodford Park Leisure Centre/Bulmershe Leisure Centre: Complete a daily taking sheet which summarises the information from the Z reading from the till. Z readings are taken on a daily basis. The cash, cheques and credit card receipts are agree to the Z reading and the cash collection sheet is signed by two members of staff. The summary sheet provides for Net and VAT totals. The Cashier and Duty Manager are required to sign the till rolls to agree that these have been checked and validated to income in the till and Z reading amounts. We confirmed with the Finance Officer's collection of the income from the Leisure Centres is carried out on Monday/Wednesday/Friday although it was noted that no spot checks are carried out on the Leisure Centre till procedure to ensure that the control systems used are maintained at all times.</p> <p>Recommendation: <i>We recommend that spot checks should be carried out on the till procedures at the Leisure Centre to ensure that the control systems are used at all times.</i></p>
5.2	Does the precept recorded in the cashbook agree to the DC's notification? Yearly review of scale of fees?	The first half Precept for 2014/15 of £412,139.00 plus £43,220.17 Tax Support Grant and a second Precept payment of £103,034.90 was received in April 2014 and paid direct into Lloyds Bank Business Account 37301260. The second half year Precept payment of £515,174.50 was received in October 2014.
5.3	Are security controls over cash adequate and effective?	Very infrequent cash is received at the Oakwood Centre, however the Woodford Park Fair is held once a year and this will generate cash sums of approx. £1500 for banking to the Lloyds Bank Business Account. At Woodford Park Leisure Centre/Bulmershe Leisure Centre any cash received is put through the till and then reconciled daily, it will then be kept in the safe awaiting collection from Finance Officer three times a week for banking.
6	Petty Cash Procedures	
6.1	Is all petty cash spent noted in book /sheets with pro forma &/or voucher to support, esp. those with VAT? Imprest basis used?	The Town Council office holds £150 petty cash. Vouchers are completed and attached to the receipts for reimbursement they are signed by the Finance Officer when the reimbursement amount is given to the member of staff. Woodford Park Leisure Centre holds a £30 Petty Cash float. The Finance Officer will check the details and reconcile the amount held on a monthly basis.
6.2	Is petty cash reported to each Council meeting?	Monthly report on expenditure prepared for Strategy and Resources for

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		approval
6.3	Is petty cash reimbursement carried out regularly?	All Petty Cash is reconciled on a monthly basis.
7	Payroll Controls	
7.1	Do staff salaries/wages paid agree with those approved by the Council & what is review frequency?	<p>The Town Clerk is paid on the Local Council scales for Local Government on a grade and also receives an additional sum for the number of staff supervised at the Town Council, as under the previous grades agreed by SLCC and NALC. All permanent members of staff are paid on National Joint Council for Local Government pay scales, permanent members of staff will be placed on a scale points within the appropriate Local Council scale banding, but coaches (mainly at the Leisure Centre) will be paid on an hourly rate outside the NJC scales. Pay is agreed nationally. Any agreed percentage increases are paid in line with NJC Pay Award negotiations.</p> <p>The payroll function is outsourced to SafeGuard who run the payroll on a monthly basis. The Finance Officer will submit details of the monthly pay information (including timesheet details and adjustments to pay which have been authorised for payment by the Budget Holder) on the third Wednesday of each month and this will be processed by the SafeGuard and returned electronically for checking to the Finance Manager before it is released to the bank for payment.</p>
7.2	Are other expenses to the Clerk/staff reasonable and approved by the Council?	<p>In discussions with the Town Clerk it was noted that the payment for mileage is included as part of her salary package, however it was confirmed by the Town Clerk that the Council has agreed to pay the tax on this taxable benefit for 2013/14. The Town Clerk is continuing discussions with the Town Council and a current review by the Strategy and Resources Committee is taking place to try and resolve this issue.</p> <p>Audit Note: During the course of the completion of this risk assessment this issue is being addressed.</p> <p>Other Town Council staff will claim mileage and reasonable subsistence where</p>

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		applicable for Town Council business (including training) in line with the NJC Local Government Green Book.
7.3	Have PAYE/NIC/ Pensions been properly operated by Council as an employer? Payment frequencies/method?	The Finance Officer will make monthly payments to HMRC for PAYE and NI Contributions where appropriate, he will also make payment to the Berkshire Pension Fund for those staff contributing to a Pension. Further deductions will be made for one member of staff paying AVCs and three members of staff paying Union subscriptions. These are then paid separately to those providers on a monthly basis by cheque as part of the monthly payroll processing by the Finance Officer.
8	Assets Controls	
8.1	Does Council keep an asset register of all assets owned incl. serial nos.? Annual physical check noted?	The Council's Maintenance and Grounds Maintenance teams maintain excel spreadsheets showing asset locations, serial number, cost and date purchased. Property and equipment are subject to recorded, regular check by these teams at least annually (and sometimes more depending on item eg play areas more often than annually). These records feed into the Asset Register to support the annual financial statements and where only items costing more than £1000 are listed. The list does not include insured value. <i>Recommendation: We recommend that the asset register is signed/dated to confirm its appropriateness. Also all insured value of assets to be noted in separate column on the asset register to inform the annual Insurance cover, renewal process.</i>
8.2	Are the Asset/Investments registers up to date, incl. disposals? Note all Investments held with a/c nos.	No, the asset register does not show all of the current asset items and was last updated in 2014 <i>Recommendation: We recommend that the Asset Register is reviewed at least once a year and signed by the Chairman of Strategy and Resources Committee to show that a review has all assets has taken place</i>
8.3	Do asset insurance valuations agree with those in the asset register?	No, Asset Register does not currently show any insured values. <i>Recommendation: We recommend that insurance values are shown in the asset register.</i>
9	Bank Reconciliation	
8.1	Is there a Bank reconciliation for each account held? Note each A/c with bank/branch & a/c no. If relevant, review Money Market transfers & documentation.	Yes, for Lloyds Bank Business Account 37301260 (cashbook 1), Lloyds Bank Small Business–Clerks Imprest Account 01922961(cashbook 2), Lloyds Business Instant Access Account 377769260 (cashbook 10), Bank Of Ireland – Wholesale Money

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		Fund Account 16429274 (cashbook 5), Bank of Ireland – Reserve Wholesale Money Fund Account 17079843 (cashbook 6), Bank of Ireland Project Reserve Account 17079886 (cashbook 7), Santandar Time Deposit Account 10212763 and Lloyds Fixed Term Deposit (cashbook 8). Also portfolio of investments held with Rathbones Fund No 159590.
8.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	The current and imprest bank accounts are reconciled weekly, the deposit and Bank of Ireland accounts monthly. Rathbones send quarterly statements.
8.3	Are there any unexplained balancing entries in any reconciliation?	No, all entries were recorded correctly in the cash books.
9	Year-end Procedures	
9.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Income & Expenditure basis. Audit Note: The Chairman of Strategy and Resources should conduct the Executive checklist at year-end as part of self-assessment controls.
9.2	Do the accounts agree with the cashbook codings?	Yes, RBS Omega Final year-end accounts confirm that entries made in cashbook are accurate & agree to Bank accounts held. End of year 2013/14 balances confirm that entries made in the cash book are accurate and agree to all bank accounts held by the Town Council.
9.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	Yes, cross-referencing by cheque payments using cheque numbers, and bankings using paying in slip details to show in the cash book with separate analysis of budget heading for budget monitoring purposes.
9.4	Where appropriate, have debtors and creditors been properly recorded? Are the year-end, General and Earmarked reserves held at reasonable levels?	Debtors, creditors & accruals are all accounted for in the Balance Sheet. Reserves held at year-end were satisfactory (general reserves at £445075 as at 31/3/14) and anticipated at £346054 for general reserves and £111,231 for all earmarked reserves at the end of 2014/15.

Signed ____Tim Light FMAAT _____

Date ____22/03/2015_____

Audit report & Risk Assessment of financial systems' internal controls for Woodley Town Council 2014/15
prepared by the Internal Auditor, Town Clerk/RFO and Finance Manager on 2,18 February and 19 March 2015.

Internal Auditor

Signed ___Deborah Mander_____ RFO Date 8/4/15___
 RFO

Action Plan for Recommendations			
No.	Recommendations	Actioned by	Date
1.3	We recommend that the Finance Officer should sign and date the cash book reconciliation sheet to confirm that the totals agree to the weekly bank reconciliations for both the current and deposit accounts. We also recommend that the Chairman of Strategy and Resources Committee should sign and date these Reconciliations on at least a quarterly basis to confirm they are accurate as part of the governance and monitoring role.		
5.1	We recommend that spot checks should be carried out on the till procedures at the Leisure Centre to ensure that the control systems are used at all times.		
7.1	We recommend that the asset register is signed/dated to confirm its appropriateness. Also all insured value of assets on asset register to be noted in separate column to inform the annual Insurance cover, renewal process.		
7.2	We recommend that the Asset Register is reviewed at least once a year and signed by the Chairman of Strategy and Resources Committee to show that a review of all assets has taken place.		
7.3	We recommend that insurance values are shown in the asset register.		

Signed ___Tim Light FMAAT_____ Internal Auditor Date ___22/03/2015_____

Signed ___Deborah Mander_____RFO Date ___8/4/15___



Department for
Communities and
Local Government

Strengthening parish and town council accountability

Consultation on extending the remit of the Local
Government Ombudsman to larger parish and town councils



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1. Summary of proposals

A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State

Topic of this consultation:	This consultation paper sets out the Government's proposals for extending the remit of the Local Government Ombudsman to larger parish and town councils.
Scope of this consultation:	<p>The purpose of the consultation is to set out the Government's proposals for improving the options for redress by the public when they are let down by their local authority. The Department for Communities and Local Government is consulting on whether the jurisdiction of the Local Government Ombudsman, the organisation charged with investigating complaints from individual members of the public that they have suffered injustice arising from maladministration in local authorities, and able to recommend redress to remedy that injustice, should be extended to larger parish and town councils so that individual citizens have an independent route for redress when they have been let down by their parish or town council.</p> <p>The Department is also consulting on how larger parish and town councils should be defined for this purpose.</p> <p>Any change to the jurisdiction of the Local Government Ombudsman requires a change to primary legislation, specifically the Local Government Act 1974.</p>
Geographical scope:	The jurisdiction of the Local Government Ombudsman extends to local authorities in England only.
Impact Assessment:	An Impact Assessment is only needed where proposals impact upon business or voluntary sector bodies, or have significant costs for the public sector. Our assessment is that the proposals in this consultation will not bring about such impacts, although this consultation does seek the views of those likely to be affected by the proposals.

Basic Information

To:	This consultation is open to everyone. We particularly seek the views of individual members of the public, town and parish councils, those bodies that represent the interests of local authorities at all levels and those who have an interest in redress in public institutions.
Body responsible for the consultation:	The Conduct and Council Constitutions Team in the Department for Communities and Local Government is responsible for conducting the consultation.
Duration:	The consultation will begin on 26 March 2015. The consultation will run for 9 weeks and will close on 30 June 2015. All responses should be received by no later than 30 June 2015.
Enquiries:	<p>During the consultation, if you have any enquiries, or wish to receive hard copies of the consultation document, please contact:</p> <p>Vanita Patel e mail: vanita.patel@communities.gsi.gov.uk TEL: 0303 44 42581</p> <p>How to respond: Please respond by email to:</p> <p>parishconsult@communities.gsi.gov.uk</p> <p>Alternatively, please send postal responses to:</p> <p>Vanita Patel Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF</p> <p>Responses should be received by close on 30 June 2015.</p>
Confidentiality and Data Protection:	<p>Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000, the Data Protection Act 1998 and the Environmental Information Regulations 2004).</p> <p>If you want the information that you provide to be treated as confidential, please be aware that, under the Freedom of Information Act 2000, there is a statutory code of practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be</p>

	<p>helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, in itself, be regarded as binding on the department.</p> <p>The Department for Communities and Local Government will process your personal data in accordance with the Data Protection Act 1998, and in the majority of circumstances this will mean your personal data will not be disclosed to non-government third parties. Individual responses will not be acknowledged unless specifically requested.</p>
After the consultation:	A summary of responses to the consultation will be published on the Department's website within three months of the end of the consultation period.
Compliance with the Consultation Principles guidance:	The consultation complies with the Consultation Principles guidance.

2. Introduction

1. The Department for Communities and Local Government is consulting on proposals to extend the redress available to the public when they are let down by their local authority by extending the jurisdiction of the Local Government Ombudsman to larger parish and town councils responsible for substantial sums of public money and whose decisions affect a large number of people.

2. The Local Government Ombudsman may investigate complaints from individual members of the public who consider they have suffered injustice arising from maladministration in local authorities. If the Local Government Ombudsman finds in favour of the complainant, the Local Government Ombudsman may recommend redress. The jurisdiction of the Local Government Ombudsman currently extends to, among other authorities, district, borough, city and county councils. It does not extend to parish or town councils.

3. The remit of the Local Government Ombudsman is something that the Government keeps under constant review. The Government recognises that when the public are let down by those that provide their services, swift and effective redress is important.

4. There are around 9,000 parish and town councils across England, representing more than 37 per cent of the population. Whilst parish and town councils do not have the same range of powers as principal local authorities – county and district councils and London borough councils - their responsibilities can be diverse and the decisions they take can affect the day to day lives of many citizens. Whilst for the majority of parish and town

councils the local redress mechanisms currently available to the public are sufficient and proportional, it is right that larger parish councils with responsibilities and budgets comparable to those of district councils, should have equivalent accountability and redress mechanisms to those of principal authorities.

5. It is thus proposed to extend the Local Government Ombudsman's jurisdiction to cover these larger parish and town councils. This should not only give a better deal for the citizen but also lead to better quality and value for money in the local public services delivered by the tier of government nearest to the people.

3. Parish and Town Councils and Redress

6. It would be neither practical nor appropriate to extend the jurisdiction of the Local Government Ombudsman to cover all parish and town councils, some of which can have budgets of a few thousand pounds and populations of one or two hundred. In fact parish and town councils vary enormously in size, activities and circumstances. The smallest represent populations of less than 150, the largest has a population of around 71,000 people. Parish and town councils do have a range of statutory functions, which are concurrent with those of district councils and include for instance, allotments, maintenance of footpaths, certain planning matters, maintenance of recreation grounds, traffic calming measures, provision of bus shelters, community centres and the acquisition and sale of land. In addition, principal councils may devolve responsibility for the discharge of certain of their functions to parish and town councils where these have the capacity to undertake these roles.

7. There are, however, important differences between town and parish councils and principal local authorities such as district councils. Legislation regarding executive arrangements and overview and scrutiny does not apply to parish councils. Parish and town councils have limited requirements for audit where income and expenditure is below £6.5m.

8. Local authorities, including parish and town councils, are independent of central government. They are accountable to their electorate, the auditors and ultimately the courts. Legislation provides a framework in which they must operate and they must operate within the law at all times. The Government expects parish and town councils to be open and transparent in the way they conduct their business.

9. The majority of parish and town councils, with the relatively limited functions which they exercise, are well placed to settle complaints at a grass roots level. Redress mechanisms include using the council's formal complaints procedure, or pointing out concerns during the public inspection period of accounts, or by joining with a group of local electors to call for a parish poll on the issue of concern. Furthermore, every elector has the right to raise any matter affecting parish business at the annual parish meeting.

10. Redress routes can also shape and inform the future direction of a parish or town council. For example, parish polls, which allow for a ballot of local government electors in the parish to be called on any question arising from a parish meeting, can provide an indication of support for, or opposition to, specific parish matters which can help to guide the council's decision making.

11. The Government considers that for the majority of parish and town councils the existing system of redress for handling complaints is proportionate, lends itself to achieving swift and effective redress, and is consistent with the principles of localism. However, it considers that for those larger parish councils with responsibility for large amounts of taxpayers' money or which make decisions affecting the lives of many thousands of people, it would be appropriate to have an independent redress mechanism for members of the public.

4. The Local Government Ombudsman

12. The Local Government Ombudsman has responsibility for investigating complaints from individual members of the public who consider they have suffered personal injustice arising from maladministration in local authorities and certain other bodies within the Local Government Ombudsman's jurisdiction. The Local Government Ombudsman can make recommendations for redress and while these recommendations are not binding, there is almost total compliance. Recommendations for redress are intended to right the injustice caused and can include financial remedy, although this tends to be in the hundreds, rather than the hundreds of thousands, of pounds. The Local Government Ombudsman's recommendations are also valuable in preventing a repeat of the injustice and so promoting good practice in local authorities.

13. The Local Government Ombudsman's jurisdiction extends beyond principal local authorities such as district, borough, city and county councils to authorities such as internal drainage boards, National Park authorities and Fire and Rescue authorities. In 2013-2014 the Local Government Ombudsman considered 11,725 complaints and enquiries about, for instance, benefits and tax, planning and development, highways and transport and environmental matters. The Local Government Ombudsman's jurisdiction also covers social care provision, and extends to adult social care provided privately.

14. The Local Government Ombudsman is considered by Government to be a valued and respected part of the democratic process providing redress for individuals and driving up standards in authorities within its jurisdiction. Given the experience of the organisation in investigating complaints not just about principal local authorities but also varied single purpose authorities, the Government considers that it is the appropriate organisation to be given the role of independent redress provider for larger parish councils.

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger parish and town councils?

5. Defining ‘Larger’ Parish and Town Councils

The proposal

15. The Government is not proposing extending the jurisdiction of the Local Government Ombudsman to all parish and town councils. The Government understands that this would be impractical, with over 9,000 parish and town councils in England. Furthermore, the Government considers that for the majority of parish and town councils the existing redress mechanisms are proportionate.

16. The Government considers that it is right that the jurisdiction of the Local Government Ombudsman be extended to larger parish and town councils. We are now consulting on how a larger parish and town council is defined.

Defining a larger parish or town council by population

17. Some town councils have populations the same, or larger, than some of the smaller district councils which are within the jurisdiction of the Local Government Ombudsman. The smallest population for a district council is around 35,000 people. The Government considers it reasonable that any parish or town council with a population the same as or greater than a district council may be considered a large parish or town council and, because the actions, decisions and responsibilities of the parish or town council affect so many people, that parish or town council should be within the jurisdiction of the Local Government Ombudsman. Census data would be used to provide the population numbers for the parish and town councils. There are around 21 town councils with a population of 35,000 or more.

18. The Government understands that there may be an argument for extending the jurisdiction of the Local Government Ombudsman to less populous parish and town councils. Respondents are invited to indicate their preferred population threshold. The table below indicates how many parish and town councils would be in the jurisdiction of the Local Government Ombudsman if the threshold were set at various population levels.

Population threshold	Approximate number of parish and town councils within jurisdiction
1,000 and more	2,640
5,000 and more	803
10,000 and more	444
20,000 and more	155
30,000 and more	26
35,000 and more	21
40,000 and more	11

Q2. Should a large parish or town council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?

Defining a larger parish or town council by budget

19. The Government recognises that a number of parish and town councils have significant budgets, reflecting the size of the area they serve and the services that they provide to their communities.

20. Quantifying a parish or town council's budget is problematic. As well as an annual precept, a parish or town council may raise income in a variety of ways, from allotments to charges for the use of community centres or sports facilities. Moreover there is scope for annual variation to a parish or town council's budget which may be significant arising from, say, the disposal or acquisition of a substantial asset.

21. Where there is significant use of taxpayers' money the Government consider that the authority responsible for spending taxpayers' money should be accountable. That is why, in addition to the transparency rules and audit requirements the authority already has to fulfil, the Government is consulting on whether a parish or town council's annual precept should act as the threshold for determining its status as a large parish or town council and that the threshold for being considered a larger parish or town council should be £1m. There are 23 parish and town councils with a precept of £1m or over.

Q3. Should a large parish or town council be defined by having an annual precept of £1m or more?

Defining a larger parish council by a combination of both population and budget

22. Recognising that defining a larger parish or town council by population alone or by precept alone might include a parish or town council that is large in terms of population or precept raised, but is not a large administrative body in the sense that it should fall within the jurisdiction of the Local Government Ombudsman, a further option is to define only those parish or town councils with both a population of 25,000 or over and an annual precept of £1m as 'large'. There are around five parish and town councils that meet this criteria.

Q4. Should a larger parish or town council be defined by both population and budget?

The permanence of 'larger' parish and town council status

23. The jurisdiction of the Local Government Ombudsman is set in the Local Government Act 1974. It is this legislation that allows the Local Government Ombudsman to investigate complaints about principal local authorities and other bodies within its jurisdiction. Defining a class of local authority, in this case a larger parish or town council, by population, or annual precept, or both, raises the issue of determining whether a body

is subject to the jurisdiction of the Local Government Ombudsman by a criteria that may fluctuate from year to year.

24. It is undesirable for a local authority to be subject to the jurisdiction of the Local Government Ombudsman one year and not the next. This not only causes confusion about whether or not a complaint might be investigated and the Local Government Ombudsman's power to make any recommendation, but also creates confusion rather than reassurance for any member of the public who may wish to make a complaint.

25. Accordingly, we propose that, as one of the possible criteria for defining a large parish or town council is the population of that parish or town council, and that the population data is to be furnished by the Census, any parish or town council judged to be considered 'large' by its population upon publication of Census data shall be considered to be within the jurisdiction of the Local Government Ombudsman for the next decade, or until the publication of the next Census data for that parish or town council, whichever comes first.

Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed time period?

Annex A

Response Form

Response form for consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State on the Government's proposals for extending the remit of the Local Government Ombudsman to larger parish and town councils.

Respondent details	Please submit your response by 30 June 2015 to:
Name:	parishconsult@communities.gsi.gov.uk
Organisation:	
Address:	Alternatively, please send postal responses to:
Town/City:	
County/Postcode:	Vanita Patel
Telephone:	Department for Communities and Local Government
e mail:	2nd Floor, NE, Fry Building
	2 Marsham Street
	London
	SW1P 4DF

Are you requesting non-disclosure of your response: YES/NO

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger parish and town councils?
COMMENTS
Q2. Should a large parish or town council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?
<p>Please indicate your preferred population threshold</p> <p>Population of 1,000 or more</p> <p>Population of 5,000 or more</p> <p>Population of 10,000 or more</p> <p>Population of 20,000 or more</p> <p>Population of 30,000 or more</p> <p>Population of 40,000 or more</p> <p>COMMENTS</p>
Q3. Should a large parish or town council be defined by having an annual precept of £1m or more?
COMMENTS
Q4. Should a larger parish or town council be defined by both population and budget.
COMMENTS
Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed time period?
COMMENTS