



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

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

Councillors K. Baker (Chairman); A. Chadwick; S. Brindley; J. Cheng; R. Dolinski;  
D. Mills; S. Rahmouni; D. Stares; M. Walker

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 26 April 2016, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## 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 26 JANUARY 2016**

To approve the minutes of the Strategy and Resources Committee held on 26 January 2016 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 9 February 2016.)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 12/16.**

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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 2016	£96,112.11	£44,196.73
February 2016	£56,663.53	£40,234.54
March 2016	£182,031.47	£42,414.88

c) To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 March 2016 for a period of 3 months at a rate of 0.55%.

5. **PERSONNEL SUB COMMITTEE**  
To consider **Report No. SR 13/16** of the Personnel Sub Committee meeting held on 1 April 2016. Page 12
6. **RISK MANAGEMENT WORKING PARTY**  
To consider **Report No. SR 14/16** of the Risk Management Working Party meeting held on 12 April 2016. Page 13
7. **CATERING PARTNERSHIP MANAGEMENT PANEL**  
To receive **Report No. SR 15/16** of the Catering Partnership Management Panel meeting held on 15 April 2016. Page 20
8. **EXTERNAL FUNDING PROJECT LIST**  
To note the current external funding project list, attached at **Appendix 8**. Page 22
9. **GRANTS**  
To consider **Report No. SR 16/16**. Page 23
10. **OAKWOOD CENTRE**  
To receive **Report No. SR 17/16**. Page 25
11. **COMMEMORATION OF THE QUEEN'S 90<sup>TH</sup> BIRTHDAY**  
To consider **Report No. SR 18/16**. Page 28
12. **WOODFORD PARK LAKE**  
To consider **Report No. 19/16**. Page 29
13. **CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY**  
To consider the adoption of the proposed children and vulnerable adults safeguarding policy. (**Appendix 13**) Page 33
14. **3G PITCH PROJECT UPDATE**  
The project has progressed very well and the completion date is expected to be in mid May. This is 2 ½ weeks ahead of the project schedule and will be weather dependent. The synthetic grass carpet in particular requires dry weather for laying. This is expected to be installed week commencing 25 April and will take up to three weeks.

Customers have been very positive about the car park works and the Leisure Services Manager's regular meetings with Optalis have greatly reduced any disruption for their clients.

Officers have contacted the planning authority as there was an error in the submitted plans which appear to show the acoustic board fencing on the inside of the metal fencing rather than outside. This would never have been possible as the metal fencing functions as a rebound fence and is made to a specification for this purpose. The acoustic fencing has been constructed on the outside of the metal fence, as is normal for this feature and Officers are liaising with the planning authority to address any implications in terms of the planning consent.

Arrangements have been made to utilise the plantings from the car park and driveway at the entrance from Western Avenue and at the allotments. The Town Council is licenced to receive this material, which is considered a waste product for licencing purposes. This should also result in a small saving on the project cost.

15. **PUBLIC TOILET UPDATE**

The terms of a lease for the toilet site on Wokingham Borough Council owned land in the town centre have been discussed with an officer from that council's Strategic Assets section. A site visit with the Borough Council's Parking Manager has also taken place where the placement of the proposed toilet with regard to the nearby water main and the need for good sightlines for drivers exiting the car park were discussed.

Representatives from Danfo, the chosen contractor for the project and the Council's appointed surveyor have also carried out a site visit and are looking at the potential to reduce the floor size of the toilet unit to fit in two car parking spaces and also to see if the unit could be installed on the precinct area adjacent to the parking spaces without affecting access, services and drainage. We are awaiting a report from Danfo on these matters.

16. **GARDEN OF REMEMBRANCE**

It is now 10 years since the introduction of memorial plaques in the Garden of Remembrance. The charge for the plaques includes its display in the garden for 10 years. At present there is no set charge for the plaques to be displayed for a further 10 years. Members are asked to approve the introduction of a charge of 50% of the cost of plaque at the date of renewal. This year's charges are £128 for former residents and £156 for others which would mean a charge of £64 and £78 respectively for a further 10 years.

17. **INSURANCE COVER**

The Council's 2016/17 insurance arrangements have been reviewed and insurance cover through brokers Came and Co agreed at a total cost of £34,394.10. Once the 3G pitch is completed this will be added to the items covered. See **Appendix 17** listing the main items covered. The Council also has cover for its vehicles and bouncy castles. This is year two of a three year price agreement with Came and Co, with new items to be covered being added to the cost, as appropriate. Officers will be commissioning valuations of the Council's buildings this year to ensure that the sums insured cover rebuild costs.

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18. **LOCAL GOVERNMENT PENSION SCHEME**

To note that the Royal County of Berkshire Pension Scheme has drafted a service level agreement between the scheme and its member organisations. This sets out the information the pension scheme requires from its members and the way in which that information is provided. Once the service level agreement is finalised the Council will be asked to sign up to the agreement.

19. **BOROUGH PARISH LIAISON FORUM**

To note the minutes of the Borough Parish Liaison Forum meeting held on 4 April 2016. (**Appendix 19**)

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20. **WDALC**  
To note the correspondence received from the chairman of the Wokingham District Association of Local Councils (***Appendix 20***) and to consider a response. Page 44
21. **FUTURE AGENDA ITEMS**  
To consider any future agenda items for the committee to consider.
22. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.
23. **EXCLUSION OF PUBLIC AND PRESS**  
**To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial and personal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 23, 24 and 25 on the agenda.**
24. **WOODFORD PARK LEISURE CENTRE REFURBISHMENT**  
To consider **Report No. SR 20/16.** Page 45
25. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**  
To consider **Report No. SR 21/16.** Page 49
26. **VENUES MANAGEMENT AND MARKETING**  
To consider **Report No. SR 22/16.** Page 64

**STRATEGY AND RESOURCES COMMITTEE****BUDGETARY CONTROL 2015/16**

Report No SR 12/16

EXPENDITURE	Budget 2015/16	Revised Budget 2015/16	Actual Exp as at 31/03/2015	Actual Exp as at 31/03/2016	Actual Exp as % of Rev Budget	Information
Central Costs	233194	219379	229273	218313	99.5	Staff advertising, phone and equipment over budget. All other costs on or under budget.
Democratic Costs	44931	46561	47887	46092	99.0	Staff and councillor training under budget, all other costs on budget.
Corporate Management	242780	258911	258195	255020	98.5	Professional expenses and residents survey costs over budget, other costs on or under budget.
Capital Programme	45000	45000	45000	45000	100.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	4000	2300	3925	98.1	Grants awarded in April and November.
Inn on the Park	12426	6685	11675	6684	100.0	Pub closed 30/10/15 - IOP costs for the remainder of the year allocated to WPLC.
Oakwood Centre	149079	145959	141266	143210	98.1	Cleaning, phone, certification, equipment and catering costs over budget, all other costs either on or under budget.
Maintenance HQ	6913	6313	6398	5908	93.6	Phone and vehicle running costs over budget, other costs on or under budget.
Capital and Projects	184940	184940	184940	184940	100.0	Loans paid in September and March - sinking fund contribution invested.
<b>TOTAL</b>	<b>923263</b>	<b>917748</b>	<b>926934</b>	<b>909092</b>	<b>98.5</b>	
<b>INCOME</b>						<b>Information</b>
	<b>Budget 2015/16</b>	<b>Revised Budget 2015/16</b>	<b>Actual Inc as at 31/03/2015</b>	<b>Actual Inc as at 31/03/2016</b>	<b>Actual Inc as % of Rev Budget</b>	
Central Costs	5140	6507	6673	6584	101.2	Miscellaneous income higher than anticipated, photocopying income and investment income slightly lower than budget estimates.
Democratic Costs	0	0	0	0	0.0	
Corporate Management	9112	9341	8600	7826	83.8	Payment of employers costs made by WTCMI from January 2016.
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Inn on the Park	40840	23823	40800	23823	100.0	Inn on the Park closed 30/10/15. No further income payable.
Oakwood Centre	148118	147050	141266	145087	98.7	Room hire at 97%, income from in house activities lower than anticipated.
Maintenance HQ	0	0	0	0	0.0	
Capital and Projects	0	0	0	0	0.0	
<b>TOTAL</b>	<b>203210</b>	<b>186721</b>	<b>197339</b>	<b>183320</b>	<b>98.2</b>	
<b>NET</b>	<b>720053</b>	<b>731027</b>	<b>729595</b>	<b>725772</b>	<b>99.3</b>	

Month 12: 100%

## Woodley Town Council 2015/2016

### Current Account

#### List of Payments made between 01/01/2016 and 31/01/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
28-Jan-16	Personal Information	3673.38	Staff payments
22-Jan-16	AWD Chase de Vere	947.55	Refund payment under agreement
15-Jan-16	ACL Consultancy Solutions Ltd	1375.00	Consultancy support - catering arrangements
12-Jan-16	Allens Design Print Ltd	54.00	WTCMI banner patches
15-Jan-16	ASAP Computer Services	1902.00	Annual IT support & maintenance
15-Jan-16	ATCM	594.00	Annual WTCMI membership
22-Jan-16	BCM Group Plc	71.81	Service & maint photocopier WPLC
29-Jan-16	BE fuelcards	52.75	Diesel-OE55NNW-121846
08-Jan-16	BE Fuelcards Ltd	0.62	Admin charge
22-Jan-16	Bowak Ltd	421.20	Cleaning supplies
12-Jan-16	British Gas	2498.85	Electric supply
29-Jan-16	British Gas	2559.68	Electric supply
13-Jan-16	BT Retail	15.00	Phone
04-Jan-16	CF Corporate Finan	166.37	Qtrly rental charge photocopier
29-Jan-16	Circon Ltd-Crown Water & Coffee	89.40	Bottled water/qtrly rental charge
26-Jan-16	Crown Gas & Power	295.49	Gas supply
26-Jan-16	Crown Gas & Power	329.51	Gas supply
26-Jan-16	Crown Gas & Power	911.47	Gas supply
15-Jan-16	Drews Ltd	19.31	Building supplies
29-Jan-16	EDF Energy 1 Ltd	11.18	Electric for clock tower WTCMI
15-Jan-16	Energy Electrical Distributors Ltd	140.98	Electrical supplies
22-Jan-16	Eurodec Ltd	112.77	Decorating supplies
22-Jan-16	Fraser Office Supplies Ltd	169.10	Stationery supplies
12-Jan-16	Gary Starr Productions	1825.20	Panto performances Oakwood Centre
22-Jan-16	HMRC Cumbernauld	12142.74	PAYE & NI
22-Jan-16	InTouch	71.98	Monthly website charge
15-Jan-16	John Willis	120.00	Window cleaner
22-Jan-16	Just Around The Corner	5715.50	Grant - service level agreement
29-Jan-16	Lamps & Tubes Luminations Ltd	4898.56	WTCMI Christmas lights
15-Jan-16	Lloyds Bank	273.69	Cardnet charge
29-Jan-16	Lyreco UK Ltd	37.98	Stationery supplies
15-Jan-16	Mainstream Digital	55.46	Phone
15-Jan-16	Merchant Rentals	35.23	Monthly cardnet machine rental
29-Jan-16	PHS Group Plc	137.33	Rental dust mats
22-Jan-16	Prudential	30.00	AVC payment deducted from pay
15-Jan-16	Rigby Taylor	473.28	Gardening supplies
22-Jan-16	Riso UK Ltd	97.24	extra copies - copier
15-Jan-16	Southern Electric Contracting Ltd	685.49	Electric supply
29-Jan-16	Southern Electric Contracting Ltd	459.06	Electric supply
15-Jan-16	SSE Southern Electric	517.11	Electric supply
22-Jan-16	Thames Valley Temperature Control Ltd	2552.56	Service & maintenance boilers
29-Jan-16	Thames Valley Temperature Control Ltd	27652.80	Installation new boiler+hot water heater
11-Jan-16	Thames Water	150.84	Water rates
22-Jan-16	The Berkshire Pension Fund	11772.97	Pension - employers and employees
15-Jan-16	The Crown Estate Commissioners	750.00	WTCMI Christmas tree
29-Jan-16	The Reindeer Centre	1680.00	Reindeer hire - WTCMI
15-Jan-16	Token Security Solutions Ltd	115.55	Security/reception staff cover
29-Jan-16	Traditional Local Cleaning Ltd	3338.32	Contract cleaning
29-Jan-16	Trinity Mirror PublishING Ltd	231.00	WTCMI advertising
22-Jan-16	Unison Collection Ac	41.90	Union fees deducted from pay
22-Jan-16	Veolia ES - UK Ltd	322.56	Refuse collection
15-Jan-16	Vodafone Ltd	231.34	Phone
04-Jan-16	Wokingham BC	41.00	Rates
04-Jan-16	Wokingham BC	158.00	Rates
04-Jan-16	Wokingham BC	350.00	Rates
04-Jan-16	Wokingham BC	887.00	Rates
04-Jan-16	Wokingham BC	1849.00	Rates
		96112.11	

## CLERKS IMPREST A/C

### List of Payments made between 01/01/2016 and 31/01/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
27-Jan-16	(Personal Information)	90.00	Refund deposit
18-Jan-16	(Personal Information)	50.00	Refund deposit
19-Jan-16	(Personal Information)	5.00	Refund deposit
29-Jan-16	(Personal Information)	6.90	Refund deposit
19-Jan-16	(Personal Information)	15.00	Refund deposit
18-Jan-16	(Personal Information)	106.50	Refund deposit
11-Jan-16	(Personal Information)	50.00	Refund deposit
12-Jan-16	(Personal Information)	50.00	Refund deposit
14-Jan-16	(Personal Information)	5.00	Refund deposit
27-Jan-16	(Personal Information)	50.00	Refund deposit
29-Jan-16	(Personal Information)	6.25	Refund deposit
29-Jan-16	(Personal Information)	6.90	Refund deposit
22-Jan-16	Amazon UK	18.78	USB cables
11-Jan-16	Comm Sports Arts	309.40	Bulmershe 1Life refund
12-Jan-16	Dance Reality	100.00	Refund deposit
11-Jan-16	Lloyds Bank	25.42	Charges 10 Nov to 9 Dec 15
27-Jan-16	Lloyds Bank	42079.41	Net pay - January 2016
06-Jan-16	PETTY CASH A/C	161.19	Topup petty cash
19-Jan-16	Pictorial Meadows	127.74	Candy seeds (Flowers)
26-Jan-16	Reading Roadrunners	150.00	Refund deposit
12-Jan-16	Wokingham BC	277.34	Rates - WP flat
26-Jan-16	Woodley Carnival Comm	483.00	Grant-Woodley Carnival
05-Jan-16	WWW.Indespension.co	22.90	EL160 Trailer light assembly
		44196.73	

## Woodley Town Council 2015/2016

### Current Account

#### List of Payments made between 01/02/2016 and 29/02/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
26-Feb-16	ACL Consultancy Solutions Ltd	1375.00	Consultancy support - catering arrangements
26-Feb-16	Allens Design Print Ltd	1707.00	WTCMI leaflets & posters
26-Feb-16	Anne Owen Architects Ltd	962.40	Design work WPLC
26-Feb-16	ARC	200.00	Video production Community Youth Partnership
29-Feb-16	B and S Roofing	2957.64	Repairs to guttering WPLC
26-Feb-16	Badminton England	357.18	Badminton supplies
26-Feb-16	BCM Group Plc	15.22	Service & maint photocopier WPLC
12-Feb-16	BE Fuelcards Ltd	0.62	Admin fee
29-Feb-16	Berkshire Tree Care	744.00	WP Gardening service
05-Feb-16	Berkshire Tree Care	984.00	WP Gardening service
26-Feb-16	Bowak Ltd	431.78	Cleaning supplies
12-Feb-16	British Gas	49.41	Electricity supply
26-Feb-16	Brown Bag Cafe Ltd	54.90	Catering services
24-Feb-16	BT Direct Debits	528.43	Phone
24-Feb-16	BT Direct Debits	770.82	Phone
23-Feb-16	BT Group Plc	75.56	Phone
23-Feb-16	BT Group Plc	75.56	Phone
23-Feb-16	BT Group Plc	76.00	Phone
23-Feb-16	BT Group Plc	115.20	Phone
11-Feb-16	BT Retail	15.00	Phone
26-Feb-16	Bullseye Awards-Garments Ltd	19.40	Engraving - Badminton tournament
05-Feb-16	Circon Ltd t/a Crown Water-Coffee	40.08	Bottled water
29-Feb-16	Circon Ltd t/a Crown Water-Coffee	55.92	Bottled water
17-Feb-16	Crown Gas & Power	111.33	gas supply
17-Feb-16	Crown Gas & Power	309.19	gas supply
17-Feb-16	Crown Gas & Power	1296.86	gas supply
26-Feb-16	Earthing Equipment Supplies	306.00	Lightning conductor tests
26-Feb-16	EDF Energy 1 Ltd	11.18	Electric for clock tower WTCMI
26-Feb-16	Eurodec Ltd	21.52	Decorating supplies
29-Feb-16	Eurodec Ltd	46.03	Decorating supplies
29-Feb-16	Fox Williams LLP	2446.12	Legal advice
26-Feb-16	Fraser Office Supplies Ltd	98.03	Stationery supplies
12-Feb-16	Glendale Surveyors Ltd	90.00	Energy performance certificate - flat
26-Feb-16	Helen Masey	1352.00	Residents Survey 2015
26-Feb-16	HMRC Cumbernauld	10397.71	PAYE & NI
26-Feb-16	Involve Community Services	38.00	Health & Safety training WPLC
26-Feb-16	J P Lennard Ltd	124.30	Badminton supplies
26-Feb-16	John Willis	120.00	Window cleaner
26-Feb-16	Just Tiles Ltd	19.16	Decorating supplies
12-Feb-16	Lamps-Tubes Luminations Ltd	1646.25	WTCMI Christmas lights
26-Feb-16	Lantec Security Ltd	708.00	Annual maintenance - alarm system
12-Feb-16	Lloyds Bank	307.26	Cardnet monthly service charge
15-Feb-16	Mainstream Digital	0.24	Phone
15-Feb-16	Merchant Rentals	35.23	Monthly cardnet machine charge
12-Feb-16	MKR Electrical Services Ltd	485.72	Electrical supplies - flat/OC
26-Feb-16	Newsquest Media Group Ltd	715.70	Staff advertising
05-Feb-16	P-H Direct Van Sales Ltd	207.22	Vending supplies
29-Feb-16	P&H Direct Van Sales Ltd	329.46	Vending supplies
05-Feb-16	PHS Group Plc	261.34	Rental dust mats
15-Feb-16	Pitney Bowes	250.00	Postage topup
26-Feb-16	PRS for Music	205.03	Music licence OC
26-Feb-16	Prudential	30.00	AVC payment deducted from pay
26-Feb-16	R.E.S. Systems Ltd	204.06	Fire extinguisher service
26-Feb-16	Rialtas Business Solutions Ltd	318.00	Annual support - bookings system WPLC
26-Feb-16	Robinson Low Francis	666.00	Professional services - 3G pitch
26-Feb-16	SGW Payroll Ltd	152.66	Payroll services
26-Feb-16	T H White Ltd	370.09	Gardening supplies Depot
26-Feb-16	Thames Valley Temperature Control Ltd	821.10	Café repairs fridge/freezer seals



29-Feb-16	Thames Valley Temperature Control Ltd	308.10	Heat pump repairs WPLC
01-Feb-16	Thames Water	36.19	Water rates
02-Feb-16	Thames Water	286.75	Water rates
15-Feb-16	Thames Water	2041.95	Water rates
26-Feb-16	The Berkshire Pension Fund	10408.69	Pension - employers and employees
26-Feb-16	Thompsons Solicitors LLP	420.00	Legal services OC
26-Feb-16	Token Security Solutions Ltd	660.00	Annual key holding contract
12-Feb-16	Trade UK - BandQ	2886.99	Building supplies
26-Feb-16	Trade UK - BandQ	187.71	Building supplies
12-Feb-16	Trade UK - Screwfix	99.17	Building supplies
26-Feb-16	Trade UK - Screwfix	312.83	Building supplies
12-Feb-16	Traditional Local Cleaning Ltd	1440.74	Contract cleaning
26-Feb-16	UK Gravel Ltd	180.00	Green slate gravel Garden of Remembrance
26-Feb-16	Unison Collection Ac	32.20	Union fees deducted from pay
26-Feb-16	Veolia ES - UK Ltd	780.92	Refuse collection
26-Feb-16	Vodafone Ltd	247.73	Phone
05-Feb-16	Wingfield Engineering Ltd	221.65	MOT & service pick up truck
		56663.53	

### CLERKS IMPREST A/C

#### List of Payments made between 01/02/2016 and 29/02/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
01-Feb-16	(Personal Information)	6.25	Cancelled WPLC course
01-Feb-16	(Personal Information)	45.00	Refund deposit
01-Feb-16	(Personal Information)	50.00	Refund deposit
01-Feb-16	(Personal Information)	50.00	Refund deposit
01-Feb-16	(Personal Information)	50.00	Refund deposit
03-Feb-16	(Personal Information)	50.00	Staff training-AAT
09-Feb-16	(Personal Information)	100.00	Refund deposit
16-Feb-16	(Personal Information)	5.00	Refund deposit
17-Feb-16	(Personal Information)	91.50	Refund deposit
08-Feb-16	Amazon UK retail	51.74	Swan 10 litre Urn
22-Feb-16	Amazon UK retail	14.93	Laptop bag case
24-Feb-16	Lloyds Bank	38567.13	Net payroll Feb 2016
05-Feb-16	Paperstone.co.uk	83.94	Tea bags/Coffee/Cup holders
17-Feb-16	PC World Online	599.98	HP Pavillion 15" Laptop
03-Feb-16	PETTY CASH A/C	109.47	Topup petty cash
08-Feb-16	Plusnet Plc	26.10	Phone
03-Feb-16	TV Licensing	145.50	OC TV Licence
03-Feb-16	Wokingham BC	138.00	Rates-Flat
22-Feb-16	Woodley Womens Club	50.00	Refund deposit
		40234.54	

## Woodley Town Council 2015/2016

### Current Account

#### List of Payments made between 01/03/2016 and 31/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
18-Mar-16	Allens Design-Print Ltd	432.00	WTCMI leaflets & posters
11-Mar-16	Arkell & Hurcombe-Bronzeworks	90.00	Bronze plaque
18-Mar-16	Arkell-Hurcombe-Bronzeworks	90.00	Bronze plaque
31-Mar-16	Badgemaster Ltd	7.74	Staff name badge
18-Mar-16	Badminton England	357.18	Badminton supplies
18-Mar-16	BCM Group Plc	49.32	Service & maint photocopier WPLC
04-Mar-16	BE Fuelcards Ltd	42.20	Diesel
11-Mar-16	BE Fuelcards Ltd	33.77	BP unleaded fuel - Depot
18-Mar-16	Bowak Ltd	129.09	Cleaning supplies
31-Mar-16	British Gas	2738.33	Electricity supply
18-Mar-16	Brown Bag Cafe Ltd	116.58	Catering services
09-Mar-16	BT Group Plc	145.80	Phone
15-Mar-16	BT Retail	15.00	Phone
18-Mar-16	Came & Company IBA	34414.10	Insurance
18-Mar-16	Central Sports UK Ltd	205.00	Badminton supplies
24-Mar-16	Churchill Contract Services Ltd	6436.51	Contract cleaning
18-Mar-16	Circon Ltd - Crown Water-Coffee	31.68	Bottled water
31-Mar-16	Circon Ltd Crown Water - Coffee	40.08	Bottled water
18-Mar-16	Crown Gas & Power	284.46	Gas supply
18-Mar-16	Crown Gas & Power	316.82	Gas supply
18-Mar-16	Crown Gas & Power	1256.64	Gas supply
31-Mar-16	DCK Beavers Ltd	497.40	Accountancy services
31-Mar-16	Dejac Associates Ltd	1518.00	Install & configure new server OC
18-Mar-16	EDF Energy 1 Ltd	11.17	Electric for clock tower
11-Mar-16	Ellis Whittam Ltd	6390.00	Human Resources support - annual
18-Mar-16	Eurodec Ltd	421.10	Decorating supplies
11-Mar-16	Fencing Products Ltd	69.43	Garden supplies
18-Mar-16	Fraser Office Supplies Ltd	119.53	Stationery supplies
31-Mar-16	Fraser Office Supplies Ltd	84.59	Stationery supplies
18-Mar-16	G Wheadon	290.00	Turf mower service - Depot
18-Mar-16	Godfreys Sevenoaks Ltd	294.32	Garden supplies
18-Mar-16	HMRC Cumbernauld	10434.28	PAYE & NI - employers and employees
18-Mar-16	Howardson Ltd	96.93	Garden supplies - depot
31-Mar-16	Indepth Hygiene Services Ltd	624.00	Cleaning service café
24-Mar-16	InTouch	143.96	Monthly website charge
31-Mar-16	John Willis	120.00	Window cleaner
31-Mar-16	Just Tiles Ltd	13.27	Decorating supplies
11-Mar-16	Lamps-Tubes Luminations Ltd	420.00	WTCMI leaflets & posters
31-Mar-16	Lister Wilder Ltd	203.82	Garden supplies
14-Mar-16	Lloyds Bank	127.53	Cardnet service charge
18-Mar-16	Lyreco UK Ltd	185.87	Stationery supplies
16-Mar-16	Mailcoms Ltd	270.71	Mailcoms annual support/servic
14-Mar-16	Mainstream Digital	0.43	Phone
15-Mar-16	Merchant Rentals	35.23	Monthly cardnet machine charge
11-Mar-16	MKR Electrical Services Ltd	485.69	Electrical supplies
31-Mar-16	Newsquest Media Group Ltd	1068.77	Staff advertisement
11-Mar-16	Opus Business Systems Ltd	1038.00	Annual telephone system contract OC
31-Mar-16	P-H Direct Van Sales Ltd	374.36	Vending supplies
11-Mar-16	P&H Direct Van Sales Ltd	30.44	Vending supplies
18-Mar-16	Prudential	30.00	AVC payment deducted from pay
29-Mar-16	Public Works Loan	1528.16	Public Works Loan
30-Mar-16	Public Works Loan	29093.75	Public Works Loan
31-Mar-16	Public Works Loan	54035.46	Public Works Loan
14-Mar-16	Rathbone Invest Mge Ltd	2620.12	Addition to investment portfolio
11-Mar-16	Rialtas Business Solutions Ltd	133.20	Annual allotments software charge
18-Mar-16	Rigby Taylor	3140.91	Garden supplies

24-Mar-16	Riso UK Ltd	242.66	Copier charges - Oakwood Centre
18-Mar-16	Serviceline	2690.35	Hobart undercounter dishwasher & install
18-Mar-16	SGW Payroll Ltd	146.54	Payroll services
31-Mar-16	SGW Payroll Ltd	32.40	Payroll services
18-Mar-16	Siemens Financial Services Ltd	720.00	Photocopier qtrly rental
18-Mar-16	T H White Ltd	97.02	Garden supplies
31-Mar-16	Thames Valley Water Services Ltd	444.00	Water sample - risk assessment
18-Mar-16	The Berkshire Pension Fund	10409.40	Pension - employers and employees
31-Mar-16	The Letterworks Ltd	634.00	WTC newsletter
18-Mar-16	Trade UK - BandQ	150.64	Building supplies
18-Mar-16	Trade UK - Screwfix	172.01	Building supplies
11-Mar-16	Traditional Local Cleaning Ltd	1477.88	Contract cleaning
11-Mar-16	Travis Perkins Trading Co	3.66	Building supplies
18-Mar-16	Travis Perkins Trading Co	154.80	Building supplies
18-Mar-16	Unison Collection Ac	32.20	Union fees deducted from pay
24-Mar-16	Veolia ES - UK Ltd	1366.85	Refuse collection
31-Mar-16	Wyevale Garden Centres Ltd	74.33	Garden supplies
		182031.47	

### CLERKS IMPREST A/C

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Mar-16	(Personal Information)	50.00	Refund deposit
02-Mar-16	(Personal Information)	50.00	Refund deposit
02-Mar-16	(Personal Information)	50.00	Refund deposit
07-Mar-16	(Personal Information)	50.00	Refund deposit
08-Mar-16	(Personal Information)	50.00	Refund deposit
08-Mar-16	(Personal Information)	50.00	Refund deposit
21-Mar-16	(Personal Information)	150.00	Refund deposit
24-Mar-16	(Personal Information)	50.00	Refund deposit
24-Mar-16	(Personal Information)	50.00	Refund deposit
29-Mar-16	(Personal Information)	928.94	Staff payment
30-Mar-16	(Personal Information)	50.00	Refund deposit
30-Mar-16	(Personal Information)	50.00	Refund deposit
21-Mar-16	Activate Learning	227.50	Refund payment in error
15-Mar-16	Amazon uk Market	4.78	Phone cable lead
31-Mar-16	Berties Direct Ltd	58.26	Banquet rolls OC
30-Mar-16	Dance Reality	100.00	Refund deposit
22-Mar-16	Express Matting	189.00	Rubber grass mat
23-Mar-16	Lloyds Bank	38785.75	Net payroll-March 2016
30-Mar-16	Nothing But Padlocks	161.82	Weatherproof padlocks WTCMI
07-Mar-16	Participant UK Ltd	110.00	Coaching training
24-Mar-16	Pictorial Meadow	98.00	Seeds
02-Mar-16	Plusnet Plc	26.10	Phone
23-Mar-16	Rotary Club of Loddon Vale	50.00	Refund deposit
16-Mar-16	Sheds and Things.co.uk	489.00	Empire 4000 shed
02-Mar-16	Vodafone	247.73	Phone
11-Mar-16	Wokingham BC	288.00	Pre-planning application advice
		42414.88	

**Report of a Meeting of the Personnel Sub Committee held at the Oakwood Centre on  
Friday 1 April 2016 at 11am**

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**Present:** *Councillors S. Rahmouni ( Chairman), R. Dolinski, B. Soane*

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

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

2. **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 be excluded.**

3. **EMPLOYEE HANDBOOK**

The Town Clerk explained that the draft Employee Handbook would replace the existing handbook which had needed updating to be inline with current legislation. The contents were based on a template provided by Ellis Whittam, the Council's HR advisers but also included the Council's Code of Conduct for Local Government Employees and its Anti Fraud and Corruption and Probation Policies.

During the discussion it was agreed that reference to the following be added to the handbook:

- Membership of a trade union and professional body be encouraged
- DBS checks required for some posts
- Team meetings and an expectation that staff attend these

The meeting also discussed the introduction of a Performance Appraisal system at the Council; how important it was for this to be operated as a two way exercise and that continuing professional development and its impact on the staff member and their colleagues needed to be taken into account as part of the appraisal system. The Town Clerk explained that she and the Deputy Town Clerk would be working on the development of the performance appraisal system over the next few weeks and that her intention was to arrange training for staff on the new system. To that end, it was noted that the 2015/16 budget for training had unspent balances at the year end and it was

**RECOMMENDED:**

- ◆ **That the Employee Handbook (*enclosed*), as amended, be approved.**
- ◆ **That a sum of £1,500 from the training budget be allocated to an earmarked reserve for performance appraisal training costs in 2016/17.**

4. **VOLUNTEER RECEPTIONIST**

The Deputy Town Clerk presented Report No. 1/16. During the discussion it was suggested that officers investigate whether funding towards volunteer costs may be available. Members

**RECOMMENDED:**

- ◆ **That the cost of the volunteer receptionist's lunch and refreshments, as proposed in the report, estimated at £570 per annum, be funded from the staff contingency budget.**

Meeting closed at 11.45am

Woodley Town Council

**Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Monday 11 April 2016 at 6.30pm**

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

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

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

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

2. **APOLOGIES**

Apologies were received from Councillor Lay.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **RISK MANAGEMENT STRATEGY**

Members considered the previous year's Risk Management Strategy and,

**RECOMMENDED:**

- ◆ **that the Risk Management Strategy for 2016/17, enclosed (Appendix A), be recommended for approval by Council.**

5. **RISK REGISTER**

Members reviewed and discussed each of the lists within the register which had been reviewed and amended by officers prior to the meeting. It was noted that risks and any comments relating to the Inn on the Park had been deleted; also that one item became critical before that point. This risk related to the short notice withdrawal of the management company at the end of the lease. Additional risks relating to the Council's 3G pitch project had been amalgamated with existing risks, with reference to the pitch and mitigating controls in place.

New risks added to the register had included:

- Personal injury in relation to the Allotments risk sheet
- Income from the flat at Woodford Park Leisure Centre in the Municipal Buildings sheet
- Projects not completed to planned timescale in the Resource Management sheet

Additional risks that Members of the Working Party agreed should be added were:

- Lack of effective partnership working in the Strategic Register sheet
- Withdrawal of catering partner at the Oakwood Centre in the Municipal Buildings sheet

Other small amendments were made to the Risk Register in line with the working party's discussions and it was

**RESOLVED:**

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

6. **FINANCIAL RISK ASSESSMENT**

The Town Clerk presented the 2014/15 Financial Risk Assessment, carried out by the Council's internal auditor, which included an update on actions following the recommendations. Members noted that all recommendations had been or were in the process of being addressed. The sheet showing the action plan for recommendations is enclosed at **Appendix D** for the Committee's information. The 2015/16 Financial Risk Assessment will be provided to the Committee once it has been completed by the internal auditor.

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 and emergency evacuation training has been carried out.

The Deputy Town Clerk reported that risk assessments for all areas have been reviewed and are all up to date. There is still some ongoing work relating to noise and vibration risk assessments. Fire risk assessments have also been reviewed and procedures updated according to findings.

Members were asked to consider a proposal to allocate £1,100 of unspent Health and Safety Training budget funds from 2015/16 to an earmarked reserve in order that several members of staff can be trained in First Aid.

**RECOMMENDED:**

- ◆ **That unspent funds of £1,100 from the Health and Safety Training budget be allocated to an earmarked reserve to fund First Aid training for several staff members.**

It was also noted that Ellis Whittam were 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. In response to a question relating to risk assessments the Deputy Town Clerk confirmed that officers themselves had carried out the risk assessments for their areas and that this was not a task that was outsourced.

Meeting closed at 8pm

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## Risk Management Strategy

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

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

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

### Aims and benefits

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

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

### Process

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

### Ownership

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

### Assessment of risk

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

#### *Probability of Occurrence:*

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
<b>Probability</b>					
	1	2	3	4	
					<b>Impact</b>

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



## Roles and responsibilities

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

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

### Organisational Structure and Summary of Key Roles

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

## Risk registers

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

**RISK MANAGEMENT PROCESS**

**Identifying risks**

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

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

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

**Risk ownership**

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

**Risk evaluation**

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

**Risk planning**

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

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

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

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

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

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

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

### **Review**

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

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

Woodley Town Council

**Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Friday 15 April 2016 at 10.00 am**

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**Present:** *Councillors: M. Green (Chairman), S Rahmouni, R Dolinski*

**Officer present:** *K. Murray, Deputy Town Clerk  
D. Ewens, Venues Manager*

**Also present:** *Tony Edwards – Brown Bag  
Sean Rolfe – Brown Bag*

**Apologies:** *S. Brindley, J. MacNaught,*

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**1. Declarations of Interest**

There were no declarations of interest made by Members.

**2. Update on Catering Operation**

TE reported that there had not been a 'normal' trading week as yet due to the music and arts festival and the Easter break but that it had been a positive start and they were expecting a good summer with the opportunity to better utilise the outside seating space. They would be better able to judge the level of business over the coming weeks and months.

It was noted that the feedback received had been very positive and that the partnership was working well. It was noted that the quality of food, drink and service compared favourably with that offered by other operators in the Town.

DE reported that he was meeting weekly with Brown Bag and that the Bookings Officer and Maintenance Officer could attend these meetings.

TE reported that they were looking at advertising ideas for the hot food offering and expanding the range offered to include more soups and possibly jacket potatoes.

Outside Space

It was suggested that the outside area adjacent to the Miles Suite could be utilised in some way, particularly during the summer. It was agreed that all opportunities to utilise additional space and increase awareness and business opportunities be explored.

**ACTION:** *BB/WTC - to be discussed at weekly meetings.*

**3. Maintenance/equipment**

TE reported that he had met with the Maintenance Manager the previous day to discuss the outstanding maintenance issues, these being a fault with the extraction system, under counter fridge not working and replacement of seals to one fridge and one freezer. It was noted that these issues would need to be actioned swiftly in order to achieve a '5' hygiene rating.

**ACTION:** *KM confirmed that these issues would be resolved quickly with items repaired or replaced as appropriate.*

#### 4. **Grand Opening**

TE reported that there would be face painting, balloon modelling and food sampling in the coffee shop with leaflets containing a special offer handed out in the precinct. The new brown Bag branded parasol covers were being installed before the day. The event had been publicised on social media and the local press would be attending. The Deputy Mayor would be cutting the ribbon and saying a few words.

#### 5. **Next Steps**

The next steps for the catering operation were discussed and included a focus on the following;

Advertising and marketing  
Menu review  
Utilisation of outside seating area  
New banners and posts  
New signage  
Flyers/offers/promotions

It was noted that these activities would mesh with the marketing plan being developed for the Oakwood Centre.

#### 6. **Future agenda items**

Timetable of events at the Centre  
Performance Indicators

***ACTION:*** MG, KM, DE, BB to meet before the next meeting to discuss the performance indicators previously produced.

#### 7. **Name of partnership group**

It was suggested that the name of the group be changed from Catering Partnership Management Panel to 'Catering Partnership' to better reflect the nature and function of the group. It was agreed to recommend this to the Strategy and Resources Committee.

#### 8. **Date of next meeting**

Friday 20th May at 10am. It was agreed that the Partnership meetings should be scheduled for the 3<sup>rd</sup> Friday each month at 10am.

Meeting closed 11.30am

#### **Recommendation:**

- ◆ **That the Catering Partnership Management Panel be renamed 'Catering Partnership'.**

		Est Project Cost	Comment
<b>Priority Projects</b>			
Woodford Park Leisure Centre	Regeneration	1m - 5m	Currently investigating options for regeneration and potential funding. Project may include fitness gym, dance studio, sports hall extension, refreshments area, indoor play.
Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Significant cost associated with removal of silt. May be possible to reuse some on site. Project plan required.
Woodley Precinct	North End Regeneration	100,000 - 300,000	Project currently being developed - Project will be led by WBC with WTC and WTCMI as project partners. Funding from WTCMI and Section 106

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**Woodley Town Council Premises/Property**

Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition
Memorial Ground	Upgrade Play Equipment	50,000 - 100,000	All equipment approx 30 years old but in servicable condition
Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site - x1
Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls.
Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	50,000 - 100,000	General improvements to park infrastructure

**Wider Woodley Projects - (for consideration by Community Services Committee)**

Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000	Wokingham Borough Council
Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000	Wokingham Borough Council
Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000	Wokingham Borough Council
Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000	Wokingham Borough Council
Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000	Wokingham Borough Council
Colemans Moor Road	Traffic calming	Not known	Wokingham Borough Council
Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
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	Wokingham Borough Council
Ashbury Park	BMX track	Not known	Wokingham Borough Council

**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 2016/17 is £4,000. A second round of award applications will be considered in November 2016.

The committee is asked to consider the following grant applications:

<b>Organisation</b>	<b>Usual source of funding</b>	<b>Amount requested</b>	<b>Members/ Staff/Volunteers</b>	<b>Purpose grant required</b>	<b>Additional information</b>
<b>1<sup>st</sup> Woodley Boys Brigade</b> <i>(30 members/users from Woodley (94%))</i>	Subscriptions and fundraising	£250	No paid staff, 8 regular voluntary staff + 2 occasional voluntary staff	Towards the purchase of sports equipment, a marquee and a compass to be used on expeditions.	Boys Brigade activities help boys to develop new skills, build friendships, grow in leadership ability and make a positive contribution to society.
<b>Berkshire Multiple Sclerosis Therapy Centre</b> <i>(51 members/users from Woodley (4.3%))</i>	Fundraising events and street collections; donations from individuals, trusts and local authorities	£250	13 paid staff, more than 100 voluntary staff	To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy and complementary therapies to allow sufferers to manage their condition. These treatments help to improve mobility, bladder function and fatigue, with the aim of helping people to stay independent for as long as possible.	In 2015 the Centre provided 433 treatments for 18 Woodley members. A voluntary donation towards treatment is requested, where possible, and the Centre makes up the shortfall.
<b>Emmanuel Church, Woodley</b> <i>(More than 130 members/users from Woodley (approx. 90%))</i>	Donations from church members, hire of hall	£250	3 paid staff, more than 30 voluntary staff	Towards the cost of running a 48 hour "Fun Days" event for all residents of the Drovers Way/Southlake Crescent area – on the park area behind Alexandra Place in Southlake Crescent.	Activities for all ages will be provided. To be run in collaboration with WBC Tenant Services and Alexandra Place – the cost to be shared by Emmanuel Church and WBC Tenant Services.
<b>Home-Start Wokingham District</b> <i>(85 members/users from Woodley (19%))</i>	Support from WBC, the Lottery, Health Funding and donations	£250	6 paid staff, 60 voluntary staff	Towards the cost of providing a summer outing and a Christmas party – to provide families with the opportunity to have a day out together, spend time away from their problems, make friends and put into practice the skills they have learned.	Home-Start recruits and trains volunteers to support parents with young children who are experiencing difficulties such as disability, illness, isolation, family breakdown, bereavement and multiple births.

<b>Kick Twist Cheerleading</b> <i>(12 members/users from Woodley (63%))</i>	Monthly fees from members; fundraising	£250	No paid staff, 3 voluntary staff	Towards the costs of travelling to, and participating in, the European Championships in Paris. They are raising money so that all their team members will be able to take part regardless of their personal circumstances.	Kick Twist competed at the national cheerleading competition in 2015 and qualified to represent the UK at the European Championships in Paris later this year
<b>Watkins Brass Training Band</b> <i>(1 member from Woodley (8%))</i>	Subscriptions and donations	£250	No paid staff, 3 voluntary staff	Towards the ongoing costs of providing music scores and free instruments for the band members – to encourage children to learn to read and play music.	The training band has been in existence for 2 years with the aim of feeding members into the Reading Spring Gardens Brass Band, giving it a future – so that brass banding will continue in Woodley and surrounding areas.
<b>Woodley Adopt A Street Project (WASP)</b> <i>(159 members from Woodley (99%))</i>	No source of income other than previous community grants 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 and hi-viz jackets)	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.
<b>Woodley United FC</b> <i>(More than 225 members from Woodley (&gt;50%))</i>	Members' fees, fundraising and sponsorship	£250	1 paid member of staff, 50 voluntary staff	Towards the cost of providing football coaching in primary schools in Woodley and in Addington School, with particular emphasis on girls' participation and the participation of students with special needs.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.
<b>Individuals:</b>					
<b>Adrian Wakelin (GB Under 18 Dragon Boat Squad)</b>		£100		To help towards the costs of travelling for international competitions.	Adrian has been selected to represent GB at the European Championships in Rome in July.



## **OAKWOOD CENTRE UPDATE**

### **REPORT OF THE VENUES MANAGER**

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#### **Purpose of Report**

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

#### **Oakwood Centre Update**

##### Staffing

A new full time Venues Assistant, Ben Orme has been appointed.

##### Catering

The new catering partner Brown Bag commenced trading on 1 March 2016. Business performance and marketing activities will be discussed at the monthly meetings of the Catering Partnership. Officers are meeting weekly with the catering partner and the notes from the Catering Partnership meeting are included in the Strategy and Resources agenda.

##### Website

The website content and functionality of the website continues to be reviewed. At present it serves as a good landing page and information site around which to develop marketing, and the site will continue to develop as we move forward.

##### Social Media

An external consultant has been working an hour a week over the last two months to raise the Oakwood profile on both Facebook and Twitter to support our own efforts. At the time of the last report we were getting around 40 likes on Facebook. This has now risen to 109 and is a rising trend. Twitter following has now reached 300 from 83 at last report. 60% of tweets get a re-tweet or a like, which shows strong levels of engagement especially as there are more comments.

##### Venues site registration and ad placements

**Halls for Hire:** A site that enables people to find a meeting venue within their area. Currently they have 2929 meeting hire venues registered throughout the UK but only 5 of those are in the area, so very little competition. *No bookings or interest to date but no cost in maintaining registration.*

**Training Directory UK:** This network includes 3000 training providers and 30000 training industry contacts across the UK. It purports to have 86500 visitors monthly and 16900 social network contacts. Registering with this site will make the centre more visible, which should result in more bookings from training companies looking for venues in this area. *No bookings or interest to date but no cost in maintaining registration.*

**Pink Weddings:** *No bookings or interest to date but no cost in maintaining registration (but may change in future)*

**Direct Gov.** *(site for civil weddings in this area) No bookings or interest forthcoming to date*

**The National Civil Wedding List.** *Currently unable to register due to on-going technical issues at their end.*

I am currently looking at a publication by a company called New Frontier Marketing that has produced a publication on how to generate more wedding interest using face book. This looks interesting, so will do some more work on this to see where it goes.

## Business Performance

March 2016 trading figures are low in comparison to March 2015. This is largely due to Easter falling in March this year and the impact this has on bookings in the Centre.

### Room Hire Income

MONTH	2015	2016	2017
MARCH	4799	3280	
APRIL	8879		
MAY	6882		
JUNE	8147		
JULY	4400		
AUGUST	5786		
SEPTEMBER	5951		
OCTOBER	5692		
NOVEMBER	9251		
DECEMBER	5549		
JANUARY	-		
FEBRUARY	-		
MARCH	-		

### Room Hire

**Regular Hirers lost since last report:** None

### New Regular Hirers Since Last Report

- Libra Chiropractic Clinic - Pilates
- Fellowship Education Society - Turkish School
- Anne Soilleux - After park run Yoga
- Katrina Belton – Yoga.

### New one-off hirers

- Oxfam
- Best Dental Training
- Telmark Training
- Newland Antiques Ltd
- Tea Smart
- James Hill
- Catherine Payne

### Marketing Activities Update

- Physic Fairs: *Have met with company – arrangements on-going*
- Film shows: *Operator not proceeding as not viable*
- Net Mums: *Registered with site*
- Record Fairs: *Arrangements on-going*
- Reading film and video makers: *Operator not proceeding as activity not viable*
- Retirement and financial seminars: *Several companies contacted – awaiting responses*
- Food Festival for local produce: *Arrangements on-going*
- Contacting past users to reignite interest: *On-going*
- Craft workshops and courses: *The centre is now registered with UK Craft Fairs which is the largest craft website in the country. We are registered as a venue with the aim that we attract interest from craft organisers looking for venues to hire.*
- Indoor boot fair: *No response from operator.*
- Senior wellbeing: *Two new yoga classes and one new pilates class started.*
- Considering the best way to contact local and surrounding businesses: *The Venues manager is currently working with a local marketing company to establish the revival of*

*the Woodley Business Club. This will result in bringing Woodley business people into the building on a monthly basis. We have already held the first meeting to establish the new committee and how the club will operate.*

- Language courses: *Arrangements on-going*
- New signage and a banner for the front of the Centre are being designed.

**Recommendations:**

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

Woodley Town Council

**COMMEMORATION OF THE QUEEN'S 90<sup>TH</sup> BIRTHDAY**

**REPORT OF THE TOWN CLERK**

---

**PURPOSE OF REPORT**

To inform Members of a proposal to celebrate the Diamond Jubilee by providing a gift to all primary school children in the parish and to seek approval for this.

There are a range of activities being planned for the Diamond Jubilee bank holiday weekend 2 – 5 June 2012. Initially officers had been investigating holding a Big Picnic at the Memorial Ground on the Saturday or the Sunday of the celebration weekend but it was recognised, after discussions with the Carnival Committee, that this could compromise the following weekend's Carnival arrangements and success.

**INFORMATION**

Public celebrations of the HM Queen Elizabeth II 90<sup>th</sup> birthday will take place in May and June. In 2012 the Town Council presented specially commissioned mugs, to all the town's primary school children to celebrate the Diamond Jubilee.

To mark the Queen's birthday it is proposed that the Town Council make a presentation to all the children at Woodley's primary schools, and to all Addington School's students (from years 1 – to 13), of a commemorative medal. An image for the medal is attached to this report. It is also proposed that the Council arrange to have special labels printed indicating that the medals were presented by the Council.

It is estimated that, with reception/nursery classes and allowing a few extra in case numbers increase slightly, that the total number required would be 2,840.

In 2012 the Town Mayor presented the mugs to students at all the primary schools and it is proposed that a similar arrangements be made for the presentations to take place from 6th of June onwards, after the half term holiday.

**RESOURCES**

Tower Mint Ltd is offering the medals at a cost of £1.99 each. With the cost of labels estimated at £142 and a delivery charge on the medals of £7.50, the total cost would be £5,801.10.

There is no allocation for this expenditure in the 2016/17 budget estimates. If Members wish to approve the proposal the funds would need to be allocated from the general reserve. Draft year end figures for 2015/16 indicate a likely contribution to reserves of £35,021 more than anticipated in the 2015/16 revised budget estimates, giving a general reserve figure of £423,488 as at 31/3/16.

**RECOMMENDATION:**

- ◆ **That Members consider the proposal to purchase gifts as outlined in this report to present to children at the town's primary schools and at Addington School and, if approved, the estimated cost of £5,801.10 be funded from the general reserve.**

## **WOODFORD PARK LAKE**

### **REPORT OF THE DEPUTY TOWN CLERK**

---

#### **Purpose of Report**

To ask Members to consider an allocation from the special projects earmarked reserve for the production of a project plan for Woodford Park Lake.

#### **Background**

The lake in Woodford Park is in poor condition and required significant investment to improve the health and diversity of the ecosystem as well as its amenity value for residents and visitors to the Park. Consultation carried out in 2008 as part of the application for a Heritage Lottery Grant showed that the lake was valued by residents and was identified as a priority for improvement.

The scale of investment required, particularly in relation to the removal and disposal of silt has meant that the project has not progressed.

Some works have been carried out over recent years to remove some overgrown areas and trees and better maintain remaining trees to reduce leaf fall into the water, which contributes to the build up of silt.

#### **Proposal**

Officers have contacted Landshape Design who assisted with the development and delivery of the Civic Space project, to obtain a quote for the development of a project plan for the lake and its immediate surroundings (**APPENDIX A**). This proposal is based on a brief provided by Officers identifying the issues that are key to the project.

Landshape Design have experience and networked contacts on similar projects and have worked very successfully with the Town Council in developing and delivering the Civic Space project. It is proposed that given the specialist nature of this work Landshape Design be commissioned to provide a project plan for the lake and surrounding area, as allowed under Financial Regulation 13a) ii).

The proposal is broken down into technical surveys (to establish silt volume, water quality, aquatic habitat and fish population assessments) and landscape proposals to include pathways, seating, planting and on-going maintenance. The proposal also includes assistance in engaging with volunteers such as the Friends of Woodford Park and other groups in consultation, practical activities and on-going educational activities linked to the project. The proposal includes design development, tendering and contract management of the lake project.

The proposal would provide a costed project plan which is required as a basis for funding bids and a contract specification.

#### **Resources**

The quoted cost for the development of a project plan is £9,820 as per the quote attached at **Appendix A**.

Estimates for de-silting and repair of lake edging were in the region of £100,000 in 2009. The total project cost will depend on the feasibility of reusing silt on site which will be explored as part of the project plan.

There is currently £24,119 in the special projects reserve. It is proposed that £9,820 be allocated from this reserve to fund the development of the project plan as per the fee proposal. If agreed the special projects reserve would stand at £14,299.

**Recommendations:**

- ◆ **That £9,820 be allocated from the special projects earmarked reserve to fund the as detailed in the report and that as a specialist service Landshape Design be commissioned to carry out the works in line with Financial Regulation 13 a) ii) (Contracts)**

**Woodford Park, Woodley****Fee Proposal for Woodford Park Lake Proposals**

	<b>Action</b>	<b>Time (day)</b>	<b>Cost £</b>
<b>1</b>	<b>Meetings and site visits</b> Initial site visit, meeting with client and assessment of requirements and issues	<b>1</b>	<b>520</b>
<b>2</b>	<b>Hydrological survey</b> a Attend site with hydrological engineers to carry out survey to included: Silt volume estimate survey Collect silt sample for laboratory analysis Visual assessment of aquatic habitat qualify, identify potential factors impacting amenity value and aquatic biodiversity Field based water quality readings (dissolved oxygen, pH, temperature) b Prepare hydrological report to include silt volume estimate laboratory silt sample analysis visual assessment of aquatic habitat potential factors impacting amenity value and aquatic biodiversity field based water quality parameters recommendations including costs where applicable for: silt removal and disposal long term silt management aquatic habitat management and enhancement c Fisheries sampling Carry out a fish population assessment conducted from boat (or wading if depth permits) to provide a baseline for future fishery management recommendations Total hydrological survey and report	<b>2</b>     <b>3</b>          <b>2</b>	<b>800</b>     <b>1500</b>          <b>700</b>          <b>900</b>          <b>3900</b>
<b>2</b>	<b>Condition Survey</b> Carry out condition survey of area around lake to include: a footpaths and access to lake b edging to lake c visual impact and effect on views to and from lake from other areas in park d existing planting and general vegetation e signage and interpretation f seating g general amenity issues and values	<b>2</b>	<b>1040</b>
<b>3</b>	<b>Landscape Proposals</b> a Work with hydrological engineer to provide outline proposals and feasibility study for lake improvements to include: Silt removal and disposal including alternatives to removal off site tree and vegetation removal to improve light levels, leaf drop and amenity views improvements to banks including timber and/or coir revetments improvements to water edge access including dipping/viewing platforms improved street furniture including seating, signage, lighting, fencing management of wildfowl and other fauna planting proposals for biodiversity enhancement and amenity value b Work with client to identify potential engagement of Friends of Woodford Park and other volunteer groups in clearance, design and future management of lake. c Work with client to identify potential educational engagement opportunities	<b>5</b>	<b>2600</b>



d	Work with client to identify potential training and educational possibilities for staff.		
e	Work with client to identify set of achievable long term management and maintenance proposals		
f	Prepare set of drawings and schedules to standard to accompany funding application at a feasibility stage.		
<b>3</b>	<b>Submission of design, discussion with client and amendment</b> Meeting with client to discuss survey findings, proposals and review design	<b>1</b>	<b>520</b>
<b>4</b>	<b>Outline cost proposal</b>	<b>2</b>	<b>1040</b>
a	Prepare outline cost proposal for further development of lake proposals to include:		
i	Design development, tendering and contract management		
ii	hydrological works		
iii	long term management costs		
iv	take off of quantities and preparation of schedule		
v	outline cost estimate		
	<b>Total days</b>	<b>18</b>	<b>9620</b>
<b>4</b>	<b>Expenses – mileage charged at £0.45/mile, printing of one set of colour drawings.</b>		<b>200</b>
	<b>total £</b>		<b>9820</b>
	All fees are exclusive of and subject to VAT at 20%		<b>1964</b>
	Additional meetings/site visits estimated at 1 day each	<b>1</b>	<b>520</b>
	Daily charge out rate based on 8 hour day	<b>£65/hour</b>	<b>520</b>

**Fee proposal includes:**


- a Two site visits to meet client, identify issues and carry out landscape analysis/assessment and discuss design
- b Two further site visits to carry out lake survey work
- b Preparation of colour scaled drawings or proposals in pdf format, preferably at A3 size
- c Use of Ordnance Survey base plan or base plan provided by client
- d All drawings and documents prepared in Vectorworks and exported in pdf format

**Fee proposal excludes:**

- a Printing of any large size drawings. Drawings produced at A3 where possible. All large drawings charged at cost
- b Preparation of base plan and topographical survey
- c Tree survey
- d Presentation drawings
- e Detailed drawings and designs for planning or construction





<b>Procedure</b>  <b>Woodley Town Council</b>	<b>Date : 27/01/2016</b> <b>Issued by : EW</b> <b>Issued to : All staff and councillors</b>	
<b>TITLE: Child and Vulnerable Adult Protection Policy</b>		

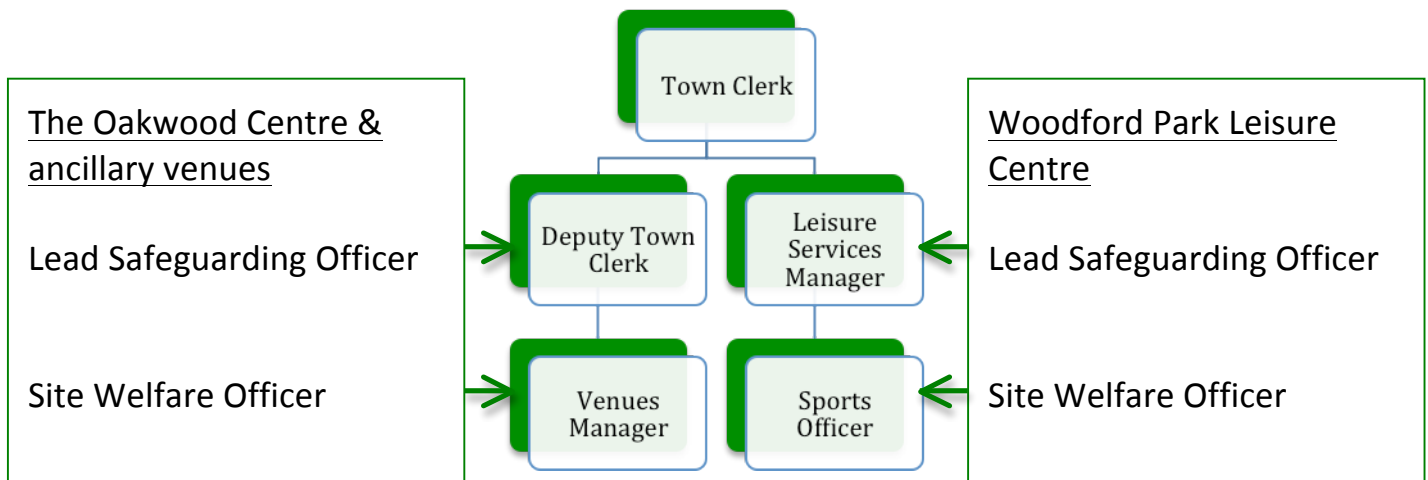
## 1. Introduction

Woodley Town Council fully accepts its responsibility in safeguarding and protecting children and vulnerable adults whom we provide activities and services for. The purpose of this policy is to outline the procedures to follow for all staff and elected members when the safety and protection of a child or vulnerable adult is at risk.

The Council is committed to implementing this policy by:

- Ensuring that all employees who work in close proximity to children or vulnerable adults are carefully selected, DBS checked and appropriately trained and accredited where necessary
- Ensuring that all employees and elected members are aware of this policy and the subsequent procedures to follow if there is a protection issue
- Implementing an effective reporting procedure in the event of a protection issue; including sharing the concerns with the appropriate agencies, parents and carers where necessary
- Ensuring that all employees and elected members are aware of and alert to the main types of abuse as outlined later in this policy
- Appointing a suitable and carefully selected Welfare Officer and Lead Safeguarding Officer for each primary Council facility to enable an un-bias and effective reporting procedure to be implemented (see below)

## 2. Responsibilities



It is the responsibility of the Site Welfare Officers, the Lead Safeguarding Officers and the Town Clerk to be familiar with the child and vulnerable adult protection policy and the procedures to follow in the event of a concern being reported.

It is also the responsibility of the nominated employees to:

- Ensure there are effective internal procedures in place to handle concerns
- Take all allegations seriously and take the appropriate action
- Be the link to the relevant agencies and report concerns as required

### **3. Confidentiality and Data Protection**

Confidentiality is key when handling the protection of children and vulnerable adults. However, it is crucial that information and concerns are shared with the appropriate agencies to ensure that a person is not left unprotected.

On occasions where there is a need to collect personal information on a child or vulnerable adult it is important that this information is dealt with and used properly in line with the principles outlined within the Data Protection Act 1998.

### **4. Definitions**

For the purposes of this policy, a **child** is anyone under the age of 18 years.

A **vulnerable adult** is someone who as a result of mental or other disability, age or illness is unable to adequately take care of or protect themselves against harm or exploitation. For the purposes of this policy an adult is anyone over 18 years of age.

### **5. Responding to Suspicions and Allegations of Abuse**

These procedures and the following guidelines aim to ensure that all employees and elected members have a clear understanding of their responsibilities when working with children and vulnerable adults.

It is not the responsibility of Woodley Town Council employees or elected members to decide whether or not abuse is taking place. However, if a person says or indicates that they are being abused or signs of abuse are recognised immediate action must be taken and concerns should be written down and reported to either the Site Welfare Officer (SWO) and/or the Lead Safeguarding Officer (LSO) at the earliest opportunity.

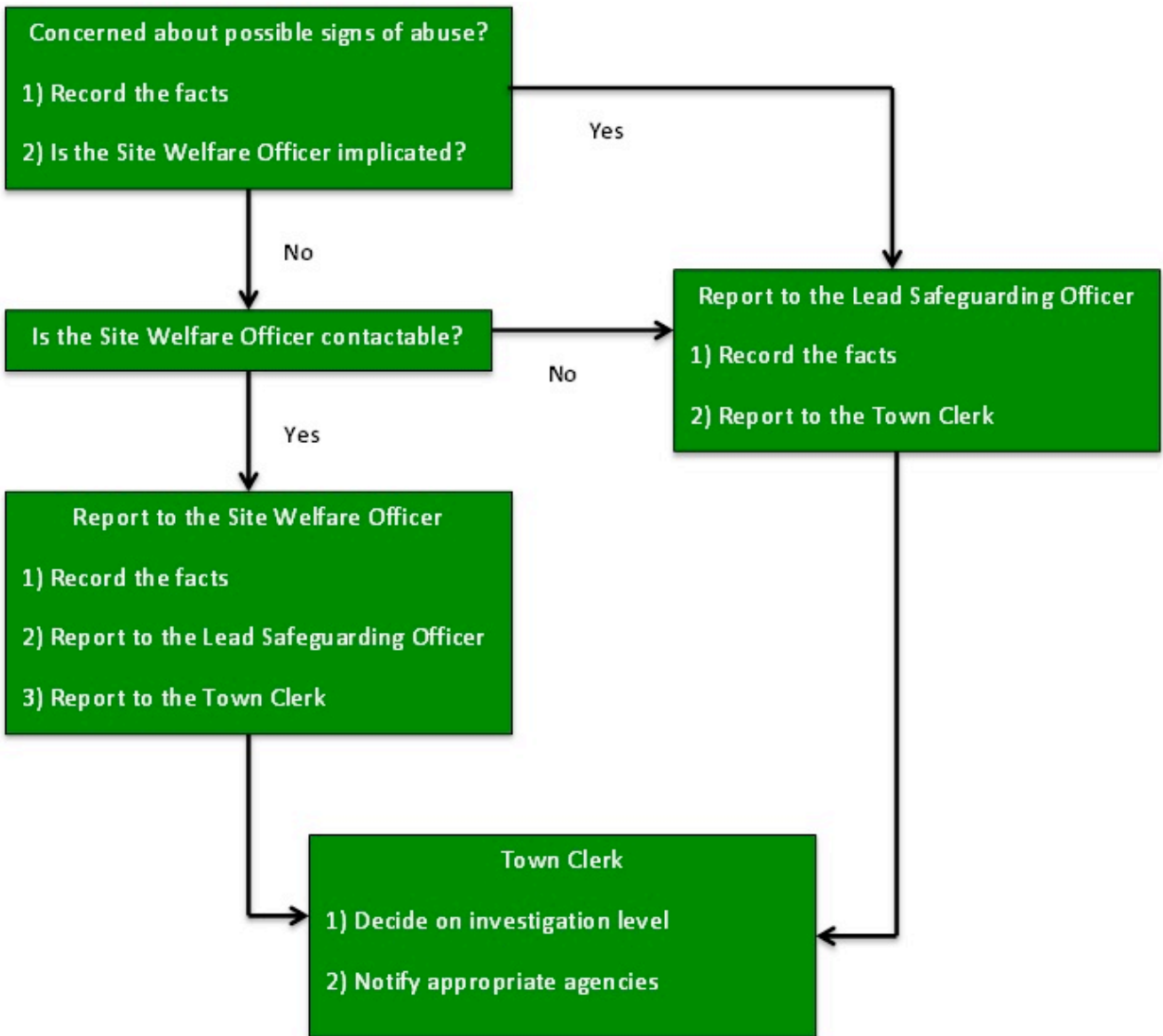
The SWO and/or LSO will complete a report form (*see appendix A*) and contact the Town Clerk as soon as possible to further report the concern if necessary.

**If there is imminent risk or harm then you should phone 999, otherwise phone 101.**

If an allegation of abuse or misconduct is made against an employee or elected member this must be reported to the Site Welfare Officer immediately; unless he / she is implicated in the allegation in which case the concern should be passed directly to the Lead Safeguarding Officer or the Town Clerk.

If an allegation of abuse is made against an employee or elected member the Council’s grievance and/or disciplinary procedures will be followed and appropriate action taken.

**Procedure for reporting a concern**



## 6. Recognising Abuse

Recognising abuse is not always easy and it is not the place of employees or elected members to decide whether or not abuse is taking place. However, we do have a responsibility to act and report any concerns or suspicions promptly.

Indications that a child or person may be subject to abuse include:

- Unexplained or suspicious injuries such as bruises, marks, cuts and burns particularly located on parts of the body not normally susceptible to such injuries (e.g. injuries to the mouth and eyes)
- Flinching or cowering when touched or approached
- Sudden or unexplained changes in behaviour
- Fear of parents, carers or fear of being left with a specific person
- Inappropriate sexual awareness in children
- Changes in appearance including loss of hair, dirtiness, weight loss etc.
- Difficulty making friends or socialising
- In children, a failure to grow, thrive and enjoy
- In adults, a loss of assets and possessions

It is important to remember that this list is not exhaustive and that the presence of one or more of these indicators should not be taken as proof that abuse is occurring. Employees and elected members must understand that this is a process of observation and that at no point should an abuser be actively sought out or approached. The Town Council's responsibility is only to report concerns.

## 7. The Main Forms of Abuse

Categories and signs of abuse:

### a) Physical Abuse

Involves actions such as hitting, shaking, throwing, burning as well as the use of inappropriate restraint. Physical abuse also includes failure to act on the symptoms of ill health for a person for whom they are caring and in the case of children includes the giving of alcohol, inappropriate drugs or poisons.

### b) Emotional Abuse

Is the persistent emotional ill treatment of an individual that causes severe adverse effects, including the persistent lack of love and affection. A person may be verbally abused, threatened, ignored or taunted or conveyed to that they are worthless, inadequate or unloved. Emotional abuse also includes excessive overprotection and unrealistic pressure to succeed. Some form of emotional abuse is included in all types of ill treatment, though it may occur alone.

c) **Sexual Abuse**

Involves forcing or enticing a child or vulnerable adult to become any way involved in sexual activities, whether or not they are aware of what is happening. It may also involve non-contact activities such as showing pornographic material, sexual innuendo, or encouraging someone to behave in a sexually inappropriate way.

d) **Neglect**

The persistent failure to meet the basic physical and/or psychological needs of a child or vulnerable adult that is likely to result in the serious impairment of health or development. This can include lack of adequate food, warm clothing, medical care, social care and educational services. Neglect can also include simply being left alone or not included.

e) **Financial or Marital Abuse**

Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance, financial transactions, possessions or benefits of vulnerable adults.

## 8. **Good Practice Guidelines**

It is possible to reduce situations in which abuse can occur. Below are some good practice guidelines for when working with children and vulnerable adults:

- Be identifiable by wearing branded Woodley Town Council / Woodford Park Leisure Centre uniform and/or name badges
- Ensure that when possible there is more than one adult present during activities with children or vulnerable adults, or at least be within sight or hearing distance
- Ensure that if any form of manual / physical support is required that it is only provided openly and with due care
- Treat all children and adults with equal dignity and respect
- Remember that someone else might misinterpret certain actions, no matter how well intentioned (including any physical contact with a child)
- Recognise the developmental needs and capacity of children, young people and vulnerable adults
- Make all activities for children fun, enjoyable and with a focus on fair play including always being enthusiastic and providing constructive feedback rather than negative criticism
- Ensure that equipment and facilities are safe and appropriate to the age and ability of the person
- Ensure that high standards of practice are maintained at all times and that you always operate within the realms of Woodley Town Council's codes of conduct, principles, policies and procedures

## **9. Practices to be avoided**

The following should be avoided except in the event of an emergency or in exceptional circumstances where it is necessary to help avoid the child or vulnerable adult damaging/injuring themselves or others. These kind of incidents must be recorded on an incident form and submitted to the Town Clerk as well as informing the parents or carer as soon as possible.

Employees and elected members must not:

- Spend excessive amounts of time alone with children or vulnerable adults away from another adults sight
- Make suggestive or derogatory remarks or gestures in front of children or vulnerable adults
- Show favouritism to any individual
- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Follow a child taking part in an activity into the toilet. If a child asks to go to the toilet then another child should be picked to accompany them and the employee should only enter the toilet before the children to check it is safe to use (followed by waiting outside for the children to finish)

**Never allow allegations made by a person to go unrecorded or not acted upon**



**Local Council Insurance Scheme Quotation**

Date of Quotation: 14th March 2016

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:** 1st April 2016  
**LTA Expiry:** 31st 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 Money	£250,000 Limit of Indemnity
	Non-negotiable £250,000
	Negotiable Money – Premises £1,000
	Negotiable Money – Any Other Loss £1,000
Fidelity Guarantee	£150,000 Limit of Indemnity
Keyman 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
Defibrillators & Cabinets	£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*	£10,099,216.80
Office Contents*	£0.00
General Contents*	£367,236.30
Outside Equipment*	£66,249.42
Street Furniture*	£42,992.48
Gates and Fences*	£10,100.00
War Memorials*	£27,270.00
Playground Equipment*	£319,997.32
Mowers and Machinery*	£116,312.82
Sports Equipment*	£1,872.54
Other Surfaces*	£0.00
Natural Surfaces*	£0.00
Fidelity Guarantee	£750,000.00
Increased Cost of Working (24 Months)	£40,000.00
Loss of Revenue (24 months)	£1,138,000.00
Money	£4,000.00

\*Index-linked by 1%

**Renewal Premium Population up to 30000**

**Please refer to remittance advice 30000**

**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 30000  
 £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)

**MINUTES OF A MEETING OF THE  
BOROUGH PARISH LIAISON FORUM  
HELD ON 4 APRIL 2016 AT 7.00 - 8.00 PM**

**Borough Councillors Present:**

Michael Firmager (Chairman), David Chopping and John Jarvis

**Borough Councillor Also Present:**

John Kaiser

**Other Representatives:**

Philip Truppin  
Liz Halson

Wokingham Clerks Forum  
Wokingham Clerks Forum

**Parish/Town Council Representatives**

Carol Bulman	Ruscombe Parish Council
Jackie Jeffrey	Charvil Parish Council
Roland Cundy	Finchampstead Parish Council
Tony Farnese	Sonning Parish Council
Laurence Heath	Barkham Parish Council
John Bowley	Twyford Parish Council

**Officers**

Neil Carr (Principal Democratic Services Officer), Peter Baveystock (Service Manager, Cleaner and Greener), John Spurling (Service Manager, Land Use and Transport), Josie Wragg (Head of Community Services), Dave Allen, Communities and Engagement Manager) and Katy Dagnall (Clerk to Finchampstead Parish Council).

**27. APOLOGIES**

Apologies for absence were submitted by the following:

Borough Councillors: Guy Grandison.

Town and Parish Councillors: Roger Loader, Pam Stubbs, Peter Sampson, Geoff Harper, Martin Bishop, David Mills and Shaun Hanna.

Other Representatives: Richard Rampton.

**28. MINUTES OF PREVIOUS MEETING**

The Notes of the informal meeting of the Forum held on 25 January 2016 were agreed as a correct record.

**29. DECLARATIONS OF INTEREST**

Councillors Chopping and Jarvis (Wokingham Borough Council) declared interests in the Local Plan Update item in relation to their roles with Wokingham Housing Limited.



### **30. LOCAL PLAN UPDATE**

The Forum considered a presentation by John Spurling, Service Manager, Land Use and Transport, on the feedback received from the Town and Parish Councils about the Local Plan update. Following the presentation to the Forum in January 2016, four sessions had been arranged to enable Officers from the Borough Council's Land Use and Transport team to brief Town and Parish Councils on the Local Plan Update. The briefings also included updates on the Five Year Housing Land Supply and the Strategic Housing Market Assessment.

The four briefings were held at Shinfield Village Hall, the Oakwood Centre, Woodley, Wokingham Town Hall and Loddon Hall, Twyford. The key issues discussed during the briefings included the Call for Sites consultation, the site appraisal process and the process for engaging Town and Parish Councils about the development of the Preferred Options. It was confirmed that the Call for Sites process would take place between May and June 2016.

Town and Parish representatives commented that the briefings had been well received and had been useful in developing a shared understanding of local needs and priorities. The constructive dialogue between the Borough and the Towns and Parishes was helping to build a consensus about the balance between homes, jobs and key infrastructure requirements.

The presentation gave details of further public engagement about the Local Plan Update that would take place at events such as the Wokingham Festival and the Swallowfield Show during the summer of 2016. A further series of Town and Parish briefing sessions could also be arranged for the autumn of 2016.

**ACTION:** That

- 1) John Spurling be thanked for the presentation to the Forum;
- 2) the presentation slides be circulated to members of the Forum.

### **31. GROUNDS MAINTENANCE CONTRACT**

The Forum considered a presentation by Peter Baveystock, Service Manager, Cleaner and Greener, about the new Grounds Maintenance Contract which came into operation on 1 April 2016. The contract was the result of a joint procurement with the Royal Borough of Windsor and Maidenhead (RBWM) and was estimated to save the Council £40k per annum.

Under the 10 year contract, the new contractor, ISS, would be focussing on key outcomes which reflected the priorities of residents established during a public consultation in 2014. As a result, the new contract was more flexible with a focus on grass cutting in priority areas at priority times. This was a move away from the previous contract which involved grass cutting to a fixed schedule. The new contract also included an improved focus on biodiversity which included the maintenance of areas of longer grass and wildflowers.

The presentation referred to the improved performance management regime in the new contract with greater focus on service quality and customer satisfaction. Key performance indicators had been developed with incentives for the contractor relating to improved customer satisfaction, a reduction in complaints, biodiversity performance and partnership working.

Peter Baveystock stated that ISS would be working out of the Toutley depot and would be happy to price up specific pieces of work for the Town and Parish Councils. The contractor would also be establishing a Parks Forum for stakeholders, residents and volunteer groups.

Members of the Forum raised the following issues:

- The Chairman welcomed the aspiration to improve the quality of sports pitches across the Borough. Improved pitches would lead to greater usage and greater income for the Council. It was confirmed that the contract included the use of specialist machinery which would help to improve the maintenance of sports pitches.
- What was the track record of the new contractor, ISS? It was confirmed that ISS had held the RBWM contract for a number of years and was highly rated. The company had a positive track record in taking on new contracts with a successful achievement of TUPE transfers.

**ACTION:** That

- 1) Peter Baveystock be thanked for the presentation to the Forum;
- 2) the presentation slides be circulated to members of the Forum.

## **32. BUDGET ENGAGEMENT**

The Forum considered a presentation by David Allen, Community and Engagement Manager, on the Borough Council's public Budget consultation exercise, carried out in 2015. The presentation highlighted the continuing impact of the national austerity programme with significant year-on-year reductions in the Borough Council's funding. This, combined with the growing financial pressures relating to adult social care, meant that the Borough Council face very challenging decisions on key services.

The five Budget Participation sessions held in October 2015 were the first attempts in recent years to engage with residents over the Budget setting priorities. The sessions were considered to be a positive start in the process of greater engagement with residents given the opportunity to comment on specific saving or revenue generation proposals.

In learning from the 2015 exercise it was proposed to start the public engagement earlier this year with the aim of achieving a greater involvement of residents from a wider demographic range. It was also proposed to carry out more focussed work with key partners, including the Town and Parish Councils. Input from the Forum was welcomed as part of the development of a robust engagement process for 2016/17.

Members of the Forum raised the following issues:

- The plans for greater engagement were welcomed. It was felt that each of the Town and Parish Councils would benefit from stronger representation, including the Town/Parish Chairman, lead Member for Finance and the Clerk. A Borough/Town/Parish workshop was suggested and supported as a useful vehicle for taking the Budget discussions forward. It was felt that engagement with the Towns and Parishes should happen as early as possible in the Borough Council's Budget cycle.

- Councillor Kaiser referred to the potential for stronger partnership working between the Borough and the Towns and Parishes. There were already a number of good examples of joint working which could be built upon, for example through joint funding of local projects. A number of Towns and Parishes would also be receiving Community Infrastructure Levy (CIL) funds which could be used for joint funding of infrastructure projects.
- It was suggested that social media be used as an important mechanism to engage with younger people who were less likely to attend evening roadshow events. The ambition to engage with a wide cross-section of the community was supported.

**ACTION:** That

- 1) David Allen be thanked for the presentation to the Forum;
- 2) the presentation slides be circulated to members of the Forum;
- 3) Borough Council Officers feed the Forum's views into the planning process for the 2016/17 Budget Engagement exercise.

### **33. FUTURE AGENDA ITEMS**

The Forum discussed potential items for consideration at future meetings. The Chairman stated that the following items had been submitted for consideration at earlier meetings:

- Update on Shared Services;
- Civil Parking Enforcement;
- Changes to Business Rates.

The Chairman invited Forum members to submit further potential items of business for consideration. Items should be submitted to the Chairman or to Neil Carr in Democratic Services.

The Chairman also stated that Towns and Parishes were welcome to give presentations to the Forum on new initiatives or examples of best practice and/or effective partnership working.

**ACTION:** That members of the Forum submit potential items of business for consideration at future meetings.

### **34. DATES OF FUTURE MEETINGS**

The Forum considered dates for future meetings, including the most suitable day of the week.

**ACTION:** That

- 1) the next meeting of the Forum be held on Monday 4 July 2016 at 7pm;
- 2) the dates of future meetings be considered by the Forum on 4 July 2016.

WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS

Thursday 31 March 2016

Dear Clerks and Council Chairs,

As the current Chair of the Wokingham District Association of Local Councils (WDALC), I am contacting you and the Chairs of all the 15 Member Councils in the Wokingham District, to seek your views on the future of WDALC.

As you know, the aim of WDALC is to support and promote our Local Councils, and to act as an interface between our Local Councils and the Berkshire Association of Local Councils (BALC).

The objects set out in the current WDALC Constitution are as follows:

- To promote and protect the interests, rights, functions and privileges of Local Councils
- To support Local Councils in the performance of their duties
- To promote a widespread and well-informed interest in the role of Local Councils
- To facilitate an effective collaboration between the Local Councils in the Wokingham Borough
- To secure an effective liaison between the Local Councils and Wokingham Borough Council
- To escalate, as appropriate, local issues to the Berkshire Association of Local Councils.

Since the WDALC Constitution was drawn up there have been significant changes in the way in which the Local Councils in Wokingham communicate and work with Wokingham Borough Council. The former annual Borough Parish Conference organised by WDALC has been replaced by a Borough Parish Liaison Forum which meets 3 to 4 times a year. Our Clerks now meet approximately quarterly with Senior Borough Officers, as well as continuing with their own well established Wokingham Clerks Forum. Borough Officers are invited to attend the Clerks Forum to speak on specific matters, and aside of this the Forum feeds back comments and issues to WBC. While not perfect, there is a much improved working relationship between the Local Councils and WBC, and in addition to this there is strong support for our Councils from the SLCC and also from BALC which now has a full time Officer.

At present WDALC has not met since June 2015 and has there has not been an AGM for 2015. A date for the next meeting has not been set, not least because there are no specific agenda items to cover.

It should be noted that not every District has a DALC. Any Council which is a member of BALC can send a representative to meetings of the BALC Executive Committee, or alternatively a District can nominate representatives to attend meetings.

I would appreciate your response on the following points.

1. Does WDALC perform a useful role and should it therefore continue in its current format?
2. Should WDALC continue but with a different remit and changes to its constitution? If so please give examples of what you feel WDALC could usefully address.
3. Should WDALC be disbanded and the Member Councils instead send representatives to meetings of the BALC Executive Committee as appropriate.

I would be grateful if you could respond by 29 April 2016

Yours Sincerely,

Richard Rampton  
Chair, Wokingham District Association of Local Councils