

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 18 April 2017 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); A. Chadwick; R. Dolinski; D. Stares; M. Walker*

**Officers present:** *K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer;*

**Also present:** *Melanie Eastwood, CommuniTrees Project  
1 member of the public*

87. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

88. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

89. **MINUTES OF THE MEETING HELD ON 24 JANUARY 2017**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 January 2017 be approved and signed by the Chairman as a correct record.

90. **WOODLEY COMMUNITREES PROJECT**

The Chairman welcomed Melanie Eastwood, CommuniTrees Project, to the meeting.

Melanie Eastwood spoke about the CommuniTrees project, which she had set up with the aim of planting more trees to improve the environment for local residents in Woodley, Earley and Wokingham. She was keen for young people to be involved in the project and had the support of four Woodley primary schools. She also hoped to be able to work in partnership with local councils on the project. To raise the profile of the project Melanie Eastwood hoped to be able to display her ideas for CommuniTrees at the Oakwood Centre and asked Members to consider this request. She hoped to be able to arrange a display before the end of the summer term so that school children could be involved, perhaps by giving a presentation to their parents and members of the public. In reply to a question Melanie Eastwood confirmed that she was not allied to a larger project, but just wanted to do something to benefit the local community.

Members felt that the project could have a very positive outcome for the local community and wished to provide encouragement. It was suggested that the Friends of Woodford Park might be able to give some help to the project and would be able to advise on obtaining trees through local contacts. Members also suggested that the Council's Public Relations/Marketing Coordinator might be able to give Melanie Eastwood ideas about advertising the project and bringing it to public attention. The Chairman said that the Council would be willing to act as an enabler for the project, but first it would be necessary to identify exactly what the requirements of the project were.

Melanie Eastwood thanked Members for listening to her and said she would be grateful for any support the Council could give. The Chairman thanked Melanie Eastwood for taking the time to come to the meeting.

91. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 12/17 and informed Members that new energy contracts for the Council's buildings had been negotiated through an energy broker and came into effect from 1 April 2017.

The Chairman noted that most of the expenditure headings contained some costs that were over budget and the Deputy Town Clerk explained that some one-off costs had been greater than anticipated. In reply to a question the Deputy Town Clerk agreed to investigate the possibility of reducing phone costs.

**RESOLVED:**

- ◆ To note Report No. SR 12/17.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
January 2017	£78,381.89	£43,660.83
February 2017	£79,487.79	£43,667.84

c) **Temporary investment**

**RESOLVED:**

- ◆ To note the short-term investment of £250,000 in a Lloyds Bank deposit account on 14 February 2017 for a period of 6 months at a rate of 0.6%.

d) **Temporary investment**

**RESOLVED:**

- ◆ To note the short-term investment of £250,000 in a Santander Standard Time Deposit Account on 30 March 2017 for a period of 6 months at a rate of 0.45%.

e) **Internal audit**

**RESOLVED:**

- ◆ To receive the interim internal audit report for the period from September to December 2016.

92. **OAKWOOD CENTRE**

a) The Deputy Town Clerk presented Report No. SR 13/17.

Following discussion about the marketing of the Bader Room and the amount of interest shown by prospective business hirers, the Deputy Town Clerk agreed that this would be included as a regular item in future reports.

**RESOLVED:**

- ◆ To note Report No. SR 13/17.

- b) Members considered a request from the CommuniTrees project for free use of the Carnival Hall and Theatre in the Oakwood Centre on Wednesday 17 May for an exhibition and presentations relating to the project. Members were willing to agree in principle to provide free accommodation for an exhibition, but felt that the project was still at a very early stage and the requirements had not yet been sufficiently defined. It was felt that the 17 May was probably not a realistic date for the exhibition as it was only four weeks away and it was unlikely that preparations could be completed by then.

**RESOLVED:**

- ◆ To agree in principle for the CommuniTrees project to have free use of accommodation in the Oakwood Centre for an exhibition and a possible presentation, subject to the requirements being sufficiently defined.

93. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 14/17, SR 15/17 and SR 16/17 of the Catering Partnership meetings held on 20 January, 24 February and 17 March 2017. He informed Members that as the Partnership was working well and there was little to report at the monthly meetings, it had been agreed that in future the Catering Partnership would meet at two-monthly intervals.

**RESOLVED:**

- ◆ To note Reports No. SR 14/17, SR 15/17 and SR 16/17.

94. **RISK MANAGEMENT WORKING PARTY**

- a) The Deputy Town Clerk presented the Risk Management Strategy for 2017/18.

**RESOLVED:**

- ◆ To recommend that Council adopt the 2017/18 Risk Management Strategy, attached at **Appendix C**.

- b) Members noted that it had not been possible for the Risk Management Working Party to meet prior to this meeting of the Committee and that a meeting would be arranged shortly to review the Risk Register.

95. **THEATRE AGREEMENT**

The Deputy Town Clerk presented Report No. SR 17/17.

Members discussed the proposed agreement between the Town Council and Woodley Theatre for the use of the theatre at the Oakwood Centre and felt that, as the agreement had been in place with few amendments since the Oakwood Centre was opened, it was now time for a more thorough review of the terms of the agreement.

**RESOLVED:**

- ◆ That the terms of the agreement between the Town Council and Woodley Theatre for the use of the theatre at the Oakwood Centre be reviewed and considered at a future meeting of the Committee.

96. **COMMUNITY GRANTS**

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

**RESOLVED:**

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

Chemogiftbags	£250	Towards the cost of providing gift bags to patients in the Thames Valley area who are undergoing chemotherapy for breast cancer.
Me2 Club	£250	Towards the cost of recruiting and screening 5 new volunteers within Woodley.
Revitalise	£250	Towards the cost of providing a one-week respite break for a disabled guest and their carer from Woodley.
Sport in Mind	£250	Towards the costs of providing two free weekly sports sessions for Woodley residents suffering mental illness.
Wokingham District Veteran Tree Association	£50	Towards the cost of producing a report of their activities and achievements since their formation.
Woodley Retired People's Club	£250	Towards the cost of a replacement projector and stand.
Woodley United FC	£250	Towards the cost of providing football coaching in Woodley primary schools and the creation of a girls' academy.
<u>Individuals</u>		
Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling for training weekends and international competitions.
Daniel Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling for training weekends and international competitions.

97. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

**RESOLVED:**

- ◆ To note the reports of the Woodley Town Centre Management Initiative meeting held on 25 January 2017 and the Executive Sub Committee meeting held on 7 February 2017.

98. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list.

**RESOLVED:**

- ◆ To note the external funding project list.

99. **PUBLIC TOILET UPDATE**  
In addition to the update provided in the agenda, the Deputy Town Clerk informed Members that, following a query raised by a local resident regarding the accessibility of the proposed toilet, he had asked Danfo to confirm that the toilet would have full disabled access.
100. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**  
Members noted the confidential gym membership and financial information provided with the agenda.
101. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £53,579.
102. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT: PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT**  
Members noted the correspondence sent to the Chairman of NALC from Marcus Jones MP, Minister for Local Government, regarding the government's decision to defer the setting of council tax referendum principles for town and parish councils.
103. **ROYAL GARDEN PARTY**  
Members were pleased to note that the Council's nomination of Councillor Franklin to attend the Buckingham Palace Garden Party on 1 June 2017 had been successful.
104. **BOROUGH/PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 23 January 2017.

The following item was notified to Members after the agenda had been issued.

105. **LAND ADJACENT TO BULMERSHE PARK**  
**Recommendation from Leisure Services Committee**  
At a meeting on 11 April 2017 the Leisure Services Committee considered an invitation from Wokingham Borough Council for the transfer of land between Bulmershe Park and Bulmershe Gymnastics Club to the Town Council, under a community asset transfer lease. The Leisure Services Committee noted that the land would require significant work to bring it back into public use and would present ongoing costs for maintenance and rubbish clearance. No financial incentive was offered by Wokingham Borough Council for the Town Council to take on responsibility for this land. The Leisure Services Committee resolved to recommend that the offer of the transfer of this land to the Town Council be declined (Leisure Services Committee, 11 April 2017, minute number 69).

Members considered this recommendation from the Leisure Services Committee and

**RESOLVED:**

- ◆ That the offer of the transfer of land adjacent to Bulmershe Park from Wokingham Borough Council to the Town Council under a community asset transfer lease be declined.

106. **FUTURE AGENDA ITEMS**  
A request was made for the future of the No. 19A and 19C bus routes, serving Woodley and Earley, to be investigated and reported at the next meeting.  
*[Deputy Town Clerk's note: This item will be provided to the Planning Committee.]*

107. **PUBLICITY AND WEBSITE**

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

108. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

109. **PERSONNEL SUB COMMITTEE**

The Committee Officer left the room for this item.

The Deputy Town Clerk presented Report No. SR 19/17 of the Personnel Sub Committee meeting held on 6 April 2017.

**RESOLVED:**

- ◆ To note Report No. SR 19/17.
- ◆ That the Finance Officer and the Committee Officer posts be regraded to Senior Officer level, spinal column points 29 to 34, with effect from 1 April 2017 and that the post holders in each of these posts be placed on the recommended point on the scale from that date.
- ◆ That unspent staff budget balances of £4,000 from the Central Costs staffing contingency budget in 2016/17 be carried forward into 2017/18 to fund the additional salary costs of the proposals set out in Report SR 19/17.
- ◆ That the Leisure Services Manager post be regraded to a Principal Officer scale, incorporating spinal column points 36 to 40, with effect from 1 January 2017 and that the post holder be placed on the recommended point on the scale from that date.
- ◆ That any unspent staff budget balances from Woodford Park Leisure Centre in 2016/17 be carried forward to partially fund the additional salary costs of the proposals set out in Report No. SR 19/17.
- ◆ That £100 be allocated to mark the retirement of the Head Groundsman after 39 years of service to the Council.

The meeting closed at 10:02 pm

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## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
06-Jan-17	Arkell - Hurcombe-Bronzeworks	356.40	Bronze plaque
13-Jan-17	ASAP Computer Services	1902.00	Annual IT support
20-Jan-17	ATCM	594.00	WTCMI annual membership
13-Jan-17	AV Asbestos Ltd	472.80	GYM Construction/setup
13-Jan-17	BCM Group Plc	31.49	Service & maint photocopier WPLC
13-Jan-17	Berkshire Tree Care	1032.00	Clearance of growth around lake
20-Jan-17	Bowak Ltd	462.89	Cleaning supplies
20-Jan-17	Came & Company IBA	64.50	Insurance
06-Jan-17	CCTV Direct Ltd	55.73	Gym construction/setup
03-Jan-17	CF Corporate Finance	166.37	Qtrly Photocopier charge
06-Jan-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
23-Jan-17	Crown Gas & Power	290.12	Gas supply
23-Jan-17	Crown Gas & Power	301.58	Gas supply
23-Jan-17	Crown Gas & Power	957.65	Gas supply
23-Jan-17	Crown Gas & Power	1248.09	Gas supply
13-Jan-17	CSL Integration Ltd	2239.82	Gym construction/setup
13-Jan-17	D A Pawley	354.00	WTCMI clock repair
06-Jan-17	DCK Beavers Ltd	617.40	Accountancy support
20-Jan-17	Eurodec Ltd	66.51	Decorating supplies
20-Jan-17	Fraser Office Supplies Ltd	131.51	Stationery supplies
03-Jan-17	Go Cardless Ltd	80.40	Club Manager membership
04-Jan-17	Go Cardless Ltd	30.00	EPOS Now Ltd - maint charge
12-Jan-17	Go Cardless Ltd	30.00	EPOS WPLC mthly till charge
20-Jan-17	HMRC Cumbernauld	12712.93	PAYE & NI - employers and employees
06-Jan-17	InTouch	35.99	Monthly website charge
06-Jan-17	John Willis	120.00	Window cleaner Oakwood Centre
13-Jan-17	Just Around The Corner	5804.50	Service Level Agreement
13-Jan-17	Lister Wilder Ltd	172.65	Garden supplies
16-Jan-17	Lloyds Bank	232.68	Cardnet monthly service charge
16-Jan-17	Mainstream Digital	58.71	Phone
16-Jan-17	Merchant Rentals	35.23	Monthly cardnet machine rental
06-Jan-17	MKR Electrical Services Ltd	42.00	Electrical supplies
20-Jan-17	Opus Business Systems Ltd	1098.00	Annual maintenance charge - phone system
06-Jan-17	P&H Direct Van Sales Ltd	220.39	Vending supplies WPLC
13-Jan-17	PHS Group	1382.96	Annual charge - waste/sanitary disposal
11-Jan-17	Plusnet	52.20	Phone
17-Jan-17	Plusnet Ltd	38.40	Phone
20-Jan-17	Prudential	30.00	AVC payment deducted from pay
06-Jan-17	Reading Borough Council	3250.00	Allotment half yearly lease charge
06-Jan-17	Riso UK Ltd	247.51	Photocopier qtrly rental OC
13-Jan-17	Sabercom Ltd	420.00	Annual software/maintenance support
13-Jan-17	Seton	30.24	Fire extinguisher brackets
13-Jan-17	SGW Payroll Ltd	158.78	Payroll services
16-Jan-17	Siemens Fin Service	1100.80	Gym equip monthly rental
13-Jan-17	Sports & Fitness Flooring Ltd	15370.24	Gym construction/setup
20-Jan-17	SSE Southern Electric	522.86	Electricity supply
06-Jan-17	T H White Ltd	429.17	Garden supplies
09-Jan-17	Thames Water	125.12	Water rates - Reading Rd
09-Jan-17	Thames Water	603.35	Water rates - Pitts lane

20-Jan-17	The Berkshire Pension Fund	11390.74	Pension - employers and employees
20-Jan-17	Token Security Solutions Ltd	115.44	Security cover OC
20-Jan-17	Trade UK - Screwfix	25.16	Building supplies
13-Jan-17	Traditional Local Cleaning Ltd	1539.85	Contract cleaning
06-Jan-17	Travis Perkins Trading Co	50.47	Building supplies
20-Jan-17	Unison Collection Ac	32.20	Union fees deducted from pay
06-Jan-17	Veolia ES - UK Ltd	94.80	Refuse collection
24-Jan-17	Vodafone Ltd	239.23	Phone
03-Jan-17	Wokingham BC	42.00	Rates
03-Jan-17	Wokingham BC	160.00	Rates
03-Jan-17	Wokingham BC	353.00	Rates
03-Jan-17	Wokingham BC	895.00	Rates
03-Jan-17	Wokingham BC	5153.73	Rates
06-Jan-17	XN Media Ltd	240.00	WTCMI advertisement
13-Jan-17	Yarnold Heating and Plumbing Ltd	99.00	Gas safety report

78381.89

### CLERKS IMPREST A/C

#### List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
16-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	(Personal Information)	108.00	Refund deposit
16-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	(Personal Information)	45.00	Refund deposit
18-Jan-17	(Personal Information)	200.00	Refund deposit
23-Jan-17	(Personal Information)	37.60	WPLC course refund
30-Jan-17	(Personal Information)	50.00	Refund deposit
30-Jan-17	(Personal Information)	50.00	Refund deposit
16-Jan-17	Brightons Newspaper	47.70	Newspapers 23/11 to 31/12/16
30-Jan-17	Direct365 online Ltd	691.20	Airforce hand dryer x2
12-Jan-17	DVLA Vehicle Tax	230.00	Vehicle tax-RY54 DBU
10-Jan-17	Hicks	104.05	Van service & MOT
09-Jan-17	Lands End Agility Dogs	150.00	Refund deposit
25-Jan-17	Lloyds Bank	40827.47	Net Jan 2017 payroll
13-Jan-17	Nevisport.co.uk	67.00	Uniform/protective clothing
25-Jan-17	Office Furniture online	130.80	High back operator chair
30-Jan-17	PC World Online	119.99	Acer 24" HD LED monitor
16-Jan-17	PETTY CASH A/C	156.52	Top up petty cash
04-Jan-17	Roofing Matters	300.00	Roofing works WPLC
17-Jan-17	TV Licensing.co.uk	145.50	OC TV Licence
23-Jan-17	Woodley Light Operatic	100.00	Refund deposit

43660.83



## Woodley Town Council 2016/2017

## Current Account

## List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
01-Feb-17	2nd Woodley Scout Group	9.80	Mayor's Christmas card delivery
08-Feb-17	Abbey Windows	1833.60	Gym construction/setup
10-Feb-17	Allen's Design & Print Ltd	114.00	WTCMI advertising banner
01-Feb-17	Aviva Insurance Ltd	77.00	Insurance - Vehicle damage
24-Feb-17	BCM Group Plc	19.18	Service & maint photocopier WPLC
10-Feb-17	BE Fuelcards Ltd	1.52	Inv 1794154-Admin charge
24-Feb-17	Bowak Ltd	402.34	Cleaning supplies
10-Feb-17	Brown Bag Cafe Ltd	1223.96	Catering services
24-Feb-17	Brown Bag Cafe Ltd	501.96	Catering services
23-Feb-17	BT Direct	696.07	Phone
23-Feb-17	BT Direct	931.95	Phone
22-Feb-17	BT Group Plc	122.76	Phone
23-Feb-17	BT group Plc	80.28	Phone
23-Feb-17	BT Group Plc	80.28	Phone
23-Feb-17	BT Group Plc	89.64	Phone
13-Feb-17	Castle Water	316.88	Water rates
24-Feb-17	CCF Ltd	457.15	Building supplies
01-Feb-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
24-Feb-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
01-Feb-17	CoolerAid Ltd	9.48	Bottled water
08-Feb-17	CoolerAid Ltd	37.92	Bottled water
24-Feb-17	CoolerAid Ltd	85.32	Bottled water
20-Feb-17	Crown Gas & Power	303.42	Gas supply
20-Feb-17	Crown Gas & Power	315.64	Gas supply
20-Feb-17	Crown Gas & Power	1660.75	Gas supply
20-Feb-17	Crown Gas & Power	1180.74	Gas supply
24-Feb-17	CSL Integration Ltd	3408.86	Gym membership cards/Logo designs
10-Feb-17	Dejac Associates Ltd	1680.00	Apple Mac mini/hard drive
24-Feb-17	Dejac Associates Ltd	339.60	Mail server annual maintenance
24-Feb-17	EDF Energy 1 Ltd	90.31	Electric for clock tower WTCMI
08-Feb-17	Energy Electrical Distributors Ltd	0.88	Electric supplies
24-Feb-17	Energy Electrical Distributors Ltd	437.68	Electric supplies
08-Feb-17	Eurodec Ltd	79.72	Building supplies
24-Feb-17	Fraser Office Supplies Ltd	233.26	Stationery supplies
01-Feb-17	Gocardless Ltd	80.40	Club Manager membership
10-Feb-17	Gocardless Ltd	30.00	EPOS till mthly charge
01-Feb-17	Hire Depot Ltd	52.80	Gym construction/setup
17-Feb-17	HMRC Cumbernauld	12955.86	PAYE & NI
01-Feb-17	IMAGE BOX	732.00	Gym membership cards/Logo designs
01-Feb-17	InTouch	35.99	Monthly website charge
24-Feb-17	InTouch	35.99	Monthly website charge
17-Feb-17	John Willis	120.00	Window cleaner
10-Feb-17	Lamps-Tubes Luminations Ltd	1722.75	WTCMI Christmas light install/removal
24-Feb-17	Lantec Security Ltd	2142.00	Fire alarm/emergency lights annual service
24-Feb-17	Laundry Depot	42.00	Laundry O/C tablecloths
08-Feb-17	Lightatouch	700.00	Internal audit service
14-Feb-17	Lloyds Bank	223.80	Cardnet service charge
01-Feb-17	Lyreco UK Ltd	68.69	Stationery supplies
24-Feb-17	Lyreco UK Ltd	86.92	Stationery supplies

14-Feb-17	Mainstream Digital	0.28	Phone
15-Feb-17	Merchant Rentals	35.23	Cardnet Machine monthly rental
01-Feb-17	P&H Direct Van Sales Ltd	158.51	Vending supplies
08-Feb-17	P&H Direct Van Sales Ltd	124.08	Vending supplies
10-Feb-17	P&H Direct Van Sales Ltd	106.01	Vending supplies
17-Feb-17	P&H Direct Van Sales Ltd	136.05	Vending supplies
24-Feb-17	P&H Direct Van Sales Ltd	185.17	Vending supplies
08-Feb-17	PHS Group	287.14	Qtrly dust mat rental WP/OC
10-Feb-17	Piercing Gance Ltd	93.84	Staff uniform - waterproof jacket
10-Feb-17	Plusnet	52.20	Plusnet-Phone
17-Feb-17	Plusnet	38.40	Plusnet-Phone
17-Feb-17	Prudential	30.00	AVC payment deducted from pay
28-Feb-17	Public Works Loan	5874.06	Public Works Loan repayment
08-Feb-17	Rodnic Dorset Ltd	211.20	Repairs to front door Oakwood Centre
17-Feb-17	SGW Payroll Ltd	166.94	Payroll services
15-Feb-17	Siemens Fin Serv	1100.80	Gym Equip monthly rental
08-Feb-17	Southern Electric Contracting Ltd	1477.76	Qtrly street lighting maint/clock tower WCTMI
17-Feb-17	Technical Surfaces Ltd	429.60	3G pitch rubber crumb supplies
17-Feb-17	Thames Valley Water Services Ltd	36.00	Water sample checks
13-Feb-17	Thames Water	2389.74	Water rates
17-Feb-17	The Berkshire Pension Fund	11430.04	Pension - employers and employees
24-Feb-17	Token Security Solutions Ltd	660.00	Annual key holding contract
24-Feb-17	Trade UK - Screwfix	2579.49	Building supplies
17-Feb-17	Traditional Local Cleaning Ltd	1839.46	Contract cleaning
24-Feb-17	Travis Perkins Trading Co	192.00	Building supplies
10-Feb-17	Trinity Mirror PubliSHING Ltd	192.00	WTCMI advertising
17-Feb-17	Unison Collection Ac	32.20	Union fees deducted from pay
01-Feb-17	Universal Services	61.69	Trampoline service
10-Feb-17	Universal Services	1043.94	Supply and fit web bed WP
01-Feb-17	Veolia ES - UK Ltd	368.35	Refuse collection
17-Feb-17	Veolia ES - UK Ltd	3332.88	Refuse collection
24-Feb-17	Veolia ES - UK Ltd	372.49	Refuse collection
24-Feb-17	VOA	2880.00	Reinstatement cost valuation - insurance
21-Feb-17	Vodafone	240.97	Phone
08-Feb-17	Wingfield Engineering Ltd	398.00	MOT - Mazda pick up truck
08-Feb-17	Wormsley Estate Ltd	480.00	Bowling green top dressing
10-Feb-17	YPO	257.52	Flip charts

79487.79

### CLERKS IMPREST A/C

#### List of Payments made between 01/02/2017 and 27/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
03-Feb-17	(Personal Information)	150.00	HP inkjet cartridges x3
06-Feb-17	(Personal Information)	50.00	Refund deposit
06-Feb-17	(Personal Information)	22.00	Refund deposit
06-Feb-17	(Personal Information)	-22.00	Customer supplied wrong a/c no
13-Feb-17	(Personal Information)	50.00	Refund deposit
13-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit
20-Feb-17	(Personal Information)	50.00	Refund deposit

21-Feb-17	(Personal Information)	50.00	Refund deposit
27-Feb-17	(Personal Information)	200.00	Refund deposit
27-Feb-17	(Personal Information)	50.00	Refund deposit
27-Feb-17	Amazon UK	3.30	360 degree iPad case
10-Feb-17	Amazon.co.uk	17.52	8x Cable-Core BNC plug to plug
13-Feb-17	Amazon.co.uk	9.80	15x Pcs BNC female to female a
21-Feb-17	Asda George.com	28.95	Staff uniform-black shirts
13-Feb-17	Buyaplan.co.uk	13.20	Proposed pre-school site plan
24-Feb-17	Eliteindustrial.co.uk	33.66	No dogs sign - WP
08-Feb-17	Eze Frame.co.uk	30.56	8mm polished silver frame
24-Feb-17	Land Registry	3.00	Information on ownership
22-Feb-17	Lloyds Bank	41468.70	Net Feb 2017 payroll
09-Feb-17	Lock & Key - Aura Online Ltd	8.21	CanLock - petty cash box
22-Feb-17	PETTY CASH A/C	116.54	Topup petty cash
28-Feb-17	PETTY CASH A/C	166.22	Top up petty cash
16-Feb-17	Rock Awnings	-83.99	Awning refunded not in stock
16-Feb-17	Rockawnings.co.uk	83.99	Awnings
24-Feb-17	Rotary Club Loddon	50.00	Refund deposit
16-Feb-17	Scot-Petshop.co.uk	41.98	Dog waste bags
15-Feb-17	Total Work Wear	86.60	Boots/Hi vis shell jacket
14-Feb-17	Woodley Womens Club	50.00	Refund deposit
28-Feb-17	WP-Haymraket Public	789.60	Staff job advert- Grounds Maint Manager

43667.84

**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 A**.

**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:*

<b>Category</b>	<b>Probability</b>	<b>Possible Indicators</b>
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.