

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 April 2016 at 8:00 pm

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

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager; E. Whitesmith, Leisure Services Manager*

77. **APOLOGIES**

There were no apologies for absence.

78. **DECLARATIONS OF INTEREST**

Councillor Baker and Councillor Chadwick	Agenda item 9 Grants	Prejudicial – Councillors Baker and Chadwick are both members of Woodley Adopt a Street Project (WASP), which had applied for a grant.
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Councillors Baker and Chadwick left the room and were not present for the discussion or vote on the WASP grant application.

79. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 26 JANUARY 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 January 2016 be approved and signed by the Chairman as a correct record.

80. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 12/16.

Members noted that both income and expenditure at the year end were lower than the revised estimates. It was also noted that the £6,000 increase in net expenditure over the original budget estimates was a reasonable outcome, given the loss of £17,000 income following the closure of the Inn on the Park. The Committee thanked the officer team for their management of the budget.

RESOLVED:

- ◆ To note Report No. SR 12/16.

b) **Payments**

In response to a question the Deputy Town Clerk confirmed that the lighting company would be coming to assess the damage to the tree lights that had been caused by the recent collapse of the scaffolding in the town centre, with a view to making an insurance claim

RESOLVED:

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

	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) **Short term investment**

RESOLVED:

- ◆ 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%.

81. **PERSONNEL SUB COMMITTEE**

Members noted Report No. SR 13/16 of the Personnel Sub Committee meeting held on 1 April 2016. The Town Clerk confirmed that the amendments requested by the Sub Committee relating to trade union membership, DBS checks and staff attendance at team meetings had been included in the new Employee Handbook.

During the discussion on the allocation of training fund balances to an earmarked reserve for performance appraisal training it was agreed that the Leader, Deputy Leader and other interested councillors be invited to undertake the training.

RESOLVED:

- ◆ To note Report No. SR 13/16.
- ◆ That the Employee Handbook, 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.
- ◆ That the cost of the volunteer receptionist's lunch and refreshments, estimated at £570 per annum, be funded from the staff contingency budget.

82. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 14/16 of the Risk Management Working Party meeting held on 12 April 2016.

Councillor Mills explained that the working party had made no changes to the risk management strategy and believed it to be appropriate for the coming year. During the discussion on the risk register and the identification of changes made since the presentation of the register to members the previous year, it was agreed that a way of making these clearer be considered by the working party. In response to a question about measurement of the levels of risk and whether these were coming down, Councillor Mills explained that the level of risk for many of the items identified was being mitigated and that overall he believed the level of risk was lower in some cases. However, some risks had been allocated higher scores, despite any mitigating actions, either because they involved large sums of money or because the risk had actually occurred.

To make the information on previous risk level scores on the spreadsheets clearer, it was agreed that in future the document would advise that if the previous score column was blank then there had been no change to the risk level over the past year. It was also noted that the scores of deleted risks had been included in the summary figures and that these would be corrected.

In response to a question about the need to present the risk register to Full Council the Town Clerk explained that this was a governance matter and that ultimately the Council had responsibility to ensure that matters such as the management of risk was being addressed. This was also a matter that was tested in some years as part of the external audit.

RESOLVED:

- ◆ To note Report No. SR 14/16.

◆ To recommend that Council adopt the 2016/17 Risk Management Strategy, attached at **Appendix D**.

- ◆ That the Risk Register be presented to Council by the electronic distribution of the register, with some printed copies provided at the Annual Meeting.
- ◆ 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 staff and any councillors who wished to undertake the training.

83. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Deputy Town Clerk presented Report No. SR 15/16 of the Catering Partnership Management meeting held on 15 April 2016 and reported that the meeting had been very positive for both parties to the catering agreement. Officers currently met weekly to discuss operational matters and the panel had agreed to meet on the third Friday of every month and report accordingly to the committee.

In response to a question the Deputy Town Clerk reported that the company dealing with the freezer seals was due to provide these that week. If this did not happen new units would be purchased and the repairs made to the existing unit once the seals were available. Members also noted that Brown Bag would be providing refreshments at the Woodley 10km road race.

RESOLVED:

- ◆ To note Report No. SR 15/16.
- ◆ That the Catering Partnership Management Panel be renamed the Catering Partnership.

On the matter of developing and agreeing performance indicators with the contractor it was

RESOLVED:

- ◆ That the panel be delegated to discuss and set the performance indicators relating to the contract between the Council and Brown Bag and that these, once agreed, be provided to the Committee.

84. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that there had been no changes since the last meeting.

In response to a question the Town Clerk reported that it was anticipated that work on the regeneration of the north end of the town centre would start on site in August and should be completed in November. The Chairman also explained that once final drawings were available these would be displayed and the information provided to all councillors. He explained that this would not be a consultation because the project team included

representatives from the Town and Borough Councils and Woodley Town Centre Management Initiative.

RESOLVED:

- ◆ To note the external funding project list.

85. **GRANTS**

Members considered the nine grant applications received as set out in Report No. SR 16/16 in line with the community grants criteria and:

RESOLVED:

- ◆ To award grants to the following:

1 st Woodley Boys Brigade	£250	Towards the cost of sports equipment, a marquee and a compass to be used on expeditions.
Berkshire Multiple Sclerosis Therapy Centre	£250	To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy and complementary therapies.
Emmanuel Church, Woodley	£250	Towards the cost of running a 48 hour "Fun Days" event for all residents of the Drovers Way/Southlake Crescent area.
Home-Start Wokingham District	£250	Towards the costs of providing a summer outing and a Christmas party.
Kick Twist Cheerleading	£250	Towards the costs of travelling to, and participating in, the European Championships in Paris.
Woodley Adopt a Street Project	£250	For the purchase of additional equipment for the volunteers to use.
Woodley United FC	£250	Towards the cost of providing football coaching in Woodley primary schools and in Addington School
Individual: Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling for international competitions.

- ◆ Not to award a grant in the case of one application because the organisation only had one member resident in Woodley. Members asked that any future application contain more information about the service provided for Woodley.

86. **OAKWOOD CENTRE**

- a) The Deputy Town Clerk presented Report No. SR 17/16 and tabled financial and usage information for 2015/16. In considering the report Members asked if the theatre could be included as an area to report on in future information to the Committee. The low number of wedding bookings was discussed and it was thought that the increase in

Registrar fees to attend wedding venues had had an impact on weddings booked. Members agreed that the licence to conduct weddings be renewed and that marketing on this part of the centre's offering be developed as part of the business plan for the centre.

RESOLVED:

- ◆ To note Report No. SR 17/16.

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

- b) Members had been asked to consider a request from the organisers of Parkrun to provide a room at the Oakwood Centre, free of charge, at 11am on a Saturday, at a date yet to be agreed, for some members of the Woodley Parkrun to undertake First Aid training. This request had been made following an incident on Saturday 16 April when one of the runners was taken ill.

Members considered the request and the matter of providing a First Aid space for Parkrun in the Oakwood Centre was also discussed. The Town Clerk explained that allocating a specific space each week might be difficult but confirmed that she and the Leisure Services Manager would make sure that the staff members responsible for the buildings were aware of the potential need to be of assistance if there were any health incidents during the run and work in a cooperative way with the organisers.

RESOLVED:

- ◆ To provide a room at the Oakwood Centre free of charge for Parkrun members to undertake First Aid training.

87. **COMMEMORATION OF THE QUEEN'S 90TH BIRTHDAY**

The Town Clerk presented Report No. SR 18/16. Members discussed the proposal and the way in which the medals could be presented by the Mayor.

RESOLVED:

- ◆ To purchase medals commemorating the Queen's 90th birthday to present to children at the town's primary schools and at Addington School and that the estimated cost of £5,801.10 be funded from the general reserve.

88. **WOODFORD PARK LAKE**

The Deputy Town Clerk presented Report No. SR 19/16.

In response to a question about the inclusion of a wildlife assessment, which Members felt would be important, the Deputy Town Clerk agreed that this would help towards gaining funding and that he would follow this up with the consultants. Concern was raised at the reference to the Friends of Woodford Park which was an embryonic group at this point and the Deputy Town Clerk said that the voluntary aspect of the project wouldn't be a particular group, although some funders do require a friends group, sometimes more formalised, and that he hoped that the project would engage with local groups who wanted to be involved.

While appreciating the previous work that the company had carried out for the Council, the Chairman believed that multiple quotes should be sought for future projects. The Deputy Town Clerk agreed that seeking several quotes was the norm for officers, however, the work required was specialised and, although he had spoken with the contractor carrying out the work at Southlake he had not been able to visit to discuss the project. The

Chairman suggested that the Town Council could make more use of the expertise at the Borough Council and this could be done through their Resources Manager.

RESOLVED:

- ◆ That £9,820 be allocated from the special projects earmarked reserve to fund the provision of a project plan for the lake at Woodford Park and that, as a specialist service, Landshape Design be commissioned to carry out the works in line with Financial Regulation 13 a) ii) (contracts).

89. **CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY**

The Town Clerk presented the policy that had been developed by the Leisure Services Manager. This had been an action point in last year's Risk Register. The Chairman suggested that the Council ask for an opinion on the policy from an appropriate officer at the Borough Council and the Town Clerk agreed to do this.

RESOLVED:

- ◆ To adopt the children and vulnerable adults safeguarding policy.

90. **3G PITCH PROJECT UPDATE**

Members noted the update on the 3G pitch project, which had been provided in the agenda. The Deputy Town Clerk confirmed that installation of the pitch was expected to be completed in mid May, but this was dependent on dry weather. The synthetic grass carpet was being laid and works on the car park layout, borders, fencing and drainage were all well underway, with tarmacing expected to take place the following week. The planings from the car park and roadway would be used to repair the Western Avenue entrance after the works were completed and for roadway repairs at the allotment site.

Members noted that officers had contacted the planning authority regarding the installation of the acoustic fence, which did not appear in the plans as now constructed. The Chairman reported that some nearby residents were unhappy about the acoustic fence and he had explained to them that this had been installed at their request after concerns had been raised about noise.

The Deputy Town Clerk also reported that the Football Foundation had been in touch to discuss the formal opening ceremony and Members would be informed of the arrangements once these had been finalised.

91. **PUBLIC TOILET UPDATE**

Members noted the update on the public toilet, which had been provided in the agenda. The Town Clerk reported on her most recent meetings with officers from Wokingham Borough Council and representatives from Danfo. It was noted that the possibility of reducing the size of the toilet unit might enable the toilet to be sited next to the site identified in the Crockhamwell Road car park. Members welcomed this and encouraged officers to pursue this possibility.

92. **GARDEN OF REMEMBRANCE**

RESOLVED:

- ◆ To approve the introduction of a charge for the display of plaques in the Garden of Remembrance for a further ten years, and that the charge be set at 50% of the cost of installing a plaque at the date of renewal.

93. **INSURANCE COVER**

RESOLVED:

- ◆ To note the review and renewal of the Council's insurance cover and the appendix listing the main items covered.

94. **LOCAL GOVERNMENT PENSION SCHEME**

Members noted the information provided about the introduction of a service level agreement between the pension fund and the employer. The service level agreement would be provided to the Committee once it had been finalised.

95. **BOROUGH PARISH LIAISON FORUM**

RESOLVED:

- ◆ To note the minutes of the Borough Parish Liaison Forum meeting held on 4 April 2016.

Under this item the Chairman raised the matter of items to note on agendas, the necessity for these and whether there were other ways of dealing with these. The Town Clerk explained that some items were useful to Members and kept them updated, even though no decisions were to be made on those matters. The Chairman suggested that this matter be discussed at the point at which the draft agendas are sent out to the Chairmen of committees and asked that Members consider this further.

96. **WDALC**

Members noted the correspondence received from the chairman of the Wokingham District Association of Local Councils (WDALC). The Chairman reported that he had discussed the letter with Councillor Barker, the Council's representative on that body, who had said that he could see the value of the county association but not the district association. After a short discussion it was

RESOLVED:

- ◆ To respond to the questions about the future of WDALC as follows:
 - That WDALC does not perform a useful role and should not continue in its current format.
 - That WDALC should not continue.
 - That WDALC be disbanded and that member councils instead send representatives to meetings of the BALC Executive Committee, as appropriate.
- ◆ That the Town Clerk provide a paper to the Committee on the value of the Council's affiliation to BALC/NALC.

97. **FUTURE AGENDA ITEMS**

The Chairman asked Members to send any suggested future agenda items to the Town Clerk.

98. **PUBLICITY AND WEBSITE**

The Chairman asked Members to send any items to be publicised to the Town Clerk.

99. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial and 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.

100. **WOODFORD PARK LEISURE CENTRE REFURBISHMENT**

The Deputy Town Clerk presented Report No. SR 20/16. In response to a question he said that this was very much the first stage in the regeneration of the centre and that, with the closure of the Inn on the Park, events had forced the issue for the Council. The proposed works were required to make the former pub space fit for the sports centre's use.

Members discussed the works required and the costs and considered how this should be funded.

RESOLVED:

- ◆ That the proposed works to the former bar area at Woodford Park Leisure Centre, as set out in Report No. SR 20/16, be carried out.
- ◆ To recommend to Council that a loan of £110,000 over a 10 year period be applied for from the Public Works Loan Board to cover the costs of the proposed works to the former bar area at Woodford Park Leisure Centre to return this area to usable sports use.

[Town Clerk's note: this item will be an agenda item on the agenda for the Annual Meeting on 10 May 2016.]

101. It was proposed by the Chairman and

RESOLVED

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

102. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

The Deputy Town Clerk presented Report No. SR 21/16 and the Leisure Services Manager presented his business case for the installation of a fitness gym in the former bar area following the agreed refurbishment.

The Chairman thanked the Leisure Services Manager for his well researched business case report.

RESOLVED:

- ◆ To accept the business case presented by the Leisure Services Manager for the installation of a fitness gym at Woodford Park Leisure Centre.
- ◆ To direct the Leisure Services Manager to prepare a full proposal in respect of suppliers, tenders and charges and present this at the next meeting of the Committee.

103. **VENUES MANAGEMENT AND MARKETING/PUBLIC RELATIONS**

The Town Clerk presented Report No. SR 22/16, which proposed a reorganisation of existing officers following the resignation of the Venues Manager and the engagement of a part time Marketing/PR Coordinator. The Town Clerk agreed to arrange an opportunity for the Leader of the Council to meet with proposed candidates for the coordinator role.

RESOLVED:

- ◆ To approve the arrangements set out in report no SR 22/16 to cover venues management for a period of 6 months with effect from 1 May 2016.
- ◆ To approve the job description and person specification for a part time Marketing/PR Coordinator and the engagement of a suitably qualified person in this role.
- ◆ That the costs of the above arrangements be met from savings from the vacant Venues Manger post.

The meeting closed at 10:35pm

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	

Risk Management Strategy

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

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

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

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

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

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

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

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

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