



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman) J. Anderson; G. Bello; A. Chadwick; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

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 12 September 2023, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Kevin Murray
Acting Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 13 JUNE 2023** Page 5
To approve the minutes of the Strategy and Resources Committee held on 13 June 2023 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 27 June 2023 but were subsequently amended)
4. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 27 JULY 2023** Page 20
To approve the minutes of the Extraordinary Strategy and Resources Committee held on 27 July 2023 and that they be signed by the Chairman as a correct record.

5. **FINANCE**
a) Budgetary Control
 To receive **Report No. SR 17/23.** Page 38
- b) Payments**
 To approve the following payments as set out in **Appendix 5b.** Page 40

	Current account	Imprest account
June 2023	£98,645.93	£68,856.16
July 2023	£83,784.93	£59,936.53
August 2023	£89,434.76	£58,965.58

- c) PSDF Funds**
 To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 5c.** Page 46

6. **VAT CHARGES FOR SPORTS FACILITIES UPDATE**
 To consider **Report No. SR 18/23.** Page 47

7. **OAKWOOD CENTRE INCOME UPDATE**
 To note the following Oakwood Centre Income updates:

- a) Bookings and Room Hire**
 Room hire income for April to August 2023 was £39,263 against the budget target of £27,083. Income against budget is shown at **Appendix 7a.** Page 49

- b) Catering Income**
 Catering income through the contract with Brown Bag for April to July 2023 was £5,098 against the budget target of £5,000. Income against budget is shown at **Appendix 7b.** Page 50

8. **WOODLEY TOWN CENTRE PARTNERSHIP**
 To receive the report of the Woodley Town Centre Partnership meeting held on 19 July 2023. (**Appendix 8**) Page 51

9. **CAPITAL PROGRAMME 2023/24**
 To consider **Report No. SR 19/23.** Page 53 & Enclosure

10. **REQUESTS FOR FREE HIRE OF COUNCIL VENUES**
 To consider **Report No. SR 20/23** regarding considering requests made for free hire of Council venues. Page 57

11. **YOUTH SUPPORT SERVICE GRANT GUIDELINES**
 To consider the recommendation made by the Leisure Services Committee at their meeting, held on 5 September 2023 (LS Mins 5 Sep 2023 – Minutes 20.1) to adopt the youth support service grant award guidelines and criteria, as set out at **Appendix 11.** Page 59

12. **3G PITCH NOISE IMPACT ASSESSMENT**
 To consider allocating £2,000 from the general reserve to undertake a noise impact assessment in relation to the 3G Pitch at Woodford Park leisure Centre.

13. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

To note the following progress has been made against the targets set out in the Climate Emergency Action Plan (***Appendix 11***), since it was last reviewed by the Committee: Page 61

Target 3	Rainwater Harvesting Storage Tank installed at Woodley Bowling Club
Target 7	Segregated recycling bins have been located at WPLC offices
Target 7	Segregated recycling bins will be trialled in Woodford Park in 2023 and expanded to other areas if successful
Target 8	A proposal is included in the 2023/24 Capital Programme for the installation of an exterior mounted, accessible, mains fed water bottle filling station at WPLC.

14. **FUTURE AGENDA ITEMS**

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

15. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

16. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to contractual and legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 17 and 18 on the agenda.

17. **GYM EQUIPMENT LEASE**

To consider **Report No. SR 21/23** regarding the retendering of the gym equipment lease at Woodford Park Leisure Centre. Page 77

18. **SALE OF LAND OFF SILVER FOX CRESCENT (FORMER WOODLEY TENNIS CLUB)**

To note the update regarding the proceeds of sale of land off Silver Fox Crescent, provided in **Report No. SR 22/23**. Page 85

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 13 June 2023 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; R. Horskins; M. Kennedy; M. Nagra; B. Rowland*

Officers present: *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer; B. Fennelly, Town Centre Manager;*

Also present: *1 member of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Deputy Town Clerk asked for nominations for the position of Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

It was proposed by Councillor Gilder, seconded by Councillor Anderson, and

RESOLVED:

- ◆ That Councillor Baker be appointed to the position of Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 1

It was proposed by Councillor Baker, seconded by Councillor Anderson, and

RESOLVED:

- ◆ That Councillor Swaddle be appointed to the position of Vice Chairman of the Strategy & Resources Committee for the 2023/24 municipal year.

Voting: For: 7 Against: 0 Abstentions: 2 No Vote Recorded: 0

2. **APOLOGIES**

Apologies for absence were received from Councillor Swaddle.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE MEETING HELD ON 18 APRIL 2023**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 April 2023 be approved and signed by the Chairman as a correct record.

5. **FINANCE**

a) Budgetary Control

The Deputy Town Clerk presented Report No. SR 11/23.

The Deputy Town Clerk advised that two budgeted expenditure figures had been incorrectly stated on the report; against Central Costs and Grants – Section 137, as well as a corresponding change to the expenditure figures against Grants – Section 137. A revised report was provided and circulated to all Members prior to the meeting, with printed copies available to those attending.

Members noted that, historically, the Grants – Section 137 budget code included two items; the Woodley Town Centre Partnership grant and an additional grant sum. The Deputy Town Clerk confirmed the format of the report would be changed in future to separate these items for clarity.

The Deputy Town Clerk identified that expenditure against Corporate Management appeared high because a number of fees, particularly insurance and affiliation costs, were paid out at the beginning of the financial year.

In response to a query, the Deputy Town Clerk advised Members that Democratic Costs relate to election costs.

RESOLVED:

- ◆ To note the updated Budgetary Control report, provided at **Appendix A**.

b) Payments

In relation to a payment of circa £2,400 made to AJGIBL in May 2023, the Deputy Town Clerk advised that this was due to an adjustment made to the buildings insurance premium following the re-valuation of the Council's buildings; a task which was completed after the annual insurance payment was paid in April.

Following a query, the Deputy Town Clerk confirmed it was normal for grant payments to be paid from the Clerks Imprest account, and the account from which grants were paid was decided based on the timing of the payment.

The Deputy Town Clerk confirmed the £213 payment to Les Mills Fitness UK Ltd for Body Balance coaching was a licence payment to allow the Leisure Centre to use the Les Mills Body Balance package.

In response to a query, the Deputy Town Clerk confirmed that Officers regularly ensure that the Council is paying the best possible price for items and services. He explained that how often costs were reviewed was dependent on the values being spent; larger sums, such as for capital works over the applicable procurement value, would be subject to full tender, whilst other contracts were usually reviewed every 3 years, and no longer than 5 years. Smaller costs, such as for paper supplies, were tested periodically to find the best price.

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix B** (April) and **Appendix C** (May):

	Current account	Imprest account
April 2023	£82,695.95	£60,686.78
May 2023	£122,303.29	£54,343.14

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

c) PSDF Funds

Members noted that the sum which had been invested in the CCLA PSDF fund related to the repayment of the original loan taken out to build the Oakwood Centre, which is £2m and due to be repaid by 2025.

Members asked that the dates and repayment sums for the Oakwood Centre loan be published on the report in future.

RESOLVED:

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

6. OAKWOOD CENTRE INCOME UPDATE

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates.

Members noted that the report no longer provided details of pre-pandemic levels of income, although it was explained that the report provides the last three years of income figures. Members asked that the pre-pandemic figures be circulated to Members for their information.

RESOLVED:

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

7. YOUTH SERVICE TASK AND FINISH WORKING GROUP

The Deputy Town Clerk presented Report No. SR 12/23, which included a report of the Youth Service Task & Finish Working Group which took place on 17 April 2023.

Members noted the recommendation from the Working Group that the Youth Support funding for 2023/24, which stood at £27k, should be placed in an earmarked reserve so that the money did not fall back into the general reserve as the unspent allocation in 2022/23 had.

The Chairman provided new Members with the background to Woodley's Youth Service provision. It was noted that, when the SLA with the Council's previous provider finished, the Council had sought to develop a new Youth Service SLA but that, following a tendering exercise, no providers had applied. The Chairman advised that the project had been running since 2019, and that the Working Group had worked extremely hard to try to secure a new SLA, but it had not been possible.

Members noted that the principal purpose of the £27k Youth Support funding was to try to reach those children and young people in Woodley who were hard to reach; ie not those already accessing other services.

The Chairman proposed that, as the Working Group had finished its task to attempt to secure an SLA, albeit had been unable to, the Working Group should be disbanded. He also stated that the funds should not be allowed to drop back into the general reserve, and so supported the Working Group's recommendation that the money be put in an earmarked reserve to be specifically used for services supporting young people in Woodley. The Chairman also recommended that £3k, currently budgeted for the Community Youth Partnership to provide as a grant award to organisations but which, historically, had gone unspent, could be added to make a £30k pot.

Members noted that the proposal was for the Leisure Services Committee to consider the appropriate criteria against which to assess grant applications. Leisure Services would then consider applications against these criteria, before recommending grant awards to the Strategy & Resources Committee for approval.

Following a comment that grants might be awarded to individuals, where appropriate, a query was raised as to whether the Council had the General Power of Competency, which the Deputy Town Clerk confirmed it did not. Members noted that, without the General Power of Competency, the Council was only permitted to award grants where this benefitted some or all of the residents of Woodley, and so it was commented that awarding grants to individuals may not be permitted. However, it was also commented that, by awarding an individual a grant, it could be argued that this would ultimately benefit the community. It was agreed the Deputy Town Clerk would review this matter.

Members discussed the matter of youth service provision, highlighting how disappointing it was that the Council had been unable to support the provision of youth services for some time, and the importance of doing so as soon as possible. Members noted the impact the pandemic had had on children and young people, and that mental health concerns were more prevalent now than ever.

Consensus was that, whilst the provision of grants seemed a sensible way forward for 2023/24, the Committee would still like to see the Council providing a more sustainable youth provision in Woodley, and that Leisure Services should be tasked with considering this matter further. It was commented that Leisure Services could set up a working group to achieve this, if they wished, and it might be helpful to involve the Community Youth Partnership as well as local organisations, such as JAC and ARC, in discussions. Members suggested Leisure Services should seek to resolve the matter in time for the November round of standing committee meetings, in order that the matter does not roll over into the next financial year.

RESOLVED:

- ◆ To note Report No. SR 12/23, including the report of the Youth Services Task & Finish Working Group meeting which took place on 17 April 2023.
- ◆ To place the £27k youth support fund and the £3k Community Youth Partnership grant fund budgeted in the 2023/24 budget into an earmarked reserve and made available on a grant award basis to organisations supporting young people in Woodley, as set out in the report.
- ◆ That the criteria for grant awards be considered by the Leisure Services Committee, with a recommendation made to the Strategy & Resources Committee for approval.
- ◆ To disband the Youth Service Task & Finish Working Group.
- ◆ That the Leisure Services Committee be tasked with revisiting, reviewing and establishing an appropriate SLA for the provision of Youth Services in Woodley by November 2023.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

8. **WOODLEY TOWN CENTRE PARTNERSHIP**

The Town Centre Manager presented the report of the meeting of the Woodley Town Centre Partnership, which took place on 19 April 2023, along with Report No. SR 13/23.

Following a query, the Town Centre Manager explained that the DISC initiative, presented at the WTCP meeting in April by PCSO Towse, was a system supported by the Police which enabled shopkeepers and traders in the Town Centre to share messages and pictures with each other, with the potential to share information on crimes such as shoplifting.

The Town Centre Manager noted that, at present, shopkeepers use a Whatsapp messaging group to achieve the same purpose, but it was felt the new DISC system was more appropriate as it was GDPR compliant and supported by the Police.

Members noted that there was a charge of £95 per month for the DISC system, covering any user involved, but that the system was only available to those who had signed up. Members were concerned that the system appeared to offer no additional benefits to the existing Whatsapp messaging group, noting the benefit of using Whatsapp in that it was free and anyone could join in. The Town Centre Manager advised that the benefit of DISC was that the Police supported the initiative and it was GDPR compliant, although there was not a good appetite from shopkeepers to get involved.

Members suggested it might be helpful for the Town Council to provide some educational training to those using the existing Whatsapp group, relating to data protection, and equality and diversity training, to ensure it was being used appropriately. It was also suggested that the WTCP might want to run an anti-shoplifting campaign.

This discussion led on to Report No. SR 13/23, regarding the partial funding of a new CCTV system within the Town Centre. The Town Centre Manager advised that £5k was being sought towards the cost of implementing three new CCTV cameras in the town centre, piggy backing on the existing Wokingham Borough Council car park CCTV system. Members noted that £5k funding had already been provided by Thames Valley Police, and the total cost of the system was just over £15k.

Members noted that there was a concern that existing shoplifting levels were high and, should this continue, and there be no attempt from the Council to try and help prevent or reduce the rate, then shop owners may decide to leave the town centre. It was commented that, should additional funding not be secured, the Council may be willing to provide the rest of the funding required as there was support for implementing CCTV in the town centre.

The Deputy Town Clerk advised Members that funding was being sought from the Capital Programme funds which, including a carry forward of just over £11k from 2022/23, stood at just over £56k for 2023/24.

Members commented that CCTV had previously been installed in the town centre but had been removed as it had been deemed ineffective. The Town Centre Manager advised that technology had improved since then, meaning CCTV images were clearer and more capable to be used for prosecutions.

Following a query, the Town Centre Manager confirmed that installation costs provided did include the provision of appropriate signage across the town. Members noted that the report did not provide details of any potential ongoing revenue costs, although the Town Centre Manager advised that the system would include 3 years warranty meaning revenue costs would not become applicable until after this period. Following a query, the Town Centre Manager also advised Members that he believed Wokingham Borough Council were also yet to consider revenue costs of the system, which was only implemented for car parks last year.

Members were concerned that due diligence had not taken place to ensure that the quote provided and system proposed was indeed the best option for the Council. It was commented that the quote appeared cheap and there was a concern that, were the system to be implemented and found not to be appropriate, further funding would be needed to replace it.

The Town Centre Manager advised that the quote was likely to be cheaper than alternatives because the proposal was to piggy back onto Wokingham Borough Council's existing car park CCTV system. Members felt that more information was needed, including details of any due diligence undertaken by Wokingham Borough Council when they implemented the system, and any subsequent review of the effectiveness of the system undertaken by the Borough Council.

Following a query, it was noted that a full GDPR review would be needed prior to the implementation of any CCTV system by the Council, particularly around the matter of data sharing.

With regards to the potential for the system to reduce anti-social behaviour, it was noted that Wokingham Borough Council have already set up a task force and employed staff to achieve this. It was suggested the Town Council Manager may wish to contact the Borough Council officer involved to see how the Council can work with them on this.

It was also suggested that, if the implementation of CCTV was being considered as a deterrent, the placing of signage without the installation of cameras, or with the installation of cheaper dummy cameras, may achieve the same effect.

Members requested that more information, including a full business case, be provided by the Town Centre Manager, and that the matter be deferred to the next meeting of the committee.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting held on 19 April 2023.
- ◆ To note Report No. SR 13/23.
- ◆ To defer the decision on allocating funds from the available Capital Programme funds to support the project to introduce three new CCTV cameras into Woodley Town Centre, until the next meeting of the committee in September.

9. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects Schedule for 2022/23, advising Members that a schedule for 2023/24 was currently being prepared but not yet available due to capacity issues.

Members requested that the current potential project list be circulated to Members of the committee for their attention.

RESOLVED:

- ◆ To note the updated information contained in the Projects Schedule 2022/23.

10. **REDUCED ROOM HIRE FEES**

- 10.1 The Deputy Town Clerk presented Report No. SR 14/23 regarding the introduction of a scheme of delegation for the application of negotiated reduced room hire fees.

Members noted that the introduction of a scheme of delegation had been recommended by the Council's internal auditors as a way providing transparency, regarding the application of room hire discounts and how they are applied, and a clear process for officers to follow.

It was highlighted that the intention of the scheme was to permit officers to apply discounts to bookings of up to 20%, against a set of approved criteria as set out in the report, and that any discount above 20% which was deemed appropriate by officers would need to be brought to the Strategy & Resources Committee for approval.

Members noted that discounted rates had previously been applied at officers' discretion and had not been reported back to Members. The Deputy Town Clerk advised that it was proposed that officers would review pre-existing rates exceeding the 20% suggested in the scheme of delegation, with the intention of bring these down, in line with the scheme, over a period of time. Any pre-existing discounts which officers felt should remain above 20% would be brought to the committee for approval.

Members noted that the criteria listed should include a discount for block or long-term bookings. The Deputy Town Clerk agreed this should be included.

Members noted that the 20% discount figure had been proposed as this matched the existing discount applied to block bookings by Woodford Park Leisure Centre.

Following a concern raised about the potential for discounts to be incorrectly applied to friends or family members by officers, the Deputy Town Clerk confirmed that decisions will need to be documented and clear as to which criteria had been met for the discount to be applied.

Following a suggestion, there was consensus amongst Members that any proposed discounts above 20% should not have to wait for approval at a Strategy & Resources meeting but, instead, that written approval from two Members of the committee, not to include the Chairman and Vice-Chairman, would suffice. Members agreed that Councillors Anderson and Rowland would be appointed for this purpose. It was agreed this would be added to the scheme of delegation.

RESOLVED:

- ◆ To note Report No. 14/23.
- ◆ To approve the scheme of delegation, with the additions highlighted above, as set out in **Appendix D**.
- ◆ To approve for Officers to review pre-existing discounted rates in line with the proposal set out in the report.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

- 10.2 Members agreed to defer consideration of the process for requesting free hire of the Council's venues and rooms, and requested a full report on the matter be provided to the next meeting of the committee.

11. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk advised that the only update currently was that a new waste contract was now in place, and that there has been a push on increasing recycling levels at the Oakwood Centre and Woodford Park Leisure Centre. Members also noted that environmental aspects would also be reviewed for those projects being considered under the Capital Programme for funding. Members requested that a written action plan needed to be included in future.

The Chairman advised Members that the Climate Emergency Sub Committee was originally set up when the Climate Emergency was initially declared by the Council, and had worked well in helping to develop the climate emergency action plan. It was noted, however, that the sub committee had not met recently and it was felt that, as the action plan was now reported back to at every Strategy & Resources meeting, the matter had now migrated from the sub committee to this committee, meaning there was no need for the sub committee to continue.

RESOLVED:

- ◆ To disband the Climate Emergency Sub Committee.

Voting: For: 8 Against: 0 Abstentions: 1 No Vote Recorded: 0

12. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

13. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

14. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

15. **LAND AT SILVER FOX CRESCENT – WOODLEY LAWN TENNIS CLUB**

- 15.1 In view of the lateness of the hour, and following a concern from a Member that discussion on this matter should not be rushed, it was proposed by the Councillor Baker, seconded by Councillor Chadwick, and

RESOLVED:

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 6 Against: 3 Abstentions: 0 No Vote Registered: 0

- 15.2 Members were happy with the proposal set out by the Council's solicitors, with no concerns or comments raised, and following a vote it was:

RESOLVED:

- ◆ To note Report No. SR 15/23.
- ◆ To instruct the Council's solicitors to proceed with option 2, as advised by them, and set out in the report.

Voting: For: 9 Against: 0 Abstentions: 0 No Vote Recorded: 0

- 15.3 Members requested that, in light of the matter highlighted in Report No. SR 15/23, the Deputy Town Clerk any other parcels of land owned by the Council which may encounter that same issue.

Meeting closed at 9:58 pm

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STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2023/24

Expenditure Description	Budget 2023/24	Actual Exp as at 31/05/2022	Actual Exp as at 31/05/2023	Actual Exp as % of Budget
Central Costs	297,847	46,570	52,753	17.71%
Democratic Costs	100,901	8,196	7,315	7.25%
Corporate Management	431,682	91,060	103,669	24.02%
Capital Projects	45,000	0	45,000	100.00%
Grants -Section 137	28,000	12,850	5,417	19.35%
Oakwood Centre	198,052	24,460	28,273	14.28%
Maintenance HQ	3,200	892	437	13.66%
Woodley Town Centre Ptshp	85,048	10,403	9,453	11.11%
Capital and Projects	180,977	6,677	6,677	3.69%
Total	1,370,707	201,108	258,994	18.89%

Month 2 16.67%

STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2023/24

Income Description	Budget 2023/24	Actual Inc as at 31/05/2022	Actual Inc as at 31/05/2023	Actual Inc as % of Budget
Central Costs	4,715	628	1,020	21.63%
Democratic Costs	0	0	0	0.00%
Corporate Management	0	0	0	0.00%
Capital Projects	0	0	0	0.00%
Grants -Section 137	0	0	0	0.00%
Oakwood Centre	124,567	15,557	21,665	17.39%
Maintenance HQ	0	0	0	0.00%
Woodley Town Centre Ptshp	85,048	9,919	16,029	18.85%
Capital and Projects	0	0	0	0.00%
CCLA Investment	80,000	0	10,085	12.61%
Total	294,330	26,104	48,799	16.58%

Month 2 16.67%

Net	1,076,377	175,004	210,195	19.53%
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Woodley Town Council**Current Account****List of Payments made between 01/04/2023 and 30/04/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Apr-23	(Personal Information)	440.00	Market Mgr - WTCP
20-Apr-23	(Personal Information)	281.64	Market Mgr - WTCP 22/23 bonus
21-Apr-23	4 Minutes Training Ltd	750.00	First Aid training at work
12-Apr-23	AGA Print Ltd	121.18	Posters/Vinyl banners
12-Apr-23	Alan Hadley Ltd	900.00	Refuse collection
12-Apr-23	April Skies Accounting Ltd	299.30	3rd Internal Audit 22/23
06-Apr-23	Be Fuelcards Ltd	6.61	Admin charge-Fuelcards
20-Apr-23	Bowak Ltd	492.50	Cleaning supplies
12-Apr-23	Brake Bros Foodservice Ltd	627.97	Vending supplies
20-Apr-23	Brown Bag Cafe Ltd	485.70	Catering Service
21-Apr-23	Broxap Ltd	1618.80	Cast iron Rippon seats
12-Apr-23	Castle Water	2829.69	Water Rates
12-Apr-23	CDK Casting Ltd	101.40	Bronze Plaque
03-Apr-23	CF Corporate Finance Ltd	166.32	Qtrly Photocopier lease
21-Apr-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
12-Apr-23	Circus Scene	995.00	Circus Acts-Coronation
03-Apr-23	Club Manager Ltd	94.80	Monthly software charge
12-Apr-23	CoolerAid Ltd	98.40	Cooler maintenace
21-Apr-23	CoolerAid Ltd	24.67	Bottled water
12-Apr-23	DANFO UK Ltd	522.00	Repair town centre toilet
12-Apr-23	DCK Accounting Solutions Ltd	216.00	Pre Yearend health check
21-Apr-23	DCK Accounting Solutions Ltd	536.16	Yearend closedown 22/23
12-Apr-23	Dejac Associates Ltd	1938.00	Annual cloud back-up/Desktop/Software
17-Apr-23	Devonshire Trading Ltd	1100.81	Gym monthly equip hire
13-Apr-23	Ecotricity	274.06	Gas supply-Chapel Hall
14-Apr-23	Ecotricity	1260.92	Gas supply-OC
19-Apr-23	Ecotricity	1297.10	Gas supply-Chapel Hall
12-Apr-23	EDF Energy 1 Ltd	27.17	Electric supply-Clock
12-Apr-23	Encore Technologies Ltd	805.00	
14-Apr-23	Epos Now Ltd D/D	30.00	Monthly till support fee
12-Apr-23	Eventu	50.00	Monthly projector hire
12-Apr-23	Fenland Leisure Products Ltd	308.00	Net hooks
12-Apr-23	Global 4 Communications	1051.38	Phone/Mobiles
12-Apr-23	Hampshire Flag	1819.95	Flag pole/flags
21-Apr-23	HMRC Cumbernauld	17556.15	PAYE&NI Deducted from pay
20-Apr-23	J P Lennard Ltd	139.56	Badminton match nets
12-Apr-23	Keep Britian Tidy	442.80	Green Flag Award application 23/24
27-Apr-23	Les Mills Fitness UK Ltd	407.38	Gym bodybalance-Mar 23
04-Apr-23	Lloyds Bank D/D	41.25	Current a/c charges
18-Apr-23	Lloyds Bank D/D	277.06	Monthly cardnet serv fee
06-Apr-23	Mailcoms Ltd D/D	83.94	Postage software & Update
12-Apr-23	Mammoth Site Storage & Toilt Hire Ltd	306.00	Toilet hire-Coronation
12-Apr-23	McFarlane Telfer Ltd	711.29	Call out/repair OC doors
17-Apr-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee
17-Apr-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee
24-Apr-23	Pitney Bowes Ltd	150.00	Postage top up-Apr 23
13-Apr-23	Poztive Energy Ltd	1944.17	Electric supply-OC
13-Apr-23	Poztive Energy Ltd	87.25	Electric supply-Coro Hall
13-Apr-23	Poztive Energy Ltd	41.87	Electric supply-Chapel Hall
21-Apr-23	Prudential	307.24	AVC deducted from pay
03-Apr-23	Public Works Loan Board	6676.72	PW507873 Capital/Interest
20-Apr-23	Round & About Publications Ltd	312.00	Publication-Twyford/Woodley
20-Apr-23	Select Environmental Services Ltd	391.20	Refuse collection
12-Apr-23	SGW Payroll Ltd	159.86	Monthly payroll service
12-Apr-23	Technical Surfaces Ltd	798.00	3G Matchfit service
12-Apr-23	Thames and Chiltern in Bloom	100.00	Entry fee-Britian in Bloom

12-Apr-23	Thames Valley Water Services Ltd	204.00	Monthly water/temp checks
21-Apr-23	The Berkshire Pension Fund	21891.00	Employee & 'er deducted from pay
20-Apr-23	Trade UK - Screwfix	86.23	Building supplies
20-Apr-23	Tudor Environmental	375.48	Gardening supplies
21-Apr-23	Unison Collection Ac	22.50	Union fee deducted from pay
12-Apr-23	Universal Services	126.00	Trampoline service
21-Apr-23	Veolia ES - UK Ltd	471.62	Refuse collection
12-Apr-23	Vesey UK Limited	117.11	WPLC sports equipment
20-Apr-23	VideoCentric Ltd	826.80	Annual maintenance link fee
03-Apr-23	Wokingham BC - Rates	2635.00	Rates-WPLC
03-Apr-23	Wokingham BC - Rates	386.84	Rates-Coro Hall
03-Apr-23	Wokingham BC - Rates	172.04	Rates-Chapel Hall
03-Apr-23	Wokingham BC - Rates	1032.30	Rates-OC
12-Apr-23	Woodley Newsagent Ltd	91.50	Weekly newspapers

Total Payments

82695.95

CLERKS IMPREST A/C

List of Payments made between 01/04/2023 and 30/04/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
11-Apr-23	(Personal Information)	15.00	Refund Deposit
06-Apr-23	(Personal Information)	360.00	Profess fee-Counselling
14-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
24-Apr-23	(Personal Information)	75.00	Refund Deposit
21-Apr-23	(Personal Information)	14.00	Refund WPLC course
24-Apr-23	(Personal Information)	75.00	Refund Deposit
11-Apr-23	(Personal Information)	200.00	Refund Deposit
04-Apr-23	(Personal Information)	200.00	Refund Deposit
11-Apr-23	Amazon Mkt Place	9.90	Glow in the dark signs
27-Apr-23	Amazon Mkt Place	89.88	Seedling plant pots
27-Apr-23	Amazon Mkt Place	71.77	12oz Ripple 3-ply cups
27-Apr-23	Amazon Mkt place	54.24	Microfibre cleaning cloths
12-Apr-23	Create Your World	704.00	Plastic vinyl wrap film
04-Apr-23	Davies Blunden & Evans	1200.00	Profess fee-Wdly Lawn Tennis
26-Apr-23	Lloyds Bank	54543.01	Net payroll-April 2023
14-Apr-23	Lloyds Bank D/D	13.60	Imprest a/c charges
19-Apr-23	Microsoft Office	59.99	WTCP-Microsoft office 365
17-Apr-23	Nationwide Platforms	-79.98	Refund credit - hire charge
28-Apr-23	Sir Whipply Ltd	450.00	Ice Cream Van hire-Coronation
13-Apr-23	SP Yehlex.co.uk	722.50	Yehlex grade shuttlecocks
21-Apr-23	Staples-online.co.uk	28.97	Tea Bags + delivery
21-Apr-23	Wokingham.gov	21.00	Licensing Act - fee
12-Apr-23	Wonderwall Commercial	645.00	Wonderwall 2.3m2 kit-Green
24-Apr-23	Zoom.us	838.90	Annual software fee-Zoom

Total Payments

60686.78

APPENDIX C

Woodley Town Council

Current Account

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-May-23	(Personal Information)	550.00	Market Mgr - WTCP
25-May-23	(Personal Information)	212.79	Set up costs-Pest Control
04-May-23	AGA Print Ltd	464.61	Signage boards
18-May-23	AGA Print Ltd	57.36	Signage boards
18-May-23	AJGIBL GBP Client NST Account	2,401.79	Revised insurance update
25-May-23	ARC	5,000.00	Grant - May 2023
09-May-23	Be Fuelcards Ltd	101.02	Unleaded fuel
22-May-23	BNP Paribas Leasing Solutions	367.20	Qtrly photocopier lease rental
18-May-23	Bowak Ltd	596.13	Cleaning supplies
04-May-23	Brake Bros Foodservice Ltd	670.70	Vending supplies
18-May-23	Brake Bros Foodservice Ltd	345.20	Vending supplies
25-May-23	Brake Bros Foodservice Ltd	339.67	Vending supplies
25-May-23	Brewers Decorator Centres	1,193.99	Decorating supplies
25-May-23	Brown Bag Cafe Ltd	739.62	Catering service
04-May-23	Business Stream	49.69	Water rates
04-May-23	Castle Water	3,306.26	Water rates
18-May-23	CDK Casting Ltd	117.00	Bronze Plaque
25-May-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
11-May-23	Circus Scene	1,200.00	Childrens Fun day-WTCP
02-May-23	Club Manager Ltd	94.80	Gym software monthly fee
04-May-23	Commercial Leisure Supplies	87.43	Pool Chlorine tablets
18-May-23	Dejac Associates Ltd	5,904.00	Annual maintenance support
25-May-23	Dejac Associates Ltd	880.80	Computer/Firewall router
15-May-23	Devonshire Trading Ltd	1,100.81	Monthly Gym equip hire
03-May-23	Ecotricity	3,240.35	Gas supply-Feb 23 OC
03-May-23	Ecotricity	703.73	Gas supply Mar 23 Coro H
03-May-23	Ecotricity	1,136.33	Elec supply Mar 23 Depot
03-May-23	Ecotricity	881.98	Gas supply-Mar 23 Chap H
12-May-23	Epos Now Ltd D/D	30.00	Monthly till support-WPLC
25-May-23	Eventu	50.00	Monthly projector hire
25-May-23	First Days Children's Charity	2,550.00	Grant - May 2023
11-May-23	Global 4 Communications	1,051.42	Phone/Mobile April 23
04-May-23	Henry Street Garden Centre	230.39	Garden supplies
11-May-23	Henry Street Garden Centre	44.68	Garden supplies
19-May-23	HMRC Cumbernauld	16,427.43	PAYE&NI Deducted from pay
11-May-23	Imperative Training Ltd	150.00	Defib child pads
18-May-23	JMVA Ltd	150.00	WTCP Web hosting charge
25-May-23	Keep Mobile	1,050.00	Grant - May 2023
11-May-23	Lantec Security Ltd	1,008.00	Annual maintenance fee
11-May-23	LAX Events Ltd	1,300.00	PA & Stage elec - Coronation
30-May-23	Les Mills Fitness UK Ltd	213.88	Bodybalance-Coaching
25-May-23	Link Visiting Scheme	750.00	Grant - May 2023
18-May-23	Lister Wilder Ltd	355.25	Garden supplies
02-May-23	Lloyds Bank D/D	37.76	Current a/c-Charge Apr23
16-May-23	Lloyds Bank D/D	425.19	Monthly cardnet service
30-May-23	Lloyds Bank D/D	48.01	Current a/c-Charge May23
04-May-23	LSW Secure Ltd	438.60	Allot keys cut
25-May-23	Lyreco UK Ltd	317.94	Stationery supplies
11-May-23	M K Cleaning	94.80	Laundry - table cloths
15-May-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
15-May-23	Merchant Rentals Ltd	18.40	Monthly cardnet charge
11-May-23	Mr D R Baldwin	25.00	WTCP - Advert
25-May-23	PBT Electrical & Maintenance Ltd	4,788.00	Carry out-Electrical service

04-May-23	PHS Group	440.48	Qtrly dust mat charge
25-May-23	Playsafety Ltd	640.80	Annual Inspection-WP Pool
03-May-23	Poztive Energy Ltd	804.05	Electric supply-WPLC
19-May-23	Poztive Energy Ltd	69.18	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	657.30	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	81.55	Electric supply-Apr23
19-May-23	Poztive Energy Ltd	1,446.98	Electric supply
19-May-23	Prudential	307.24	AVC deducted from pay
25-May-23	Readibus	8,662.50	Grant - May 2023
04-May-23	Reading Community Energy Soc Ltd	493.68	Solar Electric supply
04-May-23	Rialtas Business Solutions Ltd	167.74	Annual Planning support
11-May-23	Rialtas Business Solutions Ltd	524.26	Upgrade software/Annual MTD support
25-May-23	Roadware Ltd	484.68	120 ltr playground litter bin
25-May-23	Royal Mail Group Ltd	896.26	Hearld delivery-residents
25-May-23	Select Environmental Services Ltd	422.69	Refuse collection
04-May-23	SGW Payroll Ltd	196.58	Payroll Yearend service 22/23
24-May-23	SGW Payroll Ltd	161.90	Monthly payroll service-Apr23
11-May-23	Shred-it Ltd	201.60	14x bags shredded
11-May-23	SSE Southern Electric	597.72	Unmetered electric supply
18-May-23	St John Ambulance	210.00	First Aid training
02-May-23	SWALEC	179.49	Electric supply
30-May-23	SWALEC	150.14	Electric supply-Toilet
18-May-23	Thames Valley Water Services Ltd	228.00	Monthly water/temp checks
19-May-23	The Berkshire Pension Fund	21,085.06	Employee & 'er deducted from pay
25-May-23	The Wokingham Volunteer Centre	500.00	Grant - May 2023
04-May-23	Thorngate Upholstery & Curtains	3,012.00	Replace OC curtains
18-May-23	Trade UK - Screwfix	2,674.30	Building supplies
18-May-23	Tudor Environmental	2,241.40	Garden supplies
19-May-23	Unison Collection Ac	22.50	Union fee deducted from pay
04-May-23	Universal Services	1,438.68	Trampoline service/supply&fit guards
25-May-23	Veolia ES - UK Ltd	546.66	Refuse collection
02-May-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
02-May-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
02-May-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
02-May-23	Wokingham BC - Rates	1,033.00	Rates-OC
25-May-23	Wokingham-Citizens Advice	3,500.00	Grant - May 2023
Total Payment		122,303.29	

CLERKS IMPREST A/C

List of Payments made between 01/05/2023 and 31/05/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-May-23	(Personal Information)	195.00	Entertainment - Coronation Event
02-May-23	(Personal Information)	75.00	Refund Deposit
05-May-23	(Personal Information)	250.00	Grant - May 2023
05-May-23	(Personal Information)	75.00	Refund Deposit
22-May-23	(Personal Information)	50.00	Refund Deposit
22-May-23	(Personal Information)	100.00	Refund Deposit
30-May-23	(Personal Information)	75.00	Refund Deposit
30-May-23	(Personal Information)	75.00	Refund Deposit
31-May-23	(Personal Information)	103.50	Refund WPLC Party
05-May-23	1st Woodley Boys	250.00	Grant - May 2023
24-May-23	Adobe Acropro	198.96	Adobe Acropro Subscription
03-May-23	Amazoc Mkt Place	61.53	Coronation bunting
09-May-23	Amazon Mkt Place	77.95	A1 snap frame holders
12-May-23	Amazon Mkt Place	19.98	Marking Flags-Bowls
05-May-23	Community Hopeline	250.00	Grant - May 2023
16-May-23	DVLA Vehicle Tax	320.00	MW65 EHN - Vehicle tax
24-May-23	Lloyds Bank	51,414.83	Net May 2023 payroll
12-May-23	Lloyds Bank D/D	14.47	Imprest a/c-Charge Apr23
18-May-23	PETTY CASH A/C	221.92	Topup petty cash
05-May-23	Sport in Mind	15.00	Refund Deposit
05-May-23	Wdly Fest of Music	250.00	Grant - May 2023
05-May-23	Woodley Bowling	250.00	Grant - May 2023
Total Payments		54,343.14	

SCHEME OF DELEGATION**Purpose**

To provide officers with the authority to negotiate discounted rates for the hire of facilities in order to maximise financial returns and community benefit, taking into account the following discount criteria, as appropriate;

1. Overall demand for the facility at the time; e.g. underutilised rooms / time slots
2. Cost of service provision; e.g. setting up / staffing
3. Other income elements; e.g. café use, catering
4. Wider benefits to the community
5. Wider promotion of the facility; e.g. introductory or promotional rates
6. Block / Long-term bookings

Hireable Facilities covered under this scheme

Oakwood Centre
Community Halls
Woodford Park Leisure Centre
Memorial Ground

Negotiated Rates

Discounts may be negotiated up to a maximum of 20% discount from the applicable approved charge band. The basis on which a discounted rate has been calculated and the rationale for this shall be documented, and where a discounted rate continues into a new financial year it shall be adjusted in line with the agreed percentage adjustment for the applicable charge upon which it was based.

Where a discounted rate exceeding 20% is considered appropriate by Officers, written approval will be sought from two Members of the Strategy & Resources Committee (not to include the Chairman or Vice-Chairman of the committee). Currently, those appointed to consider approval are Councillors Juliet Anderson and Beth Rowland (appointed at SR Committee – 13 June 2023).

Authorised Officers

The Town Clerk, Deputy Town Clerk, Bookings Manager and Leisure Services Manager shall have authorisation to approve discounted bookings. This includes one off adjustments or arrangements in respect of individual bookings, where appropriate, and approval of promotional rates for specific rooms, facilities or leisure activities; e.g. introductory gym membership. This shall also include one off discretionary discounts or other arrangements where a client has been significantly impacted by a problem with the hire; e.g. discount due to a double booking or shortfall in service.

Reporting

A list of hirers receiving discounted rates shall be reported to the appropriate committee overseeing the facility.

Review

Discounted rates shall be reviewed by officers either annually or should the booking no longer match the discount criteria listed above.

Requests for Free Use

Requests for Free Use are not covered under this scheme.

Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Thursday 27 July 2023 at 7:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; R. Horskins; M. Kennedy; A. Swaddle;*

Officers present: *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

Also present: *0 members of the public*

16. **APOLOGIES**

Apologies for absence were received from Councillors Gilder, Nagra and Rowland.

17. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

18. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

20. **PERSONNEL SUB COMMITTEE**

20.1 **RESOLVED:**

- ◆ To note the report of the Personnel Sub Committee which took place on 13 July 2023.

20.2 **RESOLVED:**

- ◆ To create the post of Finance Manager (RFO), in line with the job description set out at **Appendix A**, and to set the salary scale at NJC 33-41.
- ◆ To delete the post of Finance Officer.
- ◆ To appoint the current Finance Officer to the position of Finance Manager (RFO), with the pay grade set and back dated to the date specified in Report No. SR 16/23.
- ◆ To amend the Town Clerk's job description to reflect the removal of the RFO role from their responsibilities.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

Members recorded their thanks to the Finance Officer for the work he has done in the absence of the Town Clerk since December 2022, especially the presentation of accounts which Members noted were excellent.

20.3 **RESOLVED:**

- ◆ To delegate responsibility for carrying out the Town Clerk recruitment process to the Personnel Sub Committee, which includes the following tasks:
 - Agree the recruitment timeline
 - Agree the recruitment advertisement and placement
 - Agree the interview process
 - Prepare interview questions
 - Receive applications
 - Assess and shortlist applications for interview
 - Conduct the interviews
 - Make a recommendation to Full Council on the preferred candidate
- ◆ To approve the Town Clerk job description, set out at **Appendix B**, and to set the salary scale at NJC 50-54.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

20.4 **RESOLVED:**

- ◆ To approve recruitment to the post of Maintenance Officer in line with the existing job description and salary range for the post, as set out at **Appendix C**.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

20.5 **RESOLVED:**

- ◆ To approve the remuneration of the Acting Town Clerk, as set out in Report No. SR 16/23.

Voting: For: 7 Against: 0 Abstentions: ? No Vote Recorded: ?

Members recorded their thanks to both the Deputy Town Clerk and the Committee Officer for the work they have done in the absence of the Town Clerk.

Following a query, the Deputy Town Clerk confirmed that the changes approved would have no negative impact to the Council's expenditure during the current financial year.

The Chairman requested that updates be made to the Town Clerk section of the Standing Orders to reflect the resolutions made at the meeting.

Meeting closed at 7:16 pm

	<h2>JOB DESCRIPTION</h2>
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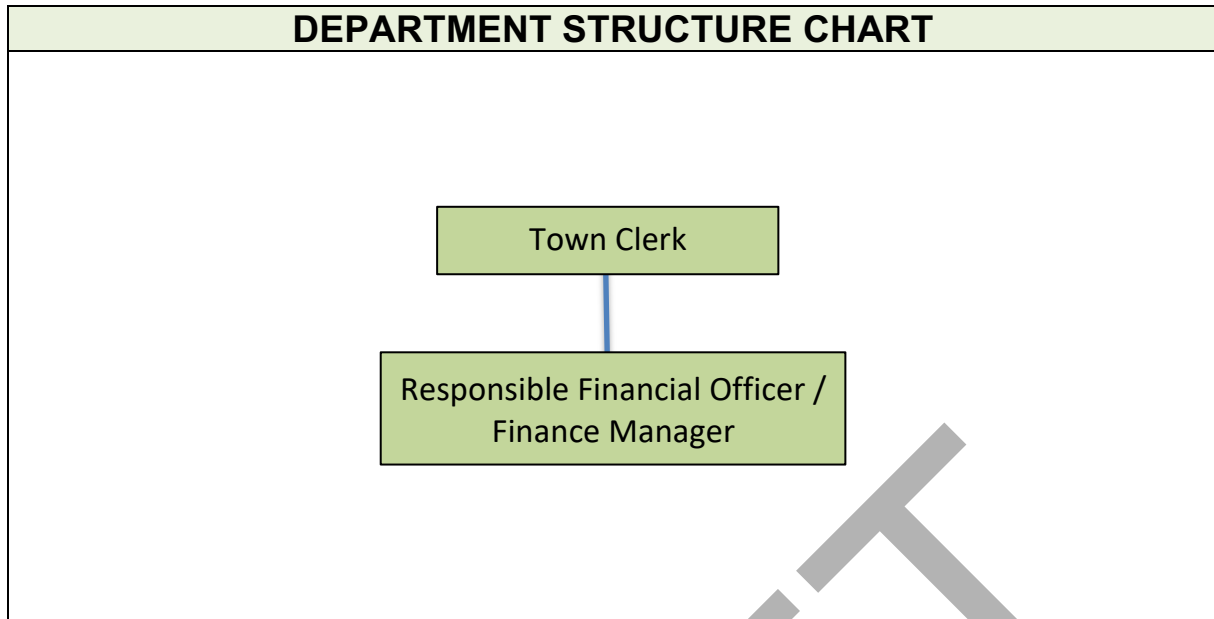
Job title	Responsible Financial Officer (RFO) / Finance Manager
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ / Plus home working
Reports to	Town Clerk
Grade	NJC SPC 33-41 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 per week

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE
<p>Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.</p>
<p>As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.</p>
<p>25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.</p>

JOB SCOPE	
This role involves	
Financial Responsibility	
Staffing Responsibility	N/A

DEPARTMENT STRUCTURE CHART



MAIN DUTIES

Main Purpose

Ensuring the effective financial control and management of the Town Council precept and budgets, in line with the Council's Financial Regulations

Effective execution of Administration Functions

Managing all changes to financial procedures or requirements across all areas of the Council's finances, including changes in legislation and good practice.

To manage all financial aspects and requirements of the Council's income and expenditure, including the Oakwood Centre, venues and Woodford Park Leisure Centre business activities.

Human Resources and Payroll

1. Ensure timesheets are received and correctly authorised
2. Collate timesheet information
3. Liaise with external payroll provider to ensure payroll is completed.
4. Keep records of TOIL, holidays, sick days and ensure correct authorisation for each
5. Analyse payroll across cost centres and post to Omega accounts software
6. Keep payroll records for audit purposes, with reconciliations of payments made to staff and HMRC
7. Set up monthly payments to HMRC for PAYE & NI
8. Set up monthly Pension payments
9. Annual Pension return
10. Ensure proper documentation for starters and leavers including contracts of employment issued before the start date.
11. Keep staff and Councillor mileage & expense records
12. Resolve any pay issues and queries
13. Ensure payroll documentation is prepared and provided to the Clerk/Deputy for authorisation

Governance / Risk Management
1. Ensure effective Governance and Risk Management at all times.
VAT
1. Process quarterly VAT online for all areas of the organisation
Petty Cash
1. Ensure accurate Petty Cash records are maintained 2. Ensure Cash is checked and reconciled regularly 3. Ensure petty cash records are entered correctly onto Omega 4. Raise cheques to top up Petty Cash & all other floats as required
Bank Accounts
1. To ensure cash and cheques are banked weekly. 2. Ensure all bank accounts are reconciled frequently. 3. To manage cashflow between accounts.
Investments
1. Manage cash flow. 2. Ensure effective investment at all times.
Council / Committee Meetings
1. Attend Council / Committee meetings as requested by the Town Clerk 2. Provide financial information for agendas – to include Budgetary Control, Direct Debit, investments and bank account information.
Accounts Month End
1. Ensure all sales invoices are raised 2. Check Bank Reconciliation 3. Check VAT records for month 4. Check spending against budget, to ensure correct cost centres have been charged 5. Check Debtors and Creditors 6. Check Catering Commission and raise monthly invoices 7. Check all tenant invoices for rental and utilities have been raised 8. Spot check Creditor statements 9. Credit control 10. Prepare month end ensuring all accounts/sales ledger/purchase ledger are reconciled 11. Print off all cash books from the Omega system 12. Ensure reconciliation reports are signed off by the Leader of the Council in accordance with audit requirements
Accounts Year End
1. Ensure all Accruals/Prepayments are recorded 2. Check annual expenditure against budget 3. Produce spreadsheets regarding payroll, petty cash 4. Liaise with internal auditor for interim and year end audit 5. Liaise with external auditor regarding annual audit and time frames 6. Create audit file, containing information for Auditors 7. Prepare Year End accounts for presentation to Council, ensuring all data is accurate and entered onto Omega.

8. Preparation of the Annual Governance & Accountability Return AGAR for the external audit inspection
9. Prepare reports as required for submission to Council to meet specified audit deadlines.
Budgeting
1. Assist with budget setting process
2. Send Precept Request to Wokingham Borough Council once agreed
Third Parties
1. Maintain relationships with the Council's bank, auditors and other relevant third parties

PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Educated to at least A level or equivalent including professional qualifications where appropriate.	Yes	
Commitment to further professional development where required.		
Accountancy qualifications AAT ACCA		Yes
Skills	Essential	Desirable
Excellent verbal and written communication skills.	Yes	
Excellent written English.	Yes	
Able to work independently and collaboratively.	Yes	
Advanced IT skills.	Yes	
Ability to work accurately and to deadlines.	Yes	
Ability to present information verbally and in writing, in a clear & concise manner with excellent attention to detail.	Yes	
Knowledge & Experience	Essential	Desirable
Experience of working in a financial environment, including production of financial reports, budget management and report writing.	Yes	
Ability to interpret financial reports.	Yes	
Experience of working in an administrative environment.	Yes	
An ability to work under pressure with changing priorities and timescales.	Yes	
Previous experience in local government.		Yes

Remuneration

	Spinal Column Point	Annual Gross
Finance Manager (RFO) Scale Range	33	£39,493
	34	£40,478
	35	£41,496
	36	£42,503
	37	£43,516
	38	£44,539
	39	£45,495
	40	£46,549
	41	£47,537

DRAFT

	<h2>JOB DESCRIPTION</h2>
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Job title	Town Clerk
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ / Plus home working
Reports to	Chairman (Mayor) and Leader of the Council
Grade	NJC SPC 50 – 54 (LC4) (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	The town council has a 37-hour week but because of the seniority of this role, the postholder will be expected to work additional hours as needed, remunerated as TOIL. This will include some evening and weekend attendance or response to emergencies, as required by Council.

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE
<p>Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.</p>
<p>As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.</p>

FINANCIAL/ORGANISATION
<ul style="list-style-type: none"> • Precept 2023: £1,195,649 • Budgeted Net Expenditure 2023/34: £1,311,317 • Town Councillors: 25 • Wards: 9 • Staff: 55 total (28 Full Time Equivalents) • Population est: 28,000
DEPARTMENT STRUCTURE CHART

Organisation chart attached

MAIN DUTIES

Key Contacts

Internal:

- Elected Councillors
- Town Council staff

External:

- Service providers
- External bodies
- Contractors
- Community groups/organisations
- Voluntary sector organisations
- Local Government and other public bodies (police, fire etc)
- Members of public
- VIP, Civic dignitaries

Main Purpose

As head of the organisation;

To be proactive in all areas of responsibility of the post, showing strong leadership and strategic thinking to ensure the professional delivery of high quality, value for money services to the public.

To develop systems, strategies and processes as required and maintain a forward looking, strategic approach to the Councils services and activities.

To have overall responsibility for all aspects of the Council's democratic and business responsibilities, ensuring the Council's delivery is both legal and in the best interests of its residents.

As the Council's senior manager to uphold the highest standards of public service, in line with the Nolan Principles of Public Life.

As this is a politically constituted Council, to effectively interact with elected Councillors and to manage the complexities of a political landscape.

With a thorough knowledge of local government law, to act as the Council's principal legal adviser.

To manage the Council's services, resources and staff in a proactive way, showing leadership and innovation. To advise upon and administer all aspects of the Council's work and to promote the role of the Town Council in securing good and effective governance for the town.

The role of Town Clerk is defined in law as the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions required by law of a local council's Proper Officer. The role is entirely apolitical.

The Town Clerk will be responsible for ensuring that the instructions of the democratically elected Council are carried out.

The post holder is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively those decisions.

The post holder will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

1	Main Responsibilities/Accountabilities:
1.1	To head the organisation. Reporting to the Chairman (Mayor) and elected Councillors to act as the Council's principal adviser; to manage the Council's services; resources and staff; to advise upon and administer all aspects of the Council's delivery. To be accountable to residents and show strong leadership in all areas of responsibility of the role.
1.2	Whilst maintaining neutrality; to work effectively within a politically diverse environment, managing sensitive and confidential situations.
1.3	To maintain an up-to-date knowledge of local government law.
1.4	To be visible and accessible to the public. Acting as the Council's representative, to proactively ensure effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means.
1.5	To oversee the management of the Council's parks, properties and buildings, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation.
1.6	To respect, oversee and attend the Council's ceremonial and civic functions
2	Strategic and Business Planning
2.1	To organise and co-ordinate a strategic planning/visioning exercise with members at the start of each term, to produce an outline mission statement with overall objectives for the Council and aspirations for the term.

2.2	To prepare and implement an annual business plan with outline budgets based on a four-year projection, covering each overall strategic objective or priority identified by Council.
2.3	To align staff activity to the delivery of the Council's plans.
3	Democratic Responsibilities
3.1	To keep under continuous review the legal framework within which the council operates, advising members of changes or proposed changes to law or public policy which may affect the Council.
3.2	To advise elected members of the options available on matters raised at meetings, upon which decisions are required. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
3.3	To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
3.4	To research and present available options to members on any matter before them and verify third-party reports, so far as practical, to facilitate lawful and reasonable decision-making.
3.5	To minute, or arrange for minutes to be taken, of all formal meetings of council or its committees, to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.
3.6	To delegate, where appropriate, duties to the Deputy Town Clerk in respect of the above.
4	Staff Leadership and Management
4.1	To set, model and maintain professional standards throughout the staff team, acting when necessary to uphold these standards within the Council's equality, diversity and inclusivity policy.
4.2	To manage staff performance through an effective annual appraisal process.
4.3	To monitor and advise on any changes to employment law or national agreements.
4.4	To manage, motivate and develop the Deputy Town Clerk and Management Team, encouraging professional development where appropriate.
5	Financial Responsibilities
5.1	To have overall responsibility and accountability for the Council's budget.

5.2	To manage the Responsible Financial Officer (s151 Local Government Act 1972) to oversee and ensure the transparent use of public funds.
5.3	To oversee the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.
6	General Responsibilities
6.1	To act as principal conduit of communication for the Council both internally and externally, including proactive, effective communication and involvement with Wokingham Borough Council, other parish/town Councils, local businesses, voluntary sector organisations and partnerships e.g. Town Centre Partnership, Community Youth partnership.
6.2	To monitor the effectiveness of procedures and policies, to advise Council when reviews or updates are appropriate and to advise of options available.
7	Other Information
	The post holder may be required to work unsocial hours including evenings and weekends and respond to any emergency. Remuneration for non-contracted hours will be by TOIL.
	The post holder must be able to travel throughout the Town Council's estate.
	The post holder will be required to comply with the Council's policies and procedures, and to undertake professional development as appropriate. In particular; <ul style="list-style-type: none"> To achieve/maintain the qualification necessary for the council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).
	All employees must be able to commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
	<i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i>

PERSON SPECIFICATION				
	Competence	Essential	Desirable	Demonstrated by
1	Qualifications	Degree level or equivalent alternative qualifications and experience. Certificate in Local Council Administration. (If not held will be contractually required to complete within first 12 months of appointment).		Qualifications
2	Policy and strategic management	Policy analysis skills and the ability to address and resolve complex issues.		Policy and strategic management
3	Political Sensitivity	Able to gain and retain the confidence of Councillors, local Community representatives, and outside organisations.	Experience of working in a political environment.	Political Sensitivity
4	Team management and Leadership	Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, councillors and other stakeholders.		Team management and Leadership
5	Legal knowledge and skills	Understanding of legal responsibilities and sufficient general understanding of the law to be able to procure effective legal advice and support.		Legal knowledge and skills
6	Communication skills	A high level of written, reporting, and presentational skills; excellent interpersonal skills. Understanding of marketing and publicity; experience of pro-active communication with local press and other media.		Communication skills

7	Financial Management	Competent in management of a significant budget; understanding of budget control, and of financial analysis and process.		Financial Management
8	Service Delivery	Able to apply key principles of effective service provision, customer care, service planning etc.		Service Delivery
9	Administrative and Organisational skills	Understanding of effective business administration to create organisational effectiveness.		Administrative and Organisational skills
10	Experience and knowledge of Local Government		A good understanding of Local Government's structure, functions, responsibilities and procedures. Demonstrable understanding of the legal requirements affecting local authorities.	Experience and knowledge of Local Government
11	Managing Contractors	Ability to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups etc.		Managing Contractors
12	Information & Communications Technology	Non-technical understanding of the use and application of ICT.		Information & Communications Technology
13	Operational	Able to attend evening and weekend events and play a part in ceremonial and related activities.		Operational
14	Personal qualities	Approachable and responsive with staff and members of the public.		Personal qualities

		<p>Able to secure good relationships with Councillors and other stakeholders.</p> <p>Strength and resilience to manage challenging situations.</p> <p>Able to work effectively under pressure.</p> <p>Effective negotiator and influencer.</p> <p>Self-reliant, open, and honest.</p> <p>Practical with common sense approach to problem solving.</p> <p>Trustworthy with confidential information.</p> <p>Capable of anticipating problems and showing initiative to solve them.</p> <p>Receptive to change and new ideas.</p> <p>Methodical and thorough approach.</p>		
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Remuneration

	Spinal Column Point	Annual Gross
Town Clerk Scale Range	50	£58,583
	51	£59,995
	52	£61,932
	53	£63,863
	54	£65,803

	<h2>JOB DESCRIPTION</h2>
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Job title	Maintenance Officer
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ
Reports to	Amenities Manager
Grade	NJC SPC 18-22 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 per week

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE

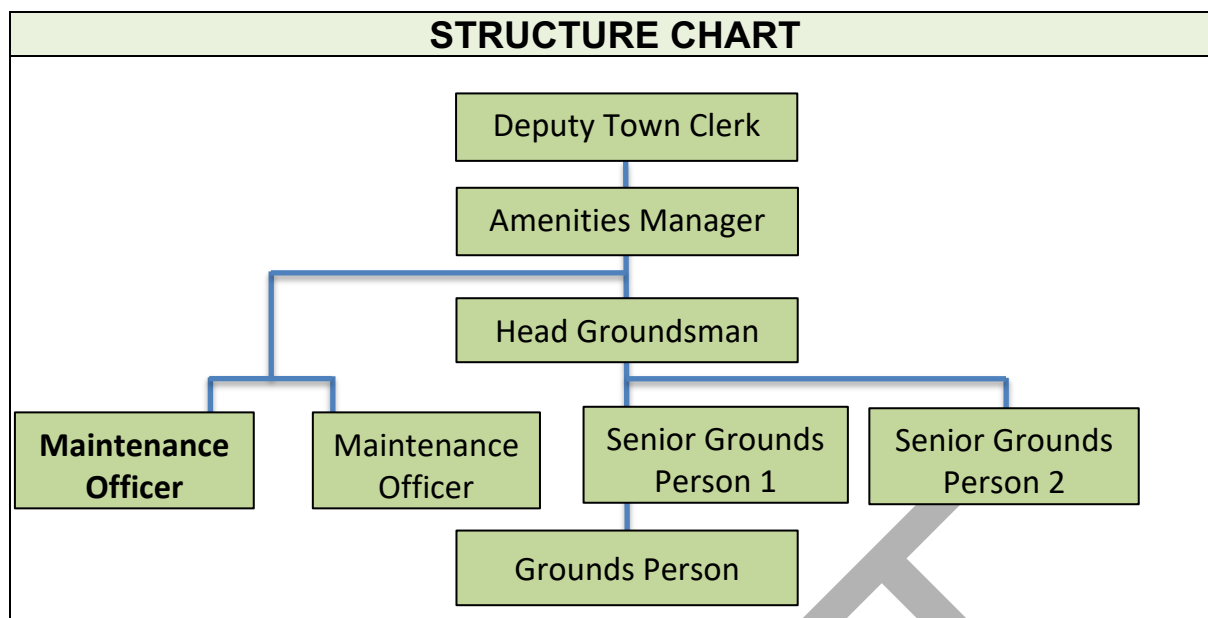
Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.

As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

25 Town Councillors represent the 9 parish wards within Woodley. Latest figures put Woodley's population at around 28,000 plus, with an estimated 11,000 households.

JOB SCOPE

This role involves	
Financial Responsibility	N/A
Staffing Responsibility	N/A



MAIN DUTIES	
1	To maintain and carry out general repairs to Town Council owned buildings and facilities, to include general building and carpentry work, painting and decorating.
2	To order appropriate materials, goods and tools, in liaison with the Amenities Manager.
3	Carry out maintenance and inspection of the Council's play areas, as directed and in accordance with the maintenance schedule.
4	To report any maintenance or repairs required to the Amenities Manager.
5	To prioritise the general maintenance and repair workload, ensuring the Amenities Manager is aware of the work programme.
6	To ensure that inspections of bus shelters, seats, noticeboards and bins are carried out each week, that reports are maintained and filed and that any necessary repairs are carried out.
7	To maintain the paddling pool and associated plant room, carrying out inspections each week and recording findings in the pool book.
8	To carry out any general maintenance and repairs required at the allotment site.
9	To liaise with outside contractors as directed by the Amenities Manager.
10	To liaise with other Council staff on the timetabling of maintenance work to be carried out at the Council's premises.
11	To be contacted in the event of an emergency and, where able, attend to assist. Overtime or time off in lieu will apply in these instances.
12	To undertake other duties and responsibilities of a similar nature and commensurate with the grade of the post.
13	To ensure the health and safety of resources within the post holder's responsibilities and personal health and safety responsibilities, as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.
14	To be available, out of office hours, to advise and/or attend in case of emergency.
15	To carry out all duties having regard to personal health and safety and that of others who may be affected by the post holder's actions.
16	To carry out any other reasonable duties commensurate with the grade of the post.

PERSON SPECIFICATION		
Qualifications	Essential	Desirable
City & Guilds /Equivalent in building maintenance / plumbing / decorating / carpentry		Yes
Skills	Essential	Desirable
General building maintenance	Yes	
Ability to work on own initiative	Yes	
Ability to work as part of a small team	Yes	
Carpentry		Yes
Plumbing		Yes
Decorating		Yes
Good IT skills including office software, such as Microsoft Word and Excel (?)		Yes
Well developed written and verbal communication skills		Yes
Knowledge & Experience	Essential	Desirable
Experience of compliance/inspection/record keeping		Yes

Remuneration

	Spinal Column Point	Annual Gross
Maintenance Officer Scale Range	18	£27,344
	19	£27,852
	20	£28,371
	21	£28,900
	22	£29,439

STRATEGY AND RESOURCES COMMITTEE

Month 5 42%

2023/24

Report No. SR 17/23

BUDGETARY CONTROL

Expenditure	Budget 2023/24	Actual Exp as at 31/08/2022	Actual Exp as at 31/08/2023	Actual Exp as % of Budget	
Description					
Central Costs	297,847	117,002	137,776	46.26%	Staff/Software Licences & VAT partial exemption over 42%
Democratic Costs	100,901	21,372	19,609	19.43%	
Corporate Management	431,682	172,335	194,739	45.11%	Insurance/Memberships/HR package paid start of year
Capital Projects	45,000	0	45,000	100.00%	Capital Programme allocation at start of year
Grants -Section 137	3,000	1,000	1,250	41.67%	
Grants -WTCP	25,000	6,250	10,417	41.67%	
Oakwood Centre	198,052	66,743	72,143	36.43%	
Maintenance HQ	3,200	1,705	923	28.84%	
Woodley Town Centre Ptshp	85,048	27,760	28,678	33.72%	
Capital and Projects	180,977	23,191	23,192	12.81%	
	1,370,707	437,358	533,727	38.94%	

STRATEGY AND RESOURCES COMMITTEE

Month 5 42%

2023/24

BUDGETARY CONTROL

Income	Budget 2023/24	Actual Inc as at 31/08/2022	Actual Inc as at 31/08/2023	Actual Inc as % of Budget	
Description					
Central Costs	4,715	1,649	2,894	61.38%	Deposit account interest
Democratic Costs	0	0	0	0.00%	
Corporate Management	0	0	0	0.00%	
Capital Projects	0	0	0	0.00%	
Grants -Section 137	0	0	0	0.00%	
Oakwood Centre	124,567	53,873	61,558	49.42%	Room letting income
Maintenance HQ	0	0	0	0.00%	
Woodley Town Centre Ptshp	85,048	28,759	33,299	39.15%	
Capital and Projects	0	0	0	0.00%	
CCLA Investment	80,000	2,012	61,416	76.77%	Interest
Total	294,330	86,293	159,167	54.08%	
Net	1,076,377	351,065	374,560	34.80%	

Woodley Town Council**Current Account****List of Payments made between 01/06/2023 and 30/06/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
01-Jun-23	(Personal Information)	150.00	Singing in Town Ctre-WTCP
01-Jun-23	(Personal Information)	300.00	6 wkly pest control check
15-Jun-23	(Personal Information)	440.00	Market Mgr - WTCP
23-Jun-23	AGA Print Ltd	41.18	Posters/banners
15-Jun-23	Alan Hadley Ltd	450.00	Refuse collection
07-Jun-23	Be Fuelcards Ltd	115.45	Unleaded fuel-Depot
23-Jun-23	Bowak Ltd	701.62	Cleaning supplies
07-Jun-23	Brake Bros Foodservice Ltd	420.14	Vending supplies
15-Jun-23	Brake Bros Foodservice Ltd	329.55	Vending supplies
23-Jun-23	Brake Bros Foodservice Ltd	312.57	Vending supplies
29-Jun-23	Brake Bros Foodservice Ltd	497.93	Vending supplies
23-Jun-23	Brewers Decorator Centres	222.19	Decorating supplies
23-Jun-23	Brown Bag Cafe Ltd	259.20	Catering service
07-Jun-23	Castle Water	4,601.68	Water rates
29-Jun-23	Churchill Contract Services Ltd	1,716.46	Contract Cleaning
02-Jun-23	Club Manager Ltd	94.80	Monthly gym software charge
23-Jun-23	CoolerAid Ltd	92.52	Bottled water
15-Jun-23	Devonshire Trading Ltd	1,100.81	Monthly gym equip hire
15-Jun-23	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
06-Jun-23	Ecotricity	654.46	Gas supply-May 23 Chapel Hall
06-Jun-23	Ecotricity	404.29	Gas supply-May23 Coro Hall
06-Jun-23	Ecotricity	608.32	Electric supply-May23 Depot
19-Jun-23	Ecotricity	5,277.07	Gas supply - April/May 23
19-Jun-23	Ecotricity	5,363.79	Gas supply - April/May 23
07-Jun-23	EDF Energy 1 Ltd	52.42	Electric supply-Apr&May23 Clock
12-Jun-23	Epos Now Ltd D/D	30.00	WPLC Till support fee
23-Jun-23	Ethos Communications Solutions Ltd	290.59	Printing/photocopying-WPLC
23-Jun-23	Farol Ltd	41.47	Gardening supplies
29-Jun-23	Fenland Leisure Products Ltd	808.00	Play Area equipment
09-Jun-23	Global 4 Communications	1,050.76	Phone/Mobiles-May23
23-Jun-23	Hampshire Association of Local Councils	3,239.22	Berks ALC Subscription
01-Jun-23	Henry Street Garden Centre	145.45	Gardening supplies
23-Jun-23	Henry Street Garden Centre	129.92	Gardening supplies
26-Jun-23	HMRC Cumbernauld	20,469.88	PAYE&NI Deducted from pay
01-Jun-23	IMAGE BOX	354.00	Flyers/Posters A5
29-Jun-23	Impress Print Services Ltd	757.00	Woodley Hearld printing
29-Jun-23	John Stacey - Sons Ltd	732.00	Refuse collection
23-Jun-23	Lantec Security Ltd	126.00	Callout service alarm
29-Jun-23	Les Mills Fitness UK Ltd	213.88	Gym Coach-Bodybalance
14-Jun-23	Lloyds Bank D/D	350.94	Cardnet service-May23
01-Jun-23	M K Cleaning	42.00	Table cloth - Laundry
23-Jun-23	M K Cleaning	94.80	Table cloth - Laundry
23-Jun-23	Mark Harrod Ltd	106.50	White knotted nets-WPLC
15-Jun-23	Merchant Rentals Ltd	18.40	Monthly cardnet fee-Jun23
15-Jun-23	Merchant Rentals Ltd	18.40	Monthly Cardnet fee-Jun23
15-Jun-23	Pat Pals Ltd	519.15	Electrical PAT testing
26-Jun-23	Poztive Energy Ltd	77.32	Electric supply-May 23
26-Jun-23	Poztive Energy Ltd	1,120.64	Electric supply-May 23
28-Jun-23	Poztive Energy Ltd	602.06	Electric supply-May 23
28-Jun-23	Poztive Energy Ltd	69.80	Electric supply-May 23
26-Jun-23	Prudential	300.00	AVC deducted from pay
26-Jun-23	Public Works Loan Board	10,640.58	PW504186 Capital/Interest
07-Jun-23	Rialtas Business Solutions Ltd	480.00	Annual support Booking
07-Jun-23	SAS Land Services Ltd	960.00	Enlarging allotment site

15-Jun-23	SGW Payroll Ltd	159.86	May 2023 - payroll service
07-Jun-23	Sportsmark Group Ltd	1,050.00	Bowling side access steps
29-Jun-23	St John Ambulance	126.72	First Aid cover-Coronation
01-Jun-23	Technical Surfaces Ltd	399.00	3G Matchfit service
07-Jun-23	Thames Valley Water Services Ltd	554.40	Monthly water/temp checks
26-Jun-23	The Berkshire Pension Fund	19,654.78	Employee & 'er deducted from pay
23-Jun-23	Trade UK - Screwfix	255.31	Building supplies
23-Jun-23	Tudor Environmental	122.22	Gardening supplies
29-Jun-23	Ukactive	356.90	Annual MPLC Licence
23-Jun-23	Veolia ES - UK Ltd	639.01	Refuse collection
23-Jun-23	Volker Highways Ltd	408.85	Repair light columns
15-Jun-23	WFL UK Ltd	2,321.82	Uls Diesel-Depot
23-Jun-23	Wingfield Engineering Ltd	54.85	MOT test - MW65 EHN
01-Jun-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
01-Jun-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
01-Jun-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
01-Jun-23	Wokingham BC - Rates	1,033.00	Rates - OC
01-Jun-23	Wokingham Borough Council	70.00	Annual Premises Licence-WTCP

Total Payments

98,645.93

CLERKS IMPREST A/C

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Jun-23	(Personal Information)	15.00	Refund Key deposit
05-Jun-23	(Personal Information)	100.00	Refund deposit
16-Jun-23	(Personal Information)	275.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	200.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
16-Jun-23	(Personal Information)	75.00	Refund deposit
21-Jun-23	(Personal Information)	25.00	Refund deposit
26-Jun-23	(Personal Information)	15.00	Refund Key deposit
26-Jun-23	(Personal Information)	101.00	Refund deposit
27-Jun-23	(Personal Information)	15.00	Refund Key deposit
27-Jun-23	(Personal Information)	75.00	Refund deposit
06-Jun-23	Amazon Mkt Place	156.99	10x Ant traps
07-Jun-23	Amazon Mkt Place	34.98	Digital Light meter
12-Jun-23	Amazon Mkt Place	16.99	Wide shower curtain liner
12-Jun-23	Amazon Mkt Place	63.99	U shaped curtain rod rails
23-Jun-23	Amazon Mkt Place	8.98	Curtian hooks
06-Jun-23	Create Your World	-600.00	Refunded invoice overcharge
02-Jun-23	Current Account	8,662.50	Readibus Grant-May23
28-Jun-23	Lloyds Bank	58,791.85	Net June 2023 payroll
09-Jun-23	Lloyds Bank D/D	13.60	Imprest a/c charges-May23
16-Jun-23	Midas Theatre Ltd	100.00	Refund deposit
21-Jun-23	Percussion Play Ltd	138.00	2x Mallets
20-Jun-23	PETTY CASH A/C	231.53	Petty cash topup
14-Jun-23	VITA Point.co.uk	40.75	Ambi-pur air freshener

Total Payments

68,856.16

Woodley Town Council**Current Account****List of Payments made between 01/07/2023 and 31/07/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Jul-23	(Personal Information)	300.00	6 wkly pest control check
14-Jul-23	(Personal Information)	225.00	Photos of OC
20-Jul-23	(Personal Information)	440.00	WTCP Mkt Manager
20-Jul-23	Advanced Maintenance UK Ltd	204.00	Call out-Boiler
20-Jul-23	AGA Print Ltd	142.08	Posters/signs
14-Jul-23	Alan Hadley Ltd	450.00	Refuse collection
14-Jul-23	April Skies Accounting Ltd	275.00	Internal Audit
06-Jul-23	Be Fuelcards Ltd	96.28	Unleaded fuel/Admin
20-Jul-23	Bowak Ltd	337.61	Cleaning supplies
06-Jul-23	Brake Bros Foodservice Ltd	574.31	Vending supplies
14-Jul-23	Brake Bros Foodservice Ltd	771.91	Vending supplies
20-Jul-23	Brake Bros Foodservice Ltd	717.55	Vending supplies
27-Jul-23	Brake Bros Foodservice Ltd	821.89	Vending supplies
20-Jul-23	Brewers Decorator Centres	345.26	Decorating supplies
20-Jul-23	Brown Bag Cafe Ltd	644.58	Monthly catering service
20-Jul-23	Cardinus Risk Management Ltd	2,100.00	Building valuations
06-Jul-23	Castle Water	4,807.51	Water rates
27-Jul-23	CDK Casting Ltd	117.00	Bronze plaque
03-Jul-23	CF Corporate Finance Ltd	166.32	Qtrly Photocopier fee
27-Jul-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
03-Jul-23	Club Manager Ltd	94.80	Gym software charge-Monthly
20-Jul-23	CoolerAid Ltd	61.68	Bottled water
14-Jul-23	Dejac Associates Ltd	1,596.00	HP Pro computer/Monitor/software
17-Jul-23	Devonshire Trading Ltd	1,100.81	Monthly Gym Equip-July23
04-Jul-23	Ecotricity	432.96	Gas supply-WPLC
04-Jul-23	Ecotricity	868.46	Gas supply-OC
04-Jul-23	Ecotricity	175.35	Gas supply-Chapel Hall
18-Jul-23	Ecotricity	175.48	Electric supply-Depot
06-Jul-23	EDF Energy 1 Ltd	24.98	Electric supply-Clock
12-Jul-23	Epos Now Ltd D/D	30.00	Epos till support-Monthly
27-Jul-23	Eventu	50.00	Monthly projector hire
11-Jul-23	Global 4 Communications	1,051.18	Phone/Moblies
21-Jul-23	HMRC Cumbernauld	15,293.56	PAYE&NI Deducted from pay
20-Jul-23	Kim Bedford	285.00	Councillor training
27-Jul-23	Les Mills Fitness UK Ltd	213.88	Coach-Gym
20-Jul-23	Lister Wilder Ltd	2,121.62	Dennis mower/gloves/belt/bulbs
04-Jul-23	Lloyds Bank D/D	47.09	CB1 current a/c-Jun23
14-Jul-23	Lloyds Bank D/D	348.44	Cardnet service - June 23
06-Jul-23	LSW Secure Ltd	205.80	Padlock/keys
20-Jul-23	Lyreco UK Ltd	606.96	Stationery supplies
14-Jul-23	M K Cleaning	46.20	Laundry - table cloths
17-Jul-23	Merchant Rentals Ltd	18.40	Monthly Cardnet machine
17-Jul-23	Merchant Rentals Ltd	18.40	Monthly Cardnet machine
20-Jul-23	Pat Pals Ltd	565.70	Electrical testing
24-Jul-23	Pitney Bowes Ltd	250.58	Postage topup-July23
04-Jul-23	Poztive Energy Ltd	1,709.59	Electric supply-May 23
21-Jul-23	Poztive Energy Ltd	70.66	Electric supply-June23
21-Jul-23	Poztive Energy Ltd	782.64	Electric supply-June23
27-Jul-23	PPL PRS Ltd	495.07	Music licence
21-Jul-23	Prudential	300.00	AVC deducted from pay
27-Jul-23	Reading Community Energy Soc Ltd	1,701.57	Solar Electric supply
06-Jul-23	Rialtas Business Solutions Ltd	330.00	Consultancy software-OC
20-Jul-23	Rialtas Business Solutions Ltd	1,466.12	Purchase order/Assets software
20-Jul-23	Select Environmental Services Ltd	570.43	Refuse collection
27-Jul-23	Seton	34.67	Bin stickers
19-Jul-23	SGW Payroll Ltd	161.90	Monthly payroll-June23
06-Jul-23	SLCC Enterprises Ltd	423.00	Joining & Membership fees

27-Jul-23	SLCC Enterprises Ltd	144.00	Themed Summit events
14-Jul-23	SSE Southern Electric	790.44	Electric supply-Columns
07-Jul-23	SWALEC	97.67	Electric supply-Toilet
31-Jul-23	SWALEC	92.78	Electric supply-June23
14-Jul-23	Technical Surfaces Ltd	399.00	3G Matchfit service
20-Jul-23	Technical Surfaces Ltd	522.00	3G Matchfit service
06-Jul-23	Thames Valley Water Services Ltd	288.00	Monthly water temp checks
21-Jul-23	The Berkshire Pension Fund	19,308.21	Employee & 'er deducted from pay
20-Jul-23	Trade UK - BandQ	677.20	Building supplies
20-Jul-23	Trade UK - Screwfix	168.28	Building supplies
20-Jul-23	Tudor Environmental	223.28	Gardening supplies
20-Jul-23	Veolia ES - UK Ltd	516.53	Refuse collection
20-Jul-23	Waltham St Lawrence Band	500.00	Music in Town centre
14-Jul-23	Windowflowers Ltd	5,968.80	WTCP Flowers/planters
03-Jul-23	Wokingham BC - Rates	2,637.00	Rates-July 23 WPLC
03-Jul-23	Wokingham BC - Rates	382.00	Rates-july23 Coro H
03-Jul-23	Wokingham BC - Rates	173.00	Rates-July23 Chapel H
03-Jul-23	Wokingham BC - Rates	1,033.00	Rates-July 23-OC
14-Jul-23	WorkNest Ltd	882.00	Health/pension assessments

Total Payments

83,784.93

CLERKS IMPREST A/C

List of Payments made between 01/07/2023 and 31/07/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Jul-23	(Personal Information)	100.00	Refund deposit
04-Jul-23	(Personal Information)	200.00	Refund deposit
12-Jul-23	(Personal Information)	75.00	Refund deposit
14-Jul-23	(Personal Information)	200.00	Refund deposit
17-Jul-23	(Personal Information)	100.00	Refund WPLC course
21-Jul-23	(Personal Information)	75.00	Refund deposit
28-Jul-23	(Personal Information)	34.48	Replacement cushion
31-Jul-23	(Personal Information)	75.00	Refund deposit
12-Jul-23	AIRQUEE LIMITED	3,073.20	Party play/Play pond WPLC
02-Jul-23	Amazon Business Account	8.98	2x Salt tablets
03-Jul-23	Amazon Business Account	36.28	Dishwasher rinseaid/tablets
05-Jul-23	Amazon Business Account	423.90	Hisense Dishwahr
05-Jul-23	Amazon Business Account	64.48	Water butt pump
05-Jul-23	Amazon Business Account	72.50	Hozelock hose reel
06-Jul-23	Amazon Business Account	14.95	No Fishing - sign
06-Jul-23	Amazon Business Account	35.24	2.5 ltr yellow paint
06-Jul-23	Amazon Business Account	80.39	Clean up dog stickers
07-Jul-23	Amazon Business Account	94.99	Tree stakes/fence posts
07-Jul-23	Amazon Business Account	27.16	Outdoor time delay switch
11-Jul-23	Amazon Business Account	38.16	First Aid kits
14-Jul-23	Amazon Business Account	162.00	Double-sided Whiteboard
14-Jul-23	Amazon Business Account	-423.90	Refund - Dishwasher
21-Jul-23	Amazon Business Account	6.98	10x Coat hooks/screws
27-Jul-23	Amazon Business Account	79.23	Steel shelf-Kitchens
20-Jul-23	AO.com	509.00	Dishwasher
24-Jul-23	Czech School Berkshire	99.00	Refund WPLC course
11-Jul-23	DVLA Vehicle Tax	320.00	KD51 WTW-Vehicle Tax
03-Jul-23	Janitorial Direct	306.54	Dolly bin set
26-Jul-23	Lloyds Bank	49,144.68	Net July 2023 payroll
14-Jul-23	Lloyds Bank D/D	14.44	CB2 Imprest a/c-Jun23
07-Jul-23	Peacock Insurance Services	348.45	Insurance-Inflatables
18-Jul-23	Pool Warehouse	193.00	Tablets/Skimmer baskets
12-Jul-23	ULTIMA FURNITURE S	4,347.40	Kitchen units

Total Payments

59,936.53

Woodley Town Council**Current Account****List of Payments made between 01/08/2023 and 31/08/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Aug-23	(Personal Information)	550.00	WTCP Mkt Manager
24-Aug-23	Advanced Maintenance UK Ltd	1,170.00	Replace heat exchanger-boiler
09-Aug-23	Airquee Ltd	3,073.20	Bouncy Castle service
17-Aug-23	Alan Hadley Ltd	450.00	Refuse collection
07-Aug-23	Be Fuelcards Ltd	63.67	Unleaded fuel
21-Aug-23	BNP Paribas Leasing Solutions	367.20	Qtrly photocopier rental
17-Aug-23	Bowak Ltd	833.33	Cleaning supplies
14-Aug-23	Brake Bros Foodservice Ltd	467.16	Vending supplies
17-Aug-23	Brake Bros Foodservice Ltd	282.79	Vending supplies
24-Aug-23	Brewers Decorator Centres	726.06	Decorating supplies
24-Aug-23	Brown Bag Cafe Ltd	575.46	Monthly catering service
14-Aug-23	Business Stream	31.41	Water rates-Toilet
14-Aug-23	Castle Water	4,049.85	Water rates
09-Aug-23	CDK Casting Ltd	117.00	Bronze plaque
24-Aug-23	CDK Casting Ltd	117.00	Bronze plaque
24-Aug-23	Churchill Contract Services Ltd	1,716.46	Contract cleaning
01-Aug-23	Club Manager Ltd	94.80	Gym club software fee-monthly
24-Aug-23	CoolerAid Ltd	30.84	Bottled water
17-Aug-23	DCK Accounting Solutions Ltd	540.00	VAT Partial Exemption charge 2022/2023
17-Aug-23	Dejac Associates Ltd	294.00	Draytek access point-Café
15-Aug-23	Devonshire Trading Ltd	1,100.81	Monthly rental Gym equip
04-Aug-23	Ecotricity	169.70	Electric supply-Depot
29-Aug-23	Ecotricity	396.39	Gas supply-OC
29-Aug-23	Ecotricity	328.15	Gas supply-WPLC
29-Aug-23	Ecotricity	71.66	Gas supply-Chap H
10-Aug-23	Epos Now Ltd D/D	30.00	EPOS till support monthly
09-Aug-23	Global 4 Communications	1,050.23	Phone/Mobiles
18-Aug-23	HMRC Cumbernauld	21,160.70	PAYE&NI Deducted from pay
30-Aug-23	Information Commissioner's Off	35.00	GDPR annual charge
24-Aug-23	J P Lennard Ltd	83.88	Table Tennis balls/bats
09-Aug-23	Lantec Security Ltd	846.00	Fire detection system service
29-Aug-23	Les Mills Fitness UK Ltd	213.88	Gym coach-WPLC
01-Aug-23	Lloyds Bank D/D	43.30	Current a/c -charges Jul23
14-Aug-23	Lloyds Bank D/D	314.84	Cardnet service-July23
29-Aug-23	Lloyds Bank D/D	44.60	Monthly fees-Current Aug23
15-Aug-23	Merchant Rentals Ltd	18.40	Cardnet monthly rental
15-Aug-23	Merchant Rentals Ltd	18.40	Cardnet monthly rental
09-Aug-23	PHS Group	489.36	Qtrly dust mat hire
11-Aug-23	Poztive Energy Ltd	70.22	Electric supply-Chap H June 23
11-Aug-23	Poztive Energy Ltd	1,542.78	Electric supply-WPLC June 23
14-Aug-23	Poztive Energy Ltd	45.10	Electric supply-Chap H July 23
17-Aug-23	Poztive Energy Ltd	1,542.78	Electric supply-WPLC June 23 in error
18-Aug-23	Poztive Energy Ltd	75.55	Electric supply-Coro H July 23
18-Aug-23	Poztive Energy Ltd	3.42	Electric supply-Chap H July 23
18-Aug-23	Poztive Energy Ltd	1,467.47	Electric supply-OC July 23
14-Aug-23	PPL PRS Ltd	3,075.80	Music licence
18-Aug-23	Prudential	300.00	AVC deducted from pay
31-Aug-23	Public Works Loan Board	5,874.06	PW505314 Capital/Interest
17-Aug-23	R.E.S. Systems Ltd	1,440.00	Fire/Lighting testing
09-Aug-23	Reading Ladies Barbershop Singers	150.00	WTCP Singing performance
17-Aug-23	Rialtas Business Solutions Ltd	147.64	Google Calendar intergration
14-Aug-23	Select Environmental Services Ltd	754.61	Refuse collection
17-Aug-23	Select Environmental Services Ltd	177.48	Refuse collection
11-Aug-23	SGW Payroll Ltd	161.90	Payroll service-July23

29-Aug-23	SWALEC	99.03	Electric supply-Toilet
17-Aug-23	Thames Valley Water Services Ltd	312.00	Monthly water temp checks
18-Aug-23	The Berkshire Pension Fund	23,745.15	Employee & 'er deducted from pay
17-Aug-23	Trade UK - Screwfix	2,013.42	Building supplies
14-Aug-23	Travis Perkins Trading Co	21.11	Building supplies
17-Aug-23	Tudor Environmental	224.71	Gardening supplies
01-Aug-23	Wokingham BC - Rates	2,637.00	Rates-WPLC
01-Aug-23	Wokingham BC - Rates	382.00	Rates-Coro H
01-Aug-23	Wokingham BC - Rates	173.00	Rates-Chap H
01-Aug-23	Wokingham BC - Rates	1,033.00	Rates-OC

Total Payments 89,434.76

CLERKS IMPREST A/C

List of Payments made between 01/08/2023 and 31/08/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
23-Aug-23	(Personal Information)	50.00	Refund deposit
23-Aug-23	(Personal Information)	67.50	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	200.00	Refund deposit
23-Aug-23	(Personal Information)	200.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
23-Aug-23	(Personal Information)	75.00	Refund deposit
03-Aug-23	Amazon Business Account	137.75	Vending supplies
03-Aug-23	Amazon Business Account	9.44	Vending supplies
09-Aug-23	Amazon Business Account	14.97	1.5 C Cell batteries
17-Aug-23	Fuel/Petrol Petty cash	100.00	To topup Petrol petty cash
23-Aug-23	Lloyds Bank	56,875.26	Net Aug 23-Payroll
11-Aug-23	Lloyds Bank D/D	14.47	Imprest a/c charges-Jul23
25-Aug-23	Timpsons	185.00	Keys cut - WPLC
23-Aug-23	Woodley Bowling Club	88.69	4 Aug 23-Food Bowling event
23-Aug-23	Yehlex UK	722.50	Shuttlecocks-WPLC
Total Payments		58,965.58	

THE PUBLIC SECTOR DEPOSIT FUND 2023-2024

INTEREST CARRIED	
FORWARD	£62,143.35
INTEREST CURRENT	
YEAR	£61,415.96
TOTAL INVEST INCOME	£123,559.31 Re-invested

Percentage increase on original investment 3.9500%

Woodley TC - PWLB	A/C 0144630002PC	Dividend	CB6 Investment	1096/702 Balance
Date				
Balance Brought Forward				2,039,180.57
30 April 2023	1 Apr to 30 Apr 23	£6,538.80		2,045,719.37
31 May 2023	1 May to 31 May 23	£8,070.65		2,053,790.02
30 June 2023	1 June to 30 June 23	£7,707.25		2,061,497.27
31 July 2023	1 July to 31 July 23	£8,536.07		2,070,033.34
31 August 2023	1 Aug to 31 Aug 23	£8,966.82		2,079,000.16
30 September 2023	1 Sept to 30 Sept 23			2,079,000.16
31 October 2023	1 Oct to 31 Oct 23			2,079,000.16
30 November 2023	1 Nov to 30 Nov 23			2,079,000.16
31 December 2023	1 Dec to 31 Dec 23			2,079,000.16
31 January 2024	1 Jan to 31 Jan 24			2,079,000.16
29 February 2024	1 Feb to 29 Feb 24			2,079,000.16
31 March 2024	1 Mar to 31 Mar 24			2,079,000.16
Total		39,819.59	0.00	39,819.59
Payment of Loan	31 March 2025	275,000		
Payment of Loan	31 March 2025	500,000	2,000,000	
Payment of Loan	31 March 2026	1,225,000		

Woodley TC - INVEST	A/C 0144630001PC	Dividend	CB7 Investment	1097/702 Balance
Date				
Balance Brought Forward				1,105,962.78
30 April 2023	1 Apr to 30 Apr 23	£3,546.34		1,109,509.12
31 May 2023	1 May to 31 May 23	£4,377.19		1,113,886.31
30 June 2023	1 June to 30 June 23	£4,180.03		1,118,066.34
31 July 2023	1 July to 31 July 23	£4,629.57		1,122,695.91
31 August 2023	1 Aug to 31 Aug 23	£4,863.24		1,127,559.15
30 September 2023	1 Sept to 30 Sept 23			1,127,559.15
31 October 2023	1 Oct to 31 Oct 23			1,127,559.15
30 November 2023	1 Nov to 30 Nov 23			1,127,559.15
31 December 2023	1 Dec to 31 Dec 23			1,127,559.15
31 January 2024	1 Jan to 31 Jan 24			1,127,559.15
29 February 2024	1 Feb to 29 Feb 24			1,127,559.15
31 March 2024	1 Mar to 31 Mar 24			1,127,559.15
Total		21,596.37	0.00	21,596.37

Woodley Town Council

VAT ON SPORTS PROVISION

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider the proposal for reclaiming money from HMRC in relation to VAT charged unnecessarily on the provision of sports facilities.

Background

As previously reported to the Committee, following a court ruling on 26 January 2023, HMRC conceded that charges for local authority sports facilities fall outside the scope for VAT. The Council's approved charges for leisure services at Woodford Park Leisure Centre remained unchanged at the price paid by the customer - on the basis that there was limited advice available and that future charges would be considered in this context, to ensure that prices remain competitive and are appropriate for the viability of the services.

Backdated claims

The Council is able to claim back from HMRC VAT amounts charged over a 4-year period. There is mixed advice within the sector with regard to the amounts that can or should be reclaimed, and how Councils treat reclaimed funds. Current NALC advice (via the Parkinson Partnership – sector specific VAT advisors to NALC) is that Councils can claim all wrongly charged VAT. Other advice within the sector suggests that Council's should only claim back funds that they are able to directly refund to the customers who were wrongly charged.

HMRC requires that claims must not constitute 'unjust enrichment' – which may occur where a Council reclaims money and does not refund it on to customers. The NALC advice is that where facilities are subsidised and essentially operate at a loss due to low charges, as is the case with Woodford Park Leisure Centre, HMRC are unlikely to consider this unjust enrichment.

Proposal

It is proposed that the Council makes a claim to HMRC for all wrongly charged VAT over the 4-year period and that, where possible, successfully claimed funds are refunded to customers who paid the VAT on their invoiced bookings. Any surplus funds reclaimed would be placed into an earmarked reserve, specifically for use on the provision of sports facilities provided by the Council. This would ensure that all incorrectly charged VAT is returned to the Council and used for the benefit of residents who pay to support the facilities provided, rather than that money remaining with HMRC.

It is considered that identifying and refunding invoiced customers who were incorrectly charged VAT over the 4-year period is achievable, cost effective and the appropriate course of action. It is not practical or possible to reimburse individuals who paid for un-invoiced services and facilities at the Council's agreed rates. Rates were set in the context of the price charged to the customer, and in comparison with charges elsewhere, rather than with consideration of the proportion of the charge which constituted VAT. Reimbursing gym members over the period would also be difficult due to the turnover of memberships and the work involved in re-engaging with past members, many of whom will have been on different rates e.g. introductory rates.

All customers – present and future – would however benefit from the reclaimed funds being reinvested into the sports provision at the centre, if placed in an earmarked reserve for that purpose. Future charges will also be agreed in the context of any funds successfully reclaimed.

Alternative courses of action would be to reclaim only money that can be directly reimbursed to customers who were incorrectly charged by invoice, or to not reclaim any incorrectly charged amounts.

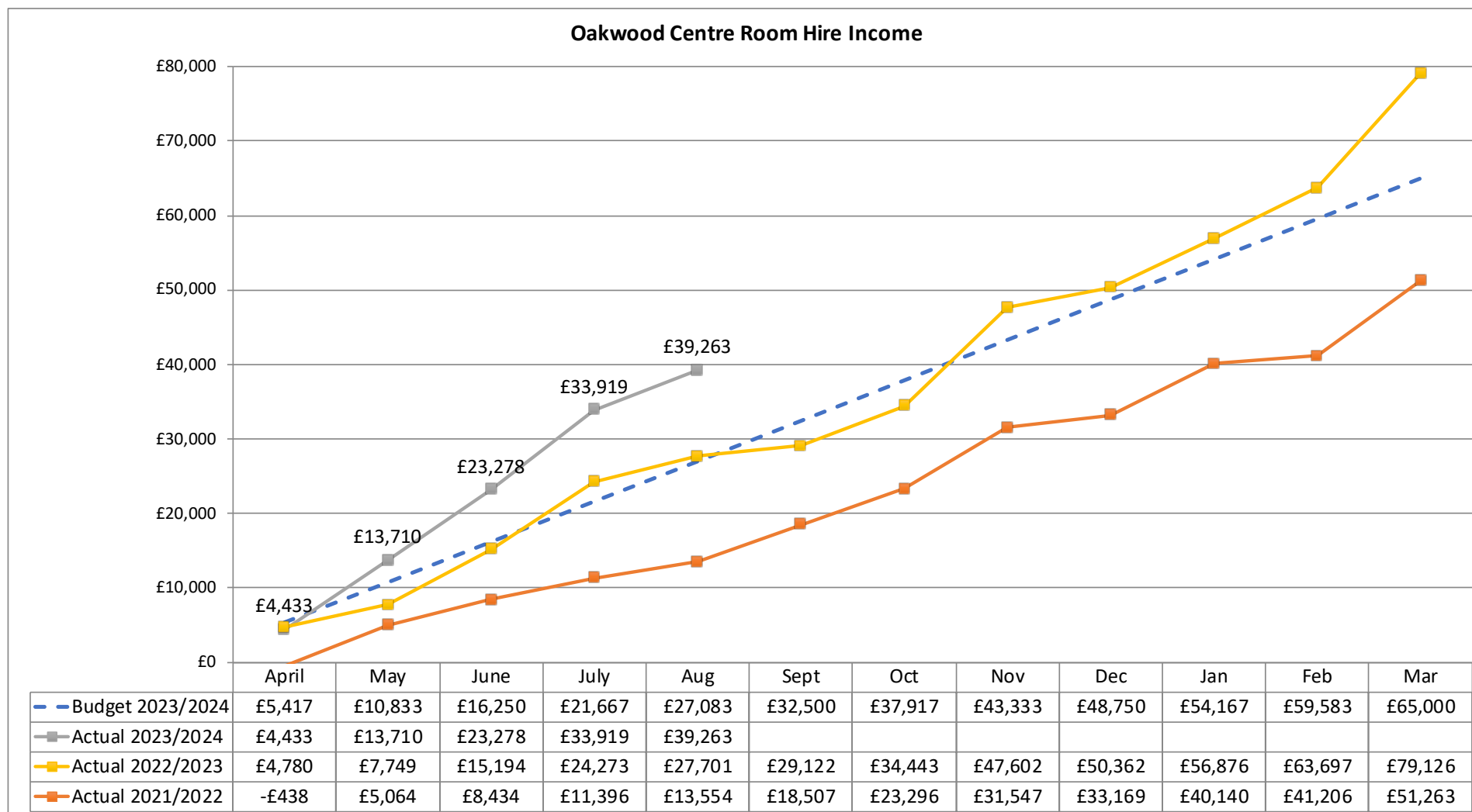
Impacts

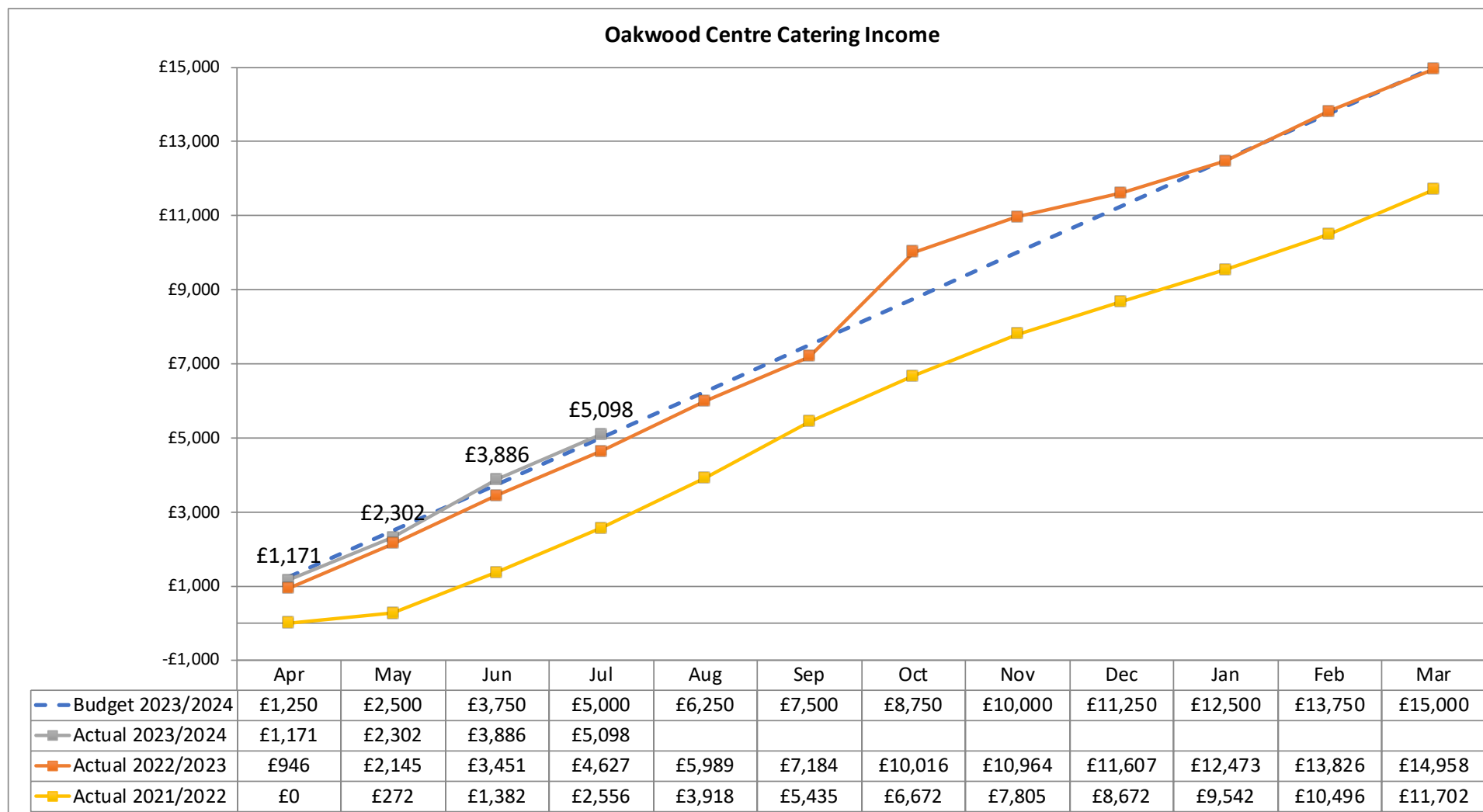
Resource Impacts
The value of potential claims have not yet been calculated. All funds successfully reclaimed will directly benefit customers who were incorrectly charged and support the service provision going forwards.
Equality Impacts
There are no equality impacts identified.
Environmental Impacts
There are no environmental impacts identified

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the options for reclaiming incorrectly charged VAT from HMRC and the reimbursement of invoiced customers who were incorrectly charged VAT during the claimable period.**

APPENDIX 7a





Meeting of The Woodley Town Centre Partnership Management Committee

Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ On Wednesday 19th July 2023 at 6.00pm

Present

Cllr. M Holmes, Chairman & WTC Representative	J Wright, Woodley Resident
Cllr. A Croy, WBC Representative	M Millard, Woodley Resident
Cllr. T Skuse, WBC Representative	P Birt, Woodley Resident
Cllr. K Gilder, Woodley Resident	C Lawley, Woodley Resident
B Fennelly, Town Centre Manager	M Risby, Woodley Resident
Cllr. K Baker, WTC Representative	M Ashwell, Woodley Business

ITEM 1 – APOLOGIES & WELCOME

Z Frasiniski, I Hills, M Dalton, G Cranford

MH Updated the committee on the Deputy Chair Zofia Fransiski, saying that she is unable to attend today's and future meetings due to ill health. It was agreed that the TCM would send a Get-Well Card and some flowers.

MH also expressed her thanks to Heidi Beilby, who due to personal circumstances has stepped down from the role as minute taker, Heidi has acted as a minute taker for the TCP Management committee for many years and the committee also expressed their appreciation of Heidi's contribution over the years.

BF confirmed that Michaela Dalton has offered to take the minutes from the October 2023 meeting onwards.

ITEM 2- TO NOTE THE APPOINTED REPRESENTATIVES TO THE WTCP FOR THE MUNICIPAL YEAR 2023/24

Cllr Tony Skuse and Cllr Andy Croy are the two Wokingham Borough Council representatives to the TCP and Cllr Beth Rowland has been nominated as a reserve.

Cllr Keith Baker and Cllr Mary Holmes are the two Woodley Town Council appointed representatives.

ITEM 3 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 19th APRIL 2023

The minutes were accepted and approved.

ITEM 4 – MATTER ARISING FROM THE MINUTES

KB reminded members of the terms of reference of the TCP.

CL asked when the TCMI was renamed the TCP and it was explained when and why the change occurred.

ITEM 5 – TOWN CENTRE MANAGERS REPORT

BF summarised his report and emphasised that there are plenty of good news stories in the town centre. Our Car park usage numbers are at record levels and our shop vacancies are well below the national average. BF encouraged members to share the positive news around Woodley when the opportunity arose.

The two key features of the TCM report were the possible development of a Business Improvement District (BID) and Town Centre Security

On the BID, BF outlined the key aspects of a BID and the steps we would need to take to introduce one.

AC expressed concern that it would be difficult to get business involved.

KB made a similar point and reiterated that the contingency funding made by WTC for 2023/24 would be unlikely to be repeated. He suggested that the TCM approach WTC with a proposal that they take on the cost of the Christmas Lights and Tree.

MA Supported the idea of a BID and suggested we could extend the BID beyond the town centre. He also offered to support the completion of a feasibility study.

CL also supported extending beyond the town centre to include the Hicks Estate for example.

TS asked what sort of activities a BID would undertake, and BF said that the activities would be determined by a BID board but that town centre security, town rangers and town centre events would typically be part of a BID activities.

BF emphasised the importance of WTC and WBC backing of the BID but confirmed that it would have to be a business-led initiative.

KB said that a feasibility study and a fully costed business analysis needs to happen quickly and it must be credible enough to guarantee a Yes vote.

BF responded that we would work at pace but typically it would take around twelve months to get a BID established.

KG Reminded the committee of the strong community spirit in Woodley and was confident that the local community would back it.

BF thanked the committee for their support and would report back on progress at the October 2023 meeting.

Town Centre Security

BF updated the committee on the proposed CCTV link to the current WBC Car Park CCTV system. He felt that a case could probably have been made for a low-cost system as long as local shops and businesses supported it. This support though, clearly isn't there. There have also been doubts expressed about the effectiveness of such a low-cost scheme. BF stated that he couldn't make a case for spending the kind of money needed for a full standalone system and therefore suggested that unless and until proper funding is in place that we do not proceed with this project.

KB Asked if we could look at repurposing the £5000 from the PCC and BF said he would discuss this with the PCC when he meets him in August.

AC Agreed that £15000 clearly would be enough for an effective system but did express concerns about the danger of cycling in the town centre and that CCTV could help tackle the problem.

KB responded that funding for CCTV was unlikely to come from WTC or WBC.

BF also updated the committee on the Thames and Chiltern Britain in Bloom competition. Judging took place on 11th July 2023 and four local schools were involved. The awards event will take place at the Oakwood Centre on Wednesday 27th September 2023.

Other activities since the last meeting :- The French Markets on 12th May and the Childrens Fun Day on 29th May were also briefed to the committee.

ITEM 6 – FINANCIAL REPORT

BF summarised the financial situation as of 30th June 2023.

KB confirmed that the £10,000 contingency grant made by WTC has been added to the TCP budget , but that we should not expect a repeat contribution next year.

BF explained the challenge of running a successful Car Boot and that we are currently looking to appoint a new operator. We also intend to revert to a fortnightly car boot on the 2nd and 4th Sunday of each month starting on 13th August 2023.

BF also said that the cost of Christmas Lights had been included in our budget and that our contractor had given us a range of options for upgrading them. We would have to replace the circuit breakers in the lamp posts to comply with current legislation.

ITEM 7 – POLICE REPORT

BF circulated a report of all the incidents reported to TVP from January 2023 to date. It showed a relatively low number of shoplifting and ASB had been reported in this time.

ITEM 8 – SATURDAY MARKET MANAGERS REPORT

The Saturday Market manager was not present and therefore we did not have his report.

ITEM 9 – ANY OTHER BUSINESS

There was no other business and the meeting closed at 7.40pm

Date of the next Management Committee:- Wednesday 18th October at 6 pm.

Woodley Town Council

CAPITAL PROJECTS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider the proposed projects to be funded from the 2023/24 Capital Programme, Play Area earmarked reserve and CIL funds, and to make an allocation to the Capital Programme fund to deliver these projects.

Background

The Council allocated £45,000 to the Capital Programme in the 2023/24 budget, to fund capital projects / purchases that can be achieved within the year. The Capital Programme project list is made up of the following:

- Annual Allocations
- Projects
- Purchases

The annual allocations include an allocation of funds to the Building and Facilities earmarked reserve and the Playground Equipment earmarked reserve.

All projects approved in 2022/23, with the exception of a seating project to commemorate the coronation of King Charles III, have been completed. At the end of 2022/23, the Capital Programme fund had a balance of £11,077 which, with the addition of the £45,000 2023/24 budget, leaves a current balance of £56,077.

Projects for consideration – Capital Programme

There are currently several proposed projects requiring significant funding, which cannot be met from the existing Capital Programme budget. Proposed projects and estimated costings are shown at **APPENDIX A**. Individual Project Assessments are in the separate **APPENDIX B (enclosure)**.

Projects have been prioritised as either 1, 2 or 3. The replacement of the heating system at Woodford Park Leisure Centre has been identified as priority 1 – as the existing system will not be sufficient to adequately heat the hall through this winter.

1	Urgent	Legal compliance / safety / reducing risk / significant financial impacts
2	Required to maintain income / beneficial to amenity value	Keeping facilities operating / protecting/improving income generating facilities / Required within next 24 months
3	Non urgent but beneficial to amenity value	Beneficial for health / wellbeing / cultural /

To achieve all of the proposed projects in this year, along with an allocation to the Buildings & Facilities Fund (£10k) and the Play Area EMR (£5k), requires an additional allocation to the Capital Programme of £140,000 from the General Reserve. The Council’s internal auditor has suggested that the Buildings & Facilities Fund and Play Area EMR continue to be built up given the assets that the Council has. The significant projects identified are investments in the Council’s income generating buildings, and essential to protect income going forwards.

The impact on the General Reserve could be offset by releasing the following unused and now redundant ear marked reserves – back to the General Reserve;

Earmarked Reserve		Comment
WPLC Roof EMR	£33,275	Income following legal dispute. Works completed
Flagpole EMR	£1,483	Project completed under budget
Maintenance Workshop	£2,932	Project completed under budget
Basketball Post	£687	Unused allocation
Release to General Reserve	£38,377	
Proposed allocation to Capital Programme from General Reserve	£140,000	
Impact in General Reserve	£101,623	

Projects for consideration – CIL

The following capital project is proposed to be funded from the available Community Infrastructure Levy (CIL) funds the Council currently holds;

Project	Estimated Cost	Comment
Replace Boilers in Oakwood Centre	£30,000	X3 boilers and associated pipework/pumps
Current CIL Available	£30,909	

Projects for consideration – Play Area EMR

The following capital project is proposed to be funded from the available Play Area Earmarked Reserve funds;

Project	Estimated Cost	Comment
Replace play area surfacing at Malone Park	£27,978	Current surfacing in poor condition. Includes potential £5k allocation in 2023/24
Current EMR Available	£22,978	

The Internal Audit Report comments that earmarked reserves are low in respect of the Council's assets (Buildings and Facilities / Play Areas) - see **Appendix A** - albeit in the context of a high General Reserve. The report recommends this be reassessed to reflect likely expenditure over the next 3-5 years. This will be considered in the 2024/25 budget allocation to this earmarked reserve. Current and future earmarked reserves will be considered as part of the 2024/25 budget setting process.

Resource Impacts
The release of unused earmarked reserves would reduce the impact on the General Reserve to around £100,000.
The General Reserve at 2022/23 year end was £858,000, representing around 70% of precept. Internal audit comments that this is toward the upper end of recommended levels set out in the JPAG Practitioners Guide.
Budgetary control at this point in the year indicates expenditure below budget and income exceeding budget overall and that the Council is in a strong and stable financial position.
Equality Impacts
Assessments are provided separately for each project
Environmental Impacts
Assessments are provided separately for each project

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the allocation of £140,000 from the General Reserve to the Capital Programme – to fund the projects set out in the report.**
- ◆ **That Members consider the release of unused earmarked reserve funds back to the General reserve as set out in the report.**
- ◆ **That Members consider the projects to be funded from CIL as set out in the report.**
- ◆ **That Members consider the projects to be funded from the Play Area Earmarked Reserve as set out in the report.**

CAPITAL PROGRAMME 2023/24

PROPOSED

	Opening balance brought forward	11,077
Transfer from General Reserve		45,000
Additional transfer from General Reserve		140,000
	<i>sub tot</i>	196,077
Transfer to Building & Facilities	10,000	-10,000
Transfer to Playground equipment	5,000	-5,000
	AVAILABLE	181,077

	Priority	Budget
ANNUAL - SIGNS	3	2,000
ANNUAL - SEATS	3	1,200
ANNUAL - WASTE BINS	3	2,000
WPLC Heating System	1	40,000
Oakwood Centre Toilets	2	70,000
Line Marking - car parks	2	6,000
Christmas Lighting	2	10,000
Replacement flat bed pickup (used)	2	5,000
Coronation Hall Kitchen	3	3,000
Chapel Hall Kitchen	3	3,000
Grass Reinforcement - Memorial Ground path	3	7,000
Water refill station - WPLC	3	2,500
Replace Notice Boards	3	5,600
Coronation Commemorative Seating	3	6,500
	Allocated	178,800
	Capital Programme Balance	2,277

Buildings & Facilities Fund Balance (including 2023/24 allocation)	15,110
Play Area EMR Balance (including 2023/24 allocation)	27,978

FREE HIRE OF COUNCIL VENUES

REPORT OF THE COMMITTEE OFFICER

Purpose of Report

To ask Members to review the process by which the Strategy & Resources Committee consider requests made from organisations for free hire of Council venues.

Background

Historically, requests for free use of Council venues have been considered by the S&R Committee. This has been the case since at least 2015, and most likely for some time prior to this. Between 2015 and 2022 the following requests were recorded in the minutes as being approved by the Committee:

- Woodley Business Club – Annual Festival of Business (2015 to 2019)
- Community Youth Partnership – Mental and emotional health and wellbeing support for young people conference (2017)
- CommuniTrees Exhibition (2017)
- ARC - Parenting workshop evenings x2 (2018)
- Wokingham Borough Council Mayor – Covid Volunteer Thank You event (2022)
- Me2 Club – Fundraising quiz night (2022)*

*(*due to the timing of the request, this request was considered by Full Council).*

There is no record of any requests being refused during the same time period.

When the request from Me2 Club was considered by Full Council in June 2022, Full Council requested that the S&R Committee review the process by which these requests were considered. The Committee reviewed the process in November 2022 and determined that requests should continue to be considered by the Committee as and when received (S&R 22 November 2022 – minute 58).

A further request for free hire was considered in April 2023 from Woodley Volunteers for our Community. Following deliberation, the Committee determined not to approve the request but award the organisation a £250 grant to cover the cost of hire. The Committee also resolved that the process for considering requests be reconsidered by the new Committee following the May 2023 elections.

Context

The Council currently charge for the hire of venues using a set of hourly rates which vary based on factors such as the day, time and length of hire, and the type of hirer (e.g. Woodley resident / non-resident / business / charity or community group).

The hourly rate applied to community and charity group bookings is discounted by 50% on the equivalent standard (business) rate.

Proposal

It is proposed that the current process for considering free hire requests continues; i.e. with requests presented to the S&R Committee for consideration as and when received.

Whilst community and charity group rates are already discounted, Members should retain the option of approving free use requests in exceptional circumstances, for example where the event might benefit the community and / or is seen as a good use of Council resources. These decisions, by their nature, are subjective, and it would be beneficial to continue to allow such requests to be made, and for Councillors to consider such requests on their individual merits.

However, Councillors may wish to consider introducing a set of guidelines or criteria against which requests might be considered which may help guide decision making. Criteria which may be considered for inclusion include whether to:

- restrict requests to charity / not-for-profit organisations
- restrict requests to Woodley based organisations, or those based outside Woodley where their work directly impacts Woodley residents
- restrict requests to one-off events
- set a maximum hire time / space allocation (organisations could pay for additional time / space if required)
- set a limit to the number of requests approved for individual organisations (e.g. one request every 5 / 10 years)
- specify that free hire only covers the venue hire, and does not include additional equipment (e.g. projectors / chair covers & table cloths / pa systems)
- permit organisations to use their free hire to raise money; e.g. it may not be appropriate for an organisation to raise money significantly in excess of the cost of hiring the venue

This list is not exhaustive, and should Members wish to consider the introduction of criteria then it is recommended that a task and finish working group be set up with the sole purpose of considering and recommending an appropriate set of guidelines / criteria for adoption by the Strategy & Resources Committee.

Impacts

Resource Impacts
Providing rooms for free has a small resource impact; free hire restricts the potential income which might otherwise have been generated from room hire, and there will be a minimal cost attributed to the lighting / electricity used for the hire. However, instances are rare (approx. once or twice a year) and, additionally, hire is usually accommodated within existing staffing resource, meaning there are no additional staffing costs.
Equality Impacts
None
Environmental Impacts
None

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve for requests for free use of the Council’s venues, where received, to continue to be presented to the Committee for consideration.**
- ◆ **That Members consider setting up a Task and Finish Working Group with the purpose and sole term of operation being to develop a set of guidelines and / or criteria to be used for considering free hire requests, and submit a recommendation to the Strategy & Resources Committee for their adoption.**

GRANTS TO GROUPS AND ORGANISATIONS SUPPORTING YOUNG PEOPLE IN WOODLEY



Youth Grants are available to assist and facilitate projects that reach, engage and support young people in Woodley and provide them with better life chances.

Organisations are welcome to apply for an amount which will normally be capped at £3,000. However all applications, including those for amounts in excess of this, will be considered on their own merits.

The Council will prioritise the following areas:

- Financially assist services that meet the needs of our vulnerable young people
- Funding initiatives that tackle crime and anti-social behavior through supporting young people
- Funding initiatives that assist young people in gaining employment, education and training

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs that:

- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to attend a meeting of the Leisure Services Committee to provide feedback on how the grant funds have achieved the project aims.

Successful applicants will be required to:

- keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, where requested

Organisations receiving a grant will be required to explain in their application how they will inform their organisation's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Youth Grants form which can be found on the Town Council's website: www.woodley.gov.uk.

Grant applications must include the following information for your organisation:

- mission statement, constitution or set of rules signed by the chairman (if you are not able to do this please explain why in the form).

- a copy of the most recent statement of annual accounts
- a recent bank statement
- a statement of income and expenditure for the current year

Youth grants may be considered by the Leisure Services Committee at its scheduled meetings throughout the year, with a recommendation made to the Strategy and Resources Committee for final approval of all grant awards.

Applications must be returned to:-

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

or by email to admin@woodley.gov.uk

or by pressing the submit button if you are completing the form electronically

The Council will not award youth grants in excess of the annual budget allocated for this purpose. All applicants will be informed of the outcome of their application once the relevant Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

Climate Emergency Action Plan - Last Updated 7 September 2023

TARGETS	
1	Switch all energy accounts to 100% renewable sourced energy
2	Upgrade all lighting to LED throughout the Council's buildings and facilities
3	Harvest rainwater from Council buildings and facilities
4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation
5	Reduce carbon from staff commuting to work by car
6	Tree planting
7	Reduce waste sent to landfill
8	Reduce/eradicate single use plastics throughout Council operation and service areas.
9	Carbon Neutral Events
10	Encourage behaviour change
11	Eradicate carbon release from burning/bonfires
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan
13	Assess and reduce carbon impact of purchasing goods and services;
14	Ensure on-going commitment and consistent approach

	PRIORITY SCORING (*)		
	1	2	3
Cost	High (£? - £?)	Med (£? - £?)	Low (£0 - £?)
Achievability / Gain	Hard / Long term	Ok / Medium term	Easy / Short term
Environmental Benefit	Low Impact	Med Impact	High Impact

ACTION	PRIORITY MATRIX <i>(Mark 'X' against appropriate score)</i>		
	1	2	3
Cost			
Achievability			
Environment Benefit			
TOTAL	0		

(auto-populates)

Score	Priority *
8 to 9	High
5 to 7	Medium
3 to 4	Low

** Priority scores are set with the intention of indicating which actions are the Highest priority to undertake; for example, because they provide the best impact (e.g. carbon reduction) to cost ratio.*

The Council should target undertaking the highest priority actions first to make the greatest / easiest gains in terms of reducing the Council's climate impact, before moving onto lower priority actions. However, all priorities remain valid and should provide a benefit.

1. Switch all energy accounts to 100% renewable sourced energy								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score (Auto- populated)				
Move to 100% 'green' gas - from renewable sources - when the contracts come up for renewal.	3	3	3	9		Feb-23	All gas accounts changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral, the energy is only partially sourced from renewable sources. The remainder is carbon offset through projects elsewhere.	
Investigate potential to move away from air conditioning units at Woodford Park Leisure Centre – consider fan banks.	1	2	1	4			No realistic alternatives available at this time. Consider removal of item from the Action Plan	
Investigate potential for installation of Solar Panels at Coronation Hall.	2	2	2	6				
Move to 100% renewable or offset electricity contracts when these come up for renewal.				N/A	Complete	Apr-21	Electricity provided from 100% renewable sources	
Install Solar Panels at the Oakwood Centre				N/A	Complete			
Install Solar Panels at the Oakwood Centre				N/A	Complete			

Priority
High
Medium
Low

2. Upgrade all lighting to LED throughout the Council's buildings and facilities								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Install LED Lighting at The Oakwood Centre	2	2	2	6			Amenities Manager obtaining quotes to upgrade OC lighting on a zoned / phased basis. Some other electrical works already required. Phase 1 works carried out - LED lighting installed in corridors, toilets, café, meeting rooms. Strip lighting in offices, halls and cafe being costed. Theatre lighting will need changes to infrastructure and needs further investigation.	
Install LED Lighting at WPLC (Sports Hall)				N/A	Complete			
Install LED Lighting at WPLC (Flood Lights)				N/A	Complete			
Install LED Lighting at Chapel Hall				N/A	Complete			
Install LED Lighting at Coronation Hall				N/A	Complete			
Install LED Lighting at WPLC (gym / reception / refurbished office)				N/A	Complete			
Convert all Street Lights to LED				N/A	Complete			
Install LED Lighting at Grounds Depot Tractor Shed				N/A	Complete			

Priority
High
Medium
Low

3. Harvest rainwater from Council buildings and facilities								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Install harvesting system at Coronation Hall	2	2	1	5			Amenities Manager costing up	
Install harvesting system at Chapel Hall	2	2	1	5			Limited benefit as no reuse of water in that area/building. Consider removing from Action Plan	
Instal harvesting system at WPLC	2	2	1	5			Need to consider the feasibility / benefit, then cost up	
Install modular units for the allotment site	1	2	1	4			Need to consider the feasibility / benefit, then cost up	
Move to using grey water for flushing toilets, irrigation etc	1	1	2	4			Need to consider the feasibility / benefit, then cost up. Cost likely to be quite high but opportunity to consider potential when as part of toilet refurb in Oakwood Centre.	
Installing water butt at Woodley Bowls Club	2	2	1	5	Complete	Mar-23	Part of new irrigation system project	
Install harvesting system at north end of Oakwood Centre building (Area of most use)				N/A	Complete			
Install harvesting system at Grounds Depot				N/A	Complete		Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.	
Install harvesting system at new vehicle storage building in Maintenance Yard				N/A	Complete			
Investigate other locations at The Oakwood Centre for potential harvesting systems				0	Suspended	N/A	No other locations considered suitable CE SC agreed (4/10/22) to suspend this action, pending any future review	

Priority
High
Medium
Low

4. Reduce petrol/diesel consumption of grounds maintenance machinery/operation								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Move to electrical trimmers / mowers	2	1	1	4			No suitable machines available fro commercial use on the market at present. Most have very limited power/size/durability. More appropriatae machines likely to become available going forwards.	
Move to electrical maintenance vehicles	2	1	1	4			Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.	
Investigate option for low intensity land management areas (ie grass areas which are not mown to encourage wildlife)	3	2	2	7			Need to consider the feasibility / benefit, then cost up. Some areas already managed in this way but requires a more planned approach.	
Cease burning green waste				N/A	Complete		No green waste is burned – all is reused on site or disposed of in green waste skip.	

Priority
High
Medium
Low

5. Reduce carbon from staff commuting to work by car								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Investigate the possibility of introducing cycle to work schemes	3	1	1	5			Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work.	
Investigate the long term potential for home working / reduced & flexible office working				N/A	Complete		Most staff that are able to effectively work from home are doing so and combining this with office working to suit the needs of the role/business.	

Priority
High
Medium
Low

6. Tree planting								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Plant further trees on Council land	2	2	2	6			A tree planting policy based on the principle of planting more trees than are removed in any one year and taking into consideration the type of trees, locations etc would be beneficial. Opportunities for large scale planting are very limited. We are now offering an option for memorial trees in Woodford Park.	
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)	2	2	2	6		Ongoing	Local and national initiatives to be publicised through the Council's media channels.	
Use of moss for carbon capture	2	1	1	4			Need to consider the feasibility / benefit, then cost up	
Create green / living walls & lamp columns				0	Not preceeded with	N/A	High cost/limited benefit. CE SC agreed (4/10/22) to not proceed with this action.	

Priority
High
Medium
Low

7. Reduce waste sent to landfill								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Develop plan by service / building to move toward zero waste to landfill	2	2	2	6			Deputy Town Clerk to review waste from WPLC with Leisure Services Manager. WPLC now has internal segregated recycling bins to encourage more in house recycling. The Council has changed waste contractor and we are working with them to increase our recycling rate.	
Introduce recycling points in the parks - outside Council buildings	2	1	1	4				
Use segregated litter bins in parks and buildings	2	1	1	4		Oct-23	Segregated litter bins will be trialled in 2023	
Plastics / Cardboard recycling at the Oakwood Centre / WPLC				N/A	Complete			
Food waste recycling centre in Council Offices at the The Oakwood Centre				N/A	Complete		Staff implemented - food waste bin installed, food waste taken home to be recycled by staff	
Move to using 100% recycling material for litter bin / dog bin liners				N/A	Complete		All purchased public litter bin / dog bin liner bags are now produced from 100% recycled material. Bag use is currently unavoidable but from recycled sources.	

Priority
High
Medium
Low

8. Reduce/eradicate single use plastics throughout Council operation and service areas.								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Identify and investigate areas for reduction	3	2	2	7		ongoing	DTC to review plastics use with Venues Manager and Leisure Services Manager and Amenities Manager Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling). Segregated recycling bins have been located at WPLC offices.	
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach	3	2	1	6			DTC / Venues Manager to discuss with catering provider.	
Educate staff / customers to change practices / habits	3	2	2	7				
Provide internal / external water points for refilling water bottles	1	2	2	5		Oct-23	Need to consider the feasibility / benefit, then cost up. Proposal in 2023/24 Capital Programme to install water refill station at WPLC	

Priority
High
Medium
Low

9. Carbon Neutral Events								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets	3	2	1	6				
Develop carbon checklist for events booking.	2	2	1	5				
Consider possible carbon offsets in relation to funfairs etc	2	2	1	5				

Priority
High
Medium
Low

10. Encourage behaviour change								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.	2	1	1	4				
Enhance WTC webpage to include Borough and nationwide initiatives and information.	2	2	2	6		Ongoing	Climate Emergency Action Plan published on the Council website. DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.	
Work with Woodley Town Centre Partnership on local busines initiatives and involvement				0		Ongoing		
Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement.				N/A	Complete	Aug-20		
Promote behaviour change with suppliers				N/A	Complete		All managers now request environment policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.	
Create dedicated Climate Emergency webpage on WTC website				N/A	Complete			
Publish 'Herald' dedicated to the Climate Emergency				N/A	Complete			
Hold Annual Town Meeting dedicate to the Climate Emergency				N/A	Complete	May-22		

Priority
High
Medium
Low

11. Eradicate carbon release from burning/bonfires								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Prohibit bonfires at allotment site	3	2	1	6			Bonfires at the allotment site restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives.	
No green or other waste burned as part of Council service delivery / operations				N/A	Complete			

Priority
High
Medium
Low

12. Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Consider promoting a cycle to school / work scheme or campaign	3	2	1	6				
Meet with WBC Climate Officers				N/A	Complete		Officers have attended WBC Climate Emergency meetings to make presentations / share information.	
Set up Cycling in Woodley Working Party				N/A	Complete			
Engage with Wokingham Borough Council's Climate Action Working Group				N/A	Complete		WTC has a representatives on the Working Group	

Priority
High
Medium
Low

13. Assess and reduce carbon impact of purchasing goods and services								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Investigate potential for plastic free procurement	2	2	1	5		Ongoing		
Investigate procurement from local / lowest carbon producing suppliers	3	2	1	6		Ongoing	All managers now request environmental policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.	
Move to a paper free office environment	2	2	1	5		Ongoing	Carbon neutral officer paper is now purchased. Printing is being reduced where possible through changes in practices and more effective electronic working.	

Priority
High
Medium
Low

14. Ensure on-going commitment and consistent approach

14. Ensure on-going commitment and consistent approach								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Strategy & Resources Committee.	3	2	2	7		Ongoing		
Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process.	3	2	2	7		Ongoing		
Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process.	2	2	1	5		Ongoing		
Consider a Councillors 'Sign Up' to gain active support of the plan from individual Town Councillors.	3	2	1	6				
Approve the Climate Emergency Action Plan through the Leisure Services Committee.				N/A	Complete			
Declare Climate Emergency				N/A	Complete	Oct-19		
Set up Climate Emergency Working Party				N/A	Complete		Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.	

Priority
High
Medium
Low

**PAGES 77 - 85 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**

Report No. 19/23

Strategy & Resources Committee – 12 September 2023

Appendix B enclosure

Capital Project Assessments

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Project Assessment

Date:	4 September 2023
Project/policy/service:	Christmas Lighting
Priority (1/2/3)	2
Cost	Estimated £10,000
Completed by:	Kevin Murray

1. Project/policy/service information:
 This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To fund the following;
 Installation of RCBO (Residual Current Circuit Breaker with Overcurrent protection) in lamp columns and supply points (est £2,500)
 New column mounted curtain lights x 13 (est £2,400)
 Purchase of Christmas Tree (est £650)
 Lighting installation and testing (est £4,000)
 Tree installation (est £400)

The current power supplies are non-compliant and require upgrading. Upgrading this provides the opportunity to increase the lighting from the columns. It is proposed that the Town Council take on the costs of Christmas Lighting going forwards. This will be included in the Council's revenue budget going forwards, along with a proposal for an earmarked reserve for the replacement of lighting in the future.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

Works will be carried out by a specialist contractor and overseen by the Town Centre Manager.

Outline the main beneficiaries of the project, policy change or service change:

The project will benefit all visitors to the Town Centre and all Town Centre Businesses.

Impact	Y/N	Detail
Health /Safety Impact	Y	Power supplies are not currently compliant with regulations
Legal Compliance	Y	Power supplies are not currently compliant with regulations
Income Impact	Y	An attractive Christmas lighting display is essential in bringing people to the Town Centre to shop and spend time. This is beneficial to all town centre businesses including the Oakwood Centre and café.
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership


The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	

Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of additional lighting and equipment New lighting will be LED and very low energy consumption
Habitat/biodiversity impact	N	
Alternatives considered	Y	Lighting type is considered to be the most cost effective and energy efficient.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Replacement kitchen Coronation Hall & Chapel Hall
Priority (1/2/3)	3
Cost	Estimated £3,000 Coronation Hall £3,000 Chapel Hall
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To install new kitchen units, cupboards, worktops and flooring at both community halls. Existing units and flooring are in poor condition.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

Works will be carried out by the Council's Amenities Team – managed by the Amenities Manager.

Outline the main beneficiaries of the project, policy change or service change:

All hirers and visitors to the community halls.

Impact	Y/N	Detail
Health /Safety Impact	Y	Flooring beginning to present a trip hazard in places. Hygiene will be improved with new flooring and worktops.
Legal Compliance	N	
Income Impact	Y	The community halls are a significant source of income for the Council. Refurbishment, decorating and general maintenance are essential in maintain this.
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	

Marriage & civil partnership	N/A	
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Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of kitchen materials and flooring Disposal of old materials
Habitat/biodiversity impact	N	
Alternatives considered	Y	Materials will be selected to be robust and long lasting
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Line Marking – Car Parks
Priority (1/2/3)	2
Cost	Estimated £6,000
Completed by:	Kevin Murray

1. Project/policy/service information:
 This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:
 To mark out all car park spaces, pedestrian walkway markings, traffic flow markings, pedestrian crossing markings with durable thermo plastic markings at the following locations;

- Woodford Park main car park
- Woodford Park overflow car park
- Driveway to WPC from Haddon Drive
- Coronation Hall car park
- Chapel Hall car park
- Oakwood Centre car park

Current markings are old and worn away in many areas. These have been patch repaired using spray paints but this only offers a short term fix and is not considered fit for purpose. Thermo plastic line marking will last for many years.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:
 Works will be carried out by a specialist contractor and overseen by the Amenities Manager. Works will be based on a detailed design specification.

Outline the main beneficiaries of the project, policy change or service change:
 The project will benefit all visitors to the Council’s facilities. Clear line marking will be particularly beneficial to those with sight impairment.

Impact	Y/N	Detail
Health /Safety Impact	Y	Clearer markings, particularly of pedestrian walkways and crossings in vehicle movement areas will improve safety.
Legal Compliance	Y	Although none of these areas are public highway there is a legal duty of care on the Council to ensure the safety of visitors to it's facilities.
Income Impact	Y	May potentially have a positive impact if visitors and hirers feel safer and the facilities are well maintained.
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership


The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Particularly for those with sight impairment
Age	Positive	Particularly for older people with sight impairment
Sexual orientation	N/A	

Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Use of thermo plastic paint. Markings will however last for many years and avoid frequent repairs.
Habitat/biodiversity impact	N	
Alternatives considered	Y	Works could be carried out in house but would require use of inferior materials that would not be as effective or long lasting.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Grass Reinforcement – Memorial Ground path
Priority (1/2/3)	3
Cost	Estimated £7,000
Completed by:	Kevin Murray

<p>1. Project/policy/service information: This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.</p>		
<p>What is the purpose of the project, policy change or service change and what are the expected outcomes:</p> <p>To install grass reinforcement tiled matting along the desire line path – across the Memorial Ground. This desire line has over many years created a shallow trench across the Memorial Ground which becomes muddy in wet weather creates uneven ground. This is a very busy pedestrian route and can be reinforced with an appropriate matting tile. Matting tiles will allow grass to grow through – maintaining the grass finish, while eliminating the wear and tear on the ground.</p>		
<p>Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:</p> <p>Works will be carried out by the Council's Amenities Team – managed by the Amenities Manager.</p>		
<p>Outline the main beneficiaries of the project, policy change or service change:</p> <p>All hirers and visitors to the Memorial Ground.</p>		
Impact	Y/N	Detail
Health /Safety Impact	Y	Reduction of trip hazards associated with uneven ground
Legal Compliance	N	
Income Impact	Y	Easier access to and from the Oakwood Centre may have a positive impact.
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership


The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Less trip hazards due to uneven ground
Age	Positive	Less trip hazards due to uneven ground may benefit some older people
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	Positive	Less trip hazards due to uneven ground

Marriage & civil partnership	N/A	
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Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of matting tiles
Habitat/biodiversity impact	N	
Alternatives considered	Y	Tarmac / bonded mulch path – very expensive and would change the nature of the ground. Concrete retention tiles – unsightly and not appropriate for the Memorial Ground.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Replace Public Notice Boards
Priority (1/2/3)	3
Cost	Estimated £5,600
Completed by:	Kevin Murray

1. Project/policy/service information:
 This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:
 To install 8no new public notice boards to replace existing.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:
 Works will be carried out by the Council’s Amenities Team – managed by the Amenities Manager.

Outline the main beneficiaries of the project, policy change or service change:
 All residents and visitors to Woodley
 Community Groups

Impact	Y/N	Detail
Health /Safety Impact	N	
Legal Compliance	N	
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.


- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Notice boards will be more accessible than existing
Age	Positive	Notice boards will be more accessible than existing
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of new notice boards Disposal of old
Habitat/biodiversity impact	N	
Alternatives considered	Y	Various units are available and the one installed will be robust and fit for purpose.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Replace boilers in Oakwood Centre
Priority (1/2/3)	2
Cost	Estimated £30,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To replace the heating boilers and associated pumps and pipework at the Oakwood Centre. The existing installation is the original one and at 20 years old has exceeded its expected lifespan. The boilers are becoming less reliable and prone to failure, as are the heating pumps. Replacement with efficient gas boilers and heat source pumps are being investigated.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

Works will be carried out by a specialist contractor and managed by the Maintenance Manager.

Outline the main beneficiaries of the project, policy change or service change:

The project will benefit all hirers and visitors to the centre and Council staff. The works will improve the energy efficiency of the building and provide more effective space heating over the next 15 years (est).

Impact	Y/N	Detail
Health /Safety Impact	N	
Legal Compliance	Y	
Income Impact	Y	Investment in the heating system will help to maintain and increase income through venue hire
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

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Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	The new system will be considerably more efficient than the existing one. All gas used by the Council from renewable sources and is considered carbon neutral. If heat source pumps prove to be suitable this will be more efficient than the gas alternative.
Habitat/biodiversity impact	Y	Waste generated from removal of old installation
Alternatives considered	Y	Extending the life of existing installation has been considered no longer possible. Heat pump systems are available but indications are that it would be significantly more expensive. This is being investigated further to establish the cost/benefit.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Refurbish toilets in Oakwood Centre
Priority (1/2/3)	2
Cost	Estimated £70,000
Completed by:	Kevin Murray

1. Project/policy/service information:
 This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:
 To completely refurbish the gents, ladies and disabled toilets in the Oakwood Centre to a high standard in order to continue to drive business, attract more customers and provide better facilities for the public and hirers. The current toilets are those originally installed in 2004 and have deteriorated over that time. The current layout is not compliant with Building Regulations and are not user friendly. They are also difficult to keep clean and maintain. As the standard of maintenance, decoration and general presentation in the building has improved, the toilets are now in a comparatively poor condition. Investment in new, pleasant, efficient toilets is considered to be essential in maintaining and growing the Oakwood Centre business.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:
 Works will be carried out by a specialist contractor following a public tendering process. Tenders will be based on a design specification taking into account Building Regulations, equality impacts, ease of maintenance, robust construction, government guidance on the provision of single sex toilets and energy / water efficiency. The estimated cost has been assessed on the basis of some indicative quotes received (ranging from £50k to £65k) and include a works contingency and cost for the provision of temporary toilets during the period of work. All works will be scheduled and managed by the Council's Amenities manager and in liaison with the Bookings Manager to limit impacts on the operation of the building. Works will include sensor taps, flushes and lighting and all new sinks, plumbing, sanitary ware, cubicles, tiling and flooring.

Outline the main beneficiaries of the project, policy change or service change:
 The project will benefit all hirers and visitors to the centre. The works will significantly improve the standard of the venue overall and make it easier to sell for business and social functions. Maintaining and increasing income to the Council also potentially benefits all residents in Woodley.

Impact	Y/N	Detail
Health /Safety Impact	Y	Partitions are becoming difficult to repair and will present safety issues going forwards
Legal Compliance	Y	Current layout is not compliant with Building Regulations for ambulant toilets
Income Impact	Y	Investment in the toilets will help to maintain and increase income through venue hire
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	All toilet areas and cubicles will be compliant with current regulations
Age	Positive	Larger, compliant cubicles will be of benefit to some older people
Sexual orientation	N/A	

Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	Positive	Larger, compliant cubicles will be of benefit to this group
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Sensor controlled taps, flushing and lights will be more energy efficient
Habitat/biodiversity impact	Y	Waste generated from removal of old installation
Alternatives considered	Y	Extending the life of existing installation has been considered no longer possible. Waterless urinals have been considered and the information received has not been favourable in terms of hygiene and ongoing maintenance. Sensor controlled flushing will reduce water consumption from system.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Replacement Flatbed Pickup (used)
Priority (1/2/3)	2
Cost	Estimated £5,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To purchase a used flatbed pickup to replace the current Mazda vehicle which has reached the end of its life. The current vehicle is 22 years old and in poor condition through age. The last MOT required significant repair and this is likely to be increasingly the case going forwards. The vehicle type is ideal – with a large flat bed area, essential for moving large items around the Council's facilities and parks. Mileage is extremely low as the vehicle only travels very short distances. Fuel consumption is therefore also very low.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

A replacement used vehicle will be purchased from a recognised vehicle trader.

Outline the main beneficiaries of the project, policy change or service change:

The vehicle is essential in the maintenance of the Council's parks and buildings.

Impact	Y/N	Detail
Health /Safety Impact	N	
Legal Compliance	N	
Income Impact	Y	The work of the Amenities Team has a direct impact on the Council's income generating facilities.
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

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Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	The replacement vehicle although diesel fuelled will likely be more economical than the old vehicle. Very low mileage means the impact of use is minimal.
Habitat/biodiversity impact	N	
Alternatives considered	Y	Electric vehicles have been considered but none are currently available that meet the requirements.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Replace Safety Surfacing – Malone Park play area
Priority (1/2/3)	2
Cost	Estimated £22,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To replace the existing wet pour safety surfacing around the play equipment. Existing surface has deteriorated and can no longer be effectively repaired.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

Works will be carried out by a specialist contractor and managed by the Maintenance Manager.

Outline the main beneficiaries of the project, policy change or service change:

The project will benefit all visitors to the play area.

Impact	Y/N	Detail
Health /Safety Impact	Y	New surfacing will be fully compliant with ROSPA requirements
Legal Compliance	Y	Duty of care to play area users and compliance with legislation and guidelines
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	Yes	Better surfacing will benefit children using the equipment
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture and installation of new surfacing. Disposal of old surfacing
Habitat/biodiversity impact	N	Waste generated from removal of old installation
Alternatives considered	Y	Alternative surfaces are available, including loose rubber mulch, bonded mulch, wood chip. Wet pour bonded surfacing is considered to be the most appropriate surfacing to achieve the required fall from height safety standards and be cost effective.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 September 2023
Project/policy/service:	Water Bottle Refill Station
Priority (1/2/3)	3
Cost	Estimated £2,500
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To install a mains fed water bottle refill station on an exterior wall of Woodford Park Leisure Centre for use by the public.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

Works will be carried out by the Council's Amenities Team – managed by the Amenities Manager.

Outline the main beneficiaries of the project, policy change or service change:

All visitors to Woodford Park.

Impact	Y/N	Detail
Health /Safety Impact	Y	Encourages drinking water
Legal Compliance	N	
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.


- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of filling station Increased water consumption May reduce public use of single use plastic bottles
Habitat/biodiversity impact	N	
Alternatives considered	Y	Various units are available and the one installed will be robust and fit for purpose.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 4 September 2023

Project Assessment

Date:	4 Sept 2023
Project/policy/service:	REPLACE HEATING SYSTEM IN SPORTS HALL - WPLC
Priority	1
Cost	£40,000 est
Completed by:	Kevin Murray – Deputy Town Clerk

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

The current heating system is over 30 years old and 6 of the 9 burners are not working. These cannot be repaired due to their age and parts being obsolete. The system cannot adequately heat the hall with the remaining 3 burners. The proposal is for the installation of a new black tube, gas fired, radiant heating system as recommended by Sports England as the most cost effective and suitable for the purpose.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The project will be subject to an open tender as the likely value exceeds the threshold of £30,000 inc VAT as set out in the Public Contracts Regulations and in accordance with the Council's Financial Regulations.
Works will be overseen by the Amenities Manager.

Outline the main beneficiaries of the project, policy change or service change:

All users of the sports hall.

Impact	Y/N	Detail
Health /Safety Impact	Y	Appropriate, controllable heating is a requirement for all activities in the hall.
Legal Compliance	Y	The new installation will be fully compliant with current legislation
Income Impact	Y	The sports hall is a key income stream for the centre and adequate, controllable heating is essential to maintain this. Budgeted income from sports hall hire in 2023/24 - £61,992 Budgeted income from Courses and other activities - £57,278
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

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Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	The new system will be considerably more efficient than the existing one. All gas used by the Council from renewable sources and is considered carbon neutral. Sport England currently recommend gas fired radiant heating as the most cost effective and suitable means of heating larger spaces for multi-use sport. Many modern gas fired radiant tube systems are compliant with the Carbon trust Energy Technology List (ETL) - considered as a high performing energy efficient product.
Habitat/biodiversity impact	N	No impacts identified
Alternatives considered	Y	Alternative energy sources and heating types have been considered and none are recommended by Sport England for use in large, high ceiling, multiuse sports halls of this type.
Other	N/A	

Signed:  _____

Print: Kevin Murray

Date: 04/09/23