



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

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To: **Members of the Strategy & Resources Committee**  
Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; K. Gilder;  
D. Mills; D. Smith; D. Stares; M. Walker

**NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 16 April 2019, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members relating to the business of the meeting.

3. **MINUTES OF THE MEETING HELD ON 22 JANUARY 2019**

To approve the minutes of the Strategy and Resources Committee held on 22 January 2019 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 5 February 2019.)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 8/19.**

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b) **Payments**

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

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	Current account	Imprest account
January 2019	£73,124.84	£45,106.13
February 2019	£95,423.54	£48,937.00
March 2019	£207,586.84	£46,754.95

c) **Internal audit**

To receive the interim internal audit report for the period from October 2018 to February 2019, attached at **Appendix 4c**.

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

There is a theoretical potential for the Council to be unable to meet its payment commitments, some of which are contractual, after 7 May when all existing councillors, apart from the Mayor who continues to hold office until the Annual Meeting, cease to be members of the Council unless they are re-elected on 2 May. Unless two of the five existing signatories are re-elected the Council will not be able to make payments from the current account in line with regulations, which require two signatories on cheques. It is likely that any new signatories appointed on 14 May would not be approved by the bank for four weeks.

It is therefore advised that the Council approve a transfer of £250,000 from the Council’s deposit account to the clerk’s imprest account with effect from 2 May 2019 to cover payment commitments in May and June 2019. This will enable the Town Clerk to use powers to act in cases of urgency to meet the Council’s payment commitments during this period. Should at least two existing signatories be re-elected the sum transferred will not be required and the surplus will be immediately transferred back to the Council’s deposit account. Any payments made from the clerk’s imprest account will be presented to Council for approval in line with regulations.

Members are advised to approve the transfer of £250,000 from the deposit account to the clerk’s imprest account with effect from 2 May 2019 as a contingency to meet contractual and other payment commitments in May and June 2019.

5. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 9/19**.

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6. **CATERING PARTNERSHIP**

To note **Report No. SR 10/19** of the Catering Partnership meeting held on 8 March 2019.

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7. **RISK MANAGEMENT WORKING PARTY**

To consider **Report No. SR 11/19** of the Risk Management Working Party meeting held on 3 April 2019.

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8. **WOODFORD PARK LAKE PROJECT**

To consider **Report No. SR 12/19**.

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9. **COMMUNITY GRANTS**

To consider **Report No. SR 13/19**.

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10. **ANTI FRAUD AND CORRUPTION POLICY**

To review the Council’s Anti Fraud and Corruption policy, attached at **Appendix 10**.

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11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**  
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 30 January 2019. (**Appendix 11**) Page 40
12. **PROJECTS SCHEDULE 2018/19**  
To note the update on Council projects, as given in **Appendix 12**. Page 42
13. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**  
To note the statistics for website views, searches and usage, as given in **Appendix 13**. Page 44
14. **WOODLEY BEE ROADZZ PROJECT AND WOODLEY HISTORY PROJECT**  
a) To consider a request for free use of Carnival and Maxwell Halls from the Allotment Tenants Association for an event on the protection of insects and wildlife and the use of pesticides and herbicides.  
b) To consider a proposal to allow free use of a meeting room at the Oakwood Centre for the participants in the Woodley History Project.
15. **WOKINGHAM BOROUGH PLAN**  
To note that a response has been received from Wokingham Borough Council thanking the Town Council for the information provided about the work the Town Council is doing, and has done, to tackle some of the challenges faced by the Borough. The Borough Council will be reviewing the information and looking to incorporate some headlines into the draft Council Plan, which will be circulated for review and feedback.
16. **PUBLIC TOILET UPDATE**  
To receive a verbal update from the Town Clerk.
17. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
a) To note that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £59,307.  
b) To note that the Council has been notified that CIL payment of £91,792 is due to the Town Council. £22,001.38 will be paid to the Town Council in April 2019 and will be allocated to the CIL earmarked reserve.
18. **BOROUGH/PARISH LIAISON FORUM**  
To note the minutes of the Borough/Parish Liaison forums, which took place on 4 February 2019 (**Appendix 18a**) and 1 April 2019 (**Appendix 18b**). Pages 45 and 50
19. **FUTURE AGENDA ITEMS**  
To consider any future agenda items for the committee to consider.
20. **PUBLICITY AND WEBSITE**  
To consider items to be publicised.

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**STRATEGY AND RESOURCES COMMITTEE**

**BUDGETARY CONTROL 2018/19**

**Report No. SR 8/19**

EXPENDITURE	Budget 2018/19	Revised Budget 2018/19	Actual Exp as at 28/02/18	Actual Exp as at 28/02/19	Actual Exp as % of Rev Budget	Information
Central Costs	237117	231644	185118	206384	89.1	Training, postage, stationery, equipment/maintenance and repairs and renewals over 92%. All other costs under.
Democratic Costs	50227	56179	38859	45735	81.4	Staff costs at 93%, all other costs at or under 92%.
Corporate Management	326005	317575	263285	279099	87.9	Affiliation costs, insurance and HR/Health & Safety support over 92%. All other costs under.
Capital Programme	45000	45000	45000	45000	100.0	Funds transferred to Capital Programme fund.
Grants	4000	3940	3400	3940	100.0	Grants paid in May and December each year.
Oakwood Centre	154436	171079	139384	149979	87.7	Rates, cleaning materials, advertising, repairs/maintenance, and equipment costs over 92%. All other costs under.
Maintenance HQ	6100	5400	6718	5259	97.4	Expenditure on replacement tools - insurance payment now received to offset this. Apart from repairs/maintenance and phone costs all other costs under 92%.
Woodley TCMI	63570	62633	53882	57814	92.3	All costs at or under 75%, apart from purchases.
Capital and Projects	184940	262428	132470	189256	72.1	All loans now allocated to the Strategy and Resource Committee budget. Most loans paid in September and March - sinking fund contribution made in June.
<b>TOTAL</b>	<b>1071395</b>	<b>1155878</b>	<b>868116</b>	<b>982466</b>	<b>85.0</b>	

INCOME	Budget 2018/19	Revised Budget 2018/19	Actual Inc as at 28/02/18	Actual Inc as at 28/02/19	Actual Inc as % of Rev Budget	Information
Central Costs	7346	8039	5429	6225	77.4	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0	0.0	
Corporate Management	9180	9180	6963	7406	80.7	
Capital Programme	0	0	0	0	0.0	
Grants	0	0	0	0	0.0	
Oakwood Centre	167171	168933	156100	150652	89.2	Letting income at 90%, rent invoices to police are issued on quarterly basis.
Maintenance HQ	0	1232	0	1232	100.0	Insurance payment received in respect of stolen tools.
Woodley TCMI	45937	48000	41816	40372	84.1	
Capital and Projects	0	0	0	0	0.0	

**TOTAL 229634 235384 210308 205887 87.5**

Month 11 = 92%

**NET 841761 920494 657808 776579 84.4**

## Woodley Town Council 2018/2019

## Current Account

## List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
04-Jan-19	Advanced Main UK Ltd	2868.00	WPLC - gas works/new pipes
11-Jan-19	Advanced Maintenance UK Ltd	2491.20	Fixed wiring tests-WPLC/OC
18-Jan-19	Advanced Maintenance UK Ltd	168.00	Call out - heating service OC
11-Jan-19	Alan Hadley Ltd	286.80	Refuse collection
11-Jan-19	ASAP Computer Services	1902.00	IT support & maintenance - Annual
23-Jan-19	AYS Cleaning Contractors Ltd	1656.30	Contract Cleaning
18-Jan-19	BCM Group Plc	214.73	Stationery supplies
11-Jan-19	Be Fuelcards Ltd	21.94	Unleaded fuel - Depot
18-Jan-19	Be Fuelcards Ltd	84.46	Diesel/admin charge
18-Jan-19	Bowak Ltd	218.84	Cleaning supplies
11-Jan-19	Brake Bros Foodservice Ltd	442.13	Vending supplies
23-Jan-19	Brown Bag Cafe Ltd	1535.34	Catering services
04-Jan-19	CA Traffic Ltd	403.20	Speedwatch supplies
11-Jan-19	Castle Water	1563.67	Water rates
18-Jan-19	Castle Water	351.06	Water rates
23-Jan-19	Castle Water	747.27	Water rates
02-Jan-19	Club Manager Ltd	80.40	Club Manager membership
23-Jan-19	CoolerAid Ltd	66.36	Bottled water
21-Jan-19	Crown Gas & Power	228.86	Gas supply
21-Jan-19	Crown Gas & Power	265.75	Gas supply
21-Jan-19	Crown Gas & Power	887.40	Gas supply
21-Jan-19	Crown Gas & Power	1015.38	Gas supply
11-Jan-19	EDF Energy 1 Ltd	14.34	Electrical supply
04-Jan-19	Energy Elec Distribution	19.16	Electrical supplies
23-Jan-19	Envidia Ltd	75.00	Coach
10-Jan-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
04-Jan-19	Eurodec Ltd	41.60	Building supplies
11-Jan-19	Eurodec Ltd	15.84	Building supplies
04-Jan-19	Fiveways Systems Ltd	294.00	Call out - Air conditioning unit WPLC
18-Jan-19	Fraser Office Supplies Ltd	72.19	Stationery supplies
04-Jan-19	Frasers Office Supplies	171.29	Stationery supplies
10-Jan-19	Global 4 Communications	286.91	Phone
23-Jan-19	HMRC Cumbernauld	12752.74	PAYE & NI
04-Jan-19	Image Box Design	648.00	WPLC - Gym wall art
23-Jan-19	InTouch	35.99	Monthly website charge
18-Jan-19	John Willis	120.00	Window cleaning
11-Jan-19	Just Around The Corner	6187.00	Service Level Agreement payment
18-Jan-19	Lantec Security Ltd	126.00	Call out - Intruder alarm OC
18-Jan-19	Laundry Depot	37.50	Laundry - table cloths
28-Jan-19	Les Mills Fitness UK Ltd	197.76	Coach
02-Jan-19	Lloyds Bank D/D	28.32	Bank charges
15-Jan-19	Lloyds Bank D/D	268.10	Monthly cardnet service charge
29-Jan-19	Lloyds Bank D/D	40.62	Bank charges
14-Jan-19	Mainstream Digital Ltd	58.90	Phone
15-Jan-19	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
11-Jan-19	Newsquest Media Group Ltd	140.40	WTCMI advert - Reading paper
18-Jan-19	Opus Business Systems Ltd	1228.80	Phone
11-Jan-19	PHS Group	1661.92	Annual charge-low risk waste/sanitary disposal
03-Jan-19	Pitney Bowes Ltd	150.00	Postage topup

18-Jan-19	Pitney Bowes Ltd	150.00	Postage topup
14-Jan-19	Plusnet Plc	52.20	Phone
18-Jan-19	Plusnet Plc	52.20	Phone
04-Jan-19	PPL & PRS Ltd	762.19	Music licence
23-Jan-19	Prudential	7.24	AVC payment deducted from pay
11-Jan-19	Reading Borough Council	3650.00	Allotment - lease rent 6 months
18-Jan-19	Roof Asset Management	1810.80	Leak detection survey OC
04-Jan-19	Scottish and Southern	2042.28	Electrical supply
04-Jan-19	Seton	35.47	WPLC toilet signs
04-Jan-19	SGW Payroll Ltd	172.10	Payroll services
15-Jan-19	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Jan-19	SSE Southern Electric	1904.14	Electrical supply
04-Jan-19	Technical Surfaces	480.00	Matchfit service 3G pitch
23-Jan-19	The Berkshire Pension Fund	13705.47	Pension - employers and employees
11-Jan-19	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
18-Jan-19	Trade UK - Screwfix	332.78	Building supplies
04-Jan-19	Travis Perkins	163.58	Building supplies
23-Jan-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jan-19	Vodafone	288.74	Phone
23-Jan-19	WhiteKnights	460.80	WP flat agent's renewal fee
02-Jan-19	Wokingham BC - Rates	2196.00	Rates - WPLC
02-Jan-19	Wokingham BC - Rates	350.00	Rates - Coronation Hall
02-Jan-19	Wokingham BC - Rates	158.00	Rates - Chapel Hall
02-Jan-19	Wokingham BC - Rates	864.00	Rates - Oakwood
		73124.84	

### Clerk's Imprest Account

#### List of Payments made between 01/01/2019 and 31/01/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
14-Jan-19	(Personal Information)	50.00	Refund deposit
14-Jan-19	(Personal Information)	50.00	Refund deposit
21-Jan-19	Adobe PS Creative	364.03	Creavtive cloud - photoshop
03-Jan-19	Amazon Mktp	93.95	Jumbo toilet dispenser WPLC
07-Jan-19	Amazon Mktp	13.96	Wall mounted hand sanitizer
21-Jan-19	Amazon Mktp	18.95	Paper cup lids - WPLC
22-Jan-19	Amazon Mktp	16.56	Tate & Lyle sugar sachets
31-Jan-19	Amazon Mktp	40.19	Nerf bullets/green netting
31-Jan-19	Amazon Mktp	26.97	Nerf blue netting
07-Jan-19	Berks Muslim Arab	50.00	Refund deposit
28-Jan-19	Churches Together	50.00	Refund deposit
07-Jan-19	Facebook	17.00	Marketing post - WPLC
24-Jan-19	Hotel on booking.com	97.41	Booking for staff accommodation - training
23-Jan-19	Lloyds Bank	43559.90	Net January 19 payroll
11-Jan-19	Lloyds Bank D/D	11.16	Bank charges
29-Jan-19	PETTY CASH A/C	167.09	Top up petty cash
14-Jan-19	Reading Parkside	182.00	Refund deposit
30-Jan-19	Salts Direct	296.96	Hydrosoft tablets/cleaner
		45106.13	

## Woodley Town Council 2018/2019

### Current Account

#### List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
22-Feb-19	Advanced Maintenance UK Ltd	168.00	Call out - Oakwood Centre
22-Feb-19	Advanced Maintenance UK Ltd	2074.82	Thames Water prohibition notice work
01-Feb-19	Alan Hadley Ltd	286.80	Refuse collection
08-Feb-19	Alan Hadley Ltd	286.80	Refuse collection
01-Feb-19	Allen's Design & Print Ltd	456.00	WTCMI - Banner
22-Feb-19	Allen's Design & Print Ltd	1755.00	Calender of events 2019/bookmarks WTCMI
22-Feb-19	ATCM	354.00	Annual membership ATCM
01-Feb-19	AV Asbestos Ltd	144.00	Safety check - Coronation Hall
01-Feb-19	AYS Cleaning Contractors Ltd	125.54	Contract Cleaning
22-Feb-19	AYS Cleaning Contractors Ltd	1601.70	Contract Cleaning
08-Feb-19	Be Fuelcards Ltd	31.68	Petrol - Depot
22-Feb-19	Berkshire Tree Care	2520.00	Tree works
22-Feb-19	Bourne Amenity Ltd	1722.86	Lake project - top soil
22-Feb-19	Bowak Ltd	372.18	Cleaning supplies
01-Feb-19	Brake Bros Foodservice Ltd	272.63	Vending supplies
08-Feb-19	Brake Bros Foodservice Ltd	100.87	Vending supplies
15-Feb-19	Brake Bros Foodservice Ltd	193.23	Vending supplies
22-Feb-19	Brake Bros Foodservice Ltd	150.37	Vending supplies
22-Feb-19	Brown Bag Cafe Ltd	793.62	Catering services
25-Feb-19	BT Telephone Payment Centre	153.72	Phone
01-Feb-19	Castle Water	1536.78	Water rates
22-Feb-19	Castle Water	2143.05	Water rates
28-Feb-19	Castle Water	381.46	Water rates
01-Feb-19	Club Manager Ltd	80.40	Club Manager membership
22-Feb-19	CoolerAid Ltd	37.92	Bottled water
28-Feb-19	CoolerAid Ltd	123.24	Bottled water
22-Feb-19	Create Architects Ltd	1416.00	Plans - Workshop
21-Feb-19	Crown Gas & Power	242.64	Gas supply
21-Feb-19	Crown Gas & Power	299.50	Gas supply
21-Feb-19	Crown Gas & Power	1152.22	Gas supply
21-Feb-19	Crown Gas & Power	1186.40	Gas supply
08-Feb-19	EDF Energy 1 Ltd	27.51	Electrical supply
08-Feb-19	Ellis Whittam Ltd	6496.50	HR and H & S support
22-Feb-19	Energy Electrical Distributors Ltd	45.32	Electrical supplies
22-Feb-19	Envidia Ltd	25.00	Coach
13-Feb-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
01-Feb-19	Eurodec Ltd	122.84	Building supplies
22-Feb-19	Evolution Water Services Ltd	600.00	Staff training
01-Feb-19	Fencing Products Ltd	10.80	Line wire
15-Feb-19	Fencing Products Ltd	108.24	Gravel boards
15-Feb-19	Fiddes & Son Ltd - Bowcom	31.10	Pitch marking supplies
22-Feb-19	Fraser Office Supplies Ltd	366.00	Stationery supplies
11-Feb-19	Global 4 Communications	294.43	Phone
22-Feb-19	HMRC Cumbernauld	13290.56	PAYE & NI employers & employees
22-Feb-19	John Willis	120.00	Window cleaning
01-Feb-19	Lamps-Tubes Luminations Ltd	1070.26	Xmas lighting 2018
28-Feb-19	Landshape Ltd	8352.00	Lake project - design work
22-Feb-19	Laundry Depot	112.50	Laundry table cloths
27-Feb-19	Les Mills Fitness UK Ltd	197.76	Coach
14-Feb-19	Lloyds Bank D/D	282.36	Monthly cardnet service charge



14-Feb-19	Mainstream Digital Ltd	1.63	Phone
15-Feb-19	Merchant Rentals Ltd	30.58	Monthly cardnet charge
08-Feb-19	Mrs K Vevers	650.00	Woodley Herald delivery
01-Feb-19	PHS Group	346.66	Qtrly dust mat charge
27-Feb-19	Pitney Bowes Ltd	150.00	Postage topup
12-Feb-19	Plusnet Plc	52.20	Phone
18-Feb-19	Plusnet Plc	52.20	Phone
22-Feb-19	Prudential	7.24	AVC payment deducted from pay
28-Feb-19	Public Works Loan Board	5874.06	Public Works Loans Payments
08-Feb-19	QTD Ltd	244.64	Millboard decking
22-Feb-19	Richard Wheeler Signs Ltd	7166.74	WWI panels
28-Feb-19	Riddwood Consulting Engineers Ltr	660.00	Structural/Civil engineering WP
08-Feb-19	Seton	222.40	Fire assembly signs/road paint
28-Feb-19	Seton	195.50	Fire buckets/vehicle extinguishers
04-Feb-19	SGW Payroll Ltd	168.02	Payroll services
15-Feb-19	Siemens Financial Services	1100.80	Gym equip monthly rental
01-Feb-19	SSE Southern Electric	1819.12	Electrical supply
15-Feb-19	SSE Southern Electric	2065.07	Electrical supply
28-Feb-19	SSE Southern Electric	2234.04	Electrical supply
15-Feb-19	Technical Surfaces Ltd	360.00	3G pitch service
22-Feb-19	The Berkshire Pension Fund	13807.15	Pension - employers and employees
15-Feb-19	The Local Word Ltd	394.80	Advertising OC
15-Feb-19	Token Security Solutions Ltd	660.00	Annual contract - key holding
22-Feb-19	Trade UK - BandQ	394.37	Building supplies
01-Feb-19	Trade UK - Screwfix	822.29	Building supplies
22-Feb-19	Trade UK - Screwfix	383.99	Building supplies
22-Feb-19	Unison Collection Ac	34.00	Union fees deducted from pay
08-Feb-19	Veolia ES - UK Ltd	585.92	Refuse collection
22-Feb-19	Veolia ES - UK Ltd	676.79	Refuse collection
18-Feb-19	Vodafone	290.77	Phone
01-Feb-19	Wingfield Engineering Ltd	225.95	MOT/service truck

95423.54

### Clerk's imprest account

#### List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Feb-19	(Personal Information)	4.88	Refund allotment rent
04-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	15.00	Refund deposit
04-Feb-19	(Personal Information)	45.00	Refund deposit
11-Feb-19	(Personal Information)	200.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	154.40	Refund deposit
11-Feb-19	(Personal Information)	100.00	Refund deposit
25-Feb-19	(Personal Information)	200.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
18-Feb-19	(Personal Information)	50.00	Refund deposit
11-Feb-19	(Personal Information)	12.00	Refund WPLC room hire
18-Feb-19	(Personal Information)	50.00	Refund deposit
11-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
18-Feb-19	Amazon Mktp UK	56.80	Wings Over Woodley book
18-Feb-19	Amazon Mktp UK	30.71	Mop & Broom holder
20-Feb-19	Amazon Mktp UK	53.96	Soft bullets quick reload-Nerf

08-Feb-19	Argos Retail Group	150.00	10x Nerf Modulus guns
20-Feb-19	Argos Retail Group	120.00	8x Nerfs Modulus guns
11-Feb-19	Baby Sensory	49.35	Refund deposit
26-Feb-19	BACS B/L Pymnt Page 3987	72.00	Cardnet service fee
18-Feb-19	Cianna's Smile	95.00	Refund deposit
08-Feb-19	Facebook Ads	13.00	WPLC Facebook ad
27-Feb-19	Lloyds Bank	46304.45	Net February 2019 payroll
08-Feb-19	Lloyds Bank D/D	11.51	Bank service charges
20-Feb-19	Loos for dos	775.80	8 bay contemporary WC trailer
08-Feb-19	Rainbow Safety Store	8.64	Automatic door sign
12-Feb-19	TV Licensing	150.50	TV Licence Fee OC
		48973.00	

## Woodley Town Council 2018/2019

### Current Account

#### List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
29-Mar-19	A Better Drainflow Ltd	780.00	Drain works - WPLC
08-Mar-19	Advanced Maintenance UK Ltd	661.20	New pump - WPLC flat
22-Mar-19	Advanced Maintenance UK Ltd	144.00	Call out - WPLC flat
29-Mar-19	Advanced Maintenance UK Ltd	3258.35	WPLC heating system repairs
08-Mar-19	Alan Hadley Ltd	286.80	Refuse collection
29-Mar-19	Alan Hadley Ltd	286.80	Refuse collection
22-Mar-19	Angel Springs Ltd	29.04	Environmental charge
08-Mar-19	AYS Cleaning Contractors Ltd	29.54	Contract Cleaning
22-Mar-19	AYS Cleaning Contractors Ltd	1656.30	Contract Cleaning
29-Mar-19	AYS Cleaning Contractors Ltd	27.33	Contract Cleaning
15-Mar-19	Badgemaster Ltd	14.23	Staff badges
22-Mar-19	BCM Group Plc	238.02	Stationery supplies
08-Mar-19	Be Fuelcards Ltd	1.52	Admin charge
15-Mar-19	Be Fuelcards Ltd	46.03	Diesel
29-Mar-19	Be Fuelcards Ltd	32.22	Petrol - Depot
22-Mar-19	Bowak Ltd	350.61	Cleaning supplies
08-Mar-19	Brake Bros Foodservice Ltd	196.14	Vending supplies
15-Mar-19	Brake Bros Foodservice Ltd	189.51	Vending supplies
29-Mar-19	Brake Bros Foodservice Ltd	670.29	Vending supplies
22-Mar-19	Brown Bag Cafe Ltd	283.52	Catering services
11-Mar-19	BT Telephone Payment Centre	173.52	Phone
22-Mar-19	Castle Water	713.00	Water rates
15-Mar-19	CDK Casting Ltd	96.60	Bronze Plaque
22-Mar-19	CDK Casting Ltd	96.60	Bronze Plaque
01-Mar-19	CF Corporate Finance Ltd	214.32	Qtrly Photocopier charge
22-Mar-19	Chiltern Training Ltd	270.00	Staff training
22-Mar-19	Clear Drains UK Ltd	2827.20	Drain works - WPLC
01-Mar-19	Club Manager Ltd	80.40	Club Manager membership
08-Mar-19	CoolerAid Ltd	60.00	Bottled water
22-Mar-19	CoolerAid Ltd	142.20	Bottled water
22-Mar-19	Create Hope	300.00	Self-help group meeting support
21-Mar-19	Crown Gas & Power	863.67	Gas supply
21-Mar-19	Crown Gas & Power	917.94	Gas supply
21-Mar-19	Crown Gas & Power	210.46	Gas supply
21-Mar-19	Crown Gas & Power	249.20	Gas supply
08-Mar-19	Dejac Associates Ltd	384.00	IT support
08-Mar-19	Ebsford Environmental Ltd	107614.80	Woodford Park Lake Project
08-Mar-19	EDF Energy 1 Ltd	12.80	Electrical supply
15-Mar-19	Energy Electrical Distributors Ltd	39.11	Electrical supplies
12-Mar-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
08-Mar-19	Eurodec Ltd	80.16	Building supplies
15-Mar-19	Eurodec Ltd	36.13	Building supplies
22-Mar-19	Eurodec Ltd	252.66	Building supplies
29-Mar-19	Eventu	15.00	Call out - Theatre
22-Mar-19	Evolution Water Services Ltd	300.00	Staff training
22-Mar-19	Fencing Products Ltd	91.80	Stake pegs - Depot
22-Mar-19	Fraser Office Supplies Ltd	193.98	Stationery supplies
11-Mar-19	Global 4 Communications	299.83	Phone
22-Mar-19	HMRC Cumbernauld	13081.18	PAYE & NI employers and employees

01-Mar-19	InTouch	71.98	Website support
27-Mar-19	Les Mills Fitness UK Ltd	197.76	Coach
29-Mar-19	Lightatouch	1041.66	Internal audit
05-Mar-19	Lloyds Bank D/D	36.62	Bank sevice charge
14-Mar-19	Lloyds Bank D/D	253.75	Monthly cardnet service charge
15-Mar-19	Lyreco UK Ltd	159.23	Stationery supplies
01-Mar-19	Mailcoms Ltd D/D	306.86	Postage
13-Mar-19	Mainstream Digital Ltd	0.82	Phone
29-Mar-19	Margaret Macknelly Design	360.00	Design - newsletter
08-Mar-19	McFarlane Telfer Ltd	742.57	Call out - dishwasher repair
15-Mar-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Mar-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
15-Mar-19	MKR Electrical Services Ltd	227.86	Electrical supplies
29-Mar-19	MKR Electrical Services Ltd	641.12	Electrical supplies
15-Mar-19	Office Furniture Online	165.60	Chairs - WPLC
22-Mar-19	Office Reality Ltd	676.92	Marketing - leaflets
15-Mar-19	Piercing Glance Ltd	533.40	Staff uniform OC/workshop
08-Mar-19	Pitney Bowes Ltd	150.00	Postage topup
12-Mar-19	Plusnet Plc	52.20	Phone
18-Mar-19	Plusnet Plc	52.20	Phone
22-Mar-19	Prudential	7.24	AVC payment deducted from pay
25-Mar-19	Public Works Loan Board	1528.16	Public Works Loan Payment
08-Mar-19	Rathbones	2696.80	VAT reclaimed to Rathbones
14-Mar-19	SGW Payroll Ltd	174.14	Payroll services
29-Mar-19	SHL Group Ltd	525.60	Recruitment assessment tests
15-Mar-19	Siemens Financial Services	1100.80	Gym equip monthly rental
08-Mar-19	Sportsmark Group Ltd	1956.00	Bowling Green Gulley Matting
15-Mar-19	SSE Southern Electric	1576.47	Electrical supply
29-Mar-19	SSE Southern Electric	1691.04	Electrical supply
15-Mar-19	Stackhouse Poland Ltd	34149.22	Insurance cover 2019/20
29-Mar-19	Technical Surfaces Ltd	840.00	3G pitch servicing
22-Mar-19	Thames Valley Water Services Ltd	774.00	Water sample tests
22-Mar-19	The Berkshire Pension Fund	13741.13	Pension - employers and employees
22-Mar-19	The Letterworks Ltd	752.00	Printing newsletter
22-Mar-19	Trade UK - BandQ	30.50	Building supplies
22-Mar-19	Trade UK - Screwfix	197.79	Building supplies
22-Mar-19	Travis Perkins Trading Co	47.36	Building supplies
22-Mar-19	Unison Collection Ac	34.00	Union fees deducted from pay
22-Mar-19	Veolia ES - UK Ltd	616.17	Refuse collection
18-Mar-19	Vodafone	293.72	Phone
15-Mar-19	Winnersh Plant Hire Ltd	300.00	Hire digger - Depot
29-Mar-19	Wyevale Garden Centres Ltd	25.41	Gardening supplies

207586.84

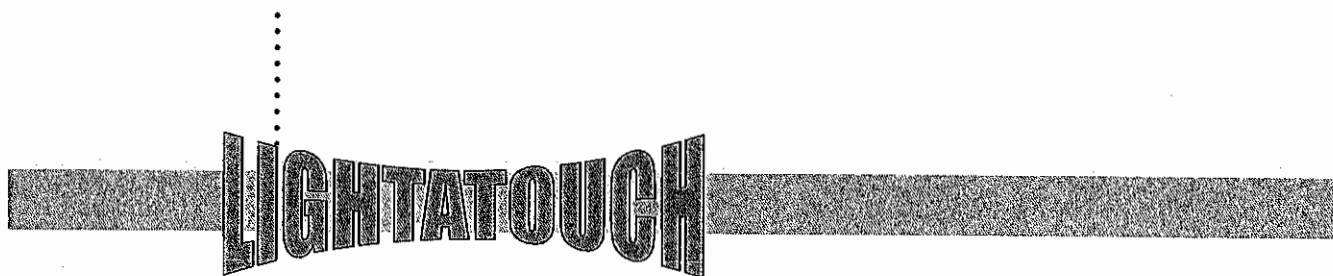
### Clerk's imprest account

#### List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
11-Mar-19	(Personal Information)	50.00	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit
18-Mar-19	(Personal Information)	45.00	Refund deposit
25-Mar-19	(Personal Information)	50.00	Refund deposit
11-Mar-19	(Personal Information)	20.00	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit

04-Mar-19	(Personal Information)	124.95	Gym not used refund
18-Mar-19	(Personal Information)	48.00	Refund deposit
25-Mar-19	(Personal Information)	64.35	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit
11-Mar-19	(Personal Information)	47.00	Refund deposit
25-Mar-19	Amazon UK	96.90	6 x Yoga matters sticky mats
04-Mar-19	Argos Retail	29.99	Kickmaster 6ft Fibreglass goal
26-Mar-19	Awards of Distinction Ltd	122.40	3 x JG Ice Block/engraving
29-Mar-19	B.A.P.S Swaminra	77.00	Refund credit
28-Mar-19	BACS B/L	57.60	Domain name renewal
13-Mar-19	Globe Ladders Ltd	74.00	Speedwatch - ladder
27-Mar-19	Lloyds Bank	45193.49	Net March 2019 payroll
15-Mar-19	Lloyds Bank D/D	11.50	Bank service charges
22-Mar-19	Marygreen Manor Hotel	65.00	Staff accomodation - training
26-Mar-19	PETTY CASH A/C	135.03	Top up petty cash
05-Mar-19	Shutterstock Netherlands BV	34.80	Images for leaflet - Lake Project
18-Mar-19	The Greek Orthodox	44.00	Refund deposit
14-Mar-19	Tooltime.co.uk	25.98	Distance measure wheel Speedwatch
29-Mar-19	Waitrose	184.96	Wine for Civic Awards
28-Mar-19	Winnersh Garden Centre	3.00	Flowers for Civic Awards

46754.95



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

22 March 2019

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

Dear Ms Mander

**Interim Internal Audit Summary Report for Woodley Town 2018/19**  
**Period: October 2018 – February 2019**

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, considering public sector internal auditing standards or guidance.

We are bound by the ethical guidelines of the Association of Accounting Technicians (AAT). We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Internal Auditor's Report on the 2018-19 Annual Governance and Accounts Return.

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' March 2018
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the second visit for 2018-19 to check that the Town Council adheres to the requirements set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance is maintained for the year ending 31 March 2019.

A series of independent audit tests was undertaken using the various financial records, vouchers, documents, Minutes and the previous audit report to ascertain the efficiency and effectiveness of the Council's internal controls. This visit was to check that the Town Council adhere to the requirements

set out in the Governance and Accountability for Smaller Authorities in England ensuring that compliance is maintained. The visit took place on 19/20 March 2019.

An Internal Audit testing strategy is set out in the current Governance and Accountability for Smaller Authorities in England appendix 5. This covers a “suggested approach to internal audit testing” covering 10 aspects ranging from Proper bookkeeping right through to Year-end procedures. Our Internal Audit testing is based on this approach.

As part of this initial Internal Audit Review we checked that:

#### **Bank Reconciliations**

- The financial totals as at 30 September 2018 had been brought forward accurately in each Cash Book.
- All un-presented cheques and un-banked income at 30 September 2018 were checked to bank statements to verify these were banked in October 2018.
- All direct debits, standing orders, and sweep transactions were checked and accounted for the period 1 October 2018 to 28 February 2019.
- All bank paying in slips were banked and agreed to bank statements for the period 1 October 2018 to 28 February 2019.
- Bank reconciliations for all bank accounts had been carried out between 1 October 2018 to 28 February 2019, and totals agreed to those shown in all the appropriate Cash Books.

#### **Petty Cash**

- The Petty Cash totals for the Clerks Imprest were agreed to the cash in hand as at 28 February 2019.
- the reimbursements recorded in Cash Book 2 (Clerks Imprest Account) to Cash Book 4 (Petty Cash) were correctly accounted for between 1 October 2018 -28 February 2019.
- payment vouchers were accurate and agreed to Cash Book 4 and this was cross cast up to 28 February 2019.

#### **Investments**

- The Rathbone Investment Portfolio was checked and agreed to the statement dated 28 February 2019 showing the valuations held by the Town Council.

#### **Income and Expenditure**

- All un-presented cheques and un-banked income information as at 28 February 2019 were checked and confirmed that the details are accurate to the records held by Town Council.
- A test check was carried out to agree sums banked to the Town Council bank account for Oakwood Centre (1 October 2018 – 28 February 2019). All sums could be traced and agreed.
- A further test check was carried out to agree that the income received for November 2018 from Woodford Park Leisure Centre could be traced from the till to the daily summary sheet which had been certified and checked to agree the totals before it was sent for banking. We are pleased to report that the test check revealed no errors in the banking made during this period.

#### **VAT**

- The total of VAT shown on the reimbursement claim for the period 1 October 2018 to 31 December 2018 in the sum of £11,557.08 was submitted to HMRC on 10 January 2019 and received on 17 January 2019.
- The VAT summary totals shown in Cash Book 1, 2 and 4 from April – September 2018 agree to the entries detailed on the VAT reimbursement claims.

#### **Cardnet**

- All transactions shown on the Cardnet statements for the period 1 October 2018 to 28 February 2019 were accurately recorded in the Financial Ledger and that all the transactions could be traced to the bank statements.

#### **Purchases Day Book**

- A sample of payment vouchers was checked to ensure that the VAT element had been extracted correctly and entered in the Purchase Day Book and then subsequently on the VAT claims for the period 1 October 2018 to 28 February 2019.

#### **Sales Day Book**

- A sample of sales invoice entries shown on the Sales Day Book was checked to ensure the VAT element had been extracted correctly and entered in the VAT claims for the period 1 October 2018 to 28 February 2019.

#### **Budget Information**

- A test check was carried out at the request of the Finance Officer to resolve a discrepancy of £11,350 in the Reserves total as at 31 December 2018. The details were checked and information passed to the Finance Officer to adjust the figures shown on the income and expenditure (working spreadsheet).

#### **General Data Protection Regulation (GDPR) May 2018 and Freedom of Information**

- The Council follow the best practice requirements of the Transparency Code Regulation 2015 which includes the following:
  - a. all items of expenditure above £500
  - b. end of year accounts
  - c. annual governance statement
  - d. internal audit report
  - e. list of councillor or member responsibilities
  - f. the details of public land and building assets
  - g. Minutes, agendas and meeting papers of formal meetings

***Audit Note: It should be noted that best practice requirements under Freedom of Information suggest that Town Council business is not to be undertaken by councillors using personal email addresses. A test case report involving a Parish Council was produced by the Information Commissioner in 2017 that provides for safeguards to be introduced by all Councils. A copy of this report was emailed to the Town Clerk and Finance Officer Finance for information.***

#### **Woodford Park Leisure Centre**

- A spot check visit took place on Wednesday 20 March 2019 with the Finance Officer at Woodford Park to ensure that the cash collection procedures in operation were sound. We checked the cashier till to agree that the daily takings tallied with the till report for the time of day when the till was read. We also checked the totals held for cash floats and petty cash held on site.

#### **Town Council Minutes**

- We checked the details of Town Council Minutes for October 2018 to February 2019 and the Strategy and Resources Committee Minutes in October to December 2018 for any financial approval or decision that affected the budget of the Town Council and to ensure that details were correctly shown in the Financial Ledger.



*March 25, 2019*

*Page 4*

**Audit Opinion**

We are pleased to report that the various records and procedures in place for the Council provide a good standard of control except where we have reported on the matter of the use of personal email addresses by councillors for Town Council business. The Town Clerk has confirmed that councillors elected in May 2019 will be required to use a council email address for council business.

All minor queries were resolved during the course of the audit for the period October 2018 to February 2019 for these various transactional elements.

This letter report should be noted and the Strategy and Resource Committee informed of the Internal Audit work carried out.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT  
Internal Auditors

Woodley Town Council

## **OAKWOOD CENTRE UPDATE**

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

---

#### **Purpose of Report**

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

#### **Oakwood Centre Update**

##### Catering

Notes of the Catering Partnership meetings held on 8 March 2019 are appended elsewhere on the agenda. Income received under the catering contract will be circulated as soon as this is available.

##### **Maintenance**

##### Cold water system

The cold water storage tank in the building has been removed with all cold water supplies now directly mains fed. This was carried out in order to eliminate any potential issues with legionella control and also improve the pressure to the system around the building.

##### Heating system

Repairs have been carried out to the boilers and the filling loop to the pressurisation unit replaced. The pressurisation unit required replacement and this will be carried out before next winter.

##### Alarms

A new intruder alarm panel has been installed due to failure of the old unit along with new expanders and replacement door contacts. An additional sounder is scheduled to be installed in the theatre in April to comply with the requirements of the emergency evacuation procedure. Fire exit signs have also been replaced where necessary.

##### Reception redecoration

The centre reception has been redecorated with a different colour scheme and new signage and information displays.

#### **Marketing activities**

##### Afternoon Tea

An Afternoon Tea event is scheduled for 13 April. The event is open to the public to come and see what the centre has to offer for social functions. Brown Bag are providing catering and the event is being publicised via social media and the website.

##### Website

JVMA have been commissioned to start work on the website for the Oakwood Centre to replace the current one. The Communications Manager and Bookings Manager are working with the web designer on an initial design, which will be presented to the PR/Marketing Working Group for comment.

## Room Hire

Income from room hire is shown in **APPENDIX A**.

Usage since last report:

<b>Regular Hirers lost</b> Eat 4 Health
<b>New Regular Hirers</b> Yoga - x1 weekly Gym/fitness - x1 weekly Healthcare Action Group - x1 monthly
<b>New one-off hirers</b> Surrey County Council Royal Borough Windsor & Maidenhead National Fostering Agency Personal coaching x3 bookings Clothing company Animal training company
<b>Social/public events</b> Funeral reception – March Citizens Awards – March Woodley Festival of Music and Art

### **Oakwood Centre roof/windows/flooring**

Officers have instructed RAMS Consultancy to progress the drawing up of a specification for all works and to manage the tendering, project monitoring and signing off of works when complete. Members will be advised of dates for this work when known, along with arrangements to minimise the impact on hirers and visitors.

### **Recommendations:**

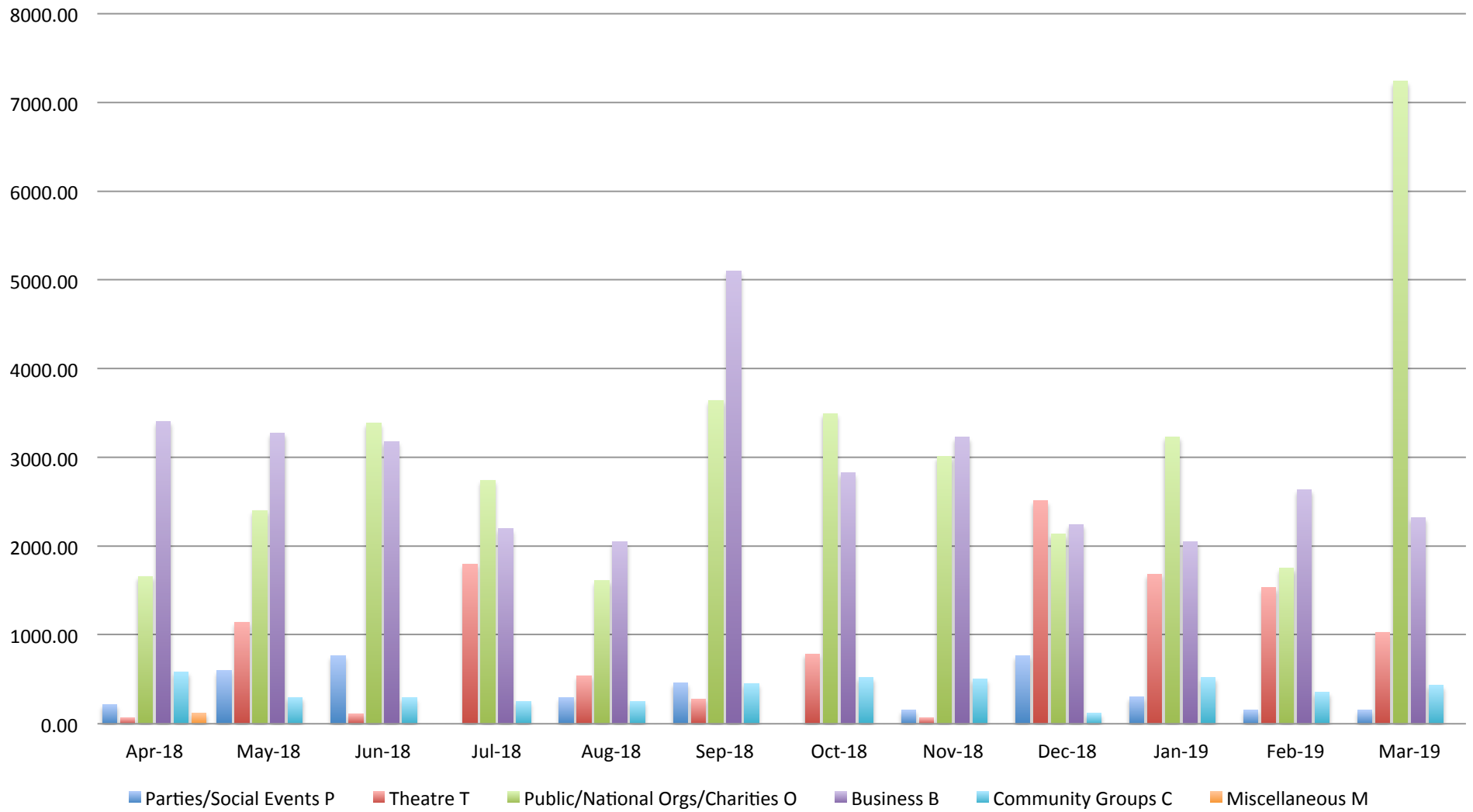
- ◆ **That Members note the information contained in the report.**

## APPENDIX A

### OAKWOOD CENTRE INCOME 2018/19

Hirer	Band	Apr-18		May-18		Jun-18		Jul-18		Aug-18		Sep-18		Oct-18		Nov-18		Dec-18		Jan-19		Feb-19		Mar-19	
		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room		Room	
		No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£
<b>Type of Booking</b>																									
Parties/Social Events	P	2	215.00	5	599.16	12	763.76	0	0.00	3	295.00	4	460.00	0	0.00	2	152.50	12	763.76	2	302.50	2	151.25	2	152.50
Theatre	T	1	67.50	10	1141.66	2	109.17	34	1800.80	14	540.82	3	279.17	7	784.59	1	67.50	44	2512.50	17	1687.07	21	1532.49	16	1030.01
Public/National Orgs/Charities	O	57	1661.39	85	2404.40	99	3391.45	77	2744.30	48	1611.01	104	3640.22	80	3495.49	96	3010.64	62	2136.55	98	3233.55	61	1751.86	269	7239.42
Business	B	78	3405.36	80	3276.28	72	3175.57	44	2195.78	41	2047.13	85	5103.95	55	2825.50	59	3227.43	43	2242.00	38	2054.52	48	2637.03	46	2319.52
Community Groups	C	26	584.14	11	297.49	10	291.27	7	254.19	7	254.19	16	454.57	18	521.65	19	505.41	6	117.48	15	520.16	9	353.88	12	430.54
Miscellaneous	M	2	121.68	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
		166	6055.07	191	7718.99	195	7731.22	162	6995.07	113	4748.15	212	9937.91	160	7627.23	177	6963.48	167	7772.29	170	7797.80	141	6426.51	345	11171.99
<b>Cumulative Income</b>																									
Parties/Social Events	P	2	215.00	7	814.16	19	1577.92	19	1577.92	22	1872.92	26	2332.92	26	2332.92	28	2485.42	40	3249.18	42	3551.68	44	3702.93	46	3855.43
Theatre	T	1	67.50	11	1209.16	13	1318.33	47	3119.13	61	3659.95	64	3939.12	71	4723.71	72	4791.21	116	7303.71	133	8990.78	154	10523.27	170	11553.28
Public/National Orgs/Charities	O	57	1661.39	142	4065.79	241	7457.24	318	10201.54	366	11812.55	470	15452.77	550	18948.26	646	21958.90	708	24095.45	806	27329.00	867	29080.86	1136	36320.28
Business	B	78	3405.36	158	6681.64	230	9857.21	274	12052.99	315	14100.12	400	19204.07	455	22029.57	514	25257.00	557	27499.00	595	29553.52	643	32190.55	689	34510.07
Community Groups	C	26	584.14	37	881.63	47	1172.90	54	1427.09	61	1681.28	77	2135.85	95	2657.50	114	3162.91	120	3280.39	135	3800.55	144	4154.43	156	4584.97
Miscellaneous	M	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68	2	121.68
		166	6055.07	357	13774.06	552	21505.28	714	28500.35	827	33248.50	1039	43186.41	1199	50813.64	1376	57777.12	1543	65549.41	1713	73347.21	1854	79773.72	2199	90945.71

## Type of Bookings



Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on  
Friday 8 March 2019 at 10.00 am**

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**Present:** *Councillors: M. Green (Chair), S. Brindley, J. MacNaught,*

**Officer present:** *K. Murray, Deputy Town Clerk*

**Also present:** *S. Rolfe – Brown Bag*

**Apologies:** *Councillors: S. Rahmouni  
A. Mulvany - Venues and Bookings Manager,  
A Ransley – Communications Manager*

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**1. Actions from previous meeting**

- KM to chase up replacement dishwasher door.  
KM reported that the door had now been replaced.

**2. Update on catering operation**

- SR circulated the turnover information for the month.
- SR reported that they were introducing new meal deals in the coming weeks.

**3. Marketing**

- SR reported that they were considering an 'A' board for the front of the Oakwood Centre.
- JM provided some information on funeral directors and it was agreed that this area should be explored further to encourage funeral reception bookings at the Oakwood Centre – with catering. It was agreed that SR/AM/AR would work on this and approach these local businesses with a package offer/information they can hand out to clients.

**4. Actions**

KM to chase up maintenance issues –  
Fly traps  
Light in bar fridge

**5. Upcoming Events**

Funeral this week  
Birthday party in June  
Afternoon Tea – 13 April  
Citizens Awards – 29 March

**6. Date of next meeting**

Councillor Green thanked all for their help and efforts over last year. The next meeting will be scheduled once the new Council is in place and Members appointed to the Partnership.

Meeting closed 10.45am

**Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Wednesday 3 April 2019 at 2pm**

---

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

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

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

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

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **RISK MANAGEMENT STRATEGY**

Members considered the proposed Risk Management Strategy 2019/20, and agreed proposed amendments to the roles and responsibilities section of the strategy (provided at page 3 of the strategy).

**RECOMMENDED:**

- ◆ **that the Risk Management Strategy for 2019/20, enclosed (Appendix A), be recommended for approval by Council.**

4. **RISK REGISTER**

Members reviewed and discussed each of the lists within the register, which had been reviewed and amended by officers prior to the meeting. Further small amendments identified at the meeting were required and these would be made before presenting this to the Strategy and Resources Committee and Council.

It was noted that the higher score of 8 added the previous year in the Strategic Register (relating to the risk of failing to respond to legislation/comply with regulations) and that further GDPR work was planned. The GDPR is also referred to in Resource Management where the score against the risk of projects and deadline work not being achieved was increased from 6 to 9. This continues to be the only risk in the red coloured 'high risk' zone.

The Deputy Town Clerk explained that the ROSPA course recently attended by the Maintenance Manger was at a higher level than previous training undertaken on play areas. This meant that, with the Maintenance Manager carrying out a monthly in depth check on play equipment, it would be sufficient for members of his team to carry out lower level checks each week.

It was noted that there the voluntary park warden was no longer carrying out this role and that a new one would be sought. Councillor Horskins offered to speak with people he thought might be interested in taking on this role.

Members also discussed the lake boardwalk and asked what plans were in placed in terms of safety. The Deputy Town Clerk confirmed that the Council would install notices requiring children on the boardwalk to be accompanied by adults and that, once the planting had matured, the risk on the open side of the boardwalk would reduce because the area would be mostly bog-like.

No new risks were added to the register.

**RESOLVED:**

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

5. **IT SECURITY**

The Deputy Town Clerk presented the draft IT Manual/Disaster Recovery Plan and reported that some computers had been updated and firewall software had been updated. Computer back ups are now through a cloud based facility. There is more work to do including refurbishment of IT arrangements at Woodford Park Leisure Centre once the new foyer and office area are in operation and updating machines in the Council offices, including the bookings system. The Deputy Town Clerk also reported that this year's insurance covered ransom ware and included up to date antivirus ware which would be cheaper than the present arrangements.

The Deputy Town Clerk will update and develop the IT risk assessment and will be arranging to meet the Council's two providers over the coming year as part of this work.

The meeting acknowledged that the development and management of IT systems would be an ongoing process.

6. **HEALTH AND SAFETY MATTERS**

Members were pleased to note that, of the 96 action points (mostly relatively low risk) identified in the 2017 health and safety audit carried out by Ellis Whittam, the number of action points from this year's visit has been reduced to 10 items that are low risk.

It was noted that officers would be looking at lone working in order to put arrangements in place for people leaving the premises after hours, or working on their own at the weekend. Councillor Horskins referred to a phone app that provided satellite tracking that he used in his work.

It was also confirmed that First Aid requirements have been assessed and it was intended that a training plan be in place shortly. It was hoped that the First Aid trainer who had previously carried out this training would be able to provide training for appointed persons this year.

Members noted the continuation of the online training modules for a further three years. These included one on GDPR which councillors could access through the website.

Meeting closed at 3.35pm

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**Risk Management Strategy**

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

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

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

**Aims and benefits**

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

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

**Process**

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

**Ownership**

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

**Assessment of risk**

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

Probability of Occurrence:

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

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

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

**Roles and responsibilities**

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

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

*Organisational Structure and Summary of Key Roles*

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

Deleted: Approve

**Risk registers**

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

**RISK MANAGEMENT PROCESS**

**Identifying risks**

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

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

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

**Risk ownership**

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

**Risk evaluation**

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

**Risk planning**

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

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

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

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

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

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

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

**Review**

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

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

## WOODFORD PARK LAKE PROJECT

### REPORT OF THE DEPUTY TOWN CLERK

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#### Purpose of Report

To update Members on progress of the lake regeneration project and to ask Members to consider the allocation of £7,000 from the General Reserve to the lake project earmarked reserve to fund the increase in cost of repair and re-laying of the pathways around the lake, following a revised quote.

#### Project Progress

The contracted work in the lake is now complete. This work, carried out by Ebsford Environmental and Greenspace, included the redistribution of silt, creation of new banked areas, extension of the island at the western end, creation of a shallow area for planting at the eastern end and the construction of a timber platform and boardwalk with dipping ponds.

This work was completed on schedule and overall - £8,000 under budget after adjustments. The membrane installation and bank work was more extensive than originally anticipated but this was offset by savings on the construction of the boardwalk.

#### Contracted works budget

Project Item	Budget £	Actual £
Silt work, stump removal, bank revetments	£68,832	£71,332
Boardwalk/deck	£47,435	£41,935
<b>TOTAL</b>	<b>£121,267</b>	<b>£113,267</b>
<i>Remaining contracted works budget</i>		<i>£8,000</i>

It was anticipated that there may be some damage caused to the pathways around the lake as a result of the heavy machinery used to carry out this work. The initial quote for the repair and re-laying of the pathways was £19,817. The revised quote – following the completion of the contracted work is higher than anticipated at £28,809. Although some of this cost can be met from the underspend on the contracted work, this would not leave any budget for marginal water plants and in-house work on fencing and landscaping which was intended to come from this budget. The cost of this in-house work is estimated at £6,000.

#### Project Budget

Landshape – design, tendering & contracts	£6,960
Contracted work	£113,267
Pathways (based on revised quote)	£28,809
In-house work & planting	£ 6,000
<b>Total Costs</b>	<b>£155,036</b>
Earmarked reserve	£148,000
<i>Budget shortfall</i>	<i>£7,036</i>

#### Proposal

It is proposed that £7,000 be allocated from the General Reserve to the lake project earmarked reserve to fund the increase in cost of repair and re-laying of the pathways around the lake, following the revised quote. This would leave £6,000 for the remaining in-house work and planting. The General Reserve balance will be available at the meeting.

**Recommendation:**

- ◆ **That Members note the contents of the report.**
  
- ◆ **That Members allocate £7,000 from the General Reserve to the lake project earmarked reserve, to fund the increase in cost of repairing and re-laying the pathways around the lake.**

**Woodley Town Council**

**Community Grants**

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2019/20 is £4,000. A second round of award applications will be considered in November 2019.

The committee is asked to consider the following grant applications:

<b>Organisation</b>	<b>Usual source of funding</b>	<b>Amount requested</b>	<b>Members/ Staff/Volunteers</b>	<b>Purpose grant required</b>	<b>Additional information</b>
<b>1<sup>st</sup> Woodley Boys Brigade</b> <i>(31 members from Woodley (90%))</i>	Subscriptions from parents & occasional fund-raising events	£250	9 voluntary staff	To purchase camping equipment, sports & games equipment, expedition equipment and storage solutions.	Boys Brigade activities help boys to develop new skills, build friendships, grow in leadership ability and make a positive contribution to society.
<b>2<sup>nd</sup> Woodley Scout Group</b> <i>(79 members from Woodley (99%))</i>	Fund raising	£250	10 voluntary staff	Towards the cost of purchasing camping equipment and essential activity equipment.	Scouting contributes to the development of young people in achieving their full physical, intellectual, social and spiritual potential.
<b>Emmanuel Church, Woodley</b> <i>(About 100 members/users from Woodley (approx. 85%))</i>	Donations from the congregation	£250	4 paid staff, more than 50 voluntary staff	Towards the cost of running a 48 hour Fun Days event for all residents of the Drovers Way/Southlake Crescent area – on the park area in Southlake Crescent. This will be the 3 <sup>rd</sup> year that the Fun Days event has been held.	Activities for all ages will be provided. The local community association will also contribute towards the cost.
<b>Friends of Woodford Park</b> <i>(100% of members from Woodley)</i>	Sponsorship, fund raising events, donations & gifts of tools and plants	£250	12 regular volunteers	To purchase spring flowering bulbs to give colour in the early part of the year and to replace any plants in need. This year is the centenary of the Memorial Recreation Ground and the intention is to create a special display in recognition of this.	The Friends of Woodford Park work with the Council to make Woodford Park and the Memorial Recreation Ground an area that the people of Woodley can be proud of.



<b>Me2 Club</b> <i>(30 users from Woodley (20%))</i>	Grants from local and national trusts and foundations, corporate support and community fundraising events	£250	4 paid staff, approx. 150 voluntary staff	Towards the cost of recruiting and screening 5 new volunteers within Woodley, who can then be matched with 5 Woodley children who are waiting for support to enable them to attend a local activity (eg. Scouts, Brownies, youth club, sports club, drama group).	Volunteers provide 1:1 support to children and young people who have disabilities and additional needs to enable them to attend local mainstream activities. Volunteers attend the young person's chosen weekly activity alongside them.
<b>School Days Project</b> <i>(23 referrals from Woodley (8%))</i>	Grants from local foundations and organisations, and Finchampstead Parish Council	£250	1 paid member of staff, 6 voluntary staff	The charity seeks pre-owned school uniform items to help families who are unable to provide school uniform for their children. This grant would go towards the cost of purchasing new uniform items that are not available through donations.	School Days Project is run by the First Days children's charity. To date they have supported 23 families in Woodley, but were unable to fully meet the needs of these families due to lack of stock of specific logo items and no funds to purchase these items as new.
<b>Woodley Festival of Music &amp; Arts</b> <i>(approx. 20% of users from Woodley: approx. 400 users)</i>	Fees from entrants, grants, sponsorship, advertising revenue, programme sales, admissions	£250	11 voluntary committee members and approximately 40 other volunteers	To enable them to continue running a competitive music and arts festival, open to all. They run classes in music, speech and drama at the Oakwood Centre for 3 weekends in March. 3 other venues are also used. Professional adjudicators provide constructive criticism on each performance and awards are given on merit.	Over 85% of performers are of school age, though the age of entrants ranges from 5 to the elderly. In 2018, around 1275 entrants took part in 1028 performances.
<b>Woodley United FC</b> <i>(More than 330 members from Woodley (&gt;50%))</i>	Members' fees, fundraising and sponsorship	£250	80 voluntary staff	Towards the cost of running a girls' "academy" to encourage increased girls' participation in football. The weekly sessions are held on the 3G pitch in Woodford Park and are supervised by members of the Woodley United ladies' team.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.
<b>Individual:</b>					
<b>Hannah Evans (Archery GB)</b>		£100		To help towards the costs of upgrading her equipment, which is necessary to enable her to remain competitive as she enters higher level competitions.	Hannah is a member of the Archery GB Performance Academy. In 2018, she represented England in competitions and retained the Berkshire County Trophy.

## **Woodley Town Council**

### **COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS**

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

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

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk). The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. 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](mailto:admin@woodley.gov.uk) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources 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 by cheque.

Approved 17/4/12

## **Woodley Town Council**

### **COMMUNITY GRANTS TO INDIVIDUALS**

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to the their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grant cheques are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: [www.woodley.gov.uk](http://www.woodley.gov.uk). The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. 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](mailto:admin@woodley.gov.uk) (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources 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.

Approved 17/4/18

## Anti Fraud and Corruption Policy

### 1. INTRODUCTION

- 1.1 The Council aims for the highest standards of propriety and accountability from elected members, staff and the organisations it deals with such as suppliers and contractors.
- 1.2 To do this we follow accepted standards and procedures. This anti-fraud and corruption policy sets out and formalises these arrangements. It should be read in conjunction with the Council's corporate governance documents, in particular the codes of conduct for members and staff, financial regulations, standing orders, the confidential reporting procedure and the risk management strategy.
- 1.3 The Council is firmly committed to dealing with fraud and corruption and will deal equally with perpetrators from inside (members and employees) and outside the authority.
- 1.4 This document sets out how we will endeavour to frustrate any attempted fraudulent or corrupt acts and the steps we will take if such an act occurs.
- 1.6 Definitions:  
*Fraud is the intentional distortion of financial statements or other records carried out to mislead or misrepresent and in particular to conceal the misappropriation of assets or otherwise for gain.*  
*Corruption is improperly offering, giving, soliciting or accepting a reward or benefit which may influence someone's action.*  
*This policy also covers failure to disclose an interest in order to gain financial or other pecuniary gain.*

### 2. APPROACH

- 2.1 The prevention and detection of fraud and corruption and the protection of the public purse are everyone's responsibility.
- 2.2 Staff and elected members are positively encouraged to raise concerns regarding fraud and corruption, immaterial of seniority, rank or status, in the knowledge that such concerns will, wherever possible, be treated in confidence.
- 2.3 Concerns must be raised when members or employees reasonably believe that one or more of the following has occurred or is likely to occur
- a criminal offence
  - a failure to comply with a statutory or legal obligation
  - improper unauthorised use of public or other funds
  - a miscarriage of justice
  - maladministration, misconduct or malpractice
  - endangering of an individual's health and safety
  - deliberate concealment of any of these
- 2.4 The Council will ensure that any allegations received in any way will be taken seriously and investigated in an appropriate manner.
- 2.5 The Council will deal firmly with those who defraud the authority, or who are corrupt, or where there has been financial malpractice.

2.6 When fraud or corruption have occurred because of a breakdown in systems or procedures we will ensure that improvements in systems of control are implemented to prevent a recurrence.

2.7 Any abuse of these arrangements such as malicious allegations may be dealt with as a disciplinary matter.

### **3. PREVENTING FRAUD AND CORRUPTION**

#### **3.1 The Role of Elected Members**

3.1.1 All members have a duty to citizens to protect the Council from abuse.

3.1.2 This is achieved through the Council's code of conduct for members, financial regulations and standing orders and through members' implementation and oversight of this policy statement.

3.1.3 Elected members undertake to abide by the Council's code of conduct when they take office. These conduct and ethical matters are specifically brought to the attention of members during induction and include the declaration and registration of interests. The Town Clerk advises members of new legislative or procedural requirements.

3.1.4 Members oversee the operation of this policy and review the Council's financial procedures through the Strategy and Resources Committee.

#### **3.2 The Role of Managers**

3.2.1 Managers at all levels are responsible for communicating and implementing this policy in their work area. They must ensure that their staff are aware of the Council's employment and ethical policies and, where appropriate, financial regulations and procedures and standing orders, and that the requirements of each are being met in their everyday activities. In addition, employees are made aware of the requirements of the national code of conduct for local government employees through the induction process.

3.2.2 Managers must strive to create an environment in which staff feel able to approach them with any concerns they may have about suspected irregularities. Where they are unsure of the procedures, they should refer to the Council's confidential reporting procedure or to the Town Clerk.

3.2.3 Special arrangements apply where employees are responsible for cash handling or are in charge of financial systems and systems that generate payments. Managers must ensure that relevant training is provided for employees and that formal documented procedures are in place and followed. Internal audit arrangements pay particular attention to areas of activity that could be open to fraudulent practices.

3.2.4 A key preventative measure in dealing with fraud and corruption is for managers to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees, whether for permanent, temporary or casual posts. The Council's equality policy will be adhered to during this process.

#### **3.3 Responsibilities of Employees**

3.3.1 Each employee is governed in their work by the Council's financial regulations and procedures and standing orders and other codes of conduct and policies. They are also governed by the national code of

conduct for local government employees. Included in these are guidelines on gifts and hospitality and codes of conduct associated with professional and personal conduct and conflicts of interest. These will be issued to all employees when they join the authority.

- 3.3.2 In addition employees are responsible for ensuring that they follow the instructions given to them by managers, particularly in relation to the safekeeping of the assets of the authority.
- 3.3.3 Employees are expected always to be aware of the possibility that fraud, corruption or theft may exist in the workplace and be able to share their concerns with management. If for any reason, they feel unable to speak to their manager they must refer the matter to the Town Clerk or Deputy Town Clerk.
- 3.3.4 Concerns should be raised, in the first instance, directly with the supervisor or line manager or via other routes, in accordance with the Council's confidential reporting procedure.

### **3.4 Conflicts of Interest**

- 3.4.1 Members and employees must ensure that where there is a potential for a conflict of interest (such as grants, tendering, contracts, planning, land issues, etc) matters are dealt with fairly and with transparency without compromising commercial confidentiality. Decisions made must be seen to be based upon impartial advice.

### **3.5 Internal Audit**

- 3.5.1 The internal auditor plays a vital preventive role in helping to ensure that systems and procedures are in place to prevent and detect fraud and corruption. The Town Clerk and/or the Deputy Town Clerk will investigate all cases of suspected irregularity. They liaise with management to recommend changes in procedures to prevent further losses to the Council.

### **3.6 External Audit**

- 3.6.1 Independent external audit is a safeguard in the stewardship of public money. External audits test (amongst other things) the adequacy of the authority's financial systems and arrangements for preventing and detecting fraud and corruption. While it is not the external auditor's function to prevent fraud and irregularity, the integrity of public funds is at all times a matter of general concern. External auditors will act without delay if grounds for suspicion come to their notice.

## **4. DETERRENCE**

### **4.1 Disciplinary Action**

- 4.1.1 Theft, fraud and corruption are serious offences against the Council and employees will face disciplinary action if there is evidence that they have been involved in these activities. Disciplinary action may be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case.
- 4.1.2 Members will face appropriate action under this policy if they are found to have been involved in theft, fraud or corruption against the authority.

All allegations or suspicions of fraudulent or corrupt practice by a member will be automatically referred to the Borough Council's Standards Committee for investigation and attention.

## **5. DETECTION AND INVESTIGATION**

- 5.1 Internal audit plays an important role in the detection of fraud and corruption.
- 5.2 In addition to internal audit, there are numerous systems controls in place to deter fraud and corruption, but it is often the vigilance of employees and members of the public that aids detection.
- 5.3 All suspected irregularities are required to be reported (verbally or in writing) by the person with whom the initial concern was raised or by the Town Clerk under the Council's confidential reporting procedure. This will ensure the consistent treatment of information regarding fraud and corruption and facilitates a proper and thorough investigation.
- 5.4 This process will apply to all the following areas:
  - fraud or corruption by elected members
  - internal fraud or corruption
  - other fraud or corruption by employees
  - fraud by contractors' employees
  - external fraud (the public).
- 5.6 Depending on the circumstances cases may be referred to the police, the external auditor and or the borough Council's standards committee.
- 5.7 Depending on the nature of an allegation the Town Clerk will work closely with the relevant members of staff to ensure that all allegations are thoroughly investigated and reported upon.
- 5.9 The Council's disciplinary procedures will be used to facilitate a thorough investigation of any allegations of improper behaviour by employees. The processes as outlined in paragraph 4.1.2 will cover members.

## **6. AWARENESS**

- 6.1 The Council recognises that the success of this policy will depend on the awareness of elected members and employees throughout the authority of the importance of maintaining the highest standards of personal conduct and probity.
- 6.2 To facilitate this, positive and appropriate provision will be made through induction training. There will be specialist training for certain elected members and employees where this is identified as necessary.
- 6.3 The Council will maintain a continuous review of all these systems and procedures.
- 6.4 This policy will be reviewed every two years.

**Minutes of the meeting of the Woodley Town Centre Initiative Committee, held at 6pm on Wednesday 30 January 2019 at the Oakwood Centre, Headley Road, Woodley RG5 4JZ**

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**PRESENT**

J Lherbier	Town Centre Manager	C Lawley	Woodley Resident
M Holmes	Chairman & Woodley Resident	S Smith	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	M Perry	Woodley Resident
J Palterman	Saturday Market Manager	Z Frasiniski	Woodley Resident
Cllr D Mills	WTC Representative	J Wright	Woodley Resident
H Beilby	WTC Admin Officer	M Millard	Woodley Resident

**ITEM 1 - APOLOGIES**

Apologies received from M Norris, P Finegan, J Cheng, I Hills, P Birt, R Hayes, G Cranford, M Bather, B Rowland, C Towse, M Smith, T mills, D Fry, E Hobart, D Allen, M Risby, X Morcrette, R Lethem, J Yule, R Still, M Hemphill

**ITEM 2 - TO APPROVE THE MINUTES OF THE TCMI MEETING HELD ON 17 OCTOBER 2018**

It was agreed that the minutes of the above meeting be approved.

The Managing agent of Greggs is looking into the refuse problem, the matter is in hand, although much of this would appear to be from other bins in the area.

**ITEM 3 - SECURITY IN THE TOWN CENTRE – REPORT FROM THE POLICE AND / OR WOODLEY & NORTH EARLEY COMMUNITY FORUM MEETING**

Police Report from PC Tracy Mills, which was read to the committee by the Chairman MH.

“Unfortunately we will be unable to attend as we finish work at 5 p.m.

It is confirmed that, as a team, we have completed a number of operations in the town centre targeting shoplifting and antisocial behaviour in the precinct. Some of these have been high visibility, while others have been more covert. I can also confirm that the persistent beggar is in the process of going to court for breaching his community behaviour order. (Anyone who witnesses him begging is asked to contact the police to provide a statement)”

TCM JL is disappointed with the lack of communication between himself and the Police, now that they no longer attend the WTCMI meetings and feels some improvement is necessary.

**ITEM 4 - FINANCIAL REPORT & BUDGET REPORT**

TCM JL presented his reports.

TCM JL confirmed that he had now spoken with Andy Thomas who was very apologetic and had agreed to repay the £400.00 as soon as possible. JL had also received a reply from WBC who confirmed that the grant payments would be reinstated as of the 1<sup>st</sup> February. He is awaiting confirmation that these payments will continue for the remainder of 2018/2019

Although the voluntary contributions from traders have been poor and not expected to reach budget, JL hopes to raise the deficit from elsewhere.

It is unlikely, voluntary contributions are going reach budget, although, funds have been raised in different ways to meet budget. The promotional stalls have also helped make up for the lack of market revenue. CL commented that the traders benefit from an active town centre and would like to see more contributions from traders. Window badges will be awarded to those who have contributed this year.

**ITEM 5**

**THE FUTURE OF THE MONTHLY FARMERS MARKET**

Chairman MH read out the following statement regarding the proposed re-branding of the monthly, Wednesday, Farmers Market:

“Within agenda item 7 at our meeting in October 2018, the question about the sustainability and future of the monthly Wednesday Farmers Market was raised.

We in the Executive Sub Committee have deliberated over the demise of this monthly mid-week market, which, as we all acknowledge, has been seriously dwindling over the last few years.

In the Service Level Agreement with Wokingham Borough Council, which we’ve signed up to as one of the conditions to accept their annual grant to WTCMI, it states that we should aim to increase footfall within the town centre. To this end, we propose that this Farmers Market should be re-branded as a monthly



'Artisan & Produce' Market, on the mornings of the 3<sup>rd</sup> Wednesday in the month, starting in April 2019, and running on a trial basis until December 2019. We would like to see Jonathan Palterman, who is the Saturday Market Manager, taking up the gauntlet and being tasked to promote the change and source new suitable stallholders. The three existing stallholders will definitely still be eligible to come, and we aim to attract some additional craft stalls alongside them. A trial reduction in the stall rent should attract some more stalls. Grays Farm will be coming in as usual between May and October inclusive.

JL advised the French market was hoping to return in April and September as a trial, depending on the effect of Brexit. JP commented that 'Honeys of Henley' had also expressed interest.

KB suggested more promotional material might be necessary, such as the social media output to local sites, Facebook, radio & fliers for individual events.

The Executive Committee will need to investigate employing someone to do the promotional / marketing at their next meeting.

#### **SATURDAY MARKET MANAGERS REPORT**

JP stated there had been a quiet run down to the end of the year and although he had lost the pancake / crepe trader who moved out of the area, he was very positive that some new traders showed interest, even though some are deferring to the new financial year and awaiting the impact of Brexit, if any.

Chairman MH thanked JP.

#### **TOWN CENTRE MANAGERS REPORT**

TCM JL presented his report.

Bank charges to rise quite substantially

The refurbishment of the flats above Iceland is nearly complete – with just an upgrade to the communal staircase and 'external gardens' left to do. JL believes that residents in the Town Centre are a positive thing. Greggs are to extend their terrace area to enable more outside seating.

Due to bad weather and poor turnout at several car boot sales, Steve Riley was not charged. His new contract has been discussed and he has agreed to stay for the rest of the year – JL commented he was a good asset.

A 'Caring for elderly people business' to be discussed if it's appropriate to promote their business in the town centre at the next Executive meeting.

The annual letter to Saturday market traders, allowing a small discount for the month of February has gone out. JP stated the traders always appreciated this.

Although the Vibes Dance Studio were not present, JL said they wished to again raise concerns with regards to cyclists using the alleyway at the side of Iceland. Police are aware but JL will pass this on to them.

It was suggested that as this on going issue had proved so difficult to enforce, maybe a decision should be taken to allow cyclists in the Town Centre.

Due to a large increase in the cost of hiring the stage for use at the Extravaganza., it was suggested that the Centre Stage could be used as an alternative. Although the logistics would be more complicated, it was thought to be a possibility and a refresh of the layout may not be such a bad thing.

Cllr KB requested a breakdown of the cost to view at next Executive meeting.

Chairman MH and Woodley resident IH (via an email) wished to thank Jacques for his work.

#### **CALENDAR OF EVENTS**

Cllr KB brought up the fact that the Memorial Ground, at Woodford Park, would be celebrating its 100<sup>th</sup> anniversary this year.

#### **ITEM 6 QUESTIONS THROUGH THE CHAIR**

It was noted that the new public toilet unit was to be put in place on 17<sup>th</sup> February, with Crockhamwell closure from 6am to ensure a safe installation.

#### **ITEM 7 - MEETING ENDED AT 7.35 PM**

#### **DATES OF THE NEXT MANAGEMENT COMMITTEE MEETINGS 2019:**

Wednesday 17 April 2019 at 6pm

Wednesday 10 July 2019 at 6pm

Wednesday 9 October 2019 at 6pm

**PROJECTS SCHEDULE 2018/19***Project ID number is identifier only – not indication of priority.*

ID	Project update	Delivery
1	<b>Woodford Park Green Flag Award application and works</b> Green Flag awarded July 2018	<b>COMPLETE</b>
2	<b>Construction of new maintenance workshop and welfare building</b> Planning approved January 2019 Costings for building construction and fit out being prepared Electrical supply from existing building deemed to be inadequate - Costings received for new electrical supply are high. Officers are investigating alternatives and seeking alternative quotes.  <u>Timing factors</u> <i>Design work, costing and planning application required.</i> <i>Contractor lead times</i> <i>Funding agreed via Public Works Loan Board</i>	September 2019
3	<b>Woodford Park lake restoration</b> Tree works complete In house preparatory works complete Tender awarded November 2018 Contracted works completed end March In house works for access ramp, fencing & planting scheduled April 2019 Pathway works and planting to be carried out in August 2019 (avoiding bird nesting season)  <u>Timing factors</u> <i>Bird nesting season</i> <i>Lead time for contract work</i>	August 2019
4	<b>Woodford Park destination play area</b> An application for £200,000 from Section 106 developers contributions has been approved.  <u>Timing factors</u> <i>Staff resources to move project forward</i> <i>Project development/consultation/contractor lead times</i>	September 2019
5	<b>Public Toilet in the Town Centre</b> Licence to occupy in place with Wokingham Borough Council. Planning Permission granted. Unit is in place and awaiting installation of the electricity meter and final sign off of the water connection by Thames Water.  <u>Timing factors</u> <i>Submission and processing of licences</i> <i>Connections and signing off by utility companies</i>	May 2019
6	<b>Woodford Park Leisure Centre Regeneration</b> Works to convert store room into ladies toilets complete. Works to reception and office area in design stage	Ongoing

	<p><i>Timing factors</i>  <i>Staff resources to move project forward</i>  <i>Minimising impact on activities and operation of the Centre</i>  <i>Agreement on project elements and funding</i>  <i>Planning permission</i></p>	
<b>7</b>	<p><b>Oakwood Centre Gents toilets refurbishment</b>  New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i>  <i>Project delayed due to issues with moisture in the walls in this area – under investigation.</i>  <i>Contractor lead time</i>  <i>Minimise impact on the bookings</i></p>	September 2019
<b>8</b>	<p><b>Oakwood Centre walls/floor</b>  Survey work carried out into the cause of moisture in the walls near the toilets area. This has delayed the refurbishment of the gents toilets. The flooring in the corridor needs repairing and re-laying. Some contributing issues have been identified and rectified.</p> <p>Costings for remedial works being developed.  Specialist contractor instructed to produce specification or works, carry out tendering and oversee implementation.</p> <p><i>Timing factors</i>  <i>Discussions with contractor regarding extent and detail of works</i>  <i>Contractor lead time</i></p>	Aug 2019
<b>9</b>	<p><b>Oakwood Centre roof</b>  Survey has been carried out and a number of areas identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed.  Specialist contractor instructed to produce specification or works, carry out tendering and oversee implementation.</p> <p><i>Timing factors</i>  <i>Discussions with contractor regarding extent and detail of works</i>  <i>Contractor lead time</i></p>	Aug 2019
<b>10</b>	<p><b>Installation of solar panels</b>  Installation at Woodford Park Leisure Centre completed in January 2019. Oakwood Centre installation dependent on roof remedial works. Coronation hall installation will be carried out following removal of asbestos in roof space (August 2019).</p>	January - September 2019
<b>11</b>	<p><b>Seating in Town Centre</b>  Replacement of seating around trees in the Town Centre including root protection and surface repairs.  Officers liaising with Officers at Wokingham Borough Council regarding the project specification.</p>	April – August 2019

## APPENDIX 13

### Website statistics

Sessions	2018						2019
	Mar	May	Jul	Aug	Oct	Dec	Mar
Total	2991	3136	4374	4316	4407	3934	5942
Users	2147	2416	3248	3345	3293	2992	4771
Page views	7242	7011	9794	8288	8384	7705	10556
<b>Means of access</b>							
Mobile	1381	1709	2522	2455	2378	2165	3471
Desktop	1190	1116	1419	1389	1458	1375	1737
Tablet	420	311	433	472	571	394	734
<b>Searches</b>							
Organic (from general web search)	2240	2386	3378	2715	2646	2877	3075
Direct (where user knows web address)	526	534	660	745	683	509	845
Referral (from another website)	133	119	154	188	122	85	82
Social Media (from a social media page)	92	96	182	668	956	463	1940
<b>Page views - selection of key pages</b>							
WPLC			2113	1425	1157	1222	1308
Gym on the Park			723	744	695	856	788
Hire rooms & halls			226	268	347	321	345
Town Councillors			121	105	105	116	202
Meetings/committees			89	94	93	98	117
Allotments			115	129	79	75	114
The Oakwood Centre			76	84	92	90	104
Parks			133	153	111	54	81
Council Officers			48	41	47	31	69
Hire Centre Stage			16	13	14	13	28

### Notes/comments

Usage sessions doubled in 12 months

Page views increased by 46% over 12 months

Significant increase in usage in March 2019

Highest access via mobile phone

Increasing referrals from social media

Increased views for Hire of rooms/halls

**MINUTES OF A MEETING OF THE  
BOROUGH PARISH LIAISON FORUM  
HELD ON 4 FEBRUARY 2019 AT 7.00 - 7.55 PM**

**Councillors Present**

David Sleight (Chairman), David Chopping, Graham Howe, Ian Pittock and John Halsall

**Parish/Town Council Representatives**

Mark Picken	Arborfield & Newland Parish Council
Roland Cundy	Finchampstead Parish Council
Dawn Peer	Shinfield Parish Council
John Anderson	Swallowfield Parish Council
Martin Bishop	Wokingham Town Council
David Mills	Woodley Town Council
Liz Halson	Clerks Forum
Jan Nowecki	Clerks' Forum

**Officers**

Peter Baveystock (Lead Specialist, Place Clienting and Reactive Highway Services), Neil Carr (Democratic and Electoral Services Specialist) and Mark Redfearn (Lead - Localities Service)

**21. APOLOGIES**

Apologies for absence were submitted from Carol Bulman, Jackie Jeffrey, Dianne King, Roy Mantel and Richard Rampton.

**22. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Forum held on 8 October 2018 were agreed as a correct record and signed by the Chairman.

**23. MATTERS ARISING**

Jan Nowecki referred to Minute 15 – Borough Plan Engagement. Jan stated that the Partnership Engagement event, scheduled for 6 December 2018 had been cancelled. A new event had been arranged but the Towns and Parishes were limited to three representatives which was a concern.

The Chairman confirmed that an update on the Borough Plan would be considered at the next meeting of the Forum on 1 April 2019. This would give all the Towns and Parishes the opportunity to consider progress, ask questions and provide input into the new plan.

**24. DECLARATION OF INTEREST**

There were no declarations of interest.

**25. JOHN HALSALL**

John Halsall addressed the Forum and outlined his new role as the Borough Council's Executive Member for Environment, Leisure and Libraries. John explained that he was in the process of meeting with all the Town and Parish Councils. The purpose of the meetings was to understand local issues and explore opportunities for joint working. John felt that initial opportunities for closer working existed in relation to planning matters, asset transfers and civil parking enforcement.

**RESOLVED:** That the update from John Halsall be noted.

## **26. UPDATE ON THE COLLECTION OF FOOD WASTE**

The Forum considered a presentation from Peter Baveystock (WBC Lead Specialist, Place Clienting and Reactive Highway Services) on the introduction of a Borough-wide food waste collection service from 1 April 2019.

Peter explained the background to the decision and the costs/benefits to the Borough from introducing the new service. In January 2018 the Borough Council's Executive had agreed that the collection of food waste would be included in the weekly waste and recycling contract with Veolia. The extended service would involve 16 new vehicles and was part of the overall seven year contract extension.

The business case for the service was based on the collection of 5,000 tonnes of food waste per annum. The food waste would be turned into fertiliser (80%) with the residual waste used to generate energy. This would deliver a saving of £500k per annum. The cost of the new service was £500k per annum so the outcome was a new service which was cost neutral. The collection of food waste would also play a key role in achieving the 2020 EU recycling target of 50%.

Peter explained the operation of the new service and the communications programme under way to ensure that residents were prepared for the start date of 1 April. Residents would receive new plastic caddies, liners and an explanatory leaflet. An additional benefit was that food waste would be put out in the lockable plastic caddies which would result in less damage/mess from foxes, rats and birds compared to the current blue bag arrangements.

**RESOLVED** That:

- 1) Peter Baveystock be thanked for attending the Forum and providing answers to Members' questions;
- 2) members of the Forum contact Peter Baveystock directly with any specific queries about the new food waste collection service;
- 3) the Forum receive a further update once the new service is up and running.

## **27. SCRUTINY REVIEW OF THE WBC GROUNDS MAINTENANCE SERVICE**

Further to Minute 18 of the meeting held on 8 October 2018, the Forum considered the recommendations arising out of the WBC Scrutiny Review of the Borough-wide Grounds Maintenance service. The Scrutiny review had been undertaken following a large number of public and Member complaints relating to the grass cutting service in April/May 2018.

The Scrutiny review had focussed on three main issues, viz:

- Were there problems with the structure of the Borough Council's Grounds Maintenance contract?
- Were there problems with the way the Council's contractor was delivering the service?
- Were there problems with the way the Council monitored and managed the service?

The Scrutiny Committee found that a major cause of the problems experienced in 2018 was the lack of resources (staff, supervision and machinery) deployed by the contractor, especially after the spell of poor weather in March/April. The Committee also felt that the Council's client team could have been more proactive in managing the contract.

The Scrutiny Committee made 12 recommendations which were accepted by the Council's Executive. These included further discussions with Town and Parish Councils about the potential for further asset transfers and options for mutual support on grounds maintenance issues underpinned by regular updates to the Forum.

Peter Baveystock reminded Members about the Borough Council's customer service system. It was important for residents to use the system to log complaints about the grounds maintenance service. This would create a record of the complaint and ensure that residents were updated about progress and any actions taken by the contractor as a result.

**RESOLVED** That:

- 1) the WBC Scrutiny Committee report and recommendations on the Grounds Maintenance service be noted;
- 2) the Forum receive a further update on the 2019 grass cutting programme in due course.

## **28. FOOTWAYS, KERBSIDES AND ROAD SIGNS**

Further to Minute 17 of the meeting held on 8 October 2018, Peter Baveystock provided an update on the works undertaken in relation to Footways, Kerbsides and Road Signs. This issue had been raised as a Scrutiny review item in 2018 by Finchampstead Parish Council.

Peter reported that much of the work in question was delivered as part of the Borough Council's street cleansing contract. The current contract finished in 2020 and options for future delivery were under review. One option was to include street cleansing within the new highways management contract.

Dawn Peer referred to the state of roads in Shinfield as a result of lorry movements related to the new housing developments in the area. Hyde End Road was cited as a particular concern. The relevant planning consent included the provision of wheel washing facilities on site, but it was clear that this work was not being done. Peter Baveystock advised that this was a matter for the Borough Council's Planning Enforcement team to pursue.

Roland Cundy referred to the issues raised by Finchampstead Parish Council. Progress had been made on some of the issues but a number were still outstanding. It was suggested that Finchampstead Parish Council receive an update on the Footways, Kerbside and Road Sign issues raised and progress achieved to date.

John Halsall commented that the customer service issues under consideration fell within his new Executive Member role and he would be seeking to deliver improvements to the service provided to residents.

**RESOLVED** That:

- 1) Peter Baveystock be thanked for providing the update to the Forum and answering Members' questions;
- 2) Peter Baveystock provide an update to Finchampstead Parish Council on progress relating to the Footway, Kerbside and Road Sign issues raised in 2018;
- 3) the issue relating to the state of roads in Shinfield be referred to the Borough Council's Planning Enforcement team.

## **29. WBC SCRUTINY ISSUES FOR 2019/20**

The Forum considered a report, set out at Agenda Pages 19 to 20, which gave details of the development of work programmes for the Borough Council's Overview and Scrutiny Committees.

The Chairmen explained that, each year, the Scrutiny Committees developed work programmes which were, in effect, lists of items to be considered during the following Municipal Year. In order to develop the work programmes ideas and suggestions were sought from residents, Town and Parish Councils and local community groups. In 2018 a suggestion from Finchampstead Parish Council in relation to Footways, Kerbsides and Road Signs had been included in the work programme (see Minute 28 above).

Town and Parish Councils were asked to submit any potential Scrutiny items to the Borough Council's Scrutiny Officer, Neil Carr, by 8 March 2019.

**RESOLVED** That:

- 1) Town and Parish Councils be requested to consider potential issues for inclusion in the Overview and Scrutiny work programmes;
- 2) any potential Scrutiny issues be submitted to Neil Carr at the Borough Council by 8 March 2019.

## **30. FUTURE AGENDA ITEMS AND URGENT ISSUES**

The Forum considered the list of potential future Agenda items and selected items for discussion at its meeting on 1 April 2019.

**RESOLVED:** That the following list of future Agenda items be agreed:

- Borough Plan Update – April 2019
- Discussion with WBC CEX and Leader - TBC
- WBC Planning Portal – TBC
- WBC Asset Management Review - TBC
- Update on WBC Locality Services – TBC;
- Local Plan Update – TBC;
- Use of new borrowing powers to build affordable/social housing – TBC;
- Local Policing Update – TBC;
- Traded Services – TBC;
- Health Sport and Leisure Strategy – TBC;
- Partnership Working Pilots – TBC;
- Community Governance – TBC.



### **31. DATES OF FUTURE MEETINGS**

In addition to the next meeting on 1 April 2019, the Forum considered dates for meetings in the 2019/20 Municipal Year.

**RESOLVED:** That meetings of the Forum be held at 7pm on the following dates:

- 1 April 2019;
- 1 July 2019;
- 30 September 2019;
- 10 February 2020;
- 6 April 2020.

**MINUTES OF A MEETING OF THE  
BOROUGH PARISH LIAISON FORUM  
HELD ON 1 APRIL 2019 AT 7.00 - 9.25 PM**

**Councillors Present**

David Sleight (Chairman), David Chopping, Graham Howe, Dianne King, Ian Pittock and John Halsall

**Parish/Town Council Representatives**

Pam Stubbs	Barkham Parish Council
Roland Cundy	Finchampstead Parish Council
Dawn Peer	Shinfield Parish Council
John Anderson	Swallowfield Parish Council
Roy Mantel	Twyford Parish Council
Shaun Hanna	Winnersh Parish Council
Martin Bishop	Wokingham Town Council
David Mills	Woodley Town Council
Liz Halson	Clerks Forum
William Luck	Earley Town Council
Greg Elphick	Charvil Parish Council
Richard Rampton	Finchampstead Parish Council
Steve Bromley	Finchampstead Parish Council
Graham Jukes	Finchampstead Parish Council
Jonathan Wheelwright	Swallowfield Parish Council

**Officers**

Susan Parsonage (Chief Executive), Graham Ebers (Deputy Chief Executive) and Neil Carr (Democratic and Electoral Services Specialist)

**32. APOLOGIES**

Apologies for absence were submitted from Carol Bulman, Tony Farnese, Trefor Fisher, Andrew Luckwell and Jan Nowecki.

**33. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Forum held on 4 February 2019 were agreed as a correct record and signed by the Chairman.

**34. MATTERS ARISING**

There were no matters arising.

**35. SUSAN PARSONAGE**

The Chairman introduced Susan Parsonage, the Borough Council's new Chief Executive. Susan addressed the Forum and gave details of the conversations she was having with residents, partners and WBC staff in order to understand the key challenges facing the Borough. Susan stressed the importance of working with the Towns and Parishes and welcomed feedback on the key issues from their perspective.

John Halsall referred to his role as Executive Member for Environment, Leisure and Libraries. John was keen to ensure that there was an improved dialogue with the Towns and Parishes with greater focus on addressing issues of local concern.

It was suggested that the Forum receive an update on the implementation of the WBC Localities service at its next meeting. This would help to improve understanding of the benefits/opportunities relating to the new service for the Towns and Parishes.

**RESOLVED:** That the Forum receive an update on the implementation of the WBC Localities Service at the meeting on 1 July 2019.

### **36. DECLARATION OF INTEREST**

There were no declarations of interest.

### **37. COUNCIL PLAN**

The Forum considered a report, set out at Agenda pages 11 to 54, which gave details of progress relating to the development of the New Borough Council Plan.

Graham Ebers (Deputy Chief Executive), Paul Ohsan.Ellis (Strategy and Commissioning Support Manager) and Louise Griffin (Performance and Programme Management Specialist) attended the meeting to present the report and answer questions from members of the Forum.

The report stated that the Council Plan would set the Vision and Priorities for the Borough over the next five years. Engagement with the public and partners had identified ten key priorities as follows:

- Tackling traffic congestion;
- Addressing the impact of development;
- Clean, green and enjoyable spaces;
- Affordable housing;
- Health and wellbeing;
- Adults;
- Children;
- Community safety;
- Sustainable Towns and Parishes;
- Economic prosperity.

Following a presentation from Graham Ebers, the Forum split into small groups in order to discuss:

- the key outcomes for each Town and Parish over the next five years;
- what the Town and Parish Councils could do to, individually or collectively, to contribute to delivering improved outcomes.

Appended to the report were the Council Plan Engagement Summary, used for public engagement, and a high-level summary of the public engagement results.

Following the group discussions the Forum considered feedback on the key issues.

**RESOLVED** That:

- 1) Graham Ebers, Paul Ohsan.Ellis and Louise Griffin be thanked for attending the Forum to facilitate discussions on the emerging WBC Council Plan;
- 2) the update on the development of the new Council Plan be noted;

- 3) the feedback from the Group discussions at the Forum be collated and circulated to the Towns and Parishes for information;
- 4) the feedback from the Towns and Parishes be used to inform the development of the new Council Plan;
- 5) additional feedback from the Towns and Parishes be welcomed and be forwarded to Paul Ohsan.Ellis at WBC;
- 6) the adoption date of June 2019 for the new Council Plan be noted.

### **Council Plan Feedback Summary**

#### **38. FUTURE AGENDA ITEMS AND URGENT ISSUES**

The Forum considered the list of potential Agenda items and selected items for discussion at its next meeting on 1 July 2019.

**RESOLVED:** That the following list of future Agenda items be agreed:

- Update on WBC Locality Services
- Local Policing Update
- Local Plan Update
- WBC Planning Portal
- WBC Asset Management Review
- Update on Food Waste Collection
- Update on WBC Grass Cutting Service
- Use of new borrowing powers re affordable/social housing
- Traded Services
- Partnership Working Pilots
- Health, Sport and Leisure Strategy
- Community Governance.



#### **39. DATES OF FUTURE MEETINGS**



The Forum considered dates for future meetings in 2019/20.




**RESOLVED:** That meetings of the Forum be held on:




1 July 2019;  
30 September 2019;  
10 February 2020;  
6 April 2020.

**Council Plan – Feedback from Borough Parish Liaison Forum, Mon 1 April 2019**

 <b>Tackling Traffic Congestion</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
<ul style="list-style-type: none"> <li>• Increasing volume of traffic, not all local</li> <li>• Irregularity of public transport – not frequent enough, insufficient network links to travel across the borough on public transport</li> <li>• Air pollution in some areas of the borough</li> <li>• Potholes, caused by heavy traffic</li> <li>• Poor coordination of road or utility repairs</li> <li>• Future development linked to traffic congestion.</li> </ul>	<ul style="list-style-type: none"> <li>• Distributor road improvement programmes</li> <li>• Junction improvements (e.g. California Crossroads) Finchampstead</li> <li>• Park and ride facilities</li> <li>• My Journey</li> <li>• Greenways project.</li> <li>• Cycle routes – e.g. Wokingham Road, Wokingham Town Council.</li> </ul>	<ul style="list-style-type: none"> <li>• More park and ride in right locations (accessibility)</li> <li>• Promoting car share options &amp; initiatives</li> <li>• Promote My Journey</li> <li>• More CIL investment</li> <li>• Encourage new developments to have shower facilities.</li> <li>• Walking to school initiatives (safe) – e.g. Bohunt.</li> <li>• Specific local buses for school children, safe routes to schools</li> <li>• Work in partnership to improve cycle ways and footpaths</li> <li>• Future planning for sufficient transport for older people</li> <li>• Improved bus services; frequency, connectivity etc.</li> <li>• Better coordination of road, cabling, electric works.</li> <li>• Clear road markings – pavement, cycleways</li> <li>• Monitoring of through-traffic to help inform decision making.</li> </ul>
 <b>Addressing the Impact of Development</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
<ul style="list-style-type: none"> <li>• Public perception of development</li> <li>• Infrastructure</li> <li>• Environmental impact – wildlife, green belt</li> <li>• Roadworks</li> <li>• Demand for school places</li> <li>• WBC fighting appeals</li> <li>• Risk of losing character of the borough</li> </ul>	<ul style="list-style-type: none"> <li>• Local Plan Update</li> <li>• SANGs</li> <li>• Neighbourhood Plans – e.g. Shinfield</li> <li>• SDLs – infrastructure</li> <li>• Land supply.</li> <li>• Permitted development</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain local identity – ensure space between settlements</li> <li>• Development to be focused on brown-field sites – develop strategy to identify and utilise potential sites for development.</li> <li>• Protect the green belt.</li> <li>• Ensure infrastructure is developed ahead of development</li> <li>• Direct two-way engagement, involvement/dialogue with T&amp;Ps.</li> <li>• Better information sharing, communication and engagement</li> <li>• Clarify the role of localities and aims – name officers taking responsibility, ownership and understanding.</li> <li>• Housing delivery – ensure a mix of properties</li> <li>• Lobby government on housing demands</li> <li>• Stronger planning and enforcement.</li> <li>• Ensure new communities are integrated</li> </ul>

 Affordable Housing		
Challenges/Concerns	Current initiatives	Other options
<ul style="list-style-type: none"> <li>• Irresponsible social landlords</li> <li>• “Affordable” housing is currently too expensive.</li> <li>• Limited options for affordable rental.</li> <li>• Developers acquiring land ‘waiting’ to ensure highest return.</li> <li>• Selling of Council housing -detrimental effect</li> <li>• Don’t have the right housing. Lots of 4+.</li> <li>• Current land supply – are we clear on target groups? Providing over-spill?</li> <li>• Not sufficient transport infrastructure to support additional housing.</li> <li>• Lack of understanding/clarify around true housing need &amp; variations across borough.</li> <li>• What was agreed is not what is delivered.</li> <li>• Affordable housing not linked to min. wage.</li> <li>• Don’t publish housing waiting list info.</li> <li>• HMOs – being converted, no proper licensing.</li> <li>• Government housing standard removed.</li> <li>• Young people cannot afford to stay in borough</li> </ul>	<ul style="list-style-type: none"> <li>• 35% of new housing is affordable.</li> <li>• Shared ownership – recognised and welcomed</li> <li>• Building in the 4 development locations – planning infrastructure. But need to consider beyond 2026.</li> <li>• Rural development (e.g. Finchampstead) – 1-2 bed</li> <li>• Permitted development under neighbourhood plans – modular housing, ‘ready’ built, affordable, support from local businesses.</li> <li>• Peach Place – key worker accommodation</li> <li>• Gorse Ride estate – better quality and spec. from Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Further define and extend key worker housing</li> <li>• Offer and communicate housing schemes, support.</li> <li>• More clarity on what is ‘affordable’. Affordable to <b>all</b> people.</li> <li>• Enforcing planning policy – ensuring good mix of housing (e.g. rental, shared equity etc) – get the balance back.</li> <li>• Social cohesion. Integrating affordable housing - a mix within communities, not isolated groups.</li> <li>• T&amp;P more involved in planning where and when affordable housing is delivered. Greater empowerment to T&amp;P.</li> <li>• More Council-rented options. Options to down-size, self-build.</li> <li>• Lobby government – resist housing demands</li> <li>• Understand real housing need in T&amp;Ps.</li> <li>• Developers to offer affordable housing</li> <li>• Smaller properties – 1-2 bed</li> <li>• Council to regulate when building commences</li> <li>• Focus on brown-field sites.</li> <li>• Specialist accommodation.</li> <li>• Infrastructure and planning, how communities can co-exist.</li> <li>• Publish housing waiting lists – communicate, explain, engage.</li> <li>• Create a Wokingham Borough housing standard.</li> <li>• The Council to <b>be</b> the developer.</li> </ul>
 Clean, Green and Enjoyable Spaces		
Challenges/Concerns	Current initiatives	Other options
<ul style="list-style-type: none"> <li>• Parking charges - country parks etc.</li> <li>• Lack of control where developers build.</li> <li>• Vegetation on footways/signs</li> </ul>	<ul style="list-style-type: none"> <li>• Wildflower areas – selection &amp; identified by T&amp;Ps</li> <li>• Litter picks organised by T&amp;Ps – 147 volunteers, 2 ½ tonnes collected.</li> </ul>	<ul style="list-style-type: none"> <li>• Protect environment, green belt, country parks.</li> <li>• Biodiversity</li> <li>• SANGs, green spaces – open and fit for purpose, accessible.</li> <li>• Maintain unique character of the borough</li> <li>• Protect tress &amp; hedgerows – ensure incorporated into new housing developments.</li> <li>• Conduct asset review to identify where T&amp;Ps can help.</li> <li>• More responsibility and budget to local management of assets.</li> <li>• Concessionary car parking charges</li> <li>• Public footpaths, open green spaces.</li> <li>• Increase recycling</li> <li>• Planned infrastructure to integrate paths and cycle ways</li> <li>• Local provision for sports clubs.</li> </ul>

 <b>Health and Wellbeing</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
<ul style="list-style-type: none"> <li>• Speed, volume of traffic – concerns for safety</li> <li>• Doctors surgeries – CCG e.g. Arborfield</li> </ul>	<ul style="list-style-type: none"> <li>• Greenways – e.g. Twyford.</li> <li>• Foothpaths/bridleways, rights of way</li> <li>• Shinfield walking maps</li> <li>• Park runs</li> </ul>	<ul style="list-style-type: none"> <li>• Speed limits</li> <li>• Community centres, village halls – assets</li> <li>• Increased use of neighbourhood action groups.</li> <li>• Adequate sport and leisure facilities.</li> <li>• Support for mental health services.</li> <li>• More cycleways</li> <li>• Facilities for people with disabilities</li> <li>• Charities, voluntary work – children, adults, health and wellbeing</li> <li>• Cooperation between T&amp;P's to help dispersed rural communities</li> <li>• Walks (not 'health' walks)</li> <li>• Integrated, shared services.</li> <li>• Improved infrastructure.</li> </ul>
 <b>Services for Adults</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Mental Health week</li> <li>• Social care</li> </ul>	<ul style="list-style-type: none"> <li>• Support for people to remain at home.</li> <li>• Flexible targeted support, considered case by case</li> <li>• Improve how people can access information on social care support</li> <li>• Integrated health, social care services</li> <li>• Improved partnership working</li> </ul>
 <b>Services for Children</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of early years – pre-school – Charvil.</li> <li>• Provision of community hubs without development</li> <li>• Shinfield Community Centre – village hall, library.</li> <li>• Local events – e.g. Twyford village fete, Wokingham Carnival.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve local special educational needs provision</li> <li>• Local activities for young people</li> <li>• More funding/provision for schools</li> <li>• Pause before commissioning – engage with partners throughout</li> <li>• More joined up approach.</li> </ul>

 <b>Economic Prosperity</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
•	•	<ul style="list-style-type: none"> <li>• Small industrial development</li> <li>• Support for local businesses to stay and grow</li> <li>• Local businesses creating job opportunities</li> <li>• Offices converted to houses/flats –e.g. Molly Millars Lane.</li> <li>• Promote Wokingham borough as a product.</li> <li>• Maximise community and voluntary sector resources.</li> </ul>
 <b>Community Safety</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
•		<ul style="list-style-type: none"> <li>• Tackling issues such as anti-social behaviour</li> <li>• More information sharing between partners.</li> <li>• Framework to support people to challenge those misusing the system.</li> <li>• Public perception – fear of crime</li> <li>• Improve engagement with hard to reach groups</li> <li>• Accessible safe places.</li> <li>• Empower communities.</li> </ul>
 <b>Sustainable Towns and Parishes</b>		
<b>Challenges/Concerns</b>	<b>Current initiatives</b>	<b>Other options</b>
•	<ul style="list-style-type: none"> <li>• Speed watch initiatives – e.g Finchampstead.</li> <li>• Localities.</li> </ul>	<ul style="list-style-type: none"> <li>• Finchampstead can support others on setting up Speed watch</li> <li>• Knowledge of local area and difference between T&amp;Ps.</li> <li>• Litter and footpath wardens.</li> <li>• Neighbourhood working.</li> <li>• Police cameras.</li> <li>• Mobile speed cameras sharing between T&amp;Ps</li> <li>• More information on remit/responsibilities of organisations e.g. borough council T&amp;Ps.</li> <li>• Maintain individuality of areas.</li> <li>• Focus on sustainability – appropriate controlled change.</li> </ul>



# Woodley Town Council - Risk Register

## APPENDIX B

### SUMMARY OF RISK AREAS

Apr-19

Risk area	High			Medium			Low		
	16	12	9	8	6	4	3	2	1
Strategic Register	0	0	0	2	1	5	1	0	0
Allotments	0	0	0	0	1	7	1	8	0
Play Areas	0	0	0	0	2	4	0	1	0
Municipal Buildings	0	0	0	0	3	4	3	3	4
Open Spaces	0	0	0	1	2	3	1	2	1
Outdoor sport and recreation	0	0	0	0	2	5	3	3	3
Indoor sports	0	0	0	0	0	2	3	3	0
Resources management	0	0	1	0	13	5	2	3	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>24</b>	<b>35</b>	<b>14</b>	<b>23</b>	<b>8</b>

#### Responsible officer initials:

Town Clerk	TC
Deputy Town Clerk	DTC
Leisure Services Manager	LSM
Maintenance Manager	MM
Grounds Maintenance Manager	GMM
Committee Officer	CO
New risks identified	

Note: The previous score column in the attached tables only show the risk score from the previous year, if it has changed. If the column is empty the risk score hasn't changed.

Comments in blue - new wording

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Strategic Risks</b>										
Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8		Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place.	Treat/Monit or	Advice to be sought/ review of tax arrangements. <a href="#">More work required in relation to GDPR.</a>
Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8		Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	Treat/Monit or	
Failure of partnership working	SR 10	TC/DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6		Objectives and terms of partnership agreed by both parties. Responsible officers understand importance of effective partnership working and conduct themselves accordingly and in a professional manner.	Treat/Monit or	
Failure to maintain a robust/legal decision making process	SR 02	TC	Challenge to decisions, possible legal challenge	1	4	4		Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service.	Treat/Monit or	
Failure of financial planning, processes and reporting	SR 03	TC	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources/reserves	1	4	4		Annual financial statements prepared in house, checks by internal and external auditors. Budget Monitoring reports provided to each spending cttee meeting with requirement that predicted high overspends be reported. Budget consideration annually with info on reserves.	Treat/Monit or	
Inadequate insurance cover	SR 06	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4		Insurance reviewed with broker on a yearly basis in February/March		
Serious injury or death of customer using facilities or member of staff at work	SR 07	TC	Corporate manslaughter charge/civil action/cost of any claims/insurance premiums increased	1	4	4		Appropriate insurances in place. Buildings/equipment serviced and maintained. Open spaces maintained. Risk Assessments on tasks completed. Health and Safety policy in place. Regular inspection regime both internal and external. Appropriate staff training/policies in place. Fire risk/risk assessments reviewed at all sites 2014/15. New fire procedures and on going training programme in place. Online H & S training modules undertaken by all staff.	Treat/Monit or	Regular Health and Safety managers meetings take place. Ellis Whittam provide professional H & S advice, updates and training on a 5 year contract. Risk assessment of council's facilities and activities undertaken by consultant and all matters addressed . Ellis Whittam act as the Council's 'Competent Person' in law. First Aid training attended by 12 staff in 2016. <a href="#">Maintenance teams' staff to attend 3 day first aid training.</a>
Failure to safeguard children and vulnerable adults	SR 08	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	4	4		Staff training on child protection procedures carried out and DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy adopted at S and R Cttee 26/4/16.	Treat/Monit or	
Failure of internal controls	SR 04	TC	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources	1	3	3		Insurance cover - subject to certain requirements being met, internal audit focus on controls and proper application, regular staff training and systems, splitting of responsibilities. Insurance values included on asset register (wef 2015/16 register) and visual check of assets annually.	Treat/Monit or	
<b>Deleted risks</b>										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Allotments</b>										
Breach of security	A11	DTC	Possibility of vandalism/damage to plots and tenants' property or theft of property and crops	3	2	6		Repairs to fencing carried out <del>as required</del> 2012 (and monitored by allotment cttee reps and repaired as and when necessary), gates locked by tenants on entering and leaving. Liaison with tenants association.	Treat/Monit or	Security contribution paid at start of tenancy - fund for repair/security improvements
Vermin infestation	A 04	DTC	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	2	2	4		Regular meetings (formal and informal) with representatives from the tenants association. Inspections in spring/autumn raise any concerns about untidy plots, potential for vermin etc. Vermin control carried out by the Town Council when required. System in place for tenants to manage bait box placement in line with procedure agreed with Allotments Committee.	Treat/Monit or	<a href="#">New tenant to take up role and receive training.</a>
Contamination of 'spring clean' skips	A 03	DTC	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	2	4		In 2010 and 2011 skips not provided following incidents of contamination. <del>Skips are hire now limited to one day and overnight and lockable</del> with allotment committee reps overseeing the depositing of rubbish into the skip where possible.	Treat/Monit or	
Loss/damage to water supply	A 08	DTC	Watering not being able to be undertaken resulting in poor crops and complaints.	2	2	4		Water tanks maintained, liaison with tenants association. In house expertise enables problems to be rectified quickly. Water turned off in winter months. Regular water meter readings undertaken.	Treat/Monit or	<a href="#">Checks on water supply pipes on site to be carried out following some leaks.</a>
Contaminated material on plots	A13	DTC	Danger to health, cost of removal high	2	2	4		Procedures for correct removal. Tenancy agreement states hazardous material not to be brought on site.	Treat/Monit or	
Lack of effective partnership working with the Tenants Association	A14	DTC	Poor communication, misunderstandings/adverse publicity disruption to arrangements in place to maintain plot standards	2	2	4		Regular communication between allotment reps/committee and officers and councillors. Officers and councillors attend Allotment AGM.	Treat/Monit or	
Double allocation of plots	A12	DTC	New tenants unhappy, extra time to sort double booking out with tenants	2	2	4		Allotments booking package records tenants. Formal system for allocation established.	Treat/Monit or	
Personal injury	A18	DTC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4		Tenancy agreement requirements - hazardous items not allowed on site, fencing monitored and repaired, improved access for vehicles with quarterly road condition checks. H & S meetings include allotments. Annual site clear up carried out - council provides skips.	Treat/Monit or	
Incorrect use of bait box procedure by tenants	A15	DTC	Inappropriate and possible dangerous placing of poison on site.	1	3	3		Risk assessment for bait placement and training for named individuals carried out. List kept up to date of where bait places. Bait stored in secure storage.	Treat/Monit or	<a href="#">New tenant to take up role and receive training.</a>
Tenancy agreements not in place	A 01	DTC	Lack of control of tenancies and income - tenants not clear on the terms of their tenancy	1	2	2		Tenancy agreements to be signed before taking up plot, Agreements in line with various Allotment Acts and local requirements are renewed every year - signed by Admin Officer and witnessed.	Treat/Monit or	
Adequate insurance cover	A 02	DTC	Claims against the council for items not covered could result in additional expenditure	1	2	2		Insurance cover reviewed annually and listings in asset register to include present purchase price to ensure cover level is relevant.	Treat/Monit or	
Dumping/fly tipping	A 05	DTC	Cost of removal - possible hazardous waste dumped - increased costs	1	2	2		Sites secured with locked gates - all tenants have a key - requirement that the gates be locked on entering and leaving the site. Allotment representatives notify the Council should any dumping/fly tipping occur.	Treat/Monit or	
Untidy/unworked plots	A 06	DTC	Poor image resulting in annoyance to neighbouring allotment holders and those on the waiting list.	2	1	2		Regular meetings (formal and informal) with representatives from the tenants association - <del>New a</del> Arrangements for inspection and procedure to deal with unworked plots wef 2014 are working well.	Treat/Monit or	
Failure to collect rents	A 10	TC	Reduced income to the Council.	1	2	2		Procedure in place for reminders and to evict non paying tenants - this is set out in the tenancy agreement.	Treat/Monit or	
Pollution and fire hazard from bonfires	A 09	DTC	Public complaints/damage	2	1	2		Enforce conditions of tenancy agreement (after 6 pm [from 1 April to 30 September] and after 4 pm [from 1 October to 31 March]) and liaise with tenants association.	Treat/Monit or	
CCTV and Data Protection policy and procedure requirements of Information Commissioners Office not complied with	A16	DTC	Non compliance with regulations	1	2	2		Policy and procedure in line with Information Commissioners Office agreed - The Information Commissioners Office checklist for the operation of the camera is reviewed annually by the tenants association and a signed copy provided to the Council.	Treat/Monit or	<a href="#">CCTV arrangements need to be reviewed in conjunction with Allotment Tenants Association</a>
Deer coming into the site	A17	DTC	Damage to and loss of plants	2	1	2		Tenants agreed to report any occurrences to Council officers - who will work with tenants to move deer off site.	Treat/Monit or	
<b>Deleted risks</b>										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/comments
<b>Play Areas</b>										
Inadequate budget provision	PA 04	TC	Routine and essential maintenance not undertaken resulting in reduced use and health and safety issues. Equipment not replaced and new equipment not purchased.	2	3	6		Repairs and Maintenance budgets reviewed annually.	Treat/Monitor	
Vandalism/damaged equipment/theft	PA 03	DTC	Facilities unable to be used or equipment used resulting in an injury, additional expenditure and poor image. Possible compensation claim.	3	2	6		Weekly recorded inspections, annual written inspection and report from insurers. Equipment made safe/removed as soon as possible after notification. See PA 02 re insurances in place. Police informed of all acts of vandalism.	Treat/Monitor	<a href="#">Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.</a>
Inadequate inspection/maintenance records	PA 01	MM	Cannot be sure and prove that equipment has been checked/is safe or have early identification of future repairs/renewals resulting in accidents, possible claims against the Council and unable to plan for expenditure.	1	4	4		Recorded inspection of play areas carried out weekly. Annual independent play area inspection carried out.	Treat/Monitor	<a href="#">Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.</a>
Inadequate insurances	PA 02	DTC	Required to protect the Council against significant claims.	1	4	4			Treat/Monitor	
Personal injury	PA 05	MM	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4		Written inspections and risk assessments undertaken & ROSPA annual inspection. Equipment purchased from established play providers with latest safety standards. Public liability cover in place. Play areas that are not DDA compliant to be replaced as and when funds allow.	Treat/Monitor	<a href="#">Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.</a>
Play areas not inclusive	PA 07	DTC	Lack of inclusive facilities resulting in possible contravention of DDA and criticism from residents.	2	2	4		The requirement to include accessible play equipment is part of tenders for new play equipment.	Treat/Monitor	
Litter/Dog mess	PA 06	DTC/GMM	Unightly, health and safety issue resulting in complaints and poor image, time consuming to check and remove	1	2	2			Treat/Monitor	



Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Action/Comments
<b>Open Spaces</b>										
Illegal encampment	OS 06	DTC	Unightly, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8		Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Treat/Monitor	Install bollards at Malone Park - subject to ownership being transferred to the Town Council.
Fly tipping	OS 05	DTC	Unightly and possibly hazardous resulting in increased expenditure to remove and dispose of, and possible claims against the Council. Cost of removal and disposal.	3	2	6		Access by vehicle to areas difficult, some areas locked - rubbish removed as and when required. Some bins removed/resited or collection arrangements changed. New system for bins at WPLC - locked and in store.	Treat/Monitor	Keep under review, install signage. Rubbish checked for addresses and letters sent out to occupants.
Injury/damage claims - paths/roadways	OS 10	DTC/MM	Cost of successful claim - increase in insurance costs, poor image and impact on council's reputation	2	3	6		Bi-weekly pathways check carried out by Maintenance team. Repairs to roadway/car parks undertaken by Maintenance team when reported by officers at WPLC. Access road and car park at WPLC have now been resurfaced.	Treat/Monitor	Capital programme allocation for pathways. Some pathway works carried out in Spring 2017, more to be scheduled in 2019, including around the lake in August 2019 - after nesting season.
Inadequate budget provision	OS 03	TC	Routine and essential maintenance not undertaken resulting in poor open spaces which might become hazardous and increased complaints.	2	2	4		Budget reviewed and allocated each year by committee	Treat/Monitor	
Litter/dog mess	OS 07	GMM/MM	Unightly, health and safety issue resulting in complaints and poor image.	2	2	4		Dog bins provided, areas litter picked when grass cutting, making play ground checks and in response to residents' complaints. We're watching you signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monitor	
Falling/damaged trees	OS 08	DTC/GMM	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4		Database record of works/complaints /inspections. Documented visual inspection of trees near pathways/buildings etc following high winds. All work carried out by licensed / approved contractor. Annual budget allocation for tree works and emergency repairs budget also in place.	Treat/Monitor	Tree inspection and maintenance records will be updated in 2019/20 by zoned areas in parks and open spaces.
Lack of adequate insurances	OS 01	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker annually.	Treat/Monitor	
Vandalism	OS 02	DTC	Additional expenditure and poor image.	1	2	2		Difficult to control in this area, no real controls. Remove/clear up immediately	Treat/Monitor	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Routine maintenance schedule established.	Treat/Monitor	
Dissatisfaction with maintenance regime in parks	OS 09	GMM	Negative image, complaints,	1	1	1		Grass cut when required rather than set number of cuts per year. Litter picking daily and following reports of problems - GM and Maint Teams	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Outdoor sports and recreation</b>										
Personal injury to the public	OS 06	GMM, LSM	Significant claims resulting in higher insurance premiums and loss of reputation.	2	3	6		Grounds Maintenance team employed to keep sports pitches in good order. WPLC and Maintenance teams oversee the 3G pitch.	Treat/Monitor	
Insufficient car parking at WPLC for popular events/at certain times	OS 16	LSM/TC	Neighbours impacted by parking in streets - access and traffic flow problems	3	2	6		New car parking increased spaces by 59 - WPLC review bookings requests for parking impact before accepting. Additional double yellow lines opposite entrance not agreed by WBC.		
Vandalism	OS 04	GMM	Additional expenditure, reduced income and poor image.	2	2	4		Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Treat/Monitor	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch ) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
Dog mess	OS 09	GMM	Unightly, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4		Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monitor	
Contamination of water systems	OS 14	LSM/MM	Closure of paddling pool-ether areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Maintenance Manager and all sports team have Pool Plant Operators qualification.	Treat/Monitor	
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4		Computer booking system in place.	Treat/Monitor	
Pollution of paddling pool	OS 15	LSM/MM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	Treat/Monitor	
Lack of adequate insurances	OS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker on an annual basis	Treat/Monitor	
Inadequate budget provision	OS 05	TC	Routine and essential maintenance not undertaken resulting in poor recreational facilities which might become hazardous and increased complaints.	1	3	3		Budget considered by Committee annually. Regular maintenance costs established and estimated, capital programme covers larger maintenance projects	Treat/Monitor	
Litter	OS 08	GMM & MM	Health & Safety, complaints, poor image, time consuming to remove.	3	1	3		Regular litter picks and emptying of bins by Grounds Maintenance & Maintenance teams. Respond to public reports of litter on premises. Grounds Maintenance team check pitches before matches, remove mess.	Treat/Monitor	
Failure to collect income/review charges	OS 01	TC	Below target income resulting in higher than anticipated expenditure.	2	1	2		Hirers pay prior to playing. Internal audit checks invoicing and income. Booking and invoicing system in place. Charges reviewed annually.	Treat/Monitor	
Poor maintenance regime	OS 10	TC	Unightly, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	2	2		Grounds Maintenance team qualified in sports pitch management. Liaison with clubs. From 2014 regime to improve cricket outfield and football pitches. Day to day 3G pitch maintenance of carpet jointly by Grounds Maintenance and Sports teams. Maintenance contract with specialists to correct maintenance of carpet. Fixtures and fittings to be maintained and checked by Maintenance team.	Treat/Monitor	
Inappropriate staff working practices	OS 11	GMM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2		Grounds Maintenance team qualified in sports pitch management. Hazardous chemicals training provided and risk assessments completed and reviewed. Work monitored and risk assessments undertaken by Head Groundsman. Pallet trolley and front bucket loader purchased to address manual handling issues. ride on mower and chipper machines now in use, safe working tilt system now fitted to tractor and ride on mower when cutting on hills.	Treat/Monitor	
Not providing facilities required by national league regulations	OS 07	LSM,GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1		Liaison with teams and organisations to ensure facilities meet requirements. Assistance where appropriate to seek grant funding.	Treat/Monitor	
Failure to mark out pitches/courts appropriately	OS 12	GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1		System in place to ensure Grounds Maintenance team is aware of matches being played at weekends/evenings.	Treat/Monitor	
Unable to meet requirements for sports area treatments (cricket/bowls) and marking (football, cricket, running)	OS 13	GMM	Diseases not immediately treated affecting surface and playing quality and could get worse if not quickly treated. Unable to provide service to hirers leading to dissatisfaction.	1	1	1		Keep small stocks of range of treatments for immediate use. Order stocks well in advance.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Indoor sports</b>										
Lack of adequate insurances	IS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4		Insurance reviewed with broker annually. Conditions on insurance in relation to the sports equipment and insurances to be held by martial arts instructors adhered to.	Treat/Monitor	
Vandalism	IS 04	DTC	Additional expenditure, reduced income and poor image.	2	2	4		WPLC staffed 7 days a week. Staff do outside checks for damage daily.	Treat/Monitor	
Lack of compliance with safeguarding children and vulnerable adults working practices where required	IS 09	LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3		Safeguarding children and vulnerable adults policy agreed at S and R Cttee 26/4/16	Treat/Monitor	Documentation to be obtained from hirers running activities in our halls.
Double bookings	IS 02	LSM	Bookings missed etc resulting in reduced income, poor public image and time consuming to resolve.	1	3	3		Bookings programme at WPLC for multiple and social bookings, daily paper diary for turn up sports sessions.	Treat/Monitor	
Poor maintenance regime	IS 10	LSM	Unsanitary, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	3	3		Cleaning contract at WPLC - regular monitoring and reporting of any problems at monthly meetings with contractors. Maintenance problems reported to Maintenance team. Staff cleaning plan for certain areas also in place.	Treat/Monitor	
Personal injury	IS 06	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc.	Treat/Monitor	PAT testing programme carried out in 2018.
Inappropriate staff working practices	IS 11	LSM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2		Training specific to responsibilities given. Risk assessments in place and reviewed annually.	Treat/Monitor	
Inadequate budget provision	IS 05	TC	Routine and essential maintenance, replacements not undertaken resulting in poor facilities and reduction in income.	2	1	2		Budget considered by Committee annually. Regular maintenance costs established by Deputy Town Clerk and Maintenance Manager	Treat/Monitor	
<b>Deleted items</b>										



Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Resource Management</b>										
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	3	3	9		New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans.	Treat/Monitor	Council has several projects underway or planned plus new legislation (GDPR) - more work on GDPR required.
Financial resources not able to meet Council priorities/needs	RM 04	TC	Aims and objectives not able to be met	2	3	6		Planned budget - includes allocations for plans for the year ahead, regular monitoring by officers and cllrs, reserves at reasonable level	Treat/Monitor	
Failure of IT systems	RM 08	DTC	Interruption of services - impact dependent on which programmes/computers affected. Cost of repairs.	2	3	6		Contracts in place to support systems and programmes with call out times. All computers backed up. Council office network isolated from the public and catering WiFi network.	Treat/Monitor	Develop documented knowledge of systems and recovery arrangements - seek info from IT contractor and identify alternative contractor for cover. Cloud back up now in place - need to review procedures. Also need to upgrade computers and Bookings system (work under way on the latter).
Serious breach of IT security	RM 09	DTC	Possibility of viruses affecting computers and systems.	2	3	6		Computers firewall and password protected. Protections reviewed and updated in conjunction with IT contractors.	Treat/Monitor	
Loss/disclosure of personal data	RM 10	TC	Potential fines by Information Commissioner.	2	3	6		Data protection, induction training, Firewall IT security. New contracts to include confidentiality clause.	Treat/Monitor	
Interruption of power supply	RM 11	DTC	IT systems failure, service impact	2	3	6		Computer data backed up daily (cloud storage), copies of day/week held off site	Treat/Monitor	
Loss of key skills for significant period (illness, resignation)	RM 12	TC	Service impact	2	3	6		Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full cross over of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing the staff base. Staff contingencies budget for cover where possible.	Treat/Monitor	
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	2	3	6		Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Treat/Monitor	Investigate where succession planning/training for cover could be considered.
Major emergencies/situations	RM 19	TC/DTC	Potential for insufficient assistance to the public/staff, inappropriate and uncoordinated actions that have negative impact	2	3	6			Treat/Monitor	Progress needs to be made on Crisis Management Plan. Links with WBC and emergency services to be made. Ellis Whittam will advise and help with documentation.
Personnel issues/grievances	RM 21	TC	Additional resources to address issues. Potential negative effect on staff morale and increased sickness. Direct impact on service delivery.	2	3	6		HR support Ellis Whittam indemnity on tribunal costs. Policies in place. Performance Appraisal system introduced after training for managers and staff. All staff have received a copy of the new employee handbook. New staff receive on starting in post.	Treat/Monitor	Employee handbook updated 2019. New contracts in process of being provided to all employees with new handbook. Handbook for casual/zero hours staff completed and letter setting out their work arrangements underway. The Council will be using HR Management software to maintain staff records re holidays/sickness/ other absences.
Property/facilities declared unsafe	RM 23	TC	Potential danger to the public and staff.	2	3	6		Funding for emergency repairs plus procedures for higher levels of funding to be approved by Town Clerk in cases of emergency.	Treat/Monitor	
Illegal activities on Council property	RM 24	TC, LSM, DTC (depending on site)	Potential impact on reputation, potential danger to public and staff.	2	3	6		CCTV coverage of some internal areas at WPLC and OC. Staff checks/presence, access to agencies for support/information and preventative actions.	Treat/Monitor	
Legal proceedings against the council	RM 03	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6		Access to legal advice through NALC/SLCC/BALC and independent solicitor/Shared Legal Services. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor	
Projects not completed to planned timescale	RM 25	TC/DTC	Potential loss of income/project overspend/public concern and disappointment	2	3	6		Project lead manager identified for each project. Regular reviews and contact with contractors. Public consultation undertaken.	Treat/Monitor	Project management training to be arranged for managers when capacity available.
Major budget overspend/variation	RM 05	TC	Interruption/termination of projects services	2	2	4		Earmarked and general reserves. Financial management monitoring reports. Treasury Management Strategy in place.	Treat/Monitor	
Income targets not met	RM 06	TC	Increase in net costs	2	2	4		Planned budget, prudent estimates for income, regular monitoring by officers and cllrs allow review of costs to reduce impact where possible.	Treat/Monitor	
Industrial tribunal	RM 16	TC	Resource implications, poor press, impact on workforce and council during tribunal	2	2	4		Council supported by HR consultant with indemnity in respect of Ind Tribunals, subject to advice being given and followed.	Treat/Monitor	
Fraud/theft	RM 17	TC/DTC	Loss of funds, resources required to investigate	2	2	4		Fidelity insurance cover & requirement adhered to, anti fraud training and internal auditor checks cash income process.	Treat/Monitor	
Attacks on staff	RM 22	TC	Long term sickness. Claims against the Council. Unhappy staff teams	1	4	4		Lone working procedure in place. Access to telephones. Good relationship with and access to the Police. Insurances in place.	Treat/Monitor	
Not meeting safeguarding children and vulnerable adults protection regulations in respect of checks on staff	RM 15	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3		Staff training on child protection procedures carried out, DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy approved at S and R Cttee 26/4/16	Treat/Monitor	
Breach of confidentiality	RM 02	TC	Confidential documents in the public domain possible third party claims/loss of public faith in the Council.	1	3	3		Registered under the Data Protection Act. Confidentiality clause in contracts. Officers and Members Code of Conduct.	Treat/Monitor	
Planning applications and other consultations not responded to within timescale	RM 01	CO	Views of the Council not taken into consideration resulting in developments/projects etc not being amended/refused as requested for the benefit of residents.	1	2	2		Plans Committee meets every 3/4 weeks extensions agreed with WBC and noted/kept to. Consultations considered by other committees/council as appropriate.	Treat/Monitor	
Ineffective management and utilisation of assets	RM 07	DTC	Assets not used to their full potential resulting in unnecessary additional costs with resources being diverted from other priorities. Projects costing more than they should.	1	2	2		Asset management system being developed. Regular maintenance and review system in operation. Asset disposal forms and procedure in place	Treat/Monitor	
Failure of equipment	RM 18	DTC	Service interruption	1	2	2		Contracts, regular maintenance and planned renewals	Treat/Monitor	