



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); J. Anderson; S. Brindley; A. Chadwick; J. Cheng;  
K. Gilder; T. McCann; B. Rowland; P. Wicks

**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 21 January 2020, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## **AGENDA**

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2019**  
To approve the minutes of the Strategy and Resources Committee held on 26 November 2019 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 10 December 2019.)*
4. **COUNCIL CASUAL VACANCY**  
To note that a by-election will be held on 27 February 2020 to fill the casual vacancy in Coronation East ward.
5. **FINANCE**
  - a) **Budgetary Control**  
To receive **Report No. SR 1/20.**

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- b) **Payments**  
To approve the following payments as set out in **Appendix 5b:** Page 6

	Current account	Imprest account
November 2019	£90,447.85	£51,281.13
December 2019	£85,658.79	£51,449.35

- c) **Council borrowing**  
To note **Appendix 5c**, showing loan repayments as at the end of March 2020. Page 12

6. **OAKWOOD CENTRE UPDATE**  
To receive **Report No. SR 2/20**. Page 13

7. **CATERING PARTNERSHP**  
To note **Report No. SR 3/20** of the Catering Partnership meeting held on 17 January 2020. To follow

8. **RISK MANAGEMENT WORKING PARTY**  
a) To note **Report No. SR 4/20** of the Risk Management Working Party meeting held on 19 December 2019. Page 17

- b) To consider **Report No. SR 5/20** of the Risk Management Working Party meeting held on 9 January 2020. Page 19

9. **HUMAN RESOURCES AND HEALTH AND SAFETY ADVICE/SUPPORT**  
To consider **Report No. SR 6/20**. Page 25

10. **CHARGES 2020/21**  
a) To consider the proposed 2020/21 charges at the Oakwood Centre and recommend the 2020/21 charges for the Oakwood Centre be approved. ***(Proposed Charges 2020/21 Appendix page 5, enclosed.)***  
b) To consider the recommendation from the Leisure Services Committee and to recommend the 2020/21 Charges for Town Council leisure facilities be approved. ***(Proposed Charges 2020/21 Appendix pages 1-4, enclosed.)***

11. **REVISED ESTIMATES 2019/20**  
a) To consider **Report No. SR 7/20**. ***(Budget Appendix – blue pages, enclosed.)*** Page 32

- b) To consider recommendations from the Leisure Services and Planning and Community Committees to approve the Revised Estimates for 2019/20 as set out in the enclosed ***Budget Appendix (green and cream pages, enclosed)***.

12. **BUDGET ESTIMATES 2020/21**  
a) **Strategy and Resources Committee**  
To consider **Report No. SR 8/20**. ***(Budget Appendix – blue pages, enclosed.)*** Page 34

- b) **Recommendations from other committees**  
To consider the 2020/21 Budget estimates recommended by the Leisure Services and Planning and Community Committees ***(Budget Appendix – green and cream pages, enclosed)*** and that these be approved.

- c) **Budget and Precept 2020/21**  
To consider **Report No. SR 9/20.** Page 36
13. **CLIMATE EMERGENCY**  
To consider **Report No. SR 10/20.** Page 39
14. **PROJECTS SCHEDULE 2019/20**  
To note the update on Council projects, as given in **Appendix 14.** Page 43
15. **COMMUNITY GRANTS**  
To review the guidelines for awarding Community Grants to groups and organisations and to individuals, attached at **Appendix 15.** Page 48
16. **WOODLEY BUSINESS CLUB**  
To consider a request from Woodley Business Club for free use of the Oakwood Centre for the 2020 Festival of Business and for this year's monthly committee meetings relating to the Festival.
17. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**  
To note the statistics for website views, searches and usage, as given in **Appendix 17.** Page 50
18. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- a) To note that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £72,085.
- b) To note that CIL payment of £38,621 received by the Borough Council is due to be paid to the Town Council in April 2020 and a further £105,197 due to the Town Council has been invoiced by the Borough Council but not yet received by them.
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.
21. **EXCLUSION OF PUBLIC AND PRESS**  
**To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 22 on the agenda.**
22. **YOUTH SERVICES SERVICE LEVEL AGREEMENT**  
To consider **Report No. SR 11/20.** Page 51

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## STRATEGY AND RESOURCES COMMITTEE

## BUDGETARY CONTROL 2019/20

Report No. SR 1/20

EXPENDITURE	Budget	Actual Exp	Actual Exp	Actual Exp	Information
	2019/20	as at 31/12/18	as at 31/12/19	as % of Budget	
<b>Central Costs</b>	244102	170883	171224	70.1	Expenses, cleaning, equipment and VAT Partial Exemption cost all over 75%. Other costs under.
<b>Democratic Costs</b>	52535	38588	42603	81.1	External councillor training costs added to this budget. May 2019 elections costs £671 higher than budgeted for. Other costs under 75% apart from staff at 76%.
<b>Corporate Management</b>	345240	235255	257721	74.6	Annual affiliation, HR plus H&S support and insurance paid for the year. All other costs under 75%.
<b>Capital Programme</b>	45000	45000	45000	100.0	Allocation transferred to Capital Programme fund.
<b>Grants</b>	4000	3940	4450	111.3	Grants allocated twice a year. Dec 2019 - grants totalling £450 funded by virement from Youth Services budget.
<b>Oakwood Centre</b>	167478	125855	126193	75.3	Rates, consumables, certifications and refuse over 75%. All other costs under.
<b>Maintenance HQ</b>	5100	4423	2823	55.4	Phone costs over 75%. Rates, water and fuel costs not spent.
<b>Woodley TCMI</b>	66540	45884	51460	77.3	All costs apart from purchases under 75%
<b>Capital and Projects</b>	271610	132470	195208	71.9	Loan re Bulmershe Leisure Centre paid in full. Most loan payments made end September and March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre invested in June 2019.
<b>TOTAL</b>	<b>1201605</b>	<b>802298</b>	<b>896682</b>	<b>74.6</b>	
<b>INCOME</b>					
	Budget	Actual Inc	Actual Inc	Actual Inc	
	2019/20	as at 31/12/18	as at 31/12/19	as % of Budget	
<b>Central Costs</b>	9205	4395	5104	55.4	Miscellaneous and photocopying income higher than 75%, all other income under.
<b>Democratic Costs</b>	0	0	1651	0.0	Income from organising external training for town and parish councillors in borough.
<b>Corporate Management</b>	9180	6044	6463	70.4	Recharge re TCMI NI/pension
<b>Capital Programme</b>	0	0	0	0.0	
<b>Grants</b>	0	0	0	0.0	
<b>Oakwood Centre</b>	171349	123134	128822	75.2	Income from room hire at 75%. Rent payments for the year all receive, catering concession lower than anticipated at this point.
<b>Maintenance HQ</b>	0	1232	0	0.0	
<b>Woodley TCMI</b>	48000	26194	33750	70.3	TCMI contributions received.
<b>Capital and Projects</b>	0	0	0	0.0	
<b>TOTAL</b>	<b>237734</b>	<b>160999</b>	<b>175790</b>	<b>73.9</b>	
<b>Month 9 = 75%</b>					
<b>NET</b>	<b>963871</b>	<b>641299</b>	<b>720892</b>	<b>74.8</b>	

**Woodley Town Council****Current Account****List of Payments made between 01/11/2019 and 30/11/2019**

01-Nov-19	Alan Hadley Ltd	297.00	Refuse collection
08-Nov-19	Alan Hadley Ltd	400.80	Refuse collection
22-Nov-19	Alan Hadley Ltd	297.00	Refuse collection
15-Nov-19	Allder Glass Ltd	684.00	Supply & fit new glass OC
22-Nov-19	AYS Cleaning Contractors Ltd	2230.13	Contract cleaning
08-Nov-19	Be Fuelcards Ltd	115.43	Diesel
15-Nov-19	Be Fuelcards Ltd	32.63	BP Unleaded-Depot
15-Nov-19	Bourne Amenity Ltd	1090.80	Rock salt/spreader
22-Nov-19	Bowak Ltd	589.60	Cleaning supplies
08-Nov-19	Brake Bros Foodservice Ltd	268.48	Vending supplies
15-Nov-19	Brake Bros Foodservice Ltd	215.49	Vending supplies
22-Nov-19	Brewers Decorator Centres	139.72	Building supplies
15-Nov-19	Brown Bag Cafe Ltd	118.80	Catering services
22-Nov-19	Brown Bag Cafe Ltd	1435.84	Catering services
25-Nov-19	BT Telephone Payment Centre	500.76	Phone WPLC
01-Nov-19	Castle Water	248.82	Water rates
01-Nov-19	Club Manager Ltd	80.40	Clubmanager monthly fee
22-Nov-19	Crown Gas & Power	791.30	Gas supply - Oakwood Centre
22-Nov-19	Crown Gas & Power	577.70	Gas supply - WPLC
22-Nov-19	Crown Gas & Power	208.30	Electricity supply
22-Nov-19	Crown Gas & Power	144.24	Gas supply - Coro Hall
08-Nov-19	EDF Energy 1 Ltd	14.47	Electricity supply
15-Nov-19	Energy Electrical Distributors Ltd	15.00	Electrical supplies
22-Nov-19	Energy Electrical Distributors Ltd	2.76	Electrical supplies
12-Nov-19	Epos Now Ltd	30.00	Monthly till support
22-Nov-19	Fuel Fitness Ltd	90.00	Coach
08-Nov-19	Furniture@work Ltd	212.40	Oak framed noticeboard
11-Nov-19	Global 4 Communications	294.89	Phone
22-Nov-19	HMRC Cumbernauld	14585.09	PAYE & NI
01-Nov-19	InTouch	35.99	Web page monthly charge
22-Nov-19	J P Lennard Ltd	192.96	Badminton nets/ropes
22-Nov-19	John Willis	130.00	Window cleaning
15-Nov-19	Kim Bedford	358.95	Councillor training
15-Nov-19	Krowmark Ltd	39.90	Staff uniform
22-Nov-19	Laundry Depot	308.40	Laundry/pressing
22-Nov-19	LAX Events Ltd	590.00	Sound system-Remembrance day
27-Nov-19	Les Mills Fitness UK Ltd	197.76	Bodybalance - Coach
15-Nov-19	Lister Wilder Ltd	559.40	Air blow gun/hose/air line control
14-Nov-19	Lloyds Bank	257.48	Cardnet service charges
13-Nov-19	Mailcoms Ltd	89.88	Ink cartridge-post
14-Nov-19	Mainstream Digital Ltd	1.02	Phone
15-Nov-19	Merchant Rentals Ltd	15.44	Cardnet rental
15-Nov-19	Merchant Rentals Ltd	15.29	Cardnet rental
08-Nov-19	Office Furniture Online	710.40	WPLC office supplies
15-Nov-19	Office Furniture Online	2448.00	WPLC office supplies
22-Nov-19	Pat Pals Ltd	292.62	Electrical PAT testing
01-Nov-19	PHS Group	364.74	Qtrly dust mat rental
12-Nov-19	Plusnet Plc	52.20	Phone OC
18-Nov-19	Plusnet Plc	52.20	Phone-WPLC
01-Nov-19	PPL PRS Ltd	419.90	Music licence
08-Nov-19	PPL PRS Ltd	1147.67	Music licence
22-Nov-19	Prudential	307.24	AVC payment deducted from pay
15-Nov-19	Reading Community Energy Soc Ltd	1222.19	Electricity supply

08-Nov-19	Rialtas Business Solutions Ltd	70.80	Support fee - VAT digital tax
01-Nov-19	Rigby Taylor	684.70	Grass seed/wild flowers
22-Nov-19	Round & About Publications Ltd	66.00	Publicity WTCMI
15-Nov-19	Seton	467.02	Coronation Hall/Oakwood signs
06-Nov-19	SGW Payroll Ltd	170.06	Oct 19 Payroll-services
15-Nov-19	Siemens Financial Services	1100.80	Gym equipment rental
08-Nov-19	Spaldings Ltd	80.22	Decorating supplies
01-Nov-19	SSE Southern Electric	471.53	Electricity supply
15-Nov-19	SSE Southern Electric	1837.46	Electricity supply
15-Nov-19	St John Ambulance	162.00	First Aid training
28-Nov-19	SWALEC	39.41	Public toilet - Electrical supply
22-Nov-19	The Berkshire Pension Fund	16104.93	Pension - employers and employees
08-Nov-19	The Crown Estate Commissioners	730.00	WTCMI-Christmas Tree
22-Nov-19	Trade UK - BandQ	389.00	Building supplies
22-Nov-19	Trade UK - Screwfix	503.46	Building supplies
15-Nov-19	Tudor Environmental	576.00	Gardening supplies
22-Nov-19	Tudor Environmental	122.77	Gardening supplies
22-Nov-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Nov-19	Vodafone	282.00	Phone
08-Nov-19	West Berkshire Council	475.00	Premises licence renewal
15-Nov-19	Winnersh Plant Hire Ltd	123.45	Hire of digger - Depot
01-Nov-19	Wokingham BC - Rates	2246.00	Rates-WPLC
01-Nov-19	Wokingham BC - Rates	358.00	Rates-Coro Hall
01-Nov-19	Wokingham BC - Rates	162.00	Rates-Chapel Hall
01-Nov-19	Wokingham BC - Rates	884.00	Rates-Oakwood
01-Nov-19	Wokingham BC - Rates	386.00	Rates-Public Toilet
01-Nov-19	Wokingham Borough Council	26399.76	Town Council elections charges
		90447.85	

Woodley Town Council  
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List of Payments made between 01/11/2019 and 30/11/2019

Date Paid	Payee Name	Amount Paid	
04-Nov-19	(Personal Information)	12.00	College parking charge
04-Nov-19	(Personal Information)	27.96	Halfords spray cans
04-Nov-19	(Personal Information)	100.00	Refund deposit
04-Nov-19	(Personal Information)	200.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	100.00	Refund deposit
11-Nov-19	(Personal Information)	150.00	Refund deposit
11-Nov-19	(Personal Information)	50.00	Refund deposit
11-Nov-19	(Personal Information)	50.00	Refund deposit
11-Nov-19	(Personal Information)	50.00	Refund deposit
11-Nov-19	(Personal Information)	100.00	Refund deposit
18-Nov-19	(Personal Information)	200.00	Refund deposit
18-Nov-19	(Personal Information)	50.00	Refund deposit
18-Nov-19	(Personal Information)	39.40	Refund-travel claim
25-Nov-19	(Personal Information)	50.00	Refund deposit
25-Nov-19	(Personal Information)	50.00	Refund deposit
25-Nov-19	(Personal Information)	45.00	Refund deposit
25-Nov-19	(Personal Information)	40.80	Refund deposit
25-Nov-19	(Personal Information)	54.60	Inv 15909 paid twice-refund
06-Nov-19	Amazon.co.uk	249.00	Bissel carpet cleaner

07-Nov-19	Amazon.co.uk	76.42	Chalkspray can/snapframes/cups
25-Nov-19	Amazon.co.uk	7.99	Cable ties
25-Nov-19	Amazon.co.uk	18.35	BIC Clic ball pens
04-Nov-19	Aslam	150.00	Refund deposit
27-Nov-19	DVLA	160.00	Vehicle tax-RX68 DXZ
12-Nov-19	Epos Now Ltd D/D	30.00	Monthly till support licence
01-Nov-19	Fast Keys	10.24	Metal cupboard keys cut
07-Nov-19	Floor&Wall Solutions.co.uk	129.00	Anti-slip strips
27-Nov-19	Lloyds Bank	47476.54	Nov 2019 payroll-net
08-Nov-19	Lloyds Bank D/D	14.37	Bank service charges
14-Nov-19	Lloyds Bank D/D	257.48	Cardnet service charge
13-Nov-19	Mailcoms Ltd D/D	89.88	Ink cartridge-Post
14-Nov-19	Mainstream Digital Ltd	1.02	Phone
25-Nov-19	PETTY CASH A/C	134.91	Top up petty cash
26-Nov-19	Robert Dyas	58.91	Xmas lighting & batteries
06-Nov-19	Shop-flints.co.uk	70.70	Decorating supplies
01-Nov-19	Solopress.com	231.36	Flyers & leaflets
08-Nov-19	Solopress.com	131.22	Posters & Banners
26-Nov-19	Solopress.com	50.28	Banners OC
04-Nov-19	Solopress.com	113.70	Flyers & leaflets
26-Nov-19	The Royal British Legion	50.00	2x Poppy wreaths
04-Nov-19	Woodley Central WI	50.00	Refund deposit
18-Nov-19	XL Displays.co.uk	150.00	External notice boards
		51281.13	



**Woodley Town Council****Current Account****List of Payments made between 01/12/2019 and 31/12/2019**

Date Paid	Payee Name	Amount Paid	
04-Dec-19	A1 Locksmiths(Berkshire) Ltd	157.02	Depot keys cut
20-Dec-19	ACL Consultancy Solutions Ltd	2160.00	Support/advice re SLAs
20-Dec-19	Airquee Ltd	415.33	Annual bouncy castle inspection
06-Dec-19	Alan Hadley Ltd	297.00	Refuse collection
04-Dec-19	Angel Springs Ltd	106.37	Rental charges
13-Dec-19	AYS Cleaning Contractors Ltd	12.37	Cleaning supplies
06-Dec-19	Be Fuelcards Ltd	9.18	Annual Admin card charge
20-Dec-19	Be Fuelcards Ltd	38.72	Unleaded fuel-Depot
20-Dec-19	Berkshire Tree Care	936.00	Remove 2x trees Woodford Pk
20-Dec-19	Bowak Ltd	446.95	Cleaning supplies
04-Dec-19	Brake Bros Foodservice Ltd	203.55	Vending supplies
06-Dec-19	Brake Bros Foodservice Ltd	177.88	Vending supplies
20-Dec-19	Brake Bros Foodservice Ltd	130.35	Vending supplies
04-Dec-19	Brewers Decorator Centres	61.24	Building supplies
04-Dec-19	Brown Bag Cafe Ltd	118.80	Catering services
06-Dec-19	Brown Bag Cafe Ltd	54.00	Catering services
06-Dec-19	Broxap Ltd	663.60	Cast iron Ripon seat
13-Dec-19	Castle Water	1249.17	Water rates
06-Dec-19	CDK Casting Ltd	96.60	Bronze plaque
02-Dec-19	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
04-Dec-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
02-Dec-19	Club Manager Ltd	80.40	Clubmanager monthly fee
04-Dec-19	CoolerAid Ltd	172.62	Bottled water
13-Dec-19	CoolerAid Ltd	31.20	Bottled water
20-Dec-19	Crown Gas & Power	1083.50	Gas Supply
20-Dec-19	Crown Gas & Power	1083.98	Gas supply
20-Dec-19	Crown Gas & Power	233.40	Gas supply
20-Dec-19	Crown Gas & Power	260.32	Gas supply
13-Dec-19	DCK Accounting Solutions Ltd	653.40	Budget setting support
13-Dec-19	EDF Energy 1 Ltd	14.06	Electricity supply
13-Dec-19	Energy Electrical Distributors Ltd	175.52	Electrical supplies
04-Dec-19	Entertainment Solutions Ltd	510.00	Winter extravaganda entertainment
12-Dec-19	Epos Now Ltd D/D	30.00	Monthly EPOS till charge
20-Dec-19	Fraser Office Supplies Ltd	13.18	Stationery supplies
10-Dec-19	Global 4 Communications	300.05	Phone
06-Dec-19	H F Newberry	136.00	Mayor's Christmas cards - 2019
13-Dec-19	HMRC Cumbernauld	14410.71	PAYE & NI
02-Dec-19	InTouch	35.99	Monthly web service fee
20-Dec-19	JM Spurling Planning Consultants I	600.00	Planning report
06-Dec-19	Krowmark Ltd	33.66	Staff uniform
13-Dec-19	Lamps-Tubes Luminations Ltd	4577.62	WTCMI - Christmas lighting
04-Dec-19	Lightatouch	1250.00	Internal audit service
03-Dec-19	Lloyds Bank D/D	40.42	Bank charges
13-Dec-19	Lloyds Bank D/D	177.50	Cardnet service charge
31-Dec-19	Lloyds Bank D/D	37.98	Bank charges
04-Dec-19	Lyreco UK Ltd	444.99	Stationery supplies
16-Dec-19	Mainstream Digital Ltd	2.10	Phone
04-Dec-19	Margaret Macknelly Design	225.00	Hearld newsletter Nov 2019 design
16-Dec-19	Merchant Rentals Ltd	15.44	Cardnet monthly rental
16-Dec-19	Merchant Rentals Ltd	15.29	Cardnet monthly rental
13-Dec-19	Pat Pals Ltd	248.40	Electrical PAT testing
12-Dec-19	Pitney Bowes Ltd	150.00	Postage top up

12-Dec-19	Plusnet Plc	52.20	Phone
18-Dec-19	Plusnet Plc	52.20	Phone
06-Dec-19	PPL PRS Ltd	1401.24	Music licence
13-Dec-19	Prudential	307.24	AVC payment deducted from pay
27-Dec-19	Public Works Loan Board	10640.58	Loan repayments
13-Dec-19	R.E.S. Systems Ltd	1002.34	Fire extinguisher service
20-Dec-19	Rialtas Business Solutions Ltd	793.20	Omega software support
13-Dec-19	Round & About Publications Ltd	210.00	Half page advert
06-Dec-19	Sabercom Ltd	300.00	Annual software assurance charge
13-Dec-19	Seton	246.36	Coronation Hall/Oakwood signs
10-Dec-19	SGW Payroll Ltd	172.10	Payroll services
16-Dec-19	Siemens Financial Services	1100.80	Gym equipment rental
04-Dec-19	SSE Southern Electric	1987.12	Electricity supply
06-Dec-19	SSE Southern Electric	653.96	Electricity supply
13-Dec-19	SSE Southern Electric	1717.52	Electricity supply
27-Dec-19	SWALEC	63.61	Public toilet-Electric supply
06-Dec-19	Technical Surfaces Ltd	360.00	Matchfit 3G pitch service
20-Dec-19	Thames Valley Water Services Ltd	246.00	Water sample testing
13-Dec-19	The Berkshire Pension Fund	16204.93	Pension - employers and employees
04-Dec-19	The Letterworks Ltd	792.00	Hearld newsletter Nov 2019 issue
20-Dec-19	The Reindeer Centre	2280.00	Reindeer & Grotto hire
06-Dec-19	The Wokingham Paper Ltd	420.00	WTCMI advertising
20-Dec-19	Trade UK - BandQ	1125.01	Building supplies
20-Dec-19	Trade UK - Screwfix	1007.05	Building supplies
04-Dec-19	Ukactive	307.50	Music licence
13-Dec-19	Unison Collection Ac	34.00	Union fees deducted from pay
04-Dec-19	Veolia ES - UK Ltd	747.41	Refuse collection
18-Dec-19	Vodafone	370.34	Phone
02-Dec-19	Wokingham BC - Rates	2246.00	Rates-WPLC
02-Dec-19	Wokingham BC - Rates	358.00	Rates-Coro Hall
02-Dec-19	Wokingham BC - Rates	386.00	Rates-Toilet
02-Dec-19	Wokingham BC - Rates	162.00	Rates-Chapel Hall
02-Dec-19	Wokingham BC - Rates	884.00	Rates-Oakwood
		85658.79	

## Woodley Town Council

### CLERKS IMPREST A/C

#### List of Payments made between 01/12/2019 and 31/12/2019

Date Paid	Payee Name	Amount Paid	
02-Dec-19	(Personal Information)	50.00	Refund deposit
02-Dec-19	(Personal Information)	50.00	Refund deposit
09-Dec-19	(Personal Information)	49.98	Gym member refund
10-Dec-19	(Personal Information)	100.00	Grant - Dec 2019
10-Dec-19	(Personal Information)	100.00	Grant - Dec 2019
10-Dec-19	(Personal Information)	200.00	Grant - Dec 2019
10-Dec-19	(Personal Information)	100.00	Grant - Dec 2019
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
23-Dec-19	(Personal Information)	15.00	Refund deposit
23-Dec-19	(Personal Information)	50.00	Refund deposit
23-Dec-19	(Personal Information)	50.00	Refund deposit
23-Dec-19	(Personal Information)	351.75	Refund deposit
10-Dec-19	Amazon.co.uk	22.99	50m outdoor Ethernet cable

16-Dec-19	Amazon.co.uk	49.95	Cups for carol concert
20-Dec-19	Amazon.co.uk	115.16	LED lighting TCMI
09-Dec-19	Barbados & Friends	150.00	Refund deposit
10-Dec-19	Berkshire Multiple Sclerosis	250.00	Grant - Dec 2019
10-Dec-19	Kick Twist Cheerleading	200.00	Grant - Dec 2019
16-Dec-19	Kim Bedford	358.95	Councillor training
18-Dec-19	Lloyds Bank	46700.89	Net Dec 2019 payroll
13-Dec-19	Lloyds Bank D/D	13.50	Bank charges
03-Dec-19	MCOL Justice.gov.uk	60.00	Money online claim
18-Dec-19	PETTY CASH A/C	171.68	Top up petty cash
09-Dec-19	PH Retreats Ltd	114.50	Refund deposit
02-Dec-19	Reading Spring Gardens Brass	50.00	Refund deposit
18-Dec-19	Replacement keys	5.90	Oakwood key replaced
16-Dec-19	SCL Education & Training	36.00	C/m paid invoice in error
09-Dec-19	Scribbl.co.uk	61.23	Tea bags
12-Dec-19	Solopress.com	35.64	Flyers & leaflets
16-Dec-19	Stagedepot.co.uk	135.15	15amp 2 way splitter/bond
10-Dec-19	The Link Visiting Scheme	250.00	Grant - Dec 2019
10-Dec-19	Waitrose	101.08	Mayor's reception-Wine/mince pies
10-Dec-19	Wokingham Job Support	200.00	Grant - Dec 2019
10-Dec-19	Wokingham Veteran Tree Assoc	100.00	Grant - Dec 2019
10-Dec-19	Wokingham Volunteer Centre	250.00	Grant - Dec 2019
10-Dec-19	Woodley Adpot a Street	200.00	Grant - Dec 2019
23-Dec-19	Woodley Light Operatic	200.00	Refund deposit
10-Dec-19	Woodley Photographic Club	200.00	Grant - Dec 2019
09-Dec-19	Woodley Womens Guild	50.00	Refund deposit
		51449.35	

## Woodley Town Council Loans as at 31/3/2020

Loan Ref	Amount	Taken out	Term (yrs)	% interest	Annual payment	Ends	Total cost	Purpose of loan	Type of loan	31-Mar-2020 Capital Balance	Unexpired term
485970	32210.84	2002	19	5.13	3056.32	25/09/20	58070.08	Woodford Park - loan transferred from Reading BC to PWLB	Annuity	1,490	6 months
485429	1,225,000.00	30/03/01	25	4.75	58,187.50	30/09/26	1,454,687.50	Oakwood Centre - construction	Maturity	1,225,000	5.5 years
484459	500,000.00	07/07/00	25	5	25,000.00	30/09/25	625,000.00	Oakwood Centre - construction	Maturity	500,000	5.5 years
484069	275,000.00	31/03/00	25	5	13,750.00	30/09/25	343,750.00	Oakwood Centre - construction	Maturity	275,000	5.5 years
474747	75,000.00	03/10/94	25	9.25	7,745.22	30/09/19	193,630.50	Bulmershe leisure centre refurbishment	Annuity	0	repaid in full 30/9/19
467556	85,000.00	04/10/89	40	9.75	8,475.62	30/09/29	339,024.80	Airfield centre construction	Annuity	51,741	9.5 years
460907	200,000.00	16/09/86	40	9.875	20,176.98	31/03/26	807,079.20	Extension of sports hall & alterations to lesiure centre	Annuity	89,732	6 years
454569	43,000.00	18/07/84	60	11.625	5,004.44	31/03/44	300,266.40	Chapel Hall - refurbishment	Annuity	40,189	24 years
489575	120,000.00	Jan-05	26	4.65	8001.80	30/09/31	208,046.80	Oakwood Centre - additional costs	Annuity	65,883	11.5 years
504186	255,000.00	Jun-15	15	3.03	21,281.16	26/06/30	319,217.40	3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road	Annuity	190,174	10 years, 3 mths
505314	110,000.00	Aug-16	10	1.27	11,748.12	31/08/26	117,481.20	Gym on the Park WPLC	Annuity	73,074	5 years, 5 mths
507873	240,000.00	01-Oct-18	25	2.76	13353.44	01/10/43	333,836.00	Lake project, maintenance workshop, WPLC refurbishment	Annuity	229,766	23 years , 6 mths
	<b>3,160,210.84</b>				<b>195,780.60</b>		<b>5,100,089.88</b>			<b>2,742,049</b>	

Woodley Town Council

**OAKWOOD CENTRE UPDATE**

**REPORT OF THE DEPUTY TOWN CLERK**

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**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 meeting held on 17 January 2020 are appended elsewhere in the meeting agenda. Income through the catering contract is provided at **APPENDIX A (Confidential item)**. The partnership continues to meet bi-monthly.

Solar Panels

The installation of solar panels on the Oakwood Centre was completed in January and is operational. The solar panel project generates green energy back to the grid while offering a lower unit rate cost for daytime electricity, which will not increase over the 20-year contract period. Panels were installed on Woodford Park Leisure Centre in January 2019 under the scheme. Information regarding the energy generated from these installations is included in Climate Emergency report elsewhere on the agenda. Some sections of scaffolding remain on the eastern side of the building as the ground has been too wet for the vehicle to gain access. This will be removed shortly.

Roof Repairs

Progress has been slow, partly due to the surveyor assigned to the project having left the company engaged to carry out the next stages of work. Officers are making arrangements to move the project on as quickly as possible. These stages are the specification for works, assistance with tendering and contractor appointment and signing off on completion.

Theatre

The seating in the theatre has been reupholstered as part of an improvement plan to upgrade the facility. The audio/visual equipment and connectivity will be upgraded in the coming months with a new projector, screen, sound system and wireless connectivity for laptops and other devices.

Marketing Activities

- Large banner and new notice board have been installed on the side of the building facing the memorial ground. This notice board will be used for large printed marketing material for the centre.
- Banner on railings near Lidl advertising the centre
- Advert in the Woodley Herald
- Ads placed in local free magazine newsletters delivered to households
- Leaflet in New Neighbours pack for new Woodley residents.
- New marketing information and offers – leaflets and posters around the building.

**Room Hire**

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

Hirer information since last report:

<b>Regular Hirers lost</b> None
<b>New Regular Hirers</b> Business booking – one evening per month
<b>New one-off hirers</b> Card Factory SFL theatre group Send Voices – Wokingham Oxfam My Cancer My Choices Tarryn Tredwell – Talk Jeremy Tanner - AGM Reading Abbey Rotary – youth speaking event (theater) Nicholas Blake – concert (theatre) Romy Simpkins – beauty pageant (theatre)
<b>Social/public events</b> Funeral x1- January

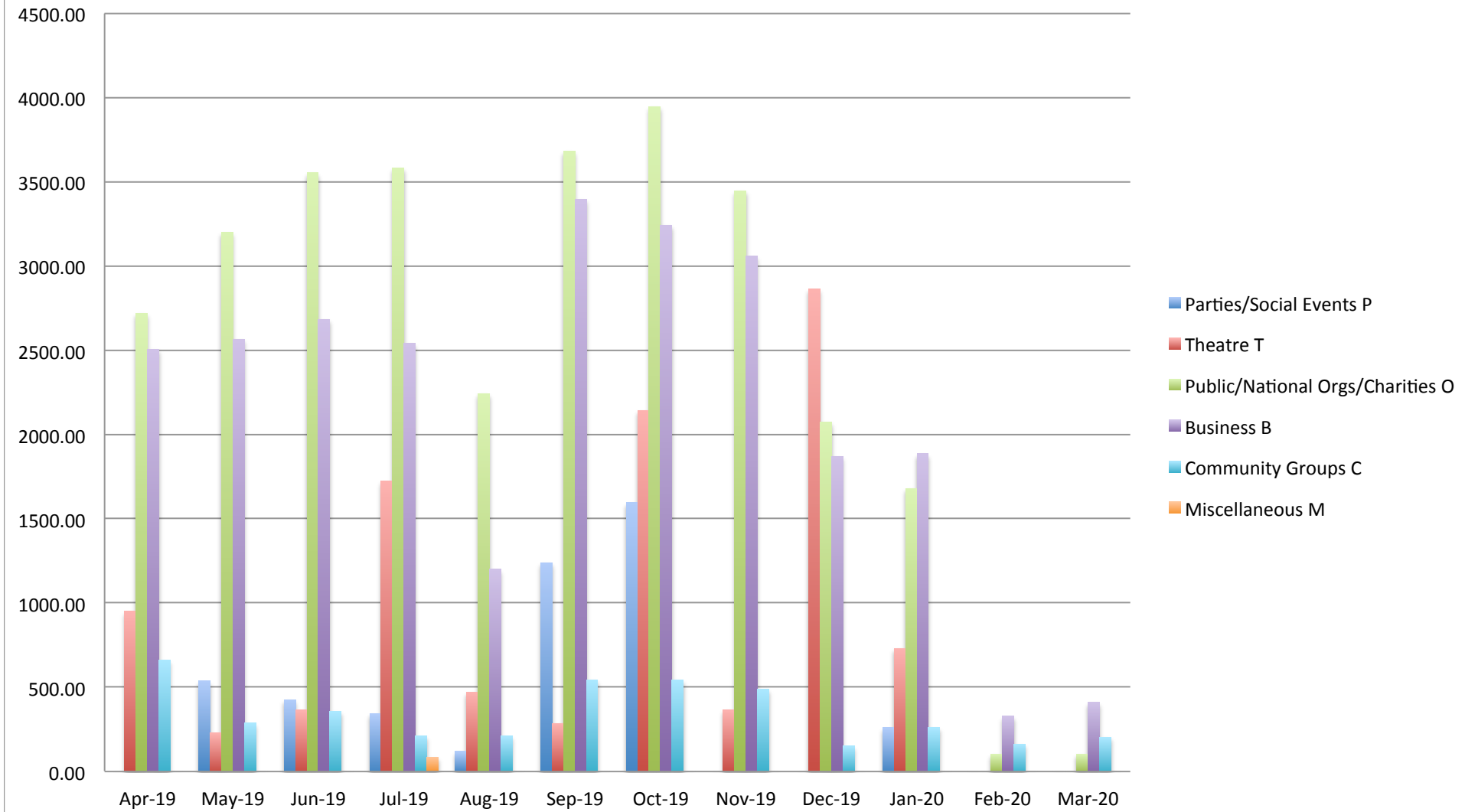
**Recommendations:**

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

OAKWOOD CENTRE INCOME 2019/20

Hirer	Apr-19		May-19		Jun-19		Jul-19		Aug-19		Sep-19		Oct-19		Nov-19		Dec-19		Jan-20		Feb-20		Mar-20	
	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £
<b>Summary of Bookings</b>																								
<b>Type of Booking</b>																								
Parties/Social Events	0	0.00	6	537.06	3	426.25	4	342.49	1	119.58	14	1239.14	14	1596.25	0	0.00	0	0.00	2	259.58	0	0.00	0	0.00
Theatre	10	950.84	2	229.17	3	367.50	36	1722.67	6	472.49	3	285.84	22	2142.94	3	367.51	47	2862.97	7	731.67	0	0.00	0	0.00
Public/National Orgs/Charities	64	2721.69	93	3203.38	89	3553.78	69	3582.11	49	2242.12	101	3683.77	106	3946.68	89	3448.77	65	2075.41	50	1680.42	12	104.16	12	104.16
Business	48	2506.15	53	2565.71	54	2684.89	57	2543.21	24	1200.41	67	3396.15	68	3243.23	64	3060.71	32	1872.20	43	1886.65	12	328.32	15	410.40
Community Groups	28	661.29	11	288.77	11	356.68	6	213.76	6	213.76	15	543.80	23	542.97	14	487.96	4	151.69	12	260.44	8	163.36	10	204.20
Miscellaneous	0	0.00	0	0.00	0	0.00	1	86.25	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	150	6839.97	165	6824.09	160	7389.10	173	8490.49	86	4248.36	200	9148.70	233	11472.07	170	7364.95	148	6962.27	114	4818.76	32	595.84	37	718.76
<b>Cumulative Income</b>																								
Parties/Social Events	0	0.00	6	537.06	9	963.31	13	1305.80	14	1425.38	28	2664.52	42	4260.77	42	4260.77	42	4260.77	44	4520.35	44	4520.35	44	4520.35
Theatre	10	950.84	12	1180.01	15	1547.51	51	3270.18	57	3742.67	60	4028.51	82	6171.45	85	6538.96	132	9401.93	139	10133.60	139	10133.60	139	10133.60
Public/National Orgs/Charities	64	2721.69	157	5925.07	246	9478.85	315	13060.96	364	15303.08	465	18986.85	571	22933.53	660	26382.30	725	28457.71	775	30138.13	787	30242.29	799	30346.45
Business	48	2506.15	101	5071.86	155	7756.75	212	10299.96	236	11500.37	303	14896.52	371	18139.75	435	21200.46	467	23072.66	510	24959.31	522	25287.63	537	25698.03
Community Groups	28	661.29	39	950.06	50	1306.74	56	1520.50	62	1734.26	77	2278.06	100	2821.03	114	3308.99	118	3460.68	130	3721.12	138	3884.48	148	4088.68
Miscellaneous	0	0.00	0	0.00	0	0.00	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25		
	150	6839.97	315	13664.06	475	21053.16	648	29543.65	734	33792.01	934	42940.71	1167	54412.78	1337	61777.73	1485	68740.00	1599	73558.76	1631	74154.60	1668	74873.36

## Types of Booking





**Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Thursday 19 December 2019 at 10am**

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

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

1. **APPOINTMENT OF CHAIRMAN**

**RESOLVED:**

- ◆ that Councillor Green 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 noted the 2019/20 Risk Management Strategy and agreed a proposed amendment to an item under Identifying risks in Appendix 1 to the strategy document. The proposed Risk Management Strategy for 2020/21 would be considered at the next meeting of the working party, for approval by the Strategy and Resources Committee.

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. Two new risks relating to the Council's Declaration of Climate Emergency were added to the Strategic Register list and the probability and impact scores (totalling 4 for both risks) were discussed and agreed at the meeting. One new risk in Indoor sports relating to the impact of the opening of the new Bulmershe Leisure Centre in 2020 was also added and scored 9, because of the unknown level of financial impact on the Council's gym membership and sports hall club bookings. One risk regarding dogs at the entrance area to Woodford Park Leisure Centre was deleted as this was no longer regarded to be a risk.

Members also discussed the action identified in the Open Spaces sheet of the register to update the tree inspection and maintenance records in the Council's parks and requested that the Grounds Maintenance Manager be asked to carry out this work as soon as possible.

Under Resource Management it was noted that the risk of project and non deadline driven work not being achieved remained at a score of 9 and the Town Clerk confirmed that although more progress had been made on GDPR and the Council had engaged the services of a former Data Protection Officer at West Berks Council there was further work to complete, for example adopting a record retention and disposal policy and other policies regarding how information is made available to the public. With regard to risk no. RM07 - ineffective management and utilisation of assets, the Deputy Town Clerk reported that he was anticipating a better management of assets but that at present the Council doesn't have the ability to keep records on repairs and costs. Councillor Doyle offered his help in developing an asset management system.

5. **DISASTER RECOVERY PLAN**

The Deputy Town Clerk reported that he had been working on a disaster recovery plan and had started on the plan and had consulted other managers. This would be an agenda item for the next meeting, when a draft plan would be provided to the working party.

6. **HEALTH AND SAFETY MATTERS**

The Deputy Town Clerk explained the arrangement with Ellis Whittam who were the Council's HR and Health and Safety advisors. Over the last two years the Council had worked hard to address a number of items identified during the Health and Safety visit by Ellis Whittam. Lone working was discussed and the Deputy Town Clerk reported that managers were reviewing this to undertake actions, such as a checking in and out mechanism with the Council's key holding company, to address concerns about lone working.

Members also noted the training arrangements for the staff teams on first aid as well as the online training packages that included manual handling, COSHH, working at height etc.

Meeting closed at 12 midday

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**Report of a Meeting of the Risk Management Working Party held at the Oakwood Centre on Thursday 9 January 2020 at 10am**

---

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

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

1. **APOLOGIES**

Apologies had been received from Councillor Bragg.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **RISK MANAGEMENT STRATEGY**

Members considered the proposed Risk Management Strategy 2020/21 and,

**RECOMMENDED:**

- ◆ **that the amended Risk Management Strategy for 2020/21, attached (Appendix A), be recommended for approval by Council.**

4. **RISK REGISTER**

Members noted the Risk Register, reviewed and updated at the meeting on 9 January and

**RESOLVED:**

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

5. **DISASTER RECOVERY PLAN**

The Deputy Town Clerk presented the first draft of the disaster recovery plan. After some discussion it was agreed that the following areas of the Disaster Recovery Plan be developed and advanced:

- Business Continuity in relation to a disruptive event at Woodford Park Leisure Centre.
- Business Continuity in relation to lower level disruption e.g. IT failure due to malware/virus etc – Link IT Manual to DRP
- Informing employees families in the event of a major incident resulting in injury of personnel – explore if training required
- Review electronic document storage re protected master copies/revisions etc
- State review period i.e. annually
- Link procedures to existing procedures in the staff handbook

Meeting closed at 11.10am

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## Risk Management Strategy 2020/21

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

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

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

### Aims and benefits

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

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

### Process

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

### Ownership

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

### Assessment of risk

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

#### *Probability of Occurrence:*

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

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

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

## Roles and responsibilities

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

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

### Organisational Structure and Summary of Key Roles

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

## Risk registers

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

**RISK MANAGEMENT PROCESS**

**Identifying risks**

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

- ~~Reviews initiated by Brainstorming sessions with~~ individuals, committees or panels and ~~various levels of management~~ managers.
- 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.



## HUMAN RESOURCES / HEALTH AND SAFETY SUPPORT AND SERVICES

### REPORT OF THE TOWN CLERK

---

#### PURPOSE OF REPORT

To propose that the Council continue to engage Ellis Whittam to provide Human Resources and Health and Safety support and services with effect from 28 February 2020 for a period of five years.

#### BACKGROUND

In February 2015 the Town Council considered a report that set out quotes from three providers of HR and H & S support. The three providers were Peninsula, Elas and Ellis Whittam and representatives from each organisation had met with the Town Clerk and Deputy Town Clerk to discuss the service that could be provided. Previously the Council had engaged Peninsula for a period of 5 years, since 2010.

#### INFORMATION

In 2015 the Town Council agreed to engage Ellis Whittam, based on price, the service proposed and the company's familiarity with local government terms and conditions. In particular, the terms and conditions relating to local government had led to some frustrations during the period when the HR package with Peninsula had been in place (2010 - 2015).

From the experience of receiving both the HR and the H & S services from Ellis Whittam over the past 5 years officers believe that Ellis Whittam would continue to provide a package that best meets the needs of the Council. They have a good deal of experience in dealing with Green Book and local government issues for town and parish councils. Advisors at Ellis Whittam are qualified solicitors and the Council would continue to have a dedicated client manager to deal with issues. This person would also act as the Council's 'Competent Person' as required by law in dealing with health, safety and wellbeing issues.

With Ellis Whittam's support and documentation the Council now has an up to date Employee Handbook, has updated contracts for all permanent staff and issued letters to all casual workers. Ellis Whittam's advisers have assisted managers through several staffing matters over the past five years and are currently advising on an employment issue.

The services provided in respect of Health and Safety matters have been beneficial and over the last couple of years we have, with Ellis Whittam's support through their advisor, been able to reduce a large number of items identified as needing addressing down to just two or three minor items.

#### RESOURCES

**Appendix A (attached)** provides the quote received from Ellis Whittam for five years from 28 February 2020 to 27 February 2025 at a cost of £5,950 per annum, excluding VAT. This is an increase of £95 a month over the existing annual charge of £4,800 (an increase of just under 24%) and is partly due to the Council's high usage over the last two years relating to a complicated HR issue.

The terms of the Council's Financial Regulation 13, relating to contracts, allows that "specialist services such as are provided by solicitors, accountants, surveyors and planning consultants" are not required to comply with the Council's Financial Regulations and that these services can be continuous.

#### RECOMMENDATION:

- ◆ **That the Council continue to engage Ellis Whittam to provide Human Resources and Health and Safety support and services as set out in Appendix A with effect from 28 February 2020 for a period of 5 years at a cost of £5,950 per annum.**



Employment Law, HR and  
Health & Safety Support

# Renewal Proposal

**Woodley Town Council**  
**6<sup>th</sup> January 2020**

# Brilliant Employment Law & HR Support

You will continue to receive the high quality professional advice from your dedicated adviser Sarah Simcott who has good knowledge of Woodley TC and the way you like to work.

She will continue to help with all aspects of Employment Law and related HR compliance including:

- ▶ Dismissals
- ▶ Restructuring and redundancies
- ▶ Disciplinary and grievance issues
- ▶ Strategic challenges
- ▶ Discrimination issues
- ▶ Sickness, absenteeism, maternity and paternity and time off work
- ▶ Lateness, laziness, capability and performance issues
- ▶ Hiring new employees
- ▶ Business purchase / sale and TUPE transfers
- ▶ Terms and conditions of employment

**Practical hands-on help.** Drafting your Employment Law and HR letters, documents and settlement agreements.

**Robust Contracts of Employment and a practical and relevant Employee Handbook.** Continue to make sure your essential documents are legally compliant, up-to-date and provide you with the certainty and flexibility you need to run your organisation.

**Access to our online client file and Knowledge Hub.** You and your team (if authorised by you) will have access to:

- ▶ Your own online client file – including your emails, notes and recordings of telephone calls with us, your Contracts of Employment, policies and procedures;
- ▶ A comprehensive Employment Law and HR resource and precedent bank; and
- ▶ A bank of Employment Law and HR-related webinars, presented by Ellis Whittam's expert advisers.

**Absence management.** You and your staff will be able to manage holiday planning and sickness needs efficiently using our new My EW HR Software. If you don't already have this click [here](#) to find out more.

**Regular news and topic specific webinars / webcasts.** We will help to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and costs.

**Insurance against the risk of employment disputes.** Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. In the event of an insured employment claim, we will defend the claim and the insurance will pay Employment Tribunal compensation awarded against you or settlement monies. You will be covered for up to £1,000,000 in any one year and £150,000 per claim. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

# Brilliant Health & Safety Support

**Ellis Whittam will continue to act as your legally-required Competent Person.** Faz Siraj will continue to support you and visit your premises as per your agreement schedule. Don't forget we also have office based Health & Safety helpdesk to give you additional day-to-day telephone and email support with your health and safety challenges.

**Visits.** As per the proposed renewal we will visit your organisation and identify areas of risk and actions the visit schedule entitles you to a minimum of 8 visits over 5 years of the agreement period.

We will continue to help with all aspects of Health & Safety including:

## An annual audit of your ongoing health and safety compliance

- Identify areas of risk and actions required;
- Review your Health & Safety Policy and Health & Safety Employee Handbook;
- Give you hands-on practical support in respect of key actions/challenges;
- Update your Health & Safety Journey Plan and objectives; and
- Work to certify your organisation as health and safety compliant.

**Health & Safety Software.** Access to our award-winning cloud-based Health & Safety Software, that will revolutionise your approach to risk and safety management. If you are not already on this click [here](#) for more information. This simple and secure way to manage compliance will allow you to confidently meet your legal requirements through a number of easy to use applications. You will be able to:

**Regular news and topic specific webinars / webcasts.** Helping to upskill you and your managers and improve your internal capacity to manage effectively, ultimately saving time and cost.

**Insurance against the risk associated with regulatory enforcement.** Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. It covers the cost of:

- Legal representation, including in court, to defend you against prosecution;
- Appealing against the serving of an improvement or prohibition notice; and
- Fee for Intervention (FFI) charges imposed by the Health and Safety Executive and for initial representation.

If a case goes to court, we will support you with the highest-quality representation and present the strongest possible defence. Our standard cover is £150,000 per claim made with a total cap of £1million per annum. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

## Assured advice you can trust.

### PRIMARY AUTHORITY

Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect Ellis Whittam clients will be required to firstly engage with the PA before making contact with you.

**We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.**

Providing you follow our advice, your business should:

- Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. As a client of Ellis Whittam, we've already done the hard work for you and you benefit in the same way.

Gain access to a single source of advice that you can immediately trust and implement across your whole business.

# Commercial Legal Knowledge Hub

## Commercial guidance at your fingertips

Working in partnership with leading commercial lawyers Markel Law, our Commercial Legal Knowledge Hub provides you with access to templates and best practice guidance notes covering trading and contracts, property law, cyber security, data protection, and intellectual property. You will have access to:

- ▶ Regularly updated commercial guidance
- ▶ Standard, downloadable templates ready for immediate use.
- ▶ A library of information will help you manage your business issues quickly and efficiently whilst helping to ensure you are legally compliant.

If need to talk a problem through, we have an arrangement with Markel Law for EW clients, which gives you access to their Commercial Law experts over the phone on a pay as you go basis at £45.00+VAT for each call, which may last up to 30 minutes. You can simply book the date and time of your call on our website and Markel will call you at the designated time to discuss your issue with you.

If, after having had the call you need further help creating something more bespoke or dealing with a more complicated issue, then we have preferential rates in place with Markel who will be happy to quote and contract with you directly for the work.

## Our Fees

Please note the renewal fees quoted are per annum and assume that Woodley Town Council has 55 employees This proposal is for a Service Agreement commencing on 28<sup>th</sup> February 2020 for a period of 60 months.

We do not have any hidden auto renewal clauses

	5 Year Term
Combined fee for both Employment Law & HR Fixed Fee Service and Health & Safety Fixed Fee Service, exclusive of VAT	£5,950.00
Legal Expenses Insurance (employment claims) (@ £9.50 per employee per annum), inclusive of Insurance Premium Tax	£522.50
Legal Expenses Insurance (Health & Safety Prosecution) (@ £3.50 per person per annum), inclusive of Insurance Premium Tax	£192.50
Legal Expenses Insurance Administration fee, exclusive of VAT, only applicable if the Legal Expenses Insurance is taken.	£105.00

## Our Terms

**Our honest approach to doing business.** Our fees are as set out in the Fees Summary. Fees increase annually in line with inflation, limited to a maximum of 2% per annum.

Please find a copy of our full FCA & Service Agreement Terms [here](#). The document explains EW's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. EW is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#) and you open up the document with the password: LEITerms11.

## **REVISED BUDGET ESTIMATES 2019/20**

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

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#### **PURPOSE OF REPORT**

To inform and advise Members of the recommendations for the Strategy & Resources Committee Revised Budget Estimates for the 2019/20 financial year.

#### **INFORMATION**

The Revised Budget Estimates for 2019/20, **Budget Appendix enclosed**, have been drawn up taking into account any additional factors or information from officers expected to affect income or expenditure for the year. Where possible, savings have been identified to reduce spending.

#### **EXPENDITURE**

The Committee's original budget expenditure is estimated to increase by £12,496.

- In the central costs budget staff costs are higher with the establishment of a new Administrative Assistant post to which the former apprentice has been appointed and an increase in weekly hours of the Communications Manager (from 18 to 30). The VAT partial exemption was £3,224 higher than budgeted for and expenses have been increased by £150. Office equipment has been increased by £700. Offsetting these additional costs the training budget has been decreased by £2,000.
- In Democratic costs the staff costs budget has increased slightly (£197). The additional expenditure on external councillors' training of £1,651 was organised by the Town Council for councillors in the borough. An additional £6,000 has been added to the budget to cover the by-election in Coronation East ward due to take place in February, following the death of Cllr David Stares.
- In Corporate Management it is anticipated that the employers' Superannuation contribution costs will be lower than originally budgeted for. An additional £500 has been added to cover increased bank charges and the new 5 year HR and Health and Safety support from Ellis Whittam starts with effect from 28 February 2020, subject to this being agreed by the Committee. A variety of legal matters relating to leases and agreements have been ongoing this year and it is proposed that any balance in the legal and professional costs at the year end be allocated to an earmarked reserve to meet some of those costs which the Council has not yet been billed for. Overall, the total expenditure is likely to be £2,902 lower than anticipated.
- £4,450 of community grants have been awarded in the year, following a virement from the Youth Services budget of £450 to make awards to individuals representing the UK at a cheerleading event in Paris next year. This budget now includes the grant the Council makes to the Woodley Town Centre Management Initiative.
- At the Oakwood Centre underspends on staff, rates, water rates, repairs and catering arrangements are predicted. Overall, however, an overspend of £2,273 is likely as a result of an increase in certifications costs, primarily as a result of works required in the theatre and lightening rods.
- In the Maintenance HQ budget a saving of £1,300 is anticipated because works on a new building for the maintenance teams has not yet started and there has been no expenditure on rates or utilities.
- There is no change this year in the Woodley Town Centre Management Initiative's budget expenditure figures.



- The Capital and Project budget now includes all the Council's loan commitments, rather than these being spread across this committee and the Leisure Services Committee's budgets. There has been no change to the loan repayments this year.

### **INCOME**

It is estimated that committee income will be £7,123 under the original budget figure.

### **NET EXPENDITURE**

Overall, the committee's revised estimates show a net increase of £19,619 over that originally budgeted for the 2019/20 financial year.

### **RECOMMENDATIONS:**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members approve the allocation of any balances remaining in the Legal and Professional Expenditure budget code to an earmarked reserve for that purpose at the 2019/20 year end.**
- ◆ **that Members approve the Revised Budget Estimates for 2019/20, as set out in the Budget Appendix.**

## **BUDGET ESTIMATES 2020/21**

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

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#### **PURPOSE OF REPORT**

To inform Members of the recommendations for the Strategy & Resources Committee Budget Estimates for the 2020/21 financial year.

#### **INFORMATION**

The Budget Estimates for the 2020/21 financial year, set out in the enclosed **Budget Appendix**, have been drawn up taking into account the previous year's revised estimate figures, advice from officers in respect of operational costs and activities, plans for those services within the committee's responsibility and any other factors.

#### **EXPENDITURE**

The Committee's expenditure is estimated to be £77,751 higher than the revised estimate for 2019/20 and £90,247 higher than the original 2019/20 budget.

In the Central Costs budget staff costs have increased to include an anticipated 2% pay increase as well as a new post of Assistant Admin Officer being established and the Communications Manager now working 30 hours a week. The VAT Partial Exemption allocation is likely to be around £15,500.

In Democratic Services an allowance of £6,500 has been budgeted for election costs and will be used to fund the Council's 2023 elections, or any by election that may occur in the year. The Council allocates a sum each year to the elections earmarked reserve to cover the all out election cost.

In Corporate Management employers' pension costs are anticipated to increase by 1% (£16,400) in 2020/21, and employers NI costs by £3,000. Bank charges and affiliation fees are anticipated to be higher and an allocation to fund the residents survey has also been included in the budget figures. The 5 year agreement for HR & Health and Safety support provided by Ellis Whittam is due for renewal from 28 February 2020 and has been included in this budget's expenditure, subject to agreement by the Committee.

Insurance costs have remained at the same rate as the previous year.

In the Capital Programme the annual contribution has been set at £45,000.

The Grants budget now also includes the annual grant allocation of £13,000 to Woodley Town Centre Management Initiative.

At the Oakwood Centre increases in business rates, cleaning and fuel costs have been allowed for. With regard to the fuel costs, the contract includes green gas at a slightly higher cost but will off set the Council's carbon footprint. Items under certifications and repairs have been properly allocated and the total budgets changed accordingly.

The Maintenance HQ/ Workshop budget doesn't include estimates for rates and fuel costs in the proposed new workshop the Council hopes to provide in 2020/21. A project to incorporate the new workshop, toilets and tea room/office in the existing depot shed is being investigated by officers.

With effect from 1 April 2020 it is intended that the Woodley Town Centre Management Initiative budget will operate within the Town Council's financial arrangements, with the Town Centre Manager overseeing the management of the WTCMI's budget. The impact of this arrangement

has increased the Town Council's expenditure by £40,216. However, the Initiative will operate a zero balanced budget, adjusted at the year end with regard to under or over spend by transferring funds accordingly from its earmarked reserve, also to be held in the Town Council's reserves.

The Capital and Projects budget will reduce by £5,104 as a result of the payment of the loan relating to Bulmershe Leisure Centre.

### **INCOME**

The Committee's income is estimated to increase by £13,860 over the 2019/20 original budget, largely as a result of the income relating to the Woodley Town Centre Management Initiative now being included in the Council's finances.

A decrease in the funds received through temporary investments is anticipated.

### **NET EXPENDITURE**

It is estimated that net expenditure will be £56,768 higher than the revised budget figure for 2019/20 and £76,387 over the original 2019/20 budget.

### **RECOMMENDATIONS:**

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the proposed Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.**

Woodley Town Council

## **BUDGET AND PRECEPT 2020/21**

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

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#### **PURPOSE OF REPORT**

To consider and recommend to Council the budget and precept charge for the 2020/21 financial year.

#### **INFORMATION**

This report refers to the budget information on the first page of the accompanying ***Budget Appendix***. This page shows the original budget approved for 2019/20 and the expected reserves level at that time. It sets out the revised 2019/20 figures and shows the actual reserves figure following the 2018/19 year end, as published in the accounts for that year. The column highlighted in green presents the proposed budget for 2020/21 and anticipated reserves.

The projections for 2021/22 and 2022/23 are indications of future income and expenditure based on the 2020/21 figures, including anticipated increases in staff pay and employers pension payments. However, they are not fully planned and informed budget figures.

This year the government has again announced that it will not be applying the referendum principles to the local council sector this year. This is subject to the sector taking all available steps to mitigate the need for increases and the government seeing clear evidence of restraint in the increases set by the sector as a whole.

#### **Precept calculation**

Each year Wokingham Borough Council reviews and sets the tax base figure for each of the parishes. All domestic properties are placed within one of eight Valuation Bands (A – H) dependent upon their value as at the 1st April 1991. For the purposes of setting council tax and precepts, Band D is taken as the average band and the tax is set on the basis of "Band D equivalent figures". This means that all properties are given weightings in proportion to Band D to arrive at the Band D equivalent.

The tax base for council tax and parish council precept purposes is calculated by:-

- Converting the number of properties in each Band to Band D equivalent by applying the appropriate weighting for that Band.
- Allowing for the properties entitled to discounts, adjusted in line with the localisation of council tax regulations, Local Government Finance Act 2012.
- Allowing for properties entitled to exemptions.
- Allowing for further adjustments in the year eg new dwellings, properties to be demolished, exempt properties and band changes due to appeals.
- Allowing for non collection

Once the tax base is approved, this figure is used to calculate the precept. The total precept to be raised is arrived at by multiplying the actual Band D charge by the tax base.

In 2013 government changes to the way council tax benefits worked reduced the tax base which in turn reduced the level of the precept figure raised. Billing authorities, such as Wokingham BC received funding from the government to pass onto town and parish councils to ameliorate the reduction in their tax base. This was latterly paid in the general grant funding to the Borough Council where it was decided that the sums allocated would reduce each year until no grant was paid. 2020/21 is the first year with no precept support grant, meaning a gap of £8,644 has also had to be met this year.

The draft 2020/21 tax base for Woodley has increased from 10528.8 to 10659. This new tax base includes an additional 130.2 Band D equivalents in the parish and anticipates new homes being built in the town becoming occupied during the year.

## **Reserves**

### **General reserve**

The original budget estimates for 2019/20 anticipated a general reserve of £430,205 at the end of the year and included an allocation of £36,812 from the general reserve to support the estimated budget expenditure for the year. It is estimated that reserves will not be required to support expenditure and that, at the year end, a sum of £21,564 will be added to reserves giving an estimated reserves figure of £488,581 on 31 March 2020.

### **Earmarked reserves**

Earmarked reserves totalling £497,536 as at 31 December 2019 are also listed on page 1 of the Budget Appendix. It is anticipated that an additional earmarked reserve relating to the Woodley Town Centre Management Initiative will be added to the earmarked reserves at the end of March 2020 when the WTCMI finances are transferred to the Council.

### **2020/21 Budget Estimates**

The Council's proposed net budget for 2020/21 is estimated at £1,235,282; an increase of £124,674 on the revised figures for 2019/20 and an increase of £66,298 on the original 2019/20 budget estimate.

Additional costs of employers' pension contributions, an anticipated 2% staff pay increase and other cost increases are not able to be offset by increases in income. Teams at both the leisure centre and the Oakwood Centre and community halls will continue to target income generation growth in the coming financial year, however, the opening of a new leisure centre in the town is anticipated to impact income at the leisure centre. A prudent reduction in income of just over £38,000 has been included at the centre.

The expenditure includes capital loan repayments, which have reduced with the repayment of the loan on the former Bulmershe Leisure Centre, and the annual contribution to the sinking fund.

The value of the Council's investment portfolio (to meet the repayment of the loan principal on the Oakwood Centre) was £1,697,412 as at 31 December 2019.

Planned projects in 2020/21 include:

- the continuation of planting around the lake at Woodford Park
- a new destination play area at the Memorial Ground
- improvements to the leisure centre exterior overlooking the pitches/cricket ground
- repairs to the Oakwood Centre
- work with Wokingham BC on improvements to the area near the trees towards the southern end of the town centre
- reviewing Council operations and activities in response to the climate emergency
- ground reinforcement at the Memorial Ground
- maintenance depot building and improvements

It is proposed that the precept level be set at £1,203,188 for the 2020/21 financial year, an increase of £79,660 on last year's precept figure, raised as a result of the increase in the tax base and an increase in the Band D property charge.

The 'Band D' property charge will be increased to £112.88 in 2020/21, raising a total of £1,203,188.

The figures show that an estimated £32,094 will be required from the general reserve to support the Council's planned expenditure in 2020/21. It is estimated that, as at 31 March 2021, the Council's general reserve will stand at £456,487.

**RECOMMENDATIONS:**

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2020/21 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,203,188 for the 2020/21 financial year be presented to Council for approval.**

## CLIMATE EMERGENCY

### REPORT OF THE DEPUTY TOWN CLERK

#### Purpose of Report

To provide Members with information regarding the Council's carbon footprint and environmental impacts.

#### Background

At the Council meeting on 1 October 2019 the Council adopted a motion to declare a climate emergency and to become a carbon neutral organisation by 2030. The first steps toward this are to quantify the Council's carbon footprint, identify where operational reductions may be possible, identify opportunities for offsetting and develop a Climate Emergency Action Plan to deliver reductions.

Wokingham Borough Council has set up a Climate Emergency Working Group, with representatives from the Town and Parish Councils, and will be working with partners to deliver its target across the Borough.

#### Carbon Footprint

Different elements can be included in calculations to assess an organisation's carbon footprint. Some elements of this calculation are fairly straightforward e.g. quantifying energy consumption from lighting and heating. Others are more difficult e.g. fuel used by commuting staff and users of Council facilities, purchasing practices, product choice, services from other providers etc.

The following assessment provides an initial calculation of the Councils carbon footprint – based on energy used in the buildings and fuels used for machinery and works vehicles. This assessment was carried out using the Carbon Trust online calculator and based on consumption over a 12-month period. The calculator provides a kgCO<sub>2</sub>e (kg of CO<sub>2</sub> equivalent) for each type of energy/fuel unit. \*Woodford Park Leisure Centre includes the grounds depot and the residential flat as they are not individually metered.

	Electricity units (kWh)	CO <sub>2</sub> equivalent (kgCO <sub>2</sub> e) <i>23% from renewable</i>	Gas units (kWh)	CO <sub>2</sub> equivalent (kgCO <sub>2</sub> e)	Other Fuels (Ltrs)	CO <sub>2</sub> equivalent (kgCO <sub>2</sub> e)	CO <sub>2</sub> total for building (kgCO <sub>2</sub> e)
<b>Oakwood Centre</b>	118696	(30,339) 23,361	229338	42,164			<b>65,525</b>
<b>Woodford Park Leisure Centre*</b>	100013	(25,563) 19683	212346	39,040			<b>58,723</b>
<b>Coronation Hall</b>	9002	(2,301) 1772	49069	9,021			<b>10,793</b>
<b>Chapel Hall</b>	3723	(952) 733	51608	9,488			<b>10,221</b>
<b>Grounds / vehicles</b>					2000	4,996	<b>4996</b>
<b>Street Lighting (LED)</b>	3043	(775) 597					<b>597</b>
						<b>Annual Total kgCO<sub>2</sub>e</b>	<b>150,855</b>

This calculation gives an annual carbon footprint figure of **150,855 kgCO2e**. A more detailed assessment can be made of other areas of the Council’s operation that may have a smaller but cumulative impact on the overall footprint.

**Progress so far**

The following initial steps have been taken to reduce the Council’s carbon footprint;

Action	Reduction/offset kgCO2e
Installation of solar panels - Woodford Park Leisure Centre	7,210
Installation of solar panels – The Oakwood Centre (estimated)	5,495
Renewal of gas supply contracts with 100% carbon neutral gas	99,713
<b>Annual Total kgCO2e offset</b>	<b>112,418</b>
<b>Annual Total kgCO2e after reductions</b>	<b>38,437</b>

Energy supply contracts

The current electricity supply contract provides 23% electricity from renewable sources. These contracts are due for renewal from April 2021 and this will be an opportunity to consider a move to 100% electricity from renewable sources.

Gas consumption for heating and hot water across the buildings has the largest influence on the Council’s carbon footprint.

The gas supply contracts for the Council’s building have been renewed from 1 February 2020. A 36 month contract has been put in place with Ecotricity who supply carbon neutral gas to the grid. The supply of carbon neutral gas and ‘green’ gas is growing but not yet offered by all suppliers and the costs can vary, although all are more expensive than natural gas as there is higher demand than supply at present. 100% ‘green’ biomethane gas is considerably more expensive but these costs are likely to reduce in the coming years as the industry invests in the technology. Carbon neutral gas is fed into the gas grid and can be generated either entirely from organic matter (biomethane from anaerobic digestion), or natural gas from a supplier who offsets the carbon emissions of the gas through investment in carbon reduction schemes elsewhere. Ecotricity offer a combination of the two with a move toward an entirely biomass supply.

This gas is certified carbon neutral by the supplier and represents a reduction through offsetting of the Councils carbon footprint of 99,713 kgCO2e.

Solar Panels

The solar panels installed on the Oakwood Centre and Woodford Park Leisure Centre generate renewable electricity and return it to the grid. This renewable energy can be used to offset the Council’s carbon footprint. The Woodford Park Leisure Centre installation has been in place for one year and has generated 28,207 kWh – an annual carbon saving of 7,210 kgCO2e. The Oakwood Centre installation has been operational since the start of January 2020. The estimated generation from this installation is around 21,500 kWh – an annual carbon saving of 5,495 kgCO2e.

There is a potential for further solar panel installations on Coronation Hall and the grounds depot building. These are being explored with Reading Community Energy Society under a similar arrangement to the existing installations, and also directly with solar panel providers.

LED Lighting

All new lighting installed in and around the buildings uses LED to reduce energy consumption and cost. All lighting in Coronation Hall was replaced with LED as part of the refurbishment carried out in 2019. All street lighting stock was upgraded to LED in 2017. There is a potential to upgrade all lighting within the buildings to LED and this could represent a good return on investment in terms of energy costs and carbon reduction.



## **Next Steps**

It is proposed that three Members of the Committee are appointed to the Climate Emergency Working Party and that the draft Terms of Reference are considered (**APPENDIX A**).

- Establish a Climate Emergency Working Party
  - identify priorities
  - develop Climate Emergency Action Plan
  - monitor and report progress to the Strategy & Resources Committee
  
- Develop a Climate Emergency Action Plan –
  - identify opportunities to reduce energy consumption and use renewable energy where possible e.g. convert all lighting to LED, electric vehicles/machinery.
  - assess carbon impact of purchasing/goods & services/travel/other elements not currently considered.
  - identify opportunities and initiatives for carbon offsetting e.g. tree planting/renewable energy generation/rainwater harvesting.
  - identify opportunities to take part in and provide information to residents and businesses on local and national green initiatives.
  - identify areas with funding requirements.
  - work and coordinate with partners to contribute to Borough wide Climate Emergency Plan.
  - liaise with other Councils and organisation implementing similar initiatives.
  - Monitor progress against carbon reduction targets.

## **Recommendations:**

- ◆ **That Members note the contents of the report.**
  
- ◆ **That a Climate Emergency Working Party be established.**
  
- ◆ **That Members consider the draft Terms of Reference of the Climate Emergency Working Party and appoint Members accordingly.**

## **Climate Emergency Working Party – Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

To identify, consider and develop actions and opportunities to enable the Council to meet its target of becoming a carbon neutral organisation by 2030 and to make recommendations to the Strategy and Resources Committee in order to achieve this.

#### **Membership of the working party**

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

#### **Meetings**

Meetings of the working party will take place as appropriate and necessary.

#### **Terms of operation**

To have general oversight of the Council's Climate Emergency actions.

To develop the Climate Emergency Action Plan with community partners and Wokingham Borough Council.

To publish and publicise the Climate Emergency Action Plan.

To identify opportunities for the Council to reduce its carbon footprint.

To identify and encourage wider community involvement.

To identify opportunities to provide advice and information on Climate Emergency issues and initiatives to Woodley residents, businesses and visitors.

To monitor progress on actions.

To identify action priorities and report to S&R for consideration/funding.

**PROJECTS SCHEDULE 2019/20***Project ID number is identifier only – not indication of priority.*

ID	Project update	Approximate Delivery
1	<p><b>Woodford Park Green Flag Award application and works</b>  Green Flag awarded July 2018 <b>COMPLETE</b>  Green Flag awarded July 2019 <b>COMPLETE</b>  Green Flag Award 2020 – application due January 2020. Judging carried out April – June 2020</p>	Apr-Jun 2020
	<p><b>Equality Impacts</b>  Award criteria includes sections on inclusivity, audience development, access and community involvement and diversity.</p>	
	<p><b>Environmental Impacts</b>  Award criteria includes sections on sustainability, enhancing habitats, wildlife initiatives, tree management, waste management, pesticide use.</p>	
2	<p><b>Construction of new maintenance workshop and welfare building, concreting of yard/install drainage</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. One option being explored is to upgrade the supply and fuse boards at the leisure centre to increase capacity for the future as well as the feed to the grounds yard for the existing and proposed buildings. WTC staff would be able to trench and install a new cable which will keep costs down. The electrical installation at the centre will require investment in the near future due to changes in regulations.</p> <p><i>Timing factors</i>  Establish costs for electrical supply  Tendering for electrical works  Tendering for building construction  Contractor lead time</p>	Sept 2020
	<p><b>Equality Impacts</b>  Building will be accessible and compliant with DDA regulations. Unisex toilets.</p>	
	<p><b>Environmental Impacts</b>  Energy consumption: Solar energy and air source heat pumps being investigated. It is hoped that the building could be energy self sufficient through the summer months, only needing mains power through the winter.  Building to be insulated in accordance with current regulations.  Electric vehicle charging point to be included for future use.  Contractors to have appropriate environmental policy and procedures.</p>	

<p><b>3</b></p>	<p><b>Woodford Park lake restoration</b>  Tree works <b>COMPLETE</b>.  In house preparatory works <b>COMPLETE</b>.  Contracted dredging works and construction of boardwalk <b>COMPLETE</b>  In house works for access ramp <b>COMPLETE</b>.  Initial marginal planting <b>COMPLETE</b>.  Pathway resurfacing works to be carried out in August/September 2019 (avoiding bird nesting season) <b>COMPLETE</b>.  In house fencing work and hogging path to be completed over winter months.</p> <p><i>Timing factors</i>  <i>Bird nesting season</i></p>	<p>Mar 2020</p>
	<p><b>Equality Impacts</b>  <i>Boardwalk and paths DDA complaint.</i>  <i>Trip hazards from tree roots in pathways addressed.</i>  <i>Alternative routes available - avoiding steps.</i>  <i>Open to the public at all times.</i></p>	
	<p><b>Environmental Impacts</b>  <i>Improvements to ecosystem &amp; habitat.</i>  <i>Some poor condition trees removed as part of project. This should be offset by tree planting elsewhere in the park.</i>  <i>Potential for more visitors and related issues e.g. litter – this will be monitored and addressed as required.</i>  <i>Contracted work carried out by appropriate contractor with detailed environmental policy and procedures.</i>  <i>No works carried out during the bird-nesting season.</i></p>	
<p><b>4</b></p>	<p><b>Woodford Park destination play area</b>  An application for £200,000 from Section 106 developers contributions has been approved.</p> <p>Officers are meeting with landscape architects / play companies to develop design brief.</p> <p><i>Timing factors</i>  <i>Staff capacity to move project forward</i>  <i>Project development/consultation/contractor lead times</i></p>	<p>August 2020</p>
	<p><b>Equality Impacts</b>  <i>All equipment selection, landscaping and design will be carried out with inclusivity and play value as a priority. The design brief will allow for access and use by children with as wide a range of mobility and ability as possible and include areas for natural play, planting and sensory areas.</i>  <i>Landscape architect with proven experience in designing high quality, inclusive play spaces will be selected. Full assessment to be carried out in the design stage.</i></p>	
	<p><b>Environmental Impacts</b>  <i>Design brief will require the design to compliment the surrounding park environment, make use of sustainably sourced materials and have a positive impact on the park environment through planting, bug areas etc.</i></p>	

5	<p><b>Woodford Park Leisure Centre Regeneration</b>  Works to convert storeroom into ladies toilets <b>COMPLETE</b>.  Works to create new reception area and back office <b>COMPLETE</b>.  Re-flooring of entrance area and corridors <b>COMPLETE</b>.</p> <p>Next stages;  Improvements to the rear of the building and patio area  Upgrade of electrical system / building rewire</p> <p><i>Timing factors</i>  <i>Staff capacity</i>  <i>Minimising impact on activities and operation of the Centre</i>  <i>Agreement on project elements and funding</i></p>	Jan – Apr 2020
	<p><b>Equality Impacts</b>  <i>Building to be accessible and compliant with DDA regulations.</i>  <i>Toilets also compliant with DDA and building regulations.</i>  <i>Portable audio loop at reception.</i>  <i>Signage to be high contrast for visually impaired.</i></p>	
	<p><b>Environmental Impacts</b>  <i>Energy efficient LED lighting installed in refurbished areas. Programme of replacement of old lighting stock with LED over coming months.</i>  <i>All works to consider reduction in waste and energy consumption.</i></p>	
6	<p><b>Oakwood Centre toilets refurbishment</b>  New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i>  <i>Funding – project being reassessed to include ladies toilets. Request to Full Council for increased funding inclusion in Capital Programme.</i>  <i>Staff capacity – Maintenance Team</i>  <i>Project previously delayed due to issues with moisture in the walls in this area – now resolved.</i>  <i>Minimise impact on bookings in the Centre.</i></p>	Aug 2020
	<p><b>Equality Impacts</b>  <i>Toilets to be fully compliant with DDA and building regulations.</i></p>	
	<p><b>Environmental Impacts</b>  <i>Spec to consider;</i>  <i>Automatic taps</i>  <i>Automatic LED lighting</i>  <i>Water saving flushing</i></p>	
7	<p><b>Oakwood Centre roof repairs</b>  Professional surveys have been carried out and a number of issues identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed with specialist building envelope contractor.</p> <p>Specialist contractor to be engaged to produce specification or works, carry out tendering and oversee implementation.</p>	Jun - 2020 (work start)

	<p><u>Timing factors</u>  Discussions with contractor regarding extent and detail of works  Potentially phased work  Tendering process  Contractor lead times</p>	
	<p><b>Equality Impacts</b>  No changes to access or building use.</p>	
	<p><b>Environmental Impacts</b>  Design spec to consider energy saving opportunities.  Contractors to have appropriate environmental policy and procedures.  Include rain water harvesting in design spec where possible.</p>	
<b>8</b>	<p><b>Installation of solar panels</b>  Woodford Park Leisure Centre installation <b>COMPLETE</b> (January 2019).   Oakwood Centre installation <b>COMPLETE</b> (January 2020)   Coronation hall installation will not be carried out as part of this current project due to changes in the feed in tariff and the criteria under the current business model offered by RCES via Energy-4-All.  It is possible that this may be included in a future project through RCES using a different business model which they are currently working on.   Officers are exploring the potential for solar energy on the new maintenance building (not yet constructed) to aim for as self-sufficient a building as possible.   <u>Timing Factors</u>  Completion of repair works to the Oakwood Centre.  Timing and funding of Reading Community Energy Society annual project round and development of new business model to fund new projects.</p>	DEC 2019
	<p><b>Equality Impacts</b>  There are no equality impacts identified.</p>	
	<p><b>Environmental Impacts</b>  Renewable energy created by the scheme offsets energy used in the buildings. Measured energy generation under the scheme will be used to help assess the reduction in the Council's carbon footprint going forwards.</p>	
<b>9</b>	<p><b>Seating in Town Centre</b>  Proposed replacement of seating around trees in the Town Centre (WBC led project)   Tree roots are causing issues with raised areas of paving. Wokingham Borough Council as the Highways Authority own the site and are looking at potential solutions to this issue.   Town Council Officers are continuing to liaise with colleagues at Wokingham Borough Council regarding the project design/specification.   <u>Timing Factors</u>  Investigation of issues by WBC  Development of project plan/design/consultation  Scheduling of contractor</p>	Mar – May 2020

	<p><b>Equality Impacts</b>  <i>Seating and paving will be DDA compliant.                  Works will address issues of uneven paving causing problems – particularly for older people and those with vision impairment.</i></p>	
	<p><b>Environmental Impacts</b>  <i>WBC Tree Officer will assess any works required to trees and any planting to be included.</i></p>	

## 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 be 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 grants 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 pressing the submit button if you are completing the form electronically) 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 electronically.



## **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 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 grants 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

## APPENDIX 17

### Website statistics

Sessions	2018						2019				
	Mar	May	Jul	Aug	Oct	Dec	Mar	May	August	October	December
Total	2991	3136	4374	4316	4407	3934	5942	4268	4769	4511	4785
Users	2147	2416	3248	3345	3293	2992	4771	3231	3626	3528	3679
Page views	7242	7011	9794	8288	8384	7705	10556	8712	9306	9034	9509
<b>Means of access</b>											
Mobile	1381	1709	2522	2455	2378	2165	3471	2392	2806	2436	2921
Desktop	1190	1116	1419	1389	1458	1375	1737	1475	1488	1690	1478
Tablet	420	311	433	472	571	394	734	401	475	385	386
<b>Searches</b>											
Organic (from general web sesarch)	2240	2386	3378	2715	2646	2877	3075	2934	3261	3183	3398
Direct (where user knows web address)	526	534	660	745	683	509	845	737	846	753	786
Referral (from another website)	133	119	154	188	122	85	82	99	54	63	49
Social Media (from a social media page)	92	96	182	668	956	463	1940	498	608	512	551
<b>Page views - selection of key pages</b>											
WPLC			2113	1425	1157	1222	1308	1302	1677	1108	1526
Gym on the Park			723	744	695	856	788	681	909	638	1138
Hire rooms & halls			226	268	347	321	345	338	338	377	452
Meetings/committees			89	94	93	98	117	164	74	138	125
Town Councillors			121	105	105	116	202	347	97	180	123
The Oakwood Centre			76	84	92	90	104	102	98	87	88
Parks			133	153	111	54	81	89	129	52	79
Allotments			115	129	79	75	114	165	116	58	76
Council Officers			48	41	47	31	69	44	35	45	29
Hire Centre Stage			16	13	14	13	28	20	13	16	26