



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

To: **Members of the Strategy & Resources Committee**

Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; K. Gilder;
T. McCann; M. Nagra; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at 8:00 pm on Tuesday 19 January 2021, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

3. **MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2020**

To approve the minutes of the Strategy and Resources Committee held on 24 November 2020 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 8 December 2020.)*

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 1/21.**

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b) **Payments**

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

	Current account	Imprest account
November 2020	£85,163.12	£50,428.63
December 2020	£97,621.42	£57,547.38

5. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 2/21**.

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6. **RISK MANAGEMENT WORKING PARTY**

To note **Report No. SR 3/21** of the Risk Management Working Party meeting held on 15 December 2020. Page 11

7. **CHARGES 2021/22**

a) To consider the proposed 2021/22 charges at the Oakwood Centre and recommend the 2021/22 charges for the Oakwood Centre be approved. **(Proposed Charges 2021/22 Appendix page 5, enclosed.)**

b) To consider the recommendation from the Leisure Services Committee and to recommend the 2021/22 Charges for Town Council leisure facilities be approved. **(Proposed Charges 2021/22 Appendix pages 1-4, enclosed.)**

8. **REVISED ESTIMATES 2020/21**

a) To consider **Report No. SR 4/21**. **(Budget Appendix – blue pages, enclosed.)** Page 18

b) To consider recommendations from the Leisure Services and Planning and Community Committees to approve the Revised Estimates for 2020/21 as set out in the enclosed **Budget Appendix (green and cream pages, enclosed)**.

9. **BUDGET ESTIMATES 2021/22**

a) **Strategy and Resources Committee**
To consider **Report No. SR 5/21**. **(Budget Appendix – blue pages, enclosed.)** Page 20

b) **Recommendations from other committees**
To consider the 2021/22 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 2021/22**
To consider **Report No. SR 6/21**.

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10. **COMMUNITY GRANTS**

a) Community Grants are usually considered twice a year, in April and November. As there is unused allocation for Community Grants in the 2020/21 budget, Members are asked to consider a late application, as set out in **Report No. SR 7/21**. Page 25

b) To review the guidelines for awarding Community Grants to groups and organisations and to individuals, attached at **Appendix 10**. Page 26

11. **PROJECTS SCHEDULE 2020/21**

To note the update on Council projects, as given in **Appendix 11**.

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12. **SERVICE LEVEL AGREEMENT - SUPPORTING YOUNG PEOPLE**

a) To note that Just Around the Corner have continued to carry out detached youth work in the town, where able to do so, and the Town Council has continued to make the quarterly payments to the organisation.

To note that the Community Youth Partnership will be meeting on 26 January to discuss the terms and requirements of a new Service Level Agreement (SLA), with the aim of providing a draft agreement to the next meeting of the Committee on 27 April 2021. Following the end of the present SLA on 31 March 2021, it is proposed that the existing provider undertake to continue some level of outreach work with young people and to liaise with the Town Council on any important issues that may need addressing.

b) Just Around the Corner have confirmed that they will continue some level of detached youth work following the end of the Service Level Agreement and will liaise with the Community Youth Partnership on any important issues that may arise.

13. **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 £61,576.

b) To note that CIL payment of £10,505 received by the Borough Council is due to be paid to the Town Council in April 2021 and a further £44,852 due to the Town Council has been invoiced by the Borough Council but not yet received by them.

c) **CIL project proposals suggested by Wokingham Borough Council**

Members are asked to consider allocating CIL funds towards:

- The installation of new EV charge points in Woodley town centre car parks to support uptake of electric vehicles; in support of the ambition to be net-zero carbon by 2030. (15 charge points would cost approximately £75,000.)
- Improved signs and way finding for pedestrians and cyclists to make full use of infrastructure for cycling and walking, which will quickly identify routes, destinations and places of interest. This project would be scalable, depending on design required - a feasibility study would be undertaken with interested towns/parishes. (Project cost depends on design required.)

The total amount of CIL payments made to the Town Council and the amounts spent are shown in **Appendix 13**.

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14. **FUTURE AGENDA ITEMS**

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

15. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

16. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that, in 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 17 on the agenda.

17. **WOODFORD PARK LEISURE CENTRE ROOF**

To note **Report No. SR 8/21.**

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EXPENDITURE	Budget 2020/21	Actual Exp as at 31/12/19	Actual Exp as at 31/12/20	Actual Exp as % of Budget	Information
Central Costs	273269	171224	185583	67.9	VAT partial exemption cost over 75%. All other costs under.
Democratic Costs	54560	42603	34672	63.5	Staff costs just over 75%. All other costs under.
Corporate Management	368092	257721	263697	71.6	Affiliation fees, annual insurance and HR & Health and Safety annual charge over 75%. All other costs under.
Capital Programme	45000	45000	0	0.0	Allocation transferred to Capital Programme fund.
Grants	17000	4450	12500	73.5	WTCMI grant paid monthly. £2,750 community grants awarded at this point.
Oakwood Centre	172224	126193	112370	65.2	Staff costs, rates, cleaning and stationery over 75%. All other costs under.
Maintenance HQ	4500	2823	1968	43.7	All costs under 75%.
Woodley TCM I	85700	51460	44639	52.1	NI & pension, office admin, floral displays, winter decorations, electricity and premises license over 75%. All other costs under.
Capital and Projects	266506	195208	191335	71.8	Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in September and March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre now paid to Rathbones portfolio.
TOTAL	1286851	896682	846764	65.8	
INCOME	Budget 2020/21	Actual Inc as at 31/12/19	Actual Inc as at 31/12/20	Actual Inc as % of Budget	
Central Costs	8638	5104	16473	190.7	Furlough income to December £12,181 received.
Democratic Costs	0	1651	0	0.0	
Corporate Management	0	6463	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	170256	128822	85078	50.0	Furlough income to December £34,916 received. Rent in respect of Police office rec'd. Woodley Theatre agreement have made a contribution towards costs. Letting income at 13.5% of budget figure. Figures include rent payment for OC offices.
Maintenance HQ	0	0	0	0.0	
Woodley TCM I	85700	33750	31178	36.4	TCMI grant contributions and market income received.
Capital and Projects	0	0	0	0.0	
TOTAL	264594	175790	132729	50.2	Total Furlough income to December: £47,097
Month 9 = 75%					Income from bookings etc: £85,632
NET	1022257	720892	714035	69.8	

Woodley Town Council**Current Account****List of Payments made between 01/11/2020 and 30/11/2020**

Date Paid	Payee Name	Amount Paid	
12/11/20	Adcock Refridgeration & Air Conditioning	388.38	Call out - repair pump WPLC
12/11/20	Alan Hadley Ltd	676.8	Refuse collection
26/11/20	AYS Cleaning Contractors Ltd	520.78	Contract cleaning-Toilet
07/01/04	Be Fuelcards Ltd	53.39	BP Unlead fuel-Depot
05/11/20	Blandy & Blandy LLP	1068.00	Professional fees
19/11/20	Bowak Ltd	1050.56	Cleaning supplies
26/11/20	Bowak Ltd	13.60	Cleaning supplies
04/11/20	Brake Bros Foodservice Ltd	119.30	Vending supplies
26/11/20	Brewers Decorator Centrers	397.10	Building supplies
05/11/20	Brown Bag Cafe Ltd	14.18	Catering services-Café
19/11/20	Brown Bag Cafe Ltd	33.08	Catering services-Café
24/11/20	BT Telephone Payment Centre	333.72	Phone
26/11/20	Business Stream	67.69	Water rates-Public Toilet
04/11/20	CDK Casting Ltd	96.60	Bronze plaques
19/11/20	CDK Casting Ltd	178.20	Bronze plaques
04/11/20	Churchill Contract Services Ltd	2629.02	Contract cleaning
26/11/20	Churchill Contract Services Ltd	121.31	Contract cleaning
05/11/20	Circus Scene	500.00	Deposit - WTCMI carol concert
02/11/20	Club Manager Ltd	80.40	Gym monthly software fee
26/11/20	CoolerAid Ltd	39.46	Bottled water
26/11/20	Ecotricity	419.20	Gas supply - WPLC
26/11/20	Ecotricity	137.67	Gas supply - Coro Hall
26/11/20	Ecotricity	757.60	Gas supply - OC
26/11/20	Ecotricity	154.34	Gas supply - Chapel Hall
04/11/20	EDF Energy 1 Ltd	16.15	Electric supply
05/11/20	EDF Energy 1 Ltd	16.21	Electric supply
19/11/20	Energy Electrical Distributors Ltd	184.67	Building supplies
12/11/20	Epos Now Ltd D/D	30.00	WPLC till - support monthly
26/11/20	Fencing Products Ltd	222.60	Building supplies
10/11/20	Global 4 Communications	971.80	Phone & Mobiles
19/11/20	HMRC Cumbernauld	15220.73	Tax & NI Employer/employee
04/11/20	John Willis	125.00	Window cleaning
19/11/20	Just Around The Corner	6338.00	Grant-WTC
26/11/20	Keep Mobile	500.00	Grant-WTC
19/11/20	Lantec Security Ltd	131.98	Intruder alarm - call out
27/11/20	Les Mills Fitness UK Ltd	101.84	Body Balance -Gym
03/11/20	Lloyds Bank D/D	24.63	Bank services-Current A/C
13/11/20	Lloyds Bank D/D	157.90	Cardnet service charge
26/11/20	Lyreco UK Ltd	44.82	Stationery supplies
16/11/20	Mainstream Digital Ltd	0.97	Phone
16/11/20	Merchant Rentals Ltd	15.44	Monthly cardnet equip charge
16/11/20	Merchant Rentals Ltd	18.40	Monthly cardnet equip charge
26/11/20	MKR Electrical Services Ltd	201.00	Building supplies
12/11/20	Personal Information	500	Market mgr - WTCMI
04/11/20	Mrs K Vevers	650.00	Newsletter delivery
04/11/20	PHS Group	383.76	Qtrly dust mat fees
05/11/20	PKF Littlejohn LLP	2880.00	External Audit fees 2019/20
12/11/20	Plusnet Plc	52.20	Phone - WTC
18/11/20	Plusnet Plc	52.20	Phone - WPLC
19/11/20	Prudential	307.24	AVC - deducted from pay
26/11/20	Readibus	9605.50	Grant-WTC
04/11/20	Reading Community Energy Soc Ltd	901.21	Electric supply
26/11/20	Reading Community Energy Soc Ltd	1184.70	Electric supply
05/11/20	Rialtas Business Solutions Ltd	70.80	Annual calculation VAT charge
05/11/20	Seton	309.83	Building supplies
19/11/20	Seton	116.11	Building supplies

06/11/20	SGW Payroll Ltd	157.82	Monthly payroll services
16/11/20	Siemens Financial Services	1100.80	Monthly Gym equip rental
06/11/20	SSE Southern Electric	1534.81	Electric supply
12/11/20	SSE Southern Electric	1681.39	Electric supply
27/11/20	SWALEC	40.98	Electric supply-Toilet
05/11/20	Thames Valley Water Services Ltd	204.00	Monthly water checks
19/11/20	The Berkshire Pension Fund	17333.29	Employer/employee pension
06/11/20	The Crown Estate Commissioners	730.00	Christmas tree - WTCMI
05/11/20	The Letterworks Ltd	752.00	Printing July 20 Herald
26/11/20	The Letterworks Ltd	792.00	Printing Nov 20 Herald
19/11/20	Trade UK - Screwfix	908.40	Building supplies
19/11/20	Unison Collection Ac	34.00	Union fee deducted from pay
26/11/20	Veolia ES - UK Ltd	690.88	Refuse collection
04/11/20	West Berkshire Council	475.00	Premises licence - annual fee
06/11/20	Wingfield Engineering Ltd	86.68	Repair lamps - KD51WTW
02/11/20	Wokingham BC - Rates	2283.00	Rates - WPLC
02/11/20	Wokingham BC - Rates	364.00	Rates-Coro Hall
02/11/20	Wokingham BC - Rates	165.00	Rates-Chapel Hall
02/11/20	Wokingham BC - Rates	898.00	Rates-OC
02/11/20	Wokingham BC - Rates	245.00	Rates-Toilet
26/11/20	Wokingham-Citizens Advice	3500.00	Grant-WTC
		85163.12	

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List of Payments made between 01/11/2020 and 30/11/2020

Date Paid	Payee Name	Amount Paid	
02/11/20	(Personal Information)	90.00	WTCMI-refund
02/11/20	(Personal Information)	304.00	WTC refund cancelled activity
02/11/20	(Personal Information)	37.00	WTC refund cancelled activity
02/11/20	(Personal Information)	50.00	Refund deposit
02/11/20	(Personal Information)	36.40	WTC refund cancelled activity
02/11/20	(Personal Information)	21.60	WTC refund cancelled activity
02/11/20	(Personal Information)	57.60	WTC refund cancelled activity
04/11/20	(Personal Information)	111.36	WTC refund cancelled activity
09/11/20	(Personal Information)	140.00	Refund deposit
11/11/20	(Personal Information)	15.00	Refund deposit
16/11/20	(Personal Information)	148.80	WTC refund cancelled activity
20/11/20	(Personal Information)	14.00	WPLC flat keys cut
23/11/20	(Personal Information)	56.00	WTC refund cancelled activity
04/11/20	1st Woodley Rainbow	31.25	WTC refund cancelled activity
02/11/20	2nd Woodley Green Brownies	37.50	WTC refund cancelled activity
02/11/20	2nd Woodley Green Guides	50.00	WTC refund cancelled activity
18/11/20	Whiteknights-Property P1392-Flat WPLC	263.00	WPLC Flat fees
13/11/20	BCSS Reading & Basingstoke	37.80	WTC refund cancelled activity
09/11/20	Berzerk Productions	118.80	WTC refund cancelled activity
09/11/20	DVLA	165.00	Vehicle Tax-RX69 DXZ
27/11/20	EE Top up	20.00	Moblie phone top up
25/11/20	Lloyds Bank	46947.96	Net Nov 2020 payroll
13/11/20	Lloyds Bank D/D	13.50	Bank services-Imprest ac
04/11/20	R T Catering Ltd	45.00	WTCMI-refund
04/11/20	The Woodley WI	336.00	WTC refund cancelled activity
16/11/20	U3A Woodley & District	66.40	WTC refund cancelled activity
02/11/20	U3A Woodly & Dist	57.60	WTC refund cancelled activity
13/11/20	uSports Ltd	37.00	WTC refund cancelled activity
04/11/20	Wickes	427.66	Building supplies
16/11/20	Woodley Central WI	32.40	WTC refund cancelled activity
04/11/20	Woodley E Townswomen	252.00	WTC refund cancelled activity
04/11/20	Woodley Over 55s Club	108.00	WTC refund cancelled activity
13/11/20	WW GBR Ltd	300.00	WTC refund cancelled activity
		50428.63	

Woodley Town Council
Current Account
List of Payments made between 01/12/2020 and 31/12/2020

Date Paid	Payee Name	Amount Paid	
23/12/2020	Alan Hadley Ltd	297.00	Refuse collection
23/12/2020	Alarm Response	660.00	Annual key holding service-OC/WPLC
10/12/2020	AYS Cleaning Contractors Ltd	2366.43	Contract cleaning - OC
23/12/2020	AYS Cleaning Contractors Ltd	520.78	Contract cleaning - Toilet
11/12/2020	Be Fuelcards Ltd	94.10	BP Diesel-MW65EHN 43000m
18/12/2020	Be Fuelcards Ltd	25.63	BP Unleaded - Depot
10/12/2020	Berkshire Tree Care	5400.00	Tree works - Depot
23/12/2020	Brown Bag Cafe Ltd	28.35	Catering services-Café
18/12/2020	Castle Water	9207.14	Water rates
01/12/2020	CF Corporate Finance Ltd	166.32	Qtrly Photocopier lease rental
23/12/2020	Churchill Contract Services Ltd	1415.87	Contract cleaning - WPLC
03/12/2020	Circus Scene	1350.00	WTCMI-Film/edit carol concert
01/12/2020	Club Manager Ltd	80.40	Gym monthly software fee
17/12/2020	CoolerAid Ltd	31.20	Bottled water
24/12/2020	CP Hire (GB) Ltd	475.80	Depot - Digger repair cost
11/12/2020	Dejac Associates Ltd	186.00	Solid state-adaptor for iMac
18/12/2020	Ecotricity	43.01	Gas supply - Coro Hall
18/12/2020	Ecotricity	270.78	Gas supply - WPLC
18/12/2020	Ecotricity	1372.03	Gas supply - OC
18/12/2020	Ecotricity	64.50	Gas supply - Chapel Hall
10/12/2020	EDF Energy 1 Ltd	15.61	Electric supply
10/12/2020	Epos Now Ltd D/D	30.00	Epos support license-WPLC
23/12/2020	Ethos Communications Solutions Ltd	164.24	Photocopier - WPLC
03/12/2020	Fencing Products Ltd	224.66	Building supplies - Depot
09/12/2020	Global 4 Communications	693.05	Phones/Mobiles charges
10/12/2020	Grounds Management Association	150.00	Annual Facility membership-Depot
23/12/2020	HM Research	721.95	WTC Precept survey/questionnaire
10/12/2020	HMRC Cumbernauld	17068.10	Tax & NI Employer/employee
17/12/2020	IBS Office Solutions Ltd	470.12	Qtrly Photocopier lease rental-OC
03/12/2020	JGP Resourcing Ltd	720.00	Staff advertising
23/12/2020	John Willis	125.00	Window cleaning - OC
10/12/2020	Lamps-Tubes Luminations Ltd	3843.00	Xmas 2020 lighting-WTCMI
17/12/2020	Lamps-Tubes Luminations Ltd	1151.48	Xmas 2020 lighting-WTCMI
29/12/2020	Les Mills Fitness UK Ltd	101.84	Body Balance-Coach-WPLC
01/12/2020	Lloyds Bank D/D	28.10	Current a/c bank charges
14/12/2020	Lloyds Bank D/D	29.07	Cardnet service charges
29/12/2020	Lloyds Bank D/D	18.74	10 Nov-9 Dec 20 bank charges
23/12/2020	Lyreco UK Ltd	37.02	Stationery supplies
14/12/2020	Mainstream Digital Ltd	0.72	Phone - WTC
10/12/2020	Margaret Macknelly Design	180.00	Woodley Herald
15/12/2020	Merchant Rentals Ltd	15.44	Cardnet mthly rental fee
15/12/2020	Merchant Rentals Ltd	18.40	Cardnet Mthly rental fee
24/12/2020	MKR Electrical Services Ltd	102.00	Electrical supplies
10/12/2020	Personal Information	15.94	Town Centre Managers cost
10/12/2020	Personal Information	400.00	Town Centre Managers cost
24/12/2020	Personal Information	300.00	Town Centre Managers cost
11/12/2020	Mr M D Whiteman	400.00	WTCMI-Recording session
22/12/2020	Pitney Bowes Ltd	150.00	Postage top up-WTC
14/12/2020	Plusnet Plc	52.20	Phone-OC
18/12/2020	Plusnet Plc	52.20	Phone-WPLC
10/12/2020	Prudential	307.24	AVC deducted from pay
29/12/2020	Public Works Loan Board	10640.58	Public Works Loan Board
10/12/2020	R.E.S. Systems Ltd	530.10	Fire Extinguisher service
10/12/2020	Sabercom Ltd	300.00	Annual software/user support

23/12/2020	Seton	116.11	Building supplies
04/12/2020	SGW Payroll Ltd	153.74	Payroll Nov 20 services
15/12/2020	Siemens Financial Services	1100.80	Gym equip rental fee
03/12/2020	Southern Electric Contracting Ltd	279.47	Electric supply
23/12/2020	Southern Electric Contracting Ltd	152.52	Electric supply
10/12/2020	SSE Southern Electric	1892.38	Electric supply
23/12/2020	SSE Southern Electric	150.87	Electric supply
29/12/2020	SWALEC	57.98	Electric supply-Toilet
10/12/2020	Technical Surfaces Ltd	840.00	3G Matchfit service
17/12/2020	Thames Valley Water Services Ltd	246.00	Monthly water checks
10/12/2020	The Berkshire Pension Fund	16950.89	Employer/employee pension
17/12/2020	The Head Partnership Solicitors	420.00	Professional service-staff
17/12/2020	Trade UK - Screwfix	273.57	Building supplies
10/12/2020	Unison Collection Ac	34.00	Union fee deducted from pay
23/12/2020	Veolia ES - UK Ltd	582.95	Refuse collection
10/12/2020	West Country Steel Buildings Ltd	5760.00	Building supplies - Depot
04/12/2020	Windowflowers Ltd	1368.00	Town Centre flowers
01/12/2020	Wokingham BC - Rates	245.00	Rates - Toilet
01/12/2020	Wokingham BC - Rates	2283.00	Rates - WPLC
01/12/2020	Wokingham BC - Rates	364.00	Rates - Coro Hall
01/12/2020	Wokingham BC - Rates	165.00	Rates - Chapel hall
01/12/2020	Wokingham BC - Rates	898.00	Rates - OC
23/12/2020	Woodley Concert Band	175.00	Xmas 2020 concert-WTCMI

97621.42

CLERKS IMPREST A/C

List of Payments made between 01/12/2020 and 31/12/2020

Date Paid	Payee Name	Amount Paid	
03/12/2020	(Personal Information)	30.00	WTCMI-refund
07/12/2020	(Personal Information)	241.50	WTC refund cancelled activity
07/12/2020	(Personal Information)	26.04	Postage stamps for office
07/12/2020	(Personal Information)	270.00	WTC refund cancelled activity
07/12/2020	(Personal Information)	37.00	WTC refund cancelled activity
07/12/2020	(Personal Information)	37.00	WTC refund cancelled activity
07/12/2020	(Personal Information)	15.00	Refund Allot key deposit
11/12/2020	(Personal Information)	15.00	Refund Allot key deposit
11/12/2020	AFC Reading	250.00	Grant - Dec 20
14/12/2020	Amazon.co.uk	23.48	Heavy duty 2 hole punch
15/12/2020	Berks Multiple Sclerosis Therapy	250.00	Grant Dec 20
16/12/2020	Indeed.com	15.09	Staff advertising-OC
21/12/2020	Lloyds Bank	55823.77	Dec 2020 - Net payroll
21/12/2020	Lloyds Bank D/D	13.50	Imprest a/c service charges
30/12/2020	Wokingham Job Support Centre	250.00	Grant - Dec 20
30/12/2020	Woodley Adpot a Street	250.00	Grant - Dec 20

57547.38

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Closure

The Centre remains closed under the current lockdown restrictions, including the café.

Blood donation sessions are able to continue in centre while observing the Covid-safe rules. These sessions are twice per month in January, February and March.

Essential maintenance checks are continuing and the building is kept in a state of readiness to reopen immediately once restrictions begin to lift.

Council Office

Office based staff continue to work from home where possible. Numbers visiting and working from the offices are kept to an absolute minimum to ensure social distancing and minimise potential for virus transmission.

Covid Vaccination

The Town Clerk has contacted local healthcare providers to explore the potential for utilising the Council's venues as part of the vaccination programme. We have not yet received a response to this enquiry.

Recommendations:

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

**Report of a virtual Meeting of the Risk Management Working Party held on Tuesday
15 December 2020 at 10.30am**

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

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

1. **APOLOGIES**

Apologies were received from Councillor Doyle.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **REPORT OF THE MEETING OF THE WORKING PARTY HELD ON 9 JANUARY 2020**

Members approved the minutes of the previous meeting held on 9 January 2020.

4. **RISK MANAGEMENT STRATEGY**

Members considered the proposed Risk Management Strategy 2021/22 which included an additional paragraph at the end of the document recognising the significant risks for the organisation and the unavoidable impacts due to the forced closure of buildings and restrictions on activities due to the Covid-19 pandemic.

RECOMMENDED:

- ◆ **that the amended Risk Management Strategy for 2021/22, enclosed (Appendix A), be recommended for approval by Council.**

5. **RISK REGISTER**

Members considered the updated Risk Register that had been reviewed and updated at the meeting on 9 January and considered the new risks or changes to the levels of risk which had been added to the Register following the outbreak of the Covid-19 pandemic. In the Strategic Register (SR 13) relating to the severity of the impact of the virus Members agreed to increase the probability from 2 to 3.

Under Allotments it was recognised that the approval of the Capital Programme 2020/21 recommendations by the Council at its meeting on 8 December, to install new locks and keys, would help with access issues at the site.

In terms of the Council's play areas, the Deputy Town Clerk reported that play areas had been shut during the March 2020 lockdown and there had been good liaison with Wokingham BC on this. The Town Council had followed government guidance in respect of play areas in subsequent lockdowns which were allowed to be open. Three monthly checks were made by the Maintenance Manager and ROSPA carried out annual checks on all the play areas each year.

Under Municipal Buildings members agreed an amendment to Risk No MB 09 which now specifically referred to Coronavirus and that the guidelines were being adhered to.

Members noted and agreed an additional risk OS 14 added to Outdoor Sports and Recreation that related to income from outside sports being impacted by Coronavirus and the restrictions in place. This was scored 9, with controls in place relating to furloughing of staff and compliance with government rules.

Indoor Sports Risk No 12 now includes reference to not only the threat of competition from a new leisure centre in the town but also the restrictions on indoor sports relating to the pandemic. This risk was scored at 9 and since the meeting the leisure centre has been closed to all activities following the lockdown on 5 January 2021.

Under Resource Management a new risk, Risk No 26, was added relating to the recruitment to the Committee Officer post and was scored 8. The Deputy Town Clerk confirmed that officers had looked at job roles and whether other officers could be trained up but the required skills were not there at the present time.

RESOLVED:

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

6. **DISASTER RECOVERY PLAN**

The Deputy Town Clerk presented an updated draft of the Disaster Recovery Plan (**Appendix C enclosed**), as requested at the last meeting on 9 January. This included the requested areas of the plan to be developed and advanced:

- **Business Continuity in relation to a disruptive event at Woodford Park Leisure Centre.** Scenario B was added, which relates to a loss of use or access to the leisure centre.
- **Business Continuity in relation to lower level disruption e.g. IT failure due to malware/virus etc – Link IT Manual to DRP.** Scenario C has been added, which relates to lower level IT disruption. The plan has been updated to reference the IT manual.
- **Informing employees families in the event of a major incident resulting in injury of personnel – explore if training required.** Specific training for this had been difficult to find and Councillor Green offered to provide some information used in his workplace that could be adapted and incorporated into the plan.
- **Review electronic document storage re protected master copies/revisions etc.** This is in progress and will involve a review of electronic document storage on the server and development of a storage area within the Council website for standard documents, risk assessments etc, which is kept up to date and accessible to all staff.
- **State review period i.e. annually.** It was agreed that the plan be reviewed annually by the working party and updated as required through the year.
- **Link procedures to existing procedures in the staff handbook.** It was agreed that the plan should include links to appropriate information in the staff handbook.

It was noted that the plan had been updated to reflect the required actions and measures that were taken during the on-going pandemic situation, and that the Council's processes had proved resilient in enabling it to continue to provide core services and minimise business interruption and financial impacts where possible.

Meeting closed at 11.40am

Risk Management Strategy 2021/22

Risk is the threat that an event or action that 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 tax payer.

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

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

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

- Reviews initiated by individuals, committees or panels and 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.

Current Covid -19 pandemic

The Covid-19 pandemic has resulted in significant risks for the organisation in a number of areas including;

- *Loss of income*
- *Public and employee safety*
- *Human Resources and staff capacity*
- *Compliance with legislation*

Some impacts of the pandemic were unavoidable due to the forced closure of buildings and restrictions on activities. Other impacts were mitigated through responsive actions and changes in working practices and operational activities. Attention to these risks will continue to form part of the strategy and the risk register, as there remains a real risk of on-going or future outbreaks of this or other viruses.

REVISED BUDGET ESTIMATES 2020/21

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

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

INFORMATION

The Revised Budget Estimates for 2020/21, **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. The largest impact on the Committee's expenditure and income in 2020/21 has been the Coronavirus pandemic; income is anticipated to be 51% of the original estimate of £264,594 for the year, and expenditure 90% of the original estimate of £1,286,852.

EXPENDITURE

Savings of £126,967 have been made on the Committee's original budget allocation.

- In the central costs budget, savings have been made on training, expenses, postage, stationery and promotions and the emergency repairs budget remains unspent at this point. In addition, the Council has agreed to allocate the original Repairs and Renewals fund of £14,000 to the general reserve. These savings have been slightly offset by the VAT Partial Exemption payment for 2019/20, which was £5,000 higher than anticipated. A new phone contract (for all offices) will reduce in cost in the following years.
- In Democratic costs, the figures assume that the Civic Awards event will not go ahead in 2021. Staff costs are slightly higher due to an under budgeting of the eventual 2.75% pay increase in the year.
- In Corporate Management, bank charges are low because of the reduction in the use of the Council's facilities. Superannuation and NI relating to Woodley Town Centre Management Initiative have been allocated to the WTCMI's budget. Legal and professional fees have been increased to cover the cost of the new Lease and Licence with Woodley Bowling Club. No residents survey was carried out this year - funds from that allocation were spent on the precept consultation carried out in October and November 2020.
- As part of an exercise to release funds to the general reserve, the capital programme funds were allocated to the general reserve.
- Grants of £2,750 have been allocated so far this year. Further grant applications are being considered at this meeting.
- At the Oakwood Centre, underspends on rates, repairs, certification, skip hire and catering arrangements are predicted. In addition, a reduction in the cleaning contract has reduced expenditure. Overall savings of just over £19,000 are likely to be made.
- In the Maintenance HQ budget, savings on phone, tools and vehicle costs totalling £1,905 have been made.
- The Woodley Town Centre Management Initiative's revised budget, expenditure figures are provided in the budget estimates.
- The Capital and Project budget includes all the Council's loan commitments, rather than these being spread across this committee and the Leisure Services Committee's budgets.

INCOME

It is estimated that committee income will be £129,496 under the original budget figure. This is largely due to low usage of the Oakwood Centre in the year.

NET EXPENDITURE

Overall, the committee's revised estimates show a net increase of £2,529 over that originally budgeted for the 2020/21 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 2020/21 year end.**
- ◆ **that Members approve the Revised Budget Estimates for 2020/21, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2021/22

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To inform Members of the recommendations for the Strategy & Resources Committee Budget Estimates for the 2021/22 financial year.

INFORMATION

The Budget Estimates for the 2021/22 financial year, set out in the enclosed **Budget Appendix**, have been drawn up taking into account advice from officers in respect of operational costs and activities, plans for those services within the committee's responsibility and the continuing impact that the Coronavirus pandemic may have on the Council's income levels over the coming year.

EXPENDITURE

The Committee's expenditure in 2021/22 is estimated to be £17,390 higher than the revised estimate for 2020/21 and £109,577 lower than the original 2020/21 budget estimate.

In the Central Costs budget staff costs have increased slightly, mostly due to some officers' increments in pay. The VAT Partial Exemption allocation is estimated to be around £18,000. Several costs are lower than the previous year's, this is mainly because it is likely that officers will still, for at least some of the year, be working remotely with the possibility of the closure of buildings, depending on the guidelines relating to Coronavirus.

In Democratic Services, an allowance of £6,500 has been budgeted for election costs and will be used to fund a by-election in the year. The Council allocates a sum each year to the elections earmarked reserve to cover the all-out election cost (in 2023) and may need to increase this sum in the year's revised estimates. The figures assume that the Civic Awards event will not take place in 2021.

In Corporate Management, employers' pension costs are anticipated to increase by 1% in 2021/22, and employers' NI costs by £1,000. Bank charges are lower due to the reduction in income. The 5 year agreement for HR & Health and Safety support provided by Ellis Whittam was renewed on 28 February 2020 and has been included in this budget's expenditure. Insurance costs of £35,000 have been allowed for.

No contribution to the Capital Programme has been allocated this year.

The Grants budget includes the annual grant allocation of £13,000 to Woodley Town Centre Management Initiative and a sum of £4,000 for community grants.

At the Oakwood Centre, business rates (and all business rates payable on the Council's properties) remain at the same level as last year. Staff costs have been reduced following one member of staff leaving the Council. The figures assume some more activity in terms of bookings at the centre and an allocation of £5,000 is included in the Repairs budget to cover the cost of replacing the glass doors to the cafe.

The Maintenance HQ/ Workshop budget includes lower phone costs following the agreement of a new contract for all the Council's phones and mobile phones.

From 1 April 2020 Woodley Town Centre Management Initiative's budget has operated within the Town Council's financial arrangements, with the Town Centre Manager overseeing the management of the WTCMI's budget. The estimates for 2021/22 are anticipated to be confirmed at a meeting of the WTCMI later this month. The impact of this arrangement is zero, with the WTCMI using or allocating funds to its earmarked reserves fund accordingly.

The Capital and Projects budget will reduce by £1,622 as a result of the payment of the loan relating to Woodford Park.

INCOME

The Committee's income is estimated to achieve an increase of £18,991 over the 2020/21 revised estimate figure, higher income will depend on how much the pandemic will impact on activities at the Oakwood Centre. The figures also anticipate that funds received through temporary investments will be slightly higher than in 2020/21.

NET EXPENDITURE

It is estimated that net expenditure will be £928 higher than the original 2020/21 budget and £1,601 over the 2020/21 revised estimate.

RECOMMENDATIONS:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the proposed Budget Estimates for 2021/22, as set out in the Budget Appendix, be approved.**

Woodley Town Council

BUDGET AND PRECEPT 2021/22

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To consider and recommend to Council the budget and precept charge for the 2021/22 financial year.

INFORMATION

This report refers to the budget information on the first page of the accompanying ***Budget Appendix*** and includes:

- the actual expenditure, income and reserves figure at the end of 2019/20 (blue column), as published in the accounts for that year
- the original projected budget estimates approved for 2020/21 and the expected reserves level at that time (purple column)
- the 2020/21 revised figures (light green column)
- the column highlighted in darker green presents the proposed budget for 2021/22 and anticipated reserves.

The projections for 2022/23 and 2023/24 are indications of future income and expenditure based on the 2021/22 figures and a potential continuation of the impact of the Coronavirus pandemic. These 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. From 2020/21 no precept support grant has been paid to the Town Council.

The draft 2021/22 tax base for Woodley has increased from 10659 to 10806.8. This new tax base includes an additional 147.8 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 2020/21 anticipated a general reserve of £446,487 at the end of the year and included an allocation of £32,094 from the general reserve to support the estimated budget expenditure for the year.

The emergence of the Coronavirus pandemic in late March 2020 has had a severe impact on the Council's income levels. Instead of anticipated income of £762,287 it is estimated that this year's income will reach just £270,383. The Government's Furlough scheme has greatly assisted the Council and it is estimated that by the end of March 2021 the Council will have received £186,179 from the scheme, which has also ensured that the Council can maintain its workforce during a very difficult period.

It is estimated that the Council will be required to allocate £122,755 from the general reserve to support its 2020/21 expenditure. The Council carried out an exercise to review its earmarked reserves in October 2020 and identified a sum of £87,506 (which included capital programme funds of £45,000 and the £14,000 Repairs and Renewals fund) to add to the Council's general reserve. It is anticipated that the general reserve carried forward is likely to be just under £469,000 at 31 March 2021.

Earmarked reserves

The Council's earmarked reserves totalling £574,344 as at 31 December 2020 are listed on page 2 of the Budget Appendix.

Community Infrastructure Levy

Community Infrastructure Levy receipts of £125,634 have been received at this point in the year and have been transferred to the Earmarked reserves. Some of these funds have been allocated to projects including Woodford Park Leisure Centre Roof, interim repairs to the Oakwood Centre roof and audio equipment in the Alan Cornish Theatre.

2021/22 Budget Estimates

The Council's proposed net expenditure for 2021/22 is estimated at £1,404,448; an increase of £78,505 on the revised figures for 2020/21 and an increase of £169,166 on the original 2020/21 budget estimate.

The expenditure includes capital loan repayments, which have reduced with the repayment of the loan on Woodford Park, and the annual contribution to the sinking fund has been budgeted for.

Income from the Furlough scheme is estimated at £50,000.

The value of the Council's investment portfolio (to meet the repayment of the £2M loan principal on the Oakwood Centre) was £1,835,125 as at 31 December 2020.

Planned projects in 2021/22 include:

- a new destination play area at the Memorial Ground (using Section 106 funds from WBC)
- improvements to the leisure centre exterior overlooking the pitches/cricket ground (PWLB loan)
- repairs to the Oakwood Centre roof (Community Infrastructure Levy funds)
- planting of the new garden in the town centre and installing seating (Section 106 funds from WBC)
- installation of new electricity supply to the Depot (funding yet to be approved)
- replacement locks and keys at the allotment site (Capital Programme funds)
- reviewing Council operations and activities in response to the climate emergency
- ground reinforcement at the Memorial Ground (Capital Programme funds)
- completion of maintenance depot building and improvements (PWLB loan)
- reroofing of Woodford Park Leisure Centre (Community Infrastructure Levy funds)
- upgrade of audio equipment in the Alan Cornish Theatre (Community Infrastructure Levy funds)

Precept 2021/22

It is proposed that the precept level be set at £1,293,034 for the 2021/22 financial year, an increase of £89,846 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 £119.65 in 2021/22, raising a total of £1,293,034.

The figures show that an estimated £111,414 will be required from the general reserve to support the Council's planned expenditure in 2021/22. It is estimated that, as at 31 March 2022, the Council's general reserve will stand at £357,549.

RECOMMENDATIONS:

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2021/22 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,293,034 for the 2021/22 financial year be presented to Council for approval.**

Woodley Town Council

Community Grants

The Council usually considers the award of Community Grants twice a year, in April and November. Following a lower number of grant applications than usual, there is £1,150 remaining in the Community Grant budget for 2020/21. Members are therefore asked to consider the following application, which was received after the deadline for consideration at the November meeting.

The guidelines to qualify for a grant are attached at **Appendix 10**.

Organisation	Usual source of funding	Amount requested	Members/ Staff/Volunteers	Purpose grant required	Additional information
Chemogiftbags (Approx. 20-30 recipients in Woodley)	Donations from members of the public and one-off grants.	£250	No paid staff, 10 voluntary staff	Towards the cost of advertising and marketing, to raise awareness of the charity.	The chemogiftbags are given to patients in the Thames Valley area who have breast cancer and are undergoing chemotherapy. The bags contain items that are relevant and useful for patients undergoing chemotherapy. Each bag costs £100.

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. 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 (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. 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 (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

PROJECTS SCHEDULE 2020/21*Project ID number is identifier only – not indication of priority.*

ID	Project update	Approximate Delivery
1	Woodford Park Green Flag Award application and works Green Flag awarded 2018 COMPLETE Green Flag awarded 2019 COMPLETE Green Flag awarded 2020 COMPLETE	COMPLETE
	Equality Impacts <i>Award criteria includes sections on inclusivity, audience development, access and community involvement and diversity.</i>	
	Environmental Impacts <i>Award criteria includes sections on sustainability, enhancing habitats, wildlife initiatives, tree management, waste management, pesticide use.</i>	
2	Construction of new maintenance workshop and welfare building, concreting of yard/install drainage <ul style="list-style-type: none"> • Revised plans produced in order to achieve facilities with existing electrical supply to the site - COMPLETE • Planning consent granted - COMPLETE • Modular toilet/shower and storage containers COMPLETE • Surface drainage installation – COMPLETE • Buildings Maintenance workshop space - COMPLETE • Vehicle storage building construction – Almost complete – <i>doors to be installed.</i> • Concreting of yard area – 50% complete <p><i>Timing factors</i> <i>Weather issues for concreting</i> <i>In house works progressing well - to be completed as time allows</i> <i>Delays due to electrical supply issues and changes to working practices due to covid-safe working requirements.</i></p>	May 2021
	Equality Impacts <i>Building will be accessible and compliant with DDA regulations.</i>	
	Environmental Impacts <i>Energy consumption: Solar energy and air source heat pumps being investigated. Reduced energy requirements with new plan.</i> <i>Building to be insulated in accordance with current regulations.</i> <i>Electric vehicle charging point considered but not viable at this time due to limited electrical supply to the site.</i> <i>Contractors to have appropriate environmental policy and procedures.</i> <i>Rainwater harvesting tanks installed to provide stored water for washing down equipment and watering plants in the park.</i>	

3	<p>Install new electrical supply to maintenance yard Loss of power to site due to underground cable fault. Project involves installation of a new, separately metered supply cable from the sub-station near the tennis courts to the site.</p> <ul style="list-style-type: none"> • Quotes obtained for the installation COMPLETE • Arrangements made for in-house work (trenching) COMPLETE • Funding request to Council. Report required to Full Council to allocate funding from available CIL funds. <p><i>Timing factors</i> <i>Confirmation of funding</i> <i>Contractor lead time</i> <i>Weather</i></p>	February 2021
	<p>Equality Impacts <i>Building will be accessible and compliant with DDA regulations.</i></p>	
	<p>Environmental Impacts <i>All works will be carried out in accordance with relevant legislation and other requirements. SSE is licenced to carry out electrical installation works.</i></p>	
4	<p>Woodford Park lake restoration</p> <ul style="list-style-type: none"> • Tree works COMPLETE. • In house preparatory works COMPLETE. • Contracted dredging works and construction of boardwalk COMPLETE • In house works for access ramp COMPLETE. • Initial marginal planting COMPLETE. • Pathway resurfacing works to be carried out in August/September 2019 (avoiding bird nesting season) COMPLETE. • In house fencing work and hogging path to be completed over winter months. <p><i>Timing factors</i> <i>Bird nesting season</i> <i>Staff capacity</i> <i>Works delayed due to Coronavirus situation</i></p>	Mar 2021
	<p>Equality Impacts <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>Environmental Impacts <i>Improvements to ecosystem & 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</i></p>	

	<p><i>monitored and addressed as required.</i></p> <p><i>Contracted work carried out by appropriate contractor with detailed environmental policy and procedures.</i></p> <p><i>No works carried out during the bird-nesting season.</i></p>	
5	<p>Woodford Park destination play area</p> <ul style="list-style-type: none"> • An application for £200,000 from Section 106 developers contributions has been approved. COMPLETE • Initial consultation carried out from April – August 2020. COMPLETE • Tender pack/invitations to be advertised in September 2020. COMPLETE • Tenders received Dec 2020 COMPLETE • Assessment of tenders • Consultation with public/children's groups/disability groups <p><i>Timing factors</i></p> <p><i>Staff capacity to move project forward</i></p> <p><i>Project development/consultation/contractor lead times</i></p> <p><i>Difficulty in carrying out consultation while under lockdown restrictions</i></p> <p><i>Delayed due to Coronavirus situation</i></p>	August 2021
	<p>Equality Impacts</p> <p><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. 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>Environmental Impacts</p> <p><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>	
6	<p>Woodford Park Leisure Centre Regeneration</p> <p>Works to convert storeroom into ladies toilets COMPLETE.</p> <p>Works to create new reception area and back office COMPLETE.</p> <p>Re-flooring of entrance area and corridors COMPLETE.</p> <p>Next stages;</p> <p>Improvements to the rear of the building and patio area</p> <p>Upgrade of electrical system / building rewire subject to available funding.</p> <p><i>Timing factors</i></p> <p><i>Staff capacity</i></p> <p><i>Minimising impact on activities and operation of the Centre</i></p> <p><i>Agreement on project elements and funding</i></p> <p><i>Delayed due to Coronavirus situation</i></p> <p><i>Availability of funding</i></p>	TBC
	<p>Equality Impacts</p> <p><i>Building to be accessible and compliant with DDA regulations.</i></p> <p><i>Toilets also compliant with DDA and building regulations.</i></p> <p><i>Portable audio loop at reception.</i></p>	

	<i>Signage to be high contrast for visually impaired.</i>	
	Environmental Impacts <i>Energy efficient LED lighting installed in refurbished areas. Programme of replacement of old lighting stock with LED over coming months. All works to consider reduction in waste and energy consumption.</i>	
7	<p>Oakwood Centre roof repairs</p> <ul style="list-style-type: none"> Professional surveys have been carried out and a number of issues identified as needing repair or further investigation. Costings for remedial works being developed with specialist building envelope contractor. Specialist contractor to be engaged to produce specification or works, carry out tendering and oversee implementation. In house repair works to address as many issues as possible and delay more significant and expensive works for 3 – 5 years. <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Potentially phased work</i> <i>Tendering process</i> <i>Contractor lead times</i> <i>Availability of funding. Current financial situation prohibits full remedial works.</i></p>	April 2021
	Equality Impacts <i>No changes to access or building use.</i>	
	Environmental Impacts <i>Design spec to consider energy saving opportunities. Contractors to have appropriate environmental policy and procedures. Include rainwater harvesting in design spec where possible.</i>	
8	<p>Town Centre Garden</p> <ul style="list-style-type: none"> Planting options considered by Leisure Services Committee – Sept 2020 Consultation carried out on uses/planting options Offers of financial and volunteer support received. Full Council approval of Section 106 finding from available monies once scheme agreed. Seating to be considered and consultation carried out to ensure inclusivity and appropriateness for the site. Leisure Services Committee 17 Nov 2020 approved basic planting schedule <p><i>Timing Factors</i> <i>Development of project plan/design/consultation</i> <i>Planting / establishment of planting scheme</i></p>	Mar 2021 April – Jun 2021
	Equality Impacts <i>Seating will be DDA compliant – consultation with disability groups to be carried out as part of project. Works have addressed issues of uneven paving causing problems – particularly for older people and those with vision impairment. Opportunity for planting to provide sensory elements. Access to the garden for volunteers carrying out works to be considered</i>	

	<i>and addressed as required going forwards – access at present over top of wall only.</i>	
	<p><i>Environmental Impacts</i> <i>WBC Tree Officer will assess any works required to trees.</i> <i>Opportunities for planting to encourage pollinators.</i> <i>Planting selection to consider minimising watering requirement.</i></p>	

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