

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; C. Jewell;
V. Lewis; M. Nagra; 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 25 January 2022, at which your attendance is requested.

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



Kevin Murray
Deputy 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 23 NOVEMBER 2021**
To approve the minutes of the Strategy and Resources Committee held on 23 November 2021 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 7 December 2021)*
4. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 1/22.**

b) **Payments**

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

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	Current account	Imprest account
November 2021	£61,432.32	£47,021.45
December 2021	£86,377.91	£57,079.20

5. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 2/22.**

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6. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

To note **Report No. SR 3/22** of the Standing Orders and Financial Regulations Working Party meeting held on 12 January 2022 and consider the recommendations contained within the report.

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7. **RISK MANAGEMENT WORKING PARTY**

To note **Report No. SR 4/22** of the Risk Management Working Party meeting held on 13 January 2022 and consider the recommendations contained within the report.

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8. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

a) To receive the report of the Woodley Town Centre Management Initiative meeting held on 20 October 2021. (**Appendix 8**)

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b) To note **Report No. SR 5/22** and consider the recommendations contained within the report.

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9. **CHARGES 2022/23**

a) To consider the proposed 2022/23 charges at the Oakwood Centre and recommend the 2022/23 charges for the Oakwood Centre be approved. (**Proposed Charges 2022/23 Appendix pages 6-7, 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 2022/23 Appendix pages 1-5, enclosed**)

10. **REVISED ESTIMATES 2021/22**

a) To consider **Report No. SR 6/22.** (**Budget Appendix – blue pages, enclosed**)

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b) To consider recommendations from the Leisure Services and Planning and Community Committees to approve the Revised Estimates for 2021/22 as set out in the enclosed **Budget Appendix (green and cream pages, enclosed).**

11. **BUDGET ESTIMATES 2022/23**

a) **Strategy and Resources Committee**

To consider **Report No. SR 7/22.** (**Budget Appendix – blue pages, enclosed**)

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b) **Recommendations from other committees**

To consider the 2022/23 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 2022/23**

To consider **Report No. SR 8/22.**

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12. **COMMUNITY GRANTS**

a) To note that, after receipt of the additional information requested by the Committee, the Community Grant application for Assisting Berkshire Children to Read which had been considered at the last meeting of the Strategy & Resources Committee, held on the 23 November 2021 (Minute 22), was ultimately refused by the Committee. A vote was conducted via email; five Members responded, all indicating that the grant should be refused.

b) To note that expressions of thanks have been received from the following Community Grant recipients:

- Berkshire MS Therapy Centre
- Woodley Adopt a Street Project (WASP)
- Wokingham Job Centre Support
- Kick Twist Cheerleading
- Woodley United FC
- Berkshire Vision

13. **COMMUNITY SPEEDWATCH**

To consider the request from the Planning and Community Committee for £1,000 to be allocated for the purchase and installation of appropriate Community Speedwatch signage around Woodley.
(Planning & Community Committee Minutes – 4 January 2022 – Minute 66)

14. **YOUTH STRATEGY WORKING PARTY**

- a) To approve the terms of reference of the working party (***Appendix 14***) Page 27
- b) To approve the number of places on the working party
- c) To appoint members to the working party

15. **REQUEST FOR FREE USE OF THE OAKWOOD CENTRE**

A provisional booking has been made by the Mayor's Office at Wokingham Borough Council for the Wokingham Borough Mayor's annual 'Volunteer Thank You' event. The booking is for approximately 2 hours on 1 May 2022, with an approximate attendance of 120. A request has been made for free use of the Oakwood Centre rooms on the basis of the community/volunteer nature of the event.

Members are asked to consider the request for free use of the Oakwood Centre halls for this event. The approximate value of the booking is £157 based on 2022/23 proposed Community rate charge.

16. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

To receive **Report No. SR 9/22**.

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Progress on the action points in the Climate Emergency Action Plan since the last meeting have been limited due to current officer capacity. The following dates have been set for meetings of the Climate Working Party in 2022/2023:

- Wednesday 6th April 2022 - 6-7pm
- Wednesday 6th July 2022 - 6-7pm
- Wednesday 5th October 2022 - 6-7pm
- Wednesday 11th January 2023 - 6-7pm
- Wednesday 5th April 2023 - 6-7pm

17. **FUTURE AGENDA ITEMS**

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

18. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

STRATEGY AND RESOURCES COMMITTEE**BUDGETARY CONTROL****2021/22****Report No. SR 1/22**

EXPENDITURE	Budget 2021/22	Actual Exp as at 31/12/20	Actual Exp as at 31/12/21	Actual Exp as % of Budget	Information
Central Costs	271,876	184,774	171,635	63	Training, rent, postage, equipment at or over 75%. All other costs under.
Democratic Costs	53,759	32,057	43,461	81	Civic costs over 75% (Mayoral badges new logo). Other costs at or under.
Corporate Management	360,795	264,419	275,293	76	insurance over 75%
Capital Programme	0	0	0	0	No capital funds allocated in 2021/22
Grants -Section 137	17,000	12,500	12,850	76	TCMI at 75%. Allocated grants at 77.5%
Oakwood Centre	137,253	104,400	92,926	68	Rates, water, cleaning over 75%. All other costs under.
Maintenance HQ	2,645	1,952	1,883	71	Phone costs higher than 74%. All other costs under.
Woodley Town Centre Man Init	68,967	14,334	53,456	78	Floral displays, Christmas event over 75%. All other costs under.
Capital and Projects	264,980	191,335	189,807	72	Some loans payable in Apr, others in Sept & Mar.
Total	1,177,275	805,771	841,311	71	

Month 9 = 75%

INCOME	Budget 2021/22	Actual Exp as at 31/12/20	Actual Exp as at 31/12/21	Actual Exp as % of Budget	
Central Costs	8,455	16,473	13,190	156	<i>(Furlough income included in budget figures)</i> Income at or under 75%. Furlough included: £10,177
Democratic Costs	0	0	0	0	
Corporate Management	0	0	0	0	
Capital Programme	0	0	0	0	
Grants -Section 137	0	0	0	0	
Oakwood Centre	76,667	85,078	90,124	118	Letting income at 133%. Furlough included: £16,049
Maintenance HQ	0	0	0	0	
Woodley Town Centre Man Init	68,967	31,178	56,586	82	Markets & promotional stands over 75%.
Capital and Projects	0	0	0		
Total	154,089	132,729	159,900	104	Total Furlough: £26,226
Net	1,023,186	673,042	681,411	67	

Month 9 = 75%

Current Account

List of Payments made between 01/11/2021 and 30/11/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-Nov-21	(Personal Information)	500.00	WTCMI Mkt Manager
11-Nov-21	(Personal Information)	200.00	Microphone/PA-WTCMI
18-Nov-21	Alan Hadley Ltd	903.00	Refuse Collection
18-Nov-21	Alan Hadley Ltd	297.00	Refuse Collection
18-Nov-21	AYS Cleaning Contractors Ltd	929.29	Contract Cleaning-OC/Toilet
05-Nov-21	Be Fuelcards Ltd	18.46	BP Plus cards
12-Nov-21	Be Fuelcards Ltd	17.63	Annual card charge-Depot
18-Nov-21	Bowak Ltd	92.84	Cleaning supplies
11-Nov-21	Brake Bros Foodservice Ltd	294.48	Vending supplies
18-Nov-21	Brewers Decorator Centres	172.66	Decorating supplies
11-Nov-21	Castle Water	4916.66	Water rates
18-Nov-21	Churchill Contract Services Ltd	320.52	Contract Cleaning-WPLC
11-Nov-21	Circus Scene	1070.00	Halloween 2021 - WTCMI
01-Nov-21	Club Manager Ltd	80.40	Gym software monthly fee
17-Nov-21	Ecotricity	107.79	Gas supply-Coro Hall
17-Nov-21	Ecotricity	154.95	Gas supply-Chapel Hall
25-Nov-21	Ecotricity	773.47	Gas supply-WPLC
25-Nov-21	Ecotricity	728.42	Gas supply-OC
11-Nov-21	EDF Energy 1 Ltd	17.18	Electric supply-clock
11-Nov-21	Epos Now Ltd D/D	30.00	Monthly EPOS till support fee
09-Nov-21	Global 4 Communications	1105.82	Mobile/Phone/Broadband
18-Nov-21	HMRC Cumbernauld	13461.44	Tax & NI Employer/employee
18-Nov-21	Howardson Ltd	106.35	Gound maintenance supplies
11-Nov-21	IMAGE BOX	598.80	Gym plastic ID cards
11-Nov-21	Lamps-Tubes Luminations Ltd	810.00	TCMI Lights testing/PAT
11-Nov-21	LAX Events Ltd	525.00	Engineer hire/speakers/amplifier
29-Nov-21	Les Mills Fitness UK Ltd	203.69	Body balance-Coach-WPLC
18-Nov-21	Lister Wilder Ltd	115.99	Oil filter/chain-Depot
02-Nov-21	Lloyds Bank D/D	50.36	Current a/c charges
12-Nov-21	Lloyds Bank D/D	238.26	Cardnet service charge
30-Nov-21	Lloyds Bank D/D	53.78	Bank charges - Current a/c
18-Nov-21	Lyreco UK Ltd	70.03	Stationery supplies
15-Nov-21	Merchant Rentals Ltd	18.40	Cardnet machine rental
15-Nov-21	Merchant Rentals Ltd	18.40	Cardnet machine rental-OC
10-Nov-21	PHS Group	403.74	Qtrly dust matt fees
10-Nov-21	Pitney Bowes Ltd	24.17	Postage top up-5 Nov 21
10-Nov-21	Pitney Bowes Ltd	150.00	Postage top up-9 Nov 21
08-Nov-21	Plusnet Plc	-29.80	Phone-A/C closed 4/11/21
03-Nov-21	Poztive Energy Ltd	36.18	Electric supply-Chapel Hall
08-Nov-21	Poztive Energy Ltd	1743.66	Electric supply-OC
17-Nov-21	Poztive Energy Ltd	744.34	Electric supply-WPLC
18-Nov-21	Poztive Energy Ltd	76.92	Electric supply-Coro Hall
23-Nov-21	Poztive Energy Ltd	39.86	Electric supply-Chapel Hall
11-Nov-21	PPL PRS Ltd	624.53	Music license
18-Nov-21	PPL PRS Ltd	2635.47	Music license - WPLC
18-Nov-21	Prudential	307.24	AVC deducted from pay
10-Nov-21	Reading Community Energy Soc Ltd	1513.56	Electric supply-OC
10-Nov-21	Rialtas Business Solutions Ltd	70.80	Annual Making Tax Digital fee
17-Nov-21	SGW Payroll Ltd	153.74	Oct 21-Payroll service

15-Nov-21	Siemens Financial Services	1100.80	Gym equip rental
26-Nov-21	SWALEC	46.38	Electric supply-Toilet
10-Nov-21	Technical Surfaces Ltd	480.00	1x Tonne of Rubber 3G Pitch
18-Nov-21	The Berkshire Pension Fund	16642.71	Employer/employee pension
11-Nov-21	The Crown Estate Commissioners	730.00	Christmas Tree - WTCMI
18-Nov-21	Trade UK - Screwfix	179.11	Building supplies
18-Nov-21	Travis Perkins Trading Co	67.87	Building supplies
18-Nov-21	Unison Collection Ac	22.50	Union fee deducted from pay
18-Nov-21	Veolia ES - UK Ltd	482.47	Refuse Collection
11-Nov-21	West Berkshire Council	475.00	Premises Licence fees
01-Nov-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Nov-21	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Nov-21	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Nov-21	Wokingham BC - Rates	898.00	Rates-OC

Total Payments

61432.32

CLERKS IMPREST A/C

List of Payments made between 01/11/2021 and 30/11/2021

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Nov-21	(Personal Information)	50.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	Refund deposit
12-Nov-21	(Personal Information)	75.00	T P Gopal CO-23829
01-Nov-21	Amazon Mkt Place	34.08	50 Ltr Bullet bins-WPLC
10-Nov-21	Amazon.co.uk	20.65	Cable ties-WTCMI
11-Nov-21	Amazon.co.uk	6.49	White bright chalk-WTCMI
29-Nov-21	Arborfield Tree Care Ltd	72.00	Christmas Tree hire - Dec 21
12-Nov-21	Cups Direct	45.48	7oz paper cups-WTCMI
26-Nov-21	Drishti Dance	100.00	Refund deposit
22-Nov-21	Iceland	40.00	Mince Pies-WTCMI
09-Nov-21	KallKWIK	216.00	3 OUTDOOR BANNERS-wtcmi
22-Nov-21	Lidl	29.94	Mulled Wine-WTCMI
24-Nov-21	Lloyds Bank	45602.49	Net payroll - Nov 21
12-Nov-21	Lloyds Bank D/D	13.60	Imprest a/c charges
30-Nov-21	PETTY CASH A/C	209.26	Petty cash topup
12-Nov-21	Solopress	152.15	Leaflets/flyers/posters-WTCMI
16-Nov-21	The Radar Key Company	35.99	10x Radar keys
22-Nov-21	Waitrose & Partners	93.32	Mulled wine & Mince pies

Total Payments

47021.45

Woodley Town Council**Current Account****List of Payments made between 01/12/2021 and 31/12/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Dec-21	(Personal Information)	900.00	PA - Woodley Carol WTCMI
09-Dec-21	(Personal Information)	300.00	Mkt Mgr - WTCMI
17-Dec-21	ACL Consultancy Solutions Ltd	1755.00	Develop Youth Strategy
17-Dec-21	AGA Print Ltd	155.96	Leaflets & Banners
22-Dec-21	AGA Print Ltd	47.23	Leaflets & Banners
08-Dec-21	Alan Hadley Ltd	297.00	Refuse Collection
22-Dec-21	Alan Hadley Ltd	297.00	Refuse Collection
22-Dec-21	AYS Cleaning Contractors Ltd	1461.07	Contract cleaning-OC&Toilet
03-Dec-21	Be Fuelcards Ltd	37.96	ULT Unleaded petrol-Depot
10-Dec-21	Be Fuelcards Ltd	117.42	Diesel-MW65EHN 48000m
02-Dec-21	Berkshire College of Agriculture	220.00	Staff training
17-Dec-21	Bowak Ltd	259.84	Cleaning supplies
09-Dec-21	Brake Bros Foodservice Ltd	296.75	Vending supplies
02-Dec-21	Brown Bag Cafe Ltd	296.46	Catering services
22-Dec-21	Brown Bag Cafe Ltd	485.88	Catering services
08-Dec-21	Broxap Ltd	1248.00	Cast iron RIPON seats
09-Dec-21	Castle Water	2617.14	Water rates
08-Dec-21	CDK Casting Ltd	101.40	Bronze Plaque
09-Dec-21	CDK Casting Ltd	101.40	Bronze Plaque
17-Dec-21	CDK Casting Ltd	202.80	Bronze Plaque
01-Dec-21	CF Corporate Finance Ltd	166.32	Qtrly photocopier rental fee
22-Dec-21	Churchill Contract Services Ltd	320.52	Contract cleaning-WPLC
08-Dec-21	Circus Scene	175.00	Choir Woodley Carol/lights
01-Dec-21	Club Manager Ltd	80.40	Monthly gym software fee
17-Dec-21	CoolerAid Ltd	31.20	Bottled water-WPLC
22-Dec-21	CoolerAid Ltd	9.86	Bottled water-OC
08-Dec-21	Daton Electrical Services Ltd	900.00	Survey of Electrics-WPLC
17-Dec-21	Drain Surgeons UK Ltd	185.00	Empty Cesspit-Depot
29-Dec-21	Ecotricity	237.41	Gas supply-Coro Hall
29-Dec-21	Ecotricity	1128.12	Gas supply-WPLC
29-Dec-21	Ecotricity	1336.56	Gas supply-OC
29-Dec-21	Ecotricity	367.18	Gas supply-Chapel Hall
09-Dec-21	EDF Energy 1 Ltd	16.61	Electric supply-Clock
10-Dec-21	Epos Now Ltd D/D	30.00	Epos Till monthly fee-WPLC
22-Dec-21	Ethos Communications Solutions Ltd	133.54	Printing/Copying-WPLC
09-Dec-21	Fraser Office Supplies Ltd	22.74	Stationery supplies
17-Dec-21	Fraser Office Supplies Ltd	17.44	Stationery supplies
09-Dec-21	Global 4 Communications	933.54	Phone/Mobiles
09-Dec-21	H F Newberry	136.00	Christmas Cards-Mayor
17-Dec-21	HMRC Cumbernauld	13847.03	PAYE&NI Deducted from pay
17-Dec-21	IBS Office Solutions Ltd	673.66	Printing/Copying-WTC
22-Dec-21	Just Tiles Ltd	35.56	5Ltr Fila cleaner-WPLC
22-Dec-21	Lamps-Tubes Luminations Ltd	3176.52	Christms lights - WTCMI
29-Dec-21	Les Mills Fitness UK Ltd	203.69	Coach-Bodybalnce gym
22-Dec-21	Lister Wilder Ltd	237.41	Blades - Depot
14-Dec-21	Lloyds Bank D/D	372.16	Cardnet service charges
22-Dec-21	Lyreco UK Ltd	152.69	Stationery supplies
15-Dec-21	Merchant Rentals Ltd	18.40	Cardnet machine rental-WPLC
15-Dec-21	Merchant Rentals Ltd	18.40	Cardnet machine rental-OC
21-Dec-21	Pitney Bowes Ltd	150.00	Postage top-up-WTC
13-Dec-21	Poztive Energy Ltd	2734.87	Electric supply-OC
13-Dec-21	Poztive Energy Ltd	71.68	Electric supply-Coro Hall
22-Dec-21	Poztive Energy Ltd	885.84	Electric supply-WPLC

22-Dec-21	Poztive Energy Ltd	43.60	Electric supply-Chapel Hall
17-Dec-21	Prudential	307.24	AVC deducted from pay
29-Dec-21	Public Works Loan Board	10640.58	PW504186-Capital & Interest
22-Dec-21	Pulse Fitness Ltd	21.60	Lime green seat/long pads
09-Dec-21	R.E.S. Systems Ltd	752.51	Fire Equip service fees
17-Dec-21	Rialtas Business Solutions Ltd	807.60	Annual Omega software fee
17-Dec-21	Seton	107.28	60L Plastic bin
06-Dec-21	SGW Payroll Ltd	155.78	Monthly payroll fee-Nov 21
31-Dec-21	SGW Payroll Ltd	157.82	Monthly payroll service fee
29-Dec-21	SWALEC	95.61	Electric supply-Toilet
09-Dec-21	Technical Surfaces Ltd	360.00	3G Match fit service
17-Dec-21	Technical Surfaces Ltd	480.00	1 Tonne rubber 3G pitch
17-Dec-21	The Berkshire Pension Fund	17156.91	Employee& 'er deducted from pay
22-Dec-21	The Parkinson Partnership LLP	300.00	Assit with VAT652 form
17-Dec-21	Trade UK - BandQ	348.00	Building supplies
17-Dec-21	Trade UK - Screwfix	1008.39	Building supplies
17-Dec-21	Unison Collection Ac	22.50	Union fee deducted from pay
22-Dec-21	Veolia ES - UK Ltd	524.65	Refuse Collection
17-Dec-21	Windowflowers Ltd	1411.20	Wooden planters - WTCMI
01-Dec-21	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Dec-21	Wokingham BC - Rates	364.00	Rates-Coro hall
01-Dec-21	Wokingham BC - Rates	165.00	Rates-Chapel hall
01-Dec-21	Wokingham BC - Rates	898.00	Rates-OC
08-Dec-21	Wokingham Borough Council	3950.00	Election by-election cost
22-Dec-21	Wokingham Borough Council	3392.12	Election by-election cost
17-Dec-21	Woodley Concert Band	175.00	Carol concert - WTCMI
08-Dec-21	Zapkam Ltd	445.86	Uniform - WPLC

Total Payments

86377.91

CLERKS IMPREST A/C**List of Payments made between 01/12/2021 and 31/12/2021**

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Dec-21	(Personal Information)	46.75	Keys cut - WPLC
10-Dec-21	(Personal Information)	45.00	Christmas Fayre stall refund
10-Dec-21	(Personal Information)	115.00	Refund invoice credit
13-Dec-21	(Personal Information)	100.00	Refund WPLC party
14-Dec-21	(Personal Information)	138.00	Refund invoice credit
15-Dec-21	(Personal Information)	691.69	Part net Dec 21 pay advance
17-Dec-21	(Personal Information)	40.00	Refund eye test
17-Dec-21	(Personal Information)	75.00	Refund deposit
20-Dec-21	(Personal Information)	74.80	Refund deposit
20-Dec-21	(Personal Information)	67.50	Refund deposit
20-Dec-21	(Personal Information)	75.00	Refund deposit
20-Dec-21	(Personal Information)	75.00	Refund deposit
22-Dec-21	(Personal Information)	75.00	Refund deposit
24-Dec-21	(Personal Information)	50.00	Refund deposit
24-Dec-21	(Personal Information)	75.00	Refund deposit
24-Dec-21	(Personal Information)	75.00	Refund deposit
03-Dec-21	(Personal Information)	100.00	Christmas Fayre contcert
03-Dec-21	(Personal Information)	200.00	Refund deposit
02-Dec-21	Amazon.co.uk	34.22	Graffiti remover
29-Dec-21	Amazon.co.uk	65.99	Philips Voice Audio recorder
10-Dec-21	BERKSHIRE LOWLAND	550.00	First Aid cover-WTCMI
03-Dec-21	Berkshire MS Therapy	250.00	Grant - Dec 21
03-Dec-21	Berkshire Vision	250.00	Grant - Dec 2021
20-Dec-21	Bhavana Mullapudi	50.00	Refund deposit
03-Dec-21	CIRCUS SCENE	5470.00	Christmas Fayre - WTCMI
31-Dec-21	DEVONSHIRE TRADING	1100.81	Gym equip hire
20-Dec-21	Fellowship Edu Soc	67.50	Refund deposit
03-Dec-21	Kick Twist Cheerleading	250.00	Grant-Dec 21
22-Dec-21	Lloyds Bank	45700.47	Net Dec 2021 Payroll
10-Dec-21	Lloyds Bank D/D	14.39	Bank charges-Imprest a/c
01-Dec-21	RM Bearings.co.uk	43.68	8x Wedge belts
20-Dec-21	Willow Bank Junior	75.00	Refund deposit
03-Dec-21	Wokingham Job Centre	250.00	Grant - Dec 21
03-Dec-21	Woodley Adopt a Street	250.00	Grant - Dec 21
22-Dec-21	Woodley Light Operatic	288.40	Refund deposit
03-Dec-21	Woodley United FC	250.00	Grant - Dec 2021
	Total Payments	57079.20	

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

Bookings and room hire

We have two new regular, weekly hirers:

- Foundry College
- WBC job skills drop in

Social booking enquiries and provisional bookings from April onwards are coming in suggesting increasing customer confidence. Room hire income is at £33,700 as at 31 December with a revised estimate at year end of £40,000. Income against budget is shown at **APPENDIX A**.

A revised marketing plan will be considered shortly by the PR/Marketing Working Party to maximise opportunities to increase income through this year and beyond. This will tie in with a number of proposed improvements to the building including updated AV equipment, new curtains, décor etc, in addition to some promotional events.

Vaccination Clinics

We are currently awaiting dates for further vaccination clinics.

Woodley Music and Arts Festival

Woodley Music and Arts Festival will be going ahead in March 2022 after an absence from the centre last year due to the pandemic. This event provides good hire income and brings a large number of people through the building, benefiting the catering partner and showcasing the venue to potential future hirers.

Alan Cornish Theatre

Woodley Theatre bookings are continuing with 'Jazz at the Oakwood' in February and planned shows in the summer and Christmas 2022 periods.

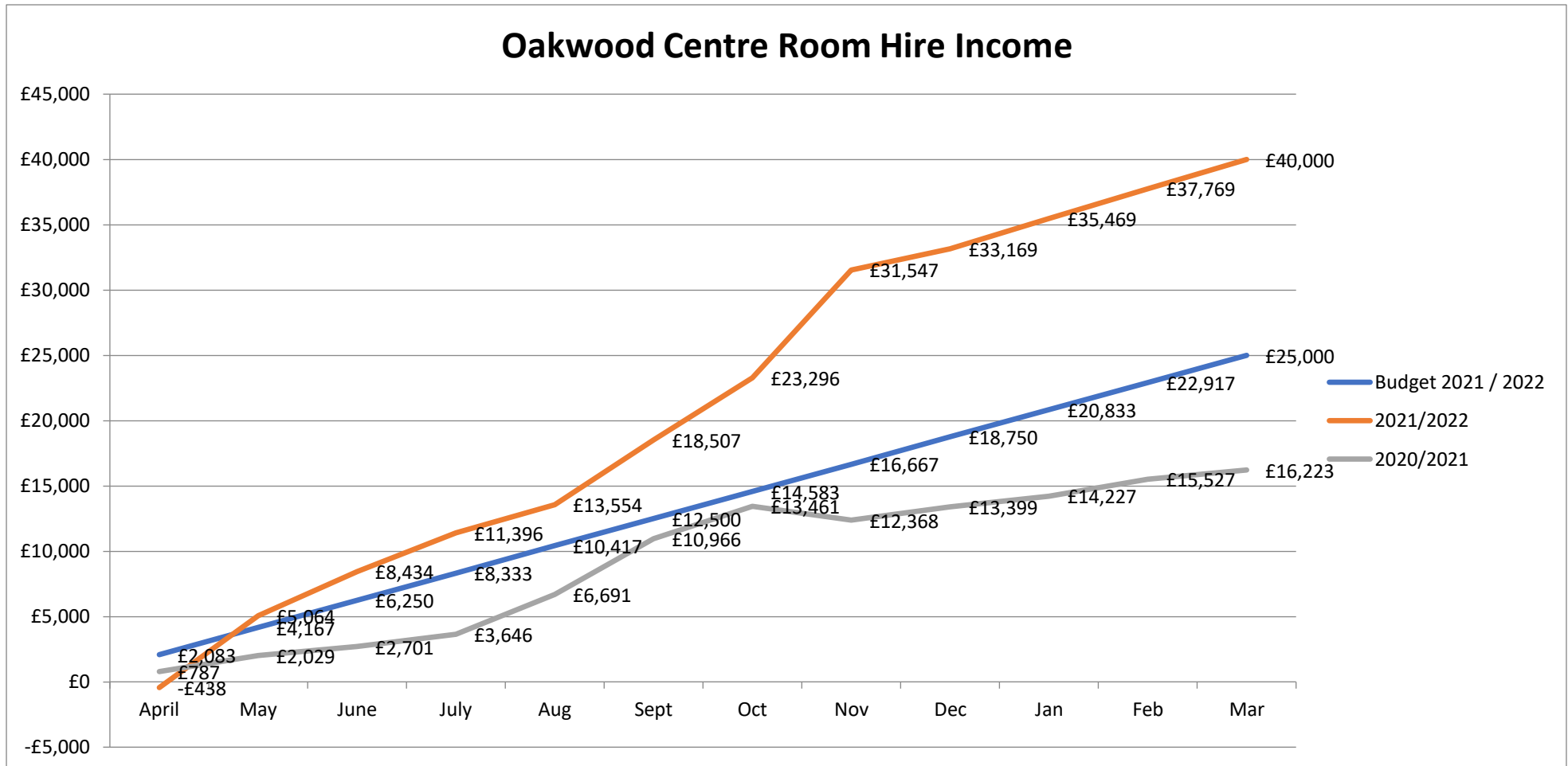
'Berzerk' Youth Theatre have also booked for summer dates as in previous years.

Maintenance

The rooms are being decorated along with a programme of minor maintenance fixes throughout e.g. sockets, door handles, lighting etc. The theatre floor will also be repainted in the coming weeks. The satellite kitchen has been decorated and deep cleaned by the Venues Team. Works to replace a failed fan in the air handling system will be carried out in the coming weeks.

Recommendations:

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



Report of a virtual Meeting of the Standing Orders and Financial Regulations Working Party held on Wednesday 12 January 2022 at 4.00pm

Present: *Councillors A. Swaddle – Chairman, D. Bragg and A. Heap*

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

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Swaddle as Chairman of the Standing Orders and Financial Regulations Working Party for the remainder of the 2021/22 municipal year

2. **APOLOGIES**

Apologies were received from Councillor Baker.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **FINANCIAL REGULATIONS**

The Chairman wished to record thanks to all members of the working party along with Councillor Carol Jewell for their invaluable contributions to the drafting of this document over the previous three virtual meetings, but particularly to Councillor Baker for the hours of work he put into pulling together the first draft.

Members considered the updated Financial Regulations.

RECOMMENDED:

- ◆ **that the updated Financial Regulations (Appendix A), be approved by the Strategy and Resources Committee and presented to Council for adoption.**

Voting: For: 3 Against: 0 Abstentions: 0

5. **Standing Orders**

Members considered the updated Standing Orders.

RECOMMENDED:

- ◆ **that the updated Standing Orders (Appendix B), be approved by the Strategy and Resources Committee and presented to Council for adoption.**

Voting: For: 3 Against: 0 Abstentions: 0

The Chairman recorded thanks to the Deputy Town Clerk and the Committee Officer for their work on updating these documents.

Meeting closed at 4.02pm

**Report of a meeting of the Risk Management Working Party held on Thursday 13
January 2022 at 6.00pm**

Present: *Councillors M. Green - Chairman, D. Bragg , and R. Horskins*

Officers present: *K. Murray - Deputy Town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Bragg proposed, seconded by Councillor Horskins, and it was

RESOLVED:

- ◆ To appoint Councillor Green as Chairman of the Risk Management Working Party for the remainder of the 2021/22 municipal year

2. **APOLOGIES**

Apologies were received from Councillor Rowland.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **REPORT OF THE MEETING OF THE WORKING PARTY HELD ON 15 DECEMBER 2020**

Members agreed the report of the previous meeting held on 15 December 2020 as a correct record.

5. **RISK MANAGEMENT STRATEGY 2022/23**

Members considered the proposed Risk Management Strategy 2022/23.

RECOMMENDED:

- ◆ **that the amended Risk Management Strategy for 2022/23 (Appendix A enclosed), be approved by the Strategy and Resources Committee and presented to Council for adoption.**

6. **RISK REGISTER**

Members considered the updated Risk Register, which had been reviewed and updated by Officers prior to the meeting. Members requested some minor changes and additions to the register to reflect current risks in relation to the pandemic and the absence of the Town Clerk.

RESOLVED:

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

7. **DISASTER RECOVERY PLAN**

Members considered the updated Disaster Recovery Plan **(Appendix C enclosed)**

Meeting closed at 7.20pm

APPENDIX 8

MEETING OF THE WOODLEY TCMi MANAGEMENT COMMITTEE HELD ON WEDNESDAY 20TH OCTOBER 2021 AT 6PM, THE OAKWOOD CENTRE

PRESENT

B Fennelly	Town Centre Manager	H Beilby	WTC Admin Officer
M Holmes	Chairman & Woodley Resident	A Jutson	Woodley & Earley Lions Club
Z Frasinski	Vice Chairman	H Fuller	Waitrose Manager
ClIr K Baker	WTC & WBC Councillor	Jamie	Trader - Crumbs
ClIr S Boyt	WBC Councillor	M Millard	Woodley Resident
G Cranford	WBC Economic Development Officer	I Hills	Woodley Resident
ClIr J Cheng	WBC & WTC Councillor	P Birt	Woodley resident
ClIr K Gilder	WTC Councillor	M Risby	Woodley resident

1 APOLOGIES & WELCOME

MH welcomed all.

Apologies received from B Rowland, C Lawley, J Palterman, B Soane

2 TO APPROVE THE MINUTES OF THE MEETING HELD ON Wednesday 14th July 2021

Minutes approved

3 MATTERS ARISING FROM MINUTES

BT Phone Kiosk – it was noted that there had been a marginal improvement in its appearance, however, any fly posters needed removing.

4 ELECTION OF WOODLEY TCMi MEMBERS

- CHAIRMAN AND VICE CHAIRMAN FOR 2021 / 22:
- M Holmes and Z Frasinski respectively.

APPOINTED TRADERS REPRESENTATIVES WITH VOTING RIGHTS TO THE MANAGEMENT COMMITTEE:

- H Fuller & Jamie

CO-OPTED MEMBERS VOTING RIGHTS TO THE MANAGEMENT COMMITTEE:

- Shirley Boyt, Pat Birt, A Jutson and Ian Hills were voted in.

THE TWO WOKINGHAM BOROUGH COUNCIL REPS WITH VOTING RIGHTS ARE: -

- ClIr Bill Soane and ClIr Jenny Cheng (ClIr Abdul Loyes as the Deputy)

THE TWO WOODLEY TOWN COUNCIL REPS WITH VOTING RIGHTS ARE: -

- ClIr K Baker and Mrs M Holmes

5 FINANCIAL REPORT / BUDGET REPORT

- BF presented his report and is increasingly confident going into preparing for next year. There is an improving trend with more funds going into the reserve every month.

Although it has been a very tough year for the traders, he would like to thank all those who have contributed.

Delighted with Saturday market, and the work JP is doing. Stalls are at capacity, and we are clearing more than prior to lockdown.

Although the Wednesday market is struggling to come back, he hopes to encourage the Christmas Fayre stalls to perhaps come along, being of more artisan nature.... more work to do.

An average of 15 stalls to attend the Vegan market November / December with a brake over winter and would like to persevere with a review in Spring.

Promotion stands have been double than expected and have bought extra funds in.

Exceptional bookings for Christmas Fayre, with 75 stalls confirmed already and have had to close any further bookings.

Social media is being used mainly used for marketing, as otherwise very expensive.

IH to provide contact details with regards to tapas deli stall at Wokingham who appears to be doing very well.

It was agreed it was the right decision to go ahead with the floral displays, they were a success, with lots of positive feedback.

MH thanked BF.

6 SATURDAY MARKET MANAGERS REPORT

The report was presented by BF, JP being unable to attend due to illness.

The market is very busy with new traders and more anticipated in the run up to Christmas.

The whole town centre is now being utilised since the community garden has arrived, although some incentives were required initially for traders to move to the north end of the town centre, they are now very happy with their pitches.

JP has done very well and still mindful of the COVID situation, planning the layout of the market very carefully with safety a priority.

BF to thank JP for his hard work.

7 SECURITY IN THE TOWN CENTRE – REPORT FROM THE POLICE

- No report from the Police.
- SB to look into an action group (not on a Tuesday due to WTC meetings)

8 TOWN CENTRE MANAGERS REPORT

- BF presented his report.
- BF to advise of any changes of use to vacant premises.
- *Christmas Illuminations & Carol Concert* - Reading Operatic Society will be singing, along with the Sainsbury Singers and Charis
Matt Rodda and Teresa may have agreed to come, along with the Mayors of Wokingham and Woodley.
Sponsorship of AB Walker and KJ Smith Solicitors will appear on the carol sheets.
Marketing will be on TCMI and WTC websites, along with Facebook, Twitter and local social media.
BF to email links to all so as it can be shared further.
BF to organise flyers.
- Our first *Halloween* event will be taking place this year, the centre stage being transformed into a witch's coven, with DJ music, fancy dress and a witch's trail.

- *WBC Three Year Funding* – the report is to be sent on Friday and BF requested any comments should be received by tomorrow, with a view to confirmation on Tuesday from WBC.
- *Welcome Back Funding* – still awaiting on a reply to our application.
GC to obtain some clarity on the situation.
KG pointed out it was important that the views of Woodley Residents, should be considered by WBC.

9 TREE GARDEN UPDATE

Due to unforeseen circumstances the planting is to be carried out by an external contractor with the experience of this kind of work. The work is expected to begin this month and to take 5 days to complete. There is further information available on the WTC website. Lamp posts are to be replaced with uplighters and litter bins will be made available. The cost is to be funded with development money and not by residents. The seating plan is out to consultation. SB to email **Harry** and copy KB re the scruffy bushes in and around Waitrose / car park, perhaps improvements can be made at the same time.

10 QUESTIONS THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC

- CCTV - It was noted that CCTV cameras have been located in the local car parks by WBC without any consultation, however, it was suggested that they would have been better placed in the town centre itself.
SB to investigate the reasoning for this.
- *Sunday & After 6pm Parking Charges* -It was agreed that the Sunday and after 6pm parking charges should not be introduced, due to impacting the traders and town centre footfall. WTC have voted to object to this.

11 ANY OTHER BUSINESS

- None

MEETING FINISHED AT 7.45PM

DATE OF NEXT MANAGEMENT COMMITTEE MEETING 19TH January 2022 at 6pm

TOWN CENTRE MANAGEMENT

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To request that Members consider the future operating arrangement for Woodley Town Centre Management.

Background

From April 2020 all financial activities of the Woodley Town Centre Management Initiative (WTCMI) were brought into the Town Council's operating procedures, including bank accounts, invoicing and audit. This change was made to address issues in the way that VAT was claimed by the Council on purchases being recharged to WTCMI.

This change effectively meant that the WTCMI ceased to be a separate entity and has operated as a part of the Council from that date. At present the WTCMI continues to operate under a constitution with appointed representatives from the Town Council, Borough Council and local businesses. This operating arrangement is no longer appropriate, following the changes made from April 2020, and is contrary to the Council's Standing Orders in relation to committees, working parties and partnerships.

Partnership Model

It is proposed that the Council formalise the operating arrangements by appointing to a Town Centre Partnership. The Council has a partnership model in the Community Youth Partnership, which operates under a terms of reference, with both Town Council and non-council partners appointed at the Annual Meeting. The Town Centre Partnership could operate in a similar way, and report to the Strategy and Resources Committee. The partnership and its associated budgets and activities would continue to be managed by the Town Centre Manager. The change to a formalised partnership would have minimal impact on the current operation of town centre activities. It will change the current structure with the Strategy and Resources Committee effectively replacing the current WTCMI Executive Sub Committee. The Town Centre Partnership would retain the authority to spend within the allocated budget under the management of the Town Centre Manager.

Proposal

It is proposed that the Strategy and Resources Committee make a recommendation to Full Council to create a Town Centre Partnership and to approve the following;

- terms of reference of the Partnership – *attached at **APPENDIX A***
- number of places on the Partnership
2 Woodley Town Council, 2 Wokingham Borough Council
- appointment of external representatives with voting rights to the Partnership
2 Woodley Traders, 4 individuals
- appointment of external representatives without voting rights to the Partnership
1 Woodley Town Council Officer
1 Wokingham Borough Council Officer
1 Town Centre Manager
1 Saturday Market Manager
1 Thames Valley Police
1 Beechwood School

This make up reflects the current arrangement under the WTCMI constitution.

Market Manager

Impacts

Resources
The changes made in April 2020 to bring the operating arrangements in house may have resource implications going forwards through the annual partial exemption calculation, in relation to the exempt business activities i.e. market income. This is not the case in 2020/21 and not likely in the year 2021/22.
Equality
There are no identified equality impacts
Environmental
There are no identified environmental impacts

- ◆ **That Members note the contents of the report.**
- ◆ **That Members make a recommendation to Full Council on the formalisation of a Town Centre Partnership as set out in the report.**

TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
0.0	20/01/22		DRAFT

1. TYPE OF COMMITTEE => PARTNERSHIP

2. PARENT COMMITTEE => Strategy and Resources Committee

3. SIZE => 2 Woodley Town Councillors*
 2 Wokingham Borough Councillors*
 2 Woodley Traders*
 4 co-opted individuals*
 1 Wokingham Borough Council Officer
 1 Woodley Town Council Officer - Town Centre Manager
 Saturday Market Manager
 Thames Valley Police
 Beechwood School

**indicates voting rights*

4. DUTIES AND POWERS

4.1. VOTING RIGHTS

a. As above (4).

4.2. OVERALL PURPOSE

- a. To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.
- b. Chairmanship of the partnership will be held by a co-opted individual or Woodley Trader. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

4.3. MEETINGS

- a. Meetings of the working party shall take place at least quarterly.
- b. Officers will be in attendance at all meetings.

4.4. TERMS OF OPERATION

- a. To promote Woodley Town Centre as a shopping destination.
- b. To hold regular community events to encourage footfall in the town centre.
- c. To operate regular and ad-hoc markets in the town centre.
- d. To provide a programme of entertainment at the Centre Stage.
- e. To liaise with the Town Council's Communications Manager on events, entertainment and promotional activities.
- f. To provide a voice for town centre traders on matters affecting the town centre.
- g. To work with other partners as appropriate to promote and raise the profile of the town centre.
- h. To make any recommendations outside the Partnership's remit to the Strategy and Resources Committee.
- i. To provide reports of meetings held to the Strategy and Resources Committee.

REVISED BUDGET ESTIMATES 2021/22

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy and Resources Committee's Revised Budget Estimates for the 2021/22 financial year.

Information

The Revised Budget Estimates for 2021/22, **Budget Appendix (enclosed)**, have been drawn up taking in to account any additional factors or information from officers that are expected to affect income and expenditure for the year. Unknown impacts of the pandemic necessitated a prudent budget projection for the year as set out in the original estimates. The implementation of the vaccination programme and resultant easing of restrictions has enabled income to bounce back in many areas.

Expenditure

Savings of £19,755 have been made on the Committee's original budget allocation. Factors affecting expenditure include;

- Reduced phone costs due to new VOIP office phone system
- Unspent PR budget due to uncertainty in the early part of the year
- Savings in Repairs & Renewals budget
- No VAT partial exemption payment due in 2021/22
- Reduced waste collections at the Oakwood Centre
- Increased professional fees in dealing with a legal issue
- Increased election expenses
- Increased energy unit costs

Income

It is estimated that the Committee income will be £16,603 over the original budget figure. This is mainly due to the returning business at the Oakwood Centre as a result of the vaccination programme and easing of Covid restrictions.

Net Expenditure

Overall, the Committee's revised estimates show a net decrease of £36,358 over that originally budgeted for in the 2021/22 financial year.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the Revised Budget Estimates for 2021/22, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2022/23

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy and Resources Committee's Budget Estimates for the 2022/23 financial year.

Information

The Budget Estimates for the 2022/23 financial year, set out in the enclosed ***Budget Appendix***, have been drawn up taking into account information from officers in respect of operational costs and activities, plans for those services within the Committee's responsibility and the potential on-going impacts of the pandemic.

Expenditure

The Committee's expenditure in 2022/23 is estimated to be £121,604 higher than the revised estimate for 2021/22 and £101,850 higher than the original 2021/22 budget estimate.

Expenditure has been influenced by the following across the Committee's cost centres;

Central Costs

An allowance has been made for staff pay increase, VAT partial exemption (£18,000) and a return to the normal level of repairs and renewals budget.

Corporate Management

An allowance for an increase in staff costs and superannuation (2%).

Capital Programme

An allocation of £45,000 has been included and a programme of proposed works is being compiled for consideration. No allocation was made to the fund in 2020/21 or 2021/22.

Grants

This includes an allowance for an increase in the Town Centre Management allocation (to £15,000). This is now technically a budget allocation rather than a grant and this will be presented differently going forwards once the operating arrangements for the Town Centre Management have been agreed. Town Centre Management will continue to operate from an earmarked reserve.

Oakwood Centre

This includes an allowance for increased energy costs. Costs have risen within the existing contracted price plan which was not expected. Contract renewals will fall during the year and the market remains volatile. The repairs budget has been increased to take account of required works to the air handling system and the sliding doors to the café area.

Capital and Projects

An allowance has been made for the continued investment of £80,000 under a new treasury management strategy. The Council's current investment portfolio is in the process of being cashed in – once confirmed that it has achieved the £2m target value to pay off the principal of the loan for the Oakwood Centre.

Income

The Committee's income is estimated to achieve an increase of just over £19,000 over the 2021/22 revised estimate figure. It is hoped that business will increase if there are no Covid restrictions and customer confidence increases. A revised marketing plan for the Oakwood Centre business is being progressed and this will form the basis for a targeted plan for increasing income over the coming year(s).

Net Expenditure

It is estimated that net expenditure will be £66,216 higher than the original 2021/22 budget and £102,574 higher than the 2021/22 revised estimate.

Recommendation:

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

BUDGET AND PRECEPT 2022/23

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To consider and recommend to Council the budget and precept charge for the 2022/23 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 2020/21 (blue column), as published in the accounts for that year.
- the original projected budget estimates approved for 2021/22 and the expected reserves level at that time (purple column).
- The 2021/22 revised figures (light green column).
- The column highlighted in brighter green presents the proposed budget for 2022/23 and the anticipated reserves.

Precept Calculation

Each year Wokingham Borough Council review 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 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 a 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 a Band D equivalent.
- 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; e.g. 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 figure.

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 Borough Council, received funding from the government to pass on to town and parish councils to offset the reduction on their tax base. These payments reduced each year until no further grant was paid to the Town Council from 2020/21.

The draft 2022/23 tax base for Woodley has increased from 10,806.8 to 10,857.8.

Reserves

General Reserve

The original budget estimates for 2021/22 anticipated a general reserve of £422,612 at the end of the year and included an allocation of £111,414 from the general reserve to support the estimated budget expenditure for the year.

The unknown impacts of the on-going pandemic meant that income projections for 2021/22 were set at a prudent level, anticipating further lockdowns and restrictions which would have a negative effect on income. The introduction and roll out of the vaccination programme and the subsequent easing of restrictions has meant that the Council's businesses, particularly leisure, have been able to operate more normally than expected. The government job retention scheme has contributed significantly to the income stability through this period with furlough income of £55,693 across the Council's services, along with a Tier 4 Lockdown Grant of £44,528.

It is estimated that the Council will be in a position to return £199,213 to the general reserve at year end. The general reserve carried forward is anticipated to be just over £733,000 at 31 March 2022.

Earmarked Reserves

The Council's earmarked reserves totalling £620,110 as at 31 December 2021 are listed on page 2 of the Budget Appendix.

Community Infrastructure Levy

Unallocated Community Infrastructure Levy funds stand at £60,787. Some CIL funding has been transferred to earmarked reserves for the projects including Woodford Park Leisure Centre roof, AV equipment for the theatre, AV equipment for hybrid meetings and the new play area in Woodford Park.

2022/23 Budget Estimates

The Council's proposed net expenditure for 2022/23 is estimated at £1,361,478; an increase of £267,657 on the revised figures for 2021/22 and a decrease of £42,970 on the original 2021/22 budget estimate. The wide variance in these figures is due to cautious budgeting in 2021/22 due to the unknown, on going impacts of the pandemic on income.

Planned projects in 2022/23 include:

- New destination play area in Woodford Park/Memorial Ground (using Section 106 and CIL funding)
- Replace play area railings at Malone Park (CIL funding)
- Purchase AV equipment to enable hybrid meetings (CIL funding)
- Upgrade AV equipment in the Alan Cornish Theatre
- Replacement of flat roofing membrane at Woodford Park Leisure Centre
- Full tree survey and associated works

Officers are also compiling projects for inclusion in the Capital Programme.

Precept 2022/23

It is proposed that the precept level be set at £1,225,628 for the 2022/23 financial year, a decrease of £67,406 on last year's precept figure, which was increased following public consultation in respect of the anticipated impacts of the pandemic on income across the Council's businesses.

The 'Band D' property charge will decrease to the 2020/21 level of £112.88.

The figures show that an estimated £135,849 will be required from the general reserve to support the Council's proposed expenditure in 2022/23. It is estimated that, as at 31 March 2023, the Council's general reserve will stand at £597,389.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2022/23 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,225,628 for the 2022/23 financial year be presented to Council for approval.**

Youth Services Task and Finish Working Group

VERSION	DATE	AMENDED?	COMMENTS
0.0	20.01.22		Draft

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Strategy and Resources Committee

3. SIZE => 4 Councillors

4. DUTIES AND POWERS

4.1. OVERALL PURPOSE

- a. The working group's role is to develop and agree the terms of a service level agreement for the provision of youth support services, and to make a recommendation on the appointment of a service provider, to the Strategy and Resources Committee. This will involve engagement with potential providers through expressions of interest – prior to formal tendering.

4.2. MEETINGS

- a. Meetings of the working group shall take place as required in order to achieve the stated purpose.
- b. Officers will be in attendance at all meetings.

4.3. TERMS OF OPERATION

- a. To consider expressions of interest from organisations wishing to provide youth support services under a service level agreement.
- b. To consider and approve the terms of the service level agreement prior to publishing/formal tender invitation.
- c. To consider formal tender submissions received for the provision of youth support services and make a recommendation to the Strategy and Resources Committee on the appointment of a provider for these services, in accordance with the SLA and the Strategy for Youth Services 2022-2027.
- d. Tendering will be in accordance with the Public Procurement Regulations 2015.

Climate Emergency Action Plan - Update January 2022

1	Switch all energy accounts to 100% renewable sourced energy	
Progress	<p>All gas accounts have changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral – the energy is only partially sourced from renewable sources – the remainder is carbon offset through projects elsewhere.</p> <p>Solar panel installations are operational at the Oakwood Centre and Woodford Park Leisure Centre. A further installation at Coronation Hall is being investigated.</p>	
	<p><i>UPDATE:</i> <i>New electricity supply contracts were set up in April 2021 – providing electricity from 100% renewable sources.</i></p>	
Target	<p>Move to 100% ‘green’ gas – from renewable sources when the contracts come up for renewal.</p> <p>Move to 100% renewable or offset electricity contracts when these come up for renewal. COMPLETE</p> <p>Investigate potential to move away from air conditioning units at Woodford Park Leisure Centre – consider fan banks.</p>	<p>Feb 2023</p> <p>April 2021</p>
2	Upgrade all lighting to LED throughout the Council’s buildings and facilities	
Progress	<p>LED lighting now installed in;</p> <p>Coronation Hall</p> <p>Woodford Park Leisure Centre (gym/reception/refurbished offices)</p> <p>Grounds depot tractor shed</p> <p>All street lights now LED</p>	
	<p><i>UPDATE:</i> <i>Officers are exploring options to work with Wokingham Borough Council to speed up decarbonisation of the Councils buildings – including lighting and heating systems. WTC may be able to benefit from WBCs contracts, knowledge, partnerships and buying power to achieve this.</i></p>	
Target	<p>LED lighting not yet installed / to be costed;</p> <ul style="list-style-type: none"> • WPLC sports hall (price received – funding to be considered) • WPLC Flood lights • Chapel Hall • The Oakwood Centre 	

<p>Current Actions</p>	<ul style="list-style-type: none"> • Maintenance Manager – obtaining quote to convert Chapel Hall lighting to LED. • Maintenance Manager obtaining quotes for upgrading Oakwood Centre lighting on a zoned/phased basis. Some other electrical works already required. • Quote received to convert sports hall lighting – funding to be considered – report to S&R/Council. • Football wing/Optalis/Function Room could be done in house. Maintenance Manager costing project. 	
<p>3</p>	<p>Harvest rainwater from Council buildings and facilities</p>	
<p>Progress</p>	<p>Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.</p>	
<p>Target</p>	<p>Options to be investigated for;</p> <ul style="list-style-type: none"> • Oakwood Centre initially – as there is a requirement in that area for watering shrubs and wildflowers. • All other buildings. • Modular units for the allotment site – has been costed / consider viability • Use of grey water for flushing toilets, irrigation etc. 	
<p>Current Actions</p>	<ul style="list-style-type: none"> • Maintenance Manager costing up harvesting system for North end of Oakwood Centre initially. (Area of most use) COMPLETE/INSTALLED • Maintenance Manager costing up similar for Coronation Hall. • Maintenance Manager costing/assessing feasibility of water butt installation on bowls club building. • Second water storage tank to be installed when new vehicle storage building is installed. (Grounds Maintenance Manager) COMPLETE/INSTALLED • Funding of water storage at allotments to be considered by the working party. 	
	<p><i>UPDATE: Second rainwater storage tank installed in Maintenance Yard and in use.</i></p>	

4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation	
Progress	Options being investigated / potential for electric powered machinery and vehicles. No green waste is burned – all is reused on site or disposed of in green waste skip.	
Target	Investigate further low intensity land management areas	
Current Actions	<ul style="list-style-type: none"> • Viability and cost of electric machinery – trimmers/mowers to be considered as equipment replaced. • Vehicles replacement to be considered when current vehicles come to the end of their life. Leasing of electric or hybrid electric vehicles may be a good option. 	
5	Reduce carbon from staff commuting to work by car	
Progress	The Coronavirus situation has shown that some staff can work effectively from home for some or most of the time. This has reduced commuting to work for several staff. The carbon benefit of this has not yet been measured.	
Target	Investigate long term potential for; <ul style="list-style-type: none"> • home working/reduced/flexible office working • cycle to work scheme • members to walk, cycle or car share to meetings 	
Current Actions	<ul style="list-style-type: none"> • Current situation necessitating home working of office staff is likely to continue for the foreseeable future. • Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work. 	
	<i>UPDATE: Successful home working through the pandemic shows that reductions can be achieved and maintained going forwards by reviewing home/office working. This is being reviewed in the context of staff returning from furlough and bookings getting back to normal.</i>	

6	Tree planting	
Progress	170 trees (mix of hedging, sapling, small copse trees) to be planted winter 2020 – sourced through Woodland Trust initiative. Opportunities to be investigated;	
Target	Investigate potential for; <ul style="list-style-type: none"> • further tree planting on Council land • green/living walls & lamp columns • individuals/organisations in the community to plant trees – through WBC or Woodland Trust / sponsorship. • Re-wilding, long grassing and other low intensity land management • Use of moss for carbon capture 	
Current Actions	<ul style="list-style-type: none"> • Working Party to propose tree planting policy/update to the environmental policy, for committee approval. Policy to be based on the principle of planting more trees than are removed in any one year and consider opportunities for more planting e.g. memorial trees. Opportunities for mass planting are very limited. 	
7	Reduce waste sent to landfill	
Progress	Office waste recycling in place Recycling in place for plastics and cardboard at Oakwood Centre and Woodford Park Leisure Centre.	
Target	<ul style="list-style-type: none"> • Develop plan by service/building to move toward zero waste to landfill • Introduce recycling points in the parks – outside Council buildings • Use segregated litter bins in parks and buildings 	
Current Actions	<ul style="list-style-type: none"> • DTC to review waste from Leisure Centre with Leisure Services Manager. • Ground Manager/Maintenance Manager to ensure that all purchased public litter bin / dog bin liner bags are produced from 100% recycled material. Bag use is currently unavoidable but should be from recycled sources. COMPLETE. 	

8	Reduce/eradicate single use plastics throughout Council operation and service areas.	
Progress	Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling)	
Target	<ul style="list-style-type: none"> • Identify and Investigate areas for reduction • Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach • Educate staff/customers to change practices/habits • Provide internal / external water points for refilling water bottles 	
Current Actions	<ul style="list-style-type: none"> • DTC to review plastics use with Venues Manager and Leisure Services Manager. • DTC/Venues Manager to discuss with catering provider. 	
9	Carbon Neutral Events	
Progress		
Target	<ul style="list-style-type: none"> • Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets. • Develop carbon checklist for events booking. • Consider possible carbon offsets in relation to funfairs etc 	
10	Encourage behaviour change	
Progress	<p>Council website has page dedicated to Climate Emergency Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.</p> <p>Officers are looking at opportunities to provide more recycling in the parks and around the public buildings.</p>	
Target	<ul style="list-style-type: none"> • Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement. • Enhance WTC webpage to include Borough and nationwide initiatives and information. • Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference. 	<p>Aug 2020</p> <p>Aug 2020</p>

Current Actions	<ul style="list-style-type: none"> • DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
	<p><i>UPDATE:</i></p> <ul style="list-style-type: none"> • <i>Climate Emergency Action Plan published on the Council website.</i> • <i>Officers have attended WBC Climate Emergency meetings to make presentations / share information.</i> 	
11	Eradicate carbon release from burning/bonfires	
Progress	<p>No green or other waste burned as part of Council service deliver/operations.</p> <p>Bonfires at the allotment site restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee.</p>	
Target	<ul style="list-style-type: none"> • Prohibit bonfires at the allotment site entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives. 	
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan	
Progress	<p>Town Council has a representative on the WBC Climate Action Working Group</p> <p>Town Council has set up a Cycling in Woodley Working Party</p>	
Target	<p>Consider promoting a cycle to school/work scheme/campaign</p> <p>Work with TCMI on local business initiatives and involvement</p> <p><i>See – Encourage Behaviour Change target</i></p>	
Current Actions	<ul style="list-style-type: none"> • DTC/Working party to agree date for meeting with WBC climate officers. COMPLETE 	
	<p><i>UPDATE:</i></p> <ul style="list-style-type: none"> • <i>Officers have attended WBC Climate Emergency meetings to make presentations / share information.</i> 	

13	Assess and reduce carbon impact of purchasing goods and services;	
Progress	<p>Officers are reviewing purchasing in terms of items and suppliers to achieve carbon savings and offsetting.</p> <ul style="list-style-type: none"> • Carbon neutral office paper is now used. • Printing is being reduced where possible through changes in practices and more effective electronic working. • Environmental policies are sought from key suppliers and contractors and form part of the selection process. 	
Target	<p>Investigate potential for ;</p> <ul style="list-style-type: none"> • Plastic free procurement • Procurement from local suppliers or lowest carbon suppliers • Paper free office 	
	<ul style="list-style-type: none"> • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
14	Ensure on-going commitment and consistent approach	
Progress	<p>Climate Emergency declared in October 2019.</p> <p>Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.</p> <p>Climate/environmental impact notes on project reports presented to the Committee.</p>	
Target	<ul style="list-style-type: none"> • Approve the Climate Emergency Action Plan through the Leisure Services Committee. • Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Leisure Services Committee. • Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process. • Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process. • Consider a Councillors ‘Sign Up’ to gain active support of the plan from individual Town Councillors. 	

WOODLEY TOWN COUNCIL

Financial Regulations

1) GENERAL

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- c) The Council's accounting control systems must include measures:
- for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the Town Clerk, the Deputy Town Clerk shall act as the Proper Officer and RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The RFO:
- acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed

- ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - produces financial management information as required by the Council.
- j) The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.

- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2) ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
- i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3) BUDGETARY CONTROL AND AUTHORITY TO SPEND

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to be determined by:
- The Town Clerk for all items over £1,000
 - Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the RFO shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4) ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- a) All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The RFO shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- c) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
 - be competent and independent of the operations of the Council;
 - report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- f) Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- h) The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.
- i) The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5) BANKING ARRANGEMENTS

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the Town Clerk and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance Officer or RFO.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.
- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance Officer as soon as practicable after the end of each month.

6) AUTHORISATION OF PAYMENTS

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance Officer shall examine invoices in relation to arithmetical accuracy. The Finance Officer shall take all steps to settle all invoices submitted within 30 days.
- d) At least twice monthly the Finance Officer shall provide schedules of supplier cheque or BACS payments required, together with the relevant invoices and other supporting information. The RFO (or Deputy Town Clerk in the RFO's absence) will review and sign the schedule(s).

- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments authorisation will be indicated by the signature of two Council appointed bank signatories on each of the payments from the bank account listed on the BACS schedules in accordance with 6d) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- j) The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Officer with a claim for reimbursement.
 - i) The Finance Officer shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - ii) Income received must not be paid into the petty cash float but must be banked separately.
 - iii) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - iv) Petty cash floats at the Leisure Centre are maintained by the Finance Officer and the RFO.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7) INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the RFO shall give instruction that a payment shall be made.

- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
 - d) The RFO shall take all possible steps to settle invoices within 30 days of the date on the invoice.
 - e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for ratification.
 - f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
 - g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.
 - h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
 - i) Where BACs or any other internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk, Leisure Services Manager or Committee Officer will process the payments that have been duly authorised by two bank signatories,
 - j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
 - k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the RFO. A programme of regular checks of suppliers' data will be followed.
- 8) DEBIT CARD PAYMENTS
- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
 - b) The debit card is never to be used for anything other than proper business use.
 - c) Only one debit card is to be issued to Woodley Town Council, with the Town Clerk as the authorised signatory, and this is to be kept in a locked drawer at all times when it is not in use.
 - d) Debit card payments for goods made by officers other than the Town Clerk must be approved by the Town Clerk/RFO. Approval will be shown by the Town Clerk counter signing the purchase order for the expenditure.

- e) The limit for expenditure by debit card is set at £2,500 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance Officer, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9) PAYMENT OF SALARIES

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance Officer.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
 - by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation
- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Town Clerk upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.
- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10) LOANS AND INVESTMENTS

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the RFO, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11) TRANSFER OF FUNDS

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12) INCOME

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The RFO shall ensure that VAT Returns are promptly submitted and that that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the RFO.
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the RFO will ensure that appropriate care is taken in the security and safety of individuals banking such cash.

13) ORDERS FOR WORK, GOODS AND SERVICES

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the RFO.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14) CONTRACTS

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.
- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.

- f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order ?? (SO no. to be added) and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in a) the Town Clerk/RFO/other appropriate budget holder shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Town Clerk/RFO/appropriate budget holder shall strive to obtain 3 estimates. Otherwise Regulation 12 c) above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender quote or estimate.
- j) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- k) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.
- l) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- m) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- n) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.
- o) All contracts shall be in writing and shall specify:
 - i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- p) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
- i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;
 - ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- q) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- r) Payments under contracts for building or other construction works
- i) Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
 - iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15) STORES AND EQUIPMENT

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Officer will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16) ASSETS PROPERTIES AND ESTATES

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- e) The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17) INSURANCE

- a) The RFO shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.
- b) The RFO shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18) RISK MANAGEMENT

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

19) CHARITIES

- a) Where the Council is sole trustee of a charitable body, the Town Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20) SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council.. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Reviewed December 2021

DRAFT

STANDING ORDERS

Woodley Town
Council

VERSION CONTROL

VERSION NUMBER	CHANGES	DATE APPROVED	AUTHOR
V0.0	Motion and amendments text separated		
V0.0	Protocol for attending meetings added	11th February 2014	
V0.0	New version published	June 2016	
V1.0	Initial rewrite DRAFT		CLlr Keith Baker
V1.1	Cross reference between previous Standing Orders and these Standing Orders	25th August 2021	CLlr Keith Baker
V2.0	Officer modifications incorporated	12th September 2021	CLlr Keith Baker
V2.1	New section on recording meetings added	13th September 2021	CLlr Keith Baker
V2.2	Recording & publishing attendance	5th October 2021	CLlr Keith Baker
V2.3	Various resulting from SO and Financial Regulations Working Party	6th December 2021	CLlr Keith Baker
V2.4	Various resulting from SO and Financial Regulations Working Party	15th December 2021	CLlr Keith Baker
V2.5	Absence of Town Clerk / Proper Officer; confidential appendix from full council	15th December 2021	CLlr Keith Baker
V2.6	Hybrid meetings added from full council	23rd December 2021	CLlr Keith Baker

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STANDING ORDERS

1. STANDING ORDERS

- a. The Town Clerk shall provide a copy of the Council's standing orders to a Councillor upon delivery of their declaration of acceptance of office.
- b. A Councillor's failure to observe standing orders more than 3 times in one meeting may result in their being excluded from the meeting in accordance with Standing Orders.
- c. Any reference to Chairman throughout this document includes the Mayor (or Deputy Mayor if standing in for the Mayor) when operating as the Chairman of the Annual Council and Full Council meetings.
- d. Unless specified otherwise, any reference to Councillor means a Town Councillor only.
- e. Only Councillors can approve any Standing Order to be suspended or changed.

1.1. STATUTORY REQUIREMENTS

- a. Standing orders in **bold type** are statutory requirements and cannot be substantively amended unless the relevant legislation changes to allow it.

1.2. CHANGES TO STANDING ORDERS

- a. Only standing orders which do **NOT** include statutory requirements can be proposed for changes including addition, variation or revocation.
- b. Changes can only be approved at Full Council and will be debated as a Special Motion with written notice (see **14.4**).
- c. The Standing Orders and Financial Regulations Sub-Committee can also recommend changes. In this case it will be dealt with as an Agenda item and not a Motion.

1.3. SUSPENSION OF STANDING ORDERS

- a. ***During any Meeting, regardless of the type of meeting (see 5.1.b), two Councillors (Proposer and Seconder) can, for a particular agenda item only, propose the suspension of a particular Standing Order which is not statutory.*** They need to identify exactly which standing order they wish to suspend and why.
- b. More than one proposal for a Standing Order to be suspended can be made per agenda item.
- c. Following debate and if a proposal is successful the suspension will be lifted on the conclusion of that particular agenda item.

1.4. APPLICATION OF STANDING ORDERS

- a. The decision of the Chairman of a meeting as to the application of Standing Orders at that meeting shall be final with no discussion or debate.

1.5. REVIEW OF STANDING ORDERS

- a. A full review of the Standing Orders by the Standing Orders & Financial Regulations Sub-Committee should occur within twelve months of the first Annual Meeting after Town Council elections. This Sub-Committee will be obliged to report on its review to its Parent Committee who will debate any recommendations and where appropriate make recommendations to Full Council.

POLITICAL BALANCE

2. POLITICAL BALANCE

2.1. GROUPS

- a. Woodley Town Council is composed of Councillors who have declared their allegiance with a political party registered with the Election Commission, or who have stated that they are independent of a political party.
- b. When a group of two or more Councillors have informed the Proper Officer (see **3.7.1.h**) that they have formed a group then they are entitled to participate in the allocation of places on all Committees, regardless of type, with the exception of the Urgency Committee (see **5.7**) which has a specified set of members.
- c. Any Councillor who is not part of a group is not entitled to a place on any committee, regardless of type (see **5.1.b**), other than on an Outside Body.

2.2. ALLOCATION OF PLACES ON ALL FORMS OF COMMITTEES

- a. The allocation of places between groups to any committee, regardless of type (see 4.1.b), unless the terms of reference say otherwise, will be calculated on the percentage of each groups share of the total number of council places that are filled. Normal mathematical rounding will be used, a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1.
- b. In the event that the addition of the normalised (i.e. 0 or 1) count is not equal to the total number of allocated places, the number of allocated places need to change until this no longer happens. This change can be either up or down and will need to be approved at the relevant Parent Meeting.
- c. This allocation process always occurs at the Annual Meeting but can occur at a meeting of a Parent Committee.
- d. If the numerical state of a group changes or a new group is formed during the municipal year resulting in existing allocations no longer being proportional in line with **2.2.a** new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting.
- e. Each group allocation belongs to that party and as such the Councillors appointed only need to be noted at the meeting where they are nominated. Any part of a group's allocation cannot be transferred to another group or individual.
- f. Every group should submit to the Town Clerk, their list of nominations at least three clear days before the meeting where they will be nominated. In exceptional circumstances only nominations will be accepted at the meeting.

2.3. ALLOCATION OF PLACES ON OUTSIDE BODIES

- a. The allocation of places on all Outside Bodies will not use the political balance to fill them. It will be on the basis of a majority vote at the Annual Meeting of the Full Council if there are more than one nomination. If only one nomination is received then that Councillor will be appointed.
- b. Any vacancy on Outside Bodies will be filled in the same way at the next Full Council.

COMMITTEES – GENERAL

3. GENERAL

3.1. SCOPE

- a. The following Standing Orders are applicable for all Committees, regardless of type (see **6.1.b**).
- b. Throughout these Standing Orders any reference to the Chairman or Deputy Chairman will also mean a reference to the Mayor or Deputy Mayor respectively.

3.2. SPEAKING AT MEETINGS

- a. No Councillor can speak without the Chairman inviting them to do so.
- b. A Councillor wishing to speak, regardless of the reason why, shall raise their hand or using some alternative method previously agreed with the Chairman, until the Chairman acknowledges this at which time they can lower their hand or stop the alternative.
- c. Following such an acknowledgement the Chairman will invite the Councillor to speak at the appropriate time. If more than one Councillor wishes to speak the Chairman will decide on the order of the speakers.
- d. At Full Council, including Annual and Extraordinary Full Council, meetings only, with the exception of any Councillor who has a disability or is likely to suffer discomfort, any Councillor should stand when speaking. The Chairman, at their discretion, may at any time permit a Councillor to be seated when speaking.

3.3. CLEAR DAYS

- a. *When calculating clear days for notice of any meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall **NOT** count towards that number.*

3.4. LOCATION

- a. *Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.*

3.5. PERSONAL INFORMATION

- a. Access to personal information held by the Council shall be limited to that information which is necessary for a decision to be made on a specific matter.
- b. Access to such information, as defined in **3.5.a**, is strictly limited to Councillors responsible for making such decisions.
- c. Such information, as defined in **3.5.a**, shall not be disclosed by any Councillor to any other person.

3.6. TERMINOLOGY

- a. For the avoidance of doubt the following references should be ONLY interpreted as defined below.

3.6.1. ROLES

- a. Unless specified otherwise in the Terms of Reference all roles specified below will be filled by Town Councillors.
- b. CHAIRMAN is the individual who chairs a meeting.
- c. DEPUTY CHAIRMAN is the individual who chairs any meeting that the Chairman is unable to attend.
- d. MAYOR acts as the CHAIRMAN, exclusively, for all meetings of Full Council, including Annual and any Extraordinary meetings.
- e. DEPUTY MAYOR acts as the DEPUTY CHAIRMAN, exclusively, for all meetings of Full Council, including Annual and any Extraordinary meetings. This includes chairing a committee (see **3.6.1.c**).
- f. PROPOSER is a Councillor who proposes a Motion (see section **15**) or any action during a meeting which requires resolution through a vote of Councillors present.
- g. SECONDER is a Councillor who seconds any Proposer on their action.
- h. The PROPER OFFICER is responsible for a number of duties and responsibilities conferred by statute, regulation or order. The Council's Proper Officer shall be either
 - i. the Town Clerk
 - ii. The Deputy Town Clerk in the absence of the Town Clerk
 - iii. such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer shall fulfil the duties conferred on the Proper Officer by statute, regulation or order.

- i. TOWN CLERK, is the normal Proper Officer unless an alternative is in place (see **3.6.1.h** above). In these Standing Orders, where appropriate, any reference to the Town Clerk automatically implies the Proper Officer.

3.6.2. TYPES OF ACTION

- a. In order to propose any of the following actions the Councillor HAS to be a member of that Committee and present at its meeting.
- b. Throughout any Full Council meeting, regardless of type, any Councillor who is in attendance can propose the following types of actions.
- c. Throughout any Standing Committee meeting, any Councillor who is a member of that Committee and in attendance can propose the following types of actions.
- d. Unless specified otherwise, all the actions below will be resolved by a vote of Councillors present at that meeting (see section **17**).
- e. MOTION REQUIRING WRITTEN NOTICE is a proposal for that meeting to

adopt a particular strategy, policy or view which will be debated. The scope for these is not explicitly defined (see **15.3**).

- f. MOTION NOT REQUIRING WRITTEN NOTICE is a proposal for that meeting to adopt an action which will be debated. These actions are explicitly defined in Standing Order **15.5**.
- g. PROPOSAL, often referred to as a “Motion not requiring written notice”, is where a Proposer and Seconder put forward a particular action. Unless specified otherwise, such proposals will proceed straight to the vote.
- h. NON-STATUTORY QUESTION is a question from an individual Councillor which requires an answer (see **14.1.h**).
- i. STATUTORY QUESTION is one that is defined in the Statutory requirements that Councils have to abide by. In this context question is not a literal question from an individual which requires an answer (see **14.1.h**), but is matters that the Council is asked to consider on the Agenda. In this case each Agenda item is considered to be a Statutory Question. Where appropriate a Statutory Question can lead to a debate and a subsequent resolution by a vote.
- j. RESOLUTION of an Agenda item, regardless of what it is, is where a vote is taken, possibly after a debate. Not every Agenda Item will require a debate or a vote.
- k. Where an Agenda item is to NOTE then that item is for information only and therefore does not need any Resolution.
- l. A Councillor, at any time, may interrupt proceedings by raising a POINT OF ORDER. Any Councillor speaking at that time will stop speaking. A Point of Order may only relate to an alleged breach of these Standing Orders or the Law. That Councillor must indicate the Standing Order or Law and the way in which they consider it has been broken. The Chairman, with advice from the Town Clerk or Deputy Town Clerk, will rule on this matter and their decision will be final.
- m. A Councillor, at any time, may interrupt proceedings by raising a POINT OF PERSONAL EXPLANATION. Any Councillor speaking at that time will stop speaking. A Personal Explanation may only relate to some material part of an earlier speech by the Councillor (and no-one else) which may appear to have been misunderstood in the present debate. The Chairman’s decision, with advice from the Town Clerk or Deputy Town Clerk, on the admissibility of a personal explanation will be final.

COMMITTEES – HYBRID MEETINGS

4. HYBRID MEETINGS

4.1. GENERAL

- a. On 7/12/21 Full Council adopted the use of video conferencing to enable Full Council (of all types) and Standing committee meetings to be held in a 'hybrid' fashion. Legislation on this date does not permit local councils to hold meetings entirely virtually for formal decision making. This might change in the future and when it does this section will be amended to reflect any changes.
- b. Full Council (of all types) and Standing Committee meetings will be broadcast live on the Council's YouTube channel. Anyone who is unable to attend in person may follow the proceedings live, or may watch the recording at any time after the meeting. If any individual wishes to take part in any discussion at a meeting they may also request to participate in the meeting virtually via video conferencing.

4.2. VIRTUAL PARTICIPATION

4.2.1. GENERAL

- a. Any Councillor or member of the public or press participating virtually in a hybrid meeting shall still be bound by the Standing Orders unless specific otherwise below.
- b. For a meeting to be quorate the requirements under Standing Order **12.3** shall apply. Councillors participating virtually at a meeting will not be considered as present for this purpose.
- c. A meeting cannot be chaired by a Councillor who is participating virtually at a meeting.
- d. Any available chat function will not be enabled.

4.2.2. COUNCILLORS

- a. Councillors participating virtually at a meeting are not considered to be in attendance at the meeting either in law or in respect of the 6 month rule on meeting attendance (see **12.1.c**).
- b. Councillors who wish to participate virtually must submit a request to the Town Clerk or Deputy Town Clerk as soon as possible after notice of the meeting has been issued, and by no later than 4pm on the day of the meeting. A link will then be sent to enable virtual participation.
- c. Councillors participating virtually may speak or take part in a debate in the usual way in line with Standing Orders. To indicate their desire to speak they should raise their 'electronic' hand in the video conferencing software or, if they are unable to do so, physically raise their hand.
- d. Councillors participating virtually at a meeting are not permitted to vote on, nor propose or second any recommendation or motion.

4.2.3. PUBLIC OR PRESS

- a. Published notices of a meeting shall include information on how the public or press can view the meeting via the Council's YouTube channel and how to obtain a link should they wish to participate virtually.

- b. Members of the public or press will be advised that, by requesting a link to participate virtually at a meeting, they ***will have given their consent for their image and audio to be filmed and broadcast*** on the Council's YouTube channel, and for the recording to be retained in line with the relevant section within this appendix.

4.3. CONFIDENTIAL AGENDA ITEMS

- a. **Appendix A** provides further information on confidential meetings.
- b. Broadcasts will be stopped where a resolution to exclude the press and public has been approved (see **12.2**). Members of the public or press participating virtually will also be stopped from accessing the meeting via the video conferencing software.
- c. Councillors participating virtually will still be able to do so during the discussion of any confidential item.
- d. The Chairman shall confirm with the officer operating the system that the broadcast has been stopped and relevant members of the public and press have had their access removed before proceeding with a confidential agenda item.

4.4. RECORDINGS

- a. Broadcast recordings of meetings retained on the Council's YouTube channel shall include a title identifying the committee and the date of the meeting.
- b. Recordings of meetings shall be retained on the Council's server for a period of no less than 6 months.
- c. Broadcast recordings of meetings shall be retained on the Council's YouTube channel indefinitely, subject to any limitations on capacity.
- d. Recordings held on the Council's server will include confidential items.
- e. Broadcast recordings will not include confidential items.
- f. Recordings of meetings will be made available to Councillors on request. All Councillors are reminded they are bound by the requirement not to make public information given in confidence or which they believe, or ought to be aware is of a confidential nature.

4.5. TECHNICAL ISSUES

- a. The equipment used to facilitate hybrid meetings shall be fit for purpose and enable all participants to see and hear the other participants at the meeting.
- b. In the event of a technical failure preventing remote participation or broadcasting, the Chairman shall decide on whether to recess while the problem is addressed, or continue with the business on the agenda.
- c. Where a technical issue prevents the live broadcast of a meeting, a recording of the meeting taken from the video conferencing software (audio or audio and visual) will be uploaded to the Council's YouTube channel at the earliest opportunity.

COMMITTEES – RECORDING MEETINGS

5. RECORDING AND REPORTING OF A MEETING

5.1. GENERAL

- a. It should be noted that all Full Council (of any type) and Standing Committee meetings will be recorded and stored on the Council's YouTube channel (see **4.4**).
- b. The purpose of this standing order is to provide guidance for members of the press, or public, on the taking of photographs and/or the audio/visual recording of any Full Council (of any type) and any Standing Committee meeting which is held in public.
- c. Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is allowed without permission although it would be helpful if notification to do so is given to the Town Clerk in advance of the meeting (see **5.2**).
- d. Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

5.2. REQUESTS TO RECORD

- a. It would be appreciated if requests to take photographs or to record meetings open to the public, either by members of the public or by the media, were, wherever possible, made to the Clerk for the meeting concerned before the meeting so that the Council can ensure the necessary facilities are in place if needed.
- b. It would be helpful for the request to include the following information:
 - i. which meeting the request refers to
 - ii. the name, organisation (if applicable) and contact details of the person making the request
 - iii. what equipment it is intended will be used (to determine what facilities might be required)
 - iv. what the photographs, or audio/visual recording will be used for and /or where the information is to be published (this is helpful for the Chairman to be able to inform the public)

5.3. NOTIFICATION TO ATTENDEES

- a. The Chairman will make an announcement that the meeting will be photographed and/or recorded or filmed.
- b. Notices will be displayed in the room advising the public that meetings can be recorded legally.

5.4. RULES OF ENGAGEMENT

- a. Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following points.
 - i. any photography or audio/visual recording takes place from a fixed position in the meeting room approved by the Chairman so as to

- reduce disruption to the proceedings.
- II. use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceeding agreed in advance with the Chairman.
 - III. if the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.
 - IV. if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography.
 - V. if a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.
 - VI. any request made by the Chairman regarding respecting the public's right to privacy is complied with.
 - VII. people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. Public notices will confirm that recording may take place and it is for the public to inform the Council, or the person recording, if they object.
 - VIII. use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
 - IX. photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.
 - X. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.

5.5. SOCIAL MEDIA

- a. There are no restrictions on anyone at a Council meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.
- b. If the Chairman feels the use of social media is disrupting the proceedings the Councillor, member of the public or media representative using social media may be required to stop. If use continues the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

5.6. CONFIDENTIALITY

- a. Any individual should not record any matter that is declared confidential (see **Appendix A**)

COMMITTEES - TYPES

6. TYPES

6.1. GENERAL

- a. Woodley Town Council has adopted to use a committee structure in order to conduct business.
- b. There will be six types of committees, namely
 - i. Full Council
 - ii. Standing Committee
 - iii. Sub-Committee or Joint Sub-Committee
 - iv. Task & Finish Working Group or Joint Task & Finish Working Group
 - v. Partnership
 - vi. Urgency Committee
- c. In using the term 'Chairman' the Council recognises that this role is and will be undertaken by any Councillor, regardless of gender.
- d. Both the Mayor and Chairman share the same duty or powers in relation to the conduct of the meeting they are chairing.
- e. Throughout these Standing Orders any references to committee will apply to all types of committee regardless of type (see **6.1.b**).
- f. A "Parent Committee" is defined as the committee or committees (in the case of joint committees) that created the new Committee, regardless of type (see **6.1.b**).
- g. Only Full Council and Standing Committees can create any Sub-Committees, Task & Finish Working Groups or Partnership
- h. Sub-Committees and Task & Finish Working Groups are the only types of committee that can be set up as joint committees. This is where more than one Standing Committee work together to achieve the same objective.
- i. Any reference to "Full Council Meeting" throughout these Standing Orders will by definition include both the "Annual Council Meeting" and any "Extraordinary Full Council Meeting".
- j. ***The Code of Conduct*** (see section **19**), ***adopted by the Council shall apply to Councillors in respect of the entire meeting.***
- k. Unless the associated Terms of Reference otherwise specify, any committee regardless of type (see **6.1.b**) EXCEPT Full Council, Standing Committees and Urgency Committee, that has not met for six months is deemed to be no longer be required and will be automatically dissolved.

- I. A Parent Committee can, at any meeting, re-create any committee that was automatically dissolved through the six month rules (see **6.1.k**) through a resolution at the next meeting after the dissolution occurred.

6.2. FULL COUNCIL

- a. The Full Council is the most senior body of the Council and is the primary decision-making body.
- b. Full Council determines the scope and responsibilities of Standing Committees.
- c. The membership of the Full Council comprises all 25 Town Councillors.

6.3. STANDING COMMITTEE

- a. The Council can, at a Full Council Meeting, create a new Standing Committee through a resolution at that meeting. This must include the associated Terms of Reference for the new Standing Committee.
- b. Standing Committees will report to Full Council Meetings.
- c. These Committees are structured around specific areas and these Standing Orders sets out their roles and responsibilities through their Terms of Reference (see **Appendix H**).

6.3.1. STANDING COMMITTEE CHANGES

- a. The Council can, at a Full Council Meeting, note any the new membership of any Standing Committee at that meeting.
- b. The Council can, at a Full Council Meeting, dissolve any Standing Committee through a resolution at that meeting.

6.3.2. SIZE

- a. The Council shall agree the size of any Standing Committee through a resolution at either the Annual Meeting or a Full Council Meeting when the political balance has changed (see **2.2.c**).

6.4. SUB-COMMITTEE

- a. A Standing Committee can, at any meeting, create a new Sub-Committee through a resolution at that meeting. This must include the associated Terms of Reference for the new Sub-Committee.
- b. Unless specified otherwise, any reference to Sub-Committee will by definition include both Sub-Committee and Joint Sub-Committee.
- c. A Sub-Committee will report to the Parent Committee.
- d. A Joint Sub-Committee will report to all participating Standing Committees.

6.4.1. SUB-COMMITTEE CHANGES

- a. The Parent Committee can, at any meeting, dissolve any Sub-Committee through a resolution at that meeting.
- b. There are no predetermined dates for dissolution of a Sub-Committee.

- c. Other than a dissolution under **6.1.k**, any changes, including creation, variation and dissolution of a Joint Sub-Committee require **ALL** participating Parent Committees to individually agree through a resolution at any of their meetings. For clarity the vote this is **NOT** the summation of individuals vote across all of those Parent Committees.

6.4.2. SIZE

- a. The size of any Sub-Committee can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.
- b. The size of any Joint Sub-Committee can be changed by **ALL** the participating Parent Committees individual agreeing through a resolution at any of their meetings. For clarity the vote this is **NOT** the summation of individuals vote across all of those Parent Committees.

6.5. TASK & FINISH WORKING GROUP

- a. A Standing Committee can, at any meeting, create a new Task & Finish Working Group through a resolution at that meeting. This must include the associated Terms of Reference for the new Task & Finish Working Group.
- b. The difference between a Sub-Committee and a Task & Finish Working Group is that the latter has a defined end to their activities.
- c. Unless specified otherwise, any reference to Task & Finish Working Group will by definition include both Task & Finish Working Group and Joint Task & Finish Working Group.
- d. A Task & Finish Working Group will report to the Parent Committee.
- e. A Joint Task & Finish Working Group will report to all participating Parent Committees.

6.5.1. TASK & FINISH WORKING GROUP CHANGES

- a. Other than a dissolution under **6.5.2.d**, any changes, including creation and variation for a Joint Task & Finish Working Group require **ALL** participating Standing Committees to agree through a resolution at any of their meetings. For clarity the vote this is **NOT** the summation of individuals vote across all of those Standing Committees.
- b. Unless the associated Terms of Reference otherwise specify, the Parent Committee can, at any of their meetings, change the end date of a Task & Finish Working Group through resolution at that meeting.

6.5.2. TASK & FINISH WORKING GROUP DISSOLUTION

- a. When a final report with or without recommendations is delivered to the Parent Committee or all participating Standing Committees then the Task & Finish Working Group is automatically dissolved.
- b. If the end date, as defined in the Terms of Reference, has passed then the Task & Finish Working Group, including Joint Task & Finish Working Groups, is automatically dissolved.

- c. The Parent Committee can dissolve a Task & Finish Group through a resolution at one of its meetings.
- d. In the case of a Joint Task & Finish Working Group **ALL** participating Standing Committees agree through resolutions at their respective meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.

6.5.3. SIZE

- a. The size of any Task & Finish Working Group can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.
- c. The size of any Joint Task & Finish Working Group can be changed by **ALL** the participating Standing Committees individual agreeing through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.

6.6. PARTNERSHIPS

- a. A Standing Committee can, at any meeting, create a new Partnership through a resolution at that meeting. This must include the associated Terms of Reference for the new Partnership.
- b. A Partnership is a special type of committee where it involves external organisations as part of the membership alongside Councillors.
- c. A Partnership will report to the Parent Committee.

6.6.1. PARTNERSHIP CHANGES

- a. The Parent Committee can, at any meeting, dissolve any Partnership through a resolution at that meeting.
- b. There are no predetermined dates for dissolution of a Partnership.

6.6.2. SIZE

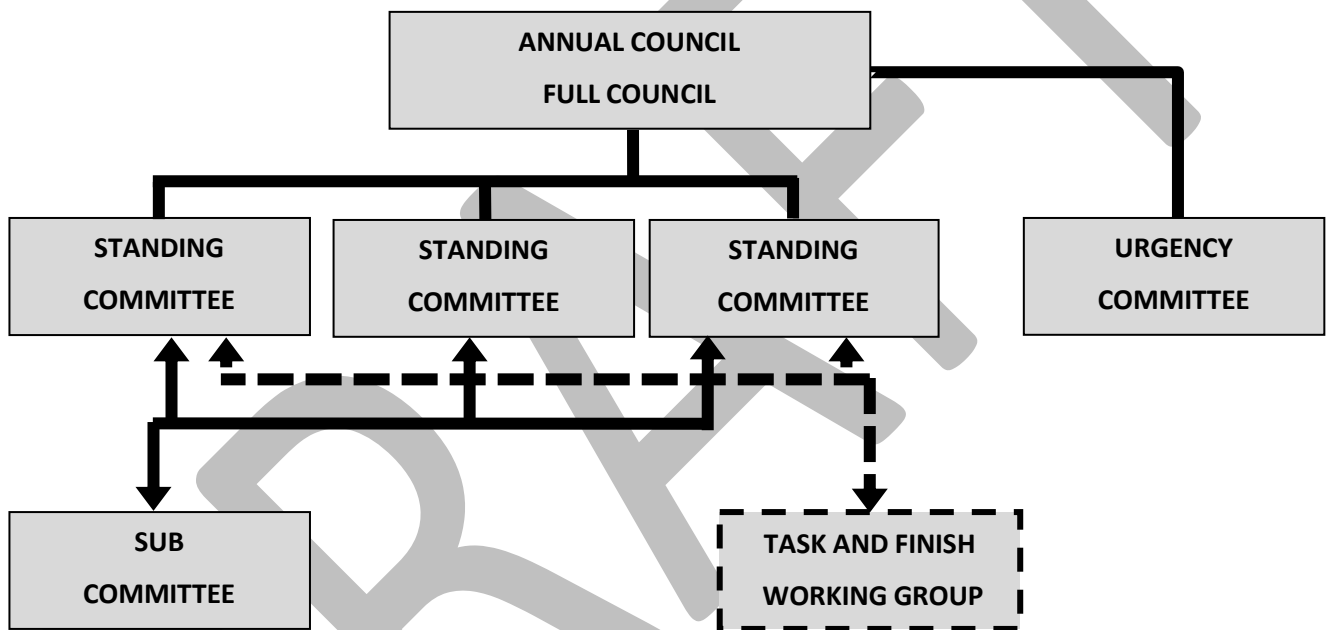
- a. The size of any Partnership can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.

6.7. URGENCY COMMITTEE

- a. The Urgency Committee is the only Committee to whom the proportionality rules do not apply (see **2.2**).
- b. Due to the ad hoc nature of the Urgency Committee, it is the only Committee that does not have any Terms of Reference.
- c. The membership of this Committee is clearly defined as the Mayor, Chairman of every Standing Committee, The Leader of the Council, the Leader of the largest Opposition Party and Leader of all other Groups as defined in section **2.2**.

- d. This committee will report to the Full Council.
- e. This committee only meets as and when it is needed. The Town Clerk or Deputy Town Clerk when Town Clerk is unavailable, in conjunction with the Mayor and Leader of the Council, will be the sole arbiters as to when it meets and the purpose of the meeting.
- f. The Council delegates full powers to act in all cases of urgency to this Urgency Committee.
- g. Once the matter being dealt with by the Urgency Committee has been resolved then the Committee ceases to meet.

6.8. HIERARCHY



COMMITTEES – AUTHORITY

7. AUTHORITY

7.1. GENERAL

- a. Any reference to “Full Council Meetings” will by definition include the “Annual Council Meeting” and “Extraordinary Full Council Meeting”.

7.2. FULL COUNCIL

- a. With the exception of the Urgency Committee, Full Council is the supreme decision maker of the Town Council.
- b. Decisions are made through a resolution at any meeting of the Council.
- c. Some decision making has been delegated to the relevant Standing Committee as defined in the Terms of Reference for that committee (see **Appendix H**).
- d. The Council can receive recommendations from Standing Committees. Decisions on them will be through appropriate resolutions at a Full Council meeting.
- e. At Full Council meeting, additions, variations or dissolution of the delegated authority of any Standing Committee can be made through a resolution at any meeting of the Council.

7.3. STANDING COMMITTEE

- a. Standing Committees have a degree of delegated authority. Decisions within that delegated authority will be made through a resolution at a meeting of the appropriate Standing Committee.
- b. Where a matter is not delegated to the Standing Committee that committee can make recommendations to Full Council who will make the final decision. Such recommendations will be made through a resolution at a meeting of the appropriate Standing Committee.
- c. Standing Committees can receive recommendations from either Sub-Committees or Task and Finish Working Groups (including Joint ones) or Partnerships.
- d. Recommendations received under **7.3.c** which are part of the Standing Committees delegated authority will be made through a resolution at a meeting of the appropriate Standing Committee (see **7.2.a**).
- e. Recommendations received under **7.3.c** which are **NOT** part of the Standing Committees delegated authority will be agreed through a resolution at a meeting of the Full Council. (see **7.2.b**).

7.4. SUB-COMMITTEE

- a. Unless the associated Terms of Reference otherwise specify, no Sub-Committee or Joint Sub-Committee has any decision-making authority.
- b. Any Sub-Committee can make recommendations to the Parent Committee.
- c. Any Joint Sub-Committee can make recommendations to all participating Standing Committees.

7.5. TASK AND FINISH WORKING GROUP

- a. Unless the associated Terms of Reference otherwise specify, no Task and Finish Working Group or Joint Task and Finish Working Group has any decision-making authority.
- b. Any Task and Finish Working Group can make recommendations to the Parent Committee.
- c. Any Joint Task and Finish Working Group can make recommendations to all participating Standing Committees.

7.6. PARTNERSHIPS

- a. Unless the associated Terms of Reference otherwise specify, no Partnership has any decision-making authority.
- b. Any Partnership can make recommendations to the Parent Committee.

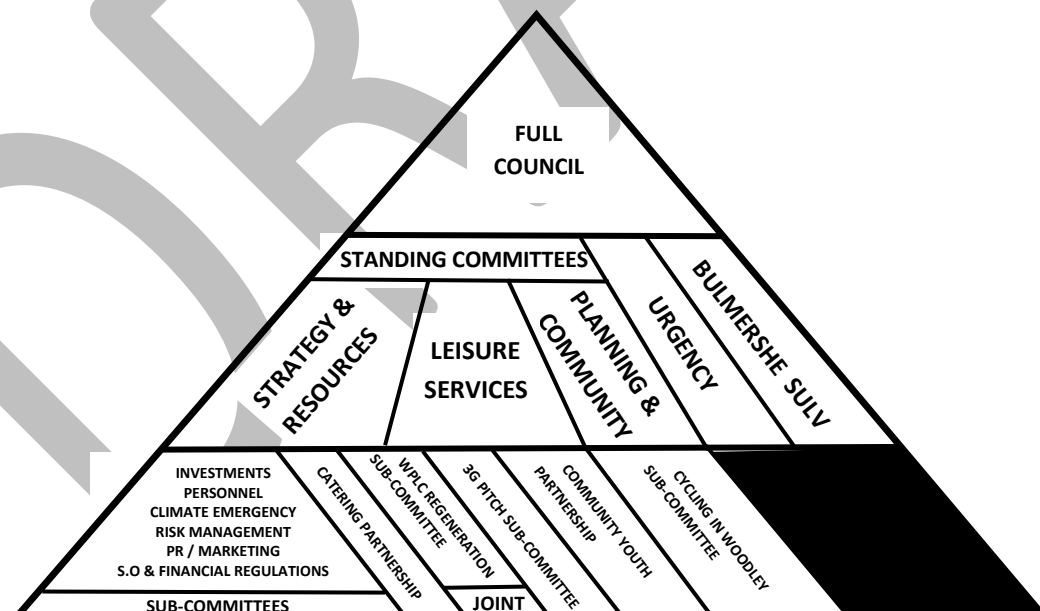
7.7. URGENCY COMMITTEE

- a. The Council delegates full powers to act in all cases of urgency to an Urgency Committee. This includes decision making authority.
- b. The Urgency Committee can make recommendations to any Full Council meeting.

7.8. TOWN CLERK

- a. In extreme urgency and where it is impractical or impossible to obtain proper authority from the Council the Town Clerk is authorised to take such action as necessary to protect the Council, the general public, staff or property.

7.9. HIERARCHY



COMMITTEES – TERMS OF REFERENCE

8. TERMS OF REFERENCE

8.1. GENERAL

- a. Any new Terms of Reference defined by the Parent Committee should be published within 21 clear days of approval and distributed to All Councillors.
- b. Any Terms of Reference amendments should be reflected in a modified version of that Terms of Reference and published within 21 clear days of approval and distributed to all Councillors.
- c. Any Committee, regardless of type (see **6.1.b**), which has been dissolved should have their Terms of Reference removed from all forms of media within 21 clear days of dissolution.
- d. In using the term “Terms of Reference” the Council recognises that this fully encompasses the concept of “Powers and Duties”.

8.2. MANDATORY ITEMS

- a. All Terms of Reference documents will contain some form of version control, containing as a minimum, date of creation, a version number and dates of any amendments.
- b. With the exception of Full Council, all Terms of Reference will identify the Parent Committee or Committees, regardless of type (see **6.1.b**).
- c. All Terms of Reference, where appropriate, will indicate whether the six month rule (see **6.1.k**) will apply, regardless of type (see **6.1.b**).
- d. All Terms of Reference will include the number of places on each committee, regardless of type (see **6.1.b**).
- e. In the case of a Joint Sub-Committee or Task and Finish Working Group all terms of reference will indicate the proportion of places allocated to each participating Standing Committee.
- f. All Task and Finish Working Groups and Joint Task and Finish Working Groups will contain an end date of their activities.

8.3. COUNCIL

- a. The Terms of Reference for the Full Council can only be amended through a resolution at meeting of the Full Council.
- b. Every Annual Meeting of the Council will confirm by resolution the size of all Standing Committees for the forthcoming municipal year.

8.4. STANDING COMMITTEE

- a. The Terms of Reference for any Standing Committee can only be amended through resolution at meeting of the Full Council.
- b. Every Annual Meeting of the Council will confirm by resolution both the Term of Reference and size of all Sub-Committees, Working Parties and Partnerships for

the forthcoming municipal year. Such voting is **restricted** to members of the Parent Committee.

8.5. SUB-COMMITTEE

- a. Unless specified otherwise, any reference to Sub-Committee will by definition include both Sub-Committee and Joint Sub-Committee.
- b. The Terms of Reference of a Sub-Committee will be restricted to the specific area of the Parent Committee.
- c. The Terms of Reference for a Joint Sub-Committee will be restricted to the combination of specific areas of all participating Standing Committees.
- d. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Sub-Committee through a resolution at that meeting.
- e. The amendment of any Terms of Reference for a Joint Sub-Committee will require all participating Standing Committees to agree through a resolution at their respective meetings.

8.6. TASK AND FINISH WORKING GROUP

- a. The Terms of Reference of a Task and Finish Working Group will be restricted to the specific area of the Parent Committee.
- b. The Terms of Reference for a Joint Task and Finish Working Group will be restricted to the combination of specific areas of all participating Standing Committees.
- c. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Sub-Committee through a resolution at that meeting.
- d. The amendment of any Terms of Reference for a Joint Sub-Committee will require all participating Standing Committees to agree through a resolution at their respective meetings.

8.7. PARTNERSHIPS

- a. The Parent Committee must define Terms of Reference for any Partnership approved through a resolution at the same meeting that that Partnership was approved.
- b. The Terms of Reference of a Partnership will be restricted to the specific area of the Parent Committee.
- c. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Partnership through a resolution at that meeting.

8.8. URGENCY COMMITTEE

- a. Due to the ad hoc nature of the Urgency Committee, it is the only Committee that does not have any Terms of Reference.

COMMITTEES – MEMBERSHIP

9. MEMBERSHIP

9.1. POLITICAL BALANCE

- a. Unless the associated Terms of Reference specify otherwise, all committees, regardless of type, will use the political balance to define the proportionality of membership allocation (see **2.2**).
- b. Unless the associated Terms of Reference specify otherwise, any committee, regardless of type (see **6.1.b**), which has a membership of both Councillors and external organisations, will use the political balance to define the proportionality of the Councillor membership allocation only (see **2.2**).
- c. If the numerical state of a group changes (see **2.2.c**) for whatever reason resulting in a change in proportionality then it will be necessary to carry out new allocations for any committee that are impacted, regardless of type (see **6.1.b**). These new allocations will be brought to the next Full Council Meeting in the same way they are brought to the Annual Meeting.

9.2. SIZE

- a. Membership of Sub-Committees or Task and Finish working Groups will be smaller than the Parent Committee.
- b. Membership of Joint Sub-Committees or Joint Task and Finish Working Groups will be smaller than the combined size of all participating Standing Committees.

9.3. MEMBERSHIP

- a. The Mayor and Leader of the Council shall be ex-officio members of every Standing Committee without voting rights, unless appointed in their own right as a member of that Committee.

9.4. MEMBERSHIP RESTRICTIONS

- a. Unless the associated Terms of Reference otherwise specify, membership of all committees except Partnerships, is restricted to Councillors only.
- b. Unless the associated Terms of Reference otherwise specify, Councillor membership of any committee, regardless of type (see **6.1.b**), is not restricted to members of the Parent Committee.
- c. Membership of all committees, regardless of type (see **6.1.b**) ceases automatically at the next Annual Meeting of the Council after appointment.
- d. Appointments to Outside Organisations are not restricted to Councillors.

9.5. NOMINATIONS

- a. The Council shall note, without a vote, the nominations for any Committee, regardless of type (see **6.1.b**), at either the Annual Meeting or a Full Council Meeting when the political balance has changed (see **2.2.c**).

- b. Groups can **ONLY** change any of their Councillors who have been previously nominated at a meeting of the Full Council. Any such change needs to be submitted to the Town Clerk at least three clear days before that meeting where they will be nominated and noted.
- c. Nominations for any Sub-Committee or Task and Finish Working Group created by any Standing Committee (see **6.1.g**) during the year will be received and noted at the meeting creating the Sub-Committee or Task and Finish Working Group.
- d. At the next Annual Meeting any surviving Sub-Committee or Task and Finish Working Group create during the year nominations will revert to the Annual Meeting as per **9.5.a**.
- e. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the meeting where the nominations have been provided.
- f. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the relevant committee, regardless of type (see **6.1.b**), until such time as that vacancy has been filled.

9.6. OUTSIDE ORGANISATION APPOINTMENTS

- a. Some outside organisations reserve a place / places on a committee for an appointment of a Woodley Town Council representative. Such appointments will be made at any meeting of the Full Council, including both the Annual and Extraordinary meetings.
- b. These appointments do not adhere to the rules of Political Balance (see **2.3**).
- c. If the number of nominations put forward match the number available then that person will be appointed without a vote.
- d. If more nominations are received then slots available all councillors present would be asked to vote for each nominee in turn. When this has been completed the nominee with the most votes will be appointed and removed from the list. The nominee with the next highest votes will then be appointed and removed from the list. This continues until all available slots have been filled.

9.7. PARTNERSHIPS

- a. Partnerships are the only Committees where non Councillors can be members of. The precise details, including voting rights will be defined in the Terms of Reference for any Partnerships.

COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN

10. CHAIRMAN AND VICE-CHAIRMAN

10.1. ELECTION

- a. All nominations will require a Proposer and a Secunder.
- b. All Chairman and Vice-Chairman, including the Mayor and Deputy Mayor, will only hold office until the next Annual Meeting.
- c. Any reference to an election year means when the whole council is elected. This excludes any town council by-election.
- d. Where appropriate, throughout these Standing Orders, where a reference to the Chairman is made then it also refers to the Mayor acting as the Chairman.

10.2. FULL COUNCIL

- a. ***The election of the Chairman of the Council, known as the Town Mayor and Deputy Chairman of the Council, known as the Deputy Town Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.***
- b. The Mayor, on election, automatically becomes the Chairman of the Full Council including the Annual Meeting and any Extraordinary Meetings.
- c. The Deputy Mayor, on election, automatically becomes the Vice-Chairman of the Full Council including the Annual Meeting and any Extraordinary Meetings.
- d. ***The Town Mayor, unless they have resigned or becomes disqualified, shall continue in office and preside at the next Annual Meeting until a successor has been elected at that meeting of the Council.***
- e. ***The Deputy Town Mayor of the Council, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next Annual Meeting of the Council.***

11.3. STANDING COMMITTEE

- a. **ONLY** members of that Standing Committee are eligible to vote in elections for that committee.
- b. In the absence of a Chairman and Vice Chairman, the Town Clerk or Deputy Town Clerk will, as the first item of business, invite nominations for the election of a Chairman, whether this be appointing a Chairman for the municipal year or a temporary Chairman for the individual meeting.
- c. At the first meeting of a Standing Committee, the members of a Standing Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman for that municipal year.
- d. If either of the Chairman or Vice-Chairman resign from their position the Standing Committee shall elect a member of that Committee to fill that vacancy

at the start of the next meeting or if this occurs during the meeting before proceeding to any other business.

11.4. OTHER COMMITTEES

- a. In the absence of a Chairman and Vice Chairman, the Town Clerk or Deputy Town Clerk will, as the first item of business, invite nominations for the election of a Chairman, whether this be appointing a Chairman for the municipal year or a temporary Chairman for the individual meeting.
- b. With the exception of Full Council and Standing Committees, The Chairman and Vice-Chairman of any other committee, regardless of type (see **6.1.b**) will be elected at the first meeting of that committee, before proceeding to any other business.
- c. **ONLY** members of that Committee are eligible to vote in those elections.
- d. If either of the Chairman or Vice-Chairman resign from their position the Standing Committee shall elect a member of that Committee to fill that vacancy at the start of the next meeting or if this occurs during the meeting before proceeding to any other business.

11.5. AUTHORITY

- a. ***Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in their absence be done by, to or before the Deputy Town Mayor.***

10.5.1. FULL COUNCIL

- a. ***The Town Mayor, if present, shall preside at any Full Council meeting, including the Annual and Extraordinary meetings. If the Town Mayor is absent from that meeting, the Deputy Town Mayor, if present, shall preside.***
- b. ***If both the Town Mayor and the Deputy Town Mayor are absent from that meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.***

10.5.2. OTHER COMMITTEES

- a. The Chairman of any committee, regardless of type (see **6.1.b**), if present, shall preside at that meeting. If the Chairman is absent from that meeting, the Vice-Chairman, if present, shall preside.
- b. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor elected by the Councillors present shall preside at the meeting. This would only be for that particular meeting.

10.6. DEBATES

- a. The Chairman and Vice-Chairman are Councillors in their own right and therefore have the right to fully participate in any debate.
- b. The Mayor or Deputy Mayor, when acting as Chairman of the Full Council, will not be expected to participate in any debate during these meetings.

COMMITTEES – FREQUENCY OF MEETINGS

11. FREQUENCY OF MEETINGS

11.1. NOTICE

- a. ***All meetings, including Extraordinary ones, require three clear days of public notice.***
- b. ***Notice of any meeting, regardless of type (see 6.1.b), will be issued to all Councillors. Such Notices will include an Agenda.***
- c. With the exception of a Full Council Meeting of any type, A Extraordinary Meeting of any committee, regardless of type (see 6.1.b), can be summoned on the requisition in writing to the Town Clerk of no less than one third of the members of that Committee. The summons shall set out the business to be considered at the Extraordinary Meeting and no other business shall be transacted at that meeting.

11.2. MEETING CYCLE

- a. Meetings of Full Council and its associated Standing Committees are arranged around a quarterly cycle.
- b. The one exception is the Planning and Community Services Committee who have multiple meetings during the Meeting Cycle due to the volume of planning applications it needs to review over the year. This especially caters for any deadlines that the local planning authority, Wokingham Borough Council, impose on getting comments submitted.
- c. The scheduled meeting dates of Full Council and its associated Standing Committees are approved through a resolution at a Full Council meeting following a recommendation from the Strategy and Resources Standing Committee.

11.3. FULL COUNCIL

- a. ***At least three meetings of the Full Council, excluding the Annual Meeting, have to be held during the fiscal year on such dates and times as the Council may decide.***

11.3.1. ANNUAL MEETING OF FULL COUNCIL

- a. At the beginning of each fiscal year the first meeting of the Full Council is designated as the Annual Meeting. This Annual Meeting has a restricted Agenda and amongst other things, sets up all the different committees which will operate over the coming year.
- b. ***In a Town Council election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.*** Note newly elected Councillors take office on the fourth day after the date of their election.
- c. ***In a year that is not a Town Council election year, the Annual Meeting of the Council shall be held on such a day in May as the Council may decide.***

- d. Any reference to an election year mentioned in **11.4.1.b** or **11.4.1.c** excludes any town council by-election. If the by-election result alters the political balance then new allocations will be required (see **2.2.d**).
- e. ***If no other time is fixed, the Annual Meeting of the Council shall take place at 8pm.***

11.3.2. EXTRAORDINARY MEETING OF FULL COUNCIL

- a. ***The Mayor may convene an Extraordinary Meeting of the Full Council at any time.*** For the interpretation of standing orders any such Extraordinary meeting will be considered as a meeting of the Full Council.
- b. ***Two Councillors can request an Extraordinary meeting of the Full Council at any time. The Town Mayor has 7 consecutive days to call an Extraordinary Meeting from the day the request was received by two Councillors.***
- c. ***If the Mayor fails to do this those two councillors can force one to be held by signing the public notice giving the time, venue and Agenda for such a meeting.***

11.4. OTHER COMMITTEES

- a. Meetings other than the Full Council or Standing Committees will be scheduled on an ad hoc basis and will be convened by the respective Chairman.
- b. For all Task and Finish Working Groups and Joint Task and Finish Working Groups the Chairman or Vice Chairman need to fully consider the end date of their activities as defined in their respective Terms and Conditions when deciding the frequency of meetings.
- c. The Chairman of a Standing Committee or Sub Committee may convene an Extraordinary Meeting of that Committee at any time.
- d. A Special Meeting of a Standing Committee or Sub Committee shall also be summoned on the requisition in writing of not less than a third of the members of that committee to the Proper Officer. The summons shall set out the business to be considered at that Special Meeting and **NO** other business shall be transacted at that meeting.

11.5. UNFINISHED BUSINESS

- a. If the business of any meeting, regardless of type (see **6.1.b**) is not completed by 10pm the Mayor or Chairman (depending on what type of meeting) shall at that hour invite the Council to determine, without discussion, whether to extend the meeting for an extra 30 minutes through resolution at that meeting.
- b. No meeting will continue beyond 10:30pm. At that time any business currently being discuss will automatically cease. If that business requires a resolution then it will automatically be put to the committee to decide.
- c. If a Council meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

COMMITTEES – ATTENDANCE

12. ATTENDANCE

12.1. GENERAL

- a. **ONLY** Meetings of Full Council, including Annual Council, and Standing Committees are open to the public as they are the only ones that makes decisions.
- b. Any Councillor is entitled to attend any committee meeting, regardless of type (see **6.1.b**) unless the Terms and Conditions specify otherwise.
- c. The law dictates that any elected Councillor must attend (regardless of whether they are members of that committee or not) at least one meeting of either the Full Council (of any type) or any Standing Committee during a continuous six month period. Failure to do so can mean forfeiture of their elected status forcing a by-election or a co-option (see section **20**).
- d. Any Councillor who is likely to be unable to satisfy **12.1.c** above can request, by a resolution at a Full Council meeting, to have a period of absence approved. Such a request will have to include full details of why such an absence is justified.
- e. Due to the potential confidential nature of the Personnel Sub-Committee, attendance is restricted to the members of that Sub-Committee **ONLY**. Although the recommendations will be reported to its Parent Committee for discussion subject to confidentiality requirements (see **Appendix A**).
- f. ***The Code of Conduct (see section 19) adopted by the Council shall apply for the entire meeting to any Councillor who is present.***
- g. Any Councillor intending to attend any committee meeting which they are not a member must inform the Chairman or the Town Clerk in advance. For practical reasons (seating numbers) it is preferable that this be done before the date of the meeting but it will normally be sufficient for the Chairman and the Town Clerk to be informed on the meeting day and before the meeting commences.
- h. Any Councillor who is not a member of the committee they are attending will not be seated with the Committee Members. This is to avoid any confusion for any member of the public attending as to which Councillors can vote during the meeting.
- i. An invitation to attend a meeting of the Full Council, including Annual and any Extraordinary meetings, shall be sent, together with the Agenda, to Wokingham Borough Councillors representing the borough wards, completely or partially, within the Parish of Woodley.

12.2. EXCLUSION FROM MEETING

- a. ***All Full Council and Standing Committee meetings shall be open to the Public and the Press unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. This exclusion from part or all of a meeting will be through a resolution at that meeting.***
- b. ***In proposing that resolution an explanation of the reasons for the exclusion must be given.***

12.3. QUORUM

- a. ***For all committee meetings, regardless of type (see 4.1.b), one third all members of that committee or three whichever is the greater need to be present to be quorate.***

- b. *If any committee meeting, regardless of type (see 6.1.b), is or becomes inquorate no business shall be transacted* and the meeting will be adjourned. Any outstanding business of that meeting so adjourned shall be added to the agenda for its next meeting.

12.4. RECORDING ATTENDANCE

- a. Any member of a Committee, regardless of type (see 6.1.b), who is unable to attend should, as far as is practically possible, notify the Town Clerk or the Committees Officer prior to the meeting that they are unable to attend.
- b. *The minutes of a meeting shall record the names of all Councillors and others who are members of that committee present.*
- c. The minutes of a meeting shall record the names of all committee members who were unable to attend through a formal agenda item.
- d. The minutes of a meeting shall record the names of all Councillors who attend who are not members of that committee.
- e. The minutes of a meeting shall record all the names of Officers present.
- f. Any errors in recording attendance will be rectified by the Town Clerk prior to the signing of the minutes at the next meeting of that committee.
- g. Each committee will have an accumulated historical record of all councillors attendance which will be published on the website page related to that committee.

12.5. APOLOGIES

- a. Apologies for absence must be received by the Town Clerk or the Committees Officer, and the reasons for absence at a meeting should be given as far as possible, in advance of the meeting.

12.6. PLANNING AND COMMUNITY COMMITTEE

- a. At the Planning & Community Standing Committee, residents who have an interest in any particular planning application should preferably give prior notice of attending to the Town Clerk.
- b. If this is not possible then the resident, on arrival at the meeting, should give notice of their interest.
- c. Any resident who has lodged their interest can make representations and give evidence in respect of that planning application.
- d. A maximum of 3 minutes is provided for any resident participation on an individual planning application.
- e. Due to time constraints a maximum of 4 residents may participate on an individual planning application.

12.7. CONFIDENTIAL MATTERS

- a. Councillors attending, who are not members of the Committee may remain at the meeting when confidential matters are discussed. All councillors are bound by the requirement not to disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. Councillors in breach of 12.7.a may be removed from a Committee or Sub committee by a resolution of that committee.

COMMITTEES – AGENDA

13. AGENDA

13.1. MANDATORY ITEMS

- a. With the exception of the Full Council the Agenda for all committees, regardless of type (see **6.1.b**), can be quite flexible.
- b. All Agenda must include:
 - i. Apologies
 - ii. Declaration of Interest
 - iii. Minutes of previous meetings (Full Council & Standing Committees only)
 - iv. Future Agenda Items
 - v. Publicity / Website
- c. ***Any interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, regardless of type (see 6.1.b), shall be recorded in the minutes.*** If in doubt whether an interest qualifies the Councillor is encouraged to consult with the Town Clerk prior to the meeting.
- d. All Agendas for all committees, regardless of type (see **6.1.b**), should be distributed to all Councillors in the most cost-effective way as decided by a resolution by Full Council.
- e. All Agendas for all committees, regardless of type (see **6.1.b**), excluding any Confidential Items, should be posted on the Town Council's website three clear days before the meeting.

13.2. TOWN FORUM

- a. A Town Forum for members of the public to put questions to the Council, through the Mayor, shall be held before each meeting of the Full Council including the Annual and any Extraordinary Meeting. It would start at the beginning of the meeting provided that a quorum of Councillors is present.
- b. The Town Forum shall be limited to 30 minutes.
- c. If there are no or insufficient questions to fill the allotted time, the Council shall commence normal business forthwith.

13.3. COUNCIL

- a. With the exception of the Annual Meeting, every Full Council Meeting, including any Extraordinary Meeting a motion to vary the order of business on the grounds of urgency may be proposed by the Chairman of that meeting or by Councillors acting as Proposer and Seconder. This should be put to the vote without discussion.

13.3.1. FULL COUNCIL MEETING

- a. With the exception of the Annual Meeting, every Full Council Meeting,

including any Extraordinary Meeting, the first business shall be:

- i. To appoint a Chairman if both the Town Mayor and Deputy Town Mayor is absent.*
- ii. To receive such declarations of acceptance of office as required by law to be made, or if not then received, to decide when they shall be received.*
- iii. To confirm the accuracy of the minutes of the last meeting and approve them. being signed by the presiding Chairman.
- iv. To receive the minutes of committees and determine any recommendations from the committees.
- v. To deal with business expressly required by statute to be done.*
- vi. To receive such communications as the Town Mayor may wish to lay before the Council.
- vii. To receive such communications as the Leader of the Council may wish to lay before Council.
- viii. To dispose of business, if any, remaining from the last meeting.
- ix. To receive and consider reports and minutes of Standing Committees.
- x. To receive and consider reports from officers of the Council.
- xi. To authorise the sealing of documents.
- xii. To consider motions in the order in which they have been notified and notice of which is given in the Agenda.
- xiii. To receive reports from representatives on outside bodies, as appropriate.
- xiv. Any other business specified in the Agenda.

13.3.2. ANNUAL COUNCIL MEETING

a. At each Annual Meeting, the first business shall be:

- i. To elect a Town Mayor for the municipal year.*
- ii. To receive the Town Mayor's declaration of acceptance of office or, not then received, to decide when it shall be received.*
- iii. In an election year, to receive a report on the membership of Council and declarations of acceptance of office.*
- iv. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.*
- v. To elect a Deputy Town Mayor for the municipal year
- vi. To elect a Leader and Deputy Leader of the Council for the municipal year.
- vii. To decide what Standing Committees shall be formed and the number of places on each committee.
- viii. To appoint members to the Standing Committees.
- ix. With the exception of Standing Committees, to appoint members to other committees, regardless of type (see **5.1.b**), for purposes to be specified by the relevant Parent Committee.
- x. To appoint representatives to external organisations or bodies.

13.4. CONFIDENTIAL AGENDA ITEMS

- a. Certain agenda items may be classified as being confidential (see **Appendix A**). This is usually because it contains confidential information in respect of the clients, business and finances of the Council and their dealings, transactions and affairs.
- b. For practical reasons all confidential agenda items should be at the end of the Agenda to minimise any inconvenience for the Public who are in attendance.
- c. Such agenda items will be clearly marked as such and the contents will only have been distributed to Councillors, regardless of whether they are members of the committee that the agenda refers to.
- d. If there are any member of the Public or press present at that meeting then they will need to be excluded before any discussions take part (see **12.2**).
- e. The decision to mark an agenda item as confidential will be at the sole discretion of the Town Clerk and their decision will be final.
- f. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- g. With the exception of any Full Council meeting, a councillor in breach of the provisions of standing order **13.4.e** above may be removed from any committee through resolution at meeting of the Full Council.

13.5. OTHER COMMITTEES

- a. With the exception of the Full Council in all its variations, other committees will have a mixture of reports from officers to either note or to agree recommendations through a resolution of that committee.
- b. Other reports or presentations may be provided by external organisations which will be to note.

13.6. ADDITIONAL AGENDA ITEMS

- a. Any Councillor can request items for the Agenda for any committee, whatever the type (see **6.1.b**) through two routes:
 - I. At a previous meeting of the committee where the additional item would be included (see **13.1.b.iv**) above.
 - II. Submitting a formal request, in writing, to the Town Clerk and the respective Chairman of the committee where the additional item would be included at least 12 days in advance.
- b. Any decision to include an additional agenda item will be made by the respective Chairman of that committee under advice by the Town Clerk.
- c. The decision will be notified to the councillor requesting with 24 hours of being made. This will include the reasons for not including it if it has been declined.
- d. This decision, whatever it is, will be final and no correspondence will be entered into after it has been made.

COMMITTEES – NON STATUTORY QUESTIONS

14. QUESTIONS

14.1. RESTRICTIONS

- a. In the context of this section questions do not include those that are classified as Statutory Questions (see **3.6.2.i**).
- b. Any Councillor, including both the Mayor and Chairman, can ask a question as long as they are members of the committee where the debate is taking place.
- c. All questions need to be on the business contained within the agenda.
- d. Questions should be succinct and to the point.
- e. Councillors should not use the opportunity to ask a question as an opportunity to make a speech.
- f. The Chairman is the final arbiter on whether a question is acceptable.
- g. Anyone asking a question cannot speak for more than two minutes.
- h. Every question shall be put and answered **without discussion**. There will be no supplementary questions allowed.
- i. Every question needs to be individual in nature. Any question that is clearly a repetition of a previous question already answered will not be accepted.
- j. The Chairman to whom a question is put may decline to answer. In which case the person asking the question will get a written answer within 14 clear days.
- k. A Councillor may request the question and answer be recorded in the minutes.

14.2. RESIDENTS

- a. At the discretion of the Mayor or Chairman of Standing Committees, a resident can be asked to put their question or make representations, answer questions and give evidence in respect of any Agenda item as long as it is not classified as a Confidential Agenda item (see **13.4**).
- b. Resident participation as defined in **14.2.a** can only speak once on that Agenda item and shall not exceed 3 minutes.
- c. Total resident participation on a single Agenda item shall not exceed 15 minutes.

14.3. COUNCILLORS NOT ON A COMMITTEE

- a. At the discretion of the Chairman of any Committee, regardless of type (see **6.1.b**), a Councillor who is not a member of that committee may be asked to put their question, although there is no duty on the chairman to do so.

14.4. OFFICER REPORTS

- a. Any Councillor who is a member of the Committee, whatever type (see **6.1.b**), can ask questions of the officer or their substitute on the content of a report submitted to it.
- b. At the discretion of the Chairman, Councillors who are members of the Committee can ask multiple questions if time permits.

COMMITTEES – MOTIONS

15. MOTIONS

15.1. GENERAL

- a. Motions are defined in **3.6.2.e** and **3.6.2.f** can only be submitted by Councillors.
- b. All Motions, regardless of type, require both a Proposer and a Seconder to be accepted.
- c. Any reference to a Proposer and Seconder relates to either an Original Motion, an Amendment or Substantive Motion.

15.2. VOTING

- a. With the exception of Special Motions (see **15.4**) all Motions will be decided by a simple majority vote in favour of the Motion of those Councillors present.
- b. Due to the nature of Special Motions (see **15.4**) two thirds of the Councillors present must vote in favour.

15.3. MOTION REQUIRING WRITTEN NOTICE

15.3.1. RESTRICTIONS

- a. Motions are not allowed at the Annual Meeting of Full Council.
- b. Motions can only be moved at Full Council meetings, including any Extraordinary meeting if they are published in the Agenda.
- c. A maximum of two Motions will be allowed at any individual meeting. This excludes Motions without written notice.

15.3.2. NOTICE

- a. Except for Motions which can be moved without notice (see **16.5**), written notice of every Motion, must be submitted in writing (or by email), to the Town Clerk at least 14 clear days before that meeting.

15.3.3. VALIDATION

- a. Any Motion that is similar in nature to any previous Motion which has been debated and voted on regardless of which committee debated it will not be allowed. The Town Clerk will decide on the validity on the text of the motion and their decision is final.
- b. If more than two Motions have been submitted for a particular meeting then any Motion submitted after the first two will automatically be carried over to the next meeting unless the Proposer opts to withdraw the Motion.
- c. If the Town Clerk considers the wording of a Motion submitted above is not clear in meaning, the motion shall be rejected until the Proposer of the Motion resubmits it in writing to the Town Clerk in clear and certain language at least 7 clear days before the meeting.
- d. If the wording or nature of a proposed Motion is considered unlawful or improper, the Town Clerk shall consult with the Chairman of the

relevant meeting whether the Motion shall be included or rejected in the Agenda. Having consulted, the decision of the Town Clerk as to whether or not to include the Motion in the Agenda shall be final.

- e. The Town Clerk may, before including an accepted Motion, correct obvious grammatical or typographical errors in the wording of the Motion. The Motion originator will be informed of such changes.
- f. The Town Clerk will confirm receipt to the Proposer of the Motion.
- g. All accepted Motions will be dated and numbered in the order which they are received and shall be entered on the Town Council's web site which is open to public inspection.
- h. Each accepted Motion should contain no more than 300 words.
- i. Motions will be rejected if:
 - i. They are not matters the Council has responsibility for or affect the Town
 - ii. They are not related to the Council's statutory functions, power and lawful obligations
 - iii. They are defamatory, frivolous or offensive
 - iv. They are substantially the same as a Motion considered at the meeting or at a meeting of Council in the last six months.
- k. Every Motion rejected shall be recorded with a note by the Town Clerk giving reasons for its rejection on the web site which shall be open to inspection by all Councillors and the Proposer of the Motion advised.
- l. No Motion, including Special Motions can be-represented to any Committee unless a minimum period of six months have elapsed.

15.3.4. MOTION SET OUT IN AGENDA

- a. Motions for which notice has been given will be listed in the Agenda in the order in which notice was received, unless the Councillor giving notice states, in writing, that they propose to move it at a later meeting or withdraw it.
- b. A Motion included in an Agenda and not moved at the meeting by the Councillor who proposed it, will be treated as withdrawn.

15.3.5. PROPOSAL BY ANOTHER MEMBER

- a. Where a Councillor is unable through absence to propose a Motion of which they have given notice, that Motion may be proposed by another Councillor, provided that the Councillor who gave notice of the Motion has confirmed in writing to the Chairman the name of the Councillor to whom the Motion has been delegated.

15.3.6. SCOPE

- a. If a Motion falls within the Terms of Reference of a Committee, regardless of type (see **6.1.b**), or within the delegated powers conferred on an Employee, a referral of the Motion may be made to that Committee or Employee. However, the Chairman may direct it to

be dealt with at the present meeting for reasons of urgency or expediency. The Chairman's decision is final.

- b. A Councillor who has proposed a Motion that has been referred to any Committee of which they are not a member, may explain this motion to that Committee but cannot vote. Normal rules on Motions as documented in this section will not apply in these circumstances.

15.4. SPECIAL MOTIONS

- a. Any Special Motion should be by written notice and signed by at least five Councillors (Proposer, Seconder and three others) and submitted to the Town Clerk.
- b. Standing Orders for Notice (15.3.2) and Validation (15.3.3) equally apply to all Special Motions.

15.4.1. TO RESCIND PREVIOUS RESOLUTIONS

- a. A resolution of the Council shall not be reversed within six months except by a Special Motion (see 15.4.a) or by a Motion moved in pursuance of the report or recommendation of a Committee.

15.4.2. CHANGING STANDING ORDERS

- a. Subject to the limitations specified in 1.2.a, Any proposed changes should be by a Special Motion (see 15.4.a) and submitted to the Town Clerk.

15.5. MOTIONS WITHOUT NOTICE

- a. The following Motions may be moved without notice.
 - i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;
 - ii. In relation to the accuracy of the Minutes;
 - iii. To change the order of business in the Agenda;
 - iv. To refer something to an appropriate body or individual;
 - v. To appoint a Committee, regardless of type (see 6.1.b), arising from an item on the summons or notice for the meeting;
 - vi. To receive reports or adopt recommendations of Committees, regardless of type (see 6.1.b), and any resolutions following from them;
 - vii. To receive reports or adopt recommendations made by an employee, professional advisor, expert or consultant;
 - viii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see 22.2);
 - ix. To withdraw a Motion;
 - x. To amend a Motion in accordance with 15.6;
 - xi. To proceed to the next business on the Agenda;
 - xii. That the question be now put;
 - xiii. To adjourn a debate;
 - xiv. To adjourn a meeting;
 - xv. To continue a meeting beyond 10pm;
 - xvi. **To suspend any standing order except those which are mandatory by law;**
 - xvii. To exclude the public and press in accordance with 12.2.a;
 - xviii. That a Councillor named be excluded from the meeting under 19.7.2;
 - xix. To carry out a statutory duty which in the opinion of the Chairman is

urgent;

- xx. That a Motion, Amendment or business of an objectionable nature be not entertained or permitted. The Proposer of this Motion without notice must state the reasons they consider the Motion, Amendment or business to be objectionable. The Chairman will make a ruling on whether to allow the Motion to be put, having regard to any advice by the Town Clerk.

15.6. AMENDMENTS TO MOTIONS

- a. A Proposer may move amendments to their own Motion. If a motion has already been seconded, then the Amendment shall be with the consent of the Secunder. The Amended Motion will then become the Substantive Motion without any further debate.
- b. A Motion to amend an original or Substantive Motion shall not be considered until the previous Motion has been proposed or seconded.
- c. Any Amendment to a Motion must be relevant to the Original or Substantive Motion and shall not have the effect of negating the Motion under consideration. Any Amendment considered to have this affect will be automatically rejected. This is determined by the Town Clerk and their decision is final.
- d. The number of amendments to an original Motion which may be moved by any individual Councillor, is limited to one.
- e. Amendments must be submitted to the Town Clerk at any time prior to the Secunder of the Motion speaking and after the Proposer has spoken.
- f. Before any person speaks the proposed Amendment must have been circulated to all Councillors.
- g. Multiple Amendments can be moved. If this occurs then the Amendments will be taken in the order they were received by the Town Clerk.
- h. In the case of Multiple Amendments once an Amendment has been resolved, regardless of outcome, the next Amendment on the list will commence and be debated. This will continue until all Amendments have been resolved.
- i. An Amendment to a Motion can:
 - i. Omit words;
 - ii. Add words;
 - iii. Refer the matter to an appropriate body or individual for consideration or reconsideration.
- j. Only one Amendment may be moved and discussed at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of.
- k. If an Amendment is carried, the Motion as Amended takes the place of the Original Motion or previously agreed Substantive Motion. This becomes the Substantive Motion to which any further Amendments are moved.
- l. After an Amendment has been carried, the Chairman will read out the

Amended Motion before accepting any further Amendments. If there are no further Amendments or the 30minute time limit has been reached the Original Motion debate is recommenced but now using the Substantive Motion instead as the base.

- m. When all Amendments have been completed, the original suspended debate is recommenced at the point after the first Amendment was moved with any new Substantive Motion now being the subject of that debate. If all Amendments failed then the subject of that debate is the Original Motion.

15.7. WITHDRAWAL

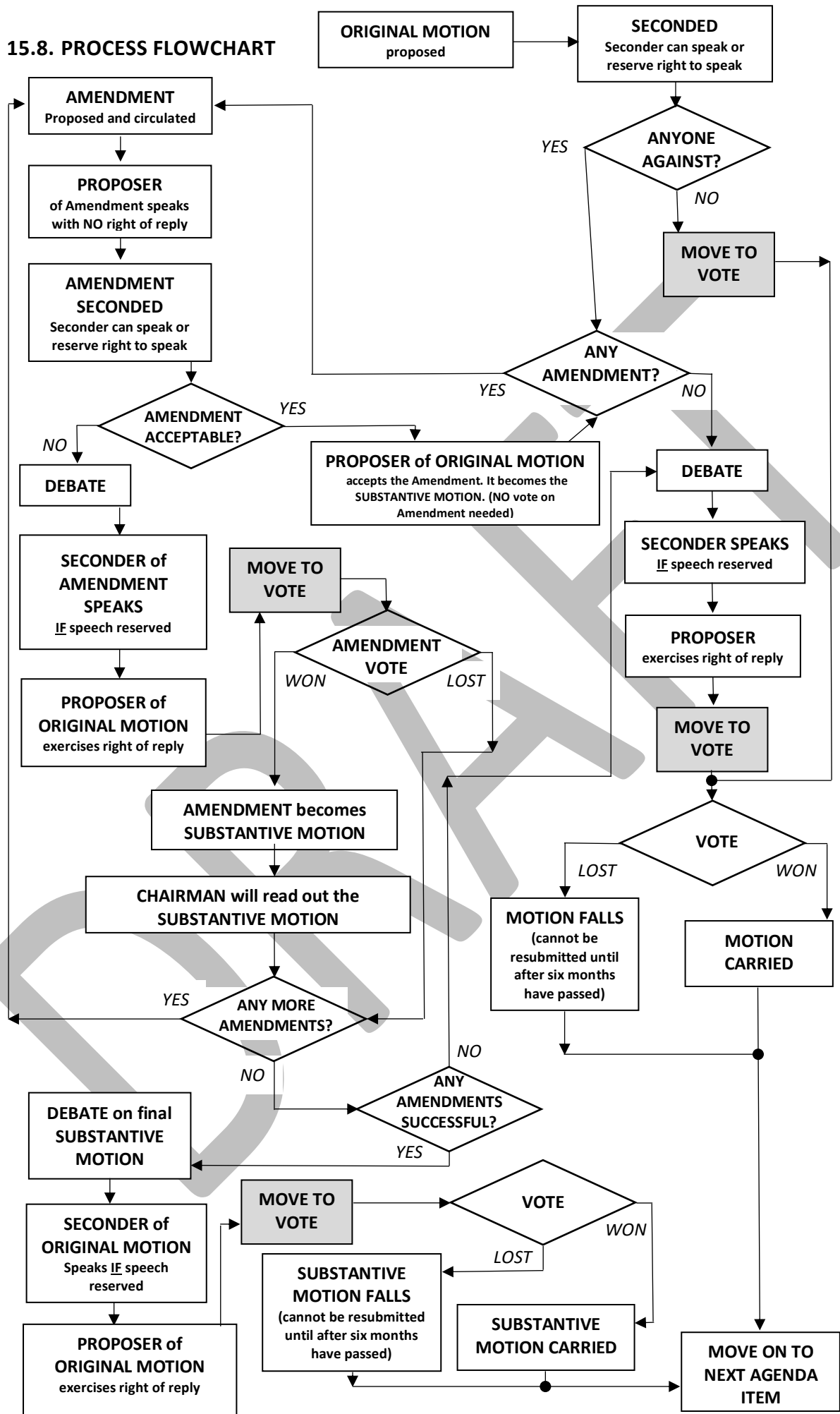
15.7.1. WITHDRAWAL OF AN AMENDMENT

- a. At any time during the debate the Proposer can withdraw an Amendment subject to the consent of the Seconder. If the Seconder refuses then the Proposer can request the Councillors present to vote, without any discussion to the withdrawal.
- b. Any Amendment which has been successfully withdrawn will have no further debate and will have no impact on the Original Motion or a Substantive Motion.
- c. A Councillor may alter a Motion of which they have given notice with the consent of the meeting. The Chairman may require the alteration to be written down and circulated before the consent of the meeting is sought. The consent will be signified by simple majority.
- d. A Councillor may alter a Motion which they have moved without notice with the consent of both the Seconder and the meeting. The meetings consent will be signified by simple majority.
- e. Only alterations which could be made as an Amendment may be made.

15.7.2. WITHDRAWAL OF MOTION

- a. If a Proposer withdraws a Motion for whatever reason, before the Agenda item has been reached, then it can be resubmitted at any time in the future as if it was a new Motion.
- b. A Councillor may withdraw a Motion which they have moved with the consent of both the Seconder and the meeting. The meetings consent will be signified by simple majority. No Councillor may speak on the Motion after the mover has asked permission to withdraw it unless permission is refused by the Chairman.

15.8. PROCESS FLOWCHART



COMMITTEES – RULES OF DEBATE

16. RULES OF DEBATE

16.1. GENERAL

- a. With the exception of a question asked about a recommendation (see **14.4**), any question that the Chairman accepts, regardless of source, is not allowed a discussion (see **14.1.h**) and therefore these rules do not apply.
- b. Only one Councillor is permitted to speak at a time. If more than one Councillor wishes to speak the Chairman shall direct the order of speaking.
- c. Any Councillor, including both the Mayor and Chairman, can speak during the debate on a motion or amendment as long as they are members of the committee where the debate is taking place.

16.2. MOTIONS

- a. These Rules of Debate apply, without exception, to all types of Motions and any Amendments, both with notice and without notice.
- b. Any reference in this section to Motion should be considered to refer to both an Amendment or Substantive Motion.
- c. A maximum period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any Amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or Amendment will have the right of reply before the Motion or Amendment is put to the vote.
- d. After a Motion has been Proposed and Seconded the Chairman will ask if anyone wants to speak against the Motion. If the answer is **YES** then the debate will continue. If the answer is **NO** then the debate will be considered over and the vote will be taken.

16.2.1. NO SPEECHES UNTIL MOTION IS SECONDED

- a. No speeches, including the Proposers actual speech may be made until the Motion has been proposed and seconded.
- b. No Amendments to Motions can be put until the Proposer of the Motion and Secunder (if not reserving their right to speak) have made their speech(es).
- c. After a Motion has been proposed, seconded and the Proposer has made their speech The Chairman will ask if any Councillor wishes to speak against the Motion. If no one wishes to speak against the Motion then the Chairman will put the matter to the vote.

16.2.2. RIGHT TO REQUIRE MOTION IN WRITING

- a. Unless notice of the Motion has already been given, the Chairman may

require it to be written down and circulated before it is proposed.

16.2.3. SECONDERS SPEECH

- a. When seconding a Motion, a Councillor may reserve their right to speak until later in the debate.

16.2.4. CONTENT AND LENGTH OF SPEECHES

- a. Speeches must be directed to the matter under discussion or to a Personal Explanation (see **3.6.2.m**) or Point of Order (see **3.6.2.l**)
- b. No speech of **ANY** type should last more than three minutes.
- c. Time limits for speeches can be extended by a resolution following a motion without notice.

16.2.5. WHEN A MEMBER MAY SPEAK

- a. A Councillor who has spoken on a Motion may not speak again whilst it is the subject of debate, except:
 - i. To speak once on an Amendment moved by another Councillor;
 - ii. To move a further Amendment if the Motion has been amended since they last spoke;
 - iii. If their first speech was on an Amendment moved by another Councillor, to speak on the main issue (whether or not the Amendment on which they spoke was carried);
 - iv. To exercise of a right of reply;
 - v. On a Point of Order (see **3.6.2.l**);
 - vi. By way of a Personal Explanation (see **3.6.2.m**);
 - vii. To move a Motion under **16.2.7**.

16.2.6. RIGHT OF REPLY

- a. The mover of a Motion has a right of reply at the end of the debate on that Motion, immediately before it is put to the vote.
- b. If an Amendment is moved, the mover of the original Motion has the right of reply after the close of the debate on the Amendment. They cannot speak on it during that debate.
- c. The mover of an Amendment has no right of reply to the debate on their Amendment.

16.2.7. MOTIONS WHICH MAY BE MOVED DURING DEBATE

- a. When a Motion is under debate, no other Motion may be moved except the following:
 - i. To withdraw a motion;
 - ii. To amend a motion;
 - iii. A Closure Motion (see **16.2.8**);
 - iv. That the meeting continues after 10pm;

- v. To exclude the Public and the Press in accordance to **12.2.a**.
- vi. To not hear further a Councillor named or to exclude them from the meeting for disorderly conduct (see **19.7.2**);
- vii. To suspend a particular Standing Order **1.3**;
- viii. To refer a motion to another Committee for consideration.

16.2.8. CLOSURE MOTIONS

- a. A Councillor may move, without comment, the following Motions at the end of a Speech of another Councillor:
 - i. To proceed to the next business;
 - ii. That the question be now put;
 - iii. To adjourn the debate;
 - iv. To adjourn the meeting.

- b. If a Motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, they will put the Closure Motion to the vote. If it is passed, they will give the mover of the Original Motion the right of reply before putting their motion to the vote.

16.3. OTHER COMMITTEES

- a. The following apply, without exception, to all Agenda items other than Motions who have their own Rules of Debate (see **16.2**), who have one or more recommendations.

- b. These recommendations usually come from an Officers report but can come from other sources.

- c. These recommendations are not debated but Councillors who are members of the committee, regardless of type (see **6.1.b**), reviewing the recommendations can ask multiple questions for clarification.

- d. Councillors who are members of the committee, regardless of type (see **6.1.b**), reviewing the recommendations can make statements giving their views.

- e. A maximum period of 20 minutes will be allowed for each report to reviewed unless the Chairman considers more time is required.

- f. At the expiry of the 20-minute period, or extended period as agreed by the Chairman, or all questions have been asked whichever is the lesser period the Chairman will call for a vote on the recommendations, either individually or collectively.

COMMITTEES – VOTING

17. VOTING

17.1. GENERAL

- a. The following items apply to any formal decision required at any Committee, regardless of type (see **6.1.b**).
- b. Any Agenda item seeking approval and not “to note” will be done through the voting by the members of the Committee where that Agenda item has been presented.
- c. Unless the Terms of Reference state otherwise, only members of the Committee can vote on any Agenda Item for that Committee.
- d. Whoever is chairing a meeting, whether it is, **the Chairman or Town Mayor** or some alternative, **may give an original vote on any matter put to the vote.**
- e. **In the case of an equality of votes the Chairman or the Town Mayor may exercise a casting vote whether or not they gave an original vote.**
- f. **Unless standing orders provide otherwise, voting on any item shall be by a show of hands.**
- g. **At the request of a Councillor, the voting on any item shall be recorded so as to show whether each councillor present and voting gave their vote for, against or abstention on that item.** Such a request MUST be made before moving to the vote on the item.
- h. The committee minutes will show the result of the voting, recording the number of votes cast for each of the for, against and abstention categories. In addition, it should record the number of councillors who failed to register a vote.
- i. A recorded vote will always be taken at the meeting that determines the Council’s Annual Budget and Precept.
- j. **Subject to the meeting being Quorate (see **12.3**), all Statutory Questions (see **3.6.2.i**) at a meeting shall be decided by a majority of the Councillors present eligible to vote and voting thereon.**

17.2. TOWN MAYOR ELECTION

- a. Any reference to an election year means when the whole council is elected. This excludes any town council by-election.
- b. **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**

- c. In an election year, if the current Town Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected and may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.*

17.3. APPOINTMENTS

- a. Where appropriate, if more than 2 persons have been nominated for a position to be filled by the Council the person who has received a majority of votes in their favour will be appointed.
- b. In the case of two or more candidates receiving equal majority votes the appointment will be settled by the Chairman's casting vote.

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COMMITTEES – MINUTES

18. MINUTES

18.1. RESTRICTIONS

- a. No Committee, regardless of type (see **6.1.b**), shall have verbatim minutes.
- b. Minutes will not record the comments of individuals, whether they are members of the Public or Councillors, who are not part of that Committee unless the Chairman agrees.

18.2. MANDATORY ITEMS

- a. Minutes should record, at a minimum, decisions, including provisional ones, taken at all Committees, regardless of type (see **6.1.b**).
- b. Minutes should record, at a minimum, the votes cast as detailed in **17.1.h**.
- c. Any provisional decisions requiring ratification will be clearly highlighted in the minutes presented to the Parent Committee or Committees.

18.3. PRESENTATION OF MINUTES

- a. All draft minutes of any committee, regardless of type (see **6.1.b**), will be presented to the next Parent Committee or Committees in the case of Joint Committee for approval.

18.3.1. OTHER COMMITTEES

- a. With the exception of Full Council and Standing Committees, all other committees regardless of type (see **6.1.b**), will not have formal minutes but instead will have officer reports on any meeting.
- b. Such reports do not include any reference to reports of previous meetings of the committee.
- c. Unless the Terms of Reference allow, such committees can make recommendations to the Parent Committee or Committees in the case of joint committees who will determine the outcome of those recommendations.

18.3.2. STANDING COMMITTEES

- a. Standing Committees will include minutes of its previous meetings.
- b. Whilst all minutes of Standing Committees will be presented to Full Council meetings to note, the relevant Standing Committee has to formally approve these minutes.
- c. Standing Committees, acting as a Parent Committee, will receive the officer reports of meetings of Other Committees.
- d. From time-to-time provisional decisions will be made by a Standing Committee which require confirmation at Full Council (see **7.2.b**).

18.3.3. FULL COUNCIL

- a. Full Council, including both Annual and Extraordinary meetings, will include minutes of its previous meetings for approval.
- b. All Standing Committee minutes will be included in the Agenda of all Full Council meetings for review and approval.

18.4. ACCURACY OF MINUTES

- a. No discussion of any draft minutes of any preceding meeting, which have yet to be signed as accurate, shall take place except in relation to their accuracy.
- b. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order **15.5.a.ii** with full rules of debate applicable (see section **16.**)
- c. Any discussion on accuracy of any Standing Committee draft minutes at a Full Council meeting is restricted to members of the Standing Committee in question.
- d. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the relevant Chairman and stand as an accurate record of the meeting to which the minutes relate.

18.5. PUBLIC INSPECTION OF MINUTES

- a. All draft Minutes of Full and Standing Committee meetings, excluding Confidential Items, will be posted on the Town Councils website within 21 clear days of the closure of the meeting in question.
- b. All Minutes, draft or approved, of Full and Standing Committee meetings, excluding Confidential Items, are open to a visual inspection by any local government elector of the town, without charge. In the first instance any such elector should contact the Town Clerk to arrange such an inspection.

18.6. URGENCY COMMITTEE MINUTES

- a. The Town Clerk shall, in every case where a decision is taken under delegated powers, provide the minutes of such a committee to all councillors within 5 days of being made. It will also be reported at the next meeting of the Full Council for information.

COUNCILLORS – CODE OF CONDUCT

19. CODE OF CONDUCT

19.1. INTRODUCTION

- a. Throughout this section when a reference to a Councillor is made it also includes any Co-opted Councillor appointed through the process detailed in section **20**.
- b. ***This Code of Conduct applies to Councillors whenever they are acting as a Member or as a representative of the Council or when they claim to act or give the impression of acting as a representative of the Council.***
- c. These rules apply to meetings of all Committees, regardless of type (see **6.1.b**).
- d. It does not apply to when the Councillor is acting in a private capacity.
- e. When carrying out their public role, Councillors should always have regard to the seven principles of public life. These are:
 - i. Selflessness
 - ii. Integrity
 - iii. Objectivity
 - iv. Accountability
 - v. Openness
 - vi. Honesty
 - vii. Leadership
- f. Councillors should also read the Code of Conduct together with the Councillor / Officer Protocol (see **19.8**) and other sections of these Standing Orders relating to ethical and financial probity.
- g. Any person may make a complaint if a Councillor does not act in accordance with this code. It is the Councillor's sole responsibility to comply with the Code.
- h. ***A Councillors "Register of Interest" Form is provided by the Town Clerk to register interests. Copies will be provided to the Monitoring Officer. It should be noted that this form will be published on the Council's website.***
- i. ***When a Councillor declares an interest at any meeting of the Council, regardless of type (see **6.1.b**), they should be aware that the existence and nature of which is required to be disclosed will be noted in the minutes of that meeting, which is a public document and also published on the Council's website.***
- j. The Council's Code of Conduct rules on Personal (see **19.4**) and Prejudicial (see **19.5**) Interests will apply to all councillors attending any Committee, regardless of type (see **6.1.b**) whether or not they are members of that Committee.
- k. If any Councillor is unsure about any part of this Code of Conduct they are urged

to seek advice from the Town Clerk.

- I. There are three areas to the Code of Conduct:
 - i. Rules about registration of Disclosable Pecuniary Interests and Personal Interests with the Town Clerk, using the Members Interest Form which the Town Clerk can provide.
 - ii. Rules about declaring interests in meetings where items on the Agenda conflict with those interests (see **19.3, 19.4 & 19.5**).
 - iii. Rules about general behaviour (see **19.6**).

19.2. REGISTRATION OF DISCLOSABLE PECUNIARY INTERESTS AND PERSONAL INTERESTS

- a. Within 28 days of the Code being adopted OR the Councillors election, Councillors must register with the Town Clerk the interests which fall within the categories set out in Appendix **B & C**.
- b. Upon re-election of the Councillor, that Councillor must within 28 days re-register with the Town Clerk any interests in Appendix **B & C**.
- c. Councillors must register with the Town Clerk any change of interests or new, as defined in Appendix **B & C**, within 28 days of becoming aware of the change.
- d. Councillors need not register any interest which the Town Clerk agrees is a "Sensitive Interest". A Sensitive Interest is one which, if made public, could lead to the Councillor or a person connected to a Councillor being subjected to violence or intimidation.

19.3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS

- a. Where a matter arises at a meeting which relates to an interest in Appendix **B**, all Councillors, regardless of whether they are a member of that committee, must do the following:
 - i. They should declare their interest at the beginning of the meeting when asked to do by the Chairman, or if not then, they must do so before the matter is discussed. They must do so regardless or whether or not the interest is registered in their Councillors Interest Form.
 - ii. Where a matter arises at a meeting which is a "Sensitive Interest" as defined in **19.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **19.3.a.iii & iv**).
 - iii. When the item is introduced at the meeting, Councillors may continue to attend the meeting but only for the purpose of making representations, answering questions or giving evidence provided that the public are also attended the meeting for the same purpose.
 - iv. They must then leave the room before the matter is discussed and voted upon.

19.4. DECLARATION OF PERSONAL INTERESTS AT MEETINGS

- a. Where a matter arises at a meeting which relates to or affects an interest in Appendix **C** or a financial interest of the Councillor, a friend, relative or close

associate (and it is not a Disclosable Pecuniary Interested listed in Appendix B) all Councillors, regardless of whether they are a member of that committee, must do the following:

- i. They should declare the interest at the beginning of the meeting when asked to do so by the Chairman as a “Personal Interest” or if not then, they must do so before the matter is discussed or voted upon. They must do so regardless of whether or not the interest is registered in their Councillors Interest Form.
- ii. Where a matter arises at a meeting which is a “Sensitive Interest” as defined in 19.2.d Councillors do not have to declare the exact nature of their interest.
- iii. They may however participate in the discussion and vote on the matter, subject to 19.6.

19.5. DECLARATION OF PREJUDICIAL INTERESTS AT MEETINGS

- a. A Prejudicial Interest should be considered where the personal interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgment of the public interest.
- b. They should declare this as a “Prejudicial Interest” at the beginning of the meeting when asked to do so by the Chairman, or if not then they must do so before the matter is discussed.
- c. Where a matter arises at a meeting which is a “Sensitive Interest” as defined under 19.2.d Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see 19.3.a.iii & iv).
- d. When the item is introduced at the meeting, Councillors may continue to attend the meeting but only for the purpose of making representations, answering questions or giving evidence provided that the public are also allowed to attend the meeting for the same purpose.
- e. They must then leave the room before the matter is discussed and voted upon.
- f. A Councillor who participates in decision making on business in which they have a prejudicial interest may invalidate the decision.

19.6. DISPENSATIONS

- a. Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at any meeting, regardless of type (see 6.1.b), and wish to request a dispensation should follow the Dispensations Procedure (see Appendix E).

19.7. BEHAVIOUR

- a. Councillors must not behave in such a way that a reasonable person would regard as disrespectful to others.
- b. Councillors must not act in a way which a reasonable person would regard as

bullying, or in any way which is intimidating to others. Supporting Guidance on Bullying and Intimidation can be found in Appendix **D**.

- c. Councillors must not seek to improperly confer an advantage or disadvantage on any person.
- d. Councillors must only use the resources of the Council when undertaking Council business.
- e. Councillors must not disclose information which is confidential or where disclosure is prohibited by law, unless they have the consent of the person authorised to give it, or they are required by law to do so.
- f. Councillors must respect the impartiality of Officers and not put undue pressure on them.
- g. Councillors must not do anything which may cause their Council to breach any of the equality enactments as defined in the Equality Act 2010.
- h. Councillors must notify the Town Clerk of any gifts or hospitality worth more than £25 which the Councillor has received by virtue of their office or any gifts or hospitality worth more than an estimated value of £25 which they have been offered but which they subsequently declined.

19.7.1. UNAUTHORISED ACTIVITIES

- a. Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, or any Committee, regardless of type (see **6.1.b**):
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect; OR
 - ii. Issue orders, instructions or directions to an employee of the Council.

19.7.2. DISORDERLY CONDUCT

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of standing order **19.7**, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting (see **15.5.a.xvi**).
- c. Such a motion, if seconded, shall be put moved, without discussion.
- d. If a resolution made in accordance with standing order **19.7**, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and / or may adjourn the meeting.

19.8. COUNCILLOR / OFFICER RELATIONSHIP

- a. The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

19.8.1. COUNCILLORS CAN EXPECT FROM OFFICERS

- a. A commitment to the Council as a whole and not to any political group
- b. A working partnership
- c. An understanding of and support for respective roles, workloads and pressures
- d. Timely response to enquiries and complaints
- e. Professional advice not influenced by political views or preference, which does not compromise the political neutrality of employees
- f. Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold
- g. Awareness and sensitivity to the political environment
- h. Respect, dignity and courtesy
- i. Training and development in order that they can carry out their role effectively
- j. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- k. That Officers shall not use their relationship with Councillors to advance their personal interests or to influence decisions improperly
- l. That Officers shall at all times comply with the relevant Code of Conduct

19.8.2. OFFICERS CAN EXPECT FROM COUNCILLORS

- a. A working partnership
- b. An understanding of and support for respective roles, workloads and pressures
- c. Political leadership and direction
- d. Respect, dignity and courtesy
- e. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- f. Not to be subject to bullying or to be put under undue pressure.
- g. Councillors should have regard to the seniority of Officers in determining what are reasonable requests, having regard to the power relationship between Councillors and employees and the potential vulnerability of Officers, particularly at junior levels
- h. That Councillors shall not use their position or relationship with employees to advance their personal interests or those of others or to influence decisions improperly
- i. That Councillors shall at all times comply with the relevant Code of Conduct

19.8.3. PROCEDURE FOR OFFICERS IF THINGS GO WRONG

- a. From time to time the relationship between Councillors and Officers may break down or become strained. Whilst it shall always be preferable to resolve matters informally, through conciliation by an appropriate senior Officer or Councillor. Officers should raise any concerns with the Town Clerk who will consider how the complaint or allegation should be dealt with.

- b. At a minor level this may be no more than informally referring the matter to the Leader of the relevant party group. More serious complaints may involve alleged breaches of the Councillors Code of Conduct and the process for the consideration of such a complaint can be found in **19.9**.
- c. Nothing in this process negates the right of Officers to make a Code of Conduct complaint to the relevant authorities.

19.8.4. PROCEDURE FOR COUNCILLORS IF THINGS GO WRONG

- a. In the event that a member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with the appropriate manager of that Officer.
- b. Where the matter concerns the Town Clerk it shall be raised with the Mayor or with the Leader of the Council as appropriate.

19.9. HOW TO LODGE A CODE OF CONDUCT COMPLAINT AGAINST A COUNCILLOR

- a. Wokingham Borough Council acts as the Standards Committee on behalf of Woodley Town Council. Full details can be found on their website under “Complain about a Councillor”. This is the direct link to that page <https://www.wokingham.gov.uk/council-and-meetings/councillors-and-mps/complain-about-a-councillor/>

COUNCILLORS – CO-OPTION

20. CO-OPTION PROCEDURE

20.1. WHEN CAN A CO-OPTION OCCUR?

- a. A co-option can occur when a casual vacancy arises on the Council and no poll (for a by- election) has been called.

20.2. THE PROCEDURE

- a. On receipt of confirmation from Electoral Services at Wokingham Borough Council that the casual vacancy can be filled by means of co-option, the Town Clerk will:
 - i. Advertise the vacancy for 4 weeks on the Council notice boards and website, and send a press release to the local press
 - ii. Advise the Council that the co-option procedure has been instigated, by sending an email to all Councillors

20.3. INFORMATION REQUIRED

- a. Applicants for cooption will be asked to:
 - i. Submit information about themselves, by way of completing an application form stating their experience and reasons for seeking to become coopted on to the Town Council.
 - ii. Confirm their eligibility for the position of councillor within the statutory rules by completing a form for this purpose.

20.4. MEETING AT WHICH CO-OPTION WILL BE CONSIDERED

- a. Copies of the applications received will be circulated to all councillors by the Town Clerk with the agenda of the Full Council meeting at which the cooption is to be considered.
- b. The applicants will be invited to attend the meeting and to address the Council and give their reasons for applying to be coopted as a town councilor.
- c. The person co-opted must receive a majority of the votes of those Councillors present and voting on the proposed co-option.
- d. If there is more than one candidate successive ballots must take place to eliminate the least successful candidate until a candidate has an absolute majority of those present and voting. If there is an equality of votes the Mayor must use their casting vote.

20.5. LENGTH OF OFFICE

- a. The co-opted Councillor will hold office until the next ordinary Town Council elections.

COUNCIL – EXPENDITURE

21. EXPENDITURE

21.1. GENERAL

a. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

b. The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

21.2. ACCOUNTS AND FINANCIAL STATEMENTS

a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.

b. The Responsible Financial Officer shall supply to each Councillor the income and expenditure figures against budget estimates for each Standing Committee at every scheduled meeting of that Committee.

c. The Financial Statements prepared on an income and expenditure basis for a year to 31 March shall be presented to each Councillor before the end of the following month of May, or as soon as practicable.

d. The Statements of Accounts of the Council and Annual Return (which are subject to external audit), including the annual Governance Statement, shall be presented to Council for formal approval before 30 June.

21.3. BUDGET ESTIMATES AND PRECEPT

a. ***The Council shall approve written estimates for the coming financial year*** at its meeting in February and to meet the requirements of the Wokingham Borough Council, the billing authority.

COUNCIL – DOCUMENTS

22. DOCUMENTS

22.1. INSPECTION OF DOCUMENTS

- a. Documents include all documents related to any Committee, regardless of type (see **6.1.b**) unless specifically excluded.
- b. Access to personal information is strictly controlled and defined in **3.5**.
- c. Subject to points I, ii and iii below, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council and request a copy for the same purpose.
 - i. any Standing Order to the contrary or
 - ii. in respect of matters which are confidential or
 - iii. in draft before publication

22.2. EXECUTION AND SEALING OF LEGAL DEEDS

- a. The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk
- b. A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution of Council during one of its meetings.
- c. ***In accordance with such a resolution, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors of the Council who shall sign the deed as witnesses.***

COUNCIL – EMPLOYEES

23. EMPLOYEES

23.1. UNDUE INFLUENCE TO AND BY COUNCILLORS

- a. Canvassing Councillors, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Town Clerk shall disclose the requirements of this standing order to every candidate.
- b. A Councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council in respect of an application for appointment.
- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23.2. COUNCIL EMPLOYEES

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order **12.2.a**.
- b. All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee.
- c. Councillors will form a panel for the recruitment of the Town Clerk and the management posts that report directly to the Town Clerk.
- d. Any papers of a confidential nature which refer to a member of staff or person being considered for appointment to any paid or unpaid post shall on completion of the discussion / interview be returned to the Town Clerk for destroying.

COUNCIL – PRESS

24. PRESS

24.1. PRESS / MEDIA

- a. *The press will be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*

24.2. RELATIONS WITH THE PRESS / MEDIA

- a. The Leader, Deputy Leader and Chairman of the Standing Committees may make oral or written statements or provide written articles to the press or other media on behalf of the Council.
- b. Unless standing order **24.2.a** applies Councillors shall **NOT** provide oral or written statements or articles to the press or other media on behalf of the Council.

COUNCIL – SPECIAL ROLES

25. SPECIAL ROLES

25.1. SPECIAL ROLES DEFINITION

- a. Certain Councillors will take on a number of roles which have special significance.

25.2. ROLE OF TOWN MAYOR

- a. The Mayor shall, in addition to the role of “First Citizen” of Woodley, be responsible for the conduct of meetings of Full Council and interpretation of Standing Orders at Full Council meetings.
- b. Where the Mayor has concern as to the conduct of an Elected Member, if unable to resolve it with that Member, they shall bring this to the attention of the Leader of the appropriate group. If the Leader of the appropriate group is unable to resolve the issue, the Mayor will bring it to the attention of the full Council, or the Urgency Committee, as appropriate.

25.3. ROLE OF THE LEADER OF THE COUNCIL

- a. The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction. In the absence of the Leader, then the Deputy Leader of the Council becomes the first line of reference.

25.4. LEADERS AND DEPUTY LEADERS OF GROUPS

- a. The names of persons appointed as Leader and Deputy Leader by parties shall be notified to the Town Clerk who shall then report accordingly to the Council.

COUNCIL – TOWN CLERK

26. TOWN CLERK

26.1. POWERS DELEGATED TO THE TOWN CLERK

- a. To be head of the Council's paid service, with authority over all employees for ensuring the efficient management of the use of the Council's resources.
- b. To be the "Proper Officer" of the Council for the purposes of the Local Government Act, 1972 and for all other statutory purposes (see **3.6.1.h**).
- c. To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.
- d. To act as the Council's principal advisor on matters of general policy and for the co-ordination of advice on matters affecting such policy.
- e. To be empowered to seek any required planning or building control permission in pursuance of any resolution or objective of the Council.
- f. To be responsible for the day-to-day maintenance of all Council property, equipment and machinery.
- g. To sign, seal and deliver any agreements, contracts, conveyances, licences, permission, consent or approval which may be required under any enactment or by virtue of any contract, covenant or agreement in the presence of two Councillors of the Council.
- h. To be the holder of any licences in respect of any of the Council's public buildings and, whilst such licences are in operation, to have overall responsibility for such buildings or area for which the licence is granted.
- i. To administer meetings of the Council, its committees and sub-committees; preparing such notices, agendas, reports and minutes as are needed to comply with the relevant statute.
- j. To have authority to deal with all enquiries, petitions and complaints from members of the public and referring those that cannot be resolved to the Leader or Deputy Leader of the Council and appropriate Committee Chairman.
- k. To be authorised to issue press statements on behalf of the Council in accordance with approved activities and pursuant with the objectives of the Council.
- l. To be authorised to liaise with other public authorities, statutory and voluntary bodies and to attend the necessary meetings.
- m. To be responsible for all staff matters, the appointment of all staff other than the posts that report directly to the Town Clerk. If necessary, to be the Proper Officer for dealing with grievance matters, disciplinary procedures

and, in the appropriate cases, for the dismissal of staff. A report to be submitted to the Strategy and Resources Committee where staff are dismissed.

- n. To be authorised to place orders on behalf of the Council in accordance with the approved estimates, policies of the Council and the Standing Orders.
- o. To be authorised to make payments for:
 - i. Staff salaries and wages.
 - ii. Staff expenses/training fees/conference fees.
 - iii. Refund of deposits held
 - iv. Grants
 - v. Goods and services which require payment in advance or where payment is a matter of urgency
 - vi. reporting to the Strategy and Resources Committee on all payments made.
- p. To be authorised to delegate duties to the staff, providing full control measures exist, and during absence through leave, sickness, or for any other authorised reason, to delegate to the appropriate Managers.
- q. To be authorised in extreme urgency to take such action as necessary to protect the Council, the general public, staff or property, where it would be impracticable or impossible to obtain prior authority from the Council or its Committees.
- r. To be authorised to make short-term investments to a maximum of the precept at any one time. Such investments shall meet the requirements set out in the Council's Treasury Management Strategy with either reputable banks or building societies and on terms best beneficial to the Council. To report to the Strategy and Resources Committee all investments made, the institutions used and the rates of interest obtained.
- s. Assist with responding to requests made under the Freedom of Information Act 2000, Data Protection Act 2021 and UK General Data Protection Regulation 2021, in accordance with and subject to the Council's Policies and Procedures relating to the same.

26.2. DELEGATED AUTHORITY IN THE ABSENCE OF THE TOWN CLERK

- a. When the Town Clerk is absent for a short period then there is minimal or no impact on the governance of the Town Council. But when that absence is for a longer period then there is definitely an impact. Such absences will include the resignation of the Town Clerk.
- b. To overcome this when the absence exceeds 3 months the Deputy Town Clerk is appointed to the position of "Acting Town Clerk" including the role of Proper Officer until the Town Clerk returns to work or a new Town Clerk post is recruited to, whichever is the sooner.
- c. For the period that the Deputy Town Clerk is Acting Town Clerk an appropriate adjustment in remuneration will be subject to a Personnel Sub-Committee decision.

APPENDIX A

CONFIDENTIALITY

The concept of confidential information or information that is exempt from the public is explained in the following Government Document. The examples are **NOT exhaustive** but provide an illustration of the types of information that could be considered confidential.

The relevant sections have been copied from this document into this appendix. The rules relating to a Borough Council have been included for informational purposes even though these Standing Orders are for a Town or Parish Council.



Department for
Communities and
Local Government

Open and accountable local government

A guide for the press and public on attending and reporting meetings of local government

August 2014
Department for Communities and Local Government

LOCAL COUNCIL (i.e. Borough)

Can a meeting be held in private?

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information;
- and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

What is confidential information?

Confidential information means:

- information provided to the council or local government body by a government department on terms which forbid the disclosure of the information to the public;
- and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at Annex B of this Guide. (see page 63)

TOWN & PARISH COUNCIL

Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

What is confidential information and publicity prejudicial to the public interest?

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person;
 - or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. The qualifications to the list of exempt information are as follows:
 - A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—
[the Companies Acts (as defined in section 2 of the Companies Act 2006)];
the Friendly Societies Act 1974;
the Friendly Societies Act 1992;
the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;
the Building Societies Act 1986; or
[(f) the Charities Act 2011.
 - B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

APPENDIX B

DISCLOSABLE PECUNIARY INTERESTS

Are interests defined by regulations made under s30(3) of the Localism Act 2011 and described in the table below.

(In the extracts from the Regulations below, “relevant person” means the Councillor and their Partner). “Partner” means a spouse or civil partner of the Councillor, OR a person with whom the Councillor is living as husband and wife OR a person with whom the Councillor is living with as if they were civil partners.

SUBJECT	PRESCRIBED DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than that from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Councillor in carrying out duties as a Councillor or towards the election expenses of the Councillor. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority a. Under which goods and services are to provided or works to be executed; and b. Which has not been fully discharged.
land	Any beneficial interest in land which is within the area of the relevant authority.
licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to the best of the Councillors knowledge) a. The landlord is the relevant authority and b. The tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where a. That body (to the best of the Councillors knowledge) has a place of business or land in the area of the relevant authority, and b. Either i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; OR ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on Disclosable Pecuniary Interests in the previous table are subject to the following definitions.

The Act	Means the Localism Act 2011
Body in which the relevant person has a beneficial interest	Means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
Director	Includes a member of the committee of management of an industrial and provident society;
Land	Excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
Relevant authority	Means the authority of which the Councillor is a member
Relevant period	Means the period of 12 months ending with the day on which the Councillor gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;
Relevant person	Means the Councillor or any other person referred to in section 30(3)(b) of the Act;
securities	Means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

IMPORTANT NOTE

Under s34 of the Localism Act 2011 it is a criminal offence if a Councillor:

- a. Fails to notify the Town Clerk of any Disclosable Pecuniary Interest within 28 days of election
- b. Fails to disclose a Disclosable Pecuniary Interest at any meeting if that interest is not included in the register
- c. Participates in any discussion or vote on a matter in which they have a Disclosable Pecuniary Interest
- d. Fails to notify the Town Clerk within 28 days of a Disclosable Pecuniary Interest that is not included on the register that they have disclosed to any meeting
- e. Knowingly or recklessly providing information that is false or misleading in notifying the Town Clerk of a Disclosable Pecuniary Interest or in disclosing such an interest to any meeting

APPENDIX C

REGISTERED PERSONAL INTERESTS

Councillors must register:

- a. Any body of which the Councillor is in a position of general control or management and to which they are appointed or nominated by the Council

- b. Any body
 - i. Exercising functions of a public nature OR
 - ii. Directed to charitable purposes OR
 - iii. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
 - iv. Of which the Councillor is a member or in a position of general control or management

APPENDIX D

GUIDANCE ON BULLYING AND INTIMIDATION

Standing Order **19.7** says “Councillors must not act in a way which is a reasonable person would regard as bullying, or in any way which is intimidating to others. Supporting Guidance on Bullying and Intimidation can be found in Appendix **D**.”.

The following guidance is based on Standards for England Guidance, now archived after it was abolished by the Localism Act 2011, as well as guidance issued by ACAS.

It is important to remember such behaviour will only be caught by the Code of Conduct if a Councillor is acting, or giving the impression they are acting, as a Councillor of the Authority and not in their private capacity.

WHAT IS ‘BULLYING’ AND ‘INTIMIDATION’?

Using ACAS guidance as a starting point, the Wokingham Borough Council Standards Committee (which is the arbiter for any Town Council Code of Conduct complaints) has agreed a definition of bullying as

‘offensive, intimidating or malicious behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient’.

A victim’s obvious vulnerability will be taken into account when assessing whether bullying has occurred.

Bullying can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of colleagues, through the press or in blogs or social media. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying. It is also unlikely that a Councillor will be found guilty of bullying when both parties have contributed to a breakdown in relations.

Bullying should be contrasted with the legitimate challenges which a Councillor can make in challenging policy or scrutinising performance. Contributing to debates in meetings about policy and asking officers to explain rationale for their professional opinions are to be encouraged. All Councillors should feel free to challenge fellow Councillors and professional Officers as to why their views are held. However, Councillors need to be careful about criticism which becomes offensive in nature which will cross the line of what a reasonable person would find acceptable.

DISAGREEMENT WITH OFFICERS

The Council is under a legal obligation to ensure that officers work in a safe environment and the same rules about their interaction with the public apply equally to their work with Councillors. Anyone should feel free to express disagreement with officers, so long as it is done in a respectful way. Officers should make decisions which are unbiased, and attempts to coerce them or persuade them to act in a particular way to a point where to do so would prejudice their professional integrity would not be acceptable.

APPENDIX E

DISPENSATIONS PROCEDURE

BACKGROUND

- a. Under the Localism Act 2011 councillors with a Disclosable Pecuniary Interest (DPI) relating to an agenda item may request a dispensation to allow them to take part in the discussion and/or vote on the business. The Council's code of conduct states:

“Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at any meeting, regardless of type (see 4.1.b), and wish to request a dispensation should follow the Dispensations Procedure (see Appendix D).”

- b. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if they have an interest in Appendices **B** and **C**:
- i. If the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business OR
 - ii. It is in the interests of the inhabitants in the Council's area to allow the member to take part OR
 - iii. It is otherwise appropriate to grant a dispensation.
- c. The Localism Act states that dispensations may be granted by Full Council and that it may make arrangements for this function to be carried out by any committee, regardless of type (see **6.1.b**), or officer.
- d. The Council's Proper Officer has been delegated by Council to consider and decide upon Members' dispensation requests, in accordance with Section 33 of the Localism Act, and has fully endorsed this procedure.

DISPENSATIONS PROCEDURE

- a. Dispensation requests using the Dispensation Request form must be submitted to the Proper Officer (Town Clerk).
- b. A councillor applying for a dispensation must set out the meeting(s) or period and the item of business for which the dispensation is requested. The reason for the dispensation should also be stated and should meet the criteria set out in Section 33 of the Localism Act – the criteria for granting dispensations (see **i, ii and iii** above).
- c. The completed form requesting a dispensation should be submitted to the Town Clerk by, at the latest, 8am on the morning of the day (excluding non-working days) before the meeting for which the dispensation is required. This will allow councillors time to view an agenda, establish whether they have a Disclosable Pecuniary Interest and if they wish to apply for a dispensation.
- d. It should also give sufficient time to seek any advice required from the Monitoring Officer at Wokingham Borough Council to provide a decision on the request to the councillor concerned before the meeting. However, it should be noted that the earlier the request is received the more likely it is to be considered in time for the relevant meeting.
- e. Under these arrangements Full Council also retains the power to consider and grant dispensations at its meetings.

WOODLEY TOWN COUNCIL - DISPENSATION REQUEST FORM

Name of councillor	
Meeting and item of business for which the dispensation is being sought	
Reason for dispensation	
Length of dispensation required (no longer than 4 years)	

Signed

Date

On completion, please send this form to Deborah Mander, Town Clerk

The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

OR

townclerk@woodley.gov.uk

Please note that if this dispensation request is not granted the Town Clerk will inform you of this and the reason(s) for the decision.

The Dispensation sought on the above grounds is granted by the Town Clerk, in line with the Council's Code of Conduct and Dispensations Procedure.

Signed

Date

APPENDIX F

FREQUENTLY ASKED QUESTIONS

1. STANDING ORDERS

Q1.1 Can a resident ask for a Standing Order to be suspended or changed?

A1.1 No. Only Councillors can do this. See **1.f**.

Q1.2 As a Councillor do I have to obey all Standing Orders?

A1.2 Yes, without exception.

Q1.3 Can a Councillor suspend any particular Standing Order on any item?

A1.3 In certain circumstances yes. See **1.3**.

Q1.4 How does a Councillor change or add a Standing Order?

Q1.4 **1.2** provides full details as to how to do this.

2. POLITICAL BALANCE

Q2.1 I am not in any group, am I entitled to any places on any Committee?

A2.1 No – only groups are entitled to places. See **2.1.c**.

Q2.2 Do groups have to be aligned to a political party?

A2.2 No – like minded Councillors can combine to form a Group.

Q2.3 I am in a small group which does not get many places allocated to it, why?

A2.3 Woodley Town Council operates on a strict proportionality model which means the larger the group the more places they get allocated. It also means some groups may miss out on specific committees. See **2.2**.

3. COMMITTEES – GENERAL

Q3.1 Can I, as Councillor, speak at any time during a meeting?

A3.1 Not really, see **3.2** for what you have to do.

Q3.2 I do not understand what the “Proper Officer” is?

A3.2 **3.6.1** has a list of the main roles with an associated explanation.

Q3.3 Motion requiring written notice, Motion without written notice, Statutory Question & Non-Statutory Question are terms I am not familiar with. What do they mean?

A3.3 **3.6.2** has a list of the main terms with an associated explanation.

Q3.4 What is a Point of Order?

A3.4 This is when a Councillor believes Standing Orders or the Law has been breached and ONLY refers to this. **3.6.2.i** has full details.

Q3.5 What is a Point of Personal Explanation?

A3.5 This is where a Councillor, following a speech they have made, believes that something has been misunderstood. **3.6.2.m** has full details.

Q3.6 If another Councillor mentions me in their speech can I try and clarify my position through a Point of Personal Explanation?

A3.6 No. This can only be used to clarify anything in a speech you have made. See **3.6.2.m**.

4. COMMITTEES – HYBRID MEETINGS

Q4.1 Can I watch any meeting over the internet?

A4.1 All Full Council and Standing Committee meetings only are broadcast live on the Councils YouTube channel (see **4.1.b**).

Q4.2 As a Councillor, if I can only attend as a virtual participant can I vote on any agenda item?

A4.2 Unfortunately, legally, the answer is no. You can fully participate in any discussion (see **4.2.1.a**).

Q4.3 As a Councillor, if I can only attend as a virtual participant does this count as a formal attendance for the 6 month rule?

A4.3 Unfortunately, legally, the answer is no. (see **4.2.2.a**).

Q4.4 Are any of the live broadcasts recorded and are they available to be viewed by anyone?

A4.4 All live broadcasts are recorded and retained on the Councils YouTube channel for an indefinite period subject to limitations on capacity (see **4.4**).

5. COMMITTEES - RECORDING

Q5.1 Can I photograph or record any committee meeting?

A5.2 Yes. See Section **5** for details.

6. COMMITTEES TYPE

Q6.1 What is the difference in the types of Committees we have?

A6.1 Section **6** provides full details of all types of Committees.

Q6.2 How do these Committees get created, changed or disbanded?

A6.2 Again certain parts of section **6** details how this is done.

Q6.3 I have heard the phrase “Task and Finish Working Group” – what is it?

A6.3 It is a working group set up for a specific task and when that task has been finished it is disbanded. See **6.5**.

Q6.4 Do any Committees other than Task & Finish Working Groups ever get disbanded?

A6.4 Generally not but they are reviewed at every Annual Council Meeting. See **13.3.2**.

Q6.5 What does a Parent Committee mean?

A6.5 This refers to the Committee who set up the other committee and is where that committee reports into. See **6.1.f**.

7. COMMITTEES – AUTHORITY

Q7.1 What authority does each type of committee have?

A7.1 Section **7** has full details of the authority for all types.

8. COMMITTEES – TERMS OF REFERENCE

Q8.1 Do all committees, regardless of type, have Terms of Reference?

A8.1 Yes. Section **8** has full details.

Q8.2 Who “owns” these Terms of Reference?

A8.2 They are owned by the Parent Committee who can create, amend and delete them through a vote at their Committee. Section **8** has full details.

Q8.3 Is there any automatic review of the Terms of Reference?

Q8.3 With the exception of all Standing Committees, yes at the Annual Council meeting. See Section **8**.

9. COMMITTEES – MEMBERSHIP

Q9.1 Are there any restrictions on membership of any Committee?

A9.1 Yes – see **9.4**.

Q9.2 How can I get on a Committee?

A9.2 There are rules (see Standing Order section **2**) that dictate what places are available. You then need your Group to nominate you. See **9.5**.

Q9.3 Are there any appointments that do not use the “Political Balance” rules?

A9.3 Yes – appointments to Outside Organisations do not use them. See Standing Order **9.6**. Also any Standing Order could be suspended by an agreed motion without notice (see **15.5.xvi**).

Q9.4 Can a non Councillor be appointed to a Committee or Outside Organisation?

A9.4 Yes to both. Partnerships are specifically designed to include non Councillors. See **9.6** and **9.7**.

10. COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN

Q10.1 What is the difference between the Mayor and a Chairman?

A10.2 The Chairman of any Full Council meetings is known as the Mayor. They have exactly the same roles and responsibilities of any other Committee Chairman. See **3.6.1** for a definition of these roles.

Q10.2 How are Chairman and Vice-Chairman elected?

A10.2 Section **10** has full details of how this happens.

Q10.3 What happens if the Mayor or a Chairman is absent from the meeting?

A10.3 The Deputy Mayor or Vice-Chairman will take on the role of Chairman for that meeting only. If neither are present then a councillor will be chosen by the councillors present. See **10.5**.

Q10.4 Who decides who will be Chairman or Vice-Chairman?

A10.5 It is **ONLY** the members of the Committee who will elect these roles. See **10.3** and **10.4**.

11. COMMITTEES – FREQUENCY OF MEETINGS

Q11.1 How frequent are meetings held?

A11.1 Section **11** has full details.

Q11.2 What happens to any unfinished business at end of meeting?

A11.2 It is held over to the next meeting of that Committee. See **11.6**.

12. COMMITTEES - ATTENDANCE

Q12.1 Are there any limitations on the Public attending a meeting?

A12.1 The Public can attend certain Committees. See **12.1.a**.

Q12.2 Can Councillors attend any meeting?

A12.2 With the exception of the Personnel Sub-Committee all Councillors can attend any meeting. See **12.1.b** and **12.1.d**.

Q12.3 How many members of a Committee need to attend for it to be Quorate?

A12.3 One third of total membership of that Committee or three whichever is the greatest. See **12.3**.

13. COMMITTEES - AGENDA

Q13.1 How proscriptive are the Agendas of Committees?

A13.1 In essence Full Council meetings are the only ones with predefined Agendas (see **13.3.1**). Other Committees Agendas have a certain number of mandatory items (see **13.1.b**). All Committees can have additional items.

Q13.2 Are there any opportunities for Residents to ask questions?

A13.2 Yes. At every Full Council meeting a Town Forum is held to allow questions. See **13.2**.

14. COMMITTEES – QUESTIONS

Q14.1 Can residents ask questions?

A14.1 At Full Council meetings they can during the Town Forum (see **13.2**). At any other meeting they can only if the Chairman permits it (see section **14**).

Q14.2 Can Councillors who are not members of the Committee ask questions?

A14.2 ONLY at the discretion of the Chairman of that Committee. See **14.3**.

Q14.3 Can Councillors and / or the Public ask questions on any business?

A14.3 No. Questions have to be on an Agenda Item. See **14.1.c**.

Q14.4 Can Councillors and / or the Public have a discussion following a question?

A14.4 No discussions will be entered into following an answer to a question. See **14.1.h**.

Q14.5 Can Councillors ask multiple questions on an Officers report?

A14.5 Only if the Chairman permits it. See **14.4.b**.

15. COMMITTEES – MOTIONS

Q15.1 Are Motions with written notice allowed at every meeting?

A15.1 They are only allowed at Full Council meetings. This does not include the Annual Meeting. See **15.3.1**.

Q15.2 What is a Motion without notice?

A15.2 These are motions that can be proposed during the meeting. See **15.5**.

Q15.3 Can any motion, with or without notice be amended?

A15.3 Essentially yes. See **15.6**.

Q15.4 Can any motion or an amendment be withdrawn?

A15.4 Essentially yes. See **14.7**.

16. COMMITTEES – RULES OF DEBATE

Q16.1 Can a Councillor speak more than once on a motion or amendment?

A16.1 In general No but there are exceptions. See Standing Order **16.2.5**.

Q16.2 Can a new Motion be proposed during debate on a Motion?

A16.2 In general No but there are exceptions. See **16.2.7**.

Q16.3 Can a Chairman or Mayor speak during a debate?

A16.3 Yes. See **16.1.c**.

Q16.4 How do you debate an Officers Report?

A16.4 The rules are different and allow multiple questions. See **16.3**.

17. COMMITTEES – VOTING

Q17.1 If an agenda item is “to note” is there a vote on it?

A17.1 No. See **17.1.a**.

Q17.2 How is an approval obtained?

A17.2 For Special Motions two thirds majority of those present is required. For everything else a simple majority of those present will suffice. In both cases see **15.2**.

Q17.3 Can anyone vote on an Agenda Item?

A17.3 Only members of the Committee where the Agenda Item is being discussed can vote. See **17.1.b**.

18. COMMITTEES – MINUTES

Q18.1 Are published minutes verbatim?

A18.1 No. See **18.1.a**.

Q18.2 Can any discussion be had on draft minutes?

A18.2 ONLY in terms of their accuracy and nothing else. See **18.4**.

Q18.3 Can any Councillor who is not on the relevant Standing Committee discuss any item on their minutes?

A18.3 No. Only Councillors who are part of that Standing Committee can discuss their accuracy. See **18.4.b**.

19. COUNCILLORS - CODE OF CONDUCT

Q19.1 How are complaints handled?

A19.1 Wokingham Borough Council is the organisation that reviews any Code of Conduct complaint. See **19.8.3**, **19.8.4** and section **19**.

20. COUNCILLORS – CO-OPTION

Q20.1 Can a vacancy be filled through co-option?

A20.1 Yes, but only if no by-election has been called. See section **20**.

21. COUNCIL – EXPENDITURE

Q21.1 When is a budget and precept be set for the following financial year?

A21.1 The Full Council Meeting in February of the year before the new financial year. See **21.3**.

22. COUNCIL - DOCUMENTS

Q22.1 Can Councillors inspect any document?

A22.1 Yes as long as it is for the purpose of their official duties. See **22.1.c**.

23. COUNCIL – EMPLOYEES

Q23.1 As a Councillor I have just been contacted by a candidate for a job with the Council. What should I do?

A23.1 You should not discuss anything with them and inform the Town Clerk of the contact. See **23.1.a**.

Q23.2 Who appoints the Town Clerk and other senior appointments?

A23.2 For these roles a panel of Councillors is convened to carry out this task. See **23.2.c**.

24. COUNCIL – PRESS

Q24.1 As a Councillor can I talk to the Press?

A24.1 As long as you do not talk on behalf of the Town Council and you make it clear that you are speaking in your personal capacity. See **24.2.b**.

25. COUNCIL – SPECIAL ROLES

Q25.1 What does the Mayor do?

A25.1 Standing Order **25.1** defines what the role of the Mayor and others are.

26. COUNCIL – TOWN CLERK

Q26.1 What are the duties of the Town Clerk?

A26.1 Standing Order **26** provides an extensive list of these duties.

APPENDIX G

CROSS REFERENCE WITH OLD STANDING ORDERS

OLD			SUBJECT	NEW	OLD			SUBJECT	NEW
			INTRODUCTION				1.s.vi	Mayor communications	13.3.1
			MAYOR definition	3.6.1.d			1.s.vii	Leader communications	13.3.1
			Statutory Standing Orders	1.1			1.s.viii	Last meeting business	13.3.1
			CHAIRMAN definition	3.6.1.b			1.s.ix	Minutes of working parties & committees	13.3.1
			Groups	2.1			1.s.x	Officer reports	13.3.1
			Allocation of Places	2.2			1.s.xi	Sealing of documents	13.3.1
1.			FULL COUNCIL MEETINGS				1.s.xii	Motions	13.3.1
	1.a		3 clear days	3.3.a			1.s.xiii	Outside body reports	13.3.1
	1.b		Place of meetings	3.4.a			1.s.xiv	Any other business	13.3.1
	1.c		Access to meetings	12.2			1.t	Order of business	13.3.a
	1.d		Councillor speaking	3.2	2.			ANNUAL COUNCIL MEETING	
	1.e		One person speaking	3.2.c			2.a	In an election year	11.3.1.b
	1.f		Recording meetings	4			2.c	8pm start	11.3.1.e
	1.g		Press facilities	24.1			2.d	Ordinary meetings	10.4.a
	1.h		Deputy Town Mayor role	10.5.a			2.e	Mayor election	10.2.a
	1.i		Presiding at a meeting	10.5.1			2.f	Tenure of Town Mayor	10.2.d
	1.j		Voting at meetings	17.1.j			2.g	Tenure of Deputy Town Mayor	10.2.e
	1.k		Casting Vote	17.1.e			2.h	Mayor change – not elected	17.2.b
	1.l		Recording votes	17.1.g			2.i	Mayor change - elected	17.2.c
	1.m		Minutes and Councillors	12.4.c			2.j	1 st business	13.3.2
	1.n		Code of Conduct	12.1.d			2.a	In an election year	11.3.1.b
	1.o		Councillor interest	19.1.i			2.c	8pm start	11.3.1.e
	1.p		Quorate	12.3.a			2.d	Ordinary meetings	11.4.a
	1.q		Inquorate	12.3.b			2.e	Mayor election	10.2.a
	1.r		10pm completion	11.5			2.f	Tenure of Town Mayor	10.2.d
	1.s		1 st business	13.3.1			2.g	Tenure of Deputy Town Mayor	10.2.e
		1.s.i	Appoint Chairman	13.3.1			2.h	Mayor change – not elected	17.2.b
		1.s.ii	declarations of Acceptance	13.3.1			2.i	Mayor change - elected	17.2.c
		1.s.iii	Accuracy of Minutes	13.3.1			2.j	1 st business	13.3.2
		1.s.iv	Receive minutes	13.3.1			2.j.ix	Elect Chairman / Vice Chairman of Standing Committees	13.3.2
		1.s.v	Statutory business	13.3.1					

OLD			SUBJECT	NEW	OLD			SUBJECT	NEW
	2.j.x		Other committees / working parties' appointment	13.3.2		5.h		Code of Conduct	12.1.d
	2.j.xi		Outside bodies appointments	13.3.2		5.i		Councillor interest	19.1.i
3.			TOWN FORUM			5.j		Inqurate	12.3.b
	3.a		Definition & when	13.2.a		5.k		Questions	17.1.f
	3.b		Time limit	13.2.b		5.l		10pm completion	11.5
4.			STANDING COMMITTEES, SUB COMMITTEES, WORKING PARTIES		6.			SUB COMMITTEE MEETINGS	
	4.a		Creation	6.		6.a		Notice of meeting	11.1.a
	4.a.i		Appointments time limit	9.4.c		6.b		Questions	17.1.j
	4.a.ii		Dissolution	6.		6.c		Chairman's vote	17.1.d
	4.a.iii		Party allocation	2.2		6.d		Councillor's present	12.4.c
	4.a.iv		Powers and Duties	6.		6.e		Code of Conduct	12.1.d
	4.b		Meeting schedule	11.2.c		6.f		Councillor interest	19.1.i
	4.c		Mayor / Leader position	9.3.a		6.g		Inqurate	12.3.b
	4.d		Elect Chairman/Vice Chairman	10.3		6.h		Questions	17.1.f
	4.e		Creating sub committees / working parties	6.4.a		6.i		10pm completion	11.5
	4.f		Party allocation	2.2	7.			WORKING PARTIES	
	4.g		Dissolution	6.		7.a		Notice of meeting	11.1.b
	4.h		Working parties' appointment	9.1.a		7.b		Councillors present	12.4.c
	4.i		Quorum	12.3		7.c		Code of Conduct	12.1.d
	4.j		Rules of Debate / Interests	16.		7.d		Councillor interest	19.1.i
	4.k		Motion explanation	15.3.6.b		7.e		Questions	17.1.f
	4.g		Dissolution	6.		7.f		Chairman's vote	17.1.d
	4.h		Working parties' appointment	9.1.a		7.g		Convening a meeting	11.3.a
	4.i		Quorum	12.3		7.h		Quorum	12.3
5.			STANDING COMMITTEE MEETINGS			7.i		Inqurate	12.3.b
	5.a		Notice of meeting	11.1.a	8.			DELEGATED POWERS	
	5.b		Public access	12.2.a		8.a		Delegation to Urgency Committee	7.7
	5.c		Recording	5.		8.b		Minutes	18.6
	5.d		Press facilities	24.1		8.c		Extreme urgency	26.1.q
	5.e		Questions	17.1.j		8.d		Agenda Distribution	11.1.b
	5.f		Chairman's vote	17.1.d		8.e		Councillor attendance	12.1.b
	5.g		Councillors present	12.4.c		8.f		Public access	12.2.a

OLD		SUBJECT	NEW	OLD	SUBJECT	NEW
9.		RECORDING ATTENDANCE		13.a.vii	Close / adjourn debate	15.5.a.xiii
	9.a	Signing attendance sheet	12.4.a	13.a.viii	Refer to another committee	15.5.a.iv
10.		ATTENDANCE AT ALL MEETINGS		13.a.ix	Appoint committee / sub committee	15.5.a.v
	10.a	Councillor entitlement	12.1.b	13.a.x	Committee / sub committee nominations	9.5.c
11.		PROPER OFFICER		13.a.xi	Dissolve committee / sub committee	6.3.1.b
	11.a	Responsibilities	3.6.1.h	13.a.xii	Minutes of committee / sub committee	18.3.a
12.		MOTIONS – WRITTEN NOTICE		13.a.xiii	committee/sub committee report	15.5.a.vi
	12.a	Agenda inclusion	15.3.1.b	13.a.xiv	Consider report from others	15.5.a.vii
	12.b	Notice of motion	15.3.2.a	13.a.xv	Sealing legal deeds	15.5.a.viii
	12.c	Submission by email	15.3.2.a	13.a.xvi	Amend a motion	15.5.a.x
	12.d	Confirm receipt	15.3.3.f	13.a.xvii	Withdraw a motion	15.5.a.ix
	12.e	Minor corrections	15.3.3.e	13.a.xviii	Extend speech time limit	16.2.4.c
	12.f	Unclear motion	15.3.3.c	13.a.xix	Exclude press & public	15.5.a.xvii
	12.g	Unlawful / improper motion	15.3.3.d	13.a.xx	Exclude Councillor /Public	15.5.a.xviii
	12.h	Proper officer decision is final	15.3.3.d	13.a.xxi	Council consent	15.5.a.xix
	12.i	Numbering motions	15.3.3.g	13.a.xxii	Suspend standing order	15.5.a.xvi
	12.j	Rejection recorded	15.3.3.k	13.a.xxiii	Adjourn meeting	15.5.a.xiv
	12.k	Relevance	15.3.3.i	13.a.xxiv	Outside body appointment	9.6
	12.l	Referral of motion	15.3.6.a	13.a.xxv	Answer councillor questions	14.1.a
13.		MOTIONS – WITHOUT WRITTEN NOTICE		14.	RULES OF DEBATE	
	13.a	list	15.5.a	14.a	5 minute speech limit	16.2.4.b
	13.a.i	Appoint a chairman	15.5.a.i	14.b	Who can speak?	16.1.c
	13.a.ii	Accuracy of minutes	15.5.a.ii	14.A	RULES OF DEBATE - MOTIONS	
	13.a.iii	Inaccuracy of minutes	15.5.a.ii	14.A.a	Order of motions	15.3.4.a
	13.a.iv	Last meeting business	11.5.c	14.A.b	Proposed & Seconded	16.2.1.a
	13.a.v	Alter order of business	15.5.a.iii	14.A.c	Reserve the right to speak	16.2.3.a
	13.a.vi	Move to next business	15.5.a.xi	14.A.d	Motion not moved	15.3.4.b
				14.A.e	Right of reply	16.2.6.a

OLD			SUBJECT	NEW		OLD			SUBJECT	NEW
	14.A.f		Speaking only once	16.2.5.a			14.B.l		Right of reply original motion proposer	16.2.6.b
	14.A.g		Interruption	16.2.5.a			14.B.m		Withdraw amendment	16.7.1.a
	14.A.h		Interruption decision	3.6.2.l					CODE OF CONDUCT	
	14.A.i		Withdraw a motion	16.7.1.a			15.a		observance	19.1.b
	14.A.j		Exception for new motion	16.2.7			15.b		Register of councillors interest	19.1.h
		14.A.j.i	Amend the motion	16.2.7.a.ii			15.c		Publishing register	19.1.h
		14.A.j.ii	Proceed to next business	16.2.8.a.i			15.d		Pecuniary interest	19.2
		14.A.j.iii	Adjourn the debate	16.2.8.a.iii			15.e		Pecuniary interest – withdrawal	19.3
		14.A.j.iv	Put motion to vote	16.2.8.a.ii					QUESTIONS FROM COUNCILLORS	
		14.A.j.v	Person to be silent	16.2.7.a.vi			16.a		Asking Mayor	14.1.b
		14.A.j.vi	Refer motion to another committee	16.2.7.a.viii			16.b		Ask Chairman	14.1.b
		14.A.j.vii	Exclude press & public	16.2.7.a.v			16.c		Put & answered without discussion	14.1.h
		14.A.j.viii	Adjourn the meeting	16.2.8.a.iv			16.d		Recording in minutes	14.1.k
		14.A.j.ix	Suspend standing order	16.2.7.a.vii					MINUTES	
	14.a.k		Sufficient debate	16.2.8.b			17.a		Accuracy	18.4.a
14.B			RULES OF DEBATE - AMENDMENTS				17.b		Agreed by resolution	18.4.d
	14.B.a		Proposed & Seconded	15.6.b			17.c		inspection	18.5.b
	14.B.b		Reserve the right to speak	16.2.3.a					DISORDERLY CONDUCT	
	14.B.c		Moving amendments	15.6.a			18.a		obstruction	19.7.2.a
	14.B.d		Type of amendment	15.6.i			18.b		Silence councillor	19.7.2.b
		14.B.d.i	Leave out words	15.6.i.i			18.c		Disobey 18.b	19.7.2.d
		14.B.d.ii	Add words	15.6.i.ii					RECISSION OF RESOLUTIONS	
		14.B.d.iii	Leave out / add words	15.6.i			19.a		Reversal process	15.4.1.a
	14.B.e		Negating original motion	15.6.c			19.b		6 month rule	15.3.3.l
	14.B.f		One amendment at a time	15.6.j					APPOINTMENTS VOTING	
	14.B.g		Joining amendments	removed			20.a		More than 2 nominations	17.3
	14.B.h		Limit on amendments	15.6.d					CO-OPTION	
	14.B.i		Amendments order	15.6.g			21.a		Co-option procedure	20
	14.B.j		Substantive motion	15.6.l						
	14.B.k		Right of reply	16.2.6.a						

OLD		SUBJECT	NEW		OLD		SUBJECT	NEW
22.		EXPENDITURE				30.a.i	Inspect land / premises	19.7.1.a.i
	22.a	Financial regulations	21.1.a			30.a.ii	Instruct employees	19.7.1.a.ii
	22.b	Delegated authorisation	21.1.b	31.			CONFIDENTIAL BUSINESS	
23.		LEGAL DEEDS			31.a		Disclosure	12.7.a
	23.a	Safety of seal	22.2.a		31.b		Breach of disclosure	12.7.b
	23.b	Resolution to seal	22.2.b	32.			PRESS / MEDIA	
	23.c	Witnesses	22.2.c		32.a		Who can talk to them	24.2.a
24.		EXTRAORDINARY MEETINGS		33.			COUNCIL EMPLOYEES	
	24.a	Convene meeting	11.3.2.a		33.a		Exclusion of press / public	23.2.a
	24.b	Convene meeting by 2 councillors	11.3.2.b		33.b		Employee conditions	23.2.b
	24.c	Chairman can convene	11.4		33.c		Recruitment panel	23.2.c
25.		SPECIAL MEETINGS			33.d		Confidential papers	23.2.d
	25.a	Convening meeting	11.4.d		33.a		Exclusion of press / public	23.2.a
26.		FINANCIAL STATEMENTS			33.b		Employee conditions	23.2.b
	26.a	Approval	21.2.a		33.c		Recruitment panel	23.2.c
	26.b	Budget estimates	21.2.b		33.d		Confidential papers	23.2.d
	26.c	Statements	21.2.c	34.			LIASION WITH WBC	
	26.d	Annual governance of Council	21.2.d		34.a		Borough councillor meeting invitations	12.1.g
27.		BUDGET ESTIMATES / PRECEPT		35.			CHANGES TO STANDING ORDERS	
	27.a	Approval	21.3.a		35.a		Suspension	1.3.a
28.		CANVASSING COUNCILLORS			35.b		Addition or variation	1.2.b
	28.a	Appointment	23.1.a		35.a		Suspension	1.3.a
	28.b	Promoting a candidate	23.1.b		35.b		Addition or variation	1.2.b
	28.c	Tenders	23.1.c	36.			STANDING ORDERS TO COUNCILLORS	
29.		DOCUMENT INSPECTION			36.a		Given to councillor	1.a
	29.a	Inspection	22.1.c	36.			STANDING ORDERS TO COUNCILLORS	
	29.b	Personal information	22.1.b		36.a		Given to councillor	1.a
30.		UNAUTHORISED ACTIVITIES			36.b		Chairman's decision final	1.4.b
	30.a	Councillor authority	19.7.1.a		36.c		Possible exclusion	1.b

APPENDIX H

TERMS OF REFERENCE

Incorporating

POWERS AND DUTIES

Woodley Town Council

- a. All Committees, regardless of type (see **6.1.b**), will have a Terms of Reference (see **7**).
- b. All Standing Committees and the Full Council will have a special form of Terms Reference known as Powers and Duties. In this case any reference to Terms of Reference should be interpreted as a reference to the Powers and Duties.
- c. The following pages contain the Terms of Reference for all Committees
 - i. Full Council
 - ii. Strategy and Resources Committee
 - iii. Leisure Services Committee
 - iv. Planning and Community Services Committees
 - v. Investments Sub-Committee (was Investments Working Party)
 - vi. Risk Management Sub Committee (was Risk Management Working Party)
 - vii. Catering Partnership
 - viii. Standing Orders and Financial Regulations Sub-Committee (was Standing Orders and Financial Regulations Working Party)
 - ix. PR / Marketing Sub-Committee (was PR / Marketing Working Group)
 - x. Personnel Sub-Committee
 - xi. Climate Emergency Sub-Committee (was Climate Emergency Working Party)
 - xii. Woodford Park Leisure Centre Regeneration Sub-Committee (was Woodford Park Leisure Centre Regeneration Task & Finish Group)
 - xiii. Community Youth Partnership
 - xiv. 3G Pitch Sub-Committee (was 3G Pitch Steering Group)
 - xv. Cycling in Woodley Sub-Committee (was Cycling in Woodley Working Party)
 - xvi. Bulmershe SULV Joint Sub-Committee (was Bulmershe SULV Joint Working Party)

FULL COUNCIL

VERSION	DATE	AMENDED?	COMMENTS
1.0	1/1/19	no	Original version

1. PARENT COMMITTEE

- a. NONE

2. SIZE

- a. 25 Councillors

3. DUTIES AND POWERS

- a. Agreeing a Budget
- b. Setting the Town Council Tax Precept rate.
- c. Borrowing Money.
- d. Approving the end of Year Accounts and Annual Return.
- e. Incurring capital or revenue expenditure which is over and above the Council's approved budget.
- f. Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers of Town Clerk provisions.
- g. Fixing the number of Committees, and the names and number of Councillors appointed to each Committee, regardless of type (see **6.1.b**).
- h. Determining the functions and construction of all Committees, regardless of type (see **6.1.b**), through their Terms of Reference.
- i. Fixing the dates of routine meetings of the Council and Standing Committees.
- j. Appointing or nominating persons to fill vacancies on outside bodies.
- k. Making of Orders under any Statutory Powers.
- l. Important matters of principle or policy which have been referred directly by Committees or Officers.
- m. Prosecution or defence in a Court of Law.
- n. The production and adoption of the Annual Report.
- o. Ratification of the appointment of the post of Town Clerk.

STRATEGY AND RESOURCES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	1/1/16	no	Original version
1.1	10/5/16	yes	

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 9 Councillors

4. DUTIES AND POWERS

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
- i. To manage the Council's long term investment portfolio.
- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.
- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
- o. To be authorised to approve payments for purchases and services rendered to the

Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.

- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Management Initiative (TCMI).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Head Groundsman,)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

LEISURE SERVICES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	1/1/16	no	Original version
1.1	10/5/16	yes	

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 9 Councillors

4. DUTIES AND POWERS

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces

managed or leased by the Council.

- m. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
- n. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
- p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- x. To consider, where appropriate, the environmental impact on decisions being made by the committee.

PLANNING AND COMMUNITY SERVICES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	1/1/16	no	Original version
1.1	10/5/16	yes	

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 9 Councillors

4. DUTIES AND POWERS

- a. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
- b. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
- c. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
- d. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
- e. To propose new street names and maintain and review a list for that purpose.
- f. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- g. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed by a Borough Councillor for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a Town Councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.
- h. To receive notification of:
 - i. planning applications
 - ii. planning decisions
 - iii. planning appeals
 - iv. consent for tree works
 - v. enforcement matters
 - vi. neighbour consultations
 - vii. permitted development certificates
 - viii. other matters relating to the planning process

- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

INVESTMENTS SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

4.1. OVERALL PURPOSE

a. The sub-committee's role is of an advisory nature with regard to the review and monitoring of the Council's long-term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.

4.2. MEETINGS

a. Meetings of the sub-committee shall take place at least quarterly.

b. Officers will be in attendance at all meetings.

4.3. TERMS OF OPERATION

a. To receive information on the performance of the Council's long-term investments.

b. To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.

c. To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.

d. To consider any other matters relating to the Council's long-term investments, and make recommendations to the Strategy and Resources Committee for decision.

RISK MANAGEMENT SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

4.2. MEETINGS

- a. Meetings of the sub-committee will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
- b. Officers will attend the meetings of the sub-committee, as appropriate.

4.3. TERMS OF OPERATION

- c. To have general oversight of the Council's Risk Management process.
- d. To receive regular reports to review / scrutinize / challenge current and proposed risk management procedures and processes.
- e. To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.
- f. To identify, analyse and prioritise risks.
- g. To determine responsibilities and actions to control risks.
- h. To monitor progress on managing risks against action plans/projects.
- i. To review the implementation of the risk management framework, strategy and process.
- j. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

CATERING PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version

1. TYPE OF COMMITTEE => Partnership

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors plus representatives of the Catering concession

5. DUTIES AND POWERS

4.1. VOTING RIGHTS

a. Voting is inappropriate for this Partnership.

4.2. OVERALL PURPOSE

a. The aim of the Partnership is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Strategy and Resources Committee. The role of the Panel is definitively one of support and monitoring (i.e. it will not seek to involve itself in or control specific operational issues).

4.3. MEETINGS

a. The Partnership will meet every two months and will comprise at least one of the two original directors/ principals from Brown Bag, Woodley Town Council TC managers, Brown Bag Managers (the holders of the current concession) and four Members of Woodley Town Council.

b. The meetings are intended to be highly operational meetings and must include operational staff.

c. Each month, confidential trading figures will be prepared by representatives from Brown Bag and provided to the partnership meetings and Strategy and Resources Committee.

4.3. INAUGURAL MEETING

a. The inaugural meeting(s) of the Partnership should include priority agenda items as follows

- i. Directions from the Partnership
- ii. Bar management, licensees and associated matters
- iii. Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary

- iv. How Brown Bag and Woodley Town Council will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
- v. An approach to creating a clearer identity for the café
- vi. Workflows (including invoicing, management accounting, bookings and the functioning of the partnership)
- vii. A volunteering strategy and plan
- viii. A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
- ix. Financial projections for the coming year (including staffing structure and equipment)
- x. Plans and developments for the coming year and beyond
- xi. Contingency/ risk plans for the priority activities

STANDING ORDERS AND FINANCIAL REGULATIONS

SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.

b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.

5.2. MEETINGS

a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.

b. The Town Clerk will attend meetings of this sub-committee.

4.4. TERMS OF OPERATION

a. To provide reports of meetings to the Strategy and Resources Committee.

b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.

c. The order of priority for the work of the working party shall be:

i. Standing orders and the powers and duties of Standing Committee and Full Council

ii. Financial regulations.

PR AND MARKETING SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Group to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

- a. The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

5.2. MEETINGS

- a. Meetings of the working group shall take place at least quarterly.
- b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

5.3. TERMS OF OPERATION

- a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
- b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
- e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

PERSONNEL SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version

1. **TYPE OF COMMITTEE** => Sub-Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. The sub-committee's role is of an advisory nature with regard to the review of personnel and establishment matters.
 - 5.2. **MEETINGS**
 - a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.
 - b. Officers will be in attendance at all meetings.
 - 5.3. **TERMS OF OPERATION**
 - 5.3.1. **REPORTS AND ADVICE**
 - a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order **22.2** which states:

“All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee.”
 - b. To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.
 - 5.3.2. **COUNCILLORS**
 - a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub

Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

- b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

5.3.3. APPOINTMENTS

- a. The panels for any appointments to be made by Councillors, as set out in **23.2.c**, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts (Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).
- c. The appointment of the Town Clerk to be made by Full Council.

CLIMATE EMERGENCY SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 3 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. 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.

5.2. MEETINGS

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

b. Officers will attend the meetings of the working party, as appropriate.

5.3. TERMS OF OPERATION

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

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

c. To publish and publicise the Climate Emergency Action Plan.

d. To identify opportunities for the Council to reduce its carbon footprint. To identify and encourage wider community involvement.

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

f. To monitor progress on actions.

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

WOODFORD PARK LEISURE CENTRE REGENERATION SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Task and Finish Group to Sub Committee

1. TYPE OF COMMITTEE => Joint Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee; Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. YES

4. SIZE => 6 Councillors in total; 3 from Strategy and Resources Committee, 3 from Leisure Services Committee

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- i. Potential new activities, their costs and their potential to raise additional income
- ii. The potential for partnership working with Bulmershe Gym Club and
- iii. Badminton England at the centre
- iv. A review of existing facilities at the centre

5.2. MEETINGS

a. Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the both Leisure Services and the Strategy and Resources Committees.

5.3. TERMS OF OPERATION

a. The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version

1. TYPE OF COMMITTEE => PARTNERSHIP

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.

5. DUTIES AND POWERS

5.1. VOTING RIGHTS

a. All members of this Partnership have equal rights to vote.

5.2. OVERALL PURPOSE

a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.

b. Engender good working relationships between providers of youth services and activities in Woodley Town.

c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley's young people.

d. To consider and make recommendations on applications to the Town Council's Youth Project Fund.

e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

5.3. MEETINGS

a. Meetings of the working party shall take place at least quarterly.

b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

c. Officers will be in attendance at all meetings.

5.4. TERMS OF OPERATION

a. To liaise with organisations and bodies providing services and activities for

young people in Woodley.

- b. To receive information on activities and services to young people in the town from youth service providers.
- c. To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- d. To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Leisure Services Committee.
- e. To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- f. To take part in joint projects to make provision for and support young people.
- g. To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- h. To consider any other matters relating to young people in Woodley.
- i. To make any recommendations outside the working party's remit to the Leisure Services Committee.
- j. To provide reports of meetings held to the Leisure Services Committee.

3G PITCH STEERING SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Group to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 3 Councillors;

It is also a **requirement** of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

5.2. MEETINGS

- a. The steering group shall meet three times each year – around the beginning, middle and end of the football season.
- b. Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.
- c. Members from the partner clubs may send a representative if they are unable to attend a meeting.
- d. Officers will attend the meetings of the working party, as appropriate.

5.3. TERMS OF OPERATION

- a. To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.
- b. To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.
- c. To report the minutes of each meeting to the Leisure Services Committee

and the Football Foundation.

- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

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CYCLING IN WOODLEY SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Planning and Community Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. YES

4. SIZE => 6 Councillors;

No more than 3 interested parties (such as a highways engineer, a cycling expert and cyclists) appointed to the working party.

Others may attend by invitation to give expert advice.

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. To develop a Woodley Town Council Cycling Strategy in order to identify, prioritise and optimise actions to:

- i. Improve Woodley's cycling environment; and
- ii. Provide better facilities for cyclists in Woodley

b. To work with local authorities / cycling groups / experts to achieve the aims of the Cycling Strategy.

5.2. MEETINGS

a. Meetings of the working party should take place at least quarterly.

5.3. TERMS OF OPERATION

c. To review the Vision 2020 document published by the Woodley Community Partnership in 2009, with regard to cycling provision.

d. To define the aims and objectives of a Woodley Town Council Cycling Strategy.

e. To publish and publicise the strategy.

f. To discuss how the objectives of the Cycling Strategy may be met.

g. To produce a roadmap of the Sub-Committee's planned future.

BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Joint Sub-Committee

2. PARENT COMMITTEE => Woodley Full Council; Earley Town Council

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 2 Councillors plus 1 Substitute Councillor from Woodley Town Council
2 Councillors plus 1 Substitute Councillor from Earley Town Council

5. DUTIES AND POWERS

5.1. VOTING RIGHTS

a. All members have equal voting rights.

5.2. OVERALL PURPOSE

a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.

b. To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.

5.3. MEETINGS

a. Meetings will be arranged as necessary.

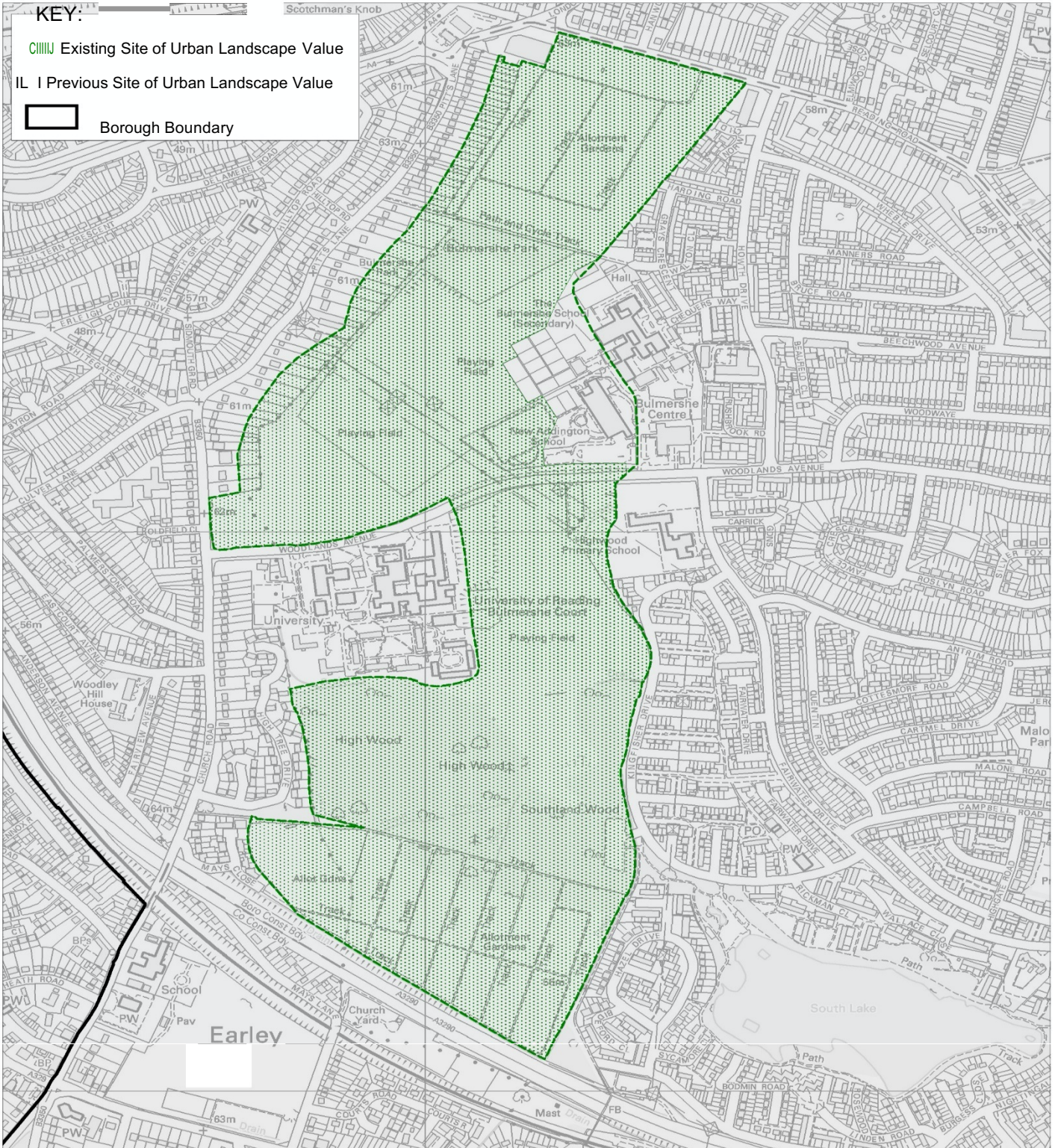
5.4. TERMS OF OPERATION

a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.

b. To propose joint submissions regarding planning policy, at the appropriate times.

LANDSCAPE DESIGNATIONS

Map 311 -Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22



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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL

REPORT NO. SR 4-22 APPENDICES

Risk Management Working Party – 13 January 2022

Appendix A – Draft Risk Management Strategy (Page 1)

Appendix B – Risk Register (Page 6)

Appendix C – Disaster Recovery Plan (Page 21)

Risk Management Strategy 2022/23

Risk is the threat of 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

¹. Any 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 everyday 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 disruption due to the pandemic.

Woodley Town Council - Risk Register

APPENDIX B
Report No. SR 4/22

SUMMARY OF RISK AREAS

Dec-20

Risk area	High			Medium			Low			
	16	12	9	8	6	4	3	2	1	
Strategic Register	0	1	1	2	1	7	1	0	0	13
Allotments	0	0	0	0	1	7	1	8	0	17
Play Areas	0	0	0	0	2	4	0	3	0	9
Municipal Buildings	0	1	0	0	2	4	3	3	3	16
Open Spaces	0	0	0	1	2	3	1	2	1	10
Outdoor sport and recreation	0	0	0	0	1	6	3	3	3	16
Indoor sports	0	0	1	0	0	2	3	3	0	9
Resource management	0	0	3	1	12	5	2	3	0	26
Totals	0	2	5	4	21	38	14	25	7	116

Responsible officer initials:

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

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

Comments in blue added January 2022

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Strategic Risks										
Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8	8	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place.	Treat/Monitor	Advice to be sought/ review of tax arrangements. More work required in relation to GDPR and staff training in 2022. Members advised of online GDPR module. SLCC membership for the Deputy Town Clerk should be obtained.
Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	Treat/Monitor	
Failure of partnership working	SR 10	TC/DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6	6	Objectives and terms of partnership agreed by both parties. Responsible officers understand importance of effective partnership working and conduct themselves accordingly and in a professional manner.	Treat/Monitor	
Failure to maintain a robust/legal decision making process	SR 02	TC	Challenge to decisions, possible legal challenge	1	4	4	4	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR and Health and Safety services.	Treat/Monitor	
Failure of financial planning, processes and reporting	SR 03	TC	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources/reserves	1	4	4	4	Annual financial statements prepared in house, checks by internal and external auditors. Budget Monitoring reports provided to each spending cttee meeting with requirement that predicted high overspends be reported. Budget consideration annually with info on reserves.	Treat/Monitor	
Inadequate insurance cover	SR 06	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4	4	Insurance reviewed with broker on a yearly basis in February/March		
Serious injury or death of customer using facilities, member of staff at work or councillor carrying out duties as a member of council.	SR 07	TC	Corporate manslaughter charge/civil action/cost of any claims/insurance premiums increased	1	4	4	4	Appropriate insurances in place for staff and councillors. Buildings/equipment serviced and maintained. Open spaces maintained. Risk Assessments on tasks completed. Health and Safety policy in place. Regular inspection regime both internal and external. Appropriate staff training/policies in place. Fire risk/risk assessments reviewed at all sites . New fire procedures and on going training programme in place. Online H & S training modules undertaken by all staff.	Treat/Monitor	Regular Health and Safety managers meetings take place. Ellis Whittam provide professional H & S advice, updates and training on a 5 year contract. Risk assessment of council's facilities and activities undertaken by consultant and all matters addressed . Ellis Whittam act as the Council's 'Competent Person' in law. Revised First Aid training programme for 2022. This should give consideration to mental health first aid provision.
Failure to safeguard children and vulnerable adults	SR 08	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	4	4	4	Staff training on child protection procedures carried out and DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy adopted at S and R Cttee 26/4/16.	Treat/Monitor	Review potential requirement for more in-depth training for certain staff.

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Failure to achieve target of Town Council being carbon neutral by 2030.	SR 11	TC/DTC	Not contributing to actions sufficiently to reduce Council's carbon footprint	2	2	4	4	Reporting progress to Council (Strategy and Resources Cttee), staff awareness of issues.	Treat/Monitor	Training and information to all staff on targets and actions to be taken to be carried out. Dates for quarterly Sub Committee meetings to be circulated.
Negative impact of not giving appropriate consideration to environmental impact of services	SR 12	TC/DTC	Bad publicity, negative reputational impact	2	2	4	4	Communications Manager to publicise Council's actions and plans. Item on environmental impact in reports where appropriate. Climate Emergency update to each Strategy & Resources Committee meeting.	Treat/Monitor	
Failure of internal controls	SR 04	TC	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources	1	3	3	3	Insurance cover - subject to certain requirements being met, internal audit focus on controls and proper application, regular staff training and systems, splitting of responsibilities. Insurance values included on asset register (wef 2015/16 register) and visual check of assets annually.	Treat/Monitor	
Impact of Coronavirus on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set -possible meetings inquorate due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	3	3	9	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	Treat/Monitor	
Impact of Coronavirus on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	3	4	12	16	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Treat/Monitor	Update marketing plan for venues to bring business back up following periods of restrictions of lower public confidence. Council to consider appropriate level of General Reserve and spending in respect of potential financial impacts.

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Allotments										
Breach of security/access issues	A11	DTC	Possibility of vandalism/damage to plots and tenants' property or theft of property and crops	3	2	6	6	Repairs to fencing carried out as required, gates locked by tenants on entering and leaving. Liaison with tenants association. New locks with restricted keys purchased and will be installed in 2022.	Treat/Monitor	Security contribution paid at start of tenancy - fund for repair/security improvements.
Vermin infestation	A 04	DTC	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	2	2	4	4	Regular meetings (formal and informal) with representatives from the tenants association. Inspections in spring/autumn raise any concerns about untidy plots, potential for vermin etc. Vermin control carried out by the Town Council when required. System in place for tenants to manage bait box placement in line with procedure agreed with Allotments Committee.	Treat/Monitor	
Contamination of 'spring clean' skips	A 03	DTC	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	2	4	4	Skips are provided once a year- lockable with allotment committee reps overseeing the depositing of rubbish into the skip where possible.	Treat/Monitor	
Loss/damage to water supply	A 08	DTC	Watering not being able to be undertaken resulting in poor crops and complaints.	2	2	4	4	Water tanks maintained, liaison with tenants association. In house expertise enables problems to be rectified quickly. Water turned off in winter months. Regular water meter readings undertaken.	Treat/Monitor	
Contaminated material on plots	A13	DTC	Danger to health, cost of removal high	2	2	4	4	Procedures for correct removal. Tenancy agreement states hazardous material not to be brought on site.	Treat/Monitor	
Lack of effective partnership working with the Tenants Association	A14	DTC	Poor communication, misunderstandings/adverse publicity disruption to arrangements in place to maintain plot standards	2	2	4	4	Regular communication between allotment reps/committee and officers and councillors. Officers and councillors attend Allotment AGM.	Treat/Monitor	
Double allocation of plots	A12	DTC	New tenants unhappy, extra time to sort double booking out with tenants	2	2	4	4	Allotments booking package records tenants. Formal system for allocation established.	Treat/Monitor	
Personal injury	A18	DTC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4	4	Tenancy agreement requirements - hazardous items not allowed on site, fencing monitored and repaired, improved access for vehicles with quarterly road condition checks. H & S meetings include allotments. Annual site clear up carried out - council provides skips.	Treat/Monitor	
Incorrect use of bait box procedure by tenants	A15	DTC	Inappropriate and possible dangerous placing of poison on site.	1	3	3	3	Risk assessment for bait placement and training for named individuals carried out. List kept up to date of where bait places. Bait stored in secure storage.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Tenancy agreements not in place	A 01	DTC	Lack of control of tenancies and income - tenants not clear on the terms of their tenancy	1	2	2	2	Tenancy agreements to be signed before taking up plot, Agreements in line with various Allotment Acts and local requirements are renewed every year - signed by Admin Officer and witnessed.	Treat/Monitor	
Adequate insurance cover	A 02	DTC	Claims against the council for items not covered could result in additional expenditure	1	2	2	2	Insurance cover reviewed annually and listings in asset register to include present purchase price to ensure cover level is relevant.	Treat/Monitor	
Dumping/fly tipping	A 05	DTC	Cost of removal - possible hazardous waste dumped - increased costs	1	2	2	2	Sites secured with locked gates - all tenants have a key - requirement that the gates be locked on entering and leaving the site. Allotment representatives notify the Council should any dumping/fly tipping occur.	Treat/Monitor	
Untidy/unworked plots	A 06	DTC	Poor image resulting in annoyance to neighbouring allotment holders and those on the waiting list.	2	1	2	2	Regular meetings (formal and informal) with representatives from the tenants association - Arrangements for inspection and procedure to deal with unworked plots are working well.	Treat/Monitor	Tenancy Agreement was reviewed, amended and approved by the Leisure Services Committee for implementation from 2022.
Failure to collect rents	A 10	TC	Reduced income to the Council.	1	2	2	2	Procedure in place for reminders and to evict non paying tenants - this is set out in the tenancy agreement.	Treat/Monitor	
Pollution and fire hazard from bonfires	A 09	DTC	Public complaints/damage to nearby plots	2	1	2	2	Enforce conditions of tenancy agreement (after 6 pm [from 1 April to 30 September] and after 4 pm [from 1 October to 31 March]) and liaise with tenants association.	Treat/Monitor	
CCTV and Data Protection policy and procedure requirements of Information Commissioners Office not complied with	A16	DTC	Non compliance with regulations	1	2	2	2	Policy and procedure in line with Information Commissioners Office agreed - The Information Commissioners Office checklist for the operation of the camera is reviewed annually by the tenants association and a signed copy provided to the Council.	Treat/Monitor	CCTV arrangements need to be reviewed in conjunction with Allotment Tenants Association - Committee contacted but needs following up.
Deer coming into the site	A17	DTC	Damage to and loss of plants	2	1	2	2	Tenants agreed to report any occurrences to Council officers - who will work with tenants to move deer off site.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/ comments
Play Areas										
Inadequate budget provision	PA 04	TC	Routine and essential maintenance not undertaken resulting in reduced use and health and safety issues. Equipment not replaced and new equipment not purchased.	2	3	6	6	Repairs and Maintenance budgets reviewed annually.	Treat/Monitor	
Vandalism/damaged equipment/theft	PA 03	DTC	Facilities unable to be used or equipment used resulting in an injury, additional expenditure and poor image. Possible compensation claim.	3	2	6	6	Weekly recorded inspections, annual written inspection and report from insurers. Equipment made safe/removed as soon as possible after notification. See PA 02 re insurances in place. Police informed of all acts of vandalism.	Treat/Monitor	Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.
Inadequate inspection/maintenance records	PA 01	MM	Cannot be sure and prove that equipment has been checked/is safe or have early identification of future repairs/renewals resulting in accidents, possible claims against the Council and unable to plan for expenditure.	1	4	4	4	Recorded inspection of play areas carried out weekly. Annual independent play area inspection carried out.	Treat/Monitor	Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.
Inadequate insurances	PA 02	DTC	Required to protect the Council against significant claims.	1	4	4	4	Appropriate insurances in place. Equipment regularly inspected, serviced and maintained. Annual ROSPA inspection carried out. Manager is ROSPA qualified play inspector.	Treat/Monitor	
Personal injury	PA 05	MM	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4	4	Written inspections and risk assessments undertaken & ROSPA annual inspection. Equipment purchased from established play providers with latest safety standards. Public liability cover in place. Play areas that are not DDA compliant to be replaced as and when funds allow. Maintenance Manager is ROSPA qualified play inspector.	Treat/Monitor	
Play areas not inclusive	PA 07	DTC	Lack of inclusive facilities resulting in possible contravention of DDA and criticism from residents.	2	2	4	4	The requirement to include accessible play equipment is part of tenders for new play equipment.	Treat/Monitor	
Litter/Dog mess	PA 06	DTC/GMM	Unsanitary, health and safety issue resulting in complaints and poor image, time consuming to check and remove	1	2	2	2	Staff Teams clear as required. Play areas have self closing gates to keep dogs out.	Treat/Monitor	Review of signage required in 2022.
Coronavirus impact on use of play areas - 1st lockdown play areas closed completely	PA 08	MM/DTC	Potential spread of infection. Enforcement action if government guidelines not adhered to.	1	2	2	2	Signage in accordance with government guidelines plus closure management where required. Weekly recorded inspections plus annual inspections carried out	Treat/Monitor	
Conflict of use along pathway through new play area site in Woodford Park	PA 09	MM/DTC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation. Complaints about use by others.	1	2	2		Pathway to be widened as part of project. Younger childrens area will be fully enclosed with railings & gates.		Include 'cyclists dismount' and 'dogs on leads' signage.

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Municipal buildings										
Significant damage to building	MB 16	DTC/MM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	8	Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	Treat/Monitor	
Increased competition/economic downturn/coronavirus	MB 09	TC	Reduced bookings resulting in reduced income.	3	4	12	12	Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter noticeboards and E-marketing/social media. Covid-19 guidelines adhered to.	Treat/Monitor	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.
Cleaning contracts not operating to satisfaction	MB 15	DTC/LSM	Poor service to customers, customer dissatisfaction reduced bookings and income, staff having to cover cleaning as a priority	3	2	6	6	Regular checks on cleaning standard and reports to managers where problems. WPLC monthly reviews with contractor. Oakwood Centre cleaning contractor changed 2015.	Treat/Monitor	
Withdrawal of catering partner at the Oakwood Centre	MB 20	DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6	6	Clear objectives and terms of partnership agreed by both parties. Responsible officer understand importance of effective partnership working. Panel established for regular meetings with contractor to review/refine service.	Treat/Monitor	
Inadequate budget provision	MB 04	TC	Routine and essential maintenance not undertaken resulting in reduced bookings and health and safety issues.	2	2	4	4	Repairs and Maintenance budgets and new equipment budget reviewed yearly. Costly specific items included in capital programme.	Treat/Monitor	
Failure to obtain necessary licences	MB 08	DTC	Unable to provide services including liquor sales resulting in reduced bookings.	1	4	4	4	Premises and alcohol licences already held in the name of the Town Council and do not expire. DTC is the Personal Licence holder at OC and WPLC.	Treat/Monitor	
Vandalism	MB 03	DTC	Loss of bookings, additional expenditure, poor image.	2	2	4	4	OC and WPLC alarmed. OC external CCTV. WPLC internal and external CCTV updated. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible.	Treat/Monitor	
Loss of income/no income from tenancy arrangements relating to the flat at WPLC (former bar manager's flat)	MB 19	TC	Loss of budgeted income, possible repairs costs/legal action and staff time. Potential negative impact on the leisure centre.	2	2	4	4	Rental agency used for advertising, references and agreement. Council managing the rental going forward - will include regular inspections. Staff on site for any problems. Arrangements are monitored.	Treat/Monitor	New tenant from January 2022
Lack of adequate insurances	MB 02	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3	3	Insurance reviewed with broker on a yearly basis in February. Valuation of buildings reinstatement /insurance costs established in 2016 and will be increased annually	Treat/Monitor	
Buildings not maintained	MB 10	DTC	Fabric of the Buildings deteriorates resulting in reduced bookings, complaints and reduced image.	1	3	3	3	Buildings maintenance schedule. Repairs database up and running-to be linked to asset management system. Earmarked reserve for building and facilities maintenance set up. Legionella control being undertaken by qualified contractor.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Licences revoked by the Licensing Authority	MB 14	DTC	Unable to provide service. Poor public image. Criticism from licensing authorities. Possible legal action and fines against the Council.	1	3	3	3	Liaison with Trading Standards service regarding liquor licence. Liquor licence only held in respect of Oakwood Centre and WPLC. Wedding licence at Oakwood Centre not renewed since 2015.	Treat/Monitor	
Personal injury	MB 05	DTC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc. Fire risk assessments carried out - WPLC and OC new evacuation in place. Room capacity upstairs at WPLC lowered. Ice and snow clearance undertaken at all buildings. Regular PAT testing schedule in place.	Treat/Monitor	
Inappropriate old equipment/furniture or fittings	MB 06	DTC	Hirers deterred from using the buildings resulting in reduced income.	1	2	2	2	Regular inspections and risk assessments in place. Repairs & Renewals budget for replacement equipment. Theatre seating reupholstered in 2020.	Treat/Monitor	Budget allocated for theatre AV upgrade - not yet carried out.
Double bookings	MB 07	TC	Disappointment for customers, time and financial resources to make redress	1	2	2	2	Bookings of 4 centres covered by RBS booking system.	Treat/Monitor	
Income lower than budget estimates	MB 01	TC	Below target income possibly resulting in higher than anticipated expenditure if savings unable to be made.	1	1	1	1	Budget monitoring reports to each spending committee meeting, Town Clerk reviews and monitors income and expenditure monthly, Chair of S and R Cttee receives monthly I and E reports, by committee. Audit trail booking systems in place. Where possible action taken to reduce other expenditure/raise income.	Treat/Monitor	
Lack of security	MB 11	DTC	Theft and damage resulting in possible cancelled bookings and reduced income and higher insurance premiums.	1	1	1	1	Regular banking, cash in safe, insured to specific levels. WPLC, OC alarmed. Staff on duty when OC, and WPLC open. Set keyholders. Keyholding service for out of hours alarm/incidents - local company and reduced costs. No access by tenant to building out of hours	Treat/Monitor	
Failure to review and collect charges	MB 13	TC	Reduced income to the Council and non competitive charges.	1	1	1	1	Charges reviewed yearly by Committee. Comparison exercise undertaken each year. Invoices to be paid by hirer prior to their booking. Internal audit checks to ensure income is being collected. Marketing plan for Oakwood Centre in place.	Treat/Monitor	
Covid 19	MB 21	TC	Possibility of spread of virus, impact on staff and members of the public.	2	2	4	4	Covid secure workplaces. Working practices enabling social distancing. Government rules and guidelines are being followed.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Action/Comments
Open Spaces										
Illegal encampment	OS 06	DTC	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	8	Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Treat/Monitor	Install bollards at Malone Park - Ownership has been transferred to the Town Council - land registration yet to be completed
Fly tipping	OS 05	DTC	Unsanitary and possibly hazardous resulting in increased expenditure to remove and dispose of, and possible claims against the Council. Cost of removal and disposal.	3	2	6	6	Access by vehicle to areas difficult, some areas locked - rubbish removed as and when required. Some bins removed/resited or collection arrangements changed. New system for bins at WPLC - locked and in store.	Treat/Monitor	
Injury/damage claims - paths/roadways	OS 10	DTC/MM	Cost of successful claim - increase in insurance costs, poor image and impact on council's reputation	2	3	6	6	Bi-weekly pathways check carried out by Maintenance team. Repairs to roadway/car parks undertaken by Maintenance team when reported by officers at WPLC. Access road and car park at WPLC have now been resurfaced. Capital programme allocation for pathway repairs.	Treat/Monitor	
Inadequate budget provision	OS 03	TC	Routine and essential maintenance not undertaken resulting in poor open spaces which might become hazardous and increased complaints.	2	2	4	4	Budget reviewed and allocated each year by committee	Treat/Monitor	
Litter/dog mess	OS 07	GMM/MM	Unsanitary, health and safety issue resulting in complaints and poor image.	2	2	4	4	Dog bins provided, areas litter picked when grass cutting, making play ground checks and in response to residents' complaints. We're watching you signs on display in park.	Treat/Monitor	
Falling/damaged trees	OS 08	DTC/GMM	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4	4	Database record of works/complaints /inspections. Documented visual inspection of trees near pathways/buildings etc following high winds. All work carried out by licensed / approved contractor. Annual budget allocation for tree works and emergency repairs budget also in place.	Treat/Monitor	Tree inspection and maintenance programme to be implemented in 2022.
Lack of adequate insurances	OS 01	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3	3	Insurance reviewed with broker annually.	Treat/Monitor	
Vandalism	OS 02	DTC	Additional expenditure and poor image.	1	2	2	2	Difficult to control in this area, no real controls. Remove/clear up immediately	Treat/Monitor	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Routine maintenance schedule established.	Treat/Monitor	
Dissatisfaction with maintenance regime in parks	OS 09	GMM	Negative image, complaints,	1	1	1	1	Grass cut when required rather than set number of cuts per year. Litter picking daily and following reports of problems - GM and Maint Teams	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Outdoor sports and recreation										
Personal injury to the public	OS 06	GMM, LSM	Significant claims resulting in higher insurance premiums and loss of reputation.	2	3	6	6	Grounds Maintenance team employed to keep sports pitches in good order. WPLC and Maintenance teams oversee the 3G pitch.	Treat/Monitor	
Insufficient car parking at WPLC for popular events/at certain times	OS 16	LSM/TC	Neighbours impacted by parking in streets - access and traffic flow problems	2	2	4	4	New car parking increased spaces by 59 - WPLC review bookings requests for parking impact before accepting. Additional double yellow lines opposite entrance not agreed by WBC.		Weekends are busy in football season - footballers advised to share lifts/walk. There is still some congestion at Haddon Drive on Saturdays. Council looking into potential for parking restrictions with WBC.
Vandalism	OS 04	GMM	Additional expenditure, reduced income and poor image.	2	2	4	8	Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Treat/Monitor	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
Dog mess	OS 09	GMM	Unightly, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monitor	
Contamination of water systems	OS 14	LSM/MM	Closure of paddling pool other areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Maintenance Manager and all sports team have Pool Plant Operators qualification.	Treat/Monitor	
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	Treat/Monitor	
Pollution of paddling pool	OS 15	LSM/MM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	Treat/Monitor	
Lack of adequate insurances	OS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3	3	Insurance reviewed with broker on an annual basis	Treat/Monitor	
Inadequate budget provision	OS 05	TC	Routine and essential maintenance not undertaken resulting in poor recreational facilities which might become hazardous and increased complaints.	1	3	3	3	Budget considered by Committee annually. Regular maintenance costs established and estimated, capital programme covers larger maintenance projects. Sinking fund in place for replacing 3G carpet.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Litter	OS 08	GMM & MM	Health & Safety, complaints, poor image, time consuming to remove.	3	1	3	3	Regular litter picks and emptying of bins by Grounds Maintenance & Maintenance teams. Respond to public reports of litter on premises. Grounds Maintenance team check pitches before matches, remove mess.	Treat/Monitor	
Failure to collect income/review charges	OS 01	TC	Below target income resulting in higher than anticipated expenditure.	2	1	2	2	Hirers pay prior to playing. Internal audit checks invoicing and income. Booking and invoicing system in place. Charges reviewed annually.	Treat/Monitor	
Poor maintenance regime	OS 10	TC	Unightly, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	2	2	2	Grounds Maintenance team qualified in sports pitch management. Liaison with clubs. From 2014 regime to improve cricket outfield and football pitches. Day to day 3G pitch maintenance of carpet jointly by Grounds Maintenance and Sports teams. Maintenance contract with specialists to correct maintenance of carpet. Fixtures and fittings to be maintained and checked by Maintenance team.	Treat/Monitor	
Inappropriate staff working practices	OS 11	GMM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2	2	Grounds Maintenance team qualified in sports pitch management. Hazardous chemicals training provided and risk assessments completed and reviewed. Work monitored and risk assessments undertaken by Head Groundsman. Pallet trolley and front bucket loader purchased to address manual handling issues. ride on mower and chipper machines now in use, safe working tilt system now fitted to tractor and ride on mower when cutting on hills.	Treat/Monitor	
Not providing facilities required by national league regulations	OS 07	LSM,GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1	1	Liaison with teams and organisations to ensure facilities meet requirements. Assistance where appropriate to seek grant funding.	Treat/Monitor	
Failure to mark out pitches/courts appropriately	OS 12	GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1	1	System in place to ensure Grounds Maintenance team is aware of matches being played at weekends/evenings.	Treat/Monitor	
Unable to meet requirements for sports area treatments (cricket/bowls) and marking (football, cricket, running)	OS 13	GMM	Diseases not immediately treated affecting surface and playing quality and could get worse if not quickly treated. Unable to provide service to hirers leading to dissatisfaction.	1	1	1	1	Keep small stocks of range of treatments for immediate use. Order stocks well in advance.	Treat/Monitor	
Income from outside sports impacted by Coronavirus and resulting restrictions	OS 14	GMM/LSM	Severe reduction in income from leisure activities	3	3	9	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	Treat/Monitor	Potential for multiple staff members self isolating due to Coronavirus

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Indoor sports										
Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to Covid pandemic.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	9	9	LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.	Treat/Monitor	Level of financial impact not known - possible 15 - 20% gym members moving to new facilities. Likely that some clubs move to new centre. Gym able to be open following second lockdown - sports hall activities reduced. Potential for multiple staff members self isolating due to Coronavirus
Lack of adequate insurances	IS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4	4	Insurance reviewed with broker annually. Conditions on insurance in relation to the sports equipment and insurances to be held by martial arts instructors adhered to.	Treat/Monitor	
Vandalism	IS 04	DTC	Additional expenditure, reduced income and poor image.	2	2	4	4	WPLC staffed 7 days a week. Staff do outside checks for damage daily.	Treat/Monitor	
Lack of compliance with safeguarding children and vulnerable adults working practices where required	IS 09	LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3	3	Safeguarding children and vulnerable adults policy agreed at S and R Cttee 26/4/16	Treat/Monitor	Documentation to be obtained from hirers running activities in our halls, where required.
Double bookings	IS 02	LSM	Bookings missed etc resulting in reduced income, poor public image and time consuming to resolve.	1	3	3	3	Bookings programme at WPLC for multiple and social bookings, daily paper diary for turn up sports sessions.	Treat/Monitor	
Poor maintenance regime	IS 10	LSM	Unsanitary, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	3	3	3	Cleaning contract at WPLC - regular monitoring and reporting of any problems at monthly meetings with contractors. Maintenance problems reported to Maintenance team. Staff cleaning plan for certain areas also in place.	Treat/Monitor	
Personal injury	IS 06	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc.	Treat/Monitor	
Inappropriate staff working practices	IS 11	LSM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2	2	Training specific to responsibilities given. Risk assessments in place and reviewed annually.	Treat/Monitor	
Inadequate budget provision	IS 05	TC	Routine and essential maintenance, replacements not undertaken resulting in poor facilities and reduction in income.	2	1	2	2	Budget considered by Committee annually. Regular maintenance costs established by Deputy Town Clerk and Maintenance Manager	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Resource Management										
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	3	3	9	9	New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans.	Treat/Monitor	Council has several projects underway or planned. The Town Clerk has been on longterm sick leave for several months with workload being carried out by the Deputy Town Clerk.
Financial resources not able to meet Council priorities/needs	RM 04	TC	Aims and objectives not able to be met	2	3	6	6	Planned budget - includes allocations for plans for the year ahead, regular monitoring by officers and cllrs, reserves at reasonable level	Treat/Monitor	
Failure of IT systems	RM 08	DTC	Interruption of services - impact dependent on which programmes/computers affected. Cost of repairs.	2	3	6	6	Contracts in place to support systems and programmes with call out times. All computers backed up. Council office network isolated from the public and catering WiFi network.	Treat/Monitor	Develop documented knowledge of systems and recovery arrangements - seek info from IT contractor and identify alternative contractor for cover. Cloud back up now in place - need to review procedures. Also need to upgrade computers and Bookings system (work under way on the latter).
Serious breach of IT security	RM 09	DTC	Possibility of viruses affecting computers and systems.	2	3	6	6	Computers firewall and password protected. Protections reviewed and updated in conjunction with IT contractors.	Treat/Monitor	
Loss/disclosure of personal data	RM 10	TC	Potential fines by Information Commissioner.	2	3	6	6	Data protection, induction training, Firewall IT security. New contracts to include confidentiality clause.	Treat/Monitor	
Interruption of power supply	RM 11	DTC	IT systems failure, service impact	2	3	6	6	Computer data backed up daily (cloud storage), copies of day/week held off site	Treat/Monitor	
Loss of key skills for significant period (illness, resignation)	RM 12	TC	Service impact	2	3	6	6	Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full cross over of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing the staff base. Staff contingencies budget for cover where possible.	Treat/Monitor	
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	3	3	9	6	Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Treat/Monitor	Investigate where succession planning/training for cover could be considered. Potential high sickness/absence levels due to COVID infection/self isolating

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Major emergencies/situations	RM 19	TC/DTC	Potential for insufficient assistance to the public/staff, inappropriate and uncoordinated actions that have negative impact	2	3	6	6	Disaster Recovery Plan in place and reviewed annually.	Treat/Monitor	
Personnel issues/grievances	RM 21	TC	Additional resources to address issues. Potential negative effect on staff morale and increased sickness. Direct impact on service delivery.	2	3	6	6	HR support Ellis Whittam indemnity on tribunal costs. Policies in place. Performance Appraisal system introduced after training for managers and staff. All staff have received a copy of the new employee handbook. New staff receive on starting in post.	Treat/Monitor	Employee handbook updated 2019/20. New contracts have been provided to all employees with new handbook. casual/zero hours staff have received letter setting out their work arrangements. The Council will be using HR Management software to maintain staff records re holidays/sickness/ other absences - not yet in place.
Property/facilities declared unsafe	RM 23	TC	Potential danger to the public and staff.	2	3	6	6	Funding for emergency repairs plus procedures for higher levels of funding to be approved by Town Clerk in cases of emergency.	Treat/Monitor	
Illegal activities on Council property	RM 24	TC, LSM, DTC (depending on site)	Potential impact on reputation, potential danger to public and staff.	2	3	6	6	CCTV coverage of some internal areas at WPLC and OC. Staff checks/presence, access to agencies for support/information and preventative actions.	Treat/Monitor	
Legal proceedings against the council	RM 03	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6	6	Access to legal advice through NALC/SLCC/BALC and independent solicitor/Shared Legal Services. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor	
Projects not completed to planned timescale	RM 25	TC/DTC	Potential loss of income/project overspend/public concern and disappointment	2	3	6	6	Project lead manager identified for each project. Regular reviews and contact with contractors. Public consultation undertaken.	Treat/Monitor	Project management training to be arranged for managers when capacity available. Council has several projects underway or planned. The Town Clerk has been on longterm sick leave for several months with workload being carried out by the Deputy Town Clerk.
Major budget overspend/variation	RM 05	TC	Interruption/termination of projects services	2	2	4	4	Earmarked and general reserves. Financial management monitoring reports. Treasury Management Strategy in place.	Treat/Monitor	
Income targets not met	RM 06	TC	Increase in net costs	2	2	4	4	Planned budget, prudent estimates for income, regular monitoring by officers and cllrs allow review of costs to reduce impact where possible.	Treat/Monitor	
Industrial tribunal	RM 16	TC	Resource implications, poor press, impact on workforce and council during tribunal	2	2	4	4	Council supported by HR consultant with indemnity in respect of Ind Tribunals, subject to advice being given and followed.	Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Risk Response	Actions/Comments
Fraud/theft	RM 17	TC/DTC	Loss of funds, resources required to investigate	2	2	4	4	Fidelity insurance cover & requirement adhered to, anti fraud training and internal auditor checks cash income process.	Treat/Monitor	
Attacks on staff	RM 22	TC	Long term sickness. Claims against the Council. Unhappy staff teams	1	4	4	4	Lone working procedure in place. Access to telephones. Good relationship with and access to the Police. Insurances in place.	Treat/Monitor	
Not meeting safeguarding children and vulnerable adults protection regulations in respect of checks on staff	RM 15	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3	3	Staff training on child protection procedures carried out, DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy approved at S and R Cttee 26/4/16	Treat/Monitor	
Breach of confidentiality	RM 02	TC	Confidential documents in the public domain possible third party claims/loss of public faith in the Council.	1	3	3	3	Registered under the Data Protection Act. Confidentiality clause in contracts. Officers and Members Code of Conduct.	Treat/Monitor	
Planning applications and other consultations not responded to within timescale	RM 01	CO	Views of the Council not taken into consideration resulting in developments/projects etc not being amended/refused as requested for the benefit of residents.	1	2	2	2	Plans Committee meets every 3/4 weeks extensions agreed with WBC and noted/kept to. Consultations considered by other committees/council as appropriate.	Treat/Monitor	
Ineffective management and utilisation of assets	RM 07	DTC	Assets not used to their full potential resulting in unnecessary additional costs with resources being diverted from other priorities. Projects costing more than they should.	1	2	2	2	Asset management system to be developed. Regular maintenance and review system in operation. Asset disposal forms and procedure in place	Treat/Monitor	Asset management system yet to be implemented.
Failure of equipment	RM 18	DTC	Service interruption	1	2	2	2	Contracts, regular maintenance and planned renewals	Treat/Monitor	
Long-term absence of Town Clerk -Failure to meet legal obligations, Members and residents expectations, project targets, staff management functions.	RM 27	DTC	Delayed projects, reduced responsiveness to enquiries & issues, aims/objectives/income not met. Negative impact on staff morale and wellbeing.	3	3	9		DTC authorised to act as Proper Officer in interim.	Treat/Monitor	Issue of long-term absence of Town Clerk being addressed.

Woodley Town Council

Disaster Recovery Plan

Version 3 - Jan 2022

Revision History

Current version of document stored on office server and available via staff login on WTC website – available to all staff.

REVISION	DATE	NAME	DESCRIPTION
Original 1.0			
Version 2	1/12/20	K Murray	Updated in regard to pandemic and established home working practices.
Version 3	6/01/22	K Murray	Updated in regard to staff contacts and utility suppliers

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Statement of Intent

This document details our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency situation, modifications to these procedures are likely to be required dependent on the nature and scale of the incident.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Policy Statement

- The Council shall develop an IT / disaster recovery plan.
- A risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.
- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- All staff must be made aware of the disaster recovery plan and their own respective roles.
- The disaster recovery plan is to be kept up to date to take into account changing circumstances.
- The disaster recovery plan will be reviewed annually.

Objectives

The principal objective of the disaster recovery programme is to develop, maintain and review a well-structured and easily understood plan which will help the Council recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other Council sites
- Disaster recovery capabilities as applicable to key customers and services

This Plan should be used in conjunction with the **IT Manual** and **IT Risk Assessment**.

Key Functions

The following key functions are identified as priorities to be recovered as soon possible and maintained;

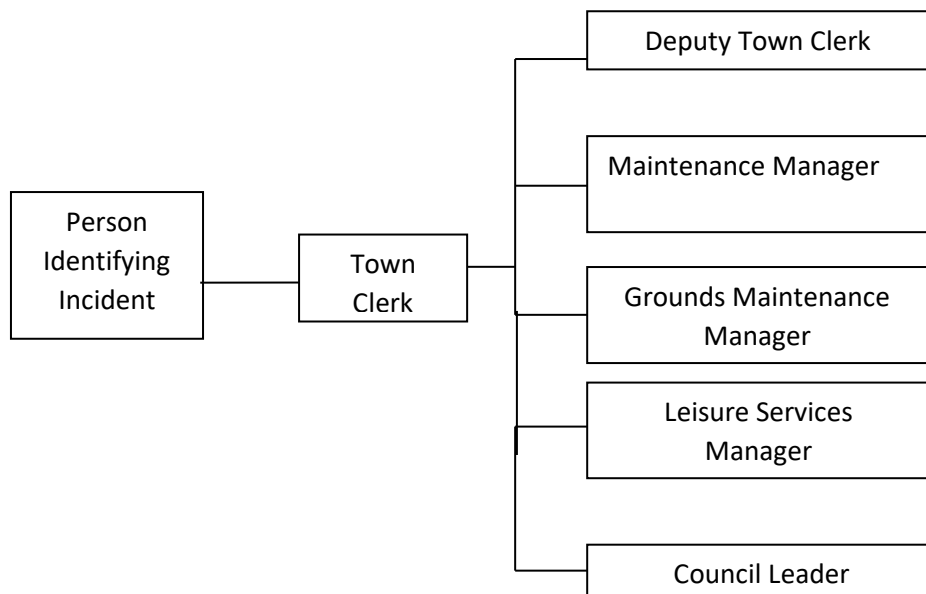
- Payroll
- Invoicing
- Banking
- Bookings
- Planning
- Allotments
- Council / Committee Meetings

Key Personnel Contact Info

Name	Contact Option	
Deborah Mander	Work	0118 969 0356
	Mobile	
	Home	
	Email Address	townclerk@woodley.gov.uk
	Alternative Email	
Kevin Murray	Work	0118 969 0356
	Mobile	07469202841
	Home	
	Email Address	Kevin.murray@woodley.gov.uk
	Alternative Email	
Colin Holland	Work	0118 969 0356
	Mobile (work)	07984 979 375
	Home	
	Email Address	Colin.holland@woodley.gov.uk
	Alternative Email	
	Work	0118 969 0356
	Mobile (work)	07984 979 391
	Home	
	Email Address	
	Alternative Email	

Name	Contact Option	
Ed Whitesmith	Work	0118 921 6969
	Mobile	
	Home	
	Email Address	Ed.whitesmith@woodley.gov.uk
	Alternative Email	
Nikki Syers	Work	0118 969 0356
	Mobile	
	Home	
	Email Address	bookings@woodley.gov.uk
	Alternative Email	
Brian Fennelly	Work	0118 969 0356
	Mobile	0750 674 1591
	Home	
	Email Address	tcm@woodley.gov.uk
	Alternative Email	

Notification Calling Tree



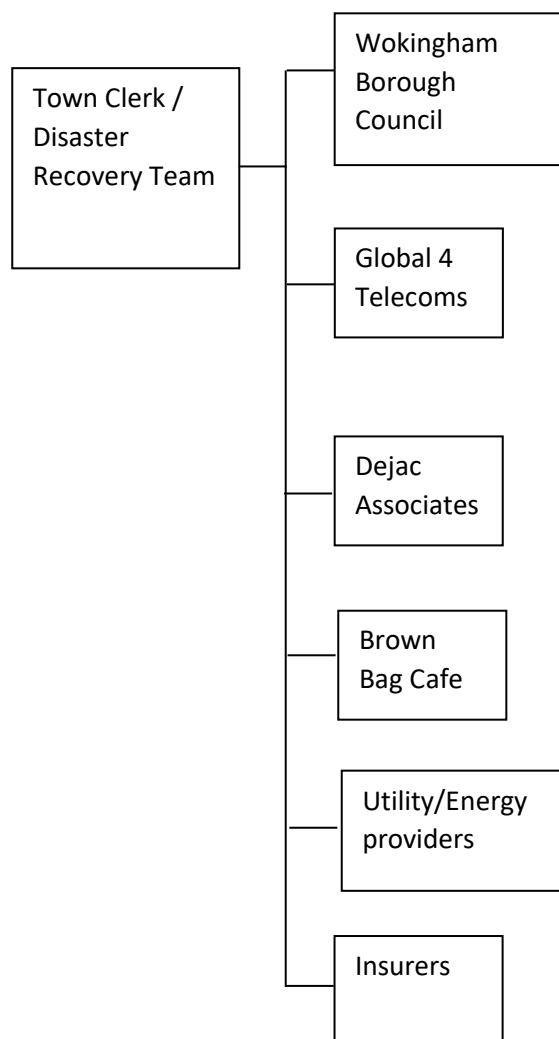
External Contacts

Name, Title	Contact Option	Contact Number
Electricity Supplier	Positive Energy	0333 370 9900
	Email Address	
Water Supplier	Thames Water (leaks/supply)	0800 316 9800
	Castle Water (billing/account)	0333 300 5763
	Email Address	
Gas Supplier	Ecotricity	0345 230 6102
	Email Address	business@ecotricity.co.uk
Electricity – contracted works/cable faults etc	SSE	0118 912 6681

Telecom Supplier – (VOIP office phones and mobiles – all sites)	Global 4	01403 272910
	Email Address	G4customer.services@global4.co.uk
IT Support Contractor (Apple Macs - Oakwood Centre & mail server)	Dejac Associates	07951 436 074
	Email Address	darrinc@dejac.co.uk
IT Support Contractor (PCs - Woodford Park Leisure Centre)	ASAP Computers	0118 984 5005
	Email Address	info@asapcomputers.co.uk

Office Supplies 1	Frasers	0118 931 0310
	Email Address	sales@fraseroffice.co.uk
Building Supplies	Bowak	0118 941 5511
	Email Address	info@bowak.co.uk
Insurance	Came & Co / Gallagher Insurance	01483 407481
	Email Address	Joshua_britcher@ajg.com
Site Security/ Key holding	Token Scurity	0118 979 8304 07990 828817
	Email Address	mail@token-security.com

External Contacts Calling Tree



1 Plan Overview

1.1 Plan Updating

It is necessary for any updates to this plan to be properly structured and controlled. The plan should be reviewed annually or following any significant changes e.g. personnel changes, supplier changes or building works affecting the plan.

1.2 Plan Documentation Storage

- Copies of this Plan will be stored in hard copy at the Oakwood Centre and Woodford Park Leisure Centre and in digital format on the fileserver (backed up off site).
- Copies of this plan will be issued to senior management to be filed at home.
- A master protected copy will be stored on the Cloud storage.

1.3 Emergency Scenario

Loss of use/access to the Oakwood Centre / Council Offices

In the event of loss of use or access to the Oakwood Centre the chosen strategy is to revert to a home working set up as successfully demonstrated during the pandemic lockdown/restrictions. Key staff have the means to operate effectively from home as required. Rooms at the Leisure Centre or community halls may be utilised as required for face-to-face public services.

If the Oakwood Centre is completely inaccessible or destroyed it will be necessary to set up a new server and remote network connections to this server along with installation of the Omega accounting package and retrieval of backup data.

1.4 Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business process. We have considered a wide range of potential threats and the results of our deliberations are included in this section. Each potential environmental disaster or emergency situation has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Potential disasters have been assessed as follows:

Potential Disaster	Probability Rating	Impact Rating	Risk Rating	Brief Description Of Potential Consequences & Actions
Pandemic / epidemic	4	3	12 (High)	<p>Coronavirus – Covid 19 Global Pandemic.</p> <p>Significant potential danger to employee and customer health.</p> <p>Massive financial impact on venues and leisure services from lockdown and on-going social restrictions.</p>
<p>ACTIONS</p> <ul style="list-style-type: none"> • Covid-safe working environments set up and maintained. Reduced office numbers, PPE, staggered working hours, home working, virtual meetings, single occupancy toilets, enhanced cleaning/sanitising regime, adherence to Government guidance and legislation. • Up to date information provided to staff and customers/public on current restrictions and guidelines. • Covid-19 risk assessments carried out for all work areas and communicated to staff. • IT systems configured to enable effective home working and data backup. • Processes put in place to enable virtual/electronic signing off of invoice and payments documentation while maintaining appropriate audit trail. • Explore and apply for available financial support – grants/furlough scheme. 				
Flood	1	3	3 (Low)	Damage to furniture/loss of use of building and offices. Loss of IT infrastructure/equipment.
Fire	1	4	4 (Med)	Loss of life, building, documents, IT infrastructure and income.
<p>ACTIONS</p> <ul style="list-style-type: none"> • Fire evacuation procedures in place in all buildings • Fire detection and alert systems in place and maintained • Fire extinguishers in place and maintained under service agreement 				
Severe electrical storms	1	2	2 (Low)	Temporary loss of power, telephone and/or broadband & IT systems
Act of terrorism	1	4	4 (Med)	Loss of life, building, documents and

				IT infrastructure
Act of sabotage / hacking / virus	1	3	3 (Low)	Temporary loss of IT system functionality/website.
Extended electrical power failure	2	3	6 (Med)	Temporary loss of telephone and/or broadband. Server protected by UPS.
Major gas leak or explosion	1	4	4 (Med)	Loss of life, building, documents and IT infrastructure
Loss of communications network services	2	2	4 (Med)	VOIP phone system implemented – all calls can be diverted to alternative landline or mobile numbers as required. This can be configured immediately by the telecoms provider or web browser.

Probability: 1=Very Low, 4=Very High

Impact: 1= Minor disruption 4=Total destruction/loss of life

Risk Rating: 1-3 = Low, 4-6 = Medium, 7+ = High

Covid-19

The actions taken in addressing the Covid-19 pandemic situation will apply to a number of other potential disaster / disruption scenarios.

IT systems have been configured to enable staff to work from home or from the office with a secure, remote link between certain machines. This link enables continuity of documentation and storage on the server while maintaining an effective backup process.

During the pandemic situation new processes were put in place to enable virtual signing off of invoice and payment batches while maintain the required audit trail.

Processes were put in place to ensure that all essential Council functions were able to continue, including financial, audit, democratic, contractual, information provision and operational functions.

2 Emergency Response

2.1 Plan Triggering Events

Key trigger issues at the Council Offices that would lead to activation of the DRP are:

- Total loss of all communications
- Total loss of power
- Flooding of the premises
- Loss of the building or access to the building

2.2 Assembly Points

Where the premises need to be evacuated the procedures laid down in the Council's Evacuation Plan shall be followed.

2.3 Activation of the Disaster Recovery Plan

When an incident occurs the Town Clerk will decide the extent to which the DRP must be invoked and will:

- Assess the extent of the disaster and its impact on the business;
- Decide which elements of the DRP should be activated;
- Establish and manage the Disaster Recovery Team (DRT) to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.

2.4 Disaster Recovery Team

The Disaster Recovery Team (DRT) will be contacted and assembled by the Town Clerk. The team's responsibilities include:

- Establish facilities for an emergency level of service
- Restore key services
- Recover to business as usual as soon as possible
- Report progress and issues to the Town Clerk

This policy and procedure has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DRP will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business

recovery. Suppliers of critical goods and services will continue to support recovery of business operations as the Council returns to normal operation.

2.5 Emergency Alert

The person discovering the incident calls a member of the DRT in the order listed:

• Town Clerk

- Kevin Murray – Deputy Town Clerk – 07469202841
- Colin Holland – Maintenance Manager - 07984979375

The DRT is responsible for activating the DRP for disasters identified in this plan, as well as in the event of any other occurrence that affects the Council's capability to perform normally.

In the event of an emergency the DRT will be led by the Town Clerk, who will be responsible for taking overall charge of the process and ensuring that the Council returns to normal working operations as early as possible.

Members of the DRT will keep a hard copy of the names and contact numbers of each employee in their departments. In addition, team members will have a hard copy of the Council's disaster recovery / business continuity plans on file in their homes in the event that the Oakwood Centre is inaccessible, unusable, or destroyed.

Emergency services will be contacted as required and the DRT will liaise directly with them.

2.6 Contact with Employees

Managers will serve as the focal points for their departments, while designated employees will call other employees as directed to explain the crisis/disaster and the Council's immediate plans.

2.7 Personnel and Family Notification

If the incident has resulted in a situation which would cause concern to an employee's immediate family such as hospitalization of injured persons, it will be necessary to notify their immediate family members as soon as possible.

3 Media

3.1 Media Contact

Assigned staff will coordinate with the media, working according to guidelines that have been previously approved and issued for dealing with post-disaster communications.

3.2 Media Strategies

1. Avoiding adverse publicity
2. Take advantage of opportunities for useful publicity
3. Have answers to the following basic questions:
 - What happened?
 - How did it happen?
 - What are you going to do about it?

3.3 Media Team

- Town Clerk
- Communications Manager
- Leader of the Council

3.4 Rules for Dealing with Media

Only members of the Media Team are permitted direct contact with the media; anyone else contacted should refer callers or in-person media representatives to the Town Clerk.

4 Insurance

As part of the Council's disaster recovery and business continuity strategies an insurance policy has been put in place. This covers errors and omissions, staff and officers' liability, general liability, and business interruption insurance.

The Council's insurance is arranged through;

- **Came & Company (Galaghers) - 01483 462860**
- **Out of hours emergency/claim (Ecclesiastical Insurance) – 0845 603 8381**
- **Policy number (to be quoted) - 11228978**

5 Financial and Legal Issues

5.1 Financial Assessment

The DRT shall prepare an initial assessment of the impact of the incident on the financial affairs of the Council. The assessment should include an appraisal of the loss of:

- Financial documents
- Revenue
- Assets
- Cash

5.2 Financial Requirements

The immediate financial needs of the Council must be addressed. These can include:

- Cash flow position
- Temporary borrowing capability
- Upcoming payments for invoices, payroll, taxes etc.
- Availability of replacement Council debit card to pay for supplies and services required post-disaster

5.3 Legal Actions

The Council's solicitors and DRT will jointly review the aftermath of the incident and decide whether there may be legal actions resulting from the event; in particular, the possibility of claims by or against the Council for regulatory violations, etc.

6. Disaster Recovery Report

- On completion of the disaster recovery response the DRT leader should prepare a report on the activities undertaken.
- The report should contain information on the emergency, who was notified and when, action taken by members of the DRT together with outcomes arising from those actions.
- The report will also contain an assessment of the impact to normal business operations.

The report will include:

- A description of the emergency or incident
- Those people notified of the emergency (including dates)
- Action taken by members of the DRT
- Outcomes arising from actions taken
- An assessment of the impact to normal business operations
- Problems identified
- Assessment of the effectiveness of the DRP
- Suggestions for enhancing the disaster recovery plan

Appendix A – Disaster Recovery Plan

Scenario A: Loss of use / access to Council Offices

In the event of the loss of use or access to the Council Offices and associated documents, IT network etc. the Disaster Recovery Plan may be implemented at the instruction of the Town Clerk. This plan will involve a combination of home working and set up / relocation of some facilities to a temporary location in order to maintain core Council functions until longer-term plans are established.

The nature, extent and duration of the emergency situation may require variations to this procedure – as directed by the Town Clerk.

<p>TEMPORARY LOCATION</p>	<ul style="list-style-type: none"> • HOME WORKING • WOODFORD PARK LEISURE CENTRE <p><i>Committee Rooms, Function Room/office space may be utilised for networked server installation for accounts software package. Finance Officer to work from WPLC or remotely.</i></p>
<p>IT REQUIREMENTS</p> <p>Dejac Associates Darrin Charlton 07951 436 074 darrinc@dejac.co.uk <i>If not available for any reason contact;</i> Robin Bateman 07983 976952</p>	<p>EQUIPMENT</p> <ul style="list-style-type: none"> • Mac/PC server running Rialtus Buseiness Suite • Essential Application Software: Rialtus Suite • RBS OMEGA • RBS BOOKINGS • RBS ALLOTMENTS • RBS PLANNING • Printer/copier <p>DEJAC ASSOCIATES will;</p> <ul style="list-style-type: none"> • provide and install Mac computers, network/backup drives, cabling etc to enable office network to be established. • Recover backed up data from mirrored drive at WPLC and/or cloud storage as required. • Install and configure Rialtus Suite on specified machines <p>Refer to the IT Manual for information regarding the IT set up.</p>

<p>RBS 01793 731 296 info@rbssoftware.co.uk</p>	<p>RIALTUS BUSINESS SOLUTIONS (RBS) will; Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.</p>
<p>COMMUNICATIONS Global 4 01403 272910 G4customer.services@gl obal4.co.uk</p>	<ul style="list-style-type: none"> • Dedicated broadband line. • Divert 01189 69 0356 calls to 0118 921 6969 or mobiles as required. • Update websites & social media with current information on the situation and contact details.
<p>OFFICE EQUIPMENT Fraser's 0118 931 0310 sales@fraseroffice.co.uk</p>	<ul style="list-style-type: none"> • Chairs & desks – use Committee Room furniture • Purchase office equipment as required from credit account supplier.
<p>FINANCES / PURCHASING Lloyds Bank</p>	<ul style="list-style-type: none"> • Contact Lloyds bank and arrange for replacement debit card. • Where purchase required goods from suppliers where we hold a credit account.

Scenario B: Loss of use / access to Woodford Park Leisure Centre

In the event of the loss of use or access to Woodford Park leisure Centre the Disaster Recovery Plan may be implemented at the instruction of the Town Clerk.

The nature, extent and duration of the emergency situation may require variations to this procedure – as directed by the Town Clerk.

In the event that the leisure centre building is lost or not accessible it may be possible to continue to operate some income generating functions from elsewhere e.g. relocating gym equipment or fitness classes to the Oakwood Centre or community halls.

<p>TEMPORARY LOCATION</p>	<ul style="list-style-type: none"> • THE OAKWOOD CENTRE • COMMUNITY HALLS • OUTSIDE SPACES <p><i>Alternative locations may be used where income generating activities are to continue to operate. This will depend on the nature of the activity and the priority in terms of income over other bookings in the Council's venues.</i></p> <p><i>Outside spaces may also be utilised as they were during the Coronavirus lockdown – where the car park was used to provide outdoor classes within the permitted activities under Government rules.</i></p>
<p>IT REQUIREMENTS</p> <p>ASAP Computers</p>	<p>EQUIPMENT</p> <ul style="list-style-type: none"> • PC to access and operate/provide access to gym membership suite (cloud based) • Additional PCs as may be required <p>info@asapcomputers.co.uk / 0118 984 5005</p> <p>Refer to the IT Manual for information regarding the IT set up.</p>
<p>COMMUNICATIONS</p> <p>Global 4 01403 272910 G4customer.services@global4.co.uk</p>	<ul style="list-style-type: none"> • Dedicated broadband line. • Divert calls to mobiles as required. • Update websites & social media with current information on the situation and contact details.

Scenario C: Business interruption due to IT failure

In the event of a partial or total failure of IT systems due to malware/virus it may be necessary to set up a new network depending on the scale and nature of the failure.

The nature, extent and duration of the emergency situation may require variations to this procedure – as directed by the Town Clerk. Security software is installed, monitored and updated as part of the maintenance contract.

<p>IT REQUIREMENTS</p> <p>Dejac Associates Darrin Charlton 07951 436 074 darrinc@dejac.co.uk <i>If not available for any reason contact;</i> Robin Bateman 07983 976952</p>	<ul style="list-style-type: none"> • Contact Dejac Associates to establish the nature/extent of the issue. • Arrange and set up replacement loan or purchased computers if required • Obtain backup information as required • Refer to the IT Manual for information regarding the IT set up. <p>DEJAC ASSOCIATES will;</p> <ul style="list-style-type: none"> • provide and install Mac computers, network/backup drives, cabling etc to enable office network to be established. • Recover backed up data from mirrored drive at WPLC and/or cloud storage as required. • Install and configure Rialtus Suite on specified
<p>RBS 01793 731 296 info@rbssoftware.co.uk</p>	<p>RIALTUS BUSINESS SOLUTIONS (RBS) will;</p> <p>Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.</p>

Woodley Town Council

Proposed Charges Appendix 2022/23

Strategy & Resources Committee
25 January 2022

Proposed charges 2022/23

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

2020/21	2021/22	2022/23	Incr %
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GAMES ROOM / TEA ROOM					
Woodley Resident	£13.00	£13.00	£13.50	3.8	
Other (<i>Non Woodley resident</i>)	£21.00	£21.00	£21.50	2.4	Sports Park "Meeting Room" £35.10 (non member), £23.40 (community), £17.80 (concessions)
Premium Rate WR (<i>Woodley resident</i>)	£19.50	£19.50	£20.00	2.6	Sports Park "Studio" £34.10 (non member), £29.10 (community), £23.30 (concessions)
Premium Rate NW (<i>Non Woodley</i>)	£31.50	£31.50	£32.00	1.6	

FUNCTION ROOM					
Woodley Resident	£26.00	£26.00	£27.00	3.8	
Other NW	£42.00	£42.00	£43.00	2.4	
Premium Rate WR	£39.00	£39.00	£40.00	2.6	
Premium Rate NW	£63.00	£63.00	£64.00	1.6	

COMMITTEE ROOM (x1)					
Woodley Resident	£8.30	£8.30	£8.70	4.8	
Concessionary Rate	£6.80	£6.80	£7.20	5.9	
Other NW	£12.50	£12.50	£13.00	4.0	

COMMITTEE ROOMS (x2)					
Woodley Resident	£13.00	£13.00	£13.50	3.8	
Concessionary Rate	£9.40	£9.40	£10.00	6.4	
Other NW	£20.30	£20.30	£21.00	3.4	

NB Premium applies to Friday and Saturday evenings at Woodford Park LC

Proposed charges 2022/23

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	2020/21	2021/22	2022/23	Incr %	
SPORTS HALL					
BADMINTON					
Adult HH	£10.00	£10.00	£10.00	0.0	Sports Park £10.30 (community), Loddon Valley £6.90 (members)
Adult NP	£12.50	£12.50	£12.50	0.0	Sports Park £13.70 (non members), Loddon Valley £13.75 (general),
OAP / Under 18 HH	£6.00	£6.00	£6.30	5.0	Sports Park £7.40 (UOR staff and students), Loddon Valley £6.90 (members),
OAP/Under 18 NP	£7.50	£7.50	£7.80	4.0	Sports Park £8.40 (concessions), Loddon Valley £5.15 (junior), South Reading Leisure Centre & Rivermead £12.40 (only available in the daytime / off peak), Meadway £12.80 (daytime)
Club	£13.30	£13.30	£13.50	1.5	
NETBALL					
Adult Club Rate (per session)	£62.50	£62.50	£63.00	0.8	Sports Park (four courts) £54.30 (non members), £41.00 (community)
Junior Club Rate	£39.00	£39.00	£39.00	0.0	Sports Park (four courts) £33.10 (concessions)
TABLE TENNIS					
Adult HH	£6.80	£6.80	£7.00	2.9	Loddon Valley £6.85 (members), Meadway £11.50
Adult NP	£7.80	£7.80	£8.00	2.6	Loddon Valley £7.65 (general), Meadway £11.50
OAP/Under 18 HH	£4.70	£4.70	£5.00	6.4	
OAP/Under 18 NP	£5.20	£5.20	£5.50	5.8	South Reading Leisure Centre & Rivermead £12.40 (only available in the daytime / off peak)
Healthy Habits Card					
Adults	£20.00	£20.00	£20.00	0.0	
Under 18s, OAPs, concession	£10.00	£10.00	£10.00	0.0	

Healthy Habits cards are valid for one year

Proposed charges 2022/23

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2020/21	2021/22	2022/23	Incr %
BOWLS (per session)				
Adults HH	£4.20	£4.20	£4.50	7.1
Adults NP	£5.50	£5.50	£6.00	9.1
OAP/Under 18 HH	£2.60	£2.60	£3.00	15.4
OAP/Under 18 NP	£3.10	£3.10	£3.50	12.9

CRICKET				
Grass wicket full day - Adults	£127.00	£127.00	£130.00	2.4
Artificial wicket full day - Adults	£96.00	£96.00	£100.00	4.2
Evening - grass wicket - Adults	£90.00	£90.00	£90.00	0.0
Eve/half day artificial wicket - Adults	£65.00	£65.00	£65.00	0.0
Community rate (half day/eve AW)	£35.00	£35.00	£36.00	2.9
				Sports Park £127.40 (non member), £108.40 (community)
				Sports Park £63.70 (non member), £54.40 (community)
				Sports Park £54.40 (community), £43.60 (concessions)

FOOTBALL (per match)				
Adult	£75.00	£75.00	£75.00	0.0
Under 18	£40.00	£40.00	£40.00	0.0
				Sports Park £64.10 (non member), £53.50 (community)
				Sports Park £42.80 (concessions)

NETBALL				
Adult	£21.00	£21.00	£22.00	4.8
Under 18	£16.00	£16.00	£17.00	6.3
				Sports Park £30.70 (non member), £24.50 (community)
				Sports Park £19.70 (concessions)

TENNIS				
Adult HH	£7.50	£7.50	£7.50	0.0
Adult NP	£10.00	£10.00	£10.00	0.0
OAP/Under 18 HH	£4.50	£4.50	£5.00	11.1
OAP/Under 18 NP	£5.50	£5.50	£6.00	9.1
				Sports Park £7.50 (community), Loddon Valley £4.85 (member)
				Sports Park £9.10 (non member), Loddon Valley £13.75 (general)
				Sports Park £5.30 (UOR students & staff), South Reading Leisure Centre £6.15
				Sports Park £6.20 (concessions)

3G PITCH	<i>(Comparisons for full pitch are all against full sized 11vs11 pitches, as no other 9vs9 pitches in the area)</i>			
Partner Club Full Pitch	£70.00	£70.00	£70.00	0.0 Sports Park £82.60 (community), £66.20 (concessions), Waingels £90.00 (partner), £100 (community).
Standard Full Pitch	£96.00	£96.00	£96.00	0.0 Sports Park £93.50 (non member), £82.60 (community), Waingels £130.00 (commercial).
Partner Club 5-a-side	£27.00	£27.00	£27.00	0.0 Sports Park £42.80 (community), £34.30 (concessions), Waingels £22.50 (partner), £25.00 (community), Goals £57.00 (midweek), £37.00 (weekends), Palmer Park £28.55
Standard 5-a-side	£40.00	£40.00	£40.00	0.0 Sports Park £53.50 (non member), £42.80 (community), Waingels £32.50 (commercial), Goals £64.00 (midweek), Palmer Park £56.00
Community/charity/school	£19.00	£19.00	£20.00	5.3 Sports Park £42.80 (community), £30.00 (UOR students & staff)

Proposed charges 2022/23

Halls, Playgroups and Memorial Ground

2020/21	2021/22	2022/23	Incr %
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CORONATION HALL	Hourly			
MAIN HALL (plus cttee room)				
Woodley Resident (WR)	£23.00	£23.00	£23.60	2.5%
Charities/Concessionary	£14.70	£14.70	£15.10	2.5%
Other Non Woodley (NW)	£35.70	£35.70	£36.60	2.5%
Premium Rate (WR)	£34.50	£34.50	£35.40	2.5%
Premium Rate Charities/Concessions	£22.10	£22.10	£22.70	2.5%
Premium Rate NW	£53.55	£53.55	£54.90	2.5%
Premium Rate applies to Friday & Saturday evening at Coronation Hall				
Brownies/Guides	£12.75	£12.75	£13.10	2.5%

CHAPEL HALL				
MAIN HALL				
Woodley Resident (WR)	£18.60	£18.60	£19.10	2.5%
Charities/Concessionary	£11.20	£11.20	£11.50	2.5%
Other Non Woodley (NW)	£27.90	£27.90	£28.60	2.5%

CHAPEL HALL				
COMMITTEE ROOM				
Woodley Resident (WR)	£9.20	£9.20	£9.50	2.5%
Charities/Concessionary	£6.90	£6.90	£7.10	2.5%
Other Non Woodley (NW)	£13.90	£13.90	£14.30	2.5%

GENERAL				
Playgroups (per session)	£19.00	£19.00	£19.50	2.5%
Cupboards (per annum)	£27.50	£27.50	£28.20	2.5%

MEMORIAL GROUND	Per Day			
Charities	£120.30	£120.30	£123.40	2.5%
Woodley organisation	£238.00	£238.00	£244.00	2.5%
Non-Woodley organisation	£369.00	£369.00	£378.30	2.5%
Preparation/Waiting	£116.00	£116.00	£188.90	2.5%

GARDEN OF REMEMBRANCE				
Plaque Woodley Resident	£147.00	£147.00	£150.70	2.5%
Plaque Non Woodley	£184.00	£184.00	£188.60	2.5%
Renewal fee (after 10 years)	£50.00	£50.00	£51.30	2.5%

Proposed Charges 2022/23

Oakwood Centre (inc VAT)		Community Groups			Woodley Resident			Non Woodley			Business		
		2020/21/22	2022/23		2020/21/22	2022/23		2020/21/22	2022/23		2020/21/22	2022/23	
Room		£	£	%	£	£	%	£	£	%	£	£	%
Bader Room	1/2 day	45.00	46.50	3.3	59.00	60.5	2.5	70.50	72.5	2.8	91.00	93.5	2.7
	Day	88.00	90.50	2.8	111.50	114.5	2.7	136.50	140.0	2.6	163.00	167.0	2.5
Falcon Room	1/2 day	40.00	41.00	2.5	45.00	46.5	3.3	63.00	65.0	3.2	80.50	83.0	3.1
	Day	73.50	75.50	2.7	88.00	90.5	2.8	118.00	121.0	2.5	149.50	153.5	2.7
Brunel Room	1/2 day	40.00	41.00	2.5	45.00	46.50	3.3	63.00	65.00	3.2	80.50	82.50	2.5
	Day	73.50	75.50	2.7	88.00	90.50	2.8	118.00	121.00	2.5	149.50	153.50	2.7
Falcon & Brunel	1/2 day	79.50	81.50	2.5	90.00	92.50	2.8	125.00	128.50	2.8	146.50	150.50	2.7
	Day	145.00	149.00	2.8	174.00	178.50	2.6	237.00	243.00	2.5	258.50	265.00	2.5
Carnival Hall Social functions	1/2 day	105.50	108.50	2.8	134.50	138.00	2.6	182.00	187.00	2.7	230.00	236.00	2.6
	Day	208.00	214.00	2.9	264.00	271.00	2.7	304.00	312.00	2.6	350.00	359.00	2.6
Evening 4+ hrs		170.00	175.00	2.9	228.50	234.50	2.6	282.50	290.00	2.7	326.50	335.00	2.6
	Business bookings:												
1/2 day		79.50	81.50	2.5	90.00	92.50	2.8	125.00	128.50	2.8	146.50	150.50	2.7
	Day	145.00	149.00	2.8	174.00	178.50	2.6	237.00	243.00	2.5	258.50	265.00	2.5
Maxwell Hall Social functions	1/2 day	89.00	91.50	2.8	115.50	118.50	2.6	146.00	150.00	2.7	176.00	180.50	2.6
	Day	177.00	182.00	2.8	224.00	230.00	2.7	289.00	296.50	2.6	313.50	321.50	2.6
Evening 4+ hrs		144.00	148.00	2.8	188.00	193.00	2.7	238.00	244.00	2.5	282.00	289.00	2.5
	Business bookings:												
1/2 day		45.00	46.50	3.3	59.00	60.50	2.5	70.50	73.00	3.5	91.00	93.50	2.7
	Day	87.70	90.00	2.6	111.50	114.50	2.7	136.50	139.00	1.8	163.00	167.00	2.5

Carnival & Maxwell Halls	1/2 day	153.00	157.00	2.6	191.00	196.00	2.6	250.00	256.50	2.6	326.50	335.00	2.6
Social functions	Day	300.00	308.00	2.7	376.00	385.50	2.5	495.00	507.50	2.5	522.00	535.00	2.5
	Evening 4+ hrs	261.00	268.00	2.7	318.00	326.00	2.5	379.50	389.00	2.5	408.00	418.50	2.6
Business bookings:	1/2 day	124.50	128.00	2.8	149.00	153.00	2.7	195.50	201.00	2.8	237.50	244.00	2.7
	Day	233.00	239.50	2.8	286.00	293.00	2.4	373.50	383.00	2.5	421.50	432.00	2.5
Theatre	1/2 day	106.50	109.50	2.8	134.50	138.00	2.6	182.50	187.00	2.5	196.00	201.00	2.6
	Day	210.00	215.50	2.6	265.00	272.00	2.6	352.50	362.50	2.8	365.00	374.50	2.6
Miles Suite	1/2 day	116.00	119.00	2.6	146.50	150.50	2.7	188.00	193.00	2.7	208.00	213.50	2.6
Social functions	Day	223.00	229.00	2.7	273.00	280.00	2.6	355.50	364.50	2.5	385.00	395.00	2.6
Buiness bookings:	1/2 day	45.00	46.50	3.3	59.00	60.50	2.5	70.50	72.50	2.8	91.00	93.50	2.7
	Day	88.00	90.50	2.8	112.00	115.00	2.7	137.00	140.50	2.6	163.00	167.00	2.5

		2020/21/22	2022/23	
Interview Room	1/2 day	43.00	44.50	3.4
	Day	62.00	64.00	3.1

Woodley Town Council

Revised Budget Estimates
2021/22

Budget Estimates 2022/23

Strategy & Resources Committee
25 January 2022

WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2022/23

	Actual 2020/21	2021/22 Projected Budget Estimates	2021/22 Revised Budget Estimates	2022/23 Projected Budget Estimates	2023/24 Projected	2024/25 Projected
REVENUE EXPENDITURE						
Strategy & Resources	848759	912295	892540	969145	998219	1028166
Leisure Services	621593	623694	587956	682746	703228	724325
Planning & Community	33093	33422	33422	34800	35844	36919
	1503445	1569411	1513918	1686691	1737291	1789410
INCOME						
Strategy & Resources	112545	154089	170692	189722	194465	199327
Leisure Services	140187	225854	404293	445470	456607	468022
Community Infrastructure Levy (CIL)	125634	0	54399	0	0	0
Furlough received to 30 Sept 2021	216812	50000	55693	0	0	0
Tier 4 LRS&G Lockdown funding	44528	0	0	0	0	0
	639706	429943	685077	635192	651072	667349
NET REVENUE EXPENDITURE	863739	1139468	828841	1051499	1086220	1122062
CAPITAL & PROJECT EXPENDITURE						
Strategy & Resources						
Capital Programme	0	0	0	45000	45000	45000
Capital & Projects (loans)	266506	264980	264980	264979	264979	264979
CIL	43129	0	0	0	0	0
	309635	264980	264980	309979	309979	309979
TOTAL NET EXPENDITURE	1173374	1404448	1093821	1361478	1396199	1432041
Financed as follows						
Precept	1203188	1293034	1293034	1225628		
Funds to (-) or from (+) General Reserve (a minus figure shows contribution to reserves)	-29814	111414	-199213	135849		
TOTAL NET FUNDING	1203188	1293034	1293034	1225628		
TAX BASE	10659	10806.8	10806.8	10857.8		
Band D pa £	112.88	119.65	119.65	112.88		
RESERVES						
General Reserve at 1st April	504212	534026	534026	733239		
2020/21 Earmarked reserves released to general reserve:	87506					
General reserve funds	534026	422612	733239	597389		

Woodley Town Council – Earmarked Reserves as at 31/12/21

	£
Capital Programme Fund	28,802
Buildings & Facilities	21,310
WPLC Roof Reserve	40,000
Cap-Receipt-Assets	89,400
Maintenance Workshop	10,079
Depot Power Supply	4,568
Theatre Audio	12,505
Insurance Income	33,275
Repairs & Renewals fund	25,369
WPLC Changing Rooms	10,000
Special Projects fund	25,040
Malone Park fencing/railing	12,000
Oakwood Roof	1,715
Play Area Reserve	22,662
AV Equip-Hybrid Meetings	7,500
WP Destination Play Area	67,117
3G Pitch Carpet Replacement	72,000
Youth Shelter	687
Loddon Mead	2,500
WP Bursary Fund	1,500
WP Community Sports Grants	8,184
Allotment toilet	1,765
WPLC Refurbishment Reserve	31,169
Allotment Security	503
Anxiety Self Help	779
Lodden Mead Art Proj	800
Clock/Pagoda Reserve	2,984
CIL funds	60,787
Town Centre Comm EMR	25,111
Total	620,110

Central Costs 101						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff costs	162121	169139	165785	169101	
4007	Health and Safety training	0	1000	3600	5100	
4008	Training	100	2500	340	2000	
4010	Expenses	3759	600	600	600	
4013	Oakwood Centre rent	37990	37990	37990	37990	
4016	Cleaning materials/1st aid	0	50	50	50	
4020	Publications	0	100	100	100	
4021	Telephone & Internet	1623	2397	1500	1750	
4022	Postage	613	600	700	700	
4023	Stationery	464	1000	1000	1100	
4030	Advertising - staff	1500	1500	1500	1500	
4031	Public Relations	7048	9000	5000	5000	
4036	Repairs & Maintenance	0	0	2000	2000	
4042	Office equipment & maint	11536	10000	12000	12000	
4045	Repairs and renewals	0	14000	5000	14000	
4046	Emergency repairs	3180	4000	4000	4000	
4522	VAT partial exemption	20538	18000	0	18000	
4725	TFR Revenue	-87	0			
Total		250385	271876	241165	274991	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1090	Misc income	6	100	100	100	
1091	Printing/photocopier	3	30	30	30	
1096	Bank/other interest	2062	4500	200	300	
1171	TCMI office costs	3825	3825	3825	3825	
Total		5896	8455	4155	4255	
Net		244489	263421	237010	270736	

Democratic costs 102

Democratic costs 102						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	46502	45282	45755	46755	
4008	Members exp/training	0	300	0	300	
4201	Civic costs/allowance	-938	300	1100	1000	
4211	Election expenses	0	6500	7400	6500	
4213	Room Hire - Council meetings	1377	1377	1377	1377	
4739	TFR to Mayoral Regalia	-1610	0	0	0	
4747	Transfer to election reserve	6500	0			
Total		51831	53759	55632	55932	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
Total		0	0	0	0	
Net		0	0	0	0	

Corporate management 103

Corporate management 103						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	70507	71093	74550	76041	
4002	NI	59498	62000	60578	61790	
4005	Superannuation	159646	164602	166758	170093	
4018	Payroll/realtime/auto enroll	1927	2200	2000	2200	
4024	Affiliation fees	4422	4450	4450	4500	
4025	Insurance	33512	35000	33000	35000	
4051	Bank charges	1049	2000	3000	3300	
4056	Legal & prof exp	5863	5000	10000	7000	
4057	Accounts/Audit	4006	8500	8500	8500	
4058	HR & Health Safety service	5960	5950	5000	5950	
4320	Residents survey	722	0			
Total		347112	360795	367836	374374	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1095	Credit card charges	0	0	0	0	
1174	Recharged NI	0	0	0	0	
1175	Recharged superannuation	0	0	0	0	
Total		0	0	0	0	
Net		347112	360795	367836	374374	

Capital programme 104

Capital programme 104						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4720	Revenue to Capital		0	0	45000	
Total		0	0	0	45000	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
Total		0	0	0	0	
Net		0	0	0	45000	

Grants - Section 137 - 105

Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4601	Grants	3000	4000	3100	3000	
4602	WTCMI	13000	13000	13000	15000	
Total		16000	17000	16100	18000	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
Total		0	0	0	0	
Net		16000	17000	16100	18000	

Oakwood Centre 107						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	84754	68301	68325	69692	
4006	First Aid	0	20	30	30	
4011	Rates	8982	8982	8982	9431	
4012	Water rates	2744	2900	3300	3487	
4014	Lighting and heating	20105	22000	24200	32400	
4016	Cleaning/other materials	2498	2000	1500	2000	
4017	Contract cleaning	14542	9000	12100	18576	
4021	Telephone	378	530	250	350	
4022	Postage	0	50	50	50	
4023	Stationery/printing	192	70	100	150	
4035	Certification/Inspection costs	4355	8000	5500	8000	
4036	Repairs, materials,decorations	2806	8000	8000	12000	
4040	Washroom Services	0	0	0	0	Now Maint Contracts
4041	Skip hire	2296	3400	1900	2232	
4042	Equipment	566	1000	600	1000	
4048	Maintenance contracts	915	2500	1500	1650	
4136	OC Roof Repair	1515	0	0	0	
4140	Booking Software	4525	0	0	0	
4170	Catering arrangements	85	500	300	500	
Total		112370	137253	136637	161548	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1001	Rent	3842	4000	4000	4200	
1002	Room Hire	16222	25000	40000	50000	
1019	Catering concession	3333	8000	10000	10000	
1090	Other income	64	300	1000	1000	
1791	Rent (offices)	37990	37990	37990	37990	
1792	Room hire - WTC	1377	1377	1377	1377	
Total		62828	76667	94367	104567	
Net		49542	60586	42270	56981	

Maintenance HQ/Workshop 108

Maintenance HQ/Workshop 108						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4011	Rates	0	0	0	0	
4014	Lighting and heating	0	0	0	0	
4021	Telephone	1080	445	1000	1200	
4036	Repairs/tools/PPE uniform	751	1000	1000	1000	
4043	Vehicle costs	531	1200	1000	1200	
4226	Maintenance Workshop	44167	0	0	0	
4826	Tfr Fund Maint'ce W'shop	-44167	0	0	0	
Total		2362	2645	3000	3400	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1090	Miscellaneous income	0	0	0	0	
Total		0	0	0	0	
Net		2362	2645	3000	3400	

Woodley Town Centre Management Initiative 109						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	TCMI staff costs	26990	27860	27860	28726	
4300	National Insurance cost	2888	2793	2793	3149	
4301	Pension costs	7241	7181	7181	7525	
4302	Market Managers	7236	5110	5110	5400	
4303	Office Admin/Phone	4761	4776	4776	4790	
4304	Floral Display-Basket/Planters	5901	6000	6000	6000	
4305	Christmas Tree	6086	610	610	610	
4306	Extravaganza/Christmas Events	3955	10000	10000	11000	
4307	Christmas Decorations	0	4500	4500	6000	
4308	Electricity (Light & Clock)	198	200	200	300	
4309	Premises Licence	70	690	690	800	
4310	Web Site	0	0	0	0	
4311	Advertising & Marketing	1428	1000	1000	1000	
4312	Contingency & Petty Cash	13	50	50	200	
4313	Street Trading Consent	50	1400	1400	1400	
4314	Halloween Event	0	0	0	2000	
4315	Children's Fun Day	40	0	0	2000	
4734	TFR to WTCMI Fund	14029	0	0	0	
4834	TFR Frm WTCMI Fund	-37065	0	0	0	
Total		43821	68967	72170	80900	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1301	Woodley TC Allocation	13000	13000	13000	15000	
1302	Wokingham BC SLA	15000	15000	15000	15000	
1303		0	0	0	0	
1304	Woodley Traders	0	500	2500	2000	
1305	Shop Watch Radio Scheme	795	1400	1400	1500	
1306	Concessions	840	1940	1500	1000	
1307	Variety Markets- Vegan/Artisan/	2715	9030	8570	8500	
1308	Extravaganza	60	4000	3500	4000	
1309	Car Boot Sales	0	2150	1200	3000	
1310	Saturday Market	13945	21000	21000	25000	
1311	Promotional Stands	3828	3000	3500	4000	
1312	Public Information Pillars	353	1150	1000	1400	
1314	Halloween Event	45	0	0	500	
1334		-6760	0	0	0	
Total		43821	68967	72170	80900	
Net		0	0	0	0	

Capital and projects 110

Capital and projects 110						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4737	Oakwood sinking fund	80000	80000	80000	80000	
4950	Lake/Wshop/WPLC Interest	6389	6196	6196	5997	
4951	WPLC Interest	8036	6938	6938	5728	
4953	Woodford Park Interest	584	471	471	389	
4954	Chapel Hall Interest	4662	4622	4622	4576	
4955	Oakwood Centre Interest	96938	96938	96938	96938	
4956	Oakwood- fixed rate interest	3006	2771	2771	2525	
4957	Airfield Centre Interest	4961	4610	4610	4224	
4958	3G Pitch Interest	5645	5167	5167	4675	
4959	GYM WPLC Interest	894	755	755	615	
4960	Lake/Workshop/WPLC Capital	6964	7158	7158	7357	
4961	WPLC Capital	10858	11957	11957	13167	
4963	Woodford Park Capital	2227	811	811	894	
4964	Chapel Hall Capital	342	383	383	429	
4966	Oakwood -fixed rate - capital	4996	5231	5231	5477	
4967	Airfield Capital	3514	3865	3865	4252	
4968	3G Pitch Capital	15636	16114	16114	16606	
4969	Gym WPLC Capital	10854	10993	10993	11133	
Total		266506	264980	264980	264979	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
Total		0	0	0	0	
Net		266506	264980	264980	264979	

Woodford Park Leisure Centre 201						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	165233	184919	181575	186207	
4004	Coaching/Leisure Att	46964	52000	49900	52000	
4006	First aid	0	50	50	200	New Defib pads in 22/23
4009	Uniforms	0	400	400	400	
4011	Rates	22829	22829	22829	23970	
4012	Water rates	6626	6400	8200	8664	
4014	Lighting and heating	9836	19000	16300	21650	Unit cost increase
4016	Cleaning/other materials	1119	1500	1300	1500	
4017	Contract cleaning	14096	14500	4100	15300	Return to normal hours
4021	Telephone	2902	3112	2100	2500	
4023	Stationery/printing	1032	1000	1438	1500	
4035	Certification costs	6260	5500	7000	7000	
4036	Repairs	6738	8000	8000	12000	
4040	Washroom/mats	580	0	0	0	Code amalgamated 4048
4041	Skip hire	1184	2200	1600	1980	
4042	Equipment & maintenance	3405	4000	5669	5900	
4048	Maintenance Contracts	0	912	1450	1500	
4142	Gym Equip & contracts	13780	16745	15685	16208	Contract extended
4146	WP Grant Fund Sport	50	0	100	0	
4241	3G maint/repairs	1500	3000	3400	2000	
4242	3G equipment	400	1600	2800	2800	
4245	3G sinking fund	12000	12000	12000	12000	
4251	Vending supply	259	2000	3821	4253	
Total		316793	361667	349617	379532	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1001	Rent	13904	15000	31468	32400	
1002	Public charges - rooms	7188	10000	26851	28194	
1201	Sports hall charges	13476	15750	33240	34902	
1203	Courses/activities	863	4350	13626	14579	
1206	Hard surface Area	903	2680	2680	1675	
1210	Sports equipment hire	113	250	450	450	
1220	Healthy Habits cards	342	500	800	1000	
1221	Sports hall charges NV	9739	9250	19522	54400	
1223	Courses/activities NV	5843	10650	33359	35693	
1226	Hard surface Area NV	1899	1320	1320	825	
1244	3G Pitch Income	21408	40000	59563	55394	Less outdoor demand in 22/23
1246	Grant funded sports	0	0	0	0	
1251	Vending/ice cream/other	479	3000	4834	5317	10% increase 22/23
1259	Fitness gym	28843	55000	87614	91995	5% increase 22/23
Total		105000	167750	315327	356824	
Net		251657	193917	34290	22708	

Depot - grounds maintenance 401

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	10173	10291	9935	10134	
4006	First aid	0	40	40	100	
4009	Protective clothing	447	600	600	600	
4012	Water rates	884	860	1200	1262	
4016	Cleaning materials	276	350	350	350	
4020	Other supplies	45	150	150	150	
4021	Telephone	1067	890	1200	1250	
4036	Repairs	1587	500	1200	1500	
4041	Skip hire	3487	5000	7200	7232	
4042	Machinery maint/repairs	2214	4800	4800	6000	Machine Servicing
4144	Petrol/oil	1650	2200	2200	2300	
4145	Tree maintenance	4500	2000	2000	10000	Tree survey & works
		26330	27681	30875	40878	
Total						
Income						
		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1402	Income Bulmershe Pk	278	520	682	300	
Total		278	520	682	300	
Net		51052	27161	30193	40578	

Football 402						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff costs	19386	19657	19875	20273	
4039	Seed/fertilizer	1470	2000	2000	2000	
4042	Equipment	0	120	285	200	
Total		20856	21777	22160	22473	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1003	Pitch charges	342	420	800	665	
1023	Pitch charges NV	1368	5580	10000	8835	
Total		1710	6000	10800	9500	
Net		19146	15777	11360	12973	

Cricket 403						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	9693	9829	9545	9736	
4012	Water rates	1587	1600	1900	2003	
4039	Seed/fertilizer	377	1000	1000	1100	
4042	Equipment	0	50	200	200	
Total		11657	12479	12645	13039	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1003	Pitch charges	504	1430	2530	2530	
1023	Pitch charges NV	1102	1170	2070	2070	
Total		1606	2600	4600	4600	
Net		10051	9879	8045	8439	

Bowling green 404

Expenditure						
		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	11847	12013	13252	13517	
4012	Water rates	2094	2200	2600	2755	
4014	B Club light & heat	0	0	0	0	
4035	Certifications	0	100	0	0	
4039	Horticultural supplies	568	1100	1100	1200	
4042	Equipment/equipment hire	0	300	0	200	
Total		14509	15713	16952	17672	
Income						
		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1003	Public fees	0	100	77	100	
1005	Club licence fee	4160	7681	7057	7441	
1006	Irrigation/water	0	400	400	475	
Total		4160	8181	7534	8016	
Net		10349	7532	9418	9656	

Woodford Park 405

Woodford Park 405						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	29807	30073	30985	31605	
4012	Water rates	3534	3600	4450	4697	
4020	Other materials	0	300	0	0	
4036	Repairs	89	500	900	1000	
4039	Plants/flowers	130	700	700	700	
4047	Play equipment	421	800	800	1500	
4072	Memorial Benches	0	0	1200	1400	
4151	Tournaments	0	350	0	0	
Total		33981	36323	39035	40902	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1001	Groundrent	750	750	750	750	
1120	Memorial benches	500	500	1200	1400	
Total		1250	1250	1950	2150	
Net		32731	35073	37085	38752	

Memorial Ground 406

Memorial Ground 406						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	9336	9429	9326	9513	
4039	Seed/fertilizer	0	100	100	200	
4047	Play equipment	18	300	300	500	
Total		9354	9829	9726	10213	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1002	Ground hire	0	241	0	150	
1004	Fair site	0	2000	7500	7500	
Total		0	2241	7500	7650	
Net		9354	7588	2226	2563	

Garden of Remembrance 407

Garden of Remembrance 407						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	6462	6552	6452	6581	
4039	Planting/pillars	0	225	225	250	
4071	Inscription costs	861	650	600	600	
Total		7323	7427	7277	7431	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1021	Inscription income	1348	900	1150	1150	
Total		1348	900	1150	1150	
Net		5975	6527	6127	6281	

Play areas and open spaces 408

Play areas and open spaces 408						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	11621	11569	12564	12815	
4013	Rent - ground leases	170	192	192	220	
4047	Play equipment	431	700	700	1000	
Total		12222	12461	13456	14035	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
		0	0	0	0	
Total		0	0	0	0	
Net		12222	12461	13456	14035	

Coronation Hall 501						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff costs	18335	18393	18789	19165	
4006	First aid	0	10	30	30	
4011	Rates	3643	3643	3643	3824	
4012	Water rates	51	200	320	338	
4014	Lighting and heating	1606	2000	2200	3000	Unit cost increase
4016	Cleaning materials	0	230	200	250	
4035	Certification tests	788	1300	1300	1300	
4036	Repairs	220	500	500	1500	
4040	Washroom services	229	0	0	0	
4048	Maintenance Contracts	0	180	300	500	
Total		24872	26456	27282	29907	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1002	Hall hire	2914	8000	15000	15000	
Total		2914	8000	15000	15000	
Net		21958	18456	12282	14907	

Chapel Hall 502						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff costs	13836	13904	14625	14918	
4006	First aid	0	10	30	30	
4011	Rates	1647	1647	1647	1728	
4012	Water rates	138	250	200	207	
4014	Lighting and heating	1807	2400	2400	3100	Unit cost increase
4016	Cleaning materials	0	100	100	100	
4021	WiFi	981	630	575	600	
4035	Certification tests	820	1300	1300	1300	
4036	Repairs	338	1000	1000	2000	
4040	Washroom services	229	0	0	0	
4048	Maintenance Contracts	0	185	300	500	
Total		19796	21426	22177	24483	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1002	Hall hire	7939	14000	25500	25500	
Total		7939	14000	25500	25500	
Net		11857	7426	-3323	-1017	

Allotments 601						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	7066	7077	7125	7268	
4012	Water rates	3894	3600	3500	3697	
4013	Lease	7300	7300	7300	7300	
4036	Repairs	1961	2000	2000	2000	
4748	TFR to Toilets	145	0	0	0	
4753	TFR to Security	145	0	0	0	
Total		20511	19977	19925	20265	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1001	Rents	12051	12627	12390	12830	
1160	Toilet income	145	100	100	150	
1161	Security income	145	100	100	150	
1162	Water charges	1004	1045	1020	1020	
1163	Bee Hive income	36	40	40	30	
Total		13381	13912	13650	14180	
Net		7130	6065	6275	6085	

Amenities 602						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	2401	2308	2655	2708	
4014	Street lights - fuel	920	900	1084	1100	
4036	Street lights - repairs	64	500	500	500	
4163	Amenities repairs	0	800	800	800	
4749	TFR to Speedwatch	-1246				
Total		2139	4508	5039	5108	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
		0	0	0	0	
Total		0	0	0	0	
Net		2139	4508	5039	5108	

Events 603						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4001	Staff	1441	1385	1750	1785	
4031	Promotions/materials	-474	3000	1000	8000	
4228	Centre Stage events/repairs	0	1500	200	1000	
4533	Woodley Carnival	0	3000	0	6000	
Total		967	8885	2950	16785	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
		0	0	0	0	
Total		0	0	0	0	
Net		967	8885	2950	16785	

Public toilet 604						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4011	Rates	2445	2445	0	0	
4012	Water rates	83	300	500	523	
4014	Utilities	631	540	540	600	
4033	Contract Cleaning	5208	4300	4300	4400	
4034	Consumables	41	0	0	0	
4036	Maintenance	159	500	500	500	
Total		8567	8085	5840	6023	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
1603	Public toilet income	601	500	600	600	
Total		601	500	600	600	
Net		7966	7585	2795	5423	

Youth Services 608						
Expenditure		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	Information
Code	Description					
4264	Youth services SLA	25352	26000	0	26000	
4266	Youth projects fund	1500	3000	3000	3000	
4269	Youth Survey	0	0	0	5000	
Total		26852	29000	3000	34000	
Income		Actual	Estimate	Revised Est	Estimate	
		2020/21	2021/22	2021/22	2022/23	
Code	Description					
Total		0	0	0	0	
Net		26852	29000	3000	34000	

PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY 2022/23

Expenditure		Actual	Estimate	Revised Est	Estimate
		2020/21	2021/22	2021/22	2022/23
Code	Description				
	Grants	33,093	33,422	33,422	34,800
Total		33,093	33,422	33,422	34,800
Income		Actual	Estimate	Revised Est	Estimate
		2020/21	2021/22	2021/22	2022/23
Code	Description				
Total		0	0	0	0
Net		33,093	33,422	33,422	34,800