



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

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

Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; M. Doyle;
C. Jewell; V. Lewis; 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 22 November 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.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

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

3. **MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2022**

To approve the minutes of the Strategy and Resources Committee held on 27 September 2022 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 11 October 2022)*

4. **FINANCE**

a) Budgetary Control

To receive **Report No. SR 27/22.**

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b) Payments

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

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	Current account	Imprest account
September 2022	£149,056.70	£55,860.21
October 2022	£115,759.28	£56,726.31

c) PSDF Funds

To note the updated position with regards to the Council’s funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 4c.**

d) Public Sector Pay Award

To note that the National Joint Council (NJC) has now agreed the public sector pay award for 2022/23 and this has been actioned by the Town Council. In addition, the NJC has agreed that from 1 April 2023 all employees covered by the National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro-rated for part time staff) to their annual leave entitlement.

5. SUB COMMITTEE & WORKING PARTY MEMBERSHIP

Following the death of Councillor Sam Rahmouni and the resignation of Cllr Tom McCann, the new political composition of the Council has changed the division of places on committees which have a membership of 4 Councillors.

Based on normal mathematical rounding, the Labour & Independent Group are now entitled to a place on committees with a membership of 4 Councillors, however this means the number of places allocated would be 5, one more than it should be. As such, such committees are not currently workable.

DIVISION OF PLACES – COMMITTEES WITH 4 MEMBERS	Previous Split	Current Split
Unrounded Figure - Con	2.72	2.78
Unrounded Figure - LD	0.80	0.70
Unrounded Figure – Lab & Ind	0.48	0.52
Rounded Figure - Con	3	3
Rounded Figure - LD	1	1
Rounded Figure - Lab	0	1
Total Allocated Members	4	5

In line with Standing Order 9.1 d), the following sub committees and working parties, which currently have a membership of 4 Councillors, and for which Strategy & Resources is the Parent Committee, have been suspended (details of current members included for reference):

Investments Sub Committee	Cllrs Anderson, Baker, Brindley & Heap
Risk Management Sub Committee	Cllrs Bragg, Green, Horskins & Rowland
Standing Orders & Financial Regulations Sub Committee	Cllrs Baker, Bragg, Heap and Swaddle
PR & Marketing Sub Committee	Cllrs Baker, Brindley, Swaddle and VACANCY
Personnel Sub Committee	Cllrs Anderson, Rowland, Sartorel and Soane
Youth Services Working Party	Cllrs Bragg, Chadwick, Gilder and Skegg

Standing Order 2.2 b) states that, in these circumstances, the number of allocated places will need to be changed and approved at the relevant Parent Committee meeting.

Members are asked to consider adjusting the number of places for Councillors on the above committees to a workable number, and then to appoint members accordingly.

For reference the division of places, should it be proposed to adjust membership to either 3, 5 or 6 Councillors, is shown below:

COUNCILLOR MEMBERSHIP	3	5	6
Unrounded Figure - Con	2.09	3.48	4.17
Unrounded Figure - LD	0.52	0.87	1.04
Unrounded Figure – Lab & Ind	0.39	0.52	0.78
<hr/>			
Rounded Figure - Con	2	3	4
Rounded Figure - LD	1	1	1
Rounded Figure - Lab	0	1	1
Total Allocated Members	3	5	6

6. **OAKWOOD CENTRE INCOME UPDATE**

To note the following Oakwood Centre Income updates:

a) Bookings and Room Hire

Room hire income for April to October 2022 was £33,443 against the budget target of £29,167. Income against budget is shown at **Appendix 6a.** Page 16

b) Catering Income

Catering income through the contract with Brown Bag for April to October 2022 was £10,016 against the budget target of £5,831. Income against budget is shown at **Appendix 6b.** Page 17

7. **CLIMATE SUB COMMITTEE**

To note **Report No. SR 28/22** of the Climate Emergency Sub Committee meeting held on 4 October 2022. Page 18

There were no recommendations made at this meeting due to be considered by the Committee.

8. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

To note the updated Climate Emergency Action Plan. **(Appendix 8)** Page 21

9. **STANDING ORDERS & FINANCIAL REGULATIONS SUB COMMITTEE**

To note **Report No. SR 29/22** of the Standing Orders & Financial Regulations Sub Committee meeting held on 12 October 2022. Page 37

Members are asked to consider the following recommendations made at this meeting:

- i. That revised Standing Orders, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption. Revisions provided at **Appendix 9i.**

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- ii. That revised Financial Regulations, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption. Revisions provided at **Appendix 9ii.** Page 47
10. **RISK MANAGEMENT SUB COMMITTEE**
To note **Report No. SR 30/22** of the Risk Management Sub Committee meeting held on 13 October 2022. Page 48
- There were no recommendations made at this meeting due to be considered by the Committee.
11. **YOUTH SERVICES WORKING PARTY**
a) To note **Report No. SR 31/22** of the Youth Services Working Party meeting held on 10 October 2022. Page 72
- There were no recommendations made at this meeting due to be considered by the Committee.
- b) To note that no submissions were received in response to the Youth Services procurement exercise.
- Members are asked to consider the next steps with regards to the provision of Youth Services.
12. **WOODLEY TOWN CENTRE PARTNERSHIP**
To receive the report of the Woodley Town Centre Partnership meeting held on 19 October 2022. (**Appendix 12**) Page 73
13. **PROJECTS SCHEDULE 2022/23**
To note the update on Council projects, as given in **Appendix 13.** Page 76
14. **COMMUNITY GRANTS**
To consider **Report No. SR 32/22.** The guidelines for awarding Community Grants to groups and organisations and to individuals are attached to the report. Page 79
15. **ALLOTMENTS RENT REVIEW**
To consider **Report No. SR 33/22.** Page 83
16. **COUNCIL MEETING DATES 2023/24**
To recommend the proposed schedule of meetings for the 2023/24 municipal year. (**Appendix 16**) Page 86
17. **MALONE PARK PATHWAY FUNDING**
Members are asked to consider allocating £6,000 from the Capital Programme for the installation of the following;
- Pathways across the grass, from Malone Road and Jerome Road, to provide better access the play area;
 - Knee rail fencing to prevent unauthorised vehicle access onto the site.
- At present access to the play area requires walking a significant distance across grass which can often be very wet/muddy. This is a particular issue for those with pushchairs, wheelchairs or with mobility issues.

- A project assessment for the installation of knee rail fencing is attached at **Appendix 17a.** Page 87
- A project assessment for the installation of pathways is attached at **Appendix 17b.** Page 90
- The Capital Programme has a current balance of £8,246.
18. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- a) To note the Town and Parish CIL funds Spend and Bids summary, provided by Wokingham Borough Council, as given in **Appendix 18a.** Page 93
- b) To consider the CIL co-funding request from Wokingham Borough Council with regards to a project to refurbish California Lakeside.
- Wokingham Borough Council are requesting funding contributions from a number of town and parish councils to help fund the proposed California Lakeside refurbishment. They are seeking £25,000 from Woodley Town Council. Details of the project, along with the rationale behind the proposed co-funding amounts requested from the relevant councils, is included at **Appendix 18b.** Page 94
19. **CODE OF CONDUCT**
- At the Full Council meeting, held on 11 October 2022 (minute 46.3), it was requested that the Strategy & Resources Committee review the Council's existing Code of Conduct to ensure it is robust.
- The Code of Conduct forms part of the Standing Orders. The relevant section is included at **Appendix 19.** Page 127
20. **TOWN COUNCILLOR EXPENSES**
- At the Full Council meeting, held on 11 October 2022 (minute 45), it was requested that the Strategy & Resources Committee consider the matter of whether Members should be paid expenses. Full Council asked that, when considering this, feedback from all Councillors should be requested and taken into consideration.
- Guidance on this matter can be found in The Local Authorities (Members' Allowances) (England) Regulations 2003, provided at **Appendix 20.** Page 132
21. **VENUE CHARITY HIRE RATES**
- At Full Council on 21 June 2022 (minute 30) a request for free hire of the Oakwood Centre from a charity organisation was considered and approved. Page 137
- The Council's venue charges for 2022/23 are shown at **Appendix 21.** Charities are generally charged at the Community Group rate when hiring Oakwood Centre rooms. It was previously agreed that any request for free hire from any organisation would be taken to the Strategy & Resources Committee for consideration on a case-by-case basis, a practice which has been taking place since at least 2015.
- Council requested that Strategy & Resources reconsider how requests for free hire of the Council's venues from charities are handled moving forwards.

22. **FUTURE AGENDA ITEMS**

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

23. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

STRATEGY AND RESOURCES COMMITTEE**BUDGETARY CONTROL 2022/23****Report No. SR 27/22**

EXPENDITURE	Budget 2022/23	Actual Exp as at 31/10/2021	Actual Exp as at 31/10/2022	Actual Exp as % of Budget	Information
Central Costs	274991	95444	162433	59.1	Training, postage, stationery, PR & Promotions, equipment, emergency repairs over 58%. All other costs under 58%.
Democratic Costs	55932	20145	29523	52.8	Staff costs slightly over 58%, training costs for councillors over budget. All other costs at or under 58%.
Corporate Management	374374	167607	229207	61.2	Employer's NIC & Superannuation slightly above allocation, Affiliation fees over 58%, insurance, bank charges & Health & Safety costs over 58%.
Capital Programme	45000	0	3276	7.3	Expenditure on signs, waste bins, Garden of Remembrance, lake path extension and paddling pool cover & pump.
Grants	18000	7017	9750	54.2	Town Centre grant paid, community grant applications to be considered at meeting.
Oakwood Centre	161548	46283	90205	55.8	Staff costs at 65%, rates, cleaning costs, repairs & maintenance, refuse collection equipment and catering costs over 58%. All other costs under.
Maintenance HQ	3400	1105	1851	54.4	Repairs & maintenance costs over 58%. All other costs under.
Woodley TCM I	80900	23552	38382	47.4	Expenditure on floral displays, Christmas tree, electricity & general events over 58%. All other costs under.
Capital and Projects	264979	264982	99166	37.4	Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in September & March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre part allocated to the Public Sector Deposit Fund to achieve the £2M - the amount to be paid to the Public Works Loan Board in three payments in 2025 and 2026.
TOTAL	1279124	626135	663793₇	51.9	Month 7 = 58%

INCOME	Budget 2022/23	Actual Inc as at 31/10/2021	Actual Inc as at 31/10/2022	Actual Inc as % of Budget	
Central Costs	4255	9654	2969	69.8	Interest on temporary investments well over the original estimate.
Democratic Costs	0	0	0	0.0	
Corporate Management	0	0	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	104567	46007	69205	66.2	Letting income at 69% of budget, catering concession at 100%.
Maintenance HQ	0	0	0	0.0	
Woodley TCM I	80900	29421	39710	49.1	Most income items under 58%. Income from car boot sales at 72%.
Capital and Projects	0	0	0	0.0	
TOTAL	189722	85082	111884	59.0	
NET	1089402	541053	551909	50.7	Month 7 = 58%

Woodley Town Council**Current Account****List of Payments made between 01/09/2022 and 30/09/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
15-Sep-22	(Personal Information)	440.00	Mkt Manager - WTCM
15-Sep-22	AJGIBL GBP Client NST Account	655.61	Insurance
07-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
14-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
22-Sep-22	Alan Hadley Ltd	434.40	Refuse Collection
22-Sep-22	AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
09-Sep-22	Be Fuelcards Ltd	2.54	Admin charge-Depot
16-Sep-22	Be Fuelcards Ltd	53.03	BP Diesel MW65 EHN
30-Sep-22	Be Fuelcards Ltd	47.58	Unleaded fuel-Depot
15-Sep-22	Bowak Ltd	97.38	Cleaning supplies
22-Sep-22	Bowak Ltd	125.41	Cleaning supplies
07-Sep-22	Brake Bros Foodservice Ltd	616.31	Vending supplies
14-Sep-22	Brake Bros Foodservice Ltd	797.20	Vending supplies
22-Sep-22	Brake Bros Foodservice Ltd	306.43	Vending supplies
22-Sep-22	Brewers Decorator Centres	43.76	Decorating supplies
07-Sep-22	Broxap Ltd	1496.40	Cast Iron bench
15-Sep-22	Circus Scene	400.00	Santa gifts-Extravaganza
02-Sep-22	Club Manager Ltd	94.80	Monthly - Gym clubmanager
22-Sep-22	CoolerAid Ltd	74.02	Bottled Water
14-Sep-22	DCK Accounting Solutions Ltd	360.00	Consult-Zoom mtg accounts
15-Sep-22	DCK Accounting Solutions Ltd	492.00	VAT Partial exemption
15-Sep-22	Devonshire Trading Ltd	1100.81	Gym equip monthly charge
15-Sep-22	Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
26-Sep-22	Ecotricity	95.50	Gas supply-WPLC
15-Sep-22	EDF Energy 1 Ltd	26.59	Electric supply-Clock
12-Sep-22	Epos Now Ltd D/D	30.00	Monthly till charge-WPLC
22-Sep-22	Eventu	50.00	Projector hire
15-Sep-22	Fiddes & Son Ltd - Bowcom	397.20	Bowgrass/Atom Nozzle
09-Sep-22	Global 4 Communications	999.54	Phone/Mobiles
22-Sep-22	HMRC Cumbernauld	15542.34	PAYE&NI Deducted from pay
15-Sep-22	IBS Office Solutions Ltd	698.40	Photocopier rental/printing
30-Sep-22	Les Mills Fitness UK Ltd	203.69	Body balance-Gym coach
14-Sep-22	Lloyds Bank D/D	268.57	Monthly cardnet charge
15-Sep-22	M K Cleaning	162.50	Table cloth laundry
06-Sep-22	Mailcoms Ltd D/D	264.00	Mailcare extra 5 annual charge
15-Sep-22	Merchant Rentals Ltd	18.40	Cardnet machine rental
15-Sep-22	Merchant Rentals Ltd	18.40	Cardnet machine rental
22-Sep-22	PBT Electrical & Maintenance Ltd	12000.00	Electrical work-WPLC

15-Sep-22	PKF Littlejohn LLP	3840.00	External Audit 2021/2022
26-Sep-22	Poztive Energy Ltd	45.80	Electric supply-Coro hall
26-Sep-22	Poztive Energy Ltd	585.91	Electric supply-WPLC
26-Sep-22	Poztive Energy Ltd	33.87	Electric supply-Chapel hall
26-Sep-22	Poztive Energy Ltd	931.82	Electric supply-OC
15-Sep-22	Proludic Ltd	2246.59	Re-installation of Cableway
22-Sep-22	Prudential	307.24	AVC deducted from pay
30-Sep-22	Public Works Loan Board	69298.08	PWLB - Captial/Interest
07-Sep-22	Richard Wheeler Signs Ltd	357.52	Stainless steel plaque
09-Sep-22	SGW Payroll Ltd	157.82	Aug 22 payroll service
15-Sep-22	Suregreen Ltd	1637.56	Gravel board/timber sleepers
29-Sep-22	SWALEC	74.07	Electric supply-Toilet
15-Sep-22	Thames Valley Water Services Ltd	528.00	Monthly water/temp check
22-Sep-22	Thames Valley Water Services Ltd	84.00	Paddling pool water check
22-Sep-22	The Berkshire Pension Fund	18792.33	Employee & 'er deducted from pay
14-Sep-22	Total Door Services Ltd	162.00	Oakwood door-service repair
22-Sep-22	Trade UK - Screwfix	223.26	Building supplies
15-Sep-22	Travis Perkins Trading Co	188.64	Building supplies
22-Sep-22	Tudor Environmental	191.26	Staff boots/Cuprinol spray paint
01-Sep-22	TV Licence	159.00	TV Licence-WPLC
22-Sep-22	Unison Collection Ac	22.50	Union fee deducted from pay
15-Sep-22	Veolia ES - UK Ltd	404.94	Refuse Collection
22-Sep-22	Veolia ES - UK Ltd	345.37	Refuse Collection
15-Sep-22	WFL UK Ltd	2682.00	ULS Diesel fuel-Depot
01-Sep-22	Wokingham BC - Rates	2283.00	Rates - WPLC
01-Sep-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Sep-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Sep-22	Wokingham BC - Rates	898.00	Rates-OC
15-Sep-22	Workwear Express Ltd	16.06	Sample staff uniform

Total

149056.70

CLERKS IMPREST A/C**List of Payments made between 01/09/2022 and 30/09/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Sep-22	(Personal Information)	200.00	Refund deposit
13-Sep-22	(Personal Information)	40.00	Flowers-Memorial
16-Sep-22	(Personal Information)	50.00	Refund deposit
16-Sep-22	(Personal Information)	50.00	Refund deposit
16-Sep-22	(Personal Information)	15.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
16-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	200.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
20-Sep-22	(Personal Information)	75.00	Refund deposit
28-Sep-22	(Personal Information)	23.39	BSS Reading-Unequal tee
30-Sep-22	(Personal Information)	50.00	Refund deposit
15-Sep-22	Amazon Mkt place	5.80	Black mesh nylon sack
16-Sep-22	Amazon Mkt place	9.49	Plastic storage bucket
16-Sep-22	Amazon Mkt place	10.99	100x Garden ground pegs
16-Sep-22	Amazon Mkt place	20.77	Cable ties/basket ball hoop ne
22-Sep-22	Amazon Mkt place	13.98	Tate & Lyle sugar sachets
28-Sep-22	Amazon Mkt Place	40.46	20V Cordless glue gun
28-Sep-22	Amazon Mkt Place	43.60	Bubble wrap 750mm x 50m
28-Sep-22	Amazon Mkt Place	53.01	Waterproof tarp cover 9m x 12m
29-Sep-22	Amazon Mkt Place	3.99	H&S 50 hot glue sticks
29-Sep-22	Amazon Mkt Place	7.99	Beeway 55 glue sticks
27-Sep-22	BACS P/L Pymnt Page 4966	250.00	BACS P/L Pymnt Page 4966
26-Sep-22	Chaircover4wedding	-116.50	CR 70x144 Table cloth
13-Sep-22	Chew Valley Trees	894.00	Memorial trees-Queen
28-Sep-22	Chew Valley Trees	258.00	Memorial Tree-WP
28-Sep-22	Deltapoint Ltd T/A Cupsdirect	46.68	7oz paper cups - OC
14-Sep-22	Ebay.com	18.65	Vertical blind chain
21-Sep-22	Gear4Music	442.47	PA system/wireless microphone
16-Sep-22	Genpower Ltd	219.99	Hyundai hole borer
20-Sep-22	J Bower & A Bulbec	19.50	Refund inv CN17240-Bower
26-Sep-22	Kaspersky.co.uk	54.99	Software security
28-Sep-22	Lloyds Bank	48581.60	Sept 2022 net payroll
09-Sep-22	Lloyds Bank D/D	13.76	Imprest a/c charge to 9 Aug
28-Sep-22	Nextday Catering	102.46	10oz stacking cups
29-Sep-22	PETTY CASH A/C	190.39	Petty cash topup
21-Sep-22	Pitchcare.com	2217.60	Top dressing & Loam
08-Sep-22	ProjectDrains	187.80	Clear blocked toilet
23-Sep-22	Shaws.co.uk	122.40	Book of condolence
27-Sep-22	SportsDirect.com	654.99	Carlton shuttle cocks-WPLC
28-Sep-22	Usports	378.00	Refund W7340-Usports
30-Sep-22	Yorkshire Trading Company	34.96	3x Crystal 60l storage box
	Total	55860.21	

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Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Oct-22	(Personal Information)	440.00	Mkt Manager - WTCM
07-Oct-22	(Personal Information)	100.00	Singing at Extravaganza-WTCM
06-Oct-22	AGA Print Ltd	93.16	Posters
20-Oct-22	AGA Print Ltd	60.34	Posters
06-Oct-22	Alan Hadley Ltd	444.00	Refuse Collection
20-Oct-22	Alan Hadley Ltd	450.00	Refuse Collection
07-Oct-22	ASAP Computer Services	154.80	Annual antivirus charge-WPLC
07-Oct-22	AYS Cleaning Contractors Ltd	58.56	Contract Cleaning
20-Oct-22	AYS Cleaning Contractors Ltd	2554.45	Contract Cleaning
07-Oct-22	Be Fuelcards Ltd	2.54	Admin charge-Depot/Maintenance
14-Oct-22	Be Fuelcards Ltd	36.37	Unleaded fuel-Depot
27-Oct-22	Berkshire Tree Care	5508.00	Gardening service-Depot
07-Oct-22	Boston Seeds	240.50	Gardening supplies-seeds
20-Oct-22	Boston Seeds	270.50	Gardening supplies-seeds
20-Oct-22	Bowak Ltd	113.92	Cleaning supplies
27-Oct-22	Bowak Ltd	124.58	Cleaning supplies
06-Oct-22	Brake Bros Foodservice Ltd	317.36	Vending supplies
20-Oct-22	Brake Bros Foodservice Ltd	268.26	Vending supplies
06-Oct-22	Brown Bag Cafe Ltd	57.60	Catering services
20-Oct-22	Brown Bag Cafe Ltd	904.86	Catering services
03-Oct-22	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental-WPLC
07-Oct-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
27-Oct-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
03-Oct-22	Club Manager Ltd	94.80	Gym software monthly fee
27-Oct-22	CoolerAid Ltd	12.34	Bottled Water
07-Oct-22	Dejac Associates Ltd	1466.40	HP Pro desk computer/support
17-Oct-22	Devonshire Trading Ltd	1100.81	Gym equip monthly rental
27-Oct-22	Don Ruffles Ltd	146.17	Adult/child Defib pads
07-Oct-22	Earth Anchors Ltd	247.20	Red bin sacks
05-Oct-22	Ecotricity	23.42	Gas supply-Coro Hall
05-Oct-22	Ecotricity	99.86	Gas supply-OC
05-Oct-22	Ecotricity	28.27	Gas supply-Chapel Hall
07-Oct-22	Ecotricity	233.31	Electric supply-Depot
17-Oct-22	Ecotricity	157.16	Gas supply-WPLC
17-Oct-22	Ecotricity	115.30	Gas supply-OC
26-Oct-22	Ecotricity	39.28	Gas supply-Coro Hall
26-Oct-22	Ecotricity	77.06	Gas supply-Chapel Hall
06-Oct-22	EDF Energy 1 Ltd	25.84	Electric supply-Clock
12-Oct-22	Epos Now Ltd D/D	30.00	Monthly EPOS till support
07-Oct-22	Facet Technical & Resource Solutions	5358.13	Building/Facilities compliance
07-Oct-22	Farol Ltd	71.68	Chain loop/wooden file/sharpening tool
06-Oct-22	First Days Children's Charity	2000.00	Grant-WTC
11-Oct-22	Global 4 Communications	999.54	Phone/mobiles
06-Oct-22	Henry Street Garden Centre	125.55	Gardening supplies
24-Oct-22	HMRC Cumbernauld	15552.24	PAYE&NI Deducted from pay
06-Oct-22	Keep Mobile	500.00	Grant-WTC
20-Oct-22	Lamps-Tubes Luminations Ltd	2952.00	Electrical repairs-WTCM
31-Oct-22	Les Mills Fitness UK Ltd	203.69	Bodybalance coach-WPLC
06-Oct-22	Link Visiting Scheme	500.00	Grant-WTC
20-Oct-22	Lister Wilder Ltd	66.91	Blades/screen wash/coolant
04-Oct-22	Lloyds Bank D/D	43.00	Bank charges-Current a/c
14-Oct-22	Lloyds Bank D/D	324.74	Monthly cardnet service fee
27-Oct-22	Lyreco UK Ltd	207.70	Stationery Supplies
17-Oct-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WPLC

17-Oct-22	Merchant Rentals Ltd	18.40	Cardnet monthly rental-WTC
06-Oct-22	MKR Electrical Services Ltd	3488.00	Electrical work-WPLC
20-Oct-22	PBT Electrical & Maintenance Ltd	8098.73	Electrical work-WPLC
19-Oct-22	Poztive Energy Ltd	62.10	Electric supply-Coro Hall
19-Oct-22	Poztive Energy Ltd	632.59	Electrical supply-WPLC
19-Oct-22	Poztive Energy Ltd	35.03	Electric supply-Chapel Hall
26-Oct-22	Poztive Energy Ltd	1222.15	Electric supply-OC
20-Oct-22	PPL PRS Ltd	1308.64	Music Licence
27-Oct-22	PPL PRS Ltd	2836.32	Music Licence
24-Oct-22	Prudential	307.24	AVC deducted from pay
03-Oct-22	Public Works Loan Board	6676.72	PW507873-Capital/Interest Payment
06-Oct-22	Readibus	8250.00	Grant-WTC
27-Oct-22	Reading Community Energy Soc Ltd	1195.86	Electrical supply-WPLC&OC
20-Oct-22	Richard Wheeler Signs Ltd	189.52	Stainless steel plaque
06-Oct-22	Select Environmental Services Ltd	190.92	Refuse Collection
20-Oct-22	Select Environmental Services Ltd	521.76	Refuse Collection
12-Oct-22	SGW Payroll Ltd	161.90	Payroll service charge-Sept 22
06-Oct-22	Simply Vintage	330.00	Mayor morning coffee/tea
26-Oct-22	Simply Vintage	-315.00	Mayor morning coffee/tea refund
20-Oct-22	SSE Southern Electric	624.46	Electrical supply-columns
31-Oct-22	SWALEC	77.18	electric supply-Toilet
20-Oct-22	Technical Surfaces Ltd	399.00	3G matchfit service
24-Oct-22	The Berkshire Pension Fund	18808.23	Employee & 'er deducted from pay
07-Oct-22	Total Door Services Ltd	732.00	Oakwood door-service repair
27-Oct-22	Total Door Services Ltd	641.88	Oakwood door-service repair
20-Oct-22	Trade UK - BandQ	1217.93	Building supplies
06-Oct-22	Trade UK - Screwfix	16.46	Building supplies
20-Oct-22	Trade UK - Screwfix	520.96	Building supplies
07-Oct-22	Tudor Environmental	75.78	Hand lifting tong/dressing kit
07-Oct-22	Tudor Environmental	144.29	Dustbin liner bags/lifting tongs
24-Oct-22	Unison Collection Ac	22.50	Union fee deducted from pay
27-Oct-22	Veolia ES - UK Ltd	377.94	Refuse Collection
20-Oct-22	Windowflowers Ltd	1411.20	Large square planters-WTCM
03-Oct-22	Wokingham BC - Rates	2283.00	Rates-WPLC
03-Oct-22	Wokingham BC - Rates	364.00	Rates - Coro Hall
03-Oct-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
03-Oct-22	Wokingham BC - Rates	898.00	Rates-OC
06-Oct-22	Wokingham-Citizens Advice	3500.00	Grant-WTC
20-Oct-22	Zapkam Ltd	397.99	Staff uniform-WPLC

Total

115759.28

CLERKS IMPREST A/C**List of Payments made between 01/10/2022 and 31/10/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
03-Oct-22	(Personal Information)	53.98	WPLC Gym refund
03-Oct-22	(Personal Information)	53.98	WPLC Gym refund
05-Oct-22	(Personal Information)	65.25	WPLC refund
07-Oct-22	(Personal Information)	75.00	Refund deposit
12-Oct-22	(Personal Information)	75.00	Refund deposit
12-Oct-22	(Personal Information)	200.00	Refund deposit
19-Oct-22	(Personal Information)	50.00	Refund deposit
19-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	73.85	Staff uniform-shoes
24-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	(Personal Information)	75.00	Refund deposit
25-Oct-22	(Personal Information)	75.00	Refund deposit
25-Oct-22	(Personal Information)	75.00	Refund deposit
28-Oct-22	(Personal Information)	75.00	Refund deposit
24-Oct-22	Asda Groceries	51.65	Mayor Coffee food charity
24-Oct-22	Asda Groceries	6.00	Mayor Coffee food charity
24-Oct-22	Asda Groceries	-2.50	Refund Mayor Coffee food charity
24-Oct-22	Asda Groceries	-0.40	Refund Mayor Coffee food charity
17-Oct-22	Canva.com	99.99	Subscription service-WTCM
24-Oct-22	Canva.com	99.99	Software subscription
10-Oct-22	Direct Hygiene.co.uk	68.64	10 Litre hot water urn
31-Oct-22	Gardeners Dream	203.97	2x Christmas trees
26-Oct-22	Granmore.com	329.81	Artic flat ceiling tiles
04-Oct-22	Hortech Systems Ltd	6236.40	Hortech Systems Ltd
26-Oct-22	Lloyds Bank	47915.86	Net Oct 22 payroll
14-Oct-22	Lloyds Bank D/D	13.60	Bank charges-Imprest a/c
05-Oct-22	Paperstone	37.93	Heavy duty - paper OC
27-Oct-22	PETTY CASH A/C	201.33	Topup petty cash
28-Oct-22	Photobox Ltd	4.58	Photo of Mayor
24-Oct-22	Rhys & Nicola Davies	75.00	Refund deposit
20-Oct-22	The Pink House/Ultimate One Lt	212.40	Wrought Iron tree guard
	Total	56726.31	

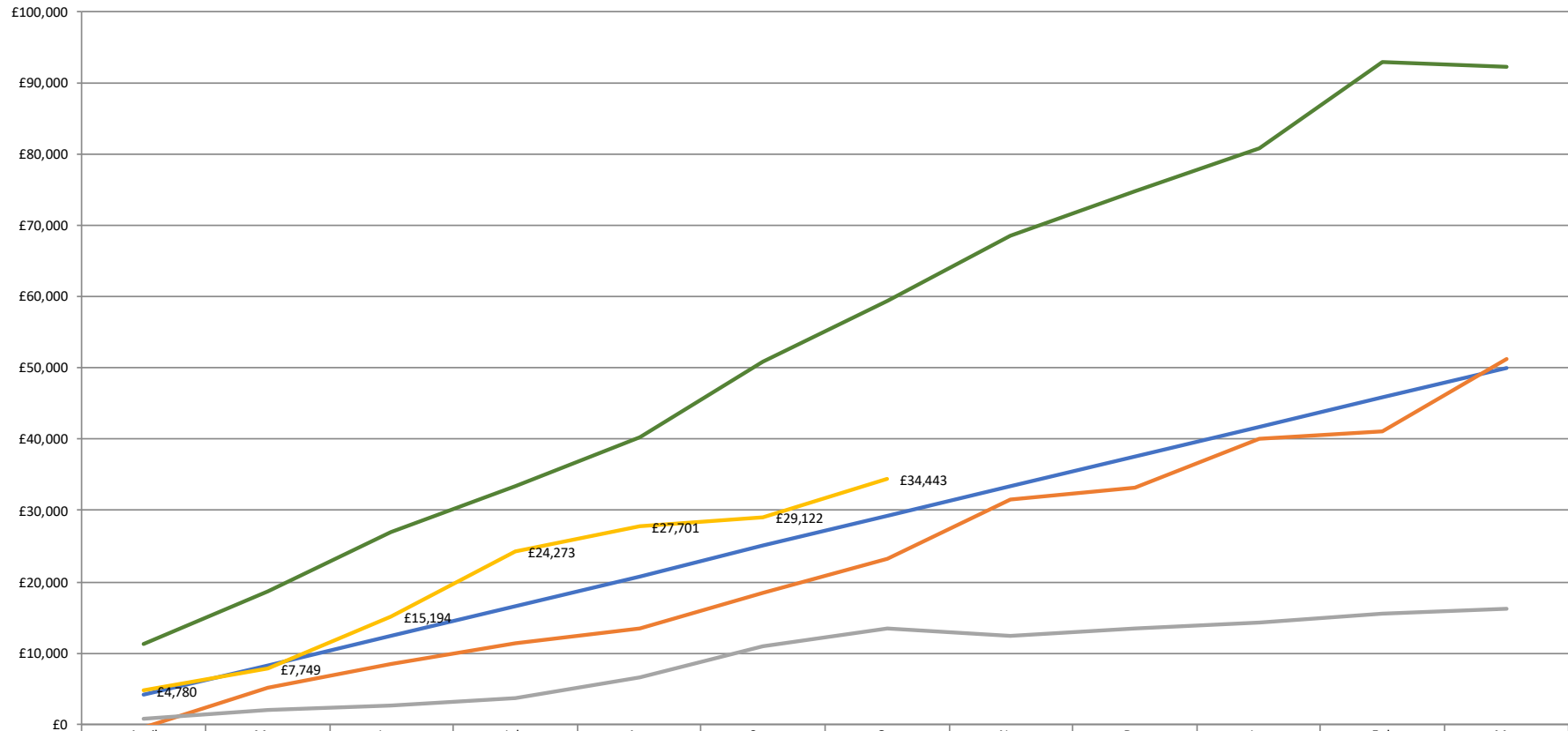
THE PUBLIC SECTOR DEPOSIT FUND

TOTAL INVEST INCOME	£15,714.87	Re-invested
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Woodley TC - PWLB			CB6
Date	Dividend	Investment	1096/702
			Balance
Friday, 8 July 2022	Period of Income	2,000,000.00	2,000,000.00
Monday, 1 August 2022	8 July to 31 July 22	1,472.30	2,001,472.30
Thursday, 1 September 2022	1 Aug to 31 Aug 22	2,746.88	2,004,219.18
Saturday, 1 October 2022	1 Sept to 30 Sept 22	2,880.59	2,007,099.77
Tuesday, 1 November 2022	1 Oct to 31 Oct 22	3,456.85	2,010,556.62
Total		10,556.62	2,010,556.62

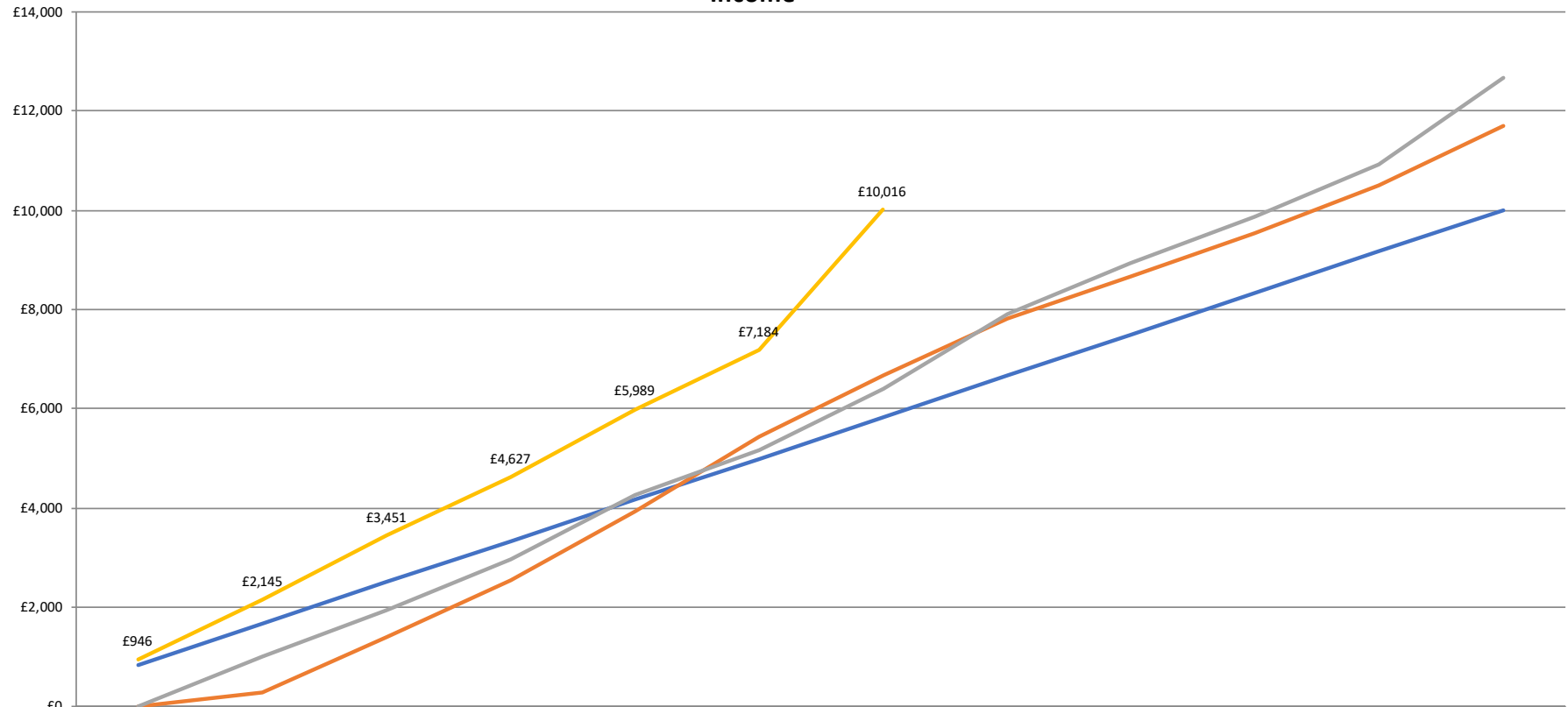
Woodley TC - INVEST			CB7
Date	Dividend	Investment	1097/702
			Balance
Friday, 8 July 2022	Period of Income	733,000.00	733,000.00
Monday, 1 August 2022	8 July to 31 July 22	539.58	733,539.58
Thursday, 1 September 2022	1 Aug to 31 Aug 22	1,006.72	734,546.30
Friday, 23 September 2022		600,000.00	1,334,546.30
Saturday, 1 October 2022	1 Sept to 30 Sept 22	1,311.15	1,335,857.45
Tuesday, 1 November 2022	1 Oct to 31 Oct 22	2,300.80	1,338,158.25
Total		5,158.25	1,338,158.25

Oakwood Centre Room Hire Income



	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
— Budget 2022/2023	£4,167	£8,333	£12,500	£16,667	£20,833	£25,000	£29,167	£33,333	£37,500	£41,667	£45,833	£50,000
— Actual 2022/2023	£4,780	£7,749	£15,194	£24,273	£27,701	£29,122	£34,443					
— Actual 2021/2022	£-438	£5,064	£8,434	£11,396	£13,554	£18,507	£23,296	£31,547	£33,169	£40,140	£41,206	£51,263
— Actual 2020/2021	£787	£2,029	£2,701	£3,646	£6,691	£10,966	£13,461	£12,368	£13,399	£14,227	£15,527	£16,223
— Actual 2019/2020	£11,270	£18,607	£26,919	£33,393	£40,261	£50,855	£59,307	£68,517	£74,873	£80,742	£92,925	£92,283

Oakwood Centre Catering Income



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Budget 2022/2023	£833	£1,666	£2,499	£3,332	£4,165	£4,998	£5,831	£6,664	£7,497	£8,330	£9,163	£10,000
Actual 2022/2023	£946	£2,145	£3,451	£4,627	£5,989	£7,184	£10,016					
Actual 2021/2022	£0	£272	£1,382	£2,556	£3,918	£5,435	£6,672	£7,805	£8,672	£9,542	£10,496	£11,702
Actual 2019/2020	£0	£996	£1,940	£2,968	£4,261	£5,169	£6,400	£7,909	£8,939	£9,868	£10,939	£12,671

**Report of a Meeting of the Climate Emergency Sub Committee held on Tuesday 4
October 2022 at 6.30pm**

Present: *Councillors K. Baker - Chairman, C. Jewell, and P. Wicks*

Officers present: *M. Filmore – Committee Officer*

1. **APOLOGIES**

There were no apologies for absence from Members.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MEETING OF 12 JULY 2022**

Members noted the report of the previous meeting of the sub committee, held on 12 July 2022.

4. **CLIMATE EMERGENCY ACTION PLAN**

Members considered the revised format of the Climate Emergency Action Plan and unanimously approved the new version.

RESOLVED

- ◆ To introduce the new Climate Emergency Action Plan at the next meeting of the Strategy & Resources Committee in November.

5. **CLIMATE EMERGENCY**

Members reviewed the contents of the Climate Emergency Action Plan.

Members broadly questioned whether items marked as 'Complete' should actually be considered as complete. They suggested 'completed' items would benefit from more details as to their overall outcomes before being considered as complete, whilst some may benefit from being kept under review.

The Committee Officer suggested actions may benefit from being written in a SMART format in future, ideally with specific, measurable targets where known. Members agreed actions needed to include the expected benefit, against which they could then be measured when the action was completed, however they did note that Climate Impact measures usually relate to reducing energy or carbon usage, and some actions may not have a sufficient measure.

Members determined that the next step with the action plan was to populate the 'Environmental Impact' column. It was noted that the Council should be looking to work out the current environmental impact of its processes, and then use this as a comparison. It was highlighted that the Council may have access to WBC resources which could assist with this.

Members suggested some actions may need to be grouped together when considering impact; for example, when considering the impact of introducing LED lighting in Council venues, the action plan splits this by individual rooms, however the impact can only be assessed for the entire building.

Members reviewed the actions which had been populated with a priority score of 0 on the action plan, and which had been recommended for removal, and:

RESOLVED:

- ◆ To mark Target 3 Action 3 – ‘Investigate other locations at The Oakwood Centre for potential harvesting systems’ – as suspended, but retain on the list to keep under review in case alternative options arise.
- ◆ To mark Target 6 Action 2 – ‘Create green / living walls & lamp columns’ – as not proceeded with.
- ◆ To remove Target 6 Action 4 – ‘Introduce re-wilding, long grassing and other low intensity land management’ – as included in Target 4.
- ◆ To move Target 12 Action 2 – ‘Work with Woodley Town Centre Partnership on local business initiatives and involvement’ – to Target 10 ‘Encourage Behaviour Change.

Members then discussed how they may be able to further work with the Woodley Town Centre Partnership to encourage local businesses to contribute to tackling the climate emergency; with emphasis on energy efficiency, recycling and reducing the use of plastic. Members acknowledged this may be easier to achieve with local, independent stores, as opposed to national chains in the Town Centre.

Councillor Jewell highlighted that the sub committee had previously spoken about introducing an environmental charter which businesses could sign up to. Councillor Wicks introduced a proposal for an Environmental Review document (**Appendix 1**). He stated that the idea would be to provide Town Council certification to businesses and families who prove they have met a certain number of criteria within the document. This could be a way to encourage behaviour change.

It was suggested that Brian Fennelly, Town Centre Manager, be invited to the next meeting of the sub committee to discuss how the Woodley Town Centre Partnership might be able to assist with promoting the aims of this sub committee amongst businesses.

Councillor Jewell commented that she had recently attended an Environment Day at St James’ Church at which a various individuals were invited to run stalls and bring together ideas for tackling climate change. It was suggested that the Town Council could either join forces with organisations running events such as these, or use these types of event as a template for running their own conference.

Councillor Baker suggested there should be questions focussed on climate change in the next residents survey.

RESOLVED:

- ◆ To invite Brian Fennelly to the next meeting of the Climate Emergency Sub Committee to consider how best to work with the Woodley Town Centre Partnership to encourage behaviour change amongst businesses.
- ◆ To find more details about St James’ Church’s Environment Day and consider how the Town Council may either get involved or could use this as a template for its own event.
- ◆ To include climate change focussed questions on the next residents survey.

Meeting closed at 7.05pm

ENVIRONMENTAL REVIEW

	Business	Personal / Family
Do you have an environmental Policy	X	
Do you have an accredited environmental system to BS ISO 14001:2015	X	
What are your targets and objective for the next 12 months	X	X
What have been able to achieve in the past 12 months	X	X
What or Who have been able to influence outside of your business	X	
What environmental influence have you been able to exert elsewhere	X	X
Have you calculated your carbon footprint	X	
Do you have a waste management system	X	
Do you separate your waste for collection	X	X

APPENDIX 8

(S&R - 22 November 2022)

Climate Emergency Action Plan - Updated January 2022

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

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

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

(auto-populates)

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

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

Priority
High
Medium
Low

2. Upgrade all lighting to LED throughout the Council's buildings and facilities

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

4. Reduce petrol/diesel consumption of grounds maintenance machinery/operation								
Individual Actions	PRIORITY SCORING				Progress	Completion Date (Target or Actual)	Notes	Environmental Impact incl. Carbon Offset (Predicted / Actual - where known)
	Cost 1 - High 2 - Med 3 - Low	Achievability 1 - Hard / Long Term 2 - Ok / Med Term 3 - Easy / Short Term	Benefit 1 - Low 2 - Med 3 - High	Priority Score				
Move to electrical trimmers / mowers	2	1	1	4			No suitable machines available fro commercial use on the market at present. Most have very limited power/size/durability. More appropitae machines likely to become available going forwards.	
Move to electrical maintenance vehicles	2	1	1	4			Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.	
Investigate option for low intensity land management areas	3	2	2	7			Need to consider the feasibility / benefit, then cost up	
Cease burning green waste				N/A	Complete		No green waste is burned – all is reused on site or disposed of in green waste skip.	

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

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

Priority
High
Medium
Low

14. Ensure on-going commitment and consistent approach

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

Priority
High
Medium
Low

Report of a virtual Meeting of the Standing Orders and Financial Regulations Sub Committee held on Wednesday 12th October 2022 at 5.00pm

Present: *Councillors K. Baker – Chairman, A. Heap, A. Swaddle*

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

1. **APOLOGIES**

Apologies were received from Councillor Bragg.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **STANDING ORDERS**

Members considered the three recommended changes to the Standing Orders as set out in **Appendix A**.

In respect of Issue 1, with regards to prohibiting amendments to be proposed to Motions requiring written notice after a debate has commenced, Councillor Heap stated that amendments had been permitted in the past and didn't see that this was a major problem. He said this had been managed well previously and felt there was no need for a change. Councillor Baker responded to say that this was specifically for those Motions requiring written notice, where proposed amendments can be formulated before the debate. By allowing amendments to be proposed 'on the fly', Councillor Baker suggested this may mean Councillors do not have sufficient time to consider the proposed amendment, and it could also lead to a cascade effect where amendments are proposed to amendments, and so on.

RESOLVED:

- ◆ To approve the recommended wording change, as set out in Appendix A, with regards to Issue 1.

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

- ◆ To approve the recommended wording change, as set out in Appendix A, with regards to Issue 2 and 3.

Voting: For: 3 Against: 0 Abstentions: 0 No Vote Recorded: 0

RECOMMENDED:

- ◆ **that revised Standing Orders, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption.**

4. **FINANCIAL REGULATIONS**

Members considered the proposed change to the Financial Regulations as set out in the agenda. Members noted that these changes were being proposed following receipt of updated advice from the National Association of Local Councils (NALC) in Legal Topic Note (LTN) 89 – Sustainable Energy and Electric Vehicle Charging.

The Committee Officer confirmed that the '1972 Act' was in reference to the Local Government Act 1972, and that the term '1972 Act' is commonly used to reference this. Members noted that using the term '1972 Act' might not be clear, and asked that the Financial Regulations be changed to ensure that this reference is either explained, or made clearer.

RESOLVED:

- ◆ to update section 12 'Income' of the Financial Regulations to include a new paragraph which states:

'The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.'

- ◆ To update the Financial Regulations, if required, to ensure any references to the '1972 Act' are clear that this relates to the Local Government Act 1972.

Voting: For: 3 Against: 0 Abstentions: 0 No Vote Recorded: 0

RECOMMENDED:

- ◆ **that revised Financial Regulations, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption.**

5. **Next Meeting**

Members noted that the next meeting of the Standing Orders and Financial Regulations Working Party is due to take place on 1st March 2023.

Meeting closed at 5.17 pm

STANDING ORDERS – RECOMMENDED CHANGES

1	Issue	<p>Current SO 15.6 e) / Draft SO 16.6 e)</p> <p>The issue originally raised at the SOFR Sub Committee in June 2022 SO was that current SO 15.6 e) states that amendments must be submitted to the Town Clerk at any time prior to the Secunder of the Motion speaking and after the proposer speaking. This SO related to all motions, regardless of whether they require written notice or not.</p> <p>Were a Secunder to reserve the right to speak until later in the debate, then Members would have the opportunity to listen to and engage with the debate, and then propose an amendment if they believe it was needed. However, were a Secunder to not reserve the right to speak, and speak immediately after the Proposer’s speech, Members would then have to submit amendments to the Town Clerk immediately after the Proposer’s speech and prior to any other part of the debate.</p> <p>In previous meetings, Amendments had been proposed organically during or following a debate or discussion, rather than via a formal submission to the Town Clerk. As such it was perceived that the SO, as currently worded, might prevent Members from proposing Amendments during a debate, especially if the contents of that debate prompted potential suitable amendments.</p> <p>Following discussions at the Sub Committee in June, various recommended changes were made to the SOs to improve the clarity of Motions. This included separating out a small number of previous Motions to become ‘Proposals’, and these would not be subject to debate. S&R recommended these changes be approved, with Full Council due to consider final approval on 11 October. Should these be approved, then SO 15.6 e) (draft 16.6 e) would not apply to those ‘Proposals’.</p> <p>Assuming this to be the case, SO 15.6 e) (draft SO 16.6 e) would now relate to Motions requiring written notice, ie those proposing that the Council adopt a particular strategy, policy or view, as well as the following Motions which do not require written notice:</p> <ol style="list-style-type: none"> i. In relation to the accuracy of the Minutes; ii. To appoint a Committee, regardless of type (see 6.1.b), arising from an item on the summons or notice for the meeting; iii. To suspend any standing order except those which are mandatory by law; iv. To exclude the public and press in accordance with 12.2.a; v. That a Councillor named be excluded from the meeting under 20.7.2; vi. To carry out a statutory duty which in the opinion of the Chairman
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		<p>is urgent;</p> <p>vii. 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.</p> <p>In June, the SOFR Sub Committee recommended SO 15.6 e) (draft SO 16.6 e) be amended to state:</p> <p>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 commencement of the debate in relation to the applicable original or substantive motion.</p> <p>At S&R in September, it was requested that this change be reconsidered as to whether it still might stifle suitable amendments which come up during a debate.</p>
To Consider		<p>Whether an amendment to a Motion should be able to be ‘proposed’ at any time during a debate, not just prior to the debate commencing.</p> <p>Whether amendments should actually only be able to be submitted for motions requiring written notice, ie where the motion wording has been published in the agenda, as opposed to those motions which do not require written notice. The motions not requiring written notice (stipulated in SO 16.5 a) are written as such that they should not require amendment as they are specific actions.</p>
Recommended SO Change/s		<p>If it is accepted that Amendments should only be able to be made to Motions which require written notice (ie not those included in SO 16.5 a), then it is recommended that:</p> <ul style="list-style-type: none"> - the proposed new SO (draft SO 16.6 e) in blue / red text above) be added to the SOs - Section 16.6 be retitled ‘Amendment to Motions Requiring Written Notice’ - Add new SO 16.6 a) which states ‘This section refers to Motions requiring written notice (see 3.6.2.e). Amendments may not be made to Motions which do not require written notice (see 16.5.a)’. - Re-number SOs in section 16.6 accordingly

2	Issue	<p>Current SO 15.6 f) / Draft SO 16.6 f)</p> <p>The issue originally raised at the SOFR Sub Committee in June 2022 was that current SO 15.6 f) states that, in relation to proposed amendments, before any person speaks the proposed amendment must've been circulated to all Councillors. The reference to 'all Councillors' indicated the amendment needed to be circulated to all Councillors, even those not in attendance at the meeting. Previously, amendments had also been proposed verbally, with the wording clarified and then read out to members at the meeting by the Committee Officer.</p> <p>In June, the SOFR Sub Committee approved the following recommended wording change:</p> <p style="text-align: center;"><i>Amend SO 15.6 f) to state:</i></p> <p style="text-align: center;"><i>Before any person speaks the proposed Amendment must have been circulated to all Councillors in attendance at the meeting.</i></p> <p>At S&R in September 2022, it was requested that this change be reconsidered.</p> <p>There was a proposal to consider whether an amendment should actually be circulated to all Councillors, even those not in attendance, especially given the fact Members could potentially be participating in the meeting virtually. It was also suggested the amendment should also be circulated to members of the public in attendance at the meeting.</p>
	To Consider	<p>Whether the wording should be changed to clarify that amendments should be circulated to all Councillors, even those not in attendance in the meeting. If so, is it sufficient to email those Councillors during the meeting with the amendment, in the knowledge that they may not get / read the amendment until after the meeting?</p> <p>Whether the SO should be expanded to include reference to circulating to all members of the public at the meeting too.</p> <p>Whether reference should be included to the Seconder speaking, rather than Any Councillor, to bring this in line with other sections.</p>
	Recommended SO Change/s	<p>Amend SO 15.6 f) (Draft SO 16.6 f)) to state:</p> <p><i>Before any person the Seconder speaks the proposed Amendment must have been circulated to all Councillors. The proposed Amendment should be printed and circulated to all those in attendance at the meeting, including members of the public, and a copy sent via email to all Councillors not in attendance at the meeting. The Chairman should then read out the Amendment wording for additional clarity.</i></p>

3	Issue	<p>SO 9.5 b)</p> <p>At the SOFR Sub Committee in June, Members recommended changes to the SOs to permit political groups to nominate their members to Committees at meetings of the parent committee, rather than solely at Full Council (SO 9.5 a)). It was also recommended to amend the SOs to permit changes to be made to these nominations at parent committees, again not solely at Full Council (SO 9.5 b)).</p> <p>With regards changes to nominations, a recommendation was made to add wording which would prohibit a Member who had been removed as a political group's nominated member to a Committee from re-joining that Committee during the same municipal year so as to avoid groups from swapping people during the year without significant cause (ie to cover holidays or short term illness).</p> <p>It was recommended that a new SO be added (SO 9.5 c) in SO version 4.1 draft) with the following wording:</p> <p style="text-align: center;"><i>Any Councillor who has been removed via 9.5.b cannot be nominated for that specific sub committee, working group or partnership they were removed from until the next financial year when all places are nominated again (see 9.5.a).</i></p> <p>At S&R in September 2022, it was requested that this change be reconsidered.</p> <p>It was suggested there may be reasons why a Member who had been removed from a Committee should be able to be re-instated in the same municipal year; an example was given as those who had been given a permitted leave of absence. It was also highlighted that this might prevent better qualified / experienced Members from being re-instated to a Committee were their circumstances to have changed.</p>
	To Consider	<p>Should such a prohibition be included in the SOs?</p> <p>If such a probation is not included, would this lead to the SO being used by political groups to change Members of Committees to cover absences such as holidays or short term illnesses? Is there another method which could be used to prevent this happening?</p> <p>Should the proposed SO be amended to include some exceptions; ie to re-instate a Member who had been removed from a Committee due to a period of absence authorised by Full Council?</p> <p>Were the proposal to remain as originally proposed, it should be noted that suspension of the standing order can always be proposed and voted for which would enable a Member to be reinstated.</p>
	Recommended SO Change/s	To retain change as recommended. Suspension of SOs is always available should there be an exception which requires the re-appointment of a Councillor.

PAGE UPDATED 13/10/2022

- 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. Any Councillor who has been removed via **9.5.b** cannot be nominated for that specific sub committee, working group or partnership they were removed from until the next financial year when all places are nominated again (see **9.5.a**).
- d. 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.
- 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 requested.
- 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 than 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.

16.3.6. 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.

16.4. 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 (**16.3.2**) and Validation (**16.3.3**) equally apply to all Special Motions.

16.4.1. TO RESCIND PREVIOUS RESOLUTIONS

- a. A resolution of the Council shall not be reversed within six months except by a Special Motion (see **16.4.a**) or by a Motion moved in pursuance of the report or recommendation of a Committee.

16.4.2. CHANGING STANDING ORDERS

- a. Subject to the limitations specified in **1.2.a**, any proposed changes should be by a Special Motion (see **16.4.a**) and submitted to the Town Clerk, other than changes recommended by the Strategy & Resources Committee (see **1.2.c**).

16.5. MOTIONS WITHOUT NOTICE

- a. The following Motions may be moved without notice.
 - i. In relation to the accuracy of the Minutes;
 - ii. To appoint a Committee, regardless of type (see **6.1.b**), arising from an item on the summons or notice for the meeting;
 - iii. ***To suspend any standing order except those which are mandatory by law;***
 - iv. To exclude the public and press in accordance with **12.2.a**;
 - v. That a Councillor named be excluded from the meeting under **20.7.2**;
 - vi. To carry out a statutory duty which in the opinion of the Chairman is urgent;
 - vii. 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.

16.6. AMENDMENTS TO MOTIONS REQUIRING WRITTEN NOTICE

- a. This section refers to Motions requiring written notice (see 3.6.2 a). Amendments may not be made to Motions which do not require written notice (see 16.5 a).

- b. 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 Seconder. The Amended Motion will then become the Substantive Motion without any further debate.
- c. A Motion to amend an original or Substantive Motion shall not be considered until the previous Motion has been proposed or seconded.
- d. 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.
- e. The number of amendments to an original Motion which may be moved by any individual Councillor, is limited to one.
- f. Amendments must be submitted to the Town Clerk at any time prior to the ~~Seconder of the Motion speaking and after proposer has spoken~~ commencement of the debate in relation to the applicable original or substantive motion.
- g. Before ~~any person~~ the Seconder speaks the proposed Amendment must have been circulated to all Councillors. The proposed Amendment should be printed and circulated to all those in attendance at the meeting, including members of the public, and a copy sent via email to all Councillors not in attendance at the meeting. The Chairman should then read out the Amendment wording for additional clarity.
- h. Multiple Amendments can be proposed with regards to the applicable original or substantive motion. If this occurs then the Amendments will be taken in the order they were received by the Town Clerk.
- i. 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.
- j. 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.

Only one Amendment may be debated 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.

16.7. WITHDRAWAL

16.7.1. 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.

1.1.2. 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.

16.8. PROPOSALS

- a. The following Proposals, where no debate is required, may be put forward without notice. They require a Proposer and Seconder. The Proposer will speak to the Proposer and will be the only speaker. Once Proposer has spoken a vote will be immediately taken.
 - i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;
 - ii. To change the order of business in the Agenda;
 - iii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see **23.2**);
 - iv. To withdraw a Motion;
 - v. To amend a Motion in accordance with **16.6**;
 - vi. To proceed to the next business on the Agenda;
 - vii. That the question be now put;
 - viii. To adjourn a debate;
 - ix. To adjourn a meeting;
 - x. To continue a meeting beyond 10pm;

- 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.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

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;

**Report of a meeting of the Risk Management Sub Committee held virtually on
Thursday 13 October 2022 at 7.30pm**

Present: Councillors M Green (Chairman), D Bragg, B Rowland,

Officer present: Kevin Murray – Deputy Town Clerk

1. APPOINTMENT OF CHAIRMAN

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

RESOLVED:

- ◆ To appoint Councillor Green as Chairman of the Risk Management Sub Committee for the remainder of the 2022/23 municipal year.

2. APOLOGIES

Apologies were received from Councillor Horskins.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. RISK REGISTER

Members considered the Risk Register and suggested amendments as appropriate. The amended Risk Register is enclosed at Appendix A.

RESOLVED:

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

5. NEXT MEETING

It was noted that the next scheduled meeting of the sub committee is scheduled for Thursday 12 January and that the Risk Management Strategy will be considered at that meeting along with the Risk Register and Disaster Recovery Plan.

Woodley Town Council - Risk Register

APPENDIX A

Report No. SR 30/22

SUMMARY OF RISK AREAS

Oct-22

Risk area	High			Medium			Low			
	16	12	9	Borderline			3	2	1	
Strategic Register	0	1	1	2	1	7	1	0	0	13
										0
Operational Registers										0
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	1	2	5	3	3	3	18
Open Spaces	0	0	0	1	2	3	1	2	1	10
Outdoor sport and recreation	0	0	1	0	1	6	3	3	3	17
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	6	5	21	39	14	25	7	119

Responsible officer initials:

Town Clerk	TC
Deputy Town Clerk	DTC
Leisure Services Manager	LSM
Amenities Manager	AM
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

HIGH RISK

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	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.
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.	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.
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.	
Income from outside sports impacted by Coronavirus and resulting restrictions	OS 14	AM/LSM	Severe reduction in income from leisure activities	3	3	9	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
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.	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
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.	Investigate where succession planning/training for cover could be considered. Potential high sickness/absence levels due to COVID infection/self isolating
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.	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.
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.	Issue of long-term absence of Town Clerk being addressed.

BORDER LINE HIGH RISK	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.	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.	
	Significant damage to building	MB 16	DTC/AM	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.	
	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.	Install bollards at Malone Park - Ownership has been transferred to the Town Council - land registration yet to be completed
RISK SCORE REDUCED (Previously High or Bordeline)	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.	
	Vandalism	OS 04	AM	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.	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	AM	Unsanitary, 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.	
	Contamination of water systems	OS 14	LSM/AM	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.	
	Pollution of paddling pool	OS 15	LSM/AM	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.	
	Recruitment to Committee Officer post	RM 26	TC	<i>If this post is not able to be filled following recruitment process this role will be required to be covered by the Town Clerk and Deputy Town Clerk and will impact on their ability to cover their scheduled workload.</i>	2	4		8	<i>Allocate some tasks to other officers - some training may be required. Some meetings of eg working parties may need to be suspended for a while, unless urgent. Could consider seeking out cover for a temporary period, if possible.</i>	<i>RISK DELETED</i>

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	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.	Advice to be sought/ review of tax arrangements. More work required in relation to GDPR and staff training in 2022. Reminder to be sent to Members regarding online GDPR training module. SLCC membership for the Deputy Town Clerk should be
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.	
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.	
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.	
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	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	Regular Health and Safety managers meetings take place. Ellis Whittam provide professional H & S advice,

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	Online safeguarding training module to be undertaken by all staff as appropriate - including catering concession staff. 'Safeguarding Lead' should be identified.
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.	
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	
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. Dates for quarterly Sub Committee meetings have been circulated.	Ongoing training and information to all staff on targets and actions to be taken to be carried out. .
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.	
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 in quarantine 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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	Update marketing plan for the venues.

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Allotments									
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.	
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.	
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.	
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.	
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.	
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. Tenancy Agreement was reviewed, amended and approved by the Leisure Services Committee for implementation from 2022.	
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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	
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.	
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.	Security contribution paid at start of tenancy - fund for repair/security improvements.
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.	
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.	
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.	
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.	
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.	CCTV arrangements need to be reviewed in conjunction with Allotment Tenants Association.
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.	
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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/ comments
Play Areas									
Inadequate inspection/maintenance records	PA 01	AM	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.	Amenities Manager to renew ROSPA certification re inspection of play equipment. Maintenance Officer to receive ROSPA inspection training.
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.	
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.	Amenities Manager to renew ROSPA certification re inspection of play equipment. Maintenance Officer to receive ROSPA inspection training.
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.	
Personal injury	PA 05	AM	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.	
Litter/Dog mess	PA 06	DTC/AM	Unightly, 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.	Review of signage required in 2022.
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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/comments
Coronavirus impact on use of play areas - 1st lockdown play areas closed completely	PA 08	AM/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	
Conflict of use along pathway through new play area site in Woodford Park	PA 09	AM/DTC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation. Complaints about use by others.	1	2	2		Pathway was widened as part of project. Younger childrens area is be fully enclosed with railings & gates.	Monitor issues regarding outward opening gates from toddler play area and address as required.

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Municipal buildings									
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.	
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	
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.	
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.	
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 reviewed.	
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.	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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	
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	Updated Marketing Plan for venues
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.	
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	
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.	
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.	
Cleaning contracts not operating to satisfaction	MB 15	DTC/LSM	Poor service to customers, customer dissatisfaction reduced bookings and	3	2	6	6	Regular checks on cleaning standard and reports to managers where problems. WPLC	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Significant damage to building	MB 16	DTC/AM	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.	
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.	
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.	
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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Action/Comments
Open Spaces									
Lack of adequate insurances	OS 01	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3	3	Insurance reviewed with broker annually.	
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	
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	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Routine maintenance schedule established.	
Fly tipping	OS 05	DTC	Unightly and possibly hazardous resulting in increased expenditure to remove and dispose of, and possible claims against the Council. Cost of removal and disposal.	3	2	6	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.	
Illegal encampment	OS 06	DTC	Unightly, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	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.	Install barrier at Malone Park to prevent unauthorised vehicle access. Funding request to be submitted to S&R.
Litter/dog mess	OS 07	AM	Unightly, 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	
Falling/damaged trees	OS 08	DTC/AM	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	All urgent works completed. Ongoing monitoring

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Action/Comments
Dissatisfaction with maintenance regime in parks	OS 09	AM	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	
Injury/damage claims - paths/roadways	OS 10	DTC/AM	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	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Outdoor sports and recreation									
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	
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.	
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	
Vandalism	OS 04	AM	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.	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.
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.	
Personal injury to the public	OS 06	AM/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.	
Not providing facilities required by national league regulations	OS 07	LSM/AM	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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Litter	OS 08	AM	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.	
Dog mess	OS 09	AM	Unsanitary, 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.	
Poor maintenance regime	OS 10	TC	Unsanitary, 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	
Inappropriate staff working practices	OS 11	AM	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.	
Failure to mark out pitches/courts appropriately	OS 12	AM	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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Unable to meet requirements for sports area treatments (cricket/bowls) and marking (football, cricket, running)	OS 13	AM	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.	
Contamination of water systems	OS 14	LSM/AM	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.	
Income from outside sports impacted by Coronavirus and resulting restrictions	OS 14	AM/LSM	Severe reduction in income from leisure activities	3	3	9	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
Pollution of paddling pool	OS 15	LSM/AM	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.	
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	Weekends are busy in football season - footballers advised to share lifts/walk. There is still some congestion at

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Indoor sports									
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.	
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.	
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.	
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	
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.	
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. Documentation to be obtained from hirers running activities in our halls, where required.	
Poor maintenance regime	IS 10	LSM	Unightly, 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.	
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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	Gym membership has returned well following Covid. Potential remains for future lockdowns/restrictions affecting income generation and 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	Actions/Comments
Resource Management									
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.	
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.	
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.	
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	
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.	
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	
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	Asset management system yet to be implemented.
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.	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

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	
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.	
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	
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	
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.	Investigate where succession planning/training for cover could be considered. Potential high sickness/absence levels due to COVID infection/self isolating
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	
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.	
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.	
Failure of equipment	RM 18	DTC	Service interruption	1	2	2	2	Contracts, regular maintenance and planned renewals	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Major emergencies/situations	RM 19	TC/DTC	Potential for insufficient assistance to the public/staff, inappropriate and uncoordinated actions that have negative	2	3	6	6	Disaster Recovery Plan in place and reviewed annually.	
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	3	3	9	9	New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst)	The Town Clerk has returned from longterm sick leave with workplace adjustments. Adjustments mean that a
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	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
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.	
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.	
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.	
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.	Project management training to be arranged for managers when capacity available.
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.	The Town Clerk has returned from longterm sick leave with workplace adjustments. Adjustments mean that a potential capacity issue remains.

Report of a Meeting of the Youth Services Working Party held via Zoom video conferencing on Monday 10 October 2022 at 7.00pm

Present: *Councillors K. Gilder, (Chairman); A Chadwick; R. Skegg*

Officers present: *K. Murray – Deputy Town Clerk;*

Also present: *Councillor N. Al-Sanjari*

1. APOLOGIES

Apologies were received from Councillor Bragg.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. DRAFT TENDER DOCUMENTATION

The Deputy Town Clerk presented the draft Service Level Agreement and Tender Submission document. It was noted that the informal discussions with potential providers had been very useful to the group and that the following amendments be made to the documentation;

- Add a sentence stating that where frequency or nature of specific service provision is altered - this is to be reflected in the value of the SLA (payment or alternative activities).
- Reference should be given to potential flexibility between detached and outreach work within the SLA
- Further reference to full annual review to be included.
- That the equality section and compliance with the Public Sector Equality Duty in the tender submission document should be pass/fail rather than numbered scoring.

It was noted that scoring will need to be qualified in terms of what individual scores 'look like' to ensure objectivity and consistency in the scoring process. It was agreed this can be provided at the tender consideration stage rather than provided with the published tender.

It was noted that should tender submissions not be considered strong enough then a recommendation would be made to the Strategy and Resources Committee not to appoint and to review the situation.

Timeline

It was noted that the tender documentation would be amended and circulated for comment straight away and in order to be published by 14 October, with a closing date of 4 November for submissions.

Meeting closed at 7:48 pm

Meeting of the Woodley Town Centre Partnership Management Committee, held at the Oakwood Centre, Headley Road, Woodley RG5 4JZ on 19th October 2022 at 6pm.

PRESENT

B Fennelly	Town Centre Manager	Cllr S Boyt	WBC Representative
M Holmes	Chairman & Woodley Resident	Alan Jutson	Woodley Lions
S Frasinski	Vice Chairman	M Millard	Woodley Resident
Cllr K Baker	WTC Representative	M Risby	Woodley Resident
Cllr K Gilder	WTC Councillor	M Dalton	Woodley Trader
Cllr A Croy	WBC Representative	J Bowley	Woodley Trader
G Cranford	WBC Economic Development Officer	H Beilby	WTC Admin Officer

ITEM 1 APOLOGIES & WELCOME

MH welcomed all.

Apologies received from P Birt, Cllr B Rowland, J Palterman and I Hills

ITEM 2 TO APPROVE THE MINUTES OF THE WTCP MEETING HELD on 20th July 2022

Minutes approved.

ITEM 3 MATTERS ARISING FROM THE MINUTES

Item 4 Spanish food stall – Stall holder Danny Law would appear to be concentrating more on the coffee side of things for the moment rather than Spanish food.

Item 4 Clock Tower - It was noted that SB suggested the clock tower be painted and not KB SB suggested the very dark colour of the pillar be lightened and BF to adjust lighting so as they shine closer to the pillar.

KB suggested a colour chart be installed explaining what each colour represents.

SB suggested it could be a point of interest for the clock tower to have its own Facebook / Instagram page.

Item 4 Bins – SB is still looking into this matter.

Item 5 – line 5 inadvertently included, and it has now been deleted.

Item 5 – it was noted that antisocial behaviour had increased in the town centre in recent months. SB suggested that those affected should contact the ASB team at asb@wokingham.gov.uk who can offer support and track this behaviour. KB re iterated that all incidents should be reported to Wokingham, WTP and the Police in order that the problem is recognised.

Although JAC are still involved with this issue, It was noted that a new Outreach contract will be going out to tender in the next 6 months.

Item 8 – BF banners will be refreshed next year due to current budget.

Item 9 –BF confirmed that the defibrillator is now fully maintained and registered.

ITEM 4 ELECTION OF WOODLEY TCP REPRESENTATIVES 2022 /23

- M Holmes elected as Chairman
- Z Frasinski elected as Vice Chairman
- J Bowley, M Dalton, appointed as trader representatives with voting rights to the Management Committee.
- Cllr S Boyt & Cllr A Croy appointed as WBC Representatives, with voting rights (Cllr B Rowland appointed as the WBC substitute)
- Cllr K Baker & Mrs M Holmes appointed as WTC Representatives, with voting rights.
- M Risby, P Birt, A Jutson and Cllr K Gilder were also co-opted as members with voting rights.

ITEM 5 FINANCIAL REPORT / BUDGET REPORT

BF presented these reports.

BF explained the original budget had been reduced, due to a slow recovery from COVID, and the increased financial pressures affecting the country. The final quarter of the year is also historically a particularly challenging one.

We had £15,780.00p in our account at the start of the year, and we estimate we will have just £5,801.40p by the end of this financial year.

However, there is hope that the next quarter leading up to Christmas will be a good one and depending on what this brings, the budget could be renegotiated.

SB suggested it may be useful to have an extra column showing the figures for the previous September to compare.

SB questioned why the Artisan Market has so few stalls?

BF reported the £5 million insurance required, may be an issue and cheaper / more practical for small businesses to remain online. It would also not be practical for too many stalls selling the same wares to attend. Although constantly asking for support from traders, these are difficult times and albeit frustrating, being unable to provide events for the community, which are always so well received, we must be mindful that everybody is facing challenges.

ITEM 6 SATURDAY MARKET MANAGERS REPORT

Owing to the return of regular traders from holiday and additional traders now appearing we have been maintaining a better level of income. It is also anticipated more market traders in the lead up to a normally busy period, until Christmas.

BF added that many of the big traders are no longer trading, which is a national problem, many towns declining at a greater rate than Woodley.

KB suggested the WTCP promote / support long term traders eg discount fees in February, create a framed premier trader certificate, which could be displayed on stalls?

BF thanks JP for his continued hard work and very appreciative of his support.

KB suggested a letter on behalf of the group to be sent to JP to convey all our thanks for his work as Saturday Market Manager.

BF is hoping for a commitment from the new concession 'Pattie & Pulled', to start at 7am and trade until post school times. SB suggested they attend events held in the town centre, BF to consider this option as long as it does not affect other traders.

ITEM 7 SECURITY IN THE TOWN CENTRE / REPORT FROM THE POLICE

No report from police

BF - Has sent a number of reports to TVP with little response and aware of concerns traders have, particularly those around the clock tower.

BF – to write to the Police Crime Commissioner requesting regular reports.

ITEM 8 TOWN CENTRE MANAGERS REPORT

Bf presented his report, for which MH expressed her thanks at this very difficult time.

Proposed Car Parking Charges by WBC – Huge disappointed was noted by all with regards to the proposed increase in parking charges, believing this is likely to have a very detrimental effect on the footfall in the town centre, financial losses to its traders, and unauthorised / nuisance parking in surrounding areas. Whilst a small increase would be acceptable, this proposal is not.

KB confirmed a petition of over 4000 signatures would be handed over at tomorrow's WBC full council meeting, which will in turn ensure a debate on the matter, is held.

AJ – Admin should have the figures to view before making decisions.

AC - Room to talk to administration and make case for the difference between Woodley and Wokingham.

KB will represent those who have signed the petition and believes SB & AC should be arguing changes should not be going through.

SB suggested it may be beneficial for WTCP & traders to use social media and the app Wocca, where they can share events and positive messages wider afield and see what is going on in the Borough.

SB to send BF all the details with a link to the app, and BF will in turn send these details to all our members on his list.

Remembrance Day - BF to add the remembrance quiz to app.

KB suggested WTCP should be part of the wreath laying process and obtain a wreath to be laid by BF and/or MH.

Carol Concert – it was noted that the Scouts would no longer be able help with the lights switch on, resulting in being unable to light them all at the same time.

ITEM 9 QUESTIONS THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC

ITEM 10 ANY OTHER BUSINESS

SB suggested the group look at a planning application (Plan number 222367) for an extra 16 flats in Library Parade in the town centre, providing only 12 parking spaces. The closing date for consultation is this coming Friday.

MEETING FINISHED AT 8pm

Date of next Management Committee meeting:

Wednesday 18TH January 2023 at 6 pm.

CAPITAL PROJECTS SCHEDULE 2022/23*Project ID number is identifier only – not indication of priority.*

ID	Project		Approximate Delivery/ Completion
1	Woodford Park Leisure Centre Electrics / Rewiring		September 2022
	Funding		£70,000 CIL/General Reserve
	Project Element/Phase	Status/Progress	Comment
	Production of design spec	COMPLETE	
	Tender pack/invitations to be advertised in April 2022.	COMPLETE	
	Tenders received April 2022	COMPLETE	
	Tender assessment	COMPLETE	
	Allocate funding	COMPLETE	
	Contractor appointment	COMPLETE	
	Installation	COMPLETE	PROJECT COMPLETE
ID	Project		Approximate Delivery/ Completion
2	CHAPEL HALL – Fire Alarm & sounder installation.		October 2022
	Funding		£4,300 Buildings & Facilities Fund
	Project Element/Phase	Status/Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation	COMPLETE	PROJECT COMPLETE
ID	Project		Approximate Delivery/ Completion
3	CORONATION HALL – Fire Alarm & sounder installation.		October 2022
	Funding		£6,850 Buildings & Facilities Fund
	Project Element/Phase	Status/Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation	COMPLETE	PROJECT COMPLETE

ID	Project	Approximate Delivery/ Completion
4	Woodford Park Leisure Centre – additional smoke/heat detection to existing system	October 2022
	Funding	£1,100 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	COMPLETE
	Appoint contractor	COMPLETE
	Installation	COMPLETE
		PROJECT COMPLETE
ID	Project	Approximate Delivery/ Completion
5	OAKWOOD CENTRE – New fire detection on existing system	Nov/Dec 2022
	Funding	£7,200 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	COMPLETE
	Appoint contractor	COMPLETE
	Installation	
		Nov/Dec 2022
ID	Project	Approximate Delivery/ Completion
6	OAKWOOD CENTRE – Replace fuse boards, RCBOs, RCD mains switch	Nov/Dec 2022
	Funding	£4,000 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress
	Obtain quotes	COMPLETE
	Appoint contractor	COMPLETE
	Installation	
		Nov/Dec 2022
ID	Project	Approximate Delivery/ Completion
7	REPLACE PLANTERS – Garden of Remembrance	November 2022
	Funding	£1,500 Capital Programme
	Project Element/Phase	Status/ Progress
	Works carried out in house	
	Installation	COMPLETE
		PROJECT COMPLETE

ID	Project		Approximate Delivery/ Completion
8	REPLACE KNEE RAIL FENCING IN WOODFORD PARK		Summer 2023
	Funding		£4,500 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Works to be carried out in house	Scheduled	Summer 2023
ID	Project		Approximate Delivery/ Completion
9	REPLACE PATIO DOORS – FRONT OF OAKWOOD CENTRE		November 2022
	Funding		£6,000 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation	Scheduled	Nov 2022
ID	Project		Approximate Delivery/ Completion
10	EXTEND LAKE PATHWAY		Summer 2023
	Funding		£3,000 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Works to be carried out in house	Scheduled	Summer 2023
ID	Project		Approximate Delivery/ Completion
11	REPLACE PADDLING POOL PUMP		Spring 2023
	Funding		£3,000 Capital Programme
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	In progress	
	Installation	Scheduled	Spring 2023

Woodley Town Council

Community Grants

The Council considers the award of Community Grants twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in November 2022 is £3,000.

The committee is asked to consider the following grant applications:

Organisation	Usual source of funding	Grant Amount	Members / Staff / Volunteers	Purpose grant required	Additional information	Grant Award Details – Last 10 years
Berkshire MS Therapy Centre <i>(600 members / 52 from Woodley)</i>	Donations, fundraising, and grants from trusts, foundations and local councils.	£250	9 paid staff 100 volunteers	To help fund sessions at the organisations Centre in Reading, which provide members with specialist therapies including physiotherapy, oxygen treatment and counselling, as well as place for people with MS to come together and support each other. The Centre will also be promoted as a 'Warm Bank' during the winter for members who are struggling to heat their homes to access during the day.	For over 40 years, the organisation has supported local people with MS. Their aims are to keep people as active as possible, improve mental health, and reduce loneliness and isolation. Sessions are provided free of charge to ensure all those who require support receive it, although donations are encouraged. The service does not receive any funding from the NHS.	£250 – 2013/14 £250 – 2014/15 £250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £250 – 2020/21 £250 – 2021/22
Berkshire Vision <i>(946 members - 24 members from Woodley (3%))</i>	Grants, trusts & foundations, local authority funding, fundraising, donations and legacy income.	£250	23 paid staff 299 volunteers	To support organisation to continue offering the wide range of events it currently does – over 30 different options, ensuring there is something for everyone. The grant would contribute about £10 per Woodley member towards the Activities Programme for the next 12 months. Activities are run by an Activities Manager, along with volunteers, and a paid minibus driver provides transport to those individuals who cannot get to the venues alone.	For over 100 years, Berkshire Vision has supported visually impaired and blind people throughout Berkshire to live their life to the full by providing practical and friendly support, sport and activities. They provide a monthly programme of activities to increase independence, improve physical and mental health, and reduce isolation.	£250 – 2011/12 £250 – 2012/13 £250 – 2013/14 £250 – 2014/15 £250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2020/21 £250 – 2021/22

Organisation	Usual source of funding	Grant Amount	Members / Staff / Volunteers	Purpose grant required	Additional information	Grant Award Details – Last 10 years
Friends of Woodford Park <i>(14 members)</i>	Donations and fundraising.	£250	14 volunteers No paid staff	To restock shrubs and plants for Woodford Park.	The Friends of Woodford Park have been running for 8 years and maintain the created flower beds of Woodford Park.	£250 – 2016/17 £250 – 2018/19 £250 – 2019/20 £250 – 2021/22
Three C's (Yet to open – predicted 25+ users, all Woodley residents)	Donations	£150	Unknown – expected to be manned by volunteers	To provide refreshments, and small food items like cake and biscuits. The aim is to run off donations to enable anyone to come to the café without money getting in the way.	Three C's is a planned new free café due to operate out of Emmanuel Church, for people who may be lonely, need advice, or want something to do in their time. It is envisaged to be a place to help tackle loneliness, and the aim is to occasionally have external organisations attend to offer advice and signpost people to where they can access help. Financially, any grant being paid would be paid to Emmanuel Church.	None
Woodley Adopt A Street Project (WASP) <i>(200+ members, 99.9% from Woodley)</i>	No regular source of income other than grant from the Town Council.	£250	No staff	To purchase additional equipment for volunteers to use (such as litter picker bag holders and hi-viz safety jackets). The organisation has 19 new adult members, along with interest from 5 Duke of Edinburgh Award participants.	WASP is a community based initiative whose purpose is to encourage volunteers to "adopt" a chosen area to litter pick. The aim is to improve the local environment and make Woodley a cleaner and tidier place to live.	£250 – 2013/14 £250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £200 – 2019/20 £250 – 2020/21 £250 – 2021/22
Wokingham Job Support Centre <i>(approx. 200 members – 10 from Woodley (5%))</i>	Grants from Parish, Town and Borough councils	£250	2 part time paid staff 10 volunteers	Towards the cost of providing an office environment with internet access, internet training and support on how to find and apply for jobs. Also to provide a blend of assessment, coaching and advice, with a focus on improving skills through one-to-one support and workshops on CV writing, interview skills, using Social Media and a specific workshop for the over 50 age group.	The organisation aims to provide a free community service to advance the education and training of persons in Wokingham Borough and Bracknell who are in need of, or unable to gain employment, in particular through the supervised provision of services and facilities not otherwise provided by the employment Services.	£250 – 2015/16 £250 – 2016/17 £250 – 2018/19 £200 – 2019/20 £250 – 2020/21 £250 – 2021/22

Organisation	Usual source of funding	Grant Amount	Members / Staff / Volunteers	Purpose grant required	Additional information	Grant Award Details – Last 10 years
Woodley Schools Cluster <i>(11 Woodley Schools / 24-36 children per project)</i>	Donations from local businesses	£200	None – staffing is covered by existing staff within schools	To fund the materials required for two cluster projects; the Bake Off Challenge, which requires basic ingredients for the children’s bakes, and the Tray Garden Challenge, which requires plants and seed packs. Funding has previously been provided by local businesses, but donations are becoming more difficult to source. It is envisaged that the grant will cover the entire costs for both of these projects.	The Schools Cluster aims to strengthen all aspects of the children’s school lives, their education and understanding their position as part of a community. Cluster projects enable children and staff from all the Woodley schools to work together to provide enrichment opportunities for children that would otherwise not be possible within the constraints of schools.	None
Woodley United FC <i>(circa 860 members / 700 players - over 50% from Woodley)</i>	Members’ fees, fundraising and sponsorship	£250	No paid staff 105 voluntary staff	Following the success of England Lionesses at Euro ’22, Woodley United FC’s girls’ section has grown to 85 girls – which is a 70% increase since October 2021. Growth has been supported by parents volunteering to help run / coach teams, which in turn comes with the cost of ensuring volunteers have a valid DBS, FA safeguarding and FA emergency qualifications. Volunteers are also encouraged to undertake FA coaching courses. The grants will contribute towards the cost of these qualifications and training courses.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability.	£250 – 2011/12 £200 – 2012/13 £250 – 2013/14 £250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £250 – 2019/20 £250 – 2020/21 £250 – 2021/22

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

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

Successful applicants will:

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

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

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

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

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

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

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

ALLOTMENTS RENT REVIEW

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information in order to consider the charges for allotment plots from January 2024.

Background

Since 2014 the Council has adhered to the following principles in respect of changes to allotment rent charges;

<ul style="list-style-type: none">The standard rate for Woodley residents will be adjusted in line with the published RPI figure for the September preceding the meeting (<i>as published by the Office of National Statistics</i>)*
<ul style="list-style-type: none">The non-resident rent rate is set at 50% above the rate for residents.
<ul style="list-style-type: none">The pensioner rate offers a 25% discount on the standard rate.

**(The Council provides a full years notice of allotment charge changes before they come into effect). Changes agreed at this meeting will come into effect from January 2024.*

There are currently 374 tenanted plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres. Water is provided and accessible to all plots at the site and is charged at the rate of 40p per pole, per annum for all tenants.

The lease with Reading Borough Council for the site was renewed for 10 years in 2018 with an annual cost of £7,300.

Financial

Budget Exp/Inc 2021/2022 (Actual)

Expenditure	Staff	£6,492
	Water Rates	£2,772
	Lease	£7,300
	Repairs	£1,775
	TOTAL	£18,559
Income	Rents (inc water charge)	£12,950
	Toilet/security/Bee hives/misc	£865
	TOTAL	£13,815
	Net cost	£4,744

Budget Estimate 2022/2023

Expenditure	Staff	£7,268
	Water Rates	£3,697
	Lease	£7,300
	Repairs	£2,000
	TOTAL	£20,265
Income	Rents (inc water charge)	£14,180
	Toilet/security/Bee hives/misc	£800
	TOTAL	£14,980
	Net cost	£5,285

Agreed charges from **January 2023**

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£50.00	£4	£54.00	Pensioner Woodley Resident	£38.00	£4	£42.00
	Non Woodley	£76.00	£4	£80.00	Pensioner Non Woodley	£57.00	£4	£61.00
5	Woodley Resident	£25.00	£2	£27.00	Pensioner Woodley Resident	£19.00	£2	£21.00
	Non Woodley	£38.00	£2	£40.00	Pensioner Non Woodley	£28.00	£2	£30.00

- Projected Income 2022/23 £14,180

**Projected income is an estimate and does not take account of plot turnover during the year due to tenancy terminations without reimbursement of rents paid. The allotment charging year is January to December so variances can fall into consecutive financial years.*

Proposal

The RPI figure for September 2022 is **12.6%**. It is proposed that the standard rate for a Woodley Resident be increased in line with this figure as in previous years. It is recognised that the percentage increase is higher than in recent years, however the annual cost of a plot remains low and competitive in relation to charges elsewhere. This would mean an increase of £3.15 for the year, for a resident with a 5 pole plot (£6.30 for a resident with a 10 pole plot).

Proposed charges for consideration from **January 2024** including:

- **12.6%** increase in allotment rent for Woodley residents - in line with September 2022 RPI* (*figures rounded*) *RPI figure published by Office of National Statistics.
- Water charge remaining at 40p per pole, per year.
- Projected income £15,966

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£56.30	£4	£60.30	Pensioner Woodley Resident	£42.20	£4	£46.20
	Non Woodley	£84.40	£4	£88.40	Pensioner Non Woodley	£63.30	£4	£67.30
5	Woodley Resident	£28.15	£2	£30.15	Pensioner Woodley Resident	£21.10	£2	£23.10
	Non Woodley	£42.20	£2	£44.20	Pensioner Non Woodley	£31.65	£2	£33.65

Comparison Charges

Below is a list of current allotment charges for residents (per pole) researched from published website information from other Councils in the area.

	Standard charge per pole (inc water)	Year	Discount rates available
Woodley	£6.30 (proposed)	2023/24	25% pensioner reduction
Wokingham	£9.74	2022/23	25% pensioner reduction
Earley	£7.25 - £10.67	2022/23	Price per pole dependent on plot size
Newbury	£9.44	2022/23	Non residents pay resident rate x2
Henley	£5.05	2022/23	35% pensioner reduction
Thatcham	£6.60	2022/23	50% reduction for residents

Resources

Anticipated income based on an increase in line with September RPI is estimated at £15,966. The RPI rate is higher than in recent years and means a higher percentage increase than usual in the standard allotment rate. The Council's expenditure is being affected across the board in terms of increased purchase, utility and service costs. The allotment service has a budgeted net cost of around £5,285 p.a. for 2022/23.

Equality

The charging structure provides a discounted rate for tenants in receipt of the state pension. Non-residents pay a higher rate, as they do not contribute to the Councils funds through their Council Tax. There are no other equality impacts identified.

Environment

There are no environmental impacts identified in relation to the recommendation in the report.

Legal

The Council has a duty to provide allotments where it considers there to be a demand, and is permitted to do so under the Small Holdings and Allotments Act 1908, s. 23, 26, 42.

Recommendation:

- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider an increase to the Woodley Resident standard allotment rate of 12.6% - in line with the Retail Price Index at September 2022, and to take effect from January 2024.**

SCHEDULE OF MEETINGS - 2023/24

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2023</u> 23 May 20 June	<u>2023</u> 6 June	<u>2023</u> 13 June	<u>2023</u> 16 May (Annual Meeting) 25 May (Town Electors) 27 June
25 July 29 August (SH) 19 September	5 September	12 September	26 September
17 October 14 November 12 December	7 November	21 November	5 December
<u>2024</u> 9 January 30 January	<u>2024</u> 16 January	<u>2024</u> 23 January	<u>2024</u> 6 February
27 February 26 March 23 April	12 April (SH)	16 April	7 May (Annual Meeting)

(SH = School Holidays)

SCHOOL TERM DATES

2023 Monday 17 April to Friday 21 July
Friday 1 September to Friday 15 December

2024 Tuesday 2 January to Thursday 28 March
Monday 15 April to Tuesday 23 July

Half Term: 29 May - 2 June
Half Term: 23 October - 27 October

Half Term: 12 - 16 February
Half Term: 27 May - 31 May

Elections: 4 May 2023

Good Friday: 29 March 2023
Elections: 2 May 2024

Project Assessment

Date:	16 November 2022
Project/policy/service:	KNEE RAIL FENCING – MALONE PARK
Priority	3
Cost	£1,000
Completed by:	Kevin Murray, Deputy Town Clerk

1. Project/policy/service information:

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

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

To install knee rail timber fencing along the boundary with Malone Road and Jerome Road, to prevent unauthorised vehicle access onto the site and illegal encampment. This has been a problem in the past and identified in the Council's Risk Register as a risk requiring action.

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

All works will be carried out by the Grounds/Maintenance Team. All works will be supervised by the Amenities Manager.

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

Members of the public, visitors, residents

Impact	Y/N	Detail
Health / Safety Impact	Y	Illegal encampments often present a health & safety issue from vehicles, animals, waste and potential conflict with residents.
Legal Compliance	Y	The installation will retain pedestrian access and compliance with the Equality Act and DDA.
Income Impact	N	
Other	Y	Will improve amenity value of site for all users.

2. Equality Impacts - Protected characteristics:

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

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

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, Negative, or Not Applicable impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	Security and access to the site maintained for all legitimate users.
Age	N/A	Security and access to the site maintained for all legitimate users.
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	Security and access to the site maintained for all legitimate users.
Marriage & civil partnership	N/A	

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

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Some impact in respect of production and transportation of materials. Suppliers are required to provide an appropriate environmental policy in respect of their activities. Materials will be durable with a long-life span.
Habitat/biodiversity impact	N	
Alternatives considered	N/A	
Other	N/A	

Signed:  _____

Print: Kevin Murray

Date: 16/11/22

Project Assessment

Date:	16 November 2022
Project/policy/service:	PATHWAYS – MALONE PARK
Priority	3
Cost	£5,000
Completed by:	Kevin Murray, Deputy Town Clerk

1. Project/policy/service information:

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

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

To install self binding gravel pathways from Malone Road and Jerome Road – to the central play area. This will greatly improve access which is currently across grass. The access improvement will be particularly beneficial to those with pushchairs, wheelchairs or mobility issues, but will improve access for all site users.

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

A suitable grounds contractor will be engaged to carry out the digger work, with assistance from the Amenities Team. Materials will be purchased by the Council and delivered to site. All works will be supervised by the Amenities Manager.

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

Members of the public, visitors,

Impact	Y/N	Detail
Health / Safety Impact	Y	Less likelihood of slipping or stepping in dog mess.
Legal Compliance	Y	Compliance with the Equality Act and DDA are a requirement and reasonable access improvements implemented.
Income Impact	N	
Other	Y	Will improve amenity value of site for all users.

2. Equality Impacts - Protected characteristics:

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

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

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, Negative, or Not Applicable impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Improved access to the play area for those with reduced mobility
Age	Positive	Improved access to the play area for young people, older people and those with reduced mobility
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	Positive	Improved access to the play area for those with reduced mobility
Marriage & civil partnership	N/A	

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

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Some impact in respect of production and transportation of materials. Suppliers are required to provide an appropriate environmental policy in respect of their activities. Materials will be durable with a long-life span.
Habitat/biodiversity impact	Y	Some minor loss of grass area.
Alternatives considered	N/A	
Other	N/A	

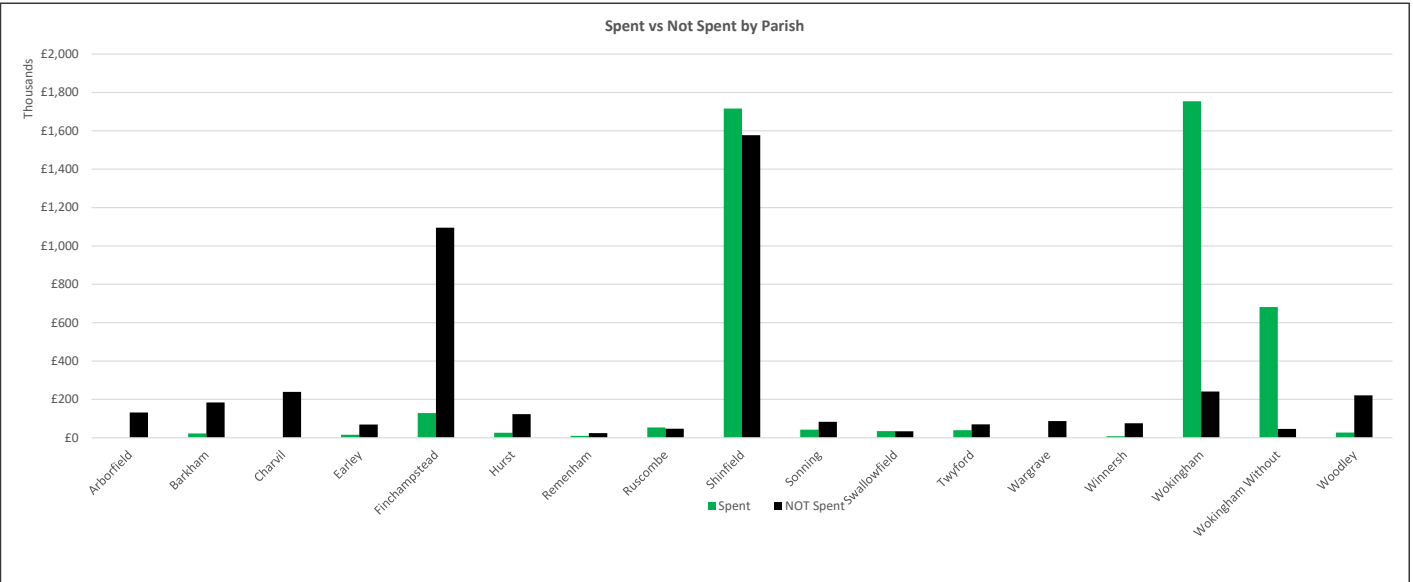
Signed:  _____

Print: Kevin Murray

Date: 16/11/22

Neighbourhood CIL Proportion (Transfer to Local Parish/Town Council) Report

Month End: September '22



Parish	Potential CIL Payments ⁰	Paid to Parish ¹	Paid to Parish and SPENT by Parish (to Date)	Paid to Parish but NOT SPENT by Parish (to Date)	Money Received from Developers by WBC ²	Money outstanding from Developers (Owed to WBC)
Arborfield	£26,969	£131,927	£0	£131,927	£0	£0
Barkham	£2,003,500	£206,167	£22,213	£183,953	£82,753	£0
Charvil	£0	£239,609	£0	£239,609	£0	£0
Earley	£121,411	£84,195	£15,599	£68,596	£606	£0
Finchampstead	£326,888	£1,224,092	£129,005	£1,095,087	£359,471	£232,926
Hurst	£48,858	£149,492	£25,950	£123,541	£0	£0
Remenham	£62,073	£34,889	£10,319	£24,570	£0	£0
Ruscombe	£30,863	£101,331	£54,124	£47,207	£0	£0
Shinfield	£842,545	£3,292,608	£1,715,782	£1,576,826	£0	£0
Sonning	£226,613	£125,434	£42,535	£82,899	£0	£0
Swallowfield	£140,046	£68,220	£34,497	£33,723	£33,723	£11,139
Twyford	£10,173	£109,981	£39,733	£70,248	£0	£0
Wargrave	£90,173	£86,796	£0	£86,796	£0	£0
Winnersh	£49,971	£84,175	£8,382	£75,793	£0	£0
Wokingham	£423,362	£1,995,630	£1,754,482	£241,148	£171,245	£13,597
Wokingham Without	£194,581	£727,308	£681,414	£45,894	£0	£0
Woodley	£71,214	£248,177	£26,796	£221,381	£5,308	£24,687
Total Neighbourhood CIL	£4,669,240	£8,910,030	£4,560,831	£4,349,200	£653,106	£282,350

⁰ Liability notice issued

¹ 2015 to current

² Payments received from 1/4/2022 - 30/09/2022

CALIFORNIA COUNTRY PARK LAKESIDE UPGRADE

CIL/S106 Funding Bid Proposal

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Concept Proposals	page 9 - 19
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Co-Funding Proposal	page 24 - 32



- 1 New Information Point
- 2 New Surfaced Path link to Playground
- 3 New Surfaced Path link to Lakeside
- 4 New Lakeside Paved Picnic Area
- 5 New Wildflower Wildfowl Foraging Area
- 6 New Flowering Lawn with naturalised bulbs.
- 7 New Surfaced Path link to Kiosk
- 8 New Screening to Rear of Kiosk (Storage Area)
- 9 New Planting to Mound*
- 10 Additional Planting to Car Park Beds*
- 11 New Planting to Lakeside Path Verges*

* Optional items

AREAS FOR ENHANCEMENT

EXISTING CONDITION



1. Paths to lakeside need rationalisation and improvement. The main route from the Well is unsurfaced, and uneven, eroded and muddy for most of the year. The current arrangement of various adhoc disjointed surfaced paths is a poor use of open space, confusing to visitors and visually unattractive.
2. The unsurfaced access to the playground is heavily worn all year round, and creates a barrier to access for those with mobility issues.

EXISTING CONDITION



3. The lakeside area is very popular with visitors. Various species of wildfowl can be seen all year round and with their young in spring (which is part of the appeal). However, the paving and seating is at the end of its usable life and needs refurbishment. The area of grass is important to the wildfowl, who are frequently seen foraging within it, but many areas are eroded and waterlogged - with poor biodiversity and species mix.
4. The paved area beside the lake and the connecting paved path is uneven and cracked, and relatively narrow in width for the setting and number of visitors.

EXISTING CONDITION



5. The woodland picnic area can be muddy with areas of waterlogging for much of the year, and is not well used. There are a number of desire lines worn across the grass, highlighting the need for improvement (and rationalisation) of existing path network. Clearance of self-set scrub patches would enhance views of lake.

6. There is not surfaced access to the ice-cream kiosk, and the grass is eroded. The storage area to the rear (unseen in photo) is unsightly and open to the public.

EXISTING CONDITION



7. The well is a historic feature of the park and structural refurbishment was undertaken as part of recent improvement works to the cafe area and onsite parking.

The concrete capping is sometimes used as a seat by visitors. However, the structure is largely defunct and not being utilised to its full potential.

8. The newly created mound by the entrance to the park, would benefit from additional planting to tackle issues with wear, and to improve biodiversity and amenity.

EXISTING CONDITION



9



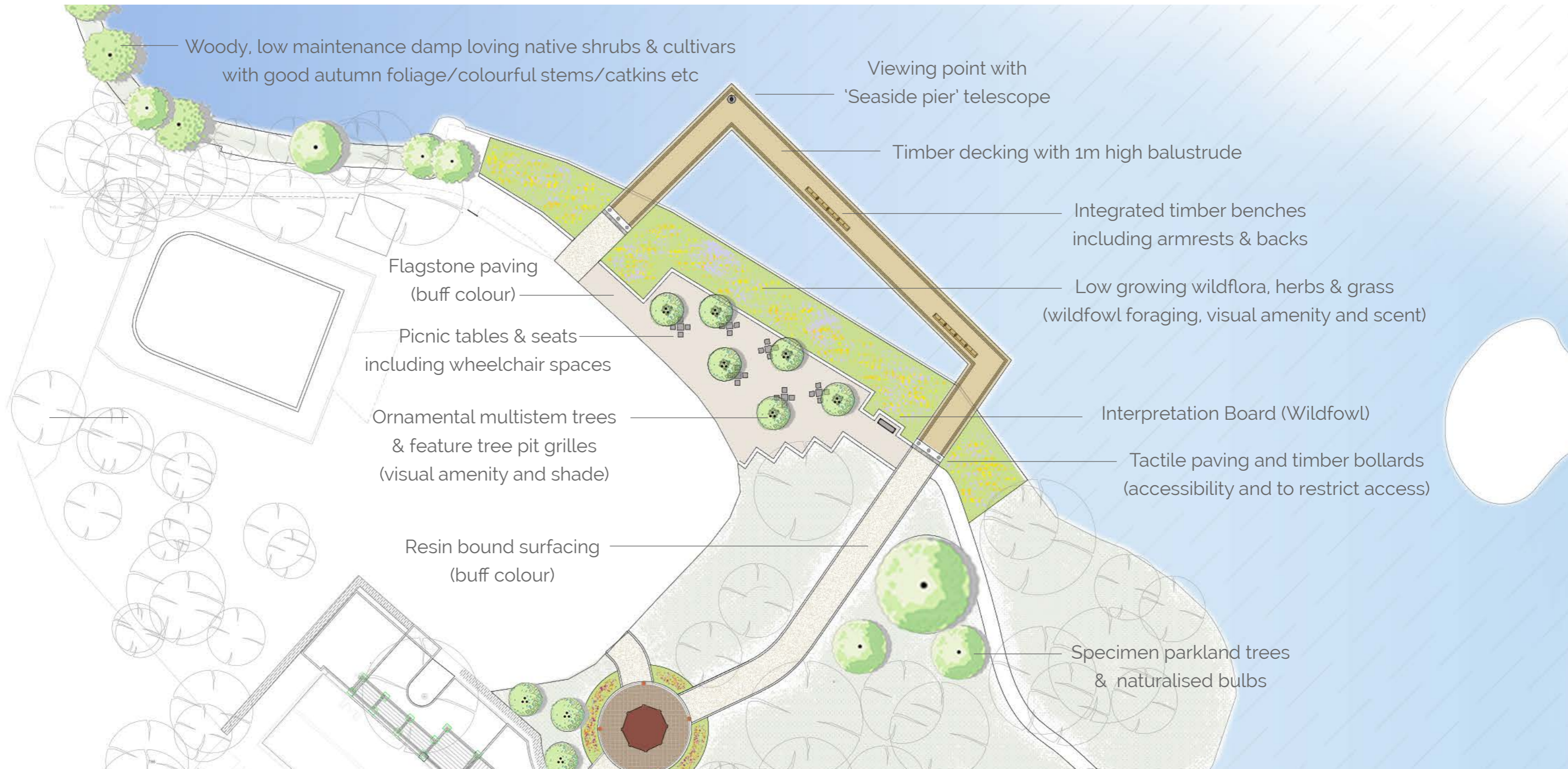
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9 & 10. Following the remedial works to the reservoir and the resurfacing of the tarmac path around the lake, the a large stretches of the former grass verge around the edge of the lake are bare and compacted. Additional planting would improve the visual amenity of the lakeside and create a greener, more biodiverse habitat around the lake - as well as deflecting visitors away from the water's edge.

**CONCEPT PROPOSALS &
PHOTOMONTAGE VISUALISATIONS**









LAKESIDE PICNIC AREA & WILDFOWL FORAGING



LAKESIDE BOARDWALK WITH SEATING







ICE CREAM KIOSK AND FLOWERING LAWN



NEW INFORMATION POINT
112



HEATHER TRANSLOCATION TO MOUND

Please note that the preliminary cost estimate is indicative only.

Anticipated costs have been broken down for each of the main elements of the proposals.

At this stage of the process, the cost estimate can only be described as a 'best guess' based upon other construction projects recently undertaken. However, these outline costs should provide a reasonable starting point to inform decisions on the scope of the project and the level of funding commitment required.

Greater cost certainty will be added (through supplier quotations and detailed pricing documents) as the proposals develop, if the project moves forward to the next stage.

PRELIMINARY COST ESTIMATE

Outline costings

	(£)
New information point (historic well)	34,000
New path to playground	4,000
New path to lakeside	45,000
Lakeside picnic area and pontoon boardwalk	340,000
Woodland area enhancements	29,000
Kiosk improvements and path	13,000
Mound enhancement	20,000
Lakeside verge planting	31,000

Note. Rates inclusive of labour and plant, haulage and delivery, sub-bases for paving, topsoiling and cultivation.

Exclusions: cost of surveys, design and project management fees, prelims/set up costs, removal of trees, lighting, services, structural engineering works and contingency sums. (Assume **10-15%** allowance on top of total.)

Please note that the provisional programme is indicative only.

An estimated timeframe for each of the projects stages based upon the relevant stages of the RIBA Plan of Work 2020, the recognised industry standard framework for all construction projects.

At this stage, the programme of works can only be described as a 'best guess' based upon professional experience. However, this provisional estimate should provide a guide to the timescales required for delivery of a project of this kind, and help inform individual parish CIL expenditure forecasts.

A detailed programme will be prepared, once funding is secured, which will be updated as the project progresses.

PROVISIONAL PROGRAMME

Estimated timetable, based upon a commencement date of 1st November 2022

Work Stage 1 - Preparation and surveys	(3 months duration)	February 2023
Work Stages 2&3 - Design and Spatial Co-ordination	(2-3 months duration)	April 2023
Pricing of works	(2 months duration)	June 2023
Planning submission, assuming Certificate of lawful development is only requirement		within 8 weeks
Procurement	(2-3 months duration)	August 2023
Work Stage 4 - Technical Design & Pre-Construction	(2 months duration)	October 2023
Work Stage 5 - Manufacturing & Construction	(6 months duration)	Nov - April 2023
Work Stage 6 - Handover		May 2023

Anticipated overall project duration of 18 months minimum.

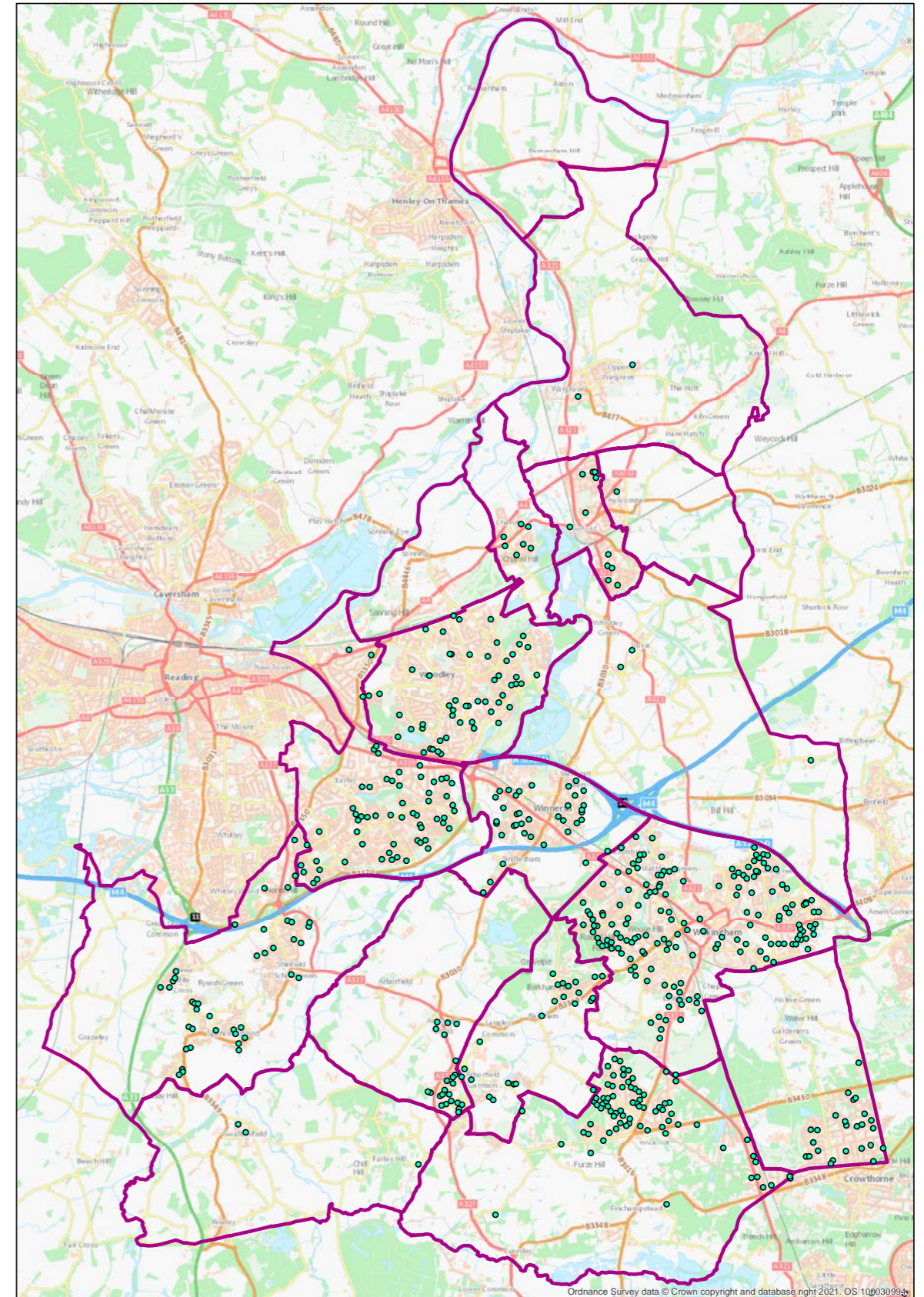
California Country Park is one of Wokingham's major parks, that is well-used and popular with visitors from across the borough. Investment in the borough's major parks offers many important benefits for residents living in Wokingham specifically in terms of recreation, health and well-being, contact with nature, opportunities for social interaction and economic benefits.

Co-funding amounts have been calculated, broadly, on the basis of the respective parish's proximity to the park, in relation to the anticipated proportion of visitors from the ward, and with regard to the level of unspent CIL monies potentially available.

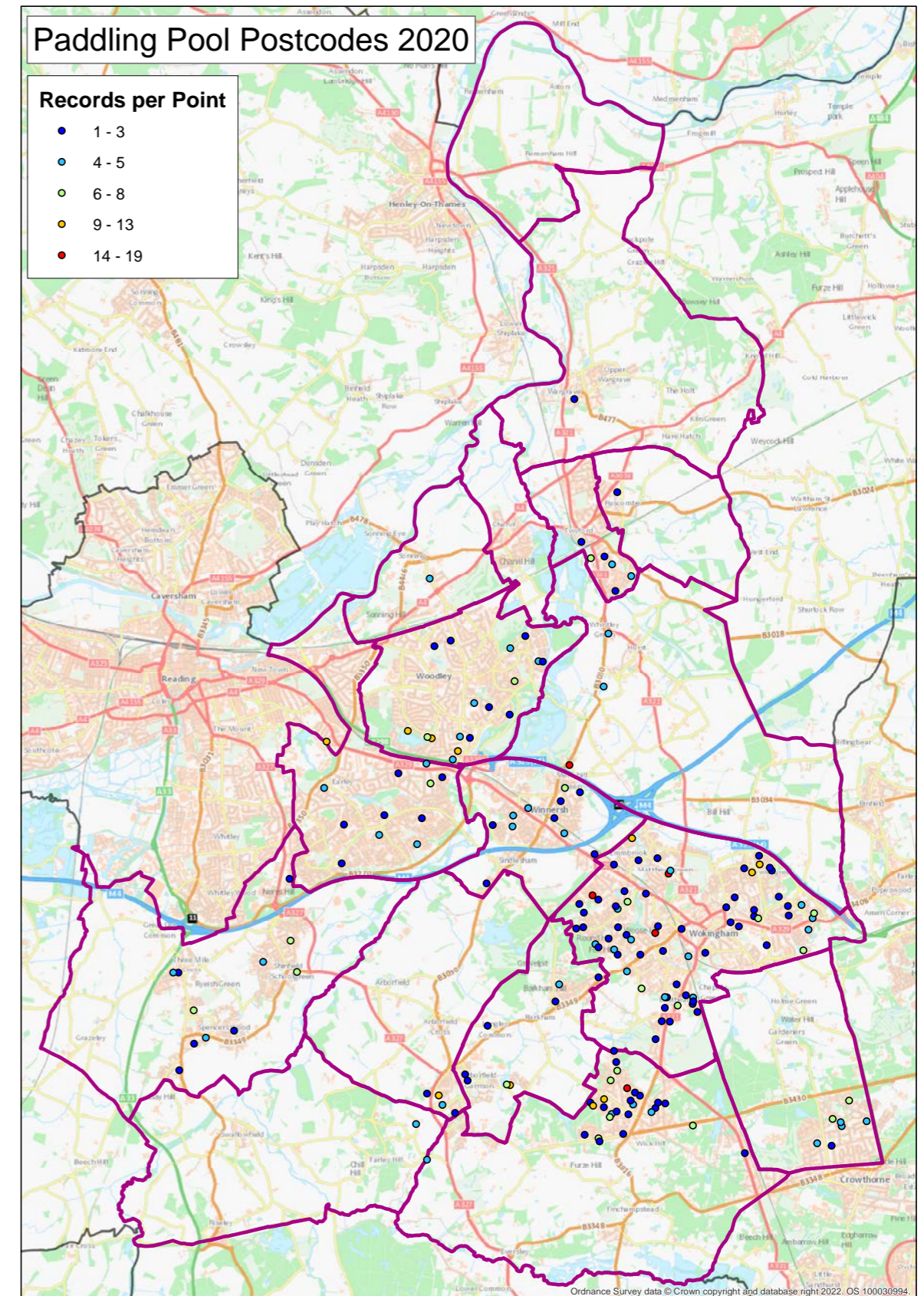
Available sources of information, such as postcode data and visitor numbers recorded on Wokingham Borough Council's booking system for the the playground between April and July 2021 and for the paddling pool for each of the past three years (2020, 2021, and 2022) can be extrapolated to give a reliable picture of overall patterns of general use.

CO-FUNDING PROPOSAL

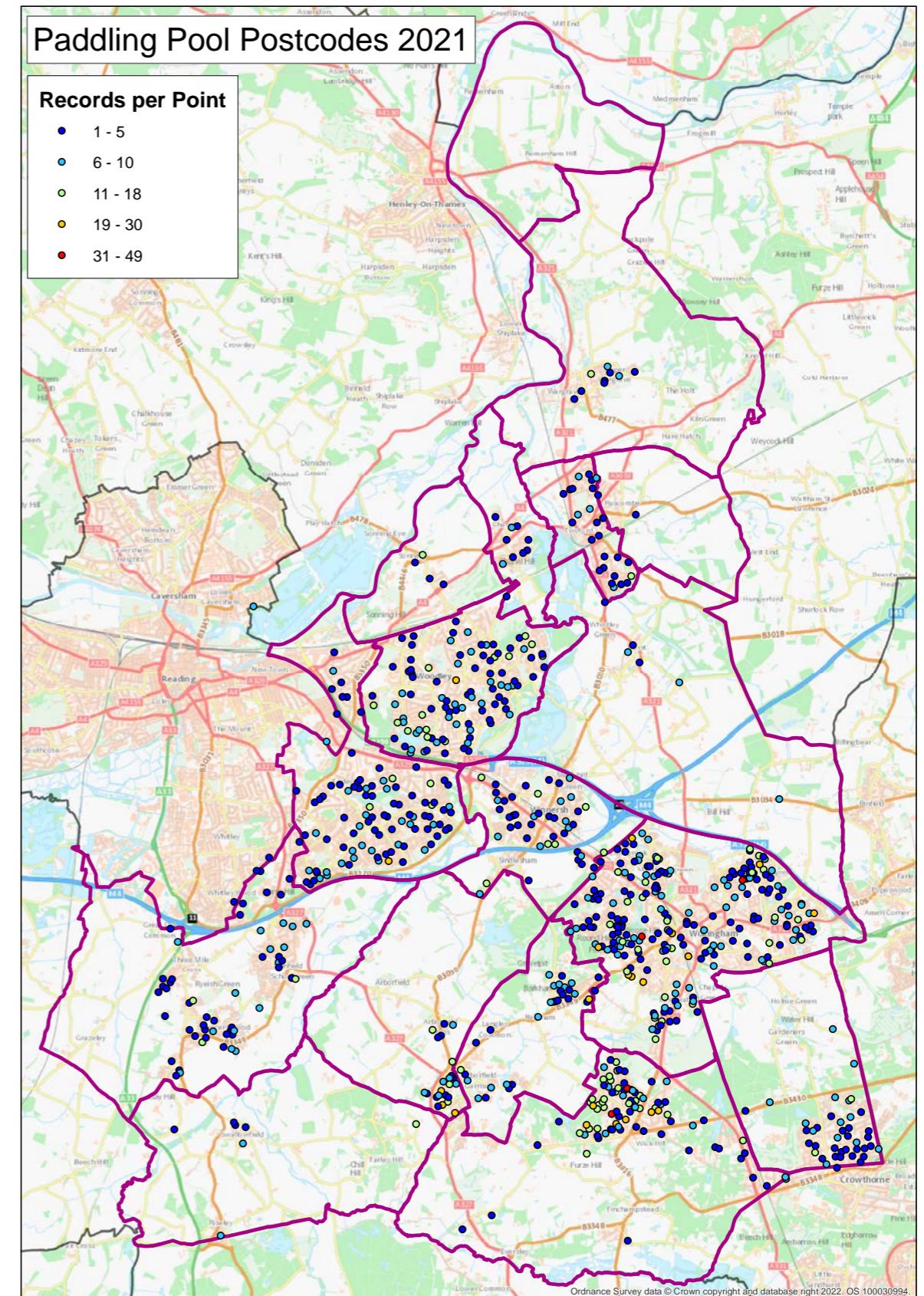
- 883 bookings recorded with the whole of Wokingham borough
- 532 different postcodes for residents within the borough
- Covid-19 restrictions in place.



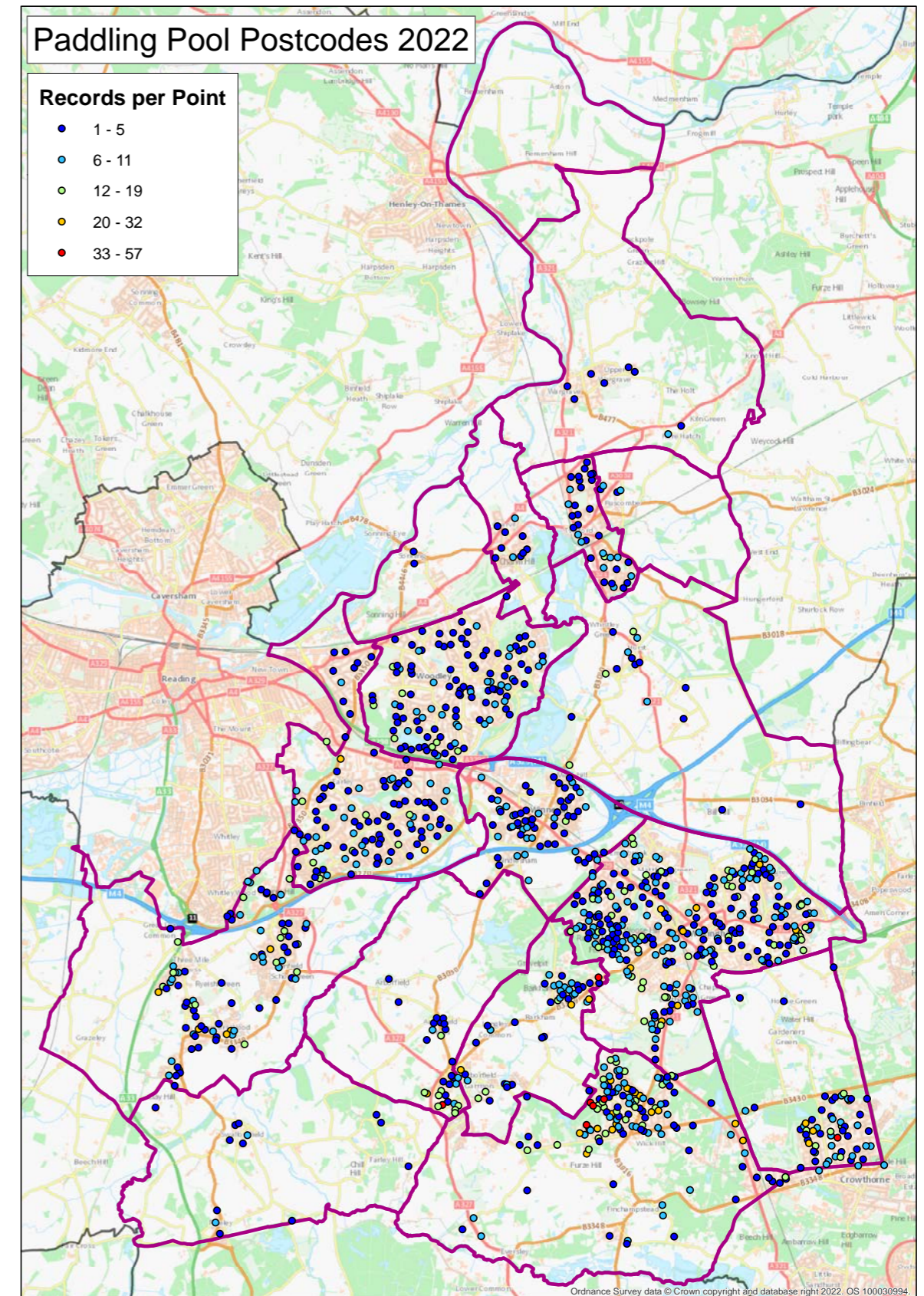
- 760 bookings recorded with the whole of Wokingham borough
- 179 different postcodes for residents within the borough
- Covid-19 restrictions in place.



- 4791 bookings recorded with the whole of Wokingham borough
- 759 different postcodes for residents within the borough



- 7026 bookings recorded with the whole of Wokingham borough
- 1005 different postcodes for residents within the borough



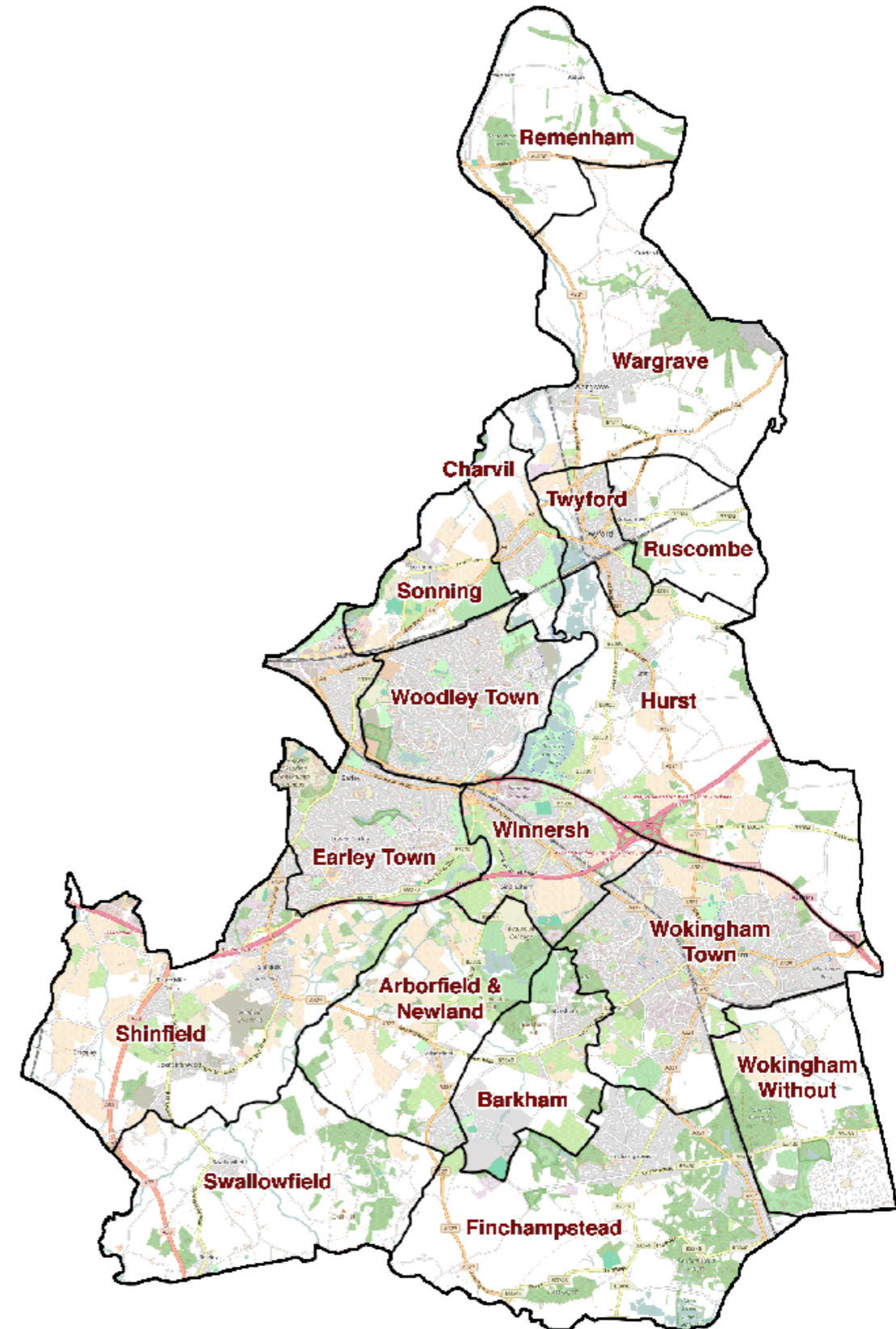
The majority of Wokingham's residents visiting the park, overall, live in the parishes **outside of Finchampstead**.

The highest number of visitors appear to live in **Wokingham Town**.

A large proportion of visitors also appear to live in **Woodley Town, Earley Town, Winnersh, Twyford** and **Wokingham Without**.

Residents living in **Barkham, Charvil,** and **Shinfield** also appear to visit the park in significant numbers, with the numbers from Shinfield increasing year on year.

The number of visitors from **Arbofield** is relatively low at present. However, the expectation is that these numbers will increase as the community develops and the local population increases.



Summary of the bookings data for **2021** as a percentage.

Note. Paddling pool open **during July and August**.

Finchampsted Parish Council	814 single bookings	17 % of total bookings within borough
Wokingham Town Council	1486 single bookings	31 % of total bookings within borough
Wokingham Without Parish Council	197 single bookings	4 % of total bookings within borough
Arborfield and Newland Parish Council	194 single bookings	4 % of total bookings within borough
Barkham Parish Council	199 single bookings	4 % of total bookings within borough
Charvil Parish Council	40 single bookings	1 % of total bookings within borough
Shinfield Parish Council	282 single bookings	6 % of total bookings within borough
Woodley Town Council	590 single bookings	12 % of total bookings within borough
Twyford Parish Council	125 single bookings	3 % of total bookings within borough
Winnersh Parish Council	260 single bookings	5 % of total bookings within borough
Earley Town Council	456 single bookings	10 % of total bookings within borough

Summary of the bookings data for **2022** as a percentage.

Note. Paddling pool open **during July and August**.

Finchampsted Parish Council	1329	single bookings	19 %	of total bookings within borough
Wokingham Town Council	2026	single bookings	29 %	of total bookings within borough
Wokingham Without Parish Council	438	single bookings	6 %	of total bookings within borough
Arborfield and Newland Parish Council	268	single bookings	4 %	of total bookings within borough
Barkham Parish Council	392	single bookings	6 %	of total bookings within borough
Charvil Parish Council	38	single bookings	1 %	of total bookings within borough
Shinfield Parish Council	648	single bookings	9 %	of total bookings within borough
Woodley Town Council	570	single bookings	8 %	of total bookings within borough
Twyford Parish Council	177	single bookings	3 %	of total bookings within borough
Winnersh Parish Council	329	single bookings	5 %	of total bookings within borough
Earley Town Council	603	single bookings	9 %	of total bookings within borough

Proposed contribution sums

Wokingham Borough Council	S106	£100,000		17.4%
Finchampstead Parish Council	CIL	£250,000		43.5%
Wokingham Town Council	CIL	£50,000		8.7%
Wokingham Without Parish Council	CIL	£25,000	less than	5%
Arborfield and Newland Parish Council	CIL	£25,000	less than	5%
Barkham Parish Council	CIL	£25,000	less than	5%
Charvil Parish Council	CIL	£25,000	less than	5%
Shinfield Parish Council	CIL	£25,000	less than	5%
Woodley Town Council	CIL	£25,000	less than	5%
Twyford Parish Council	CIL	£10,000	less than	2%
Winnersh Parish Council	CIL	£10,000	less than	2%
Earley Town Council	CIL	£5,000	less than	1%

Note. A reduced or increased contribution sum (where there is risk of expired funds) can be discussed by arrangement.

COUNCILLORS – CODE OF CONDUCT

20. CODE OF CONDUCT

20.1. 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 21**.
- 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 **20.8**) 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 **20.4**) and Prejudicial (see **20.5**) 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.
- l. 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 **20.3, 20.4 & 20.5**).
- iii. Rules about general behaviour (see **20.7**).

20.2. 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.

20.3. 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 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 **20.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **20.3.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.

20.4. 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 **20.2.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 **20.6**.

20.5. 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 **20.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **20.3.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.

20.6. 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**).

20.7. 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.

20.7.1. 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.

20.7.2. 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 **20.7**, 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 **17.5.a.xviii**).
- c. Such a motion, if seconded, shall be put moved, without discussion.
- d. If a resolution made in accordance with standing order **20.7**, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and / or may adjourn the meeting.

20.8. 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.
- b. Councillors should not call into question the performance or conduct of an Officer of the Council in a public forum.

20.8.1. COUNCILLORS CAN EXPECT FROM OFFICERS

- i. A commitment to the Council as a whole and not to any political group
- ii. A working partnership
- iii. An understanding of and support for respective roles, workloads and pressures
- iv. Timely response to enquiries and complaints
- v. Professional advice not influenced by political views or preference, which does not compromise the political neutrality of employees
- vi. 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
- vii. Awareness and sensitivity to the political environment
- viii. Respect, dignity and courtesy
- ix. Training and development in order that they can carry out their role effectively
- x. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- xi. That Officers shall not use their relationship with Councillors to advance their personal interests or to influence decisions improperly

- xii. That Officers shall at all times comply with the relevant Code of Conduct

20.8.2. OFFICERS CAN EXPECT FROM COUNCILLORS

- i. A working partnership
- ii. An understanding of and support for respective roles, workloads and pressures
- iii. Political leadership and direction
- iv. Respect, dignity and courtesy
- v. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- vi. Not to be subject to bullying or to be put under undue pressure.
- vii. 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
- viii. 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
- ix. That Councillors shall at all times comply with the relevant Code of Conduct

20.8.3. 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 **20.9**.
- c. Nothing in this process negates the right of Officers to make a Code of Conduct complaint to the relevant authorities.

20.8.4. 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.

20.9. 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/>

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

STATUTORY INSTRUMENTS

2003 No. 1021

The Local Authorities (Members' Allowances) (England) Regulations 2003

PART 5

PARISH COUNCILS

Application of this Part

24. Any reference in this Part—

- (a) to an authority is, unless otherwise specified, a reference to a parish council;
- (b) to a member is, unless otherwise specified, a reference to an elected member of a parish council;
- (c) to a responsible authority is, in relation to a parish council, a reference to the district council or unitary county council—
 - (i) where the parish council is the council for one parish, in whose area the parish council is situated; or
 - (ii) where the parish council is the council for a group of parishes⁽¹⁾, in whose area all the parishes in the group are situated or, where that is not the case, in whose area the greatest number of local government electors for the parishes in the group is situated; and
- (d) to an establishing authority is, in relation to a parish remuneration panel, a reference to the responsible authority that established that parish remuneration panel.

Parish basic allowance

25.—(1) An authority may pay an allowance for each year (“parish basic allowance”)—

- (a) to its chairman⁽²⁾ only; or
- (b) to each of its members,

and the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member.

(2) Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

(3) Subject to paragraph (4), where an authority proposes to pay parish basic allowance in any year to its members and the term of office of any member begins or ends otherwise than at the

⁽¹⁾ See section 11 of the Local Government Act 1972 for the procedure by which parish councils may be grouped.

⁽²⁾ See section 15(1) of the Local Government Act 1972 for the duty to elect a chairman from among the councillors of a parish council.

beginning or end of a year, that member's entitlement shall be to payment of such part of the parish basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

(4) Where an authority proposes to pay parish basic allowance in any year—

- (a) to its chairman only; or
- (b) to all its members but at a higher level to the chairman,

and the term of office of the chairman as chairman begins or ends otherwise than at the beginning or end of a year, his entitlement for the period during which he holds the office of chairman shall be to payment of such part of the parish basic allowance to which he is entitled as chairman as bears to the whole the same proportion as the number of days during which his term of office as chairman subsists bears to the number of days in that year.

(5) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the parish basic allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the authority.

(6) An authority shall, as soon as reasonably practical after setting the levels at which any parish basic allowance is to be paid and to whom, arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice or notices containing the following information—

- (a) any recommendation in respect of parish basic allowance made by the parish remuneration panel;
- (b) the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and
- (c) a statement that in reaching the decision on the matters referred to in sub-paragraph (b) the authority has had regard to the recommendation of the parish remuneration panel.

(7) An authority shall ensure that it keeps a copy of the information referred to in paragraph (6) available for inspection by members of the public on reasonable notice.

(8) An authority may require that where payment of parish basic allowance has already been made in respect of any period during which the member concerned is—

- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
- (b) ceases to be a member of the authority; or
- (c) is in any other way not entitled to receive the allowance in respect of that period,

such part of the allowance as relates to any such period shall be repaid to the authority.

(9) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any duties carried out by the member during that same period, under any of the provisions referred to in regulation 34(1).

Parish travelling and subsistence allowance

26.—(1) An authority may pay to its members allowances in respect of travelling and subsistence (“parish travelling and subsistence allowance”), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the following categories—

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at a meeting of any association of authorities of which the authority is a member;
- (c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

(2) Where a member is suspended or partially suspended from his responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any parish travelling and subsistence allowance payable to him in respect of the responsibilities or duties from which he is suspended or partially suspended may be withheld by the authority.

(3) An authority may require that where payment of travelling and subsistence allowance has already been made in respect of any period during which the member concerned is—

- (a) suspended or partially suspended from his responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
- (b) ceases to be a member of the authority; or
- (c) is in any other way not entitled to receive the allowance in respect of that period,

such part of the allowance as relates to any such period shall be repaid to the authority.

(4) An authority may not make any payment, and a member is not entitled to receive any payment, under the provisions of this regulation in respect of any period prior to 30th September 2003 if payment is made, in respect of any travelling and subsistence expenses incurred by the member during that same period, under any of the provisions referred to in regulation 34(1).

Parish remuneration panels

27.—(1) A parish remuneration panel may be established—

- (a) by a responsible authority and shall make recommendations in respect of the authorities for which the establishing authority is the responsible authority; or
- (b) jointly by any responsible authorities and shall make recommendations in respect of the authorities for which the establishing authorities are the responsible authorities.

(2) Subject to paragraph (3), a parish remuneration panel shall consist of those persons who are also members of the independent remuneration panel which exercises functions in respect of the establishing authority or authorities.

(3) A parish remuneration panel shall not include any member who is also a member of an authority in respect of which it makes recommendations or is a member of a committee or sub-committee of such an authority.

(4) The authorities in respect of which a parish remuneration panel established under paragraph (1) makes recommendations shall each pay to the parish remuneration panel an equal share of the amount of the expenses incurred by that panel in carrying out that panel's functions.

Recommendations of parish remuneration panels

28.—(1) A parish remuneration panel shall produce a report in relation to the members of the authorities in respect of which it was established, making recommendations, in accordance with the provisions of regulation 29, as to—

- (a) the amount of parish basic allowance payable to members of such authorities;
- (b) the amount of travelling and subsistence allowance payable to members of such authorities;
- (c) whether parish basic allowance should be payable only to the chairman of any such authority or to all of its members;
- (d) whether, if parish basic allowance should be payable to both the chairman and the other members of any such authority, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount so payable; and
- (e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

(2) A copy of a report made under paragraph (1) shall be sent to each authority in respect of which recommendations have been made.

Levels of allowances

29.—(1) A parish remuneration panel may, in making its recommendations in accordance with regulations 27 and 28, either—

- (a) apply the same recommended levels of parish basic allowance and parish travelling and subsistence allowance to all the authorities in respect of which it was established; or
- (b) make different recommendations for different authorities.

(2) A parish remuneration panel shall express its recommendation as to the level of parish basic allowance, in respect of a parish or parishes, as a percentage of the sum that an independent remuneration panel has recommended as the level of basic allowance for the establishing authority which is the responsible authority for that parish or parishes.

(3) The percentage referred to in paragraph (2) may be one hundred per cent.

(4) A parish remuneration panel shall also express its recommendation as to the level of parish basic allowance as a monetary sum being a monetary sum equivalent to the percentage expressed in accordance with paragraphs (2) and (3).

Publicity in respect of reports of parish remuneration panels

30.—(1) Once an authority receives a copy of a report made to it by a parish remuneration panel in accordance with regulation 28, it shall, as soon as reasonably practicable—

- (a) ensure that copies of that report are available for inspection by members of the public on reasonable notice; and
- (b) arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice which—
 - (i) states that it has received recommendations from a parish remuneration panel in respect of allowances;
 - (ii) describes the main features of that panel's recommendations and specifies the recommended amounts of each allowance mentioned in the report in respect of that authority; and

(iii) states that copies of the panel's report are available for inspection on reasonable notice and gives details of the manner in which notice should be given of an intention to inspect the report.

(2) An authority shall supply a copy of a report made by a parish remuneration panel in accordance with regulation 28 to any person who requests a copy and who pays to the authority such reasonable fee as the authority may determine.

Records of parish allowances

31.—(1) An authority shall keep a record of the payments made by it in respect of—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

(2) Such a record shall—

- (a) specify the name of the recipient and the amount and nature of each payment;
- (b) be available for inspection on reasonable notice and at no charge, by any local government elector for the area of that authority; and
- (c) be supplied in copy to any person who is entitled to inspect a record under paragraph (b) and who requests a copy and pays to the authority such reasonable fee as it may determine.

(3) As soon as reasonably practicable after the end of a year, an authority shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the authority stating the total sum paid by it in the year to each member in respect of each of the following—

- (a) parish basic allowance; and
- (b) parish travelling and subsistence allowance.

Elections to forgo parish allowances

32. A member may, by notice in writing given to the proper officer of the authority, elect to forgo his entitlement or any part of his entitlement to allowances.

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%

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