

This agenda pack has been revised since issuing.

The agenda was re-issued on **24 January 2023**.

The pages which have changed are noted below, and this pack contains the revised documents, with revisions highlighted in RED where possible.

- **Report No. SR 3/23** – Revised Budget Estimates 2022/23 – Agenda Page 21
- **Report No. SR 4/23** – Budget Estimates 2023/24 – Agenda Page 22
- **Report No. SR 5/23** – Budget and Precept 2023/24 – Agenda Pages 23-24
- **Budget Appendix** – Budget Summary – Appendix Page 1
- **Budget Appendix** – Earmarked Reserves – Appendix Page 2
- **Budget Appendix** – Planning & Community Committee Budget Summary – Appendix Page 29



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 24 January 2023, at which your attendance is requested.

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

Kevin Murray
Deputy Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2022**
To approve the minutes of the Strategy and Resources Committee held on 22 November 2022 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 6 December 2022)*

4. **SUB COMMITTEE AND WORKING PARTY MEMBERSHIP**

To note the below appointments made by the Labour & Independent group to the following sub committees and working parties for which Strategy & Resources is the parent committee, and for which it was agreed that the appointments could be made with immediate effect once notified, and simply noted at this meeting (S&R 22 November 2022 – minute 42):

- Investments Sub Committee – Councillor Nagra
- Personnel Sub Committee – Councillor Doyle
- PR & Marketing Sub Committee – Councillor Doyle
- Risk Management Sub Committee – Councillor Doyle
- Standing Orders & Financial Regulations Sub Committee – Councillor Nagra
- Youth Services Working Party – Councillor Al-Sanjari

5. **FINANCE**

a) Budgetary Control

To receive **Report No. SR 1/23**.

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b) Payments

To approve the following payments as set out in **Appendix 5b**:

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	Current account	Imprest account
November 2022	£111,606.89	£76,594.91
December 2022	£110,717.78	£60,251.60

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 5c**.

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6. **OAKWOOD CENTRE INCOME UPDATE**

To note the following Oakwood Centre Income updates:

a) Bookings and Room Hire

Room hire income for April to December 2022 was £50,362 against the budget target of £37,500. Income against budget is shown at **Appendix 6a**.

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b) Catering Income

Catering income through the contract with Brown Bag for April to December 2022 was £11,607 against the budget target of £7,497. Income against budget is shown at **Appendix 6b**.

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7. **RISK MANAGEMENT SUB COMMITTEE**

To note **Report No. SR 2/23** of the Risk Management Sub Committee meeting held on 12 January 2023.

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

- i. That the amended Risk Management Strategy for 2023/24 (**Report No. SR 2/23 Appendices (enclosed) Appendix A – pages 1-5**) be approved by the Strategy and Resources Committee and presented to Council for adoption.

Separate Appendix

- ii. That the Strategy and Resources Committee resolve to present the Risk Register Full Council overview (**Report No. SR 2/23 Appendices (enclosed) Appendix B – pages 6-8**) to Council to be noted. Separate Appendix
- iii. That the Strategy and Resources Committee note the updated Disaster Recovery Plan (**Report No. SR 2/23 Appendices (enclosed) Appendix C – pages 28-51**). Separate Appendix

8. **CLIMATE EMERGENCY SUB COMMITTEE & ACTION PLAN**

- a) To note the Climate Emergency Sub Committee meeting due to be held on 3 January 2023 was cancelled due to Councillor unavailability.

Further meetings of the Sub Committee will be arranged for the new municipal year.

- b) To note that no further updates have been made to the Climate Emergency Action Plan since the last update, provided at the Committee meeting held on 22 November 2022.

9. **PR & MARKETING SUB COMMITTEE**

To note the PR & Marketing Sub Committee meeting, originally scheduled to be held on 23 November 2022, was unable to take place due to the change to the division of places, caused by the death of Councillor Rahmouni, making the previous Sub Committee membership invalid in line with the standing orders.

The next meeting of the Sub Committee is due to take place on Tuesday 4 April 2023.

10. **INVESTMENTS SUB COMMITTEE**

To note the Investments Sub Committee meeting, originally scheduled to be held on 3 November 2022, was unable to take place due to the change to the division of places, caused by the death of Councillor Rahmouni, making the previous Sub Committee membership invalid in line with the standing orders.

Further meetings of the Sub Committee will be arranged for the new municipal year.

11. **PROJECTS SCHEDULE 2022/23**

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

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12. **CHARGES 2023/24**

- a) To consider the recommendation from the Leisure Services Committee and to recommend the 2023/24 charges for Town Council leisure facilities be approved. (**Proposed Charges 2023/24 Appendix pages 1-5, enclosed**) Separate Appendix

- b) To consider the proposed 2023/24 charges at the Oakwood Centre and recommend the 2023/24 charges for the Oakwood Centre be approved. (**Proposed Charges 2023/24 Appendix page 6, enclosed**) Separate Appendix

13. **REVISED ESTIMATES 2022/23**
- a) To consider **Report No. SR 3/23.** *(Budget Appendix – blue pages, enclosed)* Page 21 / Separate Appendix
- b) To consider recommendations from the Leisure Services and Planning and Community Committees to approve the Revised Estimates for 2022/23. *(Budget Appendix - green and cream pages, enclosed).* Separate Appendix
14. **BUDGET ESTIMATES 2023/24**
- a) **Strategy and Resources Committee**
To consider **Report No. SR 4/23.** *(Budget Appendix – blue pages, enclosed.)* Page 22 / Separate Appendix
- b) **Recommendations from other committees**
To consider the 2023/24 Budget estimates recommended by the Leisure Services and Planning and Community Committees *(Budget Appendix – green and cream pages, enclosed)* and that these be approved. Separate Appendix
- c) **Budget and Precept 2023/24**
To consider **Report No. SR 5/23.** Page 23
15. **COMMUNITY GRANTS**
- a) Community Grants are usually considered twice a year, in April and November. As there is unused allocation for Community Grants in the 2022/23 budget, Members are asked to consider a late application, details of which are provided in **Report No. SR 6/23.** Page 25
- b) To note the letters of thanks, received following receipt of their community grants for 2022/23, from the following:
- Woodley Adopt A Street (WASP) *(Appendix 16a)* Page 27
 - Berkshire MS Therapy Centre *(Appendix 16b)* Page 28
16. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
17. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
- EXCLUSION OF PUBLIC AND PRESS**
To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to both legal and personnel matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 18 & 19 on the agenda.
18. **LAND AT SILVER FOX CRESCENT – WOODLEY LAWN TENNIS CLUB**
To receive **Report No. SR 7/23.** Page 29

19. **PERSONNEL SUB COMMITTEE**

To note **Report No. SR 8/23** of the Personnel Sub Committee meeting held on 18 January 2023. Page 31

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

- i. That the Strategy and Resources Committee approve the re-grading of the Communications Manager, Venues Supervisor and Venues Assistant posts, as set out in **Report No. SR 8/23 - Appendix A.** Page 32
- ii. That the Strategy and Resources Committee approve that the Communications Manager be placed on scp 29 and that this be backdated to 1 November 2022.
- iii. That the Strategy and Resources Committee approve that the full time Venues Assistant be placed on scp 9 and that this be backdated to 1 November 2022.

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STRATEGY AND RESOURCES COMMITTEE		BUDGETARY CONTROL		2022/2023		
Expenditure	Budget 2022/23	Actual Exp as at 31/12/21	Actual Exp as at 31/12/22	Actual Exp as % of Budget		
Code	Description					
	Central Costs	274,991	171,635	214,168	77.88%	Staff/postage/stationery/Equip/ Emergency repairs over 75%
	Democratic Costs	55,932	43,461	40,027	71.56%	
	Corporate Management	374,374	275,293	297,498	79.47%	Superannuation/NIC over 75%. HR Support paid start of year
	Capital Projects	45,000	0	45,000	100.00%	Annual allocation to EMR
	Grants -Section 137	18,000	12,850	13,850	76.94%	Grants paid
	Oakwood Centre	161,548	92,926	122,682	75.94%	Staff/equip/catering/stationery over 75%
	Maintenance HQ	3,400	1,883	2,234	65.71%	
	Woodley Town Centre Ptshp	80,900	53,456	59,563	73.63%	
	Capital and Projects	264,979	189,807	109,807	41.44%	
Total		1,279,124	841,311	904,829	70.74%	
Month 9 - 75%						

STRATEGY AND RESOURCES COMMITTEE		BUDGETARY CONTROL		2022/2023		
Income	Budget 2022/23	Actual Exp as at 31/12/21	Actual Exp as at 31/12/22	Actual Exp as % of Budget		
Code	Description					
	Central Costs	4,255	3,013	3,750	88.13%	Interest received over 75%
	Democratic Costs	0	0	0	0.00%	
	Corporate Management	0	0	0	0.00%	
	Capital Projects	0	0	0	0.00%	
	Grants -Section 137	0	0	0	0.00%	
	Oakwood Centre	104,567	90,124	95,166	91.01%	Room hire & catering over 75%
	Maintenance HQ	0	0	0	0.00%	
	Woodley Town Centre Ptshp	80,900	56,586	49,303	60.94%	
	Capital and Projects	0	0	0		
Total		189,722	149,723	148,219	78.12%	
Net		1,089,402	691,588	756,610	69.45%	
Month 9 - 75%						

Woodley Town Council**Current Account****List of Payments made between 01/11/2022 and 30/11/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Nov-22	(Personal Information)	300.00	Mayor tea-Piano/Photography
10-Nov-22	(Personal Information)	550.00	WTCP Mkt manager
10-Nov-22	Advanced Maintenance UK Ltd	1658.40	Call out/Test boilers
17-Nov-22	Alan Hadley Ltd	450.00	Refuse collection
24-Nov-22	AYS Cleaning Contractors Ltd	2554.45	Contract cleaning
11-Nov-22	Be Fuelcards Ltd	46.97	Unleaded fuel-Depot
18-Nov-22	Be Fuelcards Ltd	44.20	Unleaded fuel
10-Nov-22	Bowak Ltd	82.56	Cleaning Supplies
17-Nov-22	Bowak Ltd	555.79	Cleaning Supplies
10-Nov-22	Brake Bros Foodservice Ltd	396.76	Vending Supplies
24-Nov-22	Brewers Decorator Centres	826.43	Decorating Supplies
24-Nov-22	Brown Bag Cafe Ltd	2442.26	Monthly catering service
10-Nov-22	Broxap Ltd	1597.20	Cast Iron Ripon benches
17-Nov-22	Business Stream	27.83	Water rates-Toilet
04-Nov-22	Castle Water	901.48	Water rates
17-Nov-22	CDK Casting Ltd	101.40	Bronze plaque
24-Nov-22	Churchill Contract Services Ltd	1561.84	Contract cleaning
17-Nov-22	Circus Scene	175.00	Choir - Wdly Carol service
24-Nov-22	Circus Scene	4900.00	Provide PA/Entertainment-WTCP
01-Nov-22	Club Manager Ltd	94.80	Monthly Gym software fee
15-Nov-22	Devonshire Trading Ltd	1100.81	Gym equip monthly rental
07-Nov-22	Ecotricity	258.51	Electric supply-Depot
21-Nov-22	Ecotricity	620.55	Electric supply-Depot
21-Nov-22	Ecotricity	63.02	Gas supply-Coro Hall
21-Nov-22	Ecotricity	127.79	Gas supply-Chapel Hall
21-Nov-22	Ecotricity	451.03	Credit gas supply
21-Nov-22	Ecotricity	601.78	Credit-Gas supply
10-Nov-22	EDF Energy 1 Ltd	27.17	Electric supply-Clock
10-Nov-22	Epos Now Ltd D/D	30.00	WPLC Till support-monthly
24-Nov-22	Eventu	50.00	Monthly projector hire
17-Nov-22	Facet Technical & Resource Solutions	1182.90	Electrical works
24-Nov-22	Facet Technical & Resource Solutions	12867.41	Electrical works
09-Nov-22	Global 4 Communications	1072.02	Phone/mobiles
18-Nov-22	HMRC Cumbernauld	28164.49	PAYE&NI Deducted from pay
17-Nov-22	LAX Events Ltd	475.00	Remembrance service fee
01-Nov-22	Lloyds Bank D/D	45.10	Current a/c - service fee
14-Nov-22	Lloyds Bank D/D	316.23	Monthly cardnet service fee
29-Nov-22	Lloyds Bank D/D	49.98	Current a/c charges
24-Nov-22	Lyreco UK Ltd	178.10	Stationery Supplies
10-Nov-22	M K Cleaning	74.00	Laundry-Table/chair covers
15-Nov-22	Merchant Rentals Ltd	18.40	Monthly cardnet hire fee
15-Nov-22	Merchant Rentals Ltd	18.40	Monthly cardnet hire fee
10-Nov-22	MKR Electrical Services Ltd	3359.30	Electrical works
04-Nov-22	PHS Group	440.48	Qtrly dust mat charge
03-Nov-22	Pitney Bowes Ltd	150.00	Topup postage-29 Sept 22
23-Nov-22	Pitney Bowes Ltd	250.00	Postage top up
22-Nov-22	Poztive Energy Ltd	77.37	Electric supply-Coro Hall
22-Nov-22	Poztive Energy Ltd	701.39	Electric supply-WPLC
22-Nov-22	Poztive Energy Ltd	37.61	Electric supply-Chapel Hall
22-Nov-22	Poztive Energy Ltd	1937.51	Electric supply-OC
18-Nov-22	Prudential	307.24	AVC deducted from pay
24-Nov-22	RBL Poppy Appeal	125.00	5x Poppy wreaths

04-Nov-22	Rialtas Business Solutions Ltd	70.80	Annual fee-Making Tax Digital
17-Nov-22	Select Environmental Services Ltd	375.84	Refuse collection
07-Nov-22	SGW Payroll Ltd	159.86	Payroll monthly service fee
28-Nov-22	SWALEC	54.04	Electrical supply-Toilet
17-Nov-22	Thames Valley Water Services Ltd	408.00	Monthly water checks
18-Nov-22	The Berkshire Pension Fund	28592.51	Employee & 'er deducted from pay
04-Nov-22	The Crown Estate Commissoners	730.00	Christmas Tree-WTCP
17-Nov-22	Trade UK - Screwfix	238.67	Building Supplies
24-Nov-22	Tudor Environmental	967.69	First Aid/uniform/garden supplies
17-Nov-22	Turfleet Hire	816.00	Dakota top dresser hire
18-Nov-22	Unison Collection Ac	22.50	Union fee deducted from pay
24-Nov-22	Veolia ES - UK Ltd	416.67	Refuse collection
01-Nov-22	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Nov-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Nov-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Nov-22	Wokingham BC - Rates	898.00	Rates-OC
04-Nov-22	Wokingham Borough Council	475.00	Premises Licence
17-Nov-22	Woodley Newsagent Ltd	71.00	Weekly newspaper
17-Nov-22	Workwear Express Ltd	24.62	Sample staff uniform
24-Nov-22	Workwear Express Ltd	27.73	Sample staff uniform

TOTAL

111606.89

CLERKS IMPREST A/C**List of Payments made between 01/11/2022 and 30/11/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Nov-22	(Personal Information)	75.00	Refund Deposit
11-Nov-22	(Personal Information)	50.00	Refund Deposit
11-Nov-22	(Personal Information)	75.00	Refund Deposit
14-Nov-22	(Personal Information)	75.00	Refund Deposit
15-Nov-22	(Personal Information)	200.00	Refund Deposit
23-Nov-22	(Personal Information)	75.00	Refund Deposit
23-Nov-22	(Personal Information)	200.00	Refund Deposit
25-Nov-22	(Personal Information)	297.02	Nov 22 - net pay owed
25-Nov-22	(Personal Information)	376.04	Nov 22 - net pay owed
28-Nov-22	(Personal Information)	50.00	Refund Deposit
28-Nov-22	(Personal Information)	75.00	Refund Deposit
28-Nov-22	(Personal Information)	15.00	Refund Key Deposit
29-Nov-22	(Personal Information)	75.00	Refund Deposit
29-Nov-22	(Personal Information)	75.00	Refund Deposit
29-Nov-22	(Personal Information)	50.00	Refund Deposit
02-Nov-22	Amazon Mkt Place	25.48	Christmas lights-OC
04-Nov-22	Amazon Mkt Place	16.68	Steel garden stakes/pegs
04-Nov-22	Amazon Mkt Place	239.99	Walk-In lean greenhouse
04-Nov-22	Amazon Mkt Place	273.68	65cc petrol leaf blower
07-Nov-22	Amazon Mkt Place	67.99	Heavy duty tarpaulin/pool cove
07-Nov-22	Amazon Mkt Place	259.99	5x Polytunnels galvanised
28-Nov-22	AmazonMkt Place	16.98	Office letter tray-OC
24-Nov-22	Chew Valley Trees	444.00	Maple memorial tree-WP
01-Nov-22	Chew Valley Trees Ltd	444.00	Cherry Tree-WP
02-Nov-22	Defib World	556.99	Outdoor defibrillator cabinet
11-Nov-22	Direct Shop Fittings Ltd	50.40	Black A3 frames
29-Nov-22	Flexx Gymnastic	200.00	Refund Deposit
23-Nov-22	Lloyds Bank	68840.50	Net Nov 2022 payroll
11-Nov-22	Lloyds Bank D/D	14.36	Imprest a/c - service fee
10-Nov-22	Manomano	762.40	Pressure washer-Petrol
17-Nov-22	PETTY CASH A/C	324.35	Top-up petty cash
02-Nov-22	PMT Online	49.19	Audio cables-OC
14-Nov-22	Reading Beekeepers	67.50	Refund Deposit
17-Nov-22	Royal Mail Group Ltd	896.26	Hearld leaflet delivery
02-Nov-22	Ryman.co.uk	83.94	3x Black Gazebos-OC
11-Nov-22	Timpson Ltd	60.00	Plaque-Viaduct Collapse
24-Nov-22	Ultimate One Ltd	212.40	Iron tree guard-WP
09-Nov-22	Workplace Stuff	924.77	70 litre steel waste bin
	TOTAL	76594.91	

Woodley Town Council**Current Account****List of Payments made between 01/12/2022 and 31/12/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
07-Dec-22	(Personal Information)	350.00	PA for Woodley Carol service
15-Dec-22	(Personal Information)	216.67	Legal & Professional service
15-Dec-22	(Personal Information)	440.00	WTCP Mkt manager
07-Dec-22	Advanced Maintenance UK Ltd	4200.00	Annual gas inspection service
07-Dec-22	AGA Print Ltd	26.86	Vinyl banners
07-Dec-22	Alan Hadley Ltd	450.00	Refuse collection
22-Dec-22	Alan Hadley Ltd	450.00	Refuse collection
22-Dec-22	Alarm Response	660.00	Annual Key holding service
22-Dec-22	AYS Cleaning Contractors Ltd	785.92	Contract Cleaning
09-Dec-22	Be Fuelcards Ltd	48.60	UTL Unleaded Petrol
30-Dec-22	Be Fuelcards Ltd	44.04	Unleaded petrol-Depot
08-Dec-22	Ben Burgess & Co Ltd	16338.00	Trimax & Dennis Mowers
22-Dec-22	Bowak Ltd	308.35	Cleaning Supplies
07-Dec-22	Brake Bros Foodservice Ltd	290.55	Vending Supplies
15-Dec-22	Brake Bros Foodservice Ltd	305.74	Vending Supplies
22-Dec-22	Brake Bros Foodservice Ltd	311.59	Vending Supplies
08-Dec-22	Brown Bag Cafe Ltd	72.00	Catering service
22-Dec-22	Brown Bag Cafe Ltd	979.74	Monthly catering service
15-Dec-22	Castle Water	25.66	Water rates
07-Dec-22	CDK Casting Ltd	101.40	Bronze plaque
22-Dec-22	CDK Casting Ltd	101.40	Bronze plaque
22-Dec-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
01-Dec-22	Club Manager Ltd	94.80	Gym software monthly fee
07-Dec-22	CoolerAid Ltd	147.96	Bottled water
22-Dec-22	CoolerAid Ltd	30.84	Bottled water
15-Dec-22	Devonshire Trading Ltd	1100.81	Monthly Gym equip hire
15-Dec-22	Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
08-Dec-22	Earley Town Council	170.38	50% share - Memorial tree
16-Dec-22	Ecotricity	717.59	Electric supply-Depot
29-Dec-22	Ecotricity	196.91	Gas supply-Coro Hall
29-Dec-22	Ecotricity	1009.25	Gas supply-WPLC
29-Dec-22	Ecotricity	285.02	Gas supply-Chapel Hall
29-Dec-22	Ecotricity	1264.14	Gas supply-OC
08-Dec-22	EDF Energy 1 Ltd	24.99	Electric supply-Clock
12-Dec-22	Epos Now Ltd D/D	30.00	Monthly EPOS till support
07-Dec-22	Ethos Communications Solutions Ltd	156.83	Printing/coping WPLC
22-Dec-22	Ethos Communications Solutions Ltd	188.76	Repair copier
22-Dec-22	Eventu	50.00	Monthly projector hire
07-Dec-22	Fenland Leisure Products Ltd	392.40	Play Area supplies
09-Dec-22	Global 4 Communications	1036.51	Phone/Mobiles
22-Dec-22	H F Newberry	91.00	Mayors Xmas cards
07-Dec-22	Henry Street Garden Centre	116.69	Gardening supplies
15-Dec-22	HMRC Cumbernauld	17330.77	PAYE&NI Deducted from pay
22-Dec-22	IBS Office Solutions Ltd	841.76	Quartly Printer hire/printing
15-Dec-22	Impress Print Services Ltd	754.00	Hearld leaflet printing
22-Dec-22	Lamps-Tubes Luminations Ltd	4708.80	Christmas decorations-WTCM
01-Dec-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach-WPLC
28-Dec-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
14-Dec-22	Lloyds Bank D/D	226.37	Cardnet Machine service fee
08-Dec-22	LSW Secure Ltd	218.33	OC Dom master Keys cut
22-Dec-22	Lyreco UK Ltd	86.08	Stationery Supplies
15-Dec-22	Merchant Rentals Ltd	18.40	Cardent Mach rental

15-Dec-22	Merchant Rentals Ltd	18.40	Cardnet mach rental
15-Dec-22	MKR Electrical Services Ltd	294.61	Electrical supplies
22-Dec-22	MKR Electrical Services Ltd	245.60	Electrical supplies
20-Dec-22	Poztive Energy Ltd	78.41	Electric supply-Coro Hall
20-Dec-22	Poztive Energy Ltd	785.27	Electric supply-WPLC
20-Dec-22	Poztive Energy Ltd	40.52	Electric supply-Chapel Hall
20-Dec-22	Poztive Energy Ltd	2083.76	Electric supply-OC
15-Dec-22	Prudential	307.24	AVC deducted from pay
28-Dec-22	Public Works Loan Board	10640.58	PW504186-Capital/Interest
08-Dec-22	Pulse Fitness Ltd	21.60	Delivery of gym equipment
08-Dec-22	R.E.S. Systems Ltd	1582.62	Fire Extinguisher service
29-Dec-22	Rialtas Business Solutions Ltd	1399.98	Annual Rialtas service charge
07-Dec-22	Robseal Roofing Solutions Ltd	1448.75	WPLC roof - retention balance
19-Dec-22	SGW Payroll Ltd	165.98	Payroll service fee-monthly
29-Dec-22	SWALEC	139.29	Electric supply-Toilet
15-Dec-22	Technical Surfaces Ltd	399.00	3G Matchfit service
15-Dec-22	Thames Valley Water Services Ltd	338.40	Monthly water checks
22-Dec-22	Thames Valley Water Services Ltd	204.00	Monthly water checks
15-Dec-22	The Berkshire Pension Fund	20811.21	Employee & 'er deducted from pay
22-Dec-22	Trade UK - BandQ	480.00	Building Supplies
08-Dec-22	Trade UK - Screwfix	126.25	Building Supplies
22-Dec-22	Trade UK - Screwfix	741.60	Building Supplies
22-Dec-22	Travis Perkins Trading Co	61.92	Building Supplies
15-Dec-22	Tudor Environmental	180.35	Tree stakes
15-Dec-22	Unison Collection Ac	22.50	Union fee deducted from pay
22-Dec-22	Veolia ES - UK Ltd	553.33	Refuse collection
22-Dec-22	Willis & Anisworth	3460.80	Rock salt/binding gravel/MOT type 1
01-Dec-22	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Dec-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Dec-22	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01-Dec-22	Wokingham BC - Rates	898.00	Rates-OC
15-Dec-22	Woodley Concert Band	175.00	Carol Concert/Xmas lights
08-Dec-22	Workwear Express Ltd	240.68	Staff uniform

TOTAL

110717.78

CLERKS IMPREST A/C**List of Payments made between 01/12/2022 and 28/12/2022**

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Dec-22	(Personal Information)	50.00	Refund Deposit
09-Dec-22	(Personal Information)	150.00	Refund Deposit
09-Dec-22	(Personal Information)	75.00	Refund Deposit
09-Dec-22	(Personal Information)	75.00	Refund Deposit
12-Dec-22	(Personal Information)	195.80	Refund Deposit
16-Dec-22	(Personal Information)	67.50	Refund Deposit
19-Dec-22	(Personal Information)	75.00	Refund Deposit
19-Dec-22	(Personal Information)	75.00	Refund Deposit
19-Dec-22	(Personal Information)	15.00	Refund Key Deposit
28-Dec-22	(Personal Information)	75.00	Refund Deposit
28-Dec-22	(Personal Information)	15.00	Refund Deposit
28-Dec-22	(Personal Information)	75.00	Refund Deposit
28-Dec-22	(Personal Information)	200.00	Refund Deposit
02-Dec-22	Amazon Mkt Place	35.17	Xmas decoration/first aid
02-Dec-22	Amazon Mkt Place	84.59	6mm Cork board
02-Dec-22	Amazon Mkt Place	84.59	6mm Cork Board
05-Dec-22	Amazon Mkt Place	23.99	Grey adhesive wallpaper
14-Dec-22	Amazon Mkt Place	49.94	Men's green wellies
19-Dec-22	Amazon Mkt Place	357.00	Topdon thermal camera
28-Dec-22	Amazon Mkt Place	187.73	2x LED Floodlight 500W
28-Dec-22	Amazon Mkt Place	187.72	2x LED Floodlight 500W
07-Dec-22	Any-Lamp.co.uk	644.38	LED Floodlight
28-Dec-22	Any-Lamp.co.uk	-644.38	Refund-LED flood light
14-Dec-22	Argos Ltd	29.99	Port connect USB-C hub
14-Dec-22	Battery2U	119.99	12v Bosch Car battery
05-Dec-22	BCS Reading	75.00	Refund Deposit
05-Dec-22	Berkshire County B	250.00	Grant - Dec 2022
05-Dec-22	Berkshire Multi Sciero	250.00	Grant - Dec 2022
05-Dec-22	Emmanuel Church Wo	150.00	Grant - Dec 2022
02-Dec-22	Fellowship Education	75.00	Refund Deposit
05-Dec-22	Frnds of Woodford PK	250.00	Grant - Dec 2022
05-Dec-22	Highwood Primary Sch	200.00	Grant - Dec 2022
06-Dec-22	John Lewis	2129.00	Apple MacBook Pro 16"
21-Dec-22	Lloyds Bank	51742.85	Net Dec 22 payroll
09-Dec-22	Lloyds Bank D/D	14.61	Imprest a/c service charges
07-Dec-22	Nationwide Platform	951.55	Week hire 16m boom lift picker
16-Dec-22	RCLV NO2 Trust A/c	75.00	Refund dep-RCLV No2 CO-25135
02-Dec-22	Replacement keys	12.60	Keys cut - OC
02-Dec-22	Safe Training Service	516.00	Cherry picker-Staff training
14-Dec-22	Sports Direct	30.99	2x Feather shuttlecocks
16-Dec-22	Sports Direct	524.99	60x Feather Shuttlecocks
05-Dec-22	Wdlt United FC	250.00	Grant - Dec 2022
05-Dec-22	Wdly Adopt a Street	250.00	Grant - Dec 2022
28-Dec-22	Woodley Light Operatic	200.00	Refund Deposit
	TOTAL	60251.60	

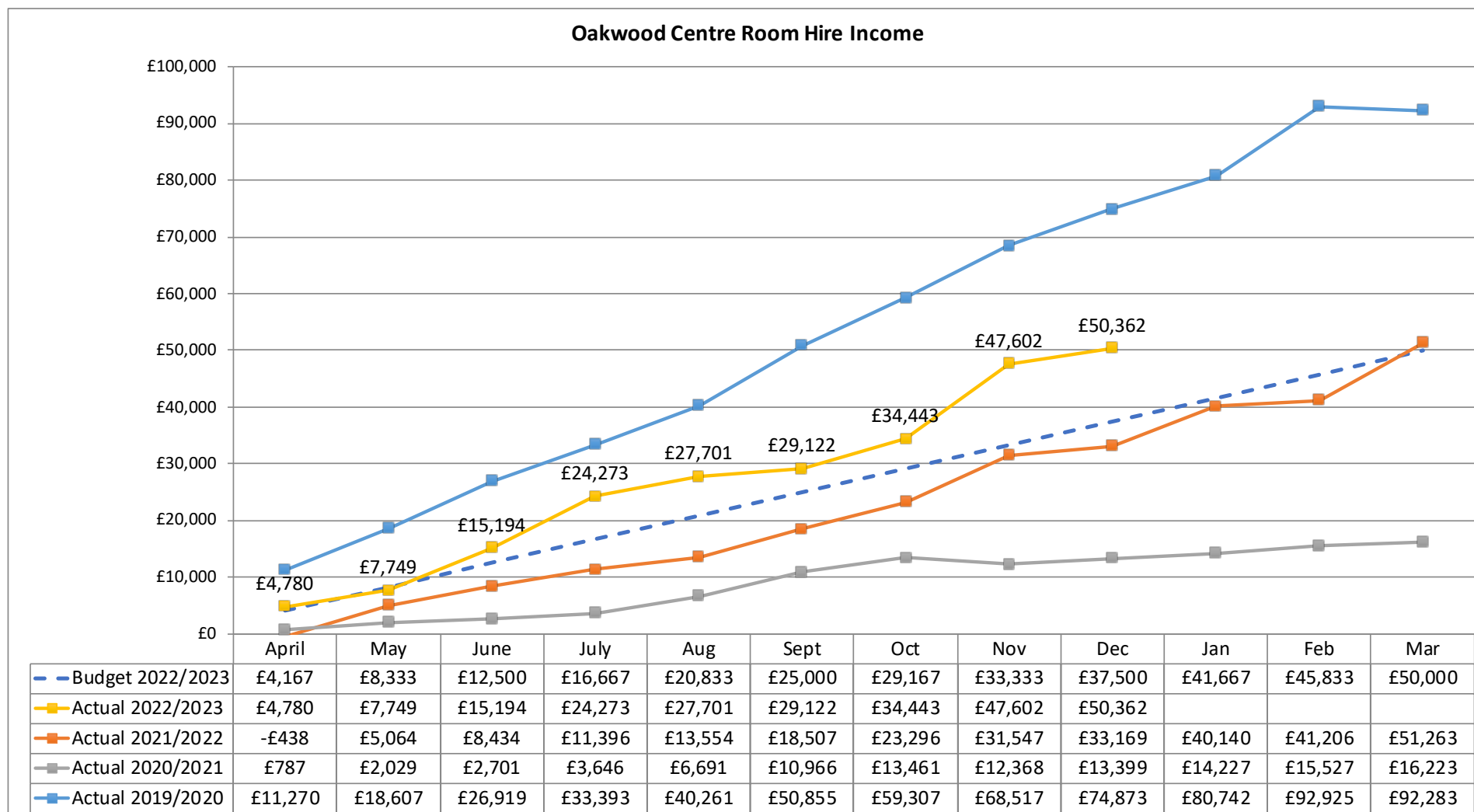
THE PUBLIC SECTOR DEPOSIT FUND

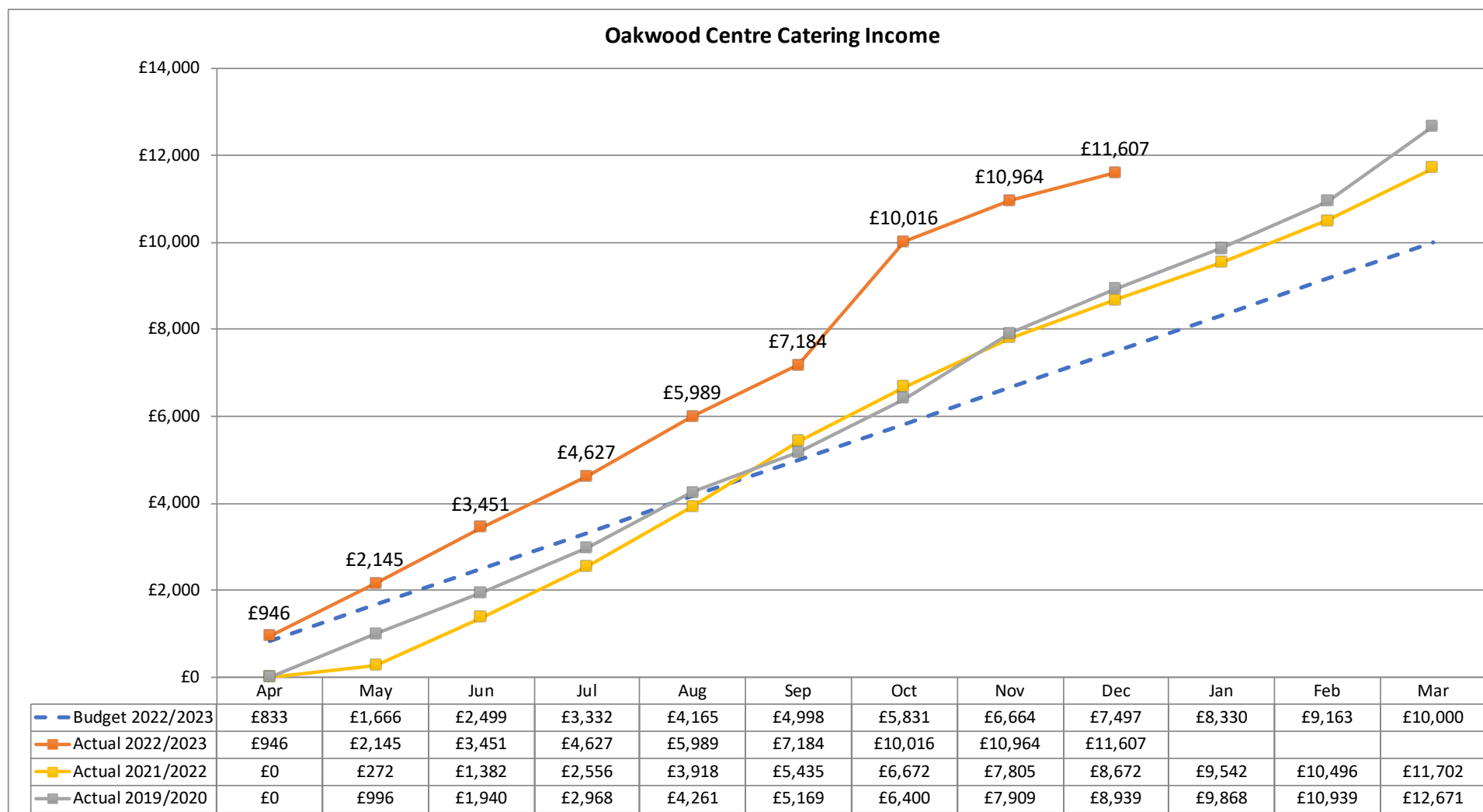
TOTAL INVEST INCOME	£31,769.41	Re-invested
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Woodley TC - PWLB A/C 0144630002PC		CB6 1096/702	
Date		Dividend	Investment Balance
08 July 2022	Period of Income		2,000,000.00
01 August 2022	8 July to 31 July 22	1,472.30	2,001,472.30
01 September 2022	1 Aug to 31 Aug 22	2,746.88	2,004,219.18
01 October 2022	1 Sept to 30 Sept 22	2,880.59	2,007,099.77
01 November 2022	1 Oct to 31 Oct 22	3,456.85	2,010,556.62
01 December 2022	1 Nov to 30 Nov 22	4,435.36	2,014,991.98
01 January 2023	1 Dec to 31 Dec 22	5,203.76	2,020,195.74
Total		20,195.74	2,000,000.00
			2,020,195.74

Woodley TC - INVEST A/C 0144630001PC		CB7 1097/702	
Date		Dividend	Investment Balance
08 July 2022	Period of Income		733,000.00
01 August 2022	8 July to 31 July 22	539.58	733,539.58
01 September 2022	1 Aug to 31 Aug 22	1,006.72	734,546.30
23 September 2022			600,000.00
01 October 2022	1 Sept to 30 Sept 22	1,311.15	1,334,546.30
01 November 2022	1 Oct to 31 Oct 22	2,300.80	1,335,857.45
01 December 2022	1 Nov to 30 Nov 22	2,952.00	1,338,158.25
01 January 2023	1 Dec to 31 Dec 22	3,463.42	1,341,110.25
Total		11,573.67	1,333,000.00
			1,344,573.67

APPENDIX 6a





**Report of a virtual Meeting of the Risk Management Sub Committee held on Thursday
12 January 2023 at 7.30pm**

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

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

1. **APOLOGIES**

There were no apologies received.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **REPORT OF THE MEETING OF THE SUB COMMITTEE HELD ON 13 OCTOBER 2022**

Members agreed the report of the previous meeting held on 13 October 2022 as a correct record.

5. **RISK MANAGEMENT STRATEGY 2023/24**

Members considered the proposed Risk Management Strategy 2023/24.

RECOMMENDED:

- ◆ **that the amended Risk Management Strategy for 2023/24 (Appendix A) be approved by the Strategy and Resources Committee and presented to Council for adoption.**

6. **RISK REGISTER**

Members considered the updated Risk Register, which had been reviewed and updated at the previous meeting of the Sub Committee on 13 October 2022. Members requested a number of minor amendments which are included at **Appendix B**.

RESOLVED:

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

RECOMMENDED:

- ◆ **that the Strategy and Resources Committee resolve to present the Risk Register Full Council overview (Appendix B – pages 1-3) to Council to be noted.**

7. **DISASTER RECOVERY PLAN**

Members considered the updated Disaster Recovery Plan and requested some minor amendments, which are included in **Appendix C**.

RESOLVED:

- ◆ **that the amended Disaster Recovery Plan be presented to the Strategy and Resources Committee to be noted. (Appendix C enclosed)**

Meeting closed at 9pm

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

ID	Project		Approximate Delivery/ Completion
1	OAKWOOD CENTRE – New fire detection on existing system		March 2023
	Funding		£7,200 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation		March 2023
ID	Project		Approximate Delivery/ Completion
2	OAKWOOD CENTRE – Replace fuse boards, RCBOs, RCD mains switch		March 2023
	Funding		£4,000 Buildings & Facilities Fund
	Project Element/Phase	Status/ Progress	Comment
	Obtain quotes	COMPLETE	
	Appoint contractor	COMPLETE	
	Installation		March 2023
ID	Project		Approximate Delivery/ Completion
3	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
4	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	
5	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
6	INSTALL PATHWAYS – MALONE PARK	Feb 2023	
	Funding		£5,000
			Capital Programme
	Project Element/Phase	Status/Progress	Comment
	Installation	Scheduled	Feb 2023
7	INSTALL KNEE RAIL FENCING – MALONE PARK	Spring 2023	
	Funding		£1,000
			Capital Programme
	Project Element/Phase	Status/Progress	Comment
	Installation	Scheduled	Spring 2023

REVISED BUDGET ESTIMATES 2022/23

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Information

The Revised Budget Estimates for 2022/23, *Budget Appendix (enclosed)*, have been drawn up taking into account any additional factors or information from officers that are expected to affect income and expenditure for the year.

The format of the budget summary has been updated to be more transparent – showing expenditure from ear marked reserves, the Capital Programme and CIL, which has not historically been included. The General Reserve figure is also calculated slightly differently as it no longer contains the Community Infrastructure Levy (CIL) income, which is now shown as an earmarked reserve. This provides a clearer picture of the 'free' reserve (General Reserve), and the earmarked reserves that have a restricted purpose. CIL funds are restricted to capital project funding and as such are not included in the General Reserve figure.

The figures below exclude expenditure from earmarked reserves and expenditure from CIL in order to show performance against the original budget.

Expenditure

The Committee's total budget expenditure for 2022/23 is estimated to be £63,883 higher than the original budget estimate overall, with expenditure of £21,912 from earmarked reserves in the year. Officers have worked to minimise expenditure where possible, while ensuring safety and high levels of service. This is largely due to increased staff/superannuation costs.

Income

The Committee's revised income estimates are likely to be £68,667 higher than the original budget for 2022/23. This is largely due to investment income from the funds invested in the CCLA along with room hire income at the Oakwood Centre.

Net Expenditure

The net revised estimate of expenditure is anticipated to be **£12,484 over** the original budget figure for 2022/23.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the Revised Budget Estimates for 2022/23, as set out in the Budget Appendix.**

BUDGET ESTIMATES 2023/24

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Strategy and Resources Committee's Budget Estimates for the 2023/24 financial year.

Information

The Budget Estimates for 2023/24 financial year, ***Budget Appendix (enclosed)***, have been drawn up taking in to account the previous year's figures and information from officers in respect of operational costs, activities and income.

Expenditure

The Committee's expenditure in 2023/24 is estimated to be £111,702 higher than the revised estimate for 2022/23 and £175,558 higher than the original 2022/23 budget estimate.

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

Central Costs/ Democratic costs

Staff pay

Superannuation

Election expenses (full election in 2023)

Woodley Town Centre Partnership

An allocation for 2023/24 has been allowed for, in addition to the established allocation, to reflect the increased costs and decreased income over the last year. This will be reviewed each year as appropriate.

Oakwood Centre

Energy costs – significant increase due to current gas prices

Specific allocation for Oakwood Centre marketing

Income

An estimated increase in income of £35,941 over the 2022/23 revised estimates has been planned for.

Net Expenditure

It is estimated that **total** net expenditure will be **£50,162 lower** than the original 2022/23 budget and **£62,646 lower** than the 2022/23 revised estimate.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members recommend the Budget Estimates for 2023/24, as set out in the Budget Appendix, be approved.**

BUDGET AND PRECEPT 2023/24

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To consider and recommend to Council the budget and precept charge for the 2023/24 financial year.

Information

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

- the actual expenditure, income and reserves figure at the end of 2021/22 (purple column), as published in the accounts for that year.
- the original projected budget estimates approved for 2022/23 and the expected reserves level at that time (peach column).
- The 2022/23 revised figures (blue column)
- The proposed budget for 2023/24 and the anticipated reserves (green column).

Precept Calculation

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

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

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

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

The Tax base figure for 2023/24 is 10894.3

In 2013 government changes to the way council tax benefits worked reduced the tax base which in turn reduced the level of the precept figure raised. Billing authorities, such as Wokingham Borough Council received funding from the government to pass on to town and parish councils to offset the reduction on their tax base. These payments reduced each year until no further grant was paid to the Town Council from 2020/21.

Reserves

General Reserve

The original budget estimates for 2022/23 anticipated a general reserve of £597,443 at the end of the year and anticipated a requirement of £135,851 from the General Reserve to support expenditure in the year.

In previous years the General Reserve figure has included Community Infrastructure Levy (CIL) income. The General Reserve figure stated in the revised budget estimates in the budget summary for 2022/23 do not include CIL funds. This means that the General Reserve figure is a truer 'free reserve' figure, with CIL funds transferred to an earmarked reserve – as there are restrictions on expenditure using CIL funds.

It is estimated that the Council will require **£87,515** from the general reserve at year end. The General Reserve at 31 March 2023 is anticipated to be **£645,779**.

Earmarked Reserves

The Council's earmarked reserves totalling **£420,560** as at 31 December 2022 are listed on page 2 of the Budget Appendix.

Community Infrastructure Levy

Unallocated Community Infrastructure Levy funds stand at £8,935. **CIL funds allocated to specific project earmarked reserves stands at £32,265**. Spending from CIL funds is restricted to capital projects.

2023/24 Budget Estimates

Officers have gone through each individual cost code and made an estimate based on expected spending requirements for next year. Costs of materials and services have increased across the board, most significantly in respect of gas and electricity. Staff costs/superannuation have also risen in line with the national pay award and pension arrangements.

The Council's proposed net expenditure for 2023/24 is estimated at £1,311,317.

Precept 2023/24

It is proposed that the precept level be set at **£1,195,649** for the 2023/24 financial year, a decrease of **£29,979** on last year's precept figure.

The 'Band D' property charge will decrease to £109.75.

The figures show that an estimated **£115,668** will be required from the general reserve to support the Council's proposed expenditure in 2023/24. It is estimated that, as at 31 March 2024, the Council's general reserve will stand at **£530,112**.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2023/24 be presented to Council for approval.**
- ◆ **That the proposed precept level of £1,195,649 for the 2023/24 financial year be presented to Council for approval.**

Woodley Town Council

Community Grants

The guidelines to qualify for a grant are attached. The total budget remaining for the 2022/23 financial year is £1,400.

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
<p>Home-Start Wokingham District <i>(400 members / 80 (20%) from Woodley)</i></p>	<p>Wokingham Borough Council, Charitable Trusts and Foundations, Parish / Town Councils, fundraising events and donations.</p>	<p>£250</p>	<p>6 paid staff 68 volunteers</p>	<p>To help fund the recruitment and training of new volunteers, as well as the supervising and mentoring of existing volunteers.</p> <p>Workshop style training courses are normally provided twice a year, in the spring and autumn, for up to 15 volunteers at a time. The course runs once a week for 5 hours over three weeks and includes training in First Aid, Safeguarding, Setting Boundaries, Confidentiality and Sources of Support. This training also includes our Tools for Life (school readiness) Programme which helps volunteers to ensure that young children are 'school ready', and this can be incorporated into the weekly home visits or delivered as a stand-alone activity.</p>	<p>Home-Start Wokingham District are a small, local family support charity, which aim to give children the best possible start in life by supporting the creation of a safe and happy family life.</p> <p>The charity provides a unique home visiting support service to vulnerable and disadvantages young families struggling to cope with a range of challenges, including poverty, anxiety and depression, domestic abuse, and children with developmental and behavioural conditions.</p> <p>Volunteers visit families in their homes, once a week, to offer compassionate, non-judgemental and confidential support.</p> <p>The charity also run family groups for isolated mums and their babies / pre-school children, providing a safe space to meet other mums and to receive support and advice.</p>	<p>£250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £250 – 2020/21</p>

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

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

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

In considering the applications preference will be given to:

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

The Council will not normally award grants for costs:

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

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

Successful applicants will:

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

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

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

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

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

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

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

Woodley Adopt a Street Project (WASP)



12th December 2022

Dear Deborah and Councillors

Re Community Grant

Thank you so much for the £250 grant which the Council has given to us. On behalf of WASP, I am so grateful to you all.

WASP has been in existence now for over 11 years and has been a project involving a large number of Woodley residents, all trying to improve the environment in which we all live. We genuinely could not continue with the way we do without the Councils support.

Wishing you well during the festive season and 2023.

Kind regards

A handwritten signature in cursive script that reads "Shelagh".

Shelagh Flower
WASP Coordinator



Clerk
 Woodley Town Council
 The Oakwood Centre
 Headley Road
 Woodley
 Reading
 RG5 4JZ
 04/01/2023

Dear Matthew,

Thank you for your recent BACS payment of £250.00 in response to our request for a grant, this money will go towards our running costs enabling us to offer people treatments free of charge, therefore benefitting Woodley Town Council Members.

The therapies provided here help the MS community remain as mobile and independent for a long as possible which reduces pressure on their families, carers and the NHS.

As explained in our application form the Centre was shut but when we reopened May, we offered in house treatments and via Zoom. We intend to carry on with our hybrid services of in house treatments and zoom at the Centre. We have a room upstairs that now has a large TV screen and sound system set up for these classes. People who still do not feel able to come to the Centre and do not use computers, we are still ringing them and sending cards such as Birthday, get well or thinking of you.

We would love you and members of the council to come and visit this year so you can see at first hand the great work that you are helping to support.

Best wishes

A handwritten signature in black ink that reads 'K Shakeri'.

Kirsten Shakeri
 Fundraiser and admin assistant
 E kirsten@bmstc.org

Berkshire Multiple Sclerosis Therapy Centre Ltd.
 Bradbury House, 23a August End, Brock Gardens, Reading RG30 2JP
Tel: 0118 901 6000 **Fax:** 0118 901 6001 **e-mail:** ms@bmstc.org www.bmstc.org
Registered Charity No. 800419 Registered Company No. 2270807

Patrons Paul Daniels, Martin Salter MP

**PAGES 29 - 32 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**

REPORT NO. SR 2-23 APPENDICES

Risk Management Sub Committee – 12 January 2023

Appendix A – Risk Management Strategy (Page 1)

Appendix B – Risk Register (Page 6)

Appendix C – Disaster Recovery Plan (Page 28)

Risk Management Strategy 2023/24

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
Probability	1	2	3	4
	Impact			

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

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

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

- Reviews initiated by individuals, committees or panels and managers.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

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

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

Current Covid -19 pandemic

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

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

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

Woodley Town Council - Risk Register

APPENDIX B
Report No. SR 2/23

SUMMARY OF RISK AREAS

Jan-23

Risk area	High			Medium			Low			
	16	12	9	<i>Borderline</i>			3	2	1	
Strategic Register	0	1	1	2	1	7	1	0	0	13
										0
<i>Operational Registers</i>										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	2	2	4	3	3	3	18
Open Spaces	0	0	0	1	1	3	2	2	1	10
Outdoor sport and recreation	0	0	1	0	1	5	3	4	3	17
Indoor sports	0	0	2	0	0	2	3	3	0	10
Resource management	0	0	3	1	12	5	2	3	0	26
<i>Totals</i>	0	2	7	6	20	37	15	26	7	120

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.

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	compliance with government rules regarding outdoor sport	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.
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	9	DTC authorised to act as Proper Officer in interim.	Issue of long-term absence of Town Clerk being addressed.
Financial impact of cost of living crisis	IS 13	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	9		LSM identifying additional activities and offers. Charges kept under review and membership numbers reported to each Leisure Services Committee.	NEW RISK

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.	Email to Councillors offering GDPR online module
	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	Health risk to visitors & staff. Cost to eradicate.	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. Amenities Manager and all sports team have Pool Plant Operators qualification.	
	<i>Covid 19</i>	<i>MB 21</i>	<i>TC</i>	<i>Possibility of spread of virus, impact on staff and members of the public.</i>	<i>2</i>	<i>2</i>		<i>4</i>	<i>Covid secure workplaces. Working practices enabling social distancing. Government rules and guidelines are being followed.</i>	<i>RISK DELETED</i>
	<i>Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to Covid pandemic.</i>	<i>IS 12</i>	<i>TC/LSM</i>	<i>Anticipated loss of gym members and clubs hiring Sports Hall.</i>	<i>3</i>	<i>3</i>		<i>9</i>	<i>LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.</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. Current capacity issue to progress.
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.	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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.	
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. Regular meetings with officers.	
Increased energy costs due to market conditions	MB 22	TC	High costs affecting business activities and viability	4	2	8		Energy contracts procured through broker to ensure best deal. Lighting being replaced with LED throughout buildings.	New Risk

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	1	3	3	6	Bi-weekly pathways check carried out by Maintenance team. Repairs to roadway/car parks undertaken by Maintenance team when reported by officers at WPLC. Access road and	

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	Health risk to visitors & staff. Cost to eradicate.	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. Amenities Manager and all sports team have Pool Plant Operators qualification.	
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	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	Health risk to visitors and staff. Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	1	2	2	4	Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	
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.	Safeguarding Lead officer to be appointed
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.	
Financial impact of cost of living crisis	IS 13	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	9	9	LSM identifying additional activities and offers. Charges kept under review and membership numbers reported to each Leisure Services Committee.	NEW RISK

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	Loss of income, unanticipated repair / investment costs /	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 to be implemented to provide better utilisation and protection of assets over time.
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 to cloud. Council office network isolated from the public and catering WiFi network. Disaster recovery plan in place.	

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.

Woodley Town Council

Disaster Recovery Plan

Version 4 - Jan 2023

Revision History

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

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

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Statement of Intent

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

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

Policy Statement

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

Objectives

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

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

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

Woodley Town Council Disaster Recovery Plan



Key Functions

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

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

Woodley Town Council Disaster Recovery Plan



Key Personnel Contact Info

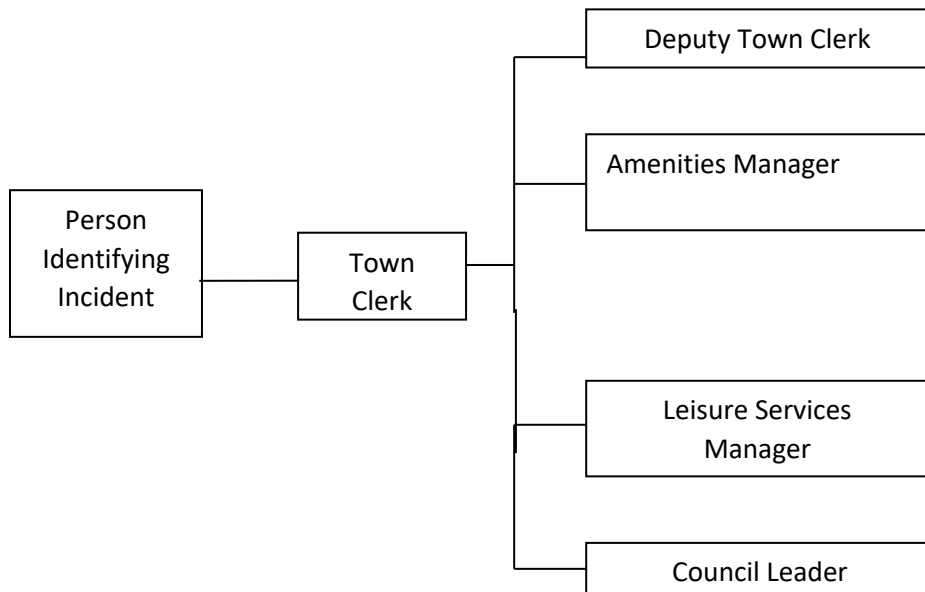
Name	Contact Option	
Deborah Mander	Work	0118 969 0356
	Mobile	
	Home	
	Email Address	townclerk@woodley.gov.uk
	Alternative Email	
Kevin Murray	Work	0118 969 0356
	Mobile	
	Home	
	Email Address	Kevin.murray@woodley.gov.uk
	Alternative Email	
Colin Holland	Work	0118 969 0356
	Mobile (work)	07984 979 375
	Home	
	Email Address	Colin.holland@woodley.gov.uk
	Alternative Email	
Ed Whitesmith	Work	0118 921 6969
	Mobile	
	Home	
	Email Address	Ed.whitesmith@woodley.gov.uk
	Alternative Email	

Woodley Town Council Disaster Recovery Plan



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

Notification Calling Tree



Woodley Town Council Disaster Recovery Plan



External Contacts

Name, Title	Contact Option	Contact Number
Electricity Supplier	Pozitive Energy	0333 370 9900
	Email Address	customercare@pozitiveenergy
Water Supplier	Thames Water (leaks/supply)	0800 714 614
	Castle Water (billing/account)	0333 300 5763
Gas Supplier	Ecotricity	0345 230 6102
	Email Address	business@ecotricity.co.uk
Electricity – contracted works/cable faults etc	SSE	0118 912 6681

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

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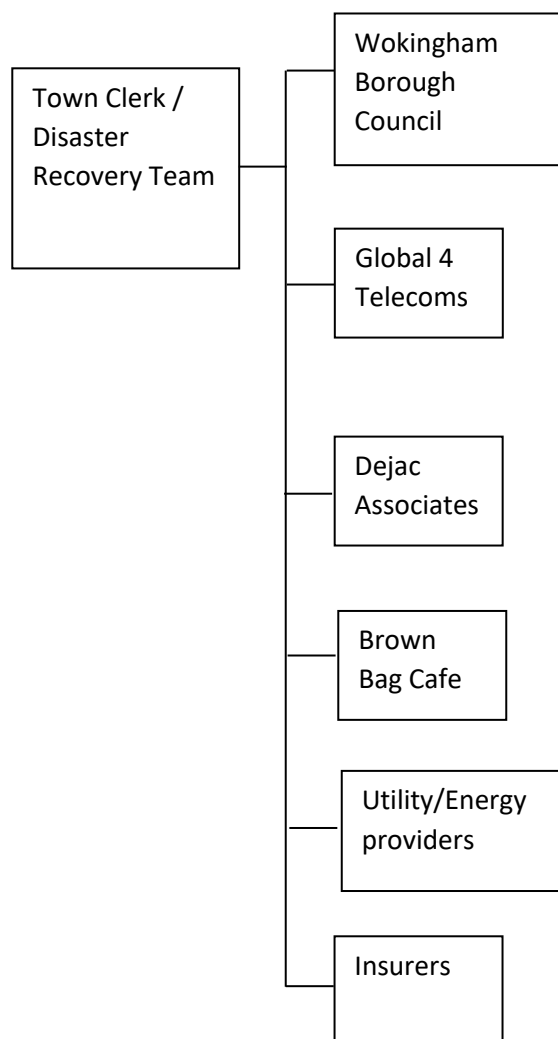


Office Supplies 1	Frasers	0118 931 0310
	Email Address	sales@fraserooffice.co.uk
Building Supplies	Bowak	0118 941 5511
	Email Address	info@bowak.co.uk
Insurance	Came & Co / Gallagher Insurance	01483 407481
	Email Address	Joshua_britcher@ajg.com
Site Security/ Key holding	Token Scurity	0118 979 8304 07990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

Woodley Town Council Disaster Recovery Plan



External Contacts Calling Tree



1 Plan Overview

1.1 Plan Updating

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

1.2 Plan Documentation Storage

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

1.3 Emergency Scenario

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

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

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

1.4 Risk Management

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

Woodley Town Council Disaster Recovery Plan



Potential disasters have been assessed as follows:

Potential Disaster	Probability Rating	Impact Rating	Risk Rating	Brief Description Of Potential Consequences & Actions
Pandemic / epidemic	3	3	9 (High)	<p>Significant potential danger to employee and customer health.</p> <p>Significant financial impact on venues and leisure services from lockdown and on-going social restrictions.</p>
<p>ACTIONS</p> <ul style="list-style-type: none"> • Appropriate working environments set up and maintained. Reduced office numbers, PPE, staggered working hours, home working, virtual meetings, single occupancy toilets, enhanced cleaning/sanitising regime, adherence to Government guidance and legislation. • Up to date information provided to staff and customers/public on current restrictions and guidelines. • risk assessments carried out for all work areas and communicated to staff. • IT systems configured to enable effective home working and data backup. • Processes put in place to enable virtual/electronic signing off of invoice and payments documentation while maintaining appropriate audit trail. • Explore and apply for available financial support – grants/furlough scheme. 				
Flood	1	3	3 (Low)	Damage to furniture/loss of use of building and offices. Loss of IT infrastructure/equipment.
Fire	1	4	4 (Med)	Loss of life, building, documents, IT infrastructure and income.
<p>ACTIONS</p> <ul style="list-style-type: none"> • Fire evacuation procedures in place in all buildings • Fire detection and alert systems in place and maintained • Fire extinguishers in place and maintained under service agreement 				
Severe electrical storms	1	2	2 (Low)	Temporary loss of power, telephone and/or broadband & IT systems

Woodley Town Council Disaster Recovery Plan



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

Probability: 1=Very Low, 4=Very High

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

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

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

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

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

2 Emergency Response

2.1 Plan Triggering Events

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

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

2.2 Assembly Points

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

2.3 Activation of the Disaster Recovery Plan

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

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

2.4 Disaster Recovery Team

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

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

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

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

Woodley Town Council Disaster Recovery Plan



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

2.5 Emergency Alert

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

- **Town Clerk**

- **Kevin Murray – Deputy Town Clerk**

- **Colin Holland – Maintenance Manager - 07984979375**

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

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

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

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

2.6 Contact with Employees

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

2.7 Personnel and Family Notification

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

3 Media

3.1 Media Contact

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

3.2 Media Strategies

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

3.3 Media Team

- Town Clerk
- Communications Manager
- Leader of the Council

3.4 Rules for Dealing with Media

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

4 Insurance

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

The Council's insurance is arranged through;

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

5 Financial and Legal Issues

5.1 Financial Assessment

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

- Financial documents
- Revenue
- Assets
- Cash

5.2 Financial Requirements

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

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

5.3 Legal Actions

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

6. Disaster Recovery Report

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

The report will include:

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

Appendix A – Disaster Recovery Plan

Scenario A: Loss of use / access to Council Offices

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

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

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

Woodley Town Council Disaster Recovery Plan



<p>RBS 01793 731 296 info@rbssoftware.co.uk</p>	<p>RIALTUS BUSINESS SOLUTIONS (RBS) will; Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.</p>
<p>COMMUNICATIONS Global 4 01403 272910 G4customer.services@global4.co.uk</p>	<ul style="list-style-type: none"> • Dedicated broadband line. • Divert 01189 69 0356 calls to 0118 921 6969 or mobiles as required. • Update websites & social media with current information on the situation and contact details.
<p>OFFICE EQUIPMENT Frasers 0118 931 0310 sales@fraseroffice.co.uk</p>	<ul style="list-style-type: none"> • Chairs & desks – use Committee Room furniture • Purchase office equipment as required from credit account supplier.
<p>FINANCES / PURCHASING Lloyds Bank</p>	<ul style="list-style-type: none"> • Contact Lloyds bank and arrange for replacement debit card. • Where purchase required goods from suppliers where we hold a credit account.

Woodley Town Council Disaster Recovery Plan



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

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

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

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

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

Woodley Town Council Disaster Recovery Plan



Scenario C: Business interruption due to IT failure

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

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

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

Woodley Town Council

Proposed Charges Appendix 2023/23

Strategy & Resources Committee
24 January 2023

Proposed charges 2023/24

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

2021/2022	2022/23	2023/24	Incr %
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GAMES ROOM / TEA ROOM				
Woodley Resident	£13.00	£13.50	£14.00	3.7
Other (<i>Non Woodley resident</i>)	£21.00	£21.50	£22.00	2.3
Premium Rate WR (<i>Woodley resident</i>)	£19.50	£20.00	£21.00	5.0
Premium Rate NW (<i>Non Woodley</i>)	£31.50	£32.00	£33.00	3.1

FUNCTION ROOM				
Woodley Resident	£26.00	£27.00	£28.00	3.7
Other NW	£42.00	£43.00	£44.00	2.3
Premium Rate WR	£39.00	£40.00	£42.00	5.0
Premium Rate NW	£63.00	£64.00	£66.00	3.1

COMMITTEE ROOM (x1)				
Woodley Resident	£8.30	£8.70	£9.00	3.4
Concessionary Rate	£6.80	£7.20	£7.50	4.2
Other NW	£12.50	£13.00	£13.50	3.8

COMMITTEE ROOMS (x2)				
Woodley Resident	£13.00	£13.50	£14.00	3.7
Concessionary Rate	£9.40	£10.00	£10.50	5.0
Other NW	£20.30	£21.00	£21.50	2.4

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

Proposed charges 2023/24

WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

2022/23	2023/24	Incr %
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SPORTS HALL

BADMINTON					
Adult HH	£10.00	£10.00	£10.50	5.0	Sports Park £10.85.
Adult NP	£12.50				Loddon Valley & Bulmershe £14.50 non member anytime. Sports Park £14.40. Rivermead £13.30. Meadway £12.40.
		£12.50	£13.00	4.0	
OAP / Under 18 HH	£6.00				Loddon Valley & Bulmershe £7.25 gym member anytime. Sports Park £7.80.
		£6.30	£6.50	3.2	
OAP/Under 18 NP	£7.50				Sports Park £7.80. Meadway £6.15.
		£7.80	£8.00	2.6	
Club / Coaching	£13.30	£13.50	£14.00	3.7	

NETBALL					
Adult Club Rate (per session)	£62.50				Loddon Valley (Basketball) £54.35. Wokingham Leisure Centre £54.35.
		£63.00	£64.00	1.6	
Junior Club Rate	£39.00	£39.00	£40.00	2.6	

TABLE TENNIS					
Adult HH	£6.80	£7.00	£7.50	7.1	
Adult NP	£7.80				Wokingham Leisure Centre £8.25. Meadway £12.00.
		£8.00	£8.50	6.3	
OAP/Under 18 HH	£4.70	£5.00	£5.50	10.0	
OAP/Under 18 NP	£5.20	£5.50	£6.00	9.1	

Healthy Habits Card					
Adults	£20.00	£20.00	£20.00	0.0	
Under 18s, OAPs, concession	£10.00	£10.00	£10.00	0.0	

Healthy Habits cards are valid for one year

Proposed charges 2023/24

OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2021/22	2022/23	2023/24	Incr %	
BOWLS (per session)					
Adults HH	£4.20	£4.50	£5.00	11.1	
Adults NP	£5.50	£6.00	£6.50	8.3	
OAP/Under 18 HH	£2.60	£3.00	£3.50	16.7	
OAP/Under 18 NP	£3.10	£3.50	£4.00	14.3	

CRICKET					
Grass wicket full day - Adults	£127.00	£130.00	£135.00	3.8	
Artificial wicket full day - Adults	£96.00	£100.00	£100.00	0.0	Sports Park £133.80.
Evening - grass wicket - Adults	£90.00	£90.00	£90.00	0.0	
Evening - artificial wicket - Adults	£65.00	£65.00	£70.00	7.7	Sports Park £66.90.
Community rate (half day/eve AW)	£35.00	£36.00	£37.00	2.8	

FOOTBALL (per match)					
Adult	£75.00	£75.00	£75.00	0.0	Sports Park £67.35.
Under 18	£40.00	£40.00	£40.00	0.0	Sports Park £44.95.

NETBALL					
Adult	£21.00	£22.00	£23.00	4.5	Sports Park £32.25. Waingels £20.00.
Under 18	£16.00	£17.00	£18.00	5.9	Sports Park £20.70.

TENNIS					
Adult HH	£7.50	£7.50	£8.00	6.7	Sports Park £7.90.
Adult NP	£10.00	£10.00	£10.50	5.0	Sports Park £9.60. Loddon Valley £10.45.
OAP/Under 18 HH	£4.50	£5.00	£5.50	10.0	Sports Park £5.60.
OAP/Under 18 NP	£5.50	£6.00	£6.50	8.3	Sports Park £6.65. Loddon Valley £5.50.

3G PITCH						
Full Pitch (off peak)	£70.00					Sports Park £69.55. Goals £63.00 (weekday daytime & weekend). Rivermead £83.35. Waingles £100.00.
		£70.00	£71.00	1.4		
Full Pitch (standard)	£96.00					Sports Park £98.20. Goals £102.00 (weekday evening). Rivermead £83.35. Waingels £130.00.
		£96.00	£98.00	2.1		
5-a-side (off peak)	£27.00					Sports Park £36.05. Goals £63.00 (weekday daytime) £41.00 (weekend). Rivermead £28.15. Waingles £25.00. Palmer Park £28.55.
		£27.00	£28.00	3.7		
5-a-side (standard)	£40.00					Sports Park £56.20. Goals £70.50 (weekday evening). Rivermead £51.95. Waingles £32.50. Palmer Park £56.00.
		£40.00	£41.00	2.5		
Community/charity/school	£19.00	£20.00	£21.00	5.0		Sports Park £31.50.

Proposed charges 2023/24

COMMUNITY HALLS / MEMORIAL GROUND

	2021/2022	2022/23	2023/24	Incr %
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CORONATION HALL				
MAIN HALL (plus committee room)				
Woodley Resident (WR)	£23.00	£23.60	£26.00	10%
Charities/Concessionary	£14.70	£15.10	£16.60	10%
Other Non Woodley (NW)	£35.70	£36.60	£40.30	10%
Premium Rate (WR)	£34.50	£35.40	£39.00	
Premium Rate Charities/Concessions	£22.10	£22.70	£25.00	10%
Premium Rate NW	£53.55	£54.90	£60.40	10%
Premium Rate applies to Friday and Saturday evening at Coronation Hall				
Brownies/Guides	£12.75	£13.10	£14.40	10%

CHAPEL HALL				
MAIN HALL				
Woodley Resident (WR)	£18.60	£19.10	£21.00	10%
Charities/Concessionary	£11.20	£11.50	£12.70	10%
Other Non Woodley (NW)	£27.90	£28.60	£31.50	10%

CHAPEL HALL				
COMMITTEE ROOM				
Woodley Resident (WR)	£9.20	£9.50	£10.50	10%
Charities/Concessionary	£6.90	£7.10	£7.80	10%
Other Non Woodley (NW)	£13.90	£14.30	£15.70	10%

GENERAL				
Playgroups (per session)	£19.00	£19.50	£21.50	10%
Cupboards (per annum)	£27.50	£28.20	£31.00	10%

MEMORIAL GROUND				
Charities	£120.30	£123.40	£135.70	10%
Woodley organisation	£238.00	£244.00	£268.40	10%
Non-Woodley organisation	£369.00	£378.30	£416.10	10%
Preparation/waiting days	£116.00	£188.90	£207.80	10%

GARDEN OF REMEMBRANCE				
Plaque Woodley Resident	£147.00	£150.70	£165.80	10%
Plaque Non -Woodley Resident	£184.00	£188.60	£207.50	10%

PROPOSED OAKWOOD CENTRE CHARGES (incl VAT) - 2023/24

Standard (Business) Hourly Rates (Before 6pm / Up to 4 hr bookings)	2022/23 Equivalent	Proposed 2023/24	% dif
Bader Room	£ 23.38	£ 25.75	10.2%
Falcon Room	£ 20.75	£ 23.00	10.8%
Brunel Room	£ 20.63	£ 23.00	11.5%
Carnival Hall	£ 59.00	£ 65.00	10.2%
Maxwell Hall	£ 45.13	£ 50.00	10.8%
Carnival & Maxwell (20% discount)	£ 83.75	£ 92.00	9.9%
Miles Suite	£ 53.38	£ 50.00	-6.3%

Standard Discounts Applied to Standard Hourly Rates:

Non-Woodley Resident	20.0%
Woodley Residents	37.5%
Community / Charity Hire	50.0%
Extended Booking (4hrs +)	4.0%

Premium Hourly Rates (60% increase) (From 6pm)	2022/23 Equivalent	Proposed 2023/24	% increase
Carnival Hall	£ 83.75	£ 104.00	24.2%
Maxwell Hall	£ 72.25	£ 80.00	10.7%
Carnival & Maxwell (20% discount)	£ 104.63	£ 147.20	40.7%

Standard Discounts Applied to Premium Hourly Rates:

Non-Woodley Resident	20.0%
Woodley Residents	37.5%
Community / Charity Hire	50.0%

Other Hourly Rates * (From 6pm)	2022/23 Equivalent	Proposed 2023/24	% increase	
Theatre (Non-production hire)	Hourly Rate	£ 50.25	£ 55.00	9.5%
	1/2 Day Rate	£ 201.00	£ 200.00	-0.5%
	Whole Day Rate	£ 374.50	£ 350.00	-6.5%
Interview Room	Hourly Rate	£ 11.13	£ 15.00	34.8%
	1/2 Day Rate	£ 44.50	£ 50.00	12.4%
	Whole Day Rate	£ 64.00	£ 70.00	9.4%

* These rates are not subject to any standard discounts

Full Rates Comparison

Comparison based on 4 hr & 8hr totals. In 2022/23, 4hr & 8hr rates were applied, not hourly rates.

		Standard Hourly Rate (Till 6pm / Up to 4 hrs)			Extended Hourly Rate (Till 6pm / 5hrs +)			Premium Hourly Rate (From 6pm)		
		2022/23 Equivalent	Proposed 2023/24	% increase	2022/23 Equivalent	Proposed 2023/24	% increase	2022/23 Equivalent	Proposed 2023/24	% increase
		4hr total	4hr total	4hr total	8hr total	8hr total	8hr total	4hr total	4hr total	4hr total
Standard (Business) Hourly Rate	Bader Room	£ 93.50	£ 103.00	9%	£ 167.00	£ 197.76	16%			
	Falcon Room	£ 83.00	£ 92.00	10%	£ 153.50	£ 176.64	13%			
	Brunel Room	£ 82.50	£ 92.00	10%	£ 153.50	£ 176.64	13%			
	Carnival Hall	£ 236.00	£ 260.00	9%	£ 359.00	£ 499.20	28%	£ 335.00	£ 416.00	19%
	Maxwell Hall	£ 180.50	£ 200.00	10%	£ 321.50	£ 384.00	16%	£ 289.00	£ 320.00	10%
	Carnival & Maxwell	£ 335.00	£ 368.00	9%	£ 535.00	£ 706.56	24%	£ 418.50	£ 588.80	29%
	Miles Suite	£ 213.50	£ 200.00	-7%	£ 395.00	£ 384.00	-3%			
Non-Woodley Resident Rate	Bader Room	£ 72.50	£ 82.40	12%	£ 140.00	£ 158.21	12%			
	Falcon Room	£ 65.00	£ 73.60	12%	£ 121.00	£ 141.31	14%			
	Brunel Room	£ 65.00	£ 73.60	12%	£ 121.00	£ 141.31	14%			
	Carnival Hall	£ 187.00	£ 208.00	10%	£ 312.00	£ 399.36	22%	£ 290.00	£ 332.80	13%
	Maxwell Hall	£ 150.00	£ 160.00	6%	£ 296.50	£ 307.20	3%	£ 244.00	£ 256.00	5%
	Carnival & Maxwell	£ 256.50	£ 294.40	13%	£ 507.50	£ 565.25	10%	£ 389.00	£ 471.04	17%
	Miles Suite	£ 193.00	£ 160.00	-21%	£ 364.50	£ 307.20	-19%			
Woodley Resident Rate	Bader Room	£ 60.50	£ 64.38	6%	£ 114.50	£ 123.60	7%			
	Falcon Room	£ 46.50	£ 57.50	19%	£ 90.50	£ 110.40	18%			
	Brunel Room	£ 46.50	£ 57.50	19%	£ 90.50	£ 110.40	18%			
	Carnival Hall	£ 138.00	£ 162.50	15%	£ 271.00	£ 312.00	13%	£ 234.50	£ 260.00	10%
	Maxwell Hall	£ 118.50	£ 125.00	5%	£ 230.00	£ 240.00	4%	£ 193.00	£ 200.00	4%
	Carnival & Maxwell	£ 196.00	£ 230.00	15%	£ 385.50	£ 441.60	13%	£ 326.00	£ 368.00	11%
	Miles Suite	£ 150.50	£ 125.00	-20%	£ 280.00	£ 240.00	-17%			
Community / Charity Rate	Bader Room	£ 46.50	£ 51.50	10%	£ 90.50	£ 98.88	8%			
	Falcon Room	£ 41.00	£ 46.00	11%	£ 75.50	£ 88.32	15%			
	Brunel Room	£ 41.00	£ 46.00	11%	£ 75.50	£ 88.32	15%			
	Carnival Hall	£ 108.50	£ 130.00	17%	£ 214.00	£ 249.60	14%	£ 175.00	£ 208.00	16%
	Maxwell Hall	£ 91.50	£ 100.00	9%	£ 182.00	£ 192.00	5%	£ 148.00	£ 160.00	8%
	Carnival & Maxwell	£ 157.00	£ 184.00	15%	£ 308.00	£ 353.28	13%	£ 268.00	£ 294.40	9%
	Miles Suite	£ 119.00	£ 100.00	-19%	£ 229.00	£ 192.00	-19%			

Woodley Town Council

Revised Budget Estimates 2022/23

Budget Estimates 2023/24

Strategy & Resources Committee
24 January 2023

WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2022/23

	Actual 2021/22	2022/23 Budget	2022/23 Revised Budget Estimates	2023/24 Proposed Budget	2024/25 Projected	2025/26 Projected
REVENUE EXPENDITURE						
S & R Committee	924354	969145	1033028	1144730	1201967	1262065
S & R EMR			21912			
Leisure Services Committee	658590	682746	661824	761651	780692	800210
Leisure Services EMR			14657			
Planning & Community	33422	34800	34800	38525	40451	42474
	1616366	1686691	1766221	1944906	2023110	2104748
INCOME						
S & R Committee	182314	189722	258389	294330	301688	309230
Leisure Services Committee	458625	445470	480516	485236	485236	497367
Community Infrastructure Levy (CIL)	54399	0	25649	0	0	0
S106 Income received			200000	0	0	0
Furlough received to 31 March 21 and 2021/22 (est)	55422	0	0			
CCLA Activities Income (Interest re-invested)	0	0	51700	80000	80000	80000
	750760	635192	1016254	859566	866924	886597
NET REVENUE EXPENDITURE						
	865606	1051499	749967	1085340	1156186	1218151
CAPITAL & PROJECT EXPENDITURE						
S & R Committee	0	45000	45000	45000	45000	45000
Capital Programme Alloca Capital & Projects (loans)	264980	264980	184979	180977	180977	180977
Capital Programme Expenditure			24251			
CIL Actual Exp in year	-20218		166366			
Allotment income to EMR (security&toilet)			400			
S106 Expenditure			200000		0	0
EMR allocation in year			3000			
	244762	309980	623996	225977	225977	225977
TOTAL NET EXPENDITURE						
	1110368	1361479	1373963	1311317	1382163	1444128
Financed as follows						
Precept	1293034	1225628	1225628	1195649		
S & R EMR			21912			
Leisure Services EMR			14657			
Capital Programme			24251			
Funds to (-) or from (+) reserves (a minus figure shows contribution to reserves)						
CIL Reserves			140717			
Earmarked Reserves			33569			
Unallocated or General Reserves	-182666	135851	87515	115668		
TOTAL NET FUNDING						
	1293034	1225628	1286448	1195649		
TAX BASE	10659	10857.8	10857.8	10894.3		
£ Band D p£	112.88	112.88	112.88	109.75		
RESERVES						
CIL Reserves at 1st April			181918			
Cil Reserves at year end			41200			
Earmarked Reserves at 1st April			429129			
Earmarked Resrves at year end			420560			
Unallocated/General Reserves at 1st April	550628	733294	733294	645779		
Unallocated/General Reserves at year end	733294	597443	645779	530112		

*2023/24 assumes all spend from General Reserve. In reality some will be from CIL/EMR so impact on General Reserve is likely to be lower.

*Note: CIL balance has been seprated from the Unallocated/General Reserve figures in the 2022/23 and 2023/24 calculation for clarity

RESERVES MOVEMENT TO 31 DECEMBER (-) ADDING TO RESERVE (+) SPENT FROM RESERVE

CIL movements

Opening Balance at 1st April				181,917.60
	Opening Balance at 1st April	Transferred in the year	Exp in current year	Balance
CIL Income from WBC			-5,308.18	
CIL Income from WBC			-20340.73	
WPLC Electrical Works	0	70000	57,835	12165
Bowls Club Irrigation CIL	0	7500	5579.83	1920
WPLC Roof	40000	0	40000	0
AV Equipment - Hybrid Meetings	7500	0	7,500	0
Destination Play Area	55451	0	55451.55	0
Oakwood Centre Roof	1,715	0		1,715
Theatre Audio	12,505	0		12,505
Depot Power Supply	3,960	0		3,960
	121,131		140,717.47	
CLOSING BALANCE OF ALLOCATED & UNALLOCATED CIL at 31 DEC				41,200.13

Leisure Services Earmarked Reserve movement

Opening Balance at 1st April				206,525.37
	Opening Balance at 1st April	Transferred in the year	Exp in current year	Balance
Fire Compliance	21310	10000	14,998	16312
Allotment Toilet	1,850		-185	2,035
Allotment Security	588		-185	773
Speedwatch		1,000	28.63	971
Play Areas	22,662	5,000	0	27,662
WPLC Changing Rooms	10,000			10,000
3G pitch carpet replacement	72,000	12,000		84,000
Basketball posts	687			687
Loddon Mead	2,500			2,500
Loddon Mead Art Project	800			800
WP Bursary fund	1,500			1,500
WP Community Sports Grant	8,184			8,184
WPLC Refurbishment	31,169			31,169
WPLC Roof - Income	33,275			33,275
Total	206525	28000	14,657	
CLOSING BALANCE OF LEISURE SERVICES EMR at 31 DEC				219,868.74

Strategy & Resources Earmarked Reserve movement

Opening Balance at 1st April				222,623.83
	Opening Balance at 1st April	Transferred in the year	Exp in current year	Balance
Town Centre Garden	19441		13,780	5661
Maintenance HQ	10079		7146.16	2933
Investment Management fees	0		3958.85	-3959
Investment dividend	0		-2,973	2973
Capital Receipts - Assests	89,400			89,400
Repairs & Renewals	25,369			25,369
WTCP fund	15,739			15,739
Sinking Fund	27,293			27,293
Election reserve	6,500			6,500
Anxiety self help	779			779
Clock/Centre Stage	2,984			2,984
Special Projects Fund	25,040			25,040
Total	222624	0	21,912	
CLOSING BALANCE OF STRATEGY & RESOURCES EMR at 31 DEC				200,711.82

Unallocated /General Reserves

Opening Balance at 1st April	733294
CLOSING BALANCE OF UNALLOCATED/GENERAL RESERVE at 31 DEC	
	963116

**3 months operating costs/income to go*

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2023/24					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
	Central Costs	256859	274991	284625	297847
	Democratic Costs	56062	55932	59274	100901
	Corporate Management	366905	374374	409635	431682
	Capital Projects	0	45000	45000	45000
	Grants -Section 137	16100	18000	2600	3000
	Fund Allocation WTCP		0	15000	25000
	EMR Town Ctre Comm				
	Oakwood Centre	151270	161548	173557	198052
	Maintenance HQ	9861	3400	3400	3200
	Woodley Town Centre Man Init	74155	80900	84937	85048
	Capital and Projects	264980	264979	184979	180977
	Investment Activites				
	Total	1196192	1279124	1263007	1370707
		931212		1033028	1144730
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
	Central Costs	4156	4255	4855	4715
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Oakwood Centre	104003	104567	116897	124567
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	74155	80900	84937	85048
	Capital and Projects	0	0	0	0
	Investment Activites				
	CCLA (Income re-invested)			51700	80000
	Total	182314	189722	258389	294330
	Furlough Income	26226		0	0
	Tier 4 LRSG Lockdown funding	0			
	Net	1013878	1089402	1004618	1076377

Central Costs 101					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff costs	135228	169101	178673	187607
4007	Health and Safety training	0	5100	5100	6000
4008	Training	1640	2000	3000	3000
4010	Expenses	140	600	100	100
4013	Oakwood Centre rent	28492	37990	37990	37990
4016	Cleaning materials/1st aid	0	50	50	50
4020	Publications	0	100	0	0
4021	Telephone & Internet	713	1750	1500	1500
4022	Postage	1019	700	1600	1600
4023	Stationery	1910	1100	2000	2000
4030	Advertising - staff	0	1500	0	0
4031	PR/Marketing	5994	5000	6500	6000
4036	Repairs & Maintenance	0	2000	0	1000
4042	Office equipment & maint	15589	12000	15500	15000
4045	Repairs and renewals	4831	14000	14000	14000
4046	Emergency repairs	9108	4000	9108	4000
4053	Vat Payment Arrears WTCMI	0			
4139	AV Equip-Hybrid	9421			
4522	VAT partial exemption	9504	18000	9504	18000
Total		214168	274991	284625	297847
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
1090	Misc income	44	100	100	60
1091	Printing/photocopier	3	30	30	30
1096	Bank/other interest	834	300	900	800
1171	TCMI office costs	2869	3825	3825	3825
Total		3750	4255	4855	4715
1070	HMRC JRS Funding				
Net		210418	270736	279770	293132

Democratic costs 102

Democratic costs 102					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	37248	46755	49547	52024
4008	Members exp/training	850	300	850	1500
4201	Civic costs/allowance	897	1000	1000	1000
4211	Election expenses	0	6500	6500	45000
4213	Room Hire - Council meetings	1033	1377	1377	1377
			0	0	
				0	
Total		40028	55932	59274	100901
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		40028	55932	59274	100901

Corporate management 103

Corporate management 103					
		Actual to	Estimate	Revised Est	Estimate
Expenditure		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	56986	76041	75981	79780
4002	NI	52332	61790	75028	78779
4005	Superannuation	138949	170093	193974	203673
4018	Payroll/realtime/auto enroll	1201	2200	2200	2200
4024	Affiliation fees	4343	4500	4500	4500
4025	Insurance	35202	35000	35202	38000
4051	Bank charges	2965	3300	3300	3300
4056	Legal & prof exp	217	7000	5000	7000
4057	Accounts/Audit	144	8500	8500	8500
4058	HR & Health Safety service	5159	5950	5950	5950
4320	Residents survey			0	
Total		297497	374374	409635	431682
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
1095	Credit card charges	0	0	0	0
1174	Recharged NI	0	0	0	0
1175	Recharged superannuation	0	0	0	0
Total		0	0	0	0
Net		297497	374374	409635	431682

Capital programme 104					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
6005	Revenue to Capital	45000	45000	45000	45000
4401	Signs	298	1000		
4402	Seats		1200		
4403	Waste Bins	706	800		
4404	Pathway Repairs		5000		
4405	Tractor Mount Votex	7365	7400		
4406	Planters G o R	1449	1500		
4407	Patio Doors - Café		6000		
4408	Tractor Mounted Spike		1300		
4409	Dennis Pedest Mower	6250	6300		
4410	Lake path extension	3559	3000		
4413	Paddling pool cover/pump	124	3000		
4417	Knee rail fence-WPLC	4500	4500		
			41000		
Total		24251	45000	45000	45000
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	
Net		24251	45000	45000	45000

Grants - Section 137 - 105

Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4601	Grants	2600	3000	2600	3000
4602	WTCMI	0	15000	0	0
Total	Total	2600	18000	2600	3000
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		2600	18000	2600	3000

WTCP Allocation - 105

Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
4602	WTCMI	11250	0	15000	15000
4603	WTCP Additional Allocation				10000
Total	Total	11250	0	15000	25000
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		11250	0	15000	25000

Oakwood Centre 107					
		Actual	Estimate	Revised Est	Estimate
Expenditure		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	Staff	70423	69692	84143	86346
4006	First Aid	21	30	30	30
4011	Rates	8982	9431	9431	9431
4012	Water rates	3628	3487	3211	3750
4014	Lighting and heating	28125	19440	19440	24000
4015	Heat - Gas		12960	12960	36000
4016	Cleaning/other materials	1343	2000	2000	2500
4017	Contract cleaning	12774	18576	12422	0
4021	Telephone	265	350	350	350
4022	Postage	0	50	20	20
4023	Stationery/printing	40	150	200	175
4031	PR/Marketing				5250
4035	Certification/Inspection costs	5781	8000	8000	6500
4036	Repairs, materials,decorations	7874	12000	13500	13000
4040	Washroom Services	0	0	1500	1500
4041	Skip hire	2027	2232	3000	3000
4042	Equipment	917	1000	1000	1000
4048	Maintenance contracts	1255	1650	1650	4500
4074	Mayors Charity Events cost				
4136	OC Roof Repair	1770	0	0	0
4140	Booking Software	0	0	0	
4170	Catering arrangements	313	500	700	700
4221	Buildings & Facilities	0	0	0	
		7500			
Total		151270	161548	173557	198052
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1001	Rent	2697	4200	4200	4200
1002	Room Hire	52357	50000	57330	65000
1019	Catering concession	8640	10000	15000	15000
1090	Other income	942	1000	1000	1000
1791	Rent (offices)	37990	37990	37990	37990
1792	Room hire - WTC	1377	1377	1377	1377
Total		104003	104567	116897	124567
1070	HMRC JRS funding	16049		0	0
1079	Tier 4 LRSF Lockdown funding	0			
Net		47267	56981	56660	73485

Woodley Town Centre Management Initiative 109

Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4001	TCMI staff costs	29552	28726	30807	32348
4300	National Insurance cost	2892	3149	3250	3500
4301	Pension costs	7503	7525	7800	8000
4302	Market Managers	5272	5400	5830	6000
4303	Phone	4385	4790	4790	4800
4304	Floral Display-Basket/Planters	6056	6000	6500	6650
4305	Christmas Tree	675	610	610	650
4306	Christmas Extravaganza	12678	8000	11000	12000
4307	Christmas Decorations	0	6000	5000	5000
4308	Electricity (Light & Clock)	161	300	300	300
4309	Premises Licence	70	800	100	100
4310	PRS/PPL Licence	0	0	0	
4311	Advertising & Marketing	454	1000	500	750
4312	Contingency & Petty Cash	60	200	50	50
4313	Street Trading Consent	1580	1400	1400	1400
4314	Halloween Event	1106	2000	2000	
4315	Office Admin	0	2000	2000	
4316	Christmas Carol Concert	0	0	0	
4317	General Events	0	3000	3000	3500
4318	Platinum Jubilee	0	0	0	
4319	Balancing	1711			
Total		74155	80900	84937	85048
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
1301	Woodley TC Allocation	13000	15000	15000	25000
1302	Wokingham BC SLA	15000	15000	15000	15000
1303	French Market	0	0	0	
1304	Woodley Traders	1930	2000	2500	2000
1305	Shop Watch Radio Scheme	894	1500	1600	1000
1306	Concessions	600	1000	1100	1000
1307	Artisan Markets	7615	8500	9000	5500
1308	Extravaganza	2400	4000	5000	3500
1309	Car Boot Sales	1000	3000	3771	3000
1310	Saturday Market	24422	25000	26000	24000
1311	Promotional Stands	5063	4000	4062	4048
1312	Public Information Pillars	2231	1400	1404	750
1314	Halloween Event	0	500	500	250
1334		0	0	0	
Total		74155	80900	84937	85048

Capital and projects 110					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
		80000	80000		
4950	Lake/Wshop/WPLC Interest	6196	5997	5997	5688
4951	WPLC Interest	6938	5728	5728	4395
4953	Woodford Park Interest	471	389	389	298
4954	Chapel Hall Interest	4622	4576	4576	4524
4955	Oakwood Centre Interest	96938	96938	96938	96938
4956	Oakwood- fixed rate interest	2771	2525	2525	2267
4957	Airfield Centre Interest	4610	4224	4224	3799
4958	3G Pitch Interest	5167	4675	4675	168
4959	GYM WPLC Interest	755	615	615	474
4960	Lake/Workshop/WPLC Capital	7158	7357	7357	7665
4961	WPLC Capital	11957	13167	13167	14499
4963	Woodford Park Capital	811	894	894	984
4964	Chapel Hall Capital	383	429	429	480
4966	Oakwood -fixed rate - capital	5231	5477	5477	5734
4967	Airfield Capital	3865	4252	4252	4676
4968	3G Pitch Capital	16114	16606	16606	17113
4969	Gym WPLC Capital	10993	11133	11133	11275
Total		264980	264979	184979	180977
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		264980	264979	184979	180977
4737	Oakwood sinking fund	80000	80000	80000	

CCLA Investment Income					
Expenditure		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Income		Actual to	Estimate	Revised Est	Estimate
		31/12/22	2022/23	2022/23	2023/24
Code	Description				
1096	Interest PWLB	14992	0	33500	50000
1097	Interest Invest1	8110	0	18200	30000
Total		23,102	0	51,700	80,000
Net		-23,102	0	-51,700	-80,000

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LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2023/24

Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
	Woodford Park Leisure Centre	326195	379532	394836	438869
	Grounds Maintenance-Depot	37934	40878	45762	48323
	Football	19278	22473	21352	22710
	Cricket	12043	13039	13473	14655
	Bowling Green	15019	17672	16941	17989
	Woodford Park	47386	40902	46691	48540
	Memorial Ground		10213		
	Garden of Remembrance	6728	7431	7634	8403
	Play Areas /Open Spaces	23643	14035	13653	15975
	Coronation Hall	25709	29907	28726	36032
	Chapel Hall	19615	24483	24154	26838
	Allotments	18339	20265	21349	22550
	Amenities	4704	5108	5744	5891
	Events	2444	16785	16166	15655
	Public toilet	4394	6023	5343	4221
	Youth services	0	34000	0	35000
	Total	563431	682746	661824	761651
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
	Woodford Park Leisure Centre	366578	356824	368804	373329
	Grounds Maintenance-Depot	501	300	430	430
	Football	8705	9500	9790	9390
	Cricket	4505	4600	5871	5900
	Bowling Green	7534	8016	7932	7966
	Woodford Park	2998	2150	6609	6756
	Memorial Ground		7650		
	Garden of Remembrance	1348	1150	1300	1300
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	20122	15000	35000	35000
	Chapel Hall	32505	25500	30000	30000
	Allotments	13180	14180	14280	14665
	Amenities	0	0	0	0
	Events	0	0	0	0
	Public toilet	649	600	500	500
	Youth services	0	0	0	0
	Total	458625	445470	480516	485236
	HMRC JRS funding	29195		0	0
	Tier 4 LRSB Lockdown funding	0			
	Net	104806	237276	181308	276415

Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1001	Rent	31361	32400	38083	39384
1002	Public charges - rooms	28447	28194	25422	20400
1201	Sports hall charges	34680	34902	23026	24177
1221	Sports hall charges NV	22444	54400	36014	37815
1203	Courses/activities	13009	14579	15820	16611
1223	Courses/activities NV	34801	35693	38731	40667
1206	Hard surface Area	2727	1675	2062	2100
1226	Hard surface Area NV	1068	825	0	0
1210	Sports equipment hire/sales	464	450	475	475
1220	Healthy Habits cards	1144	1000	638	720
1229	B&S Insurance Income	33275	0	0	
1244	3G Pitch Income	65089	55394	65111	65762
1246	Grant funded sports	0	0	0	
1251	Vending/ice cream/other	5594	5317	14069	14772
1259	Fitness gym	92475	91995	109353	110446
Total		366578	356824	368804	373329
1070	HMRC JRS funding	15639			
1079	Tier 4 LRSG Lockdown funding	0			
Net		-40383	22708	26032	65540

Depot - grounds maintenance 401					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	9037	10134	10165	10673
4006	First aid	42	100	101	100
4009	Protective clothing	571	600	708	800
4012	Water rates	1406	1262	1538	2000
4014	Light & heating	2755	0	3000	3500
4016	Cleaning materials	351	350	350	350
4020	Other supplies	150	150	150	150
4021	Telephone	1282	1250	1250	1250
4036	Repairs	1167	1500	1500	1500
4041	Skip hire	7000	7232	8000	8500
4042	Machinery maint/repairs	4470	6000	6000	6000
4144	Petrol/oil	2016	2300	3000	3500
4145	Tree maintenance	2000	10000	10000	10000
4222	Build&Facil Fire Compliance				
4227	Depot Power Supply	5687	0	0	
		37934	40878	45762	48323
Total					
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1402	Income Bulmershe Pk	501	300	430	430
Total		501	300	430	430
1070	HMRC JRS funding	181			
Net		37433	40578	45332	47893

Football 402					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff costs	17074	20273	19152	20110
4039	Seed/fertilizer	1919	2000	2000	2300
4042	Equipment	285	200	200	300
Total		19278	22473	21352	22710
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1003	Pitch charges	1308	1425	3400	3000
1023	Pitch charges NV	7397	8075	6390	6390
Total		8705	9500	9790	9390
Net		10573	12973	11562	13320

Cricket 403					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	8537	9736	9576	10055
4012	Water rates	2344	2003	2559	3000
4039	Seed/fertilizer	962	1100	1138	1300
4042	Equipment	200	200	200	300
Total		12043	13039	13473	14655
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1003	Pitch charges	2494	2530	4138	4154
1023	Pitch charges NV	2011	2070	1733	1746
Total		4505	4600	5871	5900
Net		7538	8439	7602	8755

Bowling green 404					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	10434	13517	11704	12289
4012	Water rates	3515	2755	3837	4000
4014	B Club light & heat	0	0	0	
4035	Certifications	0	0	0	
4039	Horticultural supplies	1070	1200	1200	1400
4042	Equipment/equipment hire	0	200	200	300
4225	Bowls Irrigation costs				
Total		15019	17672	16941	17989
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1003	Pitch fees	77	100	16	50
1005	Club licence fee	7057	7441	7441	7441
1006	Irrigation/water	400	475	475	475
1090	Light and heat income	0	0	0	
Total		7534	8016	7932	7966
Net		7485	9656	9009	10023

Woodford Park 405					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	26712	31605	30133	31640
4012	Water rates	5625	4697	6142	6500
4020	Other materials	0	0	100	100
4036	Repairs	872	1000	1000	1000
4039	Plants/flowers	1028	700	700	700
4047	Play equipment	443	1500	1500	3000
4072	Memorial Benches	1040	1400	5100	4000
4073	Memorial Trees			2016	1600
4140	WP Destination Play Area	11666			
4151		0	0	0	
Total		47386	40902	46691	48540
Income		Actual	Estimate	Revised Est	Estimate
Code	Description	2021/22	2022/23	2022/23	2023/204
1001	Groundrent	562	750	1156	1156
1007	Plants/Flowers	936	0	0	0
1078	S106 Grant		0	200000	
1120	Memorial benches	1500	1400	3853	4000
1121	Memorial Trees		0	1600	1600
Total		2998	2150	6609	6756
1070	HMRC JRS funding	1088			
Net		44388	38752	40082	41784

Garden of Remembrance 407

Garden of Remembrance 407					
		Actual	Estimate	Revised Est	Estimate
Expenditure		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	5691	6581	6384	6703
4039	Planting/pillars	111	250	250	700
4071	Inscription costs	926	600	1000	1000
Total		6728	7431	7634	8403
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1021	Inscription income	1348	1150	1300	1300
1022	GOR Plaque renewal			0	0
Total		1348	1150	1300	1300
Net		5380	6281	6334	7103

Play areas and open spaces 408

Play areas and open spaces 408					
		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	10887	12815	12453	13075
4013	Rent - ground leases	180	220	200	200
4039	Plants/flowers			0	1200
4047	Play equipment	576	1000	1000	1500
4135	Malone Pk Park Cost EMR	12000	0	0	
Total		23643	14035	13653	15975
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
		0	0	0	0
Total		0	0	0	0
1070	HMRC JRS funding	1542			
Net		23643	14035	13653	15975

Coronation Hall 501					
		Actual	Estimate	Revised Est	Estimate
Expenditure		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff costs	16685	19165	16922	17768
4006	First aid	31	30	30	30
4011	Rates	3643	3824	3824	3824
4012	Water rates	262	338	450	550
4014	Lighting and heating	2633	1500	1500	2500
4015	Heat - Gas		1500	1500	5760
4016	Cleaning materials	241	250	400	300
4035	Certification tests	1321	1300	1300	1000
4036	Repairs	644	1500	1500	1500
4040	Washrooms/Mats	0	0	800	800
4048	Maintenance Contracts	249	500	500	2000
4222	Build&Facil Fire Compliance		6837	6837	
Total		25709	29907	28726	36032
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1002	Hall hire	20122	15000	35000	35000
Total		20122	15000	35000	35000
1070	HMRC JRS funding	4043			
1079	Tier 4 LRSB Lockdown funding	0			
Net		5587	14907	-6274	1032

Chapel Hall 502					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff costs	12101	14918	9623	10105
4006	First aid	27	30	30	30
4011	Rates	1647	1728	1728	1728
4012	Water rates	169	207	223	275
4014	Lighting and heating	2546	1240	1240	1400
4015	Heat - Gas		1860	1860	7500
4016	Cleaning materials	101	100	150	100
4021	WiFi	649	600	600	600
4035	Certification tests	1028	1300	1300	1000
4036	Repairs	1025	2000	2000	1500
4040	Washroom services	0	0	600	600
4041	Skip hire	42			
4042	Equipment & maintenance	31		0	0
4048	Maintenance Contracts	249	500	500	2000
4222	Build&Facil Fire Compliance		4300	4300	
Total		19615	24483	24154	26838
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1002	Hall hire	32505	25500	30000	30000
1103	Table setup fee				
Total		32505	25500	30000	30000
1070	HMRC JRS funding	4616			
1079	Tier 4 LRSB Lockdown funding	0			
Net		-12890	-1017	-5846	-3162

Allotments 601					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	6492	7268	7381	7750
4012	Water rates	2772	3697	4668	5500
4013	Lease	7300	7300	7300	7300
4036	Repairs	1775	2000	2000	2000
Total		18339	20265	21349	22550
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1001	Rents	11958	12830	12830	13215
1160	Toilet income	110	150	200	200
1161	Security income	110	150	200	200
1162	Water charges	992	1020	1020	1020
1163	Bee Hive income	10	30	30	30
Total		13180	14180	14280	14665
1070	HMRC JRS funding	635			
Net		5159	6085	7069	7885

Amenities 602					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	2498	2708	2944	3091
4014	Street lights - fuel	1438	1100	1500	1500
4036	Street lights - repairs	443	500	500	500
4149	Speed Watch				
4163	Amenities repairs	325	800	800	800
Total		4704	5108	5744	5891
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
		0	0	0	0
Total		0	0	0	0
1070	HMRC JRS funding	907			
Net		4704	5108	5744	5891

Events 603					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff	1499	1785	1766	1855
4031	PR/Marketing	945	8000	8000	10300
4228	Centre Stage events/repairs	0	1000	400	500
4533	Woodley Carnival	0	6000	6000	3000
Total		2444	16785	16166	15655
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1013	Mayors Charity Events	0	0	0	0
Total		0	0	0	0
1070	HMRC JRS funding	544			
Net		2444	16785	16166	15655

Public toilet 604					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4001	Staff			636	2671
4011	Rates	-2445	0	0	0
4012	Water rates	414	523	200	200
4014	Utilities	823	600	600	650
4033	Contract Cleaning	5380	4400	3357	0
4034	Consumables	0	0	50	200
4036	Maintenance	222	500	500	500
Total		4394	6023	5343	4221
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
1603	Public toilet income	649	600	500	500
Total		649	600	500	500
Net		3745	5423	4843	3721

Youth Services 608					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
4264	Youth services & activities SLA	0	26000	0	27000
4266	Youth projects fund	0	3000	0	3000
4269	Youth Survey	0	5000	0	5000
Total		0	34000	0	35000
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/204
Code	Description				
Total		0	0	0	0
Net		0	34000	0	35000

REVISED
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PLANNING & COMMUNITY COMMITTEE - BUDGET SUMMARY 2023/24					
Annual Grants / Service Level Agreement 605					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
4660	First Days Children's Charity	0	4000	4000	5100
4661	Readibus grant	19422	16500	16500	17325
4662	Wokingham Volunteer centre	0	300	300	500
4663	Citizens Advice Bureau	7000	7000	7000	7000
4665	Keep Mobile	1000	1000	1000	2100
4666	Link Visiting Scheme	1000	1000	1000	1500
4667	ARC	5000	5000	5000	5000
Total		33422	34800	34800	38525
Income		Actual	Estimate	Revised Est	Estimate
		2021/22	2022/23	2022/23	2023/24
Code	Description				
Total		0	0	0	0
Net		33422	34800	34800	38525