

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 16 April 2019 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; K. Gilder; D. Mills; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer*

Also present: *1 member of the public*

86. **APOLOGIES**

Apologies for absence were received from Councillor D. Smith.

87. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

88. **MINUTES OF THE MEETING HELD ON 22 JANUARY 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 22 January 2019 be approved and signed by the Chairman as a correct record.

89. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 8/19 and noted that it seemed likely that the income from the Oakwood Centre would be below the revised estimate for the year, despite room bookings having been very busy.

RESOLVED:

- ◆ To note Report No. SR 8/19.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (January), **Appendix B** (February) and **Appendix C** (March):

	Current account	Imprest account
January 2019	£73,124.84	£45,106.13
February 2019	£95,423.54	£48,937.00
March 2019	£207,586.84	£46,754.95

c) **Internal Audit**

Members noted the advice from the auditor stating that best practice requirements under Freedom of Information suggest that Town Council business should not be undertaken by councillors using personal email addresses. The Town Clerk agreed to send a copy of the relevant report to all councillors.

RESOLVED:

- ◆ To receive the interim audit report for the period from October 2018 to February 2019.

d) **Business continuity – transfer of funds to the clerk’s imprest account**

RESOLVED:

- ◆ To approve the transfer of £250,000 from the deposit account to the clerk’s imprest account with effect from 2 May 2019 as a contingency in order to meet contractual and other payment commitments in May and June 2019, as may be required under urgency powers delegated to the Town Clerk.

90. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 9/19 and reported that one regular hirer had been lost due to a cut in their funding by Wokingham Borough Council. Members were pleased to note the three new regular hirers and six new one-off hirers.

Members were informed of the maintenance that had been undertaken to the cold water system, the heating system and the alarms, and the redecoration that been carried out in the reception area. The Deputy Town Clerk also reported on the Afternoon Tea marketing event that had been held the previous Saturday. This had been a very popular event. Several of the people who attended had shown interest in the facilities on offer at the centre.

The Deputy Town Clerk informed Members that RAMS Consultancy had been instructed to progress the drawing up of a specification for the necessary works to the Oakwood Centre roof, windows and flooring, and would also manage the tendering, project monitoring and signing off of works when complete. Members would be advised of the dates for this work, when known, and would be notified of the arrangements to be made to minimise the impact on hirers and visitors. The Chairman asked for this information to be reported at the next meeting of the Committee.

Members also noted that JMVA had been commissioned to start work on the design for a new website for the Oakwood Centre and the web designer was working with the Communications Manager and Bookings Manager on this. The initial design would be presented to the PR/Marketing Working Group for comment.

RESOLVED:

- ◆ To note Report No. SR 9/19.

91. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 10/19 of the Catering Partnership meeting held on 8 March 2019 and informed Members that good feedback had been received for the Brown Bag catering for social functions held in the Oakwood Centre.

RESOLVED:

- ◆ To note Report No. SR 10/19.

92. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 11/19 of the Risk Management Working Party meeting held on 3 April 2019.

RESOLVED:

- ◆ To note Report No. SR 11/19.

- ◆ To recommend that Council adopt the 2019/20 Risk Management Strategy, attached at **Appendix D**.

- ◆ That the Risk Register be presented to Council.

93. **WOODFORD PARK LAKE PROJECT**

The Deputy Town Clerk presented Report No. SR 12/19 and informed Members that the contracted work in the lake, carried out by Ebsford Environmental and Greenspace, was complete. The work had been completed on schedule and £8,000 under budget. Members noted that, as anticipated, there had been some damage to the pathways around the lake caused by the heavy machinery required to carry out the work. The quote for the repair and re-laying of the paths had been higher than initially anticipated. The Deputy Town Clerk explained that some of this cost could be met from the underspend on the contracted works, but that in order to cover the full cost of the pathway repairs, the in-house work on fencing and landscaping and the cost of purchasing marginal water plants, it was proposed that £7,000 be allocated from the General Reserve to the lake project earmarked reserve. Members considered this proposal and

RESOLVED:

- ◆ To note Report No. SR 12/19.
- ◆ To allocate £7,000 from the General Reserve to the lake project earmarked reserve, to fund the increase in cost of repairing and re-laying the pathways around the lake.

Members thanked all involved in the lake project for all the work that had been done. The work had been very well received by local residents and Members had received many good comments about the project.

94. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 13/19, in line with the community grants criteria, and

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

1 st Woodley Boys Brigade	£250	To purchase camping equipment, sports & games equipment, expedition equipment and storage solutions.
2 nd Woodley Scout Group	£250	To purchase camping equipment and activity equipment.
Emmanuel Church, Woodley	£250	Towards the cost of running a 48 hour "Fun Days" event for all residents of the Drovers Way/Southlake Crescent area.

Friends of Woodford Park	£250	To purchase spring flowering bulbs and to replace any plants in need.
Me2 Club	£250	Towards the cost of recruiting and screening 5 new volunteers within Woodley.
School Days Project	£250	Towards the cost of purchasing new uniform items that are not available through donations.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2019.
Woodley United FC	£250	Towards the cost of running a girls' academy to encourage increased girls' participation in football.
<u>Individual</u> Hannah Evans (Archery GB)	£100	Towards the cost of upgrading her equipment, required to remain competitive in higher level competitions.

95. **ANTI FRAUD AND CORRUPTION POLICY**

Members reviewed the Council's Anti Fraud and Corruption policy, as presented in the agenda.

RESOLVED:

- ◆ That no changes were required to the Council's Anti Fraud and Corruption policy.

96. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 30 January 2019.

97. **PROJECTS SCHEDULE 2018/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19. He informed Members that it had been intended that the electrical supply for the new maintenance workshop and welfare building would be taken from the existing building, but that the existing supply had been found to be inadequate for this purpose. Officers were therefore investigating alternatives. The Chairman suggested that the capacity of the electrical supply to the existing building should be checked to ensure that it was sufficient to meet future requirements and comply with possible future changes in regulations. In reply to a question, the Deputy Town Clerk confirmed that the possibility of installing solar panels on the roof of the new workshop building was being investigated.

With regard to the installation of solar panels on the roofs of the Council's buildings, the Chairman noted that RCES, who ran the scheme under which the panels were being installed and cheaper electricity supplied, was advertising for new investors and he asked the Deputy Town Clerk to find out whether this search had been successful.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2018/19.

98. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda.

The Deputy Town Clerk informed Members that the PR/Marketing Group would be looking at requirements for a new website for Woodford Park Leisure Centre.

99. **WOODLEY BEE ROADZZ PROJECT AND WOODLEY HISTORY PROJECT**

- a) Members considered a request from the Allotment Tenants Association for free use of Carnival and Maxwell Halls for an event on the protection of insects and wildlife and the use of pesticides and herbicides

RESOLVED:

- ◆ To grant free use of Carnival and Maxwell Halls to the Allotment Tenants Association for an event on the protection of insects and wildlife and the use of pesticides and herbicides.

- b) Members considered a request from the participants in the Woodley History Project for free use of a meeting room at the Oakwood Centre.

RESOLVED:

- ◆ To grant free use of a meeting room at the Oakwood Centre to the participants in the Woodley History Project.

100. **WOKINGHAM BOROUGH PLAN**

Members noted that a response had been received from Wokingham Borough Council thanking the Town Council for the information provided about the work the Town Council was doing, and had done, to tackle some of the challenges faced by the Borough. The Borough Council would be reviewing the information and looking to incorporate some headlines into the draft Council Plan, which would be circulated for review and feedback.

101. **PUBLIC TOILET UPDATE**

The Town Clerk reported that the electricity supply and meter had been installed to the new public toilet in the town centre and the water connection would be made by Thames Water at the end of April. Following the completion of this work, Danfo would need to spend half a day commissioning the unit.

102. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- a) Members noted that the February Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £59,307.

- b) Members noted that the Council had been notified that CIL payment of £91,792 was due to the Town Council. £22,001.38 would be paid to the Town Council in April 2019 and would be allocated to the CIL earmarked reserve.

103. **BOROUGH/PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 4 February 2019.

104. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

105. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The connection of the new public toilet to the water supply, after the connection had been made.

The meeting closed at 9:45 pm

Woodley Town Council 2018/2019

Current Account

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
04-Jan-19	Advanced Main UK Ltd	2868.00	WPLC - gas works/new pipes
11-Jan-19	Advanced Maintenance UK Ltd	2491.20	Fixed wiring tests-WPLC/OC
18-Jan-19	Advanced Maintenance UK Ltd	168.00	Call out - heating service OC
11-Jan-19	Alan Hadley Ltd	286.80	Refuse collection
11-Jan-19	ASAP Computer Services	1902.00	IT support & maintenance - Annual
23-Jan-19	AYS Cleaning Contractors Ltd	1656.30	Contract Cleaning
18-Jan-19	BCM Group Plc	214.73	Stationery supplies
11-Jan-19	Be Fuelcards Ltd	21.94	Unleaded fuel - Depot
18-Jan-19	Be Fuelcards Ltd	84.46	Diesel/admin charge
18-Jan-19	Bowak Ltd	218.84	Cleaning supplies
11-Jan-19	Brake Bros Foodservice Ltd	442.13	Vending supplies
23-Jan-19	Brown Bag Cafe Ltd	1535.34	Catering services
04-Jan-19	CA Traffic Ltd	403.20	Speedwatch supplies
11-Jan-19	Castle Water	1563.67	Water rates
18-Jan-19	Castle Water	351.06	Water rates
23-Jan-19	Castle Water	747.27	Water rates
02-Jan-19	Club Manager Ltd	80.40	Club Manager membership
23-Jan-19	CoolerAid Ltd	66.36	Bottled water
21-Jan-19	Crown Gas & Power	228.86	Gas supply
21-Jan-19	Crown Gas & Power	265.75	Gas supply
21-Jan-19	Crown Gas & Power	887.40	Gas supply
21-Jan-19	Crown Gas & Power	1015.38	Gas supply
11-Jan-19	EDF Energy 1 Ltd	14.34	Electrical supply
04-Jan-19	Energy Elec Distribution	19.16	Electrical supplies
23-Jan-19	Envidia Ltd	75.00	Coach
10-Jan-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
04-Jan-19	Eurodec Ltd	41.60	Building supplies
11-Jan-19	Eurodec Ltd	15.84	Building supplies
04-Jan-19	Fiveways Systems Ltd	294.00	Call out - Air conditioning unit WPLC
18-Jan-19	Fraser Office Supplies Ltd	72.19	Stationery supplies
04-Jan-19	Frasers Office Supplies	171.29	Stationery supplies
10-Jan-19	Global 4 Communications	286.91	Phone
23-Jan-19	HMRC Cumbernauld	12752.74	PAYE & NI
04-Jan-19	Image Box Design	648.00	WPLC - Gym wall art
23-Jan-19	InTouch	35.99	Monthly website charge
18-Jan-19	John Willis	120.00	Window cleaning
11-Jan-19	Just Around The Corner	6187.00	Service Level Agreement payment
18-Jan-19	Lantec Security Ltd	126.00	Call out - Intruder alarm OC
18-Jan-19	Laundry Depot	37.50	Laundry - table cloths
28-Jan-19	Les Mills Fitness UK Ltd	197.76	Coach
02-Jan-19	Lloyds Bank D/D	28.32	Bank charges
15-Jan-19	Lloyds Bank D/D	268.10	Monthly cardnet service charge
29-Jan-19	Lloyds Bank D/D	40.62	Bank charges
14-Jan-19	Mainstream Digital Ltd	58.90	Phone
15-Jan-19	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
11-Jan-19	Newsquest Media Group Ltd	140.40	WTCMI advert - Reading paper
18-Jan-19	Opus Business Systems Ltd	1228.80	Phone
11-Jan-19	PHS Group	1661.92	Annual charge-low risk waste/sanitary disposal
03-Jan-19	Pitney Bowes Ltd	150.00	Postage topup

18-Jan-19	Pitney Bowes Ltd	150.00	Postage topup
14-Jan-19	Plusnet Plc	52.20	Phone
18-Jan-19	Plusnet Plc	52.20	Phone
04-Jan-19	PPL & PRS Ltd	762.19	Music licence
23-Jan-19	Prudential	7.24	AVC payment deducted from pay
11-Jan-19	Reading Borough Council	3650.00	Allotment - lease rent 6 months
18-Jan-19	Roof Asset Management	1810.80	Leak detection survey OC
04-Jan-19	Scottish and Southern	2042.28	Electrical supply
04-Jan-19	Seton	35.47	WPLC toilet signs
04-Jan-19	SGW Payroll Ltd	172.10	Payroll services
15-Jan-19	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Jan-19	SSE Southern Electric	1904.14	Electrical supply
04-Jan-19	Technical Surfaces	480.00	Matchfit service 3G pitch
23-Jan-19	The Berkshire Pension Fund	13705.47	Pension - employers and employees
11-Jan-19	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
18-Jan-19	Trade UK - Screwfix	332.78	Building supplies
04-Jan-19	Travis Perkins	163.58	Building supplies
23-Jan-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jan-19	Vodafone	288.74	Phone
23-Jan-19	WhiteKnights	460.80	WP flat agent's renewal fee
02-Jan-19	Wokingham BC - Rates	2196.00	Rates - WPLC
02-Jan-19	Wokingham BC - Rates	350.00	Rates - Coronation Hall
02-Jan-19	Wokingham BC - Rates	158.00	Rates - Chapel Hall
02-Jan-19	Wokingham BC - Rates	864.00	Rates - Oakwood
		73124.84	

Clerk's Imprest Account

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
14-Jan-19	(Personal Information)	50.00	Refund deposit
14-Jan-19	(Personal Information)	50.00	Refund deposit
21-Jan-19	Adobe PS Creative	364.03	Creavtive cloud - photoshop
03-Jan-19	Amazon Mktp	93.95	Jumbo toilet dispenser WPLC
07-Jan-19	Amazon Mktp	13.96	Wall mounted hand sanitizer
21-Jan-19	Amazon Mktp	18.95	Paper cup lids - WPLC
22-Jan-19	Amazon Mktp	16.56	Tate & Lyle sugar sachets
31-Jan-19	Amazon Mktp	40.19	Nerf bullets/green netting
31-Jan-19	Amazon Mktp	26.97	Nerf blue netting
07-Jan-19	Berks Muslim Arab	50.00	Refund deposit
28-Jan-19	Churches Together	50.00	Refund deposit
07-Jan-19	Facebook	17.00	Marketing post - WPLC
24-Jan-19	Hotel on booking.com	97.41	Booking for staff accommodation - training
23-Jan-19	Lloyds Bank	43559.90	Net January 19 payroll
11-Jan-19	Lloyds Bank D/D	11.16	Bank charges
29-Jan-19	PETTY CASH A/C	167.09	Top up petty cash
14-Jan-19	Reading Parkside	182.00	Refund deposit
30-Jan-19	Salts Direct	296.96	Hydrosoft tablets/cleaner
		45106.13	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
22-Feb-19	Advanced Maintenance UK Ltd	168.00	Call out - Oakwood Centre
22-Feb-19	Advanced Maintenance UK Ltd	2074.82	Thames Water prohibition notice work
01-Feb-19	Alan Hadley Ltd	286.80	Refuse collection
08-Feb-19	Alan Hadley Ltd	286.80	Refuse collection
01-Feb-19	Allen's Design & Print Ltd	456.00	WTCMI - Banner
22-Feb-19	Allen's Design & Print Ltd	1755.00	Calendar of events 2019/bookmarks WTCMI
22-Feb-19	ATCM	354.00	Annual membership ATCM
01-Feb-19	AV Asbestos Ltd	144.00	Safety check - Coronation Hall
01-Feb-19	AYS Cleaning Contractors Ltd	125.54	Contract Cleaning
22-Feb-19	AYS Cleaning Contractors Ltd	1601.70	Contract Cleaning
08-Feb-19	Be Fuelcards Ltd	31.68	Petrol - Depot
22-Feb-19	Berkshire Tree Care	2520.00	Tree works
22-Feb-19	Bourne Amenity Ltd	1722.86	Lake project - top soil
22-Feb-19	Bowak Ltd	372.18	Cleaning supplies
01-Feb-19	Brake Bros Foodservice Ltd	272.63	Vending supplies
08-Feb-19	Brake Bros Foodservice Ltd	100.87	Vending supplies
15-Feb-19	Brake Bros Foodservice Ltd	193.23	Vending supplies
22-Feb-19	Brake Bros Foodservice Ltd	150.37	Vending supplies
22-Feb-19	Brown Bag Cafe Ltd	793.62	Catering services
25-Feb-19	BT Telephone Payment Centre	153.72	Phone
01-Feb-19	Castle Water	1536.78	Water rates
22-Feb-19	Castle Water	2143.05	Water rates
28-Feb-19	Castle Water	381.46	Water rates
01-Feb-19	Club Manager Ltd	80.40	Club Manager membership
22-Feb-19	CoolerAid Ltd	37.92	Bottled water
28-Feb-19	CoolerAid Ltd	123.24	Bottled water
22-Feb-19	Create Architects Ltd	1416.00	Plans - Workshop
21-Feb-19	Crown Gas & Power	242.64	Gas supply
21-Feb-19	Crown Gas & Power	299.50	Gas supply
21-Feb-19	Crown Gas & Power	1152.22	Gas supply
21-Feb-19	Crown Gas & Power	1186.40	Gas supply
08-Feb-19	EDF Energy 1 Ltd	27.51	Electrical supply
08-Feb-19	Ellis Whittam Ltd	6496.50	HR and H & S support
22-Feb-19	Energy Electrical Distributors Ltd	45.32	Electrical supplies
22-Feb-19	Envidia Ltd	25.00	Coach
13-Feb-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
01-Feb-19	Eurodec Ltd	122.84	Building supplies
22-Feb-19	Evolution Water Services Ltd	600.00	Staff training
01-Feb-19	Fencing Products Ltd	10.80	Line wire
15-Feb-19	Fencing Products Ltd	108.24	Gravel boards
15-Feb-19	Fiddes & Son Ltd - Bowcom	31.10	Pitch marking supplies
22-Feb-19	Fraser Office Supplies Ltd	366.00	Stationery supplies
11-Feb-19	Global 4 Communications	294.43	Phone
22-Feb-19	HMRC Cumbernauld	13290.56	PAYE & NI employers & employees
22-Feb-19	John Willis	120.00	Window cleaning
01-Feb-19	Lamps-Tubes Luminations Ltd	1070.26	Xmas lighting 2018
28-Feb-19	Landshape Ltd	8352.00	Lake project - design work
22-Feb-19	Laundry Depot	112.50	Laundry table cloths
27-Feb-19	Les Mills Fitness UK Ltd	197.76	Coach
14-Feb-19	Lloyds Bank D/D	282.36	Monthly cardnet service charge

14-Feb-19	Mainstream Digital Ltd	1.63	Phone
15-Feb-19	Merchant Rentals Ltd	30.58	Monthly cardnet charge
08-Feb-19	Mrs K Vevers	650.00	Woodley Herald delivery
01-Feb-19	PHS Group	346.66	Qtrly dust mat charge
27-Feb-19	Pitney Bowes Ltd	150.00	Postage topup
12-Feb-19	Plusnet Plc	52.20	Phone
18-Feb-19	Plusnet Plc	52.20	Phone
22-Feb-19	Prudential	7.24	AVC payment deducted from pay
28-Feb-19	Public Works Loan Board	5874.06	Public Works Loans Payments
08-Feb-19	QTD Ltd	244.64	Millboard decking
22-Feb-19	Richard Wheeler Signs Ltd	7166.74	WWI panels
28-Feb-19	Riddwood Consulting Engineers Ltr	660.00	Structural/Civil engineering WP
08-Feb-19	Seton	222.40	Fire assembly signs/road paint
28-Feb-19	Seton	195.50	Fire buckets/vehicle extinguishers
04-Feb-19	SGW Payroll Ltd	168.02	Payroll services
15-Feb-19	Siemens Financial Services	1100.80	Gym equip monthly rental
01-Feb-19	SSE Southern Electric	1819.12	Electrical supply
15-Feb-19	SSE Southern Electric	2065.07	Electrical supply
28-Feb-19	SSE Southern Electric	2234.04	Electrical supply
15-Feb-19	Technical Surfaces Ltd	360.00	3G pitch service
22-Feb-19	The Berkshire Pension Fund	13807.15	Pension - employers and employees
15-Feb-19	The Local Word Ltd	394.80	Advertising OC
15-Feb-19	Token Security Solutions Ltd	660.00	Annual contract - key holding
22-Feb-19	Trade UK - BandQ	394.37	Building supplies
01-Feb-19	Trade UK - Screwfix	822.29	Building supplies
22-Feb-19	Trade UK - Screwfix	383.99	Building supplies
22-Feb-19	Unison Collection Ac	34.00	Union fees deducted from pay
08-Feb-19	Veolia ES - UK Ltd	585.92	Refuse collection
22-Feb-19	Veolia ES - UK Ltd	676.79	Refuse collection
18-Feb-19	Vodafone	290.77	Phone
01-Feb-19	Wingfield Engineering Ltd	225.95	MOT/service truck

95423.54

Clerk's imprest account

List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Feb-19	(Personal Information)	4.88	Refund allotment rent
04-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	15.00	Refund deposit
04-Feb-19	(Personal Information)	45.00	Refund deposit
11-Feb-19	(Personal Information)	200.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	154.40	Refund deposit
11-Feb-19	(Personal Information)	100.00	Refund deposit
25-Feb-19	(Personal Information)	200.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
18-Feb-19	(Personal Information)	50.00	Refund deposit
11-Feb-19	(Personal Information)	12.00	Refund WPLC room hire
18-Feb-19	(Personal Information)	50.00	Refund deposit
11-Feb-19	(Personal Information)	50.00	Refund deposit
04-Feb-19	(Personal Information)	50.00	Refund deposit
18-Feb-19	Amazon Mktp UK	56.80	Wings Over Woodley book
18-Feb-19	Amazon Mktp UK	30.71	Mop & Broom holder
20-Feb-19	Amazon Mktp UK	53.96	Soft bullets quick reload-Nerf

08-Feb-19	Argos Retail Group	150.00	10x Nerf Modulus guns
20-Feb-19	Argos Retail Group	120.00	8x Nerfs Modulus guns
11-Feb-19	Baby Sensory	49.35	Refund deposit
26-Feb-19	BACS B/L Pymnt Page 3987	72.00	Cardnet service fee
18-Feb-19	Cianna's Smile	95.00	Refund deposit
08-Feb-19	Facebook Ads	13.00	WPLC Facebook ad
27-Feb-19	Lloyds Bank	46304.45	Net February 2019 payroll
08-Feb-19	Lloyds Bank D/D	11.51	Bank service charges
20-Feb-19	Loos for dos	775.80	8 bay contemporary WC trailer
08-Feb-19	Rainbow Safety Store	8.64	Automatic door sign
12-Feb-19	TV Licensing	150.50	TV Licence Fee OC
		48973.00	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>
29-Mar-19	A Better Drainflow Ltd	780.00 Drain works - WPLC
08-Mar-19	Advanced Maintenance UK Ltd	661.20 New pump - WPLC flat
22-Mar-19	Advanced Maintenance UK Ltd	144.00 Call out - WPLC flat
29-Mar-19	Advanced Maintenance UK Ltd	3258.35 WPLC heating system repairs
08-Mar-19	Alan Hadley Ltd	286.80 Refuse collection
29-Mar-19	Alan Hadley Ltd	286.80 Refuse collection
22-Mar-19	Angel Springs Ltd	29.04 Environmental charge
08-Mar-19	AYS Cleaning Contractors Ltd	29.54 Contract Cleaning
22-Mar-19	AYS Cleaning Contractors Ltd	1656.30 Contract Cleaning
29-Mar-19	AYS Cleaning Contractors Ltd	27.33 Contract Cleaning
15-Mar-19	Badgemaster Ltd	14.23 Staff badges
22-Mar-19	BCM Group Plc	238.02 Stationery supplies
08-Mar-19	Be Fuelcards Ltd	1.52 Admin charge
15-Mar-19	Be Fuelcards Ltd	46.03 Diesel
29-Mar-19	Be Fuelcards Ltd	32.22 Petrol - Depot
22-Mar-19	Bowak Ltd	350.61 Cleaning supplies
08-Mar-19	Brake Bros Foodservice Ltd	196.14 Vending supplies
15-Mar-19	Brake Bros Foodservice Ltd	189.51 Vending supplies
29-Mar-19	Brake Bros Foodservice Ltd	670.29 Vending supplies
22-Mar-19	Brown Bag Cafe Ltd	283.52 Catering services
11-Mar-19	BT Telephone Payment Centre	173.52 Phone
22-Mar-19	Castle Water	713.00 Water rates
15-Mar-19	CDK Casting Ltd	96.60 Bronze Plaque
22-Mar-19	CDK Casting Ltd	96.60 Bronze Plaque
01-Mar-19	CF Corporate Finance Ltd	214.32 Qtrly Photocopier charge
22-Mar-19	Chiltern Training Ltd	270.00 Staff training
22-Mar-19	Clear Drains UK Ltd	2827.20 Drain works - WPLC
01-Mar-19	Club Manager Ltd	80.40 Club Manager membership
08-Mar-19	CoolerAid Ltd	60.00 Bottled water
22-Mar-19	CoolerAid Ltd	142.20 Bottled water
22-Mar-19	Create Hope	300.00 Self-help group meeting support
21-Mar-19	Crown Gas & Power	863.67 Gas supply
21-Mar-19	Crown Gas & Power	917.94 Gas supply
21-Mar-19	Crown Gas & Power	210.46 Gas supply
21-Mar-19	Crown Gas & Power	249.20 Gas supply
08-Mar-19	Dejac Associates Ltd	384.00 IT support
08-Mar-19	Ebsford Environmental Ltd	107614.80 Woodford Park Lake Project
08-Mar-19	EDF Energy 1 Ltd	12.80 Electrical supply
15-Mar-19	Energy Electrical Distributors Ltd	39.11 Electrical supplies
12-Mar-19	Epos Now Ltd D/D	30.00 EPOS till mthly charge
08-Mar-19	Eurodec Ltd	80.16 Building supplies
15-Mar-19	Eurodec Ltd	36.13 Building supplies
22-Mar-19	Eurodec Ltd	252.66 Building supplies
29-Mar-19	Eventu	15.00 Call out - Theatre
22-Mar-19	Evolution Water Services Ltd	300.00 Staff training
22-Mar-19	Fencing Products Ltd	91.80 Stake pegs - Depot
22-Mar-19	Fraser Office Supplies Ltd	193.98 Stationery supplies
11-Mar-19	Global 4 Communications	299.83 Phone
22-Mar-19	HMRC Cumbernauld	13081.18 PAYE & NI employers and employees

01-Mar-19	InTouch	71.98	Website support
27-Mar-19	Les Mills Fitness UK Ltd	197.76	Coach
29-Mar-19	Lightatouch	1041.66	Internal audit
05-Mar-19	Lloyds Bank D/D	36.62	Bank sevice charge
14-Mar-19	Lloyds Bank D/D	253.75	Monthly cardnet service charge
15-Mar-19	Lyreco UK Ltd	159.23	Stationery supplies
01-Mar-19	Mailcoms Ltd D/D	306.86	Postage
13-Mar-19	Mainstream Digital Ltd	0.82	Phone
29-Mar-19	Margaret Macknelly Design	360.00	Design - newsletter
08-Mar-19	McFarlane Telfer Ltd	742.57	Call out - dishwasher repair
15-Mar-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Mar-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
15-Mar-19	MKR Electrical Services Ltd	227.86	Electrical supplies
29-Mar-19	MKR Electrical Services Ltd	641.12	Electrical supplies
15-Mar-19	Office Furniture Online	165.60	Chairs - WPLC
22-Mar-19	Office Reality Ltd	676.92	Marketing - leaflets
15-Mar-19	Piercing Glance Ltd	533.40	Staff uniform OC/workshop
08-Mar-19	Pitney Bowes Ltd	150.00	Postage topup
12-Mar-19	Plusnet Plc	52.20	Phone
18-Mar-19	Plusnet Plc	52.20	Phone
22-Mar-19	Prudential	7.24	AVC payment deducted from pay
25-Mar-19	Public Works Loan Board	1528.16	Public Works Loan Payment
08-Mar-19	Rathbones	2696.80	VAT reclaimed to Rathbones
14-Mar-19	SGW Payroll Ltd	174.14	Payroll services
29-Mar-19	SHL Group Ltd	525.60	Recruitment assessment tests
15-Mar-19	Siemens Financial Services	1100.80	Gym equip monthly rental
08-Mar-19	Sportsmark Group Ltd	1956.00	Bowling Green Gulley Matting
15-Mar-19	SSE Southern Electric	1576.47	Electrical supply
29-Mar-19	SSE Southern Electric	1691.04	Electrical supply
15-Mar-19	Stackhouse Poland Ltd	34149.22	Insurance cover 2019/20
29-Mar-19	Technical Surfaces Ltd	840.00	3G pitch servicing
22-Mar-19	Thames Valley Water Services Ltd	774.00	Water sample tests
22-Mar-19	The Berkshire Pension Fund	13741.13	Pension - employers and employees
22-Mar-19	The Letterworks Ltd	752.00	Printing newsletter
22-Mar-19	Trade UK - BandQ	30.50	Building supplies
22-Mar-19	Trade UK - Screwfix	197.79	Building supplies
22-Mar-19	Travis Perkins Trading Co	47.36	Building supplies
22-Mar-19	Unison Collection Ac	34.00	Union fees deducted from pay
22-Mar-19	Veolia ES - UK Ltd	616.17	Refuse collection
18-Mar-19	Vodafone	293.72	Phone
15-Mar-19	Winnersh Plant Hire Ltd	300.00	Hire digger - Depot
29-Mar-19	Wyevale Garden Centres Ltd	25.41	Gardening supplies

207586.84

Clerk's imprest account

List of Payments made between 01/03/2019 and 31/03/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
11-Mar-19	(Personal Information)	50.00	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit
18-Mar-19	(Personal Information)	45.00	Refund deposit
25-Mar-19	(Personal Information)	50.00	Refund deposit
11-Mar-19	(Personal Information)	20.00	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit

04-Mar-19	(Personal Information)	124.95	Gym not used refund
18-Mar-19	(Personal Information)	48.00	Refund deposit
25-Mar-19	(Personal Information)	64.35	Refund deposit
04-Mar-19	(Personal Information)	50.00	Refund deposit
11-Mar-19	(Personal Information)	47.00	Refund deposit
25-Mar-19	Amazon UK	96.90	6 x Yoga matters sticky mats
04-Mar-19	Argos Retail	29.99	Kickmaster 6ft Fibreglass goal
26-Mar-19	Awards of Distinction Ltd	122.40	3 x JG Ice Block/engraving
29-Mar-19	B.A.P.S Swaminra	77.00	Refund credit
28-Mar-19	BACS B/L	57.60	Domain name renewal
13-Mar-19	Globe Ladders Ltd	74.00	Speedwatch - ladder
27-Mar-19	Lloyds Bank	45193.49	Net March 2019 payroll
15-Mar-19	Lloyds Bank D/D	11.50	Bank service charges
22-Mar-19	Marygreen Manor Hotel	65.00	Staff accomodation - training
26-Mar-19	PETTY CASH A/C	135.03	Top up petty cash
05-Mar-19	Shutterstock Netherlands BV	34.80	Images for leaflet - Lake Project
18-Mar-19	The Greek Orthodox	44.00	Refund deposit
14-Mar-19	Tooltime.co.uk	25.98	Distance measure wheel Speedwatch
29-Mar-19	Waitrose	184.96	Wine for Civic Awards
28-Mar-19	Winnersh Garden Centre	3.00	Flowers for Civic Awards

46754.95

Risk Management Strategy

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

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 every day work • Monitor progress in managing job related risks

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

- Brainstorming sessions with individuals, committees or panels and various levels of management.
- 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.