

**Minutes of a meeting of the Strategy & Resources Committee held remotely  
on Tuesday 19 January 2021 at 8:00 pm**

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

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

**Also present:** *1 member of the public*

49. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

50. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

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

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 24 November 2020 be approved and signed by the Chairman as a correct record.

52. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/21.

**RESOLVED:**

- ◆ To note Report No. SR 1/21.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (November) and **Appendix B** (December):

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

Voting: For: 7 Abstentions: 1

53. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 2/21 and informed Members that the Oakwood Centre, and the café, remained closed under the current lockdown restrictions. Members noted that blood donation sessions were able to continue at the Oakwood Centre, while observing Covid-safe rules. The Deputy Town Clerk reported that essential maintenance checks were continuing and the building was being kept in a state of readiness to enable it to open as soon as the lockdown restrictions were eased.

Members were pleased to note that the Town Clerk had received a positive response from local healthcare providers regarding the suggestion that the Oakwood Centre be used as one of the venues for delivering the vaccination programme and representatives from the local clinical commissioning group had arranged to visit the building later that week.

Members were informed that the Town Council office remained closed and office-based staff continued to work from home where possible.

**RESOLVED:**

- To note Report No. SR 2/21.

54. **RISK MANAGEMENT WORKING PARTY**

The Town Clerk presented Report No. SR 3/21 of the Risk Management Working Party meeting held on 15 December 2020.

During consideration of the Risk Register, it was pointed out that item SR14 on the Strategic Register should state that the impact of Coronavirus on the Council's finances was monitored by the Strategy and Resources Committee. The Town Clerk agreed to amend the Risk Register accordingly.

During consideration of the Disaster Recovery Plan, the Deputy Town Clerk was asked whether a recent ruling by the Supreme Court meant that the Council would be able to claim on its business interruption insurance for loss of income due to the Covid-19 pandemic. The Deputy Town Clerk agreed to contact the insurance company again regarding this matter and would circulate the response to all Councillors at the earliest opportunity.

**RESOLVED:**

- ◆ To note Report No. SR 3/21.

◆ To recommend that Council adopt the 2021/22 Risk Management Strategy, attached at **Appendix C**.

Voting: For: 6 Abstentions: 2

- ◆ That the Risk Register be presented to Council.

Voting: For: 6 Abstentions: 2

- ◆ To note the Disaster Recovery Plan.

55. **CHARGES 2021/22**

a) **Oakwood Centre charges 2021/22**

The Town Clerk presented the Proposed Charges 2021/22 Appendix.

**RECOMMENDED:**

- ◆ That the 2021/22 charges at the Oakwood Centre, as set out in the Proposed Charges 2021/22 Appendix, be approved.

Voting: For: 5 Abstentions: 3

b) **Leisure Services charges 2021/22**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities.

**RECOMMENDED:**

- ◆ That the charges for Leisure Services in 2021/22, as set out in the Proposed Charges 2021/22 Appendix, be approved.

Voting: For: 5 Abstentions: 3

56. **REVISED ESTIMATES 2020/21**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 4/21.

**RESOLVED:**

- ◆ To note Report No. SR 4/21.
- ◆ To approve the allocation of any balances remaining in the Legal and Professional Expenditure budget code to an earmarked reserve for that purpose at the 2020/21 year end.
- ◆ To approve the 2020/21 Revised Budget Estimates, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 3

b) **Leisure Services and Planning Committees**

**RESOLVED:**

- ◆ To approve the 2020/21 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 3

57. **BUDGET ESTIMATES 2021/22**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/21.

**RESOLVED:**

- ◆ To note Report No. SR 5/21.
- ◆ That the 2021/22 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2021/22 Budget and be presented for approval.

Voting: For: 5 Abstentions: 3

b) **Leisure Services and Planning Committees**

**RESOLVED:**

- ◆ That the 2021/22 Budget Estimates for the Leisure Services and Planning Committees, as set out in the Budget Appendix, form part of the 2021/22 Budget and be presented for approval.

Voting: For: 5 Abstentions: 3

c) **Budget and Precept 2021/22**

The Town Clerk presented Report No. SR 6/21.

**RESOLVED:**

- ◆ To note Report No. SR 6/21.

**RECOMMENDED:**

- ◆ That the budget for 2021/22 be presented to Council for approval.
- ◆ That a precept level of £1,293,034 for the 2021/22 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 3

58. **COMMUNITY GRANTS**

- a) Members considered a late request for grant funding, as set out in Report No. SR 7/21, in line with the community grants criteria and

**RESOLVED:**

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

Chemogiftbags	£250	Towards the cost of advertising and marketing, to raise awareness of the charity.
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Voting: For: 7 Abstentions: 1

- b) Members reviewed the guidelines for awarding Community Grants to groups and individuals.

**RESOLVED:**

- ◆ To make no changes to the guidelines for awarding Community Grants to groups and individuals.

Voting: For: 6 Abstentions: 2

59. **PROJECTS SCHEDULE 2020/21**

The Deputy Town Clerk presented the updated Projects Schedule 2020/21.

**RESOLVED:**

- ◆ To note the information contained in the updated Projects Schedule 2020/21.

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

Members noted the update provided in the agenda regarding a Service Level Agreement (SLA) to provide support to young people in Woodley. The present SLA would end on 31 March 2021 and it was proposed that the existing provider would undertake to continue providing some level of outreach work with young people and would liaise with the Community Youth Partnership and/or the Town Council on any important issues that may arise. This work would be provided at no cost to the Council. A meeting to consider the terms and requirements of a new SLA had been arranged for 26 January. Members of the Community Youth Partnership and representatives from each political group had also been

invited to the meeting. It was intended that a new draft agreement would be provided to the next meeting of the Committee on 27 April 2021.

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

- a) Members noted that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £61,576.
- b) Members noted that CIL payment of £10,505 received by Wokingham Borough Council was due to be paid to the Town Council in April 2021 and that a further £44,852 due to the Town Council had been invoiced by the Borough Council but not yet received by them.
- c) **CIL project proposals suggested by Wokingham Borough Council**  
Members considered the request from Wokingham Borough Council that the Town Council allocate CIL funds towards the following projects:
- The installation of new EV charge points in Woodley town centre car parks to support uptake of electric vehicles; in support of the ambition to be net-zero carbon by 2030. (15 charge points would cost approximately £75,000.)
  - Improved signs and way finding for pedestrians and cyclists to make full use of infrastructure for cycling and walking, which will quickly identify routes, destinations and places of interest. This project would be scalable, depending on design required - a feasibility study would be undertaken with interested towns/parishes. (Project cost depends on design required.)

Members felt strongly that with the loss of income caused by the pandemic, the Town Council was reliant on the CIL money to fund its own projects and should not allocate CIL funds towards the Borough Council's projects. However, a point of view was expressed that the two suggested projects were important for Woodley and might not be undertaken if the Town Council did not give financial support.

**RESOLVED:**

- ◆ To refuse the request from Wokingham Borough Council to allocate CIL funds towards the two suggested projects.

Voting: For: 7 Against: 1

62. **FUTURE AGENDA ITEMS**

An agenda item was requested to agree a policy on the furloughing of staff.

**RESOLVED:**

- ◆ That the Personnel Sub Committee would consider a protocol for making decisions on the furloughing of staff and would make a recommendation to the Committee.

63. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

64. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

Voting: For: 7 Against: 1

65. It was proposed by the Chairman and

**RESOLVED:**

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

66. **WOODFORD PARK LEISURE CENTRE ROOF**

The Deputy Town Clerk presented Report No. SR 8/21.

**RESOLVED:**

- ◆ To note Report No. SR 8/21.
- ◆ To refuse the contractor's offer and continue with action to recover the amount initially sought, on the basis of the acceptable quote received and the legal expenses incurred.

The meeting closed at 10:10 pm

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

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

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

### CLERKS IMPREST A/C

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

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



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

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

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

97621.42

#### CLERKS IMPREST A/C

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

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

57547.38

**Risk Management Strategy 2021/22**

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

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

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

**Aims and benefits**

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

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

**Process**

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

**Ownership**

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

**Assessment of risk**

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

*Probability of Occurrence:*

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

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

Evaluation of Impact:

<b>Impact on Performance</b>	<b>Risk Threat</b>
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:

<b>Probability</b>	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		<b>Impact</b>			

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

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

## Risk registers

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

**RISK MANAGEMENT PROCESS**

**Identifying risks**

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

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

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

**Risk ownership**

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

**Risk evaluation**

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

**Risk planning**

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

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

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

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

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

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

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

### **Review**

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

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

### **Current Covid -19 pandemic**

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

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

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