

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 25 January 2022 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; J. Anderson; A. Chadwick; C. Jewell; V. Lewis; P. Wicks*

Officers present: *M. Filmore, Committee Officer;*

Also present: *1 member of the public*

33. **APOLOGIES**

Apologies for absence were received from Councillors M. Nagra and B. Rowland, and from Kevin Murray (Deputy Town Clerk).

34. **DECLARATIONS OF INTEREST**

Councillor K. Baker – Prejudicial interest: Agenda item 15: Request for free use of the Oakwood Centre, as the request was submitted by the office of the Mayor of Wokingham Borough Council, and Councillor Baker is the current Mayor.

Councillor Baker did not take part in any voting with regards to this item.

35. **MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2021**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 23 November 2021 be approved and signed by the Chairman as a correct record.

36. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 1/22.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2021	£64,722.27	£128,819.73
December 2021	£135,802.65	£52,990.99

Voting: For: 6 Against: 0 Abstentions: 0

37. **OAKWOOD CENTRE UPDATE**

RESOLVED:

- ◆ To note Report No. SR 2/22.

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

The Chairman recorded his thanks to the members of the Standing Orders and Financial Regulations Working Party, along with Councillor Jewell, for their input in the extensive re-write of the Standing Orders.

Following a query the Chairman confirmed that the document now contained a more comprehensive Code of Conduct section which had used the Wokingham Borough Council Code of Conduct as a model. He noted that the new Standing Orders will not cover everything, although the document covers significantly more than previously, and will require regularly quarterly meetings of the Working Party in order to review comments and issues as they are raised.

RESOLVED:

- ◆ To note Report No. SR 3/22.

RECOMMENDED:

- ◆ That Council adopt the updated Financial Regulations, as set out in the agenda.
- ◆ That Council adopt the updated Standing Orders, as set out in the agenda.

Voting: For: 6 Against: 0 Abstentions: 0

39. **RISK MANAGEMENT WORKING PARTY**

Members noted that, whilst she was unable to attend the Risk Management Working Party meeting of the 13 January 2022, Councillor Rowland had been involved in extensive discussion and feedback with the Deputy Town Clerk prior to the meeting.

RESOLVED:

- ◆ To note Report No. SR 4/22.

RECOMMENDED:

- ◆ That Council adopt the 2022/23 Risk Management Strategy, attached at **Appendix C**.

Voting: For: 6 Against: 0 Abstentions: 0

Members noted that the Risk Register currently contained too many items that should be considered as 'issues' rather than 'risks'. Members recommended an Issues Log be maintained by officers, with those 'issues' scoring 9 or more when assessed against the Risk Strategy then included on the Risk Register. Members also recommended adding a column displaying an arrow which indicates whether the risk score has gone up or down, or stayed the same from the previous year. Councillor Anderson offered to contact Officers to discuss this.

RESOLVED:

- ◆ That the Risk Register be presented to Council.

Voting: For: 6 Against: 0 Abstentions: 0

- ◆ That the Terms of Reference of the Risk Management Working Party be updated to specify that the Risk Register should only contain those 'issues' which score 9 or above on the Risk Strategy.
- ◆ To note the Disaster Recovery Plan.

40. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Meeting held on 20 October 2021.
- ◆ To note Report No. SR 5/22

RECOMMENDED:

- ◆ That Council re-designate the Woodley Town Centre Management Initiative as the Town Centre Partnership, and approve the Terms of Reference attached at **Appendix D**.

Voting: For: 6 Against: 0 Abstentions: 0

41. **CHARGES 2022/23**

a) Oakwood Centre charges 2022/23

RECOMMENDED:

- ◆ That the 2022/23 charges at the Oakwood Centre, as set out in the Proposed Charges 2022/23 Appendix, be approved.

Voting: For: 6 Against: 0 Abstentions: 0

b) Leisure Services charges 2022/23

Members noted that higher charge increases appear to have been levied against OAPs and Under 18's compared with other groups, although it was noted that the charges were still cheaper than that of competitors and other providers in the area.

Members also noted that they would prefer not to use the term 'OAP' in future, and that the term 'Senior' would be more appropriate.

RESOLVED:

- ◆ To receive an explanation of the increase in costs levied at OAPs and Under 18's from the Deputy Town Clerk, and to then vote on the Proposed Leisure Services Charges for 2022/23 via email.

RECOMMENDED:

- ◆ That, subject to the response received to the above resolution, the 2022/23 charges for Leisure Services, as set out in the Proposed Charges 2022/23 Appendix, be approved.

42. **REVISED ESTIMATES 2021/22**

a) Strategy and Resources Committee

Members noted that they would like more information to be included in future on the Earmarked Reserves, specifically a description of what each reserve is for and details of when the money is expected to be spent, where known.

Members agreed that the Earmarked Reserves should be monitored regularly.

RESOLVED:

- ◆ To note Report No. SR 6/22.
 - ◆ To approve the 2021/22 Revised Budget Estimates, as set out in the Budget Appendix.
- Voting: For: 6 Against: 0 Abstentions: 0

b) Leisure Services and Planning and Community Committees

RESOLVED:

- ◆ To approve the 2021/22 Revised Budget Estimates of the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix.
- Voting: For: 6 Against: 0 Abstentions: 0

43.

BUDGET ESTIMATES 2022/23

a) Strategy and Resources Committee

RESOLVED:

- ◆ To note Report No. SR 7/22.
 - ◆ That the 2022/23 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2022/23 Budget and be presented to Council for approval.
- Voting: For: 6 Against: 0 Abstentions: 0

b) Leisure Services and Planning and Community Committees

RESOLVED:

- ◆ That the 2022/23 Budget Estimates for the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix, form part of the 2022/23 Budget and be presented to Council for approval.
- Voting: For: 6 Against: 0 Abstentions: 0

c) Budget and Precept 2022/23

Members noted that there had been a small increase in the tax base. Reserves have increased significantly and are currently too high. The Chairman highlighted that the precept was increased last year on the promise that if it were not be required it would be given back, hence the proposal to reduce the precept this year with the Council in a strong financial position.

RESOLVED:

- ◆ To note Report No. SR 8/22

RECOMMENDED:

- ◆ That the budget for 2022/23 be presented to Council for approval.

Voting: For: 6 Against: 0 Abstentions: 0

RECOMMENDED:

- ◆ That a precept level of £1,225,628 for the 2022/23 financial year be presented to Council for approval.

Voting: For: 5 Against: 0 Abstentions: 1

44. **COMMUNITY GRANTS**

RESOLVED:

- ◆ To note that the Community Grant application for Assisting Berkshire Children to Read was refused by the Committee.
- ◆ To note that expressions of thanks were received from the following Community Grant applicants:
 - Berkshire MS Therapy Centre
 - Woodley Adopt a Street Project (WASP)
 - Wokingham Job Centre Support
 - Kick Twist Cheerleading
 - Woodley United FC
 - Berkshire Vision

45. **COMMUNITY SPEEDWATCH**

The Chairman provided some background to the previous Community Speedwatch scheme. He stated that the Council owns Speedwatch equipment which is able to be used with the new scheme but that a Councillor is needed to lead on this. He asked Councillor Wicks, as Chairman of the Planning & Community Committee, to source a Councillor willing to take the project on.

RESOLVED:

- ◆ To approve the allocation of £1,000 to the Planning and Community Committee for the purchase and installation of Community Speedwatch signage around Woodley.
- Voting: For: 6 Against: 0 Abstentions: 0

46. **YOUTH STRATEGY WORKING PARTY**

RESOLVED:

- ◆ To approve the terms of reference of the working party, attached at **APPENDIX E**.
 - ◆ To approve that there will be 4 places on the working party.
- Voting: For: 6 Against: 0 Abstentions: 0
- ◆ That note that Councillor Skegg has been appointed to the Youth Strategy Working Party, with 3 vacant Conservative group places to be filled at a later date.

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

Councillor Baker, as Mayor of Wokingham Borough Council, provided an explanation of the Mayor's 'Volunteer Thank You' event. He explained that, unlike in previous years, this year's event would aim to thank a wider range of volunteers, including individuals who have supported people through the pandemic and not just volunteer organisations. This is likely to increase the number of people attending the event, and the access to outdoor space at the Oakwood Centre makes it a suitable location.

The budget for the event is around £1,000. Wokingham Borough Council are looking to reduce costs where possible in order that they can invite and cater for a greater number of volunteers.

Councillor Jewell stated that, whilst she agreed with the sentiment, she felt that other community groups have to pay for the use of the Centre and could not see why Wokingham Borough Council should not.

Councillor Baker then handed over to the Committee Officer to conduct the vote, and Councillor Baker took no part in the vote.

RESOLVED:

- ◆ To approve the free use of the Oakwood Centre, for the Wokingham Borough Mayor's annual 'Volunteer Thank You' Event.

Voting: For: 5 Against: 1 Abstentions: 0

48. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

Members highlighted that the Town Council website Climate Emergency information is out of date and needs updating. Members noted that the Town Electors' Working Party have determined that the Town Electors' meeting this year should focus on sustainability and the climate, and that this would be used as a catalyst for launching improvements, such as the website information, to promote and support climate initiatives.

RESOLVED:

- ◆ To note the Climate Emergency Action Plan Update, set out in Report No. SR 9/22.
- ◆ To note that the following dates had been set for meetings of the Climate Emergency Working Part in 2022/23
 - Wednesday 6th April 2022
 - Wednesday 6th July 2022
 - Wednesday 5th October 2022
 - Wednesday 11th January 2023
 - Wednesday 5th April 2023

49. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

50. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity.

Meeting closed at 9:34 pm

Woodley Town Council**Current Account****List of Payments made between 01/11/2021 and 30/11/2021**

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

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

Total Payments

61432.32

CLERKS IMPREST A/C

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

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

Total Payments

47021.45

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

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

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

Total Payments

86377.91

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

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

Risk Management Strategy 2022/23

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

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.

TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
0.0	20/01/22		Draft
0.1	24/01/22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.

- 1. TYPE OF COMMITTEE => PARTNERSHIP**
- 2. PARENT COMMITTEE => STRATEGY AND RESOURCES COMMITTEE**
- 3. SIZE =>**
 - 2 Woodley Town Council Nominees*
 - 2 Wokingham Borough Councillors*
 - 2 Woodley Traders*
 - 4 co-opted individuals*
 - 1 Wokingham Borough Council Officer
 - 1 Woodley Town Council Officer
 - Town Centre Manager
 - Saturday Market Manager
 - Thames Valley Police
 - Beechwood School

**indicates voting rights*

4. DUTIES AND POWERS

4.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

5. STRUCTURE AND ORGANISATION

The management structure of the initiative consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 5.4

5.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the Initiative. Its role is to determine the policy and direction of the Initiative through an annual plan. Additionally, it will provide direction regarding any "ad hoc" requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership's funds, in line with the budget, set annually by the Town Centre Management Partnership.

The Partnership's funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police and/or chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted

members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12 month period at the Annual meeting in October.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The WTCMI chairman and the Vice Chairman both have voting rights at every meeting of the WTCMI Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

5.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

5.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day to day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

5.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

6. OTHER

6.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Town Centre Partnership.

6.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

Youth Services Task and Finish Working Group

VERSION	DATE	AMENDED?	COMMENTS
0.0	20.01.22		Draft

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

2. PARENT COMMITTEE => Strategy and Resources Committee

3. SIZE => 4 Councillors

4. DUTIES AND POWERS

4.1. OVERALL PURPOSE

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

4.2. MEETINGS

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

4.3. TERMS OF OPERATION

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