

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 21 January 2020 at 8:00 pm

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

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

Also present: *Councillor M. Doyle
2 members of the public*

59. **APOLOGIES**
Apologies for absence were received from Councillors J. Cheng and K. Gilder.

60. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.

61. **MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 November 2019 be approved and signed by the Chairman as a correct record.

62. **COUNCIL CASUAL VACANCY**
Members noted that a by-election would be held on 27 February 2020 to fill the casual vacancy in Coronation East ward.

63. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/20.

RESOLVED:

- ◆ To note Report No. SR 1/20.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
November 2019	£90,447.85	£51,281.13
December 2019	£85,658.79	£51,449.35

c) **Council borrowing**

Members noted the schedule of loan repayments provided in the agenda and were pleased to note that the loan in regard to Bulmershe Leisure Centre had been fully paid off in September 2019. Members all agreed that it was very useful for this information to be provided to them when the budget for the following year was being set.

RESOLVED:

- ◆ That a summary of the Council's outstanding loans would be provided to the Committee annually with the budget information.

64. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented report No. 2/20 and informed Members that the installation of solar panels on the Oakwood Centre was complete and the panels were operational.

Members were pleased to note that the seating in the theatre had been reupholstered as part of the improvement plan to upgrade the facility. In reply to a question about the planned upgrading of the audio-visual equipment and connectivity, the Deputy Town Clerk informed Members that advice on the requirements had been sought from hirers and the technicians who had been using the theatre.

The Deputy Town Clerk reported that progress on the Oakwood Centre roof repairs had been slow, partly due to the surveyor assigned to the project having left the company engaged to carry out the next stages of the work. Officers were making arrangements to move the project on as quickly as possible.

RESOLVED:

- ◆ To note Report No. SR 2/20.

65. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented report No. 3/20 of the Catering Partnership meeting held on 17 January 2020. The report was tabled at the meeting, as the Catering Partnership meeting had taken place after the agenda for this meeting had been issued.

RESOLVED:

- ◆ To note Report No. SR 3/20.

66. **RISK MANAGEMENT WORKING PARTY**

a) The Town Clerk presented Report No. SR 4/20 of the Risk Management Working Party meeting held on 19 December 2019. Members considered the risk register and a suggestion was made that it would be easier to scrutinise the register if the number of risk items could be reduced by amalgamating some of the items. It was also suggested that the high-risk items could be emphasised by placing them on the front page of the register, regardless of which risk area they came from. The Town Clerk agreed to report these recommendations to the working party. Members also asked that, in future, particular consideration be given to the items concerning the environmental impact of the Council's actions and the Town Council's target of becoming carbon neutral by 2030.

RESOLVED:

- ◆ To note Report No. 4/20.

b) The Town Clerk presented Report No. SR 5/20 of the Risk Management Working Party meeting held on 9 January 2020.

RESOLVED:

- ◆ To note Report No. SR 5/20.

◆ To recommend that Council adopt the 2020/21 Risk Management Strategy, attached at **Appendix C**.

- ◆ That the Risk Register be presented to Council.

67. **HUMAN RESOURCES AND HEALTH AND SAFETY ADVICE/SUPPORT**

The Town Clerk presented Report No. 6/20.

RESOLVED:

- ◆ To note Report No. 6/20.
- ◆ To continue to engage Ellis Whittam to provide Human Resources and Health and Safety support and services, as set out in the appendix provided with the report, with effect from 28 February 2020 for a period of 5 years at a cost of £5,950 per annum.

68. **CHARGES 2020/21**

a) **Oakwood Centre charges 2020/21**

The Town Clerk presented the Proposed Charges 2020/21 Appendix.

RECOMMENDED:

- ◆ That the 2020/21 charges at the Oakwood Centre, as set out in the Proposed Charges 2020/21 Appendix, be approved.

b) **Leisure Services charges 2020/21**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities. Members thanked the Leisure Services Manager for providing comparison prices for services provided by other facilities, as these were very useful.

RECOMMENDED:

- ◆ That the charges for Leisure Services in 2020/21, as set out in the Proposed Charges 2020/21 Appendix, be approved.

69. **REVISED ESTIMATES 2019/20**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 7/20.

RESOLVED:

- ◆ To note Report No. SR 7/20.
- ◆ 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 2019/20 year end.
- ◆ To approve the 2019/20 Revised Budget Estimates, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 2

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ To approve the 2019/20 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

Voting: For: 5 Abstentions: 2

70. **BUDGET ESTIMATES 2020/21**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 8/20.

RESOLVED:

- ◆ To note Report No. SR 8/20.
- ◆ That the 2020/21 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2020/21 Budget and be presented for approval.

Voting: For: 5 Abstentions: 2

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ That the 2020/21 Budget Estimates for the Leisure Services and Planning Committees, as set out in the Budget Appendix, form part of the 2020/21 Budget and be presented for approval.

Voting: For: 5 Abstentions: 2

c) **Budget and Precept 2020/21**

The Town Clerk presented Report No. SR 9/20.

RESOLVED:

- ◆ To note Report No. SR 9/20.

RECOMMENDED:

- ◆ That the budget for 2020/21 be presented to Council for approval.
- ◆ That a precept level of £1,203,188 for the 2020/21 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 2

71. **CLIMATE EMERGENCY**

The Deputy Town Clerk presented Report No. SR 10/20, which included an initial calculation of the Council's carbon footprint and an explanation of how the assessment had been made. Members were informed of the initial steps that had already been taken to reduce the Council's carbon footprint and the potential future energy savings to be considered.

Members discussed the proposal to set up a Climate Emergency Working Party and considered the draft Terms of Reference.

RESOLVED:

- ◆ To note Report No. SR 10/20.
- ◆ That a Climate Emergency Working Party be established.
- ◆ To approve the draft Terms of Reference of the Climate Emergency Working Party, attached at **Appendix D**.
- ◆ To appoint Councillors Baker, Jewell and Wicks to the Climate Emergency Working Party.

72. **PROJECTS SCHEDULE 2019/20**

The Deputy Town Clerk presented the updated Projects Schedule 2019/20.

RESOLVED:

To note the information contained in the updated Projects Schedule 2019/20.

73. **COMMUNITY GRANTS**

Due to the lateness of the hour it was

RESOLVED:

- ◆ That the review of the guidelines for awarding Community Grants to groups and organisations and to individuals be deferred until the next meeting on 28 April 2020.

74. 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.

75. **WOODLEY BUSINESS CLUB**

Members considered a request from Woodley Business Club for free use of the Oakwood Centre for the 2020 Festival of Business and for the monthly committee meetings relating to the Festival in 2020.

RESOLVED:

- ◆ That officers determine all the organisations that are given use of the Oakwood Centre for free, or for a discounted rate, and that this information be provided to the next meeting.

76. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

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

77. **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 £72,085.
- b) Members noted that CIL payment of £38,621 received by Wokingham Borough Council was due to be paid to the Town Council in April 2020 and that a further £105,197 due to the Town Council had been invoiced by the Borough Council but not yet received by them.

78. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

79. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The work being undertaken by the Town Council with regard to the Climate Emergency.

80. **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 items.

81. **YOUTH SERVICES SERVICE LEVEL AGREEMENT**

The Town Clerk presented Report No. SR 11/20.

RESOLVED:

- ◆ To note Report No. SR 11/20.
- ◆ To delay the tendering of the contract for the provision of detached youth work and associated support and activities for young people in Woodley and extend the existing Service Level Agreement provided by Just Around the Corner for a period of one year, to 31 March 2021, at the same rate paid in 2019/20.

The meeting closed at 10:35 pm

Woodley Town Council**Current Account****List of Payments made between 01/11/2019 and 30/11/2019**

01-Nov-19	Alan Hadley Ltd	297.00	Refuse collection
08-Nov-19	Alan Hadley Ltd	400.80	Refuse collection
22-Nov-19	Alan Hadley Ltd	297.00	Refuse collection
15-Nov-19	Allder Glass Ltd	684.00	Supply & fit new glass OC
22-Nov-19	AYS Cleaning Contractors Ltd	2230.13	Contract cleaning
08-Nov-19	Be Fuelcards Ltd	115.43	Diesel
15-Nov-19	Be Fuelcards Ltd	32.63	BP Unleaded-Depot
15-Nov-19	Bourne Amenity Ltd	1090.80	Rock salt/spreader
22-Nov-19	Bowak Ltd	589.60	Cleaning supplies
08-Nov-19	Brake Bros Foodservice Ltd	268.48	Vending supplies
15-Nov-19	Brake Bros Foodservice Ltd	215.49	Vending supplies
22-Nov-19	Brewers Decorator Centres	139.72	Building supplies
15-Nov-19	Brown Bag Cafe Ltd	118.80	Catering services
22-Nov-19	Brown Bag Cafe Ltd	1435.84	Catering services
25-Nov-19	BT Telephone Payment Centre	500.76	Phone WPLC
01-Nov-19	Castle Water	248.82	Water rates
01-Nov-19	Club Manager Ltd	80.40	Clubmanager monthly fee
22-Nov-19	Crown Gas & Power	791.30	Gas supply - Oakwood Centre
22-Nov-19	Crown Gas & Power	577.70	Gas supply - WPLC
22-Nov-19	Crown Gas & Power	208.30	Electricity supply
22-Nov-19	Crown Gas & Power	144.24	Gas supply - Coro Hall
08-Nov-19	EDF Energy 1 Ltd	14.47	Electricity supply
15-Nov-19	Energy Electrical Distributors Ltd	15.00	Electrical supplies
22-Nov-19	Energy Electrical Distributors Ltd	2.76	Electrical supplies
12-Nov-19	Epos Now Ltd	30.00	Monthly till support
22-Nov-19	Fuel Fitness Ltd	90.00	Coach
08-Nov-19	Furniture@work Ltd	212.40	Oak framed noticeboard
11-Nov-19	Global 4 Communications	294.89	Phone
22-Nov-19	HMRC Cumbernauld	14585.09	PAYE & NI
01-Nov-19	InTouch	35.99	Web page monthly charge
22-Nov-19	J P Lennard Ltd	192.96	Badminton nets/ropes
22-Nov-19	John Willis	130.00	Window cleaning
15-Nov-19	Kim Bedford	358.95	Councillor training
15-Nov-19	Krowmark Ltd	39.90	Staff uniform
22-Nov-19	Laundry Depot	308.40	Laundry/pressing
22-Nov-19	LAX Events Ltd	590.00	Sound system-Remembrance day
27-Nov-19	Les Mills Fitness UK Ltd	197.76	Bodybalance - Coach
15-Nov-19	Lister Wilder Ltd	559.40	Air blow gun/hose/air line control
14-Nov-19	Lloyds Bank	257.48	Cardnet service charges
13-Nov-19	Mailcoms Ltd	89.88	Ink cartridge-post
14-Nov-19	Mainstream Digital Ltd	1.02	Phone
15-Nov-19	Merchant Rentals Ltd	15.44	Cardnet rental
15-Nov-19	Merchant Rentals Ltd	15.29	Cardnet rental
08-Nov-19	Office Furniture Online	710.40	WPLC office supplies
15-Nov-19	Office Furniture Online	2448.00	WPLC office supplies
22-Nov-19	Pat Pals Ltd	292.62	Electrical PAT testing
01-Nov-19	PHS Group	364.74	Qtrly dust mat rental
12-Nov-19	Plusnet Plc	52.20	Phone OC
18-Nov-19	Plusnet Plc	52.20	Phone-WPLC
01-Nov-19	PPL PRS Ltd	419.90	Music licence
08-Nov-19	PPL PRS Ltd	1147.67	Music licence
22-Nov-19	Prudential	307.24	AVC payment deducted from pay
15-Nov-19	Reading Community Energy Soc Ltd	1222.19	Electricity supply

08-Nov-19	Rialtas Business Solutions Ltd	70.80	Support fee - VAT digital tax
01-Nov-19	Rigby Taylor	684.70	Grass seed/wild flowers
22-Nov-19	Round & About Publications Ltd	66.00	Publicity WTCMI
15-Nov-19	Seton	467.02	Coronation Hall/Oakwood signs
06-Nov-19	SGW Payroll Ltd	170.06	Oct 19 Payroll-services
15-Nov-19	Siemens Financial Services	1100.80	Gym equipment rental
08-Nov-19	Spaldings Ltd	80.22	Decorating supplies
01-Nov-19	SSE Southern Electric	471.53	Electricity supply
15-Nov-19	SSE Southern Electric	1837.46	Electricity supply
15-Nov-19	St John Ambulance	162.00	First Aid training
28-Nov-19	SWALEC	39.41	Public toilet - Electrical supply
22-Nov-19	The Berkshire Pension Fund	16104.93	Pension - employers and employees
08-Nov-19	The Crown Estate Commissioners	730.00	WTCMI-Christmas Tree
22-Nov-19	Trade UK - BandQ	389.00	Building supplies
22-Nov-19	Trade UK - Screwfix	503.46	Building supplies
15-Nov-19	Tudor Environmental	576.00	Gardening supplies
22-Nov-19	Tudor Environmental	122.77	Gardening supplies
22-Nov-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Nov-19	Vodafone	282.00	Phone
08-Nov-19	West Berkshire Council	475.00	Premises licence renewal
15-Nov-19	Winnersh Plant Hire Ltd	123.45	Hire of digger - Depot
01-Nov-19	Wokingham BC - Rates	2246.00	Rates-WPLC
01-Nov-19	Wokingham BC - Rates	358.00	Rates-Coro Hall
01-Nov-19	Wokingham BC - Rates	162.00	Rates-Chapel Hall
01-Nov-19	Wokingham BC - Rates	884.00	Rates-Oakwood
01-Nov-19	Wokingham BC - Rates	386.00	Rates-Public Toilet
01-Nov-19	Wokingham Borough Council	26399.76	Town Council elections charges
		90447.85	

Woodley Town Council
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List of Payments made between 01/11/2019 and 30/11/2019

Date Paid	Payee Name	Amount Paid	
04-Nov-19	(Personal Information)	12.00	College parking charge
04-Nov-19	(Personal Information)	27.96	Halfords spray cans
04-Nov-19	(Personal Information)	100.00	Refund deposit
04-Nov-19	(Personal Information)	200.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	50.00	Refund deposit
04-Nov-19	(Personal Information)	100.00	Refund deposit
11-Nov-19	(Personal Information)	150.00	Refund deposit
11-Nov-19	(Personal Information)	50.00	Refund deposit
11-Nov-19	(Personal Information)	50.00	Refund deposit
11-Nov-19	(Personal Information)	50.00	Refund deposit
11-Nov-19	(Personal Information)	100.00	Refund deposit
18-Nov-19	(Personal Information)	200.00	Refund deposit
18-Nov-19	(Personal Information)	50.00	Refund deposit
18-Nov-19	(Personal Information)	39.40	Refund-travel claim
25-Nov-19	(Personal Information)	50.00	Refund deposit
25-Nov-19	(Personal Information)	50.00	Refund deposit
25-Nov-19	(Personal Information)	45.00	Refund deposit
25-Nov-19	(Personal Information)	40.80	Refund deposit
25-Nov-19	(Personal Information)	54.60	Inv 15909 paid twice-refund
06-Nov-19	Amazon.co.uk	249.00	Bissel carpet cleaner

07-Nov-19	Amazon.co.uk	76.42	Chalkspray can/snapframes/cups
25-Nov-19	Amazon.co.uk	7.99	Cable ties
25-Nov-19	Amazon.co.uk	18.35	BIC Clic ball pens
04-Nov-19	Aslam	150.00	Refund deposit
27-Nov-19	DVLA	160.00	Vehicle tax-RX68 DXZ
12-Nov-19	Epos Now Ltd D/D	30.00	Monthly till support licence
01-Nov-19	Fast Keys	10.24	Metal cupboard keys cut
07-Nov-19	Floor&Wall Solutions.co.uk	129.00	Anti-slip strips
27-Nov-19	Lloyds Bank	47476.54	Nov 2019 payroll-net
08-Nov-19	Lloyds Bank D/D	14.37	Bank service charges
14-Nov-19	Lloyds Bank D/D	257.48	Cardnet service charge
13-Nov-19	Mailcoms Ltd D/D	89.88	Ink cartridge-Post
14-Nov-19	Mainstream Digital Ltd	1.02	Phone
25-Nov-19	PETTY CASH A/C	134.91	Top up petty cash
26-Nov-19	Robert Dyas	58.91	Xmas lighting & batteries
06-Nov-19	Shop-flints.co.uk	70.70	Decorating supplies
01-Nov-19	Solopress.com	231.36	Flyers & leaflets
08-Nov-19	Solopress.com	131.22	Posters & Banners
26-Nov-19	Solopress.com	50.28	Banners OC
04-Nov-19	Solopress.com	113.70	Flyers & leaflets
26-Nov-19	The Royal British Legion	50.00	2x Poppy wreaths
04-Nov-19	Woodley Central WI	50.00	Refund deposit
18-Nov-19	XL Displays.co.uk	150.00	External notice boards
		51281.13	

Woodley Town Council**Current Account****List of Payments made between 01/12/2019 and 31/12/2019**

Date Paid	Payee Name	Amount Paid	
04-Dec-19	A1 Locksmiths(Berkshire) Ltd	157.02	Depot keys cut
20-Dec-19	ACL Consultancy Solutions Ltd	2160.00	Support/advice re SLAs
20-Dec-19	Airquee Ltd	415.33	Annual bouncy castle inspection
06-Dec-19	Alan Hadley Ltd	297.00	Refuse collection
04-Dec-19	Angel Springs Ltd	106.37	Rental charges
13-Dec-19	AYS Cleaning Contractors Ltd	12.37	Cleaning supplies
06-Dec-19	Be Fuelcards Ltd	9.18	Annual Admin card charge
20-Dec-19	Be Fuelcards Ltd	38.72	Unleaded fuel-Depot
20-Dec-19	Berkshire Tree Care	936.00	Remove 2x trees Woodford Pk
20-Dec-19	Bowak Ltd	446.95	Cleaning supplies
04-Dec-19	Brake Bros Foodservice Ltd	203.55	Vending supplies
06-Dec-19	Brake Bros Foodservice Ltd	177.88	Vending supplies
20-Dec-19	Brake Bros Foodservice Ltd	130.35	Vending supplies
04-Dec-19	Brewers Decorator Centres	61.24	Building supplies
04-Dec-19	Brown Bag Cafe Ltd	118.80	Catering services
06-Dec-19	Brown Bag Cafe Ltd	54.00	Catering services
06-Dec-19	Broxap Ltd	663.60	Cast iron Ripon seat
13-Dec-19	Castle Water	1249.17	Water rates
06-Dec-19	CDK Casting Ltd	96.60	Bronze plaque
02-Dec-19	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
04-Dec-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
02-Dec-19	Club Manager Ltd	80.40	Clubmanager monthly fee
04-Dec-19	CoolerAid Ltd	172.62	Bottled water
13-Dec-19	CoolerAid Ltd	31.20	Bottled water
20-Dec-19	Crown Gas & Power	1083.50	Gas Supply
20-Dec-19	Crown Gas & Power	1083.98	Gas supply
20-Dec-19	Crown Gas & Power	233.40	Gas supply
20-Dec-19	Crown Gas & Power	260.32	Gas supply
13-Dec-19	DCK Accounting Solutions Ltd	653.40	Budget setting support
13-Dec-19	EDF Energy 1 Ltd	14.06	Electricity supply
13-Dec-19	Energy Electrical Distributors Ltd	175.52	Electrical supplies
04-Dec-19	Entertainment Solutions Ltd	510.00	Winter extravaganda entertainment
12-Dec-19	Epos Now Ltd D/D	30.00	Monthly EPOS till charge
20-Dec-19	Fraser Office Supplies Ltd	13.18	Stationery supplies
10-Dec-19	Global 4 Communications	300.05	Phone
06-Dec-19	H F Newberry	136.00	Mayor's Christmas cards - 2019
13-Dec-19	HMRC Cumbernauld	14410.71	PAYE & NI
02-Dec-19	InTouch	35.99	Monthly web service fee
20-Dec-19	JM Spurling Planning Consultants I	600.00	Planning report
06-Dec-19	Krowmark Ltd	33.66	Staff uniform
13-Dec-19	Lamps-Tubes Luminations Ltd	4577.62	WTCMI - Christmas lighting
04-Dec-19	Lightatouch	1250.00	Internal audit service
03-Dec-19	Lloyds Bank D/D	40.42	Bank charges
13-Dec-19	Lloyds Bank D/D	177.50	Cardnet service charge
31-Dec-19	Lloyds Bank D/D	37.98	Bank charges
04-Dec-19	Lyreco UK Ltd	444.99	Stationery supplies
16-Dec-19	Mainstream Digital Ltd	2.10	Phone
04-Dec-19	Margaret Macknelly Design	225.00	Hearld newsletter Nov 2019 design
16-Dec-19	Merchant Rentals Ltd	15.44	Cardnet monthly rental
16-Dec-19	Merchant Rentals Ltd	15.29	Cardnet monthly rental
13-Dec-19	Pat Pals Ltd	248.40	Electrical PAT testing
12-Dec-19	Pitney Bowes Ltd	150.00	Postage top up

12-Dec-19	Plusnet Plc	52.20	Phone
18-Dec-19	Plusnet Plc	52.20	Phone
06-Dec-19	PPL PRS Ltd	1401.24	Music licence
13-Dec-19	Prudential	307.24	AVC payment deducted from pay
27-Dec-19	Public Works Loan Board	10640.58	Loan repayments
13-Dec-19	R.E.S. Systems Ltd	1002.34	Fire extinguisher service
20-Dec-19	Rialtas Business Solutions Ltd	793.20	Omega software support
13-Dec-19	Round & About Publications Ltd	210.00	Half page advert
06-Dec-19	Sabercom Ltd	300.00	Annual software assurance charge
13-Dec-19	Seton	246.36	Coronation Hall/Oakwood signs
10-Dec-19	SGW Payroll Ltd	172.10	Payroll services
16-Dec-19	Siemens Financial Services	1100.80	Gym equipment rental
04-Dec-19	SSE Southern Electric	1987.12	Electricity supply
06-Dec-19	SSE Southern Electric	653.96	Electricity supply
13-Dec-19	SSE Southern Electric	1717.52	Electricity supply
27-Dec-19	SWALEC	63.61	Public toilet-Electric supply
06-Dec-19	Technical Surfaces Ltd	360.00	Matchfit 3G pitch service
20-Dec-19	Thames Valley Water Services Ltd	246.00	Water sample testing
13-Dec-19	The Berkshire Pension Fund	16204.93	Pension - employers and employees
04-Dec-19	The Letterworks Ltd	792.00	Hearld newsletter Nov 2019 issue
20-Dec-19	The Reindeer Centre	2280.00	Reindeer & Grotto hire
06-Dec-19	The Wokingham Paper Ltd	420.00	WTCMI advertising
20-Dec-19	Trade UK - BandQ	1125.01	Building supplies
20-Dec-19	Trade UK - Screwfix	1007.05	Building supplies
04-Dec-19	Ukactive	307.50	Music licence
13-Dec-19	Unison Collection Ac	34.00	Union fees deducted from pay
04-Dec-19	Veolia ES - UK Ltd	747.41	Refuse collection
18-Dec-19	Vodafone	370.34	Phone
02-Dec-19	Wokingham BC - Rates	2246.00	Rates-WPLC
02-Dec-19	Wokingham BC - Rates	358.00	Rates-Coro Hall
02-Dec-19	Wokingham BC - Rates	386.00	Rates-Toilet
02-Dec-19	Wokingham BC - Rates	162.00	Rates-Chapel Hall
02-Dec-19	Wokingham BC - Rates	884.00	Rates-Oakwood
		85658.79	

Woodley Town Council

CLERKS IMPREST A/C

List of Payments made between 01/12/2019 and 31/12/2019

Date Paid	Payee Name	Amount Paid	
02-Dec-19	(Personal Information)	50.00	Refund deposit
02-Dec-19	(Personal Information)	50.00	Refund deposit
09-Dec-19	(Personal Information)	49.98	Gym member refund
10-Dec-19	(Personal Information)	100.00	Grant - Dec 2019
10-Dec-19	(Personal Information)	100.00	Grant - Dec 2019
10-Dec-19	(Personal Information)	200.00	Grant - Dec 2019
10-Dec-19	(Personal Information)	100.00	Grant - Dec 2019
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
16-Dec-19	(Personal Information)	50.00	Refund deposit
23-Dec-19	(Personal Information)	15.00	Refund deposit
23-Dec-19	(Personal Information)	50.00	Refund deposit
23-Dec-19	(Personal Information)	50.00	Refund deposit
23-Dec-19	(Personal Information)	351.75	Refund deposit
10-Dec-19	Amazon.co.uk	22.99	50m outdoor Ethernet cable

16-Dec-19	Amazon.co.uk	49.95	Cups for carol concert
20-Dec-19	Amazon.co.uk	115.16	LED lighting TCMI
09-Dec-19	Barbados & Friends	150.00	Refund deposit
10-Dec-19	Berkshire Multiple Sclerosis	250.00	Grant - Dec 2019
10-Dec-19	Kick Twist Cheerleading	200.00	Grant - Dec 2019
16-Dec-19	Kim Bedford	358.95	Councillor training
18-Dec-19	Lloyds Bank	46700.89	Net Dec 2019 payroll
13-Dec-19	Lloyds Bank D/D	13.50	Bank charges
03-Dec-19	MCOL Justice.gov.uk	60.00	Money online claim
18-Dec-19	PETTY CASH A/C	171.68	Top up petty cash
09-Dec-19	PH Retreats Ltd	114.50	Refund deposit
02-Dec-19	Reading Spring Gardens Brass	50.00	Refund deposit
18-Dec-19	Replacement keys	5.90	Oakwood key replaced
16-Dec-19	SCL Education & Training	36.00	C/m paid invoice in error
09-Dec-19	Scribbl.co.uk	61.23	Tea bags
12-Dec-19	Solopress.com	35.64	Flyers & leaflets
16-Dec-19	Stagedepot.co.uk	135.15	15amp 2 way splitter/bond
10-Dec-19	The Link Visiting Scheme	250.00	Grant - Dec 2019
10-Dec-19	Waitrose	101.08	Mayor's reception-Wine/mince pies
10-Dec-19	Wokingham Job Support	200.00	Grant - Dec 2019
10-Dec-19	Wokingham Veteran Tree Assoc	100.00	Grant - Dec 2019
10-Dec-19	Wokingham Volunteer Centre	250.00	Grant - Dec 2019
10-Dec-19	Woodley Adpot a Street	200.00	Grant - Dec 2019
23-Dec-19	Woodley Light Operatic	200.00	Refund deposit
10-Dec-19	Woodley Photographic Club	200.00	Grant - Dec 2019
09-Dec-19	Woodley Womens Guild	50.00	Refund deposit
		51449.35	

Risk Management Strategy 2020/21

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:

- 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.

Climate Emergency Working Party – Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

To identify, consider and develop actions and opportunities to enable the Council to meet its target of becoming a carbon neutral organisation by 2030 and to make recommendations to the Strategy and Resources Committee in order to achieve this.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

Meetings

Meetings of the working party will take place as appropriate and necessary.

Terms of operation

To have general oversight of the Council's Climate Emergency actions.

To develop the Climate Emergency Action Plan with community partners and Wokingham Borough Council.

To publish and publicise the Climate Emergency Action Plan.

To identify opportunities for the Council to reduce its carbon footprint.

To identify and encourage wider community involvement.

To identify opportunities to provide advice and information on Climate Emergency issues and initiatives to Woodley residents, businesses and visitors.

To monitor progress on actions.

To identify action priorities and report to S&R for consideration/funding.