



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ  
www.woodley.gov.uk

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To: **ALL MEMBERS OF THE COUNCIL**

**YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at 8:00pm on Tuesday 4 February 2020 at the Oakwood Centre.**

A handwritten signature in black ink that reads "Deborah Mander". The script is cursive and fluid.

Deborah Mander  
Town Clerk

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Before the opening of the Town Forum, there will be a presentation by Matthew Barber, Deputy Police and Crime Commissioner for the Thames Valley, who will speak about his role.

**Town Forum**

The first 30 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

**A G E N D A**

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 10 DECEMBER 2019**

To approve the minutes of the Council Meeting held on 10 December 2019, and that they be signed by the Chairman.

Page 4

4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Planning and Community Committee	7 January 2020	Page 13
4.2	Leisure Services Committee	14 January 2020	Page 21
4.3	Strategy and Resources Committee	21 January 2020	Page 27
4.4	Planning and Community Committee	28 January 2020	Page 45

5. **COMPOSITION OF THE COUNCIL**

a) To note that Councillor Nagra has resigned from the Conservative Group and is now an independent councillor.

b) To note the composition of the Council:

Conservative: 16  
Liberal Democrat: 6  
Labour: 1  
Independent: 1  
Vacant: 1

c) To note that a by-election in Coronation East ward has been called for 27 February 2020 to fill the vacant position on the Council.

6. **COMMITTEE MEMBERSHIP**

Following Councillor Nagra's resignation from the Conservative Group, to consider an appointment to the vacant position on the Planning and Community Committee.

7. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

8. **BULMERSHE SULV JOINT WORKING PARTY**

To note **Report No. FC 1/20** of the Bulmershe SULV Joint Working Party meeting held on 19 December 2019. Page 51

9. **NOTICE OF MOTION (MOTION No. 67)**

To consider the following motion submitted by Councillor Doyle and received in accordance with Standing Order 12a:

"This Council notes the recent decision to dissolve the agreement in respect of the Woodley Airfield Youth and Community Centre and resolves that capital receipt funds to be paid by Wokingham Borough Council under the terms of the agreement are ringfenced for capital spending on the acquisition of new, or significant enhancement of existing, fixed assets. This Council resolves that any new, or enhanced existing, assets acquired using these funds are to be specifically to provide a youth centre for the use of young people in Woodley."

10. **OUTSIDE BODIES**

No reports from Town Council representatives on outside bodies have been received

11. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Kay Gilder on her engagements as Town Mayor. ***(Appendix 11)***

Page 52

There have been no engagements for the Deputy Mayor since the last meeting.

12. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 10 December 2019 at 8 pm**

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**Present:** Councillors K. Gilder (Chairman); N. Al-Sanjari; K. Baker; D. Bragg; S. Brindley; A. Chadwick; J. Cheng; M. Doyle; M. Forrer; C. Jewell; J. MacNaught T. McCann; D. Mills; S. Rahmouni; B. Rowland; R. Skegg; B. Soane; P. Wicks

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

**Also present:** 21 members of the public

*Before the start of the meeting:*

- The Town Mayor presented grants to representatives of local community groups and other organisations and to two individuals, as reported in **Appendix A**.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix B**.

*Before opening the meeting, the Town Mayor asked for a minute's silence in memory of Councillor David Stares and former Councillor Denis Thair.*

*Councillor Jewell said that she had heard of Denis Thair's death with great sadness. Denis Thair had served five consecutive terms on Woodley Town Council and had been a very hard working councillor. He had been chairman of the Council in 1994 and had previously been Mayor of Thatcham.*

*Councillor Baker said that David Stares had been a very good friend and had been driven by a wish to serve the community. He was a committee member of Woodley Bowling Club and a keen allotment holder, selling produce to raise money for Reading Roadrunners. David Stares had served as Deputy Mayor of Woodley and very sadly lost his life before having the opportunity to serve as Mayor.*

51. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J. Anderson, M. Green, A. Heap and M. Nagra.

52. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

53. **MINUTES OF COUNCIL MEETING HELD ON 1 OCTOBER 2019**

The Town Mayor presented the minutes of the Council meeting held on 1 October 2019.

**RESOLVED:**

- ◆ To approve the minutes of the Council meeting held on 1 October 2019 and that they be signed by the Mayor as a correct record.

54. **COMMITTEE REPORTS**

54.1 **Minutes of the Planning and Community Committee: 8 October 2019**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 8 October 2019.

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 8 October 2019.

54.2 **Minutes of the Planning and Community Committee: 5 November 2019**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 5 November 2019.

**Minute No. 116: Cycling in Woodley Working Party**

Councillor Baker informed Members that a Facebook page had been set up to provide a single point of contact where cycles that had been lost, stolen or found could be reported.

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 5 November 2019

54.3 **Minutes of the Leisure Services Committee: 19 November 2019**

Councillor Bragg presented the minutes of the Leisure Services Committee meeting held on 19 November 2019.

**Minute No. 33: Parks and Buildings**

Members considered the recommendation from the Leisure Services Committee that a representative be appointed to the Friends of Woodford Park Committee.

**Minute No. 34: Accessible play equipment in Woodley**

In reply to a question, the Deputy Town Clerk confirmed that the results of the assessment of the Council's play areas would be reported to the next meeting of the Leisure Services Committee.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 19 November 2019.
- ◆ To appoint a representative to the Friends of Woodford Park Committee.
- ◆ That Councillor Bragg be appointed as the Council's representative on the Friends of Woodford Park Committee for the remainder of the municipal year.

54.4 **Minutes of the Strategy and Resources Committee: 26 November 2019**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 26 November 2019.

**Minute No. 46: Investments Working Party**

Members considered the recommendation from the Strategy and Resources Committee that the draft Treasury Management Strategy be adopted. In reply to members of the Strategy and Resources Committee who had not been present at the meeting on 26 November, Councillor Baker confirmed that the draft Treasury Management Strategy had been considered at the meeting. Following a question on the possibility of arranging training for Members who did not understand the Treasury Management Strategy document, the Town Clerk was asked to investigate this. Councillor Baker confirmed that the members of the

Investments Working Party did have the necessary skills to scrutinise the Treasury Management Strategy recommended by Rathbone Investment Management.

**Minute No. 47: Community Grants**

Members noted that the Strategy and Resources Committee would review the criteria for awarding community grants, as the requests for grants had exceeded the available budget. The Committee Officer was asked to circulate the criteria to all Members.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 26 November 2019.
- ◆ To adopt the Treasury Management Strategy 2020/21.
- ◆ To approve the schedule of meetings for the 2020/21 municipal year, as attached at **Appendix C**.

54.5 **Minutes of the Planning and Community Committee: 3 December 2019**

Councillor Cheng presented the minutes of the Planning and Community Committee meeting held on 3 December 2019.

**RESOLVED:**

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 3 December 2019.

55. **LEADER'S STATEMENT**

The Leader of the Council made a brief statement reminding Members that although they were permitted to attend any committee or working party meeting, permission for non-committee members to sit at the committee table was at the discretion of the chairman. Members could only speak at the invitation of the chairman and comments should be restricted to agenda items.

56 **COMMUNITY INFRASTRUCTURE LEVY (CIL) ALLOCATION.**

The Deputy Town Clerk presented Report No. FC 6/19, which asked Members to consider allocating £22,433 from the available CIL funds of £47,804 to fund the following capital projects:

- The work required to complete the Woodford Park lake project.
- Reupholstering of the audience seating in the Alan Cornish Theatre.
- Replacement and installation of the audio-visual equipment in the Alan Cornish Theatre.

The Town Clerk informed Members that these would be the first projects to be funded from CIL funds.

In reply to a question, the Deputy Town Clerk confirmed that the Council did not have a project list specifically to be funded from CIL funds, but agreed that this could be added to the project list for capital funding, which is reported to each meeting of the Strategy and Resources Committee. It was noted that CIL funds could only be used for projects that benefitted the community.

**RESOLVED:**

- ◆ To note Report No. FC 6/19.
- ◆ That £22,433 be allocated from the available CIL funds to fund the capital expenditure identified in the report.

57. **OUTSIDE BODIES**

- a) Following the death of Councillor David Stares, Members considered the appointment of a representative to the Woodley Bowling Club Management Committee.

**RESOLVED:**

- ◆ To appoint Councillor Rahmouni as the Council's representative on the Woodley Bowling Club Management Committee for the remainder of the municipal year.

- b) Following the resignation of Mr Laurie Day, Members considered the appointment of a representative to the Poor's Land Charity, to serve until 2022.

**RESOLVED:**

- ◆ To appoint Councillor Rowland as one of the Council's representatives to the Poor's Land Charity, serving until 2022.
- ◆ To send a letter of thanks to Mr Laurie Day for the work he has undertaken for the Poor's Land Charity on behalf of the Council.

- c) Members considered the appointment of a representative to the newly formed Wokingham Borough Council Climate Emergency Working Group.

**RESOLVED:**

- ◆ To appoint Councillor Baker as the Council's representative to the Wokingham Borough Council Climate Emergency Working Group for the remainder of the municipal year.
- ◆ To enquire whether it would be possible to appoint a deputy representative.

- d) Members noted the following written report, which had been included with the agenda:

- Campaign for Place report by Councillor Wicks

The following reports were tabled at the meeting:

- Berkshire Association of Local Councils (BALC) AGM report by Councillor Bragg
- Citizens Advice Wokingham report by Councillor Bragg

Members discussed the services provided to the Council by BALC and it was agreed that a review of the services provided should be undertaken so that a decision could be taken on whether the Council should continue to be a member of BALC.

58. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported on the thirteen engagements she had attended since the last meeting, including the switching on of the Christmas lights in the town centre and the opening of the Woodley Christmas Extravaganza.

59. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

60. It was proposed by the Chairman and

**RESOLVED:**

- ◆ That as the business was unlikely to be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

61. **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.

62. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE AND MALONE PARK**

The Town Clerk presented Report No. FC 7/19.

Following a wide-ranging discussion, it was

**RESOLVED:**

- ◆ That the 1992 agreement between Woodley Town Council and Wokingham Borough Council regarding the Woodley Airfield Youth and Community Centre be dissolved and that the Town Council agree to accept the proposed payment from Wokingham Borough Council, under the terms of the dissolution agreement.
- ◆ That the transfer of the freehold interest in the land at Malone Park from Wokingham Borough Council to Woodley Town Council be approved and that the consideration of payment along with the overage clause, as set out in the report, also be approved.

Meeting closed at 10:15 pm

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**Meeting of the Town Council on 10 December 2019**

Before the start of the meeting the mayor presented grants to representatives of the following local community groups and other organisations:

Berkshire Multiple Sclerosis Therapy Centre  
Kick Twist Cheerleading  
The Link Visiting Scheme  
Ward and Wickham Ensemble  
Wokingham District Veteran Tree Association  
Wokingham Job Support Centre  
Wokingham Volunteer Centre  
Woodley Adopt a Street Project (WASP)  
Woodley Photographic Club

Individuals:

William Cowen  
Chelsea Allong  
Amber Burman  
Ellena Burman  
Summer Close

**TOWN FORUM****10 December 2019**

Mrs Mary Holmes, chairman of the Woodley Town Centre Management Initiative (WTCMI) raised the problem of cyclists in the town centre and asked what could be done to prevent this, as cycling was prohibited in the town centre. Mary Holmes said that the problem of cyclists in the town centre was brought up by members of the public at every meeting of the WTCMI and at the Woodley and North Earley Community Forum meetings.

Councillor Baker responded by saying that unfortunately neither the Town Council nor the Borough Council had the legal right to stop cyclists – that could only be done by the police. Councillor Baker said that the police did sporadically attend the town centre to clamp down on cyclists, but this was low on their list of priorities. He suggested that the only thing to do was to constantly lobby the police about the problem. Mary Holmes replied that the police did not attend the WTCMI meetings and did not seem interested in discussing the matter of cyclists at the Community Forum meetings. Councillor Baker suggested that a letter, signed by Mary Holmes (chairman of WTCMI), Councillor Baker (Leader of Woodley Town Council) and the Mayor of Woodley, could be sent to the Police and Crime Commissioner notifying him of the problem and asking for his help. Councillor Doyle pointed out that the Deputy Police and Crime Commissioner would be attending a future meeting of the Council to talk to Members.

Mary Holmes then raised the problem of people being knocked down by cyclists at the front of the Oakwood Centre and also speeding around the corner of the Oakwood Centre, on their way to and from Woodford Park. The Town Clerk said that this matter had been discussed at a Friends of Woodford Park committee meeting that she had attended. The Town Council and the Friends of Woodford Park were looking at ways of solving the problem, but if barriers were put in place to stop cyclists, then people in mobility scooters and those with pushchairs would also be prevented from using the path. Councillor Jewell suggested that this problem could be investigated by the newly formed Cycling in Woodley Working Party.

<b>SCHEDULE OF MEETINGS - 2020/21</b>
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All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

<b>PLANNING &amp; COMMUNITY</b>	<b>LEISURE SERVICES</b>	<b>STRATEGY &amp; RESOURCES</b>	<b>FULL COUNCIL</b>
<u>2020</u>  19 May 16 June	<u>2020</u>  2 June	<u>2020</u>  9 June	<u>2020</u> <b>Annual Meeting:</b> 12 May  23 June
14 July 11 August (SH) 8 September	1 September	15 September	29 September
6 October 3 November 1 December	17 November	24 November	8 December
<u>2021</u> 5 January 26 January	<u>2021</u>  12 January	<u>2021</u>  19 January	<u>2021</u>  9 February
23 February 23 March 20 April	13 April (SH)	27 April	<b>Town Electors:</b> 2 March <b>Annual Meeting:</b> 11 May

(SH = School Holidays)

**SCHOOL TERM DATES**

**2020** Monday 20 April to Tuesday 21 July  
Tuesday 1 September to Friday 18 December  
(NOTE: Training days - to be agreed)

Half Term: 25 May - 29 May  
Half Term: 26 October - 30 October

Good Friday: 10 April 2020  
WBC Elections: 7 May 2020

**2021** Monday 4 January to Thursday 1 April  
Monday 19 April to Wednesday 21 July  
(NOTE: Training days - to be agreed)

Half Term: 15 - 19 February  
Half Term: 31 May - 4 June

Good Friday: 2 April 2021  
No WBC Elections in 2021

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**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 7 January 2020 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; M. Doyle; M. Forrer; C. Jewell; J. MacNaught; D. Mills; S. Rahmouni; R. Skegg*

**Officers present:** *L. Matthews, Committee Officer*

**Also present:** *Councillor K. Gilder  
5 members of public*

146. **APOLOGIES**

Apologies for absence were received from Councillor J. Cheng.

147. **DECLARATIONS OF INTEREST**

Councillor D. Bragg – Prejudicial interest: Agenda item 9: Revised estimates 2019/20 and budget estimates 2020/21, as this item included the Annual Grant applications for 2020/21 and Councillor Bragg is a trustee of Citizens Advice Wokingham, who have applied for a grant.

Councillor Bragg left the room and was not present for the discussion or decision for this item.

148. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 3 DECEMBER 2019**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 3 December 2019 be approved and signed by the Chairman as a true and accurate record.

149. **COMMITTEE MEMBERSHIP**

Members noted that Councillor Nagra had resigned from the Conservative Group and was therefore no longer a member of the Planning and Community Committee.

150. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

151. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

152. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 193331  
Location: 78 Antrim Road, Woodley, RG5 3NY.  
Proposal: Application for prior approval for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3.2m and the height of the eaves 2.9m.

153. **ADVERTISEMENT CONSENT NOTIFICATON**

**RESOLVED:**

- ◆ To note application 193242  
Location: 1 The Point, London Road, Woodley, RG6 1BE.  
Proposal: Application for advertisement consent for the replacement of 4 No. illuminated fascia signs (1 No. to also be re-sited) and 1 No. illuminated roundel.

154. **REVISED ESTIMATES 2019/20 AND BUDGET ESTIMATES 2020/21**

Members considered Report No. PC 1/20 and the applications received for grant funding for 2020/21.

**RESOLVED:**

- ◆ To note Report No. PC 1/20.
- ◆ To recommend that the Revised Budget Estimates for 2019/20, as set out in the Budget Appendix, be approved.
- ◆ To recommend to the Strategy and Resources Committee that the following annual grants be awarded for 2020/21:

Citizens Advice Wokingham	£7,000
ARC	£5,500
Keep Mobile	£1,000
Revitalise	£382
- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2020/21 be approved.

155. **COMMUNITY SPEEDWATCH UPDATE**

There were no updates on matters relating to Community Speedwatch to report to the meeting.

156. **CYCLING IN WOODLEY WORKING PARTY**

Councillor Jewell presented Report No. PC 2/20 of the Cycling in Woodley Working Party meeting held on 5 December 2019.

**RESOLVED:**

- ◆ To note Report No. PC 2/20.

157. **LOCAL PLAN UPDATE: BULMERSHE SITE OF URBAN LANDSCAPE VALUE (SULV)**

Councillor Baker presented this item and explained that members of the Bulmershe SULV Joint Working Party had sought advice from J M Spurling Planning Consultants Limited on the best mechanism to provide ongoing protection for the area presently designated as a Site of Urban Landscape Value within the Wokingham Borough Local Plan. Members discussed the report produced by J M Spurling and considered whether a reclassification of the SULV as a Local Green Space (LGS) should be sought. It was noted that the classification

of SULV was no longer used for newly classified areas of land, but continued to provide protection for land already designated as such. The J M Spurling report pointed out that the protection afforded to sites designated as LGS depended on the precise wording of the policy adopted by the local authority and whether this would allow development to take place in special circumstances. Councillor Baker informed Members that a meeting had been sought with Ian Bellinger, Growth and Delivery Manager at Wokingham Borough Council, and Borough Councillor Wayne Smith, Executive Member for Planning and Enforcement, to ascertain the LGS policy proposed for Wokingham Borough.

Following discussion, Members were all in agreement that the best way forward would be to seek classification of the land as LGS while retaining the SULV designation as a backstop position, but that no submission should be made to Wokingham Borough Council until a meeting had taken place with Ian Bellinger and Councillor Wayne Smith to determine the exact LGS policy proposed for Wokingham.

**RESOLVED:**

- ◆ That Woodley members of the Bulmershe SULV Joint Working Party would meet with Ian Bellinger and Borough Councillor Wayne Smith to determine the exact LGS policy proposed for Wokingham in the Local Plan Update.
- ◆ To seek reclassification of the Bulmershe SULV as a Local Green Space if it is determined that this will provide enhance protection of the land, but to endeavour to retain the SULV designation in case the LGS application is unsuccessful.

158. **PROPOSED UPGRADE OF THE EXISTING BASE STATION AT THE ST JOHNS AMBULANCE CENTRE, CHURCH ROAD, WOODLEY**

Members noted correspondence that had been received from GallifordTry Planning Consultants regarding the proposed upgrade of the existing base station at the St Johns Ambulance Centre, Church Road. This consultation had been notified to Committee members ahead of the meeting, and comments requested, as a response was required by GallifordTry by 2 January 2020.

**RESOLVED:**

- ◆ To note that a response had subsequently been sent to GallifordTry stating that the Town Council had no objections to the proposed upgrade of the existing base station at the St Johns Ambulance Centre, Church Road.

159. **ARBORFIELD AND BARKHAM NEIGHBOURHOOD PLAN REFERENDUM**

Members noted that a referendum relating to the Arborfield and Barkham Neighbourhood Plan would be held on 6 February 2020.

160. **READING BOROUGH COUNCIL: RUSSELL STREET/CASTLE HILL CONSERVATION AREA APPRAISAL**

Members noted that Reading Borough Council was consulting on an updated Russell Street/Castle Hill Conservation Area Appraisal.

161. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Woodley Town Centre Newsletter – December 2019*
  - *Woodley Town Centre Newsletter – January 2020*
  - *Me2 Club Newsletter – December 2019*
  - *Connecting Communities in Berkshire E-Bulletin – December 2019*

162. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

163. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

164. **ENFORCEMENT ISSUES**

No enforcement notifications had been received since the last meeting.

The following item was received after the agenda had been issued:

165. **TREE PRESERVATION ORDER**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Order:

TPO 1708/2020 – relating to a hawthorn, an oak and 2 birch trees located on the south-east boundary of 7 Lanark Close, Woodley, RG5 4DF.

This order took effect, on a provisional basis, from 3 January 2020 and would continue in force on this basis for 6 months or until the order was confirmed by Wokingham Borough Council.

The meeting closed at 9:30 pm

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## Woodley Town Council

Page 1

Date :- 08/01/2020

## Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>			
<b>193012</b>	06/12/2019	Jasvir Singh	2 The Ridgeway The Ridgeway Woodley RG5 3QD
<b>Proposal :</b> Full application for the proposed erection of a five bedroom detached dwelling following demolition of existing house and garage.			
<b>Observations :</b> No objections.			
<b>193090</b>	05/12/2019	Unknown	19-24 Mannock Way Mannock Way Woodley RG5 4XW
<b>Proposal :</b> Full planning application for the proposed changes to fenestration to existing building.			
<b>Observations :</b> No objections.			
<b>193105</b>	10/12/2019	Unknown	107 Ground Floor Crockhamwell Road Woodley RG5 3JP
<b>Proposal :</b> Full planning application for the proposed change of use from a financial and professional (Use Class A2) to mixed use retail (Use Class A1, A2, A3, A4 and A5).			
<b>Observations :</b> No objections.			
<b>193129</b>	29/11/2019	Mr & Mrs J Simmons	31 Haddon Drive Haddon Drive Woodley RG5 4LX
<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension after demolition of existing porch, part single/part two storey side/rear extension following the demolition of existing utility area and conservatory.			
<b>Observations :</b> No objections.			
<b>193155</b>	29/11/2019	Mr & Mrs Ward	1 Constable Close Constable Close Woodley RG5 4US
<b>Proposal :</b> Application to remove condition number 4 of planning consent 190904 for the full application for the proposed erection of a single storey rear extension to include 2 No. rooflights and change of use from amenity to garden use. Condition 4 relates to landscaping.			
<b>Observations :</b> No objections.			
<b>193158</b>	29/11/2019	Mr & Mrs Paul Adu	26 Lavenham Drive Lavenham Drive Woodley RG5 4PP
<b>Proposal :</b> Householder application for the erection of a part single storey rear extension including 1 No. rooflight after demolition of existing conservatory.			
<b>Observations :</b> No objections.			

Date :- 08/01/2020

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>193171</b>	02/12/2019	Mr Abdul Kerim Nas	15 Manners Road Manners Road Woodley RG5 3EA
<b>Proposal :</b> Householder application for proposed erection of a single storey front extension to existing dwelling.			
<b>Observations :</b> No objections.			
<b>193202</b>	06/12/2019	Mr K Tollman	32 Marathon Close Marathon Close Woodley RG5 4UN
<b>Proposal :</b> Householder application for proposed erection of a single storey rear extension including 3 No. rooflights, plus part garage conversion to create habitable accommodation.			
<b>Observations :</b> No objections.			
<b>193291</b>	18/12/2019	Mr Zahid Shafi	53 Rochester Avenue Rochester Avenue Woodley RG5 4NB
<b>Proposal :</b> Householder application for the proposed erection of single storey front extension to create porch entrance, part single storey part two storey rear extension following the demolition of existing conservatory, first floor side extension and changes to fenestration.			
<b>Observations :</b> No objections.			
<b>193313</b>	17/12/2019	Mr Glyn Jones	11 Manners Road Manners Road Woodley RG5 3EA
<b>Proposal :</b> Householder application for proposed erection of a single storey front extension to existing dwelling, including the formation of a new porch entrance.			
<b>Observations :</b> No objections.			
<b>193419</b>	30/12/2019	Mr & Mrs J Froud	7 Selsdon Avenue Selsdon Avenue Woodley RG5 4PQ
<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension to create storm porch, single storey rear extension to dwelling, part conversion of the existing garage to create habitable accommodation and conversion of loft space to create habitable accommodation including erection of side dormer and raising the roof by 600mm.			
<b>Observations :</b> No objections.			

Date :- 08/01/2020

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Refused on the following applications;</b>			
<b>192734</b>	03/12/2019	Mr Toby Paice	10 Norton Road Norton Road Woodley RG5 4AH
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension and a two storey side extension following demolition of the existing single storey utility room and detached garage, plus conversion of the loft, internal alterations, changes to fenestration and insertion of 2 No. rooflights.			
<b>Observations :</b> One letter of concern had been received for this application.			
The Committee recommended that this application be refused on the following grounds:			
<ul style="list-style-type: none"> <li>- Massing effect and the effect this will have on the neighbouring property at No.8.</li> <li>- Insufficient parking for a 4 bedroom property.</li> </ul>			
<b>192969</b>	02/12/2019	Mr Davies	7 Lanark Close Lanark Close Woodley RG5 4DF
<b>Proposal :</b> Full application for the proposed change of use of amenity land to residential garden, including erection of new boundary fence and removal of part of existing garden wall.			
<b>Observations :</b> Three residents were present at the meeting to voice concerns about this application.			
After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:			
<ul style="list-style-type: none"> <li>- The land should be retained as open amenity land and should not be fenced-in to form part of a private back garden.</li> <li>- The proposal to erect a fence adjacent to the footpath, thereby positioning the existing trees behind a fence, would be out of character with the surrounding area.</li> <li>- The proposal would risk damaging the trees, which are covered by a Tree Preservation Order.</li> <li>- The erection of a fence in the proposed location would dangerously impact the sight lines for vehicles exiting the adjacent property at 179 Colemans Moor Road.</li> </ul>			
<b>193115</b>	09/12/2019	Mr M Kennedy	5 Woodwaye Woodwaye Woodley RG5 3HA
<b>Proposal :</b> Householder application for the proposed erection of a first floor and single storey rear extension with 2 No. side dormers and 1 No. rooflight following demolition of the existing conservatory, plus provision of a covered area to create first floor veranda, removal of existing chimney and changes to fenestration.			
<b>Observations :</b> The Committee recommended that this application be refused on the following grounds:			
<ul style="list-style-type: none"> <li>- The proposed first floor veranda will overlook the gardens of the surrounding properties.</li> <li>- Massing effect due to the very large extension.</li> <li>- Out of character.</li> <li>- The proposed dormers are visually unacceptable.</li> </ul>			
<b>193172</b>	02/12/2019	Mr & Mrs J Khalsi	314 Kingfisher Drive Kingfisher Drive Woodley RG5 3LH
<b>Proposal :</b> Householder application for the proposed erection of a two storey side extension and new driveway following changes to fenestration.			

Date :- 08/01/2020

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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**Observations :** One resident was present at the meeting to voice concerns about the proposal and Councillor Gilder was present to voice concerns on behalf of local residents.

After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:

- The estate was designed with vehicular access provided to the rear of all properties, with pedestrian access at the front. This proposal is out of character and would set a precedent for cars to park in front gardens with access over footpaths.
  - Providing vehicular access over the footpath would have safety implications, particularly for children, as the presence of vehicles would not be expected. Children regularly use these footpaths on their journey to school and to the Southlake Play Area.
  - Providing vehicular access from the road to the proposed parking spaces will reduce the number of parking spaces available in the road.
-

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 14 January 2020 at 8:00 pm**

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**Present:** *Councillors D. Bragg (Chairman); K. Baker; K. Gilder; A. Heap;  
S. Rahmouni; R. Skegg; A. Swaddle*

**Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;  
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*

**Also present:** *Councillor M. Doyle  
Sam Milligan, Just Around the Corner charity  
2 members of the public*

39. **APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Councillor M. Green.

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

41. **MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2019**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 19 November 2019 be approved and signed by the Chairman as a correct record.

42. **JUST AROUND THE CORNER (JAC)**  
Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report. He informed Members that during November and December, Woodley had generally been very quiet in the evenings, with only a few young people out and about. JAC had added some additional sessions to their detached work to ascertain when and where young people were congregating. Members also received an update on some of the specific cases that had been mentioned in previous reports.

43. **COMMUNITY YOUTH PARTNERSHIP**  
Councillor Gilder presented Report No. LS 1/20 of the Community Youth Partnership meeting held on 8 January 2020.

Sam Milligan informed Members that two possible weekends had been identified for the Art Project at Loddon Mead, as the scheduling was dependant on the availability of the artists. It was hoped that the Art Project would take place in February or May.

Councillor Gilder reported on the discussion that had taken place regarding youth provision in Woodley and the lack of provision for the 15+ age group. Members noted that Councillor Al-Sanjari had agreed to design a questionnaire for this age group, with the aim of determining what facilities and activities the young people would like provided for them. The questions would be asked in such a way that hard to reach young people would also complete the survey. Councillor Gilder informed Members that Councillor Al-Sanjari was aiming to have the questionnaire ready by the February half term and it was hoped that Waingels College and The Bulmershe School would allow their students to complete the survey at school. The survey would be available online. Sam Milligan reported that JAC

had designed an online survey for young people, which had not yet undergone testing, and he suggested that JAC could liaise with Councillor Al-Sanjari.

Members noted the information provided in the report regarding the aim of setting up more parents' self help groups for dealing with anxiety in young people and the possibility of making contact with parents through local schools.

**RESOLVED:**

- ◆ To note Report No. LS 1/20.

The Chairman thanked Sam Milligan for coming to the meeting.

44. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 2/20 and reported that overall the income was well above the expected level for this point in the year.

**RESOLVED:**

- ◆ To note Report No. LS 2/20.

45. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 3/20 and reported that the Christmas charity open day at the leisure centre on 23 December had raised £850 for the Mayor's charity, Prostate Cancer UK. Members noted the recent Facebook promotions: offering three free Christmas themed Mini Movers sessions to generate interest in the January sessions, and running a competition to name one of the Christmas holiday camps as a way of promoting the holiday activities.

Members thanked the Leisure Services Manager for providing information about the number of incidents relating to the use of the 3G pitch £2 Turn Up by various age groups. The reported incidents included abuse of staff, using without booking, using without paying, ignorance of pitch rules and not showing up for a booking. The number of incidents by each age group would be reviewed again at the April meeting.

The Leisure Services Manager informed Members that the Council had been awarded a grant of 75% of the cost of new grass football goalposts, up to a maximum of £2,400, which would allow two pairs of new goalposts to be purchased and would improve the quality of the 11 a side football facilities. Members were also informed that the annual service of the trampolines at the leisure centre had identified necessary repair work totalling £1,500 to one of the trampolines. The trampoline was over 30 years old and would be replaced with a new model.

Members noted the information provided in the report about new pilates classes and exercise classes that were being launched at the centre, and the redecoration of the foyer and reception area and the upstairs committee rooms that had been undertaken by the Maintenance Team.

Members considered a provisional request from the Berkshire Youth Development League (BYDL) for Woodford Park to host a summer football league on Saturday mornings for about 12 weeks starting in April. The amount of extra traffic this would generate, and the effect on residents in Haddon Drive, was discussed and it was agreed that BYDL would need to provide car park marshals to control the situation as much as possible, as they currently did for the winter leagues.

**RESOLVED:**

- ◆ To note Report No. LS 3/20.
- ◆ To agree to the request from the Berkshire Youth Development League (BYDL) for Woodford Park to host a summer football league on Saturday mornings, should they require the centre as a venue, and to ask BYDL to provide two car park marshals for the duration of the booking.

46. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 4/20. He informed Members of work that had been undertaken at Woodford Park Leisure Centre, including the redecoration of the foyer, reception area and committee rooms, the extension of public wi-fi to cover the gym, improvements to the lighting in the car park and repairs to the 3G pitch goals. He also reported that an electrical survey had been carried out at the leisure centre and had shown that there were no safety issues, but that the system needed updating to comply with the latest regulations. The Chairman informed the meeting that he had recently been shown around the leisure centre by the Leisure Services Manager and he reported that the newly decorated committee rooms looked magnificent.

Members noted that more than 50 potholes had been repaired in Woodford Park by the Maintenance Team and several areas of uneven pathway had been cut out and re-laid. The Deputy Town Clerk informed Members that officers would be meeting with landscape architects and play companies over the coming weeks to develop a design brief for the Woodford Park Play Area project, focussing on inclusivity and natural play, and designs would then be developed for consultation and would be reported back to the Committee. Members were also informed that the Green Flag application for Woodford Park would be submitted in January.

The Deputy Town Clerk reported on matters relating to the allotments, including the proposal to install new locks at the site to improve site security. In order to prevent unauthorised copying of the keys, the new keys would have a profile that could only be copied with authority from the Council. This would be included in the proposals for the 2020/21 Capital Programme.

Members were informed of the grounds work that had been carried out recently, including the repair and maintenance of sports pitches, machinery servicing, clearance of waste from the grounds yard, planting of crocuses and daffodils, and tree works. In reply to a question, the Deputy Town Clerk said that the two dead trees that had been removed from the Garden of Remembrance would be replaced, and the dead trees had been kept for use as a bug hotel.

Members noted the minutes of the Friends of Woodford Park Liaison Meeting held on 19 November 2019 and the information provided on the Council's wildlife and environmental initiatives.

**RESOLVED:**

- ◆ To note Report No. LS 4/20.

47. **ACCESSIBLE PLAY EQUIPMENT IN WOODLEY**

The Deputy Town Clerk presented Report No. LS 5/20, which provided Members with information on the condition and inclusivity/accessibility of the play equipment across the Council's sites. The report concluded that overall the current provision and accessibility of inclusive play equipment across the sites was poor. The Deputy Town Clerk informed Members that the new play area proposed for the Memorial Ground would be a high quality play area with inclusivity designed into the scheme. The report concluded that Malone Park and Woodford Park had potential for improvements to site accessibility and the provision of inclusive play equipment to supplement the equipment already installed.

In reply to a question, the Deputy Town Clerk informed Members that the play areas were checked each week, with monthly equipment checks carried out by the ROSPA qualified Maintenance Manager and annual checks carried out by ROSPA. When asked about the ongoing costs of the proposed destination play area for the Memorial Ground, the Deputy Town Clerk said that the play equipment would be serviced in-house, as the Maintenance Manager had the required qualifications.

**RESOLVED:**

- ◆ To note Report No. LS 5/20.

48. **CHARGES 2020/21**

The Town Clerk presented Report No. LS 6/20 and explained that the increase in charges for the hire of rooms at Woodford Park Leisure Centre reflected the improvements due to the redecoration and refurbishment of the rooms. The proposed charges for sports activities took into account the rates charged by other local sports providers.

In reply to a question about the costs of gym membership, the Leisure Services Manager replied that he was waiting to see what the membership rates would be at the new Bulmershe Leisure Centre before making any changes.

**RESOLVED:**

- ◆ To note Report No. LS 6/20.
- ◆ To recommend that the proposed charges for 2020/21, as set out in the Budget Appendix, be approved.

49. **REVISED ESTIMATES 2019/20**

The Town Clerk presented Report No. LS 7/20 and explained that the Committee's original budget expenditure was expected to decrease overall.

Members were informed that staff costs had been lower than anticipated due to the Maintenance trainee post becoming vacant and a replacement not currently being required. A water rebate at Coronation Hall had reduced costs and there had been lower amenities costs than anticipated. Delays in installing and opening the new public toilet in the town centre had resulted in lower than estimated running costs for the year, although the rates charged by Wokingham Borough Council were higher than expected. There had been increased staff costs at Woodford Park Leisure Centre, due to additional classes for gym members, water rates for the bowling green were higher than expected due the very hot weather and the certification costs were higher at Chapel and Coronation Halls because they had not been invoiced the previous year.

Members were pleased to note that there was estimated to be a significant increase to the Committee's income over the original budget due to additional income from the gym and courses at Woodford Park Leisure Centre and higher than anticipated income from Coronation Hall and from fair and circus visits. Income from Chapel Hall, the public toilet and the Garden of Remembrance was likely to be lower than the original estimates.

Members thanked and congratulated the Leisure Services Manager and his team for achieving an excellent profit at Woodford Park Leisure Centre for the second year running.

**RESOLVED:**

- ◆ To note Report No. LS 7/20.
- ◆ To recommend that the Revised Budget Estimates for 2019/20, as set out in the Budget Appendix, be approved.



50. **BUDGET ESTIMATES 2020/21**

The Town Clerk presented Report No. LS 8/20 and explained that a reduction in income from that achieved in the current year had been planned for, due to the possible impact of the opening of the new Bulmershe Leisure Centre.

**RESOLVED:**

- ◆ To note Report No. LS 8/20.
- ◆ To recommend that the Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.

51. **FUTURE AGENDA ITEMS**

An item looking at what contribution this Committee could make towards the Council's aim of becoming carbon neutral by 2010 was requested. The Deputy Town Clerk explained that this policy would be considered by the Strategy and Resources Committee, but agreed that this Committee should also provide input.

52. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The four walks in and around Woodley that had been documented by the Woodley Walks Project.

The meeting closed at 9:35 pm

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

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**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

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**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  
CLERKS IMPREST A/C  
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% <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:

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

## **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.

**Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 28 January 2020 at 7:45 pm**

**Present:** *Councillors: P. Wicks (Chairman); K. Baker; D. Bragg; J. Cheng; C. Jewell; J. MacNaught; D. Mills; S. Rahmouni*

**Officers present:** *L. Matthews, Committee Officer*

**Also present:** *10 members of public*

166. **APOLOGIES**

Apologies for absence were received from Councillors M. Doyle, M. Forrer and R. Skegg.

167. **DECLARATIONS OF INTEREST**

Councillors J. Cheng and C. Jewell – Personal interest: Agenda item 14: Citizens Awards, as they each knew one of the nominees personally.

Councillors Cheng and Jewell did not take part in the discussion or decision regarding the nominee who was known to them.

168. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 7 JANUARY 2020**

**RESOLVED:**

- ◆ That the minutes of the Planning and Community Committee meeting held on 7 January 2020 be approved and signed by the Chairman as a true and accurate record.

169. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

170. **PLANNING DECISIONS**

**RESOLVED:**

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

171. **COMMUNITY SPEEDWATCH UPDATE**

Councillor Baker informed Members that contact had been made with the Thames Valley Police Community Speedwatch administrator who had advised how the speed data should be submitted. More councillors were required to help with the deployment of the data logger and the speed camera and Councillor Baker asked for volunteers to contact him. He hoped that the Woodley Speedwatch scheme could be re-launched in the coming months.

172. **CYCLING IN WOODLEY WORKING PARTY**

There were no updates on matters relating to the Cycling in Woodley Working Party to report to the meeting.

173. **PROPOSED BASE STATION INSTALLATION AT HEADLEY ROAD EAST, WOODLEY**  
Members noted correspondence that had been received from Sinclair Dalby Limited, Chartered Surveyors, regarding the proposed installation of a base station at Headley Road East, Woodley, RG5 4JG. This consultation had been notified to Committee members ahead of the meeting, and comments requested, as a response was required by Sinclair Dalby Limited by 22 January 2020.

**RESOLVED:**

- ◆ To note that a response had subsequently been sent to Sinclair Dalby Limited stating that the Town Council would prefer for the mast to be located in an industrial area, even if it was sited on Highways land – with the Storage King site, mentioned in the consultation letter, being the preferred site, if possible.

174. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Connecting Communities in Berkshire E-Bulletin – January 2020*
  - *Link Visiting Scheme Newsletter – January 2020*

175. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

176. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The Wokingham Borough Council Draft Local Plan consultation.

177. **ENFORCEMENT ISSUES**

No enforcement notifications had been received since the last meeting.

The following three items were received after the agenda had been issued:

178. **ADVERTISEMENT CONSENT NOTIFICATION**

**RESOLVED:**

- ◆ To note application 200111:
  - Location: 160 Crockhamwell Road, Woodley, RG5 3JJ.
  - Proposal: Application for advertisement consent for 1 No. non-illuminated external replacement of existing ATM header signage.

179. **PLANNING APPEAL**

**RESOLVED:**

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:
  - Application: 192571
  - Location: 29 Duncan Road, Woodley, RG5 4HR.
  - Proposal: Full application for the proposed sub-division to form 2 No. two-bedroom dwellings with parking and amenity space

180. **LOCAL PLAN UPDATE BRIEFING**

Councillor Jewell reported on the Local Plan Update briefing session run by Wokingham Borough Council, which she had attended the previous day. Members noted that town and parish councils had been asked to publicise the consultation to local residents and the consultation, and supporting documents, would be available on the Borough Council website from 3 February. A copy of the presentation given at the briefing session had been sent to the Town Council office by Wokingham Borough Council and the Committee Officer agreed to circulate this to all Committee members.

Councillor Baker, who had also attended the briefing session, informed Members that the session had clarified the Local Green Space (LGS) policy proposed for Wokingham and confirmed that an application could be made for the Bulmershe Site of Urban Landscape Value (SULV) to be reclassified as an LGS whilst retaining the SULV designation. It was therefore no longer necessary for members of the Bulmershe SULV Joint Working Party to meet with Ian Bellinger and Councillor Wayne Smith to discuss these matters, as resolved at the last meeting (Planning and Community Committee, 7 January 2020, minute number157).

181. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

182. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

**RESOLVED:**

- ◆ To award a total of five Citizens Awards.

Before the close of the meeting, the following item was considered

183. **COMMITTEE CHAIRMAN**

After being duly proposed it was

**RESOLVED:**

- ◆ That Councillor Cheng stand down as Chairman of the Planning and Community Committee and be appointed Vice Chairman.
- ◆ That Councillor Wicks be appointed Chairman of the Planning and Community Committee.

The meeting closed at 9:35 pm

## Woodley Town Council

Page 1

Date :- 29/01/2020

## Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>			
<b>192819</b>	08/01/2020	Mr Zahier Bashir	11 Shepherds Hill Shepherds Hill Earley RG6 1BB
<b>Proposal :</b> ADJOINING PARISH CONSULTATION Householder application for the proposed erection of a part single storey part two storey rear extension following part demolition of existing rear extension, plus the insertion of 1 No. rooflight.			
<b>Observations :</b> No objections.			
<b>193156</b>	09/01/2020	Mrs D Ankerson	12 Dowding Close Dowding Close Woodley RG5 4NL
<b>Proposal :</b> Householder application for the proposed conversion of existing garage to create habitable accommodation.			
<b>Observations :</b> No objections.			
<b>193250</b>	17/01/2020	Mr M Taylor	2 Penrose Avenue Penrose Avenue Woodley RG5 3PA
<b>Proposal :</b> Full application for the proposed erection of 1 No. detached dwelling with associated parking and garden.			
<b>Observations :</b> Two letters of concern had been received regarding this application.  The Committee had no objections to the application but asked that adequate visibility be ensured for pedestrians using the footpath accessing Penrose Avenue.			
<b>193366</b>	09/01/2020	Mr Ismet Spahia	7 Eastwood Road Eastwood Road Woodley RG5 3PY
<b>Proposal :</b> Householder application for the proposed erection of a single storey side and rear extension to include 4 No. rooflights and changes to fenestration, following demolition of the existing garage.			
<b>Observations :</b> No objections.			
<b>200026</b>	16/01/2020	Mr Peter O'Reilly	148 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AB
<b>Proposal :</b> Householder application for the proposed creation of a dropped kerb.			
<b>Observations :</b> No objections.			



Date :- 29/01/2020

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
<b>200046</b>	10/01/2020	Dr Jenny Murray	28 Pitford Road Pitford Road Woodley RG5 4QF
<b>Proposal :</b> Householder application for proposed erection of a single storey side/rear extension to existing dwelling, including the insertion of 3 No. rooflights.			
<b>Observations :</b> No objections.			
<b>200053</b>	13/01/2020	Mr & Mrs Liu	1 Martinet Road Martinet Road Woodley RG5 4TQ
<b>Proposal :</b> Householder application for proposed conversion of existing garage into habitable accommodation, plus changes to fenestration.			
<b>Observations :</b> No objections.			
<b>200070</b>	13/01/2020	Unknown	Henley Wood Road Henley Wood Road Earley RG6 7EE
<b>Proposal :</b> ADJOINING PARISH CONSULTATION Prior approval submission for the erection of 1 No. 10m street pole shrouded telecommunications antenna and 3 No. ground ancillary cabinets.			
<b>Observations :</b> No objections.			
<b>200097</b>	17/01/2020	B Adarsha & U A Pandit	162 Reading Road Reading Road Woodley RG5 3AA
<b>Proposal :</b> Householder application for proposed erection of a single storey side/rear extension including the insertion of 2 No. rooflights, plus changes to fenestration.			
<b>Observations :</b> No objections.			
<b>200140</b>	21/01/2020	Jo Watson	4 Vulcan Close Vulcan Close Woodley RG5 4XB
<b>Proposal :</b> Householder application for the proposed erection of a single storey side and rear extension with 5 No. rooflights following front single storey extension to create porch.			
<b>Observations :</b> Two residents were present at the meeting to voice concerns about the possible relocation of the side gate giving access to the rear garden at 4 Vulcan Close.			
The Committee had no objections to the application, but asked that the neighbours' concerns be taken into consideration regarding the possible relocation of the side gate giving access to the rear garden of 4 Vulcan Close and the need to ensure protection of the car that parks on the driveway of No.3.			

Date :- 29/01/2020

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Applicant Name</u>	<u>Location</u>
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**Refused on the following applications;****193302**

09/01/2020

Ms N Trverton

37 Crockhamwell Road  
Crockhamwell Road  
Woodley  
RG5 3LE**Proposal :** Householder application for the erection of a detached outbuilding. (Part retrospective)**Observations :** Three residents were present at the meeting to voice concerns about this application.

The Committee listened to the residents' concerns and recommended that this application be refused on the following grounds:

- The building and the high fencing are unsightly and oppressive for the neighbour at 11 Drovers Way.

**200081**

15/01/2020

Mr Rajan Singh

10 Rosewood  
Rosewood  
Woodley  
RG5 3QU**Proposal :** Householder application for the proposed part single storey, part two storey side and rear extension to existing dwelling.**Observations :** Three residents were present at the meeting to voice concerns about this application.

After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:

- Loss of light to the kitchen window at the side of No.11.
- The proposed extension will be built right up to the boundary.
- Massing effect.
- Concern that the area to the front of the property may not be long enough to allow two cars to be parked side by side.
- Loss of light to the ground floor rear window of No.9.
- Concern that the proposed extension will restrict vehicular access to the garage at No.11.

Woodley Town Council & Earley Town Council

**Report of a Meeting of the Bulmershe Site of Urban Landscape Value Joint Working Party held at The Oakwood Centre on Thursday 19 December 2019 at 10:00 am**

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**Present:** Woodley Town Councillors: *K. Baker; K. Gilder*  
Earley Town Councillors: *A. Bassett; S. Matthews*

**Also Present:** *L. Matthews, Committee Officer, Woodley Town Council*  
*E. Carroll, Deputy Town Clerk, Earley Town Council*

At the meeting held on 3 July 2019 it had been agreed that Councillors Baker and Matthews would chair alternate meetings of the joint working party. Councillor Matthews took the chair for this meeting.

1. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by members of the working party.

3. **MINUTES OF THE MEETING HELD ON 3 JULY 2019**

The minutes of the SULV Joint Working Party meeting held on 3 July 2019 were noted and agreed.

4. **SULV STATUS**

Following the last meeting, the proposal to commission a report from J M Spurling Planning Consultants Limited, to provide advice on the best mechanism for protecting the area currently designated as the Bulmershe SULV within the Wokingham Borough Local Plan, had been approved by Woodley and Earley Town Councils (WTC and ETC). The report produced by John Spurling had been circulated to all members of the joint working party and all felt that it was a very comprehensive report.

The representatives from ETC informed the meeting that the report had been considered by the Earley Town Council Planning Committee and a submission had subsequently been sent to Wokingham Borough Council requesting a reclassification of the Bulmershe SULV as a Local Green Space (LGS). This had been done as they had been informed by Wokingham Borough Council (WBC) that a submission should be made as soon as possible.

The representatives from WTC were very disappointed to hear this, as this meeting had been called to enable the joint working party to discuss the report from John Spurling and agree a joint submission to WBC, in accordance with the terms of reference of the working party. WTC had not been made aware of the advice from WBC that a submission should be made as soon as possible.

Cllr Baker stated that WTC would now need to make their own submission to WBC regarding the status of the SULV and this would need to be considered by the WTC Planning and Community Committee. Cllr Baker stressed the importance of ensuring that the protection afforded by the SULV designation would not be lost if an application to designate the land as LGS was not approved.

Meeting closed at 10:40 am

**Town Mayor's Engagements – 11 December 2019 to 4 February 2020**

December	15	"Snow White on Ice" – Bracknell Ice Rink
	18	Waingels College Presentation Evening
	23	Woodford Park Leisure Centre Charity Open Day

**Woodley Town Council**

**Proposed Charges  
2020/21 Appendix**

## Proposed charges 2020/21

### WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2019/20	2020/21	% Incr	
	£	£		
<b>GAMES ROOM/TEA ROOM</b>				
Woodley Resident	12.50	13.00	4.0	Increase justified by improved room quality (decoration, new curtains, chairs etc)
Other ( <i>Non Woodley resident</i> )	20.00	21.00	5.0	
Premium Rate WR ( <i>Woodley resident</i> )	18.75	19.50	4.0	
Premium Rate NW ( <i>Non Woodley</i> )	30.00	31.50	5.0	
<b>FUNCTION ROOM</b>				
Woodley Resident	25.00	26.00	4.0	Increase justified by improved room quality (decoration, new curtains, chairs etc)
Other NW	40.00	42.00	5.0	
Premium Rate WR	37.50	39.00	4.0	
Premium Rate NW	60.00	63.00	5.0	Increase justified by improved room quality (decoration, new curtains, chairs etc)
<b>COMMITTEE ROOMS</b>				
Woodley Resident	7.90	8.30	5.1	The committee rooms were decorated over Christmas
Concessionary Rate	6.50	6.80	4.6	
Other NW	12.00	12.50	4.2	
<b>UPPER ROOM (CTTEE RM 1&amp;2)</b>				
Woodley Resident	12.50	13.00	4.0	The committee rooms were decorated over Christmas
Concessionary Rate	9.00	9.40	4.4	
Other NW	19.80	20.30	2.5	

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

## Proposed charges 2020/21

### WOODFORD PARK LEISURE CENTRE - INDOOR SPORTS

	2019/20	2020/21	%
	£	£	Incr
<b>SPORTS HALL</b>			
<b>BADMINTON</b>			
Adult HH	10.00	10.00	0.0 £10.60 Meadway, £10.60 South Reading, £10.30 Sports Park, £6.00 Loddon Valley (Members)
Adult	12.50	12.50	0.0 £12.40 Meadway, £12.40 South Reading, £13.70 Sports Park, £13.10 Arborfield, £13.10 Loddon Valley
Adult/OAP/Under 18 HH (off peak)	5.80	6.00	3.4 £5.35 Meadway, £5.35 South Reading, £7.40 Sports Park, £4.90 Loddon Valley (Junior Rate)
Adult/OAP/Under 18 (off peak)	7.20	7.50	4.2 £6.15 Meadway, £6.15 South Reading, £8.40 Sports Park, £8.25 Arborfield, £8.25 Loddon Valley (Off Peak Rate)
Club	13.20	13.30	0.8 (Assumed that most Centres use their peak adult rate for club bookings - see above)
<b>NETBALL</b>			
Adult Club Rate (per session)	62.00	62.50	0.8 £46.40 Arborfield - rate is for hire of whole hall
Junior Club Rate	38.50	39.00	1.3 Assumes that centres charge by the no. of courts at their peak badminton rates as Netball needs full Sports Hall
<b>TABLE TENNIS</b>			
Adult HH	6.50	6.80	4.6 £8.60 South Reading (40 minutes), £8.60 Meadway (40 minutes)
Adult	7.50	7.80	4.0 £11.20 South Reading (40 minutes), £11.20 Meadway (40 minutes)
OAP/Under 18 HH	4.50	4.70	4.4 £4.30 South Reading (40 minutes), £4.30 Meadway (40 minutes)
OAP/Under 18	5.00	5.20	4.0 £5.00 South Reading (40 minutes), £5.00 Meadway (40 minutes)
<b>AFTERNOON CLUB</b>			
Healthy Habits	3.60	3.70	2.8 RBC Stay Active Programme £4.50 or free for members
Non Healthy Habits Rate	3.90	4.00	2.6 RBC Stay Active Programme £4.50 or free for members
<b>Healthy Habits Card</b>			
Adults	20.00	20.00	0.0
Under 18s, OAPs, concession	10.00	10.00	0.0

**Healthy Habits cards are valid for one year**

## Proposed charges 2020/21

### OUTDOOR SPORTS FACILITIES - WOODFORD PARK

	2019/20	2020/21	%
	£	£	Incr
<b>BOWLS (per session)</b>			
Adults HH	4.00	4.20	5.0
Adults	5.25	5.50	4.8
OAP/Under 18 HH	2.50	2.60	4.0
OAP/Under 18	3.00	3.10	3.3
Woods deposit	5.00	5.00	0.0
Woods hire	3.00	3.20	6.7
<b>CRICKET</b>			
Grass wicket full day - Adults	125.00	127.00	1.6 £167 (non member) OR £139.20 (community) Sports Park
Artificial wicket full day - Adults	95.00	96.00	1.1 £127.40 (non member) OR £108.40 (community) Sports Park
Evening - grass wicket - Adults	90.00	90.00	0.0 £81.80 (non member) OR £69.60 (community) Sports Park
Eve/1/2 day artificial wicket - Adults	65.00	65.00	0.0 £63.70 (non member) OR £54.40 (community) Sports Park
Community rate (half day/eve AW)	34.00	35.00	2.9 £43.60 Sports Park
<b>FOOTBALL (per match)</b>			
Adult	75.00	75.00	0.0 £64.10 without changing rooms OR £90.90 with, (Bulmershe Pav/Sports Pk), £76 Sol Joel, £67 Laurel Pk, £100.60 Palmer Pk (RBC Pitches)
Under 18	40.00	40.00	0.0 £42.80 without changing rooms OR £69.60 with, (Bulmershe Pav/Sports Pk), £40 Sol Joel, £46.75 Palmer Pk (RBC Pitches)
<b>NETBALL</b>			
Adult	20.00	21.00	5.0 £24.50 (community) Sports Park, £25.00 Arborfield
Under 18	15.00	16.00	6.7 £19.70 (concessions) Sports Park
<b>TENNIS</b>			
Adult HH	7.50	7.50	0.0 £7.50 Sports Park, £7.00 Prospect Park, £4.90 South Reading, £6.00 Loddon Valley (Members)
Adult	10.00	10.00	0.0 £9.10 Sports Park, £8.80 Prospect Park, £6.15 South Reading, £10.00 Arborfield
OAP/Under 18 HH	4.50	4.50	0.0 £5.30 Sports Park, £3.50 Prospect Park, £2.60 South Reading
OAP/Under 18	5.50	5.50	0.0 £6.20 Sports Park, £4.40 Prospect Park, £3.10 South Reading
<b>3G PITCH</b>			
Partner Club Full Pitch	69.00	70.00	1.4 £82.60 Sports Pk (11vs11)
Standard Full Pitch	95.00	96.00	1.1 £93.50 Sports Park (11vs11), £123.80 Arborfield (11vs11)
Partner Club 5-a-side	26.00	27.00	3.8 £28.55 Palmer Park, £42.80 Sports Park, £27.32 Rivermead, £48.60 Goals, £28.55 Prospect Park
Standard 5-a-side	39.00	40.00	2.6 £54.20 Palmer Pk, £53.50 Sports Pk, £50.43 Rivermead, £54.45 Goals, £54.20 Prospect Pk, £42.00 South Reading, £67 Arborfield (half of 11vs11)
Community/charity/school	18.00	19.00	5.6 £34.30 Sports Pk



## Proposed charges 2020/21

### HALLS, PLAYGROUPS AND MEMORIAL GROUND

	2019/20	2020/21	% Incr
<b>CORONATION HALL</b>			
MAIN HALL (plus cttee room)			
Woodley Resident (WR)	22.50	23.00	2.2
Charities/Concessionary	14.40	14.70	2.1
Other Non Woodley (NW)	35.00	35.70	2.0
Premium Rate WR	33.70	34.50	2.4
Premium rate Charities/Concess	21.50	22.10	2.8
Premium Rate NW	52.50	53.55	2.0
NB Premium rate applies to Friday and Saturday evenings at Coronation Hall			
<b>Brownies/Guides per hour</b>	12.50	12.75	2.0
<b>CHAPEL HALL</b>			
MAIN HALL			
Woodley Resident	18.20	18.60	2.2
Charities/Concessionary Rate	10.80	11.20	3.7
Other NW	27.30	27.90	2.2
<b>CHAPEL HALL</b>			
COMMITTEE ROOM			
Woodley Resident	9.00	9.20	2.2
Charities/Concessionary Rate	6.70	6.90	3.0
Other NW	13.60	13.90	2.2
<b>GENERAL</b>			
Playgroups (per session)	18.50	19.00	2.7
Cupboards (per annum)	26.70	27.50	3.0
<b>MEMORIAL GROUND (per day)</b>			
Charities	117.90	120.30	2.0
Woodley organisation	233.00	238.00	2.1
Non-Woodley organisation	362.00	369.00	1.9
Preparation/Waiting	114.00	116.00	1.8
<b>GARDEN OF REMEMBRANCE</b>			
Plaque - 10 years			
Woodley resident	144.00	147.00	2.1
Non Woodley resident	180.00	184.00	2.2
Plaque display renewal (10 years)		50.00	New Charge

**Proposed charges 2020/21  
OAKWOOD CENTRE (including VAT)**

Room		Community groups				Woodley resident				Non Woodley				Business			
		2019/20		2020/21		2019/20		2020/21		2019/20		2020/21		2019/20		2020/21	
		£	2% inc		%	£	2% inc		%	£	2% inc		%	£	2% inc		%
Bader Room	1/2 day	44.00	44.88	45.00	2.3	58.00	59.16	59.00	1.7	69.00	70.38	70.50	2.1	89.00	90.78	91.00	2.2
	Day	86.00	87.72	87.70	2.0	109.50	111.69	111.50	1.8	134.00	136.68	136.50	1.8	160.00	163.20	163.00	1.9
Falcon Room	1/2 day	39.00	39.78	40.00	2.6	44.00	44.88	45.00	2.3	61.50	62.73	63.00	2.4	79.00	80.58	80.50	1.9
	Day	72.00	73.44	73.50	2.1	86.50	88.23	88.00	1.7	116.00	118.32	118.00	1.7	146.50	149.43	149.50	2.0
Brunel Room	1/2 day	39.00	39.78	40.00	2.6	44.00	44.88	45.00	2.3	61.50	62.73	63.00	2.4	79.00	80.58	80.50	1.9
	Day	72.00	73.44	73.50	2.1	86.50	88.23	88.00	1.7	116.00	118.32	118.00	1.7	146.50	149.43	149.50	2.0
Falcon & Brunel	1/2 day	78.00	79.56	79.50	1.9	88.00	89.76	90.00	2.3	122.50	124.95	125.00	2.0	143.50	146.37	146.50	2.1
	Day	142.00	144.84	145.00	2.1	170.50	173.91	174.00	2.1	232.00	236.64	237.00	2.1	253.50	258.57	258.50	2.0
Carnival Hall	1/2 day	103.50	105.57	105.50	1.9	132.00	134.64	134.50	1.9	178.50	182.07	182.00	1.9	225.50	230.01	230.00	2.0
	Day	204.00	208.08	208.00	2.0	259.00	264.18	264.00	1.9	298.00	303.96	304.00	2.0	343.00	349.86	350.00	2.0
	Evening 4+ hrs	167.00	170.34	170.00	1.8	224.00	228.48	228.50	2.0	277.00	282.54	282.50	1.9	320.00	326.40	326.50	2.0
	Business bookings: 1/2 day			79.50				90.00				125.00				146.50	
	Day			145.00				174.00				237.00				258.50	
Maxwell Hall	1/2 day	87.00	88.74	89.00	2.3	113.50	115.77	115.50	1.8	143.00	145.86	146.00	2.1	172.50	175.95	176.00	2.0
	Day	173.00	176.46	177.00	2.3	219.00	223.38	224.00	2.3	283.50	289.17	289.00	1.9	307.50	313.65	313.50	2.0
	Evening 4+ hrs	141.50	144.33	144.00	1.8	184.50	188.19	188.00	1.9	233.00	237.66	238.00	2.1	276.50	282.03	282.00	2.0
	Business bookings: 1/2 day	44.00	44.88	45.00	2.3	58.00	59.16	59.00	1.7	69.00	70.38	70.50	2.1	89.00	90.78	91.00	2.2
	Day	86.00	87.72	87.70	2.0	109.50	111.69	111.50	1.8	134.00	136.68	136.50	1.8	160.00	163.20	163.00	1.9
Carnival & Maxwell	1/2 day	150.00	153.00	153.00	2.0	187.50	191.25	191.00	1.9	245.00	249.90	250.00	2.0	320.00	326.40	326.50	2.0
	Day	295.00	300.90	300.00	1.7	369.00	376.38	376.00	1.9	485.00	494.70	495.00	2.0	512.00	522.24	522.00	2.0
	Evening 4+ hrs	256.00	261.12	261.00	2.0	311.50	317.73	318.00	2.1	372.00	379.44	379.50	2.0	400.00	408.00	408.00	2.0
	Business bookings: 1/2 day			124.50				149.00				195.50				237.50	
	Day			233.00				286.00				373.50				421.50	
Theatre	1/2 day	104.50	106.59	106.50	1.9	132.00	134.64	134.50	1.9	179.00	182.58	182.50	1.9	192.00	195.84	196.00	2.1
	Day	206.00	210.12	210.00	1.9	260.00	265.20	265.00	1.9	345.50	352.41	352.50	2.0	358.00	365.16	365.00	2.0
Miles Suite	1/2 day	114.00	116.28	116.00	1.8	143.50	146.37	146.50	2.1	184.00	187.68	188.00	2.1	204.00	208.08	208.00	2.0
	Day	219.00	223.38	223.00	1.8	267.50	272.85	273.00	2.1	348.50	355.47	355.50	2.0	377.50	385.05	385.00	2.0
	Business bookings: 1/2 day	44.00	44.88	45.00	2.3	58.00	59.16	59.00	1.7	69.00	70.38	70.50	2.1	89.00	90.78	91.00	2.2
	Day	86.00	87.72	88.00	2.3	109.50	111.69	112.00	2.3	134.00	136.68	137.00	2.2	160.00	163.20	163.00	1.9

		2019/20		2020/21	
Interview Room	1/2 day	42.00	42.84	43.00	2.3
	Day	60.50	61.71	62.00	2.4

**Woodley Town Council**

**Revised Budget  
Estimates 2019/20**

**Budget Estimates  
2020/21**

## BUDGET SUMMARY 2020/21

	2018/19	2019/20	2019/20	Band D	2021/22	2022/23
	Actual	Budget	Revised Budget Estimates	2020/21 Projected Budget Estimates	Projected	Projected
<b>REVENUE EXPENDITURE</b>						
Strategy & Resources	841212	879995	892491	975346	1004606	1034744
Leisure Services	623848	657440	648450	677624	697953	718892
Planning & Community	31662	31581	31581	33093	33672	34177
	1496722	1569016	1572522	1686063	1736231	1787813
<b>INCOME</b>						
Strategy & Resources	229237	237734	243611	264594	269886	275284
Leisure Services	497799	478908	534913	497693	517601	538305
Community Infrastructure Levy (CIL)			43221			
	727036	716642	821745	762287	787487	813589
	769686	852374	750777	923776	948744	974224
<b>NET REVENUE EXPENDITURE</b>						
<b>CAPITAL &amp; PROJECT EXPENDITURE</b>						
Strategy & Resources	45000	45000	45000	45000	45000	45000
Capital Programme	262427	271610	271610	266506	264979	264979
Capital & Projects			43221			
CIL						
	307427	316610	359831	311506	309979	309979
	1077113	1168984	1110608	1235282	1258723	1284203
<b>TOTAL NET EXPENDITURE</b>						
<b>Financed as follows</b>						
Precept Support Grant (from WBC)	17288	8644	8644	0		
Precept	1101119	1123528	1123528	1203188		
<b>Precept and grant funding</b>	1118407	1132172	1132172	1203188		
<b>Funds to (-) or from (+) Council's general reserve</b> (a minus figure shows contribution to reserves)	-41294	36812	-21564	32094		
<b>TOTAL NET FUNDING</b>	1118407	1132172	1132172	1203188		
<b>TAX BASE</b>	10318.8	10528.8	10528.8	10659		
<b>£ Band D pa</b>	106.71	106.71	106.71	112.88		
<b>RESERVES - General Reserve</b>						
<b>General Reserve at 1st April</b>	485587	467017	467017	488581		
2018/19 Utility V £12,170	-12170					
Transfer to Building & Facilities Fund	-50000					
2018/9 Additional funds to Mayoral regalia EMR	-1850					
Funds held BLC fuel costs not billed-released to general reserve	4156					
<b>General reserve at 31st March</b>	467017	430205	488581	456487		
<b>EARMARKED RESERVES AS AT 31/12/2019</b>						
	£				£	
Capital programme	42917	Loddon Mead art project			800	
Building and facilities fund	28689	Parents self help gps - CYP			779	
Oakwood Centre marketing	390	WPLC Bursary Fund			1500	
Maintenance Workshop	76194	WPLC Sports grants			8334	
Repairs and renewals	27420	Elections reserve			0	
WPLC changing rooms	10000	Allotment - toilets			1530	
Special projects fund	25040	Speedwatch equip			1246	
Play area reserve	22662	WPLC refurbishment			31169	
Mayoral regalia	1610	Allotment security			814	
Bookings software	30000	Clock/Centre Stage			2984	
3G pitch carpet replacement	48000	CIL funds			42871	
Youth shelter	687	Capital receipt			89400	
JAC - Loddon Mead project	2500					
		<b>Total</b>			<b>497536</b>	

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## STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2020/21

<b>Expenditure</b>					
		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Code</b>	<b>Description</b>				
	Central Costs	219065	244102	252614	273269
	Democratic Costs	56619	52535	61054	54560
	Corporate Management	312492	345240	342338	368092
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	16573	17000	17450	17000
	Oakwood Centre	178929	167478	169751	172224
	Maintenance HQ	5708	5100	3800	4500
	Woodley Town Centre Man Init	51826	48540	45484	85700
	Capital and Projects	262427	271610	271610	266506
<b>Total</b>		<b>1148639</b>	<b>1196605</b>	<b>1209101</b>	<b>1286852</b>
<b>Income</b>					
		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Code</b>	<b>Description</b>				
	Central Costs	7631	9205	8454	8638
	Democratic Costs	0	0	1891	0
	Corporate Management	9302	9180	9480	0
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Oakwood Centre	159242	171349	165302	170256
	Maintenance HQ	1232	0	0	0
	Woodley Town Centre Man Init	64463	61000	58484	85700
	Capital and Projects	0	0	0	0
<b>Total</b>		<b>241870</b>	<b>250734</b>	<b>243611</b>	<b>264594</b>
<b>Net</b>		<b>906769</b>	<b>945871</b>	<b>965490</b>	<b>1022258</b>

<b>Central Costs 101</b>							
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>		
4001	Staff costs	116655	140922	148430	164969	2020/21 Creation of Asst Admin Post, increments, add hrs now covered by Communications Manager and pay increase of 2% assumed.	
4007	Health and Safety training	1385	2000	2000	2000		
4008	Training	4727	5000	3000	5000		
4010	Expenses	1293	1350	1500	1350		
4013	Oakwood Centre rent	35900	37100	37100	37990		
4016	Cleaning materials/1st aid	0	30	60	60		
4020	Publications	57	100	100	100		
4021	Telephone & Internet	2424	2500	2500	2500		
4022	Postage	1619	1300	1300	1300		
4023	Stationery	1503	1500	1400	1500		
4030	Advertising - staff	2028	1500	1500	1500		
4031	Public Relations	7999	11500	10500	11500		2020/21 WPLC new website
4042	Office equipment & maint	10229	9300	10000	10000		
4045	Repairs and renewals	14000	14000	14000	14000		
4046	Emergency repairs	0	4000	4000	4000		
4522	VAT partial exemption	19246	12000	15224	15500		
<b>Total</b>		<b>219065</b>	<b>244102</b>	<b>252614</b>	<b>273269</b>		
<b>Income</b>							
		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>		
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>		
1090	Misc income	16	200	200	200		
1091	Printing/photocopier	181	20	40	40		
1096	Bank/other interest	3830	5250	4479	4573		
1171	TCMI office costs	3604	3735	3735	3825		
<b>Total</b>		<b>7631</b>	<b>9205</b>	<b>8454</b>	<b>8638</b>		
<b>Net</b>		<b>211434</b>	<b>234897</b>	<b>244160</b>	<b>264632</b>		

<b>Democratic costs 102</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	41403	42490	42687	44333	Training for new Cllrs in borough arranged in 2019 2019/20 By-election to fill vacancy plus payment for 2019 elections
4008	Members exp/training	86	1000	1000	600	
4029	External Cllr Training costs	0	0	1651	0	
4201	Civic costs/allowance	1700	1700	1700	1750	
4211	Election expenses	12130	6000	12671	6500	
4213	Room Hire - Council meetings	1300	1345	1345	1377	
<b>Total</b>		<b>56619</b>	<b>52535</b>	<b>61054</b>	<b>54560</b>	
<b>Income</b>						
		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
	Training income	0	0	1891	0	Income from training for new town & parish councillors
<b>Total</b>		<b>0</b>	<b>0</b>	<b>1891</b>	<b>0</b>	
<b>Net</b>		<b>56619</b>	<b>52535</b>	<b>59163</b>	<b>54560</b>	

<b>Corporate management 103</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff	65843	68140	68140	69992	
4002	NI	53365	60000	58000	61000	
4005	Superannuation	131867	154000	152000	168400	Estimated 1% increase on employers
4018	Payroll/realtime/auto enroll	2101	2000	2100	2200	contribution rate.
4024	Affiliation fees	4113	4400	4403	4450	
4025	Insurance	33530	36000	36000	36000	
4051	Bank charges	3837	3400	3900	4100	
4056	Legal & prof exp	2336	4000	4000	4000	
4057	Accounts/Audit	8000	8500	8500	8500	
4058	HR & Health Safety service	4800	4800	5295	5950	2019/20 & 2020/21 New rate for HR and
4320	Residents survey	2700	0	0	3500	H & S services and support (5 years)
<b>Total</b>		<b>312492</b>	<b>345240</b>	<b>342338</b>	<b>368092</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
1090	Misc Income			300	0	Income from Earley TC re planning
1174	Recharged NI	2838	2850	2850	0	2020 WTCMI staff oncosts now in
1175	Recharged superannuation	6464	6330	6330	0	TCMI budget
<b>Total</b>		<b>9302</b>	<b>9180</b>	<b>9480</b>	<b>0</b>	
<b>Net</b>		<b>303190</b>	<b>336060</b>	<b>332858</b>	<b>368092</b>	

<b>Capital programme 104</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4720	Revenue to Capital	45000	45000	45000	45000	
<b>Total</b>		<b>45000</b>	<b>45000</b>	<b>45000</b>	<b>45000</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>45000</b>	<b>45000</b>	<b>45000</b>	<b>45000</b>	



<b>Grants 105 - Section 137 / WTCMI</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4601	Grants-Section 137 L Gov Act 1972	3940	4000	4450	4000	£450 vired from youth projects budget to fund individual grants awarded
4602	WTCMI grant	12633	13000	13000	13000	Grant to WTCMI
<b>Total</b>		<b>16573</b>	<b>17000</b>	<b>17450</b>	<b>17000</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>16573</b>	<b>17000</b>	<b>17450</b>	<b>17000</b>	

<b>Oakwood Centre 107</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	84149	86143	84683	86820	
4006	First Aid	15	30	30	30	
4011	Rates	8640	8925	8838	9024	
4012	Water rates	3091	3500	2500	2700	
4014	Lighting and heating	21909	21000	22700	23900	Green gas contract - incr in cost but offsets carbon footprint
4016	Cleaning/other materials	2858	2500	2500	2500	
4017	Contract cleaning	17165	18260	18260	19000	
4021	Telephone	510	500	520	530	
4022	Postage	0	50	50	50	
4023	Stationery/printing	35	70	70	70	
4026	Certifications	6066	6000	11000	9000	2019/20 Lightening rods, theatre checks
4032	Promotion/publicity	1571	0	0	0	
4036	Repairs, materials,decorations	24533	10000	8000	8000	Heating issues, pressurisation unit
4041	Skip hire	3724	3500	3800	3800	
4042	Equipment	2038	3000	3000	3000	
4048	Maintenance contracts	1344	2500	2500	2500	RES - fire equipment and water checks
4170	Catering arrangements	1281	1500	1300	1300	
<b>Total</b>		<b>178929</b>	<b>167478</b>	<b>169751</b>	<b>172224</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1001	Rent	9633	9904	9857	10089	Theatre, Police & Local Loo agreements
1002	Room Hire	90946	99500	96000	99500	
1019	Catering concession	13256	16000	13500	13800	
1090	Other income	8207	7500	7500	7500	
1791	Rent (offices)	35900	37100	37100	37990	
1792	Room hire - WTC	1300	1345	1345	1377	
<b>Total</b>		<b>159242</b>	<b>171349</b>	<b>165302</b>	<b>170256</b>	
<b>Net</b>		<b>19687</b>	<b>-3871</b>	<b>4449</b>	<b>1968</b>	

<b>Maintenance HQ/Workshop 108</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4011	Rates	0	400	0	0	
4012	Water rates	0	500	0	0	
4014	Lighting and heating	0	800	0	0	
4021	Telephone	1816	1200	1400	1500	
4036	Repairs/tools/PPE uniform	3111	1200	1400	1500	
4043	Vehicle costs	781	1000	1000	1500	New van - Fuel/MOT/Service/tax
<b>Total</b>		<b>5708</b>	<b>5100</b>	<b>3800</b>	<b>4500</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
1090	Miscellaneous income	1232	0	0	0	
<b>Total</b>		<b>1232</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>4476</b>	<b>5100</b>	<b>3800</b>	<b>4500</b>	

<b>Woodley Town Centre Management Initiative 109</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	TCMI staff costs	29158	30540	27484	28180	
4301	NI & Pension	0	0	0	9600	
4302	Market managers	0	0	0	8120	
4303	Office admin	0	0	0	4000	
4304	Floral display-baskets & planters	0	0	0	6000	
4305	Winter decorations	0	0	0	6000	
4306	Extravaganza	0	0	0	11500	
4307	Maintenance	0	0	0	500	
4308	Electricity (lights and clock)	0	0	0	150	
4309	Premises licence	0	0	0	70	
4310	Website	0	0	0	100	
4311	Advertising and marketing	0	0	0	6000	
4312	Contingency & petty cash	0	0	0	500	
4313	VE day event	0	0	0	2000	
4314	Halloween event	0	0	0	1500	
4315	Children's fun day	0	0	0	1480	
4316	Town centre expenditure	22668	18000	18000	0	
<b>Total</b>		<b>51826</b>	<b>48540</b>	<b>45484</b>	<b>85700</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
1172	Staff costs recharged	29158	30000	27484	0	
1173	TCMI contribution rec'd	22672	18000	18000	0	
1301	Grant - Woodley TC	12633	13000	13000	13000	
1302	Wokingham BC SLA	0	0	0	15000	
1304	Woodley traders	0	0	0	700	
1305	Shop Watch Radio Scheme	0	0	0	1500	
1306	Concessions	0	0	0	5500	
1307	Variety markets	0	0	0	7000	
1308	Extravaganza	0	0	0	6000	
1309	Car boot sales	0	0	0	3000	
1310	Saturday market	0	0	0	25000	
1311	Promotional stands	0	0	0	4500	
1312	Public Information Pillars	0	0	0	2500	
1313	VE Day event	0	0	0	1000	
1314	Halloween event	0	0	0	1000	
<b>Total</b>		<b>64463</b>	<b>61000</b>	<b>58484</b>	<b>85700</b>	
<b>Net</b>		<b>-12637</b>	<b>-12460</b>	<b>-13000</b>	<b>0</b>	

<b>Capital and projects 110</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4737	Oakwood sinking fund	80000	80000	80000	80000	
4950	Lake/Workshop/WPLC interest	0	6011	6011	6293	
4951	WPLC interest	9940	9034	9034	8036	
4952	BLC interest	826	171	171	0	Loan paid off
4953	Woodford Park interest	1003	800	800	584	
4954	Chapel Hall interest	4732	4699	4699	4662	
4955	Oakwood - loan interest	96938	96938	96938	96938	
4956	Oakwood -fixed rate - interest	3445	3231	3231	3006	
4957	Airfield Centre interest	5570	5280	5280	4961	
4958	3G pitch interest	6557	6108	6108	5645	
4959	Gym WPLC interest	1165	1030	1030	894	
4960	Lake/Workshop/WPLC capital	0	7046	7046	7060	
4961	WPLC capital	8955	9861	9861	10858	
4962	BLC capital	6919	3701	3701	0	Loan paid off
4963	Woodford Park capital	3335	3538	3538	2227	
4964	Chapel Hall capital	273	305	305	342	
4966	Oakwood -fixed rate - capital	4557	4771	4771	4996	
4967	Airfield capital	2905	3195	3195	3514	
4968	3G pitch capital	10583	15173	15173	15636	
4969	Gym WPLC capital	14724	10718	10718	10854	
<b>Total</b>		<b>262427</b>	<b>271610</b>	<b>271610</b>	<b>266506</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>262427</b>	<b>271610</b>	<b>271610</b>	<b>266506</b>	

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<b>LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2020/21</b>					
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Code</b>	<b>Description</b>				
201	Woodford Park Leisure Centre	368253	383381	385092	402610
401	Grounds Maintenance-Depot	31491	31126	31401	31605
402	Football	18630	21743	21945	22474
403	Cricket	10205	11647	12102	12428
404	Bowling Green	13734	13993	14998	15338
405	Woodford Park	33003	34757	34766	35992
406	Memorial Ground	9183	10017	9530	9717
407	Garden of Remembrance	9688	8575	7097	7274
408	Play Areas /Open Spaces	12958	15280	12732	12468
501	Coronation Hall	29114	29000	28012	28837
502	Chapel Hall	21369	20165	20299	21720
601	Allotments	24562	19399	19833	19946
602	Amenities	4407	6571	5398	4784
603	Events	10013	12503	9529	12930
604	Public toilet	0	10718	7814	10501
608	Youth services	27048	28565	27902	29000
<b>Total</b>		<b>623658</b>	<b>657440</b>	<b>648450</b>	<b>677624</b>
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Code</b>	<b>Description</b>				
201	Woodford Park Leisure Centre	392016	372279	426067	387763
401	Grounds Maintenance-Depot	332	500	500	512
402	Football	5947	5075	6559	5940
403	Cricket	3441	2455	2506	2600
404	Bowling Green	7280	7919	8023	8181
405	Woodford Park	6730	6750	7784	6750
406	Memorial Ground	115	118	236	241
407	Garden of Remembrance	1266	1100	520	520
408	Play Areas /Open Spaces	0	0	0	0
501	Coronation Hall	34419	34000	35000	36000
502	Chapel Hall	34213	35000	34000	35000
601	Allotments	12040	12252	13268	13586
602	Amenities	0	0	0	0
603	Events	0	0	0	0
604	Public toilet	0	1460	450	600
608	Youth services	0	0	0	0
<b>Total</b>		<b>497799</b>	<b>478908</b>	<b>534913</b>	<b>497693</b>
<b>Net</b>		<b>125859</b>	<b>178532</b>	<b>113537</b>	<b>179931</b>

<b>Woodford Park Leisure Centre 201</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
4001	Staff	160161	188784	174673	180568	2019/20 Funding for Rec Asst post not required
4004	Coaching/Leisure Att	44497	48038	55580	59480	Additional classes this and next year
4006	First aid	54	150	150	150	
4009	Uniforms	554	500	386	500	
4011	Rates	21960	22685	22463	22935	
4012	Water rates	5520	3500	5800	5500	
4014	Lighting and heating	22984	22000	23000	24500	Green gas contract - incr in cost but offsets
4016	Cleaning/other materials	1648	1659	1642	1724	carbon footprint
4017	Contract cleaning	23519	24876	24693	25498	
4021	Telephone	2263	2500	2500	2500	
4023	Stationery/printing	1955	1920	2255	2368	
4035	Certification costs	8641	4400	5300	5500	Reorganisation of certification costs
4036	Repairs	24787	10000	12500	12000	
4040	Washroom/mats etc	1192	1442	1446	1190	
4041	Skip hire	1967	2061	2300	2300	
4042	Equipment	5905	6846	4434	4978	Some items now allocated to gym exp code
4132	Marketing	13	800	800	800	
4142	Gym equipment & contracts	12829	11004	16989	16745	All contracts re gym in this code now
4241	3G maint/repairs	2706	3182	1813	3300	
4242	3G equipment	0	0	2400	4000	2020/21 Est 10 tonnes of rubbercrumb needed
4245	3G sinking fund	12000	12000	12000	12000	Towards fund building up for new carpet
4146	Grant funded sports	0	0	80	0	
4251	Vending supply	13098	15034	11888	14074	
<b>Total</b>		<b>368253</b>	<b>383381</b>	<b>385092</b>	<b>402610</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
1001	Rent	30105	30518	30529	30834	
1002	Public charges - rooms	35937	29877	33240	32158	2020/21 possible impact of new leisure centre
1201	Sports hall charges	61475	58662	62081	60571	2020/21 possible impact of new leisure centre
1203	Courses/activities	76143	69934	84403	79273	2020/21 possible impact of new leisure centre
1205	Tennis - H.S.A	1013	1018	1302	1315	
1210	Sports Equipment hire	138	150	250	250	
1220	Healthy Habits cards	1216	800	1075	1075	
1244	3G Pitch	48691	46126	49716	50213	
1245	Bursary fund income	0	0	0	0	
1246	Grant funded sports	0	0	0	0	
1251	Vending/ice cream/other	21677	21194	18471	20074	
1259	Fitness gym	115621	114000	145000	112000	2020/21 possible impact of new leisure centre
<b>Total</b>		<b>392016</b>	<b>372279</b>	<b>426067</b>	<b>387763</b>	
<b>Net</b>		<b>-23763</b>	<b>11102</b>	<b>-40975</b>	<b>14847</b>	

<b>Depot - grounds maintenance 401</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	9143	10246	9922	10155	
4006	First aid	38	80	50	50	
4009	Protective clothing	383	700	600	600	
4012	Water rates	736	450	774	800	
4116	Cleaning materials	324	200	350	350	
4020	Other supplies	366	200	200	200	
4021	Telephone	655	400	655	500	New contract anticipated 2020
4036	Repairs	760	350	550	550	
4041	Skip hire	6352	7000	6500	6000	
4042	Machinery maint/repairs	4766	4500	5300	5400	
4144	Petrol/oil	3188	2500	2500	2500	
4145	Tree maintenance	4780	4500	4000	4500	
<b>Total</b>		<b>31491</b>	<b>31126</b>	<b>31401</b>	<b>31605</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1402	Income Bulmershe Pk	332	500	500	512	
<b>Total</b>		<b>332</b>	<b>500</b>	<b>500</b>	<b>512</b>	
<b>Net</b>		<b>31159</b>	<b>30626</b>	<b>30901</b>	<b>31093</b>	

<b>Football 402</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff costs	16944	18823	18823	19354	
4039	Seed/fertilizer	1660	2800	3000	3000	Weed/feed spring 2020
4042	Equipment	26	120	122	120	Line whitening paint
<b>Total</b>		<b>18630</b>	<b>21743</b>	<b>21945</b>	<b>22474</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1003	Pitch charges	5947	5075	6559	5940	Loss of 1 home team anticipated in 2020
<b>Total</b>		<b>5947</b>	<b>5075</b>	<b>6559</b>	<b>5940</b>	
<b>Net</b>		<b>12683</b>	<b>16668</b>	<b>15386</b>	<b>16534</b>	



<b>Cricket 403</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	8472	9412	9412	9678	
4012	Water rates	1227	785	1290	1300	
4039	Seed/fertilizer	506	1400	1400	1400	
4042	Equipment	0	50	0	50	
<b>Total</b>		<b>10205</b>	<b>11647</b>	<b>12102</b>	<b>12428</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1003	Pitch charges	3441	2455	2506	2600	
<b>Total</b>		<b>3441</b>	<b>2455</b>	<b>2506</b>	<b>2600</b>	
<b>Net</b>		<b>6764</b>	<b>9192</b>	<b>9596</b>	<b>9828</b>	

<b>Bowling green 404</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	10354	11503	11503	11828	
4012	Water rates	1840	930	1935	1950	
4014	B Club light & heat	53	0	0	0	
4035	Certifications	0	100	100	100	
4039	Seed/fertilizer	1157	1160	1160	1160	Spring weed/feed
4040	Equipment/equipment hire	330	300	300	300	Spreader hire
<b>Total</b>		<b>13734</b>	<b>13993</b>	<b>14998</b>	<b>15338</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1003	Public fees	65	65	169	100	
1005	Club licence fee	6870	7489	7489	7681	
1006	Irrigation/water	345	365	365	400	
1090	Light and heat income					
<b>Total</b>		<b>7280</b>	<b>7919</b>	<b>8023</b>	<b>8181</b>	
<b>Net</b>		<b>6454</b>	<b>6074</b>	<b>6975</b>	<b>7157</b>	

<b>Woodford Park 405</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	27559	31147	29201	29742	Maint trainee post not appointed to
4012	Water rates	2944	1350	3097	3100	
4020	Other materials	555	500	500	500	
4036	Repairs	905	400	550	500	
4039	Plants/flowers	255	300	300	1000	2020/21 lakeside planting
4047	Play equipment	535	800	800	800	
4151	Tournaments	250	260	318	350	
<b>Total</b>		<b>33003</b>	<b>34757</b>	<b>34766</b>	<b>35992</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1004	Fair site	4618	5500	6034	5000	
1120	Memorial benches	1500	500	1000	1000	
1001	Groundrent	612	750	750	750	
<b>Total</b>		<b>6730</b>	<b>6750</b>	<b>7784</b>	<b>6750</b>	
<b>Net</b>		<b>26273</b>	<b>28007</b>	<b>26982</b>	<b>29242</b>	

<b>Memorial Ground 406</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	8537	9617	9130	9317	Maint trainee post not appointed to
4039	Seed/fertilizer	335	100	100	100	
4047	Play equipment	311	300	300	300	
<b>Total</b>		<b>9183</b>	<b>10017</b>	<b>9530</b>	<b>9717</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1002	Ground hire	115	118	236	241	
<b>Total</b>		<b>115</b>	<b>118</b>	<b>236</b>	<b>241</b>	
<b>Net</b>		<b>9068</b>	<b>9899</b>	<b>9294</b>	<b>9476</b>	

<b>Garden of Remembrance 407</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	5648	6275	6275	6452	
4039	Planting/pillars	3170	1500	500	500	
4071	Inscription costs	870	800	322	322	Demand led
<b>Total</b>		<b>9688</b>	<b>8575</b>	<b>7097</b>	<b>7274</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1021	Inscription income	1266	1100	520	520	Demand led
<b>Total</b>		<b>1266</b>	<b>1100</b>	<b>520</b>	<b>520</b>	
<b>Net</b>		<b>8422</b>	<b>7475</b>	<b>6577</b>	<b>6754</b>	

<b>Play areas and open spaces 408</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	12293	14410	11652	11580	Maint trainee post not appointed to
4013	Rent - ground leases	164	170	180	188	
4047	Play equipment	501	700	900	700	
<b>Total</b>		<b>12958</b>	<b>15280</b>	<b>12732</b>	<b>12468</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>12958</b>	<b>15280</b>	<b>12732</b>	<b>12468</b>	

<b>Coronation Hall 501</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff costs	19188	19181	17882	18202	Maint trainee post not appointed to
4006	First aid	0	10	10	10	
4011	Rates	3504	3619	3584	3659	
4012	Water rates	-477	1200	500	1416	Previous over charges
4014	Lighting and heating	2759	2700	3000	3000	
4016	Cleaning materials	477	550	550	550	
4035	Certification tests	693	600	1400	1300	Includes music licences
4036	Repairs	2742	900	900	500	
4040	Washroom services	228	240	186	200	
<b>Total</b>		<b>29114</b>	<b>29000</b>	<b>28012</b>	<b>28837</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1002	Hall hire	34419	34000	35000	36000	
<b>Total</b>		<b>34419</b>	<b>34000</b>	<b>35000</b>	<b>36000</b>	
<b>Net</b>		<b>-5305</b>	<b>-5000</b>	<b>-6988</b>	<b>-7163</b>	

<b>Chapel Hall 502</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff costs	14253	14619	13483	13736	Maint trainee post not appointed to
4006	First aid	0	10	10	10	
4011	Rates	1584	1636	1620	1654	
4012	Water rates	286	250	300	320	
4014	Lighting and heating	2283	1800	2750	2750	
4016	Cleaning materials	140	150	150	150	
4035	Certification tests	602	600	900	1300	
4036	Repairs	1993	900	900	1600	
4040	Washroom services	228	200	186	200	
<b>Total</b>		<b>21369</b>	<b>20165</b>	<b>20299</b>	<b>21720</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1002	Hall hire	34213	35000	34000	35000	
<b>Total</b>		<b>34213</b>	<b>35000</b>	<b>34000</b>	<b>35000</b>	
<b>Net</b>		<b>-12844</b>	<b>-14835</b>	<b>-13701</b>	<b>-13280</b>	

<b>Allotments 601</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	7055	8149	7013	7046	Maint trainee post not appointed to
4012	Water rates	8570	2000	3520	3600	
4013	Lease	7300	7500	7300	7300	
4036	Repairs	1637	1750	2000	2000	
<b>Total</b>		<b>24562</b>	<b>19399</b>	<b>19833</b>	<b>19946</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1001	Rents	12040	12252	13268	13586	
<b>Total</b>		<b>12040</b>	<b>12252</b>	<b>13268</b>	<b>13586</b>	
<b>Net</b>		<b>12522</b>	<b>7147</b>	<b>6565</b>	<b>6360</b>	

<b>Amenities 602</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	3355	4171	2548	2384	Maint trainee post not appointed to
4014	Street lights - fuel	600	900	850	900	
4036	Street lights - repairs	0	500	1000	500	2019 New column to replace damaged one
4163	Amenities repairs	452	1000	1000	1000	
<b>Total</b>		<b>4407</b>	<b>6571</b>	<b>5398</b>	<b>4784</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>4407</b>	<b>6571</b>	<b>5398</b>	<b>4784</b>	

<b>Events 603</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4001	Staff	2013	2503	1529	1430	Maint trainee post not appointed to
4031	Promotions/materials	5000	2000	2000	5000	New/Improved events-Picnic/VE Day
4533	Woodley Carnival	3000	3000	3000	3000	
4228	Centre Stage events/repairs	190	5000	3000	3500	Moved from WTCMI budget in S & R
						Cttee
<b>Total</b>		<b>10203</b>	<b>12503</b>	<b>9529</b>	<b>12930</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>10203</b>	<b>12503</b>	<b>9529</b>	<b>12930</b>	

<b>Public toilet 604</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4011	Rates	0	1000	2314	2501	Advice from SLCC to include full rates cost
4014	Utilities	0	1200	600	1200	- poss legislation for Borough Councils to
4033	Cleaning	0	5300	4500	5300	pay 100% of rates payable on public toilets
4034	Consumables	0	800	200	500	Not known when this may be considered
4036	Maintenance	0	2418	200	1000	
<b>Total</b>		<b>0</b>	<b>10718</b>	<b>7814</b>	<b>10501</b>	
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
1603	Public toilet income	0	1460	450	600	
<b>Total</b>		<b>0</b>	<b>1460</b>	<b>450</b>	<b>600</b>	
<b>Net</b>		<b>0</b>	<b>9258</b>	<b>7364</b>	<b>9901</b>	

<b>Youth Services 608</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
4264	Youth services & activities SLA	24748	25565	25352	26000	
4266	Youth projects fund	2300	3000	2550	3000	£450 vired by S&R Cttee to cover
<b>Total</b>		<b>27048</b>	<b>28565</b>	<b>27902</b>	<b>29000</b>	individual grants in Nov 19
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
<b>Code</b>	<b>Description</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>27048</b>	<b>28565</b>	<b>27902</b>	<b>29000</b>	

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**PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY 2020/21**

<b>PLANNING &amp; COMMUNITY COMMITTEE BUDGET SUMMARY 2020/21</b>					
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Code</b>	<b>Description</b>				
	Grants and Service Level	31662	31581	31581	33093
	Agreements				
<b>Total</b>		<b>31662</b>	<b>31581</b>	<b>31581</b>	<b>33093</b>
<b>Income</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Code</b>	<b>Description</b>				
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net</b>		<b>31662</b>	<b>31581</b>	<b>31581</b>	<b>33093</b>



<b>Annual Grants/Service Level Agreement 605</b>						
<b>Expenditure</b>		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Information</b>
<b>Code</b>	<b>Description</b>					
<b>Grants</b>						
4663	Citizens Advice Bureau	7000	6620	6620	7000	Amount requested
4665	Keep Mobile	1000	1200	1200	1000	Amount requested
4667	ARC	5500	5000	5000	5500	Amount requested
	Revitalize				382	Amount requested
<b>Service Level Agreement</b>						
4661	Readibus	18162	18761	18761	19211	
<b>Total</b>		<b>31662</b>	<b>31581</b>	<b>31581</b>	<b>33093</b>	
<b>Income</b>						
		<b>Actual</b>	<b>Estimate</b>	<b>Revised Est</b>	<b>Estimate</b>	
		<b>2018/19</b>	<b>2019/20</b>	<b>2019/20</b>	<b>2020/21</b>	
<b>Code</b>	<b>Description</b>					
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net</b>		<b>31662</b>	<b>31581</b>	<b>31581</b>	<b>33093</b>	

# Woodley Town Council - Risk Register

## APPENDIX B

### SUMMARY OF RISK AREAS

Jan-20

Risk area	High			Medium			Low			
	16	12	9	8	6	4	3	2	1	
Strategic Register	0	0	0	2	1	7	1	0	0	11
Allotments	0	0	0	0	1	7	1	8	0	17
Play Areas	0	0	0	0	2	4	0	1	0	7
Municipal Buildings	0	0	0	0	3	4	3	3	3	16
Open Spaces	0	0	0	1	2	3	1	2	1	10
Outdoor sport and recreation	0	0	0	0	1	6	3	3	3	16
Indoor sports	0	0	1	0	0	2	3	3	0	9
Resources management	0	0	1	0	13	5	2	3	0	24
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>23</b>	<b>38</b>	<b>14</b>	<b>23</b>	<b>7</b>	110

#### Responsible officer initials:

Town Clerk	TC
Deputy Town Clerk	DTC
Leisure Services Manager	LSM
Maintenance Manager	MM
Grounds Maintenance Manager	GMM
Committee Officer	CO
Communications Manager	CM
New risks identified	

Note: The previous score column in the attached tables only show the risk score from the previous year, if it has changed. If the column is empty the risk score hasn't changed.

Comments in blue added April 2019

Comments in green - review in December 2019

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Strategic Risks</b>										
Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8		Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place.	Treat/Monitor	Advice to be sought/ review of tax arrangements. <a href="#">More work required in relation to GDPR.</a>
Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8		Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	Treat/Monitor	
Failure of partnership working	SR 10	TC/DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6		Objectives and terms of partnership agreed by both parties. Responsible officers understand importance of effective partnership working and conduct themselves accordingly and in a professional manner.	Treat/Monitor	
Failure to maintain a robust/legal decision making process	SR 02	TC	Challenge to decisions, possible legal challenge	1	4	4		Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR and <a href="#">Health and Safety</a> services.	Treat/Monitor	
Failure of financial planning, processes and reporting	SR 03	TC	Decisions taken without full information, Members and officers not properly informed on financial resource matters, potential threat to council resources/reserves	1	4	4		Annual financial statements prepared in house, checks by internal and external auditors. Budget Monitoring reports provided to each spending cttee meeting with requirement that predicted high overspends be reported. Budget consideration annually with info on reserves.	Treat/Monitor	
Inadequate insurance cover	SR 06	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4		Insurance reviewed with broker on a yearly basis in February/March		
Serious injury or death of customer using facilities, member of staff at work or councillor carrying out duties as a member of council.	SR 07	TC	Corporate manslaughter charge/civil action/cost of any claims/insurance premiums increased	1	4	4		Appropriate insurances in place for staff and councillors. Buildings/equipment serviced and maintained. Open spaces maintained. Risk Assessments on tasks completed. Health and Safety policy in place. Regular inspection regime both internal and external. Appropriate staff training/policies in place. Fire risk/risk assessments reviewed at all sites 2014/15. New fire procedures and on going training programme in place. Online H & S training modules undertaken by all staff.	Treat/Monitor	Regular Health and Safety managers meetings take place. Ellis Whittam provide professional H & S advice, updates and training on a 5 year contract. Risk assessment of council's facilities and activities undertaken by consultant and all matters addressed . Ellis Whittam act as the Council's 'Competent Person' in law. First Aid training attended by 12 staff in 2016. <a href="#">Maintenance teams' staff to attend 3 day first aid trainin - yet to be scheduled</a>
Failure to safeguard children and vulnerable adults	SR 08	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	4	4		Staff training on child protection procedures carried out and DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy adopted at S and R Cttee 26/4/16.	Treat/Monitor	
Failure to achieve target of Town Council being carbon neutral by 2030.	SR 11	TC/DTC	Not contributing to actions sufficiently to reduce Council's carbon footprint	2	2	4		Reporting progress to Council (Strategy and Resources Cttee), staff awareness of issues.	Treat/Monitor	Training and information to all staff on targets and actions to be taken to be carried out
Negative impact of not giving appropriate consideration to environmental impact of services	SR 12	TC/DTC	Bad publicity, negative reputational impact	2	2	4		Communications Manager to publicise Council's actions and plans. Item on environmental impact in reports where appropriate.		
Failure of internal controls	SR 04	TC	Potential for fraud/theft, procedures not followed leading to possibility of higher costs /need for additional other resources	1	3	3		Insurance cover - subject to certain requirements being met, internal audit focus on controls and proper application, regular staff training and systems, splitting of responsibilities. Insurance values included on asset register (wef 2015/16 register) and visual check of assets annually.	Treat/Monitor	
<b>Deleted risks</b>										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Allotments</b>										
Breach of security	A11	DTC	Possibility of vandalism/damage to plots and tenants' property or theft of property and crops	3	2	6		Repairs to fencing carried out <b>as required</b> , gates locked by tenants on entering and leaving. Liaison with tenants association.	Treat/Monitor	Security contribution paid at start of tenancy - fund for repair/security improvements
Vermin infestation	A 04	DTC	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	2	2	4		Regular meetings (formal and informal) with representatives from the tenants association. Inspections in spring/autumn raise any concerns about untidy plots, potential for vermin etc. Vermin control carried out by the Town Council when required. System in place for tenants to manage bait box placement in line with procedure agreed with Allotments Committee.	Treat/Monitor	<a href="#">New tenant to take up role and receive training.</a>
Contamination of 'spring clean' skips	A 03	DTC	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	2	4		In 2010 and 2011 skips not provided following incidents of contamination. <del>Skips are hire now limited to one day and overnight and lockable</del> with allotment committee reps overseeing the depositing of rubbish into the skip where possible.	Treat/Monitor	
Loss/damage to water supply	A 08	DTC	Watering not being able to be undertaken resulting in poor crops and complaints.	2	2	4		Water tanks maintained, liaison with tenants association. In house expertise enables problems to be rectified quickly. Water turned off in winter months. Regular water meter readings undertaken.	Treat/Monitor	<a href="#">Checks on water supply pipes on site to be carried out following some leaks Completed April/May 2019</a>
Contaminated material on plots	A13	DTC	Danger to health, cost of removal high	2	2	4		Procedures for correct removal. Tenancy agreement states hazardous material not to be brought on site.	Treat/Monitor	
Lack of effective partnership working with the Tenants Association	A14	DTC	Poor communication, misunderstandings/adverse publicity disruption to arrangements in place to maintain plot standards	2	2	4		Regular communication between allotment reps/committee and officers and councillors. Officers and councillors attend Allotment AGM.	Treat/Monitor	
Double allocation of plots	A12	DTC	New tenants unhappy, extra time to sort double booking out with tenants	2	2	4		Allotments booking package records tenants. Formal system for allocation established.	Treat/Monitor	
Personal injury	A18	DTC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4		Tenancy agreement requirements - hazardous items not allowed on site, fencing monitored and repaired, improved access for vehicles with quarterly road condition checks. H & S meetings include allotments. Annual site clear up carried out - council provides skips.	Treat/Monitor	
Incorrect use of bait box procedure by tenants	A15	DTC	Inappropriate and possible dangerous placing of poison on site.	1	3	3		Risk assessment for bait placement and training for named individuals carried out. List kept up to date of where bait places. Bait stored in secure storage.	Treat/Monitor	<a href="#">New tenant to take up role and receive training.</a>
Tenancy agreements not in place	A 01	DTC	Lack of control of tenancies and income - tenants not clear on the terms of their tenancy	1	2	2		Tenancy agreements to be signed before taking up plot, Agreements in line with various Allotment Acts and local requirements are renewed every year - signed by Admin Officer and witnessed.	Treat/Monitor	
Adequate insurance cover	A 02	DTC	Claims against the council for items not covered could result in additional expenditure	1	2	2		Insurance cover reviewed annually and listings in asset register to include present purchase price to ensure cover level is relevant.	Treat/Monitor	
Dumping/fly tipping	A 05	DTC	Cost of removal - possible hazardous waste dumped - increased costs	1	2	2		Sites secured with locked gates - all tenants have a key - requirement that the gates be locked on entering and leaving the site. Allotment representatives notify the Council should any dumping/fly tipping occur.	Treat/Monitor	
Untidy/unworked plots	A 06	DTC	Poor image resulting in annoyance to neighbouring allotment holders and those on the waiting list.	2	1	2		Regular meetings (formal and informal) with representatives from the tenants association - <del>New-a</del> Arrangements for inspection and procedure to deal with unworked plots wef 2014 are working well.	Treat/Monitor	
Failure to collect rents	A 10	TC	Reduced income to the Council.	1	2	2		Procedure in place for reminders and to evict non paying tenants - this is set out in the tenancy agreement.	Treat/Monitor	
Pollution and fire hazard from bonfires	A 09	DTC	Public complaints/ <a href="#">damage to nearby plots</a>	2	1	2		Enforce conditions of tenancy agreement (after 6 pm [from 1 April to 30 September] and after 4 pm [from 1 October to 31 March]) and liaise with tenants association.	Treat/Monitor	<a href="#">New regulations introduced from 2020 restricting bonfires to times of day and time of year only.</a>
CCTV and Data Protection policy and procedure requirements of Information Commissioners Office not complied with	A16	DTC	Non compliance with regulations	1	2	2		Policy and procedure in line with Information Commissioners Office agreed - The Information Commissioners Office checklist for the operation of the camera is reviewed annually by the tenants association and a signed copy provided to the Council.	Treat/Monitor	<a href="#">CCTV arrangements need to be reviewed in conjunction with Allotment Tenants Association - yet to be carried out</a>
Deer coming into the site	A17	DTC	Damage to and loss of plants	2	1	2		Tenants agreed to report any occurrences to Council officers - who will work with tenants to move deer off site.	Treat/Monitor	
<b>Deleted risks</b>										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/comments
<b>Play Areas</b>										
Inadequate budget provision	PA 04	TC	Routine and essential maintenance not undertaken resulting in reduced use and health and safety issues. Equipment not replaced and new equipment not purchased.	2	3	6		Repairs and Maintenance budgets reviewed annually.	Treat/Monitor	
Vandalism/damaged equipment/theft	PA 03	DTC	Facilities unable to be used or equipment used resulting in an injury, additional expenditure and poor image. Possible compensation claim.	3	2	6		Weekly recorded inspections, annual written inspection and report from insurers. Equipment made safe/removed as soon as possible after notification. See PA 02 re insurances in place. Police informed of all acts of vandalism.	Treat/Monitor	Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.
Inadequate inspection/maintenance records	PA 01	MM	Cannot be sure and prove that equipment has been checked/is safe or have early identification of future repairs/renewals resulting in accidents, possible claims against the Council and unable to plan for expenditure.	1	4	4		Recorded inspection of play areas carried out weekly. Annual independent play area inspection carried out.	Treat/Monitor	Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.
Inadequate insurances	PA 02	DTC	Required to protect the Council against significant claims.	1	4	4		Appropriate insurances in place. Equipment regularly inspected, serviced and maintained. Annual ROSPA inspection carried out.	Treat/Monitor	Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.
Personal injury	PA 05	MM	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	4		Written inspections and risk assessments undertaken & ROSPA annual inspection. Equipment purchased from established play providers with latest safety standards. Public liability cover in place. Play areas that are not DDA compliant to be replaced as and when funds allow.	Treat/Monitor	Maintenance Manager attended ROSPA course re inspection of play equipment. New Maintenance Officer to attend course as soon as practicable.
Play areas not inclusive	PA 07	DTC	Lack of inclusive facilities resulting in possible contravention of DDA and criticism from residents.	2	2	4		The requirement to include accessible play equipment is part of tenders for new play equipment.	Treat/Monitor	
Litter/Dog mess	PA 06	DTC/GMM	Unightly, health and safety issue resulting in complaints and poor image, time consuming to check and remove	1	2	2			Treat/Monitor	

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Municipal buildings</b>										
Significant damage to building	MB 16	DTC/MM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8		Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	Treat/Monitor	Contingency plans/disaster plans to be drawn up. <a href="#">More progress to be made on IT Crisis Management Plan. Water damage at OC will be repaired in 2020</a>
Increased competition/economic downturn	MB 09	TC	Reduced bookings resulting in reduced income.	3	2	6		Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter noticeboards and E-marketing/social media.	Treat/Monitor	<a href="#">Regular hirers' rates - some remain unchanged to maintain business. There has been a decrease in hirers and usage over 2018/19 at OC. Communications Manager now in post with additional hours (30 a week) - with key priority to market and promote the Oakwood Centre.</a>
Cleaning contracts not operating to satisfaction	MB 15	DTC/LSM	Poor service to customers, customer dissatisfaction reduced bookings and income, staff having to cover cleaning as a priority	3	2	6		Regular checks on cleaning standard and reports to managers where problems. WPLC monthly reviews with contractor. Oakwood Centre cleaning contractor changed 2015.	Treat/Monitor	
Withdrawal of catering partner at the Oakwood Centre	MB 20	DTC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6		Clear objectives and terms of partnership agreed by both parties. Responsible officer understand importance of effective partnership working. Panel established for regular meetings with contractor to review/refine service.	Treat/Monitor	
Inadequate budget provision	MB 04	TC	Routine and essential maintenance not undertaken resulting in reduced bookings and health and safety issues.	2	2	4		Repairs and Maintenance budgets and new equipment budget reviewed yearly. Costly specific items included in capital programme.	Treat/Monitor	
Failure to obtain necessary licences	MB 08	DTC	Unable to provide services including liquor sales resulting in reduced bookings.	1	4	4		Premises and alcohol licences already held in the name of the Town Council and do not expire. DTC is the Personal Licence holder at OC and WPLC.	Treat/Monitor	
Vandalism	MB 03	DTC	Loss of bookings, additional expenditure, poor image.	2	2	4		OC and WPLC alarmed. OC external CCTV. WPLC internal and external CCTV updated. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible.	Treat/Monitor	
Loss of income/no income from tenancy arrangements relating to the flat at WPLC (former bar manager's flat)	MB 19	TC	Loss of budgeted income, possible repairs costs/legal action and staff time. Potential negative impact on the leisure centre.	2	2	4		Rental agency used for advertising, references and agreement. Council managing the rental going forward - will include regular inspections. Staff on site for any problems. Arrangements are monitored.	Treat/Monitor	<a href="#">Flat occupied by existing tenant for another year.</a>
Lack of adequate insurances	MB 02	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker on a yearly basis in February. Valuation of buildings reinstatement /insurance costs established in 2016 and will be increased annually	Treat/Monitor	
Buildings not maintained	MB 10	DTC	Fabric of the Buildings deteriorates resulting in reduced bookings, complaints and reduced image.	1	3	3		Buildings maintenance schedule. Repairs database up and running-to be linked to asset management system. Earmarked reserve for building and facilities maintenance set up.	Treat/Monitor	<a href="#">Issues at the Oakwood Centre and WPLC being addressed. Legionella control being undertaken by qualified contractor until new staff procedures in place.</a>
Licences revoked by the Licensing Authority	MB 14	DTC	Unable to provide service. Poor public image. Criticism from licensing authorities. Possible legal action and fines against the Council.	1	3	3		Liaison with Trading Standards service regarding liquor licence. Liquor licence only held in respect of Oakwood Centre and WPLC. Wedding licence at Oakwood Centre not renewed in 2016.	Treat/Monitor	
Personal injury	MB 05	DTC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc. Fire risk assessments carried out - WPLC and OC new evacuation in place. Room capacity upstairs at WPLC lowered. Ice and snow clearance undertaken at all buildings	Treat/Monitor	<a href="#">PAT testing of all equipment carried out in 2018.</a>
Inappropriate old equipment/furniture or fittings	MB 06	DTC	Hirers deterred from using the buildings resulting in reduced income.	1	2	2		Regular inspections and risk assessments - planned budget expenditure to replace. New chairs at Chapel and Coronation Halls, new business tables at Oakwood Centre - manual handling issues had arisen.	Treat/Monitor	<a href="#">At WPLC new chairs and tables for meeting rooms have been ordered- Purchased. Seating covers and AV infrastructure to be replaced early 2020.</a>
Double bookings	MB 07	TC	Disappointment for customers, time and financial resources to make redress	1	2	2		Bookings of 4 centres covered by RBS booking system.	Treat/Monitor	
Income lower than budget estimates	MB 01	TC	Below target income possibly resulting in higher than anticipated expenditure if savings unable to be made.	1	1	1		Budget monitoring reports to each spending committee meeting, Town Clerk reviews and monitors income and expenditure monthly, Chair of S and R Cttee receives monthly I and E reports, by committee. Audit trail booking systems in place. Where possible action taken to reduce other expenditure/raise income.	Treat/Monitor	
Lack of security	MB 11	DTC	Theft and damage resulting in possible cancelled bookings and reduced income and higher insurance premiums.	1	1	1		Regular banking, cash in safe, insured to specific levels. WPLC, OC alarmed. Staff on duty when OC, and WPLC open. Set keyholders. Keyholding service for out of hours alarm/incidents - local company and reduced costs. No access by tenant to building out of hours	Treat/Monitor	
Failure to review and collect charges	MB 13	TC	Reduced income to the Council and non competitive charges.	1	1	1		Charges reviewed yearly by Committee. Comparison exercise undertaken each year. Invoices to be paid by hirer prior to their booking. Internal audit checks to ensure income is being collected. Marketing plan for Oakwood Centre in place.	Treat/Monitor	
<b>Deleted risks</b>										
Dog owners using outside area at WPLC impacting on leisure centre users.	MB20	LSM	Complaints from centre users, difficult situations for staff to deal with, Health and Safety implications and responsibilities to customers/public.	1	1	1		Request that dogs to be on leads/kept under control if in the patio area at WPLC.	Treat/Monitor	<a href="#">This risk no longer an issue at WPLC</a>

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Action/Comments
<b>Open Spaces</b>										
Illegal encampment	OS 06	DTC	Unightly, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8		Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Treat/Monitor	Install bollards at Malone Park - subject to ownership being transferred to the Town Council.
Fly tipping	OS 05	DTC	Unightly and possibly hazardous resulting in increased expenditure to remove and dispose of, and possible claims against the Council. Cost of removal and disposal.	3	2	6		Access by vehicle to areas difficult, some areas locked - rubbish removed as and when required. Some bins removed/resited or collection arrangements changed. New system for bins at WPLC - locked and in store.	Treat/Monitor	Keep under review, install signage. Rubbish checked for addresses and letters sent out to occupants.
Injury/damage claims - paths/roadways	OS 10	DTC/MM	Cost of successful claim - increase in insurance costs, poor image and impact on council's reputation	2	3	6		Bi-weekly pathways check carried out by Maintenance team. Repairs to roadway/car parks undertaken by Maintenance team when reported by officers at WPLC. Access road and car park at WPLC have now been resurfaced.	Treat/Monitor	Capital programme allocation for pathways. Some pathway works carried out in Spring 2017, more to be scheduled in 2019, including around the lake in August 2019 - after nesting season.
Inadequate budget provision	OS 03	TC	Routine and essential maintenance not undertaken resulting in poor open spaces which might become hazardous and increased complaints.	2	2	4		Budget reviewed and allocated each year by committee	Treat/Monitor	
Litter/dog mess	OS 07	GMM/MM	Unightly, health and safety issue resulting in complaints and poor image.	2	2	4		Dog bins provided, areas litter picked when grass cutting, making play ground checks and in response to residents' complaints. We're watching you signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monitor	
Falling/damaged trees	OS 08	DTC/GMM	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4		Database record of works/complaints /inspections. Documented visual inspection of trees near pathways/buildings etc following high winds. All work carried out by licensed / approved contractor. Annual budget allocation for tree works and emergency repairs budget also in place.	Treat/Monitor	Tree inspection and maintenance records will be updated in 2019/20 by zoned areas in parks and open spaces. Yet to be undertaken
Lack of adequate insurances	OS 01	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker annually.	Treat/Monitor	
Vandalism	OS 02	DTC	Additional expenditure and poor image.	1	2	2		Difficult to control in this area, no real controls. Remove/clear up immediately	Treat/Monitor	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Routine maintenance schedule established.	Treat/Monitor	
Dissatisfaction with maintenance regime in parks	OS 09	GMM	Negative image, complaints,	1	1	1		Grass cut when required rather than set number of cuts per year. Litter picking daily and following reports of problems - GM and Maint Teams	Treat/Monitor	



Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Outdoor sports and recreation</b>										
Personal injury to the public	OS 06	GMM, LSM	Significant claims resulting in higher insurance premiums and loss of reputation.	2	3	6		Grounds Maintenance team employed to keep sports pitches in good order. WPLC and Maintenance teams oversee the 3G pitch.	Treat/Monitor	
Insufficient car parking at WPLC for popular events/at certain times	OS 16	LSM/TC	Neighbours impacted by parking in streets - access and traffic flow problems	2	2	4	6	New car parking increased spaces by 59 - WPLC review bookings requests for parking impact before accepting. Additional double yellow lines opposite entrance not agreed by WBC.		Weekends are busy in football season - footballers advised to share lifts/walk. There is still some congestion at Haddon Drive on Saturdays.
Vandalism	OS 04	GMM	Additional expenditure, reduced income and poor image.	2	2	4		Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Treat/Monitor	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch ) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
Dog mess	OS 09	GMM	Unsanitary, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4		Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	Treat/Monitor	
Contamination of water systems	OS 14	LSM/MM	Closure of paddling pool-ether areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Maintenance Manager and all sports team have Pool Plant Operators qualification.	Treat/Monitor	
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4		Computer booking system in place.	Treat/Monitor	
Pollution of paddling pool	OS 15	LSM/MM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4		Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	Treat/Monitor	
Lack of adequate insurances	OS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	3	3		Insurance reviewed with broker on an annual basis	Treat/Monitor	
Inadequate budget provision	OS 05	TC	Routine and essential maintenance not undertaken resulting in poor recreational facilities which might become hazardous and increased complaints.	1	3	3		Budget considered by Committee annually. Regular maintenance costs established and estimated, capital programme covers larger maintenance projects. Sinking fund in place for replacing 3G carpet.	Treat/Monitor	
Litter	OS 08	GMM & MM	Health & Safety, complaints, poor image, time consuming to remove.	3	1	3		Regular litter picks and emptying of bins by Grounds Maintenance & Maintenance teams. Respond to public reports of litter on premises. Grounds Maintenance team check pitches before matches, remove mess.	Treat/Monitor	
Failure to collect income/review charges	OS 01	TC	Below target income resulting in higher than anticipated expenditure.	2	1	2		Hirers pay prior to playing. Internal audit checks invoicing and income. Booking and invoicing system in place. Charges reviewed annually.	Treat/Monitor	
Poor maintenance regime	OS 10	TC	Unsanitary, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	2	2		Grounds Maintenance team qualified in sports pitch management. Liaison with clubs. From 2014 regime to improve cricket outfield and football pitches. Day to day 3G pitch maintenance of carpet jointly by Grounds Maintenance and Sports teams. Maintenance contract with specialists to correct maintenance of carpet. Fixtures and fittings to be maintained and checked by Maintenance team.	Treat/Monitor	
Inappropriate staff working practices	OS 11	GMM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2		Grounds Maintenance team qualified in sports pitch management. Hazardous chemicals training provided and risk assessments completed and reviewed. Work monitored and risk assessments undertaken by Head Groundsman. Pallet trolley and front bucket loader purchased to address manual handling issues. ride on mower and chipper machines now in use, safe working tilt system now fitted to tractor and ride on mower when cutting on hills.	Treat/Monitor	
Not providing facilities required by national league regulations	OS 07	LSM,GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1		Liaison with teams and organisations to ensure facilities meet requirements. Assistance where appropriate to seek grant funding.	Treat/Monitor	
Failure to mark out pitches/courts appropriately	OS 12	GMM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1		System in place to ensure Grounds Maintenance team is aware of matches being played at weekends/evenings.	Treat/Monitor	
Unable to meet requirements for sports area treatments (cricket/bowls) and marking (football, cricket, running)	OS 13	GMM	Diseases not immediately treated affecting surface and playing quality and could get worse if not quickly treated. Unable to provide service to hirers leading to dissatisfaction.	1	1	1		Keep small stocks of range of treatments for immediate use. Order stocks well in advance.	Treat/Monitor	



Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Indoor sports</b>										
Financial impact of competition from new leisure centre in the town.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	9		LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity, ie grass football.	Treat/Monitor	Level of financial impact not known - possible 15 - 20% gym members moving to new facilities. Likely that some clubs move to new centre.
Lack of adequate insurances	IS 03	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	4		Insurance reviewed with broker annually. Conditions on insurance in relation to the sports equipment and insurances to be held by martial arts instructors adhered to.	Treat/Monitor	
Vandalism	IS 04	DTC	Additional expenditure, reduced income and poor image.	2	2	4		WPLC staffed 7 days a week. Staff do outside checks for damage daily.	Treat/Monitor	
Lack of compliance with safeguarding children and vulnerable adults working practices where required	IS 09	LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3		Safeguarding children and vulnerable adults policy agreed at S and R Cttee 26/4/16	Treat/Monitor	Documentation to be obtained from hirers running activities in our halls.
Double bookings	IS 02	LSM	Bookings missed etc resulting in reduced income, poor public image and time consuming to resolve.	1	3	3		Bookings programme at WPLC for multiple and social bookings, daily paper diary for turn up sports sessions.	Treat/Monitor	
Poor maintenance regime	IS 10	LSM	Unsanitary, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	3	3		Cleaning contract at WPLC - regular monitoring and reporting of any problems at monthly meetings with contractors. Maintenance problems reported to Maintenance team. Staff cleaning plan for certain areas also in place.	Treat/Monitor	
Personal injury	IS 06	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2		Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc.	Treat/Monitor	PAT testing programme carried out in 2018.
Inappropriate staff working practices	IS 11	LSM	Work not completed to appropriate standard, unsafe working resulting in possible injury to staff or public leaving the Council vulnerable to claim.	1	2	2		Training specific to responsibilities given. Risk assessments in place and reviewed annually.	Treat/Monitor	
Inadequate budget provision	IS 05	TC	Routine and essential maintenance, replacements not undertaken resulting in poor facilities and reduction in income.	2	1	2		Budget considered by Committee annually. Regular maintenance costs established by Deputy Town Clerk and Maintenance Manager	Treat/Monitor	
<b>Deleted items</b>										

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous score	Controls in place	Risk Response	Actions/Comments
<b>Resource Management</b>										
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	3	3	9		New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans.	Treat/Monitor	Council has several projects underway or planned plus new legislation (GDPR) - more work on GDPR required.
Financial resources not able to meet Council priorities/needs	RM 04	TC	Aims and objectives not able to be met	2	3	6		Planned budget - includes allocations for plans for the year ahead, regular monitoring by officers and cllrs, reserves at reasonable level	Treat/Monitor	Council will review precept level in Feb 2020 for 2020/21 financial year.
Failure of IT systems	RM 08	DTC	Interruption of services - impact dependent on which programmes/computers affected. Cost of repairs.	2	3	6		Contracts in place to support systems and programmes with call out times. All computers backed up. Council office network isolated from the public and catering WiFi network.	Treat/Monitor	Develop documented knowledge of systems and recovery arrangements - seek info from IT contractor and identify alternative contractor for cover. Cloud back up now in place - need to review procedures. Also need to upgrade computers and Bookings system (work under way on the latter).
Serious breach of IT security	RM 09	DTC	Possibility of viruses affecting computers and systems.	2	3	6		Computers firewall and password protected. Protections reviewed and updated in conjunction with IT contractors.	Treat/Monitor	
Loss/disclosure of personal data	RM 10	TC	Potential fines by Information Commissioner.	2	3	6		Data protection, induction training, Firewall IT security. New contracts to include confidentiality clause.	Treat/Monitor	
Interruption of power supply	RM 11	DTC	IT systems failure, service impact	2	3	6		Computer data backed up daily (cloud storage), copies of day/week held off site	Treat/Monitor	
Loss of key skills for significant period (illness, resignation)	RM 12	TC	Service impact	2	3	6		Some posts within the organisation can be covered to provide basic service continuation but due mainly to the small size it is not possible for full cross over of skills and knowledge. A small staff base also means there is not the capacity to significantly increase workload without increasing the staff base. Staff contingencies budget for cover where possible.	Treat/Monitor	
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	2	3	6		Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Treat/Monitor	Investigate where succession planning/training for cover could be considered.
Major emergencies/situations	RM 19	TC/DTC	Potential for insufficient assistance to the public/staff, inappropriate and uncoordinated actions that have negative impact	2	3	6			Treat/Monitor	Progress needs to be made on Crisis Management Plan. Links with WBC and emergency services to be made. Ellis Whittam will advise and help with documentation.
Personnel issues/grievances	RM 21	TC	Additional resources to address issues. Potential negative effect on staff morale and increased sickness. Direct impact on service delivery.	2	3	6		HR support Ellis Whittam indemnity on tribunal costs. Policies in place. Performance Appraisal system introduced after training for managers and staff. All staff have received a copy of the new employee handbook. New staff receive on starting in post.	Treat/Monitor	Employee handbook updated 2019. New contracts-in-process-of-being have been provided to all employees with new handbook. Handbook-for-casual/zero hours staff completed and have received letter setting out their work arrangements underway. The Council will be using HR Management software to maintain staff records re holidays/sickness/ other absences.
Property/facilities declared unsafe	RM 23	TC	Potential danger to the public and staff.	2	3	6		Funding for emergency repairs plus procedures for higher levels of funding to be approved by Town Clerk in cases of emergency.	Treat/Monitor	
Illegal activities on Council property	RM 24	TC, LSM, DTC (depending on site)	Potential impact on reputation, potential danger to public and staff.	2	3	6		CCTV coverage of some internal areas at WPLC and OC. Staff checks/presence, access to agencies for support/information and preventative actions.	Treat/Monitor	
Legal proceedings against the council	RM 03	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6		Access to legal advice through NALC/SLCC/BALC and independent solicitor/Shared Legal Services. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor	
Projects not completed to planned timescale	RM 25	TC/DTC	Potential loss of income/project overspend/public concern and disappointment	2	3	6		Project lead manager identified for each project. Regular reviews and contact with contractors. Public consultation undertaken.	Treat/Monitor	Project management training to be arranged for managers when capacity available.
Major budget overspend/variation	RM 05	TC	Interruption/termination of projects services	2	2	4		Earmarked and general reserves. Financial management monitoring reports. Treasury Management Strategy in place.	Treat/Monitor	
Income targets not met	RM 06	TC	Increase in net costs	2	2	4		Planned budget, prudent estimates for income, regular monitoring by officers and cllrs allow review of costs to reduce impact where possible.	Treat/Monitor	
Industrial tribunal	RM 16	TC	Resource implications, poor press, impact on workforce and council during tribunal	2	2	4		Council supported by HR consultant with indemnity in respect of Ind Tribunals, subject to advice being given and followed.	Treat/Monitor	
Fraud/theft	RM 17	TC/DTC	Loss of funds, resources required to investigate	2	2	4		Fidelity insurance cover & requirement adhered to, anti fraud training and internal auditor checks cash income process.	Treat/Monitor	
Attacks on staff	RM 22	TC	Long term sickness. Claims against the Council. Unhappy staff teams	1	4	4		Lone working procedure in place. Access to telephones. Good relationship with and access to the Police. Insurances in place.	Treat/Monitor	
Not meeting safeguarding children and vulnerable adults protection regulations in respect of checks on staff	RM 15	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3		Staff training on child protection procedures carried out, DBS checks on staff and self employed coaches, as assessed and required. Safeguarding children and vulnerable adults policy approved at S and R Cttee 26/4/16	Treat/Monitor	
Breach of confidentiality	RM 02	TC	Confidential documents in the public domain possible third party claims/loss of public faith in the Council.	1	3	3		Registered under the Data Protection Act. Confidentiality clause in contracts. Officers and Members Code of Conduct.	Treat/Monitor	
Planning applications and other consultations not responded to within timescale	RM 01	CO	Views of the Council not taken into consideration resulting in developments/projects etc not being amended/refused as requested for the benefit of residents.	1	2	2		Plans Committee meets every 3/4 weeks extensions agreed with WBC and noted/kept to. Consultations considered by other committees/council as appropriate.	Treat/Monitor	
Ineffective management and utilisation of assets	RM 07	DTC	Assets not used to their full potential resulting in unnecessary additional costs with resources being diverted from other priorities. Projects costing more than they should.	1	2	2		Asset management system-being to be developed. Regular maintenance and review system in operation. Asset disposal forms and procedure in place	Treat/Monitor	Asset management system yet to be implemented.
Failure of equipment	RM 18	DTC	Service interruption	1	2	2		Contracts, regular maintenance and planned renewals	Treat/Monitor	