



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman) J. Anderson; G. Bello; A. Chadwick; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 23 January 2024, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Kevin Murray
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 21 NOVEMBER 2023**
To approve the minutes of the Strategy and Resources Committee held on 21 November 2023 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 5 December 2023)*
4. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of the committee. **(Appendix 4)**

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5. **FINANCE**
a) Budgetary Control
 To receive **Report No. SR 1/24.** Page 10
- b) Payments**
 To note the payments as set out in **Appendix 5b.** Page 12

	Current account	Imprest account
November 2023	£142,548.06	£71,962.91
December 2023	£111,837.62	£63,199.31

- c) PSDF Funds**
 To note the position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 5c.** Page 16
6. **OAKWOOD CENTRE INCOME UPDATE**
 To note the following Oakwood Centre Income updates:

- a) Bookings and Room Hire**
 Room hire income for April to December 2023 was £73,043 against the budget target of £48,750. Income against budget is shown at **Appendix 6a.** Page 17

- b) Catering Income**
 Catering income through the contract with Brown Bag for April to November 2023 was £10,108 against the budget target of £10,000. Income against budget is shown at **Appendix 6b.** Page 18

7. **RISK MANAGEMENT SUB COMMITTEE**
 To note **Report No. SR 2/24** of the Risk Management Sub Committee meeting held on 3 January 2024. Page 19

Members are asked to consider the following recommendations made at this meeting:

- i. That the amended Risk Management Strategy for 2024/25 (**Report No. SR 2/24 Appendix A**) be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 20
- ii. That the amended Risk Register for 2024/25 (**Risk Register Appendix, enclosed**) be approved by the Strategy and Resources Committee, and the summary pages (1 to 3) be presented to Council for adoption. Risk Register Appendix
- iii. That the updated Disaster Recovery Plan for 2024/25 (**Report No. SR 2/24 Appendix C**) be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 27

8. **INVESTMENTS SUB COMMITTEE**
 To note **Report No. SR 3/24** of the Investments Sub Committee meeting held on 10 January 2024. Page 52
- Members are asked to consider the following recommendations made at this meeting:
- i. That £110,000 of the funds received from HMRC in relation to VAT previously charged on sports activities, be invested in the CCLA Invest Fund.
 - ii. That the updated Treasury Management Strategy for 2024/25, enclosed (**Report No. SR 3-24 Appendix B**), be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 55
9. **YOUTH SUPPORT SERVICE TASK AND FINISH WORKING GROUP**
 At the last Youth Support Service Task and Finish Working Group meeting, held on 20 December 2023, the working group made the following recommendation:
- That the Strategy & Resources Committee note that the Youth Support Service task & finish working group's actions are targeted for completion by the Leisure Services Committee meeting due to be held on 19 November 2024.
- This recommendation was also made to the Leisure Services Committee, as the parent committee for the working group, but has also been directed to Strategy & Resources as the committee who will ultimately be responsible for determining any new Youth Service SLA.
10. **PROJECTS SCHEDULE 2023/24**
 To note the update on Council projects, as given in **Appendix 10**. Page 62
11. **COMMUNITY GRANTS**
a) To consider **Report No. SR 4/24**. The guidelines for awarding Community Grants and Individual Grants are attached to the report. Page 63
- At the committee's meeting in November 2023, five community grants were awarded at an increased amount of £350.
13. **CHARGES 2024/25**
- a) To consider the proposed 2024/25 charges at the Oakwood Centre and recommend the 2024/24 charges for the Oakwood Centre be approved. **(Proposed Charges Appendix pages 5-6, enclosed)** Proposed Charges Appendix
 - b) To consider the recommendation from the Leisure Services Committee and to recommend the 2024/25 charges for Town Council leisure facilities be approved. **(Proposed Charges Appendix pages 1-4, enclosed)** Proposed Charges Appendix

14. **REVISED ESTIMATES 2023/24**
- a) To consider **Report No. SR 5/24. (*Budget Appendix – blue pages, enclosed*)** Page 65 & Budget Appendix
- b) To consider recommendations from the Leisure Services and Planning and Community Committees to approve the Revised Estimates for 2023/24. (*Budget Appendix - green and cream pages, enclosed*) Budget Appendix
15. **BUDGET ESTIMATES 2024/25**
- a) **Strategy and Resources Committee**
To consider **Report No. SR 6/24. (*Budget Appendix – blue pages, enclosed*)** Page 66 & Budget Appendix
- b) **Recommendations from other committees**
To consider the 2024/25 Budget estimates recommended by the Leisure Services and Planning and Community Committees (*Budget Appendix – green and cream pages enclosed*) and that these be approved. Budget Appendix
- c) **Budget and Precept 2024/25**
To consider **Report No. SR 7/24.** Page 67
16. **YOUTH GRANT APPLICATIONS**
- a) To consider the recommendation from Leisure Services (16 January 2024 – Minute 52) to award the following youth grants:
- ARC Youth Counselling - £5,000
 - Promise Inclusion Limited - £2,500
 - First Days’ Children’s Charity - £5,100
 - Home-Start Wokingham District - £5,660
 - Parenting Special Children - £2,500
- A collated scoring matrix document associated with the applications is included for Members reference at **Appendix 16a.** Page 69
- b) To consider the request from Leisure Services (16 January 2024 – Minute 52) that the Strategy & Resources Committee review the nature and purpose of the Youth Grant guidelines, approved by Strategy & Resources in September 2023, in light of the Planning & Community Committee’s referral of Annual Grant applications to the Leisure Services Committee for consideration under the Youth Grant budget, which the committee were uncomfortable considering under the existing guidelines. Youth Grant Guidelines are provided at **Appendix 16b.** Page 74
17. **WHEBLE PARK**
To consider **Report No. SR 8/24.** Page 76

18. **WOODFORD PARK LEISURE CENTRE CONDITION SURVEY**

To consider approving spend from the WPLC Refurbishment earmarked reserve in order to undertake a condition survey on the leisure centre. The procurement of a condition survey was recommended at the Leisure Services Committee meeting, held on 16 January 2024, and forms part of the work of the WPLC Development task & finish working group, who have been formed to consider improvements to the leisure centre.

The WPLC Refurbishment earmarked reserve currently stands at £31,169. The cost of a condition survey will be approximately £3,750.

19. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

There has been no update on the Climate Emergency Action Plan since it was last presented to the Committee in November 2023.

20. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

21. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		13 June 2023	
Minute	Action	Progress Update	Last Updated
7	The Leisure Services Committee to revisit, review and establish an appropriate SLA for the provision of Youth Services in Woodley by November 2023.	The working group have advised the likely completion date of their tasks will be November 2024.	18/01/24
8	Members requested that more information, including a full business case, be provided by the Town Centre Manager regarding the implementation of CCTV, with the matter being deferred to the next meeting.	At the Committee meeting held on 12 September, the Deputy Town Clerk advised that this matter had moved on and an update would be provided in due course.	16/11/23

Meeting Date:		12 September 2023	
Minute	Action	Progress Update	Last Updated
26	To reclaim incorrectly charged VAT from HMRC, and reimburse invoiced customers incorrectly charged VAT during the claimable period.	The Council has also now received £133,690 from HMRC in respect of VAT that was charged on sports provision over a 4-year period. This sum has been placed in an earmarked reserve, with calculations being made for the reimbursement of invoiced customers who were charged VAT during the period.	18/01/24
29	To consider the matter of requesting to take over ownership of Wheble Park from Reading Borough Council at a future meeting of the Committee.	COMPLETE Item on agenda.	18/01/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
42	Cllr Baker advised that WBC Youth Council agreed to make a presentation to a future meeting of the Town Council, and to participate with the Working Group and Community Youth Partnership where appropriate.	No progress.	18/01/24
42	Consider adding column to Actions / Follow Ups document to indicate date an action was initiated.	COMPLETE The 'Meeting Date' indicates the date on which each action / follow up was initiated; progress update should provide additional date information for updates.	18/01/24
43 a)	Council recruiting to the role of caretaker at Coronation Hall.	Role remains vacant.	18/01/24
43 b)	Town Clerk to look into whether the Committee should note rather than approve payments.	The Council's Internal Auditor has confirmed that payments provided to the Committee may be to note rather than approve. A minor update to the wording of Council's Financial Regulations will be required.	18/01/24
43 b)	Town Clerk to discuss with Town Centre Manager whether a contract with Circus Scene may be appropriate going forwards considering the regularity of payments.	Town Centre Manager will speak with Circus Scene but does not think this will be something they will wish to do.	18/01/24
44	Town Clerk to look at Oakwood Centre Income information provided, in order to show usage in relation to capacity in addition to income, and the conversion rate of enquiries into bookings.	No progress	18/01/24
45	Herald to be circulated electronically to all Members in future, once design and editorial complete, prior to delivery to residents.	This has been noted and will be undertaken.	18/01/24
48	Town Clerk to review the Commemorative Seating project, with an update provided to the Leisure Services Committee.	No progress.	18/01/24
48	Potential for water bottle filling stations in town centre, with Rotary having offered funding, being explored with Wokingham Borough Council.	No progress.	18/01/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
50	Leisure Services Committee to review the Youth Grant application criteria, with Members of Leisure Services and Strategy and Resources invited to provide comments.	Included on LS agenda for meeting held on 16 Jan 2024. No specific discussion took place, but LS referred a review to S&R (item included on agenda).	18/01/24
52	Proportion of plots tenanted by Woodley residents to be circulated to Members of the committee.	COMPLETE Sent 248 of 334 (74.3%) as at December 2023.	18/01/24
56	Version of Climate Emergency Action Plan on website out of date.	COMPLETE Version updated on website on 27 November.	23/11/23
57	Poor sound quality in Carnival Hall to be investigated to improve Full Council meeting recordings.	Quotes being sought for installation of acoustic panelling.	18/01/24

Once reported as complete, actions / follow ups will be removed from future reports.

STRATEGY AND RESOURCES
COMMITTEE

Month 9 75.00%

2023/24

BUDGETARY CONTROL

Expenditure	Budget 2023/24	Actual Exp as at 31/12/2022	Actual Exp as at 31/12/2023	Actual Exp as % of Budget	
Description					
Central Costs	297,847	214,168	245,781	82.52%	Staff costs and software licences over
Democratic Costs	100,901	40,028	60,566	60.03%	
Corporate Management	431,682	297,498	319,087	73.92%	
Capital Projects	45,000	0	45,000	100.00%	Allocation to Earmarked Reserve
Grants -Section 137	3,000	2,600	3,000	100.00%	Grants awarded
Grants -WTCP	25,000	11,250	18,750	75.00%	
Oakwood Centre	198,052	122,681	128,963	65.12%	
Woodley Town Centre Ptshp	85,048	59,563	59,149	69.55%	
Capital and Projects	180,977	109,807	109,805	60.67%	Loan payments scheduled
	1,367,507	857,595	990,101	72.40%	

**STRATEGY AND RESOURCES
COMMITTEE**

Month 9 75.00%

2023/24

BUDGETARY CONTROL

Income	Budget 2023/24	Actual Inc as at 31/12/2022	Actual Inc as at 31/12/2023	Actual Inc as % of Budget	
Description					
Central Costs	4,715	3,750	6,591	139.79%	Interest on deposit account over
Democratic Costs	0	0	0	0.00%	
Corporate Management	0	0	0	0.00%	
Capital Projects	0	0	0	0.00%	
Grants -Section 137	0	0	0	0.00%	
Oakwood Centre	124,567	95,166	115,898	93.04%	Room hire over
Woodley Town Centre Ptshp	85,048	49,303	57,675	67.81%	
Capital and Projects	0	0	0	0.00%	
CCLA Investment	80,000	23,102	116,864	146.08%	Investment interest over
Total	294,330	171,321	297,028	100.92%	
Net	1,073,177	686,274	693,073		

Woodley Town Council

Current Account

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Nov-23	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
23-Nov-23	(Personal Information)	300.00	Routine pest control - Oct 23
16-Nov-23	AGA Print Ltd	44.02	Posters/banners
30-Nov-23	AGA Print Ltd	124.69	Posters/banners
02-Nov-23	Alan Hadley Ltd	450.00	Refuse collection
16-Nov-23	Berkshire Glazing Ltd	964.00	Replace glass - OC
20-Nov-23	BNP Paribas Leasing Solutions	367.20	Qtrly Photocopier rental
02-Nov-23	Boston Seeds	252.99	Garden supplies
16-Nov-23	Bowak Ltd	626.92	Cleaning supplies
02-Nov-23	Brake Bros Foodservice Ltd	304.64	Vending supplies
16-Nov-23	Brake Bros Foodservice Ltd	334.70	Vending supplies
30-Nov-23	Brake Bros Foodservice Ltd	305.50	Vending supplies
23-Nov-23	Brewers Decorator Centres	221.69	Decorating supplies
23-Nov-23	Brown Bag Cafe Ltd	759.36	Monthly catering service
02-Nov-23	Business Stream	43.42	Water rates-Toilet
23-Nov-23	CAICE Accoustic Air Movement Ltd	1372.80	Noise background survey
02-Nov-23	Castle Water	3042.06	Water rates
16-Nov-23	Chandlers (Farm Equipment) Ltd	279.27	Vehicle supplies-Depot
30-Nov-23	Charis Luke	100.00	WTCP-Carol singer
23-Nov-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
16-Nov-23	Circus Scene	5375.00	Carol Concert/Christmas Extravanganza
01-Nov-23	Club Manager Ltd	94.80	Monthly gym software
23-Nov-23	CoolerAid Ltd	49.34	Bottled water
09-Nov-23	Dejac Associates Ltd	180.00	MAC support&installation
15-Nov-23	Devonshire Trading Ltd	1100.81	Monthly gym equip hire
20-Nov-23	Ecotricity	1584.71	Gas supply-WPLC Oct23
20-Nov-23	Ecotricity	171.07	Electric supply-Depot Oct23
20-Nov-23	Ecotricity	1077.92	Gas supply-OC Oct23
20-Nov-23	Ecotricity	172.11	Gas supply-Chapel H Oct23
02-Nov-23	EDF Energy 1 Ltd	25.91	Electric supply-Clock
09-Nov-23	EDF Energy 1 Ltd	26.75	Electric supply-Clock
10-Nov-23	Epos Now Ltd D/D	30.00	Epos till - monthly Nov23
23-Nov-23	Eventu	50.00	Monthly projector hire
09-Nov-23	Fenland Leisure Products Ltd	481.80	Craddle/Tyre seats
09-Nov-23	Global 4 Communications	1136.91	Phone/Mobile Oct23
09-Nov-23	Henry Street Garden Centre	352.55	Garden supplies
16-Nov-23	Henry Street Garden Centre	239.97	Garden supplies
30-Nov-23	Henry Street Garden Centre	56.34	Garden supplies
17-Nov-23	HMRC Cumbernauld	29362.14	Employee & 'er deducted from pay
30-Nov-23	LAX Events Ltd	825.00	Remembrance day-Audio
27-Nov-23	Les Mills Fitness UK Ltd	213.88	Monthly gym coach
16-Nov-23	Lister Wilder Ltd	762.42	Service wood chipper
14-Nov-23	Lloyds Bank D/D	330.73	Cardnet fee 1-31Oct23
23-Nov-23	Lyreco UK Ltd	105.19	Stationery supplies
16-Nov-23	M K Cleaning	202.95	Laundry table/chair cloths
23-Nov-23	M K Cleaning	16.80	Laundry table/chair cloths
15-Nov-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee-Nov23
15-Nov-23	Merchant Rentals Ltd	18.40	Monthly cardnet machine fee-Nov23
23-Nov-23	MKR Electrical Services Ltd	540.00	Electrical supplies
30-Nov-23	MKR Electrical Services Ltd	166.56	Electrical supplies
02-Nov-23	PHS Group	489.36	Qtrly mat rental-WPLC & OC
20-Nov-23	Pitney Bowes Ltd	250.00	Postage topup-Nov23
06-Nov-23	Poztive Energy Ltd	22.69	Electric supply-Chapel H Sep23
06-Nov-23	Poztive Energy Ltd	64.38	Electric supply-Coro H Sep23
06-Nov-23	Poztive Energy Ltd	1011.71	Electric supply-OC Sep23
13-Nov-23	Poztive Energy Ltd	1428.95	Electric supply-WPLC Sep23

17-Nov-23	Prudential	300.00	AVC deducted from pay
09-Nov-23	Reading Borough Council	10950.00	Allotment lease 24/06/2022 to 23/12/2023
16-Nov-23	Reading Borough Council	942.70	Allotment rental increase 1/8/23 to 23/12/23
23-Nov-23	Reading Ladies Barbershop Singers	150.00	WTCP-Singers
09-Nov-23	Royal Mail Group Ltd	895.22	Delivery of Hearld
06-Nov-23	SecureHeat	250.20	Subscription service
23-Nov-23	Select Environmental Services Ltd	931.03	Refuse collection
20-Nov-23	SGW Payroll Ltd	151.70	Monthly payroll-Oct23
30-Nov-23	Soft Surfaces Ltd	26400.00	Malone Park - supply/install equipment
09-Nov-23	SSE Energy Supply Ltd	39.54	Electrical supply-Street coloumns
16-Nov-23	SSE Energy Supply Ltd	245.19	Electrical supply-Street coloumns
02-Nov-23	SSE Southern Electric	686.99	Electrical supply-Street coloumns
23-Nov-23	Strictly Tables and Chairs Ltd	2026.92	Folding tables/trolley
30-Nov-23	SWALEC	104.08	Electric supply-Toilet
30-Nov-23	Technical Surfaces Ltd	714.00	3G pitch match fit service
02-Nov-23	Thames Valley Water Services Ltd	276.00	Monthly water temp checks
17-Nov-23	The Berkshire Pension Fund	29928.38	Employee & 'er deducted from pay
30-Nov-23	The Crown Estate Commissioners	755.00	WTCP-Christmas Tree
16-Nov-23	Trade UK - Screwfix	504.18	Building supplies
16-Nov-23	Tudor Environmental	847.70	Staff uniform/garden supplies
01-Nov-23	Wokingham BC - Rates	2637.00	Rates-WPLC
01-Nov-23	Wokingham BC - Rates	382.00	Rates-Coro Hall
01-Nov-23	Wokingham BC - Rates	173.00	Rates-Chapel Hall
01-Nov-23	Wokingham BC - Rates	1033.00	Rates-OC
09-Nov-23	Wokingham Borough Council	295.00	Annual Premises Licence-OC
09-Nov-23	Zoo Signs & Design Ltd	843.96	OC Theatre signs

Total Payments 142548.06

CLERKS IMPREST A/C

List of Payments made between 01/11/2023 and 30/11/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Nov-23	(Personal Information)	278.00	Refund deposit
06-Nov-23	(Personal Information)	100.00	Refund deposit
06-Nov-23	(Personal Information)	75.00	Refund deposit
17-Nov-23	(Personal Information)	75.00	Refund deposit
20-Nov-23	(Personal Information)	75.00	Refund deposit
20-Nov-23	(Personal Information)	75.00	Refund deposit
24-Nov-23	(Personal Information)	50.00	Refund deposit
24-Nov-23	(Personal Information)	75.00	Refund deposit
29-Nov-23	(Personal Information)	75.00	Refund deposit
29-Nov-23	(Personal Information)	50.00	Refund deposit
30-Nov-23	(Personal Information)	15.00	Refund key deposit
09-Nov-23	Adobe Systems Software Ireland	198.96	Acrobat Pro software
08-Nov-23	Amazon Business Account	30.99	8oz White paper cups
21-Nov-23	Amazon Business Account	24.97	20m LED lights
21-Nov-23	Amazon Business Account	19.48	Sel adhesive cable clip
23-Nov-23	Amazon Business Account	22.99	Photo Frames-WTCP
27-Nov-23	Amazon Business Account	29.98	Cycling touch screen gloves
27-Nov-23	Amazon Business Account	58.79	Tower of London Poppy case
21-Nov-23	Brunel Engraving Company Ltd	128.28	Engraved wall plaque
22-Nov-23	Lloyds Bank	69045.70	Net Nov 2023 payroll
10-Nov-23	Lloyds Bank D/D	13.60	CB2 charges-10/9-9/10 23
29-Nov-23	Ocular Thoughts Me	100.00	Refund dep-Ocular OC-27342
21-Nov-23	PETTY CASH A/C	341.32	Topup petty cash
08-Nov-23	Reading RFC	42.00	Refund WPLC-Reading RFC
27-Nov-23	Robert Dyas	509.85	15x Gym core mats
06-Nov-23	TopSoil4U (Joe Walker Haulage)	453.00	3 Tonnes-top soil

Total Payments 71962.91

Woodley Town Council**Current Account****List of Payments made between 01/12/2023 and 31/12/2023**

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Dec-23	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
14-Dec-23	(Personal Information)	400.00	Provision PA-Carol event
22-Dec-23	Alan Hadley Ltd	450.00	Refuse collection
14-Dec-23	April Skies Accounting Ltd	336.80	Internal Audit 2023/2024
21-Dec-23	Berkshire Lowland Search & Rescue	610.00	Christmas Fayre-Steward
01-Dec-23	Berkshire Renegades	2500.00	Grant - Dec 2023
14-Dec-23	Berkshire Tree Care	1032.00	Tree removal services
21-Dec-23	Bowak Ltd	637.01	Cleaning supplies
14-Dec-23	Brake Bros Foodservice Ltd	343.51	Vending supplies
22-Dec-23	Brewers Decorator Centres	428.12	Decorating supplies
01-Dec-23	Brown Bag Cafe Ltd	54.00	Catering service
21-Dec-23	Brown Bag Cafe Ltd	200.16	Monthly catering service
01-Dec-23	Castle Water	3528.75	Water rates
22-Dec-23	Churchill Contract Services Ltd	1716.46	Contract cleaning
01-Dec-23	Club Manager Ltd	94.80	Gym clubmanager software
22-Dec-23	CoolerAid Ltd	67.85	Bottled water
14-Dec-23	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
20-Dec-23	Ecotricity	431.64	Gas supply-Coro H Nov 23
20-Dec-23	Ecotricity	174.12	Electric supply-Depot Nov 23
20-Dec-23	Ecotricity	2,754.40	Gas supply-WPLC Nov 23
20-Dec-23	Ecotricity	2,262.44	Gas supply-OC Nov 23
20-Dec-23	Ecotricity	911.46	Gas supply-Chapel H Nov23
14-Dec-23	EDF Energy 1 Ltd	25.89	Electric supply-Clock
12-Dec-23	Epos Now Ltd D/D	30.00	Monthly cash till support
21-Dec-23	Ethos Communications Solutions Ltd	84.52	Print/Copying-WPLC
11-Dec-23	Global 4 Communications	1,100.70	Phone/Mobile-Nov23
01-Dec-23	H F Newberry	96.00	Christmas Cards-Mayor
22-Dec-23	Henry Street Garden Centre	56.90	Garden supplies
15-Dec-23	HMRC Cumbernauld	20857.63	Employee & 'er deducted from pay
21-Dec-23	IBS Office Solutions Ltd	386.37	Print/Copying-OC
14-Dec-23	Impress Print Services Ltd	757.00	Print-Hearld leaflet
21-Dec-23	Lamps-Tubes Luminations Ltd	7864.50	WTCP Christmas lights
27-Dec-23	Les Mills Fitness UK Ltd	213.88	Gym-Individual program
05-Dec-23	Lloyds Bank D/D	47.34	Current a/c-to 9 Nov 23
14-Dec-23	Lloyds Bank D/D	288.35	Cardnet service-Nov23
22-Dec-23	Lyreco UK Ltd	259.87	Stationery supplies
01-Dec-23	Me2 Club	2500.00	Grant - Dec 2023
15-Dec-23	Merchant Rentals Ltd	19.50	Cardnet machine rental
15-Dec-23	Merchant Rentals Ltd	19.50	Cardnet machine rental
04-Dec-23	Poztive Energy Ltd	79.04	Electric supply-Coro H Oct 23
04-Dec-23	Poztive Energy Ltd	1,354.12	Electric supply-OC Oct23
06-Dec-23	Poztive Energy Ltd	37.20	Electric supply-Chapel H Oct23
06-Dec-23	Poztive Energy Ltd	3.51	Electric supply-Chap H 31Oct23
14-Dec-23	Poztive Energy Ltd	1,557.48	Electric supply-WPLC Oct23
14-Dec-23	Poztive Energy Ltd	1,756.33	Electric supply-WPLC Nov 23
22-Dec-23	Poztive Energy Ltd	87.06	Electric supply-Coro H Nov23
22-Dec-23	Poztive Energy Ltd	53.03	Electric supply Chapel H Nov23
22-Dec-23	Poztive Energy Ltd	1,682.70	Electric supply OC Nov23
28-Dec-23	Poztive Energy Ltd	3.64	Electric supply-Chapel 30Nov23
15-Dec-23	Prudential	300.00	AVC deducted from pay
27-Dec-23	Public Works Loan Board	10,640.58	PW504186 Capital/Interest-Dec2
01-Dec-23	R.E.S. Systems Ltd	773.34	Fire Extingusher service
14-Dec-23	RBL Poppy Appeal	175.00	RBL Poppy Appeal Wreaths
06-Dec-23	SecureHeat	250.20	Subscription service

14-Dec-23	SecureHeat Ltd	2072.00	Replace Grundfos pump
21-Dec-23	Select Environmental Services Ltd	799.75	Refuse collection
14-Dec-23	SGW Payroll Ltd	153.74	Payroll service fee-Dec23
21-Dec-23	South East Employers	810.00	Associate membership
21-Dec-23	SSE Energy Supply Ltd	237.28	Electrical supply-Street coloumns
27-Dec-23	SSE Energy Supply Ltd	176.76	Electrci supply-Toilet Nov23
01-Dec-23	Technical Surfaces Ltd	399.00	3G pitch match fit service
01-Dec-23	Thames Valley Water Services Ltd	300.00	Monthly water temp checks
15-Dec-23	The Berkshire Pension Fund	24219.32	Employee & 'er deducted from pay
21-Dec-23	Trade UK - Screwfix	413.88	Building supplies
14-Dec-23	Travis Perkins Trading Co	225.75	Building supplies
22-Dec-23	Volker Highways Ltd	61.22	Repair lamp column
21-Dec-23	WFL UK Ltd	1913.76	Uls Diesel-Depot
22-Dec-23	Windowflowers Ltd	1584.00	WTCP large square planters
01-Dec-23	Wokingham BC - Rates	2,637.00	Rates-WPLC Dec 23
01-Dec-23	Wokingham BC - Rates	382.00	Rates-Coro H Dec23
01-Dec-23	Wokingham BC - Rates	173.00	Rates-Chapel H Dec 23
01-Dec-23	Wokingham BC - Rates	1,033.00	Rates-OC Dec 23
21-Dec-23	Woodley Concert Band	175.00	WTCP-Carol band
01-Dec-23	Woodley Newsagent Ltd	9.90	Finial Newspaper payment
21-Dec-23	Zoo Signs & Design Ltd	1074.56	Post mounted notice board

Total Payments

111,837.62

CLERKS IMPREST A/C

List of Payments made between 01/12/2023 and 31/12/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Dec-23	(Personal Information)	200.00	Refund deposit
06-Dec-23	(Personal Information)	75.00	Refund deposit
13-Dec-23	(Personal Information)	50.00	S Chhina RD682
15-Dec-23	(Personal Information)	15.00	Refund key deposit
15-Dec-23	(Personal Information)	75.00	Refund deposit
20-Dec-23	(Personal Information)	200.00	Refund deposit
08-Dec-23	Amazon Business Account	137.75	Kraft ripple paper cups
13-Dec-23	Amazon Business Account	36.67	Wellington boots
13-Dec-23	Amazon Business Account	301.36	Neon light strip/remote
13-Dec-23	Amazon Business Account	118.64	Phillips hue strip lights
13-Dec-23	Amazon Business Account	19.63	Cable light clips
15-Dec-23	Amazon Business Account	38.93	iPhone screen protector
01-Dec-23	Badgemaster Limited	26.34	Staff badges
04-Dec-23	Chemogiftbags	350.00	Grant-Dec 2023
14-Dec-23	Concept2 Ltd	1140.00	Rowing machine/seat
14-Dec-23	Fuel/Petrol Petty cash	115.46	Topup petrol petty cash
04-Dec-23	Highwood Primary School	350.00	Grant-Dec 2023
12-Dec-23	ID CARD SUPPLIES	417.00	Gym ID card supplies 50%
15-Dec-23	ID CARD SUPPLIES	417.00	Gym ID card supplies balance
20-Dec-23	JORDAN FITNESS LTD	532.91	Gym equipment
20-Dec-23	Lloyds Bank	56931.54	Dec 2023 payroll
15-Dec-23	Lloyds Bank D/D	14.54	Imprest a/c-to 9 Nov 23
14-Dec-23	Stage Depot Ltd.	36.54	Dance floor tape
20-Dec-23	THE WINDSOR FOREST	450.00	Staff Tree Inspection training
04-Dec-23	Wdly Adopt a Street	350.00	Grant-Dec 2023
04-Dec-23	Wdly United FC	350.00	Grant-Dec 2023
18-Dec-23	Woodley Light Operatic	100.00	Refund deposit
04-Dec-23	Woodley Volunteer	350.00	Grant-Dec 2023

Total Payments

63199.31

THE PUBLIC SECTOR DEPOSIT FUND

2023-2024

INTEREST CARRIED

FORWARD £62,143.35

INTEREST CURRENT

YEAR £116,864.68

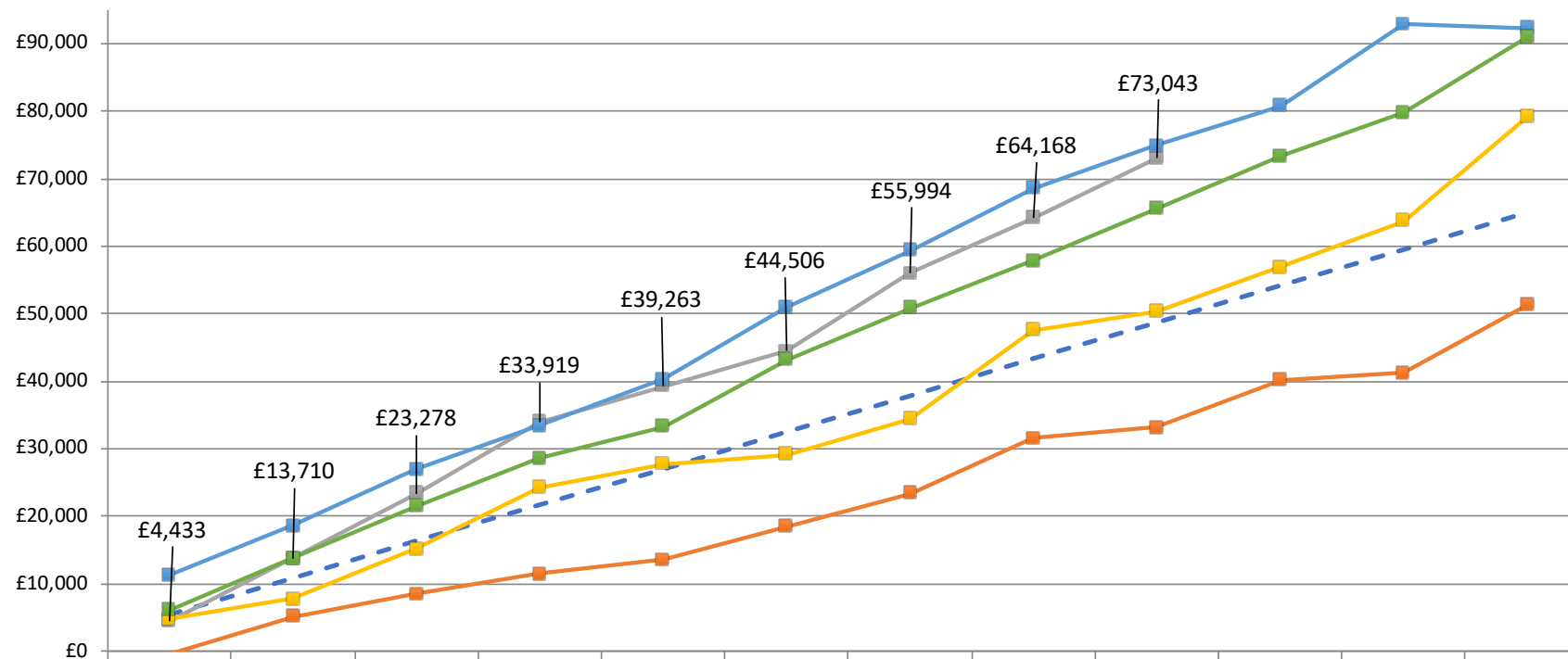
TOTAL INVEST INCOME £179,008.03 Re-invested

Woodley TC - PWLB	A/C 0144630002PC		CB6	1096/702
Date	A/C PS3078896	Dividend	Investment	Balance
Balanced Brought Forward				2,039,180.57
30 April 2023	1 Apr to 30 Apr 23	£6,538.80		2,045,719.37
31 May 2023	1 May to 31 May 23	£8,070.65		2,053,790.02
30 June 2023	1 June to 30 June 23	£7,707.25		2,061,497.27
31 July 2023	1 July to 31 July 23	£8,536.07		2,070,033.34
31 August 2023	1 Aug to 31 Aug 23	£8,966.82		2,079,000.16
30 September 2023	1 Sept to 30 Sept 23	£8,510.43		2,087,510.59
31 October 2023	1 Oct to 31 Oct 23	£9,547.33		2,097,057.92
30 November 2023	1 Nov to 30 Nov 23	£8,468.66		2,105,526.58
31 December 2023	1 Dec to 31 Dec 23	£9,424.34		2,114,950.92
31 January 2024	1 Jan to 31 Jan 24			2,114,950.92
29 February 2024	1 Feb to 29 Feb 24			2,114,950.92
31 March 2024	1 Mar to 31 Mar 24			2,114,950.92
Total		75,770.35	0.00	75,770.35
Total re-investment to date		£114,950.92		
Original Investment		£2,000,000.00		
Percentage increase on original investment		5.7475%		
Payment of Loan	31 March 2025	275,000		
Payment of Loan	31 March 2025	500,000	2,000,000	
Payment of Loan	31 March 2026	1,225,000		

Woodley TC - INVEST	A/C 0144630001PC		CB7	1097/702
Date	A/C PS3078895	Dividend	Investment	Balance
Balanced Brought Forward				1,105,962.78
30 April 2023	1 Apr to 30 Apr 23	£3,546.34		1,109,509.12
31 May 2023	1 May to 31 May 23	£4,377.19		1,113,886.31
30 June 2023	1 June to 30 June 23	£4,180.03		1,118,066.34
31 July 2023	1 July to 31 July 23	£4,629.57		1,122,695.91
31 August 2023	1 Aug to 31 Aug 23	£4,863.24		1,127,559.15
30 September 2023	1 Sept to 30 Sept 23	£4,615.67		1,132,174.82
31 October 2023	1 Oct to 31 Oct 23	£5,177.91		1,137,352.73
30 November 2023	1 Nov to 30 Nov 23	£4,593.03		1,141,945.76
31 December 2023	1 Dec to 31 Dec 23	£5,111.35		1,147,057.11
31 January 2024	1 Jan to 31 Jan 24			1,147,057.11
29 February 2024	1 Feb to 29 Feb 24			1,147,057.11
31 March 2024	1 Mar to 31 Mar 24			1,147,057.11
Total		41,094.33	0.00	41,094.33
Total re-investment to date		£64,057.11		
Original Investment		£1,083,000.00		
Percentage increase on original investment		5.91%		

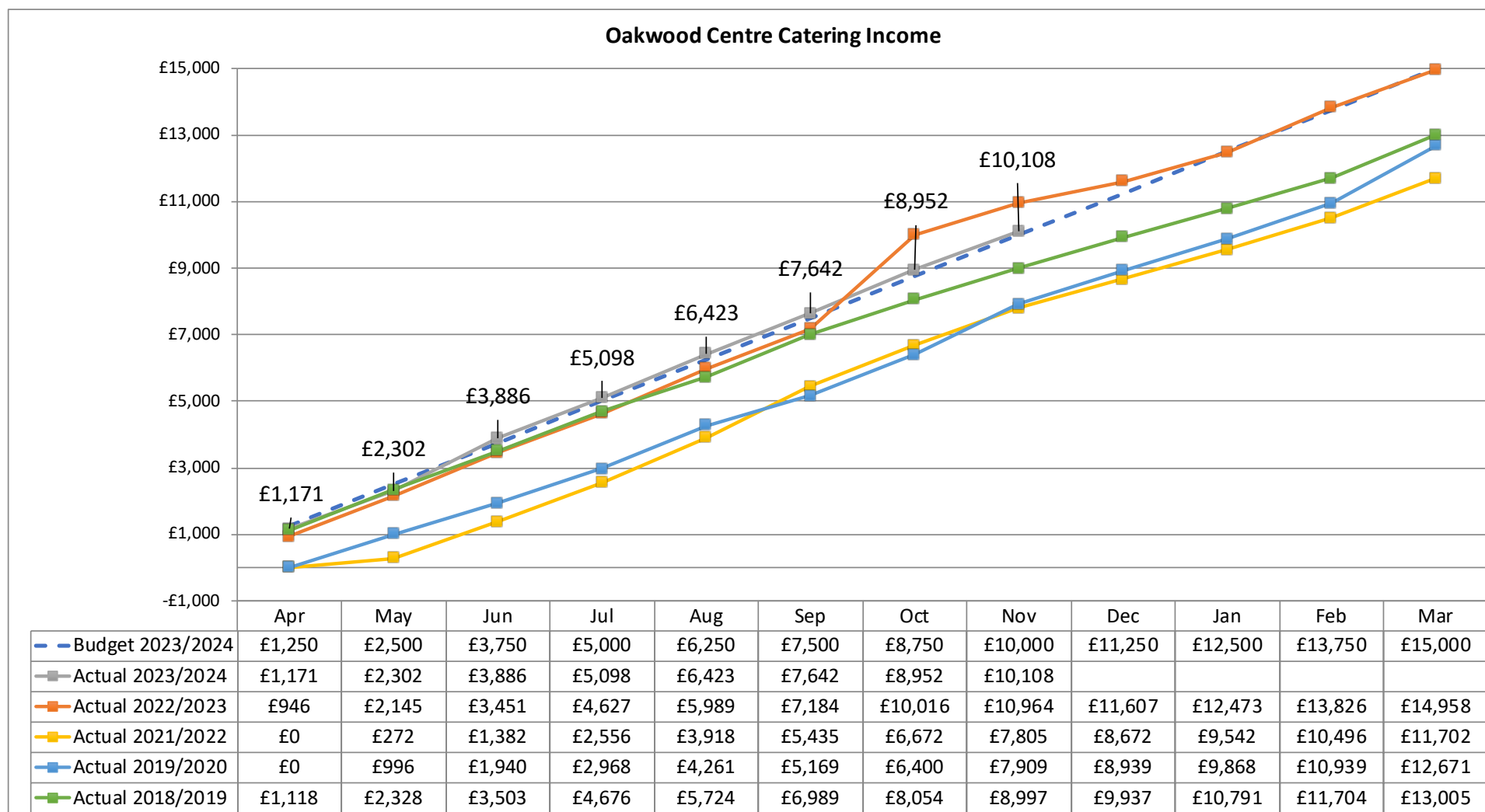
APPENDIX 6a

Oakwood Centre Room Hire Income



	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
— Budget 2023/2024	£5,417	£10,833	£16,250	£21,667	£27,083	£32,500	£37,917	£43,333	£48,750	£54,167	£59,583	£65,000
— Actual 2023/2024	£4,433	£13,710	£23,278	£33,919	£39,263	£44,506	£55,994	£64,168	£73,043			
— Actual 2022/2023	£4,780	£7,749	£15,194	£24,273	£27,701	£29,122	£34,443	£47,602	£50,362	£56,876	£63,697	£79,126
— Actual 2021/2022	£-438	£5,064	£8,434	£11,396	£13,554	£18,507	£23,296	£31,547	£33,169	£40,140	£41,206	£51,263
— Actual 2019/2020	£11,270	£18,607	£26,919	£33,393	£40,261	£50,855	£59,307	£68,517	£74,873	£80,742	£92,925	£92,283
— Actual 2018/2019	£6,055	£13,774	£21,505	£28,500	£33,248	£43,186	£50,813	£57,777	£65,549	£73,347	£79,773	£90,945

APPENDIX 6b



**Report of a virtual Meeting of the Risk Management Sub Committee held on
Wednesday 3 January 2024 at 2pm**

Present: *Councillors R.Horskins - Chairman, G. Bello, D. Bragg*

Officers present: *K. Murray - Town Clerk; M Filmore – Deputy town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Bragg proposed, seconded by Councillor Bello, and following a vote it was;

RESOLVED:

- ◆ To appoint Councillor Horskins as Chairman of the Sub Committee for the remainder of the municipal year.

2. **APOLOGIES**

There were no apologies received.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **TERMS OF REFERENCE**

The Terms of Reference were noted. It was noted that the issue of the Terms of Reference document provided in the agenda was not the correct version and that the frequency of meetings was annually.

5. **RISK MANAGEMENT STRATEGY 2024/25**

Members considered the proposed Risk Management Strategy 2024/25 and

RECOMMENDED:

- ◆ **that the amended Risk Management Strategy for 2024/25 (APPENDIX A) be approved by the Strategy and Resources Committee and presented to Council for adoption.**

6. **RISK REGISTER 2024/25**

Members considered the Risk Register, agreeing a number of changes to individual risks where circumstances had changed and

RESOLVED:

RECOMMENDED:

- ◆ **that the amended Risk Register for 2024/25 (APPENDIX B) be approved by the Strategy and Resources Committee, and the summary pages (1 to 3) be presented to Council for adoption.**

7. **DISASTER RECOVERY PLAN 2024/25**

Members considered the updated Disaster Recovery Plan and

RECOMMENDED:

- ◆ **that the updated Disaster Recovery Plan for 2024/25 (APPENDIX C) be approved by the Strategy and Resources Committee and presented to Council for adoption.**

Risk Management Strategy 2024/25

Version	1.1 - DRAFT
Created by	Kevin Murray – Town Clerk
Date approved	

Risk Management Strategy 2024/25

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

Probability	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4

Impact

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none">• Monitor risk management activity (via Strategy and Resources Committee)• Adopts the Annual Risk Management Strategy• Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none">• Considers risk management policy and strategy and related documents and recommends adoption of the strategy to Full Council• Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party

Risk Management Sub Committee	<ul style="list-style-type: none"> • General oversight of the Council’s risk management process • Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • To recommend any amendments to the risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none"> • Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their everyday work • Monitor progress in managing job related risks

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

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

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

A report from each meeting of the Risk Management Sub Committee shall be presented to the following Strategy and Resources Committee meeting.

The process may be reviewed at any time and changes recommended to the Strategy and Resources Committee for consideration.

Woodley Town Council Disaster Recovery Plan

Version 4 - Jan 2024

Revision History

Current version of document stored on office server and available to all staff.

REVISION	DATE	NAME	DESCRIPTION
Original 1.0			
Version 2	1/12/20	K Murray	Updated in regard to pandemic and established home working practices.
Version 3	6/01/22	K Murray	Updated in regard to staff contacts and utility suppliers. Reviewed Jan2023
Version 4	6/01/22	K Murray	Updated in regard to staff contacts/job roles

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Woodley Town Council Disaster Recovery Plan



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APPENDIX A	Scenario / Action Plan	20 -23

Statement of Intent

This document details our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency situation, modifications to these procedures are likely to be required dependent on the nature and scale of the incident.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Policy Statement

- The Council shall develop **and maintain** an IT / disaster recovery plan.
- A risk assessment shall be undertaken to determine the requirements for the disaster recovery plan.
- The disaster recovery plan should cover all essential and critical infrastructure elements, systems and networks, in accordance with key business activities.
- All staff must be made aware of the disaster recovery plan and their own respective roles.
- The disaster recovery plan is to be kept up to date to take into account changing circumstances.
- The disaster recovery plan will be reviewed annually.

Objectives

The principal objective of the disaster recovery programme is to develop, maintain and review a well-structured and easily understood plan which will help the Council recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on other Council sites
- Disaster recovery capabilities as applicable to key customers and services

This Plan should be used in conjunction with the **IT Manual** and **IT Risk Assessment**.

Key Functions

The following key functions are identified as priorities to be recovered as soon possible and maintained;

- Payroll
- Invoicing
- Banking
- Bookings
- Planning
- Allotments
- Council / Committee Meetings

Woodley Town Council Disaster Recovery Plan



Key Personnel Contact Info

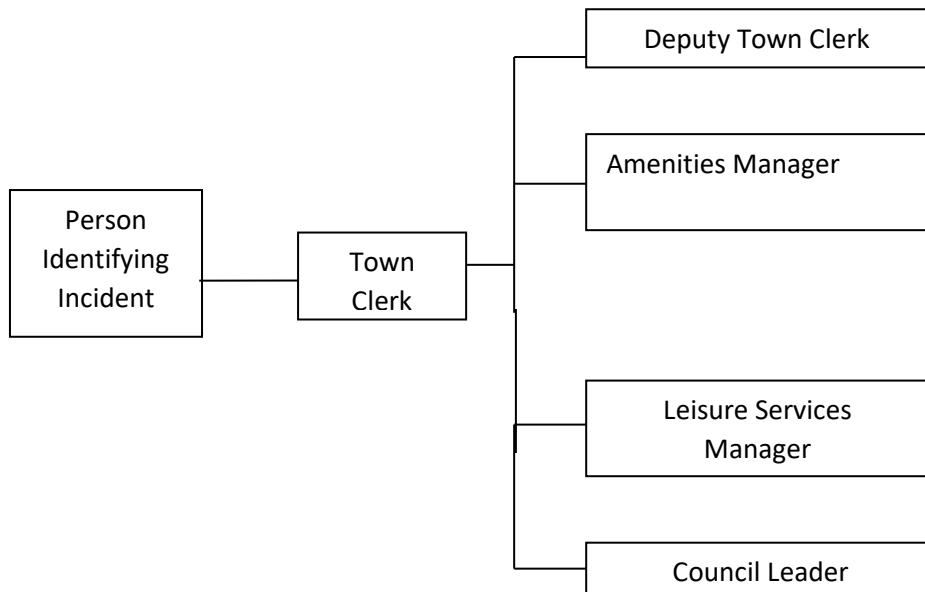
Name	Contact Option	
Deborah Mander	Work	0118 969 0356
	Mobile	
	Home	
	Email Address	townclerk@woodley.gov.uk
	Alternative Email	
Kevin Murray	Work	0118 969 0356
	Mobile	REDACTED
	Home	
	Email Address	Kevin.murray@woodley.gov.uk
	Alternative Email	townclerk@woodley.gov.uk
Matthew Filmore	Work	0118 969 0356
	Mobile	REDACTED
	Home	
	Email Address	Matthew.filmore@woodley.gov.uk
	Alternative Email	
Colin Holland	Work	0118 969 0356
	Mobile (work)	REDACTED
	Home	
	Email Address	Colin.holland@woodley.gov.uk
	Alternative Email	
Ed Whitesmith	Work	0118 921 6969

Woodley Town Council Disaster Recovery Plan



Name	Contact Option	
	Mobile	
	Home	
	Email Address	Ed.whitesmith@woodley.gov.uk
	Alternative Email	
Nikki Syers	Work	0118 969 0356
	Mobile	REDACTED
	Home	
	Email Address	bookings@woodley.gov.uk
	Alternative Email	
Brian Fennelly	Work	0118 969 0356
	Mobile	0750 674 1591
	Home	
	Email Address	tcm@woodley.gov.uk
	Alternative Email	

Notification Calling Tree



Woodley Town Council Disaster Recovery Plan



External Contacts

Name, Title	Contact Option	Contact Number
Electricity Supplier	Pozitive Energy	0333 370 9900
	Email Address	customercare@pozitiveenergy
Water Supplier	Thames Water (leaks/supply)	0800 714 614
	Castle Water (billing/account)	0333 300 5763
Gas Supplier	Ecotricity	0345 230 6102
	Email Address	business@ecotricity.co.uk
Electricity – contracted works/cable faults etc	SSE	0118 912 6681

Woodley Town Council Disaster Recovery Plan



Telecom Supplier – (VOIP office phones and mobiles – all sites)	Global 4	01403 272910
	Email Address	G4customer.services@global4.co.uk
IT Support Contractor (Apple Macs – Oakwood Centre & mail server)	Dejac Associates	07951 436 074
	Email Address	darrinc@dejac.co.uk
IT Support Contractor (PCs – Woodford Park Leisure Centre)	ASAP Computers	0118 984 5005
	Email Address	info@asapcomputers.co.uk

Woodley Town Council Disaster Recovery Plan

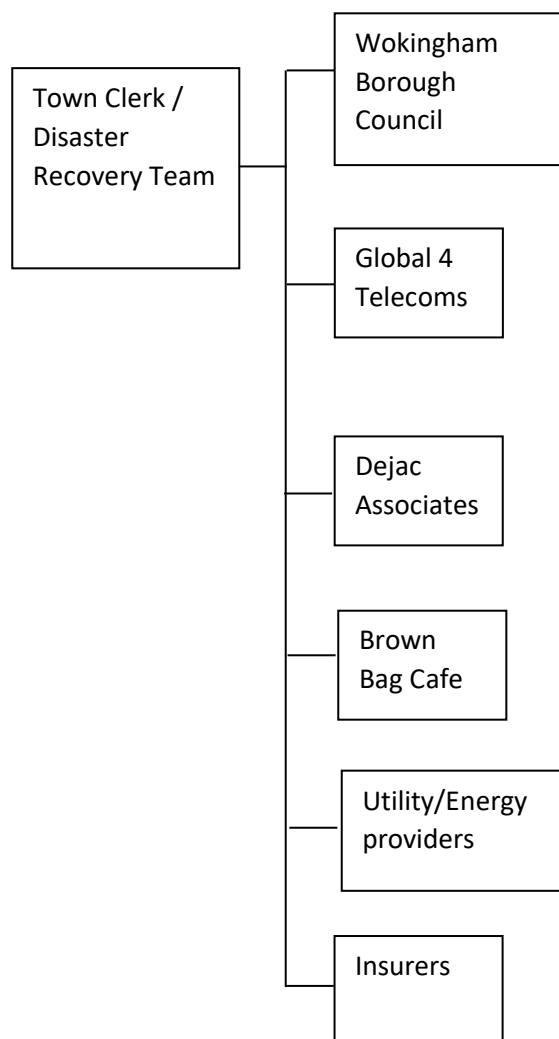


Office Supplies 1	Frasers	0118 931 0310
	Email Address	sales@fraserooffice.co.uk
Building Supplies	Bowak	0118 941 5511
	Email Address	info@bowak.co.uk
Insurance	Came & Co / Gallagher Insurance	01483 407481
	Email Address	Joshua_britcher@ajg.com
Site Security/ Key holding	Token Scurity	0118 979 8304 07990 828817
	Email Address	mail@token-security.com

Woodley Town Council Disaster Recovery Plan



External Contacts Calling Tree



1 Plan Overview

1.1 Plan Updating

It is necessary for any updates to this plan to be properly structured and controlled. The plan should be reviewed annually or following any significant changes e.g. personnel changes, supplier changes or building works affecting the plan.

1.2 Plan Documentation Storage

- Copies of this Plan will be stored in hard copy at the Oakwood Centre and Woodford Park Leisure Centre and in digital format on the fileserver (backed up off site).
- Copies of this plan will be issued to senior management to be filed at home.
- A master protected copy will be stored on the Cloud storage.

1.3 Emergency Scenario

Loss of use/access to the Oakwood Centre / Council Offices

In the event of loss of use or access to the Oakwood Centre the chosen strategy is to revert to a home working set up as successfully demonstrated during the pandemic lockdown/restrictions. Key staff have the means to operate effectively from home as required. Rooms at the Leisure Centre or community halls may be utilised as required for face-to-face public services.

If the Oakwood Centre is completely inaccessible or destroyed it will be necessary to set up a new server and remote network connections to this server along with installation of the Omega accounting package and retrieval of backup data.

1.4 Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business process. We have considered a wide range of potential threats and the results of our deliberations are included in this section. Each potential environmental disaster or emergency situation has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Woodley Town Council Disaster Recovery Plan



Potential disasters have been assessed as follows:

Potential Disaster	Probability Rating	Impact Rating	Risk Rating	Brief Description Of Potential Consequences & Actions
Pandemic / epidemic	3 2	3	9 (High) 6 (Med)	<p>Significant potential danger to employee and customer health.</p> <p>Significant financial impact on venues and leisure services from lockdown and on-going social restrictions.</p>
ACTIONS				
<ul style="list-style-type: none"> • Appropriate working environments set up and maintained. Reduced office numbers, PPE, staggered working hours, home working, virtual meetings, single occupancy toilets, enhanced cleaning/sanitising regime, adherence to Government guidance and legislation. • Up to date information provided to staff and customers/public on current restrictions and guidelines. • risk assessments carried out for all work areas and communicated to staff. • IT systems configured to enable effective home working and data backup. • Processes put in place to enable virtual/electronic signing off of invoice and payments documentation while maintaining appropriate audit trail. • Explore and apply for available financial support – grants/furlough scheme. 				
Flood	1	3	3 (Low)	Damage to furniture/loss of use of building and offices. Loss of IT infrastructure/equipment.
Fire	1	4	4 (Med)	Loss of life, building, documents, IT infrastructure and income.
ACTIONS				
<ul style="list-style-type: none"> • Fire evacuation procedures in place in all buildings • Fire detection and alert systems in place and maintained • Fire extinguishers in place and maintained under service agreement 				
Severe electrical storms	1	2	2 (Low)	Temporary loss of power, telephone and/or broadband & IT systems

Woodley Town Council Disaster Recovery Plan



Act of terrorism	1	4	4 (Med)	Loss of life, building, documents and IT infrastructure
Act of sabotage / hacking / virus	1	3	3 (Low)	Temporary loss of IT system functionality/website.
Extended electrical power failure	2	3	6 (Med)	Temporary loss of telephone and/or broadband. Server protected by UPS.
Major gas leak or explosion	1	4	4 (Med)	Loss of life, building, documents and IT infrastructure
Loss of communications network services	2	2	4 (Med)	VOIP phone system implemented – all calls can be diverted to alternative landline or mobile numbers as required. This can be configured immediately by the telecoms provider or web browser.

Probability: 1=Very Low, 4=Very High

Impact: 1= Minor disruption 4=Total destruction/loss of life

Risk Rating: 1-3 = Low, 4-6 = Medium, 7+ = High

IT systems have been configured to enable staff to work from home or from the office with a secure, remote link between certain machines. This link enables continuity of documentation and storage on the server while maintaining an effective backup process.

During the pandemic situation new processes were put in place to enable virtual signing off of invoice and payment batches while maintain the required audit trail.

Processes were put in place to ensure that all essential Council functions were able to continue, including financial, audit, democratic, contractual, information provision and operational functions.

2 Emergency Response

2.1 Plan Triggering Events

Key trigger issues at the Council Offices that would lead to activation of the DRP are:

- Total loss of all communications
- Total loss of power
- Flooding of the premises
- Loss of the building or access to the building

2.2 Assembly Points

Where the premises need to be evacuated the procedures laid down in the Council's Evacuation Plan shall be followed.

2.3 Activation of the Disaster Recovery Plan

When an incident occurs the Town Clerk will decide the extent to which the DRP must be invoked and will:

- Assess the extent of the disaster and its impact on the business;
- Decide which elements of the DRP should be activated;
- Establish and manage the Disaster Recovery Team (DRT) to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.

2.4 Disaster Recovery Team

The Disaster Recovery Team (DRT) will be contacted and assembled by the Town Clerk. The team's responsibilities include:

- Establish facilities for an emergency level of service
- Restore key services
- Recover to business as usual as soon as possible
- Report progress and issues to the Town Clerk

This policy and procedure has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DRP will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business

Woodley Town Council Disaster Recovery Plan



recovery. Suppliers of critical goods and services will continue to support recovery of business operations as the Council returns to normal operation.

2.5 Emergency Alert

The person discovering the incident calls a member of the DRT in the order listed:

Town Clerk

- **Kevin Murray – Deputy Town Clerk**
- **Matthew Filmore – Deputy Town Clerk**
- **Colin Holland – Maintenance Manager - 07984979375**

The DRT is responsible for activating the DRP for disasters identified in this plan, as well as in the event of any other occurrence that affects the Council's capability to perform normally.

In the event of an emergency the DRT will be led by the Town Clerk, who will be responsible for taking overall charge of the process and ensuring that the Council returns to normal working operations as early as possible.

Members of the DRT will keep a hard copy of the names and contact numbers of each employee in their departments. In addition, team members will have a hard copy of the Council's disaster recovery / business continuity plans on file in their homes in the event that the Oakwood Centre is inaccessible, unusable, or destroyed.

Emergency services will be contacted as required and the DRT will liaise directly with them.

2.6 Contact with Employees

Managers will serve as the focal points for their departments, while designated employees will call other employees as directed to explain the crisis/disaster and the Council's immediate plans.

2.7 Personnel and Family Notification

If the incident has resulted in a situation which would cause concern to an employee's immediate family such as hospitalization of injured persons, it will be necessary to notify their immediate family members as soon as possible.

3 Media

3.1 Media Contact

Assigned staff will coordinate with the media, working according to guidelines that have been previously approved and issued for dealing with post-disaster communications.

3.2 Media Strategies

1. Avoiding adverse publicity
2. Take advantage of opportunities for useful publicity
3. Have answers to the following basic questions:
 - What happened?
 - How did it happen?
 - What are you going to do about it?

3.3 Media Team

- Town Clerk
- Deputy Town Clerk
- Communications Manager
- Leader of the Council

3.4 Rules for Dealing with Media

Only members of the Media Team are permitted direct contact with the media; anyone else contacted should refer callers or in-person media representatives to the Town Clerk.

4 Insurance

As part of the Council's disaster recovery and business continuity strategies an insurance policy has been put in place. This covers errors and omissions, staff and officers' liability, general liability, and business interruption insurance.

The Council's insurance is arranged through;

- **Came & Company (Galaghers) - 01483 462860**
- **Out of hours emergency/claim (Ecclesiastical Insurance) – 0845 603 8381**
Hiscox Insurance – 0330 828 6193
- **Policy number (to be quoted) – 41228978 8308184**

Woodley Town Council
Disaster Recovery Plan



5 Financial and Legal Issues

5.1 Financial Assessment

The DRT shall prepare an initial assessment of the impact of the incident on the financial affairs of the Council. The assessment should include an appraisal of the loss of:

- Financial documents
- Revenue
- Assets
- Cash

5.2 Financial Requirements

The immediate financial needs of the Council must be addressed. These can include:

- Cash flow position
- Temporary borrowing capability
- Upcoming payments for invoices, payroll, taxes etc.
- Availability of replacement Council debit card to pay for supplies and services required post-disaster

5.3 Legal Actions

The Council's solicitors and DRT will jointly review the aftermath of the incident and decide whether there may be legal actions resulting from the event; in particular, the possibility of claims by or against the Council for regulatory violations, etc.

6. Disaster Recovery Report

- On completion of the disaster recovery response the DRT leader should prepare a report on the activities undertaken.
- The report should contain information on the emergency, who was notified and when, action taken by members of the DRT together with outcomes arising from those actions.
- The report will also contain an assessment of the impact to normal business operations.

The report will include:

- A description of the emergency or incident
- Those people notified of the emergency (including dates)
- Action taken by members of the DRT
- Outcomes arising from actions taken
- An assessment of the impact to normal business operations
- Problems identified
- Assessment of the effectiveness of the DRP
- Suggestions for enhancing the disaster recovery plan

Appendix A – Disaster Recovery Plan

Scenario A: Loss of use / access to Council Offices

In the event of the loss of use or access to the Council Offices and associated documents, IT network etc. the Disaster Recovery Plan may be implemented at the instruction of the Town Clerk. This plan will involve a combination of home working and set up / relocation of some facilities to a temporary location in order to maintain core Council functions until longer-term plans are established.

The nature, extent and duration of the emergency situation may require variations to this procedure – as directed by the Town Clerk.

<p>TEMPORARY LOCATION</p>	<ul style="list-style-type: none"> • HOME WORKING • WOODFORD PARK LEISURE CENTRE <p><i>Committee Rooms, Function Room/office space may be utilised for networked server installation for accounts software package. Finance Officer to work from WPLC or remotely.</i></p>
<p>IT REQUIREMENTS</p> <p>Dejac Associates Darrin Charlton 07951 436 074 darrinc@dejac.co.uk <i>If not available for any reason contact;</i> Robin Bateman 07983 976952</p>	<p>EQUIPMENT</p> <ul style="list-style-type: none"> • Mac/PC server running Rialtus Buseiness Suite • Essential Application Software: Rialtus Suite • RBS OMEGA • RBS BOOKINGS • RBS ALLOTMENTS • RBS PLANNING • Printer/copier <p>DEJAC ASSOCIATES will;</p> <ul style="list-style-type: none"> • provide and install Mac computers, network/backup drives, cabling etc to enable office network to be established. • Recover backed up data from mirrored drive at WPLC and/or cloud storage as required. • Install and configure Rialtus Suite on specified machines <p>Refer to the IT Manual for information regarding the IT set up.</p>

Woodley Town Council Disaster Recovery Plan



<p>RBS 01793 731 296 info@rbssoftware.co.uk</p>	<p>RIALTUS BUSINESS SOLUTIONS (RBS) will; Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.</p>
<p>COMMUNICATIONS Global 4 01403 272910 G4customer.services@global4.co.uk</p>	<ul style="list-style-type: none"> • Dedicated broadband line. • Divert 01189 69 0356 calls to 0118 921 6969 or mobiles as required. • Update websites & social media with current information on the situation and contact details.
<p>OFFICE EQUIPMENT Frasers 0118 931 0310 sales@fraseroffice.co.uk</p>	<ul style="list-style-type: none"> • Chairs & desks – use Committee Room furniture • Purchase office equipment as required from credit account supplier.
<p>FINANCES / PURCHASING Lloyds Bank</p>	<ul style="list-style-type: none"> • Contact Lloyds bank and arrange for replacement debit card. • Where purchase required goods from suppliers where we hold a credit account.

Woodley Town Council Disaster Recovery Plan



Scenario B: Loss of use / access to Woodford Park Leisure Centre

In the event of the loss of use or access to Woodford Park leisure Centre the Disaster Recovery Plan may be implemented at the instruction of the Town Clerk.

The nature, extent and duration of the emergency situation may require variations to this procedure – as directed by the Town Clerk.

In the event that the leisure centre building is lost or not accessible it may be possible to continue to operate some income generating functions from elsewhere e.g. relocating gym equipment or fitness classes to the Oakwood Centre or community halls.

<p>TEMPORARY LOCATION</p>	<ul style="list-style-type: none"> • THE OAKWOOD CENTRE • COMMUNITY HALLS • OUTSIDE SPACES <p><i>Alternative locations may be used where income generating activities are to continue to operate. This will depend on the nature of the activity and the priority in terms of income over other bookings in the Council's venues.</i></p> <p><i>Outside spaces may also be utilised as they were during the Coronavirus lockdown – where the car park was used to provide outdoor classes within the permitted activities under Government rules.</i></p>
<p>IT REQUIREMENTS</p> <p>ASAP Computers</p>	<p>EQUIPMENT</p> <ul style="list-style-type: none"> • PC to access and operate/provide access to gym membership suite (cloud based) • Additional PCs as may be required <p>info@asapcomputers.co.uk / 0118 984 5005</p> <p>Refer to the IT Manual for information regarding the IT set up.</p>
<p>COMMUNICATIONS</p> <p>Global 4 01403 272910 G4customer.services@global4.co.uk</p>	<ul style="list-style-type: none"> • Dedicated broadband line. • Divert calls to mobiles as required. • Update websites & social media with current information on the situation and contact details.

Woodley Town Council Disaster Recovery Plan



Scenario C: Business interruption due to IT failure

In the event of a partial or total failure of IT systems due to malware/virus it may be necessary to set up a new network depending on the scale and nature of the failure.

The nature, extent and duration of the emergency situation may require variations to this procedure – as directed by the Town Clerk. Security software is installed, monitored and updated as part of the maintenance contract.

<p>IT REQUIREMENTS</p> <p>Dejac Associates Darrin Charlton 07951 436 074 darrinc@dejac.co.uk <i>If not available for any reason contact;</i> Robin Bateman 07983 976952</p>	<ul style="list-style-type: none"> • Contact Dejac Associates to establish the nature/extent of the issue. • Arrange and set up replacement loan or purchased computers if required • Obtain backup information as required • Refer to the IT Manual for information regarding the IT set up. <p>DEJAC ASSOCIATES will;</p> <ul style="list-style-type: none"> • provide and install Mac computers, network/backup drives, cabling etc to enable office network to be established. • Recover backed up data from mirrored drive at WPLC and/or cloud storage as required. • Install and configure Rialtus Suite on specified
<p>RBS 01793 731 296 info@rbssoftware.co.uk</p>	<p>RIALTUS BUSINESS SOLUTIONS (RBS) will;</p> <p>Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.</p>

Report of a virtual Meeting of the Investments Sub Committee held on Wednesday 10 January 2024 at 10am

Present: *Councillors J. Anderson - Chairman, K. Baker, G. Bello*

Officers present: *K. Murray - Town Clerk
A Basra – Finance Manager (Responsible Financial Officer - RFO)
M Filmore – Deputy town Clerk*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Baker proposed, seconded by Councillor Bello, and following a vote it was;

RESOLVED:

- ◆ To appoint Councillor Anderson as Chairman of the Sub Committee for the remainder of the municipal year.

2. **APOLOGIES**

Apologies were received from Councillor Bragg.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **TERMS OF REFERENCE**

The Terms of Reference were noted.

5. **INVESTMENTS**

Members noted the funds currently being held in the Councils accounts with the CCLA.
(APPENDIX A)

6. **INVESTMENT OF FUNDS RECEIVED FROM HMRC**

The Town Clerk and Finance Manager advised Members that the Council had received £133,690 from HMRC in relation to VAT charged on sports activities at the leisure centre, following a change in the VAT rules. The Finance Manager advised that the bulk of these funds could be placed into the CCLA INVEST fund as they are not needed at this time for operational purposes. It was noted that funds from the CCLA INVEST account can be access with 24 hours' notice if required – subject to appropriate Councillor authorisation.

RECOMMENDED:

- ◆ **that £110,000 of the funds received from HMRC in relation to VAT previously charges on sports activities, be invested in the CCLA Invest Fund**

7. **TREASURY MANAGEMENT STRATEGY 2024/25**

Members considered the updated Treasury Management Strategy. Members requested that some descriptive text be included to explain the purpose and function of the bank accounts held with Lloyds Bank.

RECOMMENDED:

- ◆ **that the updated Treasury Management Strategy for 2024/25, enclosed (Appendix B), be approved by the Strategy and Resources Committee and presented to Council for adoption.**

8. LOAN REPAYMENTS

Members noted the loan repayment schedule. **(APPENDIX C)**

Meeting closed at 11am

INTEREST CARRIED FORWARD	£62,143.35
INTEREST CURRENT YEAR	£102,328.99
TOTAL INVEST INCOME	£164,472.34 Re-invested

APPENDIX A

Woodley TC - PWLB Date	A/C 0144630002PC A/C PS3078896	Dividend	CB6 Investment	1096/702 Balance
Balanace Brought Forward				2,039,180.57
Sunday, 30 April 2023	1 Apr to 30 Apr 23	£6,538.80		2,045,719.37
Wednesday, 31 May 2023	1 May to 31 May 23	£8,070.65		2,053,790.02
Friday, 30 June 2023	1 June to 30 June 23	£7,707.25		2,061,497.27
Monday, 31 July 2023	1 July to 31 July 23	£8,536.07		2,070,033.34
Thursday, 31 August 2023	1 Aug to 31 Aug 23	£8,966.82		2,079,000.16
Saturday, 30 September 2023	1 Sept to 30 Sept 23	£8,510.43		2,087,510.59
Tuesday, 31 October 2023	1 Oct to 31 Oct 23	£9,547.33		2,097,057.92
Thursday, 30 November 2023	1 Nov to 30 Nov 23	£8,468.66		2,105,526.58
Sunday, 31 December 2023	1 Dec to 31 Dec 23			2,105,526.58
Wednesday, 31 January 2024	1 Jan to 31 Jan 24			2,105,526.58
Thursday, 29 February 2024	1 Feb to 29 Feb 24			2,105,526.58
Sunday, 31 March 2024	1 Mar to 31 Mar 24			2,105,526.58
Total		66,346.01	0.00	66,346.01
Total re-investment to date		£105,526.58		
Orginal Investment		£2,000,000.00		
Percentage increase on orginal investment		5.2763%		
Payment of Loan	Monday, 31 March 2025	275,000		
Payment of Loan	Monday, 31 March 2025	500,000	2,000,000	
Payment of Loan	Tuesday, 31 March 2026	1,225,000		

Woodley TC - INVEST Date	A/C 0144630001PC A/C PS3078895	Dividend	CB7 Investment	1097/702 Balance
Balanace Brought Forward				1,105,962.78
Sunday, 30 April 2023	1 Apr to 30 Apr 23	£3,546.34		1,109,509.12
Wednesday, 31 May 2023	1 May to 31 May 23	£4,377.19		1,113,886.31
Friday, 30 June 2023	1 June to 30 June 23	£4,180.03		1,118,066.34
Monday, 31 July 2023	1 July to 31 July 23	£4,629.57		1,122,695.91
Thursday, 31 August 2023	1 Aug to 31 Aug 23	£4,863.24		1,127,559.15
Saturday, 30 September 2023	1 Sept to 30 Sept 23	£4,615.67		1,132,174.82
Tuesday, 31 October 2023	1 Oct to 31 Oct 23	£5,177.91		1,137,352.73
Thursday, 30 November 2023	1 Nov to 30 Nov 23	£4,593.03		1,141,945.76
Sunday, 31 December 2023	1 Dec to 31 Dec 23			1,141,945.76
Wednesday, 31 January 2024	1 Jan to 31 Jan 24			1,141,945.76
Thursday, 29 February 2024	1 Feb to 29 Feb 24			1,141,945.76
Sunday, 31 March 2024	1 Mar to 31 Mar 24			1,141,945.76
Total		35,982.98	0.00	35,982.98
Total re-investment to date		£58,945.76		
Orginal Investment		£1,083,000.00		
Percentage increase on orginal investment		5.44%		

Annual Treasury Management Strategy 2024/25

Version	1.1 - DRAFT
Created by	Kevin Murray – Town Clerk
Date approved	

Woodley Town Council

Annual Treasury Management Strategy 2024/25

1. Background

Under section 15(1)(a) of the Local Government Act 2003 the Council is required to “have regard” to the Statutory Guidance on Local Government Investments which was issued in February 2018 for accounting periods starting on or after 1 April 2018. This Strategy also complies with the revised requirements set out in the Department of Communities and Local Government Investments and guidance within Governance and Accountability for Local Councils Practitioner’s Guide 2022.

In addition there are two codes of practice issued by the Chartered Institute of Public Finance and Accountability (CIPFA) to which the Council should have regard and which contain investment guidance that complements the statutory guidance.

These are;

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition
- The Prudential Code for Capital Finance in Local Authorities, 2017 Edition

Woodley Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the Council holds primarily or partially to generate a profit.

Woodley Town Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

The guidance from DLUHC applies to Woodley Town Council because its investments at any time in the year (temporary and long term) are likely to exceed £100,000.

The guidance recommends that for each financial year a council should prepare at least one investment strategy that is prepared and approved by Council before the start of the year. The strategy may be revised during the year, depending on circumstances.

The investment strategy should set out the council’s policies for the prudent management of its investments and for giving priority, firstly, to the security of those investments and, secondly, to their liquidity.

The strategy should identify the procedures for monitoring, assessing and mitigating the risk of loss of investment sums and for ensuring that those sums are readily accessible for expenditure whenever needed.

2. Strategy

- 2.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Standard Financial Regulations.

3. Investment Objectives

- 3.1 The Council's investment priorities are: - the security of its reserves, the adequate liquidity of its investments, the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 3.2 All investments will be made in sterling.
- 3.3 The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
- 3.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

4. Specified Investments

- 4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.
- 4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Woodley Town Council will use:
- a) Deposits with banks, building societies, (currently **Lloyds Bank** for day to day banking)
 - b) Other approved public sector investment funds (currently **CCLA Public Sector Deposit Fund**)
- 4.3 The choice of institution and length of deposit will be at the approval of the Strategy & Resources Committee.
- 4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. Non-specified investments

- 5.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares. The Council currently has no funds in non-specified investments. Given the potential unpredictability surrounding such investments the Council will seek professional advice before considering such investments and give due consideration to the proper levels of risk, security and liquidity.

6. Liquidity of Investments

- 6.1 The Strategy & Resources Committee in consultation with the Town Clerk and Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
- 6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. Long Term Investments

- 7.1 Long term investments are defined in the Guidance as greater than 12 months.
- 7.2 The Council currently has no long-term investments and non are envisaged as being taken out in 2024/25.
- 7.3 Funds invested in the CCLA PSDF are considered short term (specified) investments as they offer instant access to funds.

8. Investment Reporting

- 8.1 Regular monitoring of the Council's investments are reported to each meeting of the Strategy & Resources Committee. They also form part of note seven of the Council's Financial Statements.

9. Review and Amendments

- 9.1 Each financial year Woodley Town Council will review this strategy which should be approved by Full Council before the start of the financial year. Any material change during the year would also require approval at Full Council. This is in accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (regulation 4(1)(b) and Schedule 4) (SI 2000/2853, as amended by SI 2004/1158).
- 9.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public.
- 9.3 This Strategy will be published on the Town Council's website www.woodley.gov.uk

Woodley Town Council Investment Strategy 2024/25

For 2024/25 the Council will invest its surplus funds in low risk products (i.e. Lloyds bank accounts and CCLA PSDF) in order to achieve its investment objectives.

Investments shall be split between;

Lloyds Bank

Account	Purpose
Deposit Account	Precept income. Account used to fund Imprest account as required and authorised by Councillor signatories.
Current Account	Day to day operational income and expenditure Current account funds sweep automatically into deposit account on a daily basis to keep a current account balance of around £5,000.
Clerks Imprest Account	Payment of salaries, deposit refunds, grants, debit card purchases Maximum single transfer cap - £65,000

CCLA

Public Sector Deposit Fund

The CCLA is rated as an AAmmf (money market fund) financial institution by Fitch Ratings, London, and is covered by the Financial Conduct Authority and Bank of England Prudential Regulation Authority. The Local Authorities Mutual Investment Trust (LAMIT) is a body controlled by members, appointed by the Local Government Association, which oversees the funds. There are two Local Authority funds managed by CCLA; the PSDF and the Property Fund.

The PSDF has strong governance, with an Advisory Board made up of representatives of the Local Government Association, CIPFA and treasury specialists from the sector. The fund is managed on a very conservative basis, beyond the requirements of the AAmmf rating, and only uses plain cash products and instruments with well rated (minimum F1 short term) banks. There is no exposure to the stock market, derivatives or asset backed securities. The fund is a low risk option for investments, the funds are invested across a portfolio of approximately 30 organisations which are monitored daily. Most importantly, the PSDF's top priority is the security of the funds invested because the PSDF is not covered by the Financial Services Compensation Scheme. If one or more of the funds invested in the PSDF fails the risk monitoring profile of that organisation (or organisations) it would be removed from the portfolio.

Access to funds is available on business days with a cut off time of 11.30am for instructions for withdrawal.

At the Full Council meeting on 10 May 2022 it was agreed that the Town Council would invest funds released from the liquidation of the investment portfolio previously managed by Rathbones, into an account with the PSDF, pending repayment of the PWLB loans in respect of the construction of the Oakwood Centre. In addition, going forwards, the Council would invest other surplus sums in another PSDF account, for example the general reserve and precept receipts.

APPENDIX A Statement of Reserves

CCLA funds as at 30 Nov 2023.

THE PUBLIC SECTOR DEPOSIT FUND 2023-2024

INTEREST CARRIED FORWARD	£62,143.35
INTEREST CURRENT YEAR	£102,328.99
TOTAL INVEST INCOME	£164,472.34 Re-invested

APPENDIX A

Woodley TC - PWLB Date	A/C 0144630002PC A/C PS3078896	Dividend	CB6 Investment	1096/702 Balance	Woodley TC - INVEST Date	A/C 0144630001PC A/C PS3078895	Dividend	CB7 Investment	1097/702 Balance
Balance Brought Forward					Balance Brought Forward				
Sunday, 30 April 2023	1 Apr to 30 Apr 23	£6,538.80		2,039,180.57	Sunday, 30 April 2023	1 Apr to 30 Apr 23	£3,546.34		1,105,962.78
Wednesday, 31 May 2023	1 May to 31 May 23	£8,070.65		2,045,719.37	Wednesday, 31 May 2023	1 May to 31 May 23	£4,377.19		1,109,509.12
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Thursday, 29 February 2024	1 Feb to 29 Feb 24			2,105,526.58	Thursday, 29 February 2024	1 Jan to 31 Jan 24			1,141,945.76
Sunday, 31 March 2024	1 Mar to 31 Mar 24			2,105,526.58	Sunday, 31 March 2024	1 Feb to 29 Feb 24			1,141,945.76
	Total	66,346.01	0.00	66,346.01		Total	35,982.98	0.00	35,982.98
Total re-investment to date					Total re-investment to date				
		£105,526.58					£58,945.76		
Original Investment				£2,000,000.00	Original Investment				£1,083,000.00
Percentage increase on original investment				5.2763%	Percentage increase on original investment				5.44%
Payment of Loan	Monday, 31 March 2025	275,000							
Payment of Loan	Monday, 31 March 2025	500,000	2,000,000						
Payment of Loan	Tuesday, 31 March 2026	1,225,000							

Woodley Town Council

Loan Schedule

Loan No.	Purpose	Principal	Dated	Term	Ends	Annual cost	Outstanding as at 31-3-23
467556	Airfield Centre	85,000	02/10/1989	40 yrs	2029	8475.56	40,109.49
454569	Chapel Hall	43,000	18/07/1984	60 yrs	2044	5004.42	39,036.38
460907	WPLC	200,000	16/09/1986	40 yrs	2026	20,176.90	51,308.28
484069	Oakwood Centre	275,000	31/03/2000	25 yrs	2025	13,750	Funds in CCLA to pay off principal
484459	Oakwood Centre	500,000	07/07/2000	25 yrs	2025	25,000	Funds in CCLA to pay off principal
485429	Oakwood Centre	1,225,000	31/03/2001	25 yrs	2026	58,187.50	Funds in CCLA to pay off principal
489575	Oakwood Centre	120,000	17/01/2005	26 yrs	2031	8001.8	50,180.33
504186	3G Pitch	255,000	26/06/2015	15 yrs	2030	21,281.16	141,817.97
505314	Gym	110,000	31/08/2016	10 yrs	2026	11,748.12	40,093.62
507873	Woodford Park Lake/Depot	240,000	30/03/2019	25 yrs	2044	13,353.44	209,990.97

CURRENT CAPITAL PROJECTS SCHEDULE

PROJECT	ALLOCATION	FUNDED	STATUS	EXPECTED COMPLETION	COMMENT
WPLC Heating System	40,000	Capital Programme	Scheduled	Feb-24	Contractor appointed
Oakwood Centre Toilets	70,000	Capital Programme	Scheduled	Aug-24	Contractor appointed
Line Marking - car parks	6,000	Capital Programme		Summer 2024	Weather dependent
Replacement flat bed pickup (used)	5,000	Capital Programme		Summer 2024	
Coronation Hall Kitchen	3,000	Capital Programme		TBC	
Chapel Hall Kitchen	3,000	Capital Programme		TBC	
Grass Reinforcement - Memorial Ground path	7,000	Capital Programme	Scheduled	Apr-24	
Water refill station - WPLC	2,500	Capital Programme		TBC	
Replace Notice Boards	5,600	Capital Programme		TBC	
Coronation Commemorative Seating	6,500	Capital Programme		TBC	Further investigation
Malone Park - replace safety surfacing	22,000	Play Area EMR	COMPLETE		
Boilers Oakwood Centre - replacement	30,000	CIL	COMPLETE		
Christmas Lighting	10,000	Capital Programme	COMPLETE		

Woodley Town Council

Community & Individual Grants

Community & Individual Grant awards are usually considered twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available in 2023/24 is £3,000. Following the awarding of grants in April and November, there is £0 left in the budget for the current financial year.

The committee is asked to consider the following grant application:

COMMUNITY GRANTS

Organisation	Usual source of funding	Grant Amount	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Friends of Woodford Park (FoWP) (All residents of Woodley who use Woodford Park benefit)	Donations & Fundraising.	£250	No paid staff 14 volunteers	Towards the cost of restocking shrubs and plants in the flower beds in Woodford Park.	FoWP are a volunteer group who help maintain Woodford Park, including the maintenance of a number of flower beds around the park.	2016/17 - £250 2018/19 - £250 2019/20 - £250 2021/22 - £250 2022/23 - £250

Woodley Town Council

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £250 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

REVISED BUDGET ESTIMATES 2023/24

REPORT OF THE TOWN CLERK

Purpose of Report

To advise Members of the Revised Budget Estimates for 2023/24.

Information and context

The Revised Estimates for 2023/24 are set out in the **Budget Appendix**.

These estimates have been considered in detail by the appropriate service manager across each budget cost code. Estimates take into account expenditure to date and anticipated expenditure to the end of the financial year.

Income

Overall, income is expected to be £68,447 higher than the original budget estimate. The Oakwood Centre has performed well over the year with room hire income above budget and returning to pre Covid levels. The Council has also benefitted from interest received on funds invested in the CCLA.

Expenditure

Expenditure is expected to be £152,397 higher than the original budget estimate. This has been impacted by increased staff costs following the national pay award and particularly increases in superannuation costs.

The Committee allocated an additional £140,000 to the Capital Programme in 2023/24, in addition to the £45,000 allocated at the start of the year. £133,609 income from the VAT rebate has also been placed into an earmarked reserve for future investment in the leisure centre. The Committee made provision from its earmarked reserves for the delivery of significant projects including the rewiring of the leisure centre, replacement of the leisure centre heating system, replacement of the boilers at the Oakwood Centre, refurbishment of the toilets at the Oakwood Centre and replacement safety surfacing at Malone Park play area. The Committee also released £38,377 from earmarked reserve residues, back into the General Reserve.

Net Expenditure

This equates to an anticipated Net Expenditure of £1,157,107. This is £83,950 over the original budgeted net expenditure for 2023/24.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That the Revised Budget Estimates for 2023/24, as set out in the Budget Appendix, be approved.**

BUDGET ESTIMATES 2024/25

REPORT OF THE TOWN CLERK

Purpose of Report

To advise Members of the recommendations for the Strategy and Resources Committee Budget Estimates for 2024/25.

Information and context

The Budget Estimates for 2024/25 are set out in the **Budget Appendix**.

These estimates have been considered in detail by the appropriate service manager across each budget cost code. Estimates take into account expenditure to date and anticipated expenditure in the following financial year.

Income

The Committee's income in 2024/25 is expected to be £14,030 higher than the revised budget estimate for 2023/24. The main income streams are The Oakwood Centre and interest from the Council's funds invested in the CCLA.

Expenditure

The Committee's overall expenditure is expected to be £75,087 lower than the revised budget estimates for 2023/24. This is largely impacted by the allocation of £185,000 to the Capital Programme in 2023/24. The proposed budget for 2024/25 does include a Capital Programme allocation of £80,000.

Net Expenditure

This equates to an anticipated Net Expenditure of £1,067,990. This is £89,117 lower the revised budget net expenditure for 2023/24.

Recommendations

- ◆ **That Members note the contents of the report.**

- ◆ **That Members recommend the Budget Estimates for 2024/25, as set out in the Budget Appendix, be approved.**

BUDGET AND PRECEPT 2024/25

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider and make a recommendation to Full Council on the proposed budget and precept charge for the 2024//25 financial year.

Information and context

The Council started the year with a large General Reserve – contributed to at the previous year end. In the year the Council has managed its revenue budget closely in the context of uncertain energy costs, rising costs of materials and procured services and increased staff costs due to the national pay award. The Council has benefited from robust income across its leisure and venues services and a good return on investments held in its funds with the CCLA. The Council also successfully claimed £133,690 from HMRC in respect of VAT charges over the previous four-year period.

This strong financial position enabled the Council to allocate additional funds in the year for projects to update and improve its incoming generating assets at the Oakwood Centre and Woodford Park Leisure Centre. The proposed budget for 2024/25 builds on this foundation by increasing the allocation to earmarked reserves in respect of the Oakwood Centre and Woodford Park Leisure Centre, as recommended by the Internal Audit Report.

Looking forwards to the 2025/26 financial year – this will see a number loans mature in respect of the Oakwood Centre construction. This will reduce annual expenditure by around £100,000.

Reserves

The Council's finances are split between funds identified (for accounting and budgeting purposes) as follows;

General Reserve

These are unallocated funds available to the Council and managed in order to fund projects and provide a contingency in the event of unexpected financial pressures. At the financial year end funds are either returned to or taken from the General Reserve to balance the revenue budget and other income and expenditure in the year.

The Council's General Reserve at the 1st April 2023 was £857,786. The revised budget estimates anticipate that £174,195 will need to be taken from the General Reserve at the year end. The 2024/25 budget estimates that £165,841 will need to be taken from the General Reserve at the year end in 2024/25. This is possible because the Council has built up a large General Reserve over recent years, enabling budget decisions which impact that reserve, and the Council's current Earmarked Reserves set up to fund specific projects or assets.

Earmarked Reserves (EMR)

These are funds allocated from the General Reserve into a separate reserve – for a specified purpose. The Council has a number of EMRs and these funds remain in the reserve from year to year until spent or released back into the General Reserve (by resolution of the Strategy and Resources Committee). EMRs are also used to place funding that may have specific restrictions on how they are spent e.g. Section 106 developers funds and Community Infrastructure Levy (CIL) funds. The EMRs make it easier to track expenditure against specific projects. Some EMRs are added to each year in order to reach a target e.g. the replacement of the 3G pitch surface. The Council's current EMRs, including CIL funds, total £711,819.

Revenue Budget

This is the Council's operational income and expenditure budget, approved each year at the February Full Council meeting, having been considered by Leisure Services and Strategy and Resources Committees.

Precept

Each year Wokingham Borough Council reviews and sets a tax base figure for each of the parishes. All domestic properties are placed within one of eight valuation bands (A-H), dependent upon their value as at 1 April 1991. For the purposes of setting council tax and precepts Band D is taken as the average band and the tax is set on the basis of 'Band D equivalent' properties. This means that all properties are given weightings in proportion to Band D to arrive at the Band equivalent.

The tax base for council tax and parish council precept purposes is calculated by:

- Converting the number of properties in each band into Band D equivalent.
- Allowing for the properties entitled to discounts, adjusted in line with the localisation of council tax regulations – Local Government Finance Act 2012.
- Allowing for properties entitled to exemptions.
- Allowing for further adjustments in the year e.g. new dwellings, properties to be demolished, exempt properties and band changes due to appeals.
- Allowing for non-collection.

Once the tax base is approved this figure is used to calculate the precept. The total precept to be raised is arrived at by multiplying the actual Band D charge by the tax base figure.

The tax base figure for 2024/25 is 10914.8

Precept 2024/25

It is proposed that the precept level be set at £1,164,500 for the 2024/25 financial year, a decrease of £31,149 on last year's precept figure. This equates to a Band D property charge of £106.69.

The proposed budget anticipates that £165,841 will be required from the General Reserve at the year end to support the Council's proposed expenditure. It is estimated that the General Reserve will stand at £517,750 at the 2024/25 year end.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That the proposed budget for 2024/25 be presented to Full Council for approval.**
- ◆ **That the proposed precept level of £1,164,500 for the 2024/25 financial year be presented to Full Council for approval.**

**YOUTH GRANT APPLICATIONS - LS COMMITTEE - 16 JANUARY 2024
COLLATED CLLR MATRIX SCORES**

Applicant:
ARC Youth Counselling

	CHARLES BEY, Kester Roger	EDWARDS, Yvonne	ERRAWALLA, Danny	FIRMAGER, Michael	GILDER, Kay	HORSKINS, Robert	JEWELL, Carol	KENNEDY, Mike	LEWIS, Vin	SMITH, Darren	Avg.
Do the projects / activities:											
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.			Yes			Yes		Yes		Yes	
Do the projects / activities:											
Meet the needs of our vulnerable young people			1			1		1		1	
Tackle crime and anti-social behavior through supporting young people			1			1		0		0	
Assist young people in gaining employment / education / training			0			1		0		1	
Does provision of this grant:											
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?			1			1		1		0	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?			1			0		1		0	
Fund a specific item / project, rather than a contribution to running costs?			0			0		0		0	
Make a significant impact on the gross income of the organisation/group?			1			0		0		0	
TOTAL SCORE (out of 7) - used if needed to prioritise	0	0	5	0	0	4	0	3	0	2	
Could the project / activity:											
Reasonably be expected to be funded from other sources?			No			No				Yes	
Reasonably be expected to be funded from members' subscriptions?			No			No				No	
Seek to promote or oppose a party-political viewpoint			No			No				No	

**YOUTH GRANT APPLICATIONS - LS COMMITTEE - 16 JANUARY 2024
COLLATED CLLR MATRIX SCORES**

Applicant:
FIRST DAYS' CHILDREN'S CHARITY

	CHARLES BEY, Kester Roger	EDWARDS, Yvonne	ERRAWALLA, Danny	FIRMAGER, Michael	GILDER, Kay	HORSKINS, Robert	JEWELL, Carol	KENNEDY, Mike	LEWIS, Vin	SMITH, Darren	TOTAL
Do the projects / activities:											
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.			Yes			Yes		Yes		Yes	
Do the projects / activities:											
Meet the needs of our vulnerable young people			0			1		1		1	
Tackle crime and anti-social behavior through supporting young people			0			1		0		0	
Assist young people in gaining employment / education / training			0			1		0		0	
Does provision of this grant:											
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?			1			1		1		1	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?			1			1		1		0	
Fund a specific item / project, rather than a contribution to running costs?			0			0		0		0	
Make a significant impact on the gross income of the organisation/group?			0			1		0		0	
TOTAL SCORE (out of 7) - used if needed to prioritise	0	0	2	0	0	6	0	3	0	2	
Could the project / activity:											
Reasonably be expected to be funded from other sources?			No			No					
Reasonably be expected to be funded from members' subscriptions?			No			No					
Seek to promote or oppose a party-political viewpoint			No			No					

YOUTH GRANT APPLICATIONS - LS COMMITTEE - 16 JANUARY 2024
COLLATED CLLR MATRIX SCORES

Applicant:
HOME-START WOKINGHAM DISTRICT

	CHARLES BEY, Kester Roger	EDWARDS, Yvonne	ERRAWALLA, Danny	FIRMAGER, Michael	GILDER, Kay	HORSKINS, Robert	JEWELL, Carol	KENNEDY, Mike	LEWIS, Vin	SMITH, Darren	TOTAL
Do the projects / activities:											
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.			Yes			Yes		Yes		Yes	
Do the projects / activities:											
Meet the needs of our vulnerable young people			1			1		1		1	
Tackle crime and anti-social behavior through supporting young people			0			1		0		0	
Assist young people in gaining employment / education / training			0			0		0		0	
Does provision of this grant:											
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?			1			1		1		0	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?			1			1		1		0	
Fund a specific item / project, rather than a contribution to running costs?			0			0		0		0	
Make a significant impact on the gross income of the organisation/group?			0			1		0		0	
TOTAL SCORE (out of 7) - used if needed to prioritise	0	0	3	0	0	5	0	3	0	1	
Could the project / activity:											
Reasonably be expected to be funded from other sources?			No			No				Yes	
Reasonably be expected to be funded from members' subscriptions?			No			No				No	
Seek to promote or oppose a party-political viewpoint			No			No				No	

**YOUTH GRANT APPLICATIONS - LS COMMITTEE - 16 JANUARY 2024
COLLATED CLLR MATRIX SCORES**

Applicant:
PARENTING SPECIAL CHILDREN

	CHARLES BEY, Kester Roger	EDWARDS, Yvonne	ERRAWALLA, Danny	FIRMAGER, Michael	GILDER, Kay	HORSKINS, Robert	JEWELL, Carol	KENNEDY, Mike	LEWIS, Vin	SMITH, Darren	TOTAL
Do the projects / activities:											
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.	Yes		Yes			Yes		Yes		No	
Do the projects / activities:											
Meet the needs of our vulnerable young people	1		1			1		1		1	
Tackle crime and anti-social behavior through supporting young people	1		0			1		0		0	
Assist young people in gaining employment / education / training	1		0			1		0		0	
Does provision of this grant:											
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?	1		1			1		1		0	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?	1		1			0		1		0	
Fund a specific item / project, rather than a contribution to running costs?	1		1			0		0		0	
Make a significant impact on the gross income of the organisation/group?	1		0			0		0		0	
TOTAL SCORE (out of 7) - used if needed to prioritise	7	0	4	0	0	4	0	3	0	1	
Could the project / activity:											
Reasonably be expected to be funded from other sources?	Yes		No			No				Yes	
Reasonably be expected to be funded from members' subscriptions?	No		No			No				No	
Seek to promote or oppose a party-political viewpoint	No		No			No				No	

YOUTH GRANT APPLICATIONS - LS COMMITTEE - 16 JANUARY 2024
COLLATED CLLR MATRIX SCORES

Applicant:
PROMISE INCLUSION

	CHARLES BEY, Kester Roger	EDWARDS, Yvonne	ERRAWALLA, Danny	FIRMAGER, Michael	GILDER, Kay	HORSKINS, Robert	JEWELL, Carol	KENNEDY, Mike	LEWIS, Vin	SMITH, Darren	TOTAL
Do the projects / activities:											
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.	Yes		Yes			Yes		Yes		Yes	
Do the projects / activities:											
Meet the needs of our vulnerable young people	1		1			1		1		1	
Tackle crime and anti-social behavior through supporting young people	1		1			1		0		1	
Assist young people in gaining employment / education / training	1		0			1		0		0	
Does provision of this grant:											
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?	1		1			1		1		1	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?	1		1			0		0.5		1	
Fund a specific item / project, rather than a contribution to running costs?	1		0			0		0		0	
Make a significant impact on the gross income of the organisation/group?	1		0			1		0		0	
TOTAL SCORE (out of 7) - used if needed to prioritise	7	0	4	0	0	5	0	2.5	0	4	
Could the project / activity:											
Reasonably be expected to be funded from other sources?	Yes		No			?				Yes	
Reasonably be expected to be funded from members' subscriptions?	No		No			No				Yes	
Seek to promote or oppose a party-political viewpoint	No		No			No				No	

GRANTS TO GROUPS AND ORGANISATIONS SUPPORTING YOUNG PEOPLE IN WOODLEY



Youth Grants are available to assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.

Organisations are welcome to apply for an amount which will normally be capped at £3,000. However all applications, including those for amounts in excess of this, will be considered on their own merits.

The Council will prioritise the following areas:

- Financially assist services that meet the needs of our vulnerable young people
- Funding initiatives that tackle crime and anti-social behavior through supporting young people
- Funding initiatives that assist young people in gaining employment, education and training

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs that:

- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to attend a meeting of the Leisure Services Committee to provide feedback on how the grant funds have achieved the project aims.

Successful applicants will be required to:

- keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, where requested

Organisations receiving a grant will be required to explain in their application how they will inform their organisation's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Youth Grant application form which can be found on the Town Council's website: www.woodley.gov.uk.

Grant applications must include the following information for your organisation:

- mission statement, constitution or set of rules signed by the chairman (if you are not able to do this please explain why in the form).
- a copy of the most recent statement of annual accounts
- a recent bank statement
- a statement of income and expenditure for the current year

Youth grants may be considered by the Leisure Services Committee at its scheduled meetings throughout the year, with a recommendation made to the Strategy and Resources Committee for final approval of all grant awards.

Applications must be returned to:-

The Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

or by email to admin@woodley.gov.uk

or by pressing the submit button if you are completing the form electronically

The Council will not award youth grants in excess of the annual budget allocated for this purpose. All applicants will be informed of the outcome of their application once the relevant Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

WHEBLE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To update Members on the outcome of the request to take ownership of Wheble Park, and to ask Members to consider the principle of funding replacing the play equipment at the site.

Background

Woodley Town Council maintains the open space between Wheble Drive and Manners Road, known as Wheble Park, under a lease agreement with Reading Borough Council. The current 30-year lease runs to 2031 with a current annual rent fee of £206 in 2022/23.

The Town Council removed the old play equipment in 2003, and in 2006, following a period of consultation with residents, the council installed a ball goal and basketball hoop unit, and a toddler multiplay unit. This was funded by a National Lottery Awards for All grant with additional funding from Section 106 allocations from Wokingham Borough Council. The Town Council has maintained but not added to this equipment since it was installed.

Current situation

The current multiplay unit is now quite old and is considered to have limited play value, and is not inclusive in terms of access or use by children who may have additional needs. The ball goal and basketball hoop unit is considered to be in good condition. The most recent ROSPA inspection of all equipment at the site is attached at **APPENDIX A**, and there are no current safety issues with the equipment. **The 'Medium' risk item relating to the fencing was attended to immediately following the report.*

The Leisure Services Committee has expressed a desire to improve the play facilities provided at Wheble Park and the issue of site ownership has been mentioned as a potential barrier to the Town Council investing in new equipment at the site. Although the Council has spent money on play equipment at the site previously, it was suggested that the potential for transferring ownership of the site to the Town Council should be explored before considering any financial investment.

Site ownership

The Leisure Services Committee meeting of 7 November 2023 resolved to request the transfer of ownership of the site from Reading Borough Council to Woodley Town Council. A written request to this effect was made and the response received was that Reading Borough Council would not consider the transfer of ownership at this time, unless there was an established benefit to Reading Borough Council to do so. Reading Borough Council indicated that it may consider a new lease arrangement for a longer period if the Town Council wished to do this.

Potential costs

Replacement of the existing play equipment with a new multiplay unit, in keeping with the size, location and usage of the site, would be in the region of £20,000 - £30,000.

Impacts

Resource Impacts
Replacement of the existing play equipment with a new multiplay unit in keeping with the size and usage of the site would be in the region of £20,000 - £30,000.
Equality Impacts
Any future installation of new play equipment would provide the opportunity to improve accessibility and inclusivity. There are no other equality impacts identified.
Environmental Impacts
There are no environmental impacts identified

Recommendations

- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider whether it would support investing in the replacement of play equipment at the Wheble Park, under the current lease arrangement.**



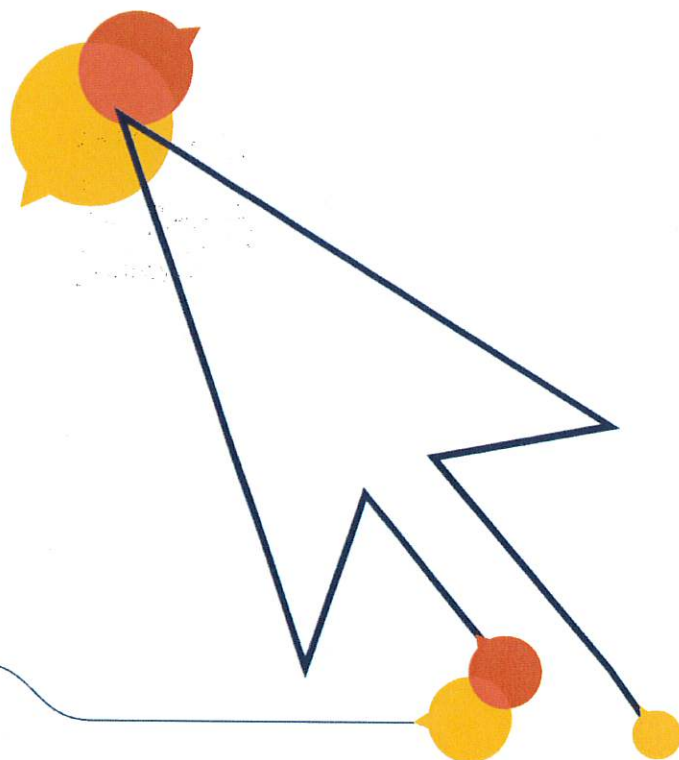
Safety Inspection Report

Annual Inspection

Wheble Park

Woodley Town Council

21 April 2023



Safety Inspection Report

Annual Inspection

Site name: **Wheble Park**
Date of inspection: **21 April 2023**
Inspector: **Mike Griffiths**



How to read your report

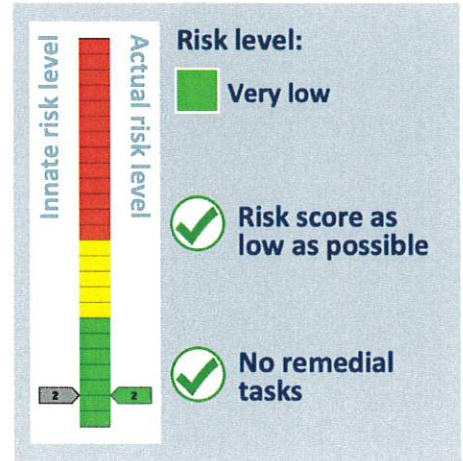
The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

The image shows a report entry for a 'Primary Item'. The entry is titled 'Sample Asset Name' (callout 1) and 'Manufactured by Manufacturer Name' (callout 2). It features a large placeholder for an 'asset image here' (callout 3). To the right of the image is a risk assessment chart with a vertical scale from 'Innate risk level' (green) to 'Actual risk level' (red). The chart shows a 'Risk level: Low' (green square) and a 'Potential risk score reduction: 1' (green square). Below the chart is a 'Remedial tasks: 1' (green square) and a small illustration of a playground slide. Below the image is a 'Standards' section with a green checkmark icon, listing 'EN 1176-1:2017, EN 1176-2:2017' and stating 'The item and its surfacing (where applicable) meet with the requirements of the relevant standards.' (callout 5). Below the standards is a 'Finding' section with a 'Description' (Item is rusting in places), 'Tasks' (Replace), and 'Note' (Two of the frame washers are rusting). To the right of the finding is a risk assessment box showing 'Risk level: Low' (green square) and 'Risk score: 7' (green square) (callout 6). Below the finding is a 'Finding Photos' section with two placeholders for 'asset image here'. At the bottom right of the report is a footer with the text 'Inspection S10000142534. Report produced on 16/12/2019 at 12:11:07' and a small green circle with the number '4' (callout 4).

Dog Waste Bin



Fencing



Innate risk level: [Red bar]

Actual risk level: [Yellow bar]

Risk level: Medium

Potential risk score reduction: 6

Remedial tasks: 1

Standard Compliance Finding

Description

Finger entrapment.

Tasks

Read the notes for further action.

Note

This hole has a serrated piece of metal jutting up. In the event a small person did put their finger in there is a high likelihood of injury being sustained.

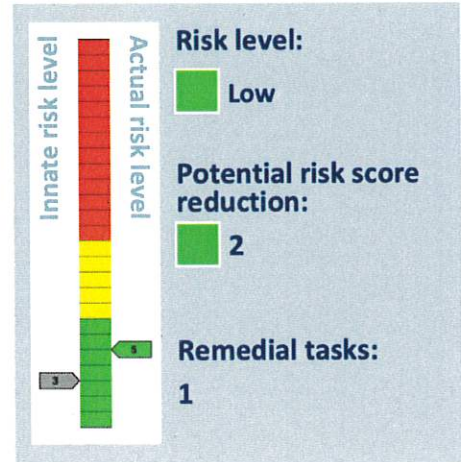
Risk level: Medium

Risk score: 9

Finding Photos



General Surface



Maintenance Finding

Description

Surface has small holes or dips.

Tasks

Repair.

Risk level:

Low

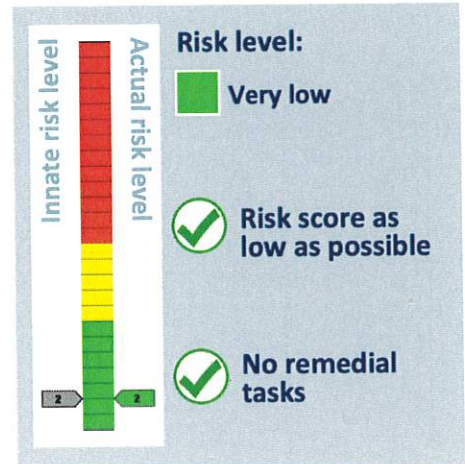
Risk score:

5

Finding Photos

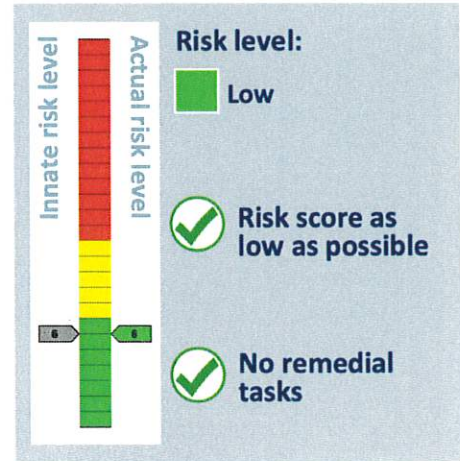


Signage



Combination Goal - Sports Wall

Manufactured by SMP (Playgrounds) Ltd



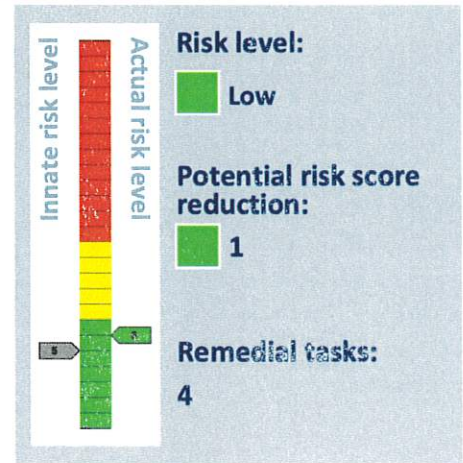
Standards: ✓

EN 15312:2007+A1:2010

The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Multiplay

Manufactured by (Unknown)



Standards:

EN 1176-1:2017

The item is not compliant with the requirements of the relevant standards. The surfacing meets with the requirements of the relevant standards.

Maintenance Finding

Description

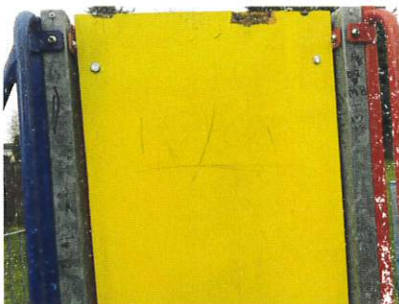
There is graffiti on the unit.

Tasks

Remove.



Finding Photos



Maintenance Finding

Description

Item is damaged.

Tasks

Repair.

Note

The bottom of the laminate is damaged, peeling paint and now decaying.

Risk level:

 Low

Risk score:

 6

Finding Photos



Maintenance Finding

Description

Surface has holes in it.

Tasks

Read the notes for further action.

Note

Where the net has been removed. Consider sealing these holes suitably to reduce the risk of vandalism and trips.

Risk level:

 Low

Risk score:

 4

Finding Photos



Standard Compliance Finding

Description

Finger entrapment.

Tasks

Read the notes for further action.

Note

Minor risk of entrapment where the net has been removed. Consider removing these fixing points.

Risk level:

 Low

Risk score:

 4

Finding Photos



General Notes

The risk scores are calculated by plotting the likelihood of harm against the severity of the injury sustained. The likelihood is given a score of 1 to 5, and the severity is given a score of 1 to 5. In doing this a matrix is produced which gives a numerical assessment of the risk on a score of 1 to 25, and a judgement is made as to which risks are low, which are medium and which are high. Risk scores may be adjusted in the light of experience and therefore may not be exactly as per the table. For example, a score of 7 may be noted.

Risks are calculated in this way:

1. An assessment of the likelihood of harm taking place is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Rare
 - b. 2 = Unlikely
 - c. 3 = Moderate
 - d. 4 = Likely
 - e. 5 = Certain
2. An assessment of the severity of the injury sustained is made using the numbers 1 to 5, by following these descriptions:
 - a. 1 = Insignificant
 - b. 2 = Minor
 - c. 3 = Moderate
 - d. 4 = Major
 - e. 5 = Catastrophic
3. The two numbers are multiplied to give a risk score on a scale of 1 to 25.
4. Scores of 1 to 7 inclusive are considered to be low risk and are considered to be tolerable where this is the innate risk of the item, but where remedial works are identified these should be undertaken,
5. Scores of 8 to 12 are considered to be medium risk and some control measures may be identified to reduce the risks to low, tolerable levels,
6. Score of 13 and above are considered to be high risk and urgent action is considered to be necessary to reduce the risks to tolerable levels.

General Notes

It is important to note that where an outcome is catastrophic, but for which the likelihood is rare this will present a score of $1 \times 5 = 5 =$ low risk. Similarly, a certain event for which the consequence is insignificant will present a score of $5 \times 1 = 5 =$ low risk. It is important to consider likelihood and consequence, and not just one of the factors in isolation.

The multiplication of the factors into a risk matrix is given here in Table 1, with a judgement made as to risk scoring indicated by colour.

Green = LOW risk, Amber = MEDIUM risk, Red = HIGH risk.

Table 1 – Risk Score Matrix

		Severity				
L i k e l i h o o d		1 Insignifi- cant	2 Minor	3 Moderate	4 Major	5 Catastro- phic
	1 = Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 LOW
	2 = Unlikely	2 LOW	4 LOW	6 LOW	8 MEDIUM	10 MEDIUM
	3 = Moderate	3 LOW	6 LOW	9 MEDIUM	12 MEDIUM	15 HIGH
	4 = Likely	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	5 = Certain	5 LOW	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH

General Notes

Inspection Scope

The inspections are undertaken using the RPII's inspection scope.

Compliance with Standards

Inspections are undertaken with reference to the appropriate standards, which are listed next to each item. Compliance with these standards is not mandatory in law, but it is useful to know whether items comply or not. If we think a change is needed, then this is noted in our report. Non-compliance does not necessarily mean that a change is needed. Where a standard is undated the current version is applied, unless overlap periods are allowed by the standards committee at the time of update. The information provided herein is to assist the owner/operator to fulfil its responsibilities as detailed in the relevant standards. Other standards referenced within the listed standards do not form part of this inspection, unless they are also explicitly listed here.

The listed standards are relevant to all installations of equipment which are publicly accessible, including public parks, pay to play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks and the like. All equipment used in publicly accessible areas should meet with the requirements of the relevant listed standard.

Additionally, EN 1176-7 provides guidance on installation, inspection, maintenance and operation to owners/operators of equipment and ancillary items. In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in EN 1176-7. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore the EN 1176-7 contains no requirement in the UK and needs to be read and implemented as guidance, with the use of the terms 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic equipment falls outside the scope of standards for publicly accessible spaces. Domestic play equipment has its own standard (BS EN 71 – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report, but compliance may be assessed to the applicable standard relating to publicly accessible equipment.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Compliance with standards is not always a clear-cut thing. Some interpretation can be needed, and our interpretation may differ from the interpretation of others. In some cases, we may decide not to note non-compliance in cases where we think it may mislead or be unhelpful so to do.

General Notes

What We Inspect

Annual and Post Installation inspections will take into consideration compliance with current standards and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to 3.0 metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts), structural integrity, wear and vandalism. Routine visual inspections (if undertaken) relate only to the most obvious defects such as broken or missing parts, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

The inspection is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment. Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document to ensure as far as is reasonably practicable the continued safe use of the items concerned. The owner/operator is responsible for the overall safety of the equipment and area. Inspectors who are trained to use ladders may use them where it is safe to do so, but if members of the public are present on site ladders may not be used to access the equipment.

What We Don't Inspect

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of impact absorbing properties of any surfaces. The identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection or the inspection of any equipment (or part thereof) that is underground or beneath the playing surface. Tightening any bolts, hinges or other fixing devices on any apparatus or equipment. Assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment. Assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming).

General Notes

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

We have inspected without dismantling or destruction and so some aspects of the relevant standards may not be testable on site.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity and this inspection shall be considered as contributing to the operator's discharge of this responsibility.

Exposure to Risk

Exposure to acceptable levels of risk and challenge is essential to children's development and allows them to exercise their right to play. Therefore, it can be judged that levels of risk above low risk can be acceptable. The risk scores shown allow the operator to make a judgement after first considering the benefit of the activity to which the risk score relates.

Ownership

There may be cases where we report issues that are not the site owner's responsibility. It is not necessarily possible for us to determine who owns what, and in any case we need to bring all risks to your attention if they can affect the safety of the site's users.

Contemporaneous Findings

Our report shows the findings at the time of inspection. Subsequent events may affect the condition of the site. Suggested remedial actions are based upon our knowledge and experience. The owner/operator should seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Timber

Where timbers are set into the ground it is not always possible to determine levels of decay. The owner/operator should ensure it conducts appropriate inspections to identify decay before it becomes a problem.

We can undertake more in-depth testing of your playground timbers using resistance penetration.

Timber is known to decay from the inside out. This makes it very important that you ensure proper testing and inspection is undertaken of your playground timbers, especially where defects may be hidden inside the structures. Testing using resistance penetration can help to identify defects before they become outwardly apparent, but can also confirm the condition of good timbers to prevent premature replacement with its associated costs.

The testing is undertaken using a specialist machine, which uses electronically controlled drill resistance measurement. The drill is fine enough that it does not cause permanent damage to reduce the lifespan of the equipment.

Please contact us for pricing and further information.

Planting and Trees

Where planting or trees are mentioned in our report, please be advised that we do not undertake any arboricultural, horticultural or toxicological assessment of suitability or condition. You must ensure you undertake suitable inspections from an appropriate expert.

General Notes

How This Inspection Contributes to Your Annual Main Inspection

The owner/operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facility. The inspection guidance is listed in Table 1, with an indication of which parts will be included in your RoSPA inspection [the items in the first column are the items which comprise an “Annual Main Inspection”, the second column shows which elements form part of a RoSPA inspection, items with a cross are not included, some items may have limitations as shown in the notes to the Table 1). The standards also contain additional parts which the owner/operator should follow.

Table 1

Inspection Recommendations of relevant standards These form the Annual Main Inspection	Included in RoSPA Inspection?
6.1 d) Overall levels of safety of equipment (see note 1)	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓ [1]
6.2 d) Overall levels of safety of playing surfaces (see note 2)	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓ [3]
6.1 d) Effects of weather	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓
6.2 c) Presence of rot or corrosion (see note 2)	✓ [2]
6.2 c) Assessment of repairs made/added or replaced components (see note 5)	✗
<p>N.B. The clause numbers above are taken from BS EN 1176-7:2020. The content is equally applicable to all other relevant standards. Playgrounds contains a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator’s overall Annual Main Inspection as details in the relevant standard.</p> <p>Notes</p> <p>[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment. We therefore cannot be held responsible for the presence of such decay.</p> <p>[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on annual inspections. We can conduct impact testing for additional fees.</p> <p>[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment</p> <p>[4] The operator should use manufacturer’s recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance</p> <p>[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.</p>	

EN 1176 Notes – Summary of Requirements

PROTECTION AGAINST INJURIES IN THE FREE SPACE

- * No obstacles in the minimum space (other than structures to assist or safeguard the user)
- * Traffic flows should not go through the minimum space

PROTECTION AGAINST INJURIES IN THE FALLING SPACE

- * Free height of fall should not exceed 3m
- * No obstacles in the falling space
- * Platforms with fall heights of more than 1m between them require surfacing

PROTECTION AGAINST INJURIES DUE TO OTHER TYPES OF MOVEMENT

- * No unexpected obstacles

SURFACING SAFETY REQUIREMENTS

- * Surfacing should have no sharp edges or protrusions
- * Loose fills should be 100mm more than the depth required to meet the HIC reading (usually 200mm)
- * Hard surfaces should only be used outside where children fall
- * Testable Impact absorbing surfaces if falls over 600mm are possible. Topsoil or turf may be used up to 1m

DESIGN AND MANUFACTURE

- * The equipment must be suitable for the user and risks should be identifiable by the child
- * Accessibility: adults must be able to gain access to help children
- * Grip requirements: permitted diameter 16 - 45mm (i.e. overhead bars)
- * Grasp requirements: maximum diameter 60mm (e.g. handrails on steps)
- * Requirements for easily accessible equipment

FINISHING

- * Timber species and synthetics should be splinter resistant
- * No protrusions or sharp-edged components
- * Bolts should not protrude by more than 8mm
- * Corners, edges or projecting parts over 8mm should have a 3mm radius.
- * No hard and sharp-edged parts (e.g. razor blade effect caused by sheet steel)
- * No crushing or shearing points
- * Connections should not come loose by themselves and should resist removal.
- * Timber connections should not rely solely on screws or nails.
- * Leaking lubricants should not stain or impair the safety of the equipment

FIBRE ROPES

- * Conform to EN 701 or 919 or have a material and load certificate
- * Ropes used by hands shall have a soft, non-slip covering

WIRE ROPES

- * Non-rotating and corrosion resistant with no splayed wires outside the ferrule
- * Wire connector clip threads should protrude less than 8mm
- * Turnbuckles should be enclosed, have a loop at each end and be secured

CHAINS

- * Maximum opening of individual links: 8.6mm in any one direction.
- * Connecting links between chains must be less than 8.6mm or over 12mm

SWINGING SUSPENDED ROPES

- * Not combined with swings in the same bay
- * Less than 2m long: over 600mm from static parts; over 900mm from swinging parts
- * 2m - 4m long: over 1000mm from anything
- * Diameter: 25 - 45mm

CLIMBING ROPES

- * Anchored at both ends and movement less than 20% of rope length
- * Single climbing rope diameter: 18 - 45mm (nets comply with Grip requirements)

ENTRAPMENTS

- * Entrapment: a place from which children cannot extricate themselves unaided
- There are six probes: the Torso Probe, the Large Head Probe, The Small Head probe, the Wedge Probe and the two Finger Rods. There is a toggle test to reduce the dangers of clothing toggles being caught on slides, fireman's poles and roofs, and a ring gauge to test for rocker hand/foot rest protrusions.

BRIDGES

- * The space between the flexible bridge and rigid sides should be not less than 230mm

ENTRAPMENT OF FEET AND LEGS

- * Inclined planes (not suspension bridges) less than 38° should have no gaps over 30mm
- * There are no requirements for suspension bridge gaps other than the main entrapment requirements

FINGER ENTRAPMENTS

These occur in: 1. gaps where child's movement may cause a finger to become stuck; 2. open-ended tubes; 3. moving gaps

- * Tube ends should be securely enclosed and removable only with tools
- * Moving gaps should not close to less than 12mm

BARRIERS AND GUARD-RAILS

- * Hand-rail: a rail to help the child balance
- * Guard-rail: a rail to prevent children falling
- * Barrier: a guard-rail with non-climbable in-fill

HAND-RAILS

- * Where required they should be between 600 and 850mm above the standing surface

EQUIPMENT FOR UNDER 3'S

- * Platforms over 600mm require a barrier with a minimum height of 700mm high + impact absorbing surfacing

EQUIPMENT FOR OVER 3'S

- * Platforms up to 1000mm: No barriers or guard-rails required + impact absorbing surface over
- * Platforms 1000-2000mm: 600 - 850mm high guard-rail + impact absorbing surfacing
- * Platforms 2000-3000mm: 700mm high barrier + impact absorbing surfacing
- * No bars, infills or steps which can be used as steps. Tops should discourage standing or sitting

MEANS OF ACCESS

The main change in this area is that the probes should now be applied to accesses. All means of access should have no entrapments; be securely fixed; be level to $\pm 3^\circ$ (ramps across width) and have a constant angle. It does not refer to agility equipment used as an access i.e. arched climbers, scramble nets. There are specific measurements for ladders, stairs and ramps.

EN 1176 Notes – Summary of Requirements

SWINGS

The main changes relate to requirements for new types of swings, dimensions and surfacing areas.

REQUIREMENTS

* No all rigid suspension members (i.e. solid bar top to bottom) * Design should be principally for use by seated children (RoSPA interpretation) * Two seats per bay maximum. Do not mix cradle and flat seats in same bay * Some types of swings have slightly different requirements. Information should be obtained from the supplier * Single points swing chains should not twist round each other * Single point swings require a secondary bearing support mechanism

DIMENSIONS

* Minimum ground clearance at rest: 350mm (400mm for single point swings and tyres) * No maximum seat surface height but RoSPA recommends a max. height of 635mm for cradles and flat seats * Distance between seat and frame: 20% of swing suspension + 200mm * Distance between seats: 20% of the swing suspension + 300mm * Pivot splay (separation distance) at crossbar: width between seat fixings plus 5% of swing suspension length

SITING

* Swing sets for young children should be separated from those for older children and sited to avoid cross traffic

SURFACING REQUIREMENTS

Forward and Back

* Different areas for synthetic and loose-fill surfaces in a box or pit. Measurements each way are: 1. synthetic: 0.867 x length of suspension member + 1.75m 2. loose-fill: 0.867 x length of suspension member + 2.25m

Side width

* Seat width no greater than 500mm: 1.75m minimum (i.e. .875m each way from seat centre)

* Areas for two seats in one bay may overlap providing the distance between seats is correct

Single point swings

* Circular area with a radius equal to the Forward and Backward figure for other swings

SLIDES

SAFETY REQUIREMENTS

* Free-standing slides: the max. vertical height which a stairway can reach without a change of direction is 2.5m. * Starting section at the top of each chute: length 350mm minimum, zero to 5° downwards at the centre line.

N.B. This can be the platform if the slide is attached to it * If the starting section is over 400mm long, platform requirements apply *

From a platform, the gap to the slide is the same width as the slide * Attachment slides over 1m free fall height should have starting section barriers 500mm min. high at one point * Attachment slides over 1m FFH should have a guard-rail across the entrance at a ht. of between 700-900mm

Sliding sections

* Maximum angle: 60° at any one point and an average of 40° * The width of open and straight slides over 1500mm long should be less than 700mm or greater than 950mm * Spiral or curved slides should have a width less than 700mm

RUN -OUTS

* Run-outs of at least 300mm are required if the sliding section is under 1.5m long. * Additional requirements are required for different types of slides * Average angle of run-outs: DIN type 10° (BS type) 5° (both downwards) * Height of run-out: Less than 1.5m sliding length: max. 200mm. Greater than 1.5m sliding length: max. 350mm * Users should come to a stop on the run-out section (BS type only)

* Chutes should have a side height related to the fall height: 1.2m: 100mm minimum : 1.2m - 2.5m: 150mm minimum : Over 2.5m: 500mm minimum

* Maximum side angle from slide bed: 30° * Tops of sides should be rounded or radiused to at least 3mm * Tunnel slides should be a minimum 750mm high and 750mm wide * Tunnels should start on or at the end of the starting section and be continuous over the sliding section only

SURFACING REQUIREMENTS

Normal distances except for the run-out which should be: * DIN type: 1m each side and 2m beyond (or just 1.5m beyond for short slides) * BS type: 1m each side and 1m beyond

CABLE RUNWAYS

SAFETY REQUIREMENTS

* Stop at end should progressively slow down the traveller * Traveller should not be removable except with tools * No access to internal mechanism * Suspension mechanism: flexible, exclude risk of strangulation or be at least 2m above the ground in the middle * Where children hang by the hands, the grip should not be enclosed (i.e. a loop)

* Climbing should be discouraged onto the grip * Children should be able to get off the seat at any time (i.e. no loops or straps) *

Maximum loaded (69.5kg) speed is 7m per second * If two cables are placed parallel the min. distance between them is 2m

IMPACT AREAS

* 2m either side of main cable

ROTATING ITEMS

The main changes are in clearer separation into different types. A change in the clearance between the underside and the ground will affect older items. The change should provide greater safety. NOTE: Rotating items under 500mm diameter are excluded from these requirements

SAFETY REQUIREMENTS

* Maximum free height of fall: 1000mm (For overhead items: 1500 - 3000mm) * Max. speed at periphery under reasonable use: 5m per second. As no method is given, this cannot be tested * Hand grips should be between 16 - 45mm

SPECIFIC REQUIREMENTS

There are specific requirements for different types of roundabout. The two most common ones are:

Platform roundabouts:

EN 1176 Notes – Summary of Requirements

* Platforms should be circular and enclosed * All parts should revolve in the same direction * No super-structure over the edge of the platform * Mechanism should be enclosed * Height between underside and ground 60 – 110mm for 300mm in * Protective skirts should be of rigid material and have no burrs or other defects * The bottom edge should be flared towards the inside or protected
Giant revolving discs

* Clearance of underside at lowest point: 300mm * Max. platform height: 1m * Free space: 3m * Upper surface should be continuous, smooth and with no handles or grips * Underside should be continuous, smooth and without any radial variations (i.e. spokes) or indentations

MINIMUM SPACE

* Free space: Horizontal: 2m all round * Vertical head clearance from platform: sitting 1.5m ; standing 1.8m * Small rotating items under 500mm diameter are excluded but RoSPA suggests as for rocking items

SURFACING REQUIREMENTS

* There are no special extra requirements for surfacing areas * Surfaces should be continuous underneath and level

ROCKING ITEMS

DEFINITIONS

* Rocking equipment which can be moved by the user and is supported from below

* Damping: any movement restricting device. (N.B. Springs are treated as self-damping)

SAFETY REQUIREMENTS

* Throughout the range of movement gaps in all accessible joints should be under 12mm * Progressive restraint at extremity of movement is required * Foot rests should be provided where the ground clearance is less than 230mm * Hand grips should be provided for each seat or standing position

* Foot rests and hand grips should be firmly fixed and non-rotating * Hand grip diameter: 16 - 45mm (for toddler items: 30mm maximum) * Right -angled corners on moving equipment should be 20mm radius min. (e.g. a bird's beak)

MINIMUM SPACE

* 1000mm between items at maximum movement.

SURFACING REQUIREMENTS

There are no special extra requirements for surfacing areas

INSTALLATION, INSPECTION, MAINTENANCE AND OPERATION

SAFETY

* Appropriate safety systems must be established by the operator * No access should be allowed to unsafe equipment or areas * Records should be kept by the playground operator * Effectiveness of safety measures should be assessed annually * Signs should be provided giving owner details and emergency service contact points * Entrances for emergency services should be freely accessible

* Information on accidents should be kept (RoSPA has a suitable form)

* Staff and users should be safe during maintenance operations

INSPECTION

* Manufacturers will recommend the inspection frequency although some sites may need a daily check

Frequency

Routine visual inspections: identification of hazards from vandalism, use or weather conditions (RoSPA recommends a recorded daily or weekly inspection) Operational inspection: every 1 -3 months or as recommended. Checks operation, stability, wear etc. Annual main inspection: checks long-term levels of safety

* An inspection schedule should be prepared for each playground, listing components and methods

* Appropriate action should be taken if defects are noted

ROUTINE MAINTENANCE

* Basic routine maintenance details should be supplied by the manufacturer

CORRECTIVE MAINTENANCE

* This covers remedial work and repairs as required * Alterations should only be carried out after consultation & agreement with the supplier or a competent person





Playsafety Ltd
78 Shrivenham Hundred Business Park
Watchfield
SWINDON
SN6 8TY
+44 (0)1793 317470

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Woodley Town Council - Risk Register

Jan-24

SUMMARY OF RISK AREAS

Risk area	High			Medium			Low		
	16	12	9	<i>Borderline</i>			3	2	1
Strategic Register	0	0	0	4	1	7	1	0	0
<i>Operational Registers</i>									
Allotments	0	0	0	0	1	7	1	8	0
Play Areas	0	0	0	0	2	4	0	3	0
Municipal Buildings	0	0	0	2	2	5	3	3	3
Open Spaces	0	0	0	1	2	3	1	2	1
Outdoor sport and recreation	0	0	0	1	1	6	3	3	3
Indoor sports	0	0	0	1	0	2	3	3	0
Resource management	0	0	0	0	14	5	2	3	0
Totals	0	0	0	9	23	39	14	25	7

13
0
0
17
9
18
10
17
9
24
117

Responsible officer initials:

Town Clerk TC
 Deputy Town Clerk DTC
 Leisure Services Manager LSM
 Amenities Manager AM
 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.

	Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
HIGH RISK	NONE									
BORDER LINE HIGH RISK (Score of 8)	Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to pandemic.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	2	4	8	9	LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.	Level of financial impact not known - possible 15 - 20% gym members moving to new facilities. Likely that some clubs move to new centre. Gym able to be open following second lockdown - sports hall activities reduced. Potential for multiple staff members self isolating due to Coronavirus
	Income from outside sports impacted by pandemic and resulting restrictions	OS 15	AM/LSM	Severe reduction in income from leisure activities	2	4	8	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
	Impact of Pandemic on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set -possible meetings inquorate due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	2	4	8	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	
	Increased competition/economic downturn/pandemic	MB 09	TC	Reduced bookings resulting in reduced income.	2	4	8	12	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. Covid-19 guidelines adhered to.	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.
	Impact of pandemic on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	2	4	8	12	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Update marketing plan for venues to bring business back up following periods of restrictions of lower public confidence. Council to consider appropriate level of General Reserve and spending in respect of potential financial impacts.
	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	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.	GDPR compliance reviewed and documents published. Town Clerk and Deputy Town Clerk have SLCC membership. Staff training ongoing. Members provided with online training.
	Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	
	Significant damage to building	MB 16	DTC/AM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	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.	
Illegal encampment	OS 06	DTC/AM	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	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.	Bollards installed at Malone Park - x2 encampments in Woodford Park in 2023. Additional security measures being considered.	

RISK SCORE REDUCED (Previously High or Bordeline)

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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,	2	3	6	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.	Council has several projects underway or planned. New Town Clerk appointed. Staff structure changes implemented.
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	9	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.	Investigate where succession planning/training for cover could be considered.
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	
Vandalism	OS 04	AM	Additional expenditure, reduced income and poor image.	2	2	4	8	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.	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	AM	Unightly, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	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.	
Contamination of water systems	OS 14	LSM/AM	Closure of paddling pool other areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	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.	
Pollution of paddling pool	OS 15	LSM/AM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	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.	
Long-term absence of Town Clerk -Failure to meet legal obligations, Members and residents expectations, project targets, staff management functions.	RM 27	DTC	Delayed projects, reduced responsiveness to enquiries & issues, aims/objectives/income not met. Negative impact on staff morale and wellbeing.	0	0	0	9	DTC authorised to act as Proper Officer in interim.	RISK DELETED

Woodley Town Council

Strategic Register

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Strategic Risks									
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	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.	GDPR compliance reviewed and documents published. Town Clerk and Deputy Town Clerk have SLCC membership. Staff training ongoing. Members provided with online training.
Failure to maintain a robust/legal decision making process	SR 02	TC	Challenge to decisions, possible legal challenge	1	4	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 Health and Safety services.	
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	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.	
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	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.	
Inadequate insurance cover	SR 06	TC	Claims against the Council which are not covered resulting in additional expenditure not budgeted for.	1	4	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	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 . New fire procedures and on going training programme in place. Online H & S training modules undertaken by all staff.	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. Revised First Aid training programme for 2022. This should give consideration to mental health first aid provision.

Woodley Town Council

Strategic Register

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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	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.	Online safeguarding training module to be undertaken by all staff as appropriate - including catering concession staff. 'Safeguarding Lead' should be identified.
Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	
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	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.	
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	4	Reporting progress to Council (Strategy and Resources Cttee), staff awareness of issues. Dates for quarterly Sub Committee meetings have been circulated.	Ongoing 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	4	Communications Manager to publicise Council's actions and plans. Item on environmental impact in reports where appropriate. Climate Emergency update to each Strategy & Resources Committee meeting.	
Impact of Pandemic on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set -possible meetings in quarantine due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	2	4	8	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	
Impact of pandemic on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	2	4	8	12	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Update marketing plan for the venues.

Woodley Town Council

Operational Register - Allotments

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Allotments									
Tenancy agreements not in place	A 01	TC	Lack of control of tenancies and income - tenants not clear on the terms of their tenancy	1	2	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.	
Adequate insurance cover	A 02	TC	Claims against the council for items not covered could result in additional expenditure	1	2	2	2	Insurance cover reviewed annually and listings in asset register to include present purchase price to ensure cover level is relevant.	
Contamination of 'spring clean' skips	A 03	TC	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	2	4	4	Skips are provided once a year- lockable with allotment committee reps overseeing the depositing of rubbish into the skip where possible.	
Vermin infestation	A 04	TC	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	2	2	4	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.	
Dumping/fly tipping	A 05	TC	Cost of removal - possible hazardous waste dumped - increased costs	1	2	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.	
Untidy/unworked plots	A 06	TC	Poor image resulting in annoyance to neighbouring allotment holders and those on the waiting list.	2	1	2	2	Regular meetings (formal and informal) with representatives from the tenants association - Arrangements for inspection and procedure to deal with unworked plots are working well. Tenancy Agreement was reviewed, amended and approved by the Leisure Services Committee for implementation from 2022.	
Loss/damage to water supply	A 08	TC	Watering not being able to be undertaken resulting in poor crops and complaints.	2	2	4	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.	

Woodley Town Council

Operational Register - Allotments

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Pollution and fire hazard from bonfires	A 09	TC	Public complaints/damage to nearby plots	2	1	2	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.	
Failure to collect rents	A 10	TC	Reduced income to the Council.	1	2	2	2	Procedure in place for reminders and to evict non paying tenants - this is set out in the tenancy agreement.	
Breach of security/access issues	A11	TC	Possibility of vandalism/damage to plots and tenants' property or theft of property and crops	3	2	6	6	Repairs to fencing carried out as required, gates locked by tenants on entering and leaving. Liaison with tenants association. New locks with restricted keys purchased and will be installed in 2022.	Security contribution paid at start of tenancy - fund for repair/security improvements.
Double allocation of plots	A12	TC	New tenants unhappy, extra time to sort double booking out with tenants	2	2	4	4	Allotments booking package records tenants. Formal system for allocation established.	
Contaminated material on plots	A13	TC	Danger to health, cost of removal high	2	2	4	4	Procedures for correct removal. Tenancy agreement states hazardous material not to be brought on site.	
Lack of effective partnership working with the Tenants Association	A14	TC	Poor communication, misunderstandings/adverse publicity disruption to arrangements in place to maintain plot standards	2	2	4	4	Regular communication between allotment reps/committee and officers and councillors. Officers and councillors attend Allotment AGM.	
Incorrect use of bait box procedure by tenants	A15	TC	Inappropriate and possible dangerous placing of poison on site.	1	3	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.	
CCTV and Data Protection policy and procedure requirements of Information Commissioners Office not complied with	A16	TC	Non compliance with regulations	1	2	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.	Tenants Committee registered with ICO. Checked annually.
Deer coming into the site	A17	TC	Damage to and loss of plants	2	1	2	2	Tenants agreed to report any occurrences to Council officers - who will work with tenants to move deer off site.	
Personal injury	A18	TC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	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.	

Woodley Town Council

Operational Register - Play Areas

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/comments
Play Areas									
Inadequate inspection/maintenance records	PA 01	AM	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	4	Recorded inspection of play areas carried out weekly. Annual independent play area inspection carried out.	Amenities Manager and Maintenance Officer booked on ROSPA inspection training Feb 2024
Inadequate insurances	PA 02	TC	Required to protect the Council against significant claims.	1	4	4	4	Appropriate insurances in place. Equipment regularly inspected, serviced and maintained. Annual ROSPA inspection carried out. Manager is ROSPA qualified play inspector.	
Vandalism/damaged equipment/theft	PA 03	TC	Facilities unable to be used or equipment used resulting in an injury, additional expenditure and poor image. Possible compensation claim.	3	2	6	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.	Amenities Manager and Maintenance Officer booked on ROSPA inspection training Feb 2024
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	6	Repairs and Maintenance budgets reviewed annually.	
Personal injury	PA 05	AM	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation.	1	4	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. Maintenance Manager is ROSPA qualified play inspector.	
Litter/Dog mess	PA 06	TC/AM	Unightly, health and safety issue resulting in complaints and poor image, time consuming to check and remove	1	2	2	2	Staff Teams clear as required. Play areas have self closing gates to keep dogs out.	New signage installed in 2023.

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/comments
Play areas not inclusive	PA 07	TC	Lack of inclusive facilities resulting in possible contravention of DDA and criticism from residents.	2	2	4	4	The requirement to include accessible play equipment is part of tenders for new play equipment.	
Pandemic impact on use of play areas - 1st lockdown play areas closed completely	PA 08	AM/TC	Potential spread of infection. Enforcement action if government guidelines not adhered to.	1	2	2	2	Signage in accordance with government guidelines plus closure management where required. Weekly recorded inspections plus annual inspections carried out	
Conflict of use along pathway through new play area site in Woodford Park	PA 09	AM/TC	Injuries to public resulting in claims against the Council, legal proceedings, loss of reputation. Complaints about use by others.	1	2	2		Pathway was widened as part of project. Younger childrens area is be fully enclosed with railings & gates.	Monitor issues regarding outward opening gates from toddler play area and address as required.

Woodley Town Council

Operational Register - Municipal buildings

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/ Comments
Municipal buildings									
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	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.	
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	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	
Vandalism	MB 03	TC	Loss of bookings, additional expenditure, poor image.	2	2	4	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.	
Inadequate budget provision	MB 04	TC	Routine and essential maintenance not undertaken resulting in reduced bookings and health and safety issues.	2	2	4	4	Repairs and Maintenance budgets and new equipment budget reviewed yearly. Costly specific items included in capital programme.	
Personal injury	MB 05	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc. Fire risk	
Inappropriate old equipment/furniture or fittings	MB 06	TC	Hirers deterred from using the buildings resulting in reduced income.	1	2	2	2	Regular inspections and risk assessments in place. Repairs & Renewals budget for replacement equipment. Theatre seating reupholstered in 2020.	Budget allocated for theatre AV upgrade - not yet carried out.
Double bookings	MB 07	TC	Disappointment for customers, time and financial resources to make redress	1	2	2	2	Bookings of 4 centres covered by RBS booking system.	
Failure to obtain necessary licences	MB 08	TC	Unable to provide services including liquor sales resulting in reduced bookings.	1	4	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.	WPLC premises licence surrendered as no longer required.
Increased competition/economic downturn/pandemic	MB 09	TC	Reduced bookings resulting in reduced income.	2	4	8	12	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	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.

Woodley Town Council

Operational Register - Municipal buildings

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/ Comments
Buildings not maintained	MB 10	TC/AM	Fabric of the Buildings deteriorates resulting in reduced bookings, complaints and reduced image.	1	3	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. Legionella control being undertaken by qualified contractor.	
Lack of security	MB 11	TC	Theft and damage resulting in possible cancelled bookings and reduced income and higher insurance premiums.	1	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	
Failure to review and collect charges	MB 13	TC	Reduced income to the Council and non competitive charges.	1	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.	
Licences revoked by the Licensing Authority	MB 14	TC	Unable to provide service. Poor public image. Criticism from licensing authorities. Possible legal action and fines against the Council.	1	3	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 since 2015.	
Cleaning contracts not operating to satisfaction	MB 15	TC/LSM	Poor service to customers, customer dissatisfaction reduced bookings and	3	2	6	6	Regular checks on cleaning standard and reports to managers where problems. WPLC	
Significant damage to building	MB 16	TC/AM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	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.	
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	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.	
Withdrawal of catering partner at the Oakwood Centre	MB 20	TC	Potential for loss of business, reduction in income, need to seek new partner, service interruption, negative impact on customers	2	3	6	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.	

Woodley Town Council

Operational Register - Municipal buildings

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/ Comments
Covid 19	MB 21	TC	Possibility of spread of virus, impact on staff and members of the public.	2	2	4	4	Covid secure workplaces. Working practices enabling social distancing. Government rules and guidelines are being followed.	

Woodley Town Council

Operational Register - Open Spaces

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Action/Comments
Open Spaces									
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	3	Insurance reviewed with broker annually.	
Vandalism	OS 02	TC	Additional expenditure and poor image.	1	2	2	2	Difficult to control in this area, no real controls. Remove/clear up immediately	
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	4	Budget reviewed and allocated each year by committee	
Personal injury	OS 04	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Routine maintenance schedule established.	
Fly tipping	OS 05	TC	Unsanitary 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	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.	
Illegal encampment	OS 06	TC	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	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.	Barriers installed at Malone Park. Additional security measures across all sites being considered. X2 illegal encampments experienced in 2023.
Litter/dog mess	OS 07	AM	Unsanitary, health and safety issue resulting in complaints and poor image.	2	2	4	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.	

Woodley Town Council

Operational Register - Open Spaces

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Action/Comments
Falling/damaged trees	OS 08	TC/AM	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4	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. Tree inspection and maintenance programme has been implemented in 2022.	All urgent works completed. Ongoing monitoring
Dissatisfaction with maintenance regime in parks	OS 09	AM	Negative image, complaints,	1	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	
Injury/damage claims - paths/roadways	OS 10	TC/AM	Cost of successful claim - increase in insurance costs, poor image and impact on council's reputation	2	3	6	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. Capital programme allocation for pathway repairs.	

Woodley Town Council

Operational Register - Outdoor sports and recreation

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Outdoor sports and recreation									
Failure to collect income/review charges	OS 01	TC	Below target income resulting in higher than anticipated expenditure.	2	1	2	2	Hirers pay prior to playing. Internal audit checks invoicing and income. Booking and invoicing system in place. Charges reviewed annually.	
Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	
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	3	Insurance reviewed with broker on an annual basis	
Vandalism	OS 04	AM	Additional expenditure, reduced income and poor image.	2	2	4	8	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.	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.
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	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.	
Personal injury to the public	OS 06	TC/AM/LSM	Significant claims resulting in higher insurance premiums and loss of reputation.	2	3	6	6	Grounds Maintenance team employed to keep sports pitches in good order. WPLC and Maintenance teams oversee the 3G pitch.	
Not providing facilities required by national league regulations	OS 07	LSM/AM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1	1	Liaison with teams and organisations to ensure facilities meet requirements. Assistance where appropriate to seek grant funding.	
Litter	OS 08	AM	Health & Safety, complaints, poor image, time consuming to remove.	3	1	3	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.	

Woodley Town Council

Operational Register - Outdoor sports and recreation

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Dog mess	OS 09	AM	Unightly, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	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.	
Poor maintenance regime	OS 10	TC/AM	Unightly, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	2	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.	
Inappropriate staff working practices	OS 11	TC/AM	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	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.	
Failure to mark out pitches/courts appropriately	OS 12	AM	Teams unable to use facilities resulting in reduced income and complaints.	1	1	1	1	System in place to ensure Grounds Maintenance team is aware of matches being played at weekends/evenings.	
Unable to meet requirements for sports area treatments (cricket/bowls) and marking (football, cricket, running)	OS 13	AM	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	1	Keep small stocks of range of treatments for immediate use. Order stocks well in advance.	

Woodley Town Council

Operational Register - Outdoor sports and recreation

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Contamination of water systems	OS 14	LSM/AM	Closure of paddling pool other areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	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.	
Income from outside sports impacted by pandemic and resulting restrictions	OS 15	AM/LSM	Severe reduction in income from leisure activities	2	4	8	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
Pollution of paddling pool	OS 16	LSM/AM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	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.	
Insufficient car parking at WPLC for popular events/at certain times	OS 17	LSM/TC	Neighbours impacted by parking in streets - access and traffic flow problems	2	2	4	4	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. Council looking into potential for parking restrictions with WBC. Consider use of signage at the entrance to send traffic left on exit.

Woodley Town Council

Operational Register - Indoor Sports

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Indoor sports									
Double bookings	IS 02	LSM	Bookings missed etc resulting in reduced income, poor public image and time consuming to resolve.	1	3	3	3	Bookings programme at WPLC for multiple and social bookings, daily paper diary for turn up sports sessions.	
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	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.	
Vandalism	IS 04	TC/LSM	Additional expenditure, reduced income and poor image.	2	2	4	4	WPLC staffed 7 days a week. Staff do outside checks for damage daily.	
Inadequate budget provision	IS 05	TC	Routine and essential maintenance, replacements not undertaken resulting in poor facilities and reduction in income.	2	1	2	2	Budget considered by Committee annually. Regular maintenance costs established by Deputy Town Clerk and Maintenance Manager	
Personal injury	IS 06	TC	Significant claims resulting in higher insurance premiums and loss of reputation.	1	2	2	2	Staff undertake frequent visual inspections, report problems to Maintenance team. Equipment maintained PAT tested etc.	
Lack of compliance with safeguarding children and vulnerable adults working practices where required	IS 09	TC/LSM	Customer complaints and loss of reputation, possibility of more formal action being taken against the council	1	3	3	3	Safeguarding children and vulnerable adults policy agreed at S and R Cttee 26/4/16. Documentation to be obtained from hirers running activities in our halls, where required.	
Poor maintenance regime	IS 10	LSM/AM	Unightly, health and safety issue resulting in complaints, possible insurance claims and a negative image.	1	3	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.	
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	2	Training specific to responsibilities given. Risk assessments in place and reviewed annually.	
Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to pandemic.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	2	4	8	9	LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.	Gym membership has returned well following Covid. Potential remains for future lockdowns/restrictions affecting income generation and potential for multiple staff members self isolating due to Coronavirus

Woodley Town Council

Operational Register - Resource Management

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Resource Management									
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	2	Plans Committee meets every 3/4 weeks extensions agreed with WBC and noted/kept to. Consultations considered by other committees/council as appropriate.	
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	3	Registered under the Data Protection Act. Confidentiality clause in contracts. Officers and Members Code of Conduct.	
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	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.	
Financial resources not able to meet Council priorities/needs	RM 04	TC	Aims and objectives not able to be met	2	3	6	6	Planned budget - includes allocations for plans for the year ahead, regular monitoring by officers and cllrs, reserves at reasonable level	
Major budget overspend/variation	RM 05	TC	Interruption/termination of projects services	2	2	4	4	Earmarked and general reserves. Financial management monitoring reports. Treasury Management Strategy in place.	
Income targets not met	RM 06	TC	Increase in net costs	2	2	4	4	Planned budget, prudent estimates for income, regular monitoring by officers and cllrs allow review of costs to reduce impact where possible.	
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	2	Asset management system to be developed. Regular maintenance and review system in operation. Asset disposal forms and procedure in place	Asset management system yet to be implemented.
Failure of IT systems	RM 08	DTC	Interruption of services - impact dependent on which programmes/computers affected. Cost of repairs.	2	3	6	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.	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	6	Computers firewall and password protected. Protections reviewed and updated in conjunction with IT contractors.	

Woodley Town Council

Operational Register - Resource Management

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Loss/disclosure of personal data	RM 10	TC	Potential fines by Information Commissioner.	2	3	6	6	Data protection, induction training, Firewall IT security. New contracts to include confidentiality clause.	
Interruption of power supply	RM 11	TC	IT systems failure, service impact	2	3	6	6	Computer data backed up daily (cloud storage), copies of day/week held off site	
Loss of key skills for significant period (illness, resignation)	RM 12	TC	Service impact	2	3	6	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.	
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	9	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.	Investigate where succession planning/training for cover could be considered.
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	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	
Industrial tribunal	RM 16	TC	Resource implications, poor press, impact on workforce and council during tribunal	2	2	4	4	Council supported by HR consultant with indemnity in respect of Ind Tribunals, subject to advice being given and followed.	
Fraud/theft	RM 17	TC/DTC	Loss of funds, resources required to investigate	2	2	4	4	Fidelity insurance cover & requirement adhered to, anti fraud training and internal auditor checks cash income process.	
Failure of equipment	RM 18	TC	Service interruption	1	2	2	2	Contracts, regular maintenance and planned renewals	
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	6	Disaster Recovery Plan in place and reviewed annually.	
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,	2	3	6	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.	Council has several projects underway or planned. New Town Clerk appointed. Staff structure changes implemented.

Woodley Town Council

Operational Register - Resource Management

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
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	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.	Employee handbook updated 2019/20. New contracts have been provided to all employees with new handbook. casual/zero hours staff have received letter setting out their work arrangements. The Council will be using HR Management software to maintain staff records re holidays/sickness/ other absences - not yet in place.
Attacks on staff	RM 22	TC	Long term sickness. Claims against the Council. Unhappy staff teams	1	4	4	4	Lone working procedure in place. Access to telephones. Good relationship with and access to the Police. Insurances in place.	
Property/facilities declared unsafe	RM 23	TC	Potential danger to the public and staff.	2	3	6	6	Funding for emergency repairs plus procedures for higher levels of funding to be approved by Town Clerk in cases of emergency.	
Illegal activities on Council property	RM 24	TC, AM, LSM, DTC (depending on site)	Potential impact on reputation, potential danger to public and staff.	2	3	6	6	CCTV coverage of some internal areas at WPLC and OC. Staff checks/presence, access to agencies for support/information and preventative actions.	
Projects not completed to planned timescale	RM 25	TC/DTC	Potential loss of income/project overspend/public concern and disappointment	2	3	6	6	Project lead manager identified for each project. Regular reviews and contact with contractors. Public consultation undertaken.	Project management training to be arranged for managers when capacity available.

Woodley Town Council

Proposed Charges Appendix 2024/25

Strategy & Resources Committee
23 January 2024

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Proposed charges 2024/25

WOODFORD PARK LEISURE CENTRE - ROOM HIRE

	2023/24	2024/25	Vat Status	Increase	Incr %
GAMES ROOM / TEA ROOM (P/H)					
Woodley Resident	£ 14.00	£ 15.00	Exempt	£ 1.00	7.1
Other (<i>Non Woodley resident</i>)	£ 22.00	£ 23.50	Exempt	£ 1.50	6.8
Premium Rate (<i>Woodley resident</i>)	£ 21.00	£ 22.50	Exempt	£ 1.50	7.1
Premium Rate (<i>Non Woodley resident</i>)	£ 33.00	£ 35.50	Exempt	£ 2.50	7.6

FUNCTION ROOM (P/H)					
Woodley Resident	£ 28.00	£ 30.00	Exempt	£ 2.00	7.1
Other (<i>Non Woodley resident</i>)	£ 44.00	£ 47.00	Exempt	£ 3.00	6.8
Premium Rate (<i>Woodley resident</i>)	£ 42.00	£ 45.00	Exempt	£ 3.00	7.1
Premium Rate (<i>Non Woodley resident</i>)	£ 66.00	£ 71.00	Exempt	£ 5.00	7.6

COMMITTEE ROOM x1 (P/H)					
Woodley Resident	£ 9.00	£ 9.70	Exempt	£ 0.70	7.8
Other (<i>Non Woodley resident</i>)	£ 13.50	£ 14.50	Exempt	£ 1.00	7.4
Concessionary Rate	£ 7.50	£ 8.00	Exempt	£ 0.50	6.7

COMMITTEE ROOMS x2 (P/H)					
Woodley Resident	£ 14.00	£ 15.00	Exempt	£ 1.00	7.1
Other (<i>Non Woodley resident</i>)	£ 21.50	£ 23.00	Exempt	£ 1.50	7.0
Concessionary Rate	£ 10.50	£ 11.30	Exempt	£ 0.80	7.6

Proposed charges 2024/25

INDOOR SPORTS & ACTIVITIES

	2023/24	2024/25	Vat Status	Increase	Incr %	
BADMINTON (P/H)						
Peak (HH Member)	£ 10.50	£ 11.00	OTS	£ 0.50	4.8	Sports Park £12.00.
Peak (Non Member)	£ 13.00	£ 13.50	OTS	£ 0.50	3.8	Rivermead & Meadway £14.00 (adult anytime). South Reading £9.90 (only 40 mins). Bulmershe & Loddon £15.50. Sports Park £16.00.
Off Peak (HH Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6	Sports Park £9.50.
Off Peak (Non Member)	£ 8.00	£ 8.30	OTS	£ 0.30	3.8	Rivermead & Meadway £7.00 (junior anytime). South Reading £12.40.
Club	£ 14.00	£ 14.50	OTS	£ 0.50	3.6	
NETBALL (P/H)						
Peak	£ 64.00	£ 65.00	OTS	£ 1.00	1.6	Bulmershe, Loddon & Wokingham £57.10 (basketball and volleyball).
Off Peak	£ 40.00	£ 41.00	OTS	£ 1.00	2.5	
TABLE TENNIS (P/H)						
Peak (HH Member)	£ 7.50	£ 8.00	OTS	£ 0.50	6.7	
Peak (Non Member)	£ 8.50	£ 9.00	OTS	£ 0.50	5.9	Rivermead £14.00 (adult anytime). Meadway £11.00 (only 40 mins). South Reading £9.90 (only 40 mins). Bulmershe & Loddon £15.50.
Off Peak (HH Member)	£ 5.50	£ 6.00	OTS	£ 0.50	9.1	
Off Peak (Non Member)	£ 6.00	£ 6.50	OTS	£ 0.50	8.3	Rivermead £7.00 (junior anytime). Meadway £5.50 (only 40 mins). South Reading £12.40.
SPORTS HALL (P/H)						
Half Hall (Sport)	£ 24.00	£ 25.00	OTS	£ 1.00	4.2	Sports Park £31.50.
Half Hall (Non-Sport)	£ 31.50	£ 33.00	Vatable	£ 1.50	4.8	
Full Hall (Sport)	£ 40.00	£ 42.00	OTS	£ 2.00	5.0	
Full Hall (Non-Sport)	£ 52.50	£ 55.00	Vatable	£ 2.50	4.8	
HEALTHY HABITS MEMBERSHIP						
Adult	£ 20.00	£ 20.00	OTS	£ -	0.0	
Under 18 / 60+ years	£ 10.00	£ 10.00	OTS	£ -	0.0	

Proposed charges 2024/25

OUTDOOR SPORTS

	2023/24	2024/25	Vat Status	Increase	Incr %
BOWLS (P/H)					
Peak (HH Member)	£ 5.00	£ 5.30	OTS	£ 0.30	6.0
Peak (Non Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6
Off Peak (HH Member)	£ 3.50	£ 3.70	OTS	£ 0.20	5.7
Off Peak (Non Member)	£ 4.00	£ 4.20	OTS	£ 0.20	5.0

CRICKET					
Grass wicket (full day)	£ 135.00	£ 140.00	OTS	£ 5.00	3.7
Artificial wicket (full day)	£ 100.00	£ 105.00	OTS	£ 5.00	5.0
Grass wicket (evening)	£ 90.00	£ 95.00	OTS	£ 5.00	5.6
Artificial wicket (evening)	£ 70.00	£ 75.00	OTS	£ 5.00	7.1
Community rate (evening)	£ 37.00	£ 39.00	OTS	£ 2.00	5.4

FOOTBALL (per match)					
Adult (11vs11)	£ 75.00	£ 80.00	OTS	£ 5.00	6.7
Under 18 (11vs11)	£ 40.00	£ 42.00	OTS	£ 2.00	5.0

Sports Park £74.00.

Sports Park £49.50.

NETBALL (P/H)					
Peak	£ 23.00	£ 24.00	OTS	£ 1.00	4.3
Off Peak	£ 18.00	£ 19.00	OTS	£ 1.00	5.6

Sports Park £35.50.

Sports Park £28.50.

TENNIS (P/H)					
Peak (HH Member)	£ 8.00	£ 8.50	OTS	£ 0.50	6.3
Peak (Non Member)	£ 13.00	£ 13.50	OTS	£ 0.50	3.8
Off Peak (HH Member)	£ 5.50	£ 5.80	OTS	£ 0.30	5.5
Off Peak (Non Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6

Sports Park £8.50.

South Reading £6.15. Loddon Valley £11.00. Sports Park £10.50.

Sports Park £7.00.

South Reading £6.15.

3G PITCH (P/H)					
Peak (full pitch)	£ 98.00	£ 100.00	OTS	£ 2.00	2.0
Off Peak (full pitch)	£ 71.00	£ 73.00	OTS	£ 2.00	2.8
Peak (5-a-side)	£ 41.00	£ 42.00	OTS	£ 1.00	2.4
Off Peak (5-a-side)	£ 28.00	£ 29.00	OTS	£ 1.00	3.6
Community (5-a-side)	£ 21.00	£ 21.50	OTS	£ 0.50	2.4

Sports Park £108.00 (11vs11).

Sports Park £95.50 (11vs11).

South Reading £42.00 (anytime). Palmer Park £56.00. Sports Park £62.00. Goals £75.00.

Palmer Park £30.00. Sports Park £49.50. Goals £66.50.

Goals £45.00 (Friday evening and weekend rate).

Proposed Charges 2024/25

COMMUNITY HALLS / MEMORIAL GROUND

CORONATION HALL	2023/24	2024/25	<i>Comment</i>	
Standard Rate (Non Woodley resident)	40.30	43.90	8.90%	Increase in Standard Rate
Woodley Resident	26.00	28.50	35%	discount from standard rate
Charity/Concession	16.60	18.40	58%	discount from standard rate
Standard Premium (Non Woodley resident)*	60.40	65.80	8.90%	Increase in Standard Rate
Woodley Resident Premium	39.00	42.80	35%	discount from standard rate
Charity/Concession Premium	25.00	27.60	58%	discount from standard rate
Brownies & Guides	14.40	15.70	8.90%	Increase in Standard Rate

* Premium rate applies Friday & Saturday evenings

CHAPEL HALL (Main Hall)	2023/24	2024/25	<i>Comment</i>	
Standard Rate (Non Woodley resident)	31.50	34.30	8.90%	Increase in Standard Rate
Woodley Resident	21.00	22.30	35%	discount from standard rate
Charity/Concession	12.70	14.40	58%	discount from standard rate

CHAPEL HALL (Committee Room)	2023/24	2024/25	<i>Comment</i>	
Standard Rate (Non Woodley resident)	15.70	17.10	8.90%	Increase in Standard Rate
Woodley Resident	10.50	11.10	35%	discount from standard rate
Charity/Concession	7.80	7.20	58%	discount from standard rate

OTHER	2023/24	2024/25		
Playgroups (session rate)	21.5	23.40	8.90%	
Cupboards	31	33.80	8.90%	

MEMORIAL GROUND	2023/24	2024/25		
Standard Rate (Non Woodley organisation)	416.1	453.10	8.90%	Increase in Standard Rate
Woodley Organisation	268.4	359.20	35%	discount from standard rate
Charity	135.7	190.30	58%	discount from standard rate
Preparation/waiting days (Fairs etc)	207.8	226.60	50%	discount from standard rate

GARDEN OF REMEMBRANCE	2023/24	2024/25		
Plaque Standard Rate - (Non Woodley Resident)	207.5	259.4	25.00%	Increase in Standard Rate
Plaque Woodley Resident	165.8	168.6	35%	discount from standard rate

PROPOSED OAKWOOD CENTRE CHARGES (incl VAT) - 2024/25

Standard (Business) Hourly Rates (Up to 4 hr bookings)	2023/24	Proposed 2024/25	% increase
Bader Room	£ 25.75	£ 28.04	8.9%
Falcon Room	£ 23.00	£ 25.05	8.9%
Brunel Room	£ 23.00	£ 25.05	8.9%
Carnival Hall (Before 6pm)	£ 65.00	£ 70.79	8.9%
Maxwell Hall (Before 6pm)	£ 50.00	£ 54.45	8.9%
Carnival & Maxwell * (Before 6pm)	£ 92.00	£ 100.19	8.9%
Miles Suite	£ 50.00	£ 54.45	8.9%

*Hourly rate of booking Carnival & Maxwell together based on the individual hourly room charges minus 20%

Discounts applied to Standard (Business) Hourly Rates:

Non-Woodley Resident	20.0%	as 2023/24
Woodley Residents	37.5%	as 2023/24
Community / Charity Hire	50.0%	as 2023/24
Extended Booking (4hrs +)	4.0%	as 2023/24

Premium Hourly Rates (From 6pm)	2023/24	Proposed 2024/25	% increase
Carnival Hall	£ 104.00	£ 113.26	8.9%
Maxwell Hall	£ 80.00	£ 87.12	8.9%
Carnival & Maxwell *	£ 147.20	£ 160.30	8.9%

*Hourly rate of booking Carnival & Maxwell together based on the individual hourly room charges minus 20%

Discounts applied to Premium Hourly Rates:

Non-Woodley Resident	20.0%	as 2023/24
Woodley Residents	37.5%	as 2023/24
Community / Charity Hire	50.0%	as 2023/24

Other Rates *	2023/24	Proposed 2024/25	% increase	
Theatre	Hourly Rate	£ 55.00	£ 59.90	8.9%
	1/2 Day Rate **	£ 200.00	£ 217.80	8.9%
	Whole Day Rate **	£ 350.00	£ 381.15	8.9%
Interview Room	Hourly Rate	£ 15.00	£ 16.34	8.9%
	1/2 Day Rate	£ 50.00	£ 54.45	8.9%
	Whole Day Rate	£ 70.00	£ 76.23	8.9%

* These rates are not subject to any standard discounts

** Rate only applicable to theatrical hires

Full Proposed 2024/25 Rates List

		Standard Hourly Rate (Till 6pm / Up to 4 hrs)	Extended Hourly Rate (Till 6pm / 5hrs +)	Premium Hourly Rate (From 6pm)
Proposed 2024/25				
Standard (Business) Hourly Rate	Bader Room	£ 28.04	£ 26.92	
	Falcon Room	£ 25.05	£ 24.05	
	Brunel Room	£ 25.05	£ 24.05	
	Carnival Hall	£ 70.79	£ 67.95	£ 113.26
	Maxwell Hall	£ 54.45	£ 52.27	£ 87.12
	Carnival & Maxwell	£ 100.19	£ 96.18	£ 160.30
	Miles Suite	£ 54.45	£ 52.27	
Non-Woodley Resident Rate	Bader Room	£ 22.43	£ 21.54	
	Falcon Room	£ 20.04	£ 19.24	
	Brunel Room	£ 20.04	£ 19.24	
	Carnival Hall	£ 56.63	£ 54.36	£ 90.60
	Maxwell Hall	£ 43.56	£ 41.82	£ 69.70
	Carnival & Maxwell	£ 80.15	£ 76.94	£ 128.24
	Miles Suite	£ 43.56	£ 41.82	
Woodley Resident Rate	Bader Room	£ 16.83	£ 16.15	
	Falcon Room	£ 15.03	£ 14.43	
	Brunel Room	£ 15.03	£ 14.43	
	Carnival Hall	£ 42.47	£ 40.77	£ 67.95
	Maxwell Hall	£ 32.67	£ 31.36	£ 52.27
	Carnival & Maxwell	£ 60.11	£ 57.71	£ 96.18
	Miles Suite	£ 32.67	£ 31.36	
Community / Charity Rate	Bader Room	£ 14.02	£ 13.46	
	Falcon Room	£ 12.52	£ 12.02	
	Brunel Room	£ 12.52	£ 12.02	
	Carnival Hall	£ 35.39	£ 33.98	£ 56.63
	Maxwell Hall	£ 27.23	£ 26.14	£ 43.56
	Carnival & Maxwell	£ 50.09	£ 48.09	£ 80.15
	Miles Suite	£ 27.23	£ 26.14	

		Hourly Rate	1/2 day	Whole Day	Whole Week
Other Rates	Theatre*	£ 59.90	£ 217.80	£ 381.15	£ 1,089.00
	Interview Room	£ 16.34	£ 54.45	£ 76.23	

* 1/2 day, whole day and whole week rates only applied to theatrical bookings

Woodley Town Council Budget Appendix

Revised Budget Estimates
2023/24

Budget Estimates
2024/25

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WOODLEY TOWN COUNCIL - BUDGET SUMMARY 2023/24

	2022/23 Actual	2023/24 Budget	2023/24 Revised Est	2024/25 Proposed	
EXPENDITURE					
REVENUE BUDGET EXPENDITURE					
S & R Committee	1241980	1144730	1149907	1179649	
Leisure Services Committee	1003202	761651	781356	819921	
Planning & Community	34800	38525	38525	30000	
Sub Total	2308122	1944906	1969788	2029570	
TRANSFERS TO EARMARKED RESERVES					
Community Infrastructure Levy (CIL) Section 106			11208	0	
			0	0	
			0	0	
VAT Claim re sports activities			133690	0	
Allotments toilet/security			170	170	
Capital Programme Allocation	45000	45000	45000	20000	
Additional Capital Programme Allocation in year			140000	0	
3G Pitch Noise Assessment			2000	0	
Capital & Projects (loans)	184982	180977	184977	184978	
Oakwood Centre Capital Fund			0	30000	
WPLC Capital Fund			0	30000	
Sub Total	229982	225977	517045	265148	
TOTAL EXP	2538104	2170883	2486833	2294718	
INCOME					
REVENUE BUDGET INCOME					
S & R Committee	214691	294330	227777	235057	
Leisure Services Committee	515949	485236	570767	587400	
Sub Total	730640	779566	798544	822457	
OTHER INCOME					
Community Infrastructure Levy (CIL) Section 106	25649	0	11208		
	200000	0	0	0	
CCLA Activities Income (Interest re-invested)	62144	80000	135000	141750	
VAT Claim re sports activities			133690		
Allotments toilet/security			170	170	
Unspent EMR funds released to General Reserve			38377		
Sub Total	287793	80000	318445	141920	
TOTAL INCOME	1018433	859566	1116989	964377	
TOTAL NET EXPENDITURE					
-64060.54 1311317 1369844 1330341					
Financed as follows					
<i>Tax base multiplied by band D = precept</i>	<i>Tax Base</i>	10858	10894.3	10894.3	10914.8
	<i>Band D</i>	112.88	109.75	109.75	106.69
	PRECEPT	1225628	1195649	1195649	1164500
Impact on General Reserve		124492	-115668	-174195	-165841
Unallocated General Reserve	01-Apr	733294	857786	857786	683591
	31-Mar	857786	742118	683591	517750

WOODLEY TOWN COUNCIL EARMARKED RESERVE FUNDS

CIL EMR		Opening Balance at 1 April	40413
	Transferred in Year		
CIL income from WBC	5608.17		
CIL income from WBC	5599.76		
Bowls Club Irrigation			892
Oakwood Centre Boilers			24642
Oakwood Centre Roof			1715
Theatre Audio			12505
		Unallocated Balance at 17 Jan	11867

LEISURE SERVICE EARMARKED RESERVES			Opening Balance at 1 April	336499.1
	Opening Balance	Transferred in Year	Exp in Year	Balance
WPLC Roof	33275	Released to General Reserve		0
Basketball Posts	687	Released to General Reserve		0
Flagpole	1483	Released to General Reserve		0
Maintenance Workshop	2932.5	Released to General Reserve		0
WPLC Changing Rooms	10000	0	0	10000
3G Pitch noise survey		2000	1144	856
Allotment Toilets	2195	35	0	2230
Allotments Security	933	35	365.5	603
Play Areas	22979	5000	22000	5979
3G Pitch surface replacement	84000	12000	0	96000
WPLC Bursary Fund	1500	0	0	1500
WPLC Sports Grants	8184	0	5417	2767
Speedwatch	971.37	0	0	971.37
WPLC Refurbishment	31169	0	0	31169
Reclaimed VAT	133690	0	0	133690
Loddon Mead	2500	0	0	2500
			Closing Balance at 17 Jan	288265

STRATEGY & RESOURCES EARMARKED RESERVES			Opening Balance at 1 April	212040
	Opening Balance	Transferred in Year	Exp in Year	Balance
Youth Grants	30000		25760	4240
Capital Receipts - Assets	89400	0	0	89400
Repairs & Renewals	25369	0	0	25369
Special Projects	25040	0	0	25040
Sinking Fund	26307	0	0	26307
Election Reserve	6500	0	0	6500
Anxiety / self help	779	0	0	779
Clock/Centre Stage	2984	0	0	2984
Town Centre Garden	5661	0	0	5661
			Closing Balance at 17 Jan	186280

CAPITAL PROGRAMME			Opening Balance at 1 April	9110
	Opening Balance	Transferred in Year	Exp in Year	Balance
Buildings Fund - Oakwood Centre	9100	5000	8540	5560
Buildings Fund - WPLC	0	9550		9550
			Closing Balance at 17 Jan	15110
			Opening Balance at 1 April	11077
			Budget Allocation	45000
			Additional Allocation	140000
			TOTAL IN FUND	196077
Buildings allocation				10000
Play Area EMR allocation				5000
Signs				2000
Seats				1200
Waste Bins				2000
WPLC Heating				40000
Oakwood Centre Toilets				70000
Line Marking - car parks				6000
Christmas Lighting				10000
Replacenebpick up vehicle				5000
Coronation Hall Kitchen				3000
Chapek Hall Kitchen				3000
Grass reinforcement path - Memorial Ground				7000
Water bottle refill station - WPLC				2500
Notice Boards				5600
Coronation Commemorative seating				6500
			Total allocated	178800
			Unallocated Balance at 17 Jan	17277

LEISURE SERVICES COMMITTEE BUDGET SUMMARY

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
INCOME	Description				
	Woodford Park Leisure Centre	396,859	373,329	582,290	455,375
	Grounds Maintenance Depot	358	430	500	525
	Football	8,742	9,390	12,500	13,125
	Cricket	7,723	5,900	7,550	7,928
	Bowling Green	7,407	7,966	8,117	8,523
	Woodford Park	207,556	6,756	5,125	5,975
	Garden of Remembrance	2,390	1,300	1,300	1,365
	Play Areas / Open Spaces	0	0	0	0
	Coronation Hall	35,744	35,000	37,451	40,784
	Chapel Hall	33,246	30,000	34,539	37,613
	Allotments	15,115	14,665	14,435	15,662
	Amenities	0	0	0	0
	Events	479	0	150	0
	Public Toilet	329	500	500	525
	Youth Services	0	0	0	0
	TOTAL	715,948	485,236	704,457	587,400

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
EXPENDITURE	Description				
	Woodford Park Leisure Centre	461,985	438,869	434,126	458,250
	Grounds Maintenance Depot	53,499	51,523	54,272	58,665
	Football	21,294	22,710	23,869	25,648
	Cricket	13,730	14,655	15,235	16,231
	Bowling Green	23,985	17,989	19,298	20,263
	Woodford Park	310,390	48,540	52,273	54,886
	Garden of Remembrance	7,638	8,403	8,790	9,229
	Play Areas / Open Spaces	13,643	15,975	18,867	19,810
	Coronation Hall	33,359	36,032	33,584	35,262
	Chapel Hall	23,921	26,838	26,524	27,847
	Allotments	14,019	22,550	29,279	27,229
	Amenities	6,707	5,891	8,327	8,743
	Events	13,359	15,655	16,516	17,192
	Public Toilet	5,673	4,221	5,396	5,666
	Youth Services	0	35000	35000	35000
	TOTAL	1,003,202	764,851	781,356	819,921
	NET	-287,254	-279,615	-76,899	-232,521

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
201	WOODFORD PARK LC				
	INCOME				
1001	Rent Income	39,261	39,384	39,897	41,405
1002	Room Hire/Letting Income	26,453	20,400	21,816	20,492
1048	Pat Testing Income	0	0	85	85
1158	WPLC Reclaimed VAT	0	0	133,690	0
1201	Sports Hall V	34,608	24,177	5,352	5,343
1203	Courses V	17,792	16,611	10,276	10,300
1204	3G Pitch V	0	0	10,645	0
1206	Hard surface Area V	2,711	0	0	0
1210	Equipment Sales V	597	475	523	550
1220	Healthy Habits Inc ots	1,044	720	1,055	1,055
1221	Sports Hall ots	28,324	37,815	70,489	71,194
1223	Courses ots	44,052	40,667	51,692	52,726
1226	Hard Surface Area ots	0	2,100	3,136	3,167
1238	Equipment Hire ots	0	0	193	200
1244	3G Pitch ots	72,568	65,762	74,932	85,208
1251	Vending/Counter sales V	14,585	14,772	19,304	20,269
1259	GYM ots	114,864	110,446	139,205	143,381
	Total Income	396,859	373,329	582,290	455,375
	EXPENDITURE				
4001	STAFF COSTS	182,118	203,200	202,356	212,474
4004	COACHING	47,804	54,500	48,193	53,012
4006	FIRST AID	118	200	475	200
4009	UNIFORM/PPE	333	400	400	400
4011	RATES	22,829	26,368	26,368	27,686
4012	WATER RATES	12,763	12,500	15,012	15,763
4014	LIGHT & HEAT-Electric	9,163	14,400	14,400	15,120
4015	HEAT - GAS	10,811	28,400	22,000	23,100
4016	CLEANING/MISC	1,321	1,500	1,982	2,180
4017	CONTRACT CLEANING	15,618	17,496	17,172	18,889
4021	TELEPHONE	1,821	2,500	2,500	2,625
4023	STATIONERY & PRINTING	1,495	1,550	1,543	1,697
4035	CERTIFICATION	4,291	4,000	3,313	3,645
4036	REPAIRS & MAINTENANCE	10,668	11,500	13,205	12,500
4040	Washroom Services/Mats	1,339	1,500	1,462	1,608
4041	REFUSE/SKIP HIRE	2,689	3,000	3,000	3,150
4042	EQUIPMENT	5,433	5,500	5,285	5,784
4048	MAINTENANCE CONTRACTS	3,769	5,000	4,500	4,725
4052	Software Support Licence	0	0	2,700	2,835
4122	CIL-WPLC Roof Costs	40,000	0	0	0
4135	3G Pitch Noise Survey costs	0	0	0	0
4142	GYM EQUIPMENT&CONTRACTS	16,232	18,538	18,979	20,020
4146	WP Grant Funded Sports	0	0	0	0
4222	Build&Facil Fire Compliance	1,061	0	0	0
4241	3G Repairs & Maintenance	1,963	2,100	2,592	2,600
4242	3G Equipment costs	1,200	2,800	2,610	2,950
4244	CIL-WPLC Electric Works Costs	57,769	0	0	0
4245	WPLC 3G Pitch Sinking Fund	0	12,000	12,000	12,000
4251	VENDING COSTS	9,378	9,917	12,079	13,287
	Total Expenditure	461,985	438,869	434,126	458,250
	NET	-65,126	-65,540	148,164	-2,875

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
Leisure Services - Grounds					
INCOME					
401	DEPOT				
1402	DEPOT INCOME	358	430	500	525
	Total Income	358	430	500	525
EXPENDITURE					
4001	STAFF COSTS	10,145	10,673	11,540	12,117
4006	FIRST AID	101	100	100	105
4009	UNIFORM/PPE	708	800	800	840
4012	WATER RATES	1,704	2,000	2,427	2,548
4014	LIGHT & HEAT-Electric	8,215	3,500	3,500	3,675
4016	CLEANING/MISC	344	350	350	368
4020	OTHER SUPPLIES	150	150	16	20
4021	TELEPHONE	1,201	2,450	2,450	2,573
4035	CERTIFICATION	0	0	0	0
4036	REPAIRS & MAINTENANCE	1,576	1,700	2,000	2,100
4041	REFUSE/SKIP HIRE	7,749	8,500	9,156	9,614
4042	EQUIPMENT	5,639	5,500	6,500	8,500
4043	VEHICLE RUNNING COSTS	0	500	500	525
4048	MAINTENANCE CONTRACTS	0	1,000	1,400	1,470
4143	Unleaded Petrol	0	800	800	840
4144	Diesel	2,767	3,500	3,800	3,990
4145	DEPOT Tree Maintenance	9,986	10,000	8,933	9,380
4222	Build&Facil Fire Compliance	3,214	0	0	0
	Total Expenditure	53,499	51,523	54,272	58,665
	NET	-53,141	-51,093	-53,772	-58,140

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
404	BOWLING GREEN				
	INCOME				
1003	Not Used	16	0	0	0
1005	LICENCE FEE	6,955	7,441	7,600	7,980
1006	IRRIGATION CONT'N	436	475	475	499
1023	Football/Cricket/Bowls ots	0	50	42	44
	Total Income	7,407	7,966	8,117	8,523
	EXPENDITURE				
4001	STAFF COSTS	11,680	12,289	12,998	13,648
4012	WATER RATES	4,252	4,000	4,000	4,200
4036	REPAIRS & MAINTENANCE	220	0	300	315
4039	HORTICULTURAL SUPPLIES	1,200	1,400	1,700	1,785
4042	EQUIPMENT	200	300	300	315
4225	Bowls Irrigation Costs	6,434	0	0	0
	Total Expenditure	23,985	17,989	19,298	20,263
	NET	-16,578	-10,023	-11,181	-11,740

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
405	WOODFORD PARK				
	INCOME				
1001	Rent Income	563	1,156	1,625	2,300
1078	S106 GRANTS RECEIVED	200,000	0	0	0
1120	WP Memorial Benches	4,420	4,000	3,000	3,150
1121	WP Memorial Trees	2,574	1,600	500	525
	Total Income	207,556	6,756	5,125	5,975
	EXPENDITURE				
4001	STAFF COSTS	30,077	31,640	34,973	36,721
4012	WATER RATES	6,807	6,500	6,500	6,825
4020	OTHER SUPPLIES	0	100	100	105
4036	REPAIRS & MAINTENANCE	1,003	1,000	2,000	2,100
4039	HORTICULTURAL SUPPLIES	700	700	700	735
4047	PLAY EQUIPMENT	1,500	3,000	3,000	3,150
4072	Memorial Benches costs	5,733	4,000	4,500	4,725
4073	Memorial Trees costs	2,918	1,600	500	525
4138	W Pk Play Area costs	4,684	0	0	0
4140	WP Destinat Play Area Costs	255,451	0	0	0
4152	Flag Pole EMR costs	1,517	0	0	0
	Total Expenditure	310,390	48,540	52,273	54,886
	NET	-102,834	-41,784	-47,148	-48,911

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
402	FOOTBALL				
	INCOME				
1003	Not Used	3,811	0	0	0
1023	Pitch Charges	4,931	6,390	12,000	12,600
1026	Football/Cricket/Bowls V	0	3,000	500	525
	Total Income	8,742	9,390	12,500	13,125
	EXPENDITURE				
4001	STAFF COSTS	19,112	20,110	21,269	22,333
4039	HORTICULTURAL SUPPLIES	1,982	2,300	2,300	3,000
4042	EQUIPMENT	200	300	300	315
	Total Expenditure	21,294	22,710	23,869	25,648
	NET	-12,552	-13,320	-11,369	-12,523

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
403	CRICKET				
	INCOME				
1003	Not Used	5,990	0	0	0
1023	Pitch Charges	1,733	5,900	7,550	7,928
	Total Income	7,723	5,900	7,550	7,928
	EXPENDITURE				
4001	STAFF COSTS	9,556	10,055	10,635	11,166
4012	WATER RATES	2,836	3,000	3,000	3,150
4039	HORTICULTURAL SUPPLIES	1,138	1,300	1,300	1,600
4042	EQUIPMENT	200	300	300	315
	Total Expenditure	13,730	14,655	15,235	16,231
	NET	-6,007	-8,755	-7,685	-8,303

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
407	GARDEN OF REMEMBRNCE				
	INCOME				
1021	GOR INSCRIPTION INCOME	1,407	1,300	1,300	1,365
1022	GOR Plaque Renewal Income	983	0	0	0
	Total Income	2,390	1,300	1,300	1,365
	EXPENDITURE				
4001	STAFF COSTS	6,371	6,703	7,090	7,444
4039	HORTICULTURAL SUPPLIES	250	700	700	735
4071	INSCRIPTION COSTS	1,017	1,000	1,000	1,050
	Total Expenditure	7,638	8,403	8,790	9,229
	NET	-5,248	-7,103	-7,490	-7,864

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
408	PLAY AREA/OPEN SPACE				
	Total Income	0	0	0	0
	EXPENDITURE				
4001	STAFF COSTS	12,437	13,075	15,967	16,765
4013	RENT	206	200	200	210
4039	HORTICULTURAL SUPPLIES	0	1,200	1,200	1,260
4047	PLAY EQUIPMENT	1,000	1,500	1,500	1,575
4138	W Pk Play Area costs	0	0	0	0
	Total Expenditure	13,643	15,975	18,867	19,810
	NET	-13,643	-15,975	-18,867	-19,810

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
601	ALLOTMENTS				
	INCOME				
1001	Rent Income	13,336	13,215	13,215	14,391
1160	Allotment Toilet Income	345	200	85	85
1161	Allotment Security Income	345	200	85	85
1162	Allotment Water charge Income	1,079	1,020	1,020	1,071
1163	Allotment Bee Hives Income	10	30	30	30
	Total Income	15,115	14,665	14,435	15,662
	EXPENDITURE				
4001	STAFF COSTS	7,482	7,750	9,077	9,531
4012	WATER RATES	4,627	5,500	4,309	4,525
4013	RENT	0	7,300	11,893	9,673
4036	REPAIRS & MAINTENANCE	1,910	2,000	4,000	3,500
4253	Allotment Security costs	0	0	0	0
	Total Expenditure	14,019	22,550	29,279	27,229
	NET	1,096	-7,885	-14,844	-11,567

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
602	AMENITIES				
	INCOME	0	0	0	0
	EXPENDITURE				
4001	STAFF COSTS	2,944	3,091	4,527	4,753
4014	LIGHT & HEAT-Electric	2,434	1,500	2,500	2,625
4036	REPAIRS & MAINTENANCE	500	500	500	525
4149	Speed Watch Costs	29	0	0	0
4163	Noticeboards/Amenities Repairs	801	800	800	840
	Total Expenditure	6,707	5,891	8,327	8,743
	NET	-6,707	-5,891	-8,327	-8,743

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
603	EVENTS				
	INCOME				
1013	Mayors Charity Events	479	0	0	0
1128	Events Income	0	0	150	0
	Total Income	479	0	150	0
	EXPENDITURE				
4001	STAFF COSTS	1,766	1,855	2,716	2,852
4031	P R & PROMOTIONS	5,593	10,300	10,300	10,815
4228	Centre Stage events/repairs	0	500	500	525
4533	WOODLEY CARNIVAL	6,000	3,000	3,000	3,000
	Total Expenditure	13,359	15,655	16,516	17,192
	NET	-12,880	-15,655	-16,366	-17,192

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
604	PUBLIC TOILET				
	INCOME				
1603	Town Ctre Public Toilet Inc	329	500	500	525
	Total Income	329	500	500	525
	EXPENDITURE				
4001	STAFF COSTS	306	2,671	3,046	3,198
4012	WATER RATES	180	200	200	210
4014	LIGHT & HEAT-Electric	1,180	650	1,200	1,260
4033	Public Toilet Clean/Coin Coll	3,357	0	0	0
4034	Public Toilet Consumables	45	200	200	210
4036	REPAIRS & MAINTENANCE	435	500	500	525
4040	Washroom Services/Mats	171	0	250	263
	Total Expenditure	5,673	4,221	5,396	5,666
	NET	-5,344	-3,721	-4,896	-5,141

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
608	YOUTH SERVICES				
	INCOME	0	0	0	0
4264	SLA	0	0	0	0
4269	Youth Survey	5000	5,000	5,000	5,000
4266	Youth Projects Fund	3000	3000	3000	0
4270	Youth Services	26000	27,000	27,000	30,000
	Total Expenditure	0	35,000	35,000	35,000
	NET	0	-35,000	-35,000	-35,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
501	CORONATION HALL				
	INCOME				
1002	Room Hire/Letting Income	35,744	35,000	37,451	40,784
	Total Income	35,744	35,000	37,451	40,784
	EXPENDITURE				
4001	STAFF COSTS	14,550	17,768	15,328	16,094
4006	FIRST AID	0	30	30	30
4011	RATES	3,643	3,824	3,825	4,016
4012	WATER RATES	492	550	525	552
4014	LIGHT & HEAT-Electric	807	2,500	2,500	2,625
4015	HEAT - GAS	2,255	5,760	5,760	6,048
4016	CLEANING/MISC	538	300	565	594
4035	CERTIFICATION	2,010	1,000	551	578
4036	REPAIRS & MAINTENANCE	1,516	1,500	1,700	1,785
4040	Washroom Services/Mats	261	800	800	840
4048	MAINTENANCE CONTRACTS	500	2,000	2,000	2,100
4222	Build&Facil Fire Compliance	6,787	0	0	0
	Total Expenditure	33,359	36,032	33,584	35,262
	NET	2,385	-1,032	3,867	5,522

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
502	CHAPEL HALL				
	INCOME				
1002	Room Hire/Letting Income	33,221	30,000	34,539	37,613
1103	Table Setup Fee Income	25	0	0	0
	Total Income	33,246	30,000	34,539	37,613
	EXPENDITURE				
4001	STAFF COSTS	9,669	10,105	11,897	12,491
4006	FIRST AID	0	30	30	30
4011	RATES	1,647	1,728	1,729	1,815
4012	WATER RATES	276	275	271	284
4014	LIGHT & HEAT-Electric	428	1,400	1,097	1,152
4015	HEAT - GAS	3,115	7,500	6,000	6,300
4016	CLEANING/MISC	185	100	100	105
4021	TELEPHONE	641	600	600	630
4035	CERTIFICATION	1,324	1,000	1,000	1,050
4036	REPAIRS & MAINTENANCE	1,991	1,500	1,700	1,785
4040	Washroom Services/Mats	261	600	600	630
4042	EQUIPMENT	-31	0	0	0
4048	MAINTENANCE CONTRACTS	469	2,000	1,500	1,575
4222	Build&Facil Fire Compliance	3,948	0	0	0
	Total Expenditure	23,921	26,838	26,524	27,847
	NET	9,325	3,162	8,015	9,766

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STRATEGY AND RESOURCES COMMITTEE BUDGET SUMMARY

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
INCOME	Description				
	Central Costs	5,015	4,715	8,715	8,960
	Democratic Costs	0	0	0	0
	Corporate Management	0	0	0	0
	Capital Programme Projects	0	0	0	0
	Grants - Section 137	0	0	0	0
	WTCP Fund Allocation	0	0	0	0
	Oakwood Centre	139,613	124,567	131,514	136,122
	Woodley Town Centre Partnership	78,308	85,048	87,548	89,975
	Capital and Projects (PWLB)	0	0	0	0
	CCLA (Income re-invested)	62,144	80,000	135,000	141,750
	TOTAL	285,080	294,330	362,777	376,807

		Actual	Budget	Revised Est	Estimate
		2022/23	2023/24	2023/24	2024/25
EXPENDITURE	Description				
	Central Costs	291,623	297,847	311,526	325,200
	Democratic Costs	52,578	100,901	80,089	67,494
	Corporate Management	390,005	431,682	460,044	479,121
	Capital Programme Projects/allocations	47,169	45,000	185,000	80,000
	Grants - Section 137	2,850	3,000	3,000	3,000
	WTCP Fund Allocation	15,000	25,000	25,000	15,000
	Oakwood Centre	179,465	198,032	182,700	200,029
	Woodley Town Centre Partnership	78,308	85,048	87,548	89,975
	Capital and Projects LOANS (PWLB)	184,982	180,977	184,977	184,978
	CCLA	0	0	0	0
	TOTAL	1,241,980	1,367,487	1,519,884	1,444,797
	NET	-956,900	-1,073,157	-1,157,107	-1,067,990

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
STRATEGY & RESOURCES					
INCOME					
101	CENTRAL COSTS				
1090	MISC/OTHER INCOME	45	60	60	63
1091	PHOTOCOPY/PRINT INCOME	5	30	30	32
1096	INTEREST RECEIVED	1,140	800	4,800	5,040
1171	TCMI OFFICE COSTS REC'D	3,825	3,825	3,825	3,825
	Total Income	5,015	4,715	8,715	8,960
EXPENDITURE					
4001	STAFF COSTS	183,034	187,607	197,509	207,384
4007	HEALTH & SAFETY TRAINING	525	6,000	6,000	6,300
4008	TRAINING/Expenses	1,990	3,000	3,000	3,150
4010	OTHER EXPENSES	145	100	100	105
4013	RENT	37,990	37,990	37,990	37,990
4016	CLEANING/MISC	0	50	50	50
4020	OTHER SUPPLIES	0	0	0	0
4021	TELEPHONE	1,077	1,500	1,500	1,575
4022	POSTAGE	1,539	1,600	1,600	1,680
4023	STATIONERY & PRINTING	2,433	2,000	2,000	2,100
4030	STAFF ADVERTISING	0	0	0	0
4031	P R & PROMOTIONS	6,207	6,000	6,000	6,300
4036	REPAIRS & MAINTENANCE	0	0	0	0
4042	EQUIPMENT	16,543	10,000	10,000	10,500
4045	REPAIRS & RENEWALS	14,028	14,000	14,000	14,700
4046	EMERGENCY REPAIRS	9,108	4,000	4,000	4,200
4052	Software Support Licence	0	6,000	15,000	15,750
4139	AV Equip-Hybrid Mtgs cost	7,500	0	0	0
4522	VAT PART/EX DISALLOWED	9,504	18,000	12,777	13,416
	Total Expenditure	291,623	297,847	311,526	325,200
	NET	-286,608	-293,132	-302,811	-316,240

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
102 DEMOCRATIC COSTS					
INCOME					
		0	0	0	0
	Total Income	0	0	0	0
EXPENDITURE					
4001	STAFF COSTS	48,976	52,024	54,212	56,923
4008	TRAINING/Expenses	850	1,500	1,500	1,575
4201	CIVIC COSTS	1,375	1,000	1,000	1,050
4211	ELECTION EXPENSES	0	45,000	22,000	6,500
4213	ROOM HIRE - COUNCIL MEETINGS	1,377	1,377	1,377	1,446
	Total Expenditure	52,578	100,901	80,089	67,494
	NET	-52,578	-100,901	-80,089	-67,494

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
104	CAPITAL PROGRAMME				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
	Revenue to Capital		45,000	185,000	20,000
	Oakwood Centre Fund				30,000
	WPLC Fund				30,000
4401	CAPITAL - SIGNS	298	0	2,000	
4402	CAPITAL - SEATS	0	0	1,200	
4403	CAPITAL - WASTE BINS	706	0	2,000	
4404	CAPITAL - PATHWAY REPAIRS	613	0	0	0
4405	CAPITAL-Tractor Mount Votex	7,397	0	0	0
4406	CAPITAL -Planters - GoR	1,500	0	0	0
4407	CAPITAL -Patio Doors - OC	6,000	0	0	0
4408	CAPITAL -Tractor Mounted Spike	1,300	0	0	0
4409	CAPITAL -Dennis Pedest Mower	6,300	0	0	0
4410	CAPITAL-Lake Path Extension	3,000	0	0	0
4411	CAPITAL -Notice Signs	9,000	0	5,600	0
4412	CAPITAL - Malone Park Path	4,818	0	0	0
4413	CAPITAL -Paddl Pool Cover/Pump	1,737	0	0	0
4414	CAPITAL -WPLC Heating System	0	0	40,000	0
4415	CAPITAL -Oakwood Ctre Toilets	0	0	70,000	0
4416	CAPITAL -Line Marking Car Park	0	0	6,000	0
4417	CAPITAL -Knee rail fence-WPLC	4,500	0	0	0
4418	CAPITAL-Christmas Lighting	0	0	10,000	0
4419	CAPITAL -Replace flat bed pick	0	0	5,000	0
4420	CAPITAL -Coro Hall Kitchen	0	0	3,000	0
4423	CAPITAL-Chapel Hall Kitchen	0	0	3,000	0
4424	CAPITAL-Grass Reinforc MG path	0	0	7,000	0
4425	CAPITAL-WPLC water refill stat	0	0	2,500	0
4426	CAPITAL -Coro Commem seating	0	0	6,500	0
	Total Expenditure	47,169	45,000	185,000	80,000
	NET	-47,169	-45,000	-185,000	-80,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
105	GRANTS				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4601	GRANTS	2,850	3,000	3,000	3,000
	Total Expenditure	2,850	3,000	3,000	3,000
	NET	-2,850	-3,000	-3,000	-3,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
105	WTCP Allocation				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4602	WTCP Allocation	15,000	15,000	15,000	15,000
4603	WTCP Additional Allocation	0	10,000	10,000	0
	Total Expenditure	15,000	25,000	25,000	15,000
	NET	-15,000	-25,000	-25,000	-15,000

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
107	OAKWOOD CENTRE				
	INCOME				
1001	Rent Income	3,288	4,200	4,200	4,410
1002	Room Hire/Letting Income	79,126	65,000	70,000	73,500
1019	CATERING CONCESSION	16,358	15,000	15,000	15,750
1048	Pat Testing Income	0	0	47	50
1090	MISC/OTHER INCOME	1,474	1,000	2,900	3,045
1791	OC RENT RECEIVED (WTC)	37,990	37,990	37,990	37,990
1792	OC ROOM HIRE (WTC)	1,377	1,377	1,377	1,377
	Total Income	139,613	124,567	131,514	136,122
	EXPENDITURE				
4001	STAFF COSTS	87,854	86,346	90,964	95,512
4006	FIRST AID	0	30	250	250
4011	RATES	8,982	9,431	9,431	9,903
4012	WATER RATES	3,305	3,750	3,750	3,938
4014	LIGHT & HEAT-Electric	17,030	24,000	20,000	25,000
4015	HEAT - GAS	10,351	36,000	17,200	20,000
4016	CLEANING/MISC	2,552	2,500	3,000	3,150
4017	CONTRACT CLEANING	13,087	0	30	30
4021	TELEPHONE	350	350	350	368
4022	POSTAGE	8	0	0	0
4023	STATIONERY & PRINTING	164	175	175	175
4031	P R & PROMOTIONS	0	5,250	5,250	5,513
4035	CERTIFICATION	7,333	6,500	6,500	6,825
4036	REPAIRS & MAINTENANCE	13,407	13,000	15,000	15,750
4040	Washroom Services/Mats	1,223	1,500	1,500	1,575
4041	REFUSE/SKIP HIRE	2,699	3,000	3,000	3,150
4042	EQUIPMENT	1,365	1,000	1,000	1,050
4048	MAINTENANCE CONTRACTS	1,668	4,500	4,500	7,000
4170	OAKWOOD CATERING COSTS	887	700	800	840
4221	Oakwood Centre Electrics	0	0	0	0
4222	Build&Facil Fire Compliance	7,200	0	0	0
	Total Expenditure	179,465	198,032	182,700	200,029
	NET	-39,852	-73,465	-51,186	-63,907

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
109	WTCP				
	INCOME				
1077	GRANTS RECEIVED	0	0	0	0
1300	WTCP-Additional Allocation	0	10,000	10,000	0
1301	WTCP-Grant	15,000	15,000	15,000	15,000
1302	Wokingham BC SLA	15,000	15,000	15,000	15,000
1304	Woodley Traders	2,100	2,000	5,200	6,360
1305	Shop Watch Radio Scheme	936	1,000	1,000	2,000
1306	Concessions	260	1,000	1,000	2,000
1307	Variety Markets-Vegan/Artisan/	2,185	5,500	4,800	6,540
1308	Extravaganza	3,180	3,500	4,000	5,200
1309	Car Boot Sales	3,100	3,000	3,000	4,150
1310	Saturday Market	18,776	24,000	24,000	27,000
1311	Promotional Stands	1,560	4,048	3,548	4,725
1312	Public Information Pillars	4,993	750	750	1,000
1314	Halloween Event	0	250	250	1,000
	Balancing	11,218			
	Total Income	78,308	85,048	87,548	89,975
	EXPENDITURE				
4001	STAFF COSTS	30,529	32,348	32,216	33,826
4300	National Insurance cost	3,113	3,500	3,675	3,859
4301	Pension costs	8,048	8,000	8,400	8,820
4302	Market Managers	5,782	6,000	6,000	6,300
4303	Office Admin/Phone	4,476	4,800	4,950	5,000
4304	Floral Display-Basket/Planters	6,262	6,650	7,500	7,500
4305	Christmas Tree	608	650	750	790
4306	Extravaganza/Christmas Events	11,148	12,000	12,000	12,000
4307	Christmas Decorations	3,390	5,000	3,600	3,600
4308	Electricity (Light & Clock)	330	300	550	300
4309	Premises Licence	70	100	200	210
4310	Website	0	0	200	210
4311	Advertising & Marketing	141	750	1,097	1,100
4312	Contingency & Petty Cash	20	50	60	60
4313	Street Trading Consent	1,378	1,400	1,500	1,500
4314	Halloween Event	0	0	1,350	1,400
4315	Children's Fun Day	0	0	0	0
4317	General Events	3,013	3,500	3,500	3,500
4318	Christmas Lighting EMR cost	0	0	0	0
	Total Expenditure	78,308	85,048	87,548	89,975
	NET	0	0	0	0

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
110	S & R CAPITAL & PROJECTS LOANS				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4950	Lake/WPLC/W'shop Interest	5,997	5,792	5,792	5,582
4951	WPLC - LOAN INTEREST	5,728	4,395	4,395	2,928
4953	W PK - LOAN INTEREST	389	298	298	199
4954	CHAPEL - LOAN INTEREST	4,576	4,524	4,524	4,467
4955	OAKWOOD - LOAN INTEREST	96,938	96,938	96,938	96,938
4956	OAKWOOD FIXED RATE INT	2,525	2,267	2,267	1,998
4957	AIRFIELD - LOAN INTEREST	4,224	3,799	3,799	3,332
4958	3G PITCH - LOAN INTEREST	4,675	168	4,168	3,646
4959	GYM WPLC - LOAN INTEREST	615	474	474	330
4960	Lake/WPLC/W'shop Capital	7,357	7,561	7,561	7,771
4961	WPLC - LOAN CAPITAL	13,167	14,499	14,499	15,966
4963	W PK - LOAN CAPITAL	894	984	984	1,084
4964	CHAPEL - LOAN CAPITAL	429	480	480	537
4966	OAKWOOD FIXED RATE CAP	5,477	5,734	5,734	6,004
4967	AIRFIELD - LOAN CAPITAL	4,252	4,676	4,676	5,143
4968	3G PITCH - LOAN CAPITAL	16,606	17,113	17,113	17,635
4969	GYM WPLC - LOAN CAPITAL	11,133	11,275	11,275	11,418
	Total Expenditure	184,982	180,977	184,977	184,978
	NET	-184,982	-180,977	-184,977	-184,978

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
702	CCLA ACTIVITIES				
	INCOME				
1096	INTEREST RECEIVED PWLB	39,181	50,000	85,000	89,250
1097	WTC-INVEST1 income	22,963	30,000	50,000	52,500
	Total Income	62,144	80,000	135,000	141,750
	EXPENDITURE				
		0	0	0	0
	Total Expenditure	0	0	0	0
	NET	62,144	80,000	135,000	141,750

		2022/2023	2023/2024	2023/2024	2024/2025
		Actual	Budget	Revised Est	Estimate
103	CORPORATE MANAGEMENT				
	INCOME				
		0	0	0	0
	Total Income	0	0	0	0
	EXPENDITURE				
4001	STAFF COSTS	74,208	79,780	81,010	85,061
4002	EMPLOYERS NIC	69,184	78,779	80,257	84,269
4005	EMPLOYER'S SUPERANNUATION	187,391	203,673	217,777	228,666
4018	Payroll Costs	1,762	2,200	2,200	2,310
4024	AFFILIATION FEES	4,343	4,500	4,500	4,725
4025	INSURANCE	35,202	38,000	45,000	47,250
4051	BANK CHARGES	4,540	3,300	4,000	4,200
4056	LEGAL EXPENSES & PROF'L FEES	3,389	7,000	10,000	7,000
4057	ACCOUNTS & AUDIT	4,827	8,500	8,500	8,500
4058	HR & Health and Safety	5,159	5,950	6,800	7,140
	Total Expenditure	390,005	431,682	460,044	479,121
	NET	-390,005	-431,682	-460,044	-479,121

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			2022/2023	2023/2024	2023/2024	2024/2025
			Actual	Budget	Revised Est	Estimate
Planning & Community Committee						
605 ANNUAL GRANT						
4660	First Days Children's Charity		4,000	5,100	5,100	0
4661	Readibus		16,500	17,325	17,325	14,210
4662	Wokingham Volunteer Centre		300	500	500	1,000
4663	Citizens Advice		7,000	7,000	7,000	8,000
4664	Chemogiftbags Grant		0	0	0	0
4665	Keep Mobile		1,000	2,100	2,100	5,290
4666	Link Visiting Scheme		1,000	1,500	1,500	1,500
4667	ARC		5,000	5,000	5,000	0
4668	Home-Start Wokingham		0	0	0	0
4669	Parenting Special Children		0	0	0	0
	Total Expenditure		34,800	38,525	38,525	30,000