



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 16 April 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 23 JANUARY 2024**
To approve the minutes of the Strategy and Resources Committee held on 23 January 2024 and that they be signed by the Chairman as a correct record. *(These minutes were provided in the Full Council agenda of 6 February 2024)*
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 9/24.** Page 8
- b) Payments**
 To note the payments as set out in **Appendix 5b.** Page 10

	Current account	Imprest account
January 2024	£136,927.46	£61,462.01
February 2024	£248,373.20	£60,542.42
March 2024	£144,614.49	£57,173.66

- c) Internal Audit**
 To receive the audit report of the Council's internal auditors following their second interim audit which took place on 23 January 2024. **(Appendix 5c)** Page 18
- d) PSDF Funds**
 To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 5d.** Page 30
6. **EARMARKED RESERVES CHANGES**
 To consider **Report No. SR 10/24.** Page 31

7. **OAKWOOD CENTRE INCOME UPDATE**
 To note the following Oakwood Centre Income updates:

- a) Bookings and Room Hire**
 Room hire income for April 2023 to March 2024 was £102,342 against the budget target of £65,000. Income against budget is shown at **Appendix 7a.** Page 33
- b) Catering Income**
 Catering income through the contract with Brown Bag for April 2023 to March 2024 was £14,629 against the budget target of £15,000. Income against budget is shown at **Appendix 7b.** Page 34

8. **STANDING ORDERS & FINANCIAL REGULATIONS SUB COMMITTEE**
 To note **Report No. SR 11/24** of the Standing Orders & Financial Regulations Sub Committee meeting held on 26 March 2024. Page 35

Members are asked to consider the following recommendation/s made at this meeting:

- i. That revised Standing Orders, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption. **(Report No. SR 11/24 – Appendix A)** Page 37
- ii. That updated Financial Regulations be approved by the Strategy and Resources Committee and presented to Council for adoption. **(Report No. SR 11/24 – Appendix B)** Page 40

9. **CAPITAL PROJECTS**
- a) **Proposed Capital Projects**
To consider the proposed capital projects set out in **Report No. SR 12/24.** Page 57
- b) **Capital Projects Schedule**
To note the update on Council's capital projects, as given in **Appendix 9.** Page 68
10. **COMMUNITY GRANTS**
- a) To consider amending the maximum grant amount, as stated in both the Community and Individual grant guidelines – this maximum currently set at £250.
- A decision was by Strategy & Resources (21 November 2023 – Minute 51) to increase the grant amount awarded to successful applicants, as determined at that specific meeting, to £350.
- Statistics relating to the awarding of Community and Individual grants over the past 10 years are provided at **Appendix 11.** Page 69
- b) To consider **Report No. SR 13/24.** The guidelines for awarding Grants to community organisations and individuals are attached to the report. Page 70
11. **CLIMATE EMERGENCY**
- a) **Climate Emergency Action Plan**
To consider **Report No. SR 14/14.** Page 74
- b) **Climate Emergency Actions**
To note the updated climate emergency actions list, as provided in **Report No. SR 14/14 – Appendix C & D.** Page 102
- c) **Climate Action Week (CAW)**
To consider **Report No. SR 15/14.** Page 121
12. **FIXED ASSET POLICY**
To consider **Report No. SR 16/24.** Page 123
13. **OUTDOOR SPORTS HIRE RATES**
To consider the following recommendation from the Leisure Services Committee, resolved at their meeting of the 2 April 2024:
- ◆ That the Strategy & Resources Committee approve the introduction of the following outdoor sports hire rates, as set out in Report No. LS 18/24;
 - (3G Pitch) Partner Club rate = £73.00 per hour
 - (Football & 3G Pitch) Mini-pitch rate = £13.00 per hour
- The report provided to the Leisure Services Committee explaining the introduction of these rates is provided at **Appendix 13.** Page 128
14. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.

15. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

16. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to contractual matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 17 on the agenda.

17. **OPTALIS RENT**

To consider **Report No. SR 17/24.**

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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.	CCTV tender closing date was 5 April. Tenders now to be reviewed before proceeding	11/04/23

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 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

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.	Cllr Baker advised (mtg 23 Jan 2024) he had chased up WBC but had not received a response. Members commented that, at a Borough Full Council meeting, a suggestion was made for Councillors to attend a future meeting of the Youth Council instead. Cllr Baker said he would take this up with the relevant WBC Officer.	23/01/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
43 a)	Council recruiting to the role of caretaker at Coronation Hall.	Role remains vacant – a candidate was interviewed on 10 April, and this is currently being considered.	11/04/24
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.	COMPLETE Town Centre Manager believes this is not appropriate – a contract would remove flexibility which is needed.	11/04/24
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 – It is intended to review this in light of an overall review of marketing of Council facilities later in the year.	11/04/24
48	Town Clerk to review the Commemorative Seating project, with an update provided to the Leisure Services Committee.	COMPLETE LS (2 April 2024) approved Coronation Seating Orchard design – due to be planted and opened late Autumn 2024	11/04/24
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
50	Leisure Services Committee to review the Youth Grant application criteria, with Members of Leisure Services and Strategy and Resources invited to provide comments.	SUPERSEDED Request from S&R (Minute 75 - 23 Jan 2024) to review grant process for all grants.	11/04/24
57	Poor sound quality in Carnival Hall to be investigated to improve Full Council meeting recordings.	Acoustic panelling project included on agenda for consideration.	11/04/24

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
67	Add explanation to Risk Register – confirming actions / comments are reviewed annual and up to date	COMPLETE Risk Register updated 24 Jan.	11/04/24
67	Page numbers to be added to future versions of the Risk Register	COMPLETE Page numbers added	11/04/24
67	Town Clerk to provide IT Manual & IT Risk Assessment to Members		
67	IT Hack to be added to Disaster Recovery Plan as a possible disaster.		

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
72	Requested that LS Committee consider charges applied to OAPs / U-18's / Individuals on benefits.	To be considered by LS at September mtg, in preparation for setting 2025/26 charges later in the year.	11/04/24
72	Update Community Halls charge title from 'Brownies & Guides' to 'Uniformed Youth Organisations'	COMPLETE Updated in Charges presented to FC, and in master spreadsheet for future years.	11/04/24
73	Consider the installation of a borehole at the allotments.		
75	Officers to draft proposal to streamline grant approval process, and present to LS / P&C for consideration.	Not yet progressed	11/04/24
76	Contact Leader of Reading Borough Council to discuss transfer of ownership of Wheble Park	Letter sent 7 February.	07/02/24
80	Publicise the awarding of Youth Grants	COMPLETE Publicised on 2 February 2024	11/04/24

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

**STRATEGY AND RESOURCES
COMMITTEE**

Month 12 100.00%

2023/24

Report No. SR 9/24

BUDGETARY CONTROL

Code	Description	Budget 2023/24	Actual Exp as at 31/03/2023	Actual Exp as at 31/03/2024	Actual Exp as % of Budget
					Staff costs/PR/Equipment/Software licences over 100%
	Central Costs	297,847	284,123	327,345	109.90%
	Democratic Costs	100,901	52,578	72,077	71.43%
	Corporate Management	431,682	390,005	412,426	95.54%
	Capital Projects	45,000	0	45,000	100.00%
	Grants -Section 137	3,000	2,850	3,350	111.67%
	Grants -WTCP	25,000	15,000	26,928	107.71%
	Oakwood Centre	198,052	172,265	181,184	91.48%
	Woodley Town Centre Ptshp	85,048	78,308	76,708	90.19%
	Capital and Projects	184,873	184,982	174,326	94.29%
		1,371,403	1,180,111	1,319,344	96.20%

Approved grant to Friends of Woodford Park

**STRATEGY AND RESOURCES
COMMITTEE**

Month 12 100.00%

2023/24

BUDGETARY CONTROL

Code	Description	Budget 2023/24	Actual Inc as at 31/03/2023	Actual Inc as at 31/03/2024	Actual Inc as % of Budget	
	Income					
	Central Costs	4,715	5,015	9,267	196.54%	Interest on deposit account
	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	139,613	160,988	129.24%	Room hire over 100%
	Woodley Town Centre Ptshp	85,048	67,090	71,749	84.36%	
	Capital and Projects	0	0	0	0.00%	
	CCLA Investment	80,000	62,144	161,247	201.56%	Interest on CCLA funds
	Total	294,330	273,862	403,251	137.01%	
	Net	1,077,073	906,249	916,093	85.05%	

Woodley Town Council**Current Account****List of Payments made between 01/01/2024 and 31/01/2024**

Date Paid	Payee Name	Amount Paic	Transaction Detail
04-Jan-24	(Personal Information)	300.00	Routine pest control
04-Jan-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
11-Jan-24	A M Hudson	1260.00	WPLC Coach Instructor
11-Jan-24	Advanced Maintenace UK Ltd	27498.00	Replace OC boilers
04-Jan-24	Alarm Response	660.00	Key holding service - WPLC&OC
04-Jan-24	ASAP Computer Services	1902.00	Annual IT support - WPLC
18-Jan-24	Bowak Ltd	208.68	Cleaning supplies
04-Jan-24	Brake Bros Foodservice Ltd	301.49	Vending supplies
25-Jan-24	Brewers Decorator Centrens	139.08	Decorating supplies
25-Jan-24	Brown Bag Cafe Ltd	30.78	Monthly catering service
25-Jan-24	Business Stream	46.34	Water rates-Toilet
11-Jan-24	Castle Water	2993.88	Water rates
02-Jan-24	CF Corporate Finance Ltd	166.32	Qtrly Photocopier rental
25-Jan-24	Churchill Contract Services Ltd	1716.46	Contract Cleaning-WPLC
02-Jan-24	Club Manager Ltd	94.80	Gym clubmanager -Monthly
25-Jan-24	CoolerAid Ltd	12.34	Bottled water
11-Jan-24	DCK Accounting Solutions Ltd	1058.16	VAT consultation/Calculation fee
25-Jan-24	DCK Accounting Solutions Ltd	521.16	Zoom & Budget setting update
25-Jan-24	Dejac Associates Ltd	156.00	Mac support & Modem - WPLC
22-Jan-24	Ecotricity	642.10	Gas spply-Coro H Dec23
22-Jan-24	Ecotricity	560.66	Electric supply-Depot Dec23
22-Jan-24	Ecotricity	873.06	Gas supply-Chapel H Dec23
25-Jan-24	Ecotricity	3192.05	Gas supply-OC Dec23
25-Jan-24	Ecotricity	422.08	Gas supply-WPLC Dec23
11-Jan-24	EDF Energy 1 Ltd	26.70	Electric supply-Clock
11-Jan-24	Epos Now Ltd D/D	30.00	Monthly WPLC till support
11-Jan-24	Fenland Leisure Products Ltd	299.00	100x net clips - WPLC
10-Jan-24	Global 4 Communications	1671.19	Phone/Moblie-Dec23
25-Jan-24	Hire Station Ltd	396.00	Week hire of Scrubber/Dryer
18-Jan-24	HMRC Cumbernauld	17589.94	Employee & 'er deducted from pay
29-Jan-24	Les Mills Fitness UK Ltd	224.57	Gym coach-live program
02-Jan-24	Lloyds Bank D/D	48.15	Current CB1-Charges 10Nov-9Dec
15-Jan-24	Lloyds Bank D/D	357.95	Monthly Cardnet charges-Dec23
30-Jan-24	Lloyds Bank D/D	49.59	Current a/c-10 Dec-9 Jan 24
15-Jan-24	Merchant Rentals Ltd	19.50	Monthly Cardnet fee-Jan24
15-Jan-24	Merchant Rentals Ltd	19.50	Monthly Cardnet fee-Jan24
11-Jan-24	PHS Group	2281.90	Annual waste collection/Sanitary disposal fee
04-Jan-24	Pitney Bowes Ltd	250.00	Postage topup
11-Jan-24	PKF Littlejohn LLP	3024.00	External Audit 2022/2023
18-Jan-24	Poztive Energy Ltd	89.95	Electric supply-Coro H Dec23
18-Jan-24	Poztive Energy Ltd	68.78	Electric supply-Chapel H Dec23
18-Jan-24	Poztive Energy Ltd	1760.30	Electric supply-OC Dec23
26-Jan-24	Poztive Energy Ltd	1767.70	Electric supply-WPLC Dec23
18-Jan-24	Prudential	300.00	AVC deducted from pay
25-Jan-24	Reading Community Energy Soc Lt	429.21	Electrical supply-WPLC&OC Oct-Dec23
05-Jan-24	SecureHeat	250.20	Subscription service-Heat
25-Jan-24	Select Environmental Services Ltd	874.26	Refuse collection
25-Jan-24	Select Tructs Ltd	6691.00	New Van - Ford Ranger EN08LXH
03-Jan-24	SGW Payroll Ltd	149.66	Monthly payroll service fee
10-Jan-24	Siemens Financial Services	1236.62	Monthly gym equip hire-Dec23
29-Jan-24	Siemens Financial Services	1236.62	Monthly gym equip hire
18-Jan-24	SLCC Enterprises Ltd	377.00	Annual membership fee
04-Jan-24	Technical Surfaces Ltd	522.00	3G pitch match fit service
11-Jan-24	Thames Valley Water Services Ltd	228.00	Monthly water temp checks

18-Jan-24	The Berkshire Pension Fund	21680.25	Employee & 'er deducted from pay
18-Jan-24	Trade UK - Screwfix	539.81	Building supplies
11-Jan-24	Travis Perkins Trading Co	2.94	Building supplies
25-Jan-24	Travis Perkins Trading Co	79.45	Building supplies
11-Jan-24	Universal Services	232.74	Trampoline Throw-in mat
02-Jan-24	Wokingham BC - Rates	2637.00	Rates-WPLC Jan24
02-Jan-24	Wokingham BC - Rates	382.00	Rates-Coro H Jan24
02-Jan-24	Wokingham BC - Rates	173.00	Rates-Chap H Jan24
02-Jan-24	Wokingham BC - Rates	1033.00	Rates-OC Jan24
04-Jan-24	Wokingham Borough Council	21970.13	Election cost 2022/2023
25-Jan-24	Zoo Signs & Design Ltd	732.42	Wall mounted pinboard

Total Payments 136927.47

CLERKS IMPREST A/C

List of Payments made between 01/01/2024 and 31/01/2024

Date Paid	Payee Name	Amount Paic	Transaction Detail
05-Jan-24	(Personal Information)	15.00	Refund key deposit
05-Jan-24	(Personal Information)	15.00	Refund key deposit
11-Jan-24	(Personal Information)	5.00	Refund key deposit
15-Jan-24	(Personal Information)	200.00	Refund deposit
15-Jan-24	(Personal Information)	15.00	Refund key deposit
19-Jan-24	(Personal Information)	200.00	Refund deposit
22-Jan-24	(Personal Information)	75.00	Refund deposit
22-Jan-24	(Personal Information)	200.00	Refund deposit
22-Jan-24	(Personal Information)	100.00	Refund deposit
26-Jan-24	(Personal Information)	200.00	Refund deposit
26-Jan-24	(Personal Information)	30.00	Refund key deposit
26-Jan-24	(Personal Information)	15.00	Refund key deposit
26-Jan-24	(Personal Information)	15.00	Refund key deposit
26-Jan-24	(Personal Information)	200.00	Refund deposit
26-Jan-24	(Personal Information)	50.00	Refund deposit
30-Jan-24	(Personal Information)	200.00	Refund deposit
26-Jan-24	Adobe Systems Software Ireland	291.17	Acrobat Pro Jan24-Jan25
10-Jan-24	Amazon Business Account	33.23	Window cleaning storage caddy
10-Jan-24	Amazon Business Account	37.24	12" squeegee washer set&bucket
10-Jan-24	Amazon Business Account	56.64	Window Squeegee wiper
12-Jan-24	Amazon Business Account	43.96	Cleaning supplies
12-Jan-24	Amazon Business Account	7.24	Chalk bag waist belt
18-Jan-24	Amazon Business Account	27.57	Vending supplies
18-Jan-24	Amazon Business Account	16.99	Vending supplies
19-Jan-24	Amazon Business Account	30.39	Epson Eco tank Ink bottles
22-Jan-24	Amazon Business Account	98.45	5x Socket cable reels
25-Jan-24	Amazon Business Account	39.58	First aid refill packs
25-Jan-24	Amazon Business Account	50.98	Quick release toilet seat
25-Jan-24	Amazon Business Account	75.00	Hinged folding rail handle
25-Jan-24	Amazon Business Account	45.72	Large burn first aid kit
25-Jan-24	Amazon Business Account	21.99	Ceramin plug heater
25-Jan-24	Amazon Business Account	62.73	Spray paint for metal exterior
25-Jan-24	Amazon Business Account	166.35	Baby foldable changing table
25-Jan-24	Amazon Business Account	105.54	First aid kit bags
25-Jan-24	Amazon Business Account	73.19	Plastic safe ink remover
26-Jan-24	Amazon Business Account	48.02	Paint & Graffiti removal pack
10-Jan-24	Apple Retail UK Ltd	1278.00	IPad Pro 12.9/iPad smart keybo
19-Jan-24	BACS P/L Pymnt Page 5407	300.00	
24-Jan-24	Badgemaster Limited	15.54	Staff name badge
15-Jan-24	Direct365Online Ltd	77.27	Swan 10 litre water urn
31-Jan-24	Frnds of Woodford	350.00	Grant - Jan 2024

12-Jan-24	Good Faith Care	200.00	Refund deposit
16-Jan-24	Hedging Plants Direct	217.84	Gardening supplies
26-Jan-24	Hewlett-Packard Ltd	15.49	Key board-HB
04-Jan-24	Impreative Training Ltd	330.00	Defib Lifeline battery
24-Jan-24	Lloyds Bank	54422.33	Net Jan 2024 payroll
12-Jan-24	Lloyds Bank D/D	14.78	Imprest CB2-charges 10Nov-9Dec
04-Jan-24	PETTY CASH A/C	238.55	Top up - Petty cash
26-Jan-24	Portal Plan Quest Ltd	210.50	Planning application-WPLC
31-Jan-24	Thomson Reuters UK	105.60	JCT contract - OC toilet
17-Jan-24	TV Licensing	159.00	OC - TV Licence to 31 Jan 25
30-Jan-24	UK Planning Maps	41.98	3G Pitch planning map
11-Jan-24	Yehlex UK	578.00	40x Shuttlecocks
09-Jan-24	Zoom Video Communication Inc	2.89	Zoom Video update
10-Jan-24	Zoom Video Communication Inc	37.26	Zoom Video update
	Total Payments	61462.01	

Woodley Town Council**Current Account****List of Payments made between 01/02/2024 and 29/02/2024**

Date Paid	Payee Name	Amount Paid	Transaction Detail
15-Feb-24	(Personal Information)	300.00	Routine pest control
29-Feb-24	(Personal Information)	330.00	Monthly WTCP Mkt Mgr
15-Feb-24	Advanced Maintenance UK Ltd	6000.00	Installation of 2 flues-OC
07-Feb-24	AGA Print Ltd	144.05	Poster/signs
15-Feb-24	AGA Print Ltd	50.56	Poster/signs
22-Feb-24	AGA Print Ltd	52.80	Poster/signs
08-Feb-24	Alan Hadley Ltd	450.00	Refuse collection
22-Feb-24	Alan Hadley Ltd	450.00	Refuse collection
22-Feb-24	April Skies Accounting Ltd	336.80	Internal Audit 2023/24
08-Feb-24	ARC	5000.00	Youth Grant
20-Feb-24	BNP Paribas Leasing Solutions	415.20	Qtrly Photocopier rental lease
15-Feb-24	Bowak Ltd	791.10	Cleaning supplies
07-Feb-24	Brake Bros Foodservice Ltd	332.91	Vending supplies
15-Feb-24	Brake Bros Foodservice Ltd	307.21	Vending supplies
29-Feb-24	Brake Bros Foodservice Ltd	311.65	Vending supplies
22-Feb-24	Brown Bag Cafe Ltd	503.10	Monthly catering service-Jan 24
08-Feb-24	Castle Water	3446.44	Water rates
28-Feb-24	Castle Water Ltd	11.61	Water rates
15-Feb-24	CDK Casting Ltd	117.00	Bronze plaque
22-Feb-24	CDK Casting Ltd	234.00	Bronze plaque
29-Feb-24	Churchill Contract Services Ltd	1716.46	Contract Cleaning-WPLC
01-Feb-24	Club Manager Ltd	94.80	Monthly gym software fee
22-Feb-24	CoolerAid Ltd	24.67	Bottled water
07-Feb-24	Dejac Associates Ltd	252.00	Mac support
15-Feb-24	Dejac Associates Ltd	486.00	Parallels/Windows software
20-Feb-24	Ecotricity	819.31	Gas supply-Coro H Jan24
20-Feb-24	Ecotricity	1195.97	Electric supply-Depot Jan24
20-Feb-24	Ecotricity	1055.35	Gas supply-Chapel H Jan24
08-Feb-24	EDF Energy 1 Ltd	26.70	Electric supply-Clock
12-Feb-24	Epos Now Ltd D/D	30.00	Monthly WPLC till support
08-Feb-24	Eventu	50.00	Monthly projector hire
29-Feb-24	Fenland Leisure Products Ltd	784.20	Cableway zip wire seat
22-Feb-24	Fiddes & Son Ltd - Bowcom	414.00	10 litre marking paint
08-Feb-24	First Days Children's Charity	5100.00	Youth Grant
09-Feb-24	Global 4 Communications	1120.60	Phone-Mobiles-Jan 24
15-Feb-24	Grassmats Limited	6500.40	Rubber grass mats-WPLC
15-Feb-24	Henley Theatre Services Ltd	4321.43	Service/Inspection-Theatre
07-Feb-24	Henry Street Garden Centre	773.10	Gardening supplies
25-Feb-24	HMRC Cumbernauld	17852.28	Employee & 'er deducted from pay
08-Feb-24	Home-Start Wokingham District	5660.00	Youth Grant
16-Feb-24	HSBC as Depositary-CCLA	110000.00	CCLA Holding Investment
07-Feb-24	J P Lennard Ltd	170.46	Tennes net club
07-Feb-24	JMVA Ltd	405.62	Website service
08-Feb-24	JMVA Ltd	139.40	Website service
15-Feb-24	Lamps-Tubes Luminations Ltd	2017.50	Installation of lighting WTCP
27-Feb-24	Les Mills Fitness UK Ltd	224.57	Gym Coach-Live program
15-Feb-24	Lift and Transport Services	450.00	Erect xmaz tree-WTCP
14-Feb-24	Lloyds Bank D/D	297.76	Cardnet service fee-Jan 24
22-Feb-24	Lyreco UK Ltd	461.93	Stationery supplies
15-Feb-24	Merchant Rentals Ltd	19.50	Cardnet Machine rental
15-Feb-24	Merchant Rentals Ltd	19.50	Cardnet Machine rental
29-Feb-24	National Association of Local Councils	360.00	Town Clerk - E Marketing
22-Feb-24	Oakfield Surveyors	4500.00	Building Elements survey-WPLC

08-Feb-24	Parenting Special Children	2500.00	Youth Grant
07-Feb-24	PHS Group	489.36	Qtrly dust mat hire-OC&WPLC
23-Feb-24	Poztive Energy Ltd	1833.92	Electric supply-WPLC Jan24
26-Feb-24	Poztive Energy Ltd	1644.72	Electric supply-OC Jan24
28-Feb-24	Poztive Energy Ltd	94.43	Electric supply-Coro Jan24
28-Feb-24	Poztive Energy Ltd	71.69	Electric supply-Chapel Jan24
08-Feb-24	Promain UK Ltd	4462.32	Centrecoat MMA road line
08-Feb-24	Promise Inclusion Ltd	2500.00	Youth Grant
25-Feb-24	Prudential	300.00	AVC deducted from pay
29-Feb-24	Public Works Loan Board	5874.06	Public Works Loan Board
07-Feb-24	R.E.S. Systems Ltd	1440.00	6 monthly fire service checks
08-Feb-24	RoadCraft Safety Products Ltd	1618.06	Thermoplastic marking for road
08-Feb-24	Royal Mail Group Ltd	948.53	Hearld leaflet delivery
06-Feb-24	SecureHeat	250.20	Subscription service-Heat
07-Feb-24	Select Environmental Services Ltd	750.68	Refuse collection
22-Feb-24	Select Environmental Services Ltd	897.21	Refuse collection
06-Feb-24	SGW Payroll Ltd	149.66	Monthly payroll charge-Jan24
27-Feb-24	Siemens Financial Services	1236.62	Monthly gym equip hire
08-Feb-24	SLCC Enterprises Ltd	411.00	Practtioners conference
29-Feb-24	SSE Energy Supply Ltd	487.95	Electric supply-Street lighting Dec23
29-Feb-24	SSE Energy Supply Ltd DD	196.18	Electric supply-Toilet Dec23
07-Feb-24	Technical Surfaces Ltd	399.00	3G pitch match fit service
07-Feb-24	Thames Valley Water Services Ltd	626.40	Monthly water temp checks
25-Feb-24	The Berkshire Pension Fund	21794.69	Employee & 'er deducted from pay
15-Feb-24	Trade UK - Screwfix	258.38	Building supplies
07-Feb-24	Travis Perkins Trading Co	67.82	Building supplies
15-Feb-24	Tudor Environmental	157.02	Gardening supplies
29-Feb-24	Wokingham Borough Council	1495.00	Street trading licence-WTCP
08-Feb-24	WorkNest Ltd	8384.87	Annual -Health&Safety charges
08-Feb-24	Workwear Express Ltd	105.49	Staff uniform-OC

Total Payments

248373.20

CLERKS IMPREST A/C

List of Payments made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Feb-24	(Personal Information)	75.00	Refund deposit
02-Feb-24	(Personal Information)	80.00	Refund WPLC
02-Feb-24	(Personal Information)	60.00	Refund WPLC
09-Feb-24	(Personal Information)	75.00	Refund deposit
09-Feb-24	(Personal Information)	15.00	Refund key deposit
16-Feb-24	(Personal Information)	200.00	Refund deposit
16-Feb-24	(Personal Information)	50.00	Refund deposit
19-Feb-24	(Personal Information)	50.00	Refund deposit
21-Feb-24	(Personal Information)	200.00	Refund deposit
21-Feb-24	(Personal Information)	200.00	Refund deposit
23-Feb-24	(Personal Information)	200.00	Refund deposit
23-Feb-24	(Personal Information)	49.00	Refund WPLC
26-Feb-24	(Personal Information)	180.00	Refund deposit
26-Feb-24	(Personal Information)	100.00	Refund deposit
26-Feb-24	(Personal Information)	15.00	Refund key deposit
26-Feb-24	(Personal Information)	15.00	Refund key deposit
26-Feb-24	(Personal Information)	77.00	Refund WPLC
26-Feb-24	(Personal Information)	77.00	Refund WPLC
26-Feb-24	(Personal Information)	77.00	Refund WPLC
26-Feb-24	(Personal Information)	88.00	Refund WPLC
26-Feb-24	(Personal Information)	88.00	Refund WPLC

26-Feb-24 (Personal Information)	88.00 Refund WPLC
26-Feb-24 (Personal Information)	88.00 Refund WPLC
01-Feb-24 Ajgibl GBP Client	99.52 New Depot Van insurance
01-Feb-24 Amazon Business Account	41.96 2.5l Clear decking oil
02-Feb-24 Amazon Business Account	9.78 toilet lit seat bolts
14-Feb-24 Amazon Business Account	63.90 Chocolate Easter eggs-WTCP
14-Feb-24 Amazon Business Account	14.89 Chocolate Easter eggs-WTCP
15-Feb-24 Amazon Business Account	57.96 Staff uniform-Depot
15-Feb-24 Amazon Business Account	65.82 Staff uniform-Depot
15-Feb-24 Amazon Business Account	16.69 Staff uniform-Depot
15-Feb-24 Amazon Business Account	16.69 Staff uniform-Depot
15-Feb-24 Amazon Business Account	16.70 Staff uniform-Depot
15-Feb-24 Amazon Business Account	25.43 Staff uniform-Depot
15-Feb-24 Amazon Business Account	67.35 Staff uniform-Depot
16-Feb-24 Amazon Business Account	33.97 Microfibre cleaning cloths
16-Feb-24 Amazon Business Account	18.49 Table tennis net & post set
16-Feb-24 Amazon Business Account	18.49 Table tennis net & post set
16-Feb-24 Amazon Business Account	36.00 Staff uniform - Depot
13-Feb-24 Castle Water	31.13 Water rates Plot1 - Town Ctre
16-Feb-24 Concept2 Ltd	54.52 Seat roller top-WPLC
28-Feb-24 Defib World	74.59 iPad Electrode pads
05-Feb-24 DVLA Vehicle Tax	320.00 New Depot Van Tax
21-Feb-24 Grabloader	660.00 Soil/neat progrow mix
20-Feb-24 Kingdom Coffee Limited	64.90 Fairtrade blend teabags
28-Feb-24 Lloyds Bank	54367.09 Net Feb 24 - payroll
09-Feb-24 Lloyds Bank D/D	15.03 Imprest a/c-10 Dec-9 Jan 24
27-Feb-24 RAC Holding Ltd	1017.00 Refund deposit
09-Feb-24 Reading Ladies Bar	300.00 Inv 4653/4784
23-Feb-24 Sainsburys S/MKTS	7.50 HP Everyday paper
23-Feb-24 Survey Monkey Europe UC	384.00 Advantage survey annual plan
14-Feb-24 Tanks For Everything	205.14 Rectangle drinking trough
09-Feb-24 Thomps and Morgan	290.88 Gardening supplies

Total Payments

60542.42

Woodley Town Council**Current Account****List of Payments made between 01/03/2024 and 31/03/2024**

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Mar-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
07-Mar-24	A E Fire and Security Ltd	3654.00	Fire risk assessment
20-Mar-24	AGA Print Ltd	27.86	Poster/signs
21-Mar-24	AJGIBL GBP Client NST Account	43353.33	Insurance 2024/2025
27-Mar-24	AJGIBL GBP Client NST Account	1240.25	Insurance 2024/2025
14-Mar-24	Alan Hadley Ltd	450.00	Refuse collection
20-Mar-24	Awards of Distinction Ltd	179.28	Awards engraving
20-Mar-24	Bowak Ltd	914.50	Cleaning supplies
14-Mar-24	Brake Bros Foodservice Ltd	292.82	Vending supplies
20-Mar-24	Brake Bros Foodservice Ltd	311.57	Vending supplies
20-Mar-24	Brewers Decorator Centres	337.08	Decorating supplies
20-Mar-24	Brown Bag Cafe Ltd	1521.00	Monthly catering service-Feb 24
07-Mar-24	Castle Water	416.04	Water rates
14-Mar-24	Castle Water	3134.26	Water rates
26-Mar-24	Castle Water Ltd	13.86	Water rates-Twn Ctre Feb 24
20-Mar-24	CDK Casting Ltd	117.00	Bronze plaque
20-Mar-24	Churchill Contract Services Ltd	1795.66	Contract cleaning
01-Mar-24	Club Manager Ltd	106.80	Gym software support
20-Mar-24	CoolerAid Ltd	61.68	Bottled water
07-Mar-24	Dejac Associates Ltd	1406.70	Kerio email annual support
20-Mar-24	Dejac Associates Ltd	180.00	2hrs iMac support
20-Mar-24	Drain Surgeons UK Ltd	252.00	Empty Cesspit-Depot
20-Mar-24	Ecotricity	699.17	Gas supply-Coro H Feb 24
20-Mar-24	Ecotricity	907.57	Electric supply-Depot Feb 24
20-Mar-24	Ecotricity	726.20	Gas supply-Chapel H Feb 24
26-Mar-24	Ecotricity	6414.85	Gas supply-OC Feb 24
26-Mar-24	Ecotricity	9108.25	Gas supply-WPLC Feb 24
07-Mar-24	EDF Energy 1 Ltd	24.92	Electric supply-Clock
12-Mar-24	Epos Now Ltd D/D	30.00	Monthly WPLC till fee
20-Mar-24	Ethos Communications Solutions Ltd	83.96	Qtrly printing WPLC
07-Mar-24	Eventu	80.00	Monthly projector hire
11-Mar-24	Global 4 Communications	1127.75	Phone/Moblies-Feb 24
07-Mar-24	Hampshire Flag	112.00	UK sewn flag
14-Mar-24	Henley Theatre Services Ltd	1690.68	Repair/Maintenance service
20-Mar-24	HMRC Cumbernauld	18092.06	Employee & 'er deducted from pay
20-Mar-24	IBS Office Solutions Ltd	419.15	Qtrly printing OC
14-Mar-24	Impress Print Services Ltd	1390.00	Mailing leaflet printing
20-Mar-24	Keep Britian Tidy	442.80	Green Flag application
27-Mar-24	Les Mills Fitness UK Ltd	224.57	Gym coach-Live program
14-Mar-24	Lister Wilder Ltd	759.25	Gardening supplies
05-Mar-24	Lloyds Bank D/D	48.93	Current a/c-10 Jan-9Feb24
14-Mar-24	Lloyds Bank D/D	338.29	Monthly cardnet service Feb 24
20-Mar-24	Lyreco UK Ltd	136.58	Stationery supplies
20-Mar-24	McFarlane Telfer Ltd	834.00	Catering equip service
15-Mar-24	Merchant Rentals Ltd	19.50	Monthly Cardnet mach fee-Mar24
15-Mar-24	Merchant Rentals Ltd	19.50	Monthly cardnet mach fee-Mar24
20-Mar-24	Playsafety Ltd	1332.00	Playground Inspect training course
14-Mar-24	Poztive Energy Ltd	1475.09	Electric supply-OC Feb 24
18-Mar-24	Poztive Energy Ltd	1825.39	Electric supply-Chapel H Feb24
07-Mar-24	PPL PRS Ltd	8863.30	Music licence 20/21&21/22&23/24&24/25
20-Mar-24	Prudential	300.00	AVC deducted from pay
06-Mar-24	SecureHeat	250.20	Heat monthly service-Mar24
20-Mar-24	Select Environmental Services Ltd	820.93	Refuse collection
13-Mar-24	SGW Payroll Ltd	151.70	Monthly payroll service Feb24
27-Mar-24	Siemens Financial Services	1236.62	Monthly gym equip-rental Mar24

14-Mar-24	SLCC Enterprises Ltd	370.80	Town Clerk job advert
20-Mar-24	Spot on Fitness Ltd	120.00	Pilates cover class
20-Mar-24	SSE Energy Supply Ltd	227.09	Electric supply-Street lighting
04-Mar-24	SSE Energy Supply Ltd DD	114.61	Electric supply-Toilet Jan24
28-Mar-24	SSE Energy Supply Ltd DD	173.24	Electric supply-Toilet Feb24
07-Mar-24	T H White Ltd	118.12	Shaver blades/screws
14-Mar-24	Thames Valley Water Services Ltd	204.00	Monthly water temp checks
20-Mar-24	The Berkshire Pension Fund	22201.29	Employee & 'er deducted from pay
20-Mar-24	Trade UK - Screwfix	49.99	Building supplies
20-Mar-24	Tudor Environmental	656.59	Gardening supplies
07-Mar-24	Workwear Express Ltd	187.86	Staff uniform

Total Payments

144614.49

CLERKS IMPREST A/C

List of Payments made between 01/03/2024 and 31/03/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Mar-24	(Personal Information)	3.00	Refund Over paid invoice
04-Mar-24	(Personal Information)	200.00	Refund deposit
04-Mar-24	(Personal Information)	200.00	Refund deposit
04-Mar-24	(Personal Information)	200.00	Refund deposit
04-Mar-24	(Personal Information)	75.00	Refund deposit
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	88.00	Refund WPLC course
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	77.00	Refund WPLC course
05-Mar-24	(Personal Information)	66.00	Refund WPLC course
12-Mar-24	(Personal Information)	176.00	Refund WPLC course
12-Mar-24	(Personal Information)	77.00	Refund WPLC course
12-Mar-24	(Personal Information)	77.00	Refund WPLC course
15-Mar-24	(Personal Information)	200.00	Refund deposit
25-Mar-24	(Personal Information)	75.00	Refund deposit
08-Mar-24	(Personal Information)	100.00	Refund deposit
13-Mar-24	Amazon Business Account	149.95	Pro 30ft Rod set kit/bag
06-Mar-24	BCS Reading	200.00	Refund deposit
01-Mar-24	Branded Household	10.52	Ambi Pur plug in airfreshener
25-Mar-24	Greek Orthodox	200.00	Greek Orthodox CO-28061
08-Mar-24	Harringtons Reading LLP	41.50	6kg Propane refill
27-Mar-24	Lloyds Bank	54676.87	Net March 24-payroll
15-Mar-24	Lloyds Bank D/D	13.82	Imprest a/c-10Jan-9Feb24
20-Mar-24	SLCC Enterprises Ltd	36.00	Guide to Appraisal process

Total Payments

57173.66

April Skies

Accounting

Kevin Murray
Woodley Town Council

30 January 2024

Dear Kevin

Woodley Town Council - Internal Audit 23-24 **First and Second Interim Audits**

Following the second interim audit completed on 23 January , I attach my updated report for consideration by the Council. This was the second of four audits I intend to carry out to support my opinion on the 23-24 Annual Governance and Accountability Return (AGAR). I covered the following at the first 2 audits :

- Review of opening balances and reporting of 22-23 audit opinion
- Follow up previous recommendations
- Testing of expenditure first 7 months of financial year
- Risk management and insurance
- Arrangements for inspection of accounts
- Bank reconciliations.
- Salaries and wages testing
- Review of financial controls at Woodford Park Leisure Centre
- Council as charity trustee

The Council continues to operate a satisfactory system of financial control. I list any recommendations identified at Appendix A. This also includes recommendations outstanding from my 22-23 audit.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

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A. Books of Account **First Interim Audit**

The Council uses the RBS Omega accounting system, an industry specific accounting package to record accounting transactions. Woodley also uses the following modules supplied by RBS that feed directly into the accounting system:

- allotments
- purchase ledger
- sales ledger
- Purchase ordering has been added since my last audit and is being used
- The asset register module has been purchased and is being populated in preparation for the 23-24 accounting statements, following a recommendation raised at last audit.

The Council has appointed the previous Assistant Clerk as Town Clerk, and the Finance Officer has been appointed to the post of Responsible Finance Officer (RFO) since my last audit. Day to day accounting is carried out by the RFO, who is a very experienced user of the Omega accounting system.

The Omega system is used to report and record the financial transactions of the Council. A review of the cashbook shows that all data fields are being entered, supporting documentation is easily located from references recorded on the general ledger. Reconciliations tested were up to date at the time of the audit.

I have tested the brought forward balances against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 22-23 was £3,229,008. This agrees to the period 0 balance sheet on Omega.

The Council is VAT registered, necessary because of the income generating activities at the Council. I have confirmed that the Council's VAT returns were up to date, with the claim for the 3 months to 30 September 2023 submitted to HMRC on 4 October 2023. I checked that balances in the return could be agreed to schedules produced by the accounting system.

The Council has acted appropriately following the Chelmsford City Council tribunal decision on the provision of sport and leisure facilities by local authorities. The impact of this decision is that local authority sports services can be treated as non-business and outside the scope of VAT. I note the following actions have been taken by WTC in response to this decision

- Council has stopped charging VAT on use of sports facilities by the public
- An immediate claim was submitted for quarter 4 2018-19 to ensure this claim was not timed out
- The Council is now working on retrospective claims to reclaim VAT on hire of sport facilities. NALC guidance has been followed, and the Council is working with HMRC to finalise the claim to be made. It is likely that the retrospective claim will exceed £140K.

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I discussed access to the Council's accounting system with the Town Clerk. It was confirmed that the RBS applications are now held on the Town Clerk's computer, and that going forward:

- Assistant Town Clerk will also have access to RBS applications from their computer
- Town Clerk and Assistant Town Clerk will familiarise themselves with key RFO processes to enable them to act as back up, should this be required.

B. Financial Regulations & Payments

First Interim Audit

Financial Regulations were reviewed at Full Council in December 2022. The Financial Regulations are based on the NALC template, with local amendments to match controls in place at WTC. The Council are aware that a redraft of the model financial regulations is being worked on by NALC. This will need to be taken into consideration when the Council next reviews its own regulations. Standing Orders were last reviewed at the Council meeting in May 2023.

The Council gives authority to spend via the annual budget process. The budget is published annually in the budget book. Service managers are permitted to place orders for goods and services against approved budgets. Purchase orders must be raised for all orders where a contract is not in place.

Invoices are sent to the RFO. Once confirmation of receipt of goods or service has been confirmed, these invoices are loaded on to the purchase ledger and coded to the relevant cost centre. The RFO prepares the weekly payment run. All invoices are scanned and attached to a batch schedule and sent to the Clerk for review. The invoice batch is then sent to 2 from a panel of 4 councillors, who authorise invoices for payment. The payments are set up at the bank by the RFO and authorised by the Clerk (or back up bank signatories). Invoice batch and evidence of authorisation is filed by the RFO.

The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 10 transactions from cashbook for the first 7 months of the financial year and tested the following:

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Deputy Clerk had certified the invoice as ready for payment
- Payment approval slip was on file, authorized by 2 councillors,
- VAT accounting correct
- Expenditure appropriate for the Council

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The Council has installed the purchase order module on the accounting system since my last audit. I was pleased to see in the course of my testing that this system is being used and produces commitment accounting entries for management accounts reports.

I have 2 recommendations:

- The Council is dependent on 2 councillors to carry out most of the work in authorising payments to suppliers. This work should be shared with other councillors who are authorised signatories to ensure sufficient back up is in place if main signatories are not available
- Evidence of approval to pay from councillors is not adequate. I recommend that email confirmation of approval to process payment runs is saved and stored with payment run filing.

C. Risk Management & Insurance

First Interim Audit

The Council's main insurance policy is with Hiscox Insurance. This was in date at the time of my audit with a start date of 1 April 2023, valid "until the policy is cancelled."

The Clerk confirmed to me that building valuations have been reviewed by an external expert in the course of 23-24, and this information shared with the insurer. This is necessary to maintain full insurance coverage. Asset updates are provided to the insurers as new assets are purchased.

9 buildings are insured. Asset insurance in place for 23-24 is set out below

Item description	Excess	Amount Insured
Total Buildings	£250	£11,469,481
Gates and fences	£250	£29,266
Fixed outside equipment	£250	£78,793
Street furniture	£250	£55,524
War memorials	£250	£35,219
Playground equipment	£250	£566,272
Sports surfaces	£250	£0
Other surfaces	£250	£154,524
Rent receivable	£250	

Insurance cover for cash held in Council Offices is set at £1000. I discussed this with the RFO, and this appears sufficient, as little cash is held across the Council.

Fidelity insurance is set at £250K, this appears low for a council with over £3m at bank at last year end. I recommend that this should be raised with the insurer.

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The Council has purchased cyber insurance, which is held with OSR Cyber Plus. The Town Clerk confirmed this was in date at the time of my audit.

I will test the risk assessment and computer back up arrangements at a later interim audit.

D. Budget, Precept & Reserves

First Interim Audit

The 24-25 budget was being prepared at the time of my first interim audit. I will review in more detail at my next visit, but the Clerk was able to confirm that:

- Initial consideration of a three year financial plan is being put in place as part of the budget setting process
- A more detailed capital expenditure plan has been prepared. This is partly in response to a recommendation raised at my last audit, regarding the level of reserves held by the Council to support the asset base.

E. Income

Second Interim Audit

I visited Woodford Park Leisure Centre (WPLC) on 23 January 2024, with the aim of obtaining an overview of financial controls at WPLC, to inform my audit testing.

I carried out checks on the till and electronic sales system

- Till and cash float balances. I counted the till and cash float balances, accompanied by the RFO. Both were found to reconcile to system balances obtained from the till system.
- Access control to till and sales system. I reviewed access with the Centre Manager and confirmed all listed individuals are still employed at WPLC

I reviewed the gym membership system. I was able to confirm that

- The Centre Manager has a robust process in place for non-payment / failed payments by members. Balances are checked daily using the dashboard on the Gym Manager system, and there is evidence that all non-payment is followed up promptly, with membership suspended should payments not be brought up to date. There were a small number of unpaid balances on the system at the time of my review, with evidence of follow up in place in all cases.

WPLC uses the RBS booking module to collect booking income at WPLC. This is integrated with the accounting system at WTC. I carried out checks on the booking system at WPLC. I was able to confirm that for a small sample of transactions that:

- Bookings were marked as invoiced on the booking system
- Sales ledger balances were at an acceptable level at the time of my audit, with minimal balances older than 30 days old.

I have identified a small number of recommendations, but overall I consider financial controls at WPLC to be satisfactory. My recommendations are:

- The Leisure Centre Manager sets gym membership fees, this has been the position for a number of years. To ensure compliance with financial regulations, gym membership fees should be reviewed by Council alongside other fees and charges
- The location of the safe key at WPLC should be reviewed - ideally this should be stored in a locked or password controlled key safe
- The daily till process should be documented and issued to staff as part of induction processes
- Standing sales data on the room booking / gym manager and till system should be checked annually by the RFO to ensure it agrees to fees approved by Council. This review should be evidence and retained
- I note that the RFO has access to key financial systems at the Leisure Centre. It is recommended a monthly checklist should be drawn up, the RFO should then access WPLC systems to check on areas such as gym membership balances / completeness of invoicing of room bookings / checks on till balances.

F. Petty cash

The Council holds petty cash balance of £250 at the Town Council and £50 at Woodford Park. Petty cash is reconciled and counted each month by the Finance Officer. This is tested as part of year end procedures.

G. Payroll

Second Interim Audit

The Council payroll is processed by an agency, Safeguard. Each month, the RFO compiles a schedule of payroll changes. These are sent to Safeguard, and the payroll is processed by the agency. Monthly payroll outputs are sent to the RFO and are checked prior to setting up of payments.

I tested the payroll for August 2023. I agreed the payroll booked to the general ledger back to payroll documentation issued by Safeguard. I then selected 5 members of staff and agreed gross pay recorded on payroll back to a schedule of standing date maintained by the RFO, setting out scale points and salaries for all officers. No errors were identified.

I also checked the Council's account with HMRC. Payroll submissions were up to date and the account showed no payroll payments to HMRC were outstanding.

I have 2 recommendations

- Each officer employed by the Council should be issued a pay award letter each time there is change to the officer's payroll (annual pay rise / change to hours / promotion etc). This should state scale point / contracted working hours / annual salary
- The schedule of standing payroll information retained by the RFO should be checked against contracts for all officers at least once a year, and countersigned by the Town Clerk.

H. Assets and investments

Year end test

I. Bank reconciliations

First Interim Audit

The Council operates 7 cashbooks on the Omega accounting system. Each day the Finance officer logs on to Lloyds Bank and downloads bank statements. The bank statement and RBS cashbook are brought into balance on a daily basis. This is necessary at WTC, given the large number of low value transactions on the bank account, generated by the Leisure Centre.

Monthly bank reconciliations for all bank accounts are promptly after each month end . This is clearly evidenced in the Council's bank reconciliation file. The September 2023 bank reconciliation was tested in detail. I confirmed the following for all 7 cashbooks:

- The face of the bank statements and the bank reconciliations had been signed off by the reviewing councillor, Cllr Baker and the RFO
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy.

I have one minor recommendation. The Councillor completing the review of the bank reconciliation should report the results of this work to a meeting of Council at least once a quarter.

I will review the treasury management strategy at my next audit.

J. Year-end accounts

Year end task

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L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

First Interim Audit

As a larger Council, with income / expenditure in excess of £200K, Woodley is required to follow the 2015 Transparency Code. The Council meets the requirements of the Code by publication of information on the “Financial” page on the Council website. I checked the following information: Grants awarded

- Payments to suppliers - updated to end of October 2023
- Grants awarded - updated to show awards made to date in 2023-24

M: Arrangements for Inspection of Accounts

First Interim Audit

Inspection periods for 22-23 were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	27 June Full Council
Date of Announcement	29 June
Inspection period begins	30 June
Inspection period ends	10 August
Correct length	Yes

I can confirm that regulations were followed in this respect and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement.

N: Publication requirements 22-23 AGAR

First Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 22-23 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 21 September, in advance of the 30 September deadline. The Council received a clear audit certificate from the external auditors dated 20 September so there are no matters to be taken into consideration in 22-23. The audit certificate was reported to Council at the October meeting of Full Council (minute 46).

O. Trusteeship

Second Interim Audit

The Council is Trustee of Woodley Memorial Recreation Ground – Charity 300098. The Council submitted the annual return for 22-23 on 1 December 23, before the regulatory deadline.

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April Skies

Accounting

I would like to take this opportunity to thank for your assistance with the audit. I attach my invoice and look forward to seeing you and Ash on 21 March.

Yours sincerely



Mike Platten CPFA

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Appendix A
Points Forward – Action Plan
First and second Interim Audits 23-24

Matter Arising	Recommendation	Council Response
Councillor review of payments	The Council is dependent on 2 councillors to carry out most of the work in authorising payments to suppliers. This work should be shared with other councillors who are authorised signatories to ensure sufficient back up is in place if main signatories are not available	<i>Authorisation requests for payments will be sent to other signatories going forwards.</i>
Evidence of councillor review of payments	Evidence of approval to pay from councillors is not adequate. I recommend that email confirmation of approval to process payment runs is saved and stored with payment run filing.	<i>Councillors now providing clear approval in text of authorisation emails. Emails are stored with each payment run.</i>
Fidelity insurance is set at £250K, this appears low for a council with over £3m at bank at last year end.	I recommend that this should be raised with the insurer.	<i>The fidelity insurance cover is £750,000 - which is considered appropriate to the potential access to funds.</i>
Bank reconciliation	The Councillor completing the review of the bank reconciliation should report the results of this work to a meeting of Council at least once a quarter.	<i>Arrangements to be put in place for reporting going forwards.</i>
One invoice tested was for room rental by Optalis limited. I note from discussion with the Deputy	I therefore recommend that: <ul style="list-style-type: none"> - The room hire rate charged to Optalis is 	<i>Rent to be approved by S&R pending review / potential new lease.</i>

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Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

April Skies

Accounting

Town Clerk, that Optalis have not signed a new lease, and are invoiced as a room hirer. However, I was not able to agree the rate invoiced to Council fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis.	<p>approved at a Council meeting</p> <ul style="list-style-type: none"> - The Council seeks to finalise the lease with Optalis. At present this company are able to end the rental agreement with no notice. 	
Each officer employed by the Council should be issued a pay award letter each time there is change to the officer's payroll (annual pay rise / change to hours / promotion etc).	This should state scale point / contracted working hours / annual salary	<i>Completed.</i>
Payroll standing data	The schedule of standing payroll information retained by the RFO should be checked against contracts for all officers at least once a year, and countersigned by the Town Clerk	<i>Process put in place</i>
The Leisure Centre Manager sets gym membership fees, this has been the position for a number of years.	To ensure compliance with financial regulations, gym membership fees should be reviewed by Council alongside other fees and charges	<i>Charges to be reviewed alongside other charges going forwards.</i>
The location of the safe key at WPLC should be reviewed	Ideally this should be stored in a locked or password controlled key safe	
WPLC – safe key	The daily till process should be documented and issued to staff as part of induction processes	
WPLC - till and sales system	The daily till process should be documented and issued to staff as part of induction processes	
Standing sales data on the room booking / gym manager and till system should be checked annually by the RFO to ensure it	This review should be evidence and retained	<i>Process put in place</i>

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agrees to fees approved by Council.		
I note that the RFO has access to key financial systems at the Leisure Centre.	It is recommended a monthly checklist should be drawn up, the RFO should then access WPLC systems to check on areas such as gym membership balances / completeness of invoicing of room bookings / checks on till balances.	<i>Process put in place</i>

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**Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP**

THE PUBLIC SECTOR DEPOSIT FUND

2023-2024

INTEREST CARRIED

FORWARD £62,143.35

INTEREST CURRENT

YEAR £161,246.94

TOTAL INVEST INCOME	£223,390.29	Re-invested
----------------------------	--------------------	-------------

Woodley TC - PWLB	A/C 0144630002PC		CB6	1096/702
Date	A/C PS3078896	Dividend	Investment	Balance
Balance 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	£9,071.49		2,106,129.41
31 December 2023	1 Dec to 31 Dec 23	£9,424.34		2,115,553.75
31 January 2024	1 Jan to 31 Jan 24	£9,464.21		2,125,017.96
29 February 2024	1 Feb to 29 Feb 24	£8,855.97		2,133,873.93
31 March 2024	1 Mar to 31 Mar 24	£9,482.05		2,143,355.98
Total		104,175.41	0.00	104,175.41
Total re-investment to date		£143,355.98		
Orginal Investment		£2,000,000.00		
Percentage increase on orginal investment		7.1678%		
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
Balance 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	£4,919.98		1,142,272.71
31 December 2023	1 Dec to 31 Dec 23	£5,111.35		1,147,384.06
31 January 2024	1 Jan to 31 Jan 24	£5,133.14		1,152,517.20
	16 February 2024		110,000.00	1,262,517.20
29 February 2024	1 Feb to 29 Feb 24	£5,024.68		1,267,541.88
	19 March 2024		-75,000.00	1,192,541.88
31 March 2024	1 Mar to 31 Mar 24	£5,492.43		1,198,034.31
Total		57,071.53	35,000.00	92,071.53
Total re-investment to date		£80,034.31		
Orginal Investment		£1,118,000.00		
Percentage increase on orginal investment		7.16%		

EAR MARKED RESERVES

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider the release of redundant ear marked reserves back to the General Reserve and the amalgamation of some existing earmarked reserves.

Background

The Council has a number of ear marked reserves that either have a residual balance following completion of a project, or are not specific to any particular project and therefore not being utilised. These allocations could be released back into the General Reserve as there is no planned spending from them.

There are also some earmarked reserves that could be amalgamated, as they are essentially for the same purpose.

There are new projects requiring funding and it will be requested, in a separate report that allocations be made to new ear marked reserves for those projects.

Proposal 1

It is proposed that the following earmarked reserves are amalgamated into the Woodford Park Leisure Centre Buildings EMR. This EMR is for capital investment in the leisure centre building and functions. The EMR has a current balance of £39,550 (including £30k allocation in 2023/24 budget).

WPLC Changing Rooms	£10,000
WPLC Refurbishment	£27,419
Current balance	£39,550
Balance after transfer	£76,969

Proposal 2

It is proposed to release £60,367 from the following EMRs to the General Reserve. These EMRs are either residual balances from historic projects or are considered to be not required.

WPLC Bursary fund	£1,500
WPLC Sports Grant	£2,767
Loddon Mead	£2,500
Loddon Mead Art Project	£ 800
Anxiety / self help	£ 799
Repairs & Renewals	£25,369
Special Projects	£25,040
3G pitch noise survey	£ 621
Speedwatch	£ 971
Total to be released to General Reserve	£60,367

Impacts

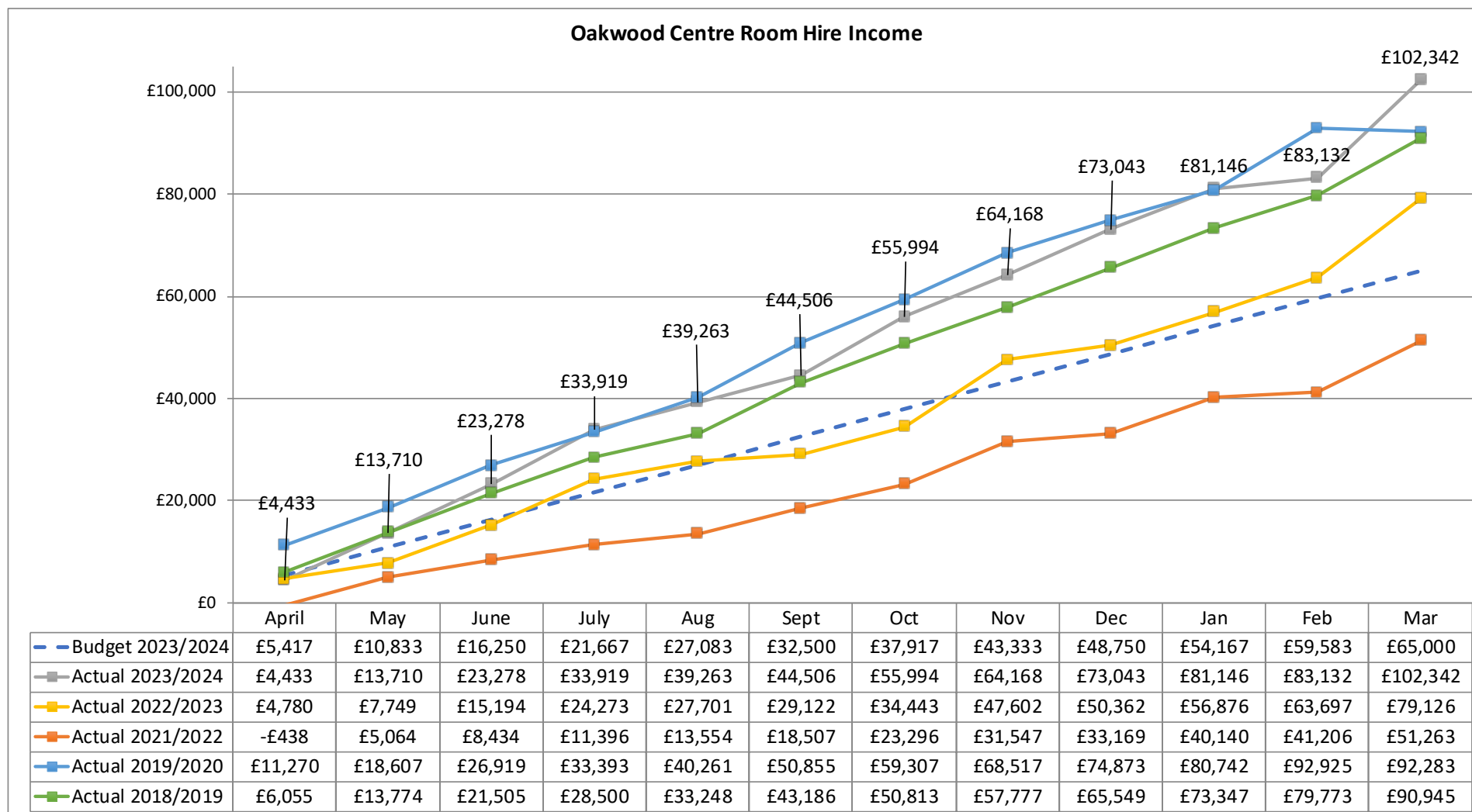
Resource Impacts
There are no resource impacts identified. The changes proposed in the report will mean the release of £60,367 to the General Reserve.
Equality Impacts
There are no equality impacts identified
Environmental Impacts
There are no environmental impacts identified

Recommendations

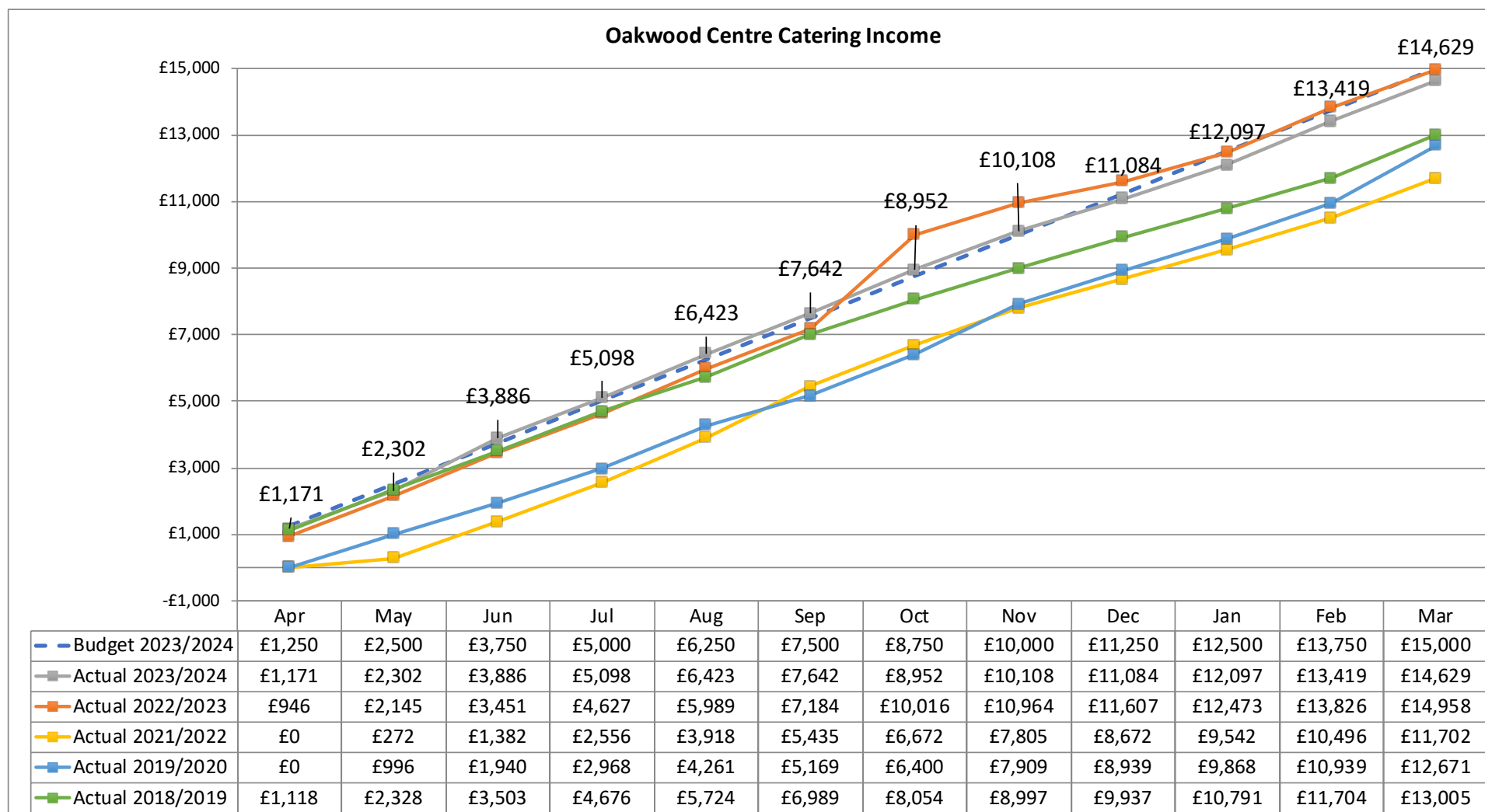
- ◆ **That Members note the contents of the report.**

- ◆ **That Members consider the ear marked reserve changes as set out in the report.**

APPENDIX 7a



APPENDIX 7b



Report of a virtual Meeting of the Standing Orders and Financial Regulations Sub Committee held on Tuesday 26 March 2024 at 6.00pm

Present: *Councillors K. Baker (Chairman); M. Kennedy; A. Swaddle*

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

1. **APOLOGIES**

There were no apologies for absence received from Members. Councillor Nagra was not in attendance.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **STANDING ORDERS**

Members considered each recommended change to the Standing Orders in turn, as set out in the agenda.

Issue 2

Members felt that a Councillor with a disclosable pecuniary interest in an item under discussion should leave the room during the discussion and vote, as required in standing order 20.3 a) iv. They did not believe they should stay and make representations where members of the public are also in attendance for the same purpose, as stated in standing order 20.3 a) iii.

As such, Members agreed that standing order 20.3 a) iii. should be removed from the standing orders.

Issue 4

In relation to standing order 18.1 h), Members discussed the pros and cons of recording in minutes where Councillors abstain or do not vote in relation to an agenda item, alongside those who vote for and against.

Members noted there was only a legal requirement to record the outcome of a vote in minutes, with no requirement to record what votes were made.

Members determined not to make any changes to this at this stage, but to keep track of the number of no votes made to consider if this is an issue. It was also recommended that Chairman be advised to encourage all Members to record a vote at meetings.

Issue 5

Members agreed that standing order 13.2 d) should be amended to give Councillors the same right to raise questions as members of the public during the Town Forum, but requested that this would only be after all questions have been received from members of the public, and would need to be within the 30 minutes afforded to the Town Forum in the standing orders.

RESOLVED:

- ◆ To approve the recommended wording changes with regards to issue 1, 3 and 6, as set out at **Appendix A**.
- ◆ To remove standing order 20.3.a) iii.

- ◆ To add a new standing order (13.2 d)) which states:

“Town Councillors may also exercise their rights contained in 13.2.a. above in common with members of the public during the Town Forum, but only after all questions have been asked by members of the public in attendance, and within the 30 minute time limit (see 13.2 b).”

RECOMMENDED:

- ◆ that revised Standing Orders, updated in line with the approved changes set out above, be approved by the Strategy and Resources Committee and presented to Council for adoption.

4. **FINANCIAL REGULATIONS**

Members considered the proposed changes to the Financial Regulations, as set out in the agenda.

A query was raised regarding the change proposed to financial regulation 6 g), which sets out the process by which appointed bank signatories authorise BACS scheduled. The Town Clerk advised that the process of authorisation is now electronic, with bank signatories receiving schedules and invoice information via email, and then by confirming authorisation in a reply email. Members noted this process had been determined to be appropriate by the internal auditor.

RESOLVED:

- ◆ To approve the updated Financial Regulations, as set out in **Appendix B**.

RECOMMENDED:

- ◆ that updated Financial Regulations be approved by the Strategy and Resources Committee and presented to Council for adoption.

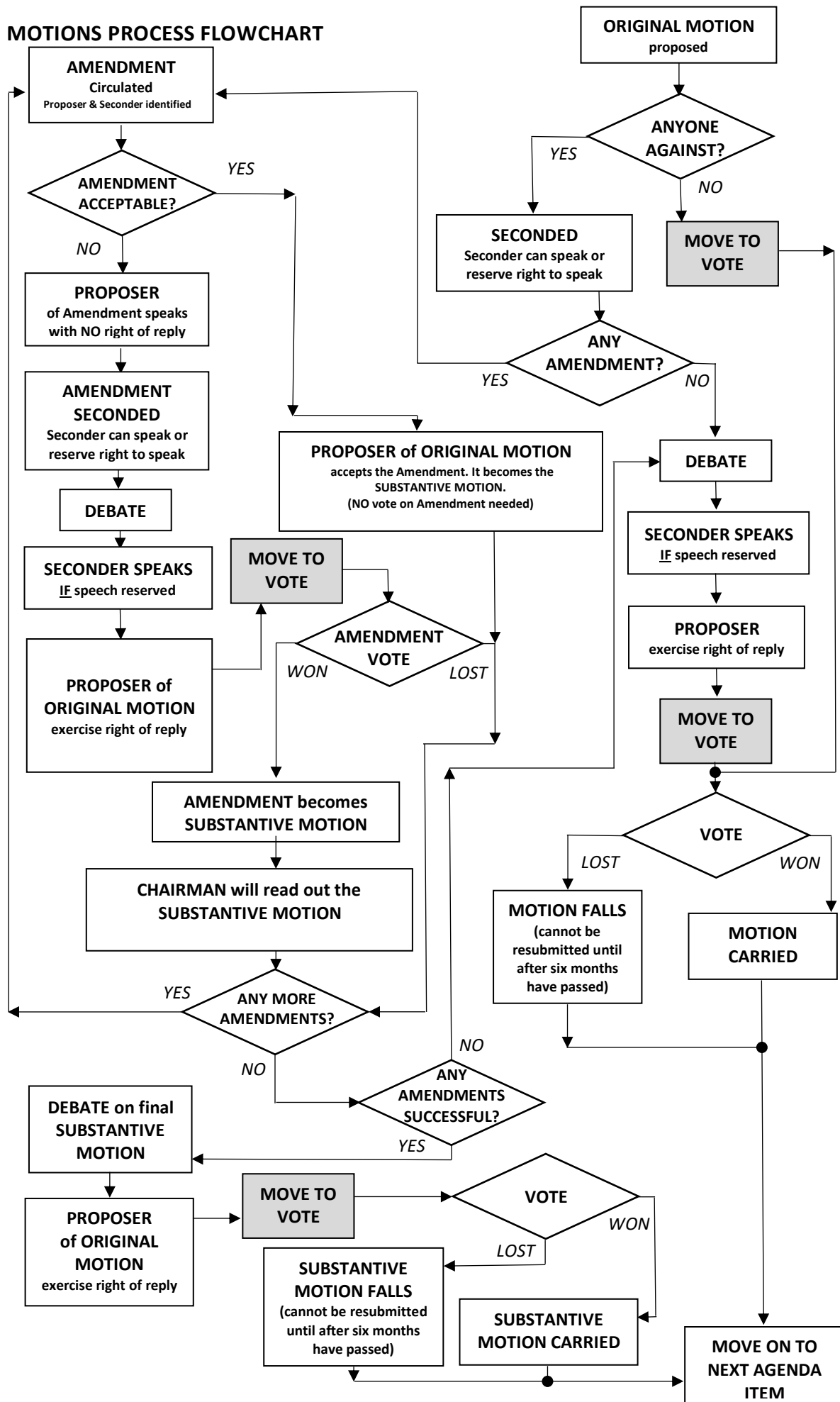
Meeting closed at 6.50 pm

STANDING ORDERS – RECOMMENDED CHANGES

1.	Issue	<p><u>Changes to political balance following disqualification of a Councillor (i.e. resignation / death)</u></p> <p>Currently, SO 2.2 a) states:</p> <p><i>The allocation of places between groups to any committee ... will be calculated on the percentage of each groups share of the total number of council places that are filled.</i></p> <p>SO 2.2 d) states:</p> <p><i>If the numerical state of a group changes ... resulting in existing allocations no longer being proportional in line with 2.2.a new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting.</i></p> <p>In practical terms, when the political balance changes and existing allocations are no longer proportional, committees which are affected cannot meet and would be prevented from conducting business until their parent committee meets to approve new allocations. Where this is caused by Councillor disqualification, then their vacant seat is likely to be filled via by-election or co-option. If this changes political balance again, the same requirement to re-allocate places will occur.</p>
	To Consider	<p>Is it appropriate, where a disqualification takes place resulting in a change to political balance, thus causing existing allocations to not be proportional, for SOs to be changed to allow committees to continue to meet until the resultant by-election / co-option process has taken place.</p> <p>A benefit is committees would not potentially be suspended twice, should both the disqualification and resulting by-election / co-option change political balance.</p> <p>An issue would be, during the period between disqualification and by-election / co-option, any affected committee which met would not be in line with political balance, and arguably not representative of the electorate.</p>
	Recommended SO Change/s	<p>It is recommended that, where a disqualification takes place, SOs are changed to permit meetings to continue until such time as a by-election / co-option process is complete; at which point the political balance will be re-assessed and new allocations made where necessary, to avoid Council business being delayed.</p> <p>In order to achieve this, it is recommended that SO 2.2 d) be updated as follows:</p> <p><i>If the numerical state of a group changes or a new group is formed political balance changes during the municipal year resulting in existing allocations no longer being proportional in line with 2.2.a new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting. Where this is caused by a Councillor disqualification, as defined by the Local Government Act 1972, affected Committees will be permitted to continue to operate with members allocated based on the prior political balance, until such time as the by-election / co-option process has taken place, at which point political balance will be re-assessed and appropriate changes made.</i></p>

3.	Issue	<u>SO 16.9 – Motion Process Flowchart</u> Amendment to flow chart, suggested by Cllr Baker.
	To Consider	
	Recommended SO Change/s	See Appendix A i)
5.	Issue	<u>Members’ right to raise a matter during the Town Forum</u> (Suggestion from Cllr Kennedy) It is my view that Councillors should have the same rights as members of the public to address the Council during the Town Forum session. I therefore wish to propose a change in Standing Order 13.2 Town Forum by adding a new sub section d.
	To Consider	Whether the Councillors should have the same rights as the members of the public to ask a question during the Town Forum, or if the Town Forum is specifically a process for non-Councillors to raise matters with Councillors.
	Recommended SO Change/s	My proposed wording would be: SO 13.2 d) Town Councillors may also exercise their rights contained in 13.2.a. above in common with members of the public during the Town Forum.
6.	Issue	<u>Re-allocation to a committee after removal</u> SO 9.5 c) states that a member who has been removed from a committee cannot be reallocated "...until the next financial year when all places are nominated again..". This is an error, and should read 'municipal year', as this is when nominations are re-made (at Annual Meeting in May).
	To Consider	
	Recommended SO Change/s	Amend SO 9.5 c) to replace 'financial year' with 'municipal year'.

MOTIONS PROCESS FLOWCHART



FINANCIAL REGULATIONS

DRAFT

Version	1.0 DRAFT
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	

1. General

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- c) The Council's accounting control systems must include measures:
 - for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Finance Manager has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the Finance Manager, the Town Clerk shall act as the RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The Finance Manager:
 - acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed
 - ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - produces financial management information as required by the Council.

- j) The accounting records determined by the Finance Manager shall be sufficient to show and explain the Council's transactions and to enable the Finance Manager to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the Finance Manager shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the Finance Manager shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the Finance Manager and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.
- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2. Annual Estimates (Budget) and Forward Planning

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the Finance Manager in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The Finance Manager shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
 - i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3. Budgetary Control and Authority to Spend

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to be determined by:
 - The Town Clerk for all items over £1,000
 - Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the Finance Manager shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. Accounting and Audit (Internal and External)

- a) All accounting procedures and financial records of the Council shall be determined by the Finance Manager in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The Finance Manager shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- c) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Finance Manager, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
 - be competent and independent of the operations of the Council;
 - report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- f) Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- h) The Finance Manager shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.
- i) The Finance Manager shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5. Banking Arrangements

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the Finance Manager and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance Manager.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.
- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance Manager as soon as practicable after the end of each month.

6. Authorisation of Payments

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance Manager shall examine invoices in relation to arithmetical accuracy. The Finance Manager shall take all steps to settle all invoices submitted within 30 days.

- d) At least twice monthly the Finance Manager shall collate, review and sign schedules of supplier cheque or BACS payments required, together with the relevant invoices and other supporting information. The Town Clerk will review and sign the schedule(s) in the RFO's absence.
- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments, authorisation will be indicated by the signature of **via email by** two Council appointed bank signatories on each of the payments from the bank account listed on the BACS schedules in accordance with 6d), and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- j) The Finance Manager may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Manager with a claim for reimbursement.
- i) The Finance Manager shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - (1) Income received must not be paid into the petty cash float but must be banked separately.
 - (2) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - (3) Petty cash floats at the Leisure Centre are maintained by the Finance Manager.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7. Instructions for the Making of Payments

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the Finance Manager shall give instruction that a payment shall be made.
- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
- d) The Finance Manager shall take all possible steps to settle invoices within 30 days of the date on the invoice.
- e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for ratification **noting**.
- f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
- g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.
- h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
- i) Where BACS or any other internet banking arrangements are made with any bank, the Finance Manager shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk, Leisure Services Manager or Committee Officer will process the payments that have been duly authorised by two bank signatories,
- j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
- k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the Finance Manager. A programme of regular checks of suppliers' data will be followed.

8. Debit Card Payments

- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
- b) The debit card is never to be used for anything other than proper business use.
- c) Two debit cards will be issued to Woodley Town Council, with the Town Clerk and the Finance Manager as the authorised signatories, and these are to be kept in a locked drawer at all times when not in use.
- d) Debit card payments for goods made by officers other than the Town Clerk or Finance Manager must be approved by the Town Clerk Finance Manager. Approval will be shown by the Town Clerk / Finance Manager counter signing the purchase order for the expenditure.
- e) The limit for expenditure by debit card is set at £2,500 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance Manager, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9. Payment of Salaries

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance Manager.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
 - by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation

- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Finance Manager upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.
- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10. Loans and Investments

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the Finance Manager, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11. Transfer of Funds

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12. Income

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Finance Manager.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the Finance Manager. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Finance Manager considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The Finance Manager shall ensure that VAT Returns are promptly submitted and that that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the Finance Manager.
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the Finance Manager will ensure that appropriate care is taken in the security and safety of individuals banking such cash.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

13. Orders for Work, Goods and Services

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the Finance Manager.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14. Contracts

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
- i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.

- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at ~~£25,000~~ £30,000 (including VAT) or more, the Council shall comply with the relevant requirements of the Regulations. Procurement is a niche area, and the Council may need to take specialist advice when dealing with procurement matters.

- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the World Trade Organisation's Government Procurement Agreement (GPA) (which may change from time to time). As at 1 January 2022 2024, these thresholds are:

Type of contract	Threshold
Public Works Contracts (construction)	£5,336,937 £5,372,609
Public Goods / Services Contracts	£213,477 £214,904
Public supply contracts	£213,477

- d) Very few contracts awarded by the Council will exceed the thresholds above, and any that do will be detailed and complex. If the Council were to consider such a high value contract, it is likely the Council would require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirement of the 2015 Regulations – where they apply.

- Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure, and competitive procedure with negotiation;
- Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
- There is a pre-qualification stage;
- Councils will need to comply with the requirements in respect of tenders;
- Contracts should be awarded on the "most economically advantageous tender (Regulation 67);
- Contracts can be varied without going through a new procurement exercise in specific situations (Regulation 72); and
- Contracts should be advertised on the Find a Tender / Contracts Finder website (Regulation 106).

- e) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.
- f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.
- g) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Order 23.1.c and shall refer to the terms of the Bribery Act 2010.
- i) When it is to enter into a contract of less than £25,000 (excluding VAT) in value for the supply of goods or materials or for the execution of works or specialist services, other than contracts relating to items as set out in 14 a), the appropriate budget holder shall obtain 3 quotations;. Where it is not possible to obtain three quotations, then where the value is below £3,000 and above £1,000, the appropriate budget holder shall proceed in line with Regulation 13 c), and where the value is over £3,000 the Town Clerk or Finance Manager is authorised to accept the quote
- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. However, a tender other than the lowest tender, if payment is to be made by the Council, or the highest, if payment is to be received by the Council, shall not be accepted until the Strategy & Resources Committee has considered a written report from the Town Clerk.
- k) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- l) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.
- m) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- n) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- o) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.

- p) All contracts shall be in writing and shall specify:
- i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- q) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
- i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;
 - ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- r) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- s) Payments under contracts for building or other construction works
- i) Payments on account of the contract sum shall be made within the time specified in the contract by the Finance Manager upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the Finance Manager shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
 - iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15. Stores and Equipment

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Manager will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16. Assets, Properties and Estates

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The Finance Manager shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- e) The Finance Manager shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17. Insurance

- a) The Finance Manager shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.

- b) The Finance Manager shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The Finance Manager shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The Finance Manager shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18. Risk Management

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

19. Charities

- a) Where the Council is sole trustee of a charitable body, the Finance Manager shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Finance Manager shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20. Suspension and Revision of Financial Regulations

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

CAPITAL PROJECTS

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to approve allocating funds from the general reserve into ear marked reserves for the specific projects as set out in the report. To ask Members to approve allocating funds from the Oakwood Centre Capital Fund for the projects set out in the report.

Proposal 1

It is proposed that the following earmarked reserves be set up and funded from the general reserve.

Christmas Lighting	£15,000
Climate Emergency	£15,000
Allotments Roadways	£20,000

Christmas Lighting

In 2023/24 the Council made an additional allocation to the WTCP toward cost of the installation of Christmas lighting in the town centre and to purchase the town Christmas tree and additional lighting.

The purpose of this EMR will be to cover the cost of the installation and take down of the Christmas lighting in the town centre in 2024/25, including with the purchase of the town Christmas Tree and additional lighting. In future years the installation cost will included in the Council's normal budget and an annual allocation made to the EMR to build a fund for the replacement of lighting in the future.

Climate Emergency

As the Council progresses with its targets set out in the Climate Emergency Action Plan, there will be a requirement to fund specific initiatives or tasks. This EMR will be used for approved actions to meet the Council's climate emergency targets. This includes the proposal to carry out a carbon footprint assessment at the cost of £8,000, as set out in report SR 14/24.

Allotments Roadways

The roadways at the allotment site are in poor condition and in need of significant work to make them fit for purposes in enabling travel around the site – by car, bike and on foot. The main roadways are loose stone and have historically been patched up annually by the allotment tenants. This was a short term solution and has not been possible to arrange over the last couple of years. This combined with an increased number of tenants at the site and prolonged periods of exceptionally wet weather have resulted in further deterioration of the roadways. This EMR will be used to fund the levelling and re-laying of the main roadways with a stone surface which will be machine compacted. This will provide a suitable surface that can be maintained by the Council's Amenities Team. A project assessment is attached at **APPENDIX A**.

Proposal 2

It is proposed that the following capital projects be funded from the Oakwood Centre Capital Fund. The fund is set aside for capital investment in the building and has a current balance of £35,560.

Heating Pumps	£15,000
Acoustic Panelling	£3,500

Heating Pumps – Oakwood Centre

The central heating pumps at the Oakwood Centre are the original units from when the building was constructed and have reached the end of their life. One unit has failed leaving only one unit in operation. This proposal is to fund replacement of these units with x2 double heating pumps. This, combined with the replacement of the boilers last year, will ensure the heating system is fit for purpose for the next 10 – 15 years. A project assessment is attached at **APPENDIX B**.

Acoustic Panelling – Carnival Hall

The acoustics in the hall currently present issues with sound bouncing off the flat surfaces and high ceiling. This makes it difficult to hear what is being said in the room, and particularly effects the quality of sound that is picked up by the mics for recording and broadcasting Council meetings. It was agreed that solutions should be investigated and a solution reported back to the Strategy and Resources Committee. It is proposed to install acoustic panelling on the walls and ceiling of the Carnival Hall to significantly improve the acoustics in the room. A project assessment is attached at **APPENDIX C**.

Impacts

Resource Impacts

The impact should be considered in the context of the release of funds from the unused earmarked reserves, as recommended in report SR 10/24. Overall, after the release of £76,969 back to the general reserve and the allocation of £50,000 for the new earmarked reserve projects, there would be an increase of £26,969 to the General Reserve.

Equality Impacts

There are no equality impacts identified

Environmental Impacts

The funding will enable projects with a positive environmental impact.
A project assessment for each project is appended to this report.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the ear marked reserve allocations as set out in the report.**

Project Assessment

Date:	9 April 2024
Project/policy/service:	Roadway surfacing at Reading Road Allotments
Priority (1/2/3)	1
Cost	Estimated £20,000
Completed by:	Kevin Murray

1. Project/policy/service information: This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.		
What is the purpose of the project, policy change or service change and what are the expected outcomes:		
To install new compacted stone roadways around the main vehicle routes across the allotment site. The current roadways are in poor condition and are frequently flooded. With around 370 plots at the siter there is significantly more vehicle traffic than there was historically and this has impacted the roadways.		
The project will involve the levelling of the existing roadway surfaces, adding a new stone surface layer and machine compacting. Maintenance can then be carried out annual topping up of stone as required and levelling with the Council’s tractor.		
Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:		
The project will be delivered by a contractor, under the supervision of the Amenities Manager. Works are likely to take one week to complete. Tenants will be warned in advance and appropriate signage placed around the site.		
Outline the main beneficiaries of the project, policy change or service change:		
All allotment tenants and visitors to the site.		
Impact	Y/N	Detail
Health /Safety Impact	N	
Legal Compliance	N	
Income Impact	Y	Better access around the site will retain current tenants and attract new ones.
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Positive	Better vehicle and pedestrian access around the site – less trip hazards and reduced chance of vehicle becoming stuck.
Age	Positive	Better vehicle and pedestrian access around the site – less trip hazards and reduced chance of vehicle becoming stuck.
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	Positive	Better vehicle and pedestrian access around the site – less trip hazards and reduced chance of vehicle becoming stuck.
Marriage & civil partnership	N/A	

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Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Minimal – production and delivery of stone chippings and machinery used to carry out the work.
Habitat/biodiversity impact	N	
Alternatives considered	Y	Tarmac surfacing too expensive.
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 9 April 2024

Project Assessment

Date:	9 April 2024
Project/policy/service:	Heating System Pumps – Oakwood Centre
Priority (1/2/3)	1
Cost	Estimated £15,000
Completed by:	Kevin Murray

<p>1. Project/policy/service information: This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.</p>		
<p>What is the purpose of the project, policy change or service change and what are the expected outcomes:</p> <p>To install x2 double unit central heating pumps with associated pipework and connections. This will also require upgrading the electrical supply to 3 phase. The existing pumps are the original units from and have reached the end of their life. Only one unit is currently working and the new pumps will be required before next winter.</p>		
<p>Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:</p> <p>The project will be delivered by a specialist contractor, under the supervision of the Amenities Manager</p>		
<p>Outline the main beneficiaries of the project, policy change or service change:</p> <p>All hirers and visitors to the building Council Staff</p>		
Impact	Y/N	Detail
Health /Safety Impact	Y	Appropriate heating required for workplace
Legal Compliance	N	Installation will be compliant with relevant legislation and standards
Income Impact	Y	The building is a major income generator for the Council and requires heating to operate
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.


- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of new units. New pumps will be more energy efficient than the old units
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 9 April 2024

Project Assessment

Date:	9 April 2024
Project/policy/service:	Acoustic Panelling – Carnival Hall Oakwood Centre
Priority (1/2/3)	2
Cost	Estimated £3,500
Completed by:	Kevin Murray

<p>1. Project/policy/service information: This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.</p>		
<p>What is the purpose of the project, policy change or service change and what are the expected outcomes:</p> <p>To install acoustic panelling on the walls and ceiling of the Carnival Hall to improve the acoustics for the purposes of holding, recording and broadcasting public Council meetings. The acoustics in the hall present issues with sound bouncing off the flat surfaces and high ceiling. This makes it difficult to hear what is being said in the room, and particularly effects the quality of sound that is picked up by the mics for recording and broadcasting the meetings. It was agreed that solutions should be investigated and reported back to the Strategy and Resources Committee.</p>		
<p>Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:</p> <p>The panels will be purchased from a specialist contractor and installed by the Amenities Team, to the design specified by the contractor.</p>		
<p>Outline the main beneficiaries of the project, policy change or service change:</p> <p>Hirers of the hall Councillors and Members of the public attending Council meetings in person and virtually, or watching/listening to meeting broadcasts.</p>		
Impact	Y/N	Detail
Health /Safety Impact	N	
Legal Compliance	N	
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics as identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	Y	Better room acoustics may help those with hearing impairment
Age	Y	Better room acoustics may help those with hearing impairment
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

--	--	--

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Manufacture of the panels.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: _____  _____

Print: Kevin Murray

Date: 9 April 2024

CURRENT CAPITAL PROJECTS SCHEDULE

PROJECT	ALLOCATION	FUNDED	STATUS	EXPECTED COMPLETION	COMMENT
Oakwood Centre Toilets	70,000	Capital Programme	Scheduled	Aug-24	Contractor appointed
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	Works scheduled to commence 15 Apr
Water refill station - WPLC	2,500	Capital Programme		TBC	Unit purchased - awaiting installation
Replace Notice Boards	5,600	Capital Programme		TBC	Assessing locations and unit design
Coronation Commemorative Seating	6,500	Capital Programme		TBC	Design approved by Leisure Services Committee
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		
WPLC Heating System	40,000	Capital Programme	COMPLETE		
Replacement flat bed pickup (used)	5,000	Capital Programme	COMPLETE		
Line Marking - car parks	6,000	Capital Programme	COMPLETE		

APPENDIX 11

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total No. of Community Grants Awarded	9	15	14	12	14	17	12	12	12	11
Total Community Grant Awards Value	£ 2,250.00	£ 3,710.00	£ 3,450.00	£ 2,800.00	£ 3,440.00	£ 3,850.00	£ 3,000.00	£ 3,000.00	£ 2,850.00	£ 3,350.00
Avg Value per Community Grant	£ 250.00	£ 247.33	£ 246.43	£ 233.33	£ 245.71	£ 226.47	£ 250.00	£ 250.00	£ 237.50	£ 304.55

10yr Average	£ 249.13
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	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total No. of Individual Grants Awarded	3	3	4	6	5	6	0	1	0	0
Total Individual Grant Awards Value	£ 300.00	£ 300.00	£ 400.00	£ 600.00	£ 500.00	£ 600.00	£ -	£ 100.00	£ -	£ -
Avg Value per Community Grant	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -	£ 100.00	£ -	£ -

10yr Average	£ 100.00
---------------------	-----------------

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total Overall Grant Spend	£ 2,550.00	£ 4,010.00	£ 3,850.00	£ 3,400.00	£ 3,940.00	£ 4,450.00	£ 3,000.00	£ 3,100.00	£ 2,850.00	£ 3,350.00
Budget	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 3,000.00	£ 3,000.00
Total Budget Left Over / (Overspent)	£ 1,450.00	£ (10.00)	£ 150.00	£ 600.00	£ 60.00	£ (450.00)	£ 1,000.00	£ 900.00	£ 150.00	£ (350.00)

Community Grants - % of total budget	88.2%	92.5%	89.6%	82.4%	87.3%	86.5%	100.0%	96.8%	100.0%	100.0%
Individual Grants - % of total budget	11.8%	7.5%	10.4%	17.6%	12.7%	13.5%	0.0%	3.2%	0.0%	0.0%

Total Community Grant Award if Max budget spent (based on % of total budget):

Total	£ 3,529.41	£ 3,700.75	£ 3,584.42	£ 3,294.12	£ 3,492.39	£ 3,460.67	£ 4,000.00	£ 3,870.97	£ 3,000.00	£ 3,000.00
Per Grant	£ 392.16	£ 246.72	£ 256.03	£ 274.51	£ 249.46	£ 203.57	£ 333.33	£ 322.58	£ 250.00	£ 272.73

10yr Average	£ 280.11
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Total Individual Grant Award if Max budget spent (based on % of total budget):

Total	£ 470.59	£ 299.25	£ 415.58	£ 705.88	£ 507.61	£ 539.33	£ -	£ 129.03	£ -	£ -
Per Grant	£ 156.86	£ 99.75	£ 103.90	£ 117.65	£ 101.52	£ 89.89	£ -	£ 129.03	£ -	£ -

10yr Average	£ 114.09
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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 for awards in 2024/25 is **£3,000**. The committee is asked to consider the following grant applications:

COMMUNITY GRANTS

Organisation	Usual source of funding	Amount requested	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Life Education (Workshops accessed by 73,500 children in 2022/23)	Schools (70%), donations, grants, and fundraising events	£250	14 paid staff No volunteers	To pay towards LE running workshops over 2 days at Highwood Primary School - providing health, well-being and drug prevention education to approximately 474 children (20-21 May 2024).	LE is an independent and self-financing charity and delivers the UK's leading health, emotional well-being and drug education Workshops, 'Coram Life Education', to children (aged 3–11 years) across the South and South West region. The cost of providing 2 days of Workshops is £1,060 – Highwood Primary School are paying £750 towards this.	None
Woodley Bowling Club (102 members - 90 from Woodley)	Members subscriptions, match fees, social events and donations.	£250	No paid staff 13 volunteers	To pay towards re-carpeting the main lounge area and corridors in the club house	The bowling club is celebrating its 60 th anniversary in 2024. They intend to run a number of special matches and social events to raise much needed funds – membership subscriptions no longer cover total running costs, and they rely on social events to cover the shortfall. By re-carpeting the clubhouse, they hope to make it a nicer environment to encourage more members to attend social events and stay after matches.	2022/23 - £250 2023/24 - £250

Woodley Festival of Music & Arts <i>(2,000+ entrants; approx. 20% / 400 from Woodley)</i>	Fees from entrants, grants / sponsorship, advertising revenue, on-the-door admissions and programmes.	£250	11 committee members 50 other volunteers	To help towards the costs of venue hire, adjudicator and other professional fees, printing / publicity, and piano hire for the Woodley Festival of Music and Arts.	The organisation runs a competitive music and arts festival, open to all, with classes in music, speech and drama held over three weekends at the Oakwood Centre. 85% of performers are school age, whilst 3% are adults. Entrants have the opportunity to perform and entertain, with adjudicators providing constructive criticism, and awards given based on merit.	2013/14 - £250 2014/15 - £250 2015/16 - £250 2016/17 - £250 2018/19 - £250 2019/20 - £250 2020/21 - £250 2021/22 - £250 2022/23 - £250 2023/24 - £250
Woodley Photographic Club <i>(49 members; over 90% from Woodley)</i>	Membership fees	£250	11 voluntary staff	To pay towards a new, up to date, dependable projector to display photographic images.	Woodley Photographic Club, formed in 1968, regularly meet at the Oakwood Centre. Club meetings entail the presentation of photographs by members, as well as visiting clubs partaking in inter-club competitions, and external speakers. In order to do this, they require a projector and computer equipment which has the ability to correctly reproduce the brightness, contrast and colour of any photos.	2015/16 - £250 2019/20 - £200

INDIVIDUAL GRANTS

Individual	Usual source of funding	Amount requested	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Young Person A	n/a	£100 each	To pay towards the costs associated with taking part and representing England in the Dance World Cup – including the cost of uniform (£250 pp), travel and accommodation (£450 pp), and additional lessons (£24 ph).	Fae & Pixie's dance school has been selected to represent England at the Dance World Cup in Prague in June/July 2024.	n/a
Young Person B					

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.

Woodley Town Council

COMMUNITY GRANTS TO INDIVIDUALS

Community grants of up to £100 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- 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.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £100 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals 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.

Community grants to individuals 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 for individuals 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.

Approved 19/01/2021

CLIMATE EMERGENCY REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members consider approving an updated Climate Emergency Action Plan, and to fund a carbon footprint assessment of the Council's activities.

Background

In October 2019 Woodley Town Council adopted a motion declaring a Climate Emergency. This committed the Council to aiming to become a carbon neutral organisation by 2030, to working with Wokingham Borough Council to implement any borough-wide climate change strategy, and to developing a local action plan.

Subsequently, a Town Council Climate Emergency Action Plan was developed to capture the actions the Council aimed to undertake to meet these commitments. This Action Plan has been presented at Strategy & Resources Committee meetings to update Members on the Council's progress.

Significant actions have been undertaken over the past few years in order to lower the Council's carbon footprint; including moving to 'greener' energy providers, introducing solar panels at the Oakwood Centre and Woodford Park Leisure Centre, installing LED lighting and improving recycling rates in Council buildings, and implementing rainwater harvesting systems.

However, a more strategic approach needs to be adopted to focus the Council's approach to meeting its climate objectives, as well as reporting on the impact of the actions undertaken.

Climate Emergency Action Plan

An updated Town Council Climate Emergency Action Plan has been developed (**Appendix A**), with the aim of providing a strategic overview of the Council's climate objectives and how these will be tracked and managed, alongside the pre-existing actions list.

It is envisaged that this document, if approved, will be published on the Council's website and reviewed annually by the Strategy & Resources Committee, with outstanding actions presented separately at each Strategy & Resources Committee meeting.

Carbon Footprint Assessment

In order to track the Council's progress, the Action Plan makes reference to commissioning an independent carbon footprint assessment of the Council's activities annually. An assessment has not taken place previously, however, without it, the Council will be unable to satisfactorily evidence whether it is sufficiently working towards meeting its commitment of reaching carbon neutrality by 2030.

To engage a carbon footprinting company to measure the Council's carbon footprint for all three emissions 'scopes', as categorised by the Greenhouse Gas Protocol ([ghgprotocol.org](https://www.ghgprotocol.org)), and to undertake target setting to help the Council achieve net zero by 2030, will cost in the region of £8,000.

Should funding be approved, it is envisaged that an assessment will be undertaken annually, with future allocations being accounted for in the budget setting process.

Impacts

Resource Impacts
The commissioning of a carbon footprint assessment will be in the region of £8,000.
Equality Impacts
There are no other equality impacts identified.
Environmental Impacts
The provision of a carbon footprint assessment will help the Council to work more effectively towards achieving net zero status by 2030.

Recommendations

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

- ◆ **That Members approve the updated Climate Emergency Action Plan.**

- ◆ **That Members consider the allocation of £8,000 from the relevant earmarked reserve, or the General Reserve if this earmarked reserve is not approved earlier at this meeting, to fund a carbon footprint assessment, as set out in the report.**

Climate Emergency Action Plan 2024-25

DRAFT

Version	0.1 – FIRST DRAFT
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	

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1. Background

At the Full Council meeting, held on Tuesday 1 October 2019, the following motion was adopted:

This Council notes that:

1. The impacts of climate breakdown are already causing serious damage around the world.
2. Limiting Global Warming to 1.5°C (Intergovernmental Panel on Climate Change, October 2018) may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.

This Council therefore:

1. Commits to a declaration of a 'Climate Emergency' with the aim of becoming a carbon neutral organisation by 2030.
2. Welcomes the declaration by Wokingham Borough Council of a 'Climate Emergency' and will actively participate in the creation of the Borough-wide climate change strategy to ensure Woodley Town Council is fully engaged in its creation for the benefit of its residents.
3. Will explore, with all parts of the community, the development of a local action plan in support of, and to complement, the Borough Council's climate change strategy plan for those parts relevant to Woodley Town.

A Climate Emergency Declaration (CED) is an action an organisation may take to acknowledge that the world is in a climate crisis. As of 24 January 2024, around 2,353 CEDs have been issued by government organisations around the world, 597 of which are in the UK¹.

This document sets out what we (Woodley Town Council) are doing to reduce the impact of climate change on our community through reducing carbon emissions, improving biodiversity and supporting a greener economy.

Our aim is to achieve positive outcomes for Woodley's residents, businesses, visitors and the natural environment.

¹ <https://www.cedamia.org/global/>

2. Our Commitment

In 2019, the Town Council made a commitment to reduce the organisation's carbon footprint, with the aim of being 'carbon neutral' by 2030.

To be considered 'carbon neutral', an organisation must balance the carbon dioxide released into the atmosphere through their everyday activities with the amount they absorb, offsetting any remaining, unavoidable emissions.

The Town Council also committed to working with Wokingham Borough Council, as the Principal Authority, and Woodley residents to support the Borough Council's climate change strategy plan in Woodley.

3. WBC's Climate Emergency Action Plan

In July 2019, Wokingham Borough Council declared a climate emergency, committing the Borough Council to do as much as possible to achieve carbon neutrality as a borough by 2030².

The Borough Council has developed its own Climate Emergency Action Plan, identifying 10 key priority areas and 102 actions to mitigate CO₂ emissions and achieve their goal of becoming a carbon neutral borough. This is reviewed regular to track progress.

The 10 key priority areas are:



² [Wokingham Borough Council – Climate Emergency Action Plan – Fourth Progress Report - 2023](#)

4. How we will achieve our Objectives

To achieve carbon neutral status as an organisation, we must measure, track and reduce our carbon emissions, before offsetting any remaining, unavoidable emissions through certified carbon offsetting projects. By accurately measuring and assessing the Council's carbon footprint, we can effectively target the steps we need to take to work towards carbon neutrality, and report on these in a transparent manner.

To support the Borough Council's Climate Change strategy, we must engage with the projects and initiatives they develop. The Council also commits to appointing representatives to relevant sub committees and working groups, where invited, and to taking an active part in these committees.

We must also do what we can to disseminate relevant information to Woodley residents which can help them manage their own impact on the climate. This includes listening and engaging with our community; establishing and maintaining partnerships; empowering people and groups; providing support, funding and information; representing, through advocating for change, and looking after the interests of vulnerable people.

Individual Councillors will play a key role in offering vision and direction to local groups. Councillors will also represent local concerns and views, and encourage residents and businesses to participate in, and facilitate, coordinated action.

5. Carbon Footprint Reports

Annually, the Council will commission an independent carbon footprint report to assess the emissions produced by the Council's activities. This report, provided at **Appendix A**, will enable the Council to track progress against a baseline, as well as targeting areas where emissions can be reduced, thus enabling us to provide a clear pathway to becoming a carbon neutral organisation by 2030.






Annually, the Council will also access an updated community carbon footprint report using the Impact Community Carbon Calculator³, to help assess the overall progress of the community as a whole in reducing its carbon emissions. This is provided at **Appendix B**.

6. Action Plan

This Action Plan has been developed to capture, record and report the key areas we will target, and the actions we will take to achieve our objectives. This, along with reporting our carbon footprint, will provide transparency and accountability regarding our progress.

³ <https://impact-tool.org.uk>

The Council’s key target areas have been defined in the Action Plan as:

Consumption	
Waste	
Engagement	
Offsetting	
Strategic	

Actions, identified against each key target area, are given a priority score based on three factors:

Cost - How comparably expensive it is to achieve

Achievability – How easy / quickly it can be achieved

Benefit – How impactful the action will be

By prioritising in such a way, the Council aims to identify the actions which are likely to make the greatest / cheapest / fastest gains; undertaking those actions first before moving onto lower priority actions.

PRIORITY SCORING			
	1	2	3
Cost	High	Medium	Low
Achievability	Hard / Long term	Ok / Medium term	Easy / Short term
Benefit	Low Impact	Med Impact	High Impact

Score	Priority
8 to 9	High
5 to 7	Medium
3 to 4	Low

Each action is also linked to a 'Scope'. The Greenhouse Gas Protocol⁴, which provides the most widely recognised accounting standards for greenhouse gas emissions, categorises emissions into the following three 'scopes':

Scope 1 Direct emissions from owned or controlled sources; those for which the Council has the highest level of control

⁴ <https://ghgprotocol.org>

- Scope 2** Indirect emissions from the purchase / use of electricity, steam, heating and cooling; those for which the Council can control the amount of energy consumed but not how the energy is produced or the emissions intensity
- Scope 3** All other indirect emissions that occur in the upstream and downstream activities of an organisation; those emissions for which the Council has the least control

Outstanding actions are provided at **Appendix C**, whilst completed or discarded actions are provided at **Appendix D**.

7. Consumption

'Consumption' covers the actions the Council aims to take to ensure the resources we consume during our everyday activities are reduced and delivered in a climate conscious manner, whilst maintaining service standards.

This will include the use of energy and supplies to maintain our buildings, parks and open spaces, as well as for the wider delivery of our services.

8. Waste

'Waste' covers the actions the Council aims to take to reduce, re-use and recycle waste products, created as part of the Council's activities, in the most sustainable manner possible.

9. Engagement

'Engagement' covers the actions the Council aims to take to engage with the local community, both residents and businesses, to feed in to the Council's own action plan, as well as to promote and encourage participation in climate initiatives and sustainable actions, including Wokingham Borough Council's Climate Strategy.

10. Offsetting

'Offsetting' covers the actions the Council aims to take to remove or offset carbon emissions from the atmosphere.

This will include ways in which the Council can improve biodiversity and increase carbon capture on our own land, as well as supporting appropriately certified carbon offsetting initiatives and projects further afield.

11. Strategic

'Strategic' covers the actions the Council aims to take to ensure a consistent approach is taken in our decision making and activities which puts the climate emergency at the core of our planning.

12. Delivery and Monitoring

Council Officers will deliver against the actions defined in this action plan, with a progress report on the outstanding actions presented to the Strategy & Resources Committee at each scheduled meeting.

This Action Plan will be fully reviewed by Officers and presented to the Strategy & Resources Committee for adoption each year, with the final version made publicly available on the Council's website⁵, along with the Town Council's carbon footprint report and the community carbon footprint report.

DRAFT

⁵ https://woodley.gov.uk/climate_emergency

A Carbon Footprint Report for the Council's activities has yet to be commissioned.

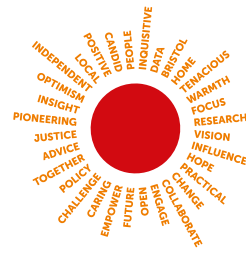
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APPENDIX B – Community Carbon Impact Report

The following Community Carbon Calculator report has been provided by [Impact](#).

Impact, an estimator of a community's carbon footprint that works for parishes, wards, district councils and unitary authorities, draws on more than 30 datasets to estimate the total amount of greenhouse gases produced directly and indirectly as a result of everyday human activities in the given locality - heating homes, using electricity, transport, producing and distributing food, disposing of waste, etc.

DRAFT



centre for
sustainable
energy

Carbon Footprint Report:

Woodley

Civil parish

02/04/2024

1. Your Footprint Report

Welcome to your carbon footprint report!

This report tells you about your community's carbon¹ footprint – both the scale of emissions and the main activities responsible for the emissions. This information comes from *Impact* – an online community carbon footprint calculator: <https://impact-tool.org.uk/>.

The tool was developed by the Centre for Sustainable Energy and the University of Exeter, initially to make carbon footprinting at parish level possible. Since its inception a number of improvements have been made, including the ability to look at different-sized geographical areas.

Your report shows both 'consumption based' and 'territorial' emissions, and also shows how your footprint compares with the district average and the national average.

It shows your 'territorial' and 'consumption' footprints.

There are two ways of viewing a community's carbon footprint: territorial-based, or consumption-based.

Territorial footprints consider the emissions produced within a geographical boundary – such as from heating buildings, transport, industry, and agriculture – regardless of whether the residents within the community are engaged in or demand those activities. For example, if a factory lies within the boundary of a local authority, then regardless of whether what is produced in the factory is consumed locally or exported to other parts of the country (or world), the factory's emissions would still be counted as part of that local authority's territorial footprint. A territorial footprint is largely created by taking national and local authority datasets and cutting these down to the local geography in as accurate a way as possible.

A consumption footprint captures all the emissions produced from the activities that the area's residents engage in, regardless of where geographically they occur. For example, emissions resulting from the food they eat, the clothes and household items they buy, the leisure activities they engage in, their travel behaviours, and the heating of their homes. The consumption-based footprint is based on household and address-level data, which is then aggregated up to the community level (rather than cutting down from a higher geography as with the territorial approach).

¹ A 'carbon' footprint, includes carbon dioxide as well as other gases which impact the climate.

Apples and pears.

Showing both territorial and consumption footprints gives you useful information, but it is important to recognise that the two footprints cannot be directly compared as they look at the question of 'where do our emissions come from' in different ways, using different methods, and with different datasets.

Take your footprint as a guide, not as complete fact.

The carbon footprints are modelled, drawing on data from more than 30 datasets (some of which are themselves made up of multiple further datasets!). As with all models, decisions have been taken in terms of what data is used, and how the data is 'cut' and analysed. The Impact footprints have been developed with the intention that they are as useful as possible, but remember to take them as a guide, not as complete fact.

If you would like more detail about the method and datasets, please read the Impact methodology paper: <https://impact-tool.org.uk/static/doc/Impact-methodology-paper-v2.2.pdf>.

You can also download the raw data here: <https://impact-tool.org.uk/download>

How does knowing our carbon footprint help us tackle climate change?

Footprint information can guide us to where we should target our efforts to reduce emissions and have the greatest impact. To help you think about what to do next with your footprint information, in each section of this report there are change targets for reaching net zero, and some questions to help you think about possible areas for action.

Note that these footprints are intended to raise awareness and improve understanding of the types of activities which contribute to emissions in any given area in order to stimulate individual and collective action. Local Authorities may well have carried out their own analysis and have made climate emergency declarations, drafted action plans, set out policies or be delivering schemes. We hope that the Impact tool can be used to complement this activity.

2. Your Community's Consumption Footprint

Your whole footprint

This figure shows the annual carbon emissions (measured in tonnes CO₂e²) emitted as a result of the different activities that residents within your parish's boundary engage in – from heating to eating.

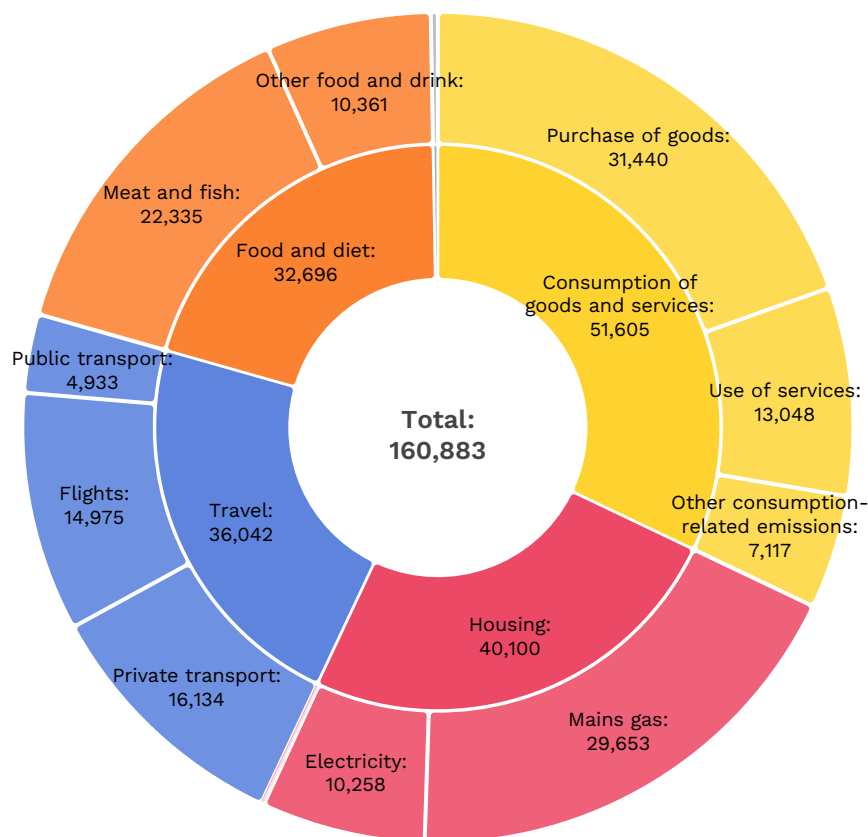
Housing
Emissions resulting from residents' use of energy in their homes.

Food and diet
Emissions resulting from the consumption of food and drink products by residents.

Travel
Emissions resulting from the transport choices & behaviours of residents.

Waste
Emissions resulting from the management of waste generated by residents.

Consumption of goods and services
Emissions resulting from the purchase of goods and the use of services by residents.



Goods – all household goods (not food), including homeware, toiletries, medicines, furnishings, electronic goods, appliances, & large items such as cars.

Services – use of services, including the maintenance and repair of home, vehicles and other equipment, banking and insurance, medical services, treatments, education costs, communications (e.g. TV, internet and phone contracts), and other fees and subscriptions.

Other – leisure, entertainment, sporting or social activities.

A breakdown of the numbers

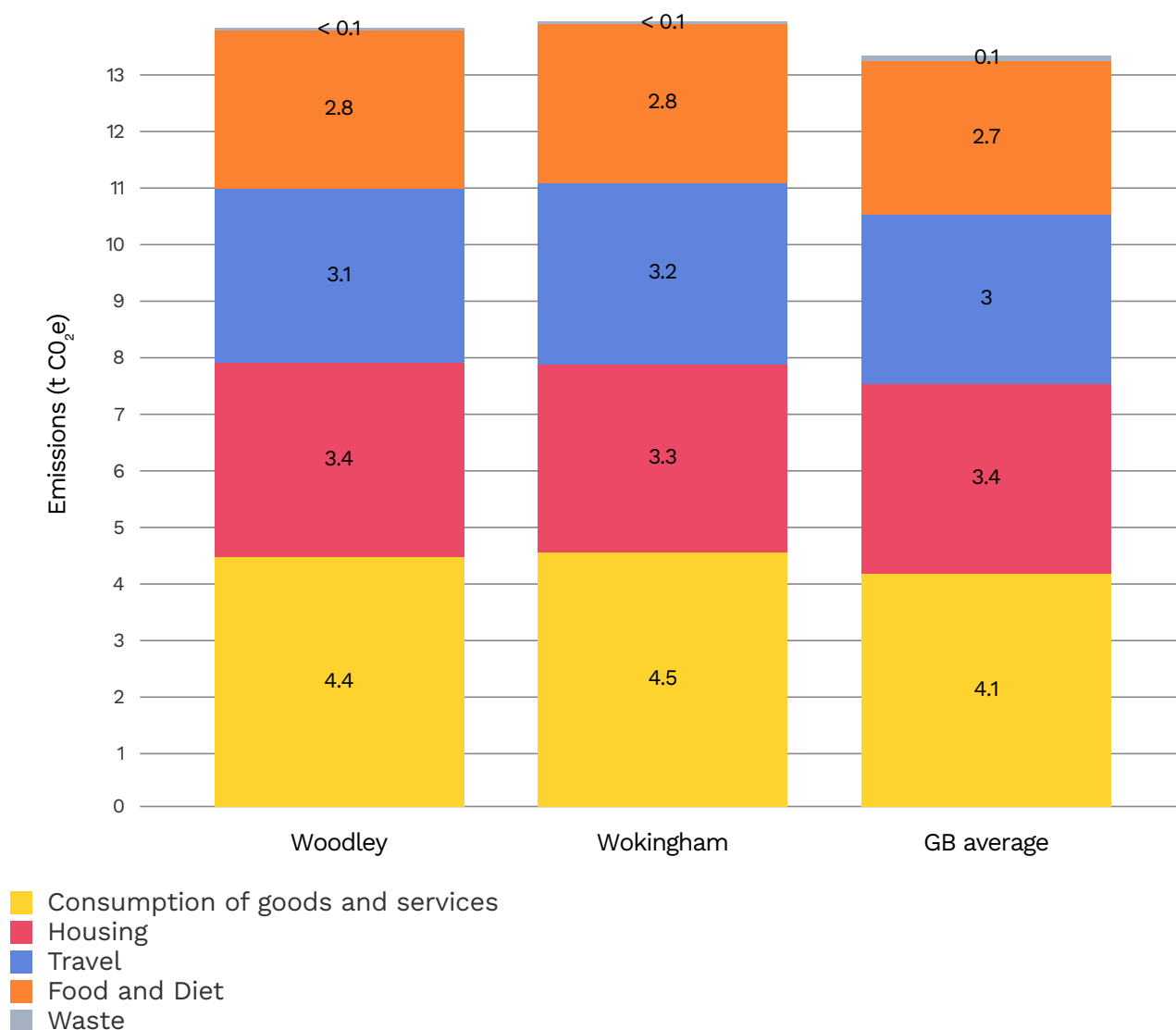
The table below shows your area's consumption footprint – total estimated emissions and per-household averages – so that you can see a breakdown of the numbers.

² CO₂e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

	Total emissions (t CO ₂ e)	Per-household emissions (t CO ₂ e)	%
Total emissions	160,883	14	100
Consumption of goods and services	51,605	4.4	32
Housing	40,100	3.4	25
Travel	36,042	3.1	22
Food and diet	32,696	2.8	20
Waste	440	< 0.1	< 1

How does your area compare?

Here is what the average consumption footprint for your area looks like per household, and how this compares with the district average and the national average. Note that these per household footprints are averages. Within a larger (e.g. local authority) area you may have neighbourhoods with very different per household consumption footprints and it will be worth looking at more granular data if you are planning area-specific initiatives or messaging.



Change targets:

- Hugely reduced energy demand from existing buildings, including heritage and older buildings
- Smarter and more flexible energy demand patterns, including uses of batteries for excess renewable energy to be stored for later use
- Decarbonised heat generation (this means using heat that has not been generated from fossil fuels e.g. instead is generated by a heat pump)
- New buildings and developments achieve net zero emissions (including associated new transport)

Your community's residents' use of energy in their homes results in annual carbon emissions per household of 3.4 t CO₂e. This compares with 3.3 t CO₂e at the district level and 3.4 t CO₂e at the national level. In the average UK home, 64% of energy is used for space heating, 17% for heating water, 16% for lighting and appliances, and 3% for cooking³. As such a large proportion of household energy is used for heating, the type of heating system (i.e. is it low carbon?), and how well the home retains heat, are critical factors shaping the scale of a home's emissions. How well a home retains heat depends on a number of factors, including: when and how it was built; how much insulation has been installed; how draughty the home is; the efficiency of the windows; and the behaviour of the residents.

Carbon footprints covering a large geographical area will encompass a range of smaller communities with different housing types and demographics. This will influence the types of activities which are most likely to be successful and have the greatest impact in terms of reducing emissions from housing.

Below are some questions to help you to start to think about the implications of your community's household footprint information.

- How does your community's household energy use compare with the the district and national averages? What might the reasons be for the differences?
- What type of housing is there in your community? And what is the main heating fuel (oil, gas, electricity, etc.)?
- Is the housing easily retrofitted to improve how well it retains heat and install low carbon heating? Do you know if residents are doing this? Are there already initiatives to increase demand and encourage and support residents to take action?

- What opportunities are there to retrofit community buildings?
- Many homes, public and commercial buildings have an Energy Performance Certificate (EPC) which measures the energy efficiency of the property. You can look at the EPCs of the buildings in your community here: <https://epc.opendatacommunities.org>
- Could you identify homes and buildings where the residents / owners have already made improvements, and showcase these – for example with an event?
- Have you explored local potential for renewable energy generation schemes, such as a solar farm, rooftop solar, or wind? Could a community owned (or jointly owned) initiative be possible?
- Are there opportunities to shift households, community buildings and businesses in your area onto green energy tariffs, where energy is generated from renewable sources?

Transport

Change targets:

- Reduced private car travel and a comparable increase in active travel (walking and cycling) and public transport use
- A complete shift to electric vehicles for remaining road mileage, after shifting a large proportion of private car journeys to other modes (public transport/active travel)
- Massively reduced air travel, particularly among frequent flyers

Car use: Residents' car use results in annual carbon emissions per household of 1.4 t CO₂e. This compares with 1.5 t CO₂e at the district level and 1.4 t CO₂e at the national level.

Air travel: Residents' air travel results in annual carbon emissions per household of 1.3 t CO₂e. This compares with 1.3 t CO₂e at the district level and 1.1 t CO₂e at the national level.

Public transport: Residents' use of public transport results in annual carbon emissions per household of 0.4 t CO₂e. This compares with 0.5 t CO₂e at the district level and 0.4 t CO₂e at the national level.

Below are some questions to help you to start to think about the implications of your community's transport footprint information.

- How do your community's car use-related emissions compare to public transport emissions? And how do these both compare with the district and national averages? What might the reasons be for the differences?
- Could existing or new community schemes help residents shift their transport behaviours to using public transport (if this is a choice) or more active travel options (e.g. electric bike hire or subsidised purchase schemes)? How could the impact of local initiatives be increased?
- Is there scope more strategically to influence provision of public transport (e.g. routes, frequency, fares, subsidies, low carbon fleets)?
- What is the provision of walking and cycling routes like? How accessible are local service centres and facilities to residents in different neighbourhoods? Is it possible for most households to access what they need without needing to use a car?
- What do you think are the key reasons for air travel in your community? Are there likely to be differences between residents of different neighbourhoods? It is worth noting that about 10% of England's population take more than half of all international flights – so trying to address 'frequent flying' is a good way to target any activities or communications campaign.

Food & diet

Change targets:

- Altered dietary patterns, especially reduced meat and dairy consumption, and a massive reduction in food waste
- Widely adopted land management practices that reduce emissions, increase soil carbon and protect and promote biodiversity

Meat and fish: Residents' consumption of meat and fish results in annual carbon emissions per household of 1.9 t CO₂e. This compares with 1.9 t CO₂e at the district level and 1.9 t CO₂e at the national level.

Other food and drink items: Residents' consumption of other food and drink items results in annual carbon emissions per household of 0.9 t CO₂e. This compares with 0.9 t CO₂e at the district level and 0.9 t CO₂e at the national level.

So, where do the emissions from our food actually come from? Without understanding this it can be difficult to know what we can do to change the carbon footprint of what we eat and drink.

Research shows us that changing **what** we eat will have a greater impact on carbon emissions than changing **where** our food has travelled from – although, of course, eating locally-produced food brings multiple other benefits such as supporting local economies, having more control over mandating more ethical and environmentally-beneficial growing practices, and creating opportunities for people to better understand where the food they eat comes from and how it's grown or made.

Whilst the emissions from a food item can really vary depending on how it is grown or reared, it is clear that animal products, and most significantly beef and lamb, account for the largest proportion of food-related emissions. Explore the BBC's Climate Change Food Calculator to better understand how food and drink items compare: <https://www.bbc.com/future/bespoke/follow-the-food/calculate-the-environmental-footprint-of-your-food.html>³.

Below are some questions to help you to start to think about the implications of your community's food and diet footprint information.

- How do your community's food and diet-related emissions compare with the district and national averages?
- Could you establish or support a behavioural change campaign to encourage people to reduce the amount of meat and dairy they consume? (It is critical that any community-based activity or communications campaigns around dietary changes is sensitive to concerns about farmers' livelihoods and people's cultural and traditional links to meat-eating).
- The amount of food wasted 'post-farm-gate' in the UK is equivalent to 22% of food purchased. What initiatives could raise awareness about food waste and encourage unwanted food to be redistributed (e.g. through a 'community fridge')?

Goods & services

Change targets:

- Decarbonised power generation (this means using electricity that does not come from fossil fuels e.g. instead is generated from solar panels)
- Hugely altered consumption patterns, buying less and re-using & repairing more

Goods & services: Residents' consumption of goods and use of services results in annual carbon emissions per household of 4.4 t CO₂e. This compares with 4.5 t CO₂e at the district level and 4.1 t CO₂e at the national level.

⁴ For further information, you can also read this Our World in Data (Oxford University) study: <https://ourworldindata.org/food-choice-vs-eating-local>

All goods that we buy will have had carbon emitted in their making (including the sourcing of raw materials), packaging, shipping and sale. Without clear carbon labelling, it is difficult to know the scale of emissions resulting from each item, but it is clear that with every new product made, more carbon is emitted (and more resources are extracted and sourced – which itself can have huge environmental and social impacts). Reducing how many *new* goods we buy in the first place is the best place to start in terms of reducing goods-related emissions; and then of course re-using and repairing items where goods are needed.

Carbon emissions from the services we use will relate to the energy used by that service provider (e.g. heating in a leisure centre, pub or hospital), as well as the carbon emitted as a result of goods they buy and use (e.g. gym equipment, vehicle repair machinery).

Here are some questions to help you to consider ways to reduce emissions attributable to goods and services:

- How do your community's goods and services-related emissions compare with the district and national average? What might the reasons be for the differences?
- Are there opportunities to: grow the second-hand market; enable residents to upcycle and repair household items; share larger/more expensive/rarely used items, such as power tools?
- Are there opportunities to encourage businesses to switch to green energy tariffs (where energy is generated from renewable sources), or to support local businesses who want to reduce their emissions (e.g. with cargo bike deliveries to replace vans; energy efficiency improvements to buildings to reduce heat demand; low carbon procurement policies; local sourcing and carbon-conscious materials)?

Waste

Change targets:

- Greatly increased recycling rates, achieving a 'circular economy', and taking unnecessary plastics and other packaging out of the waste stream.
- Widespread, actively managed and planned carbon capture and storage strategies.

Waste: The management of residents' waste results in annual carbon emissions per household of 0.04 t CO₂e. (Emissions associated with waste management are distributed out evenly across the population.)

The waste 'wedge' in your carbon footprint may look small, but remember that emissions from the *management* of waste only represent a small fraction of the total emissions associated with every item that ends up in our bins or recycling boxes. So reducing waste in the first place is critical.

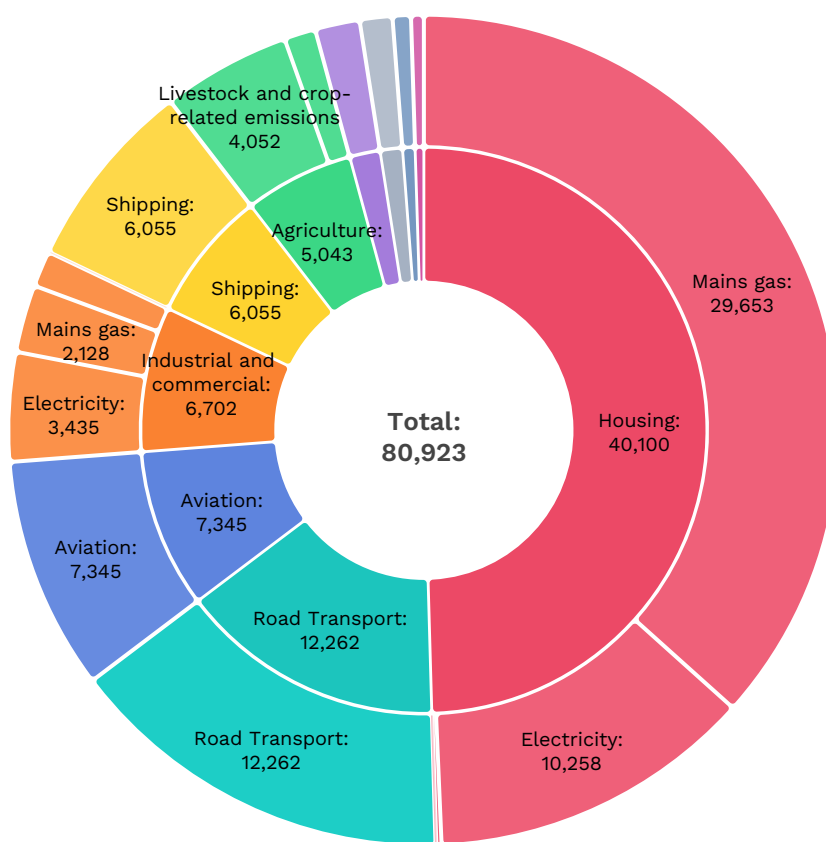
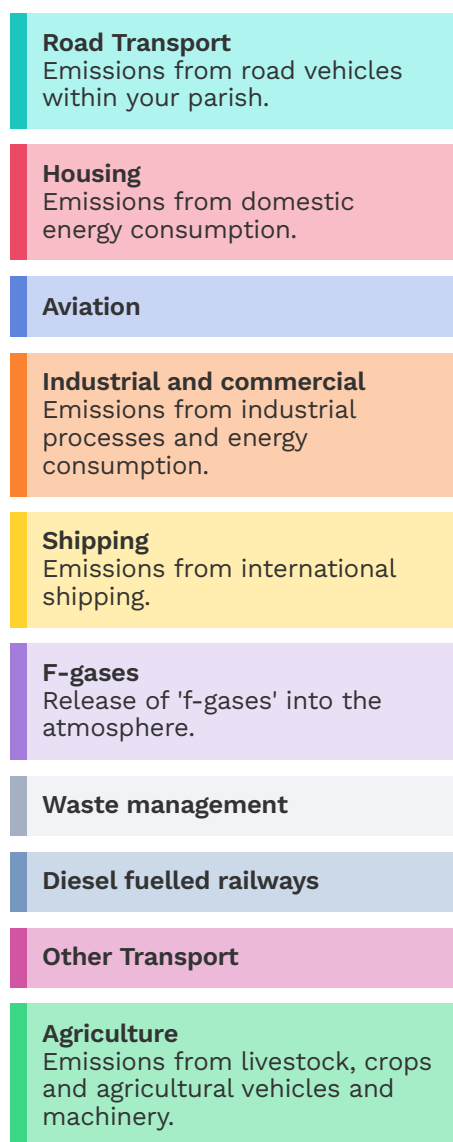
- What sort of messaging could be effective in helping to reduce the amount of waste being generated (e.g. avoiding plastic packaging, water bottle refills, home composting)?
- What initiatives are likely to be popular (e.g. local food boxes, repair cafes, swap shops)?

3. Territorial Footprint

Your whole footprint

This figure shows the annual carbon emissions (measured in tonnes) emitted as a result of activities taking place within your parish’s boundary.

While these figures should give you a reasonable indication of the major sources of emissions within your parish’s boundary, they should be taken with a small pinch of salt, as some sectors are difficult to apportion territorially. For example, emissions from international shipping are calculated for the whole country and apportioned to each parish based on its population. For more information, see the [Impact methodology paper](#).



A breakdown of the numbers

The table below shows your parish’s territorial footprint – total and per-household averages – so that you can see a breakdown of the numbers.

	Total emissions (t CO ₂ e)	Per-household emissions (t CO ₂ e)	%
Total emissions	80,923	7	100
Housing	40,100	3.5	50
Mains gas	29,653	2.6	37
Electricity	10,258	0.9	13
Oil	163	< 0.1	< 1
Biomass	18	< 0.1	< 1
Coal	4	< 0.1	< 1
LPG	3	< 0.1	< 1
Road Transport	12,262	1.1	15
Aviation	7,345	0.6	9
Industrial and commercial	6,702	0.6	8
Electricity	3,435	0.3	4
Mains gas	2,128	0.2	3
Other Fuels	1,133	0.1	1
Large industrial consumers	6	< 0.1	< 1
Shipping	6,055	0.5	7
Agriculture	5,043	0.4	6
Livestock and crop-related emissions	4,052	0.4	5
Fuel	992	0.1	1
F-gases	1,409	0.1	2
Waste management	1,028	0.1	1
Diesel fuelled railways	576	< 0.1	1
Other Transport	402	< 0.1	< 1

Below are some questions to help you to start to think about the implications of your community's territorial footprint information.

- Are there particular sectors which account for a high proportion of the territorial emissions in your community?
- Based on your knowledge, are these sectors surprising or are they what you would expect?
- Who are the key stakeholders you would need to engage with to address the emissions from the highest emitting sectors?
- For example – for agricultural emissions can you engage with local land owners, or the NFU/other farmer groups to understand what is happening in your area to reduce emissions from agriculture? For industrial and commercial emissions, are there ways that businesses could be supported with reducing their emissions? For road transport what changes would be needed to improve public and active travel links?

4. Sources of information

There are lots of sources of support and information on how to reduce carbon footprints – too many to list here! Here is an introductory range of resources that we hope will help you take your next steps now that you know your carbon footprint. Most of these contain many other links relevant to the topic under discussion:

CSE resources

- Support for town and parish councils:
<https://www.cse.org.uk/my-community/support-for-town-and-parish-councils>
- Future Energy Landscapes: a community consultation method to start a conversation about renewables in your area:
<https://www.cse.org.uk/my-community/community-projects/future-energy-landscapes-community-consultation-method>
- Community Retrofit Guide:
<https://www.cse.org.uk/resource/community-retrofit-guide>
- Funding for your community project or building:
<https://www.cse.org.uk/resource/funding-for-your-community-project-or-building-2>
- Climate action support for town and parish councils:
<https://www.cse.org.uk/my-community/support-for-town-and-parish-councils>
- Home energy factsheets:
<https://www.cse.org.uk/resource/home-energy-fact-sheets>
- Neighbourhood Planning in a Climate Emergency guide:
<https://www.cse.org.uk/my-community/engagement-planning/neighbourhood-plans>

Engaging and communicating

- Britain Talks Climate is an evidence-based toolkit designed to support any organisation that wants to engage the British public on climate change:
<https://climateoutreach.org/britain-talks-climate/>
- Place standard tool. This is an engagement tool developed by Public Health Scotland provides a simple framework to structure conversations about place, based around 14 questions. There is a climate focused version of the tool as well.
<https://www.ourplace.scot/About-Place-Standard>

Other resources

- The National Association for Local Councils has also produced a list of case studies of local councils doing work on the climate emergency:
<https://www.nalc.gov.uk/library/our-work/climate-change/3297-climate-change-case-studies/file>
- Ashden Trust, tools for councils:
<https://ashden.org/sustainable-towns-cities/tools-for-councils>
- The Community Works, offering links to expert advice on local change and climate action:
<https://www.thecommunityworks.co.uk>
- Hubbub, climate action resources:
<https://hubbub.org.uk>
- Possible, climate action resources and case studies:
<https://www.wearepossible.org>
- Community Energy England:
<https://communityenergyengland.org>

APPENDIX C – Outstanding Actions

CONSUMPTION



C1 - SWITCH ALL ENERGY ACCOUNTS TO 100% RENEWABLE SOURCED ENERGY

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install Solar Panels at Coronation Hall.		2	2	2	6	By 2027	No progress at this stage. Aim to consider solar panels & battery to make building self-sufficient
Move to 100% 'green' gas - from renewable sources.		3	3	3	9	Feb-23	All gas accounts changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral, the energy is only partially sourced from renewable sources. The remainder is carbon offset through projects elsewhere. Continuing to aim to move to 100% 'green' energy.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install LED Lighting at The Oakwood Centre		2	2	2	6	By 2026	Phase 1 works carried out – LED spot lighting installed in corridors, toilets, café, meeting rooms. Phase 2 – Wall uplighters in offices, halls and café – planned for 2024/25.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
							Phase 3 – Strip lighting across building – planned for 2025/26. Theatre lighting to be considered separately.

C3 - HARVEST RAINWATER FROM COUNCIL BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install harvesting systems in all possible locations at the Oakwood Centre.		1	3	2	6	By 2023	Harvesting tank installed – 2022. Monitoring capacity of tank; will consider other locations / increased capacity if tank does not meet demand.
Install modular units at the allotment site		2	1	1	4	By 2026	Modular units £1k-1.5k per unit (2022) – 3 or 4 needed. Investigating other, more suitable / beneficial harvesting options, including personal water butts / bore hole.
Move to using grey water for flushing toilets, irrigation etc		1	1	2	4		Unable to use grey water at the Oakwood Centre due to nature of the building. Will ensure consideration is given in other buildings.
Install harvesting system at Coronation Hall		1	2	1	4	By 2026	Will be considered in light of potential future project to refresh the community orchard.
Install harvesting system at WPLC		1	2	1	4	By 2029	To be considered as part of wider redevelopment plans at WPLC.

C4 - REDUCE PETROL/DIESEL CONSUMPTION OF GROUNDS MAINTENANCE MACHINERY/OPERATION							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Move to electrical trimmers / mowers		2	1	1	4	By 2029	Electric models currently cost-prohibitive, when comparing power/size/durability with petrol models, but will continue to be considered as and when replacements are needed.
Move to electrical maintenance vehicles		1	2	2	5	By 2030	Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.

C5 - REDUCE CARBON FROM STAFF COMMUTING TO WORK BY CAR							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Introduce cycle to work schemes		3	1	1	5	By 2025	Review potential cycle to work schemes for staff that drive to work.
Install EV charging points in Council car parks		1	2	3	6	By 2028	Review government grant opportunities

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Ensure plastic free procurement		2	2	1	5	Ongoing	Already take into account environmental impact when considering purchases, including avoiding plastic where possible.
Move to a paper free office environment		2	2	1	5	Ongoing	Carbon neutral officer paper is now purchased. Printing is reduced where possible through changes in practices and more effective electronic working.

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Procure from local / lowest carbon producing suppliers		3	2	1	6	Ongoing	All managers now request environmental policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.

DRAFT

WASTE



W1 - REDUCE WASTE SENT TO LANDFILL

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Develop plan by service / building to move toward zero waste to landfill		2	2	2	6		The Council has changed waste contractor and we are working with them to increase our recycling rate.
Introduce recycling points at Council buildings (ie Terracycle)		2	3	2	7	By 2024	Considering signing up to teracycle schemes and utilising Council buildings as recycling hubs for non-household recyclables.
Install segregated litter bins in parks and buildings		2	1	1	4	By 2025	Segregated litter bin trialled successfully in Malone Park in 2023. Plan to install across other parks in phases.

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach		3	2	1	6	By 2025	No progress to date.
Eradicate use of plastic cups		3	3	1	7	By 2024	Plastic cups provided for clients - Recycling bins located in the office areas and plastics recycled with cardboard (mixed recycling).

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Provide internal / external water points for refilling water bottles		1	2	2	5	By 2025	Water refill station to be installed at WPLC during 2024/25.
Provide staff with 'keep cups'		3	3	1	7	By 2024	

W3 - ERADICATE CARBON RELEASE FROM BURNING/BONFIRES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Prohibit bonfires at allotment site		3	2	1	6		Tenancy agreement changed for 2025 to prohibit bonfires, but consultation ongoing with tenants to re-consider this, and explore options and alternatives.

ENGAGEMENT



E1 – RUN CARBON NEUTRAL EVENTS

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Reduce / offset carbon related to running Town Centre events including markets		3	2	1	6	By 2025	Need to review with Town Centre Manager.
Consider impact of events, including those run by external hirers (ie funfairs), on Council land, and consider possible carbon offsets		2	2	1	5	By 2025	No progress to date.

E2 - ENCOURAGE BEHAVIOUR CHANGE

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.		2	1	1	4	By 2024	Discussions taking place with WBC to run joint climate exhibition on late autumn, 2024.
Work with Woodley Town Centre Partnership on local business initiatives and involvement		3	2	2	7	Ongoing	No progress to date.

E3 - PARTICIPATE IN AND PROMOTE WIDER INITIATIVES E.G. WOKINGHAM BOROUGH COUNCIL CLIMATE EMERGENCY PLAN

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Continue to promote initiatives on Council's Climate Emergency Information Hub, and ensure this is kept up to date.		3	3	1	7		

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Involve relevant staff in the preparation of the action plan, and ensure all staff are aware of its contents and take ownership of actions in their area of responsibility.		3	2	2	7	Ongoing	Staff involved in the creation of this action plan, and all staff provided with plan. More work to be done to ensure on-going ownership of items, including regular catch-up meetings.
Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process.		2	2	1	5	Ongoing	More work required to publicise Council's new Climate Emergency Information Hub, and to encourage residents to feed into this.
Provide a Councillors 'Sign Up' to gain active support of the plan from individual Town Councillors.		3	2	1	6	By 2025	No progress as yet.

OFFSETTING



O1 – INCREASE TREE PLANTING							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Plant trees on Council land		2	2	2	6	Ongoing	Option to purchase memorial trees in Woodford Park provided. Trees planted regularly. Consider introduction of formal bio-diversity plan.
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)		2	2	2	6	Ongoing	Local and national initiatives to be publicised through the Council's Climate Emergency Information Hub.
Use of moss for carbon capture		2	1	1	4		Need to consider the feasibility / benefit, then cost up

STRATEGIC



S1 – INTRODUCE APPROPRIATE POLICIES & STRATEGIES TO SUPPORT THE CLIMATE EMERGENCY DECLARATION

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Strategy & Resources Committee.		3	2	2	7	Ongoing	
Implement a Council Strategy for Cycling, with the aim of improving infrastructure and encouraging cycling.		2	2	2	6	By 2024	Strategy for Cycling adopted by Council (via Leisure Services) in 2023. Working group set up in 2024 to consider implementation of strategy.
Create a Biodiversity Action Plan		3	2	1	6	By 2025	No progress as yet

S2 – PROVIDE SUITABLE TRAINING & ENCOURAGE A GREEN MINDSET

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Provide carbon literacy training for all Councillors and officers		2	2	1	5	By 2025	
Ensure any new buildings or major refurbishments are designed to include the use of sustainable materials, low operational energy and integration of renewable technologies.		1	1	3	5	Ongoing	

APPENDIX D – Completed / Discarded Actions

CONSUMPTION



C1 - SWITCH ALL ENERGY ACCOUNTS TO 100% RENEWABLE SOURCED ENERGY

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Move to 100% renewable energy supply / offset electricity contracts when up for renewal.						Apr-21	Electricity provided from 100% renewable sources.
Install Solar Panels at the Oakwood Centre							Completed
Move away from air conditioning units at Woodford Park Leisure Centre.		1	2	1	4		No realistic alternatives available at this time.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install LED Lighting at WPLC (Sports Hall)							Completed
Install LED Lighting at WPLC (Flood Lights)							Completed
Install LED Lighting at Chapel Hall							Completed
Install LED Lighting at Coronation Hall							Completed
Install LED Lighting at WPLC (gym / reception / refurbished office)							Completed
Convert all Council Street Lights to LED							Completed

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install LED Lighting at Grounds Depot Tractor Shed							Completed

C3 - HARVEST RAINWATER FROM COUNCIL BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Installing water butt at Woodley Bowls Club		2	2	1	5	Mar-23	Part of new irrigation system project
Install harvesting system at north end of Oakwood Centre building (Area of most use)							Completed
Install harvesting system at Grounds Depot							Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.
Install harvesting system at Chapel Hall		1	2	1	4		Removed from action plan - limited benefit as no reuse of water in that area/building.
Install harvesting system at new vehicle storage building in Maintenance Yard							Completed

C4 - REDUCE PETROL/DIESEL CONSUMPTION OF GROUNDS MAINTENANCE MACHINERY/OPERATION							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Cease burning green waste							No green waste is burned – all is reused on site or disposed of in green waste skip.
Introduce low intensity land management areas (ie grass areas which are not mown to encourage wildlife)		3	2	2	7	By 2024	Low intensity areas now introduced – more will be considered as and when they appear suitable.

C5 - REDUCE CARBON FROM STAFF COMMUTING TO WORK BY CAR							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Investigate the long term potential for home working / reduced & flexible office working							Most staff that are able to effectively work from home are doing so and and combining this with office working to suit the needs of the role/business.

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

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WASTE



W1 - REDUCE WASTE SENT TO LANDFILL

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Plastics / Cardboard recycling at the Oakwood Centre / WPLC							Implemented
Food waste recycling centre in Council Offices at The Oakwood Centre							Staff implemented - food waste bin installed, food waste taken home to be recycled by staff
Move to using 100% recycling material for litter bin / dog bin liners							All purchased public litter bin / dog bin liner bags are now produced from 100% recycled material. Bag use is currently unavoidable but from recycled sources.

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

W3 - ERADICATE CARBON RELEASE FROM BURNING/BONFIRES

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
No green or other waste burned as part of Council service delivery / operations							Completed

ENGAGEMENT



E1 - CARBON NEUTRAL EVENTS

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

E2 - ENCOURAGE BEHAVIOUR CHANGE

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement.						Aug-20	Completed
Promote behaviour change with suppliers							All managers now request environment policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.
Create dedicated Climate Emergency webpage on WTC website							Completed
Publish 'Herald' dedicated to the Climate Emergency							Completed
Hold Annual Town Meeting dedicate to the Climate Emergency						May-22	Completed

E2 - ENCOURAGE BEHAVIOUR CHANGE							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Enhance WTC webpage to include Borough and nationwide initiatives and information.		2	2	2	6	By 2024	Climate Emergency Information Hub published on website March 2024. Information / initiatives will continue to be added

E3 - PARTICIPATE IN AND PROMOTE WIDER INITIATIVES E.G. WOKINGHAM BOROUGH COUNCIL CLIMATE EMERGENCY PLAN							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Meet with WBC Climate Officers							Officers have attended WBC Climate Emergency meetings to make presentations / share information.
Set up Cycling in Woodley Working Party							Completed
Engage with Wokingham Borough Council's Climate Action Working Group							WTC has a representatives on the Working Group
Promote WBC's Climate Emergency Action Plan, and work with WBC to assist with promoting their initiatives.		3	2	1	6	By 2024	Initiatives publicised as part of Council's Climate Emergency Information Hub (website) and re-posted on social media. Engagement with WBC's Climate Emergency Team in March 2024 regarding future joint working opportunities.

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Approve the Climate Emergency Action Plan through the Leisure Services Committee.							Completed
Declare Climate Emergency						Oct-19	Completed

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH							
Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Set up Climate Emergency Working Party							Climate Emergency Working Party appointed – reporting to the Leisure Services Committee.

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OFFSETTING



O1 – TREE PLANTING

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

DRAFT

STRATEGIC



S1 – INTRODUCE APPROPRIATE POLICIES & STRATEGIES TO SUPPORT THE CLIMATE EMERGENCY DECLARATION

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

S2 – PROVIDE SUITABLE TRAINING & ENCOURAGE A GREEN MINDSET

Actions	Scope	PRIORITY SCORING				Completion Date	Comments
		Cost	Achievability	Benefit	Score		

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CLIMATE ACTION WEEK REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider running a 'Climate Action Week' in collaboration with Wokingham Borough Council (WBC) in November 2024.

Background

In December 2023 Full Council approved a motion asking the Annual Town Meeting Sub Committee to evaluate the concept of taking advantage of the Annual Town Meeting in order to share ideas for developing additional practical actions within the community in line with the Council's Climate Emergency action plan (FC 5 Dec 2024 - minute 67.3).

At their first meeting, the sub committee determined that the Annual Town Meeting, due to take place on 23 May 2024, should have a climate focus, with the Council seeking a speaker to provide a presentation on climate change. At the same time, it was suggested that the Council might hold a climate exhibition during the day in the lead up to the meeting.

Following the sub committee meeting, discussions were held with WBC's Climate Emergency Team at which the opportunity of delivering a joint, resident focused, climate emergency event was raised, utilising the knowledge and experience of Wokingham's specialists with the resources of the Town Council. As it was felt May was too soon to deliver such an event effectively, the Annual Town Meeting Sub Committee determined at their meeting on 5 March not to hold an exhibition on the day of the Annual Town Meeting, and asked for Woodley and Wokingham officers to explore joint event options.

Proposal

After further discussions between Town Council and WBC officers, it is proposed that the Town Council, in collaboration with Wokingham Borough Council, run a number of climate focussed events and activities over a 'Climate Action Week', coinciding with the COP29 UN Climate Conference in Baku, due to run from 11 - 22 November 2024.

Whilst nothing has been committed to at this stage, the following are some of the potential events which Officers believe could be run during the Climate Action Week:

- **Primary Schools Eco Project** – Groups of children from local primary schools, taking part in an eco-based project, to be judged by the Town Mayor at an event at the Oakwood Centre.
- **Secondary Schools Climate Ambassadors Meeting** – Arranging a meeting with a number of secondary school age children, at which, attended by Borough & Town Councillors can also attend, and climate issues and initiatives are discussed from the perspective of the young people (could coincide with the introduction of a Youth Council).
- **Youth Organisation Biodiversity Project** – Inviting a number of youth organisations to help with the planting of the new Community Orchard in Woodford Park, with the formal opening then taking place during the Climate Action Week.
- **Webinars** – Arranging free webinars on climate initiatives for residents; e.g. EV vehicles.
- **Litter Pick** – Organising (or working with Woodley Adopt A Street to organise) a community litter pick event.
- **Repair Café** – Working with Woodley Repair Café to run an event.
- **Energy Advice Session** – Work with Citizen's Advice to provide an energy advice session in the town centre.

- **Charity Shop Drive** – Working with local charity shops to encourage residents to donate clothes and other items, promoting recycling
- **Coffee and Climate Chat** – Session, run by WBC Climate Officers
- **Theatre Presentation Day** – A day of rolling presentations, webinars, films promoting climate initiatives, held in the Alan Cornish Theatre at the Oakwood Centre.

This list is not exhaustive, and other ideas will be investigated. Some options will also be reliant on getting agreement from organisations for support.

It should also be noted that the success of the Climate Action Week will be reliant on close, collaborative working between Town Council and WBC Officers, as WBC's Climate Emergency Team are specialists in this area and have the knowledge, expertise, and contacts to help the Town Council to pull this together.

Impacts

Resource Impacts

The Council will need to utilise rooms to run events, potentially leading to loss of income; however, this should be limited as room requirements will be flexible enough in most cases to enable the utilisation of vacant spaces.

Organisation and co-ordination can be managed within existing staffing resource. Additional funding, to support publicity / marketing / awards / prizes etc., may be required; assuming approval, funding will be sought from the Climate Emergency earmarked reserve.

Equality Impacts

There are no other equality impacts identified.

Environmental Impacts

Running these events will meet the requirements of the Council's Climate Emergency Action Plan, and aims to help reduce residents' impact on climate change.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the running of a 'Climate Action Week', in collaboration with Wokingham Borough Council, in November 2024**

FIXED ASSET POLICY

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to approve the Fixed Asset Policy as appended to the report.

Background

The Council has always maintained a fixed asset register in accordance with the relevant legislation. The Internal Auditor has recommended that the format of the register be reviewed and that the Council should formally approve a Fixed Asset Policy, which sets out how the Council's assets are managed and recorded.

A draft Fixed Asset Policy is attached at **APPENDIX A**. The policy sets out the principles for recording the Council's assets – over the value of £1,000 in value, and also the process for disposal of assets as required. Officers are reviewing the format of the asset register to ensure consistency and compliance with the policy.

Impacts

Resource Impacts There are no resource impacts identified
Equality Impacts There are no equality impacts identified
Environmental Impacts There are no environmental impacts identified

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the Fixed Asset Policy.**



Fixed Asset Policy

DRAFT

Version	1.1
Created by	Kevin Murray – Town Clerk
Date approved	

1. Introduction

- 1.1 Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year.

2. Scope of the Asset Register

- 2.1 The fixed asset register has four main purposes:

- It forms a basis for completion of box 9 in the 'Annual Return.'
- It forms a basis for decisions on risk and insurance issues.
- It provides information on the age and potential lifespan of certain items.
- It provides assurance of the continued existence of Woodley Town Council's property.

The Register will be approved and adopted by Woodley Town Council on an annual basis but it is a working document which will be updated and amended by the Council's Responsible Financial Officer as necessary throughout the year.

The definition of fixed assets is "property, plant, machinery and equipment with a useful life of more than one year and which is used by Woodley Town Council to deliver its services".

In order to ensure transparency and reasonableness, the following items are included in the Register, irrespective of whether they were purchased, gifted or otherwise acquired, together with their holding location:

- land and buildings held freehold or on long term lease in the name of the Council
- community assets
- vehicles, plant and machinery
- assets considered to be portable, attractive or of community significance

- 2.2 The values indicated in the asset register will inform the 'total fixed assets' section of the Annual Return.

- 2.3 The following items fall outside the definition for inclusion and are therefore excluded from the Register:

- Assets rented or loaned to the Council
- Assets owned by charitable trusts where the Council is the trustee

- Items held for resale, i.e. stock
 - Consumable items or items with a useful life of less than a year
 - Cash and short term investments
 - Intangible assets
- 2.4 In accordance with good practice, the Council has set a de minimus level of £1,000 below which expenditure will not generally be capitalised. This will include multiples that exceed £1,000 in value. All expenditure above the de minimus level will be deemed capital expenditure and added to the fixed asset register.
- 2.5 An annual inspection of the fixed asset register will occur to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated promptly by the RFO. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register.
- 2.6 The asset register and schedule of disposals will be reviewed annually by the Strategy and Resources Committee and then approved by Full Council.

3. Valuation of Assets and the Fixed Register

- 3.1 Once recorded on the fixed asset register, the value of assets must not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local councils: A Practitioner's Guide (England) 2017)
- 3.2 Assets must be valued by one of the following means based on available information:
- Actual purchase price (where known)
 - Proxy (estimated purchase price) value, where actual purchase price is not known
 - Nominal value of £1. This should be used for assets gifted or transferred to the Council

4. Valuation of assets for insurance purposes

- 4.1 The fixed asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of the item and not the purchase price or market value. The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five to seven years to ensure the appropriate level of insurance is held.

5. Asset disposals

- 5.1 Assets will be disposed of in a manner that ensures the Council achieves the best net value of the asset.
- 5.2 Disposals will be conducted in an efficient, effective and transparent manner.
- 5.3 All asset disposals will be appropriately authorised by The Town Clerk for assets valued at £1000 or below and the Policy and Resources Committee for assets valued above £1000, and adequately documented in the Asset Disposal Register.
- 5.4 Disposal processes will ensure that assets that are sold or scrapped are removed appropriately from the asset register and financial records and will facilitate appropriate stewardship of assets.
- 5.5 Council Officers and Members must not be advantaged over members of the public.
- 5.6 At no time will any assets be disposed of directly to Officers and/or Members. Officers and/or Members may purchase an asset in an open tender process provided they have no decision making involvement in the disposal process.
- 5.7 All disposals of assets will be through an open, fair and transparent process. Wherever possible this will be achieved by open tender.
- 5.8 Independent appraisals of value will be obtained for higher value assets prior to their disposal as set out in the procedures.
- 5.9 There may be occasions where assets have only a nominal value and are obsolete to the Council, but may be of use to another organisation e.g. a charity. In these instances the Town Clerk will take a report to the Strategy and Resources Committee to seek approval for disposal outside the normal scope of this policy.

OUTDOOR SPORTS HIRE RATES**REPORT OF THE TOWN CLERK****Purpose of Report**

To ask Members to consider approving additional hire rates in relation to outdoor sports at Woodford Park Leisure Centre.

Background

Proposed charges in relation to leisure facilities are approved annually as part of the budget setting process. The charges in relation to outdoor sports for 2024/25, as approved by Full Council on 6 February 2024, are attached at **Appendix A**.

A recent internal audit highlighted rates which are applied to bookings that have not formally been approved as part of the budget setting process.

3G Pitch Partner Clubs Hire Rate

Since the inception of the Council's 3G pitch, partner clubs, which include Woodley United FC and Woodley Wanderers, have been charged the off-peak rate for pitch hire at all times. Peak rates are charged on all other bookings on weekdays between the hours of 6pm and the close of the centre.

Mini-Pitch Hire Rate

Historically, a 'mini-pitch' hire rate has been applied to smaller grass football pitch bookings for younger children, for whom a full pitch match rate was not deemed appropriate; this includes Berkshire Youth Development League matches on Saturday mornings. In 2023/24, the sum charged was £13.00 per hour.

Proposal

Officers are recommending the following hire rates are formally approved for 2024/25:

- (3G Pitch) Partner Club rate = £73.00 ph (equivalent to the approved off-peak rate)
- (Football & 3G Pitch) Mini-pitch rate = £13.00 ph

It is recommended that the mini-pitch rate be applied to both grass and 3G pitches to aid the Leisure Services Manager in optimising 3G pitch bookings.

Impacts

Resource Impacts
There is no resource impact as these rates have already been in operation.
Equality Impacts
There are no other negative equality impacts identified.
Environmental Impacts
There are no environmental impacts identified

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members recommend the introduction of hire rates, as set out in the report, to the Strategy & Resources Committee.**

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	Sports Park £74.00.
Under 18 (11vs11)	£ 40.00	£ 42.00	OTS	£ 2.00	5.0	Sports Park £49.50.

NETBALL (P/H)						
Peak	£ 23.00	£ 24.00	OTS	£ 1.00	4.3	Sports Park £35.50.
Off Peak	£ 18.00	£ 19.00	OTS	£ 1.00	5.6	Sports Park £28.50.

TENNIS (P/H)						
Peak (HH Member)	£ 8.00	£ 8.50	OTS	£ 0.50	6.3	Sports Park £8.50.
Peak (Non Member)	£ 13.00	£ 13.50	OTS	£ 0.50	3.8	South Reading £6.15. Loddon Valley £11.00. Sports Park £10.50.
Off Peak (HH Member)	£ 5.50	£ 5.80	OTS	£ 0.30	5.5	Sports Park £7.00.
Off Peak (Non Member)	£ 6.50	£ 6.80	OTS	£ 0.30	4.6	South Reading £6.15.

3G PITCH (P/H)						
Peak (full pitch)	£ 98.00	£ 100.00	OTS	£ 2.00	2.0	Sports Park £108.00 (11vs11).
Off Peak (full pitch)	£ 71.00	£ 73.00	OTS	£ 2.00	2.8	Sports Park £95.50 (11vs11).
Peak (5-a-side)	£ 41.00	£ 42.00	OTS	£ 1.00	2.4	South Reading £42.00 (anytime). Palmer Park £56.00. Sports Park £62.00. Goals £75.00.
Off Peak (5-a-side)	£ 28.00	£ 29.00	OTS	£ 1.00	3.6	Palmer Park £30.00. Sports Park £49.50. Goals £66.50.
Community (5-a-side)	£ 21.00	£ 21.50	OTS	£ 0.50	2.4	Goals £45.00 (Friday evening and weekend rate).

**PAGE 130 HAS BEEN OMITTED AS
THE CONTENT IS CONFIDENTIAL**