

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 24 January 2023 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); J. Anderson; A. Chadwick; M. Doyle; C. Jewell; P. Wicks;*

**Officers present:** *K. Murray, Deputy Town Clerk; M. Filmore, Committee Officer;*

**Also present:** *3 members of the public*

61. **APOLOGIES**

Apologies for absence were received from Councillors Brindley, Lewis and Rowland.

62. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

63. **MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2022**

**Minutes 41 b)**

In response to a query, the Deputy Town Clerk confirmed he had yet to ascertain answers to the questions posed at the last Committee meeting regarding payments in September and October 2022.

**Minute 45**

The Deputy Town Clerk stated that no further progress had been made with updating the Climate Emergency section of the Town Council's website.

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 22 November 2022 be approved and signed by the Chairman as a correct record.

64. **SUB COMMITTEE AND WORKING PARTY MEMBERSHIP**

**RESOLVED:**

- ◆ To note that the following appointments have been made by the Labour & Independent group:
  - Investments Sub Committee – Councillor Nagra
  - Personnel Sub Committee – Councillor Doyle
  - PR & Marketing Sub Committee – Councillor Doyle
  - Risk Management Sub Committee – Councillor Doyle
  - Standing Orders & Financial Regulations Sub Committee – Councillor Nagra
  - Youth Services Working Party – Councillor Al-Sanjari

65. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 1/23.

**RESOLVED:**

- ◆ To note Report No. SR 1/23.

b) **Payments**

The Deputy Town Clerk confirmed that the payment made to Brown Bag Café Ltd in November 2022 related to the provision of catering services to the Council and hirers of meeting rooms.

In relation to the payment of £524.99 towards the purchase of shuttlecocks, Members noted that these were for stock to be sold by the Leisure Centre.

With regards to the purchase of weekly newspapers, the Deputy Town Clerk advised Members that articles relating to the Town Council and Woodley were cut out and saved for the Council's records. Members suggested this could be achieved electronically and requested this be included in the next agenda for the PR & Marketing Sub Committee to consider.

Following a query regarding the high number of refunds processed, the Deputy Town Clerk confirmed that the Council operates a refundable deposit process for hirers which accounts for the majority of payments, although a small number of refunds would relate to cancellations.

**RESOLVED:**

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

	Current account	Imprest account
November 2022	£111,606.89	£76,594.91
December 2022	£110,717.78	£60,251.60

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

c) **PSDF Funds**

Members noted that the return on investment in the first 6 months was around 1%. Following a query as to whether this was a good return, Members acknowledged that the funds, which are primarily to pay off the Oakwood Centre building loan, had been placed in a very secure investment, and that it was therefore expected the return might be lower than in other, higher risk, accounts.

**RESOLVED:**

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

66. **OAKWOOD CENTRE INCOME UPDATE**

The Deputy Town Clerk presented the Oakwood Centre room hire and catering income updates. Members approved of the new format, and noted that income levels had recovered following the pandemic.

**RESOLVED:**

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

67. **RISK MANAGEMENT SUB COMMITTEE**

67.1 **Risk Management Strategy**

Members considered the revised 2023/24 Risk Management Strategy. They noted that only minor changes had taken place to the document, specifically relating to wording used around the Covid pandemic, where the Sub Committee had determined to update to the terminology to be more general than referring specifically to Covid-19.

Members requested that in future, amended documents highlight the changes made in order that these can be more easily identifiable.

**RESOLVED:**

- ◆ To note Report No. SR 2/23.

**RECOMMENDED:**

- ◆ That Council adopt the 2023/24 Risk Management Strategy, attached at **Appendix C.**

Voting: For: 6 Against: 0 Abstentions: 0 No Vote: 0

67.2 **Risk Register**

The Deputy Town Clerk presented the Risk Register, highlighting that the Sub Committee had reviewed each line extensively at their last meeting.

Members highlighted some incorrect formatting with regards to risk scores, which the Committee Officer committed to correcting. They also requested that actions / comments included on the register be provided with a date in future.

In response to a query regarding why risks relating to Covid remained on the risk register, the Deputy Town Clerk confirmed that this was the decision of the Sub Committee. Members recommended that the Sub Committee consider removing these when the register is next reviewed. They also recommended the Sub Committee consider whether risk RM13, associated with staff sickness and absence, was set too high.

**RESOLVED:**

- ◆ That the Risk Register Full Council overview be presented to Council, attached at **Appendix D.**

Voting: For: 6 Against: 0 Abstentions: 0 No Vote: 0

67.3 **Disaster Recovery Plan**

Members noted there had been no fundamental changes made to the Disaster Recovery Plan, other than updates around personnel contact details and pandemic wording.

Members queried whether the Council operated an out of office emergency number for members of the public to contact the council outside of normal office hours. The Deputy Town Clerk confirmed there is no such number. He did advise that, in practice, people often notify the Leisure Centre of any issues out of hours, with information then communicated to either the Deputy Town Clerk or Amenities Manager and dealt with when practical. However, this is a casual arrangement and not an official process. Members requested that Officers consider the matter and return to the Committee with a proposal.

**RESOLVED:**

- ◆ To note the Disaster Recovery Plan.

68. **CLIMATE EMERGENCY SUB COMMITTEE & ACTION PLAN**

**RESOLVED:**

- ◆ To note that the meeting of the Climate Emergency Sub Committee, due to be held on 3 January 2023, was cancelled due to Councillor unavailability.
- ◆ To note that no further updates have been made to the Climate Emergency Action Plan since the last update, provided at the Committee meeting held on 22 November 2022.

69. **PR & MARKETING SUB COMMITTEE**

**RESOLVED:**

- ◆ To note that the meeting of the Investments Sub Committee, due to be held on 23 November 2022, was unable to take place due to a change to the division of places making the previous Sub Committee membership invalid, and that the next meeting of the Sub Committee is due to take place on 4 April 2023.

70. **INVESTMENTS SUB COMMITTEE**

**RESOLVED:**

- ◆ To note that the meeting of the Investments Sub Committee, due to be held on 3 November 2022, was unable to take place due to a change to the division of places making the previous Sub Committee membership invalid, and that further meetings will be arranged for the new municipal year.

71. **PROJECTS SCHEDULE 2022/23**

The Deputy Town Clerk presented the updated Projects Schedule for 2022/23.

**RESOLVED:**

- ◆ To note the updated information contained in the Projects Schedule 2022/23.

72. **CHARGES 2023/24**

**a) Leisure Services charges 2023/24**

A query was raised as to why proposed tennis and bowls charges for OAPs and under-18s have increased by a higher percentage compared to other charges. The Deputy Town Clerk explained that the charges rose by a higher percentage because the charges were lower compared to others, and a 50p increase had been applied to all.

The Deputy Town Clerk confirmed that the Leisure Services Committee had resolved to review the concessions and Healthy Habits card holder rates in the next municipal year.

Following a query, the Deputy Town Clerk advised that price increases were used to offset increase operational costs, specifically relating to staff and superannuation costs, and energy prices. Although, it was noted that the increased charges would not cover the total increase in operational costs.

**RECOMMENDED:**

- ◆ That the 2023/24 charges for Leisure Services, as set out in the Proposed Charges 2023/24 Appendix, be approved.

Voting: For: 5 Against: 0 Abstentions: 1 No Vote: 0

## **b) Oakwood Centre charges 2023/24**

The Deputy Town Clerk set out the revised Oakwood Centre charges.

Members were advised of a move from half / whole day rates to hourly rates, along with the rationale behind this. It was highlighted that the existing charge structure was difficult to use and discouraged those requiring shorter periods of hire. The new charges had been based around a set of standard hourly rates, calculated on the equivalent existing hourly rate with an inflationary increase, with discounts then applied to the standard rates for specific user groups. It was noted that a similar charging structure had been introduced at the allotments in recent years.

The Deputy Town Clerk advised that the intention in future years would be to simply apply an inflationary increase to the standard hourly rates, with the approved discounts for specific user groups then applying to those agreed rates.

It was noted that the discounts being proposed to be applied to the standard hourly rates were a 20% reduction for non-Woodley residents, a 37.5% reduction for Woodley residents, and a 50% discount for community group / charity hirers.

Following a query as to why premium hourly rates appeared to be rising by a higher percentage than other rates, the Committee Officer explained this was because the standard rates shown were for business users and, historically, the evening rate for business users was not reduced as much as for other user groups.

Members noted the reduction in charge rate for the Miles Suite was being proposed because the room, which had previously been charged at a higher rate due to the fact it was considered nicer, was now more regularly being used as a standard meeting room, with the rate adjusted to be comparable to other meeting rooms.

Members requested that a report be provided for Full Council to explain the rationale behind the change to the charging structure.

Members were advised that income relating to the new pricing structure had not been modelled as it was difficult to establish the charges currently applied to bookings. Whilst it was suggested that the new structure might cause some existing users currently being charged a half day rate to reduce their booking, it was also acknowledged that an hourly rate might encourage more bookings from those looking for a shorter hire period.

Members noted that, with the exception of the figures published as part of Committee agendas, the charging structure is not currently made publicly available due to its complexity. As the new structure is simpler, it was intended that the new rates would be published in order that members of the public work out what they might be charged.

Members suggested that comparative rates for other venues in the area be identified to check whether the proposed rates are competitive, although Members acknowledged that the rates appeared reasonable.

The Deputy Town Clerk advised Members that further discounts and individual deals could still be made with regular, long-term hirers. Members requested that some principles for long term, regular hire discounts be created and that the Committee be advised of these.

Following a query, the Committee Officer confirmed that the 20% discount for booking Carnival and Maxwell halls together was a discount applied comparative to the hourly rate of booking the rooms individually, with any group rate discount then applied on top of that. Members requested this be made clearer in the charges document.

**RECOMMENDED:**

- ◆ That the 2023/24 charges at the Oakwood Centre, as set out in the Proposed Charges 2023/24 Appendix, be approved.

Voting: For: 6 Against: 0 Abstentions: 0 No Vote: 0

**73. REVISED ESTIMATES 2022/23**

The Chairman and the Deputy Town Clerk set out the revised estimates provided in Report No. SR 3/23, explaining to Members the changes to made to the budget format to show expenditure from ear marked reserves, the Capital Programme, and Community Infrastructure Levy (CIL) funds, which had not historically been included.

**RESOLVED:**

- ◆ To note Report No. SR 3/23.
- ◆ To approve the 2022/23 Revised Budget Estimates of the Strategy & Resources Committee, as set out in the Budget Appendix.
- ◆ To approve the 2022/23 Revised Budget Estimates of the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix.

Voting: For: 5 Against: 0 Abstentions: 1 No Vote: 0

**74. BUDGET ESTIMATES 2023/24****a) Strategy and Resources Committee**

Members considered the Budget Estimates for 2023/24 as set out in the Budget Appendix. They noted that the additional £10k budgeted for the Woodley Town Centre Partnership in 2023/24 was intended to be an emergency fund to be review annually, and not a permanent increase.

**RESOLVED:**

- ◆ To note Report No. SR 4/23.
- ◆ That the 2023/24 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2023/24 Budget and be presented to Council for approval.

Voting: For: 4 Against: 0 Abstentions: 2 No Vote: 0

**b) Leisure Services and Planning and Community Committees**

Councillor Jewell highlighted that the Youth Services budget had only been increased by £1k, lower than the approximate 10% inflationary increase applied to charges. She highlighted that this meant the budget was taking a cut in real terms, and stated her objections to this. The Chairman advised that it was not yet known what the £27k would fund as the recent youth service tender exercise had yielded no responses. He advised that once the Youth Service Working Party have re-defined the terms of the tender, and assuming this is then successful, should the cost of providing the service be higher then the Leisure Services Committee can apply to the Strategy & Resources Committee for increased funding. Whilst he could not commit to a future decision of the Committee, the Chairman indicated that he hoped any increased amount would be made available.

**RESOLVED:**

- ◆ That the 2023/24 Budget Estimates for the Leisure Services and Planning and Community Committees, as set out in the Budget Appendix, form part of the 2023/24 Budget and be presented to Council for approval.

Voting: For: 4 Against: 1 Abstentions: 1 No Vote: 0

### **c) Budget and Precept 2023/24**

The Deputy Town Clerk set out the position with regards to the Budget and Precept for 2023/24, as set out in Report No. SR 5/23. Members noted that the proposed budget reduces the general reserve by around £115k by April 2024, but that this reduction would likely be less once money has been allocated from earmarked reserves and CIL funds.

#### **RESOLVED:**

- ◆ To note Report No. SR 5/23.

#### **RECOMMENDED:**

- ◆ That the budget for 2023/24 be presented to Council for approval.
- ◆ That a precept level of £1,195,649 for the 2023/24 financial year be presented to Council for approval.

Voting: For: 4 Against: 0 Abstentions: 2 No Vote: 0

### 75. **COMMUNITY GRANTS**

Members considered the late request for grant funding, as set out in Report No. SR 6/23, in line with the community grants criteria.

#### **RESOLVED:**

- ◆ That, under Section 137 of the Local Government Act 1972, the following grant be awarded:

Home-Start Wokingham District	£250	To help fund the recruitment and training of new volunteers, as well as supervising and mentoring existing volunteers and supervisors.
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Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

- ◆ To note the letter of thanks received from Woodley Adopt a Street (WASP) and Berkshire MS Therapy Centre following receipt of their community grants for 2022/23.

### 76. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

### 77. **PUBLICITY AND WEBSITE**

Once approved by Full Council, Members requested that the charges for 2023/24 be published, and the changes to the Oakwood Centre charging structure be publicised.

### 78. **EXCLUSION OF PUBLIC AND PRESS**

#### **RESOLVED:**

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

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

79. **LAND AT SILVER FOX CRESCENT – WOODLEY LAWN TENNIS CLUB**

**RESOLVED:**

- ◆ To note Report No. SR 7/23.
- ◆ To obtain Counsel opinion on the matters set out in Report No. SR 7/23.

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

80. **PERSONNEL SUB COMMITTEE**

**RESOLVED:**

- ◆ To note Report No. SR 8/23.
- ◆ To approve the re-grading of the Communications Manager, Venues Supervisor and Venues Assistant posts, as set out in Report No. SR 8/23.
- ◆ To approve that the Communications Manager be placed on scp 29 and that this be backdated to 1 November 2022.
- ◆ To approve that the full time Venues Assistant be placed on scp 9 and that this be backdated to 1 November 2022.

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 0

Meeting closed at 9:55 pm

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**Woodley Town Council****Current Account****List of Payments made between 01/11/2022 and 30/11/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
10-Nov-22	(Personal Information)	300.00	Mayor tea-Piano/Photography
10-Nov-22	(Personal Information)	550.00	WTCP Mkt manager
10-Nov-22	Advanced Maintenance UK Ltd	1658.40	Call out/Test boilers
17-Nov-22	Alan Hadley Ltd	450.00	Refuse collection
24-Nov-22	AYS Cleaning Contractors Ltd	2554.45	Contract cleaning
11-Nov-22	Be Fuelcards Ltd	46.97	Unleaded fuel-Depot
18-Nov-22	Be Fuelcards Ltd	44.20	Unleaded fuel
10-Nov-22	Bowak Ltd	82.56	Cleaning Supplies
17-Nov-22	Bowak Ltd	555.79	Cleaning Supplies
10-Nov-22	Brake Bros Foodservice Ltd	396.76	Vending Supplies
24-Nov-22	Brewers Decorator Centres	826.43	Decorating Supplies
24-Nov-22	Brown Bag Cafe Ltd	2442.26	Monthly catering service
10-Nov-22	Broxap Ltd	1597.20	Cast Iron Ripon benches
17-Nov-22	Business Stream	27.83	Water rates-Toilet
04-Nov-22	Castle Water	901.48	Water rates
17-Nov-22	CDK Casting Ltd	101.40	Bronze plaque
24-Nov-22	Churchill Contract Services Ltd	1561.84	Contract cleaning
17-Nov-22	Circus Scene	175.00	Choir - Wdly Carol service
24-Nov-22	Circus Scene	4900.00	Provide PA/Entertainment-WTCP
01-Nov-22	Club Manager Ltd	94.80	Monthly Gym software fee
15-Nov-22	Devonshire Trading Ltd	1100.81	Gym equip monthly rental
07-Nov-22	Ecotricity	258.51	Electric supply-Depot
21-Nov-22	Ecotricity	620.55	Electric supply-Depot
21-Nov-22	Ecotricity	63.02	Gas supply-Coro Hall
21-Nov-22	Ecotricity	127.79	Gas supply-Chapel Hall
21-Nov-22	Ecotricity	451.03	Credit gas supply
21-Nov-22	Ecotricity	601.78	Credit-Gas supply
10-Nov-22	EDF Energy 1 Ltd	27.17	Electric supply-Clock
10-Nov-22	Epos Now Ltd D/D	30.00	WPLC Till support-monthly
24-Nov-22	Eventu	50.00	Monthly projector hire
17-Nov-22	Facet Technical & Resource Solutions	1182.90	Electrical works
24-Nov-22	Facet Technical & Resource Solutions	12867.41	Electrical works
09-Nov-22	Global 4 Communications	1072.02	Phone/mobiles
18-Nov-22	HMRC Cumbernauld	28164.49	PAYE&NI Deducted from pay
17-Nov-22	LAX Events Ltd	475.00	Remembrance service fee
01-Nov-22	Lloyds Bank D/D	45.10	Current a/c - service fee
14-Nov-22	Lloyds Bank D/D	316.23	Monthly cardnet service fee
29-Nov-22	Lloyds Bank D/D	49.98	Current a/c charges
24-Nov-22	Lyreco UK Ltd	178.10	Stationery Supplies
10-Nov-22	M K Cleaning	74.00	Laundry-Table/chair covers
15-Nov-22	Merchant Rentals Ltd	18.40	Monthly cardnet hire fee
15-Nov-22	Merchant Rentals Ltd	18.40	Monthly cardnet hire fee
10-Nov-22	MKR Electrical Services Ltd	3359.30	Electrical works
04-Nov-22	PHS Group	440.48	Qtrly dust mat charge
03-Nov-22	Pitney Bowes Ltd	150.00	Topup postage-29 Sept 22
23-Nov-22	Pitney Bowes Ltd	250.00	Postage top up
22-Nov-22	Poztive Energy Ltd	77.37	Electric supply-Coro Hall
22-Nov-22	Poztive Energy Ltd	701.39	Electric supply-WPLC
22-Nov-22	Poztive Energy Ltd	37.61	Electric supply-Chapel Hall
22-Nov-22	Poztive Energy Ltd	1937.51	Electric supply-OC
18-Nov-22	Prudential	307.24	AVC deducted from pay
24-Nov-22	RBL Poppy Appeal	125.00	5x Poppy wreaths

04-Nov-22	Rialtas Business Solutions Ltd	70.80	Annual fee-Making Tax Digital
17-Nov-22	Select Environmental Services Ltd	375.84	Refuse collection
07-Nov-22	SGW Payroll Ltd	159.86	Payroll monthly service fee
28-Nov-22	SWALEC	54.04	Electrical supply-Toilet
17-Nov-22	Thames Valley Water Services Ltd	408.00	Monthly water checks
18-Nov-22	The Berkshire Pension Fund	28592.51	Employee & 'er deducted from pay
04-Nov-22	The Crown Estate Commissoners	730.00	Christmas Tree-WTCP
17-Nov-22	Trade UK - Screwfix	238.67	Building Supplies
24-Nov-22	Tudor Environmental	967.69	First Aid/uniform/garden supplies
17-Nov-22	Turfleet Hire	816.00	Dakota top dresser hire
18-Nov-22	Unison Collection Ac	22.50	Union fee deducted from pay
24-Nov-22	Veolia ES - UK Ltd	416.67	Refuse collection
01-Nov-22	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Nov-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Nov-22	Wokingham BC - Rates	165.00	Rates-Chapel Hall
01-Nov-22	Wokingham BC - Rates	898.00	Rates-OC
04-Nov-22	Wokingham Borough Council	475.00	Premises Licence
17-Nov-22	Woodley Newsagent Ltd	71.00	Weekly newspaper
17-Nov-22	Workwear Express Ltd	24.62	Sample staff uniform
24-Nov-22	Workwear Express Ltd	27.73	Sample staff uniform

**TOTAL**

**111606.89**

**CLERKS IMPREST A/C****List of Payments made between 01/11/2022 and 30/11/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
02-Nov-22	(Personal Information)	75.00	Refund Deposit
11-Nov-22	(Personal Information)	50.00	Refund Deposit
11-Nov-22	(Personal Information)	75.00	Refund Deposit
14-Nov-22	(Personal Information)	75.00	Refund Deposit
15-Nov-22	(Personal Information)	200.00	Refund Deposit
23-Nov-22	(Personal Information)	75.00	Refund Deposit
23-Nov-22	(Personal Information)	200.00	Refund Deposit
25-Nov-22	(Personal Information)	297.02	Nov 22 - net pay owed
25-Nov-22	(Personal Information)	376.04	Nov 22 - net pay owed
28-Nov-22	(Personal Information)	50.00	Refund Deposit
28-Nov-22	(Personal Information)	75.00	Refund Deposit
28-Nov-22	(Personal Information)	15.00	Refund Key Deposit
29-Nov-22	(Personal Information)	75.00	Refund Deposit
29-Nov-22	(Personal Information)	75.00	Refund Deposit
29-Nov-22	(Personal Information)	50.00	Refund Deposit
02-Nov-22	Amazon Mkt Place	25.48	Christmas lights-OC
04-Nov-22	Amazon Mkt Place	16.68	Steel garden stakes/pegs
04-Nov-22	Amazon Mkt Place	239.99	Walk-In lean greenhouse
04-Nov-22	Amazon Mkt Place	273.68	65cc petrol leaf blower
07-Nov-22	Amazon Mkt Place	67.99	Heavy duty tarpaulin/pool cove
07-Nov-22	Amazon Mkt Place	259.99	5x Polytunnels galvanised
28-Nov-22	AmazonMkt Place	16.98	Office letter tray-OC
24-Nov-22	Chew Valley Trees	444.00	Maple memorial tree-WP
01-Nov-22	Chew Valley Trees Ltd	444.00	Cherry Tree-WP
02-Nov-22	Defib World	556.99	Outdoor defibrillator cabinet
11-Nov-22	Direct Shop Fittings Ltd	50.40	Black A3 frames
29-Nov-22	Flexx Gymnastic	200.00	Refund Deposit
23-Nov-22	Lloyds Bank	68840.50	Net Nov 2022 payroll
11-Nov-22	Lloyds Bank D/D	14.36	Imprest a/c - service fee
10-Nov-22	Manomano	762.40	Pressure washer-Petrol
17-Nov-22	PETTY CASH A/C	324.35	Top-up petty cash
02-Nov-22	PMT Online	49.19	Audio cables-OC
14-Nov-22	Reading Beekeepers	67.50	Refund Deposit
17-Nov-22	Royal Mail Group Ltd	896.26	Hearld leaflet delivery
02-Nov-22	Ryman.co.uk	83.94	3x Black Gazebos-OC
11-Nov-22	Timpson Ltd	60.00	Plaque-Viaduct Collapse
24-Nov-22	Ultimate One Ltd	212.40	Iron tree guard-WP
09-Nov-22	Workplace Stuff	924.77	70 litre steel waste bin
	<b>TOTAL</b>	<b>76594.91</b>	

**Woodley Town Council**

**Current Account**

**List of Payments made between 01/12/2022 and 31/12/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
07-Dec-22	(Personal Information)	350.00	PA for Woodley Carol service
15-Dec-22	(Personal Information)	216.67	Legal & Professional service
15-Dec-22	(Personal Information)	440.00	WTCP Mkt manager
07-Dec-22	Advanced Maintenance UK Ltd	4200.00	Annual gas inspection service
07-Dec-22	AGA Print Ltd	26.86	Vinyl banners
07-Dec-22	Alan Hadley Ltd	450.00	Refuse collection
22-Dec-22	Alan Hadley Ltd	450.00	Refuse collection
22-Dec-22	Alarm Response	660.00	Annual Key holding service
22-Dec-22	AYS Cleaning Contractors Ltd	785.92	Contract Cleaning
09-Dec-22	Be Fuelcards Ltd	48.60	UTL Unleaded Petrol
30-Dec-22	Be Fuelcards Ltd	44.04	Unleaded petrol-Depot
08-Dec-22	Ben Burgess & Co Ltd	16338.00	Trimax & Dennis Mowers
22-Dec-22	Bowak Ltd	308.35	Cleaning Supplies
07-Dec-22	Brake Bros Foodservice Ltd	290.55	Vending Supplies
15-Dec-22	Brake Bros Foodservice Ltd	305.74	Vending Supplies
22-Dec-22	Brake Bros Foodservice Ltd	311.59	Vending Supplies
08-Dec-22	Brown Bag Cafe Ltd	72.00	Catering service
22-Dec-22	Brown Bag Cafe Ltd	979.74	Monthly catering service
15-Dec-22	Castle Water	25.66	Water rates
07-Dec-22	CDK Casting Ltd	101.40	Bronze plaque
22-Dec-22	CDK Casting Ltd	101.40	Bronze plaque
22-Dec-22	Churchill Contract Services Ltd	1561.84	Contract Cleaning
01-Dec-22	Club Manager Ltd	94.80	Gym software monthly fee
07-Dec-22	CoolerAid Ltd	147.96	Bottled water
22-Dec-22	CoolerAid Ltd	30.84	Bottled water
15-Dec-22	Devonshire Trading Ltd	1100.81	Monthly Gym equip hire
15-Dec-22	Drain Surgeons UK Ltd	195.00	Empty Cesspit-Depot
08-Dec-22	Earley Town Council	170.38	50% share - Memorial tree
16-Dec-22	Ecotricity	717.59	Electric supply-Depot
29-Dec-22	Ecotricity	196.91	Gas supply-Coro Hall
29-Dec-22	Ecotricity	1009.25	Gas supply-WPLC
29-Dec-22	Ecotricity	285.02	Gas supply-Chapel Hall
29-Dec-22	Ecotricity	1264.14	Gas supply-OC
08-Dec-22	EDF Energy 1 Ltd	24.99	Electric supply-Clock
12-Dec-22	Epos Now Ltd D/D	30.00	Monthly EPOS till support
07-Dec-22	Ethos Communications Solutions Ltd	156.83	Printing/coping WPLC
22-Dec-22	Ethos Communications Solutions Ltd	188.76	Repair copier
22-Dec-22	Eventu	50.00	Monthly projector hire
07-Dec-22	Fenland Leisure Products Ltd	392.40	Play Area supplies
09-Dec-22	Global 4 Communications	1036.51	Phone/Mobiles
22-Dec-22	H F Newberry	91.00	Mayors Xmas cards
07-Dec-22	Henry Street Garden Centre	116.69	Gardening supplies
15-Dec-22	HMRC Cumbernauld	17330.77	PAYE&NI Deducted from pay
22-Dec-22	IBS Office Solutions Ltd	841.76	Quartly Printer hire/printing
15-Dec-22	Impress Print Services Ltd	754.00	Hearld leaflet printing
22-Dec-22	Lamps-Tubes Luminations Ltd	4708.80	Christmas decorations-WTCM
01-Dec-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach-WPLC
28-Dec-22	Les Mills Fitness UK Ltd	203.69	Bodybalance-Coach WPLC
14-Dec-22	Lloyds Bank D/D	226.37	Cardnet Machine service fee
08-Dec-22	LSW Secure Ltd	218.33	OC Dom master Keys cut
22-Dec-22	Lyreco UK Ltd	86.08	Stationery Supplies
15-Dec-22	Merchant Rentals Ltd	18.40	Cardent Mach rental

15-Dec-22	Merchant Rentals Ltd	18.40	Cardnet mach rental
15-Dec-22	MKR Electrical Services Ltd	294.61	Electrical supplies
22-Dec-22	MKR Electrical Services Ltd	245.60	Electrical supplies
20-Dec-22	Poztive Energy Ltd	78.41	Electric supply-Coro Hall
20-Dec-22	Poztive Energy Ltd	785.27	Electric supply-WPLC
20-Dec-22	Poztive Energy Ltd	40.52	Electric supply-Chapel Hall
20-Dec-22	Poztive Energy Ltd	2083.76	Electric supply-OC
15-Dec-22	Prudential	307.24	AVC deducted from pay
28-Dec-22	Public Works Loan Board	10640.58	PW504186-Capital/Interest
08-Dec-22	Pulse Fitness Ltd	21.60	Delivery of gym equipment
08-Dec-22	R.E.S. Systems Ltd	1582.62	Fire Extinguisher service
29-Dec-22	Rialtas Business Solutions Ltd	1399.98	Annual Rialtas service charge
07-Dec-22	Robseal Roofing Solutions Ltd	1448.75	WPLC roof - retention balance
19-Dec-22	SGW Payroll Ltd	165.98	Payroll service fee-monthly
29-Dec-22	SWALEC	139.29	Electric supply-Toilet
15-Dec-22	Technical Surfaces Ltd	399.00	3G Matchfit service
15-Dec-22	Thames Valley Water Services Ltd	338.40	Monthly water checks
22-Dec-22	Thames Valley Water Services Ltd	204.00	Monthly water checks
15-Dec-22	The Berkshire Pension Fund	20811.21	Employee & 'er deducted from pay
22-Dec-22	Trade UK - BandQ	480.00	Building Supplies
08-Dec-22	Trade UK - Screwfix	126.25	Building Supplies
22-Dec-22	Trade UK - Screwfix	741.60	Building Supplies
22-Dec-22	Travis Perkins Trading Co	61.92	Building Supplies
15-Dec-22	Tudor Environmental	180.35	Tree stakes
15-Dec-22	Unison Collection Ac	22.50	Union fee deducted from pay
22-Dec-22	Veolia ES - UK Ltd	553.33	Refuse collection
22-Dec-22	Willis & Anisworth	3460.80	Rock salt/binding gravel/MOT type 1
01-Dec-22	Wokingham BC - Rates	2283.00	Rates-WPLC
01-Dec-22	Wokingham BC - Rates	364.00	Rates-Coro Hall
01-Dec-22	Wokingham BC - Rates	165.00	Rates - Chapel Hall
01-Dec-22	Wokingham BC - Rates	898.00	Rates-OC
15-Dec-22	Woodley Concert Band	175.00	Carol Concert/Xmas lights
08-Dec-22	Workwear Express Ltd	240.68	Staff uniform

**TOTAL**

**110717.78**

**CLERKS IMPREST A/C****List of Payments made between 01/12/2022 and 28/12/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
09-Dec-22	(Personal Information)	50.00	Refund Deposit
09-Dec-22	(Personal Information)	150.00	Refund Deposit
09-Dec-22	(Personal Information)	75.00	Refund Deposit
09-Dec-22	(Personal Information)	75.00	Refund Deposit
12-Dec-22	(Personal Information)	195.80	Refund Deposit
16-Dec-22	(Personal Information)	67.50	Refund Deposit
19-Dec-22	(Personal Information)	75.00	Refund Deposit
19-Dec-22	(Personal Information)	75.00	Refund Deposit
19-Dec-22	(Personal Information)	15.00	Refund Key Deposit
28-Dec-22	(Personal Information)	75.00	Refund Deposit
28-Dec-22	(Personal Information)	15.00	Refund Deposit
28-Dec-22	(Personal Information)	75.00	Refund Deposit
28-Dec-22	(Personal Information)	200.00	Refund Deposit
02-Dec-22	Amazon Mkt Place	35.17	Xmas decoration/first aid
02-Dec-22	Amazon Mkt Place	84.59	6mm Cork board
02-Dec-22	Amazon Mkt Place	84.59	6mm Cork Board
05-Dec-22	Amazon Mkt Place	23.99	Grey adhesive wallpaper
14-Dec-22	Amazon Mkt Place	49.94	Men's green wellies
19-Dec-22	Amazon Mkt Place	357.00	Topdon thermal camera
28-Dec-22	Amazon Mkt Place	187.73	2x LED Floodlight 500W
28-Dec-22	Amazon Mkt Place	187.72	2x LED Floodlight 500W
07-Dec-22	Any-Lamp.co.uk	644.38	LED Floodlight
28-Dec-22	Any-Lamp.co.uk	-644.38	Refund-LED flood light
14-Dec-22	Argos Ltd	29.99	Port connect USB-C hub
14-Dec-22	Battery2U	119.99	12v Bosch Car battery
05-Dec-22	BCS Reading	75.00	Refund Deposit
05-Dec-22	Berkshire County B	250.00	Grant - Dec 2022
05-Dec-22	Berkshire Multi Sciero	250.00	Grant - Dec 2022
05-Dec-22	Emmanuel Church Wo	150.00	Grant - Dec 2022
02-Dec-22	Fellowship Education	75.00	Refund Deposit
05-Dec-22	Frnds of Woodford PK	250.00	Grant - Dec 2022
05-Dec-22	Highwood Primary Sch	200.00	Grant - Dec 2022
06-Dec-22	John Lewis	2129.00	Apple MacBook Pro 16"
21-Dec-22	Lloyds Bank	51742.85	Net Dec 22 payroll
09-Dec-22	Lloyds Bank D/D	14.61	Imprest a/c service charges
07-Dec-22	Nationwide Platform	951.55	Week hire 16m boom lift picker
16-Dec-22	RCLV NO2 Trust A/c	75.00	Refund dep-RCLV No2 CO-25135
02-Dec-22	Replacement keys	12.60	Keys cut - OC
02-Dec-22	Safe Training Service	516.00	Cherry picker-Staff training
14-Dec-22	Sports Direct	30.99	2x Feather shuttlecocks
16-Dec-22	Sports Direct	524.99	60x Feather Shuttlecocks
05-Dec-22	Wdlt United FC	250.00	Grant - Dec 2022
05-Dec-22	Wdly Adopt a Street	250.00	Grant - Dec 2022
28-Dec-22	Woodley Light Operatic	200.00	Refund Deposit
	<b>TOTAL</b>	<b>60251.60</b>	

## Woodley Town Council

Risk Management Sub Committee – 12 January 2023

### Risk Management Strategy 2023/24

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

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

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

#### Aims and benefits

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

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

#### Process

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

#### Ownership

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

#### Assessment of risk

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

##### *Probability of Occurrence:*

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

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

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



## Roles and responsibilities

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

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

### Organisational Structure and Summary of Key Roles

<b>Council</b>	<ul style="list-style-type: none"> <li>• Monitor risk management activity (via Strategy and Resources Committee)</li> <li>• Adopts the Annual Risk Management Strategy</li> <li>• Certification of the Council's Annual Statement on Internal Control</li> </ul>
<b>Strategy and Resources Committee</b>	<ul style="list-style-type: none"> <li>• Considers risk management policy and strategy and related documents and recommends adoption of the strategy to Full Council</li> <li>• Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party</li> </ul>
<b>Risk Management Working Party</b>	<ul style="list-style-type: none"> <li>• General oversight of the Council's risk management process</li> <li>• Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes</li> <li>• To recommend any amendments to the risk management framework, strategy and process</li> <li>• Identify, analyse and prioritise risks</li> <li>• Determine responsibilities and actions to control risks</li> <li>• Monitor progress on managing risks against action plans/projects</li> <li>• Review implementation of the risk management framework, strategy and process</li> </ul>
<b>Town Clerk</b>	<ul style="list-style-type: none"> <li>• Report to Members on the framework, strategy and process</li> <li>• Provide advice and support on risk management matters</li> <li>• Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually)</li> <li>• Identify, analyse and prioritise risks</li> <li>• Determine risk management action plans and delegate responsibility for control</li> <li>• Monitor progress on the management of risks</li> </ul>
<b>Staff and other stakeholders</b>	<ul style="list-style-type: none"> <li>• Maintain awareness of risks, their impact and costs and feed these into the formal risk management process</li> <li>• Control risks in their everyday work</li> <li>• Monitor progress in managing job related risks</li> </ul>

## Risk registers

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

**RISK MANAGEMENT PROCESS**

**Identifying risks**

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

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

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

**Risk ownership**

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

**Risk evaluation**

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

**Risk planning**

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

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

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

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

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

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

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

### **Review**

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.

### **Current Covid -19 pandemic**

*The Covid-19 pandemic has resulted in significant risks for the organisation in a number of areas including;*

- *Loss of income*
- *Public and employee safety*
- *Human Resources and staff capacity*
- *Compliance with legislation*

*Some impacts of the pandemic were unavoidable due to the forced closure of buildings and restrictions on activities. Other impacts were mitigated through responsive actions and changes in working practices and operational activities. Attention to these risks will continue to form part of the strategy and the risk register, as there remains a real risk of on-going disruption due to the pandemic.*

# Woodley Town Council - Risk Register

## APPENDIX D

### SUMMARY OF RISK AREAS

Jan-23

Risk area	High			Medium			Low			Risks Total
	16	12	9	8	6	4	3	2	1	
Strategic Register	0	1	1	2	1	7	1	0	0	13
<b>Operational Registers</b>										
Allotments	0	0	0	0	1	7	1	8	0	17
Play Areas	0	0	0	0	2	4	0	3	0	9
Municipal Buildings	0	1	0	2	2	4	3	3	3	18
Open Spaces	0	0	0	1	1	3	2	2	1	10
Outdoor sport and recreation	0	0	1	0	1	5	3	4	3	17
Indoor sports	0	0	2	0	0	2	3	3	0	10
Resource management	0	0	3	1	12	5	2	3	0	26
<b>Totals</b>	0	2	7	6	20	37	15	26	7	120

*Borderline*

#### Responsible officer initials:

Town Clerk  
 Deputy Town Clerk  
 Leisure Services Manager  
 Amenities Manager  
 Committee Officer  
 Communications Manager

New risks identified

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

# HIGH RISK

Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
Impact of Coronavirus on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	3	4	12	16	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Update marketing plan for venues to bring business back up following periods of restrictions of lower public confidence. Council to consider appropriate level of General Reserve and spending in respect of potential financial impacts.
Increased competition/economic downturn/coronavirus	MB 09	TC	Reduced bookings resulting in reduced income.	3	4	12	12	Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter, noticeboards and E-marketing/social media. Covid-19 guidelines adhered to.	Updated Marketing Plan required to bring business levels back up following restrictions and lower customer confidence.
Impact of Coronavirus on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set- possible meetings inoperative due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	3	3	9	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt. /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	
Income from outside sports impacted by Coronavirus and resulting restrictions	OS 14	AM/LSM	Severe reduction in income from leisure activities	3	3	9	9	compliance with government rules regarding outdoor sport	Potential for multiple staff members self isolating due to Coronavirus
High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	3	3	9	6	Managers follow up on absence, Sickness policy in place, including Fit for Work referral, Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Investigate where succession planning/training for cover could be considered.
Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	3	3	9	9	New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans.	Council has several projects underway or planned. The Town Clerk has been on longterm sick leave for several months with workload being carried out by the Deputy Town Clerk.
Long-term absence of Town Clerk - Failure to meet legal obligations, Members and residents expectations, project targets, staff management functions.	RM 27	DTC	Delayed projects, reduced responsiveness to enquiries & issues, aims/objectives/income not met. Negative impact on staff morale and wellbeing.	3	3	9	9	DTC authorised to act as Proper Officer in interim.	Issue of long-term absence of Town Clerk being addressed.
Financial impact of cost of living crisis	IS 13	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	9	9	LSM identifying additional activities and offers. Charges kept under review and membership numbers reported to each Leisure Services Committee.	NEW RISK

<b>BORDER LINE HIGH RISK</b>	Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8	8	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC. Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place.	Advice to be sought/ review of tax arrangements. More work required in relation to GDPR and staff training in 2022. Members advised of online GDPR module. SLCC membership for the Deputy Town Clerk should be obtained.
	Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	Email to Councillors offering GDPR online module
	Significant damage to building	MB 16	DTC/AM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	8	Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	
	Illegal encampment	OS 06	DTC	Unsure, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	8	Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them.	Install bollards at Malone Park - Ownership has been transferred to the Town Council - land registration yet to be completed
	Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	
	Vandalism	OS 04	AM	Additional expenditure, reduced income and poor image.	2	2	4	8	Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch.	Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.
	Dog mess	OS 09	AM	Unsure, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	
	Contamination of water systems	OS 14	LSW/AM	Health risk to visitors & staff. Cost to eradicate.	2	2	4	8	Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Amenities Manager and all sports team have Pool Plant Operator's qualification.	
	<i>Covid 19</i>	MB 21	TC	Possibility of spread of virus, impact on staff and members of the public.	2	2	2	4	<i>Covid secure workplaces. Working practices enabling social distancing. Government rules and guidelines are being followed.</i>	<i>RISK DELETED</i>
	Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to Covid pandemic.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	3	3	3	9	<i>LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity.</i>	<i>RISK DELETED</i>

**RISK SCORE REDUCED (Previously High or Bordeline)**