

Woodley Town Council

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 17 September 2019 at 8:00 pm

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

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

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

16. **APOLOGIES**
Apologies for absence were received from Councillors K. Baker and J. Cheng.

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

18. **MINUTES OF THE MEETING HELD ON 4 JUNE 2019**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 4 June 2019 be approved and signed by the Chairman as a correct record.

19. **JUST AROUND THE CORNER CHARITY (JAC)**
The Chairman welcomed Sam Milligan, a director of JAC, to the meeting to answer Members' questions.

Sam Milligan was asked how young people had changed since JAC started their work in Woodley in the 1990s. He replied that the most noticeable difference was that the young people were congregating in smaller groups than in the past and were more likely to move around from area to area, rather than staying close to where they lived. Members asked about the problem of drug dealing, as many residents had complained that the police did not seem interested in trying to prevent this. Sam Milligan replied that JAC were aware of the problem and had discussed this with the police, but that the drug dealing operations were very sophisticated, often using large numbers of young people so that each of them only carried a small quantity of drugs and small amounts of money, making it very difficult for the police to make any arrests.

When asked whether young teenagers needed a place of safety within Woodley, Sam Milligan replied that the provision for young people in Woodley was better than most other places in Wokingham borough, with sports clubs, youth organisations and church-run youth clubs. This did not mean that the provision could not be improved, and that was the aim of the Community Youth Partnership. Sam Milligan said that over the years young people had become less inclined to join organised clubs and were more likely to meet up and wander around outside; this was the reason that JAC engaged in street work. In reply to a suggestion that young people could not be targeted by drug dealers if they had a safe place to go that was off the streets, Sam Milligan pointed out that clubs could only be

provided for a few hours each week and the aim was therefore to make the streets safe for young people and the whole community.

Members then asked the Town Clerk about the service level agreement that JAC had with the Town Council and asked whether JAC reported the number of young people from Woodley that they worked with. Sam Milligan informed Members that JAC provide a report at each meeting of the Leisure Services Committee and agreed to include in the reports the number of young people that JAC engaged with. When asked about the proportion of volunteers among the JAC workers, Sam Milligan replied that it was approximately 50%.

Sam Milligan was asked about problems with groups of young people that had been reported in specific areas of Woodley and was asked whether there was a problem with teenagers on mopeds. He replied that at some times in the past there had been problems caused by large numbers of teenagers on mopeds, but that currently very few young people were riding them.

As there were no more questions, the Chairman thanked Sam Milligan for coming to the meeting.

20. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 18/19.

RESOLVED:

- ◆ To note Report No. SR 18/19.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (June), **Appendix B** (July) and **Appendix C** (August):

	Current account	Imprest account
June 2019	£248,637.14	£52,865.95
July 2019	£104,766.90	£49,595.96
August 2019	£115,655.70	£51,839.12

21. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 19/19. He informed Members that during the current temporary closure of Woodley Library, the library service had made various bookings in the Oakwood Centre to accommodate community services and provide a place for book returns. This was bringing more people into the Oakwood Centre and the café.

RESOLVED:

- ◆ To note Report No. SR 19/19.

22. **OAKWOOD CENTRE REPAIR WORKS**

The Deputy Town Clerk presented Report No. SR 20/19, which summarised the problems of water ingress into the Oakwood Centre, provided the results of the surveys carried out to determine the causes of the problems and outlined the proposed actions to repair the defects. Members were also informed of the cost of the surveys and the fees that would be charged for the project management of the repair work. The estimated costs of the repair

works had not yet been established, but would be reported to the Committee when they were available.

The Deputy Town Clerk informed Members that, in order to ensure that the work was carried out properly, it was proposed that RAM Building Consultancy be appointed to produce the tender documents, oversee the tender process, make recommendations on the appointment of a contractor and project manage the repair work. The importance of ensuring that the work was covered by a warranty was noted. Under regulation 13a(ii) of the Council’s Financial Regulations, specialist services such as surveyor services do not require the Council to obtain comparison quotes.

RESOLVED:

- ◆ To note Report No. SR 20/19.
- ◆ That RAM Consultancy be appointed to progress the project to RIBA Stages 3 and 4 as detailed in the report.

23. CATERING PARTNERSHIP

The Deputy Town Clerk presented Reports No. SR 21/19 and SR 22/19 of the Catering Partnership meetings held on 27 June and 13 September 2019. Members noted that Brown Bag would be closing their café in Library Parade at the end of September and that this would enable Brown Bag to focus on the Oakwood Centre and look at revamping their operation.

RESOLVED:

- ◆ To note Report No. SR 21/19.
- ◆ To note Report No. SR 22/19.

24. WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)

Members discussed the issue of trying to increase the footfall at the northern end of the town centre and the Town Clerk agreed to ask the Town Centre Manager to consider this matter. In response to a question, the Town Clerk confirmed that officers were looking at the terms of a service level agreement relating to the WTCMI and hoped to report back to the next meeting.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative Executive Sub Committee meeting held on 4 June 2019.
- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 3 July 2019.

25. MALONE PARK

Members noted the correspondence received from Susan Parsonage, Chief Executive Officer, Wokingham Borough Council, and the Town Clerk informed Members that she had arranged to meet the Wokingham Borough Council Head of Strategic Assets later in the week to discuss the Town Council’s request that ownership of the land at Malone Park be transferred to Woodley Town Council.

26. PUBLIC SECTOR EQUALITY DUTY

The Town Clerk presented the proposed Woodley Town Council Equality and Diversity Statement and Policy. In reply to a question from Councillor Doyle, the Town Clerk confirmed that the Committee’s approval of this statement and policy would not affect the motion that Councillor Doyle had submitted to be discussed at the Council meeting on 1 October 2019.

Members discussed the provisions of the proposed statement and policy and the Town Clerk confirmed that they would be published on the Council's website and that staff and councillors would receive the necessary training.

RESOLVED:

- ◆ To adopt the proposed Woodley Town Council Equality and Diversity Statement and Policy with regard to the Public Sector Equality Duty, as attached at **Appendices D and E.**

27. **PROJECTS SCHEDULE 2019/20**

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

RESOLVED:

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

28. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda. In response to a comment by Councillor Doyle that the website was only visited by people wanting to book the Council's facilities, the Deputy Town Clerk said that development of the website was an ongoing process carried out by the PR/Marketing Working Group and that he would invite Councillor Doyle to the next meeting of the working group. The need to update the Town Centre website was noted and the Town Clerk reported that this was in hand.

29. **PUBLIC TOILET UPDATE**

The Town Clerk informed Members that since the town centre public toilet was opened to the public on 8 June 2019, takings of £115 had been received up to the end of August, representing an estimated 575 visits, although this was accepted to be an over-estimate as the unit did not give change if visitors did not have the exact money.

The Deputy Town Clerk confirmed that a problem with the tap and wash basin had been resolved.

30. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- a) Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £188,597.
- b) Members noted that the Council had been notified that CIL payment of £21,219 was due to be paid to the Town Council and that a further £26,474 due to the Town Council had been invoiced by the Borough Council but not yet received by them. Currently the Town Council was holding £26,584 of CIL funds in an earmarked reserve.
- c) Members considered a proposal from Wokingham Borough Council that £7,000 of CIL funds be allocated to take part in the Health Kiosk trial and had concerns that there was no infrastructure in place to refer people for further advice or investigations if the kiosk indicated that this was necessary. Members felt that there were better ways of monitoring public well-being and also noted that the £7,000 would only cover a trial period of six months.

RESOLVED:

- ◆ That the proposal from Wokingham Borough Council to allocate £7,000 of CIL funds to take part in the Health Kiosk trial be refused.

31. **WOKINGHAM TOWN AND PARISH CLERKS FORUM**
The Town Clerk informed Members that Wokingham Town and Parish Clerks Forum was working with the Borough Council to look at ways of improving the partnership between town and parish councils and the Borough Council.
32. **BOROUGH/PARISH LIAISON FORUM**
Members noted the minutes of the Borough/Parish Liaison Forum held on 1 July 2019. The minutes stated that the police "Book of Scams" would be circulated to town and parish councils and Members asked that this be chased up and, when received, be placed on the Council's website and advertised in the Herald.
33. It was proposed by the Chairman and
- RESOLVED:**
- ◆ That as the business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.
34. **FUTURE AGENDA ITEMS**
An item about current play facilities in Woodley for disabled children was requested.
- [Town Clerk's note: This proposal has already been raised by the Leisure Services Committee, where this item will be discussed once information is provided.]*
35. **PUBLICITY AND WEBSITE**
No additional items were put forward to be publicised or added to the website.
36. **EXCLUSION OF PUBLIC AND PRESS**
- RESOLVED:**
- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial and legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.
37. **ROOFING AT WOODFORD PARK LEISURE CENTRE**
The Deputy Town Clerk presented Report No. SR 23/19.
- RESOLVED:**
- ◆ To note Report No. SR 23/19.
38. **WOODLEY AIRFIELD CENTRE**
The Town Clerk presented Report No. SR 24/19 and informed Members that she had finally managed to arrange a meeting with the Wokingham Borough Council Head of Strategic Assets to discuss this matter. The meeting would take place later in the week.
- RESOLVED:**
- ◆ To note Report No. SR 24/19.
 - ◆ That the Town Clerk would advise the Chairman and Vice-Chairman of the outcome of the meeting.

39. **CONVEYANCE RELATING TO LAND IN WOODLEY**

The Town Clerk presented Report No. SR 25/19.

RESOLVED:

- ◆ To note Report No. SR 25/19.
- ◆ That the Town Clerk be directed to discuss this matter further with the Council's solicitors and that a report be provided accordingly at the next meeting of the Committee.

The meeting closed at 10:30 pm

Woodley Town Council 2019/2020**Current Account****List of Payments made between 01/06/2019 and 30/06/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
14-Jun-19	A Better Drainflow Ltd	90.00	Clear drain blockage - WPLC
05-Jun-19	Advanced Maintenance UK Ltd	900.00	Remove tank & replace pipe
12-Jun-19	Alan Hadley Ltd	297.00	Refuse collection
14-Jun-19	Anchor Vans	11222.80	Purchase maintenance van (Cap prog)
05-Jun-19	BALC	3103.06	BALC subscription 2019/2020
07-Jun-19	Be Fuelcards Ltd	0.76	Admin charge
14-Jun-19	Be Fuelcards Ltd	49.68	Petrol - Depot
20-Jun-19	Bowak Ltd	317.46	Cleaning supplies
05-Jun-19	Brake Bros Foodservice Ltd	244.86	Vending supplies
12-Jun-19	Brake Bros Foodservice Ltd	350.33	Vending supplies
20-Jun-19	Brake Bros Foodservice Ltd	557.37	Vending supplies
05-Jun-19	Brown Bag Cafe Ltd	221.76	Catering services
10-Jun-19	BT Telephone Payment Centre	173.52	Phone
14-Jun-19	Castle Water	1868.27	Water rates
14-Jun-19	CDK Casting Ltd	96.60	Bronze plaque
03-Jun-19	CF Corporate Finance Ltd	166.32	WPLC Qtrly photocopier charge
03-Jun-19	Club Manager Ltd	80.40	Club Manager membership
24-Jun-19	Crown Gas & Power	559.39	Gas supply
24-Jun-19	Crown Gas & Power	546.19	Gas supply
24-Jun-19	Crown Gas & Power	131.10	Gas supply
24-Jun-19	Crown Gas & Power	117.53	Gas supply
14-Jun-19	DANFO UK Ltd	85200.00	New WTC public toilet
12-Jun-19	Dejac Associates Ltd	780.00	New email server - councillors
20-Jun-19	Dejac Associates Ltd	120.00	2 year certificate -email
20-Jun-19	EDF Energy 1 Ltd	23.74	Electrical supply
12-Jun-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
20-Jun-19	Ethos Communications Solutions Ltd	272.08	Qtrly photocopier charge & printing
20-Jun-19	Farol Ltd	89.73	Flymo blade/sttrimmer head
12-Jun-19	Fencing Products Ltd	79.20	half round posts
20-Jun-19	Fenland Leisure Products Ltd	282.12	Play ground chains repair/belt seat
20-Jun-19	Fraser Office Supplies Ltd	706.94	Stationery supplies
11-Jun-19	Global 4 Communications	294.86	Phone
20-Jun-19	HMRC Cumbernauld	14115.65	PAYE & NI
20-Jun-19	IBS Office Solutions Ltd	707.75	Qtrly photocopier charge & printing
14-Jun-19	IMAGE BOX	108.00	Foamex sign boards-Lake project
03-Jun-19	InTouch	35.99	Website support
14-Jun-19	John Willis	125.00	Window cleaning
14-Jun-19	Just Tiles Ltd	92.16	Ultra leveling compound
14-Jun-19	Lantec Security Ltd	3657.20	Move fire alarm WPLC/lights OC
27-Jun-19	Les Mills Fitness UK Ltd	197.76	Coach
20-Jun-19	Lightatouch	208.33	Internal audit services
14-Jun-19	Lister Wilder Ltd	163.78	Hedge shears/chain lubricant
20-Jun-19	Lister Wilder Ltd	292.70	Votex blade set - Depot
04-Jun-19	Lloyds Bank D/D	43.14	Bank sevice charge
14-Jun-19	Lloyds Bank D/D	247.09	Monthly cardnet service charge
17-Jun-19	Mainstream Digital Ltd	1.00	Phone
17-Jun-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
17-Jun-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
20-Jun-19	Mrs K Vevers	650.00	Woodley Herald - delivery
05-Jun-19	Piercing Gance Ltd	116.70	Staff uniform-maintenace team
21-Jun-19	Pitney Bowes Ltd	150.00	Postage franking machine top up
14-Jun-19	Playsafety Ltd	577.20	Park inspections
12-Jun-19	Plusnet Plc	52.20	Phone

18-Jun-19	Plusnet Plc	52.20	Phone
20-Jun-19	Prudential	7.24	AVC payment deducted from pay
26-Jun-19	Public Works Loan Board	10640.58	Public Works Loan
04-Jun-19	Rathbones Investment	80000.00	2019/2020 Investment
14-Jun-19	Rialtas Business Solutions Ltd	342.00	Bookings software support
14-Jun-19	Rigby Taylor	737.66	Lawn sand/Sulphur/Fineturf Bio
04-Jun-19	SGW Payroll Ltd	176.18	Payroll services
17-Jun-19	Siemens Financial Services	1100.80	Gym equip monthly rental
05-Jun-19	Spriggan Promotions Ltd	800.00	Centre Stage entertainment
14-Jun-19	SSE Southern Electric	1689.66	Electrical supply
28-Jun-19	SWALEC	14.70	Electrical supply
14-Jun-19	Technical Surfaces Ltd	840.00	3G service - AstroTech supply
20-Jun-19	The Berkshire Pension Fund	15712.06	Pension - employers and employees
12-Jun-19	The Big Display Co	337.93	Events medals with ribbons
05-Jun-19	The Interactive Health & Safety Co Ltd	120.00	Online training package
14-Jun-19	Token Security Solutions Ltd	24.00	Call out charge
20-Jun-19	Trade UK - Screwfix	266.33	Building supplies
20-Jun-19	Travis Perkins Trading Co	10.00	Building supplies
20-Jun-19	Tudor Environmental	1218.30	Pressure washer/welding rods
20-Jun-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jun-19	Vodafone	295.05	Phone
03-Jun-19	Wokingham BC - Rates	2246.00	Rates - WPLC
03-Jun-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
03-Jun-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
03-Jun-19	Wokingham BC - Rates	884.00	Rates - Oakwood
05-Jun-19	Woodley Newsagent Ltd	23.00	Newspapers
		248637.14	

CLERKS IMPREST A/C

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Description</u>
03-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	26.99	Gym membership charged twice
17-Jun-19	(Personal Information)	20.00	Refund WPLC party
17-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	76.00	Refund deposit
17-Jun-19	(Personal Information)	50.00	Refund deposit
18-Jun-19	(Personal Information)	133.18	World of Water-Lake project
24-Jun-19	(Personal Information)	50.00	Refund deposit
26-Jun-19	(Personal Information)	117.67	2x days holiday pay net
12-Jun-19	(Personal Information)	200.00	Refund deposit
06-Jun-19	Anglo Aquatic Plan	1453.56	Lake project plants
27-Jun-19	Birmingham Telecom	43.13	Panasonic KX-T7433 Headset
27-Jun-19	Carbonite	68.18	WTCMI backup-Carbonite
25-Jun-19	DVLA Vehicle Tax	260.00	MW65 EHN - Vehicle Tax
03-Jun-19	Hearing Dogs	50.40	Paid in error to WTC
26-Jun-19	Lloyds Bank	48956.96	Net payroll-June 2019
27-Jun-19	Lloyds Bank	1.87	Transaction fee-Carbonite
14-Jun-19	Lloyds Bank D/D	14.34	Bank service charges
03-Jun-19	McAfee.com	89.99	Annual subscription
17-Jun-19	MS Society Reading	362.50	Payment to Mayor's charity 2018-19
03-Jun-19	PETTY CASH A/C	107.27	Top up petty cash
26-Jun-19	PETTY CASH A/C	139.32	Top up petty cash
11-Jun-19	Plasticsheets	94.01	Clear Perspex sheets
17-Jun-19	Printed.com	90.58	WP Dog signs
25-Jun-19	Ryman.co.uk	310.00	Comb binding machine
		52865.95	

Woodley Town Council 2019/2020

Current Account

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-Jul-19	Advanced Maintenance UK Ltd	220.20	Call out charge/repair
03-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
12-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
26-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
19-Jul-19	All Glass Window Cleaning	60.00	Window cleaning
19-Jul-19	Allen's Design & Print Ltd	270.00	WTCMI-Market banners
03-Jul-19	AYS Cleaning Contractors Ltd	3515.82	Contract Cleaning
12-Jul-19	AYS Cleaning Contractors Ltd	30.38	Contract Cleaning
26-Jul-19	AYS Cleaning Contractors Ltd	2237.75	Contract Cleaning
12-Jul-19	Be Fuelcards Ltd	43.61	Petrol - depot
26-Jul-19	Be Fuelcards Ltd	15.83	Diesel - MW65 EHN
19-Jul-19	Berkshire Pension Fund	15767.85	Pension - employers and employees
19-Jul-19	Bowak Ltd	803.72	Cleaning supplies
03-Jul-19	Brake Bros Foodservice Ltd	428.64	Vending supplies
05-Jul-19	Brake Bros Foodservice Ltd	180.34	Vending supplies
26-Jul-19	Brake Bros Foodservice Ltd	646.76	Vending supplies
03-Jul-19	Brewers Decorator Centres	124.96	Building supplies
03-Jul-19	Brown Bag Cafe Ltd	1066.14	Catering services
12-Jul-19	Brown Bag Cafe Ltd	190.08	Catering services
26-Jul-19	Brown Bag Cafe Ltd	1039.80	Catering services
12-Jul-19	Castle Water	1412.51	Water rates
03-Jul-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
26-Jul-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
01-Jul-19	Club Manager Ltd	80.40	Club Manager membership
03-Jul-19	CoolerAid Ltd	212.08	Bottled water
26-Jul-19	CoolerAid Ltd	118.37	Bottled water
22-Jul-19	Crown Gas & Power	410.81	Gas supply
22-Jul-19	Crown Gas & Power	203.65	Gas supply
22-Jul-19	Crown Gas & Power	117.12	Gas supply
22-Jul-19	Crown Gas & Power	85.80	Gas supply
12-Jul-19	Derbyshire Services	57.83	Kids size litter pickers
05-Jul-19	Earth Anchors Ltd	214.74	Red Neatasac dog sacks
12-Jul-19	EDF Energy 1 Ltd	18.49	Electrical supply
16-Jul-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
19-Jul-19	Eventu	15.00	Attendance at meeting & advice
03-Jul-19	Farol Ltd	3576.00	Two wheeled drive tractor power unit
12-Jul-19	Farol Ltd	94.45	Strimmer cord/grease gun
05-Jul-19	Fencing Products Ltd	1294.92	WP Lake project - rails/posts
19-Jul-19	Fraser Office Supplies Ltd	279.31	Stationery supplies
09-Jul-19	Global 4 Communications	293.71	Phone
12-Jul-19	Greenspace Designs Ltd	1800.00	WP Lake project - Triangular dipping ponds
19-Jul-19	HMRC Cumbernauld	13761.72	PAYE & NI
01-Jul-19	InTouch	35.99	Website support
05-Jul-19	JMVA Ltd	43.75	Web support services
05-Jul-19	John Stacey - Sons Ltd	696.00	Refuse collection
12-Jul-19	John Stacey - Sons Ltd	720.00	Refuse collection
12-Jul-19	John Willis	125.00	Window cleaning
19-Jul-19	Just Around The Corner	6338.00	Grant
12-Jul-19	Kim Bedford	358.95	Councillor training
26-Jul-19	Kingfisher Direct Ltd	341.89	Dog bins
03-Jul-19	Lamps-Tubes Luminations Ltd	174.00	WTCMI-engineers lighting repairs
19-Jul-19	Laundry Depot	64.80	Laundry table cloths
29-Jul-19	Les Mills Fitness UK Ltd	197.76	Coach

02-Jul-19	Lloyds Bank D/D	41.89	Bank sevice charge
12-Jul-19	Lloyds Bank D/D	206.54	Monthly cardnet service charge
26-Jul-19	Lyreco UK Ltd	338.71	Stationery supplies
12-Jul-19	Mainstream Digital Ltd	59.05	Phone
03-Jul-19	Maintel Europe Ltd	348.42	Annual phone support WPLC
03-Jul-19	McFarlane Telfer Ltd	846.00	Servicing catering equipment
12-Jul-19	McVeigh Parker & Co Ltd	255.36	WP Lake project - Galv welded mesh
15-Jul-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Jul-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
12-Jul-19	PHS Group	118.21	Dust mats - qtrly rental
19-Jul-19	PHS Group	92.17	Dust mats - qtrly rental
12-Jul-19	Plusnet Plc	52.20	Phone
18-Jul-19	Plusnet Plc	52.20	Phone
19-Jul-19	Prudential	307.24	AVC payment deducted from pay
05-Jul-19	Reading Borough Council	3650.00	Half yearly allotmentsite lease rent
12-Jul-19	Rialtas Business Solutions Ltd	198.00	Allotments software annual support
05-Jul-19	Seton	396.94	spray cans for road marking
08-Jul-19	SGW Payroll Ltd	188.42	Payroll services
15-Jul-19	SGW Payroll Ltd	18.00	Payroll services
15-Jul-19	Siemens Financial Services	1100.80	Gym equip monthly rental
03-Jul-19	SSE Southern Electric	1138.53	Electrical supply
12-Jul-19	SSE Southern Electric	1410.01	Electrical supply
19-Jul-19	SSE Southern Electric	212.60	Electrical supply
12-Jul-19	Stackhouse Poland Ltd	524.16	New maintenace vehicle insurance
26-Jul-19	SWALEC	26.64	Electrical supply
03-Jul-19	T H White Ltd	4.00	Spark plug
26-Jul-19	Technical Surfaces Ltd	480.00	3G rubber infill bags
03-Jul-19	Thames Valley Water Services Ltd	336.00	Water safety checks
19-Jul-19	Thames Valley Water Services Ltd	204.00	Water safety checks
26-Jul-19	Thames Valley Water Services Ltd	414.00	Water safety checks
19-Jul-19	The Letterworks Ltd	767.00	July 2019- printing Woodley Herald
12-Jul-19	The Wokingham Paper Ltd	180.00	WTCMI-Adverts
03-Jul-19	Thomas Fattorini	5927.52	New Mayorial chain/case/velvet backing
19-Jul-19	Token Security Solutions Ltd	24.00	Call out charge
03-Jul-19	Trade UK - BandQ	230.65	Building supplies
19-Jul-19	Trade UK - BandQ	1039.74	Building supplies
03-Jul-19	Trade UK - Screwfix	1416.76	Building supplies
19-Jul-19	Trade UK - Screwfix	492.64	Building supplies
19-Jul-19	Unison Collection Ac	34.00	Union fees deducted from pay
03-Jul-19	Veolia ES - UK Ltd	699.11	Refuse collection
26-Jul-19	Veolia ES - UK Ltd	603.99	Refuse collection
18-Jul-19	Vodafone	287.74	Phone
03-Jul-19	Windowflowers Ltd	5713.20	WTCMI-Baskets & Plants
01-Jul-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-Jul-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
01-Jul-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-Jul-19	Wokingham BC - Rates	884.00	Rates - Oakwood
03-Jul-19	Wokingham Pools & Spas	1764.00	Stregthen pool linings
26-Jul-19	Wokingham Pools & Spas	210.00	Chlorine tablets
23-Jul-19	Woodley Carnival	3000.00	Grant
		104766.90	

CLERKS IMPREST A/C**List of Payments made between 01/07/2019 and 31/07/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>
01-Jul-19	(Personal Information)	90.00 Refund deposit
01-Jul-19	(Personal Information)	50.00 Refund deposit
08-Jul-19	(Personal Information)	200.00 Refund deposit
08-Jul-19	(Personal Information)	15.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
19-Jul-19	(Personal Information)	50.00 Refund deposit
22-Jul-19	(Personal Information)	200.00 Refund deposit
22-Jul-19	(Personal Information)	50.00 Refund deposit
29-Jul-19	(Personal Information)	20.00 Refund deposit
29-Jul-19	(Personal Information)	50.00 Refund deposit
29-Jul-19	(Personal Information)	50.00 Refund deposit
08-Jul-19	Amazon.co.uk	71.50 Kraft 12oz Ripple cups
15-Jul-19	Berks Health NHS Trust	318.50 Refund invoice paid twice
29-Jul-19	ChemoGiftBags	100.00 Refund deposit
05-Jul-19	Currys Online	149.00 Fridge Freezer WPLC
10-Jul-19	DVLA Vehicle Tax	260.00 Vehicle Tax - KD51 WTW
03-Jul-19	Firstaid.co.uk	21.66 Hypa Cold Pack/Triangular band
24-Jul-19	Lloyds Bank	46778.59 July 2019 net payroll
12-Jul-19	Lloyds Bank D/D	14.59 Bank service charges
08-Jul-19	ME2 Club	50.00 Refund deposit
17-Jul-19	Solopress.com	34.70 Flyers & Leaflets
17-Jul-19	Solopress.com	217.92 2x Vinyl Banners-Picnic day
01-Jul-19	Tekkers Dynamo	14.50 Paid in error to WTC
08-Jul-19	Wickes Building	490.00 Tarmac/Ashphalt&Pothole repair
		49595.96

Woodley Town Council

Current Account

List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Amount Paid	
09-Aug-19	Advanced Maintenance UK Ltd	576.00	Gas tightness test - WPLC
16-Aug-19	Advanced Maintenance UK Ltd	456.00	Pipe alteration - WPLC
02-Aug-19	Alan Hadley Ltd	297.00	Refuse collection
22-Aug-19	Alan Hadley Ltd	297.00	Refuse collection
02-Aug-19	Alan Harland	520.00	Assistance with year end accounts
22-Aug-19	ASAP Computer Services	7737.91	New computers/software WPLC
22-Aug-19	AYS Cleaning Contractors Ltd	2230.13	Contract Cleaning
02-Aug-19	Basil and Crew	425.00	WTC Community picnic
02-Aug-19	Be Fuelcards Ltd	141.98	Petrol/Diesel-depot/van
23-Aug-19	Be Fuelcards Ltd	47.23	Diesel
22-Aug-19	Bowak Ltd	243.17	Cleaning supplies
02-Aug-19	Bradleys Master Locksmiths	1317.60	Phoenix Firefox Safe-WTC
02-Aug-19	Brake Bros Foodservice Ltd	588.37	Vending supplies
09-Aug-19	Brake Bros Foodservice Ltd	320.75	Vending supplies
16-Aug-19	Brake Bros Foodservice Ltd	321.69	Vending supplies
22-Aug-19	Brake Bros Foodservice Ltd	640.68	Vending supplies
22-Aug-19	Brewers Decorator Centres	186.87	Building supplies
02-Aug-19	Brown Bag Cafe Ltd	520.32	Catering services
09-Aug-19	Brown Bag Cafe Ltd	149.36	Catering services
22-Aug-19	Brown Bag Cafe Ltd	1628.08	Catering services
22-Aug-19	Broxap Ltd	1197.60	Cast iron seats
23-Aug-19	BT Telephone Payment Centre	153.72	Phone
09-Aug-19	Castle Water	3144.79	Water rates
01-Aug-19	Club Manager Ltd	80.40	Club Manager membership
22-Aug-19	CoolerAid Ltd	315.65	Bottled water
22-Aug-19	Crown Gas & Power	339.47	Gas supply
22-Aug-19	Crown Gas & Power	201.75	Gas supply
22-Aug-19	Crown Gas & Power	105.07	Gas supply
22-Aug-19	Crown Gas & Power	56.11	Gas supply
16-Aug-19	DCK Accounting Solutions Ltd	468.00	Calculation of VAT partial exemption
09-Aug-19	Dejac Associates Ltd	234.00	Update software on WTC computers
16-Aug-19	Dejac Associates Ltd	823.20	Update software on WTC computers
09-Aug-19	EDF Energy 1 Ltd	14.47	Electrical supply
22-Aug-19	Energy Electrical Distributors Ltd	259.38	Electrical supplies
12-Aug-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
22-Aug-19	Evolution Water Services Ltd	300.00	Staff training-Legionella awareness
09-Aug-19	FMC Ltd	14488.24	WPLC office regeneration
22-Aug-19	Fraser Office Supplies Ltd	143.30	Stationery supplies
09-Aug-19	Global 4 Communications	297.90	Phone
02-Aug-19	Henley Theatre Services Ltd	3513.16	Electrical/Pat/weight testing OC theatre
22-Aug-19	HMRC Cumbernauld	14578.63	PAYE & NI
30-Aug-19	Information Commissioner's Off	35.00	Data protection fee
01-Aug-19	InTouch	35.99	Website support
16-Aug-19	JMVA Ltd	35.00	Website support
16-Aug-19	John Willis	125.00	Window cleaning
16-Aug-19	Katrina J Belton	110.00	Refund payment made twice in error
09-Aug-19	Kim Bedford	358.95	Councillor training
16-Aug-19	Lantec Security Ltd	1432.80	Fire Alarm theatre repair
22-Aug-19	Laundry Depot	99.80	Laundry table cloths
02-Aug-19	Leonard Tridgell Associates	720.00	Professional fees-public toilet
27-Aug-19	Les Mills Fitness UK Ltd	197.76	Coach
16-Aug-19	Lightatouch	50.00	Review financial regulations draft
09-Aug-19	Lister Wilder Ltd	91.19	Blades for Kubuta vehicle
22-Aug-19	Lister Wilder Ltd	35.62	Re-coil spring/windscreen cleaner depot
14-Aug-19	Lloyds Bank D/D	291.59	Monthly cardnet service charge

22-Aug-19	Lyreco UK Ltd	23.98	Stationery supplies
14-Aug-19	Mainstream Digital Ltd	3.51	Phone
02-Aug-19	Margaret Macknelly Design	168.75	Herald design/Cllr graphics
15-Aug-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
15-Aug-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
16-Aug-19	Mrs S C Ellis	44.90	Assistance with GDPR process
16-Aug-19	National Association of Civic Office	95.00	Staff training
22-Aug-19	Office Furniture Online	1965.60	WPLC office furniture
02-Aug-19	Pest Control Wokingham	60.00	Removal of wasp nests
02-Aug-19	PHS Group	364.74	Qtrly dust mat charge OC/WPLC
12-Aug-19	Plusnet Plc	52.20	Phone
19-Aug-19	Plusnet Plc	52.20	Phone
22-Aug-19	Prudential	307.24	AVC payment deducted from pay
16-Aug-19	Reading Community Energy Soc Lt	1598.20	Solar panel - electrical supply WPLC
16-Aug-19	Roof Asset Management	6470.82	Oakwood ctre - site inspection/mtg valuations
02-Aug-19	Seton	1013.41	Line marking cans/signs
05-Aug-19	SGW Payroll Ltd	178.22	Payroll services
15-Aug-19	Siemens Financial Services	1100.80	Gym equip monthly rental
09-Aug-19	Sports & Fitness Flooring Ltd	10655.74	WPLC new flooring
02-Aug-19	SSE Southern Electric	824.10	Electrical supply
16-Aug-19	SSE Southern Electric	2595.74	Electrical supply
27-Aug-19	SWALEC	31.64	Electrical supply
02-Aug-19	Technical Surfaces Ltd	360.00	3G matchfit service
16-Aug-19	Thames Valley Water Services Ltd	954.00	Water safety checks
22-Aug-19	The Berkshire Pension Fund	16105.16	Pension - employers and employees
02-Aug-19	The Institute of Groundsmanship	150.00	Annual membership
22-Aug-19	Trade UK - BandQ	77.52	Building supplies
22-Aug-19	Trade UK - Screwfix	317.43	Building supplies
16-Aug-19	Tudor Environmental	342.00	Pressure washer/sharpen chipper blade
22-Aug-19	Unison Collection Ac	34.00	Union fees deducted from pay
22-Aug-19	Veolia ES - UK Ltd	694.93	Refuse collection
19-Aug-19	Vodafone	281.46	Phone
16-Aug-19	WFL UK Ltd	2043.00	Diesel - Depot
01-Aug-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-Aug-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
01-Aug-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-Aug-19	Wokingham BC - Rates	884.00	Rates - Oakwood
		115655.70	

CLERKS IMPREST A/C

List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Amount Paid	
19-Aug-19	(Personal Information)	20.00	WPLC course refund
12-Aug-19	(Personal Information)	200.00	Refill darts for Nerf N-Strike
19-Aug-19	(Personal Information)	50.00	Refund deposit
19-Aug-19	(Personal Information)	50.00	Refund deposit
05-Aug-19	(Personal Information)	50.00	Refund deposit
06-Aug-19	247 Curtains.co.uk	207.00	Coro Hall-Ready made curtains
12-Aug-19	Amazon.co.uk	18.39	Refill darts for Nerf N-Strike
16-Aug-19	CPC.co.uk	49.98	WPLC TV booster
12-Aug-19	Dance Reality	100.00	Refund deposit
06-Aug-19	First Fence	655.44	fencing panels/coupling
28-Aug-19	Lloyds Bank	49180.97	Aug 19 payroll
09-Aug-19	Lloyds Bank D/D	14.12	Bank service charges
15-Aug-19	Poles Direct.com	155.15	Curtain poles - Coro Hall
08-Aug-19	Salt Supermarket	284.99	Hydrosoft salt tablets
02-Aug-19	Solopress	23.82	Postcards - Oakwood Ctre
05-Aug-19	St Johns Ambulance	324.00	Health & Safety training
06-Aug-19	Wickes Building	455.26	Coro Hall - building supplies
		51839.12	

WOODLEY TOWN COUNCIL**EQUALITY AND DIVERSITY STATEMENT**

The aim of this policy is to explain the commitment of Woodley Town Council, its councillors and officers, to meet the Public Sector Equality Duty, in force from April 2011.

The Equality Duty applies to public bodies and others bodies carrying out public functions/services.

The Equality Duty supports good decision making and encourages public bodies to understand how different people will be affected by their activities so that policies and services are accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective. The Equality Duty helps public bodies to deliver the government's overall objectives for public services.

It is the Town Council's policy to provide representation, information, facilities, services and employment to all irrespective of:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race - this includes ethnic or national origins, colour or nationality
- religion or belief - this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

The Town Council is required to have due regard to the aims of the Act which are to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Woodley Town Council is opposed to all forms of unlawful and unfair discrimination and believes that supporting equality is important.

The Council aims to engender a culture where people's differences and values are respected and where dignity, equality and diversity are promoted. The Council will also aim to help individuals or groups to achieve their full potential in our community by removing barriers, bias or discrimination.

The Council's aim is to challenge discrimination and to provide equality and fairness to all in the community - it expects all councillors and employees to be aware of their duty under the Public Sector Equality Duty.

Equality Commitments

The Town Council will:

- Promote equality of opportunity for all persons.
- Ensure a positive and harmonious environment where all are treated with respect.
- Prevent unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Take lawful and positive action where appropriate.
- Fulfil the Council's legal obligations under equality legislation and associated codes of practice.

WOODLEY TOWN COUNCIL**EQUALITY AND DIVERSITY POLICY**

As an employer, Woodley Town Council has a duty to encourage and promote equality in providing its services and in carrying out its public functions.

The Town Council recognises the importance of its employees in achieving the Council's aims and their role in providing quality services. We aim to create an environment where all people are able to give their best; free from discrimination, harassment, victimisation and bullying - where everyone feels valued and motivated and decisions are based on merit.

OUR INTENT

Woodley Town Council is committed to fairness and equality.

We will:

- Carry out employment practices, provide services and carry out public functions in a way that ensures that no employee, potential employee or service user is treated unfairly on the grounds of their sex, sexual orientation, marriage and civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender-reassignment, pregnancy and maternity or any other grounds which cannot be justified, either job related or in law.
- Promote equality of opportunity for service users, employees and potential employees.
- Work with our partners to tackle prejudice where it occurs and promote understanding between different groups.

The commitment of the Town Clerk and councillors as well as the cooperation of employees are vital to the success of equality strategies.

SCOPE AND APPLICATION

Members, employees and those acting on behalf of the Town Council, including other organisations and persons commissioned or contracted to deliver public functions, are responsible for implementing and supporting equality and diversity and have a duty to challenge all forms of discrimination, harassment and victimisation and promote equality of opportunity and good relations.

The policy is applicable to any employment matter in which equitable treatment of a current or potential employee may be an issue.

We acknowledge our responsibility to promote and encourage equality in the provision of services, employment practices and will include appropriate obligations in contracts with other organisations and persons commissioned or contracted to deliver services on the Town Council's behalf.

EQUALITY AND DIVERSITY

We recognise the obligation to provide equitable treatment to current and potential employees and the need to refrain from any discriminatory practice that may impair the Council's ability to make full use of skills and aptitudes of potential or existing employees.

When advertising jobs, writing job descriptions and person specifications, shortlisting and interviewing we will take care to ensure that unlawful discrimination does not occur and that

processes do not exclude members of a particular group that may face barriers in gaining employment.

Where possible and appropriate we will support people to access employment opportunities from under represented groups.

We aim to ensure equality and fairness in employment matters.

We have robust recruitment and selection practices in place.

All job applicants with a disability who meet all of the essential criteria for a job vacancy will be interviewed and considered on their abilities.

For employees who become disabled we will make every effort to enable them to continue to work for the council and will offer retraining where appropriate.

We will make reasonable adjustments for existing employees and those attending for interview where required.

TRAINING AND LEARNING

We are committed to equality of opportunity in the provision of training opportunities. We wish to engender a working environment that is safe and supportive and where employees are able to learn and develop and work to the best of their abilities.

SERVICE DELIVERY AND CUSTOMER CARE

The Council regularly seeks the views of residents on the quality of our services and their suggestions for improvements. We will seek to find out more on whether our services are meeting the needs of users and where possible and appropriate include actions to meet the needs of people who are under represented or disadvantaged because of particular equalities issues.

Partnership working

We consult and work in partnership with several organisations and groups in the town and seek to promote equality and diversity.

Procurement

In procuring contracts for works the Town Council aims to ensure that all businesses have fair access to opportunities to work with the Council. In the delivery of these contracts we will ensure that evaluation models, specifications, contract conditions, quality requirements and monitoring procedures fully address equalities issues. We aim to ensure compliance with equalities legislations and use positive action provisions in assessing the commitment of firms tendering to the aims and value of this policy.

Community engagement

We aim to ensure that equality and diversity are part of community involvement and in doing so to try and meet the needs of different groups in an appropriate and sensitive manner. Involving local people and our partners is central to our work at the Town Council. Our policies will have a more lasting impact and services more responsive to local need if they are influenced by those they directly affect. We will continue to seek feedback and suggestions from the town's residents and our customers through the bi-annual residents survey and on specific service or provision projects as they occur.

LEGISLATION

Equality Act 2010

The Equality Act replaced existing anti-discrimination laws with a single act.

The main provisions of the Equality Act include:

- Protection against direct and indirect discrimination, harassment and victimisation in employment, services, public functions and premises
- Protection from discrimination by association and perception
- Enhanced protection for disabled people, their carers and families, including protection from discrimination arising out of disability and in recruitment procedures
- Extending protection from third party harassment to all equalities groups
- Allowing employers to take positive action in recruitment and promotion
- Requiring employers to report on gender pay gaps and making pay secrecy clauses unenforceable
- Require public bodies to take account of 'socio-economic disadvantage' when making strategic decisions
- Extending the existing race, gender and disability duties on public bodies to age, pregnancy and maternity, religion and belief, gender reassignment and sexual orientation requiring the Town Council to have due regard to the need to:
 - eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Act
 - advance equality of opportunity between all persons
 - foster good relations between all persons

Human Rights Act 1998 (implemented October 2000)

Rights include freedom of thought, conscience and religion, freedom of expression and the right to privacy and not to be discriminated against in respect of these rights and freedoms.

TYPES OF DISCRIMINATION

Woodley Town Council will address any of the following:

Direct discrimination - applying a policy, criteria or practice which, although applied to everyone equally, treats a person unfavourably on the grounds of their sex, sexual orientation, marriage and civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability and gender re-assignment and which cannot be shown to be justifiable.

Discrimination arising out of disability - treating a person less favourably because of something connected to their disability.

Combined discrimination - treating a person less favourably because of a combination of two equalities issues, for example race and sex.

Discrimination by association - treating a person less favourably because of their association with another, eg a disabled person.

Perceptive discrimination - treating a person less favourably because of particular perception, eg a person who is perceived to be gay.

Victimisation - a person being given less favourable treatment than another in the same circumstances because it is suspected or known that they have brought proceedings under legislation or given evidence or information relating to those proceedings or alleged that discrimination has occurred.

Harassment and bullying - unwanted conduct either intentional or unintentional, which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person. This includes harassment of a sexual nature or related to gender re-assignment. Harassment can be on any basis including sex, race, disability, age, sexual orientation, religion or belief and gender re-assignment - and extends to harassment by third parties and by association. Bullying is where someone uses their power or strength to undermine an employee or a groups of employees.

Vicarious liability - employers are liable for acts of unlawful discrimination by their employees, even if the employer did not approve or even know about the acts in question, unless they can prove they took such steps as were reasonably practical to prevent the discrimination.

Woodley Town Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed, bullied or being subject to physical or verbal aggression.

WOODLEY TOWN COUNCIL'S RESPONSIBILITIES

As an employer and service provider, the Town Council has a responsibility for ensuring equality of opportunity and is responsible for discrimination, harassment or victimisation by any employee, councillor or organisation delivering services on its behalf, whether or not it was done with the Town Council's approval.

The Town Council requires its employees and councillors, irrespective of their position on the Council to have responsibility in ensuring they read and understand policies and by being involved in their creation and implementation. Appropriate obligations will be included within any contracts with other organisations or persons commissioned or contracted to deliver services on behalf of the Town Council.

Responsibilities:

Town Clerk - to assess employment practices in relation to this policy and advise on remedial action, where required and to coordinate the provision of advice, training and guidance to employees on equality and diversity in employment and delivering services.

Managers and supervisors must recognise their responsibility to adopt employment practices and provide services that are consistent with this policy and should promote an awareness of the principles involved to their colleagues.

Employees must cooperate with any measures to develop equality and diversity and refrain from any discriminatory actions or decisions as explained in this policy.

Councillors - Members must recognise their responsibility to meet the requirements of the Public Sector Equality Duty and the Human Rights Act. Equality and diversity training will be offered to all councillors.

WOODLEY TOWN COUNCIL'S COMMITMENTS

- To ensure that the necessary resources are available to monitor equality and diversity.
- To ensure that employment practices and services are carried out in a way that ensures that no employee, potential employee or service user is treated unfavourably.
- To promote equality of opportunity.
- To promote good relations in the town.
- To ensure that all employees are aware of this policy.
- To provide guidance and training to all employees and councillors to ensure they understand their responsibilities under the law and this policy.
- To review policies and procedures and change them should they be found to be discriminatory.
- To monitor the existing workforce and job applicants.
- Publish relevant equalities information demonstrating the Town Council's progress in meeting on matters relating to the Equality Duty.
- Take disciplinary or any other appropriate action against any employee or councillor who breaches the Equality and Diversity policy.

In terms of service delivery:

- We will ensure that employees delivering services do not discriminate on any of the grounds set out in the Equality Duty.
- We will continue to assess and improve access to our facilities and services.
- We will review our services regularly, via the bi-annual residents survey and as a one-off exercise for specific projects, to make sure they meet the needs of everyone in the community.

MONITORING AND EVALUATION

Where appropriate, we will include equalities information in reports to the Town Council and its committees and working parties, including equality objectives where relevant and progress on any objectives set.

September 2019