

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood
Centre on Tuesday 21 January 2025 at 8:00 pm**

Present: *Councillors K. Baker (Chairman); G. Bello; K. Gilder;
A. Swaddle*

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk;
A. Basra, Finance Manager; B. Fennelly, Town Centre Manager*

Also present: *Cllr R. Horskins; Cllr B. Rowland (Virtual Attendance)
Cllr M. Holmes; Cllr K. Charles Bey
1 member of the public*

60. **APOLOGIES**

Apologies for absence were received from Councillors Anderson, Horskins, Kennedy, Nagra and Rowland. Councillors Horskins and Rowland attended the meeting virtually.

61. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

62. **MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2024**

RESOLVED:

- ♦ That the minutes of the Strategy and Resources Committee meeting of 26 November 2024 be approved and signed by the Chairman as a correct record.

63. **ACTIONS / FOLLOW UPS**

Members noted the actions and follow ups update, as provided in the agenda.

12 September 2023 – Minute 26

Regarding the Council's funds reclaimed from HMRC following incorrectly charged VAT on leisure services, the Finance Manager confirmed organisations had started to be contacted regarding repayments. Members noted only a small number had responded, and that follow up contact would now take place which would provide a deadline for organisations to reclaim the VAT. The funds are currently on an earmarked reserve for this specific purpose.

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Regarding the potential installation of a borehole at the allotment site, the Town Clerk confirmed this had yet to be considered and was awaiting capacity from the Amenities Team to do so.

64. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 1/25.

The Town Clerk advised Members that the £45k figure quoted against Capital Projects expenditure was incorrect and should be stated as £20k.

Members noted that Democratic Services expenditure was significantly under budget due to Officer re-apportioning staff costs to different, more appropriate cost centres.

With regards to Woodley Town Centre Partnership income, the Town Clerk highlighted that this was reduced because the Council no longer vires a balance transfer to this cost centre, instead managing the cost centre in the same way as all other Council budget lines.

RESOLVED:

- ◆ To note Report No. SR 1/25.

b) Payments

RESOLVED:

- ◆ To note the following payments, listed in **Appendix A** (November 2024) and **Appendix B** (December 2024):

	Current account	Imprest account
November 2024	£141,371.50	£88,038.50
December 2024	£101,893.74	£63,252.03

c) CCLA PSDF Funds

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.

65. **OAKWOOD CENTRE INCOME UPDATE**

The Town Clerk presented the Oakwood Centre room hire and catering income updates.

Members noted that the Council would be implementing a new finance system in the next financial year which would enable Officers to delve deeper into income analysis and provide Members will better reporting in future.

RESOLVED:

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

66. **INVESTMENTS SUB COMMITTEE**

The Chairman presented the report of the Investments Sub Committee meeting which took place on 7 January.

It was noted the Sub Committee had made some amendments to the draft Annual Treasury Management Strategy 2025/26 to clarify the position on the Council's long term investment strategy. An additional paragraph had also been added to provide detail on the Council's targeted minimum General Reserve figure, currently set at £500k. Members noted this figure would be utilised when considering the impact of future budget and precept setting, with the figure being reviewed annually and impact by the Council's current income and expenditure position, including earmarked reserve levels.

In relation to the loan schedule included in the document, the Chairman highlighted to Members that several loans were due to be fully repaid in the near future, reducing the associated annual expenditure. He suggested that, when these loans are paid off, the Council might wish to consider whether to replace these with new loans to cover other projects, such as the refurbishment of Woodford Park Leisure Centre.

A query was raised regarding whether it would be financially beneficial to pay off the 60-year loan relating to Chapel Hall early, but it was noted that the Council would still be required to pay the amount of interest calculated for the entire duration of the loan, and so wouldn't benefit from paying this off early. Members indicated they would not want the Council to take out a loan of this length in future.

RESOLVED:

- ◆ To note Report No. SR 2/25 of the Investments Sub Committee meeting which took place on 7 January 2025.

Following a vote, Members:

RECOMMENDED:

- ◆ That Full Council adopts the 2025/26 Treasury Management Strategy, as provided at **Appendix C.**

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

67. **RISK MANAGEMENT SUB COMMITTEE**

Members noted the report of the Risk Management Sub Committee meeting which took place on 14 January 2025, including the updates which had been made to the Council's Risk Register.

A suggestion was made that gates should be installed in Wheble Park to reduce risks associated with dogs accessing the park, and the Town Clerk advised he would discuss this with the Amenities Manager.

RESOLVED:

- ◆ To note Report No. SR 3/25 of the Risk Management Sub Committee meeting which took place on 14 January 2025.

Following a vote, Members:

RECOMMENDED:

- ◆ That Full Council adopts the 2025/26 Risk Management Strategy, as provided at **Appendix D.**
- ◆ That Full Council notes the 2025/26 Risk Register summary pages, as provided at **Appendix E.**
- ◆ That Full Council adopts the 2025/26 Disaster Recovery Plan, as provided at **Appendix F.**

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

68. **CAPITAL PROJECTS SCHEDULE**

RESOLVED:

- ◆ To note the update on Council projects, as provided in the agenda.

69. **CHARGES 2025/26**

The Town Clerk set out the charges in relation to both Leisure Services and the Oakwood Centre.

It was requested that, in future years, Officers consider rounding the charges in relation to Oakwood Centre room and community hall hire, for example to the nearest 10p, to avoid charging in pennies. Members noted charges were currently calculated based on applying a specific increase, usually linked to RPI, to the highest rate charged and then for discounted rates to be calculated from that figure. Members were also advised that, unlike charges relating to leisure activities, the charges for room and hall hire were the hourly rate, with nearly all invoices paid by bank transfer, making it easier to manage non-rounded prices.

RECOMMENDED:

- ◆ That Full Council approves the 2025/26 charges at the Oakwood Centre, as set out in the Proposed Charges 2025/26 Appendix.
- ◆ That Full Council approves the 2025/26 charges for Leisure Services, as set out in the Proposed Charges 2025/26 Appendix.

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

70. **REVISED ESTIMATES 2024/25**

The Town Clerk set out the revised estimates for 2024/25.

Members noted that the income, in relation to the Strategy & Resources Committee, was forecast to be £143k above budget, in the main due to releases from earmarked reserves and strong income from CCLA investments during the year.

The Town Clerk advised that expenditure was forecast to be £184k above budget, which includes additional allocations to fund capital projects which were determined in-year.

RESOLVED:

- ◆ To note Report No. SR 4/25.
- ◆ To approve the Council's 2024/25 Revised Budget Estimates, as set out in the Budget Appendix.

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

71. **BUDGET ESTIMATES 2025/26**

71.1 Members considered the Council's Budget Estimates for 2025/26 as set out in the Budget Appendix.

The Town Clerk advised Members that there were some changes to the budget format for 2025/26, specifically in relation to the cost centres to which certain costs, such as staffing costs, were now apportioned. Members noted this particularly impacted employer national insurance and pension contributions which, having previously been included centrally as Central Costs, were now split out to appropriate cost centres. Whilst this would make comparison with the 2024/25 budget more difficult, Members were advised the purpose of this change was to allow Officers to better assess the cost of running individual services, which could then be reported to Members and would help inform future decision making.

Members noted the Strategy & Resources Committee's 2025/26 budget expects a reduction in income from that forecast to be achieved in 2024/25, mainly attributed to additional income from earmarked reserve releases and the sale of Silver Fox Crescent which were received during 2024/25.

The Town Clerk also advised Members again that the Woodley Town Centre Partnership cost centre now did not reflect a balancing allocation.

Members also noted that a change in accounting process for the Memorial Recreation Ground Charity, which would be presented to the next Full Council meeting, meant a new line had been added to reflect income received from the Charity in relation to activities taking place on the memorial ground.

Members noted the Committee's 2025/26 budget was expected to be £395K less than the 2024/25 forecast, mainly due to the re-apportionment of staffing costs, with some of these now showing under the Leisure Services Committee's budget.

The Town Clerk confirmed that the proposed budgets presented reflected the repayment of loans in year and the associated reduction in investment income.

RESOLVED:

- ◆ To note Report No. SR 5/25.
- ◆ That the Committee's 2025/26 Budget Estimates, as set out in the Budget Appendix, form part of the Council's 2025/26 Budget and be presented to Council for approval.

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

71.2 Budget and Precept 2025/26

The Town Clerk set out the position with regards to the Budget and Precept for 2025/26, as set out in Report No. SR 6/25.

Members were advised that key considerations when setting the precept level were the level of general and earmarked reserves held by the Council. Members noted that the Council was forecast to require £106k from the general reserve to cover net expenditure in 2024/25, leaving the general reserve at a forecast level of £682k at the beginning of April.

The Town Clerk advised Members that the Joint Panel on Accountability and Governance advise that councils should maintain a reserve between 3 and 12 months of revenue expenditure, with larger council's normally expected to be nearer the 3-month end of this. Members noted this was only guidance, and there was no specific calculation required, and that councils have to consider the appropriate level of general reserve to maintain in view of their overall income and expenditure, and earmarked reserve levels.

Based on the current position, and with forecast earmarked reserves of £611k at the end of the financial year, the Town Clerk advised that the general reserve level should not dip below £500k. He also highlighted in the Budget Appendix early forecast figures for the 2026/27 financial year which indicate that, with a 0% or low Band D precept increase for 2025/26, a larger increase would be needed in 2026/27 to maintain a sufficient general reserve level.

Members noted that Officers would be working on developing a new three-year strategic plan for the Council over the coming months, with the intention to develop this with Councillors and to consult with residents to understand the services they wished the Council to support and the level of precept they would be happy to pay to provide these. It was highlighted that the aim was for this plan to feed into future budget planning, with indicative budgets discussed with Councillors at an early point in the municipal year than at present, where budgets are presented in the January meeting cycle and must be approved in February by Full Council.

Following a query as to whether the indicative Band D precept increases ranging from 0% to 5%, as presented in the Budget Appendix, would satisfy the Council's financial requirements, the Town Clerk confirmed they would.

The Chairman advised he supported a 0% increase in Band D precept rate for 2025/26 in view of several financial factors currently impacting residents, including the ongoing cost of living crisis, increased energy costs, and expected council tax increases. He also stated that his preferred position was for the Council to consider precept levels following public consultation in future years. He affirmed his support for a full residents' consultation on precept levels, as set out earlier in the meeting.

A suggestion was made that the Committee should consider increasing precept this year, which would mean smaller increases would be needed in future years. It was also noted that a small increase would only lead to an increase of a few pounds per year for residents.

After discussion, the Chairman proposed, seconded by Councillor Swaddle, that the Committee recommend that Council maintain the 2025/26 Band D precept level at that set for 2024/25 - £106.69. The Chairman also proposed, seconded by Councillor Swaddle, that the Committee resolve that a public consultation will take place in relation to the setting of precept levels in future years.

Following a vote on these matters, and the other recommendations in Report No. SR 6/25, it was

RESOLVED:

- ◆ To note Report No. SR 6/25.

RECOMMENDED:

- ◆ That the proposed budget for 2025/26 be presented to Council for approval.
- ◆ That a precept level of £1,165,695 for the 2025/26 financial year be presented to Council for approval.
- ◆ That the Council undertakes public consultation in relation to the setting of precept levels in future years.

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

72. **COMMUNITY GRANTS**

72.1 Members considered the grant application set out in the Report No. SR 7/25.

RESOLVED:

- ◆ To note Report No. SR 7/25.
- ◆ That, under the Localism Act 2011, the following grant be awarded:

Me2 Club	£250	To recruit and screen 5 new volunteers within Woodley who can be matched with 5 Woodley children waiting for support from the charity.
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Voting: For: 4 Against: 0 Abstentions: 0 No Vote Recorded: 0

72.2 Members considered increasing the maximum grant amount which can be awarded to individual grant applicants, which it was noted had not been increased in many years.

Members noted that the maximum grant amount awarded to community grant applicants had been increased by 40% from £250 to £350 in 2024.

The Chairman proposed, seconded by Councillor Swaddle, and following a vote it was:

RESOLVED:

- ♦ That the maximum amount grant which can be awarded to individual grant applicants is increased from £100 to £150.

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

73. **THEATRE REFURBISHMENT PROJECT**

The Deputy Town Clerk set out the interim report provided by Blue Horizon in relation to the Alan Cornish Theatre refurbishment project, which Members noted. It was highlighted that Blue Horizon would still welcome any feedback from Members regarding the project.

74. **SAFEGUARDING POLICY**

Members review the draft Safeguarding Policy set out in the agenda.

A request was made for the policy to be circulated to all staff and Councillors following approval.

Following a query, the Town Clerk confirmed that Members were able to access online safeguarding training as part of their role, and that he would circulate details of this to Members and encourage them to undertake it.

A suggestion was made that the document should make clear that, in an emergency situation, any safeguarding concerns should be reported immediately to the police. It was agreed to add this to the policy.

Members requested that a point referencing avoiding 'spending excessive amounts of time alone with children', set out in the good practice and behaviour section, be removed.

RESOLVED:

- ♦ To adopt the Safeguarding Policy as provided at **Appendix G**.

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

75. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

Members noted the updates to actions regarding the Council's Climate Emergency Action Plan, as set out in the agenda.

76. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items raised by Members.

77. **PUBLICITY AND WEBSITE**

Members requested that the Community Grant awarded to Me2 Club be publicised and, when doing so, the Council direct Woodley residents who might be interested in volunteering to the contact the organisation.

78. The Chairman noted that the Town Centre Manager was in attendance at the meeting. It was highlighted that, due to the timing of the last Woodley Town Centre Partnership meeting, the report from the meeting would be presented to the next meeting of the Committee. However, in light of his attendance, the Chairman invited Councillors to ask any questions they may have of the Town Centre Manager, or Councillor Holmes or himself, all of which were at the recent meeting.

A query was raised regarding the potential use of vacant shop space to display local art. The Town Centre Manager advised that, at present, four units were vacant, which was lower than the national average. He explained that using vacant units for such purposes had been

considered in the past, however it was difficult to get landlord agreement. He said this would likely be reconsidered in the future though.

A concern was also raised with Thames Water undertaking works in the town centre, and including digging a trench, on a Saturday when the market was running. It was suggested Wokingham Borough Council should be not permit this to happen, and that Borough Councillors may wish to escalate this matter.

Meeting closed at 9:40 pm

Woodley Town Council

Current Account

List of Payments made between 01/11/2024 and 30/11/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Nov-24	(Personal Information)	300.00	Routine pest control
14-Nov-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
28-Nov-24	(Personal Information)	400.00	Provision PA system
14-Nov-24	AGA Print Ltd	999.22	Poster/Banner
28-Nov-24	AGA Print Ltd	50.70	Poster/Banner
14-Nov-24	Alan Hadley Ltd	462.00	Refuse collection
20-Nov-24	BNP Paribas Leasing Solutions	367.20	Qtrly rental photocopier
21-Nov-24	Bowak Ltd	441.28	Cleaning supplies
08-Nov-24	Brake Bros Foodservice Ltd	278.91	Vending supplies
14-Nov-24	Brake Bros Foodservice Ltd	629.91	Vending supplies
28-Nov-24	Brake Bros Foodservice Ltd	305.15	Vending supplies
08-Nov-24	Business Stream	46.84	Water rates
21-Nov-24	Castle Water	2,670.38	Water rates- Oct24
19-Nov-24	Castle Water Ltd	15.45	Water rates-TC Oct24
14-Nov-24	CDK Casting Ltd	121.80	Bronze plaque
28-Nov-24	Churchill Contract Services Ltd	1,884.67	Contract cleaning
08-Nov-24	Circus Scene	5,500.00	Xmas Extravaganza
14-Nov-24	Circus Scene	175.00	Xmas Extravaganza
14-Nov-24	Cloudy Group Ltd	192.00	Domain Mge fee
21-Nov-24	Cloudy Group Ltd	1,154.45	IT support
01-Nov-24	Club Manager Ltd	106.80	Gym monthly fee-software
21-Nov-24	Co-Cre8 Systems Limited	450.00	500 ml Honest bottles
28-Nov-24	CoolerAid Ltd	55.52	Bottled water
15-Nov-24	Crown Gas & Power	1,678.67	Gas supply-WPLC Oct24
29-Nov-24	Crown Gas & Power	277.04	Gas supply-Chapel H Oct24
29-Nov-24	Crown Gas & Power	253.64	Gas supply-Coro H Oct24
29-Nov-24	Crown Gas & Power	1,844.76	Gas supply-OC Oct24
14-Nov-24	Ecotricity	41.27	Electric supp-OC Oct24
20-Nov-24	Ecotricity	2,990.05	Electric supp-OC Oct24
20-Nov-24	Ecotricity	1,706.65	Elec supp-Oct24 WPLC
20-Nov-24	Ecotricity	689.59	Elec supp-Depot Oct24
20-Nov-24	Ecotricity	128.11	Elec supp-Coro H Oct24
20-Nov-24	Ecotricity	69.16	Elec supp-Chapel H Oct24
14-Nov-24	EDF Energy 1 Ltd	232.25	Electric supp - Clock
12-Nov-24	Epos Now Ltd D/D	30.00	Monthly WPLC till support
28-Nov-24	Eventu	50.00	Monthly projector hire
21-Nov-24	Fiddes & Son Ltd - Bowcom	918.00	Bowcom ATOM Machine
14-Nov-24	Fraser Office Supplies Ltd	330.00	High back chair
14-Nov-24	Fresh Berkshire Ltd	276.00	Catering service
21-Nov-24	Fresh Berkshire Ltd	570.00	Catering service
11-Nov-24	Global 4 Communications	1,248.35	Phone/Moblie Oct24
14-Nov-24	Grabloader Ltd	691.20	16 Tonne MOT limestone
29-Nov-24	HMRC Cumbernauld	26,636.35	Employee & 'er deducted from pay
08-Nov-24	Impress Print Services Ltd	2,314.00	Mailing leaflets
27-Nov-24	Les Mills Fitness UK Ltd	224.57	Gym live program
14-Nov-24	Lloyds Bank D/D	385.41	Cardnet service charge
21-Nov-24	Lyreco UK Ltd	72.38	Stationery supplies
15-Nov-24	Merchant Rentals Ltd	19.50	Cardnet Mach rental-Nov24
15-Nov-24	Merchant Rentals Ltd	19.50	Cardnet Mach rental-Nov24
08-Nov-24	Pat Pals Ltd	652.47	Electrical PAT testing
21-Nov-24	Proludic Ltd	9,448.88	Retention release/grass mats

29-Nov-24	Prudential	300.00	AVC deducted from pay
08-Nov-24	R.I.D. Ltd	1,454.40	Repair tractor shed
06-Nov-24	SecureHeat	250.20	Electric service-Monthly Nov24
21-Nov-24	Select Environmental Services Ltd	1,071.90	Refuse collection
28-Nov-24	Select Environmental Services Ltd	159.67	Refuse collection
06-Nov-24	SGW Payroll Ltd	145.58	Monthly payroll fee-Oct24
28-Nov-24	Siemens Financial Services	1,236.62	Monthly gym equip hire
14-Nov-24	SLCC Enterprises Ltd	78.00	Youth engagement summit
21-Nov-24	SLCC Enterprises Ltd	420.00	Membership fee
21-Nov-24	Spot on Fitness Ltd	240.00	WPLC pilates class
14-Nov-24	SSE Energy Supply Ltd	242.23	Electric supply-Sep24 Street lights
14-Nov-24	Suregreen Ltd	696.96	Green timber sleepers
14-Nov-24	Thames Valley Water Services Ltd	264.00	Monthly water temp checks
29-Nov-24	The Berkshire Pension Fund	30,934.11	Employee & 'er deducted from pay
14-Nov-24	The Crown Estate Commissioners	756.00	Christmas Tree
08-Nov-24	Total Door Services Ltd	174.00	Call out-WPLC doors
14-Nov-24	Total Door Services Ltd	456.00	Maintenance door service
21-Nov-24	Total Door Services Ltd	3,423.34	Call out-WPLC/Oakwood doors
21-Nov-24	Trade UK - Screwfix	78.84	Building supplies
21-Nov-24	Tudor Environmental	707.92	Garden supplies
28-Nov-24	Ultima Furniture Systems Ltd	8,432.08	Kitchen units supplied
28-Nov-24	Windowflowers Ltd	835.20	Large square planters
01-Nov-24	Wokingham BC - Rates	2,812.00	Rates-WPLC Nov24
01-Nov-24	Wokingham BC - Rates	421.00	Rates-Coro H Nov24
01-Nov-24	Wokingham BC - Rates	190.00	Rates-Chapel H Nov24
01-Nov-24	Wokingham BC - Rates	1,291.00	Rates-OC Nov24
21-Nov-24	Wokingham Borough Council	295.00	Annual Licence
21-Nov-24	Workwear Express Ltd	207.14	Staff uniform
08-Nov-24	Wybone Ltd	12,498.00	224 ltr Recycling bins
08-Nov-24	Zoo Signs & Design Ltd	455.23	WTC office sign

Total Payments

141,371.50

CLERKS IMPREST A/C

List of Payments made between 01/11/2024 and 30/11/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Nov-24	(Personal Information)	73.85	Staff uniform-Boots
06-Nov-24	(Personal Information)	15.00	Refund key deposit
13-Nov-24	(Personal Information)	200.00	Refund deposit
13-Nov-24	(Personal Information)	50.00	Refund deposit
13-Nov-24	(Personal Information)	75.00	Refund deposit
19-Nov-24	(Personal Information)	30.00	Refund key deposit
20-Nov-24	(Personal Information)	75.00	Refund deposit
25-Nov-24	(Personal Information)	190.00	Refund deposit
25-Nov-24	(Personal Information)	200.00	Refund deposit
25-Nov-24	(Personal Information)	200.00	Refund deposit
26-Nov-24	(Personal Information)	15.00	Refund key deposit
26-Nov-24	(Personal Information)	206.00	Refund deposit
11-Nov-24	Adobe Systems Software Ireland	198.96	Acrobat Pro Nov24-Nov25
01-Nov-24	Amazon Business Account	45.36	Frosted window film
01-Nov-24	Amazon Business Account	43.98	Duracell AAA/AA batteries
01-Nov-24	Amazon Business Account	190.88	Wireless security camera
01-Nov-24	Amazon Business Account	17.80	Masterplug 4x socket

01-Nov-24	Amazon Business Account	109.40	Floor cable covers
05-Nov-24	Amazon Business Account	84.55	Master plug reel
05-Nov-24	Amazon Business Account	33.44	Vending supplies
06-Nov-24	Amazon Business Account	74.98	Hot water urn
07-Nov-24	Amazon Business Account	108.01	Tulip flower bulbs
07-Nov-24	Amazon Business Account	66.98	Hot water urn
08-Nov-24	Amazon Business Account	55.96	Allium flower bulbs
08-Nov-24	Amazon Business Account	69.12	Spring flower bulbs
11-Nov-24	Amazon Business Account	114.00	Business preime memeber fee
14-Nov-24	Amazon Business Account	11.00	Cables ties
14-Nov-24	Amazon Business Account	49.60	Manhole cover
15-Nov-24	Amazon Business Account	86.40	Spring flower bulbs
20-Nov-24	Amazon Business Account	5.89	Gorilla tape black
21-Nov-24	Amazon Business Account	-17.28	Mixed bulb pack
22-Nov-24	Amazon Business Account	83.47	Spring flower bulbs
22-Nov-24	Amazon Business Account	21.95	Mixed bulbs
25-Nov-24	Amazon Business Account	12.98	Spring bulbs
25-Nov-24	Amazon Business Account	69.94	Dutch mixed bulbs
25-Nov-24	Amazon Business Account	85.98	Round fence posts
26-Nov-24	Amazon Business Account	20.89	Duracell AA batteries
26-Nov-24	Amazon Business Account	19.89	Self adhesive hooks
27-Nov-24	Amazon Business Account	17.95	Plant pot saucers
27-Nov-24	Amazon Business Account	151.99	Projector
27-Nov-24	Amazon Business Account	12.22	LED transformer
28-Nov-24	Amazon Business Account	15.12	HDMI Ultra cable
25-Nov-24	Assisting Berkshire	1,000.00	Youth Grant-Assisting Berkshir
08-Nov-24	Fridge Seals Direct Ltd	48.60	Fridge seal
12-Nov-24	Fuel/Petrol Petty cash	117.30	Topup petrol petty cash
20-Nov-24	JJ Martin (Catering Appliance	1,473.59	Upright Fridge
22-Nov-24	JJ Martin (Catering Appliance	1,700.39	Upright steel freezer
26-Nov-24	Keswick Flooring Ltd	611.60	Vinyl flooring
27-Nov-24	Lloyds Bank	75,888.00	Net Nov 2024-Payroll
08-Nov-24	Lloyds Bank D/D	13.37	Imprest 10Sep-9Oct24 fee
28-Nov-24	Parker Products Limited	35.24	Exhust for blower
15-Nov-24	Pat Pals Ltd	652.47	Error a/c inv 2811-Pat Pals
21-Nov-24	PETTY CASH A/C	249.17	Topup petty cash
08-Nov-24	Ransome Spares	60.45	Freezer seals
01-Nov-24	Stage Depot Ltd.	230.40	Stage floor paint
15-Nov-24	Wokingham BC	2,766.66	Error paid WTC refund

Total Payments

88,038.50

Woodley Town Council

Current Account

List of Payments made between 01/12/2024 and 31/12/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Dec-24	(Personal Information)	550.00	WTCP-Sat Mkt Mgr
19-Dec-24	(Personal Information)	450.00	Routine pest control
19-Dec-24	Alan Hadley Ltd	462.00	Refuse collection
19-Dec-24	Alarm Response	660.00	Key holding service
05-Dec-24	Bowak Ltd	97.22	Cleaning supplies
19-Dec-24	Bowak Ltd	297.61	Cleaning supplies
12-Dec-24	Brake Bros Foodservice Ltd	301.45	Vending supplies
19-Dec-24	Brake Bros Foodservice Ltd	337.81	Vending supplies
12-Dec-24	Castle Water	3,893.69	Water rates
17-Dec-24	Castle Water Ltd	13.45	Water rate-Town Ctr Nov24
12-Dec-24	CDK Casting Ltd	121.80	Bronze plaque
12-Dec-24	Charis Luke	100.00	Extragananza singing
19-Dec-24	Churchill Contract Services Ltd	1884.67	Contract cleaning
12-Dec-24	Cloudy Group Ltd	168.00	Domain name migration
19-Dec-24	Cloudy Group Ltd	1154.45	IT support
02-Dec-24	Club Manager Ltd	106.80	Monthly Gym support
19-Dec-24	CoolerAid Ltd	18.50	Bottled water
17-Dec-24	Crown Gas & Power	2,009.19	Gas supply-OC Nov24
17-Dec-24	Crown Gas & Power	465.83	Gas supply-Coro H Nov24
17-Dec-24	Crown Gas & Power	588.76	Gas supply-Chapel H Nov24
17-Dec-24	Crown Gas & Power	1,853.71	Gas supply-WPLC Nov24
19-Dec-24	Drain Surgeons UK Ltd	276.00	Empty cesspit-Depot
20-Dec-24	Ecotricity	3,128.62	Electric Supp-OC Nov24
20-Dec-24	Ecotricity	949.79	Electric supp-Depot Nov24
23-Dec-24	Ecotricity	2,030.10	Electric WPLC Nov24
23-Dec-24	Ecotricity	48.73	Electric Chapel H Nov24
23-Dec-24	Ecotricity	93.56	Elec CoroH Nov24
12-Dec-24	EDF Energy 1 Ltd	104.01	Electric supp - Clock
12-Dec-24	Epos Now Ltd D/D	30.00	Monthly-WPLC Till support
19-Dec-24	Ethos Communications Solutions Ltd	89.96	Copy/printing WPLC
19-Dec-24	Eventu	38.00	2hrs Technical support
19-Dec-24	Eventu	50.00	Monthly projector hire
12-Dec-24	Fresh Berkshire Ltd	750.00	Catering service
19-Dec-24	Fresh Berkshire Ltd	534.00	Catering service
10-Dec-24	Global 4 Communications	1,199.56	Phone/Moblies
05-Dec-24	Hallas and Co West Ltd	960.00	WPLC Structural survey
12-Dec-24	Henry Street Garden Centre	387.97	Garden supplies
12-Dec-24	HMRC Cumbernauld	18,020.63	Employee & 'er deducted from pay
19-Dec-24	IBS Office Solutions Ltd	242.28	Copy/printing WTC
12-Dec-24	LAX Events Ltd	825.00	Remembrance service
27-Dec-24	Les Mills Fitness UK Ltd	224.57	Individual live program-WPLC
12-Dec-24	Lift and Transport Services	600.00	Christmas Tree installation
03-Dec-24	Lloyds Bank D/D	76.15	Current ac fees 10Oct-9Nov24
09-Dec-24	Lloyds Bank D/D	-26.39	Cr current discount
13-Dec-24	Lloyds Bank D/D	326.81	Cardnet service fee-Nov24
31-Dec-24	Lloyds Bank D/D	51.65	Current a/c 10Nov-9Dec24
19-Dec-24	Lyreco UK Ltd	135.41	Stationery supplies
16-Dec-24	Merchant Rentals Ltd	19.50	Cardnet Mach rental
16-Dec-24	Merchant Rentals Ltd	19.50	Cardnet Mach rental
06-Dec-24	Pitney Bowes Ltd	350.00	Postage top up
27-Dec-24	Pitney Bowes Ltd	250.00	Postage top up
12-Dec-24	Prudential	300.00	AVC deducted from pay
27-Dec-24	Public Works Loan Board	10,640.58	Public Works Loan
05-Dec-24	R.E.S. Systems Ltd	2,230.24	Fire Extinguisher checks
05-Dec-24	RBL Poppy Appeal	165.00	Wreaths-Poppy appeal
05-Dec-24	SAS Land Services Ltd	1,116.00	Excavator hire
05-Dec-24	SecureHeat	250.20	Electric service Monthly
12-Dec-24	SecureHeat Ltd	5,049.21	Rinnal Water heater

19-Dec-24	SecureHeat Ltd	352.49	Leak repair OC
19-Dec-24	Select Environmental Services Ltd	1019.16	Refuse collection
11-Dec-24	SGW Payroll Ltd	149.66	Monthly-Nov 24 payroll fees
30-Dec-24	Siemens Financial Services	1,236.62	Gym equip monthly hire fee
05-Dec-24	SLCC Enterprises Ltd	1,016.00	Staff training
19-Dec-24	Spot on Fitness Ltd	240.00	Pilates cover
19-Dec-24	SSE Energy Supply Ltd	234.44	Street lighting
05-Dec-24	Technical Surfaces Ltd	399.00	3G Match fit plus
19-Dec-24	Technical Surfaces Ltd	534.00	3G rubber crumbs
19-Dec-24	Thames Valley Water Services Ltd	350.40	Monthly water checks
12-Dec-24	The Berkshire Pension Fund	23,710.66	Employee & 'er deducted from pay
19-Dec-24	Total Door Services Ltd	174.00	Call out-Door service
19-Dec-24	Trade UK - Screwfix	42.73	Building supplies
12-Dec-24	VideoCentric Ltd	474.00	VideoCentric support
02-Dec-24	Wokingham BC - Rates	2,812.00	Rates-WPLC Dec24
02-Dec-24	Wokingham BC - Rates	421.00	Rates-Coro H Dec24
02-Dec-24	Wokingham BC - Rates	190.00	Rates-Chapel H Dec24
02-Dec-24	Wokingham BC - Rates	1,291.00	Rates-OC Dec24
19-Dec-24	Woodley Concert Band	175.00	Carol/Christmas linghting

Total Payments

101,893.74

CLERKS IMPREST A/C

List of Payments made between 01/12/2024 and 31/12/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02-Dec-24	(Personal Information)	15.00	Refund key deposit
02-Dec-24	(Personal Information)	15.00	Refund key deposit
04-Dec-24	(Personal Information)	200.00	Refund deposit
06-Dec-24	(Personal Information)	15.00	Refund key deposit
09-Dec-24	(Personal Information)	200.00	Refund deposit
09-Dec-24	(Personal Information)	100.00	Grant - Dec 24
09-Dec-24	(Personal Information)	100.00	Grant - Dec 24
16-Dec-24	(Personal Information)	15.00	Refund key deposit
18-Dec-24	(Personal Information)	200.00	Refund deposit
20-Dec-24	(Personal Information)	15.00	Refund key deposit
20-Dec-24	(Personal Information)	75.00	Refund deposit
04-Dec-24	Amazon Business Account	139.88	Garden supplies
04-Dec-24	Amazon Business Account	11.75	Hoover vaccum bags
04-Dec-24	Amazon Business Account	44.98	Garden supplies
05-Dec-24	Amazon Business Account	152.99	Keystone Projector
05-Dec-24	Amazon Business Account	109.38	Garden supplies
06-Dec-24	Amazon Business Account	30.00	Frameless mirroe fittings
06-Dec-24	Amazon Business Account	20.08	Double-sided mounting tape
06-Dec-24	Amazon Business Account	8.10	Double-sided mounting tape
09-Dec-24	Amazon Business Account	215.99	Keystone Projector
10-Dec-24	Amazon Business Account	29.90	Mail/Letter box metal
13-Dec-24	Amazon Business Account	42.98	Flat pack boxes
23-Dec-24	April Skies Accounting Ltd	399.30	Internal Audit 2024/2025
09-Dec-24	CHF Solutions Ltd T/A Store Fi	569.90	Pedestrian Guardrails
18-Dec-24	Lloyds Bank	58,579.17	Dec 2024 - Net payroll
13-Dec-24	Lloyds Bank D/D	17.92	Imprest ac fees 10Oct-9 Nov24
13-Dec-24	Lloyds Bank D/D	-3.68	Cr-Imprest discount
23-Dec-24	Safe Guard	73.39	Monthly-People Safe
23-Dec-24	True Ford	710.00	Vehicle repair-MW65EHN
09-Dec-24	Woodley Adopt a Tree	350.00	Grant-Dec 24
23-Dec-24	Woodley Light Opera	100.00	Refund deposit
09-Dec-24	Woodley School CL	350.00	Grant - Dec 24
09-Dec-24	Woodley United FC	350.00	Grant-Dec 24

Total Payments

63,252.03

Annual Treasury Management Strategy 2025/26

Version	1.2 - DRAFT
Created by	Kevin Murray – Town Clerk
Date approved	

Woodley Town Council

Annual Treasury Management Strategy 2025/26

1. Background

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

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

These are;

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

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

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

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

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

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

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

2. Strategy

- 2.1 This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Standard Financial Regulations.
- 2.2 In addition to its treasury management and investment activities, the Council will maintain an appropriate level of funds in general reserve, along with appropriate earmarked reserves for specific projects and investment in facilities. The level of general reserve will be considered in the context of the Council's total expenditure, precept income and the level of earmarked reserves also held. Given the Council's current level of expenditure and earmarked reserves it is recommended that the Council's minimum general reserve funds at year end do not fall below £500,000. This will be reviewed annually in the context of the Council's overall financial position.

3. Investment Objectives

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

4. Specified Investments

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

- 4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

5. Non-specified investments

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

6. Liquidity of Investments

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

7. Long Term Investments

- 7.1 Long term investments are defined in the Guidance as greater than 12 months.
- 7.2 **At the time of the review of this strategy** the Council ~~currently~~ has no long-term investments and non are envisaged as being taken out in the year. **This does not prevent consideration by the Council of making long term investments in the year and updating this strategy accordingly.**
- 7.3 Funds invested in the CCLA PSDF are considered short term (specified) investments as they offer instant access to funds.

8. Investment Reporting

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

9. Review and Amendments

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

Woodley Town Council Investment Strategy 2025/26

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

Investments shall be split between;

Lloyds Bank

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

CCLA

Public Sector Deposit Fund

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

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

invested in the PSDF fails the risk monitoring profile of that organisation (or organisations) it would be removed from the portfolio.

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

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

APPENDIX A Statement of CCLA funds

CCLA funds as at 30 Nov 2024.

THE PUBLIC SECTOR DEPOSIT FUND		2024-2025
INTEREST CARRIED FORWARD	£223,390.29	
INTEREST CURRENT YEAR	£115,000.03	
TOTAL INVEST INCOME	£338,390.32	Re-invested

Woodley TC - PWLB	A/C 0144630002PC A/C PS3078896	Dividend	CB6 Investment	1096/702 Balance
Balance Brought Forward				2,143,355.98
Tuesday 30 April 2024 1 Apr to 30 Apr 24		£9,186.96		2,152,542.94
Friday 31 May 2024 1 May to 31 May 24		£9,526.57		2,162,069.51
Friday 30 June 2023 1 June to 30 June 24		£9,241.75		2,171,311.26
Monday 31 July 2023 1 July to 31 July 24		£9,550.04		2,180,861.30
Saturday 31 August 2024 1 Aug to 31 Aug 24		£9,328.95		2,190,190.25
Monday 30 September 2024 1 Sept to 30 Sept 24		£8,989.50		2,199,179.75
Thursday 31 October 2024 1 Oct to 31 Oct 24		£9,226.48		2,208,406.23
Saturday 30 November 2024 1 Nov to 30 Nov 24		£8,717.29		2,217,123.52
Tuesday 31 December 2024 1 Dec to 31 Dec 24				2,217,123.52
Friday 31 January 2025 1 Jan to 31 Jan 25				2,217,123.52
Friday 28 February 2025 1 Feb to 28 Feb 25				2,217,123.52
Monday 31 March 2025 1 Mar to 31 Mar 25				2,217,123.52
Total		73,767.54	0.00	73,767.54
Total re-investment to date		£217,123.52		
Original Investment		£2,000,000.00		
Percentage increase on original investment		10.8562%		
Payment of Loan	Monday 31 March 2025	275,000		
Payment of Loan	Tuesday 30 September 2025	500,000	2,000,000	
Payment of Loan	Tuesday 31 March 2026	1,225,000		

Woodley TC - INVEST	A/C 0144630001PC A/C PS3078895	Dividend	CB7 Investment	1097/702 Balance
Balance Brought Forward				1,198,034.31
Tuesday 30 April 2024 1 Apr to 30 Apr 24		£5,135.01		1,203,169.32
Friday 31 May 2024 1 May to 31 May 24		£5,324.91		1,208,494.23
Friday 30 June 2023 1 June to 30 June 24		£5,165.69		1,213,659.92
Monday 31 July 2023 1 July to 31 July 24		£5,338.02		1,218,997.94
Saturday 31 August 2024 1 Aug to 31 Aug 24		£5,214.44		1,224,212.38
Monday 30 September 2024 1 Sept to 30 Sept 24		£5,024.71		1,229,237.09
Thursday 31 October 2024 1 Oct to 31 Oct 24		£5,157.16		1,234,394.25
Saturday 30 November 2024 1 Nov to 30 Nov 24		£4,872.55		1,239,266.80
Tuesday 31 December 2024 1 Dec to 31 Dec 24				1,239,266.80
Friday 31 January 2025 1 Jan to 31 Jan 25				1,239,266.80
Friday 28 February 2025 1 Feb to 28 Feb 25				1,239,266.80
Monday 31 March 2025 1 Mar to 31 Mar 25				1,239,266.80
Total		41,232.49	0.00	41,232.49
Total re-investment to date		£121,266.80		
Original Investment		£1,083,000.00		
Percentage increase on original investment		11.20%		



Risk Management Strategy 2025/26

Version	1.1 - DRAFT
Created by	Kevin Murray – Town Clerk
Date approved	6 February 2024 – Full Council

Risk Management Strategy

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

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

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

Aims and benefits

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

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

Process

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

Ownership

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

Assessment of risk

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

Probability of Occurrence:

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

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

Evaluation of Impact:

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

Priority Ranking:

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

Risk Matrix:

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

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

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

Roles and responsibilities

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

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

Organisational Structure and Summary of Key Roles

Council	• Monitor risk management activity (via Strategy and Resources Committee) • Adopts the Annual Risk Management Strategy • Certification of the Council's Annual Statement on Internal Control
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Strategy and Resources Committee	• Considers risk management policy and strategy and related documents and recommends adoption of the strategy to Full Council • Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party
Risk Management Sub Committee	• General oversight of the Council's risk management process • Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • To recommend any amendments to the risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	• Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	• Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their everyday work • Monitor progress in managing job related risks

Risk registers

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

RISK MANAGEMENT PROCESS

Identifying risks

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

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

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

Risk ownership

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

Risk evaluation

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

Risk planning

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

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

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

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

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

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

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

Review

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

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

Woodley Town Council - Risk Register

JAN 2025

APPENDIX E

SUMMARY OF RISK AREAS

Risk area	High			Medium			Low			
	Borderline									
	16	12	9	8	6	4	3	2	1	
Strategic Register	0	0	0	4	1	7	1	0	0	13
										0
Operational Registers										0
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	0	0	2	2	5	3	3	3	18
Open Spaces	0	0	0	1	2	3	1	2	1	10
Outdoor sport and recreation	0	0	0	1	1	6	3	3	3	17
Indoor sports	0	0	0	1	0	2	3	3	0	9
Resource management	0	0	0	0	14	5	2	3	0	24
Totals	0	0	0	9	23	39	14	25	7	117

Responsible officer initials:

Town Clerk	TC
Deputy Town Clerk	DTC
Leisure Services Manager	LSM
Amenities Manager	AM
Communications Manager	CM

New risks identified

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

Actions / Comments included are reviewed annually and should be up to date as of the last update (the date for which is provided at the top of this page).

	Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
HIGH RISK	NONE									
BORDER LINE HIGH RISK (Score of 8)	Financial impact of competition from new leisure centre in the town and restrictions on indoor sports in relation to pandemic.	IS 12	TC/LSM	Anticipated loss of gym members and clubs hiring Sports Hall.	2	4	8	9	LSM identifying additional activities and offers to existing members, as well as either new income streams or increase in capacity. Gym membership has returned well following Covid. Potential remains for future lockdowns/restrictions affecting income generation and potential for multiple staff members self isolating due to Pandemic	
	Income from outside sports impacted by pandemic and resulting restrictions	OS 15	AM/LSM	Severe reduction in income from leisure activities	2	4	8	9	Staff on furlough during lockdowns, compliance with government rules regarding outdoor sport	
	Impact of Pandemic on WTC workforce & Council so severe that the work and meeting arrangements of the Council and committees are seriously impacted.	SR 13	TC/DTC	Potential for legal requirements not being met - eg year end accounts not prepared before due date, Annual Meeting and committee and working party meetings not able to take place on dates set -possible meetings inquorate due to illness or other reasons connected with the coronavirus (e.g. self isolating, high levels of illness)	2	4	8	9	Risk assessments carried out in all areas of the Council's business and actions taken to protect staff when in the workplace and customers/clients. Staff working at home and in office/leisure centre as required by legislation /govt /guidance. Covid Safe meeting protocol in place for Council, committee and working party meetings.	
	Increased competition/economic downturn/pandemic	MB 09	TC	Reduced bookings resulting in reduced income.	2	4	8	12	Charges set for different types of organisation. Charges reviewed yearly to ensure they are competitive. Facilities updated to ensure we provide what the customer wants/needs. Publicity - leaflets, newsletter noticeboards and E-marketing/social media. Covid-19 guidelines adhered to.	Updated Marketing Plan required to manage business going forwards. New software management system being implemented in 2025 to assist with this.
	Impact of pandemic on level of income from services so severe that it impacts on the Council's finances.	SR 14	TC/DTC	Severely reduced income from Leisure Services and community halls/Oakwood Centre room hire. Covid regulations preventing ability to hire out spaces.	2	4	8	12	Controls in place to enable use of facilities where permitted under covid rules. Strategy and Resources Committee to oversee required actions re finances.	Update marketing plan for the venues.
	Failure to respond to legislation/comply with regulations and censure from external bodies	SR 01	TC	Possible legal action, possible adjustments to systems, resource costs.	2	4	8	8	Access to legal and update advice and information through NALC/SLCC (Town Clerk is a member) BALC, Council's solicitors and HR service. Insurance cover gives some protection. New procedures re employment and taxable benefits. Initial GDPR policies in place. GDPR compliance reviewed and documents published. Town Clerk and Deputy Town Clerk have SLCC membership. Staff training ongoing. Members provided with online training.	
	Taking legal action/ legal action being brought	SR 09	TC	Cost and time resource, uncertain outcome	2	4	8	8	Insurance cover gives some protection, access to legal advice, maintaining sufficient reserves. HR support/indemnity re employment matters.	
	Significant damage to building	MB 16	DTC/AM	Interruption of service, reduced income, transfer of work to other buildings, disruption for customers and staff	2	4	8	8	Electrical tests carried out as required, building problems reported to DTC/MM, buildings staffed every day of the week, apart from Christmas closure and some Bank Holidays.	
	Illegal encampment	OS 06	DTC/AM	Unsanitary, unable to gain access for maintenance, health and safety issue resulting in complaints and poor image.	2	4	8	8	Access restricted to most open spaces and parks/play areas by gates and fences. Install bollards where appropriate/consider height restrictions at some car parks/open spaces/parks. Police to be informed as soon as illegal encampment is identified and dealt with by them. Bollards installed at Malone Park. Additional security bollards installed at key access points in Woodford Park.	

RISK SCORE REDUCED (Previously High or Bordeline)	Risk	Risk No	Responsible Officer	Impact and effect on deliverables	Probability	Impact	Total	Previous Score	Controls in place	Actions/Comments
	Project and non deadline driven work not achieved	RM 20	TC	Potential for funding opportunities being missed, increase in cost, projects delayed or not achieved. Strategic work not able to be prioritised - training plans, service planning,	2	3	6	9	New management structure in place - change in service provision and new staff roles (Communications Manager and Admin Asst) have increased ability to address non urgent and project plans. Council has several projects underway or planned. New Town Clerk and Deputy Clerk appointed. Staff structure changes implemented.	Potential staff changes/structure being considered given current capacity and projects coming online.
	High levels of sickness/stress	RM 13	TC/DTC	Loss of skills during absence resulting in a reduced quality of service. Impact on staff providing cover to roles where little overlap of responsibilities and impact on own work responsibilities.	2	3	6	9	Managers follow up on absence, Sickness policy in place, including Fit for Work referral. Performance Appraisal system in process of being introduced following training for managers. New sickness policy includes referral and formal meeting.	Employee Assistance Programme available to all staff providing 24/7 advice and support on work or any other matters.
	Booking errors	OS 02	TC	Bookings missed resulting in reduced income, poor public image and time consuming to resolve	2	2	4	8	Computer booking system in place.	
	Vandalism	OS 04	AM	Additional expenditure, reduced income and poor image.	2	2	4	8	Football nets removed when not in use. Goals removed during the summer. Cricket square roped off in summer. Bowling green fenced off and locked when not in use. 3G pitch to be locked when not in use - WPLC CCTV has been extended to cover 3G pitch. Outdoor sports items are not insured for vandalism (apart from tournament goals, artificial wicket and 3G pitch) - excess and cost considered too high given cost of items and low number of incidents of vandalism to equipment. Vandalism to cricket square and bowling green repaired by Grounds Maintenance team.	
	Dog mess	OS 09	AM	Unightly, health and safety issue resulting in complaints and poor image. Time consuming to remove.	2	2	4	8	Sports pitches inspected by groundsman. Dog mess bins and signs provided. 'We're watching you' signs on display in park. One voluntary park warden in place at Woodford Park.	
	Contamination of water systems	OS 14	LSM/AM	Closure of paddling pool other areas and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	Contract for regular testing in place, paddling pool water tested 3 times daily when open to public. All water systems have regime for running off standing water and testing. Maintenance Manager and all sports team have Pool Plant Operators qualification.	
	Pollution of paddling pool	OS 15	LSM/AM	Contamination of system leading to closure of pool and additional cost to eradicate as well as dissatisfaction from users	2	2	4	8	Contract for regular testing in place, water tested 3 times daily when pool open to public. All water systems have regime for running off standing water and testing. Requirement that small children wear special nappies in the pool.	

Woodley Town Council

Disaster Recovery Plan

Version 4 - Jan 2024

Revision History

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

REVISION	DATE	NAME	DESCRIPTION
Original 1.0			
Version 2	1/12/20	K Murray	Updated in regard to pandemic and established home working practices.
Version 3	6/01/22	K Murray	Updated in regard to staff contacts and utility suppliers. Reviewed Jan2023
Version 4	6/01/22	K Murray	Updated in regard to staff contacts/job roles
Version 5 DRAFT	Jan 2025	K Murray	Updated in regard to staff contacts and utility suppliers.

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Disaster Recovery Plan



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Woodley Town Council Disaster Recovery Plan



Statement of Intent

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

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

Policy Statement

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

Objectives

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

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

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

Key Functions

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

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

Woodley Town Council Disaster Recovery Plan



Key Personnel Contact Info

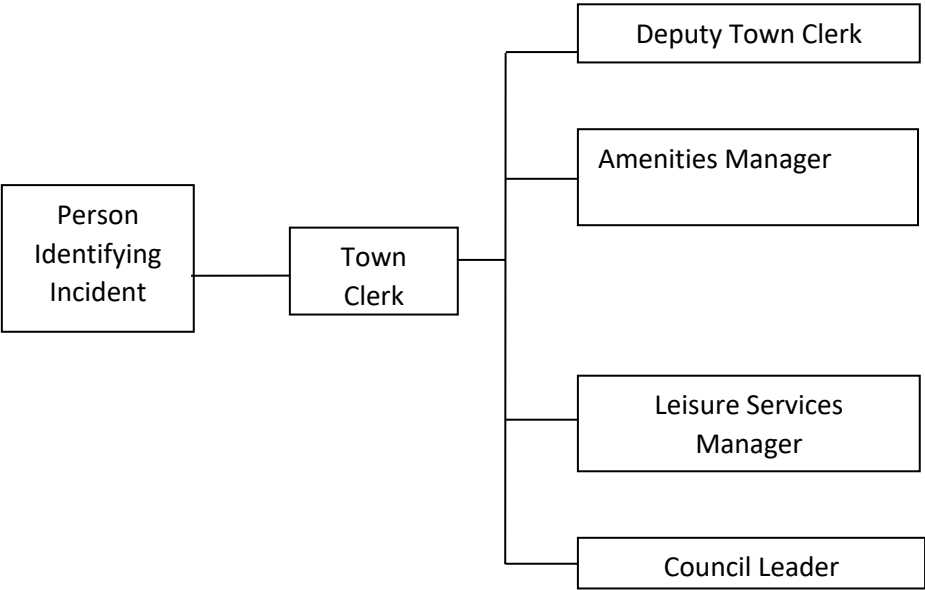
Name	Contact Option	
Kevin Murray	Work	0118 969 0356
	Mobile	REDACTED
	Home	
	Email Address	Kevin.murray@woodley.gov.uk
	Alternative Email	townclerk@woodley.gov.uk
Matthew Filmore	Work	0118 969 0356
	Mobile	REDACTED
	Home	
	Email Address	Matthew.filmore@woodley.gov.uk
	Alternative Email	
Colin Holland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

Woodley Town Council Disaster Recovery Plan



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

Notification Calling Tree



Woodley Town Council Disaster Recovery Plan



External Contacts

Name, Title	Contact Option	Contact Number
Electricity Supplier	Ecotricity	01453 373033
	Email Address	business@ecotricity.co.uk
Water Supplier	Thames Water (leaks/supply)	0800 714 614
	Castle Water (billing/account)	0333 300 5763
Gas Supplier	Crown Energy	0161 762 1883
	Email Address	salessupport@crowngas.co.uk
	National Gas Emergency Line (gas leaks)	0800 111 999
Electricity – contracted works/cable faults etc	SSE	0118 912 6681
Broker – All energy contracts	Inspired Energy	01772 689 250

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Telecom Supplier – (VOIP office phones and mobiles – all sites)	Global 4	01403 272910
	Email Address	G4customer.services@global4.co.uk
IT Support Contractor (Apple Macs – Oakwood Centre & mail server)	Cloudy IT	01280 814684
	Email Address	hello@cloudyit.co.uk
IT Support Contractor (PCs – Woodford Park Leisure Centre)	Cloudy IT	01280 814684
	Email Address	hello@cloudyit.co.uk

Woodley Town Council Disaster Recovery Plan

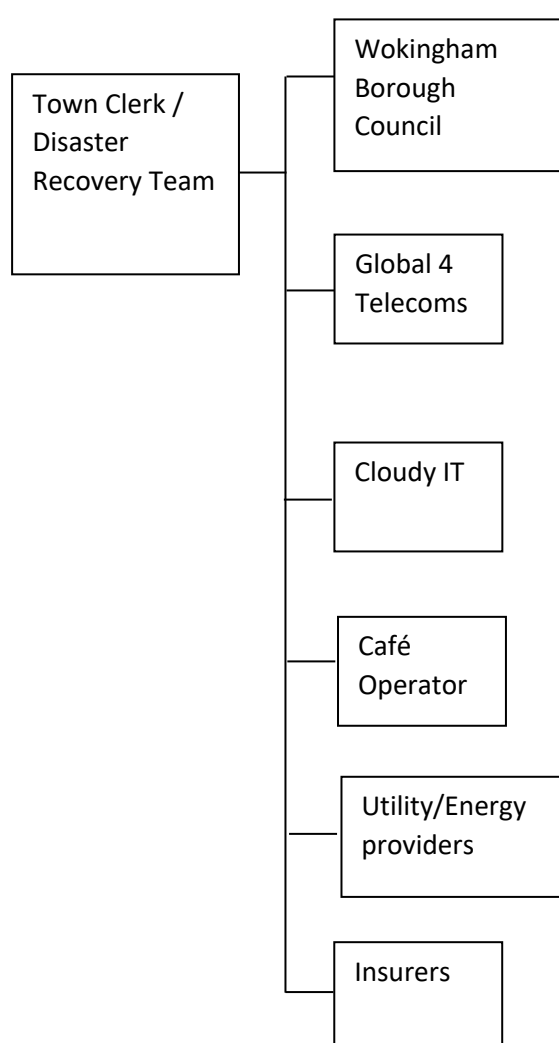


Office Supplies 1	Frasers	0118 931 0310
	Email Address	sales@fraserooffice.co.uk
Building Supplies	Bowak	0118 941 5511
	Email Address	info@bowak.co.uk
Insurance	Came & Co / Gallagher Insurance	01483 407481
	Email Address	Kevin_Millard@ajg.com
Site Security/ Key holding	Token Scurity	0118 979 8304 07990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

Woodley Town Council Disaster Recovery Plan



External Contacts Calling Tree



1 Plan Overview

1.1 Plan Updating

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

1.2 Plan Documentation Storage

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

1.3 Emergency Scenario

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

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

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

1.4 Risk Management

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

Woodley Town Council Disaster Recovery Plan



Potential disasters have been assessed as follows:

Potential Disaster	Probability Rating	Impact Rating	Risk Rating	Brief Description Of Potential Consequences & Actions
Pandemic / epidemic	2	3	6 (Med)	Significant potential danger to employee and customer health. Significant financial impact on venues and leisure services from lockdown and on-going social restrictions.
ACTIONS • Appropriate working environments set up and maintained. Reduced office numbers, PPE, staggered working hours, home working, virtual meetings, single occupancy toilets, enhanced cleaning/sanitising regime, adherence to Government guidance and legislation. • Up to date information provided to staff and customers/public on current restrictions and guidelines. • risk assessments carried out for all work areas and communicated to staff. • IT systems configured to enable effective home working and data backup. • Processes put in place to enable virtual/electronic signing off of invoice and payments documentation while maintaining appropriate audit trail. • Explore and apply for available financial support – grants/furlough scheme.				
Flood	1	3	3 (Low)	Damage to furniture/loss of use of building and offices. Loss of IT infrastructure/equipment.
Fire	1	4	4 (Med)	Loss of life, building, documents, IT infrastructure and income.
ACTIONS • Fire evacuation procedures in place in all buildings • Fire detection and alert systems in place and maintained • Fire extinguishers in place and maintained under service agreement				
Severe electrical storms	1	2	2 (Low)	Temporary loss of power, telephone and/or broadband & IT systems

Woodley Town Council Disaster Recovery Plan



Act of terrorism	1	4	4 (Med)	Loss of life, building, documents and IT infrastructure
Act of sabotage / hacking / virus	1	3	3 (Low)	Temporary loss of IT system functionality/website. IT system updated to MS Office /Teams with full support and cloud based server. All machine software kept up to date. Machines password protected and two factor authentication where appropriate.
Extended electrical power failure	2	3	6 (Med)	Temporary loss of telephone and/or broadband. Server protected by UPS.
Major gas leak or explosion	1	4	4 (Med)	Loss of life, building, documents and IT infrastructure
Loss of communications network services	2	2	4 (Med)	VOIP phone system implemented – all calls can be diverted to alternative landline or mobile numbers as required. This can be configured immediately by the telecoms provider or web browser.

Probability: 1=Very Low, 4=Very High

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

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

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

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

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

2 Emergency Response

2.1 Plan Triggering Events

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

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

2.2 Assembly Points

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

2.3 Activation of the Disaster Recovery Plan

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

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

2.4 Disaster Recovery Team

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

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

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

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

Woodley Town Council Disaster Recovery Plan



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

2.5 Emergency Alert

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

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

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

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

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

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

2.6 Contact with Employees

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

2.7 Personnel and Family Notification

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

3 Media

3.1 Media Contact

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

3.2 Media Strategies

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

3.3 Media Team

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

3.4 Rules for Dealing with Media

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

4 Insurance

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

The Council's insurance is arranged through;

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

5 Financial and Legal Issues

5.1 Financial Assessment

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

- Financial documents
- Revenue
- Assets
- Cash

5.2 Financial Requirements

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

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

5.3 Legal Actions

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

6. Disaster Recovery Report

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

The report will include:

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

Woodley Town Council Disaster Recovery Plan



Appendix A – Disaster Recovery Plan

Scenario A: Loss of use / access to Council Offices

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

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

TEMPORARY LOCATION	• HOME WORKING • WOODFORD PARK LEISURE CENTRE <i>Committee Rooms, Function Room/office space may be utilised for networked server installation for accounts software package. Finance Officer to work from WPLC or remotely.</i> Key staff are equipped to work remotely. Data backups and server are cloud based. Alternative buildings may be used as an information centre or Council Office reception functions.
IT REQUIREMENTS Cloudy IT 01280 814684 hello@cloudyit.co.uk	EQUIPMENT • Mac/PC Rialtus Buseiness Suite • Essential Application Software: Rialtus Suite • RBS OMEGA • RBS BOOKINGS • RBS ALLOTMENTS • RBS PLANNING • Printer/copier CLOUDY IT will; • provide and install Mac computers, network/backup drives, cabling etc to enable office network to be established. • Recover backed up data from mirrored drive at WPLC and/or cloud storage as required. • Install and configure Rialtus Suite on specified machines

Woodley Town Council Disaster Recovery Plan



RBS 01793 731 296 info@rbssoftware.co.uk	Refer to the IT Manual for information regarding the IT set up. RIALTUS BUSINESS SOLUTIONS (RBS) will; Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.
COMMUNICATIONS Global 4 01403 272910 G4customer.services@global4.co.uk	• Dedicated broadband line. • Divert 01189 69 0356 calls to 0118 921 6969 or mobiles as required. • Update websites & social media with current information on the situation and contact details.
OFFICE EQUIPMENT Frasers 0118 931 0310 sales@fraserooffice.co.uk	• Chairs & desks – use Committee Room furniture • Purchase office equipment as required from credit account supplier.
FINANCES / PURCHASING Lloyds Bank	• Contact Lloyds bank and arrange for replacement debit card. • Where purchase required goods from suppliers where we hold a credit account.

Woodley Town Council Disaster Recovery Plan



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

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

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

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

TEMPORARY LOCATION	• THE OAKWOOD CENTRE • COMMUNITY HALLS • OUTSIDE SPACES <i>Alternative locations may be used where income generating activities are to continue to operate. This will depend on the nature of the activity and the priority in terms of income over other bookings in the Council's venues.</i> <i>Outside spaces may also be utilised as they were during the Coronavirus lockdown – where the car park was used to provide outdoor classes within the permitted activities under Government rules.</i>
IT REQUIREMENTS Cloudy IT 01280 814684 hello@cloudyit.co.uk	EQUIPMENT • PC to access and operate/provide access to gym membership suite (cloud based) • Additional PCs as may be required info@asapcomputers.co.uk / 0118 984 5005 Refer to the IT Manual for information regarding the IT set up.
COMMUNICATIONS Global 4 01403 272910 G4customer.services@global4.co.uk	• Dedicated broadband line. • Divert calls to mobiles as required. • Update websites & social media with current information on the situation and contact details.

Woodley Town Council Disaster Recovery Plan



Scenario C: Business interruption due to IT failure

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

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

Cloudy IT 01280 814684 hello@cloudyit.co.uk	• Contact Dejac Associates Cloudy IT to establish the nature/extent of the issue. • Arrange and set up replacement loan or purchased computers if required • Obtain backup information as required • Refer to the IT Manual for information regarding the IT set up. DEJAC ASSOCIATES CLOUDY IT will; • provide and install Mac computers, network/backup drives, cabling etc to enable office network to be established. • Recover backed up data from mirrored drive at WPLC and/or cloud storage as required. • Install and configure Rialtus Suite on specified
RBS 01793 731 296 info@rbssoftware.co.uk	RIALTUS BUSINESS SOLUTIONS (RBS) will; Provide access to / install Rialtus Suite on selected machines and assist with recovery of data.

Safeguarding Policy

Document type: NOP | Approved: 21st January 2025 (S&R Committee)

1. Objective / purpose of policy:

- To provide employees and appointed members with guidance and instruction to follow in relation to responding to safeguarding concerns and incidents across Woodley Town Council.
- To help protect children, young people and vulnerable persons who make use of Woodley Town Council services and facilities.
- To raise awareness of the varying forms of abuse and to promote the importance of responding to and reporting suspicions appropriately.

2. Commitments and responsibilities:

- Woodley Town Council is committed to taking all reasonable precautions to safeguard the welfare of all children, young people and vulnerable persons that use its services and facilities.
- All Woodley Town Council employees and appointed members are expected to accept and to recognise their responsibilities in relation to safeguarding. These include but are not limited to:
 - Being able to always act in good faith and to be able to recognise and challenge inappropriate behaviour in others.
 - Being able to recognise the varying forms of abuse and to know how to report these promptly and appropriately.
 - Being able to take all allegations and concerns seriously and to handle concerns with sensitivity and confidentiality in mind.
 - Being able to understand the importance of reporting all concerns.
- Woodley Town Council's services do not generally require the direct supervision of children, young people or vulnerable persons by employees or appointed members. Despite this, Woodley Town Council is committed to promoting an effective safeguarding culture throughout all its services.

3. Good practice and behaviours:

- Promoting good practice and positive behaviours can help to reduce the possibility of potentially abusive situations developing and help to protect both employees and appointed members whilst at work.
- The following are examples of good practice that employees and appointed members are expected to implement whilst carrying out their duties:
 - Always be publicly identifiable through use of Woodley Town Council branded uniform or official name badges.
 - Always endeavour to treat children, young people and vulnerable persons with equal value, dignity and respect.
 - Avoid situations where it is possible to be left alone and working unobserved with children, young people or vulnerable persons.
 - Avoid becoming directly involved in supervising children, young people or vulnerable persons; except in emergency situations.
 - Avoid offering physical manual support to children, young people or vulnerable adults; except in emergency situations.
 - Never allow allegations or concerns raised by a child or vulnerable person to be ignored, go unrecorded or not acted upon.
- Where there is an unavoidable need for employees or appointed members to offer physical support to a child, young person or vulnerable individual this must only be done in full view of another non vulnerable adult.

4. Recognition of abuse, neglect and bullying:

- Recognising abuse is not always easy and it is not the responsibility of Woodley Town Council or its officials to decide if abuse has taken place.
- There is however a responsibility for employees and appointed members to act if there is a suspicion that abuse may be happening or is likely to happen.
- For this reason, it is important that employees and appointed members understand the different forms of abuse and can recognise them:

- **Physical abuse:** actual or likely physical injury to a child or vulnerable person. This includes hitting, shaking, burning, scalding and any other variation of physical harm; including failure to prevent injury.
 - **Emotional abuse:** the persistent emotional ill treatment of a child or vulnerable person. This includes conveying to the victim that they are worthless and inadequate and any other variation of emotional harm.
 - **Neglect:** the persistent failure to meet a child or vulnerable persons basic needs. This may include the failure to provide food, clothing, medical care and a general lack or protection from harm or danger.
 - **Sexual abuse:** actual or likely sexual exploitation of a child or vulnerable person. This includes forcing or enticing an individual to take part in sexual activities without consent or understanding, encouraging a victim to behave in sexually inappropriate ways and the grooming of a child or vulnerable person in preparation for abuse.
 - **Bullying:** can include a variety of behaviours from one individual or group to another, such as name calling, offensive language, coercion, hitting, pushing, theft and intentional damage to personal belongings.
- An online safeguarding children training module is available for all employees and appointed members to complete. The module educates in further detail on how to recognise the different forms of abuse.

5. Safeguarding officer roles and responsibilities:

- The Designated Safeguarding Lead (DSL) for Woodley Town Council is the Town Clerk. This person's responsibilities are to monitor, record and report actual or alleged incidents of abuse to the Local Authority or police:
 - **DSL:** K Murray, 0118 9690356, kevin.murray@woodley.gov.uk.
- The Designated Safeguarding Officers (DSO's) for Woodley Town Council are the Deputy Town Clerk and the Leisure Services Manager, who are responsible for acting as the DSL in the absence of the Town Clerk or if the Town Clerk is implicated in an allegation:
 - **DSO:** M Filmore, 0118 9690356, matthew.filmore@woodley.gov.uk.

- **DSO:** E Whitesmith, 0118 9216969, ed.whitesmith@woodley.gov.uk.

6. Safeguarding incident reporting procedure:

- Where a Woodley Town Council employee or appointed member identifies suspicions of abuse the following step-by-step procedure is implemented:
 - **Step one (where a person discloses suspicions of abuse):**
 - Stay calm and handle the allegations and suspicions seriously.
 - Listen without interruption, accepting what is being said, whilst only asking questions for clarification and not to investigate further.
 - Alleviate feelings of guilt and isolation, whilst passing no judgement.
 - Reassure the individual that they did the right thing by reporting their concerns and be supportive.
 - Advise that the suspicions must be recorded, acted upon and that it is not possible to keep the suspicions and concerns a secret.
 - Should there be any belief that the individual to whom the suspicion of abuse relates may be in immediate danger, then you must contact the police and any other relevant emergency service immediately, before continuing with the below process.
 - **Step two (record the facts):**
 - Record all the facts as reported and witnessed in as much detail as possible using an **incident and accident report form**.
 - Record the details of the alleged victim if possible, including their name, address and contact information if obtainable.
 - Record the details of any person who may have witnessed the suspected abuse, including their name and contact information.
 - Record dates, times, observations and any other information that could be relevant to a future investigation into the suspected abuse.
 - **Step three (pass the report to the Designated Safeguarding Lead - DSL):**
 - The report must be referred to the DSL as soon as possible, but within twenty-four (24) hours of the suspicions being reported at the latest.
 - The DSL will review the report and decide whether the report should be passed onto either the Local Authority or the Police (or both).

- In the absence of the Designated Safeguarding Lead, safeguarding incident reports should be passed onto one of the Designated Safeguarding Officers.

7. Promoting a safeguarding culture and training:

- Woodley Town Council encourages open conversations about safeguarding and is committed through its employees and appointed members to being well placed to prevent and respond to safeguarding incidents effectively.
- This Safeguarding Policy is available to all employees and appointed members, who are expected to follow the procedures outlined within.
- An online safeguarding children training module is available for all employees and appointed members to complete. The module reinforces elements of good practice and behaviour in relating to safeguarding.

8. Support for employees or appointed members:

- Where an employee or appointed member finds a disclosure or safeguarding incident particularly distressing they may need some support.
- Where this is the case, employees and appointed members are encouraged to speak to any member of the Woodley Town Council management team whom they feel comfortable speaking to.
- Woodley Town Council has an open door policy for any employees or appointed members who wish to discuss their concerns.
- Woodley Town Council also provides an independent and confidential support service to all employees at no cost. The service offers both counselling and advice on a variety of personal, family or workplace issues.

9. Confidentiality:

- Employees and appointed members must not discuss allegations of abuse, substantiated or not, with anyone other than the official officers leading the formal investigation process.
- Safeguarding incident reports and all details within are considered confidential and are only stored on the limited access management portal on the cloud server.
- Where confidentiality is broken, employees and appointed members will face formal investigation and may face disciplinary action in line with Woodley Town Council's disciplinary procedures.