

To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on 23rd February 2023 at School Green Centre, commencing 19.30 hrs.



Bruce Winton, Clerk
17th February 2023

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, and D Peer.

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the meeting on 22nd December 2022

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 22nd December 2022 as a correct record of the meeting*
4.2 To **CONSIDER** matters arising from the meeting on 22nd December 2022

4. Risk Register

- 4.1 To **RECEIVE** and **CONSIDER** the Shinfield Parish Council Risk Register*

5. Financial reports

- 5.1 To **RECEIVE** and **NOTE** a verbal report on bank reconciliations at 31st January 2022
5.2 To **RECEIVE** and **CONSIDER** the latest Room Hire report for School Green Centre and Spencers Wood Pavilion*
5.3 To **RECEIVE** and **CONSIDER** the actual vs budget vs forecast expenditure as of 31st January 2023*

6. Financial Reserves and CIL

6.1 To **RECEIVE** and **NOTE** an update on CIL*

7. Land Issues

7.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties**

7.2 To **RECEIVE** and **CONSIDER** a verbal update regarding proposed land swaps

8. Investment Policy

8.1 To **RECEIVE** and **CONSIDER** a verbal update on investment policy

9. Annual Audit

9.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk following internal audit visit scheduled for 20th and 21st February

10. Financial Regulations

10.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on Financial Regulations

11. Dates of future Meetings

11.1 To **NOTE** the next meeting is scheduled for Thursday 27th April 2023

* Paper attached

** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Thursday 22nd December 2022
At School Green Centre commencing at 19.30

Present: I Clarke, A Grimes, L James (Chair), I Montgomery, D Peer

Attending: B Winton (Clerk), J Mason (Finance Manager)

22/FGP/39 Public Questions

39.1 There were no public questions.

22/FGP/40 Apologies and declarations of Members' Interest

40.1 There were no apologies for this meeting.

40.2 There were no declarations of members' interests.

22/FGP/41 Minutes of the Previous Meeting

41.1 The minutes of the committee meeting of 27th October 2022 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

22/FGP/42 Actions and Matters Arising

3.3 Clerk to arrange a review of financial regulations

The Clerk advised that this would be done in the early part of 2023.

30.1 Clerk to prepare a first full draft of the risk register for the next meeting

This was on the agenda

- 34.1 Clerk to keep land registrations on the agenda

This was on the agenda

- 35.1 Clerk to keep investment policy on the agenda

This as on the agenda

- 36.1 Clerk to meet with the organisers of Spencers Wood Carnival

The Clerk was intending to meet with the organisers in January.

22/FGP/43

Risk Register

- 43.1 New format Risk Register

The Clerk introduced the first full version of the new format for the risk register. Members said they would like to see Lone Working and Safeguarding risks more clearly in the next draft which would be considered at their meeting in February ahead of presentation to Full Council in March 2023.

ACTION – Clerk to add to the agenda for the next meeting.

22/FGP/44

Financial Reports

- 44.1 Bank Reconciliations

Cllr. James confirmed that he had reviewed the bank reconciliations to the end of November 2022 on 22nd December and that all was in order. Cllr Grimes asked how much cash the council had and was advised that the figure was £1.7million. Members **NOTED** the report.

44.2 Room Hire Report for School Green Centre and Spencers Wood Pavilion

The Clerk advised that he had updated the booking report based on actual bookings completed to the end of November and including those provisionally booked for the remainder of the year. There was also a small element for additional bookings that could reasonably be expected to be achieved within the Financial Year. This was showing continual improvement and beginning to approach the original targeted income for the year. There is inevitably a “ramping up” of bookings after the opening of a new facility and the later than originally envisaged opening has had an impact within the financial year.

Members **NOTED** the report.

44.3 Actual vs Budget vs Forecast Expenditure as of 30th November 2022

Overall the forecast of outturn was an adverse variance of £15k against the approved budget.

This was due mainly to higher utilities costs, lower than expected rental income. It was noted that about 40% of electricity used at the School Green Centre was being provided by the PV panels but the unit rate for electricity was a significant concern.

There had been some savings on salary with the gapping of the Deputy Clerk post and the Clerk did not intend to replace the Jo Skidmore role.

Members **NOTED** the current position.

44.4 Funds for essential repairs and renewal of fences and water troughs at various allotments

Members considered a request from the Facilities Manager to release funds from CIL for improving the infrastructure of allotments (fencing, entry gates, replacing water supply pipework and installing new water troughs). Wokingham Borough Council would pay for one third of the works from S106 funds leaving a balance of £26,000 from SPC CIL. Cllr Clarke confirmed he supported the proposed works.

The works were approved but only to proceed when WBC confirmed their element of the funding.

Proposed: Cllr Clarke
Seconded: Cllr Grimes
Approved: Unanimously

22/FGP/45

Budgets

45.1 There was a discussion of the main budget assumptions for 2023/24.

A pay rise of up to 7% would be assumed in the absence of any indications to the contrary. This was not an agreement to actually increase salaries by that much as the figure is set nationally; it was a budget planning assumption to allow a salary figure to be included in the budget.

Rental income would rise to £100,000 + VAT for the School Green Centre reflecting the trend of bookings and the benefit of a full years trading.

The budget for grants would be reduced to £20k.

The budget for consultants would be £5k except for any specific project requirements which would make use of CIL as appropriate.

The intention was to restrict the overall increase in precept to under 5% after allowing for the increase in the tax base which would be provided by WBC. The precept for a Band D equivalent would be £78.75 (up £3.66 or 4.9% from the previous year)

Members agreed to recommend the proposed budgets and precept to Full Council

Proposed: Cllr Grimes
Seconded: Cllr Montgomery
Approved: Unanimously

45.2 Parish Council elections 2023

Members **NOTED** that the indicated costs from WBC for a contested election in one ward would be £7,743 (including poll cards) for a Shinfield ward.

45.3 Notice of Band D Equivalent Properties for 2023/2024

Members **NOTED** that the number of Band D equivalent properties for the calculation of the precept was 7,613.2.

22/FGP/46

Financial Reserves & CIL

- 46.1 Members **NOTED** that the balance of unexpended CIL was currently £1.3million with potentially a further £700k still to come.

22/FGP/47

Land Issues

- 47.1 Land Registrations

Cllr Clarke update members on the recent progress with Katherine Lamprell on land registrations. Arborfield Road, Pound Green and School Green were now ready for solicitor's signature. Katherine would hold the deeds at WBC until the Registration forms come through although this could take up to 21 months.

We still had to apply for Recreation Lane allotments and Spencers Wood Recreation ground. Haslams were preparing the plans for these areas.

ACTION – Clerk to keep on the agenda

- 47.2 The Clerk was asked to prepare a list of all properties and the status of each for ease of reference. This is to include Ryeish Green Pavilion.

ACTION – Clerk to prepare the list of properties

- 47.3 Current Position regarding Land Swaps

Cllr James provided an update on the current situation.

The Clerk was asked to investigate the position regarding the main car park at School Green with a view to asking WBC if SPC could take over the car park.

ACTION – Clerk to investigate the ownership of the School Green Car Park

- 47.4 Options for the acquisition of land adjacent to the Basingstoke Road

The Clerk advised that he had not received any response from the landowner he had written to on this matter.

22/FGP/48 Implementation of Investment Policy

- 48.1 The Finance Manager confirmed that £200k had been moved into the Lloyds Bank Instant Access Account. It was agreed that there would be no further movement of finances until the economic climate was more settled.

22/FGP/49 Annual Grant Award Scheme

- 49.1 Members consider the proposal from the Recreation & Amenities Committee to move to an annual awards scheme rather than consider applications as they are received. Separate arrangements were required for the Tea Club and Car Service as these were specific services SPC wished to see take place. It was **NOTED** that Standing Orders would need to be modified accordingly.

It was agreed that this proposal would be recommended to Full Council

Proposed: Cllr Grimes
Seconded: Cllr Clarke
Approved: Unanimously

22/FGP/50 Date of Next Meeting

- 50.1 Next meeting is 23rd February 2023

The meeting ended at 20.50

List of Actions

- | | | |
|------|---|-------|
| 43.1 | Clerk to ensure that Risk Register is on the agenda for February 2023 meeting | Clerk |
| 47.1 | Clerk to ensure that Land Registrations to remain on the agenda for February 2023 meeting | Clerk |
| 47.2 | Clerk to arrange a full list of all properties requiring land registration and their status | Clerk |
| 47.3 | Clerk to investigate ownership of the School Green car park | Clerk |

Shinfield Parish Council Risk Register

VERSION

17/2/23 draft of Risk Register for consideration by F&GP

Summary of Hazards

Reputational Risks

RR1 - As a result of internal actions

RR1.1 - Damage to Residents' Trust in the council	MEDIUM	LOW
RR1.2 - Relationship with Wokingham Borough Council	HIGH	MEDIUM
RR1.3 - Harm to children and/or vulnerable adults	MEDIUM	LOW
RR1.4 - Potentially Damaging Media Cover	MEDIUM	LOW
RR1.5 - Dealing with enquiries from the public	MEDIUM	MEDIUM
RR1.6 - Dealing with Subject Access Requests	MEDIUM	MEDIUM

RR2 - As a result of external factors

RR2.1 - Responding to the death of a Senior Royal	MEDIUM	LOW
RR2.2 - Adverse Public Opinion	MEDIUM	LOW

Corporate Governance

CG1 - Corporate Governance

CG1.1 - Standing Orders	MEDIUM	LOW
CG1.2 - Meeting Governance	MEDIUM	LOW
CG1.3 - Financial Reporting	HIGH	MEDIUM
CG1.4 - Recording Members Interests	MEDIUM	LOW
CG1.5 - Code of Conduct	MEDIUM	MEDIUM

CG2 - Other Legal Requirements, Permissions & Licences

CG2.1 - Legislation - Employment	HIGH	MEDIUM
CG2.2 - Legislation - Environment	HIGH	MEDIUM
CG2.3 - Legislation - Equality & Diversity	HIGH	MEDIUM
CG2.4 - Legislation - Health & Safety	HIGH	MEDIUM
CG2.5 - Legislation - Licensing Requirements	HIGH	MEDIUM

Uncontrolled Risk

Remaining Risk

Financial Performance

FM1 - Failure to manage income and expenditure

FM1.1 - Increased Revenue Expenditure	HIGH	LOW
FM1.2 - Responding to sudden drops in Income	HIGH	MEDIUM
FM1.3 - Pricing structure	MEDIUM	LOW

FM2 - Failure to manage Capital Projects

FM2.1 - Failure to manage capital works	HIGH	MEDIUM
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FM3 - Other Financial Risks

FM3.1 - Failure to maintain adequate insurance for buildings	MEDIUM	LOW
FM3.2 - Risk of consequential loss	MEDIUM	LOW
FM3.3 - Failure of major supplier	MEDIUM	LOW
FM3.4 - Loss of cash through Theft or dishonesty	HIGH	MEDIUM
FM3.5 - Legal liability as a consequence of asset ownership	MEDIUM	MEDIUM
FM3.6 - Internal Controls	MEDIUM	LOW
FM3.7 - VAT	MEDIUM	LOW

People

PE1 - Staff Related Risks

PE1.1 - Failure to recruit staff	HIGH	MEDIUM
PE1.2 - Failure to retain staff	MEDIUM	LOW
PE1.3 - Succession plans	MEDIUM	LOW
PE1.4 - Employment Tribunals	MEDIUM	LOW
PE1.5 - Over reliance on agency/temp staff	HIGH	LOW
PE1.6 - Negligent action of staff	MEDIUM	LOW
PE1.7 - Malicious behaviour by staff	MEDIUM	LOW

Uncontrolled Risk

Remaining Risk

People

PE2 - Councillor Related Risks

PE2.1 - Actions by Councillors that bring the Council into disrepute	HIGH	MEDIUM
PE2.2 - Failure to attract people who wish to become councillors	HIGH	MEDIUM

PE3 - Volunteer Related Risks

PE3.1 - Recruiting volunteers - general	MEDIUM	VERY LOW
PE3.2 - General behaviour of Volunteers	MEDIUM	LOW

Infrastructure

PI1 - Physical Infrastructure Risks

PI1.1 - Overall threat of Physical Damage	HIGH	MEDIUM
PI1.2 - School Green Centre	HIGH	MEDIUM
PI1.3 - Spencer's Wood Pavilion	HIGH	MEDIUM
PI1.4 - Other Buildings	HIGH	MEDIUM
PI1.5 - Adverse Weather conditions	MEDIUM	LOW
PI1.6 - Risk of damage to third party property or individuals	MEDIUM	LOW
PI1.7 - Loss of Utilities	MEDIUM	MEDIUM
PI1.8 - Physical Assets (Not buildings)	MEDIUM	LOW
PI1.9 - Vehicles	MEDIUM	LOW

IT1 - Information Technology Risks

IT1.1 - Failure of IT Infrastructure	HIGH	MEDIUM
IT1.2 - Computer Viruses etc.	MEDIUM	LOW
IT1.3 - Failure of a specific system	MEDIUM	LOW
IT1.4 - Loss of IT support	MEDIUM	VERY LOW
IT1.5 - Onsite IT support	MEDIUM	VERY LOW
IT1.6 - Cannot work remotely	HIGH	LOW

Uncontrolled Risk

Remaining Risk

REPUTATIONAL RISKS

RR1 - As a result of Internal Actions

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR1.1- Damage to Residents' Trust in the council	Residents may lose trust in the council, its staff or Councillors	Chance	The Council makes decisions carefully following correct procedures. Where appropriate the Council consults effectively with residents and communicates clearly about decisions and why they were made. Council meetings are open to residents to observe and speak at. The council complies with Transparency Act and all relevant regulations and guidance	Chance			
		M		M			
		Severity		Severity			
		L		VL			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		
RR1.2 - Relationship with Wokingham Borough Council	Failure to maintain effective relationships with Wokingham Borough Council may result in SPC being unable to have a material impact on WBC activities to the detriment of the council and its residents	Chance	Establishing and maintaining good links with WBC officers at all levels. Maintaining effective relationships with all Borough Councillors including participation in Full Council meetings and other relevant activities. Encourage joint working on projects, consultations etc.	Chance			
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		
RR1.3 - Harm to children and/or vulnerable adults	SPC becomes embroiled in a safeguarding issue relating to staff our councillors or allegedly occurring on council property. This may include historic allegations which do not relate to any current staff or councillors	Chance	Effective scrutiny of members and those who would wish to become a member of the Council. Ensuring that staff with regular contact with Chapel Pre-School are DBS checked on a regular basis. Ensuring that regular hirers whose activities involve children and vulnerable adults have safeguarding policies and these are followed	Chance	Arrange Safeguarding Awareness training for all members of staff	Dep Clerk	
		L		VL			
		Severity		Severity			
		VH		H			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
RR1.4 - Potentially Damaging Media Cover	SPC may become exposed to potentially damaging media coverage as a result of a SPC decision or the act of staff and/or councillors. This may include but is not limited to significant data protection breaches or council decisions significantly at odds with the views of the majority of residents	Chance	Ensuring that the Council has clear procedures and guidance for the protection of personal data. Safe and effective recruitment of staff. Maintaining the Councils policies to ensure that they are reviewed regularly, remain "fit for purpose" and are consistently applied. Ensuring that appropriate physical and financial security measures are in place and applied	Chance	Conduct a full review of all policies and procedures and establish a time line for their regular review and updating	Clerk	
		M		M			
		Severity		Severity			
		L		VL			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
RR1.5 - Dealing with enquiries from the public	The Council fails to deal correctly with a Freedom of Information or general enquiry from a member of the public. The Council answers an enquiry regardless of its nature in a manner that is inappropriate or offensive to the recipient or residents in general. The council fails to comply with AGAR regulations in terms of communicating year end information.	Chance	The Council has a Publication Scheme which was adopted in November 2015, in accordance with the Model Publication Scheme approved by the Information Commissioner. Enquiries are dealt with immediately by office staff unless requiring referral to Council or a committee. In such cases, acknowledgement of enquiry is made within 14 days in accordance with the Freedom of Information Act, all relevant documents are available on written request (during office hours) and in addition, agendas and minutes are available on the Council's website.	Chance	The publication scheme should be reviewed as part of a larger piece of work to review all policies & procedures.	Clerk	
		M		L			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR1.6- Dealing with Subject Access Requests	The Council fails to respond in a timely and/or appropriate manner to a Subject Access Request regarding the personal data held by the Council	Chance	Since its publication in February 2018, the NALC GDPR Toolkit for Local Councils has been followed to help prepare the council for its GDPR duties and responsibilities. Various measures have been approved by Council to manage information properly and in accordance with the law, including a data protection privacy policy, subject access request policy, email policy and document retention policy.	Chance	The various policies referred to in this section should be reviewed as part of a larger piece of work to review all policies & procedures.		
		M		L			
		Severity		Severity	Guidance on how to respond to a Subject Access Request should be issued to all staff		
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW

RR2 - As a result of External Factors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.1 - Responding to the death of a Senior Royal	The death of a senior royal will have an impact on the conducting of Council business and the hiring of venues	Chance	The death of HM Queen Elizabeth II in September 2022 established the extent of these impacts on the Council. As no meetings can be held or called during the period of national mourning, some decisions may not be possible in a timely basis and may, in the most extreme circumstances, need to be dealt with outside of the meeting structure	Chance	Notes have been taken following the death of HM Queen Elizabeth	Clerk	Completed
		L		L			
		Severity		Severity	Obtain updated photographs of King Charles III	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
RR2.2 - Adverse Public Opinion	The council, may through no direct action of its own find itself on the wrong end of public opinion e.g. as a result of actions by other parish councils which call parish councils in general into potential disrepute.	Chance	The Council will need to carefully judge the nature of each such occurrence and be flexible and reactive to ensure that an appropriate response or position is taken that does not place the Council on the wrong side of the argument. This does not prevent the Council from undertaking unpopular decisions which are deemed necessary for the long-term viability of the Council (e.g. the decision to close a building). However the Council should ensure that it prepares for any such adverse publicity carefully and has an appropriate media plan in place.	Chance			
		L		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

Corporate Governance

CG1 - Corporate Governance

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.1 - Standing Orders	Failure to maintain adequate Standing Orders and to correctly apply them. Standing Orders fail to provide clarity and/or become out of date.	Chance	Ensure that Standing Orders and all other relevant documents are up to date. Ensure that they are consistently applied. Ensure that all members and staff are aware of the standing orders and comply with them. Ensure that Standing Orders are written with clarity and simplicity at all times.	Chance	The Standing Orders and all other relevant policies this section should be reviewed as part of a larger piece of work to review all policies & procedures. Once this is achieved there should be a formal annual review to ensure compliance.	Clerk	
		M		VL			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.2- Meeting Governance	Failure to follow required procedures for the correct governance of Council meetings. This would include the production and notification of agendas and associated paperwork, the minutes of meetings and the publication of such documents on the council's website. It would also apply to ensuring that meetings are quorate and meet all other legal requirements	Chance	Ensure that the Council has a suitably qualified Clerk and Deputy Clerk and that the procedures are correctly applied at all times. Ensure that all members are aware of and comply with Standing Orders as they apply to meetings.	Chance			
		M		VL			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.3 - Financial Reporting	Failure to follow required procedures for the financial reporting for the Council. This includes AGAR reporting and compliance with the Transparency Act.	Chance	Ensure that the Council has a suitably qualified Responsible Finance Officer. Ensure that the Council employs a suitably qualified Finance Manager. Ensure that there are regular meetings of the Finance & General Purposes Committee and items are correctly added to the agenda for discussion. Ensure adequate internal and external audit arrangements.	Chance	Review Financial procedures as part of an overall review of all policies and procedures	Clerk	
		M		L			
		Severity		Severity	Adopting a formally recorded powers of delegation scheme for all relevant officers	Clerk	
		H		M			
		Overall			Overall		
HIGH		MEDIUM	Projected future Risk Rating		LOW		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.4 - Recording Members Interests	Failure to correct record Members interests and to report these to Wokingham Borough Council. This includes the Acceptance of Office for new Members and Resignation of Members	Chance	A copy of members' declarations of pecuniary interest is held by the Clerk at the parish office. A copy is submitted to Wokingham Borough Council's Monitoring Officer and posted on this Council's website. The Council's monthly agenda has an item to prompt members to notify relevant new information on registers of interest and gifts and hospitality, as appropriate. New Members should sign an Acceptance of Office. Resignations should be notified to WBC's Monitoring Officer	Chance			
		L		VL			
		Severity		Severity			
		M		M			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG1.5 - Code of Conduct	One or more councillors fail to comply with the Code of Conduct calling the Council into disrepute and potentially having an adverse impact on staff and residents	Chance	A Code of Conduct for Parish Councillors was adopted in July 2015. This should be reviewed regularly and members provided with an updated copy. Where appropriate training (through BALC or other relevant body) is provided for all Members.	Chance	Review Code of Conduct as above		
		M		L			
		Severity		Severity			
		M		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		MEDIUM			

CG2 - Other Legal Requirements, Permissions & Licences

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.1 - Legislation - Employment	Failure to comply with Employment legislation may result in SPC facing Employment Tribunals, damage to reputation and possibly industrial action	Chance	The council has access to advice and guidance on employment law. Appropriate training for all managers should be provided for. Staffing committee should monitor the training and development of staff. Ensure compliance with the National Joint Council National Agreement on Pay and Conditions of Service.	Chance	Develop and overall training and development policy and programme for all members of staff	Clerk	Completed
		M		L			
		Severity		Severity	Implement training & development programme for all members of staff	Clerk	March 2023
		H		H			
		Overall		Overall			
HIGH	MEDIUM	Projected future Risk Rating		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.2 - Legislation - Environment	Failure to comply with Environmental legislation may result in fines or other sanctions and also damage to the reputation of the council. May result in failure to take advantage of latest developments resulting in higher than necessary usage of energy. Risk of higher bills for waste disposal. Legal costs for defending court actions. May result in higher insurance premiums and/or result in refusal of planning permission(s). There has been a rise in environmental campaigning and protesting which may lead to the council being targeted if it was viewed as having poor policy or procedure in this area	Chance	Staff are current in relevant legislation and have the required training and resources to ensure that it is applied in a timely and effective manner at the council. Waste disposal is either conducted directly through appropriate locations or the Council ensures that contractors have appropriate waste disposal certificates. Where asbestos is possible only suitably qualified contractors are engaged to manage its removal. The Council will continue to monitor developments in legislation and also with regards to developments in energy management.	Chance	Look to work with WBC and other relevant organisations to improve performance on this issue	Clerk	
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.3 - Legislation - Equality & Diversity	Failure to comply with legislation relating to Equality & Diversity may lead to legal challenges and damage to reputation. Would also mean that the Council's Members and staff were not reflective of the overall population of the parish	Chance	The council ensures that it has a recruitment policy open to all and will make all reasonable adjustments required for any employee or volunteer. The council also ensures that access to its buildings (SGC and SWP) complies with Disability Discrimination Act legislation.	Chance	Develop Accessibility Guides for SGC and SWP	Clerk	
		M		L			
		Severity		Severity	Update Equality & Diversity Policy	Clerk	
		H		M			
		Overall		Overall	Improve training for staff and members on equality and diversity issues	Clerk	
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.4 - Legislation - Health & Safety	Failure to comply with H&S legislation may result in fines or other sanctions and also damage to the reputation of the council. Legal costs from defending actions and/or higher insurance premiums.	Chance	The Clerk and Facilities Manager have IoSH Managing Safely qualifications and further Health & Safety training will be arranged across the entire team. Effective Risk assessments are in place for activities. Regular workplace inspections are carried out and a quarterly inspection of the buildings is undertaken by Clerk and FM.	Chance	Conduct review of all risk assessments and ensure that they are comprehensive, fit for purpose and all relevant staff are aware of and comply with the risk assessment	Clerk FM	
		M		L			
		Severity		Severity	Arrange quarterly formal "rounds" to review School Green Centre and Spencers Wood Pavilion	Clerk FM	
		H		H	Arrange appropriate H&S training courses e.g. fire warden training	Clerk FM	
		Overall		Overall	Ensure that Health & safety posters are in place in buildings, and all staff are aware of their own role in H&S including reporting or acting upon any concerns	FM	
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
CG2.5 - Legislation -Licensing Requirements	Failure to comply with a specific licensing requirement may result in the cessation (either temporarily or permanently) of a trading activity with consequent adverse impacts on trading revenues and reputation.	Chance	Ensure that all relevant licences are put in place for all Council venues and that any requirements or restrictions within those licences are fully complied with at all times	Chance	Review the licences required for each venue and ensure that these are correct in all respects		
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Financial Management

FM1 - Failure to manage income and expenditure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.1 - Increased Revenue Expenditure	Failure to manage revenue expenditure effectively results in increased costs to the Council, the possibility of the cutting or restricting of other activities to balance the accounts and damage to reputation.	Chance	The Council employs suitably qualified Responsible Finance Officer and Finance Manager and makes use of robust monitoring of expenditure. Expenditure delegations are only done to the appropriate level and those spending money on behalf of the Council are experienced enough to effectively manage budgets assigned to them	Chance	Develop a robust and effective reporting and monitoring system for all budget holders	Clerk Fin M	
		H		L			
		Severity		Severity	Ensuring that Council has a mechanism for identifying and responding to cost over-runs	Clerk Fin M	
		M		L			
		Overall		Overall			
		HIGH		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.2 - Responding to sudden drops in Income	The Council may need to respond to sudden drops in income either from national/global events such as Covid-19 lockdowns or more local issues such as the loss of a building (e.g. due to fire or flood). As income is used to manage the overall budgets of the Council a sudden drop in income may also impact directly on expenditure budgets	Chance	Where practicable the Council should incur against lost revenue (e.g. for a specific event). There will be contingency planning to mitigate the impact of any lost revenue e.g. relocating bookings to other locations where possible and/or rescheduling bookings. Staff should have sufficiently robust financial information to recognise and appropriately respond to such income changes	Chance	Develop a contingency plan for a Major Incident which restricts access to one or more of the Council's main buildings as this is likely to be the largest source of income.	Clerk FM	
		M		L			
		Severity		Severity	Review General Reserve p[olicy to ensure that sufficient funds are available as required		
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM1.3 - Pricing structure	Failure to maintain an appropriate pricing structure for the services and activities provided by the Council may result in lost business/income and also reputational damage. This may be either having prices set too high or too low.	Chance	The Council employs suitably qualified and experienced staff able to take a position on major income streams such as room bookings. Pricing will take into account the needs and priorities of the council, charges for similar services or activities by other parish councils, WBC or other providers.	Chance	Review the pricing structure for School Green Centre following the first full year of operation and make appropriate adjustments for implementation from April 2024	Clerk	Sept 2023
		L		VL			
		Severity		Severity	Develop overall Fees & Charges Policy	Clerk	
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

FM2 - Failure to manage Capital Projects

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM2.1 - Failure to manage capital works	Failure to manage capital projects can result in cost overruns and/or delays to the delivery of the project as well as damaging the reputation of the Council.	Chance	Projects should only be approved after the business case/budget has been established (including adequate contingency) and the key personnel (both internal and external) identified. The Council should only work with competent and experienced contractors. The progress of major projects will have oversight and responsibility arrangements set out before the start of the project and the appropriate reporting will take place throughout including corrective actions as required.	Chance	Develop a policy and procedure for the assessment, approval and delivery of major projects	Clerk	
		H		L			
		Severity		Severity	Develop a Procurement Toolkit	Clerk	
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

FM3 - Other Financial Risks

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.1 - Failure to maintain adequate insurance for buildings, equipment etc.	Failure to ensure that adequate and appropriate insurance cover is in place for the Council may result in unaffordable losses (e.g. of revenue), assets not being replaced and delays due to the inability to respond to significant disruptions to business. In some cases insurance is also a legal requirement	Chance	The Council will review with its insurance broker its coverage annually and consider any advice and recommendation from the broker regarding the levels and extent of the Council's insurance policy. The Council will also review its insurance provisions after each claim to ensure that they remain adequate and fit for purpose	Chance	Develop policy to ensure regular reviews of insurance cover including triggers when new assets acquired	Clerk	
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.2 - Risk of consequential loss	Risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	Chance	SPC maintains insurance cover of £300k for loss of revenue and £20 for increased cost of working (both for 24 month indemnity period) in respect of consequential loss	Chance			
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.3 - Failure of major supplier	Failure of a major supplier may have an impact on ongoing Council business either in the short-term while an alternative supplier is sought or potentially more longer term in specific circumstances.	Chance	The Council will ensure that any contractor is fully vetted before appointment to satisfy itself of the contractors ongoing ability to continue to fulfil its obligations to the Council. The relative importance to the Council of the goods and services being obtained will dictate the level of scrutiny applied to each contractor	Chance	Put in place procedure for vetting existing and current contractors as part of procurement toolkit	Clerk	
		M		L			
		Severity		Severity			
		L		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.4 - Loss of cash through Theft or dishonesty	The Council is at risk of the loss of cash (including held at bank and also investments) through theft or dishonesty by staff, councillors or others	Chance	The council has Fidelity Guarantee under Section 1 Mandatory Cover, of its insurance policy Reviewed by council on the advice of the External Auditor and deemed to be adequate. There is a limit of £100,000 for any one specific payment. Where major construction work was taking place, payments might exceed £100k and specific provisions were put in place. Unusual withdrawals invite a telephone check from the bank to the named signatories. Cheques are signed by two of four Councillors. Electronic BACS payments are authorised by two councillors who are authorised signatories at the Bank. Payments above £100k would be paid by CHAPS and electronic payments will be authorised. Wherever possible cash payments/receipts are avoided but when received they are held in a safe with restricted access until banked by the Finance Officer.	Chance	Use of credit card machines to take payments to be investigated	Clerk	
		H		L			
		Severity		Severity	Review procedures and ensure all staff trained in them	Clerk	
		M		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.5 - Legal liability as a consequence of asset ownership	The council may be liable as a consequence of ownership of the asset(s)	Chance	A review of internal controls is carried out by staff on an ongoing basis. These are reviewed by internal audit annually. The Council will ensure that buildings and other assets are correctly used and maintained (see Infrastructure section)	Chance	Review liabilities for each location/building to ensure all correctly identified	Clerk	
		M		L			
		Severity		Severity			
		M		M			
		Overall		Overall			
		MEDIUM		MEDIUM	Projected future Risk Rating		LOW
Activity	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.6 - Internal Controls	Failure to ensure that there are adequate internal controls, policies and procedures in place and fully understood and applied by staff and members.	Chance	Where there is considered to be a need for additional internal controls within the organisation (e.g. separation of duties), these are implemented in liaison with the F & GP Committee and the internal auditor. Where additional internal controls involve members, these are submitted to the F & GP Committee for approval in the first instance	Chance	To include internal controls as part of the review of all policies and procedures	Clerk	
		M		L			
		Severity		Severity	Training and development for staff and members on applying appropriate controls	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
FM3.7 - VAT	To ensure that VAT is correctly applied and accounted for throughout all the Council's financial dealings/	Chance	The Council is registered for VAT and has opted to tax the School Green Centre and Spencer's Wood Pavilion. The Financial System integrates the new "Making Tax Digital" Software and claims are submitted quarterly within the permitted timescale. Purchase & Sales ledger require the VAT rates to be entered. Training specific to VAT is undertaken at all opportunities and Councillors are included as appropriate.	Chance	Ensure that any changes to VAT rates are correctly input to the system and in a timely manner	Fin M	
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

People

PE1 - Staff

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.1 - Failure to recruit staff	Failure to recruit adequate numbers of suitably skilled/qualified can have an adverse impact on how the Council carries out its functions. Shortages of staff can lead to pressures on other and/or may prevent them from concentrating on their own specific roles and responsibilities	Chance	Staffing Committee and Clerk regularly review the staffing structure and agree variations where appropriate to do so. The Council adopts a flexible approach to its staffing requirements and ensures that the recruitment process is open to all potential candidates	Chance	Update recruitment process to ensure it incorporates best practice	Clerk	
		H		L			
		Severity		Severity	Ensure that all adverts are promoted internally and develop policy to give interested staff guaranteed interview	Clerk	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.2 - Failure to retain staff	Failure to retain staff can be costly both in terms of the training and development invested in a member of staff and the impact on continuity of service delivery. This may be through poor management of staff, poor working conditions leading to ill health, unhappiness in the role or a lack of career development	Chance	Develop staff succession planning but recognise that staff should not be retained "at all costs" and that some turnover of staff has a positive impact especially when it reflects the successful development of existing staff and/or is used to bring in new skills to the Council. The Staffing Committee meets every other month with the Clerk to discuss various matters including the general morale of staff.	Chance	Develop formal training and development plan for each members of staff including a regular review of role profiles	Clerk	
		M		L			
		Severity		Severity	Ensure that there is a system in place for effective "exit" interviews with departing staff	Clerk	
		M		L			
					Ensure robust sickness recording and management procedures in place	Clerk	
		Overall		Overall	Ensure appropriate lone worker policy and procedure in place for staff	Clerk	
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.3- Succession plans	A failure to create succession plans for key posts can lead to unanticipated gaps in the staffing structure that take time to fill, may require costly interim measures and can stall or severely disrupt the Council's plans	Chance	The Staffing Committee and the Clerk should identify key positions within the staffing structure and develop a succession plan with both interim and long-term measures prepared. Under the current structure the Clerk and Deputy Clerk should be able to cover for each other and the Grounds Maintenance Officer can take on some of the aspects of the Facilities Manager. The Current Clerk can also cover for the Finance Manager if required.	Chance	Identify key personnel for which a Succession Plan is required and put in place the appropriate measures.	Clerk	
		M		L			
		Severity		Severity	Develop scheme for mentoring staff and giving opportunities to learn new skills on the job	Clerk	
		M		L			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.4 - Employment Tribunals	Inappropriate or poor management of staff may lead to the Council becoming involved with Employment Tribunals which are costly in terms of money and time to deal with and have the potential to damage the reputation of the Council leading in turn to other recruitment and retention challenges.	Chance	The Staffing Committee will work with the Clerk and other senior managers as required to monitor the performance and behaviour of line managers and other staff. Appropriate training and development will be identified for staff to help avoid the possibility of behaviour or actions that may result in a tribunal.	Chance	Ensure specialist advice is available and made use of as required if there is any danger of a tribunal	Clerk	
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.5 - Over reliance on agency/temp staff	Over reliance on agency or temporary staff has an adverse impact both financially and on the morale of existing staff who may find themselves constantly supporting or training up interim workers who may move on quickly and may even be on a higher take home pay than permanent staff.	Chance	Appropriate measures in all areas of staffing (recruitment & retention, training & development etc.) should mitigate the need for temporary staff. Where such a need does arise the Clerk and relevant line manager(s) should ensure that they work quickly to fill the gap in an appropriate and cost effective manner.	Chance			
		H		L			
		Severity		Severity			
		H		L			
		Overall		Overall	Projected future Risk Rating		
		HIGH		LOW			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.6 - Negligent action of staff	The negligent action of one or more members of staff may lead to financial and or reputational loss for the Council. This could manifest itself in carelessness leading to damage, inappropriate behaviour causing upset or injury to others etc.	Chance	Appropriate training and development for all staff should be in place. Where an issue has arisen then the Clerk and relevant line manager(s) should decide whether training & development and/or formal disciplinary action is the most appropriate method of resolving the issue and preventing future reoccurrences.	Chance	Ensure clear procedures and training & development in place for all staff	Clerk	
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE1.7 - Malicious behaviour by staff	Malicious behaviour by staff has even greater potential to cause financial or physical loss to the Council as there is specific intent to cause harm (often coupled by concealment of their actions).	Chance	Managers should ensure that appropriate control mechanisms are in place to prevent potential malicious action by employees. They should also be conducting regular reviews with their teams and monitoring morale and the general welfare of individuals.	Chance			
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		

PE2 - Councillors

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.1 - Actions by Councillors that bring the Council into disrepute	A councillor's behaviour may bring the Council name into disrepute and affect trust in the Council and its activities	Chance	Councillors are required to sign up to a Code of Conduct and comply with the standing orders of the Council.	Chance	Effective induction and training programme for all Councillors		
		M		L			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE2.2 - Failure to attract people who wish to become councillors	Failure to attract sufficiently engaged and motivated councillors means that the Council may struggle to be quorate for meetings and will also fail to benefit from new ideas and skills sets. There is also the danger that the makeup of the Council does not mirror the composition of its residents	Chance	The Council encourages and welcomes new applications for casual vacancies including encouraging those interested to attend a number of council and committee meetings. Once a councillor has signed an acceptance of office they are provided with support and training to establish them a councillor.	Chance	Conduct a review of the induction and training programme for new councillors	Clerk	
		H		L	Review the training arrangements for all councillors	Clerk	
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		MEDIUM	Projected future Risk Rating		LOW

PE3 - Volunteers

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE3.1 - Recruiting volunteers - general	Where the Council has identified a need for volunteers it should ensure that it applies an open and fair process to recruit such volunteers. Failure to do so may prevent the Council from recruiting the volunteers it requires and damage its reputation.	Chance	The Council should have a clear policy for the recruitment, retention and management of any volunteers it feels are necessary to support the Council's activities.	Chance	Develop a recruitment and management policy for Volunteers	Clerk	
		M		VL			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		VERY LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PE3.2 - General behaviour of Volunteers	Volunteers seen to be representing the Council may act in such a way as to bring the Council into disrepute	Chance	There should be an appropriate selection and recruitment process for volunteers. They should be given training and supervision appropriate to their role including being made aware of the fact that they are acting as representatives of the Council	Chance	Develop a recruitment and management policy for Volunteers	Clerk	
		M		L			
		Severity		Severity	Ensure appropriate lone worker policy and procedure in place for volunteers	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW

Infrastructure

Physical Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.1 - Overall threat of Physical Damage	This item covers general issues of damage to building. Site specifics are covered below. Risks include fire, vandalism, direct assault on the building, attempted theft etc. The impact of each and any of these could be the loss of access to the building(s) for an indeterminate period of time. This in turns causes lost revenue, additional costs and reputational damage.	Chance	The Council maintains appropriate insurance cover for its buildings, assets and activities. SPC has Public Liability Insurance cover of £10,000,000.	Chance	Schedule a formal review of all insurance cover to identify if there are any gaps in cover and/or shortfalls in the amount insured.	Clerk	
		M		L		Fin M	
		Severity	An Asset Register is updated annually by the RFO and presented to Council and the External Auditor with annual accounts each year.	Severity	Create a detailed inventory of items on fixed asset register and other items such as tables and chairs	Fin M	
		H		H	Develop a procedure for adding and deleting items to/from the inventory	FM	
					Develop a protocol for the issuing and return of keys and overall key security	FM	
		Overall	The Clerk, Facilities Manager and other officers ensure that there are adequate provisions in place for physical security of the building, prevention of anti-social behaviour etc.	Overall			
		HIGH	Appropriate maintenance regimes, servicing contracts and similar are put in place	MEDIUM	Projected future Risk Rating		LOW

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.2 - School Green Centre	Additional risks for the School Green include the prominence of the building, the provision of a lift for users of the Council Office and Tower Room and the operation of a commercial café in the building	Chance	The lift is subject to regular LOLER equipment checks. Specific catering equipment has been provided for the café and is maintained in accordance with suppliers guidance. The building is well served by a suite of CCTV cameras	Chance	Review CCTV coverage in SGC and arrange additional cameras as required	FM	
		M		L			
		Severity		Severity	Develop routine inspection and maintenance programme for SGC	FM	
		H		H	Provide training and supporting information for staff on building systems	FM	
					Ensure procedures for safety of car park and its users	FM	
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.3- Spencer's Wood Pavilion	The additional risks for the pavilion are that there is no regular manning of the building and normal operations rely on remote access arrangements. The relatively quieter area also means that the pavilion is more exposed to the risk of anti-social behaviour and vandalism	Chance	The building is protected by a proven remote access system with a back up arrangement in place should a client have difficulties. The building is also protected by CCTV.	Chance	Ensure all staff are trained on the use of key fobs, remote access control etc.	FM	
		H		L			
		Severity		Severity	Ensure procedures for safety of car park and its users	FM	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.4 - Other Buildings	This relates to Millworth Lane Recreation Ground Pavilion and will also extend to Manor Pavilion and High Copse pavilion in due course. Each of these buildings will be prone to risks similar to Spencers Wood Pavilion	Chance	Millworth Lane has keys issued to specific key holders. Specific agreements will be put in place with the users of each location aimed at amongst other things ensuring the physical security of the buildings and that faults and defects are reported and/or addressed quickly and in an appropriate manner.	Chance	Agree a specific management regime with ALL key holders for Millworth Lane	Clerk	
		H		L			
		Severity		Severity	Arrange formal agreement with users of Manor Pavilion including controlling access and how the building will be maintained and	Clerk	
		H		M			
					Arrange formal agreement with users of High Copse Pavilion including controlling access and how the building will be maintained and	Clerk	
		Overall		Overall	Projected future Risk Rating		LOW
		HIGH		MEDIUM			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.5 - Adverse Weather conditions	Each of the buildings is susceptible to adverse weather conditions and damage could lead to loss of access, loss of revenue and unrecoverable costs	Chance	The Clerk and the Facilities Manager will ensure that adequate consideration is given to any weather alert issued by the Meteorological Office and other media. Where necessary buildings may be closed early and/or at short notice to protect users and the buildings themselves. The Clerk and Facilities manager will ensure that all appropriate maintenance is kept up to date and that any appropriate special measures are put in place as required e.g. the gritting of the Council car park	Chance	Develop specific adverse weather plans for each of the buildings under SPC care.	Clerk FM	
		L		VL			
		Severity		Severity	Develop procedure for assessing condition of pitches under our control especially in adverse weather conditions	Clerk FM	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.6 - Risk of damage to third party property or individuals	There is a risk of damage to third party property or individuals as a result of the council providing services or amenities to the public.	Chance	The council has Public Liability Insurance cover of £10,000,000 included in its security cover. The council also has personal accident liability cover for employees, councillors and volunteers on the above policy. SPC will ensure that appropriate maintenance of council resources are maintained to an appropriate standard and defects are acted upon as quickly as possible. Regular inspection routines will also be maintained.	Chance			
		M		L			
		Severity		Severity			
		M		L			
		Overall		Overall	Projected future Risk Rating		
		MEDIUM		LOW			
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI17 - Loss of Utilities	Loss of utilities will obviously affect the operation of the buildings. These may be planned outages, failures in local network i.e. local power cuts. Loss of electricity means inability to provide adequate lighting, loss of water affects toilets and cafe provision	Chance	The Facilities Manager will ensure that each building is maintained to an appropriate standard to reduce the risk of internal action (or failure to act) adversely affecting the provision of utilities. Where caused by external factors then the Clerk & Facilities Manager will implement pre-determined responses to attempt to mitigate the impact on the buildings	Chance	Ensure appropriate maintenance plans in place for each building	Clerk	
		L		L			
		Severity		Severity	Ensure emergency cover arrangements in place should they be required for loss of utilities	Clerk	
		H		M			
		Overall		Overall	Projected future Risk Rating		LOW
		MEDIUM		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.8 - Physical Assets (Not buildings)	This relates to other physical assets owned by the Council including playgrounds, street lamps, noticeboards, bins etc.	Chance	Maintenance of sites and equipment is undertaken on a mix of planned and responsive basis.	Chance			
		M		L			
		Severity	SPC has set up an Earmarked Reserve to set aside funds for future major repairs/refurbishments	Severity			
		M		L			
			An annual playground inspection is undertaken by Cornhill Direct, which is a trading name of Allianz Insurance plc.				
			The council undertakes weekly inspection of all playgrounds and records its findings. Reactive repairs are carried out accordingly. Equipment considered to be hazardous is labelled as such and labelled as being out of service with a dated photographic record.				
		Overall		Overall		Projected future Risk Rating	
		MEDIUM		LOW			

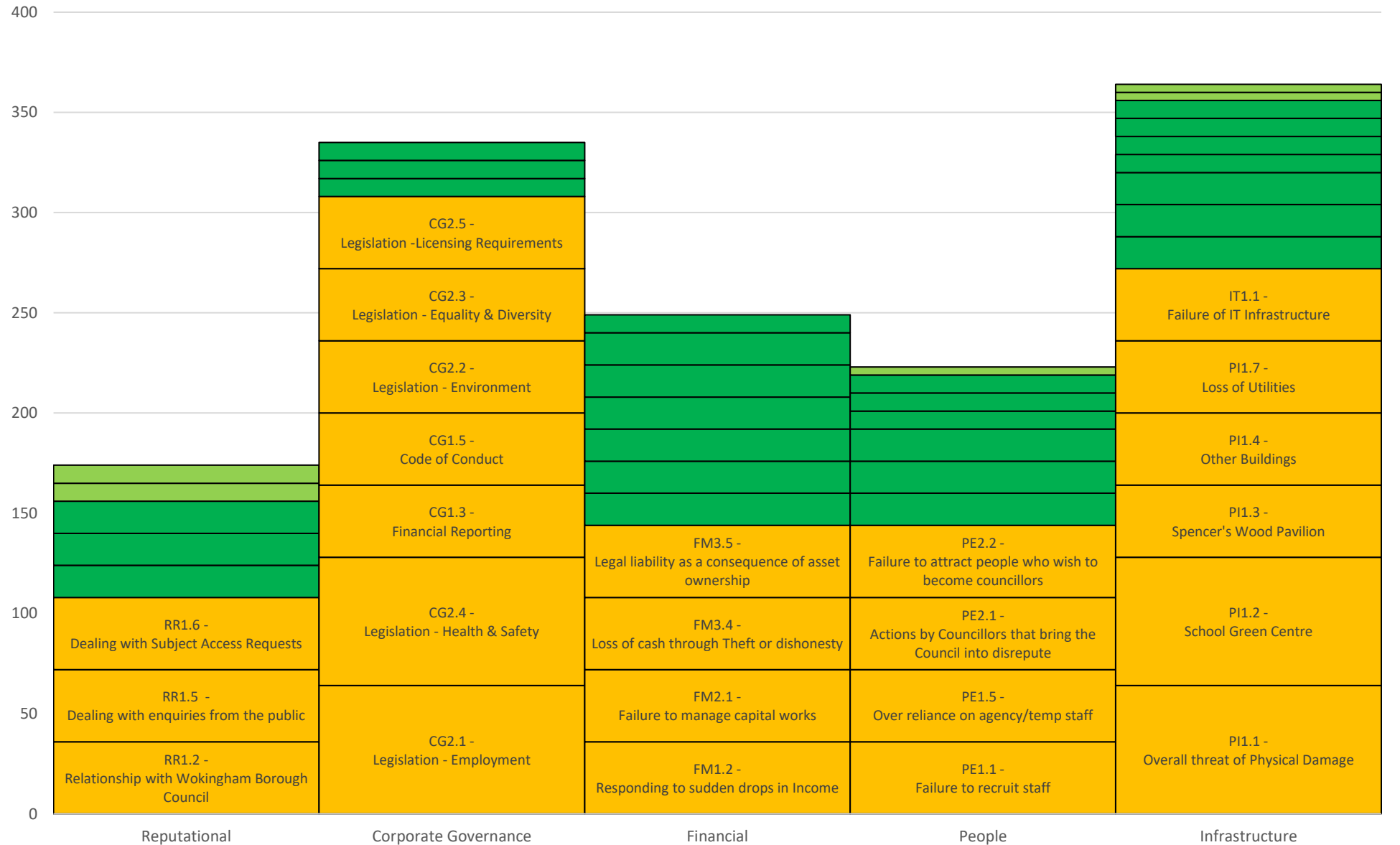
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
PI1.9 - Vehicles	The use of vehicles poses a risk to drivers, passengers and other road users.	Chance	Authorised drivers of SPC vehicles are required to certify that they are fit to drive, undertake regular eye tests and to report any personal driving penalties (e.g. speeding) received. All authorised drivers are required to have an appropriate drivers licence.	Chance	Develop new procedure to ensure that anyone driving any vehicle for the council is safe to do so	Clerk FM	
		L		VL			
		Severity	SPC vehicles are sourced from a reliable supplier, regularly serviced and subject to weekly checks of lubricants, fluids and tyres. They are also covered by annual servicing of the vehicle.	Severity	Develop new procedure for ensuring that council vehicles are roadworthy at all times	FM GMO	
		H		H			
		Overall		Overall		Projected future Risk Rating	LOW
		MEDIUM		LOW			

IT Infrastructure

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.1 - Failure of IT Infrastructure	Failure of general IT structure prevents the Council from operating in an efficient and timely manner. It may also prevent the Council communicating effectively with residents leading to damaged reputation and reduced trust if continued for an extended period	Chance	Following a procurement process the Council has appointed MFG (now Air IT) as its IT infrastructure network provider from 1st July 2016 on a rolling contract with 90 days' notice. Council documentation and email correspondence is backed up daily off-site and there is a standard archiving and IT usage policy in place.	Chance	Ensure clear and robust IT users policies for all staff and members	Clerk	
		M		L			
		Severity	MFG operates an email security service: all spam emails are automatically quarantined and then defined as high, medium and low risk and summary reports are notified to each IT user every day for review and subsequent release /deletion as appropriate. IT support is available to resolve issues on a high, medium and low risk basis for both MFG managed and non-managed assets. The council is registered with the Information Commissioners Office.	Severity	Ensure all staff and members are aware of need for IT security at all times (including use of SPC laptops)	Clerk	
		VH		M			
		Overall		Overall		Projected future Risk Rating	LOW
		HIGH		MEDIUM			

Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.2 - Computer Viruses etc.	Failure to protect Council systems against viruses could lead to the loss of access to our systems and leave the Council vulnerable to issues such as ransomware	Chance	Air IT provide and maintain protection against incoming virus and other attacks.	Chance	Review the Council's IT policy and refresh the training for all staff regarding the risks associated with computer viruses	Clerk IT	
		L		VL			
		Severity		Severity			
		VH		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.3 - Failure of a specific system	The main systems used by the Council are Rialtas (which covers Finance, Bookings and Allotments) and the Council's website. In particular loss of Rialtas has the potential for a significant impact on Council operations	Chance	The Council ensures that it has the latest version of Rialtas and that support agreement is kept up to date. Support from Rialtas is generally good. A weekly exercise is carried out to provide relevant third parties with information on bookings for the next 10 day period and this would allow at least a basic response to bookings to continue although new bookings and enquiries would need to be put on hold and dealt with in turn when Rialtas as restored.	Chance	As part of a review of contingency plans establish back up arrangements for extended period of loss of Rialtas	Clerk Fin M	
		L		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		MEDIUM		LOW	Projected future Risk Rating		LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.4 - Loss of IT support	Support is currently provided by Air IT and they have a good understanding of the Council's IT provision and support required. If for any reason Air IT were unable to continue to support the Council then there would be a transition period where a new supplier would necessarily still be learning these details and the support would potentially be reduced.	Chance	Regular (quarterly) business review meetings are held with Air IT and these include a review of all current provisions which provides a starting point should there be a need to transition to a new supplier. The Council would be able to identify alternative suppliers and assess and appoint one of these but this would take some time to achieve effectively.	Chance	Ensure that the Council maintains a current listing of all its IT requirements and has this to hand should it need to source a new IT support provider.	Clerk	
		L		VL			
		Severity		Severity	Ensure that there are regular reviews of the current IT support provider and that these include their financial viability and long-term plans	Clerk	
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		VERY LOW
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.5 - Onsite IT support	While much IT support is provided remotely and Air IT can for example connect remotely to individual workstations, there is still the need for some onsite direct support	Chance	The Council has an IT and Communications officer who is able to provide limited on site support and in particular can help resolve more basic issues or identify more clearly what the issue is for referral to Air IT or the relevant other support provider e.g. Rialtas	Chance			
		L		VL			
		Severity		Severity			
		M		L			
		Overall		Overall			
		MEDIUM		VERY LOW	Projected future Risk Rating		
Item	Risk & Consequences	Uncontrolled Risk	Mitigation	Remaining Risk	Additional Actions	Lead	Due
IT1.6 - Cannot work remotely	Some Council staff work from home for at least part of the week and this has proved to be an effective arrangement. The inability to work from home may therefore result in a reduction of capability for the Council.	Chance	the Council works with Air IT to ensure that any issues with remote working are resolved quickly and effectively. The Council also ensures that all officers have the ability to work remotely should this be a requirement e.g. the return of a national lockdown scenario or a situation where working onsite is not possible such as a loss of access to the Council office	Chance			
		M		VL			
		Severity		Severity			
		H		M			
		Overall		Overall			
		HIGH		LOW	Projected future Risk Rating		LOW

Shinfield Parish Council - Graphical Summary of Risk



Summary of Risk Levels

	Likelihood	Personal Harm	Financial Loss	Reputational Damage	Resources Required to Resolve
5 Very High	Almost certain - the risk is very likely to occur within 24 months or the event is expected as there is a history of regular occurrence.	There could be loss of life and/or multiple disabilities and/or serious adverse safeguarding outcomes	Over £2million	There would be significant, long-lasting adverse coverage at national level including on social media	This could take a substantial number of the Council team many months to resolve
4 High	Likely - the risk has a 40% or more likelihood of occurrence within 24 months which may or may not be because there is a history of occurrence.	There could be permanent disability and/or mental health issues and/or less serious adverse safeguarding outcomes	Over £500k	There would be some adverse coverage at national level including on social media	This could take a substantial number of the Council team weeks or some departments months to resolve
3 Medium	Credible - there is a 10 - 40% chance this may happen in the next 24 months. It is not expected but there's a possibility it may occur or there is a history of occasional occurrence.	This could result in admissions to hospital for extended periods of treatment	Over £200k	There could be some short-term adverse coverage at national level and/or continuing adverse coverage at regional level	This could take some months for some of the Council team to resolve
2 Low	Unlikely - less than 10% chance this may happen and it may have happened rarely in the past	This could result in A&E visits and/or short-term illness	Over £50k	There could be some short-term adverse regional coverage	This could take some members of the Council team up to a month to resolve
1 Very Low	Very unlikely - the risk may crystallise only in exceptional circumstances	On site medical treatment could be required	Up to £50k	There could be adverse coverage locally and/or within the parish	This could be resolved with little or no disruption to normal activities

	Likelihood 1 – V LOW	Likelihood 2 - LOW	Likelihood 3 - MEDIUM	Likelihood 4 - HIGH	Likelihood 5 – V HIGH
Severity 1 – V LOW	1	2	3	4	5
Severity 2 - LOW	2	4	6	8	10
Severity 3 - MEDIUM	3	6	9	12	15
Severity 4 - HIGH	4	8	12	16	20
Severity 5 – V HIGH	5	10	15	20	25

Income - By Room by Month

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual Booked	986	1,575	2,012	1,560	1,628	1,918	3,369	3,346	1,661	2,204			20,258
	Projected													3,996
	TOTAL	986	1,575	2,012	1,560	1,628	1,918	3,369	3,346	1,661	2,204	2,351	1,645	250
	Prior Year Variance	0	0	0	0	0	0	0	992	252	501	1,632	1,761	5,138
Pound Green	Actual Booked	1,030	1,933	1,749	1,578	1,545	5,409	3,340	3,829	2,898	3,171			26,480
	Projected													6,505
	TOTAL	1,030	1,933	1,749	1,578	1,545	5,409	3,340	3,829	2,898	3,171	3,021	3,484	250
	Prior Year Variance	0	0	0	0	0	0	0	0	0	792	594	2,600	3,986
Ryeish Green	Actual Booked	1,183	2,006	1,746	1,390	1,420	1,223	2,461	2,168	1,756	1,767			17,121
	Projected													4,253
	TOTAL	1,183	2,006	1,746	1,390	1,420	1,223	2,461	2,168	1,756	1,767	2,366	1,887	250
	Prior Year Variance	0	0	0	0	0	0	0	120	300	1,165	1,528	1,920	5,033
Shinfield	Actual Booked	172	141	137	180	493	120	342	241	190	58			2,074
	Projected													174
	TOTAL	172	141	137	180	493	120	342	241	190	58	133	41	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	78	163	241
Spencers Wood	Actual Booked	10	70	58	30	70	115	339	230	287	249			1,458
	Projected													240
	TOTAL	10	70	58	30	70	115	339	230	287	249	130	110	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	68	20	88
Three Mile Cross	Actual Booked	226	320	209	337	204	287	754	989	630	795			4,750
	Projected													976
	TOTAL	226	320	209	337	204	287	754	989	630	795	518	458	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	88	190	227	505
Tower	Actual Booked	0	75	0	0	0	399	2,338	1,293	437	597			5,138
	Projected													775
	TOTAL	0	75	0	0	0	399	2,338	1,293	437	597	398	377	250
	Prior Year Variance	0	0	0	0	0	0	0	0	63	0	0	88	150
Other resources PA Screen & Projector Kitchen	Actual Booked	30	40	10	10	50	50	380	250	1,010	175			2,005
	Confirmed													92
	Projected													0
	TOTAL	30	40	10	10	50	50	380	250	1,010	175	82	10	2,097
TOTAL FOR SGC	Actual Booked	3,637	6,159	5,921	5,085	5,410	9,521	13,323	12,345	8,869	9,016			79,284
	Projected	0	0	0	0	0	0	0	0	0	0			17,011
	TOTAL	3,637	6,159	5,921	5,085	5,410	9,521	13,323	12,345	8,869	9,016	8,999	8,012	1,000
	Prior Year Variance	0	0	0	0	0	0	0	1,112	614	2,546	4,110	6,778	15,160

Budget for 2022/23

VAT Inc

106320

Projected Performance against Budget

VAT Inc

(9,025)

Income - By Room by Month

Spencers Wood Pavilion

Meeting Room 1	Actual Booked	437	578	485	643	478	498	543	626	464	494	448	604	5,246
	Projected												250	1,052
	TOTAL	437	578	485	643	478	498	543	626	464	494	448	854	6,548
	Prior Year Variance	70	0	45	570	0	262	0	0	0	50	48	414	1,459
		367	578	485	598	(92)	498	281	626	464	444	400	440	5,089

Pre-School	Actual Booked													0
	Projected												21,000	21,000
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	21,000	21,000
	Prior Year Variance	1,540	1,540	1,540	1,540	1,540	0	0	0	0	0	0	0	7,700
		(1,540)	(1,540)	(1,540)	(1,540)	(1,540)	0	0	0	0	0	0	21,000	13,300

Community Room	Actual Booked	743	1,003	825	1,115	560	1,160	1,283	1,490	1,040	878	1,030	1,223	10,095
	Projected												250	2,253
	TOTAL	743	1,003	825	1,115	560	1,160	1,283	1,490	1,040	878	1,030	1,473	12,598
	Prior Year Variance	0	480	161	188	350	535	920	710	250	1,028	1,618	2,060	8,299
		743	523	664	928	210	625	363	780	790	(150)	(588)	(588)	4,299

Other resources (PA, screen & projector)	Actual Confirmed	40	0		30	10	30	10	10	0	0	0	10	130
	Projected													0
	TOTAL	40	0	0	30	10	30	10	10	0	0	0	10	140
	Prior Year Variance	0	0	0	0	0	0	0	0	0	10	45	0	55
		40	0	0	30	10	30	10	10	0	(10)	(45)	10	85

TOTAL FOR SWP	Actual Booked	1,220	1,581	1,310	1,788	1,048	1,688	1,836	2,126	1,504	1,372	0	0	15,471
	Projected	0	0	0	0	0	0	0	0	0	0	1,478	1,837	3,315
	TOTAL	1,220	1,581	1,310	1,788	1,048	1,688	1,836	2,126	1,504	1,372	1,478	23,337	40,286
	Prior Year Variance	1,610	2,020	1,701	1,773	2,460	535	1,182	710	250	1,088	1,711	2,474	17,513
		(391)	(440)	(391)	16	(1,412)	1,153	654	1,416	1,254	284	(233)	20,863	22,773

Budget for 2022/23	VAT Inc	39600
Projected Performance against Budget	VAT Inc	686

Village Green	Actual Booked		1,080	810										1,890
	Projected													0
	TOTAL	0	1,080	810	0	0	0	0	0	0	0	0	0	1,890
	Prior Year Variance	480	0	0	0	0	0	0	0	0	0	0	0	480
		(480)	1,080	810	0	0	0	0	0	0	0	0	0	1,410

Budget for 2022/23	VAT Inc	1200
Projected Performance against Budget	VAT Inc	690

Shinfield Parish Council - Venue Bookings Information Report

Item 5.2

Bookings - In Hours By room

Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar TOTAL

School Green Centre

Grazeley	Actual Booked	49	70	81	77	77	91	157	142	110	123			976
	Projected											101	85	186
	TOTAL	49	70	81	77	77	91	157	142	110	123	101	85	0
	Prior Year Variance	0	0	0	0	0	0	0	46	12	19	66	94	238
Pound Green	Actual Booked	48	66	56	55	54	201	128	144	128	130			1,012
	Projected											118	130	247
	TOTAL	48	66	56	55	54	201	128	144	128	130	118	130	0
	Prior Year Variance	0	0	0	0	0	0	0	0	3	31	27	88	1,259
Ryeish Green	Actual Booked	66	93	78	63	69	78	154	103	125	113			940
	Projected											111	93	204
	TOTAL	66	93	78	63	69	78	154	103	125	113	111	93	0
	Prior Year Variance	0	0	0	0	0	0	0	6	19	51	69	91	1,144
Shinfield	Actual Booked	22	13	12	16	50	42	77	43	65	39			379
	Projected											29	22	51
	TOTAL	22	13	12	16	50	42	77	43	65	39	29	22	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	0	7	12	19
Spencers Wood	Actual Booked	9	7	5	5	22	50	51	76	106	55			385
	Projected											15	16	31
	TOTAL	9	7	5	5	22	50	51	76	106	55	15	16	0
	Prior Year Variance	0	0	0	0	0	0	0	0	0	5	8	2	14
Three Mile Cross	Actual Booked	41	30	27	32	34	59	94	99	98	103			617
	Projected											58	43	101
	TOTAL	41	30	27	32	34	59	94	99	98	103	58	43	0
	Prior Year Variance	0	0	0	0	0	0	0	0	4	10	21	22	57
Tower	Actual Booked	28	28	15	9	9	52	212	61	83	63			558
	Projected											39	31	70
	TOTAL	28	28	15	9	9	52	212	61	83	63	39	31	0
	Prior Year Variance	0	0	0	0	0	0	0	9	9	9	34	26	87
Other resources PA Screen & Projector Kitchen	Actual Booked	6	13	35	53	111	68	172	143	89	98			789
	Confirmed											76	31	107
	Projected	6	13	35	53	111	68	172	143	89	98	76	31	0
	TOTAL	6	13	35	53	111	68	172	143	89	98	76	31	895
TOTAL FOR SGC	Actual Booked	268	320	309	311	426	639	1,045	811	803	724			5,656
	Projected	0	0	0	0	0	0	0	0	0	0	546	450	997
	TOTAL	268	320	309	311	426	639	1,045	811	803	724	546	450	0
	Prior Year Variance	0	0	0	0	0	0	0	61	47	125	237	335	805
		268	320	309	311	426	639	1,045	750	757	599	310	115	5,847

Bookings - In Hours By room

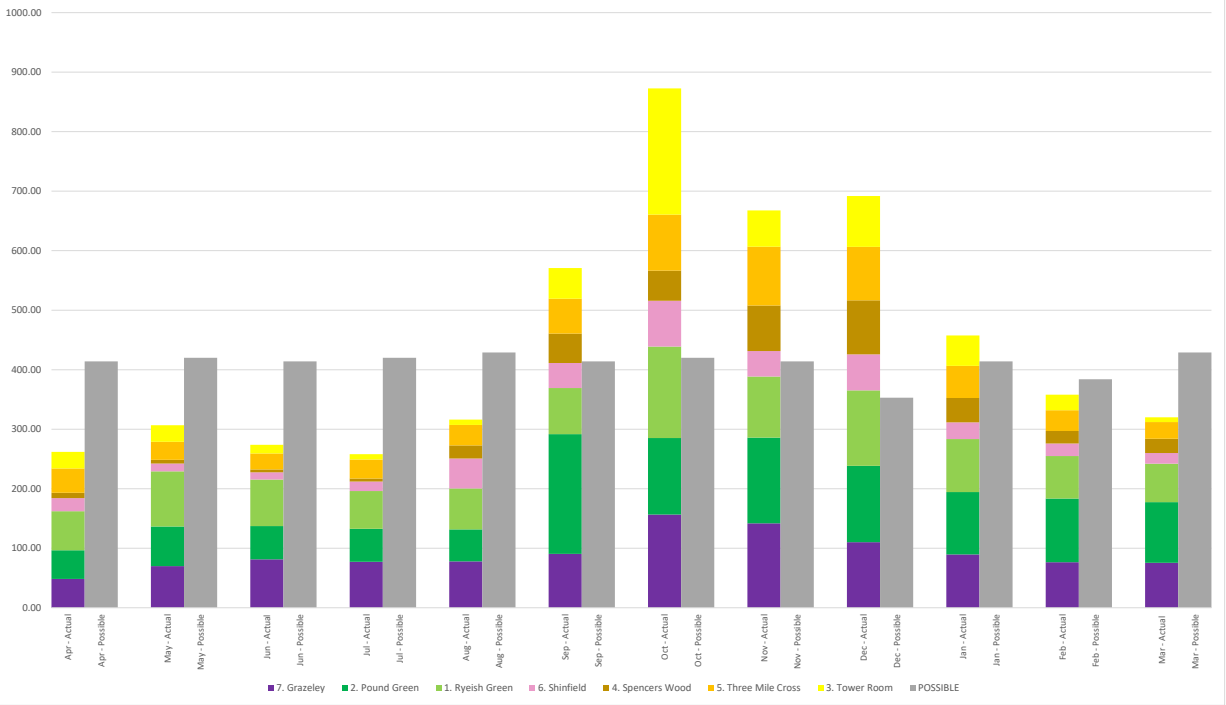
Spencers Wood Pavilion

Meeting Room 1	Actual Booked	93	105	101	103	105	101	127	134	103	118	108	133	1,089
	Projected													241
	TOTAL	93	105	101	103	105	101	127	134	103	118	108	133	1,330
	Prior Year Variance	10		12	25	127	16	82	29	19	15	39	120	493
		83	105	89	79	(22)	85	45	105	83	103	69	13	837
Pre-School	Actual Booked													0
	Projected													0
	TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
	Prior Year Variance	7	7	1	2	7	0	0	0	0	0	0	0	24
		(7)	(7)	(1)	(2)	(7)	0	0	0	0	0	0	0	(24)
Community Room	Actual Booked	58	80	70	74	48	95	86	113	71	75	84	96	768
	Projected													180
	TOTAL	58	80	70	74	48	95	86	113	71	75	84	96	947
	Prior Year Variance	66	104	129	10	17	71	76	73	95	100	61	31	831
		(8)	(24)	(59)	64	31	24	10	41	(23)	(26)	23	65	116
Other resources (PA, screen & projector)	Actual Confirmed	8	9		11	6	9	4	3	13			7	63
	Projected													7
	TOTAL	8	9	0	11	6	9	4	3	13	0	0	7	70
	Prior Year Variance	0	0	0	0	0	0	0	0	0	4	7	0	11
		8	9	0	11	6	9	4	3	13	(4)	(7)	7	60
TOTAL FOR SWP	Actual Booked	159	194	171	188	159	205	217	250	187	193	0	0	1,920
	Projected	0	0	0	0	0	0	0	0	0	0	192	236	428
	TOTAL	159	194	171	188	159	205	217	250	187	193	192	236	2,347
	Prior Year Variance	83	111	141	37	151	87	158	102	114	118	107	150	1,358
		75	82	29	152	8	118	59	149	73	74	85	86	989
Village Green	Actual Booked		137	61		9	9							216
	Projected													0
	TOTAL	0	137	61	0	9	9	0	0	0	0	0	0	216
	Prior Year Variance	0	0	0	0	0	2	0	0	0	0	0	0	2
		(0)	137	61	0	9	7	0	0	0	0	0	0	214

Utilisation Rates By Room

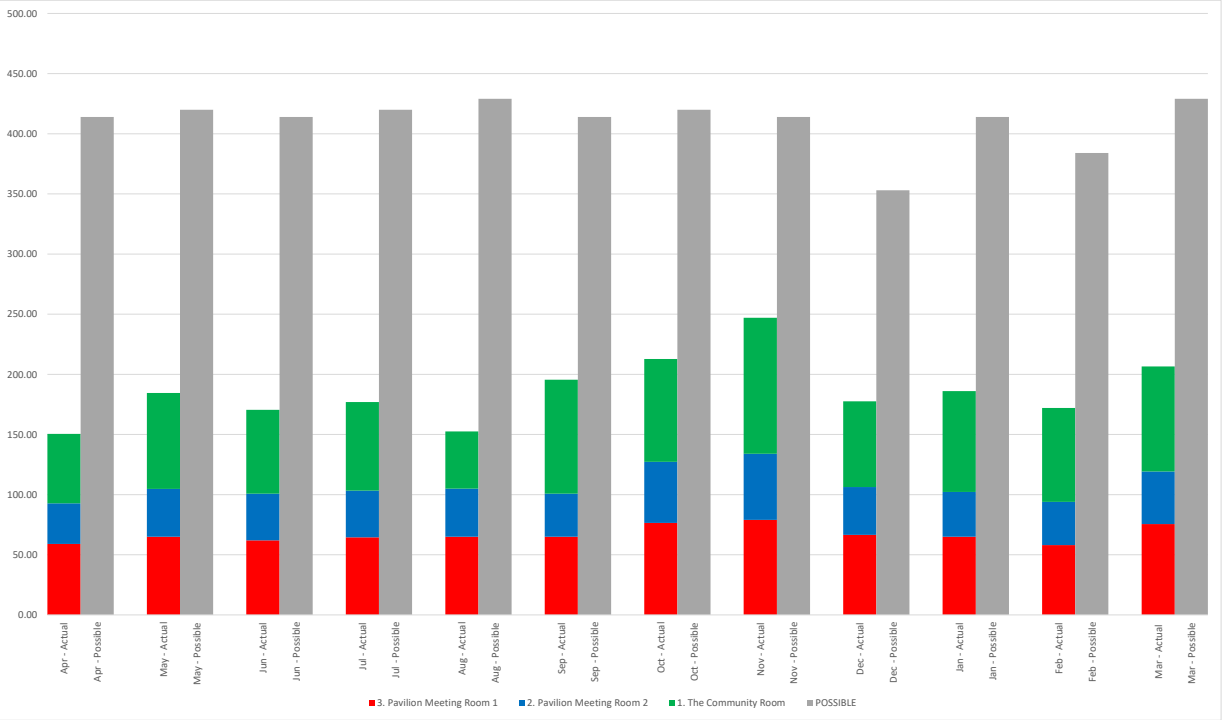
School Green Centre

grey column indicates total hours the centre was available normally 9.00 to 22.00



Spencers Wood Pavilion

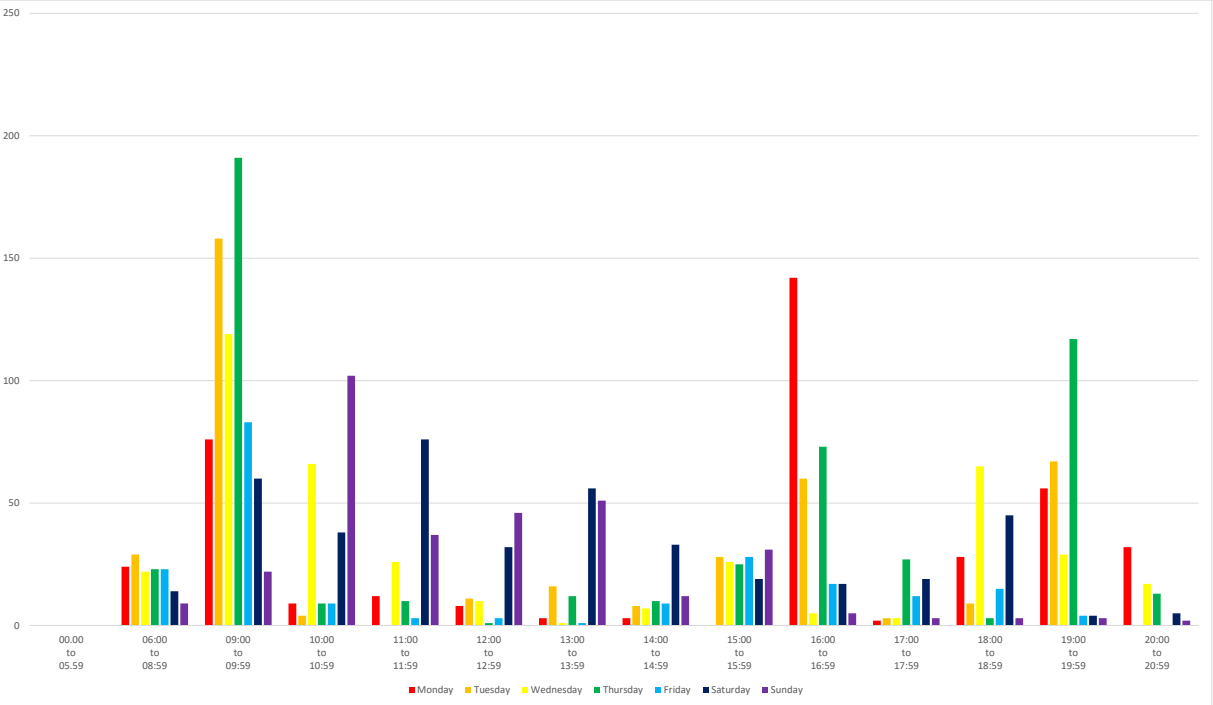
grey column indicates total hours the centre was available normally 9.00 to 22.00



Analysis of Start time for Bookings

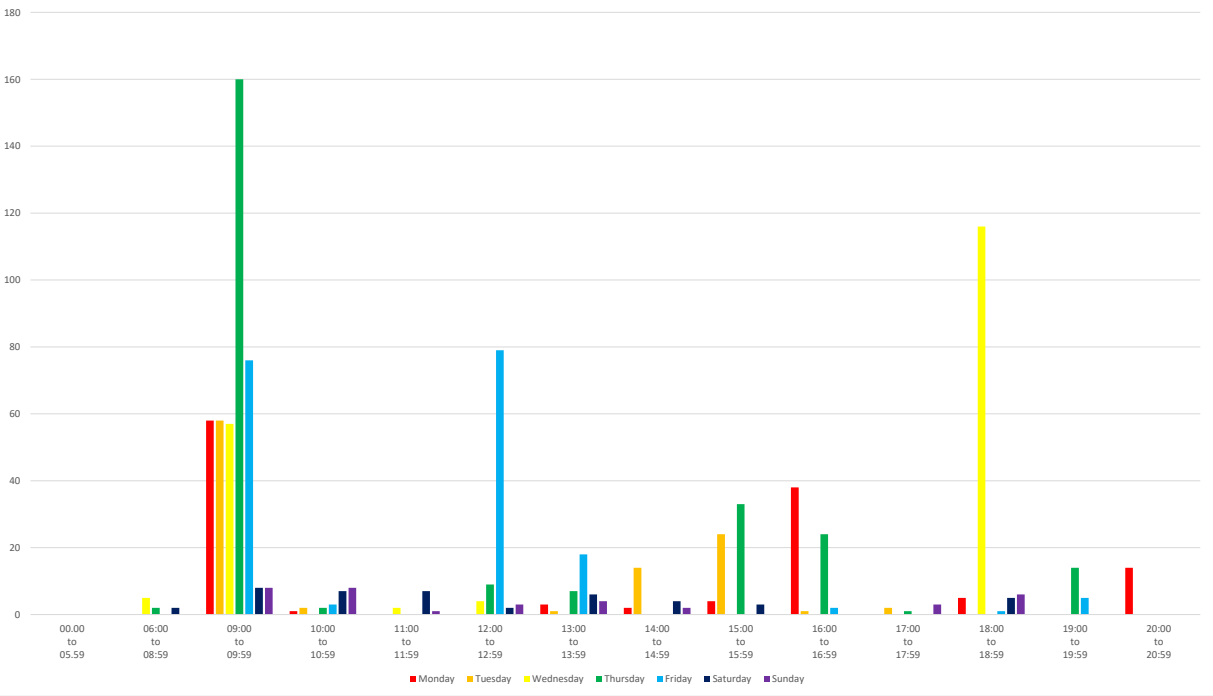
School Green Centre

Graph shows NUMBER of Bookings starting in the stated period



Spencers Wood Pavilion

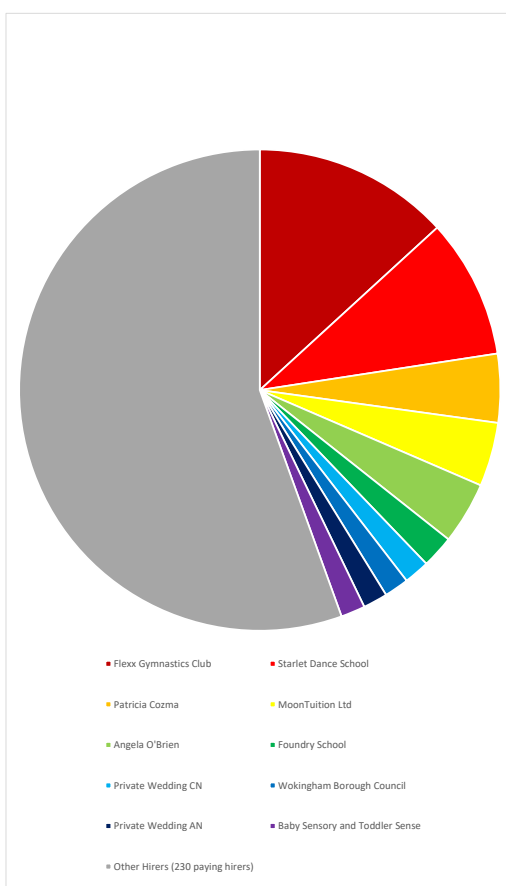
Graph shows NUMBER of Bookings starting in the stated period



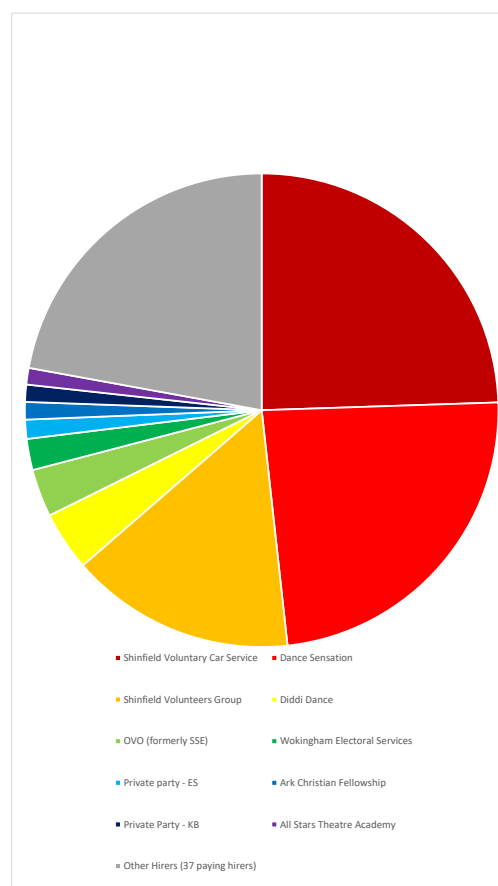
All Time Bookings by Main Hirers

School Green Centre

Rank		£
1	Flexx Gymnastics Club	12713
2	Starlet Dance School	9024
3	Patricia Cozma	4440
4	MoonTuition Ltd	4138
5	Angela O'Brien	4020
6	Foundry School	2098
7	Private Wedding CN	1656
8	Wokingham Borough Council	1592
9	Private Wedding AN	1581
10	Baby Sensory and Toddler Sense	1570
	Other Hirers (230 paying hirers)	53464
		96295

**Spencers Wood Pavilion**

Rank		£
1	Shinfield Voluntary Car Service	4598
2	Dance Sensation	4468
3	Shinfield Volunteers Group	2888
4	Diddi Dance	760
5	OVO (formerly SSE)	613
6	Wokingham Electoral Services	400
7	Private party - ES	245
8	Ark Christian Fellowship	225
9	Private Party - KB	220
10	All Stars Theatre Academy	213
	Other Hirers (37 paying hirers)	4158
		18786



Service	Budget 2022/23	Actual Spend to 31st January 2023	Forecast November	Latest Forecast	Forecast Variation	Proposed Budget 2023/2024
101Parish Council Administration	-216,400	-159,101	-194,100	-192,355	24,045	-194,080
102Precept	552,300	552,370	552,300	552,370	70	599,570
103Council Received	150,000	115,915	115,915	115,915	-34,085	185,200
103TFR to Reserve	-150,000	-115,915	-115,915	-115,915	34,085	-185,200
104Sinking Fund Contribution	-30,000		-30,000	-30,000	0	-30,000
201School Green Centre	-49,900	-86,920	-110,185	-122,817	-72,917	-137,840
202Ryeish Pavilion & sports pitch	-1,000	-1,132	-1,300	-1,300	-300	-1,300
203Spencers Wood Pavilion	2,300	1,773	2,830	5,364	3,064	800
204Playgrounds	-6,000	-13,233	-4,300	-13,233	-7,233	-6,400
205Recreation Grounds and Street Furniture	-72,000	-45,083	-69,500	-56,277	15,723	-72,300
206Allotments	-8,200	-9,590	-5,100	-10,027	-1,827	-1,500
207Deardon Field	0	-1,200	0	0	0	
208Youth Services	-15,200	-9,533	-15,000	-11,100	4,100	-15,100
209Facilities Management Team	-71,400	-56,098	-70,200	-70,689	711	-94,350
210Millworth Recreation Grd	-1,100	-3,040	-14,500	-4,527	-3,427	-2,100
211Planning and Surveys to Implement Sports Strategy	-10,000	-2,450	-2,500	-2,450	7,550	0
212MUGA	0	-261		-261	-261	0
304Feasibility Costs of Potential New Schemes	-10,000	0	0	0	10,000	0
401Communications	-12,000	-5,056	-5,700	-5,400	6,600	-6,000
402Community Development	-7,100	-3,555	-5,100	-5,100	2,000	-4,000
501Street lighting	-3,300	-3,551	-8,000	-8,000	-4,700	-8,700
502Planning reviews	-11,000	-5,064	-5,100	-6,150	4,850	-6,700
601Community Grants	-30,000	-22,792	-30,000	-23,700	6,300	-20,000
Grand Total	0	126,484	-15,455	-5,652	-5,652	0

Update CIL Reserve - With Expiry Dates
Item 6.1

Paid to SPC	CIL Receipt & Potential Receipts	Millworth Lane Playground	Spencers Wood Pavilion	Exp for Community Centre	Exp Lap Tops	Bollards	Spencers Wood Recreation Grd	Millworth Lane	Allotments 2022/2023	New Scheme 2023/2024 - School Green	Balance of Original Receipt Unspent at 31st January 2023	Expiry Dates
	£	£	£	£	£	£	£	£	£	£	£	
May-17	33,854	-33,854										0 Spent
Oct-17	315,098	-63,659	-251,439									0 Spent
Apr-18	315,709		-147,161	-168,548								0 Spent
Oct-18	246,209			-246,209								0 Spent
Apr-19	79,810			-79,810								0 Spent
Oct-19	25,000			-25,000								0 Spent
Apr-20	45,644			-45,644								0 Spent
Oct-20	35,849			-35,849								0 Spent
	1,097,173	-97,513	-398,600	-601,060	0							0
Apr-21	985,328			-661,219	-12,915	-19,966	-133,000	-158,228				0 Spent
Oct-21	1,094,192			-313,109				-341,772	-15,000	-100,000	324,311	Oct-26
Apr-22	115,915										115,915	Apr-27
Oct-22	0										0	Oct-27
Apr-23	258,519 *										258,519	Apr-28
Apr-24	517,037 *										517,037	Apr-29
Oct-24	258,519 *										258,519	Oct-29
	4,326,683	-97,513	-398,600	-1,575,388	-12,915	-19,966	-133,000	-500,000	-15,000	-100,000	1,474,301	

Note Assumption: * Potential CIL Receipts April 2023 - October 2024 (most likely schemes to progress and when receipt anticipated)

212717 Dobbies Reading, 166, Hyde End Road, Shinfield	£0.00	25%	£258,518.72	Apr-23
212914 Land At Stanbury House, Basingstoke Road, Spencers Wood	£673,770.16	50%	£517,037.43	Apr-24
220922 Foxglade, Brookers Hill, Shinfield	£10,304.70	25%	£258,518.72	Oct-24
West of Kingfisher Grove - Estimate	£350,000.00			
	<u>£1,034,074.86</u>		<u>£1,034,074.86</u>	