



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail: clerk@winnersh.gov.uk  
www.winnersh.gov.uk

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting  
held on **Tuesday 23<sup>rd</sup> April 2024 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Southgate (Chairman), Fishwick, Harper,  
Shepherd-DuBey & Bray

**Officers:** Kerry Simpson, Assistant Parish Clerk

### **1. APOLOGIES FOR ABSENCE**

Cllr Shepherd-DuBey will be arriving late to the meeting.

### **2. DECLARATIONS OF INTEREST**

None.

### **3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16<sup>th</sup> January 2024 were approved and signed at Full Council on 23<sup>rd</sup> January 2024. **Noted**

The Assistant Parish Clerk's report with updates on matters arising from previous meetings is attached at Appendix 1. **Noted**

### **4. DONATIONS AND REFERRALS**

- i. Three grant applications had been received and considered. The committee **RESOLVED** to award the following donations:
  - a. Citizens Advice Bureau - £1,000. Attached at Appendix 3.
  - b. Assisting Berkshire Children to Read - £250. Attached at Appendix 4.
  - c. Life Education - £450. Subject to a formal application.
- ii. There were no referrals from other committees.

## 5. DEBTORS

An update on the outstanding balances was attached at Appendix 5. **Noted**

## 6. Q4 ACCOUNTS

The income and expenditure and balance sheet reports to 31/03/2024 were attached at Appendix 6. **Noted**

It was agreed to **RECOMMEND** that the Q4 accounts be accepted.

## 7. POLICIES

- i. The Clerk had prepared a draft of the Code of Conduct for Winnersh Parish Council based on the LGA's model – attached at Appendix 7.

It was agreed to **RECOMMEND** that Winnersh Parish Council formally adopts the Model Code of Conduct.

- ii. Risk Management Policy

The Clerk had reviewed the current Risk Management Policy and made some suggested amendments – attached at Appendix 8.

The committee agreed to the following changes:

2.2 B – Completed by the Caretaker weekly and documented.

3.1 C – Should read WPC on behalf of WBC

4 K - The committee suggested charging new regular hirers a deposit.

It was agreed to ask the Recreation and Amenities Committee to review the policy regarding new regular hirer deposits.

*Cllr Shepherd-DuBey joined the meeting at 7.54pm.*

It was agreed to **RECOMMEND** adopting the Risk Management Policy subject to the above amendments.

## 8. BANK INVESTMENTS

- i. The application with CCLA is now complete. The account was opened on 5<sup>th</sup> March 2024. **Noted.**

- ii. The Unity Trust Current Account has a balance of £68,215.72 at 18<sup>th</sup> April 2024. This includes the initial 10% Precept payment with the next 40% payment (£79,536.92) due to be made on 19<sup>th</sup> April 2024. The final 50% is paid in September. No interest is offered on the current account.

The Council currently has £85,000 invested in a 1-year Fixed Term Deposit Account with Redwood Bank and £100,000 invested in a Public Sector Deposit

Fund account with CCLA. The average monthly expenditure is £15,000 and the average monthly income from hirers is £5,500.

An Instant Access Unity Trust Business Savings Account is currently offering 2.75% interest with no restrictions on deposits/withdrawals.

It was **RESOLVED** to open a Unity Trust Business Savings Account to utilise short term savings, with delegated authority given to the Clerk to arrange transfers between accounts as required. It was agreed to keep a balance of £15,000 in the current account.

**ACTION: APC**

## **9. SOLAR**

A report from Cllr Harper was circulated prior to the meeting. **Noted**

## **10. DATE AND TIME OF THE NEXT MEETING**

The next meeting was **AGREED** as Tuesday 23<sup>rd</sup> July 2023 at 7.30pm.

The meeting closed at 8.06pm.

## F&amp;GP Assistant Clerk's Report - April 2024

Meeting Action Point	Minute ref	Date Decision Ratified	Action by	Notes	Status
Bank Interest	9	16.01.2024	APC	CCLA account is now open and deposit of £100,000 has been made as of 14/03/20214	Complete
Hirers Deposit Refund	11	16.01.2024	Clerk	The Financial Regulations have been updated to reflect the Parish Clerk now has delegated authority to refund damage deposits or booking deposits for cancelled events outside of the normal payment process.	Complete

## Grant Summary

Financial Year	Grant Applicant	Amount Paid
2021-2022	Me2 Club	£ 500.00
	Link Visiting Scheme	£ 290.00
	Wokingham Job Support Centre	£ 500.00
	Greenwood Pre-School	£ 250.00
	175th Anniversary of St Catherine's church	£ 50.00
	Wokingham CAB	£ 1,000.00
	Me2 Club	£ 500.00
<b>Total</b>		<b>£ 3,090.00</b>

Financial Year	Grant Applicant	Amount Paid
2021-2022	Keep Mobile	£ 2,000.00
	Berkshire Youth	£ 2,250.00
<b>Total</b>		<b>£ 4,250.00</b>

Financial Year	Grant Applicant	Amount Paid
2022-2023	Me2 Club	£ 500.00
	Wokingham Job Support Centre	£ 500.00
	The Cowshed	£ 500.00
	Berkshire Vision	£ 300.00
	Wokingham CAB	£ 1,000.00
	Bearwood Primary School	£ 500.00
	Link Visiting Scheme	£ 640.00
	First Days Children Charity	£ 250.00
	ARC Youth Counselling	£ 250.00
	Home Start Wokingham District	£ 500.00
	<b>Total</b>	

Financial Year	Grant Applicant	Amount Paid
2022-2023	Keep Mobile	£ 2,500.00
	Berkshire Youth	£ 1,555.74
<b>Total</b>		<b>£ 4,055.74</b>

Financial Year	Grant Applicant	Amount Paid
2023-2024	Wokingham CAB	£ 1,000.00
	Parenting Special Children	£ 500.00
	Me2 Club	£ 500.00
	Link Visiting Scheme	£ 500.00
	Wokingham Job Support Centre	£ 500.00
	Lily Wilson - Athletics High Jump	£ 300.00
	First Days Children Charity	£ 750.00
	ARC Youth Counselling	£ 750.00
	Home Start Wokingham District	£ 750.00
<b>Total</b>		<b>£ 5,550.00</b>

Financial Year	Grant Applicant	Amount Paid
2023-2024	Keep Mobile	£ 2,600.00
	Berkshire Youth	£ 2,104.33
<b>Total</b>		<b>£ 4,704.33</b>

## WINNERSH PARISH COUNCIL

### GRANT APPLICATION FORM

#### Conditions of Funding

The Parish Council will only consider grants to projects specifically designed to benefit Winnersh residents. Applications will not be considered from any organisation intending to support any political party or that may discriminate on the grounds of race, gender, age or religion.

Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

<p><i>Name of Organisation:</i> Citizens Advice Wokingham</p>
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1) Is the organisation a Registered Charity \*YES (\*please delete as appropriate)  
If yes, please indicate the Charity Number: 1027729

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

2) Objects and aims of your organisation

<p><i>Please provide a brief summary:</i></p>
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<p>Citizens Advice Wokingham provides quality assured generalist advice, assistance and guidance to individuals and families across Wokingham Borough.</p>
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<p>By providing debt, welfare benefits, housing, employment law, consumer, relationships &amp; family and other advice, we aim to alleviate poverty, improving the lives of people living in the Borough.</p>
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3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area?

Winnersh and wider area

How many residents of Winnersh do you anticipate will benefit from the project? \_\_\_\_\_

Based on current data we anticipate that 300+ residents of Winnersh will benefit from advice and support from the service. We expect to support clients with over 1400 issues, including debt, welfare benefits and housing..

4) Is the grant requested for a specific project? NO

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

- a) Cost of activity/project     £
- b) Funds Raised                 £
- c) Funds Promised             £
- d) Balance                        £
- e) Grant Requested            £

5) What is the commencement date of the activity/project?

.....

6) What is the completion date of activity/project?

.....

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

We are requesting £1000 please.

We rely on the support of parish and town councils across Wokingham Borough to help provide a service to everyone.

We are immensely grateful for the support that Winnersh Parish Council has provided us over the years. This support contributes to our essential operational expenses, ensuring the continuation of direct advice provision.

.....

8) Is there any other information you would wish the Council to consider in support?

As part of the service, we provide free, confidential, and impartial advice to around 300 residents of Winnersh annually. We help Parish residents address a wide range of issues with positive outcomes, for example, over the last year we have assisted with:


- Income gains of: £87,725

- Reimbursements, services, loans of: £3,397
  - Debts written off: £53,562
  - Repayments rescheduled: £20,028
  - Other outcomes: £2,562
- We also connect residents with other local service support and offer early intervention to prevent crises. Our individually tailored services aim to reduce poverty and empower individuals to find solutions to their problems, ultimately improving the well-being of the community.

Name of Applicant .....Bill Feeney, Citizens Advice Wokingham

Position within the organisation/group Interim CEO.....

Address Waterford House, Erfstadt Ct, Wokingham RG402YF

Signed ...  ..... Date .....26.01.24.....

Please return your application to the Parish Clerk by email or post.

Email: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)

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Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

*Name of Organisation:*

Assisting Berkshire Children to read

1) Is the organisation a Registered Charity **\*YES** (\*please delete as appropriate)  
If yes, please indicate the Charity Number: **1184968**

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

2) Objects and aims of your organisation

*Please provide a brief summary:*

ABC to read trains and supports community volunteers to provide one-to-one mentoring of primary school children, aged 5 to 11, across Berkshire and parts of Buckinghamshire who struggle with reading. ABC to read was established and registered with the Charity Commission in 2004, meaning that 2024 marks 20 years since establishment, and marks a momentous milestone for ABC to read. Every year, ABC to read collaborates with schools to assist hundreds of pupils in discovering the pleasure of reading, but also to provide the students with the understanding of how crucial the skill is for beyond their academic journey. The charity's primary focus is to support children who are not entitled to assistance through statutory funding and those from disadvantaged backgrounds or living in deprived areas, as ABC to read recognizes the importance of numerous factors on a child's development.

### Vision

Every child a reader, with the self-confidence and skills to make positive life choices and contribute to their wider community.

## Mission

Our mission is to transform children's lives by working with schools, families and the children themselves to provide high quality support in developing literacy skills and building self-confidence.

## Aims

- To help as many children in Berkshire as we can to improve their reading and so enable them to achieve success in later education and confidently meet the challenges of adult life that follow.
- To recruit, train and provide ongoing support for volunteer reading mentors to go into primary schools and work individually with children to help them improve their literacy skills and boost their confidence.
- To provide training for parents to enable them to help their own children at home and support their learning at school.

By providing high quality support in developing literacy skills and building self-confidence, we aim for children to be equipped with the valuable skill of reading, allowing them to excel in education and also be equipped for the workplace in later life. Reading is often taken for granted, and without it, children will largely fall behind their peers who have the skill, causing a significant literacy gap.

Every volunteer we recruit and train will work with 3 children (sometimes more), twice a week for a whole year. This method has proven to see significant improvements in a child's reading level, positive impacts on their self-esteem, promoting more positive and enthusiastic feelings towards reading and education, and in consequence, will improve the local community and help them get jobs after school.

3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area? **Winnersh and wider area\*** (\*please delete as appropriate)

How many residents of Winnersh do you anticipate will benefit from the project?

In Winnersh we are currently supporting Winnersh primary with 1 volunteer supporting 3 children and would like to recruit another volunteer for Wheatfield Primary to support a further 3 children for the entirety of next academic year.

4) Is the grant requested for a specific project? **\*YES** (\*please delete as appropriate)

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

- |                             |   |
|-----------------------------|---|
| a) Cost of activity/project | £678  |
| b) Funds Raised             | £ 178 (use some of our unrestricted reserves) |
| c) Funds Promised           | £   |
| d) Balance                  | £0  |
| e) Grant Requested          | £500  |

5) What is the commencement date of the activity/project?

September 2024 (start of new academic year)

6) What is the completion date of activity/project?

July 2025 (end of next academic year)

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

The table below outlines the current cost for ABC to read to train 5 volunteers to mentor 15 children each year. It also shows the cost per one volunteer per year, consisting of them working with 3 children twice a week.

Our CEO and one volunteer work to generate income, mainly through grants and donations, to ensure we cover the costs of the charity every year and we are able to use some unrestricted reserves.

£500 would help us to recruit train a further volunteer in Winnersh parish. This will help us tackle to literacy gap and ensure Winnersh children are not at a disadvantage due to their lack of literacy skills.

<b>Item (per year)</b>	<b>Cost per volunteer (based on 120 volunteers)</b>	<b>Cost of 5 volunteers</b>
Handbook & training materials	£6	£30
Volunteer transport expenses	£36	£180
Recruitment	£25	£125
Interviewing	£25	£125
Initial Training	£75	£375
Introduction to school and follow up visits	£50	£250
Further training	£40	£200
Books & games	£13	£65
Management	£316	£1,580
Running costs	£92	£460

8) Is there any other information you would wish the Council to consider in support?

*Additional Information:*

Name of Applicant: Marcia Rowlinson

Position within the organisation/group: Chief Executive Officer

Address:

St. Marks Church Hall,  
94 Cranbury Road,  
Reading,  
RG30 2TA

Signed: Marcia Rowlinson Date: 18/04/2024

Please return your application to the Parish Clerk by email or post.

Email: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)

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18/04/2024

Winnersh Parish Council

Page 1

11:10

Sales Ledger Aged Account Balances

User: KERRY

## Outstanding Balances by Month as at 01/03/2024

A/C Code	Customer Name	Balance	Mar 2024	Feb 2024	Jan 2024	Prior Months	On A/c Pymnts
<b>Ledger No 1: Debtors</b>							
1STWINNER	1STWINNERSHBROWNIES	76.16	76.16	0.00	0.00	0.00	0.00
AMRIT001	AMRIT LOUGHLIN	154.64	154.64	0.00	0.00	0.00	0.00
ARTGROUP	ARTGROUP	203.04	203.04	0.00	0.00	0.00	0.00
BALLROOM	BALL	289.56	289.56	0.00	0.00	0.00	0.00
BAPS001	BAPS	328.68	328.68	0.00	0.00	0.00	0.00
BLOOD	NHSBT BLOOD	164.50	164.50	0.00	0.00	0.00	0.00
BYTOMIC001	BYTOMIC	579.14	579.14	0.00	0.00	0.00	0.00
GANDYWHIT	GANDYWHITEPILATES	54.72	54.72	0.00	0.00	0.00	0.00
DEEP001	DEEP ROOT	159.84	159.84	0.00	0.00	0.00	0.00
FOUNDRYC	FOUNDRYCOLLEGE	535.20	535.20	0.00	0.00	0.00	0.00
GOALSEEKE	GOALSEEKERS	54.72	54.72	0.00	0.00	0.00	0.00
HONGKONG	HONGKONGREADINGSINGE	50.30	50.30	0.00	0.00	0.00	0.00
KALPANAR	KALPANARAVI	52.64	52.64	0.00	0.00	0.00	0.00
KEITHVERTI	KEITHVERTIGAN	54.72	54.72	0.00	0.00	0.00	0.00
KELLYDACR	KELLY DACRE	128.00	128.00	0.00	0.00	0.00	0.00
LEWIS001	LEWIS	79.92	79.92	0.00	0.00	0.00	0.00
LINEDANCI	LINE DANCING	293.05	293.05	0.00	0.00	0.00	0.00
MATTBOND	MATTBOND	157.96	157.96	0.00	0.00	0.00	0.00
MUDASSIRA	MUDASSIRALIKHAN	184.80	184.80	0.00	0.00	0.00	0.00
RICHASINGH	RICHASINGH	-9.00	0.00	0.00	0.00	0.00	-9.00
ROSSWHITB	ROSSWHITBY	169.20	169.20	0.00	0.00	0.00	0.00
SEWING	SEWING	109.44	109.44	0.00	0.00	0.00	0.00
SHERRYTAN	SHERRYTANNER	76.14	76.14	0.00	0.00	0.00	0.00
SUBBUTEOC	SUBBUTEOCLUB	49.35	49.35	0.00	0.00	0.00	0.00
TAICHI	TAICHI	76.16	76.16	0.00	0.00	0.00	0.00
TUMBLE	HELENDAVEY	465.28	465.28	0.00	0.00	0.00	0.00
WARGAMES	WAR GAMES	1,548.22	1,548.22	0.00	0.00	0.00	0.00
WBC-ELECT	WBC ELECTORALSERVICE	312.30	0.00	312.30	0.00	0.00	0.00
<b>Total Sales Led</b>		<b>6,398.68</b>	<b>6,095.38</b>	<b>312.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-9.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>6,398.68</b>	<b>6,095.38</b>	<b>312.30</b>	<b>0.00</b>	<b>0.00</b>	<b>-9.00</b>

There is one invoice outstanding for £312.30 - WBC Electoral Service. Payment not expected until after the event on 02/05/2024.

All invoices highlighted in green have been paid.

The remaining invoices have been raised in March due to the year end process however, the payments are not due until 30/04/2024.

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Office &amp; General</b>								
1076 Precept	186,917	191,166	191,166	0			100.0%	
1090 Bank Interest	196	1,372	5,000	3,628			27.4%	
1095 Sundry Income	0	455	0	(455)			0.0%	
1100 FIT	657	524	450	(74)			116.3%	
1130 CIL Income	26,862	35,312	0	(35,312)			0.0%	
1140 S106 Income	0	16,600	0	(16,600)			0.0%	
1200 CCTV Grant	5,000	0	0	0			0.0%	
1452 Misc Income	3,119	0	0	0			0.0%	
<b>Office &amp; General :- Income</b>	<b>222,751</b>	<b>245,427</b>	<b>196,616</b>	<b>(48,811)</b>			<b>124.8%</b>	<b>0</b>
4000 Salaries	72,984	95,326	85,000	(10,326)		(10,326)	112.1%	
4020 Employers NI	4,803	7,781	5,500	(2,281)		(2,281)	141.5%	
4025 Employers Pension	17,377	24,216	22,000	(2,216)		(2,216)	110.1%	
4055 Stationery/Office Supplies	739	225	600	375		375	37.5%	
4060 IT Infrastruture (Hardware)	61	178	250	73		73	71.0%	
4062 IT Support (itQED)	3,082	3,170	3,700	530		530	85.7%	
4063 Web Hosting & Support	1,919	1,878	1,900	22		22	98.9%	
4064 IT Rialtas/SAGE	1,211	1,931	2,000	69		69	96.6%	
4065 Copier	252	121	300	179		179	40.4%	
4070 Insurances	4,004	4,274	4,004	(270)		(270)	106.7%	
4075 Training - Councillors	0	0	300	300		300	0.0%	
4080 Training Staff	1,478	160	1,000	840		840	16.0%	
4085 Chairman's Allowance	80	100	160	60		60	62.5%	
4086 Parish Expenses	33	579	100	(479)		(479)	579.2%	
4088 S106 Expenditure	0	16,000	0	(16,000)		(16,000)	0.0%	
4089 CIL Co-funding Expenditure	0	1,552	0	(1,552)		(1,552)	0.0%	1,552
4090 Employment Advertising	3,045	0	200	200		200	0.0%	
4095 Election Expenses	0	5,071	5,400	329		329	93.9%	
4100 Subscriptions	2,760	2,754	2,500	(254)		(254)	110.2%	
4115 Professional Fees	1,530	1,250	1,650	400		400	75.8%	
4120 Bank Charges	232	259	275	16		16	94.2%	
4125 Credit Card Fee	33	39	40	1		1	97.5%	
4130 Telecoms	567	762	550	(212)		(212)	138.5%	
4135 Postage	0	3	0	(3)		(3)	0.0%	
4140 Travel & Subsistance	0	2	75	73		73	2.7%	
4145 Health & Safety	0	190	0	(190)		(190)	0.0%	
4200 Scheduled Maintenance	24	0	0	0		0	0.0%	
<b>Office &amp; General :- Indirect Expenditure</b>	<b>116,215</b>	<b>167,821</b>	<b>137,504</b>	<b>(30,317)</b>	<b>0</b>	<b>(30,317)</b>	<b>122.0%</b>	<b>1,552</b>
<b>Net Income over Expenditure</b>	<b>106,537</b>	<b>77,606</b>	<b>59,112</b>	<b>(18,494)</b>				
6000 plus Transfer from EMR	0	1,552						
<b>Movement to/(from) Gen Reserve</b>	<b>106,537</b>	<b>79,158</b>						

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Street Lights</u>								
4230 Electricity	1,330	1,309	0	(1,309)		(1,309)	0.0%	
Street Lights :- Indirect Expenditure	<b>1,330</b>	<b>1,309</b>	<b>0</b>	<b>(1,309)</b>	<b>0</b>	<b>(1,309)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(1,330)</b>	<b>(1,309)</b>	<b>0</b>	<b>1,309</b>				
<u>140 Other Expenditure</u>								
4270 Grants Made	4,940	5,550	6,000	450		450	92.5%	
4280 Community Transport	2,500	2,600	4,500	1,900		1,900	57.8%	
4290 Youth Club	1,556	2,104	6,000	3,896		3,896	35.1%	
Other Expenditure :- Indirect Expenditure	<b>8,996</b>	<b>10,254</b>	<b>16,500</b>	<b>6,246</b>	<b>0</b>	<b>6,246</b>	<b>62.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,996)</b>	<b>(10,254)</b>	<b>(16,500)</b>	<b>(6,246)</b>				
<u>200 Major/Special Projects</u>								
4300 R&A	24,667	1,450	0	(1,450)		(1,450)	0.0%	
4301 RA CH toilet refurbishment	0	23,061	30,000	6,939		6,939	76.9%	
4302 RA CH floor	0	8,784	9,000	216		216	97.6%	
4303 RA Footpath renewal & ramp	0	3,650	15,000	11,350		11,350	24.3%	
4304 RA CH dimmable lighting	0	342	5,000	4,658		4,658	6.8%	
4305 RA SR/JGR access	0	0	25,000	25,000		25,000	0.0%	
4306 RA Car park levelling	0	5,900	10,000	4,100		4,100	59.0%	
4307 RA PlayArea equipment replace	0	16,857	20,000	3,143		3,143	84.3%	
4308 RA CH curtains	0	2,518	5,000	2,482		2,482	50.4%	
4309 RA PH refurbishment	0	24,206	28,344	4,138		4,138	85.4%	
4310 RA MH new tables	0	1,274	1,656	382		382	76.9%	
4350 F&GP	121	0	500	500		500	0.0%	
4360 FC	11,471	7,611	10,500	2,889		2,889	72.5%	
4361 Coronation	0	1,163	1,000	(163)		(163)	116.3%	
4362 Allnatt Pavilion Refurbishment	0	2,810	0	(2,810)		(2,810)	0.0%	
Major/Special Projects :- Indirect Expenditure	<b>36,258</b>	<b>99,626</b>	<b>161,000</b>	<b>61,374</b>	<b>0</b>	<b>61,374</b>	<b>61.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(36,258)</b>	<b>(99,626)</b>	<b>(161,000)</b>	<b>(61,374)</b>				
6000 plus Transfer from EMR	7,826	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(28,432)</b>	<b>(99,626)</b>						
<u>300 Community Centre</u>								
1300 Bookings-Winnersh Hall	37,653	38,793	40,000	1,207			97.0%	
1301 Access Control fob	0	145	0	(145)			0.0%	
1310 Bookings-Sindlesham Room	7,112	10,634	6,000	(4,634)			177.2%	
Community Centre :- Income	<b>44,765</b>	<b>49,572</b>	<b>46,000</b>	<b>(3,572)</b>			<b>107.8%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110 Licence Fees	857	1,172	600	(572)		(572)	195.3%	
4200 Scheduled Maintenance	6,910	6,734	5,000	(1,734)		(1,734)	134.7%	
4205 Unscheduled Maintenance	2,405	4,487	1,200	(3,287)		(3,287)	373.9%	
4215 Waste Management	1,187	1,387	1,300	(87)		(87)	106.7%	
4230 Electricity	2,245	1,425	3,050	1,625		1,625	46.7%	
4235 Gas	8,190	5,055	8,500	3,445		3,445	59.5%	
4240 Water	987	654	500	(154)		(154)	130.9%	
Community Centre :- Indirect Expenditure	<b>22,781</b>	<b>20,914</b>	<b>20,150</b>	<b>(764)</b>	<b>0</b>	<b>(764)</b>	<b>103.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,984</b>	<b>28,658</b>	<b>25,850</b>	<b>(2,808)</b>				
<b>320 Allnatt Pavilion</b>								
1315 Bookings-Allnatt Pavilion	6,998	9,579	3,800	(5,779)			252.1%	
Allnatt Pavilion :- Income	<b>6,998</b>	<b>9,579</b>	<b>3,800</b>	<b>(5,779)</b>			<b>252.1%</b>	<b>0</b>
4200 Scheduled Maintenance	325	75	240	165		165	31.3%	
4205 Unscheduled Maintenance	0	135	240	105		105	56.2%	
4230 Electricity	699	38	0	(38)		(38)	0.0%	
4235 Gas	1,501	1,240	1,600	360		360	77.5%	
4240 Water	346	1,399	750	(649)		(649)	186.5%	
Allnatt Pavilion :- Indirect Expenditure	<b>2,870</b>	<b>2,887</b>	<b>2,830</b>	<b>(57)</b>	<b>0</b>	<b>(57)</b>	<b>102.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,128</b>	<b>6,693</b>	<b>970</b>	<b>(5,723)</b>				
<b>340 Allotments</b>								
1450 Allotment Income	2,978	3,094	2,900	(194)			106.7%	
Allotments :- Income	<b>2,978</b>	<b>3,094</b>	<b>2,900</b>	<b>(194)</b>			<b>106.7%</b>	<b>0</b>
4200 Scheduled Maintenance	0	8	0	(8)		(8)	0.0%	
4205 Unscheduled Maintenance	237	1,096	1,000	(96)		(96)	109.6%	255
4240 Water	801	1,723	2,000	277		277	86.2%	
4250 Allotment Association	532	770	1,000	230		230	77.0%	
4400 Sundries	999	0	0	0		0	0.0%	
4450 Pest Control	472	519	750	231		231	69.2%	
4455 Rent to WBC	1,000	1,000	1,000	0		0	100.0%	
Allotments :- Indirect Expenditure	<b>4,041</b>	<b>5,116</b>	<b>5,750</b>	<b>634</b>	<b>0</b>	<b>634</b>	<b>89.0%</b>	<b>255</b>
<b>Net Income over Expenditure</b>	<b>(1,063)</b>	<b>(2,022)</b>	<b>(2,850)</b>	<b>(828)</b>				
6000 plus Transfer from EMR	999	255						
<b>Movement to/(from) Gen Reserve</b>	<b>(64)</b>	<b>(1,767)</b>						



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>360 Bearwood Recreation Ground</b>								
1320 Bookings-Bearwood Rec. Ground	7,208	7,177	7,600	423			94.4%	
1325 Traders Income	0	250	0	(250)			0.0%	
<b>Bearwood Recreation Ground :- Income</b>	<b>7,208</b>	<b>7,427</b>	<b>7,600</b>	<b>173</b>			<b>97.7%</b>	<b>0</b>
4200 Scheduled Maintenance	11,036	9,006	11,000	1,994		1,994	81.9%	
4205 Unscheduled Maintenance	582	60	1,000	940		940	6.0%	
4210 Play Area Repairs & Maintenanc	4,683	4,401	3,500	(901)		(901)	125.8%	
4400 Sundries	0	480	0	(480)		(480)	0.0%	480
4500 Tree Husbandry	857	467	2,000	1,533		1,533	23.4%	
<b>Bearwood Recreation Ground :- Indirect Expenditure</b>	<b>17,159</b>	<b>14,414</b>	<b>17,500</b>	<b>3,086</b>	<b>0</b>	<b>3,086</b>	<b>82.4%</b>	<b>480</b>
<b>Net Income over Expenditure</b>	<b>(9,951)</b>	<b>(6,987)</b>	<b>(9,900)</b>	<b>(2,913)</b>				
6000 plus Transfer from EMR	0	480						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,951)</b>	<b>(6,507)</b>						
<b>400 Pavilion House</b>								
4200 Scheduled Maintenance	0	75	250	175		175	30.0%	
4205 Unscheduled Maintenance	0	0	1,000	1,000		1,000	0.0%	
<b>Pavilion House :- Indirect Expenditure</b>	<b>0</b>	<b>75</b>	<b>1,250</b>	<b>1,175</b>	<b>0</b>	<b>1,175</b>	<b>6.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(75)</b>	<b>(1,250)</b>	<b>(1,175)</b>				
<b>910 Fete</b>								
1600 Event Sponsorship	825	375	300	(75)			125.0%	
1605 Event Stallholders Donations	492	603	500	(103)			120.6%	
1610 Event Raffle	389	550	400	(150)			137.5%	
<b>Fete :- Income</b>	<b>1,706</b>	<b>1,528</b>	<b>1,200</b>	<b>(328)</b>			<b>127.3%</b>	<b>0</b>
5000 Fete Expenditure	3,026	3,947	4,000	53		53	98.7%	
<b>Fete :- Indirect Expenditure</b>	<b>3,026</b>	<b>3,947</b>	<b>4,000</b>	<b>53</b>	<b>0</b>	<b>53</b>	<b>98.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,319)</b>	<b>(2,419)</b>	<b>(2,800)</b>	<b>(381)</b>				
<b>920 Winnersh Newsletter</b>								
5010 Newsletter Expenditure	755	0	250	250		250	0.0%	
<b>Winnersh Newsletter :- Indirect Expenditure</b>	<b>755</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(755)</b>	<b>0</b>	<b>(250)</b>	<b>(250)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>930 Christmas Event</u>								
1600 Event Sponsorship	0	250	0	(250)			0.0%	
1605 Event Stallholders Donations	0	221	0	(221)			0.0%	
1610 Event Raffle	0	385	0	(385)			0.0%	
Christmas Event :- Income	<u>0</u>	<u>856</u>	<u>0</u>	<u>(856)</u>				<u>0</u>
5001 Christmas Event Expenditure	0	2,842	2,000	(842)		(842)	142.1%	
Christmas Event :- Indirect Expenditure	<u>0</u>	<u>2,842</u>	<u>2,000</u>	<u>(842)</u>	<u>0</u>	<u>(842)</u>	<u>142.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(1,986)</u>	<u>(2,000)</u>	<u>(14)</u>				
Grand Totals:- Income	<b>286,406</b>	<b>317,483</b>	<b>258,116</b>	<b>(59,367)</b>			<b>123.0%</b>	
Expenditure	<b>213,430</b>	<b>329,205</b>	<b>368,734</b>	<b>39,529</b>	<b>0</b>	<b>39,529</b>	<b>89.3%</b>	
<b>Net Income over Expenditure</b>	<u><b>72,976</b></u>	<u><b>(11,722)</b></u>	<u><b>(110,618)</b></u>	<u><b>(98,896)</b></u>				
plus Transfer from EMR	<b>8,826</b>	<b>2,287</b>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>81,802</b></u>	<u><b>(9,435)</b></u>						

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	6,399	
105	VAT Control A/c	2,455	
110	Prepayments	5,073	
200	Unity Trust Account	58,721	
203	CCLA	100,000	
204	Redwood Bank	85,000	
216	Lloyds Credit Card	(106)	
	<b>Total Current Assets</b>		<b>257,542</b>
	<u>Current Liabilities</u>		
500	Creditors	5,721	
505	Receipts in Advance	698	
510	Accruals	16,141	
565	Holding Deposits	400	
566	Damage Deposits	200	
	<b>Total Current Liabilities</b>		<b>23,160</b>
	<b>Net Current Assets</b>		<b>234,382</b>
	<b>Total Assets less Current Liabilities</b>		<b>234,382</b>
	<u>Represented by :-</u>		
300	Current Year Fund	(11,722)	
310	General Reserves	151,390	
320	EMR - CIL	64,846	
322	EMR - Hlstory project	2,379	
323	EMR - Allotment Transitioning	27,488	
	<b>Total Equity</b>		<b>234,382</b>

<b>Winnersh Parish Council</b>	
<b>Policies and Procedures</b>	
<b>Code of Conduct</b>	
Document ref:	C02
Version:	4.0
Version date:	xx



**Winnersh Parish Council**

### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit for purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Parish Council's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of Councillor Conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

**As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and notify the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **3. Impartiality of officers of the council**

**As a councillor:**

**3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the Parish Council as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.



## **4. Confidentiality and access to information**

**As a councillor:**

### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

### **4.2 I undertake to seek advice from the Parish Clerk before releasing any paper which is marked, or could reasonably be assumed to be, “confidential” or “exempt”.**

### **4.3 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

### **4.4 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Parish Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Parish Council and may lower the public's confidence in your

or the Parish Council's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Parish Council into disrepute.

You are able to hold the Parish Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the Parish Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Parish Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Parish Council buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Parish Council's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a Councillor:**

- 8.1 I undertake Code of Conduct training provided by my Parish Council.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Parish Council or its governance. If you do not understand or are concerned about the Parish Council's processes in handling a complaint you should raise this with the Parish Clerk.

## **Protecting your reputation and the reputation of the local authority**

### **9. Interests**

**As a councillor:**

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Parish Clerk and Wokingham Borough Council's Monitoring Officer to establish and maintain a register of interests of members of the Parish Council.

You need to register your interests so that the public, Parish Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Parish Clerk.

## **10. Gifts and hospitality**

**As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Parish Council or from persons who may apply to the Parish Council for any permission, licence or other significant advantage.**
  
- 10.2 I register with the Parish Clerk any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.**
  
- 10.3 I register with the Parish Clerk any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Parish Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Parish Clerk for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Parish Clerk the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register **details** of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable pecuniary interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Parish Clerk with the reasons why you believe it is a sensitive interest. If the Parish Clerk agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

### Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to one of your other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

You must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

9. Where you have a personal interest in any business of the Parish Council and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

## Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council  (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.



<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* ‘director’ includes a member of the committee of management of an industrial and provident society.

\* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies;
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman;
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012;
- Updates to the Local Government Transparency Code;
- Changes to the role and responsibilities of the Independent Person;
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished.

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

<b>Winnersh Parish Council Policies and Procedures</b>	
<b>Risk Management Policy and Risk Assessment</b>	
Document ref:	G03
Version:	4.00
Version date:	



**Winnersh Parish Council**

## 1. Risk Management Policy

Winnersh Parish Council is committed to identifying and managing risks, using the following procedures, and to ensuring that risks are maintained at an acceptable level. Any action that is felt necessary will be taken by the Winnersh Parish Council.

The Clerk will review risks on a regular basis, including any newly identified risks, and will report to the F&GP Committee. The review will include identification of any unacceptable levels of risk.

The Local Councils' Governance and Accountability Guidance makes the following observations regarding risk management:

- Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.
- The new approach places emphasis on local councils strengthening their own corporate governance arrangements, improving their stewardship of public funds and providing assurance to taxpayers.

It goes on to make the point that Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. Members should therefore:

- take steps to identify key risks facing the Council
- evaluate the potential consequences to the Council if an event identified as a risk takes place.
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

To identify the risks facing a council, the Guidance recommends beginning by grouping the three main types of decisions that have to be taken into the following areas:

- Areas where there may be scope to use insurance to help manage risk;
- Areas where there may be scope to work with others to help manage risk;
- Areas where there may be need for self-managed risk.

**The Clerk is the Responsible Finance Officer (RFO). In the Clerk's absence, the Assistant Parish Clerk (APC) is authorised to act as the RFO.**

## 2. Areas Where There May Be Scope to Use Insurance to Help Manage Risk

### 2.1 Risks and Mitigation

Ref	Risk	Impact	Likelihood	Mitigation
a	Damage to physical assets e.g. buildings, furniture, equipment and regalia	High	Medium	All physical assets are insured with Hiscox Insurance through Gallagher Insurance Brokers under client reference 6788180
b	Risk of damage to third party property or individuals as a result of the Council providing services or amenities to the public	High	Low	WPC has a Public Liability Insurance of £10,000,000. It also has personal accident liability cover for employees, members and volunteers under the above policy
c	Risk of liability due to injury to employees	High	Low	WPC has employer's liability insurance cover under the insurance policy specified above
d	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)	Low	Medium	Included in insurance policy cover
e	Loss of cash through theft or dishonesty (fidelity guarantee)	Medium	Low	The Council has Fidelity Guarantee cover up to £150,000 for all members and employees. <del>Large, unexpected withdrawals invite a telephone check from the bank to the RFO</del>
f	Legal liability as a consequence of asset ownership (public liability)	High	Low	See (b) above

### 2.2 Internal Controls

Ref	Description	Implementation
a	Maintain an up-to-date register of assets and investments	An Asset Register is compiled annually by the RFO and presented to F&GP with Annual Accounts each year
b	Regular maintenance of physical assets	The Caretaker undertakes daily inspections of the facilities. Maintenance of buildings, sites and equipment is undertaken on a responsive basis, in addition to budgeted Capital Projects for major refurbishment. Playground equipment is checked <del>weekly by the Caretaker</del> and independently by a specialist company at <del>bi-monthly</del> <b>quarterly</b> intervals

Ref	Description	Implementation
c	Annual review of risk and the adequacy of insurance cover	The Clerk reviews the insurance cover annually, makes recommendations to the Finance and General Purposes (F&GP) Committee and updates cover as required
d	Ensuring robustness of insurance providers	WPC uses Hiscox Insurance and the Clerk is confident that the cover is sufficiently robust. Hiscox Insurance is supplied through the specialist broker Gallagher which focuses on the Town and Parish Council sector

## 2.3 Internal Audit Assurance

Ref	Description	Implementation
a	Review of internal controls and their documentation	Internal controls are reviewed as necessary by the Clerk and Internal Auditor. Recommendations from the Clerk and Internal Auditor are submitted to Council through its F&GP Committee. In addition, the F&GP Committee reviews the effectiveness of the internal audit process annually
b	Review of management arrangements regarding insurance cover	This forms part of the F&GP Committee review at time of annual renewal

## 3. Areas Where There May Be Scope to Work with Others to Help Manage Risk

### 3.1 Risks and Mitigation

Ref	Description	Impact	Likelihood	Mitigation
a	Vulnerability of buildings, amenities and equipment including fire, flooding, theft and vandalism	High	Medium	The Council's public buildings have a Caretaker and Relief Caretaker who ensure the buildings are secure. The Main Hall, John Grobler Room, <b>Sindlesham Room and office and bar</b> have fire/smoke detectors and intruder alarms linked to a central control station with Police and Fire Service response. The Caretaker lives on site and the house abuts the Allnatt Pavilion. CCTV is used to monitor the exterior. Fire Action Plan in place (conforming to new regulations as of October 2006). In the event of any breaches of security, appropriate measures are taken as soon as practicable to re-secure the property. Crime Reports are obtained for all breaches of security by contacting Thames Valley Police

Ref	Description	Impact	Likelihood	Mitigation
b	Ensuring adequate maintenance of vulnerable buildings, amenities or equipment, including repair of damage	Medium	Low	All premises are maintained within approved budget; Contingency budget can be used for emergency measures. In-house maintenance is undertaken where possible and contractors used as needed, with quotations received in advance of all works. Maintenance contract in place for Bearwood Recreation Ground with prompt attention to remedial work if needed
c	The provision of services being carried out under agency / partnership agreements with principal authority	Low	Low	Wokingham Borough Council (WBC) is a Best Value principal authority. Currently no services are provided by <del>WPB</del> WBC on behalf of <del>WBP</del> WPC.
d	Banking services and possibility of fraud	High	Low	Reviewed annually by F&GP Committee. Two members to sign cheques or authorise payments online. The Full Council reviews all payments
e	Ad-hoc provision of amenities/facilities for events for local community groups	Low	Low	The council has approved the use of its sites for specific events, both on a charge and, occasionally, on a free-of-charge basis. Users are required to ensure their own public liability insurance cover, and proof required
f	Professional services, contractors etc.	Medium	Medium	The Council endeavours to ensure that wherever possible it has the opportunity to select, from several, the provider of any professional service it requires. Any professionals whose services it uses are well established and often selected on recommendation. Usually a short-list of three is drawn up

### 3.2 Internal Controls

Ref	Description	Implementation
a	Regulations dealing with the award of contracts for services or the purchase of capital equipment	The Council has Standing Orders and Financial Regulations that govern the awarding of contracts. The Standing Orders were last reviewed and adopted at Full Council on the <del>14 May 2019</del> 26 October 2021 and the Financial Regulations were reviewed and adopted at Full Council on the <del>11 June 2019</del> 26 October 2021.
b	Regular reporting on performance by contractors / suppliers	Quarterly property and grounds maintenance reports are delivered to the Recreation and Amenities Committee (R&A) meeting
c	Review of contracts	Contracts are reviewed by staff and subsequently by the Council as part of its contract award and monitoring processes

Ref	Description	Implementation
d	Clear statements of management responsibility for each service	Standing Orders define the responsibilities of the F&GP, R&A and Planning and Transport Committees which each have delegated management responsibility for their own budgets
e	Regular scrutiny of performance against targets	See (b) and (d) above
f	Arrangements to detect and deter fraud and/or corruption	Invoices are subjected to scrutiny by both the RFO and the two authorising signatories, who are councillors – normally a different two each month
g	Regular bank reconciliations, independently reviewed	Bank statements are received monthly and are seen by the Clerk and RFO APC. A reconciliation is presented quarterly to F&GP. Bank balances are presented to Full Council every month.

### 3.3 Internal Audit Assurance

Ref	Description	Implementation
a	Review of internal controls and their documentation	See 2.3 (a)
b	Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applied	The Clerk undertakes to ensure that the council does not act 'Ultra Vires' when a decision is taken. It would be recorded in the minutes if the Council decided against the Clerk's advice. Where appropriate, legal powers bestowed on the council will be recorded in the minutes against decisions taken. The minutes of meetings are also reviewed during the audit process
c	Review and testing of arrangements to prevent and detect fraud and corruption	The use of Standing Orders, internal controls and monitoring by Council are all methods which contribute to prevent and deter fraud and corruption
d	Review of adequacy of insurance cover provided by suppliers	Any contractors working for WPC are asked for proof of insurance cover

## 4. Areas Where There May Be Need for Self-Managed Risk

### 4.1 Risks and Mitigation

Ref	Description	Impact	Likelihood	Mitigation
a	Keeping proper financial records in accordance with statutory requirements	High	Low	Financial records kept in accordance with the statutory requirements fall within the responsibility of the Finance & General Purposes Committee and are reviewed as part of the Audit process
b	Ensuring all business activities are within legal powers applicable to parish councils	High	Low	See 3.3 (b)
c	Complying with restrictions on borrowing	Low	Low	The Council has no current borrowing arrangements



Ref	Description	Impact	Likelihood	Mitigation
d	Ensuring that all requirements are met under employment law and HMRC regulations	Medium	Low	HMRC calculations are made by the <b>RFO APC</b> and subject to the audit process. Salary forecasts are undertaken as part of the budget setting process and incremental increases are approved by Finance & General Purposes Committee. All employment issues are reviewed by the F&GP Committee. Independent legal advice is taken as necessary
e	Ensuring all requirements are met under HMRC regulations (especially VAT)	Medium	Low	All such requirements are met by the Responsible Financial Officer and the Internal Audit process
f	Ensuring the adequacy of the annual precept within sound budgeting arrangements	High	Low	Committee budgets are reviewed by Finance & General Purposes Committee and approved by full Council in accordance with the Council's Budget Setting Procedure
g	Ensuring the proper use of funds granted to local community bodies under specific powers or Section 137	Medium	Low	Grant applications are considered by the Finance & General Purposes Committee. Section 137 grants are listed separately in the annual accounts
h	Proper, timely and accurate reporting of the Council business in the minutes	Medium	Low	Council minutes are prepared by the Clerk <del>or by the RFO</del> . They are distributed to members in advance of the subsequent meeting. At that meeting they are amended if necessary, verified as a correct record and signed. Recommendations from committee minutes are considered at the next council meeting and, if agreed, so resolved. Committee minutes are approved and signed as a correct record at the next full council meeting
i	Meeting the laid down timetables when responding to consultation invitations	Low	Low	Every effort is made to meet specified timetables when responding to consultation invitations
j	Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	Low	Low	The members' register of interests is held by the Clerk and a copy is held by WBC. It is the responsibility of members to notify the Clerk of changes
k	Security of income from hire of facilities (halls and recreation ground)	Medium	Medium	Regular and casual rate of booking relatively stable. Casual users invoiced in advance; regular users invoiced monthly in arrears and any overdue debts pursued promptly. Casual users <b>and new regular users</b> are required to pay a deposit against damage.
l	Health and Safety issues	High	Medium	Health and Safety Risk Assessments carried out regularly (see separate documentation)

Ref	Description	Impact	Likelihood	Mitigation
m	Cover for key staff during holidays, absence due to illness, etc.	High	Medium	Assistant Parish Clerk able to provide cover for Clerk (with Councillors unpaid assistance if necessary); Caretaker and Relief Caretaker together provide complete cover for caretaking responsibilities. In exceptional circumstances the Clerk will make alternative arrangements

## 4.2 Internal Controls

Ref	Description	Implementation
a	Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Comprehensive measures are in place for the internal and external approval of expenditure
b	Recording in the minutes the precise powers under which expenditure is being approved	See 3.3 (b)
c	Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation	Inland Revenue returns <b>are duly completed by the RFO on an annual basis are submitted automatically through the payroll software</b> . Salaries are calculated by the <b>RFO APC</b> and checked during internal audit. Staffing issues are referred to Finance & General Purposes Committee
d	Regular returns of VAT	The <b>RFO APC</b> is responsible for VAT returns and these are reviewed by F&GP. The F&GP Committee checks that the RFO <b>and APC</b> receives adequate training in all financial matters that relate to council business
e	Staff performance monitoring	Staff appraisals are undertaken annually according to the Council's HR procedures and reported to the F&GP Committee
f	Procedures for dealing with and monitoring loans made or received	There are no outstanding loans made or received at this time
g	Minutes properly numbered and paginated with a master copy kept in safekeeping	All Council and Committee minutes are correctly numbered and page numbered. These are loose leaf and signed copies are sent to Berkshire Records Office at appropriate intervals. Further copies are retained in the Council Offices
h	Documented procedures to deal with enquiries from the public	Calls and letters are dealt with as soon as practicable unless referred to council or committee. In such cases, acknowledgement of enquiry is made
i	Documented procedures to deal with responses to consultation requests	Consultation requests are referred to committee. They may be further delegated to a working group. The course of action taken is minuted. Copies of responses are available to all members on request
j	Documented procedures for document receipt, circulation, response, handling and filing	The Clerk receives and delegates all mail. All relevant mail is listed with council or a committee for consideration or for information. Mail for action by administration staff is dealt with accordingly and filed when actions are completed

Ref	Description	Implementation
k	Procedures in place for recording and monitoring members' interest and gifts and hospitality received	See 4.1 (j)
l	Adoption of Codes of Conduct for members and employees	In accordance with the Localism Act 2011, the Council adopted a revised version of the Wokingham Borough Council Code of Conduct in October 2015. Employees' Code of Conduct is in accordance with their individual contracts of employment. At present there is no other statutory code for employees
m	Responding to electors wishing to exercise their rights of inspection	The right of inspection by electors is adhered to in accordance with current legislation. In accordance with the Freedom of Information Act, all relevant documents are available on demand (during office hours) or by post and meeting schedules are available on the council's noticeboards.
N	Proper document control	Paperwork is retained in accordance with national guidelines and is available for viewing during office hours. All incoming and outgoing mail is logged
o	Computer data safety	<del>Relevant areas of both office computers are backed up using a commercial backup service where all relevant files are encrypted and copied to a secure server at another location</del> The Council subscribes to Microsoft 365 and all documents are securely stored in the cloud. The accounting software is connected to a server and backed up with the IT provider.
p	Valuable documents	Valuable documents including deeds, leases and past Council minutes are stored at the Berkshire Record Office with copies held at the Parish office
q	Security of personal data	The Council will safeguard data in accordance with the Data Protection Act and Freedom of Information Act. Personal data is not copied onto removable media.

### 4.3 Internal Audit Assurance

Ref	Description	Implementation
a	Review of internal controls and their documentation	See 2.3 (a)
b	Review of minutes to ensure legal powers in place, recorded and correctly applied	See 4.1 (g)
c	Testing of income and expenditure from minutes to Rialtas accounts package, from bank statements to Rialtas, from minutes to statements etc.	The testing of these procedures' forms part of the internal controls currently in place. The system is also tested during the audit process
d	Review and testing of arrangements to prevent and detect fraud and corruption	This is undertaken as part of the Internal Audit process. Reports are presented to Finance & General Purposes Committee and minuted accordingly

Ref	Description	Implementation
e	Testing of specific internal controls and reporting findings to management	Where appropriate, the results of such testing as part of the internal controls will be reported to the appropriate committee or council. Similar reporting to Council will be made as part of the internal audit

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