

EARLEY TOWN COUNCIL

Meeting of 17th July 2024

Town Mayor's Report

Town Mayor's Charity – Daisy's Dream

I have chosen Daisy's Dream as my Town Mayor's charity for this year.

The following is the description, straight from their website - <https://www.daisysdream.org.uk/>

"Daisy's Dream is a charity providing support for children and young people who have been affected by bereavement, either supporting them in preparing for a loss or working with them following the death of someone important to them."

This charity operates across the whole of Berkshire, mostly through schools and has its administrative centre in the offices at Chalfont Court, near Centrepont Community Centre. It is a startling (to me) statistic that 1 in 8 children will experience the death of either a sibling, or a parent, or a carer or close relative such as a grandparent before they are 16. It is a small charity, quietly doing a very worthwhile job having helped over 12,000 children across Berkshire since first being set up in 1996.

There is a lot of information about what they do and how on their website. The first event I am attending will be a Teddy's Beras Picnic in August. I hope all Councillors will join me in supporting them – Daisy's Dream will have a stall at the Green Fair.

Events

Since being elected on the 8th May 2024, I have been to some wonderful events – some exciting like Hawkedon School Sports days, some joyful celebrations like Radstock School's 40th Anniversary and others a bit sombre and emotional like the British Korean War Veterans' Appreciation Day at the University of Reading.

The following timetable will give Councillors details of attendance:

18 May - **Community Festival at University of Reading** (now in its second year). This was an afternoon of lots of activities, food, music and stalls ranging from craft jewellery to information from the Universities climate specialists.

22 May – Meeting with **Daisy's Dream** administrative leads.

23 May – AGM and presentations of **Promise Inclusion** (formerly known as Wokingham Bracknell and Districts Mencap). Several of the charity's clients made a very good presentation on what they got from the charity and displayed information and photos of activities, events and projects.

7 June – This was the new **Lord-Lieutenant for the Royal County of Berkshire, Andrew Try's summer reception** at the York Club, Windsor Great Park – this was also a preview of the Royal Windsor Flower Show. An opportunity to meet many other Berkshire Mayors and chat.

19 June – **Hawkedon Sports day** where I spoke and presented the cup for the winning house although all children put in their very best efforts. Results were very close.

22 June - **British Korean War Veterans' Appreciation Day** at the University of Reading. This was both sombre and emotional – some 23 veterans from all over the country attended along with over 200 guests. There was a formal Service of Remembrance and speeches by the Korean Deputy Head of Mission, a former British Ambassador to Korea (who is the President of the Veterans association) and myself. The service was followed by a sumptuous Korean buffet.

1 July – **Radstock School 40th Anniversary** at which all the children took part in song and dance routines and I gave a short speech. I was very impressed by the precision and discipline of all the children and their obvious enjoyment.

Cllr Mike Smith
Town Mayor

Report by Cllr N Brock, Deputy Town Mayor

18/5/24

I attended the final of the Magistrates Court Mock Trial Competition on behalf of the Town Council.

There were 10 schools taking part-each had a turn to be the prosecution & defence for a case of alleged harassment.

In the 2 court rooms I attended the defendant was found not guilty, but the supervising magistrate discussed sentencing options should the verdict have been guilty.

All the young people expressed themselves well & a few look destined for a career in law.

The winner was Calthorpe Park School in Hampshire with Trinity School as runners up.

The High Sheriff gave an inspiring speech that thanked all participants & organisers.

Daisy's Dream - Report for Council

On 22/5/24 Cllrs N Brock , D Hare & M Smith attended an informal session at Daisy's Dream's new premises at Chalfont Court, Lower Earley.

The charity has been there since December but the unit needed refurbishment, having previously been empty for a while - the premises provides space for one to one & group working. They have a kettle & microwave but hope to obtain a pizza oven as making pizza has previously proved popular & therapeutic for the young people.

Daisy's Dream provides support for children and young people who have been affected by bereavement, either supporting them in preparing for a loss or working with them following the death of someone important to them. The service is flexible to meet individual need & can take place at home, in school, on a farm, in woods or at base and there is no charge.

They can also offer support & advice to parents/carers/professionals.

We met many of the friendly & enthusiastic team including the CEO, support workers, fundraisers & volunteers.

The organisation is likely to be a great asset for our community.

Cllr Nicola Brock
Deputy Town Mayor

Wokingham Community Vision 2035 - Engagement with Town & Paish Councils

Cllrs N Brock & A Neal and the Town Clerk attended this event on 4th June 2024, hosted by Wokingham Borough Council.

There has already been a lot of consultation with local community groups & various representatives of the local residents on WBC's new Wokingham Community Vision 2035, this was another workshop event.

There were 6 ambitions which we were asked to discuss:

- 1- Protect & improve our places
- 2-Making it easy to access the things people want & need
- 3-Building & maintaining great communities
- 4-Providing fair opportunities for everyone
- 5-Economic success that everyone is a part of
- 6-Living happy, healthy & independent lives & helping others to do the same

These are about creating a long term vision & engaging local communities.

There was much discussion amongst attendees of the wording used in the Vision statements. There were a lot of statements saying 'the partners *will---*, the community *will---*' for each of the ambitions & some participants disagreed about the tone of some of the demand/will wordings.

Attendees expressed doubt about how achievable some of the aspirations were as outside funding & national policy would affect decisions and capabilities.

There were discussions about individuality versus collective goals, inclusivity as well as the conflicts between transport/businesses/housing & environmental impact.

More input from other sectors is being sought before a final document is being produced in the autumn.

Cllr Nicola Brock
Deputy Town Clerk

Earley Bus AGM – Cllr Rosemary Cook

Regular quarterly meetings have been held throughout the year.

The Policies and Procedures have all been updated and are available to be seen on request.

The annual accounts were submitted and approved.

Funds are available for a new bus but there is concern about the weight of the bus that D1 licence holders are able to drive (numerous enquiries have been made to official sources/sales offices with each giving differing advice). The current financial turnover also make it difficult to justify expenditure on a new bus.

Low emission zones are adding another level of planning for drivers.

There has been a small increase in bookings but pre Covid levels of use have not yet been achieved. This has had an effect on income.

Bookings are gradually increasing with interest from U3A and WI groups. Residential homes (who were the previous main source of income) do not seem to be returning to the same level of use pre pandemic.

Officers and committee members remain the same.

Report for Earley Town Council

ARC AGM

The AGM was held on 13th May.

Financially this has been a good year for ARC with an unexpected donation from the Post Code Lottery in addition to their usual funding sources. This has enabled them to expand their counselling activities.

Demand for their services has increased as even children in Primary school are having problems with their mental health. Factors that are driving this increase include personal anxiety, worries about the family's financial situation, world events, academic problems, relationship worries and the ongoing effect of Covid. ARC is also counselling young people at risk of suicide, self harm, domestic violence and school absence.

More counsellors are being trained and now ARC has 60 trained counsellors supporting young people and young adults. They are supported by supervisors, online training, team training and residential courses. The increase in counsellor numbers is helping to reduce the numbers on waiting lists. Young people receive ARC's help free of charge and adults are asked to contribute £10. (Although cost of living increases are making this impossible for some.)

In addition to individual counselling ARC is developing Outreach in various schools in the area, (including Maiden Erlegh) and sessions in the Oakwood Centre in Woodley. 20 counsellors are committed to 80 hours of help at present. Work is being done to help those pupils who are neurodiverse. Drop-in sessions are also offered.

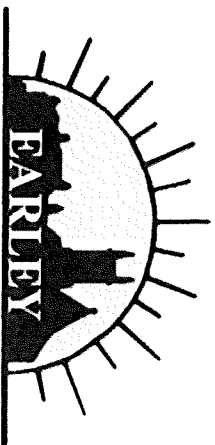
The Youth Access programme continues to expand and give help to those aged 16 to 25 with academic, relationship and sexual orientation problems.

Workshops in Primary and Secondary schools are helping both parents and pupils. These Workshops cover a variety of issues including anxiety, self harm and suicide. They provide a safe space to develop and understand these problems.

Counselling, Youth Access Programmes, Outreach, and Workshops are all in the process of being developed and expanded but depend on the generosity of donors to train and pay for staff. For example the Youth Access programme is waiting to find out about National Lottery Funding before it can expand.

Four Secondary schools sent representatives to the meeting so that the organisation could be thanked in person for the help that their students receive.

Cllr Rosemary Cook



EARLEY TOWN COUNCIL
GENERAL RISK ASSESSMENT
RISK REGISTER 2024

EARLEY TOWN COUNCIL
GENERAL RISK ASSESSMENT
RISK REGISTER 2024

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ALLOTMENTS

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Vandalism of site and/or plots	Low / Medium	<p><i>To minimise risk of loss/damage/injury</i></p> <ul style="list-style-type: none"> Regular monitoring of site, with assistance of allotment society if appropriate Regular site inspections Keep site security under review Good gate security – combination lock, access for plot holders, ETC and association members only Liaise with local policing teams when necessary Maintain good working relationship with allotment association Serve notice on plot holders when necessary 	None	Operations Manager / Maintenance	
2. Vermin	Low / Medium	<p><i>To control and minimise impact</i></p> <ul style="list-style-type: none"> Plot holders made aware of their responsibility for standards of hygiene/cleanliness etc. Enforce conditions of tenancy agreement Carry out regular physical inspections Instigate appropriate action to deal with any identified problems ie bait boxes 	None	Operations Manager / Contracted out	
3. Bee Hives	Low / Medium	<p><i>To control and minimise impact</i></p> <ul style="list-style-type: none"> Formal agreement in place with the registered bee keeper Risk assessment and insurance provided by registered bee keeper Consideration given to siting hives away from passing foot traffic Maintain regular communication with plot holders and allotment association 	None	Operations Manager / Contracted out	
4. Security	Low / Medium	<p><i>To ensure security of site and equipment</i></p> <ul style="list-style-type: none"> Ensure that responsibility of allotment holders is clearly defined in 	None	Operations Manager	

		tenancy agreement <ul style="list-style-type: none"> • Good gate security • Ensure that proper facilities are in place to safeguard council assets 		
5. Waterborne virus/infection	Low / Medium	Health & Safety <ul style="list-style-type: none"> • Awareness & training in water hygiene issue • Regular inspections of troughs • Prompt addressing of water flow issues • Use of pond weed to keep trough water clear 	None	Operations Manager

CEMETERY

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Vandalism Security of cemetery and buildings	Low / Medium	Regular working parties organised to ensure high standards of upkeep of site <i>To minimise the risk of loss/damage/injury arising from vandalism</i> <ul style="list-style-type: none"> • Maintain efficient and effective security • Maintain liaison with local enforcement agencies • Take action as appropriate against offenders • Staff employed or contract with service provider in place • Council staff regularly on site. Regular review of gate locking position (gates not locked since May 2022) • Appropriate staff training in place • Removable bollards installed to prevent unauthorised vehicle access to rear of cemetery land (May 2022) 	None New Cemetery officer to receive further formal training	DTC Operations Manager / Maintenance / Cemetery Officer	Additional cemetery maintenance training to be undertaken by Operations Manager in 2023.

2. Personal injury	Low / Medium	<p><i>To minimise the risk of personal injury to persons using council facilities.</i></p> <ul style="list-style-type: none"> • Ensure that all staff have appropriate training and adhere to approved working practices • Ensure that the correct, properly maintained tools are available • Ensure appropriate PPE provided and used • Ensure that appropriate disclaimer notices, warning signs etc. are in place • If services are contracted out, ie grave digger, ensure a copy of their Public Liability Insurance is kept on file 	<p><u>Ongoing:</u></p> <p>Maintain regular contact with ICCM for updates and guidance</p> <p>ICCM newsletters circulated amongst relevant officers</p>	Operations Manager/ Maintenance/ Grounds team	Membership of ICCM to be maintained
3. Headstones/ kerbstones safety survey	Medium / High	<ul style="list-style-type: none"> • Regular topple testing to be undertaken. Only BRAMM or NAMM registered stone masons used <p><i>To minimise risk of injury</i></p> <ul style="list-style-type: none"> • Strict headstone application process in place • Only BRAMM or NAMM registered stone masons permitted to work on site • Ensure completion of any necessary work • Ensure that facility users are aware of danger • Arrange for regular inspections to ensure that standards are maintained. • Maintain appropriate records of inspections and EROB holders • Process in place for laying down of loose memorials or tapping of hazards • Ensure adequate insurance cover is in place 			New staff to receive topple test training

COMMUNITY CENTRES & PUBLIC BUILDINGS

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Maintain diary of events/usage 2. Failure to obtain all necessary licences	Low / Medium	<p><i>To provide effective control of facility bookings etc. To meet all statutory requirements for service provision</i></p> <ul style="list-style-type: none"> Define responsibility for maintenance of diary Completed booking/application form a prerequisite to facility hire All bookings to be cross referenced to account/invoice number All bookings entered onto RBS (electronic system linked to finances) Define responsibility for obtaining licences Maintain adequate records of licence application, renewal etc 		DTC / Bookings Officer / Finance Officer	
3. Cleaning	Low / Medium	<p><i>To maintain desired standards for use of facilities</i></p> <ul style="list-style-type: none"> Define responsibility for cleanliness/hygiene of premises Clearly defined rota of tasks Maintain a maintenance log/cleaning regime Additional training provided to caretakers - May 2023 Periodic spot checks 		Operations Manager / Caretakers / DTC	Review of cleaning products undertaken by DTC & Operations – May 2023
4. Pollution, ie. noise, litter etc.	Low / Medium	<p><i>To maintain desired standards for use of facilities and limit impact of pollution</i></p> <ul style="list-style-type: none"> Ensure that adequate controls/conditions are included in booking application form Ensure that all users are aware of conditions attached to use of premises Define policy for dealing with offenders Noise controllers in both main halls Regular litter picks undertaken 	<p><u>Ongoing:</u></p> <p>Hire Forms detail requirements of hirers to comply with terms & conditions.</p>	Operations Manager / Caretakers / Bookings Officer	

5. Vandalism / Security of buildings	Medium / Medium	<p><i>To minimise the risk of loss/damage/injury arising from vandalism</i></p> <p><i>To maintain a high standard of security</i></p> <ul style="list-style-type: none"> • Review security and monitor all areas on a regular basis • Maintain liaison with local enforcement agencies • Policy for dealing with antisocial behaviour • Instigate legal action against perpetrators where appropriate • Allocate responsibility for security/control of premises • Define policy and provide for security • Staff employed or contract with service provider in place • Appropriate staff training complete • Detailed schedules/records maintained • Standard of fire alarm systems reviewed and upgraded where necessary • Intruder alarms serviced annually • Building Access Control systems installed at MPCC & RLCC in 2022 	<p><u>Ongoing:</u></p> <p>Caretakers monitor building security on daily basis.</p>	Operations Manager / Caretakers	
6. Failure to complete user agreements	Low / Medium	<p><i>To provide effective control of facility bookings etc.</i></p> <ul style="list-style-type: none"> • Completed booking/application a prerequisite to facility hire • Cancellation policy in place • Annual review of conditions of use etc. 		Operations Manager / Bookings Officer / Finance Officer	
7. Health & Safety	Low / Medium	<p><i>To minimise the risk of loss/damage/injury arising from health & safety issues</i></p> <ul style="list-style-type: none"> • Operations Manager in place, with focus on H & S • Ensure sufficient budgeting for H & S matters • Regular review of site and activity risk assessments • Maintain up to date records of contractors' servicing and inspections, including certification • Maintain schedule of in-house inspections and tests • Maintain accurate H & S records • Ensure relevant policies and procedures in place • Provide relevant training opportunities for staff 	<p><u>Ongoing:</u></p> <p>Provision of relevant training courses</p> <p>H & S review by external provider to be commissioned 2024/25</p>	Operations / TC / DTC	<p><u>Training:</u></p> <p>5x staff First Aid in Workplace</p> <p>Ops Manager – Legionella training 2022 & Asbestos Awareness training 2022</p>

		<ul style="list-style-type: none"> • EICR 5yr fixed wire testing up to date • Appropriate fire alarm systems installed and serviced regularly 		
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COUNCIL PROPERTY & DOCUMENTS

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Legal Liability as a result of Asset Ownership	Medium / Medium	<i>Provision of adequate public liability insurance</i> <ul style="list-style-type: none"> • Ensure that adequate Public Liability Insurance is in place • Ensure adequate insurance in place for all assets • Ensure that the Asset Register is maintained, updated regularly and reviewed annually • Ensure up to date risk assessments are in place 	<u>Ongoing:</u> Insurance policy & asset register reviewed annually	TC / DTC / Senior Operations Support Officer	
2. Failure to effectively process documents	Low / Medium	<i>To ensure effective processing and safe keeping of all documentation received by the Town Council</i> <ul style="list-style-type: none"> • Secure storage of legal documents • Allocate responsibility for maintenance of effective control of documentation • Define procedure for recording document's receipt, circulation, response, handling & filing 		TC / DTC	

CRIME PREVENTION – CCTV

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Vandalism	Medium / Medium	<i>To minimise risk arising from vandalism/antisocial behaviour:</i> <ul style="list-style-type: none"> • Maintain efficient and effective security • Maintain liaison with local enforcement agencies • Take action as appropriate against offenders • CCTV equipment at SJP in secure cupboard • PCSOs asked to visit 'hot spots' 	<u>Ongoing:</u> Park Wardens to lock up and patrol. Incidents to be recorded and reported to the police if	Operations Manager / Parks Staff	

		<ul style="list-style-type: none"> Liaise with WBC ASB officers when appropriate 	necessary		
2. Failure of system - equipment	Medium / Medium	<p><i>To minimise risk.</i></p> <ul style="list-style-type: none"> Define responsibility for use and control Provide for any necessary training and regular testing Ensure that proper maintenance contracts are in place (new provider appointed 2022) Make provision for urgent repairs Maintain proper records 	Review of SJP CCTV system carried out in 2023 – system replaced	Operations Manager / External contractor	New CCTV system and cameras installed at SJP in 2024.
3. Security of equipment	High / Medium	<p><i>To minimise the risk of loss/damage.</i></p> <ul style="list-style-type: none"> Up to date policy adopted; maintain compliance with legislation and guidance Maintain asset register Detail responsibilities for security/control of equipment in policy CCTV system upgraded 2017. CCTV SJP upgraded 2024. CCTV monitoring equipment now at Council offices; password protected; access logs maintained 	<p><u>Ongoing:</u></p> <p>All equipment to be secured after use.</p>	Operations Manager / TC / DTC / SOSO	

EMPLOYMENT OF STAFF & PROVISION OF OFFICE ACCOMMODATION

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Failure to comply with Employment Law	Medium / Low	<p><i>To ensure that the council fulfils its responsibilities.</i></p> <ul style="list-style-type: none"> Contracts of employment issued to all employees Arrange regular review of Staff Contracts of Employment Awareness of new legislation Arrange the necessary training to fulfil requirements ACAS guidance sought on various employment policies to ensure compliance NALC and SLCC guidance followed 	None	TC / DTC	

		<ul style="list-style-type: none"> • HR Consultant appointed to assist in any complex employment issues • Appointment of Staffing Committee • Volunteers given same level of care as regular employees • Volunteer records appropriately maintained 			
2. Lack of Employee motivation / efficiency	Low / Medium	<p><i>To meet commitment of council employment policy.</i></p> <ul style="list-style-type: none"> • Ensure that each employee has job description. • Arrange annual staff appraisals • Maintain appropriate staff records. • Training needs identified and training provided • Ensure appropriate staff policies are in place and are provided to staff • Ensure open communication channels between staff and line manager/management team • Any concerns referred to monthly Management Team meetings 	None	TC / DTC/ Operations Manager	
3. Attacks on Personnel	Low / High	<p><i>To protect staff.</i></p> <ul style="list-style-type: none"> • Ensure that an effective security system is in operation • Up to date risk assessments in place • Ensure appropriate insurance cover held • Ensure other workers are aware of staff working alone • Ensure staff have telephone access at all times during their work • Advise staff to take all relevant safety precautions • All incidents to be recorded and measures reviewed following such incidents • Zero tolerance of abuse of council personnel 	None	TC / DTC/ Operations Manager	

4. Poor Office Conditions	Low / Medium	<p><i>All office accommodation to be of a good standard</i></p> <ul style="list-style-type: none"> Any adverse conditions to be reported as appropriate Repairs/maintenance works to be carried out as appropriate Ensure H & S measures related to office building are up to date Appropriate office furniture to be in place Annual budgetary provision for replacement equipment and office repairs Assessment of staff use of keyboards, display screens etc undertaken 	Assessment to be undertaken of conditions for all staff in relation to severe weather events, for example prolonged high temperatures. Suitable mitigations put in place.	Operations Manager / TC / DTC	
5. Inadequate staff training	Low/ Medium	<p><i>To ensure staff able to carry out their duties safely and to a good standard</i></p> <ul style="list-style-type: none"> Regular review of training needs Staff encouraged to undertake training Staff encouraged to request to attend training opportunities Machinery & equipment training delivered by professionals Training records maintained for all staff 			

FINANCIAL MANAGEMENT

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Poor Financial Management	Low / High	<p><i>To ensure effective management of financial affairs of council.</i></p> <ul style="list-style-type: none"> Determine responsibility for the management of the financial affairs of the council Maintain and review Standing Orders/Financial regulations on a regular basis Ensure that an effective budgetary control and financial reporting system are in place Transparent precept setting process in place 	<p>Review Financial Regulations against new Model Financial Regulations - 2024</p> <p>Investment Strategy to be developed 2024</p>	TC / Finance Officer / Senior Operations Support Officer / Councillors	Financial Regulations reviewed in 2022 Standing Orders updated May 2022

		<ul style="list-style-type: none"> • Ensure returns on investments are acceptable in terms of risks and returns • Ensure appropriate internal controls are in place and are adhered to • Maintain an effective internal audit by an independent auditor • Finance Software upgraded to Rialtas Business Solutions in 2020 • Identify and act upon staff training needs • Ensure adequate staffing levels maintained in the finance department 			
2. Failure to set a precept within sound budgeting arrangements	Low / High	<i>To ensure that the budget procedure is both efficient and effective</i> <ul style="list-style-type: none"> • Determine responsibility of clerk/committee/council • Ensure that presentation to committee/council follows an agreed timetable • Ensure that the precept is set as a result following members consideration of all relevant estimated expenditure requirements for the forthcoming financial year for all heads of expenditure, and anticipated income • Ensure all charges made by the council are reviewed annually 	<u>Ongoing:</u> Ensure effective budget monitoring is in place throughout the year and quarterly financial reports presented to the council or relevant committee.	TC / Finance Officer / Senior Operations Support Officer / Councillors	

IT / WEBSITE / SOCIAL MEDIA / INTERNET ACCESS

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Loss arising from theft/ misappropriation	Medium / High	<p><i>Maintain adequate security of site and equipment & reputational protection</i></p> <ul style="list-style-type: none"> • Allocate responsibility for security of equipment • Maintain high security of site and equipment • Maintain database of equipment • Take particular care in respect of laptops/peripherals • Ensure that appropriate internal and external security devices are installed • Ensure device updates carried out regularly • IT policy in place and provided to all staff • Maintenance/service levels agreements in place with ITQED 		<p>TC / DTC / Senior Operations Support Officer / Operations Manager</p>	<p>IT upgrade completed 2021.</p> <p>Budget provision for replacement or upgraded equipment</p> <p>Onsite server solution</p>

		<ul style="list-style-type: none"> • Strict controls around which staff authorised to instruct IT support company • Designated officers only to upload to website • Social Media policy adopted by Council • Designated officers only to upload to social media channels 			provided by ITQED 2024.
2. Failure of Website/Internet Providers	Medium / Medium	<p><i>To maintain high standard of service provision.</i></p> <ul style="list-style-type: none"> • Maintenance/service level agreements in place • Website security maintained by contractor; hosted on separate server to minimise risk • IT support company employed to assist as necessary • .gov.uk domain name renewed as necessary (every 2 years) 		TC / DTC / Senior Operations Support Officer	Broadband upgraded June 2021

PERSONAL INFORMATION

Risk	Likelihood/ Impact	Measure taken	Further actions to be taken	Responsibility	Comments
1. Incorrect treatment of personal data	Medium / Medium	<p>To minimise risk of incorrect usage or treatment of personal data</p> <ul style="list-style-type: none"> • Data protection policies in place • Treatment of personal data to be compliant with ICO guidelines • Treatment of personal data to be compliant with GDPR • Appropriate training provided to staff 		TC / DTC / Operations Manager	

LAND AND OPEN SPACES

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Vandalism	Medium / Medium	<i>To minimise the risk of loss/damage/injury arising from vandalism.</i>	Ongoing:	TC / DTC / Operations	

		<ul style="list-style-type: none"> Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies Defined policy for dealing with antisocial behaviour Instigate legal action against perpetrators where appropriate Daily monitoring by staff at MELNR & SJP. Twice weekly at Meadow Park, Paddick Drive and other open spaces Incidents of vandalism reported promptly to Operations Manager for action 	Regular monitoring of sites and reporting of incidents.	Manager / Parks & Grounds Maintenance	
2. Fly tipping & Litter	Medium / Medium	<p><i>To minimize risks associated with fly tipping.</i></p> <ul style="list-style-type: none"> Carry out periodical site inspection Provide proper facilities for control and removal of waste Access by vehicles restricted where possible Regular litter picks Daily checks by staff at MELNR & SJP and twice weekly at Meadow Park, Paddick Drive & other open spaces Coordinate with EASI to identify gaps/roads not covered Liaise with police/other authority where necessary 	<p><u>Ongoing:</u></p> <p>Regular monitoring of sites and reporting of incidents.</p>	Operations Manager / Parks & Grounds Maintenance	
3. Trees	Medium / High	<ul style="list-style-type: none"> Sites maintained in accordance with ETC's Tree Management Policy. Annual tree inspection and report produced by suitably qualified arboriculturist. All high and medium risks identified in the report to be actioned or removed by an external contractor at ETC instruction. Low risks identified are remedied in house, wherever possible. 		Operations Manager/Parks & Grounds Team	
4. Inadequate budget provision	Medium / Medium	<p><i>To ensure proper budget provision.</i></p> <ul style="list-style-type: none"> Ensure that all anticipated income/costs are provided for in Budgetary process 	None.	TC / Operations Manager / Councillors	
5. Security of	Medium / Medium	<i>To ensure that proper security arrangements are in place.</i>	None.	Operations Manager / Parks	New intruder alarm

equipment		<ul style="list-style-type: none"> All physical machinery & equipment locked away at the end of each day Adequate insurance in place Determine responsibility for security/control of equipment Ensure effective security arrangements in place Maintain asset register 	& Grounds Maintenance / TC	installed at Tractor Shed May 2023
6. Maintenance of furniture	Low / Medium	<p><i>To ensure proper maintenance of council assets.</i></p> <ul style="list-style-type: none"> Determine responsibility for maintenance and ensure that a planned programme is in place Arrange regular inspection of seats, notice boards etc and maintain adequate records of inspection Arrange for prompt repairs to damage Ensure that any necessary service contracts are in place All public furniture owned by the council are listed on the Assets Register 	<p><u>Ongoing:</u></p> <p>Inspections & repair work carried out as required.</p>	Operations Manager / Maintenance
7. Unauthorised access/trespass	Medium / Medium	<p><i>To maintain security of council assets.</i></p> <ul style="list-style-type: none"> Determine council policy for access Ensure that appropriate signage is in place Maintain liaison with enforcement agencies and WBC with regards local incidents of illegal trespass Investigate appropriate action against offenders Bollards in place at open spaces Height restrictors in place where appropriate Gates at SJP open and closed daily by Park Warden All buildings to be left secured 		Operations Manager / Parks & Grounds Maintenance Staff
8. Flooding caused by damage to the Reservoir or exceptional weather event	Low / High	<p><i>To minimise risk from flooding and, should flooding occur, minimise damage caused by flooding.</i></p> <ul style="list-style-type: none"> Ensure on-Site Emergency Flood Plan is up to date and fit for purpose (new Plan produced by DTC Mar 2022) Plan lodged with DEFRA as per legal requirement Allocate responsibility for Staff to carry out necessary checks, including keeping culverts clean, valve testing and water depth checks carried out regularly Ensure annual external Lake Engineer inspection is carried out 	<p><u>Ongoing:</u></p> <p>Weekly water depth checks, and inspections of weir and culverts</p>	Operations Manager / DTC/ Park Rangers
				Complete overhaul of emergency procedures & documentation undertaken by DTC 03/22. All approved by Lake Engineer.

		<ul style="list-style-type: none"> • Ensure prompt action taken on Lake Engineer's recommendations • Ensure any necessary staff training is carried out • Ensure appropriate equipment is available in case of emergency 			Section 10 - (10 yearly) inspection carried out 06/24.
9. Personal injury	Medium / Medium	<p><i>To minimize the risk of personal injury to persons using council facilities.</i></p> <ul style="list-style-type: none"> • Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users • Appropriate risk assessments to be in place • Arrange regular site inspections to ensure that defined standards are being maintained and appropriate equipment in place • Ensure that, where necessary, appropriate signage is in place and detailed records maintained • Ensure that appropriate insurance cover is in place • First aid training for staff and first aid kit available at all sites 	<p><u>Ongoing:</u> Regular monitoring of sites.</p>	Operations Manager / Parks & Grounds Staff	
9. Pollution	Medium / High	<p><i>To minimize risk/complaint arising from pollution at council owned facilities.</i></p> <ul style="list-style-type: none"> • Carry out regular site inspections • Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. • Liaise with local enforcement agencies • Report incidents of pollution to Environment Agency where appropriate • Silt entrapment pond - water improvement measure 	<p><u>Ongoing:</u> Water quality checks and monitoring of sites.</p>	Park Rangers/ Operations Manager	

PLANNING & DEVELOPMENT CONTROL

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
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1. Failure to comply with consultation deadline	Low / Low	<i>To meet consultation timetable</i> <ul style="list-style-type: none"> 12 meetings of the Planning Committee held annually Extraordinary meetings convened if necessary Committee work with Planning Advisor when appropriate Regular reporting of committee recommendations to WBC Liaison with WBC as appropriate Scheme of delegation in place should this be required 	None. Training to be provided to new members of Planning Committee	Planning Committee Chair / DTC	
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PLAY AREAS, SKATE PARK, BMX, MUGA

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Inadequate budget provision	Medium / Medium	<i>To ensure proper financial provision.</i> <ul style="list-style-type: none"> Ensure that service requirements are detailed in annual budget process 	None.	Operations Manager / TC / Councillors	
2. Personal Injury	Medium / Medium	<i>To ensure play surfaces & equipment are in a safe condition.</i> <ul style="list-style-type: none"> Regular safety inspections conducted by Parks & Maintenance staff Annual inspection and report by suitably qualified RoSPA inspector. All high and medium risks identified in the RoSPA report are actioned or removed. Low risk items are remedied unless the level of expenditure involved is considered too high for the level of the risk identified in which case the equipment to be removed Place any damaged equipment out of use until repair or replacement carried out Maintain records of all inspections, reported damage and repairs/work ordered and completed Accident Book specifically for the purpose of reported accidents Adequate insurance in place 	<u>Ongoing:</u> Inspections and repair works conducted.	Operations Manager / Parks & Grounds & Maintenance Staff	

3. Inadequate Safety Signage	Low / Medium	<p><i>To minimise risk.</i></p> <ul style="list-style-type: none"> • Ensure that a notice is displayed at the site providing advice: - <ul style="list-style-type: none"> ◦ Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk ◦ Users to wear appropriate protectiveclothing ◦ No glass, dogs or alcohol allowed on site 	<p><u>Ongoing:</u></p> <p>Signage to be reviewed / updated as appropriate.</p>	Parks & Grounds & Maintenance Staff / Operations Manager	
4. General Health & Safety	High / Medium	<p><i>To minimise risks arising.</i></p> <ul style="list-style-type: none"> • Regular inspections by trained staff • Provide for appropriate protective clothing • Regular clearance of litter & fly tipping • Removal of graffiti • Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. • Maintain detailed records of inspections which must be dated and signed • Appropriate risk assessments in place 	None.	Parks & Grounds & Maintenance Staff / Operations Manager	

STREET FURNITURE inc. NOTICEBOARDS & BUS SHELTERS & DEFIBRILLATORS

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Inadequate budget provision	Low / Medium	<p><i>To ensure proper financial provision.</i></p> <ul style="list-style-type: none"> • Ensure service requirement included in annual budget 		Operations / TC / DTC / Councillors	
2. Vandalism	Medium / Medium	<p><i>To maintain high standards of health, safety and cleanliness</i></p> <ul style="list-style-type: none"> • Carry out periodic physical inspection and take action where appropriate to ensure that standards are maintained • Photographic record of inspections kept • Major graffiti removed by professional cleaning company as and when required 	Inspected bi-annually unless reports received in between.	Operations Manager / DTC	

		<ul style="list-style-type: none"> • Arrange regular monitoring of sites • Liaise with local enforcement agencies • Instigate appropriate action against offenders • Check lists of inspections kept and actioned 			
3. Cleaning of Bus Shelters	Medium/ Medium	<p><i>To maintain high standards of health, safety and cleanliness</i></p> <ul style="list-style-type: none"> • Define responsibility and standards for regular cleaning • Carry out periodic physical inspection and take action where appropriate to ensure that standards are maintained • Minor graffiti removed in-house, major graffiti removed by professional cleaning company • Arrange regular monitoring of sites and schedule of works • Liaise with local enforcement agencies • Instigate appropriate action against offenders • Check lists of inspections kept and actioned 	Contractor to deep clean all ETC bus shelters once by end of 2024	Maintenance / Operations Manager / DTC	
4. Inadequate provision	Medium/ Medium	<p><i>To ensure adequate provision of appropriate facilities:</i></p> <ul style="list-style-type: none"> • Maintain schedule of condition of ETC bus shelters • Carry out rolling programme of bus shelter replacements • Carry out rolling programme of bus shelter refurbishment • Maintain schedule of condition of notice boards • Maintain schedule of condition of ETC benches • Plan improvement/replacement programme for poor condition notice boards and benches • Maintain schedule of defib battery replacements 		Operations Manager / DTC / TC	Bus shelter & notice board replacement programme commenced 2022 to continue through 2023

STREET LIGHTING

Risk	Likelihood / Impact	Measures taken	Further Actions to be taken	Responsibility	Comments
1. Disrepair or Vandalism	Medium / Medium	<p><i>To minimise the risk of loss/damage/injury arising from disrepair or vandalism.</i></p> <ul style="list-style-type: none"> • Act on reports received re faulty or damaged ETC streetlights 		Operations Manager / DTC / Southern Electric	

		<ul style="list-style-type: none"> • Maintain liaison with local enforcement agencies • Take action as appropriate against offenders • Maintenance contract in place (SSE) • Checks conducted by Southern Electric 			
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CLIMATE EMERGENCY

1. Climate Emergency	High/ High	<p><i>To maximise the positive impact of Earley Town Council on the climate emergency.</i></p> <ul style="list-style-type: none"> • Established Climate Emergency Working Group • Declaration of Climate Emergency • Adoption of Climate Emergency Action Plan • Adoption of Green Infrastructure Action Plan • Encourage positive 'green agenda' culture in all working practices • Pursue improvements in energy efficiencies in buildings and other council activities • Increase use of battery powered tools • Increase levels of recycling within town council estate • Ensure adequate budgeting for 'green agenda' items • Promote positive actions, encourage residents, and enable where possible, in the adoption of positive actions 	Net Zero ear marked reserve created for 2024/25	All councillors / All officers	
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NOTE

In addition to this General Risk Assessment - Risk Register 2024, generic and specific risk assessments are in place for all town council activities. A rolling programme of reviewing and updating of all risk assessments has been put in place by the Operations Manager.

Document submitted to Council:

Minute reference:

Signed by:

Signed by:

Councillor Mike Smith, Chairman

Jo Friend, Responsible Financial Officer

Date:

Date:

Document updated July 2024

EARLEY TOWN COUNCIL

Full Council Meeting 17th July 2024

Agenda Item 9. – COMMUNITY SAFETY REQUEST

Parish and town councils have received a request from Wokingham Borough Council's Problem Solving Tasking Group (PSTG) for details of issues and concerns in their areas.

PSTG is a sub-group of WBC's Community Safety Partnership, details of the group, as taken from the CSP annual report, include:

- Chair- Police Neighbourhood Inspector; Deputy Chair- Wokingham Community Safety Manager
- Meeting Frequency: Every 6 weeks for 1.5hrs
- Membership: Cranston drug and alcohol services, Public Protection Partnership, police, WBC children's social care, Prevention & Youth Justice Service, fire service, Wokingham town council, WBC community engagement, WBC Enforcement and Safety Team, Involve community services, Reading football club.
- Overview - PSTG work together to identify and reduce location-based problems identified by local reporting and data analysis. The groups collaborative approach allows for effective information and intelligence sharing across the agencies; leading to a greater understanding of concerns and an ability to identify the most appropriate problem solving solution. The solutions are often collaborative in nature, demonstrating that all agencies have a role to play. The group has addressed ASB in Arborfield, Woodley Town Centre and local parks. The group is working with the business community in Wokingham Town Centre to reduce an increase in shoplifting. It is also working with those most at risk of offending, providing appropriate drug, alcohol and housing support. The group continues to look at ways to work together including utilising technology to engage with the community on the issues of most concern and providing practical solutions.

ACTION

The PSTG is now keen to hear from town and parish councils about issues and problems that are causing concern in their communities. A template for a response has been provided (see overleaf) or alternatively, the Community Safety Officer is willing to meet in person or on Teams to discuss existing or emerging issues. Responses should be submitted before 10th October 2024.

Councillors are asked to discuss the request and agree on a suitable response for the Town Clerk to submit to WBC.

COMMUNITY ENGAGEMENT

Activity over previous 6 weeks and proposed activity**Summary of current/anticipated issues**

Provide an accurate picture of the main threats, opportunities, issues etc. Where possible, focus on victims, offenders and locations. Describe current activity / resources/ owners being used to address the problem and what impact this is having.

REQUEST OF PSTG

What can the PSTG do to support efforts to address the problem?



EARLEY TOWN COUNCIL

Service to Earley Awards Policy

Overview

Earley Town Council is keen to recognise and celebrate the positive and often unnoticed voluntary work undertaken within Earley.

Service to Earley Awards are an annual award, made by the Town Council, to honour a person who is making significant contributions to the Earley community through their time, actions, talents and dedication.

Those honoured should serve as role models and be striving to make Earley an even better place. They should demonstrate a commitment to helping others in Earley.

Eligibility

Any person who gives voluntary service to Earley may be nominated except: where that volunteering work is in whole or part for their employer; current Earley Town or Wokingham Borough Councillors.

Criteria

Persons nominated will have made a significant and long-standing voluntary contribution to Earley. Nominations will be judged using individually appropriate criteria. These could include, but not be limited to, how the nominee has demonstrated:

- sense of purpose – tackling issues that affect and matter to people in Earley
- community spirit – encouraging community involvement
- inspiration – inspiring and empowering others to do more
- inclusivity – enabling others to get involved, including sometimes ‘hard to reach individuals’
- innovation – new and interesting ways of tackling issues effectively and efficiently
- lasting impact – sustainability and / or the ability to make a difference for a long time.

Awards are not restricted to particular categories of activity but could include, for example: service to young people; service to older people; service to disability; service to the environment.

Although nominees may be of any age, the requirement for long-standing service is likely to preclude very young nominees in all but exceptional circumstances.

Nominations

A nomination period of six weeks, during December and January each year, will be advertised via the Earley Town Council website, on all Town Council noticeboards, in the Lower Earley Library and by word of mouth. Nomination forms will be available to download from the Earley Town Council website.

Any resident of Earley, including Councillors, may nominate a person for the Service to Earley Award by completing a nomination form and returning it, plus supporting testimonials or other evidence, to the Town Clerk before the end of the nomination period.

Selection

A Service to Earley Award panel comprising four Earley Town Councillors, including a chairman, shall review all nominations and make a recommendation to the February Council Meeting. This shall be considered as a Part 2 Item.

If, in any given year, the panel concludes that there have been no nominees who unequivocally meet the selection criteria, it shall recommend that no award be made that year.

Soon after the February Council Meeting the successful nominee(s) will be told of their award and asked if they are prepared to accept it.

Awards will normally be presented at the Annual Town Electors' Meeting.

The names of recipients will be recorded on the Service to Earley Award Board in the Council Chambers.

Policy Adopted – November 2019

**EARLEY TOWN COUNCIL****CCTV POLICY****Introduction**

Earley Town Council uses closed circuit television (CCTV) to provide a safer and more secure environment for its officers and service users.

Legislation

This policy should be read and implemented in accordance with:

- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Surveillance Camera Code of Practice (as amended)

Usage

The Town Council uses CCTV systems for the purpose(s) identified and not to routinely monitor staff, volunteers, or service users' conduct. Cameras will not be used in areas subject to a heightened expectation of privacy e.g. changing rooms or toilets.

Location	Purpose
Sol Joel Park	The prevention and detection of crime and antisocial behaviour Protection of property and equipment Protection of council officers
Council Offices (Helpshop)	Improving customer service Protection of council officers

Signage

The Town Council will display clear signage in the relevant locations to inform the public that CCTV is in operation.

Maintenance and Operations

The Town Council is responsible for ensuring that the systems are serviced annually following recognised technical standards and that checks are made to ensure the accuracy of the time and date references.

Administration

Earley Town Council is the Data Controller and has responsibility for the control of images and deciding how the CCTV system is used.

Earley Town Council is, and will remain, registered with the Information Commissioner Office (ICO).

Earley Town Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are erased.

The Town Council will conduct periodic reviews of CCTV operations and will update operations in accordance with changes in legal requirements and policies.

Further Information regarding the gathering and use of information can be found in the [Earley Town Council Privacy Notice - CCTV](#)

Access and disclosure

Staff access:

CCTV footage should be accessed for legitimate reasons in accordance with the purposes identified on page 1.

Prior to accessing the CCTV footage, authority must be received from the Town Clerk, Deputy Town Clerk or Operations Manager.

A CCTV Access Log must be completed and signed each time the CCTV system is accessed.

Members of the public:

Individuals have a right to request access to their personal data held by the council, this includes CCTV images. Subject Access Requests should be made and dealt with in accordance with the Town Council's [Subject Access Request Policy](#).

Police, insurers, or solicitors:

The Town Council may hand over CCTV footage if the request is in relation to police investigations, legal proceedings/insurance purposes and subject access requests. Only the police, insurers or solicitors have the legal powers to request the footage in its entirety.

Guiding Principles

In accordance with the Surveillance Camera Code of Practice (as amended), the Town Council has adopted the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Appendix 1 – Details of the Town Council's Current CCTV Systems

Location	Equipment Details	Coverage	Data Storage
Sol Joel Pavilion and Park	20 x cameras	Communal areas within the pavilion, the immediate area around the pavilion, the skate park, the field, playground and car park.	30 days before automatic deletion
Council Offices	1 x camera	Helpshop reception	30 days before automatic deletion

Date of policy: April 2024

Policy effective from:

Date for next review:

APPENDIX I

RECORD OF COUNCILLOR ATTENDANCES - 2024/25

NAME OF COUNCILLOR	COUNCIL										AMENITIES & LEISURE				PLANNING										POLICY & RESOURCES			
	05	07	09	11	02	03	05	07	10	01	03	05	06	07	08	09	10	11	12	01	02	03	04	07	09	11	01	03
R. AHLAWAT	✓						✓																					
A. BASSETT	✓						✓																					
A. BRADLEY							✓																					
N. BROCK	✓						✓					✓	✓	✓														
R. BROWNE	✓						✓					✓	✓	✓														
R. COOK	✓						✓					✓	✓	✓														
M. DE JONG	A											A	A	A														
J. EASTWELL	✓																											
D. HARE	✓																											
T. HOLTON																												
M. IYENGUNMWENA	✓											✓	✓	✓														
S. JORDAN	✓											✓	✓	✓														
N. JORGENSEN																												
P. JORGENSEN												✓		✓														
I. KHAYINZA	✓																											
G. LITTLER	✓																											
A. LONG							✓																					
T. MAHER	✓																											
S. MATTHEWS	✓						✓																					
A. NEAL	✓											✓	✓															
S. NEWTON																												
B. OWEN	✓						✓																					
H. SARASAN	✓																											
C. SMITH	✓											✓		✓														
M. SMITH	✓						✓					✓		✓														

R = Representing Town Council B = Attending Borough Meeting ✓ = In Attendance F = Attending Fire Authority Meeting A = Approved Leave of Absence

(shaded cell denotes non-representation on Committees)