



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: Katy Hughes

**This Council Meeting is open to the Public and Press
Please notify the Officer or Chair if you wish to record the meeting**

11th June 2024

Dear Councillor

You are hereby summoned to attend the meeting of the **Finance and Personnel Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Tuesday 18th June 2024** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

K Hughes
Town Clerk

Contact Officer – Lisa Davison, Finance Manager and Responsible Finance Officer (direct line: 0118 974 0888)

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive any declarations of interests from members on the business about to be transacted

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC

The Chair to answer questions raised by members of the council or public.

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question.

4 MINUTES OF PREVIOUS MEETINGS

To receive and confirm the minutes of the proceedings at the meetings of this committee held on 30th April 2024, pages 16958 to 16967 (*copy attached*) as a true and correct record.

5 ACCOUNTS PAYABLE

- a) To approve the list of costs from 1st April 2024 to 31st May 2024 totalling the sum of £456,511.21 paid from the F & GP Account, this includes £93,812.15 transferred to the Clerk's account - *copy attached 5a(i)* and a copy of invoices over £500 paid during this period – *copy attached 5a(ii)*

- b) To approve the list of costs from 1st April 2024 to 31st May 2024 totalling the sum of £105,144.47 paid from the Clerk's Drawing Account – *copy attached*

6 FINANCIAL REPORTS

To receive and consider the following financial reports:

- a) Income and Expenditure to 31st May 2024 (copy attached)
b) Balance Sheet as at 31st May 2024. The CIL reserve reflects CIL the balance of funds received and unspent up to 31st March 2024. (CIL income received or spent in the year will be reported in the Income and Expenditure report) (copy attached)
c) Revenue monitoring report to 31st May 2024 (copy attached)
d) To receive a verbal report from the RFO for budget planning proposals for 2025-26

7 INVESTMENT UPDATE

- a) To note for information the divested funds from the CCLA LAPF have been transferred into the CCLA PSDF (£90,000)
b) To note for information the latest value as at 31st May 2024 for the current holding of the LAPF at a mid-value of £91,350.37
c) To discuss the council's retained holdings in the LAPF and identify committee wishes on the future of this holding.

8 CIL MONITORING REPORT

- a) To note and report receipt of CIL income of £32,034.85 received on 1st May 2024.
b) Receive a report on CIL income and expenditure to May 2024 – *report attached*

9 WOKINGHAM BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REQUEST

- a) To consider a recommendation from the Amenities Committee to match fund a CIL funding request from Wokingham Borough Council to replace two pieces of equipment and resurface a play area in the town area - *report TC-13/2024 attached*
b) To consider and recommend a proposal to Full Council that the Finance and Personnel Committee be granted delegated authority to approve CIL spending requests up to a threshold of £25,000 (ex VAT)

10 INSURANCE REINSTATEMENT VALUATION

To consider and resolve upon a request from the Town Clerk for additional funds to cover an insurance reinstatement valuation survey for the Town Hall – *quote attached*

11 ANNUAL RETURN SUBMISSION

To note for information:

- a) The submission of the annual return for 2023/24 to PKF Littlejohn, the External Auditor has been made.
b) The required documentation has been published on the council's website and on the noticeboard outside the town hall
c) The account records for 2023-24 are available for the public to inspect between 10th June and 19th July 2024.

12 INSURANCE

- a) To note, for information, that the council's insurance renewal for 2024-25 has been completed.
b) To note that the 3-year long term agreement with Hiscocks expired in July 2024. A review of insurance requirements and seeking of comparable alternative quotes will be carried out ahead of renewal next year (a comprehensive review of the fixed asset register will take place during 2024/5)

13 COUNCIL MAIN GRANTS

- a) To consider amendments to the council's main grants policy ahead of the opening of the 2025-26 grants

b) To agree the dates for the opening and closing of the council's main grants applications, and the date and process for reviewing applications.

14 IN-YEAR FUNDING REQUEST FROM THE ARTS AND CULTURE COMMITTEE

To consider an in-year request for funding from the Arts and Culture Committee for £250 to fund membership of the Human Library project.

15 COMMITTEE INFORMATION

- a) To receive any information items raised by members
- b) To identify any specific items for marketing purposes

16 EXCLUSION OF THE PRESS AND PUBLIC

To resolve that, in view of the confidential nature of the business about to be transacted, e.g. legal and financial matters, it is advisable in the public interest that the press and public be temporarily excluded and that they are instructed to withdraw.

PART TWO

17 LEASE MATTERS

18 STAFFING UPDATE

General staffing update

Committee members: Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Gee (Chair), S Gurney, T Lack, K Malvern, H Richards and I Shepherd-Dubey.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

30th April 2024

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 9.45 pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Callender, R Comber, T Lack, H Richards, I Shepherd-Dubey.

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr B Alvi and Cllr S Gurney (ex officio)

MEMBERS' INTERESTS (Agenda Item 2)

Cllr R Comber declared an interest in agenda item 13 (Mayoral Allowance) and it was agreed that he would participate in any discussion but not vote on the matter.

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 4)

**RESOLVED
30813**

It was proposed by Cllr H Richards and seconded by Cllr T Lack and it was

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 23rd January 2024, pages 16902 to 16910 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and it was unanimous.

YEAR END BUDGET REPORT 2023-24 (Agenda Item 5)

The Town Clerk gave a verbal report on TC report 11/2024, noting underspends and additional income for the financial year, and balances of reserves at financial year end.

During discussion, the Town Clerk was asked to enquire regarding ward boundary changes for the town.

AUDIT 2023-24 (Agenda Item 6)

- a) The RFO reported on the post-year end internal audit visit carried out on 24 April. It was noted that the audit outcome was positive and the internal auditor has agreed all the figures for the year end.

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- b) Members reviewed a report on the effectiveness of the internal controls at Wokingham Town Council. Following review, no matters of concern were raised by members. Cllrs T Lack and B Callender were asked to draw the attention of their party groups to this report, as it highlights the evidence on which Full Council can assert Yes responses to section 1 Annual Governance Statement of the annual return. Cllr M Gee will do the same to the Liberal Democrat Councillor group.
- c) Members reviewed the letter from Claire Connell, the proposed Internal Auditor for the town council for the 2024-25 financial year. Members noted the proposed program of audit work, qualification and experience and independence of the Internal Auditor.

It was proposed by Cllr R Comber, seconded by Cllr B Callender and members

**RESOLVED
30814**

To appoint Claire Connell as Internal Auditor for Wokingham Town Council for the 2024-25 financial year.

A vote was taken and it was unanimous

ANNUAL RETURN 2023-24 (Agenda Item 7)

- a) Members received and considered the financial statements for the year ending 31st March 2024.
It was noted that members of the outgoing council should be listed in the report of council information for the financial year, noting those whose terms had ended in May 2023.
Members noted comments from the RFO regarding the fixed asset register and noted a work item to review and check all the council's assets in the coming year.
- b) The RFO gave a verbal report on the annual return variance analysis report and noted that the template used for the information is that required by the external auditor, PKF Littlejohn. It was noted that it is a variance of actual spend against actual spend between the 2023-24 and 2022-23 financial year and not a report of variance against budget.
- c) The RFO gave a verbal report on the numbers to be provided to the External Auditor for the Annual Return. She reported that following a meeting of the charity trustees for the King George V Playing Fields Trust, a separate bank account has been set up and funds received on behalf of the trust have been removed from the council's accounts.

Following review, it was proposed by Cllr H Richards and seconded by Cllr B Callender and members

**RESOLVED
30815**

to recommend the financial statements, the annual return variance analysis and the completed Annual Return to full council for approval on 15th May 2024.

A vote was taken and it was unanimous

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**INVESTMENT STRATEGY AND CCLA PROPERTY MARKET UPDATE
(Agenda Item 8)**

- a) The Town Clerk reported on two minor updates to the Annual Investment Strategy for Wokingham Town Council, to reflect the sale of units listed under 'long-term' investment and investment of funds into a short-term interest-bearing fund.

Following review, it was proposed by Cllr R Comber, seconded by Cllr T Lack and members

**RESOLVED
30816**

to approve the adoption of the updated Annual Investment Strategy for the 2024-25 financial year.

A vote was taken and it was unanimous

- b) Members noted the sale of 50% of the units held in the CCLA Local Authority Property Fund (LAPF) and the Town Clerk noted that a round sum was due to be transferred into the CCLA Public Sector Deposit Fund.
- c) Members noted that the committee will consider the remaining investment in the LAPF at a future meeting.

IN YEAR GRANTS FUND (Agenda item 9)

The Town Clerk reported on TC Report 05/2024 and proposed in-year grant fund, the 'WTC Culture and Community Grant Fund (CACGF)'.

Following discussion, it was proposed by Cllr T Lack, seconded by Cllr H Richards and members

**RESOLVED
30817**

to approve, subject to the addition of the below wording, the new in-year grant fund, to commence in the 2024-25 financial year.

The grant fund document to read:

'This new fund invites organisations and community groups to apply for financial support towards cultural events and activities that contribute to and support the diversity and vibrancy of our town. The grant fund will also consider applications for short-term urgent funding needs arising as a result of unexpected circumstances.'

Grant policy item 8.5 to read:

'Recipients must advise the Town Council prior to disposing of any resources or equipment funded, part-funded or supplied by the town council as part of a grant application within two-years.'

A vote was taken and it was unanimous

POLICIES AND STRATEGIES (Agenda item 10)

The Town Clerk reported that two additional policies were required as part of the town council's compliance with the Transparency Regulations (2015)

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Following review, it was proposed by Cllr R Comber and seconded by Cllr B Callender and members

**RESOLVED
30818**

to approve the adoption of the Anti Fraud and Corruption policy and the Whistleblowing policy.

A vote was taken and it was unanimous

PLANNING AND TRANSPORTATION COMMITTEE IN-YEAR FUNDING REQUEST (Agenda item 11)

Cllr I Shepherd-Dubey reported on the request from the Planning and Transportation Committee for in-year funding for their welcome and speed watch signage project for town boundary roads.

Following discussion, it was proposed by Cllr B Callender, seconded by Cllr I Shepherd-Dubey and members

**RESOLVED
30819**

to approve in-year funding of up to £4,350 to allow the project to progress in the 2024-25 financial year.

A vote was taken and it was unanimous

MATTHEWS GREEN COMMUNITY CENTRE (Agenda item 12)

The Town Clerk reported that no information had been received from the academy trust regarding a proposal for funding for equipment for the community facility.

The Town Clerk was asked to follow up with the academy trust.

MAYORAL ALLOWANCE (Agenda item 13)

The Town Clerk reported on TC Report 09/2024 regarding the payment of a Mayoral Allowance.

The Town Clerk reminded members that HMRC will only treat the payment as not liable to tax provided that it is a sum reflecting the costs incurred by the office and that it contains no element of remuneration. Members noted the challenge of ensuring that all expenditure is receipted, due to the nature of the role.

Following discussion, it was proposed by Cllr I Shepherd-Dubey and seconded by Cllr H Richards and members

**RESOLVED
30820**

to approve the proposal, with a view to it being reviewed in one year.

A vote was taken. One member abstained and Cllr R Comber, with a declared interest, participated in the discussion but did not vote.

ACCOUNTS PAYABLE (Agenda Item 14)

The following lists of payments from the F&GP and the Clerk's Drawing Accounts were received. It was proposed by Cllr R comber and seconded by Cllr T Lack and it was

RESOLVED

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30821

to approve:

- (a) The list of costs from 1st January 2024 to 31st March 2024 totalling the sum of £359,459.02 paid from the F&GP Account, this includes £140,000 transferred to the Clerk's Account
- (b) The list of costs from 1st January 2024 to 31st March 2024 totalling the sum of £133,248.12 paid from the Clerk's Drawing Account

A vote was taken and it was unanimous

CIL MONITORING REPORT (Agenda item 15)

- (a) Members received a report detailing the latest information received from WBC regarding Community Infrastructure Levy (CIL).
- (b) Members noted CIL funds received in the 2023-24 financial year have been transferred to a separate CIL earmarked reserve.
- (c) Following discussion, it was proposed by Cllr M Gee and seconded by Cllr T Lack and members

**RESOLVED
30822**

to approve the transfer of remaining CIL received in previous financial years to the newly established CIL earmarked reserve.

A vote was taken and it was unanimous

INSURANCE (Agenda item 16)

The Town Clerk reported on TC Report 10/2024 regarding the council's insurance cover and a recent meeting with the council's insurance broker ahead of the renewal of the council's annual insurance policy in July. The Town Clerk noted that the council is in a long-term agreement with A J Gallagher and this will be the third year of a three-year agreement.

The Town Clerk reported that valuations undertaken in 2022 and 2023 for the council's civic regalia, artwork and silverware had been factored into the current year's insurance and that the insurers had offered an alternative option for cover which the council could take up from the insurance renewal date.

- (a) Following extensive discussion the Town Clerk and RFO were asked to seek further clarification on the cover options from the broker and to bring the proposal back to the next meeting.
- (b) The Town Clerk reported on a request for in-year funding to carry out a reinstatement valuation for the town hall for insurance purposes. Following discussion, it was proposed by Cllr R Comber and seconded by Cllr H Richards and members

**RESOLVED
30823**

to approve a budget of up to £1,500 to undertake a reinstatement valuation for the town hall.

A vote was taken and it was unanimous

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STANDING FINANCIAL REGULATIONS (Agenda item 17)

- (a) Members received and noted the updated addendum to the Standing Financial Regulations for 2024-25
- (b) Members consider a request from the Town Clerk to update the expenditure sign off limit for the Amenities Officer. Following initial discussion, Cllr T Lack proposed a variation to the proposal, to set the Amenities Officer's limit to 1%, in line with the Grounds and Bloom Officer. This proposal was seconded by Cllr R Comber and members

**RESOLVED
30824**

to approve the amended proposal for the update to the SFRs

A vote was taken and it was unanimous

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 18)

It was proposed by Cllr M Gee, seconded by Cllr T Lack and it was

**RESOLVED
30825**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

A vote was taken and it was unanimous

LEASE MATTERS (Agenda item 19)

- (a) The Town Clerk reported on a request received from the leaseholder for the RYND restaurant at the town hall, requesting a period of rent-holiday whilst the unit was closed for refit and redecoration ahead of a re-opening under a new name and offering.

The Town Clerk noted that the lease will remain with the current holder and no other changes have been identified that would require any amendments to the lease.

Following discussion, it was proposed by Cllr T Lack and seconded by Cllr R Comber and members

**RESOLVED
30826**

to approve a 50% rent reduction for 2 months.

A vote was taken. Four members voted in favour and two members voted against. The motion was carried.

- (b) The Town Clerk gave a verbal update to members on matters relating to the renewal of the Timpson lease.
- (c) The Town Clerk reported on a request from the Wokingham Horticultural Association (WHA) for a thirty-year extension to the current lease of land from the town council at the Ormonde Road allotment site, on which the WHA building is located. 17 years remain of a 20-year lease issued in 2021, so the extension would give 47 years and run until 2071. This lease extension would provide greater security of tenure to allow the WHA to begin fund-raising for

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building improvement works. All other aspects of the lease would remain the same.

**RESOLVED
30827**

Following discussion, it was proposed by Cllr M Gee and seconded by Cllr H Richards and members

to approve the request.

A vote was taken and it was unanimous

The RFO left the meeting at 9:38pm

STAFFING UPDATE (Agenda Item 20)

The Town Clerk gave a verbal update on staffing matters.

The meeting ended at 9.45pm

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Date: 25/04/2024

Wokingham Town Council

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Time: 12:26

F & P and Current Accounts

List of Payments made between 01/01/2024 and 31/03/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2024	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/01/2024	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
04/01/2024	O2	DDR 0401	351.73		27719572/O2
05/01/2024	SAGE	Std Ord	66.00		Payroll
08/01/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
08/01/2024	Google Ireland Limited	DDR 080124	41.40		4860027840/Google Ireland Ltd
09/01/2024	BACS P/L Pymnt Page 4912	BACS Pymnt	32,874.52		BACS P/L Pymnt Page 4912
09/01/2024	BACS P/L Pymnt Page 4916	BACS Pymnt	16,904.93		BACS P/L Pymnt Page 4916
10/01/2024	Google Ireland Limited	ON ACC ERR	41.40		Purchase Ledger DDR Payment
10/01/2024	Google Ireland Limited	ON ACC ERR	-82.80		Purchase Ledger DDR Payment
10/01/2024	Barclaycard Commercial	DDR 170124	1,445.16		6425907/Barclaycard Commercial
10/01/2024	Barclaycard Commercial	DDR 100124	44.00		010034751223/Barclaycard
16/01/2024	Castle Water Limited	DDR 160124	80.58		10001023019/Castle Water Limit
17/01/2024	Barclaycard Commercial	DDR 170124	56.93		WOKDECOR 201223/Barclaycard
17/01/2024	BACS P/L Pymnt Page 4922	BACS Pymnt	11,207.43		BACS P/L Pymnt Page 4922
17/01/2024	Clerk's Drawings Account	IMPREST	50,000.00		tx Main to Clerks
23/01/2024	BACS P/L Pymnt Page 4927	BACS Pymnt	7,467.24		BACS P/L Pymnt Page 4927
24/01/2024	Barclaycard Commercial	DDR 240124	90.77		DOBBIE /GBO465/Barclaycard
25/01/2024	Total Gas & Power Ltd	DDR 2501	1,890.01		325062347/24/Total Gas & Power
25/01/2024	Total Gas & Power Ltd	DDR 250124	321.48		325204841 / 24/Total Gas & Pow
25/01/2024	HMRC	DDR	7,435.91		HMRC
26/01/2024	ARVAL	DD	599.24		HK72 FNE WO7317
26/01/2024	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
30/01/2024	Focus Group	DDR 300124	122.15		6823050/Focus Group
30/01/2024	Focus Group	3001	848.86		6823189/Focus Group
31/01/2024	BACS P/L Pymnt Page 4931	BACS Pymnt	12,269.27		BACS P/L Pymnt Page 4931
31/01/2024	BACS P/L Pymnt Page 4934	BACS Pymnt	1,400.40		BACS P/L Pymnt Page 4934
31/01/2024	Google Ireland Limited	310124	41.40		1001/COR ON ACC/Google I
31/01/2024	allotment payment	CC	8.49		allotment payment
03/02/2024	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/02/2024	SAGE	Std Ord	66.00		Payroll
06/02/2024	O2	DDR 060224	331.12		28263809/O2
07/02/2024	Google Ireland Limited	DDR 070224	41.40		4903733033/Google Ireland Limi
08/02/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
12/02/2024	Barclaycard Commercial	DDR 120224	44.00		010034750124/Barclaycard
13/02/2024	BACS P/L Pymnt Page 4940	BACS Pymnt	2,154.40		BACS P/L Pymnt Page 4940
13/02/2024	BACS P/L Pymnt Page 4941	BACS Pymnt	2,496.00		BACS P/L Pymnt Page 4941
13/02/2024	BACS P/L Pymnt Page 4942	BACS Pymnt	1,320.00		BACS P/L Pymnt Page 4942
13/02/2024	BACS P/L Pymnt Page 4945	BACS Pymnt	11,866.51		BACS P/L Pymnt Page 4945
16/02/2024	Castle Water Limited	DDR 160224	27.69		10001288168/Castle Water Limit
16/02/2024	DD STAFF	BACS	301.00		DD STAFF
16/02/2024	DD STAFF	BACS	-301.00		DD STAFF
19/02/2024	Barclaycard Commercial	DDR 190224	2,007.65		GIFTVOUCHER/ERR Barclaycard
20/02/2024	Total Gas & Power Ltd	DDR 200224	6,991.50		328776563/24/Total Gas & Power
20/02/2024	Total Gas & Power Ltd	DDR 2002	197.26		328776596/24/Total Gas & Power
20/02/2024	Total Gas & Power Ltd	DDR2002 24	25.55		328776520/24/Total Gas & Power
21/02/2024	BACS P/L Pymnt Page 4952	BACS Pymnt	11,243.48		BACS P/L Pymnt Page 4952

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Finance & Personnel Meeting 30/04/2024

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Date: 25/04/2024

Wokingham Town Council

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F & P and Current Accounts

List of Payments made between 01/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/02/2024	Clerk's Drawings Account	Imprest	30,000.00		tx Main to Clerks
22/02/2024	HMRC	DDR	8,014.43		HMRC
26/02/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/02/2024	BACS P/L Pymnt Page 4954	BACS Pymnt	3,071.00		BACS P/L Pymnt Page 4954
29/02/2024	BACS P/L Pymnt Page 4956	BACS Pymnt	8,295.30		BACS P/L Pymnt Page 4956
29/02/2024	BACS P/L Pymnt Page 4960	BACS Pymnt	2,356.82		BACS P/L Pymnt Page 4960
29/02/2024	BACS P/L Pymnt Page 4964	BACS Pymnt	4,780.80		BACS P/L Pymnt Page 4964
29/02/2024	Focus Group	DDR 2902	848.22		6824109/Focus Group
29/02/2024	Focus Group	DDR 290224	122.15		6823957/Focus Group
29/02/2024	Twofold Limited	DDR290224	71.96		17466/Twofold Limited
29/02/2024	allotment payment	CC 5784	-8.49		allotment payment
05/03/2024	SAGE	Std Ord	66.00		Payroll
06/03/2024	O2	DDR 060324	334.27		28847230/O2
07/03/2024	Google Ireland Limited	DDR 070324	41.40		4923320489/Google Ireland Ltd
08/03/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
11/03/2024	Barclaycard Commercial	DDR 110324	44.00		010034750224/Barclaycard
12/03/2024	BACS P/L Pymnt Page 4967	BACS Pymnt	1,165.50		BACS P/L Pymnt Page 4967
13/03/2024	BACS P/L Pymnt Page 4968	BACS Pymnt	14,204.63		BACS P/L Pymnt Page 4968
13/03/2024	Clerk's Drawings Account	Imprest	60,000.00		tx Main to Clerks
18/03/2024	Total Gas & Power Ltd	DDR 180324	272.12		331889300/24/Total Gas & Power
19/03/2024	Barclaycard Commercial	190324	3,322.89		3909930/Barclaycard Commercial
19/03/2024	Barclaycard Commercial	DDR 190324	5,188.19		TIMP 310124/Barclaycard
20/03/2024	BACS P/L Pymnt Page 4973	BACS Pymnt	6,353.24		BACS P/L Pymnt Page 4973
20/03/2024	Total Gas & Power Ltd	DDR 200324	1,522.24		332074275/24/Total Gas & Power
20/03/2024	Total Gas & Power Ltd	DDR 2003	0.30		332074275/24/Total Gas & Power
21/03/2024	BACS P/L Pymnt Page 4975	BACS Pymnt	4,303.20		BACS P/L Pymnt Page 4975
21/03/2024	Castle Water Limited	DDR 210324	32.19		10001664213/Castle Water Limit
26/03/2024	ARVAL	DD	599.24		HK72 FNE WO7317
28/03/2024	HMRC	BACS	8,105.00		HMRC
28/03/2024	Focus Group	DDR 2803	131.80		6824800/Focus Group
28/03/2024	Focus Group	DDR 280324	910.84		6824956/Focus Group
31/03/2024	WBC	WBC STO	-59.80		WBC
	Total Payments		359,459.02		

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Finance & Personnel Meeting 30/04/2024

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Date:25/04/2024

Wokingham Town Council

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Time: 12:24

Clerk's Drawings Account

List of Payments made between 01/01/2024 and 31/03/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2024	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/01/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/01/2024	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/01/2024	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/01/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
03/01/2024	Peninsula	Std Ord	167.44		HR support
09/01/2024	BACS P/L Pymnt Page 4913	BACS Pymnt	3,889.37		BACS P/L Pymnt Page 4913
09/01/2024	DD ALLOT STAFF	BACS	159.88		DD ALLOT STAFF
15/01/2024	Jan Salary	BACS	26,139.09		Jan Salary
17/01/2024	BACS P/L Pymnt Page 4923	BACS Pymnt	4,305.04		BACS P/L Pymnt Page 4923
17/01/2024	BLOOM STAFF DD	BACS	287.43		BLOOM STAFF DD
19/01/2024	Castle Water Limited	DDR 190124	15.00		10001088582/Castle Water Limit
23/01/2024	BACS P/L Pymnt Page 4928	BACS Pymnt	3,726.05		BACS P/L Pymnt Page 4928
24/01/2024	BACS P/L Pymnt Page 4930	BACS Pymnt	617.50		BACS P/L Pymnt Page 4930
24/01/2024	DD Staff	BACS	171.19		DD Staff
31/01/2024	BACS P/L Pymnt Page 4932	BACS Pymnt	2,028.65		BACS P/L Pymnt Page 4932
31/01/2024	Petty Cash	302706	53.36		Petty cash cheque
02/02/2024	HON SS STAFF	BACS	1,085.50		HON SS STAFF
03/02/2024	Peninsula	Std Ord	167.44		HR support
13/02/2024	BACS P/L Pymnt Page 4944	BACS Pymnt	290.95		BACS P/L Pymnt Page 4944
14/02/2024	BACS P/L Pymnt Page 4946	BACS Pymnt	3,560.32		BACS P/L Pymnt Page 4946
14/02/2024	BACS P/L Pymnt Page 4949	BACS Pymnt	4,681.86		BACS P/L Pymnt Page 4949
15/02/2024	Feb Salary	BACS	27,660.61		Feb Salary
16/02/2024	DD STAFF	BACS	301.00		DD STAFF
21/02/2024	BACS P/L Pymnt Page 4951	BACS Pymnt	1,598.40		BACS P/L Pymnt Page 4951
27/02/2024	F & P and Current Accounts	PL4954	3,071.00		PL4954 JON MOTT
28/02/2024	BACS P/L Pymnt Page 4955	BACS Pymnt	480.10		BACS P/L Pymnt Page 4955
28/02/2024	Castle Water Limited	DDR 280224	9.43		Purchase Ledger DDR Payment
29/02/2024	BACS P/L Pymnt Page 4957	BACS Pymnt	2,767.62		BACS P/L Pymnt Page 4957
29/02/2024	BACS P/L Pymnt Page 4961	BACS Pymnt	1,603.60		BACS P/L Pymnt Page 4961
29/02/2024	BACS P/L Pymnt Page 4963	BACS Pymnt	311.48		BACS P/L Pymnt Page 4963
29/02/2024	DD STAFF	BACS	134.19		DD STAFF
03/03/2024	Peninsula	Std Ord	167.44		HR support
07/03/2024	050324 Staff	BACS	430.93		050324 Staff
08/03/2024	060324 DD	BACS	400.00		060324 DD
13/03/2024	BACS P/L Pymnt Page 4969	BACS Pymnt	4,566.13		BACS P/L Pymnt Page 4969
15/03/2024	Mar salary	BACS	27,892.81		Mar salary
20/03/2024	BACS P/L Pymnt Page 4971	BACS Pymnt	2,951.34		BACS P/L Pymnt Page 4971
22/03/2024	BACS P/L Pymnt Page 4976	BACS Pymnt	1,976.92		BACS P/L Pymnt Page 4976
22/03/2024	BACS P/L Pymnt Page 4977	BACS Pymnt	125.00		BACS P/L Pymnt Page 4977
22/03/2024	Bank charges	BACS	21.00		Bank charges
22/03/2024	AL292 STAFF	BACS	284.00		AL292 STAFF
22/03/2024	DD	BACS	900.00		DD
22/03/2024	Optalis	BACS	1,642.80		Optalis
28/03/2024	Castle Water Limited	DDR 280324	11.25		10001738559/Castle Water Limit
31/03/2024	King George V Playing Field	302707	1,100.00		Charge for use of field
		Total Payments	133,248.12		

CHAIR INITIALS _____

Finance & Personnel Meeting 30/04/2024

16967



Date: 10/06/2024

Wokingham Town Council

Time: 12:13

F & P and Current Accounts

List of Payments made between 01/04/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2024	Wokingham Borough Council	Std Ord	3,084.00		Town Hall Chambers 2104329
04/04/2024	O2	DDR 040424	330.62		29427360/O2
04/04/2024	Grenke Leasing	DDR	467.32		Copier lease
08/04/2024	Google Ireland Limited	DDR 080424	45.86		4941335887/Google Ireland Limi
08/04/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
10/04/2024	Barclaycard Commercial	DDR 100424	44.00		10034750324/Barclaycard Commer
16/04/2024	SAGE	Std Ord	66.00		Payroll
17/04/2024	Barclaycard Commercial	DDR 170424	1,472.14		8107554/Barclaycard Commercial
17/04/2024	Castle Water Limited	DDR 170424	47.18		10001884966/Castle Water Limit
18/04/2024	Total Gas & Power Ltd	DDR 180424	1,365.32		335261591/24/Total Gas & Power
22/04/2024	Total Gas & Power Ltd	DDR 220424	6,884.13		335422280/24/Total Gas & Power
22/04/2024	Total Gas & Power Ltd	DDR 22 04	70.10		335422246/24/Total Gas & Power
22/04/2024	Total Gas & Power Ltd	DDR 2204	442.65		335422323/24/Total Gas & Power
25/04/2024	HMRC	DD	9,139.49		HMRC April 2024
26/04/2024	ARVAL	DD	599.24		HK72 FNE WO7317
30/04/2024	BACS P/L Pymnt Page 4990	BACS Pymnt	22,523.14		BACS P/L Pymnt Page 4990
30/04/2024	BACS P/L Pymnt Page 4991	BACS Pymnt	29,225.89		BACS P/L Pymnt Page 4991
30/04/2024	BACS P/L Pymnt Page 4994	BACS Pymnt	4,238.00		BACS P/L Pymnt Page 4994
30/04/2024	BACS P/L Pymnt Page 4995	BACS Pymnt	8,951.60		BACS P/L Pymnt Page 4995
30/04/2024	Focus Group	DDR 300424	1,055.59		6825817/Focus Group
30/04/2024	Clerk's Drawings Account	Imprest	56,374.29		tx Main to Clerks
30/04/2024	BACS P/L Pymnt Page 5004	BACS Pymnt	9,584.80		BACS P/L Pymnt Page 5004
30/04/2024	BACS P/L Pymnt Page 5005	BACS Pymnt	12,990.72		BACS P/L Pymnt Page 5005
01/05/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
08/05/2024	Hiscock	Std Ord	2,317.12		WTC insurance payment
08/05/2024	Google Ireland Limited	DDR 080524	54.00		4962239808/Google Ireland Limi
08/05/2024	O2	DDR 0805	345.96		30011870/O2
08/05/2024	Clerk's Drawings Account	IMPRESS	30,000.00		IMPRESS
10/05/2024	Barclaycard Commercial	DDR 100524	44.00		10034750424/Barclaycard Commer
10/05/2024	Optalis	BACS	1,642.80		Received in error
14/05/2024	BACS P/L Pymnt Page 5010	BACS Pymnt	20,121.90		BACS P/L Pymnt Page 5010
15/05/2024	BACS P/L Pymnt Page 5013	BACS Pymnt	3,204.50		BACS P/L Pymnt Page 5013
15/05/2024	Clerk's Drawings Account	PL 5011	7,437.86		PL 5011
16/05/2024	SAGE	Std Ord	66.00		Payroll
16/05/2024	Castle Water Limited	DDR1605	323.06		10002120502/Castle Water Limit
16/05/2024	GRANTS 3	GRANTS 3	14,420.00		GRANTS 3
16/05/2024	GRANTS 1	GRANTS 1	16,987.00		GRANTS 1
16/05/2024	GRANTS 4	302697	21,546.00		GRANTS 4
16/05/2024	GRANTS 2	GRANTS 2	41,231.00		GRANTS 2
17/05/2024	Castle Water Limited	DDR/170524	41.33		10002192263/Castle Water Limit
20/05/2024	Barclaycard Commercial	DDR 200524	3,954.15		1929902B/Barclaycard Commercia
22/05/2024	BACS P/L Pymnt Page 5017	BACS Pymnt	3,343.75		BACS P/L Pymnt Page 5017
23/05/2024	GRANT 5	GRANT 5	985.00		GRANT 5
26/05/2024	ARVAL	DD	599.24		HK72 FNE WO7317
29/05/2024	BACS P/L Pymnt Page 5022	BACS Pymnt	12,346.00		BACS P/L Pymnt Page 5022
29/05/2024	Total Gas & Power Ltd	DDR290524	126.45		339881173/24/Total Gas & Power
29/05/2024	Total Gas & Power Ltd	DDR/ 29052	665.59		340286875/24/Total Gas & Power

Continued on Page 2

Date: 10/06/2024

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F & P and Current Accounts

List of Payments made between 01/04/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/05/2024	CCLA	CCLA290524	90,000.00		CCLA
30/05/2024	HMRC	DD	9,248.53		HMRC May 2024
31/05/2024	Focus Group	DDR310524	134.09		6826445/Focus Group
31/05/2024	Focus Group	DDR/310524	921.68		6826584/Focus Group
		Total Payments	456,511.21		

Invoice Number	Cost Centre	Cost Centre	Nominal Code	Nominal Code	Transaction	Date Paid	Net	VAT	Total	Amount	Supplier Name
Std Ord	Town Hall	106	Rates	4145	Town Hall C	01/04/2024	3084	0	3084	3084	Wokingham Borough Council
Std Ord	F & P Admir	301	Insurances	4382	WTC insura	08/04/2024	2317.12	0	2317.12	2317.12	Hiscock
BACS			Wages Con	520	April salary	15/04/2024	29542.02	0	29542.02	29542.02	April salary
DDR 170424			Creditors	501	8107554/B	17/04/2024			1472.14	1472.14	Barclaycard Commercial
DDR 180424			Creditors	501	335261591	18/04/2024			1365.32	1365.32	Total Gas & Power Ltd
DDR 220424			Creditors	501	335422280	22/04/2024			6884.13	6884.13	Total Gas & Power Ltd
DD			PAYE/NI Co	515	HMRC April	25/04/2024	9139.49	0	9139.49	9139.49	HMRC
DD	F & P Admir	301	Van hire co	4009	HK72 FNE V	26/04/2024	499.37	99.87	599.24	499.37	ARVAL
341926-2	Town Hall	106	Repairs & M	4100	341926-2/E	30/04/2024	518.94	0	518.94	518.94	101 Locksmiths
921/1195/24	Town Hall	106	Security	4120	921/1195/2	30/04/2024	476.19	95.24	571.43	392.3	Alarm Response
922/1196/24	Woosehill	104	Security	4120	922/1196/2	30/04/2024	418.08	83.61	501.69	211.04	Alarm Response
3575						30/04/2024	655.93	131.19	787.12	787.12	AYS Cleaning Contractors Ltd
162846						30/04/2024	1577	315.4	1892.4	1892.4	Barcham
INV-0510	F & P Admir	301	Subscriptio	4326	INV-0510/B	30/04/2024	3637	0	3637	3637	Berkshire Association of Local Councils
4505						30/04/2024	1769.06	353.81	2122.87	2122.87	Copper ConnexionsLtd
4526	Town Hall	106	Repairs & M	4100	4526/TC12	30/04/2024	779.67	155.93	935.6	779.67	Copper ConnexionsLtd
DDR 300424			Creditors	501	6825817/F	30/04/2024			1055.59	1055.59	Focus Group
1785151						30/04/2024	477.36	95.47	572.83	572.83	GFA Premier
30262845	Town Hall	106	Cleaning M	4150	30262845/F	30/04/2024	477.69	95.54	573.23	477.69	GLS Educational Supplies Limited
PSI-1042462	Parks & Blo	103	Waste Coll	4151	PSI-104246	30/04/2024	649.47	129.89	779.36	253.09	Grundon Waste Mangement Limited
PSI-1042462	Parks & Blo	103	Waste Coll	4151	PSI-104246	30/04/2024				396.38	Grundon Waste Mangement Limited
GBO544	Parks & Blo	103	Trees	4107	GBO544/G	30/04/2024	550	0	550	550	Heartwood
231102						30/04/2024	1432.4	286.48	1718.88	1718.88	Hillier
174						30/04/2024	700	140	840	840	JA Lucas
8128	Parks & Blo	103	Elms Field	4106	8128/GBO5	30/04/2024	2592.46	518.49	3110.95	2592.46	J D Signs
8201						30/04/2024	1150	230	1380	1380	JDB Contractors & son Ltd
8222	Parks & Blo	103	Trees	4107	8222/GBO2	30/04/2024	12020	2404	14424	8260	JDB Contractors & son Ltd
8222	Parks & Blo	103	Trees	4107	8222/GBO2	30/04/2024				3760	JDB Contractors & son Ltd
5102						30/04/2024	4326	0	4326	4326	Jon Mott & SON
5110						30/04/2024	1520	0	1520	1520	Jon Mott & SON
5141						30/04/2024	680	0	680	680	Jon Mott & SON
5142						30/04/2024	500	0	500	500	Jon Mott & SON
INV/LM/23902	Parks & Blo	103	Trees	4107	INV/LM/239	30/04/2024	2926.2	585.24	3511.44	2352	Landmark
INV/LM/23902	Parks & Blo	103	Trees	4107	INV/LM/239	30/04/2024				574.2	Landmark

Invoice Number	Cost Centre	Cost Centre	Nominal Code	Nominal Code	Transaction	Date Paid	Net	VAT	Total	Amount	Supplier Name
INV/LM/23915	Parks & Blo	103	Elms Field	4106	INV/LM/239	30/04/2024	1990	398	2388	1990	Landmark
570423	Amenities	101	Christmas	4515	570423/Lig	30/04/2024	10220.4	2044.08	12264.48	10220.4	Lighting and Illuminations Technology Ex
570424	Amenities	101	Christmas	4515	570424/Lig	30/04/2024	494	98.8	592.8	494	Lighting and Illuminations Technology Ex
570575	Amenities	101	Christmas	4515	570575/AO	30/04/2024	10825.6	2165.12	12990.72	10825.6	Lighting and Illuminations Technology Ex
17528						30/04/2024	2019.87	403.97	2423.84	2423.84	Nigel Jeffries Landscapes Limited
17645	Parks & Blo	103	Maintenance	4105	17645/GBC	30/04/2024	2666.67	533.33	3200	2666.67	Nigel Jeffries Landscapes Limited
5145639	Woosehill	104	Repairs & M	4100	5145639/F	30/04/2024	7987.34	1597.46	9584.8	7987.34	Nisbets
151490						30/04/2024	755.3	151.06	906.36	906.36	Palmstead
SM30759	F & P Admir	301	Subscriptio	4326	SM30759/F	30/04/2024	1361	272.2	1633.2	1361	Riattas Business Solutions Ltd
SM30760	F & P Admir	301	Subscriptio	4326	SM30760/F	30/04/2024	560	112	672	560	Riattas Business Solutions Ltd
15743A			Superannu	516	APRIL 2024	30/04/2024	12985.15	0	12985.15	12985.15	Royal County of Berkshire Pension Fund
INV-2967						30/04/2024	826.67	165.33	992	992	Smith & Howard Ltd
INV-1762	Civic	302	Mayor's Su			30/04/2024	825	165	990	990	Tall Oaks
INV-0528	Parks & Blo	103	Trees	4399	INV-1762/C	30/04/2024	792.13	158.42	950.55	792.13	The Great Food Company (Berkshire) Ltd
61157	Amenities	101	Hanging Fic	4107	INV-0528/C	30/04/2024	2623	524.6	3147.6	2623	UK Traffic Management Services Limited
Std Ord	Town Hall	106	Rates	4411	61157/AO1	30/04/2024	1795.42	359.08	2154.5	1795.42	Windowflowers Ltd
Std Ord	F & P Admir	301	Insurances	4145	Town Hall C	01/05/2024	3085	0	3085	3085	Wokingham Borough Council
921/1230/24	Town Hall	106	Security	4382	WTC insura	08/05/2024	2317.12	0	2317.12	2317.12	Hiscock
225257				4120	921/1230/2	14/05/2024	465	93	558	465	Alarm Response
PSI-1049334	Parks & Blo	103	Waste Coll	4151	PSI-104933	14/05/2024	807.32	161.46	968.78	807.32	Grundon Waste Mangement Limited
3329	Arts & Cultu	304	Fun Day	4603	3329/ACO3	14/05/2024	1000	25	1025	1000	Miller's Ark Animals
01155P/2024	Arts & Cultu	304	Fun Day	4603	01155P/20	14/05/2024	895	179	1074	895	Millets Falcony
May-24			Superannu	516	MAY 24/RO	14/05/2024	12978.2	0	12978.2	12978.2	Royal County of Berkshire Pension Fund
10246614	Arts & Cultu	304	Fun Day	4603	10246614/F	14/05/2024	680.6	0	680.6	680.6	Wokingham Borough Council
3027	Allotments	109	Repairs & M	4100	3027/ALO3	14/05/2024	537.14	0	537.14	537.14	Woodside Garden Services
MAY SALARY			Wages Con	520	May salary	15/05/2024	29670.7	0	29670.7	29670.7	May salary
INV-1791	Civic	302	Mayor's Su	4399	INV-1791/C	15/05/2024	792.13	158.42	950.55	792.13	The Great Food Company (Berkshire) Ltd
61545	Amenities	101	Hanging Fic	4411	61545/AO1	15/05/2024	1795.42	359.08	2154.5	1795.42	Windowflowers Ltd
10246774	Market	102	Licences (A	4172	10246774/F	15/05/2024	1050	0	1050	1050	Wokingham Borough Council
GRANTS 1	Grants	303	Grants Gen	4353	GRANTS 1	16/05/2024	16987	0	16987	16987	GRANTS 1
GRANTS 2	Grants	303	Grants Gen	4353	GRANTS 2	16/05/2024	41231	0	41231	41231	GRANTS 2
GRANTS 3	Grants	303	Grants Gen	4353	GRANTS 3	16/05/2024	14420	0	14420	14420	GRANTS 3
302697	Grants	303	Grants Gen	4353	GRANTS 4	16/05/2024	21546	0	21546	21546	GRANTS 4

Invoice Number	Cost Centre	Cost Centre	Nominal Code	Nominal Code	Transaction	Date Paid	Net	VAT	Total	Amount	Supplier Name
DDR 200524			Creditors	501	1929902/B/	20/05/2024			3954.15	3954.15	Barclaycard Commercial
3613	Town Hall	106	External Cl	4154	3613/AYS C	22/05/2024	719.99	144	863.99	719.99	AYS Cleaning Contractors Ltd
10247502	Civic	302	Newsletter	4333	10247502/	22/05/2024	3343.75	0	3343.75	3343.75	Wokingham Borough Council
GRANT 5	Grants	303	Grants Gen	4353	GRANT 5	23/05/2024	985	0	985	985	GRANT 5
DD	F & P Admir	301	Van hire co	4009	HK72 FNE V	26/05/2024	499.37	99.87	599.24	499.37	ARVAL
CCLA290524			CCLA Publi	212	CCLA	29/05/2024	90000	0	90000	90000	CCLA
004631	Civic	302	Newsletter	4333	004631/CC	29/05/2024	1690	338	2028	1690	D2D Distribution Ltd
29731	Town Hall	106	Health & Sa	4109	29731/BMC	29/05/2024	820	164	984	820	FCS Live
30034	Woosehill	104	Health & Sa	4109	30034/BMC	29/05/2024	495	99	594	495	FCS Live
25524						29/05/2024	4183.33	836.67	5020	5020	JWS Pleasure Fairs Ltd
25524A	Arts & Cultu	304	Fun Day	4603	25524A/AC	29/05/2024	1680	0	1680	1680	JWS Pleasure Fairs Ltd
DDR/ 29052			Creditors	501	340286875	29/05/2024			665.59	665.59	Total Gas & Power Ltd
929	Town Hall	106	Repairs & M	4100	929/BMO3	29/05/2024	3100	620	3720	3100	Verus Group Limited
DD			PAYE/NI Co	515	HMRC May	30/05/2024	9248.53	0	9248.53	9248.53	HMRC

Clerk's Drawings Account

List of Payments made between 01/04/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2024	Peninsula	Std Ord	167.44		HR support
01/04/2024	Wokingham Borough Council	Std Ord	335.25		Market tolls 1016075
01/04/2024	Wokingham Borough Council	Std Ord	347.70		Woosehill 101493X
01/04/2024	Wokingham Borough Council	Std Ord	332.40		Info Centre TH 1045161
01/04/2024	Wokingham Borough Council	Std Ord	263.80		Town Hall Chambers 2035191
01/04/2024	Wokingham Borough Council	Std Ord	245.00		Town Hall Chambers 2239762
08/04/2024	Barclays Plc	COMMISSION	15.00		Bank charge for Kenyan Sch pay
15/04/2024	April salary	BACS	29,542.02		April salary
17/04/2024	Castle Water Limited	DDR 170420	15.00		Purchase Ledger DDR Payment
24/04/2024	DD return	BACS	800.00		V689 22138 V161 21085 V759etc
30/04/2024	BACS P/L Pymnt Page 4987	BACS Pymnt	8,587.10		BACS P/L Pymnt Page 4987
30/04/2024	BACS P/L Pymnt Page 4992	BACS Pymnt	5,922.02		BACS P/L Pymnt Page 4992
30/04/2024	BACS P/L Pymnt Page 4996	BACS Pymnt	8,166.63		BACS P/L Pymnt Page 4996
01/05/2024	Peninsula	Std Ord	167.44		HR support
01/05/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/05/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/05/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/05/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/05/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
02/05/2024	1-2-1	DUP 1-2-1	-547.50		1-2-1
02/05/2024	1-2-1	DUP121REV	547.50		Reverse 1-2-1 DUP
08/05/2024	ALLOT STAFF	BACS	71.08		ALLOT STAFF
08/05/2024	TH STAFF	BACS	26.00		TH STAFF
10/05/2024	DD return	BACS	406.00		DD return
14/05/2024	BACS P/L Pymnt Page 5007	BACS Pymnt	5,203.59		BACS P/L Pymnt Page 5007
15/05/2024	BACS P/L Pymnt Page 5011	BACS Pymnt	3,718.93		BACS P/L Pymnt Page 5011
15/05/2024	May salary	MAY SALARY	29,670.70		May salary
15/05/2024	F & P and Current Accounts	PL 5011	3,718.93		PL 5011
17/05/2024	Castle Water Limited	DDR1705	15.63		10002163955/Castle Water Limit
20/05/2024	BACS P/L Pymnt Page 5024	BACS Pymnt	-537.14		BACS P/L Pymnt Page 5024
22/05/2024	BACS P/L Pymnt Page 5018	BACS Pymnt	3,321.76		BACS P/L Pymnt Page 5018
23/05/2024	Spooner Fruit bush	BACS	220.83		Spooner Fruit bush
23/05/2024	DD returns	BACS	700.00		DD returns
24/05/2024	Volunteer parking	BACS	22.50		Volunteer parking
29/05/2024	BACS P/L Pymnt Page 5021	BACS Pymnt	1,809.36		BACS P/L Pymnt Page 5021
31/05/2024	DDREFUNDST	DDREFUNDST	342.50		DDREFUNDST
		Total Payments	105,144.47		

Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Amenities</u>							
1256 Misc. Income	0	0	30	30			
Amenities :- Income	0	0	30	30			0
4411 Hanging Flower Baskets	22,070	4,195	24,500	20,305	18,689	1,616	
4506 E Bike event	104	0	1,000	1,000		1,000	
4508 Graffiti removal	6,188	0	8,000	8,000	158	7,843	
4514 Christmas Light Projects	6,998	0	6,500	6,500	435	6,065	
4515 Christmas Lighting Contract	28,753	10,826	26,500	15,674	16,405	(731)	
4521 Market Place Cleaning	1,541	0	4,500	4,500		4,500	
Amenities :- Indirect Expenditure	65,654	15,020	71,000	55,980	35,687	20,293	0
Net Income over Expenditure	(65,654)	(15,020)	(70,970)	(55,950)			
<u>102 Market</u>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	12,737	40,200	27,463			
1222 Farmers /Vegan Market	1,710	190	1,850	1,660			
Market :- Income	53,487	12,927	42,050	29,123			0
4100 Repairs & Maintenance	11,176	0	1,980	1,980	753	1,227	
4131 Electricity	749	443	1,375	932		932	
4145 Rates	3,368	672	3,370	2,698		2,698	
4172 Licences (All)	1,565	1,050	2,550	1,500		1,500	
4327 Advertising/Marketing	1,895	0	1,000	1,000		1,000	
4607 Marketing	0	0	0	0	152	(152)	
Market :- Indirect Expenditure	18,753	2,165	10,275	8,110	904	7,206	0
Net Income over Expenditure	34,734	10,762	31,775	21,013			
<u>103 Parks & Bloom</u>							
1103 KGV Trust Income	1,100	0	1,100	1,100			
1104 Redlands Farm Rent	450	113	350	238			
1256 Misc. Income	500	103	0	(103)			
1267 Bloom income	2,805	119	1,600	1,481			
Parks & Bloom :- Income	4,855	335	3,050	2,715			0
4008 Travel,Subsistance, Parking	0	23	0	(23)		(23)	
4100 Repairs & Maintenance	48,423	1,133	37,000	35,867	2,787	33,080	
4103 Grass Cutting	17	0	0	0		0	
4105 Maintenance Contracts	23,693	2,667	30,240	27,573	29,533	(1,960)	
4106 Elms Field Maintenance	43,317	(212)	29,000	29,212	2,623	26,589	

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4107 Trees	24,923	12,596	35,000	22,404	1,065	21,339	
4114 KGV & Leslie Sears Maintenance	1,582	0	1,500	1,500		1,500	
4120 Security	773	0	1,000	1,000		1,000	
4131 Electricity	484	386	5,000	4,614		4,614	
4135 Water	146	40	300	260		260	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4151 Waste Collection	8,253	808	7,000	6,192	7,193	(1,001)	
4154 External Cleaning	849	340	0	(340)		(340)	
4155 Park Yoga	1,400	0	1,400	1,400	1,400	0	
4312 Street Furniture	0	0	600	600		600	
4316 Playground repairs	0	906	6,500	5,594	605	4,989	
4327 Advertising/Marketing	0	0	750	750		750	
4412 Thames and Chiltern in Bloom	15,458	524	10,000	9,476	1,326	8,150	
4522 Wildflower planting & Maintena	0	0	2,000	2,000		2,000	
Parks & Bloom :- Indirect Expenditure	170,177	19,210	167,640	148,430	46,532	101,898	0
Net Income over Expenditure	(165,323)	(18,875)	(164,590)	(145,715)			
6001 plus Transfer from EMR	15,642	0					
Movement to/(from) Gen Reserve	(149,681)	(18,875)					
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	16,891	3,445	22,000	18,555			
1011 Lettings-Committee Rooms	2,794	257	2,400	2,143			
1019 Out of hours lettings - income	1,817	175	2,000	1,825			
1020 Lettings-Upstairs Hall	5,366	836	5,000	4,164			
1030 Emmbrook Peppercorn Rent	1	0	10	10			
Woosehill :- Income	26,869	4,712	31,410	26,698			0
4100 Repairs & Maintenance	12,986	647	9,900	9,253	13,177	(3,924)	
4109 Health & Safety Surveys	0	495	1,250	755		755	
4120 Security	5,258	329	4,000	3,671	3,814	(142)	
4131 Electricity	934	422	1,650	1,228		1,228	
4132 Gas	1,488	306	1,430	1,124		1,124	
4135 Water	413	89	715	626		626	
4145 Rates	3,196	700	3,520	2,820		2,820	
4150 Cleaning Materials	57	96	600	504		504	
4151 Waste Collection	1,138	20	1,100	1,080	1,503	(424)	
4154 External Cleaning	1,328	200	3,000	2,800	2,755	45	
4320 Telephones	822	223	600	377		377	

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4382 Insurances	452	0	300	300		300	
Woosehill :- Indirect Expenditure	28,073	3,526	28,065	24,539	21,249	3,289	0
Net Income over Expenditure	(1,204)	1,186	3,345	2,159			
106 Town Hall							
1010 Lettings-Main Hall	3,572	782	3,900	3,118			
1011 Lettings-Committee Rooms	2,979	398	2,500	2,103			
1012 Lettings-Kitchen	76	77	200	123			
1013 Lettings-Council Chamber	487	17	700	683			
1014 Lettings-Annexe	528	0	800	800			
1015 Lettings-Jubilee Room	737	69	1,160	1,091			
1016 Wedding Income	13,957	11,650	15,500	3,850			
1017 Information Centre Income	17	0	0	0			
1025 Letting Fees - All Tenants	93,390	18,315	93,390	75,075			
1026 Service Charges - All Tenants	4,430	972	7,420	6,448			
1027 Insurance Recharge - All Tenan	6,179	171	0	(171)			
1158 Banner Income	300	0	0	0			
1256 Misc. Income	3,158	0	0	0			
1258 Equipment Hire (Bookings)	383	215	1,200	985			
1260 Hospitality Income	2,424	348	2,500	2,152			
1261 Citizenship Ceremonies	1,600	0	1,590	1,590			
1262 Wedding catering income	8,028	2,726	5,000	2,274			
Town Hall :- Income	142,245	35,740	135,860	100,120			0
4100 Repairs & Maintenance	38,987	4,351	28,050	23,699	9,322	14,377	
4109 Health & Safety Surveys	1,445	820	2,700	1,880	5,595	(3,715)	
4120 Security	5,500	849	6,000	5,151	5,035	116	
4121 CCTV	336	(336)	800	1,136	1,000	136	
4131 Electricity	7,189	5,049	11,400	6,351		6,351	
4132 Gas	5,854	1,692	7,700	6,008		6,008	
4135 Water	(4,583)	323	8,730	8,407		8,407	
4145 Rates	25,176	6,169	30,850	24,681		24,681	
4150 Cleaning Materials	2,251	425	2,000	1,575	168	1,408	
4151 Waste Collection	1,268	57	1,500	1,443	743	700	
4154 External Cleaning	8,413	572	8,180	7,608	8,690	(1,082)	
4172 Licences (All)	295	0	3,500	3,500		3,500	
4325 Town Hall Equipment Purchases	630	0	1,000	1,000		1,000	
4332 Function costs	3,058	899	2,250	1,351	53	1,298	
4398 Wedding external catering	4,419	80	4,000	3,920		3,920	
Town Hall :- Indirect Expenditure	100,238	20,951	118,660	97,709	30,605	67,105	0
Net Income over Expenditure	42,007	14,789	17,200	2,411			
6001 plus Transfer from EMR	6,823	0					
6002 less Transfer to EMR	(6,664)	0					

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	55,494	14,789					
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	1,075	0	(1,075)			
1203 Allotment Rents	17,164	229	17,000	16,771			
1256 Misc. Income	209	0	0	0			
Allotments :- Income	65,983	1,304	17,000	15,696			0
4100 Repairs & Maintenance	52,966	3,650	7,700	4,050	7,970	(3,920)	
4101 Competitions	968	0	700	700		700	
4105 Maintenance Contracts	0	0	3,760	3,760		3,760	
4135 Water	2,033	0	4,250	4,250		4,250	
4146 St Pauls Gate Rental	72	0	80	80		80	
4154 External Cleaning	0	0	4,500	4,500		4,500	
Allotments :- Indirect Expenditure	56,038	3,650	20,990	17,340	7,970	9,370	0
Net Income over Expenditure	9,945	(2,346)	(3,990)	(1,644)			
<u>120 Amenities Capital</u>							
4302 Town Hall Structural Repairs	0	0	30,000	30,000		30,000	
4309 Footpath Upgrade	26,764	0	0	0		0	
4313 Playground Upgrades	46,379	0	40,000	40,000		40,000	
Amenities Capital :- Indirect Expenditure	73,143	0	70,000	70,000	0	70,000	0
Net Expenditure	(73,143)	0	(70,000)	(70,000)			
6001 plus Transfer from EMR	26,764	0					
Movement to/(from) Gen Reserve	(46,379)	0					
<u>201 Personnel</u>							
1256 Misc. Income	560	0	0	0			
Personnel :- Income	560	0	0	0			0
4000 Basic Pay	402,160	73,960	476,500	402,540		402,540	
4001 Overtime Pay	20,681	2,242	20,750	18,508		18,508	
4002 NI Costs	36,413	6,912	45,000	38,088		38,088	
4003 Pension Costs	108,485	19,726	125,000	105,274		105,274	
4004 Personnel Services Contracted	1,674	279	3,670	3,391		3,391	
4005 Staff Training	7,616	509	7,250	6,741		6,741	
4006 Recruitment	(117)	0	1,000	1,000	814	186	
4010 Councillor Training	643	0	1,500	1,500	59	1,441	
4011 PPE and workwear	0	0	750	750		750	
Personnel :- Indirect Expenditure	577,555	103,627	681,420	577,793	873	576,920	0
Net Income over Expenditure	(576,995)	(103,627)	(681,420)	(577,793)			

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
301 F & P Administration							
1107 CIL FUNDING FROM WBC	126,344	32,035	200,000	167,965			
1160 Public Donation	0	1	0	(1)			
1251 Interest Received	31,414	3,543	23,200	19,657			
1256 Misc. Income	93,879	804	0	(804)			
1276 PRECEPT	1,118,820	613,634	1,227,267	613,633			
F & P Administration :- Income	1,370,457	650,016	1,450,467	800,451			0
4007 Car Allowances	1,239	207	1,240	1,034		1,034	
4008 Travel,Subsistance, Parking	4,432	591	3,000	2,409		2,409	
4009 Van hire costs	6,022	999	10,500	9,501		9,501	
4145 Rates	12,135	1,679	14,246	12,567		12,567	
4150 Cleaning Materials	1,034	0	0	0	24	(24)	
4310 Office Equipment Purchases	1,958	1,002	6,500	5,498	6,350	(852)	
4311 Office Equipment Maintenance	0	0	2,180	2,180		2,180	
4320 Telephones	12,165	2,110	7,500	5,390	20	5,370	
4321 Stationery	0	253	1,500	1,247	23	1,224	
4322 Office Supplies	3,076	60	1,500	1,440	28	1,412	
4323 Postage	428	0	800	800		800	
4324 Photocopier Lease	1,678	389	1,560	1,171		1,171	
4326 Subscriptions	17,351	6,022	16,800	10,778	5,883	4,895	
4327 Advertising/Marketing	2,055	680	5,180	4,500	1,041	3,459	
4329 Website Maintenance	400	0	1,200	1,200		1,200	
4344 Strategic Marketing	5,014	864	4,000	3,136	3,136	0	
4379 Professional & Legal Fees	5,559	(2,560)	8,000	10,560	5,832	4,728	
4380 External Audit Fees	2,200	(2,100)	2,000	4,100	2,100	2,000	
4381 Internal Audit Fees	1,131	(220)	2,000	2,220	2,120	100	
4382 Insurances	30,287	4,804	28,600	23,796		23,796	
4383 Bank Charges	678	84	1,000	916		916	
4395 Photocopier Usage	1,019	95	1,200	1,105		1,105	
4396 Publications	0	0	300	300		300	
4602 Election & Reserve	40,875	(8,000)	8,500	16,500		16,500	
4990 CIL Expenditure reserve	0	7,987	160,000	152,013		152,013	
F & P Administration :- Indirect Expenditure	150,735	14,947	289,306	274,359	26,557	247,802	0
Net Income over Expenditure	1,219,723	635,069	1,161,161	526,092			
6001 plus Transfer from EMR	32,875	0					
6002 less Transfer to EMR	126,344	0					
Movement to/(from) Gen Reserve	1,126,253	635,069					

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>302 Civic</u>							
4333 Newsletter	5,211	5,034	5,500	466		466	
4362 Civic Receptions	1,198	0	900	900		900	
4365 Heritage Day	3,205	63	3,850	3,787	185	3,602	
4369 Remembrance Day	2,911	0	3,200	3,200		3,200	
4370 Christmas Music	0	0	1,250	1,250		1,250	
4371 Honoraria	1,400	0	1,500	1,500		1,500	
4372 Chair's Allowance	1,750	0	3,500	3,500		3,500	
4373 Civic Transport	0	0	100	100	35	65	
4374 Official Gifts	229	9	500	491	51	440	
4375 Christmas Cards	278	0	300	300		300	
4376 Insignia & Dress	3,800	997	3,000	2,003	70	1,933	
4377 Civic Awards	1,279	0	2,000	2,000		2,000	
4378 Silver Talks	71	0	150	150		150	
4399 Mayor's Sunday	2,975	2,648	5,000	2,352	100	2,252	
4400 Mayors Chaplain	0	0	175	175		175	
4401 Beating the Bounds	0	0	4,000	4,000		4,000	
4523 Museum Accreditation	287	0	12,500	12,500	34	12,466	
Civic :- Indirect Expenditure	24,593	8,751	47,425	38,674	474	38,200	0
Net Expenditure	(24,593)	(8,751)	(47,425)	(38,674)			
<u>303 Grants</u>							
1256 Misc. Income	2,000	0	0	0			
Grants :- Income	2,000	0	0	0			0
4352 Youth Council Sports Grants	700	0	2,000	2,000		2,000	
4353 Grants General	38,439	95,169	95,169	0		0	
4363 Grants Service Providers	49,100	0	0	0		0	
4393 Grants - In year	0	0	10,000	10,000		10,000	
Grants :- Indirect Expenditure	88,239	95,169	107,169	12,000	0	12,000	0
Net Income over Expenditure	(86,239)	(95,169)	(107,169)	(12,000)			
<u>304 Arts & Culture</u>							
1159 Book Festival Income	3,291	1,800	3,600	1,800			
1164 Lunar New Year income	0	0	100	100			
1253 Fun Day Income	520	756	350	(406)			
1266 Board games income	274	0	1,000	1,000			
Arts & Culture :- Income	4,085	2,556	5,050	2,494			0

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4341 Concert	60,602	66,902	67,245	343	0	343	
4343 PRS Licence	0	0	600	600		600	
4345 Book Festival	5,994	(298)	7,800	8,098	498	7,600	
4388 Theatre in the Park	3,701	1,870	4,000	2,130	2,018	112	
4389 Board Games event	359	0	1,000	1,000		1,000	
4512 Sunny Saturdays	1,695	0	3,000	3,000		3,000	
4513 Dressing the Christmas Tree	1,602	0	1,350	1,350		1,350	
4526 Lunar New Year	8,332	0	10,450	10,450		10,450	
4527 Chalk about it	4,050	0	4,320	4,320	3,700	620	
4603 Fun Day	13,487	16,132	18,100	1,968	1,296	671	
4608 Virtual Museum Upgrade	4,439	0	0	0		0	
Arts & Culture :- Indirect Expenditure	104,261	84,606	117,865	33,259	7,512	25,747	0
Net Income over Expenditure	(100,176)	(82,050)	(112,815)	(30,765)			
6001 plus Transfer from EMR	1,481	0					
Movement to/(from) Gen Reserve	(98,695)	(82,050)					
<u>401 Highways and Planning</u>							
1106 Grant Funding (External)	1,901	3,299	2,640	(659)			
1163 Cycle locker income	155	0	300	300			
Highways and Planning :- Income	2,056	3,299	2,940	(359)			0
4111 Bus Shelter Repairs	696	248	3,000	2,752	639	2,113	
4529 Cycle lockers	1,901	0	2,640	2,640		2,640	
Highways and Planning :- Indirect Expenditure	2,597	248	5,640	5,392	639	4,753	0
Net Income over Expenditure	(541)	3,051	(2,700)	(5,751)			
Grand Totals:- Income	1,672,597	710,890	1,687,857	976,967			
Expenditure	1,460,055	371,870	1,735,455	1,363,585	179,003	1,184,581	
Net Income over Expenditure	212,541	339,020	(47,598)	(386,618)			
plus Transfer from EMR	83,585	0					
less Transfer to EMR	119,680	0					
Movement to/(from) Gen Reserve	176,446	339,020					

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 31/05/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	33,146	
105	VAT Control Account	9,413	
108	Market Debtors	1,712	
109	Allotment Debtors	63	
201	F & GP + Current Account	956,535	
202	Clerk's Drawings Account	39,461	
209	RYND	18,259	
210	Petty Cash	175	
211	Office 2 (Michael Cragg)	819	
212	CCLA Public Sector deposit fun	440,000	
Total Current Assets			1,499,581
<u>Current Liabilities</u>			
501	Creditors	(2,050)	
502	Receipts in Advance	750	
504	RYND Creditor	18,259	
508	Office 2 Michael Cragg	819	
516	Superannuation Control A/C	(13,427)	
561	Hire Deposits Town Hall	2,200	
562	Hire Deposits Woosehill	900	
564	Long Term Key & Damage	2,625	
Total Current Liabilities			10,075
Net Current Assets			1,489,506
Total Assets less Current Liabilities			1,489,506
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	339,020	
310	General Reserve	296,425	
321	Emergency Provision	225,000	
324	Election Reserve	625	
327	Tree maint Earmark Reserve	10,077	
360	Playpark Earmark Reserve	373,284	
370	Town Hall Maintenance Reserve	38,263	
380	CIL Earmarked Reserve	206,813	
Total Equity			1,489,506

NB: The balance sheet does not show investments other than in interest bearing savings accounts, as these are identified as long-term investments for town and parish councils and appear on the Fixed Asset Register.

As at 31st May 2024, the value of the investment was £91,350.37
There were no long-term liabilities as at 31st May 2024.

Cost centre	Current Approved Budget £	Profilled budget £	Actuals £	Current variance £	Year End Expected Variance £	Comments on variance
Allotments	20,990	3,498	3,370	(128)		projects funded by S106 funding for allotments
	(17,000)	(1,008)	(1,241)	(233)		S106 funding for allotment paths
	3,990	2,490	2,129	(361)		
Amenities	71,000	10,029	15,020	4,991		Monies spent on Christmas lighting project & hanging flowers, remaining profiled evenly
	(30)	-	-	-		
	70,970	10,029	15,020	4,991		
Amenities Capital	70,000	-	-	-		Proposal to transfer £30k TH structural repairs to Town Hall, leaving £40k playground upgrades
		-	-	-		
	70,000	-	-	-		
Arts & Culture	117,865	85,345	37,013	(48,332)		Profiled budget reflects Fun Day and Concert - balance of Yes invoices to be paid early June
	(5,050)	(2,525)	(2,556)	(31)		
	112,815	82,820	34,457	(48,363)		
Civic	47,425	9,000	8,751	(249)		
	-	-	-	-		
	47,425	9,000	8,751	(249)		
F & P Administration	289,306	21,884	14,947	(6,937)		awaiting invoices for audit fees/ selection costs (£10k), agreed CIL spend Woollahill chairs £8k
	(1,450,487)	(725,234)	(650,016)	75,271		May receive additional CIL earlier than planned but will move to reserves
	(1,161,161)	(703,349)	(635,069)	68,290		
Grants	107,169	95,169	95,169	-		£2k Youth Council sports grants and £10k in year grants not yet allocated
		-	-	-		
	107,169	95,169	95,169	-		
Highways and Planning	5,640	940	248	(692)		Bus shelter repairs and cycle locker profiled evenly - used as required
	(2,940)	(2,940)	(3,299)	(359)		3 year grant this is remainder of funding to be spent this year
	2,700	(2,000)	(3,051)	(1,051)		
Market	10,275	1,713	2,165	453		budget profiled evenly
	(42,050)	7,008.33	(8,929)	(1,921)		budget profiled evenly
	(31,775)	(5,296)	(6,764)	(1,468)		
Parks & Bloom	167,640	23,773	18,103	(5,670)		
	(3,050)	(508)	(335)	173		
	164,590	23,265	17,769	(5,497)		
Personnel	681,420	113,570	103,627	(9,943)		Training and recruitment budgets profiled evenly. Additional staffing budget agreed in previous financial year for 0.5FTE grounds / Bloom officer, and additional admin support for Market to be funded via reserves. Small number of additional hours added to Allotment role to provide greater flexibility within grounds team.
	-	-	-	-		
	681,420	113,570	103,627	(9,943)		
Town Hall	118,660	19,777	20,951	1,174		
	(135,860)	(26,917)	(35,174)	(8,257)		Wedding bookings are at 26 for financial year (32 till end June 2023).
	(17,200)	(7,140)	(14,223)	(7,083)		
Woollahill	28,065	4,678	3,371	(1,307)		Budget profiled evenly
	(31,410)	(5,235)	(4,577)	658		Budget profiled evenly
	(3,345)	(558)	(1,207)	(650)		
TOTAL	47,598	(382,000)	(383,393)	(1,393)		

Statement of Account

Mrs L Davison
Wokingham Town Council
Town Hall
Market Place
Wokingham
RG40 1AS

5 June 2024

Account name: **WOKINGHAM TOWN COUNCIL-WOKINGHAM TOWN COUNCIL**
Account number: **LA3077623-001**
Statement period: **30/04/2024 to 31/05/2024**

Account summary

Total valuation as at 31 May 2024 **£91,350.37**
Total valuation as at last statement at 30 April 2024 **£91,508.53**

Holdings as at 31 May 2024

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	33,144.0000	2.756166	91,350.37	2.713445	89,934.42
			Mid Value		Bid Value
			£91,350.37		£89,934.42

Transactions for the period from 30 April 2024 to 31 May 2024

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
30/04/2024	Paid to Nominated Bank Details			£2,042.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded. CCLA Fund Managers Limited (registered in England and Wales, No. 8735639) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London EC4R 3AB.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

Please note due to a change in which the Fund's income distribution calculation is now completed, your income payments may display two values on this statement if a transaction took place during the period in question.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [**clientservices@ccla.co.uk**](mailto:clientservices@ccla.co.uk).

CIL monitoring report – June 2024 - CIL received, spent and held in reserves to date:

Date	Sum received (rounded to nearest £1)	Cumulative sum received (rounded to nearest £1)	Sum allocated	Purpose	Sum remaining	Spend deadline
April 16 to Oct 21	£1,786,478	£1,786,478	£1,786,478	Market Place refurbishment	Nil	
April 2022	£209,149		£209,149	Market Place refurbishment	Nil	
October 2022	£184,842	£2,180,469	£104,373	Market Place refurbishment	£80,469	October 2027
April 2023	£101,054		Nil		£181,523	April 2028
October 2023	£25,290	£2,306,813	Nil		£206,813	October 2028
April 2024 (received 1 st May)	£32,035	£2,338,848	Nil		£238,848	April 2029

Approved CIL spending 2024-25

Item	Sum	Approval reference
New chairs for Woosehill Community Centre	£7,987.34	Resolution 30783 (January 2024 Full Council)

Approved CIL spending (not yet spent)

Item	Sum	Approval reference
New fire doors for Woosehill Community Centre	£10,125	Resolution 30783 (January 2024 Full Council)

Future CIL:

CIL received by WBC, to be paid to WTC in October 2024	211508 - £16,355 232808 - £6,540	£22,896
Parish CIL outstanding (demand notice issued, awaiting payment)	211508 - £32,711 232808 - £6,540	£39,251
Potential CIL (Planning application granted and liability notice issued. Actual receipts will be dependent on development commencing and any relief applied for and granted)	200700 - £41,758 203544 - £290,897 212112 - £7,726 213975 - £54,687 220344 - £12,709 221890 - £16,335 232002 - £3,942 232380 - £7,644 231573 - £11,393 231631 - £2,911 232361 - £15,535 231579 - £1,467	£467,005



Wokingham Town Council

Town Clerk's Report 13(b)/2024

To: Finance & Personnel Committee

Date: 18th June 2024

Subject: WBC Community Infrastructure Levy (CIL) funding request for playground

1 PURPOSE OF REPORT

- 1.1 To consider a recommendation from the WTC Amenities Committee regarding a request received from Wokingham Borough Council to fund refurbishment works to a play area located within the town area.

2 BACKGROUND

- 2.1 Wokingham Borough Council has submitted a request to the town council to use a proportion of the town council's CIL reserves to fund the installation of two new springers, and either a comprehensive or partial replacement of play area surfacing at the play area in Barkham Recreation Ground, off Latimer Road.

- 2.2 CIL is a charge made to developers, by Wokingham Borough Council and payable on new housing development. A proportion of funds received is passed to the town council. Funds can be used by the town council for the provision, improvement, replacement, operation or maintenance of infrastructure, or any other measures which mitigate the impact that development has on an area.

CIL must be spent or committed within five years of receipt.

- 2.3 The WTC Amenities Committee considered the request at their meeting on 20th May 2024, and the committee recommended that the town council offer to match-fund the refurbishment works with the borough, whichever level of refurbishment the borough should chose.

3 CURRENT POSITION

- 3.1 The play area is located in the town area but is not owned or managed by the town council.

4 FOR CONSIDERATION

- 4.1 Option A is to fund:
- Removal of existing spring rider and installation of two new sit in spring riders
 - Focussed resurfacing of pad areas under existing equipment (130 m2 black EDPM) – full over skim, with bright colour EPDM graphics
- Total cost: £20,585**
Match funding cost to WTC: £10,290 approx
 See attached quote for specific details.

- 4.2 Option B is to fund:
- Removal of existing spring rider and installation of two new sit in spring riders
 - Complete resurfacing (380 m2 black EPDM and 40 m2 of colour in high impact areas and empty areas to add play value)
 - **Total cost: £36,270**
 - **Match fund cost to WTC: £18,135**
See attached quote for specific details.

FINANCIAL IMPLICATIONS

- 5** 5.1 The Town Council currently has approximately £240,000 in CIL reserves, all of which still has in excess of 3 years remaining before it must be spent.
- 5.2 The Town Council has previously committed the use of CIL funds for the refurbishment of the town council's play areas.

NEXT STEPS

- 6** 6.1 To consider the recommendation from the WTC Amenities Committee and the request from WBC
- 6.2 To make a recommendation that will go to the next meeting of the full council





Ricky Josey
Wokingham Borough Council
Shute End
Wokingham, Berkshire
RG40 1BN
Email: ricky.josey@wokingham.gov.uk
Telephone: 07554439035

Ref: Q-01347 Date: 09/04/2024

Dear Ricky,

Further to your recent enquiry regarding the refurbishment of Latimer Road, we are delighted to offer our quotation for the following:

Site Address: Latimer Road RG41 2XX

<p>Surfacing: Full over skim with bright colour EPDM graphics. (sizes include making all bays slightly larger with fresh chase cut as surrounding tarmac is damaged)</p> <p>Main large area with trail and small MPU: 130m² Spring Rider: 14m² Cradle Swings: 21m² Flat Swings: 26m²</p> <p>Option to surface entire area including tarmac (EST £33k)</p>	<p>£18,235.00 + VAT</p>
<p>Equipment:</p> <ul style="list-style-type: none">• Remove and dispose of existing spring rider• Supply and install 1no caterpillar and 1no Bee sit in spring riders	<p>£2,350.00 + VAT</p>

Subtotal for the above works:	£20,585.00
VAT:	£4,117.00
Total:	£24,702.00



Installation notes:

- All installations are fully compliant with BSEN:1176 and BSEN:1177.
- We pride ourselves on high quality work and unless specifically noted otherwise, will endeavour to make good any disruption caused by our installation.

General:

- The above quotation is valid for 14 days from the date of submission. Any variation to the agreed scope will be confirmed in writing from the Customer or those addressed above.
- All prices are shown exclusive of VAT unless specifically noted. VAT totals are supplied and calculated at the appropriate rate.
- Payment terms are 14 days from the date of invoice.
- Commencement of works is dependent on our receipt of a PO or quotation acceptance. Please contact us post quotation receipt to arrange the most appropriate time to undertake the work.
- Full terms and conditions are available upon request.

Should the above be of interest or should you require any further information, please do not hesitate to progress with a member of our sales team, or the undersigned.

Yours sincerely,

Ian Gower

Ian Gower – Business Manager
on behalf of Infinity Playgrounds Ltd



Ricky Josey
Wokingham Borough Council
Shute End
Wokingham, Berkshire
RG40 1BN
Email: ricky.josey@wokingham.gov.uk
Telephone: 07554439035

Ref: Q-01347-A Date: 11/04/2024

Dear Ricky,

Further to your recent enquiry regarding the refurbishment of Latimer Road, we are delighted to offer our quotation for the following:

Site Address: Latimer Road RG41 2XX

<p>Surfacing: Complete re-surface with bright colour EPDM graphics.</p> <p>Clear full area of any loose surfacing, debris and detritus</p> <p>Supply and install approximately 380m2 of BLACK EPDM over entire area including tarmac and all existing bays.</p> <p>Supply and install approximately 40m2 Colour EPDM graphics in high impact zones and some empty areas to add play value (price includes a hopscotch)</p> <p>Price includes all provisions, design and before and after drone footage to share on socials</p>	<p>£33,920.00 + VAT</p>
<p>Equipment:</p> <ul style="list-style-type: none">• Remove and dispose of existing spring rider• Supply and install 1no caterpillar and 1no Bee sit in spring riders	<p>£2,350.00 + VAT</p>

Subtotal for the above works:	£36,270.00
VAT:	£7,254.00
Total:	£43,524.00

Installation notes:

- All installations are fully compliant with BSEN:1176 and BSEN:1177.
- We pride ourselves on high quality work and unless specifically noted otherwise, will endeavour to make good any disruption caused by our installation.

General:

- The above quotation is valid for 14 days from the date of submission. Any variation to the agreed scope will be confirmed in writing from the Customer or those addressed above.
- All prices are shown exclusive of VAT unless specifically noted. VAT totals are supplied and calculated at the appropriate rate.
- Payment terms are 14 days from the date of invoice.
- Commencement of works is dependent on our receipt of a PO or quotation acceptance. Please contact us post quotation receipt to arrange the most appropriate time to undertake the work.
- Full terms and conditions are available upon request.

Should the above be of interest or should you require any further information, please do not hesitate to progress with a member of our sales team, or the undersigned.

Yours sincerely,

Ian Gower

Ian Gower – Business Manager
on behalf of Infinity Playgrounds Ltd



19th May 2024

Beaumont House
59 High Street
Theale
Reading

FAO Michael Aslin
Wokingham Town Council
Town Hall
Marketplace
Wokingham
RG40 1AS

Dear Michael,

S24 – 2152 Town Hall Fire Reinstatement Property Valuation Assessment:

Thank you for giving us the opportunity to provide a fee proposal for the above rebuild calculation and report. You will see our proposal below.

1 - Our Services Key Criteria

1. Visit site to understand any ‘abnormal’ elements to the property and site, take a photographic record of any elements that require added consideration and prepare notes to aid with the preparation of the updated estimate and report.
2. Provide an estimate and report for the above.

2 - Fee Proposal.

Our fee is based on hourly rates, multiplied by our assessment of the resource requirement to complete the task. Our fee table is noted below:

We offer to provide the Services on the following fee basis (the ‘Fees’):

Resource	Time/ Rate	Total Cost
Partner	2 Hours x £160/ Hour	£320.00
Quantity Surveyor	19 Hours x £75/ Hour	£1,425.00
Document Control/ Administration	2 Hours x £35/ Hour	£70.00
	Total Fee Cost	£1,815.00

Our fees in the table above include for all reasonable expenses and disbursements. Should any other ad-hoc / further services be needed, we would propose the following hourly rates, albeit we would seek to confirm lump sum fees where a specific task is known:

Partner/ Director	£160/hr
Associate Quantity Surveyor	£105/hr
Quantity Surveyor	£75/hr
Graduate	£55/hr



Assumptions / Exclusions

For clarity, we have excluded the following:

- 1) Any design services are excluded from this proposal.
- 2) Any legal services are excluded from this proposal.

Contract Terms

We will provide the Services in accordance with the terms of this offer letter and our Standard Terms and Conditions (Version 25 attached to this Offer Letter) (the "Terms"), which are hereby incorporated into this Offer Letter.

We hope that this proposal is of interest. If you have any questions regarding the content, please do not hesitate to contact me.

Acceptance

Notwithstanding the above, if the offer is not accepted within a period of 30 days from the date of this Offer Letter, we reserve the right to amend or withdraw the terms on which the offer is made.

Your acceptance of this offer will form a binding contract between us for the provision of and payment for the Services on the terms set out and incorporated in this Offer Letter.

We trust we have interpreted your requirements correctly, however, should you wish to discuss the above further please do not hesitate to contact us.

Yours Faithfully



Paul Walsh-Taylor
Partner
For Ridge and Partners LLP

Enclosure Ridge Terms and Conditions (Version 25)



Wokingham Town Council

Town Clerk's Report 15/2024

To: Finance and Personnel Committee

Date: 18TH June 2024

Subject: Council main grants

1 PURPOSE OF REPORT

- 1.1 To review and approve an updated main grants policy to reflect the council's updated vision and strategic aims

2 BACKGROUND

- 2.1 The town council has a policy which specifies the criteria for allocating grants. This policy has been updated to reflect the council's adopted vision and strategic aims.
- 2.2 In addition, a number of additional amendments have been suggested by the Town Clerk

3 FOR CONSIDERATION

- 3.1 To update the vision information under 'Our Vision'

Reason: To reflect the updated aims of the council and ensure that the council's grant funds are directed towards projects and work that support the delivery of the council's strategic aims

- 3.2 To update wording under 'our vision' from:
'the town council will not consider allocations in excess of £15k for any single grant'

To:

'the town council is unlikely to consider allocations in excess of £15k for any single grant'

Reason: one grant exceeding £15k was allocated in 2024-25

- 3.3 To remove the option for applicants to apply for a longer-term 'service provider' grant, but to retain the option for the committee to offer longer-term grants to service providers if it deems appropriate to do so.

Reason: There is a degree of confusion over grants for the provision of services that the council 'would need to provide itself'.

All grants are for the provision of services that the council has the power to choose to provide but is not specifically required to do so in legislation.

Retaining the option for the committee to allocate a longer-term service grant allows the council to offer longer-term financial planning for the provider organisations whilst removing any expectation.

- 3.4 To increase the threshold for requiring a liaison between the council and the organisation from £5K to £7.5K

Reason: To re-set the level at which councillors are expected to play a greater role in the work of a grant receiving organisation, in recognition of the impact of inflation of costs of providing services.

Note: There is no proposal to alter the threshold at which recipients are required to return a grant monitoring report to the council after spending their grant funding.

4 **FINANCIAL IMPLICATIONS**

- 4.1 There is not expected to be any financial implication from the above changes.

5 **NEXT STEPS**

- 5.1 To review and consider the above proposed amendments to the grants policy
- 5.2 To consider the proposed dates for opening and closing the council's grants program:
Opening – Monday 22nd July 2024
Closing – Friday 20th September 2024
Grant application review meeting – Tuesday 12th November 2024

Grant Policy 2024

Overview

Introduction

Wokingham Town Council (WTC) supports local organisations through the annual allocation of grants, the recipients of which are selected following an on-line application process.

The Finance and Personnel Committee consider all applications and award grants to those organisations which demonstrate that their funding will best support the Town Council's vision:

Our Vision

Wokingham Town Council embraces our past, celebrates our present and builds for our future.

The town council has four key principles and priorities that drive the work of the council:

Being sustainable

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

Involving everyone

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

Fostering Town Pride

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

Enriching community

Creating and supporting opportunities to bring our community together and help it to thrive.

The Council agrees an annual budget for its awards which will not normally exceed 10% of its annual precept. In addition, **under normal circumstances, it is unlikely to consider** allocations in excess of £15K for any single grant.

In awarding funding, the council seeks to ensure that there is proportionality in relation to any awards i.e. the allocation of funding is proportionate to the number of residents benefitting from the award.

Allocation Process

WTC is seeking to work with non-commercial organisations who can demonstrate a good track record of effective delivery and fund-raising. The process is not open to individuals who may benefit on an individual basis. The Council is increasingly expecting to match fund rather than fully fund all activity. WTC divides its grant funding in two ways:

1. Event Partners – i.e. organisations that the Town Council would like to partner with to enhance Wokingham Town for all current and future residents and businesses through the delivery of cultural opportunities

- No more than 60% of the grants budget will be allocated to Service and Event Partners.
- Normally Service & Event Partners will receive security of funding for the four-year term of any council after which it will be reviewed.
- Potential new Service & Event Partners will be considered on an individual basis.
- An agreement is put in place which determines clear objectives and outcomes from the service which can be measured and reported against.
- Service & Event Partners will not need to make an annual application but will be required to report to Council to demonstrate the impact of their work and account for grant spending

2. All other applicants i.e. organisations that request support for their activities and see WTC as a potential funding stream. These applicants are considered on an annual basis and grant funding may be for a single project only, in any given year.

- These charities need to clearly demonstrate how their work aligns to the vision of the Council
- By exception Wokingham Town Council recognises the broader contribution CAB makes to the local community and therefore the organisation is not required to demonstrate its alignment with the Council's vision.
- Schools are excluded from applying for curriculum activities, Parent Teacher Associations may apply for other activities

Research demonstrates that a small allocation of funding against large projects is unlikely to bring about the desired impact. WTC is mindful of this and is unlikely to offer a small grant against a large project. Rather it will consider funding the total project or most likely work to a match funding approach where money will only be released when the organisation can demonstrate it has raised an equivalent amount of funding.

Applications made in consecutive years from any organisation will be scrutinised carefully to ensure that the organisation is offering value to the town and is in need of funds.

Reporting Process

Event Partners and organisations **in receipt of £7.5K or above:**

- A designated Councillor will be attached to the organisation for monitoring and liaison purposes and attend any relevant meetings in agreement with the organisation e.g. trustee board meetings.
- This representative will have no role in the management or running of the organisation to ensure no conflict of interest. Appendix 2
- Will be expected to submit a short report, at the end of the year demonstrating the impact of their work. All reports will include such aspects as:
 - Allocated funding
 - Costed spend
 - Outline of activity
 - Impact of activity
 - Accounts

Timescales

- Applications for funding are invited in July via an online application process only. See Appendix 1.
- Finance & Personnel decision is in October / November.
- Organisations are notified in late November for payment of the grant in the following financial year.

Any urgent requests for immediate funding outside of this timescale would be for exceptional circumstances only and the same criteria applied ie via an online application form.

Criteria for applications

Applications will only be accepted from organisations such as voluntary bodies and charities, which operate within the Town Council's boundary and provide direct benefit to all or some of its inhabitants.

The Town Council cannot guarantee a grant to any organisation and will review each and every application, which is judged on its merits.

Applications from individuals will not be considered if the benefit is personal and will only be considered if they will bring clear and positive benefit(s) to the town community. The Committee will carefully scrutinise individual applications.

- A grant cannot be given for political purposes.
- A grant cannot be given just to promote publicity.
- A grant from a parish/town council cannot be given to contribute to a charity or public service body operating overseas, or to a fund established to assist people outside the UK.

All voluntary bodies, charities or any organisation, which are seeking assistance, must supply a set of accounts for the previous year's activity. Those applying for an amount in excess of £1,000 must submit a written report, annual report or set of accounts within 12 months of receipt of a grant.

Council also has the right to ask recipients of grants, irrespective of the amount, for a statement on how the money is being spent and can also ask for financial information prior to actually giving a grant.

Applicants should be aware that the Town Council will determine its total budget for grants on an annual basis.

As well as obtaining financial information, the Town Council must be provided with evidence on the number of inhabitants, who reside within the town's boundary and who would directly benefit by the award of a grant.

If your work involves children or vulnerable adults, please ensure all safeguarding matters, related to your project/activity, are covered by a child/vulnerable adults safeguarding policy.