

# 18<sup>th</sup> June 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 9.46 pm.

## **PRESENT**

**Chair:** Cllr M Gee

**Councillors:** Cllrs B Alvi, B Callender, R Comber, S Gurney, T Lack, K Malvern (from 19:40), H Richards

## **IN ATTENDANCE**

RFO: Lisa Davison

Town Clerk: Katy Hughes

## **APOLOGIES FOR ABSENCE (Agenda Item 1)**

None

## **MEMBERS' INTERESTS (Agenda Item 2)**

None

## **QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)**

No questions were received.

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

It was proposed by Cllr M Gee and seconded by Cllr B Callender and it was

**RESOLVED  
30865**

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 30<sup>th</sup> April 2024, pages 16958 to 116967 be received as a true and correct record and that they be signed by the Chair.

A vote was taken. Of the seven members present, six members voted in favour, one member abstained from voting.

## **ACCOUNTS PAYABLE (Agenda Item 5)**

The following list of payments from the Clerk's Drawing Account and the F&P Account were received. It was proposed by Cllr B Alvi, seconded by Cllr R Comber and it was

**RESOLVED  
30866**

To approve:

- (a) the list of costs from 1<sup>st</sup> April 2024 to 31<sup>st</sup> May 2024 totalling the sum of £456,511.21 paid from the F & GP Account, this includes £93,812.15 in transfers to the Clerk's A/C.
  
- (b) the list of costs from 1<sup>st</sup> April 2024 to 31<sup>st</sup> May 2024 totalling the sum of £105,144.47 paid from the Clerks Drawings account.

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A vote was taken. Seven members voted in favour, one member abstained from voting.

### **FINANCIAL REPORTS (Agenda Item 6)**

The RFO gave a verbal report on the following financial reports which were received and noted:

- (a) Income and Expenditure to 31<sup>st</sup> May 2024.
- (b) Balance Sheet as 31<sup>st</sup> May 2024.
- (c) Revenue monitoring report to 31<sup>st</sup> May 2024.

The RFO proposed that the Town Hall budget for structural repairs for £30,000 be transferred from the Amenities Capital to the Town Hall cost centre against which in year spend should be reported.

Members requested that the monitoring report be adopted by all other committees with analysis by budget line. RFO and Town Clerk to coach officers on how to create their own monitoring reports.

The RFO gave a verbal report to propose that officers record costs incurred during the financial year 2024/5 against nominal codes with a relevant description (although they may not have a budget) instead of ones that provide the best fit. There would still be a requirement to manage their cost centre to the agreed budget for 2024-25. This would provide better visibility and accuracy to prepare for 2025-26 budget planning.

### **INVESTMENT UPDATE (Agenda Item 7)**

- Members noted the divested funds from the CCLA LAPF have been transferred into the CCLA PSDF (£90,000)
- Members noted the latest value as at 31<sup>st</sup> May 2024 for the current holding of LAPF at a mid-value of £91,350.37 (31<sup>st</sup> March 2024 £91,816)
- Members considered the remaining investment in the LAPF together with the opportunity to invest in other funds. Members requested that the RFO seeks investment options and prepares analysis of cashflow during recent years to identify the value of funds that could be invested.

An indicative vote was taken and a majority were in favour that the Finance & Personnel Committee consider investment options at the meeting on 24<sup>th</sup> September 2024.

### **CIL MONITORING REPORT (Agenda item 8)**

Members noted receipt of CIL income of £32,034.85 received on 1<sup>st</sup> May 2024.

The Town Clerk gave a verbal update on the CIL income and expenditure report to May 2024 and was asked to remove lines where CIL funding has been spent and shows a Nil balance.

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Members noted that CIL fund balances received up to 31<sup>st</sup> March 2024 have been transferred to a CIL earmarked reserve and reflects the balance available to spend (excluding any in year income or spend).

### **WOKINGHAM BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING REQUEST (Agenda Item 9)**

Cllr T Lack reported on the 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. The members discussed the recommendation and options given. ((Agenda item 9a)

It was proposed by Cllr M Gee and seconded by Cllr H Richards and it was

**RESOLVED  
30867**

that the Finance and Personnel Committee would recommend to Full Council that Wokingham Town Council match fund Option B with a requirement to ensure due diligence is undertaken of costings and quotations.

A vote was taken and it was unanimous.

Following discussion of the threshold level and its annual review by the members it was proposed by Cllr S Gurney and seconded by Cllr R Comber and it was (agenda item 9b)

**RESOLVED  
30868**

that a proposal be put to Full Council that the Finance and Personnel Committee be granted delegated authority in their Terms of Reference to approve CIL spending requests up to a threshold of £25,000 (ex VAT) for 2024-25.

A vote was taken and it was unanimous.

### **INSURANCE RESTATEMENT VALUATION (Agenda item 10)**

The Town Clerk reported on a second quotation received for an insurance reinstatement valuation survey for the Town Hall. Although the quotation received was more expensive than another supplier's quotation the Town Clerk recommended they be awarded the contract on the basis of their extensive knowledge of the building.

It was proposed by Cllr T Lack and seconded by Cllr S Gurney at it was

**RESOLVED  
30869**

that additional funds of £315 to those resolved by resolution 30823, giving a total of £1,815, should be approved to undertake an insurance reinstatement valuation of the Town Hall.

A vote was taken and it was unanimous

### **ANNUAL RETURN SUBMISSION (Agenda item 11)**

Cllr M Gee reported and the members noted that:

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- The submission of the annual return for 2023/24 to PKF Littlejohn, the External Auditor has been made.
- The required documentation has been published on the council's website and on the noticeboard outside the town hall
- The account records for 2023-4 are available for the public to inspect between 10<sup>th</sup> June and 19<sup>th</sup> July 2024.

### **INSURANCE (Agenda item 12)**

- The members noted that the council's insurance renewal for 2024-25 has been completed.
- Further discussion confirmed that quotations will be sought for the 2025-26 policy following comprehensive review of the council's asset register/ Town Hall reinstatement valuation and council's insurance requirements during 2024-25.

### **COUNCIL MAIN GRANTS (Agenda item 13)**

Following extensive discussion of the updated main grants policy by the members and with contribution of the legal requirements for grant or donation payments by the Town Clerk, it was agreed that:

- The policy should include an option for a grant applicant to select a long-term funding request.
- That the policy should be amended to request whether the grants applied for would be for
  - a. a one-off project
  - b. a multi-year project
  - c. ongoing support for the organisation or event
- The Town Clerk was requested to propose a scoring system to evaluate both in year and main grants.
- Cllr S Gurney requested a copy of the spreadsheet for last year's grant applications.
- That the policy should be amended to state that the council retains the option to request a liaison between the council and the organisation for grants exceeding £5,000.
- That the amended grants policy should be brought to the meeting on 23<sup>rd</sup> July.
- That the council's grants program should run from 29<sup>th</sup> July to 20<sup>th</sup> September 2024

### **IN-YEAR FUNDING REQUEST FROM THE ARTS AND CULTURE COMMITTEE (Agenda item 14)**

Cllr B Callender reported on the request from the Arts and Culture Committee for in-year funding for up to £250 to fund membership of the Humal Library project.

Following discussion, it was proposed by Cllr B Callender, seconded by Cllr S Gurney and members

**RESOLVED  
30870**

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to approve in-year funding of up to £250 to fund membership of the Human Library project in 2024-25 financial year.

A vote was taken and it was unanimous

**COMMITTEE INFORMATION (Agenda item 15)**

- No information items were raised by members
- No specific items for marketing purposes were identified

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 16)**

It was proposed by Cllr S Gurney, seconded by Cllr H Richards and it was

**RESOLVED  
30871**

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

*The RFO left the meeting at 9:03pm*

**LEASE MATTERS (Agenda item 17)**

The Town Clerk reported that the renewal of the lease for Timpsons was being finalised and had been signed and sealed by the Mayor and Town Clerk.

The Town Clerk reported on the extent of legal costs incurred as a result of requests for additions to the lease agreement which have subsequently been withdrawn.

The Town Clerk recommended the committee consider the renewal period at the next renewal date, given the costs incurred for the current renewal.

**STAFFING UPDATE (Agenda Item 18)**

The Town Clerk gave a verbal update on a number of staffing matters.

**RESOLVED  
30872**

The Committee supported the Town Clerk in relation to one request (TC 16 2024 Confidential report) for a substantive increase for one member of staff.

The committee considered a second request from the Town Clerk in relation to overtime from one member of staff. Following discussion, the Town Clerk was requested to supply additional information and bring the request back to the next meeting.

The meeting ended at 9.46pm

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## F &amp; 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
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
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

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Date: 10/06/2024

**Wokingham Town Council**

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Time: 12:13

**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
		<b>Total Payments</b>	456,511.21		

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## 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
		<b>Total Payments</b>	<b>105,144.47</b>		

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## Summary Income &amp; Expenditure by Budget Heading 01/06/2024

Month No: 2

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	65,654	15,020	71,000	55,980	36,286	19,694
	Net Income over Expenditure	(65,654)	(15,020)	(70,970)	(55,950)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(65,654)	(15,020)				
102	Market						
	Income	53,487	8,929	42,050	33,121		
	Expenditure	18,753	2,165	10,275	8,110	152	7,958
	Movement to/(from) Gen Reserve	34,734	6,764				
103	Parks & Bloom						
	Income	4,855	335	3,050	2,715		
	Expenditure	170,177	18,103	167,640	149,537	49,307	100,230
	Net Income over Expenditure	(165,323)	(17,768)	(164,590)	(146,822)		
	plus Transfer from EMR	15,642	0				
	Movement to/(from) Gen Reserve	(149,681)	(17,768)				
104	Woosehill						
	Income	26,869	4,577	31,410	26,833		
	Expenditure	28,073	3,371	28,065	24,694	20,665	4,029
	Movement to/(from) Gen Reserve	(1,204)	1,206				
106	Town Hall						
	Income	142,245	35,174	135,860	100,686		
	Expenditure	100,238	20,951	118,660	97,709	31,253	66,456
	Net Income over Expenditure	42,007	14,223	17,200	2,977		
	plus Transfer from EMR	6,823	0				
	less Transfer to EMR	(6,664)	0				
	Movement to/(from) Gen Reserve	55,494	14,223				
109	Allotments						
	Income	65,983	1,241	17,000	15,759		
	Expenditure	56,038	3,370	20,990	17,620	6,865	10,755
	Movement to/(from) Gen Reserve	9,945	(2,129)				
120	Amenities Capital						
	Expenditure	73,143	0	70,000	70,000		70,000
	plus Transfer from EMR	26,764	0				
	Movement to/(from) Gen Reserve	(46,379)	0				
201	Personnel						
	Income	560	0	0	0		
	Expenditure	577,555	103,627	681,420	577,793	1,140	576,652
	Movement to/(from) Gen Reserve	(576,995)	(103,627)				

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301	F & P Administration	Income	1,370,457	650,016	1,450,467	800,451		
		Expenditure	150,735	14,947	289,306	274,359	22,104	252,256
		Net Income over Expenditure						
			1,219,723	635,069	1,161,161	526,092		
		plus Transfer from EMR	32,875	0				
		less Transfer to EMR	126,344	0				
		Movement to/(from) Gen Reserve	1,126,253	635,069				
302	Civic	Expenditure	24,593	8,751	47,425	38,674	351	38,323

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## Summary Income &amp; Expenditure by Budget Heading 01/06/2024

Month No: 2

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
303	Grants						
	Income	2,000	0	0	0		
	Expenditure	88,239	95,169	107,169	12,000		12,000
	Movement to/(from) Gen Reserve	(86,239)	(95,169)				
304	Arts & Culture						
	Income	4,085	2,556	5,050	2,494		
	Expenditure	104,261	37,013	117,865	80,852	7,579	73,273
	Net Income over Expenditure	(100,176)	(34,456)	(112,815)	(78,359)		
	plus Transfer from EMR	1,481	0				
	Movement to/(from) Gen Reserve	(98,695)	(34,456)				
	Movement to/(from) Gen Reserve	0	0				
401	Highways and Planning						
	Income	2,056	3,299	2,940	(359)		
	Expenditure	2,597	248	5,640	5,392	639	4,753
	Movement to/(from) Gen Reserve	(541)	3,051				
	Grand Totals:- Income	<b>1,672,597</b>	<b>706,128</b>	<b>1,687,857</b>	<b>981,729</b>		
	Expenditure	<b>1,460,055</b>	<b>322,736</b>	<b>1,735,455</b>	<b>1,412,719</b>	<b>176,341</b>	<b>1,236,379</b>
	Net Income over Expenditure	<b>212,541</b>	<b>383,392</b>	<b>(47,598)</b>	<b>(430,990)</b>		
	plus Transfer from EMR	<b>83,585</b>	<b>0</b>				
	less Transfer to EMR	<b>119,680</b>	<b>0</b>				
	Movement to/(from) Gen Reserve	<b>176,446</b>	<b>383,392</b>				

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