



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

12th July 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 23rd July 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 18th June 2024, pages 17001 to 17012 (*copy attached*) as a true and correct record.

5 WHA FUNDING REQUEST

- a) To receive a request from the Wokingham Horticultural Association to consider CIL funding for works to renovate the WHA building at Ormonde Road allotment *site* (see *attached letter, appendix document 12*)

To agree next steps

6 ACCOUNTS PAYABLE

- a) To approve the list of costs from 1st June 2024 to 30th June 2024 totalling the sum of £169,241.05 paid from the F & GP Account, this includes £50,167.79 transferred to the Clerk's account - *copy attached*
- b) *6a(i)* and a copy of invoices over £500 paid during this period – *copy attached 6a(ii)*
- c) To approve the list of costs from 1st June 2024 to 30th June 2024 totalling the sum of £53,057.16 paid from the Clerk's Drawing Account – *copy attached*

7 FINANCIAL REPORTS

To receive and consider the following financial reports:

- a) Income and Expenditure to 30th June 2024 (*copy attached*)
- b) Balance Sheet as at 30th June 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 30th June 2024 (*copy attached*)

8 INVESTMENT UPDATE

To note for information the latest value for the current holding of the LAPF (*statement to follow if received prior to the meeting*)

9 CIL MONITORING REPORT

To receive a report on CIL income and expenditure to June 2024 – *copy attached*

10 ARTS AND CULTURE COMMITTEE – IN-YEAR BUDGET REQUESTS

- a) To consider a request from the Arts and Culture Committee to confirm additional Party in the Park budget for 2025-26. This will allow the A&C Officer to confirm bookings with the existing provider at currently quoted prices to avoid an increase from 1st September (*Report to following from A&C Officer following the A&C committee meeting on 15th July*)
- b) To consider a request from the Arts and Culture Committee to confirm additional budget for 2024-25. This will allow the A&C Officer to confirm bookings for the Lunar New Year event 2025 with the existing provider at currently quoted prices, to avoid an increase in costs from 1st September. (*Report to following from A&C Officer following the A&C committee meeting on 15th July*)

11 AMENITIES COMMITTEE - IN YEAR BUDGET REQUEST

To consider a request from the Amenities Committee to fund, from general reserves in the current financial year, a comprehensive resurfacing of the flagstone surface at Howard Palmer Gardens (See Town Clerk report 18/2024)

12 COUNCIL GRANT SCHEMES

- a) To consider and resolve upon the updates to the council main grants policy document (*see appendix document 12a attached*)
- b) To consider a proposed mechanism for scoring the 2025-26 council main grant applications (*see appendix document 12b attached*)
- c) To review a revised application form (*see appendix document 11c attached*)
- d) To recommend the grants budget for 2025-26 be set at a **maximum** of 10% of the current year's precept (£122,727) to include a sum for the council's in-year Culture and Community Grant Fund.
- e) To note the application process for the council's main grants fund will open between 29th July and 20th September 2024
- f) To review and approve amendments to the Culture and Community Grant Fund Policy and note the proposed launch alongside the council's main grant scheme. (*see appendix document 12f attached*)

13 COMMITTEE INFORMATION

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

14 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

15 STAFFING UPDATE

- a) General staffing update
- b) Consideration of a payment in lieu of overtime for one member of staff.

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).

18th 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 30th 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 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 in transfers to the Clerk's A/C.

(b) the list of costs from 1st April 2024 to 31st May 2024 totalling the sum of £105,144.47 paid from the Clerks Drawings account.

CHAIR INITIALS _____



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 31st May 2024.
- (b) Balance Sheet as 31st May 2024.
- (c) Revenue monitoring report to 31st 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 31st May 2024 for the current holding of LAPF at a mid-value of £91,350.37 (31st 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 24th September 2024.

CIL MONITORING REPORT (Agenda item 8)

Members noted receipt of CIL income of £32,034.85 received on 1st 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 31st 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)

**RESOLVED
30867**

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

**RESOLVED
30869**

It was proposed by Cllr T Lack and seconded by Cllr S Gurney at it was 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 10th June and 19th 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 23rd July.
- That the council's grants program should run from 29th July to 20th 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

CHAIR INITIALS _____



Date: 10/06/2024

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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

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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		

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Wokingham Town Council

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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
		Total Payments	105,144.47		

CHAIR INITIALS _____

Finance & Personnel Meeting 18/06/2024

17009



21/06/2024
15:48

Wokingham Town Council

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Summary Income & 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)				

CHAIR INITIALS _____

Finance & Personnel Meeting 18/06/2024

17010



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

Continued over page

DRAFT

CHAIR INITIALS _____



Summary Income & 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	1,672,597	706,128	1,687,857	981,729		
	Expenditure	1,460,055	322,736	1,735,455	1,412,719	176,341	1,236,379
	Net Income over Expenditure	212,541	383,392	(47,598)	(430,990)		
	plus Transfer from EMR	83,585	0				
	less Transfer to EMR	119,680	0				
	Movement to/(from) Gen Reserve	176,446	383,392				

CHAIR INITIALS _____





Wokingham Horticultural Association

From:
Wokingham Horticultural Association
Ormonde Road Allotments
Ormonde Road
Wokingham
RG41 2RB

To:
The Councilors
Wokingham Town Council
Town Hall
Market Place
Wokingham
RG40 1AS

Dear Councilors

After 71 years the Wokingham Horticultural Association (WHA) trading store is in urgent need of repair & refurbishment, full details are itemised below. In essence, we ask for £30,000 of grant funding from Wokingham Town Council (WTC) to ensure a safe & comfortable environment to meet & work in, including WTC staff.

The aim of the Wokingham Horticultural Association (WHA) is to promote the benefits of gardening within the community. It is known that gardens and gardening improve physical and mental well-being.

The WHA has been in existence since 1953, with an aim to support vegetable growing and self-sufficiency. Over the years the Association has developed other activities including talks, outings and four annual seasonal shows and has forged links with other local community groups to educate and promote the benefits of gardening and growing across the local, council wide communities. By fostering this interest, we have witnessed the positive effect gardening has on the communities joie de vivre and motivation.

The Trading Store, situated in Ormonde Road allotment site, was built in the 1970s to sell fertilisers and other gardening necessities for nine months of the year. Improvements have been made, including the purchase of a shipping container to store equipment and release space within the Store. This has given us a flexible space where, alongside essential gardening supplies, we now offer refreshments,

hold workshops, 'mini shows' and other social activities such as a fortnightly craft group that has become weekly.

During the pandemic the Store provided a safe hub where gardeners were able to purchase goods; members converted a waste piece of land on the Ormonde Road site into a safe outside area and later offered 'tentative steps' coffee mornings to those cautiously coming out of isolation; seed and compost bags were provided to isolated households receiving food parcels from the community groups.

Since restrictions were lifted the Store has become a staging post for Link to Nature volunteers to collect plants and seeds to share with the isolated 'friends' they regularly visit.

The WHA has an existing 17 year lease with the Town Council, who own the site, with an extension being developed currently for a further 30 years. The Council are already aware of our proposed work and will be kept informed throughout the process. Formal planning permission maybe required.

This application is for assistance with the cost of the renovation of Trading Store.

Phase 1 of the refurbishment has already been completed to replace the existing metal doorway with roller shutters.

The construction of the Trading Store means that it is cold and draughty and subject to infestation, limiting use during the winter months. Our overall plan is to renovate the whole building, repairing the concrete panels & replacing the insulation, the roof (which contains a small amount of asbestos) as well as internal refurbishment, enabling the building to remain viable for the remaining period of the requested 47 year lease.

The benefits we intend to obtain are based on our existing work with the community and our ongoing understanding of the mental benefits of gardening which we facilitate already through our existing activities. By providing a facility open to other communities such as schools and outside bodies and even space for the WTC allotment officer, this project will expand our ability to serve the community. Without this project we will not be able to offer our location for others to use as it is not currently compliant with existing legislation.

Phase 2 will be the replacement of the roof and external cladding of the walls.

Costings:

The current estimate provided by our appointed project management team and in consultation with surveyors including contingency is £70,000, comprising:

- Roof replacement £20,000
- Concrete panels repair £12,000
- Internal Refurbishment £28,000
- External drainage £3,180
- Contingency £6,820

Wokingham Horticultural Association has currently available development funds of £20,000, possible grant funding from WTC of £30,000 & an application to the National Lottery of £20,000

The WHA has proven the ability of improving inclusivity in the community. We work in partnership with Wokingham Town Council, for example, by contributing to the Heritage Open Day, and the Allotment open day; offer free membership for the current year for new allotment holders; provide and maintain flower displays in troughs outside the Raglan pub and outside the old library; and have good links with the local 'Bloom' network and Link to Nature projects. Examples are given below of the WHA activities during the pandemic to try to ameliorate loneliness. We've also held talks in the Town Hall with specialists, e.g. Nick Bailey, open to all

We intend to use the refurbished Store to facilitate activities with other community groups who share our aim of promoting gardening, for example holding workshops or meetings at minimal cost. Discussions have been held with the Share project about providing their volunteers with the knowledge to support families growing their own vegetables, in the beginning of a period of increased economic hardship. We also have given out seed packets and seed potatoes to encourage growing.

The local gardening community, allotment holders and community outreach organisations are served by our association and the Trading Store is a cornerstone providing a meeting place and source of knowledge and supplies to our members & the wider community:

- Bloom
- Link
- WADE
- Caring Listening Support Partnership (CLASP)
- Growing Places (Woosehill, Wokingham)
- Acorn Drive Retirement Homes (Wokingham)
- Craft Group & The Open-Air Youth Theatre

The aim of this phase of the project is to provide us with an energy efficient store enabling us to use the facility throughout the year. By providing a watertight and insulated building our energy costs will be reduced and our usage increased across a wider age range of the community, enabling school and youth organization (e.g. scouts) to undertake projects within the store all year round.

The impact of having a Hub has already proven to be significant in terms of encouraging younger members to join the WHA. Younger (i.e. under 60 years) members are needed to ensure the sustainability of the organisation.

Our membership, as of 30th June consists of 318 members, around three quarters are over 60, but with a significant and growing younger cohort. All are gardeners, allotment holders or those with an interest in gardens from within the Wokingham Town area and adjacent communities. We encourage 5–16-year-olds through including them in competitions and activities wherever possible. We encourage growing activities at the younger cohort by working with nursery schools and junior

schools to demonstrate and encourage sowing of seeds and bulbs and entry into our shows. We hope to expand this to other youth organisation once a more robust location is available.

Our members come from a range of socio-economic backgrounds; we don't hold this information. The benefits of gardening are global and our low membership fees and charges are accessible to all. We also donate our surplus vegetables, fruit and flowers from shows and events to our local Food Bank and Wade. By engaging with Link-to-Nature we are providing support to those who are vulnerable, isolated and may have additional needs.

The WHA epitomizes the warmth and inclusivity of a local town community. We work in partnership with the local Town Council to support new allotment holders and have good links with the local 'Bloom' network and Link to Nature project. The WHA Trading Store provided an appropriate and welcome facility for the Judges in this year's Bloom competition.

These activities have grown organically alongside our increasing capacity to harness space and energy, and we envisage that many more opportunities will arise with the availability of a warm and secure Store once the refurbishment has been completed. This refurbishment project will enhance our ability to offer space for activities to these partners and others throughout the year, rather than just during the warmer months.

Ultimately success will be measured by the increase in usage of the Trading Store during the winter months and increased involvement of the WHA in the community social support network. There will be a more efficient use of our energy, with a reduction in heating cost per event.

Our organisation is run by a committee of 13 volunteers who meet once a month to decide policy and strategy, ably assisted by a further group of 20 or so active members who give task specific support.

We have engaged with Iconic Project Management to provide diagrams, costings etc. and the drawings of the finished project. They will provide an engagement model to ensure we obtain a design that meets our objectives and enables the use of the facility for the purposes we intend. They will then project manage any planning permission requirements & build to ensure that it is on time & on budget. If the Town Council wish to view these artifacts, they can be made available as and when we have agreed them.

We would welcome the opportunity to provide a site-visit for the Councillors, if they so wish.

Yours faithfully

REDACTED

Per pro Lindsey Payne
Chairperson
Wokingham Horticultural Association

F & P and Current Accounts

List of Payments made between 01/06/2024 and 30/06/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
05/06/2024	O2	DDR 050624	342.98		30614279/O2
06/06/2024	Clerk's Drawings Account	Top Up LD	18,067.79		Main to Clerks
07/06/2024	Google Ireland Limited	DDR 070624	49.35		Purchase Ledger DDR Payment
08/06/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/06/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/06/2024	Hiscock	Std Ord	2,402.00		WTC insurance payment
08/06/2024	Clerk's Drawings Account	Imprest	30,000.00		Main to Clerks
10/06/2024	Barclaycard Commercial	DDR 100624	44.00		010034750524/Barclaycard Comme
11/06/2024	BACS P/L Pymnt Page 5031	BACS Pymnt	70,711.78		BACS P/L Pymnt Page 5031
12/06/2024	BACS P/L Pymnt Page 5036	BACS Pymnt	8,231.60		BACS P/L Pymnt Page 5036
14/06/2024	BACS P/L Pymnt Page 5038	BACS Pymnt	5,630.80		BACS P/L Pymnt Page 5038
16/06/2024	SAGE	Std Ord	66.00		Payroll
17/06/2024	Barclaycard Commercial	DDR 170624	1,942.14		E0400RWZSP/Barclaycard Commerc
17/06/2024	Castle Water Limited	DDR 170624	79.46		10002442874/Castle Water Limit
18/06/2024	Clerk's Drawings Account	Clerks top	12,000.00		Correction 180624
18/06/2024	Castle Water Limited	DDR 180624	26.82		10002505779/Castle Water Limit
18/06/2024	Clerk's Drawings Account	iportal tx	100.00		iportal tx test
19/06/2024	Grenke Leasing Limited	Std Ord	168.00		Copier - admin fee (to be ref)
19/06/2024	Total Gas & Power Ltd	DDR 190624	59.31		341938866/24/Total Gas & Power
19/06/2024	Total Gas & Power Ltd	DDR 1906	121.80		341938657/24/Total Gas & Power
19/06/2024	Castle Water Limited	DDR 190624	4.52		10002540383/Castle Water Limit
25/06/2024	BACS P/L Pymnt Page 5043	BACS Pymnt	2,529.46		BACS P/L Pymnt Page 5043
26/06/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/06/2024	HMRC	BACS	9,488.62		HMRC
28/06/2024	Focus Group	DCR 2806	134.09		6827262/Focus Group
28/06/2024	Focus Group	DCR 280624	921.59		6827417/Focus Group
30/06/2024	BACS P/L Pymnt Page 5048	BACS Pymnt	2,242.70		BACS P/L Pymnt Page 5048
		Total Payments	169,241.05		

Invoice Number	Cost Centre Description	Cost Centre Code	Nominal Code	Nominal Description	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Supplier Name
Std Ord	Town Hall	106 Rates	4145	Town Hall Chambers 2104329		01/06/2024	3,085.00	0.00	3,085.00	3,085.00	Wokingham Borough Council
Std Ord	F & P Admini	301 Insurances	4382	WTC insurance payment		08/06/2024	2,402.00	0.00	2,402.00	2,402.00	Hiscock
DDR 170624			501	E0400RWZSP/Barclaycard Commere		17/06/2024	1,942.14		1,942.14	1,942.14	Barclaycard Commercial
DD	F & P Admini	301 Van hire costs	4009	HK72 FNE WO7317		26/06/2024	499.37	99.87	599.24	499.37	ARVAL
BACS			515	HMRC		27/06/2024	9,488.62	0.00	9,488.62	9,488.62	HMRC
DCR 280624			501	6827417/Focus Group		28/06/2024	921.59		921.59	921.59	Focus Group
BACS			520	June Salary		14/06/2024	30,656.41	0.00	30,656.41	30,656.41	June Salary
6826584	Town Hall	106 Telephones	4320	6826584/Focus Group		31/05/2024	768.07	153.61	921.68	768.07	Focus Group
62310	Amenities	101 Hanging Flow	4411	62310/AO183/Hanging Flower Bas		11/06/2024	604.00	120.80	724.80	604.00	Windowflowers Ltd
2071	Arts & Cultur	304 Fun Day	4603	2071/ACO310/Fun Day		11/06/2024	770.00	154.00	924.00	770.00	Kethro Ltd
4539	Wooshill	104 Repairs & Mai	4100	4539/BMO356/Repairs & Maintena		11/06/2024	441.80	88.36	530.16	441.80	Copper ConnexionsLtd
SIN009229	Parks & Bloo	103 Playground re	4316	SIN009229/GB0543/Playground re		11/06/2024	860.31	172.06	1,032.37	860.31	Proludic Ltd
822116	Arts & Cultur	304 Fun Day	4603	822116/ACO329/Fun Day		11/06/2024	570.00	114.00	684.00	570.00	A1 Loo Hire
INV9866	Arts & Cultur	304 Concert	4341	INV9866/ACO268/Concert		11/06/2024	11,340.00	2,268.00	13,608.00	11,340.00	Yes Events Ltd
INV9867	Arts & Cultur	304 Concert	4341	INV9867/ACO268/Concert		11/06/2024	10,486.87	2,097.37	12,584.24	10,486.87	Yes Events Ltd
INV9865	Arts & Cultur	304 Concert	4341	INV9865/ACO268/Concert		11/06/2024	4,004.00	800.80	4,804.80	4,004.00	Yes Events Ltd
INV9864	Arts & Cultur	304 Concert	4341	INV9864/ACO268/Concert		11/06/2024	21,000.00	4,200.00	25,200.00	21,000.00	Yes Events Ltd
Jun-24			516	JUNE 2024/Royal County of Berk		11/06/2024	13,427.27	0.00	13,427.27	13,427.27	Royal County of Berkshire Pension Fund
31758	Personnel	201 Staff Training	4005	31758/RFO170/Staff Training		12/06/2024	868.00	173.60	1,041.60	868.00	Riattas Business Solutions Ltd
3669	Town Hall	106 External Clean	4154	3669/BMO366/External Cleaning		12/06/2024	719.99	144.00	863.99	719.99	AYS Cleaning Contractors Ltd
2668SB	Civic	302 Insignia & Dre	4376	2668SB/CO289/Insignia & Dress		12/06/2024	840.00	0.00	840.00	840.00	Anthony Blay
17771	Parks & Bloo	103 Maintenance	4105	17771/GB0548/Maintenance Contr		12/06/2024	2,666.67	533.33	3,200.00	2,666.67	Nigel Jeffries Landscapes Limited
270557	Town Hall	106 Health & Safe	4109	270557/BMO118/Health & Safety		12/06/2024	1,750.00	350.00	2,100.00	1,750.00	Ridge and Partners LLP
921/1261/24	Town Hall	106 Security	4120	921/1261/24/BMO368/Security		12/06/2024	557.00	111.40	668.40	557.00	Alarm Response
1415	Town Hall	106 Wedding exte	4398	1415/EC301/Wedding external ca		12/06/2024	1,890.00	0.00	1,890.00	1,890.00	A Bit of a Do
2457	Town Hall	106 Repairs & Mai	4100	2457/BMO400/Repairs & Maintena		12/06/2024	475.00	95.00	570.00	200.00	Alliance CFM Limited
2457	Town Hall	106 Repairs & Mai	4100	2457/BMO408/Repairs & Maintena		12/06/2024				275.00	Alliance CFM Limited
CSV024442	Town Hall	106 Repairs & Mai	4100	CSV024442/BMO345/Repairs & Mai		13/06/2024	481.50	96.30	577.80	181.50	Protec Fire Detection plc
CSV024442	Town Hall	106 Repairs & Mai	4100	CSV024442/BMO339/Repairs & Mai		13/06/2024				300.00	Protec Fire Detection plc
28109	F & P Admini	301 Professional &	4379	28109/TC105/Professional & Leg		14/06/2024	3,797.10	759.42	4,556.52	3,797.10	Clifton Ingram Solicitors
3036	Allotments	109 Repairs & Mai	4100	3036/ALO308/Repairs & Maintena		14/06/2024	1,074.28	0.00	1,074.28	537.14	Woodside Garden Services
3036	Allotments	109 Repairs & Mai	4100	3036/Woodside Garden Services		14/06/2024				537.14	Woodside Garden Services
PSI-1080191	Parks & Bloo	103 Waste Collect	4151	PSI-1080191/BMO372/Waste Colle		18/06/2024	649.47	129.89	779.36	649.47	Grundon Waste Mangement Limited
4564	Parks & Bloo	103 Repairs & Mai	4100	4564/GB0552/Repairs & Maintena		18/06/2024	559.57	111.91	671.48	559.57	Copper ConnexionsLtd
4566	Market	102 Repairs & Mai	4100	4566/BMO349/Repairs & Maintena		18/06/2024	752.70	150.54	903.24	752.70	Copper ConnexionsLtd
INV9915	Arts & Cultur	304 Concert	4341	INV9915/ACO345/Concert		18/06/2024	451.00	90.20	541.20	451.00	Yes Events Ltd
GKP02/24	Arts & Cultur	304 Fun Day	4603	GKP02/24/ACO323/Fun Day		25/06/2024	850.00	0.00	850.00	850.00	Go Kart Party

Invoice Number	Cost Centre Description	Cost Centre Code	Nominal Code	Nominal Description	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Supplier Name
10444435	Town Hall	106	106	Repairs & Mai	10444435/BMO403/Repairs & Main	25/06/2024	2,107.88	421.58	2,529.46	2,107.88	Chubb Fire & Security Ltd
1440	Amenities	101	101	Christmas Lig	1440/AO189/Christmas Light Pro	25/06/2024	599.00	119.80	718.80	599.00	Light Angels Ltd
INV-003343	Town Hall	106	106	Health & Safet	INV-003343/BMO358/Health & Saf	25/06/2024	495.00	99.00	594.00	495.00	Strike Control Ltd
6827417	Town Hall	106	106	Telephones	6827417/Focus Group	28/06/2024	767.99	153.60	921.59	767.99	Focus Group
61915	Amenities	101	101	Hanging Flowe	61915/AO178/Hanging Flower Bas	30/06/2024	1,868.92	373.78	2,242.70	1,868.92	Windowflowers Ltd

Date: 11/07/2024

Wokingham Town Council

Time: 12:13

Clerk's Drawings Account

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2024	Peninsula	Std Ord	167.44		HR support
01/06/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/06/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/06/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/06/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/06/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
03/06/2024	STAFF	BACS	17.85		STAFF
04/06/2024	CHQ	CHQ 302637	100.00		CHQ
11/06/2024	BACS P/L Pymnt Page 5032	BACS Pymnt	4,283.94		BACS P/L Pymnt Page 5032
12/06/2024	BACS P/L Pymnt Page 5034	BACS Pymnt	4,426.74		BACS P/L Pymnt Page 5034
13/06/2024	BACS P/L Pymnt Page 5037	BACS Pymnt	577.80		BACS P/L Pymnt Page 5037
14/06/2024	June Salary	BACS	30,656.41		June Salary
15/06/2024	STAFF BLOOM	DD STAFFB	410.10		STAFF BLOOM DD
18/06/2024	BACS P/L Pymnt Page 5039	BACS Pymnt	5,187.64		BACS P/L Pymnt Page 5039
19/06/2024	Castle Water Limited	DDR 190624	16.15		10002536071/Castle Water Limit
20/06/2024	DD STAFF SLREF	BACS	242.50		DD STAFF SLREF
25/06/2024	BACS P/L Pymnt Page 5042	BACS Pymnt	3,169.16		BACS P/L Pymnt Page 5042
27/06/2024	Bloom Staff	BACS	88.20		Bloom Staff
30/06/2024	BACS P/L Pymnt Page 5049	BACS Pymnt	2,186.23		BACS P/L Pymnt Page 5049
		Total Payments	53,057.16		

Detailed Income & Expenditure by Budget Heading 30/06/2024

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	6,064	24,500	18,436	16,820	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	599	6,500	5,901	435	5,466	
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	17,488	71,000	53,512	33,818	19,694	0
Net Income over Expenditure	(65,654)	(17,488)	(70,970)	(53,482)			
<u>102 Market</u>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	13,092	40,200	27,108			
1222 Farmers /Vegan Market	1,710	360	1,850	1,490			
Market :- Income	53,487	13,452	42,050	28,598			0
4100 Repairs & Maintenance	11,176	753	1,980	1,227		1,227	
4131 Electricity	749	443	1,375	932		932	
4145 Rates	3,368	1,009	3,370	2,361		2,361	
4172 Licences (All)	1,565	1,050	2,550	1,500		1,500	
4327 Advertising/Marketing	1,895	0	1,000	1,000	100	900	
4607 Marketing	0	0	0	0	152	(152)	
Market :- Indirect Expenditure	18,753	3,255	10,275	7,020	251	6,769	0
Net Income over Expenditure	34,734	10,197	31,775	21,578			
<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	307	1,600	1,293			
Parks & Bloom :- Income	4,855	523	3,050	2,527			0
4008 Travel,Subsistance, Parking	0	65	0	(65)		(65)	
4100 Repairs & Maintenance	48,423	1,933	37,000	35,067	5,773	29,295	
4103 Grass Cutting	17	0	0	0		0	
4105 Maintenance Contracts	23,693	5,333	30,240	24,907	26,867	(1,960)	
4106 Elms Field Maintenance	43,317	156	29,000	28,844	2,722	26,122	

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Detailed Income & Expenditure by Budget Heading 30/06/2024

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	3,215	19,189	
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	403	5,000	4,597		4,597	
4135 Water	146	56	300	244		244	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4151 Waste Collection	8,253	1,458	7,000	5,542	6,543	(1,001)	
4154 External Cleaning	849	340	0	(340)	990	(1,330)	
4155 Park Yoga	1,400	630	1,400	770	770	0	
4312 Street Furniture	0	103	600	497		497	
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	2,234	10,000	7,766	1,665	6,101	
4522 Wildflower planting & Maintena	0	0	2,000	2,000		2,000	
Parks & Bloom :- Indirect Expenditure	170,177	26,213	167,640	141,427	49,150	92,278	0
Net Income over Expenditure	(165,323)	(25,690)	(164,590)	(138,900)			
6001 plus Transfer from EMR	15,642	0					
Movement to/(from) Gen Reserve	(149,681)	(25,690)					
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	16,891	4,661	22,000	17,339			
1011 Lettings-Committee Rooms	2,794	358	2,400	2,042			
1019 Out of hours lettings - income	1,817	275	2,000	1,725			
1020 Lettings-Upstairs Hall	5,366	1,255	5,000	3,745			
1030 Emmbrook Peppercorn Rent	1	1	10	9			
1256 Misc. Income	0	20	0	(20)			
Woosehill :- Income	26,869	6,570	31,410	24,840			0
4100 Repairs & Maintenance	12,986	747	9,900	9,153	14,200	(5,047)	
4109 Health & Safety Surveys	0	495	1,250	755		755	
4120 Security	5,258	715	4,000	3,285	2,997	288	
4131 Electricity	934	422	1,650	1,228		1,228	
4132 Gas	1,488	362	1,430	1,068		1,068	
4135 Water	413	115	715	600		600	
4145 Rates	3,196	1,052	3,520	2,468		2,468	
4150 Cleaning Materials	57	209	600	391		391	
4151 Waste Collection	1,138	97	1,100	1,003	1,427	(424)	
4154 External Cleaning	1,328	689	3,000	2,311	2,266	45	

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Detailed Income & Expenditure by Budget Heading 30/06/2024

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
4320 Telephones	822	335	600	265		265	
4382 Insurances	452	0	300	300		300	
Woosehill :- Indirect Expenditure	28,073	5,237	28,065	22,828	20,890	1,938	0
Net Income over Expenditure	(1,204)	1,333	3,345	2,012			
<u>106 Town Hall</u>							
1010 Lettings-Main Hall	3,572	1,260	3,900	2,640			
1011 Lettings-Committee Rooms	2,979	689	2,500	1,811			
1012 Lettings-Kitchen	76	99	200	101			
1013 Lettings-Council Chamber	487	33	700	667			
1014 Lettings-Annexe	528	70	800	730			
1015 Lettings-Jubilee Room	737	69	1,160	1,091			
1016 Wedding Income	13,957	11,983	15,500	3,517			
1017 Information Centre Income	17	3	0	(3)			
1025 Letting Fees - All Tenants	93,390	19,598	93,390	73,792			
1026 Service Charges - All Tenants	4,430	1,145	7,420	6,275			
1027 Insurance Recharge - All Tenan	6,179	257	0	(257)			
1158 Banner Income	300	0	0	0			
1256 Misc. Income	3,158	0	0	0			
1258 Equipment Hire (Bookings)	383	297	1,200	903			
1260 Hospitality Income	2,424	802	2,500	1,698			
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	39,032	135,860	96,828			0
4100 Repairs & Maintenance	38,987	8,329	28,050	19,721	10,012	9,709	
4109 Health & Safety Surveys	1,445	3,065	2,700	(365)	3,350	(3,715)	
4120 Security	5,500	1,406	6,000	4,594	3,936	658	
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	1,808	7,700	5,892		5,892	
4135 Water	(4,583)	403	8,730	8,327		8,327	
4145 Rates	25,176	9,254	30,850	21,596		21,596	
4150 Cleaning Materials	2,251	673	2,000	1,327	139	1,188	
4151 Waste Collection	1,268	118	1,500	1,382	682	700	
4154 External Cleaning	8,413	1,292	8,180	6,888	7,970	(1,082)	
4172 Licences (All)	295	0	3,500	3,500		3,500	
4325 Town Hall Equipment Purchases	630	0	1,000	1,000	949	51	
4332 Function costs	3,058	1,026	2,250	1,224	224	1,001	
4398 Wedding external catering	4,419	2,010	4,000	1,990		1,990	
Town Hall :- Indirect Expenditure	100,238	34,096	118,660	84,564	28,262	56,302	0
Net Income over Expenditure	42,007	4,936	17,200	12,264			
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 30/06/2024

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	4,936					
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	1,075	0	(1,075)			
1203 Allotment Rents	17,164	279	17,000	16,721			
1256 Misc. Income	209	0	0	0			
Allotments :- Income	65,983	1,354	17,000	15,646			0
4100 Repairs & Maintenance	52,966	5,901	7,700	1,799	7,706	(5,907)	
4101 Competitions	968	0	700	700		700	
4105 Maintenance Contracts	0	0	3,760	3,760		3,760	
4135 Water	2,033	5	4,250	4,245		4,245	
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	5,906	20,990	15,084	7,706	7,379	0
Net Income over Expenditure	9,945	(4,552)	(3,990)	562			
<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	111,181	476,500	365,319		365,319	
4001 Overtime Pay	20,681	4,371	20,750	16,379		16,379	
4002 NI Costs	36,413	10,475	45,000	34,525		34,525	
4003 Pension Costs	108,485	29,952	125,000	95,048		95,048	
4004 Personnel Services Contracted	1,674	419	3,670	3,251		3,251	
4005 Staff Training	7,616	1,393	7,250	5,857	120	5,737	
4006 Recruitment	(117)	0	1,000	1,000	854	146	
4010 Councillor Training	643	0	1,500	1,500	59	1,441	
4011 PPE and workwear	0	110	750	640	359	281	
Personnel :- Indirect Expenditure	577,555	157,900	681,420	523,520	1,392	522,127	0
Net Income over Expenditure	(576,995)	(157,900)	(681,420)	(523,520)			

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Detailed Income & Expenditure by Budget Heading 30/06/2024

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	9,225	23,200	13,975			
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	655,698	1,450,467	794,769			0
4007 Car Allowances	1,239	310	1,240	930		930	
4008 Travel,Subsistance, Parking	4,432	994	3,000	2,006		2,006	
4009 Van hire costs	6,022	1,498	10,500	9,002		9,002	
4145 Rates	12,135	2,517	14,246	11,729		11,729	
4150 Cleaning Materials	1,034	0	0	0	24	(24)	
4310 Office Equipment Purchases	1,958	2,048	6,500	4,452	5,174	(722)	
4311 Office Equipment Maintenance	0	0	2,180	2,180	17	2,163	
4320 Telephones	12,165	3,173	7,500	4,327	338	3,989	
4321 Stationery	0	274	1,500	1,227		1,227	
4322 Office Supplies	3,076	98	1,500	1,402	19	1,382	
4323 Postage	428	0	800	800		800	
4324 Photocopier Lease	1,678	529	1,560	1,031		1,031	
4326 Subscriptions	17,351	6,077	16,800	10,723	5,883	4,840	
4327 Advertising/Marketing	2,055	1,326	5,180	3,854		3,854	
4329 Website Maintenance	400	0	1,200	1,200		1,200	
4344 Strategic Marketing	5,014	1,296	4,000	2,704	2,704	0	
4379 Professional & Legal Fees	5,559	1,238	8,000	6,762	2,040	4,723	
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	7,206	28,600	21,394		21,394	
4383 Bank Charges	678	124	1,000	876		876	
4395 Photocopier Usage	1,019	151	1,200	1,049		1,049	
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	26,527	289,306	262,779	20,419	242,360	0
Net Income over Expenditure							
	1,219,723	629,172	1,161,161	531,989			
6001 plus Transfer from EMR	32,875	0					
6002 less Transfer to EMR	126,344	0					
Movement to/(from) Gen Reserve							
	1,126,253	629,172					

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Detailed Income & Expenditure by Budget Heading 30/06/2024

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	60	500	440		440	
4375 Christmas Cards	278	0	300	300		300	
4376 Insignia & Dress	3,800	1,022	3,000	1,978	45	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	2,662	5,000	2,338	86	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	34	12,500	12,466		12,466	
Civic :- Indirect Expenditure	24,593	8,874	47,425	38,551	351	38,200	0
Net Expenditure	(24,593)	(8,874)	(47,425)	(38,551)			
<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 30/06/2024

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	67,353	67,245	(108)	0	(108)	
4343 PRS Licence	0	0	600	600		600	
4345 Book Festival	5,994	(194)	7,800	7,994	498	7,496	
4388 Theatre in the Park	3,701	1,972	4,000	2,028	2,018	10	
4389 Board Games event	359	0	1,000	1,000		1,000	
4512 Sunny Saturdays	1,695	0	3,000	3,000	550	2,450	
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	17,127	18,100	973	300	673	
4608 Virtual Museum Upgrade	4,439	0	0	0		0	
Arts & Culture :- Indirect Expenditure	104,261	86,257	117,865	31,608	7,066	24,542	0
Net Income over Expenditure	(100,176)	(83,700)	(112,815)	(29,115)			
6001 plus Transfer from EMR	1,481	0					
Movement to/(from) Gen Reserve	(98,695)	(83,700)					
<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	722,484	1,687,857	965,373			
Expenditure	1,460,055	467,170	1,735,455	1,268,285	169,944	1,098,341	
Net Income over Expenditure	212,541	255,314	(47,598)	(302,912)			
plus Transfer from EMR	83,585	0					
less Transfer to EMR	119,680	0					
Movement to/(from) Gen Reserve	176,446	255,314					

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	18,846	
105	VAT Control Account	13,646	
108	Market Debtors	614	
109	Allotment Debtors	12	
201	F & GP + Current Account	886,422	
202	Clerk's Drawings Account	50,845	
209	RYND	18,259	
210	Petty Cash	279	
211	Office 2 (Michael Cragg)	819	
212	CCLA Public Sector deposit fun	440,000	
	Total Current Assets		1,429,741
	<u>Current Liabilities</u>		
501	Creditors	(1,412)	
502	Receipts in Advance	750	
504	RYND Creditor	18,259	
508	Office 2 Michael Cragg	819	
561	Hire Deposits Town Hall	2,000	
562	Hire Deposits Woosehill	1,000	
564	Long Term Key & Damage	2,625	
599	Suspense Account	(100)	
	Total Current Liabilities		23,940
	Net Current Assets		1,405,801
	Total Assets less Current Liabilities		1,405,801
	<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	255,314	
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		1,405,801

CIL monitoring report – 23 July 2024 - CIL received, spent and held in reserves to date:

Date	Sum received (rounded to nearest £1)	Cumulative sum received from April 2016 (rounded to nearest £1)	Sum allocated	Purpose	Sum remaining	Spend deadline
October 2022	£184,842	£2,180,469	£104,373	Market Place refurbishment	£72,482	October 2027
April 2023	£101,054	£2,281,523	£7,987.34 (Spent 2024-25)	New chairs for Woosehill Community Centre (Resolution 30783, January 2024 FC meeting)	£173,536	April 2028
October 2023	£25,290	£2,306,813	Nil		£198,826	October 2028
April 2024 (received 1 st May 2024)	£32,035	£2,338,848	Nil		£230,861	April 2029

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 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 203544 - £290,897 231579 - £1,467	£467,005



Wokingham Town Council

Town Clerk's Report 17/2024

To: Finance and Personnel Committee
Date: 23rd July 2024
Subject: Howard Palmer Gardens Flagstone surface

1 PURPOSE OF REPORT

- 1.1 To appraise councillors of the growing health and safety risk presented by the deteriorating flagstone surface in Howard Palmer Gardens.
- 1.2 For the F&P Committee to consider a request from the Amenities Committee for in-year funding to progress a project to comprehensively resurface this area of the park at the earliest opportunity.

2 BACKGROUND

- 2.1 The stone surface in Howard Palmer Gardens is in a poor, and increasingly deteriorating state of repair, with many stones loose, resulting in significant movement when walking across the surface. The original work was carried out in 2013 as part of a wider project to re-landscape the whole site.
- 2.2 Many of the flagstones are now loose, and this has resulted in many cracking and breaking, causing a trip hazard and greater risk of falls and injury to park users.
- 2.3 In the past 3 years, a sum of £10,547 has been spent carrying out spot repairs of the flagstones. In 2024, the approximate cost of repair has been quoted as £16,000. This has resolved some of the issues, but more damage is occurring, and it has reached an extent where spot repairing is no longer achieving the aim of reducing the risk of trips and injuries.

The Grounds Officer would rather invest this sum in a permanent replacement, rather than continue with regular repairs.

- 2.4 Please see below a selection of photographs which show some examples of the cracked flagstones and the spot repairs carried out:



- 2.4 Image 4 above (bottom right-hand quartile) shows the extent to which the slabs have moved near the vehicle gated entrance immediately alongside Cockpit Path car park.

There are some significant trip hazards in this area, which are currently being mitigated by locating large planters in the immediate vicinity, to deter park users from walking in this space.

Whilst it is suspected that this extent of damage has been caused by vehicles entering the park area (for example to make deliveries of materials), the slabs within the main area are cracking just as a result of people walking over them.

3 CURRENT POSITION

- 3.1 The Amenities Committee would like the F&P Committee to consider an in-year budget request of £90,000 to allow the officers to undertake replacement work for the flagstone surfacing over the autumn / winter of 2024, expected to be completed by spring 2025 (depending on contractor / material availability, weather etc).
- 3.2 If the Amenities Committee includes this request in their 2025-26 budget, the earliest the work could be carried out would be April 2025, resulting in the

potential to impact the summer season, and impacting activities in the park such as Wokingham in Bloom volunteering work and the regular Park Yoga, which commences from early May.

4 **FOR CONSIDERATION**

- 4.1 The Grounds Officers propose a comprehensive job of fully stripping back the entire surface and sub-surface, and laying a proper subbase and stone surface suited to the requirements of the park, which would reduce the ongoing costs of repairs.

This resurfacing work would also include an opportunity to re-lay some of the services within the park to extend the availability of the current power and water supplies to other areas within the park, to increase the usability of the park for other events and activities.

The proposed cost includes an allowance to engage an engineer to review the requirements of the work and draw up a comprehensive specification document which would be used to source accurate quotations for the work.

- 4.2 Wokingham Town Council currently has a significant balance of general reserves, a quantity of which could be allocated to this project, to allow the work to be carried out in the current financial year.

5 **FINANCIAL IMPLICATIONS**

- 5.1 It is expected the cost of the works are in the region of £90,000 based on estimates provided by contractors but detailed quotes for the work will be obtained, and the project would be run through Contracts Finder to ensure that the best value is obtained.

- 5.2 A fully costed proposal would be brought back to the F&P committee in the event that the cost of the project exceeded £90,000.

6 **NEXT STEPS**

- 6.1 To consider the above request and determine whether funds can be made available to deliver the project within the current financial year.

7 **RECOMMENDATION**

- 7.1 The Town Clerk notes that given the deteriorating state of the flagstone surface, the requirement for this work is becoming increasingly urgent.

WOKINGHAM TOWN COUNCIL



MAIN GRANT SCHEME POLICY

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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's vision is to embrace our past, celebrate our present and build 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.

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 if other sources of funding cannot be readily identified. 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.

WTC divides its grant funding in two ways:

1. Partner Grants – i.e. organisations that the Town Council would like to partner with to provide services that enhance Wokingham Town for all current and future residents.

- No more than 60% of the grants budget will be allocated to Partner grants.
- Normally Partners will receive security of funding for the remaining term of any council.
- Potential new 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.
- 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 or community organisations need to clearly demonstrate how their work aligns to the vision of the Council

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

Reporting Process

Partners and organisations in receipt of £7.5K¹ 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

¹ The council reserves the right to require a representative for any grant between £5,000 and £7,500

- Outline and impact of activity
- A copy of their financial 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 i.e. via an online application form.

Criteria for applications

Applications will only be accepted from organisations such as voluntary bodies and charities, (or individuals applying with authority on their behalf), which operate within the Town Council's boundary and provide direct benefit to all or some of its inhabitants. Please see the map of the town area shown under 'information about the town'.

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.
- Schools are excluded from applying for curriculum activities, Parent Teacher Associations may apply for other activities

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 plus an 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.

Information about the town



Wokingham Town Council boundary is shown on this borough map. The town area is demarked by a red dotted line.

Scoring matrix for Wokingham Town Council main grant scheme 2025

Each grant application received for the main grant scheme will be scored against the following key criteria:

Eligibility / meeting legislative requirements:

				Response
(a)	Does the grant benefit the town area (the 8 wards of Wokingham Town), or all or some of the inhabitants of Wokingham Town?	Yes	Continue to question (b)	
		No	Fails to meet legislative requirements. No grant given.	
(b)	Is the size of the grant requested proportionate to the benefit that can be achieved by the project / proposal?	Yes	Continue to question (d)	
		No	Continue to question (c)	
(c)	Could the project or proposal still be delivered or deliver sufficient benefit with a smaller grant sum?	Yes	Continue to question (d) with a revised sum recommended	
		No	No grant given	
(d)	Is the organisation sufficiently well established to be able to demonstrate capability in delivering this project?	Yes	Continue to the scoring sheet below	
		No	No grant given or proceed with caution	
(e)	Has the applicant provided all the additional documentation requested?	Yes	Continue to question (e)	
		No	Follow up or proceed with caution	

Review of grant application:

				Score
1	Does the application have a clearly set out objective and clearly defined project or proposal?	Yes = 2	No = 0	
2	How many WTC priorities are being met or supported by the project?	1 point per priority (max 4 points)		
		Being sustainable		
		Does the project improve the local environment or support environmental or financial sustainability?		
		Involving everyone		
		Does the project have a wide appeal or broaden opportunities to groups or communities with specific needs?		
		Fostering town pride		

		Does the project improve a key area within Wokingham or show Wokingham in a positive light?		
		Enriching community		
		Does the project provide opportunities for the community to come together or promote community cohesion?		
3	Does the application demonstrate funding from other sources or self-generated fundraising? <i>Score of 1 for applying for other grants, score of 2 for grants and/or self-generated fundraising</i>	Yes = 1 or 2	No = 0	
4	Will the project be of benefit to anyone who wishes to engage or are there barriers (participation costs, membership etc)	There are no barriers = 2	Yes, there are barriers = 0	
5	Does the application demonstrate measurable outcomes for the project?	Yes = 2	No = 0	
6	Is there a legacy of benefit, beyond the initial life of this project?	Yes = 2	No = 0	
Total project score				/ 14

Financial information:

				Score
1	Has the organisation provided sufficient financial information to support its proposal?	Yes = 2	No = 0	
2	Does the organisation support and encourage volunteering?	Yes = 2	No = 0	
3	Does the organisation have available funds that could cover the full cost of the project?	No = 2	Yes = 0	
Total organisation score				/ 6

Personal recommendation:

1	How would you personally score this grant request, based on all the information provided in the application, as well as any personal experience or knowledge you have of the organisation and the work they do?	5 = Excellent 4 = Very Good 3 = Good 2 = Fair 1 = Poor 0 = None	
Total personal recommendation score			/ 5

Total score

/25

Grant scoring information for councillors:

Please review each grant allocated to you and use the above score sheet to determine the eligibility of the grant and the its score.

If you feel the criteria has not been fully met, please do consider allocating a score of 1 rather than 2, if this is more appropriate.



WTC Grant application form July 2024

Details about you:

Name of organisation *

Type of organisation *

Registered Charity Number

Please give a brief overview of your organisation and its aims and objectives *

Please provide details of what your organisation does, who it supports, where it operates etc. (Max 300 words)

How long has your organisation been operating?

Please give details of how long your organisation has been running for, or when it was created

How many staff do you employ? *

Please give the number of paid staff you employ

How many volunteers do you have? *

Please give the number of volunteers involved in delivering your project / service

Where is your organisation based?

Please provide details of where your organisation operates from

Details about your grant request:

Amount of grant applied for (£s) *

Your project *

Please provide details of the project you are requesting funding for (max 300 words)

Who will benefit from your project? *

Please note that legislation restricts the town council's payment of grants to projects that benefit residents of the town. Please provide details of the number of town residents who will benefit. (max 300 words)

If your project requires an organisation membership, paid ticket entry or specific equipment or kit to take part, what steps are you taking to reduce these barriers? *

Please advise how you will reduce barriers to Wokingham town residents benefiting from your project or proposal

How will you measure the success of your project? *

Please give details of how expect to show that the project has achieved its objectives

Have you applied for grant funding from other sources? *

If yes, please give details

Please give details of any other ways you have already (or propose to) fund raise to support your project(s)

(max 300 words)

Are you applying for a Partner Grant? *

Details about how your grant supports our objectives:

Wokingham Town Council has a vision to embrace our past, celebrate our present and build for our future.

The council has four key strategic aims, which shape its decision making:

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.

In relation to the council's vision and strategic aims, please explain the following, where appropriate:

What measures have been taken by your organisation and/or this project to improve sustainability?

(max 300 words)

Please describe how your project improves inclusion and enables more residents to benefit?

(max 300 words)

How does your project foster pride in Wokingham Town?

(max 300 words)

How does your project enrich the local community and enable it to thrive?

(max 300 words)

And finally....

Please read and confirm the following statements:

1. *

I acknowledge that I have read the council's grants policy and am satisfied that my application fulfills the conditions stated therein

2. *

I confirm that, to the best of my knowledge, the information provided is accurate

3. *

I acknowledge that the decision of the council is final and there is no right of appeal against any award given

Name

First Name

Last Name

Address

Street Address

Address Line 2

Address Line 3

Post code

Email

Date

dd-MMM-yyyy

Attachments area

Choose File(s)



Please include a copy of last year's accounts and any other documents supporting your grant application

Verification Code *

Enter the text in the box below



WOKINGHAM TOWN COUNCIL



CULTURE AND COMMUNITY GRANTS POLICY

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INTRODUCTION

- 1.1 Wokingham Town Council has a commitment to encourage, support and promote local organisations, charities, businesses and community groups that deliver valuable services and support for the benefit of residents of Wokingham Town. The Town Council makes an annual budget provision for community grants to help meet its aims.
- 1.2 The Town Council is empowered to make grants through the provisions of section 137 of the Local Government Act 1972. This legislation provides the legal framework upon which the Town Council's grants are determined.
- 1.3 The Council's grants are funded from taxpayer funds and a key principle of this policy is to ensure that grant decisions are open and transparent.
- 1.4 Decisions relating to applications to the Town Council's grants funds are delegated to the Finance and Personnel Committee. This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.5 Applicants are encouraged to look at alternative sources of funding in addition to the council's grant funds.
- 1.6 The Town Council seeks to provide grants which supports the delivery at least one of the following strategic aims:
 - a. Being sustainable
 - b. Involving everyone
 - c. Fostering town pride
 - d. Enriching community

Further details of the council's strategic aims can be found on our website.

GRANT SCHEMES

The Town Council operates two separate grant schemes:

- 2.1 The WTC Culture and Community Grant Fund is open for small grant applications which support new or expanded community events and activities throughout the year. Applications for this fund are considered at the next available committee meeting.
- 2.2 The Town Council Main Grant Scheme is open for applications between July and September. Grants are considered in October and November and successful applicants will receive funds early in the next financial year.

ELIGIBILITY

- 3.1 ~~Both The Culture and Community Grant Funds is are only~~ open to local businesses, community organisations and local charities.
- 3.2 The council's Main Grant Fund is only open to community organisations and local charities
- 3.23 Bodies must have a bank account in their own name or otherwise be able to evidence that this is in the process of being established at the time an application is made.
- 3.34 Projects must deliver a benefit to the residents of Wokingham Town.
- 3.45 The Town Council will not fund: salaries, funds to restore reserve balances, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links.

APPLYING FOR A WTC CULTURE AND COMMUNITY GRANT

- 4.1 Applications should be made on the WTC Culture and Community Grant application form via the Town Council's website [insert weblink here] and include all information requested on the form. An application will not normally be put to the committee until all required information has been provided.
- 4.2 Community organisations and local charities submitting applications
~~Applicants~~ must supply the previous financial year's accounts and a recent (within three months) bank statement. Applicants are encouraged to provide a detailed breakdown of any 'free' or non-earmarked reserves they hold or include policies which detail the levels of free reserves they would expect to hold.
 New / start up organisations should submit a financial statement containing their proposed budget.
- 4.3 Businesses submitting applications for seed funding for events or activities should submit a fully costed budget for the proposed event or activity.
- 4.3 ~~Applicants are encouraged to provide a detailed breakdown of any 'free' or non-earmarked reserves they hold or include policies which detail the levels of free reserves they would expect to hold.~~
- 4.4 Where relevant, applications should include a breakdown of proposed expenditure and provide evidence that best value has been sought (this may be by submitting quotations received)

WTC CULTURE AND COMMUNITY GRANT FUND AWARD PROCESS

- 5.1 An opportunity will be provided for WTC Culture and Community Grants to be considered at the next available Finance and Personnel Committee meeting. The Committee usually meets six times per year, approximately every two months.
- 5.2 The Committee will score applications as follows:

Criterion	Score	Definition
Achieves outcomes	Up to 10	A high score indicates that the application meetings at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully.
Value for money	Up to 10	A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost-effective use of the Town Council's funds.
Strong governance	Up to 10	A high score indicates that the application has good control structures within its organisation, and experienced individuals leading the project.
Fits well with Town Council Strategic Aims	Up to 10	A high score indicates a good fit with the Strategic Aims of Wokingham Town Council: <u>Being sustainable</u> Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible. <u>Involving everyone</u> Striving to ensure the council's events, activities and democratic processes are

		<p>open, accessible and welcoming to everyone in our community.</p> <p><u>Fostering Town Pride</u> Protecting, enhancing and celebrating what’s good about our council, our community, our town and our heritage.</p> <p><u>Enriching community</u> Creating and supporting opportunities to bring our community together and help it to thrive.</p>
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5.3 An application must score at least 6 points on Governance and achieve an overall score of at least 20 to be awarded a grant.

5.4 Funds will be paid out as quickly as practically possible once the committee has approved the grant.

APPLYING FOR A TOWN COUNCIL MAIN GRANT

6.1 Applications should be made on the WTC Main Grant application form via the Town Council’s website [\[insert weblink here\]](#) and include all information requested on the form. An application will not normally be put to the committee until all required information has been provided.

6.2 Applicants must supply the previous financial year’s accounts and a recent (within three months) bank statement.

6.3 Applicants are encouraged to provide a detailed breakdown of any ‘free’ or non-earmarked reserves they hold, or include policies which detail the levels of free reserves they would expect to hold.

6.3 Where relevant, applications should include a breakdown of proposed expenditure and provide evidence that best value has been sought (this may be by submitting quotations received)

GRANT EVALUATIONS

7.1 Recipients receiving grants in excess of £500 must provide a grant monitoring report to detail the outcomes of the grant once funds are spent, and within 12 months of receipt of funds.

7.2 Recipients are encouraged to include a write up of their grant outcomes and include photographs which the town council can use on its social media feeds.

- 7.2 The Town Council reserves the right not to consider grant applications where previous monitoring forms have not been received.

CONDITIONS OF GRANTS

An application under either scheme shall indicate agreement to the following conditions:

- 8.1 Recipients shall complete an evaluation form as required.
- 8.2 The Town Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or unspent fully/partially in breach of conditions.
- 8.3 Recipients are expected to positively promote the Town Council
- 8.4 Recipients should acknowledge the financial support received from the Town Council in press releases and publicity. The Town Council will provide logos for use to indicate its support.

RECEIPT OF GRANT

- 9.1 Successful applications will be required to sign an agreement to the grant conditions in advance of receipt of the grant.
- 9.2 Payments for successful WTC Culture and Community Fund Grants will be paid as soon as practically possible after approval. Payments for the Town Council's Main Grant scheme will be paid in the new financial year.