



# 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**

6<sup>th</sup> September 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 24<sup>th</sup> September 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 23<sup>rd</sup> July 2024, pages 17031 to 17039 (*copy attached*) as a true and correct record.
- 5 AUDIT – CONCLUSION OF EXTERNAL AUDIT (AGAR) TO 31<sup>ST</sup> MARCH 2024**
  - a) To receive and note the External Auditor's certificate and opinion regarding the completion of the annual return (AGAR) for the year ended 31<sup>st</sup> March 2024 (*copy attached*)
  - b) To confirm that the closure notice and completed AGAR documentation has been published in line with regulations.
- 6 HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL'S FACILITIES**

To receive, consider and resolve on the Town Clerk's report 19/2024 (*copy attached*)

## **7 ACCOUNTS PAYABLE**

- a) To approve the list of costs from 1<sup>st</sup> July 2024 to 31<sup>st</sup> August 2024 totalling the sum of £205,920.54 paid from the F & GP Account, this includes £90,000 transferred to the Clerk's account - *copy attached 7a(i)* and a copy of invoices over £500 paid during this period – *copy attached 7a(ii)*
- b) To approve the list of costs from 1<sup>st</sup> July 2024 to 31<sup>st</sup> August 2024 totalling the sum of £103,537.66 paid from the Clerk's Drawing Account – *copy attached 7b*

## **8 FINANCIAL REPORTS**

To receive and consider the following financial reports:

- a) Income and Expenditure to 31<sup>st</sup> August 2024 (*copy attached*)
- b) Balance Sheet as at 31<sup>st</sup> August 2024 (*copy attached*)  
Note: The CIL reserve reflects the CIL balance of funds received and unspent up to 31<sup>st</sup> March 2024. (CIL income received or spent in the current financial year will be reported in the Income and Expenditure report)
- c) Revenue monitoring report to 31<sup>st</sup> August 2024 (*copy attached*)
- d) Write off of unrecoverable debts

## **9 INVESTMENT UPDATE AND REVIEW**

- a) To note for information the latest value for the current holding of the LAPF (*statement to be tabled if received prior to the meeting*)
- b) To receive, consider and resolve on TC Report 25/2024 – Investment options for town council investments

## **10 CIL MONITORING REPORT AND SPENDING REQUEST**

- a) To receive a report on CIL income and expenditure to August 2024 – *copy attached*
- b) To receive, consider and resolve on a request from the P&T Committee and Councillor N Nagella to use CIL funds to replace a community noticeboard located off Norreys Avenue – *see report attached*

## **11 ARTS AND CULTURE COMMITTEE – BUDGET COMMITMENT REQUEST**

To receive, consider and resolve upon the Town Clerk's report .

## **12 BUDGET REQUESTS**

To consider budget requests for the F&P committee for the 2025-26 financial year

- a) Website upgrade for the main council website to achieve compliance with accessibility requirement WCAG2.2AA
- b) Permanent Museum Officer resource
- c) Any other requests received from committee members

## **13 GRANTS**

- a) To confirm the process for reviewing applications for financial assistance for the 2025-26 financial year (*Verbal report from the Town Clerk*)
- b) To receive, consider and resolve upon three Culture and Community Grant Fund applications received (*see attached items 13b(i), 13b(ii) and 13b(iii)*)

## **14 STANDING FINANCIAL REGULATIONS**

- a) To receive, consider and make a recommendation to Full Council on the adoption of updated Standing Financial Regulations for Wokingham Town Council following a review by the RFO and Town Clerk of new model SFRs published by the National Association of Local Councils (NALC) earlier in 2024 – *copy attached*
- b) To note, in accordance with the council's current SFRs, the RFO and Town Clerk are the authorised signatories of WTC bank accounts.
- c) To receive and approve, in line with the council's SFRs, a list of suppliers paid by Direct Debit and/or Standing Order.

## **15 CYCLE TO WORK SCHEME**

To receive, consider and resolve on the Town Clerk's report 21/2024 (*copy attached*)

**16 RESERVES**

To consider a request from the Town Clerk to establish an earmarked reserve for security costs (*Verbal report from the Town Clerk*)

**17 WHA REQUEST**

- a) To receive a verbal update on a site visit to the WHA building held on Friday 20<sup>th</sup> September
- b) To review any further submissions of documentation from WHA regarding a funding request for support to refurbish the WHA building at Ormonde Road allotment site
- c) To consider and resolve upon the funding request (within the committee's delegated authority) subject to the committee being in receipt of all necessary information regarding the application.

**18 COMMITTEE INFORMATION**

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

**19 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**

**20 STAFF PERFORMANCE RELATED PAY AWARDS**

To receive, consider and resolve on the Town Clerk's Confidential report 20/2024

**21 STAFFING UPDATE**

- a) To receive, consider and resolve upon the Town Clerk's Confidential report 23/2024
- b) General staffing update
- c) Recruitment

**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).*

## 23<sup>rd</sup> July 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 9.27pm.

### PRESENT

**Chair:** Cllr M Gee

**Councillors:** Cllrs R Comber, S Gurney, K Malvern, H Richards.

### IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

Two representatives from Wokingham Horticultural Association (until 8.03pm)

### APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr B Alvi, Cllr B Callender and Cllr I Shepherd-Dubey.

### MEMBERS' INTERESTS (Agenda Item 2)

Cllr S Gurney declared an interest in agenda item 5 (WHA Funding Request) as a member of the organisation. Cllr M Gee advised that no votes were to be taken on the matter at the meeting and that her input to the discussion would be valuable.

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

None other than the request by WHA (item 5).

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

**RESOLVED  
30900**

It was proposed by Cllr M Gee and seconded by Cllr S Gurney and it was

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 18<sup>th</sup> June 2024, pages 17001 to 17012 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and it was unanimous.

### WOKINGHAM HORTICULTURAL ASSOCIATION (WHA) FUNDING REQUEST (Agenda Item 5)

The WHA Treasurer and a WHA committee member attended on behalf of WHA and verbally presented their funding request for £30,000 of a £70,000 project to repair and refurbish the trading store situated at Ormonde Road allotment site. The building is in need of urgent repairs to continue with existing activities and, by meeting legislative requirements, would be able to offer its use to other parties.

Initially a survey carried out by Allcotts determined the roof of the store, and possibly the concrete walls, contained asbestos and the project would cost an estimated £80,000. The WHA committee decided to proceed and appointed

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Iconic as their building manager for the project. An alternative solution has been agreed for the roof and it is to be coated with bitumen to seal in the asbestos and make it watertight – this would give the roof an estimated life of 30-35 years.

Iconic, together with surveyors have provided a current estimate of the following costs totalling £70,000.

- Roof replacement £20,000 (including coating of bitumen)
- Concrete panel repair £12,000
- Internal refurbishment £28,000
- External drainage £3,180
- Contingency £6,820

The WHA have development funds of £20,000 available and in addition to WTC, National Lottery are to be approached with a funding request for the remaining £20,000.

The committee asked the representatives questions and the following replies were received:-

- An up to date estimate of costs to be provided for the next F&P committee meeting on 24<sup>th</sup> September against which a decision will be made
- Confirmation that Iconic's fees are being funded separately
- Evaluation of impact of the project on all neighbours will be carried out
- Confirmation that the site is not impacted by the Network Rail bridge
- If the National Lottery funding request is not granted, the members of WHA could undertake some of the internal refurbishment works to ensure that the inside was warm, dry, and suitable for use by WTC's Allotment Officer / Bloom team.

The committee discussed and considered that the project could be funded by CIL rather than a grant. The clerk confirmed that the project would meet CIL funding criteria of being an upgrade to community infrastructure that benefitting the wider community and that the space could be further utilised by other groups. Members noted that the committee would consider how the project would be funded and how the resolution could be worded at a future meeting.

The next steps to progress the funding request were agreed:-

- WHA to determine the next iteration of the costs for the next F&P meeting
- Facilitate a meeting between councillors and Iconic on site - the Town Clerk to collate and advise potential dates for a visit in early September
- WHA to meet with the Town Clerk to determine what the Town Council's requirements would be for using the internal space
- WHA to come back with options regarding sub-leasing of space to WTC

*Two representatives from WHA left the meeting at 8.03pm*

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**ACCOUNTS PAYABLE (Agenda Item 6)**

The Town Clerk reported that the Council received a Freedom of Information request for all spend greater than £250 and justification for that spend, including any charitable donations for the last two financial years. The request also asked for any declarations of interest by officers over the last 12 months. The FOI request is complete with a list of payments between £250 and £500 and a referral to the council's website to payment lists showing all spend in excess of £500, as it is already available. The council do not record justification for spend nor does it require officers to declare interest and therefore, under FOI guidelines, it is not required to provide data it does not already have. Cllr M Gee enquired whether the council publishes its FOI requests and the Town Clerk was asked to follow this up and to provide a procedure for responding to FOI requests for consideration by the committee.

The following lists of payments from the F&GP and the Clerk's Drawing Accounts were received. Cllr R Comber asked for information on an item listed as "£12,000 correction" against the Clerks drawing account. The RFO was asked to clarify and respond to the committee.

It was proposed by Cllr R Comber and seconded by Cllr H Richards and it was

**RESOLVED  
30901**

to approve:

- (a) The list of costs from 1<sup>st</sup> June 2024 to 30<sup>th</sup> 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
- (b) The list of costs from 1<sup>st</sup> June 2024 to 30<sup>th</sup> June 2024 totalling the sum of £53,057.16 paid from the Clerk's Drawing Account

**FINANCIAL REPORTS (Agenda Item 7)**

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

- (a) Income and Expenditure to 30<sup>th</sup> June 2024.
- (b) Balance Sheet as at 30<sup>th</sup> June 2024.
- (c) Revenue monitoring report to 30<sup>th</sup> June 2024.

The RFO reported all council's insurance policies have been renewed and that the sum of these will exceed the annual budget due to the inclusion of civic regalia and artworks on the council's insurance policy. The Town Clerk advised that there could be a further overspend depending on the outcome of the Town Hall reinstatement valuation which is due to be undertaken early in August 2024. In the event that the valuation varies from our current insured value, we would look to revise our policy accordingly. The committee also noted that some of the insurance is re-charged to tenants of the building.

Cllr R Comber requested that the income and expenditure reports should include a column for the year end projection. The reports are those generated by the accounting software. The RFO was asked to investigate adding this information.

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Cllr M Gee observed that the general reserve is not needed as the emergency reserve covers the equivalent of 3 months' of costs. The Town Clerk confirmed that the council precept £8,500 per annum to cover the costs of the normal election cycle but could transfer additional funds from the general reserve for in-year unplanned election costs.

The Town Clerk also confirmed that predictions for Town Hall repairs and playground maintenance are being prepared. These will be checked to ensure current reserves are sufficient or whether these costs will need to be precepted.

Cllr S Gurney also observed that an agreed reserve of £8,000 for a new mayoral chain requires setting up.

#### **INVESTMENT UPDATE (Agenda Item 8)**

The RFO reported that the value of the CCLA Local Authority Property Fund (LAPF) mid-value at 30<sup>th</sup> June 2024 is £91,350.37 and remains the same as reported for 31<sup>st</sup> May 2024.

The RFO confirmed that the committee are to consider the remaining LAPF balance and other opportunities to invest at the meeting on 24<sup>th</sup> September 2024.

#### **CIL MONITORING REPORT (Agenda item 9)**

- (a) Members received a report detailing the latest information received from WBC regarding Community Infrastructure Levy (CIL).
- (b) The Clerk informed the committee that the invoice for the fire doors at Woosehill is now paid and that the next report will show this as spend against the remaining October 2022 balance of funds.

#### **ARTS AND CULTURE COMMITTEE IN-YEAR FUNDING REQUESTS (Agenda item 10)**

- (a) Cllr M Gee reported on the request from the Arts and Culture Committee for additional Party in the Park (PITP) budget for 2025-6 to £73,640

(2024-5 £67,245; +£6,395 (+9.5%) to be precepted). Cllr M Gee reported that the Arts and Culture inflation index varies between 11-14%, a different value to general inflation.

Further to an inflationary cost increase, at a follow-up meeting after the 2024 event with the council's event contractor, Yes Events, a recommendation was made to budget for an increase in the number of security personnel due to increasing attendance numbers and reports of incidents relating to underage drinking being dealt with.

The increase in total budget is not to commit to an additional spend but to provide the Arts and Culture Officer with a budget to work within which enables her to negotiate with the company that provide the event on behalf of the council. The committee also noted that Yes Events review their prices annually on 1<sup>st</sup> September and that the price for the 2025 event would be held if booked before that date.

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- (b) Cllr M Gee reported on the request from the Arts and Culture Committee for additional in-year funding for the Lunar New Year event in 2025 to new budget of £11,950 (current 2024-5 £10,450; +£1,500 +14.4% to be funded by reserves). This is to cover a bigger stage and increased set up costs and enables the Arts and Culture Officer to confirm bookings for the event.
- (c) Following discussion it was proposed by Cllr S Gurney and seconded by Cllr H Richards and members

that the PITP budget for 2025-6 be increased by £6,395 and Lunar New Year 2025 2024-5 budget be increased by £1,500.

**RESOLVED  
30902**

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

**AMENITIES COMMITTEE IN-YEAR FUNDING REQUEST (Agenda item 11)**

The Town Clerk reported on TC Report 18/2024 that the request is being made due to Health and Safety issues arising from loose and uneven flagstones at Howard Palmer Gardens (HPG) and their risk of causing injury. The works were identified during discussions for setting the 2024-5 Budget but withdrawn due to the extent of costs and other demands on expenditure.

Increasing sums are being spent on repairs and, if an in-year request is not approved, it is likely to become a budget request for 2025-6. Approving the £90,000 spend now means avoiding £16,000 repairs this year and that works can be undertaken during the autumn of 2024-5 rather than a year later or having to close the park for the summer.

It was confirmed that an engineer's report would be obtained to ensure an area of the new surface would be able to cope with the weight of vehicles

If the council agrees in principle to the spend, then an engineer's report, plan of works and quotes for the work would be sought to gain a more accurate price.

The Grounds and Bloom Officer has requested the opportunity to investigate installing additional water and electricity points to make better use of HPG as an entertainment and activity space.

Cllr M Gee requested that, as for building play equipment reserves, another reserve should be set up for refurbishment/ replacement works in all parks too.

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

**RESOLVED  
30903**

to fund from general reserves in the current financial year an amount of £90,000 to comprehensively resurface the flagstone surface at HPG. It was agreed that should the committee decide to reallocate funds from CIL to cover all or part of this fund it would be taken to full council.

**COUNCIL GRANT SCHEMES (Agenda item 12)**

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The Town Clerk presented the updates to the council's main grants policy (appendices 12(a) to 12(f)) following circulation to and receipt of feedback from committee members. The recommended changes were read out by the Town Clerk and agreed to/ adjusted by the members of the committee.

The members discussed the Culture and Community grants policy and agreed to amend Eligibility s3.5 to "salary costs unrelated to this application".

**RESOLVED  
30904**

- (a) Following discussion it was proposed by Cllr R Comber and seconded by Cllr K Malvern and it was

to approve the updates to the council main grant policy document.

A vote was taken and it was unanimous

- (b) A scoring mechanism to trial was received by members.

- (c) An updated application form was received by members.

- (d) Following discussion it was proposed by Cllr M Gee and seconded by Cllr R Comber and it was

**RESOLVED  
30905**

to recommend the grants budget for 2025-6 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.

A vote was taken and it was unanimous.

- (e) Members noted the proposed period for receiving grant applications.

- (f) Following discussion it was proposed by Cllr S Gurney and seconded by Cllr H Richards and it was

**RESOLVED  
30906**

to approve amendments to the Culture and Community Grant Fund Policy and note the proposed launch alongside the council's main grant scheme.

A vote was taken and it was unanimous.

#### **COMMITTEE INFORMATION (Agenda item 13)**

- (a) None.

- (b) To launch the Culture and Community Grant and opening of the main grants process.

#### **EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)**

It was proposed by Cllr M Gee, seconded by Cllr R Comber and it was

**RESOLVED  
30907**

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.

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A vote was taken and it was unanimous

*The RFO left the meeting at 9:06pm*

**STAFFING UPDATE (Agenda Item 15)**

- a) The Town Clerk gave a verbal update on staffing matters.
  
- b) Members received and discussed the Town Clerk's confidential report TC16B/2024. It was proposed by Cllr S Gurney and seconded by Cllr H Richards and it was

**RESOLVED  
30908**

To approve the recommendation from the Town Clerk on staff remuneration. Members expressed gratitude and appreciation to the member of staff for their hard work.

The Town Clerk noted a review of related policies and procedures will be undertaken.

The meeting ended at 9.27pm

CHAIR INITIALS \_\_\_\_\_



Date: 11/07/2024

## Wokingham Town Council

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Time: 12:13

## F &amp; 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 Comm
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 Com
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
		<b>Total Payments</b>	<b>169,241.05</b>		

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Finance &amp; Personnel Meeting 23/07/2024

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Date: 11/07/2024

**Wokingham Town Council**

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**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
		<b>Total Payments</b>	<b>53,057.16</b>		

CHAIR INITIALS \_\_\_\_\_

Finance &amp; Personnel Meeting 23/07/2024

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# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2023/24

## WOKINGHAM TOWN COUNCIL

wokingham-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/08/2023 20+22 FEB 2024 24/04/2024

Name of person who carried out the internal audit

Claire Connell

Signature of person who carried out the internal audit

*Claire Connell*

Date

29/04/2024

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### WOKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

15/05/2024

and recorded as minute reference:

30849

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

wokingham-tc.gov.uk

FOR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



**Section 2 – Accounting Statements 2023/24 for**

**WOKINGHAM TOWN COUNCIL**

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	605,645	937,945	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,014,210	1,118,820	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	697,594	553,777	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	restated 599,151	567,739	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	restated 780,353	892,316	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	937,945	1,150,487	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	994,536	1,163,044	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,426,398	3,443,027	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*RM120520*

Date

02/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/2024

as recorded in minute reference:

MIN 30850 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

*RRC*

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **WOKINGHAM PARISH COUNCIL – BE0098**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None .

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature  Date **06/08/2024**



# Wokingham Town Council

## Town Clerk's Report 19/2024

To: Finance & Personnel

Date: 24<sup>th</sup> September 2024

Subject: Review of Hire Charges for Town Council's Amenities

### 1 PURPOSE OF REPORT

To advise the committee about the current hire charges for Wokingham Town Council's (WTC) facilities to enable decisions to be made about any prospective increases in rates from January 2025.

### 2 BACKGROUND INFORMATION

2.1 The current charges for the Town Hall and Woosehill Community Centre are shown in the table below.

Town hall rates were raised by £2 per hour from 1<sup>st</sup> January 2023, the first increase since January 2014.

Woosehill rates were last increased in 2019.

#### Town Hall

Room	Commercial Rate Weekdays £ per hour	Commercial Rate Weekends £ per hour	Community Rate Weekdays £ per hour	Community Rate Weekends £ per hour
Main Hall	37.00	42.00	18.00	21.00
Council Chamber	23.00	26.00	10.00	12.00
Annexe	30.00	32.00	14.00	15.00
Diamond Jubilee Room	30.00	33.00	15.00	16.00
REME Room	27.00	29.00	13.00	14.00
Kitchen	29.00* (per hire)	32.00* (per hire)	13.00	14.00

#### Woosehill

Room	Commercial Rate Weekdays £ per hour	Commercial Rate Weekends £ per hour	Community Rate Weekdays £ per hour	Community Rate Weekends £ per hour
Main Hall	31.00	33.00	16.00	18.00
Upstairs Hall	14.00	15.00	8.00	9.00
Committee Room	12.50	13.50	7.50	8.50

A surcharge is made for Sunday bookings at both venues to cover security arrangements.

At the September 2023 meeting, the Town Clerk was asked to provide some comparative data to show hire charges for other local venues. A review of the rates for hiring other local venues was carried out by the Information Centre Manager, Rachel.

Rachel gathered the prices for 14 comparable venues within the town area and surrounding parishes. Whilst it is difficult to compare exactly like for like, as venues have

different facilities, a comparison of “main hall” costs for hires before 6pm (some venues have a different pricing structure for daytime Vs evenings and weekends), the average ‘community rate’ hire cost for the group of venues (excluding the town hall and Woosehill) was £22.38 per hour. This compares to the town hall rate of £18 and Woosehill of £16.

An analysis of prices for venues in the most immediate vicinity, showed the following closest comparisons:

	<b>Town Hall main hall</b>	Average of immediate town centre venues*
Weekday charity rate	£18	£24.84
Weekend charity rate	£18	£27.62 <i>(daytime rate, as higher after 4pm or 6pm)</i>
Weekday commercial rate	£37	£28.03
Weekend commercial rate	£42	£30.80 <i>(daytime rate, as higher after 4pm or 6pm)</i>

	<b>Woosehill main hall</b>	Average of local venues**
Weekday charity rate	£16	£15.53
Weekend charity rate	£18	£20.30 <i>(daytime rate, as higher after 4pm or 6pm)</i>
Weekday commercial rate	£31	£18.53
Weekend commercial rate	£33	£27.30 <i>(daytime rate, as higher after 4pm or 6pm)</i>

\*St Paul’s Parish Rooms, The Cornerstone and The Bradbury Centre

\*\*Winnersh community centre, Emmbook Village Hall and the Acorn Centre

Although both sites are falling short of their income budgets (*see figures below*), the variance is reducing, with the town hall almost in line with budget expectations.

We will look to undertake additional marketing for Woosehill, to advertise available booking slots for regular long-term hirers.

## 2.2 Hall income

Town Hall

<b>Income source</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Town Hall - All general bookings income*	£5,894	£10,236	£12,786
Weddings**	£13,902	£18,241	£21,985
Totals	£19,796	£28,477	£34,771
Annual budget	£35,950	£36,170	£35,550
Variance	<b>-£16,154</b>	<b>-£7,693</b>	<b>-£779</b>

\*includes all room hires, hospitality income and equipment hire

\*\*includes catering income

Woosehill

Income source	2021-22	2022-23	2023-24
Main hall	£12,676	£17,329	£16,891
Committee rooms	£566	£1812	£2794
Out of hours	£1196	£2154	£1817
Upstairs hall	£2340	£4716	£5366
Totals	£16,778	£26,011	£26,868
Annual budget	£36,400	£36,400	£36,400
Variance	-£19,622	-£10,389	-£9,532

The Town Clerk feels there is scope to increase some prices to reflect higher costs of maintaining and running the facilities.

**Town Clerk's recommendations:**

- a) Add £2 per hour hire to all room hire rates at the town hall (leave kitchen, equipment hire etc as is).
- b) Add £1 per hour to all room hire rates for Woosehill.
- c) Rate changes to take effect from 1<sup>st</sup> April 2025

**2.3 Weddings**

Wedding packages were introduced in January 2016 and a brochure produced to give to prospective hirers. Wedding bookings have recovered and now exceed pre-covid levels, with a record number of bookings in the 2023-24 financial year. To date we have 35 weddings booked in for the 2024-25 financial year.

Wedding packages in the main hall are priced as follows (Note: Registrar's fees paid directly by hirer):

Package	Detail	Current cost	Recommended cost for new bookings taken from 1 <sup>st</sup> January 2025
Option 1	Ceremony only in the main hall (2 hours)	£500	£600
Option 2	Ceremony plus prosecco and crisps after the service, use of annexe for drink reception (2 hours)	£700 plus £5.50 per head for prosecco/juice and nibbles.	£750 plus £7 per head for prosecco/juice and nibbles.
Option 3	Ceremony, prosecco plus sit-down meal (6 hours)	£1,000 plus a catering cost per head, of which 10% is retained by WTC	£1,250 plus per-head catering cost, of which 15% is retained by WTC
Option 4	Small ceremony in the Diamond Jubilee Room, up to 32 guests	£250 (Mon to Thur) £300 (Fri, Sat, Sun)	£375, bookings taken Monday to Friday only.

\*Price for prosecco and crisps will be reviewed throughout the year subject to the cost for purchasing. If this goes up significantly, we will adjust prices accordingly.



This year, Wokingham Borough Council is producing a brochure for weddings, ceremonies etc, and Wokingham Town Council has secured a reduced rate to feature a full-page advert in the first edition of this publication.

**Town Clerk recommendations:**

- a) We regularly receive feedback that out costs for weddings is low. Whilst this is clearly a benefit in terms of generating additional business, there is scope to increase these prices to ensure we are adequately covering costs whilst still remaining competitively priced.

We recognise that we are not competing for business against the big hotels with outside grounds, larger etc, but against smaller venues.

- b) Price increases as highlighted in 2.3 above, to ensure we are continuing to adequately cover the costs of providing these services.

**2.4 Allotments**

We have 1,615 poles of allotment space in total across eight allotment sites and are required by legislation to give existing tenants one years' notice of any proposed rise in rents.

At the F&P meeting held in September 2023, the committee resolved (resolution 30714) to increase rental rates from November 2024 by 5%, which equates to a cost per pole to a Wokingham resident of £10.85 and a non-resident to £12.20. The committee also resolved to increase water charges from £1 per pole to £1.10 per pole per year.

Allotment charges across the wider borough area vary quite significantly, though the range of offer in terms of additional infrastructure available on sites are, is also broad.

A review of allotment rent prices across the Wokingham Borough area gives an average charge of £9.27 per pole across 13 parish areas, with costs ranging from £5.89 to £13.75 per pole.

The average cost for sites with comparable infrastructure (solar panel sheds, waterless toilets etc) was £12.10 per pole.

At present, the town council charges a flat rate across all sites, irrespective of additional facilities.

**Allotment Officer's Recommendations:**

The Allotments Officer has recommended:

- a) a 3.2% increase from 1<sup>st</sup> November 2025. This will increase the cost per pole to a Wokingham resident to £11.20 and a non-resident to £12.60.
- b) An increase in the water charge per pole from £1.10 to £1.50. A review of the current water charges has identified that the income generated from the water charge falls short of the cost of water provision across the allotment sites.

The average cost of water over the past four years has been in the region of £2,400. The current water charge generates some £1,800 in income. In order to cover the average water cost over the past four years, charges would need to increase from £1.10 to £1.50 per pole per annum.

- c) The introduction of an additional maintenance charge to those sites which have a waterless toilet facility. At present, five of the eight allotment sites include the benefit of a waterless toilet facility. Whilst the cost of the initial purchase and

installation has been covered by S106 funding, the cost of cleaning the toilets and providing consumables weekly is being incurred by the town council. The Allotment Officer recommends giving notice to add a further £6 per plot to the relevant sites, to contribute towards the cost of maintaining the toilet facilities.

## 2.6 Market Tolls

The current charges are shown in the table below for a 3m by 3m pitch. The proposed cost from April 2025 is shown in brackets next to the existing price. Most pitches are proposed to increase by £1/£2 or roughly 10%

	Tuesday £	Thursday £	Friday £	Saturday £
Trader	10 (11)	18 (20)	20 (22)	20 (22)
Trader 2 pitches	15 (16.50)	30 (33)	30 (33)	30 (33)
Trader 3 pitches	20 (22)	40 (43)	40 (43)	40 (43)
Trader 4 pitches	25 (27.50)	45 (48)	45 (48)	45 (48)
Market triangle (opposite Rose PH)	40 (44)	40 (44)	40 (44)	40 (44)

### Market income

	19/20 £	20/21 £	21/22 £	22/23 £	23/24 £
General market	41,711	30,973	43,244	40,010	£41,707
Specialist markets (Vegan, antiques)	2,242	0	1,619	1,850	£1,710

### Market Officer's Recommendations:

- As at 30<sup>th</sup> July 2024, although it is early in the financial year, we look set to exceed the level of market income generated in 2023-24 (£41,707)
- Any impact on footfall from increased car park charges has not significantly impacted pitch bookings, or changes have settled down, and demand for market pitches remains strong.
- The impact of car park changes and permit charges relating to traders has settled
- Costs of market pitches have remained unchanged since 2018, though costs incurred by the town council in managing the market (administration, water, power, other consumables etc) have increased.

## 2.7 Banner Space

We only have the Broad Street banner space operational, and the Amenities Committee previously confirmed that once this fails its tri-annual service, this facility will also cease.

Since 2017, we have given priority to advertising our own events and offering spaces to local community organisations and charities, who hire the space at no charge provided their event complies with Wokingham Borough Council's Protocol Arrangements. Only on rare occasions are we able to offer commercial organisations a space.

It is not proposed that the price charged for this service are altered as it is unclear at this stage how long we will be able to continue to offer this facility.

## 2.8 Parks and Open Spaces

Elms Field is becoming increasingly established as a location for community events; both those run by the town council such as the Party in the Park event and those organised and run by other organisations, including the Wokingham Lions May Fayre, the Wokingham Pride event and the Mindset Unlimited Festival.

Langborough Recreation Ground is also used for events such as Fun Day and has the potential to provide for more small-scale outdoor events within the year. Resurfacing of the flagstone area at Howard Palmer Gardens should further extend the use of this space to outside events. Park Yoga is currently hosted there weekly on Sundays from May to September, and a couple of other events have been held in this space through the year, including a Bloom youth theatre event.

In 2022, it was identified that there was a need for a more formal arrangement and usage agreement with event organisers. During 2023-24, proposals were considered by the Strategy Working Party and a hire deposit scheme was established, which set various levels of deposit depending on the nature of the event and the level of damage risk they represent. A user agreement has been drawn up and used for this event, and a copy is being reviewed by the council's solicitors to ensure it includes all necessary elements.

In August 2024, the first commercial hire and payment of a deposit for the use of Elms Field occurred, with a children's funfair event running from 30<sup>th</sup> August to 1<sup>st</sup> September.

[Add report on this]

At this stage, it is only proposed that a charge be made for commercial use, and it is recommended that, given the low level of events anticipated, setting of the charge be delegated to the Town Clerk and Grounds and Bloom Officer, to determine any appropriate rental charge and deposit.

### Town Clerk's Recommendations:

For external events held on council owned or managed outside space we:

- a) Use our written usage agreement that specifies usage of the space (including aspects such as tree root protection).
- b) An appropriate rental charge and deposit to be determined by the Town Clerk and Grounds and Bloom Officer.

### RECOMMENDATIONS

- 3.1 To increase Town hall and Woosehill hire charges in line with 2.2
- 3.2 To increase wedding package costs as indicated above in item 2.3
- 3.3 To increase the allotment charges from 1<sup>st</sup> November 2024 in line with the recommendation from the Allotment Officer as detailed in item 2.5
- 3.4 To increase charges for Market stalls in line with the recommendation from the Market Officer as detailed in item 2.6
- 3.5 To approve the delegation of rental charges and deposit charges for use of outside spaces to the Town Clerk and Grounds and Bloom Officer.



## List of Payments made between 01/07/2024 and 31/08/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2024	Grenke Leasing Limited	Std Ord	257.26		Hire of copier
01/07/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
05/07/2024	Google Ireland Limited	DDR 050724	48.00		5009406395/Google Ireland Limi
05/07/2024	O2	DDR 0507	353.89		31190253/O2
05/07/2024	Barclaycard Commercial	DDR 100724	44.00		010034750624/Barclaycard Comme
08/07/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/07/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/07/2024	Hiscox	Std Ord	2,401.99		WTC insurance payment 23/4
10/07/2024	HMRC	DDR	200.06		HMRC
10/07/2024	HMRC	DDR	200.06		HMRC
11/07/2024	DD MAYOR	DD MAYOR	2,075.00		DD MAYOR
11/07/2024	Clerk's Drawings Account	Imprest	5,000.00		Tx Main to Clerks
16/07/2024	SAGE	Std Ord	66.00		Payroll
16/07/2024	Castle Water Limited	DDR 160724	63.86		10002740735/Castle Water Limit
18/07/2024	Barclaycard Commercial	DDR 180724	3,231.26		2097945/Barclaycard Commercial
18/07/2024	Castle Water Limited	DDR 180724	35.29		10002839912/Castle Water Limit
18/07/2024	Barclaycard Commercial	DDR180724	50.45		WAIT 130624/Barclaycard Commer
19/07/2024	Total Gas & Power Ltd	ddr 190724	469.48		345316273/24/Total Gas & Power
19/07/2024	Castle Water Limited	DDR 190724	6.06		10002877179/Castle Water Limit
19/07/2024	Total Gas & Power Ltd	DDR190724	4,893.48		345316262/24/Total Gas & Power
23/07/2024	BACS P/L Pymnt Page 5062	BACS Pymnt	21,322.49		BACS P/L Pymnt Page 5062
23/07/2024	BACS P/L Pymnt Page 5066	BACS Pymnt	12,150.00		BACS P/L Pymnt Page 5066
23/07/2024	Clerk's Drawings Account	Imprest	20,000.00		Imprest
23/07/2024	230724 Bloom	BACS	63.15		230724 Bloom
25/07/2024	HMRC	DDR	9,368.89		HMRC
26/07/2024	ARVAL	DD	599.24		HK72 FNE WO7317
01/08/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
06/08/2024	O2	DDR 060824	431.51		31771216/O2
07/08/2024	BACS P/L Pymnt Page 5081	BACS Pymnt	11,615.91		BACS P/L Pymnt Page 5081
07/08/2024	Clerk's Drawings Account	Imprest	35,000.00		Imprest
07/08/2024	Google Ireland Limited	DDR 070824	48.00		Purchase Ledger DDR Payment
08/08/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/08/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/08/2024	HISCOX	Direct Deb	2,525.09		WTC main insurance
12/08/2024	Barclaycard Commercial	DDR 120824	57.86		10034750724/Barclaycard Commer
16/08/2024	SAGE	Std Ord	66.00		Payroll
19/08/2024	Barclaycard Commercial	DDR 190824	2,635.75		7528360/Barclaycard Commercial
19/08/2024	Barclaycard Commercial	DDR190824	150.45		100892/Barclaycard Commercial
19/08/2024	Castle Water Limited	141.40	141.40		1003081510/Castle Water Limite
20/08/2024	Total Gas & Power Ltd	DDR 200824	419.02		348313586/24/Total Gas & Power
21/08/2024	BACS P/L Pymnt Page 5091	BACS Pymnt	19,058.30		BACS P/L Pymnt Page 5091
22/08/2024	Clerk's Drawings Account	Imprest	30,000.00		Tx Main to Clerks
26/08/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/08/2024	BACS P/L Pymnt Page 5095	BACS Pymnt	2,500.00		BACS P/L Pymnt Page 5095
28/08/2024	Focus Group	DDR 280824	1,056.18		6828963/Focus Group
29/08/2024	HMRC	DDR	10,161.92		HMRC
		<b>Total Payments</b>	<b>205,920.54</b>		

Invoice Number	Cost Centre Description	Cost Centre Code	Nominal Code Description	Nominal Code	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Supplier Name
Std Ord	Town Hall	106	Rates	4145	Town Hall Chambers 2104329	01/07/2024	3,085.00	0.00	3,085.00	3,085.00	Wokingham Borough Council
060724-5	Parks & Bloom	103	Thames and Chilt	4412	060724-5/GBO581/Thames and Chi	08/07/2024	923.00	0.00	923.00	923.00	Berkshire Sound Hire
Std Ord	F & P Administration	301	Insurances	4382	WTC insurance payment 23/4	08/07/2024	2,401.99	0.00	2,401.99	2,401.99	Hiscox
10474180	Town Hall	106	Repairs & Mainte	4100	10474180/BMO365/Repairs & Main	11/07/2024	658.79	131.76	790.55	658.79	Chubb Fire & Security Ltd
INV-4457	Woosehill	104	Security	4120	INV-4457/BMO369/Security	11/07/2024	430.20	86.04	516.24	430.20	Alarm Response
921/1297/24	Town Hall	106	Security	4120	921/1297/24/BMO368/Security	11/07/2024	542.00	108.40	650.40	542.00	Alarm Response
3072	Allotments	109	Repairs & Mainte	4100	3072/AL0308/Repairs & Maintena	11/07/2024	537.14	0.00	537.14	537.14	Woodside Garden Services
534920367	F & P Administration	301	Insurances	4382	534920367/RFO172/Insurances	11/07/2024	939.68	0.00	939.68	939.68	Arthur J. Gallagher Insurance Brokers Lt
1441	Parks & Bloom	103	Thames and Chilt	4412	1441/GBO599/Thames and Chilter	11/07/2024	615.00	0.00	615.00	615.00	A Bit of a Do
535202755	F & P Administration	301	Insurances	4382	535202755/RFO173/Insurances	11/07/2024	650.72	0.00	650.72	650.72	Arthur J. Gallagher Insurance Brokers Lt
DD MAYOR	Civic	302	Chair's Allowance	4372	Mayoral advance RC	11/07/2024	1,375.00	0.00	1,375.00	500.00	DD MAYOR
DD MAYOR	Civic	302	Chair's Allowance	4372	Mayoral allowance SG	11/07/2024				875.00	DD MAYOR
BACS			Wages Control A/	520	July salary	15/07/2024	31,674.42	0.00	31,674.42	31,674.42	July salary
28295	Town Hall	106	Town Hall Equipm	4325	28295/AO188/Town Hall Equipmen	18/07/2024	668.00	133.60	801.60	668.00	Barclaycard Commercial
DDR 180724			Creditors	501	2097945/Barclaycard Commercial	18/07/2024			2,429.66	2,429.66	Barclaycard Commercial
345315987/24	Market	102	Electricity	4131	345315987/24/Total Gas & Power	19/07/2024	491.31	24.57	515.88	491.31	Total Gas & Power Ltd
345316230/24	Town Hall	106	Electricity	4131	345316230/24/Total Gas & Power	19/07/2024	2,384.94	476.99	2,861.93	2,384.94	Total Gas & Power Ltd
345316262/24	Town Hall	106	Electricity	4131	345316262/24/Total Gas & Power	19/07/2024	761.98	152.39	914.37	761.98	Total Gas & Power Ltd
PSI-1092498	Parks & Bloom	103	Waste Collection	4151	PSI-1092498/BMO372/Waste Colle	23/07/2024	649.11	129.82	778.93	649.11	Grundon Waste Mangement Limited
3701	Town Hall	106	External Cleaning	4154	3701/BMO366/External Cleaning	23/07/2024	719.99	144.00	863.99	719.99	AYS Cleaning Contractors Ltd
17890	Parks & Bloom	103	Maintenance Con	4105	17890/GBO238/Maintenance Contr	23/07/2024	2,666.67	533.33	3,200.00	200.00	Nigel Jeffries Landscapes Limited
17890	Parks & Bloom	103	Maintenance Con	4105	17890/GBO548/Maintenance Contr	23/07/2024				2,466.67	Nigel Jeffries Landscapes Limited
62544	Amenities	101	Hanging Flower B	4411	62544/AO178/Hanging Flower Bas	23/07/2024	1,868.92	373.78	2,242.70	1,868.92	Windowflowers Ltd
4585	Town Hall	106	Repairs & Mainte	4100	4585/BMO354/Repairs & Maintena	23/07/2024	425.50	85.10	510.60	425.50	Verus Group Limited
963	Woosehill	106	Repairs & Mainte	4100	963/BMO309/Repairs & Maintenan	23/07/2024	10,125.00	2,025.00	12,150.00	10,125.00	Verus Group Limited
375	Arts & Culture	304	Chalk about it	4527	375/ACO341/Chalk about it	23/07/2024	1,110.00	0.00	1,110.00	1,110.00	Urban Canvas
Jul-24			Superannuation C	516	JUL 24/Royal County of Berks	23/07/2024	13,439.92	0.00	13,439.92	13,439.92	Royal County of Berkshire Pension Fund
964	Woosehill	106	Repairs & Mainte	4100	964/BMO413/Repairs & Maintenan	25/07/2024	555.00	111.00	666.00	555.00	Verus Group Limited
1.04009E+14	Town Hall	106	Function costs	4332	0104009009135447/EC316/Function	25/07/2024	599.20	119.84	719.04	599.20	MAJESTIC WINE WAREHOUSES LTD
DDR			PAYE/NI Control A	515	HMRC	25/07/2024	9,368.89	0.00	9,368.89	9,368.89	HMRC
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WO7317	26/07/2024	499.37	99.87	599.24	499.37	ARVAL
6828066	Town Hall	106	Telephones	4320	6828066/Focus Group	29/07/2024	767.87	153.57	921.44	767.87	Focus Group
LW/H570	F & P Administration	301	Strategic Marketi	4344	LW/H570/RFO168/Strategic Marke	30/07/2024	540.00	0.00	540.00	540.00	Heidi Sandford
351443	Civic	302	Computer Softwa	4328	351443/CO301/Computer Software	30/07/2024	864.00	0.00	864.00	720.00	Dotsquares Ltd
351443	Civic	302	Computer Softwa	4328	351443/Dotsquares Ltd	30/07/2024				144.00	Dotsquares Ltd
MAYOR STAF	Civic	302	Chair's Allowance	4372	Mayor allowance 2	30/07/2024	500.00	0.00	500.00	500.00	MAYOR STAFF
NZ/29298949	F & P Administration	301	Insurances	4382	NZ/29298949/RFO175/Insurances	31/07/2024	563.64	0.00	563.64	563.64	Arthur J. Gallagher Insurance Brokers Lt
Std Ord	Town Hall	106	Rates	4145	Town Hall Chambers 2104329	01/08/2024	3,085.00	0.00	3,085.00	3,085.00	Wokingham Borough Council
3742	Town Hall	106	External Cleaning	4154	3742/BMO366/External Cleaning	07/08/2024	719.99	144.00	863.99	719.99	AYS Cleaning Contractors Ltd
5346	Allotments	109	Repairs & Mainte	4100	5346/AL0327/Repairs & Maintena	07/08/2024	700.00	140.00	840.00	700.00	Scottscape
18017	Parks & Bloom	103	Maintenance Con	4105	18017/GBO548/Maintenance Contr	07/08/2024	2,666.67	533.33	3,200.00	2,666.67	Nigel Jeffries Landscapes Limited
7575	F & P Administration	301	Office Equipment	4310	7575/PTO139/Office Equipment P	07/08/2024	444.00	88.80	532.80	444.00	123connect.co.uk
921/1336/24	Town Hall	106	Security	4120	921/1336/24/BMO368/Security	07/08/2024	480.50	96.10	576.60	480.50	Alarm Response

Invoice Number	Cost Centre Description	Cost Centre Code	Nominal Code Description	Nominal Code	Transaction Detail	Date Paid	Net	VAT	Total	Amount	Supplier Name
63327	Amenities	101	Hanging Flower B	4411	63327/AO178/Hanging Flower Bas	07/08/2024	1,868.92	373.78	2,242.70	1,868.92	Windowflowers Ltd
CO294	Civic	302	Beating the Boun	4401	CO294/CO294/Beating the Bounds	07/08/2024	4,000.00	0.00	4,000.00	4,000.00	Wokingham Lions
Direct Deb	F & P Administration	301	Insurances	4382	WTC main insurance	08/08/2024	2,525.09	0.00	2,525.09	2,525.09	HISCOX
87	Parks & Bloom	103	Thames and Chilt	4412	0087/GBO617/Thames and Chilter	13/08/2024	500.00	0.00	500.00	500.00	BARTA Theatre Academy
10542180	Town Hall	106	Repairs & Mainte	4100	10542180/BMO432/Repairs & Main	13/08/2024	556.00	111.20	667.20	556.00	Chubb Fire & Security Ltd
3117	Allotments	109	Repairs & Mainte	4100	3117/AL0308/Repairs & Maintena	13/08/2024	537.14	0.00	537.14	537.14	Woodside Garden Services
BACS			Wages Control A/	520	Aug salary	15/08/2024	35,459.38	0.00	35,459.38	35,459.38	Aug salary
DDR 190824			Creditors	501	7528360/Barclaycard Commercial	19/08/2024			2,635.75	2,635.75	Barclaycard Commercial
351443A	Civic	302	Computer Softwa	4328	351443A/Dotsquares Ltd	20/08/2024	720.00	144.00	864.00	720.00	Dotsquares Ltd
PSI-1112402	Parks & Bloom	103	Waste Collection	4151	PSI-1112402/BMO372/Waste Colle	21/08/2024	807.68	161.54	969.22	807.68	Grundon Waste Management Limited
TITP 2023/24_2	Arts & Culture	304	Theatre in the Pa	4388	TITP 2023/24_2/ACO340/Theatre	21/08/2024	1,867.00	0.00	1,867.00	1,867.00	Bart Lee
S820240401	F & P Administration	301	External Audit Fee	4380	S820240401/RFO176/External Aud	21/08/2024	2,100.00	420.00	2,520.00	2,100.00	PKF Littlejohn LLP
Aug-24			Superannuation C	516	AUG 24/Royal County of Berkshi	21/08/2024	14,671.30	0.00	14,671.30	14,671.30	Royal County of Berkshire Pension Fund
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WO7317	26/08/2024	499.37	99.87	599.24	499.37	ARVAL
377	Arts & Culture	304	Chalk about it	4527	377/ACO341/Chalk about it	27/08/2024	2,500.00	0.00	2,500.00	2,500.00	Urban Canvas
6828963	Town Hall	106	Telephones	4320	6828963/Focus Group	28/08/2024	768.41	153.68	922.09	768.41	Focus Group
DDR			PAYE/NI Control A	515	HVMRC	29/08/2024	10,161.92	0.00	10,161.92	10,161.92	HVMRC

## Clerk's Drawings Account

## List of Payments made between 01/07/2024 and 31/08/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2024	Peninsula	Std Ord	167.44		HR support
01/07/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/07/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/07/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/07/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/07/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
08/07/2024	BACS P/L Pymnt Page 5058	BACS Pymnt	923.00		BACS P/L Pymnt Page 5058
11/07/2024	BACS P/L Pymnt Page 5055	BACS Pymnt	4,848.31		BACS P/L Pymnt Page 5055
11/07/2024	BACS P/L Pymnt Page 5057	BACS Pymnt	1,265.72		BACS P/L Pymnt Page 5057
11/07/2024	F & P and Current Accounts	DD MAYOR	2,075.00		Error cashbook
15/07/2024	July salary	BACS	31,674.42		July salary
19/07/2024	Castle Water Limited	DDR 190724	15.63		10002876173/Castle Water Limit
23/07/2024	BACS P/L Pymnt Page 5063	BACS Pymnt	3,157.62		BACS P/L Pymnt Page 5063
23/07/2024	BACS P/L Pymnt Page 5067	BACS Pymnt	220.55		BACS P/L Pymnt Page 5067
23/07/2024	F & P and Current Accounts	cashbook	63.15		cashbook 230724 Bloom
23/07/2024	030724 DD	BACS	200.00		030724 DD
23/07/2024	230724 Staff DD	BACS	432.60		230724 Staff DD
25/07/2024	BACS P/L Pymnt Page 5068	BACS Pymnt	2,248.87		BACS P/L Pymnt Page 5068
29/07/2024	Focus Group	DDR 290724	134.09		6827946/Focus Group
29/07/2024	Focus Group	DDR290724	921.44		6828066/Focus Group
30/07/2024	BACS P/L Pymnt Page 5075	BACS Pymnt	2,099.80		BACS P/L Pymnt Page 5075
30/07/2024	MAYOR STAFF	MAYOR STAF	550.20		MAYOR STAFF
31/07/2024	BACS P/L Pymnt Page 5077	BACS Pymnt	563.64		BACS P/L Pymnt Page 5077
31/07/2024	DD	DD	500.00		DD
01/08/2024	Peninsula	Std Ord	167.44		HR support
01/08/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/08/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/08/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/08/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/08/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
05/08/2024	Bank charges	DD	15.00		Bank charges
07/08/2024	BACS P/L Pymnt Page 5078	BACS Pymnt	4,054.23		BACS P/L Pymnt Page 5078
13/08/2024	BACS P/L Pymnt Page 5082	BACS Pymnt	1,966.64		BACS P/L Pymnt Page 5082
13/08/2024	BACS P/L Pymnt Page 5083	BACS Pymnt	2,230.30		BACS P/L Pymnt Page 5083
13/08/2024	DD	DD	400.00		DD
15/08/2024	Aug salary	BACS	35,459.38		Aug salary
16/08/2024	Castle Water Limited	DDR 160824	257.35		10003033993/Castle Water Limit
21/08/2024	BACS P/L Pymnt Page 5090	BACS Pymnt	2,083.45		BACS P/L Pymnt Page 5090
21/08/2024	Castle Water Limited	DDR 210824	16.15		10003166649/Castle Water Limit
21/08/2024	Staff Bloom DD	BACS	261.54		Staff Bloom DD
27/08/2024	BACS P/L Pymnt Page 5096	BACS Pymnt	1,310.70		BACS P/L Pymnt Page 5096
29/08/2024	DD	BACS	200.00		DD
<b>Total Payments</b>			<b>103,537.66</b>		

Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Amenities</u>							
1256 Misc. Income	0	0	30	30			
Amenities :- Income	<b>0</b>	<b>0</b>	<b>30</b>	<b>30</b>			<b>0</b>
4411 Hanging Flower Baskets	22,070	9,802	24,500	14,698	13,082	1,616	
4506 E Bike event	104	0	1,000	1,000	25	975	
4508 Graffiti removal	6,188	80	8,000	7,920	108	7,812	
4514 Christmas Light Projects	6,998	599	6,500	5,901	940	4,961	
4515 Christmas Lighting Contract	28,753	10,826	26,500	15,674	16,238	(564)	
4521 Market Place Cleaning	1,541	0	4,500	4,500		4,500	
Amenities :- Indirect Expenditure	<b>65,654</b>	<b>21,306</b>	<b>71,000</b>	<b>49,694</b>	<b>30,394</b>	<b>19,300</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65,654)</b>	<b>(21,306)</b>	<b>(70,970)</b>	<b>(49,664)</b>			
<u>102 Market</u>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	19,830	40,200	20,370			
1222 Farmers /Vegan Market	1,710	560	1,850	1,290			
Market :- Income	<b>53,487</b>	<b>20,390</b>	<b>42,050</b>	<b>21,660</b>			<b>0</b>
4100 Repairs & Maintenance	11,176	753	1,980	1,227		1,227	
4131 Electricity	749	934	1,375	441		441	
4145 Rates	3,368	1,683	3,370	1,687		1,687	
4172 Licences (All)	1,565	1,050	2,550	1,500		1,500	
4327 Advertising/Marketing	1,895	100	1,000	900		900	
4607 Marketing	0	0	0	0	152	(152)	
Market :- Indirect Expenditure	<b>18,753</b>	<b>4,520</b>	<b>10,275</b>	<b>5,755</b>	<b>152</b>	<b>5,603</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>34,734</b>	<b>15,870</b>	<b>31,775</b>	<b>15,905</b>			
<u>103 Parks &amp; Bloom</u>							
1103 KGV Trust Income	1,100	0	1,100	1,100			
1104 Redlands Farm Rent	450	225	350	125			
1120 Playing Field income	0	275	0	(275)			
1256 Misc. Income	500	103	0	(103)			
1267 Bloom income	2,805	347	1,600	1,253			
Parks & Bloom :- Income	<b>4,855</b>	<b>950</b>	<b>3,050</b>	<b>2,100</b>			<b>0</b>
4008 Travel,Subsistance, Parking	0	71	0	(71)		(71)	
4100 Repairs & Maintenance	48,423	3,283	37,000	33,717	5,902	27,815	
4103 Grass Cutting	17	0	0	0		0	
4105 Maintenance Contracts	23,693	10,667	30,240	19,573	21,533	(1,960)	

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4106 Elms Field Maintenance	43,317	606	29,000	28,394	2,319	26,075	
4107 Trees	24,923	12,596	35,000	22,404	3,215	19,189	10,077
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	989	5,000	4,011		4,011	
4135 Water	146	88	300	212		212	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4151 Waste Collection	8,253	2,914	7,000	4,086	5,086	(1,001)	
4154 External Cleaning	849	340	0	(340)	990	(1,330)	
4155 Park Yoga	1,400	910	1,400	490	490	0	
4312 Street Furniture	0	103	600	497		497	
4316 Playground repairs	0	1,122	6,500	5,378	1,593	3,785	
4327 Advertising/Marketing	0	0	750	750		750	
4412 Thames and Chiltern in Bloom	15,458	4,379	10,000	5,621	544	5,077	
4522 Wildflower planting & Maintena	0	0	2,000	2,000		2,000	
<b>Parks &amp; Bloom :- Indirect Expenditure</b>	<b>170,177</b>	<b>38,067</b>	<b>167,640</b>	<b>129,573</b>	<b>41,674</b>	<b>87,899</b>	<b>10,077</b>
<b>Net Income over Expenditure</b>	<b>(165,323)</b>	<b>(37,117)</b>	<b>(164,590)</b>	<b>(127,473)</b>			
6001 plus Transfer from EMR	15,642	10,077					
<b>Movement to/(from) Gen Reserve</b>	<b>(149,681)</b>	<b>(27,040)</b>					
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	16,891	7,532	22,000	14,468			
1011 Lettings-Committee Rooms	2,794	566	2,400	1,834			
1019 Out of hours lettings - income	1,817	413	2,000	1,588			
1020 Lettings-Upstairs Hall	5,366	1,855	5,000	3,145			
1030 Emmbrook Peppercorn Rent	1	1	10	9			
1256 Misc. Income	0	20	0	(20)			
<b>Woosehill :- Income</b>	<b>26,869</b>	<b>10,387</b>	<b>31,410</b>	<b>21,023</b>			<b>0</b>
4100 Repairs & Maintenance	12,986	2,285	9,900	7,615	2,909	4,706	
4109 Health & Safety Surveys	0	495	1,250	755		755	
4120 Security	5,258	1,556	4,000	2,444	2,587	(142)	
4131 Electricity	934	807	1,650	843		843	
4132 Gas	1,488	404	1,430	1,026		1,026	
4135 Water	413	186	715	529		529	
4145 Rates	3,196	1,756	3,520	1,764		1,764	
4150 Cleaning Materials	57	254	600	346		346	
4151 Waste Collection	1,138	269	1,100	831	1,255	(424)	
4154 External Cleaning	1,328	1,413	3,000	1,587	1,542	45	

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4320 Telephones	822	559	600	41		41	
4382 Insurances	452	0	300	300		300	
4620 Bad debt write off	0	100	0	(100)		(100)	
Woosehill :- Indirect Expenditure	<b>28,073</b>	<b>10,085</b>	<b>28,065</b>	<b>17,980</b>	<b>8,293</b>	<b>9,687</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,204)</b>	<b>302</b>	<b>3,345</b>	<b>3,043</b>			
<u>106 Town Hall</u>							
1010 Lettings-Main Hall	3,572	1,524	3,900	2,376			
1011 Lettings-Committee Rooms	2,979	1,139	2,500	1,361			
1012 Lettings-Kitchen	76	121	200	79			
1013 Lettings-Council Chamber	487	83	700	617			
1014 Lettings-Annexe	528	111	800	689			
1015 Lettings-Jubilee Room	737	95	1,160	1,065			
1016 Wedding Income	13,957	13,150	15,500	2,350			
1017 Information Centre Income	17	4	0	(4)			
1025 Letting Fees - All Tenants	93,390	41,663	93,390	51,727			
1026 Service Charges - All Tenants	4,430	2,517	7,420	4,903			
1027 Insurance Recharge - All Tenan	6,179	6,318	0	(6,318)			
1028 Utility Recharge - DT Brands	0	5,015	0	(5,015)			
1158 Banner Income	300	300	0	(300)			
1256 Misc. Income	3,158	0	0	0			
1258 Equipment Hire (Bookings)	383	381	1,200	819			
1260 Hospitality Income	2,424	819	2,500	1,681			
1261 Citizenship Ceremonies	1,600	0	1,590	1,590			
1262 Wedding catering income	8,028	4,470	5,000	531			
Town Hall :- Income	<b>142,245</b>	<b>77,709</b>	<b>135,860</b>	<b>58,151</b>			<b>0</b>
4100 Repairs & Maintenance	38,987	13,212	28,050	14,838	9,947	4,891	
4109 Health & Safety Surveys	1,445	3,065	2,700	(365)	3,350	(3,715)	
4120 Security	5,500	2,428	6,000	3,572	3,456	116	
4121 CCTV	336	(336)	800	1,136	1,000	136	
4131 Electricity	7,189	8,337	11,400	3,063		3,063	
4132 Gas	5,854	2,439	7,700	5,261		5,261	
4135 Water	(4,583)	501	8,730	8,229		8,229	
4145 Rates	25,176	15,424	30,850	15,426		15,426	
4150 Cleaning Materials	2,251	1,082	2,000	918	139	779	
4151 Waste Collection	1,268	233	1,500	1,267	567	700	
4154 External Cleaning	8,413	2,781	8,180	5,399	6,480	(1,082)	
4172 Licences (All)	295	0	3,500	3,500		3,500	
4302 Town Hall Structural Repairs	0	0	30,000	30,000		30,000	

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4325 Town Hall Equipment Purchases	630	797	1,000	203	279	(76)	
4332 Function costs	3,058	2,085	2,250	165	299	(134)	
4398 Wedding external catering	4,419	2,010	4,000	1,990		1,990	
Town Hall :- Indirect Expenditure	<b>100,238</b>	<b>54,058</b>	<b>148,660</b>	<b>94,602</b>	<b>25,517</b>	<b>69,085</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>42,007</b>	<b>23,651</b>	<b>(12,800)</b>	<b>(36,451)</b>			
6001 plus Transfer from EMR	6,823	0					
6002 less Transfer to EMR	(6,664)	0					
<b>Movement to/(from) Gen Reserve</b>	<b>55,494</b>	<b>23,651</b>					
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	1,075	0	(1,075)			
1203 Allotment Rents	17,164	302	17,000	16,698			
1256 Misc. Income	209	0	0	0			
Allotments :- Income	<b>65,983</b>	<b>1,377</b>	<b>17,000</b>	<b>15,623</b>			<b>0</b>
4100 Repairs & Maintenance	52,966	7,681	7,700	19	6,459	(6,440)	
4101 Competitions	968	0	700	700		700	
4105 Maintenance Contracts	0	0	3,760	3,760		3,760	
4135 Water	2,033	501	4,250	3,749		3,749	
4146 St Pauls Gate Rental	72	0	80	80		80	
4154 External Cleaning	0	1,260	4,500	3,240		3,240	
Allotments :- Indirect Expenditure	<b>56,038</b>	<b>9,442</b>	<b>20,990</b>	<b>11,548</b>	<b>6,459</b>	<b>5,089</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,945</b>	<b>(8,065)</b>	<b>(3,990)</b>	<b>4,075</b>			
<u>120 Amenities Capital</u>							
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	<b>73,143</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(73,143)</b>	<b>0</b>	<b>(40,000)</b>	<b>(40,000)</b>			
6001 plus Transfer from EMR	26,764	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(46,379)</b>	<b>0</b>					
<u>201 Personnel</u>							
1256 Misc. Income	560	1,602	0	(1,602)			
Personnel :- Income	<b>560</b>	<b>1,602</b>	<b>0</b>	<b>(1,602)</b>			<b>0</b>
4000 Basic Pay	402,160	191,211	476,500	285,289		285,289	

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4001 Overtime Pay	20,681	9,490	20,750	11,260		11,260	
4002 NI Costs	36,413	18,043	45,000	26,957		26,957	
4003 Pension Costs	108,485	51,450	125,000	73,550		73,550	
4004 Personnel Services Contracted	1,674	698	3,670	2,972		2,972	
4005 Staff Training	7,616	1,522	7,250	5,728	3,820	1,908	
4006 Recruitment	(117)	110	1,000	890	40	850	
4010 Councillor Training	643	0	1,500	1,500		1,500	
4011 PPE and workwear	0	667	750	83	19	64	
Personnel :- Indirect Expenditure	<b>577,555</b>	<b>273,190</b>	<b>681,420</b>	<b>408,230</b>	<b>3,879</b>	<b>404,351</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(576,995)</b>	<b>(271,589)</b>	<b>(681,420)</b>	<b>(409,831)</b>			
<u>301 F &amp; P Administration</u>							
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	14,281	23,200	8,919			
1256 Misc. Income	93,879	1,023	0	(1,023)			
1276 PRECEPT	1,118,820	613,634	1,227,267	613,633			
F & P Administration :- Income	<b>1,370,457</b>	<b>660,974</b>	<b>1,450,467</b>	<b>789,493</b>			<b>0</b>
4007 Car Allowances	1,239	413	1,240	827		827	
4008 Travel, Subsistence, Parking	4,432	1,709	3,000	1,291		1,291	
4009 Van hire costs	6,022	2,497	10,500	8,003		8,003	
4145 Rates	12,135	4,193	14,246	10,053		10,053	
4150 Cleaning Materials	1,034	0	0	0		0	
4310 Office Equipment Purchases	1,958	3,391	6,500	3,109	4,846	(1,737)	
4311 Office Equipment Maintenance	0	17	2,180	2,163		2,163	
4320 Telephones	12,165	5,453	7,500	2,047	338	1,709	
4321 Stationery	0	356	1,500	1,144		1,144	
4322 Office Supplies	3,076	234	1,500	1,266	21	1,244	
4323 Postage	428	(18)	800	818		818	
4324 Photocopier Lease	1,678	604	1,560	956		956	
4326 Subscriptions	17,351	6,412	16,800	10,388	4,115	6,273	
4327 Advertising/Marketing	2,055	1,426	5,180	3,754		3,754	
4329 Website Maintenance	400	0	1,200	1,200		1,200	
4344 Strategic Marketing	5,014	2,268	4,000	1,732	1,732	0	
4379 Professional & Legal Fees	5,559	1,563	8,000	6,437	2,035	4,403	
4380 External Audit Fees	2,200	0	2,000	2,000	2,100	(100)	
4381 Internal Audit Fees	1,131	(220)	2,000	2,220	1,900	320	
4382 Insurances	30,287	14,287	28,600	14,313	17,674	(3,361)	
4383 Bank Charges	678	218	1,000	782		782	

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4395 Photocopier Usage	1,019	279	1,200	921		921	
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	18,112	160,000	141,888	17,730	124,158	
F & P Administration :- Indirect Expenditure	<b>150,735</b>	<b>55,194</b>	<b>289,306</b>	<b>234,112</b>	<b>52,491</b>	<b>181,621</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,219,723</b>	<b>605,780</b>	<b>1,161,161</b>	<b>555,381</b>			
6001 plus Transfer from EMR	32,875	0					
6002 less Transfer to EMR	126,344	0					
<b>Movement to/(from) Gen Reserve</b>	<b>1,126,253</b>	<b>605,780</b>					
<u>302 Civic</u>							
4328 Computer Software	0	720	0	(720)		(720)	
4333 Newsletter	5,211	5,034	5,500	466		466	
4362 Civic Receptions	1,198	111	900	789		789	
4365 Heritage Day	3,205	90	3,850	3,760	1,614	2,146	
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	1,875	3,500	1,625		1,625	
4373 Civic Transport	0	35	100	65		65	
4374 Official Gifts	229	146	500	354		354	
4375 Christmas Cards	278	0	300	300		300	
4376 Insignia & Dress	3,800	1,022	3,000	1,978		1,978	
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	2,733	5,000	2,267		2,267	
4400 Mayors Chaplain	0	0	175	175		175	
4401 Beating the Bounds	0	4,000	4,000	0		0	
4523 Museum Accreditation	287	34	10,000	9,966	112	9,854	
4530 Museum Open Days	0	0	1,000	1,000		1,000	
4531 Wokingham Remembers	0	0	1,500	1,500		1,500	
Civic :- Indirect Expenditure	<b>24,593</b>	<b>15,800</b>	<b>47,425</b>	<b>31,625</b>	<b>1,727</b>	<b>29,899</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,593)</b>	<b>(15,800)</b>	<b>(47,425)</b>	<b>(31,625)</b>			
<u>303 Grants</u>							
1256 Misc. Income	2,000	0	0	0			
Grants :- Income	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4352 Youth Council Sports Grants	700	0	2,000	2,000		2,000	

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
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	<b>88,239</b>	<b>95,169</b>	<b>107,169</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(86,239)</b>	<b>(95,169)</b>	<b>(107,169)</b>	<b>(12,000)</b>			
<u>304 Arts &amp; 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	<b>4,085</b>	<b>2,556</b>	<b>5,050</b>	<b>2,494</b>			<b>0</b>
4329 Website Maintenance	0	216	0	(216)	387	(603)	
4341 Concert	60,602	67,353	67,245	(108)		(108)	
4343 PRS Licence	0	0	600	600		600	
4345 Book Festival	5,994	(133)	7,800	7,933	4,578	3,356	
4346 Human Library	0	0	250	250		250	
4388 Theatre in the Park	3,701	4,202	4,000	(202)	1	(203)	
4389 Board Games event	359	25	1,000	975		975	
4512 Sunny Saturdays	1,695	275	3,000	2,725	675	2,050	
4513 Dressing the Christmas Tree	1,602	0	1,350	1,350	1,400	(50)	
4526 Lunar New Year	8,332	0	11,950	11,950	5,364	6,586	
4527 Chalk about it	4,050	3,652	4,320	668	194	474	
4603 Fun Day	13,487	17,127	18,100	973	200	773	
4608 Virtual Museum Upgrade	4,439	0	0	0		0	
Arts & Culture :- Indirect Expenditure	<b>104,261</b>	<b>92,716</b>	<b>119,615</b>	<b>26,899</b>	<b>12,799</b>	<b>14,101</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(100,176)</b>	<b>(90,159)</b>	<b>(114,565)</b>	<b>(24,406)</b>			
6001 plus Transfer from EMR	1,481	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(98,695)</b>	<b>(90,159)</b>					
<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	<b>2,056</b>	<b>3,299</b>	<b>2,940</b>	<b>(359)</b>			<b>0</b>
4111 Bus Shelter Repairs	696	262	3,000	2,738	625	2,113	
4529 Cycle lockers	1,901	67	2,640	2,573		2,573	
Highways and Planning :- Indirect Expenditure	<b>2,597</b>	<b>329</b>	<b>5,640</b>	<b>5,311</b>	<b>625</b>	<b>4,686</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(541)</b>	<b>2,970</b>	<b>(2,700)</b>	<b>(5,670)</b>			

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	1,672,597	779,243	1,687,857	908,614			
Expenditure	1,460,055	669,875	1,737,205	1,067,330	184,009	883,321	
<b>Net Income over Expenditure</b>	<b>212,541</b>	<b>109,368</b>	<b>(49,348)</b>	<b>(158,716)</b>			
plus Transfer from EMR	83,585	10,077					
less Transfer to EMR	119,680	0					
<b>Movement to/(from) Gen Reserve</b>	<b>176,446</b>	<b>119,445</b>					

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## Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	28,417	
105	VAT Control Account	726	
108	Market Debtors	(230)	
201	F & GP + Current Account	755,843	
202	Clerk's Drawings Account	38,581	
209	RYND	18,259	
210	Petty Cash	236	
211	Office 2 (Michael Cragg)	822	
212	CCLA Public Sector deposit fun	440,000	
	<b>Total Current Assets</b>		<b>1,282,653</b>
	<u>Current Liabilities</u>		
501	Creditors	(2,803)	
502	Receipts in Advance	750	
504	RYND Creditor	18,259	
508	Office 2 Michael Cragg	822	
561	Hire Deposits Town Hall	1,100	
562	Hire Deposits Woosehill	1,100	
564	Long Term Key & Damage Deposit	2,525	
566	Elms Field hirer deposit	1,000	
599	Suspense Account	46	
	<b>Total Current Liabilities</b>		<b>22,798</b>
	<b>Net Current Assets</b>		<b>1,259,854</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,259,854</b>
	<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	109,368	
310	General Reserve	298,502	
321	Emergency Provision	225,000	
324	Election Reserve	625	
360	Playpark Earmark Reserve	373,284	
370	Town Hall Maintenance Reserve	38,263	
380	CIL Earmarked Reserve	206,813	
381	Civic Regalia Reserve	8,000	
	<b>Total Equity</b>		<b>1,259,854</b>

Cost centre	Current Approved Budget	Profilled budget	Actuals	Current variance	Year End Expected Variance	Comments on variance
Allotments	Expenditure	20,990	8,746	9,442	696	Some expenditure to be reclaimed from S106 balances held by WBC S106 funding for allotment paths. Main rental income received in November / December
	Income	(17,000)	-	(1,377)	(1,377)	
	Net	3,990	8,746	8,065	(681)	
Amenities	Expenditure	71,000	22,546	21,306	(1,240)	Monies spent on Christmas lighting project & hanging flowers, remaining profilled evenly; Additional planters at station
	Income	(30)	-	-	-	
	Net	70,970	22,546	21,306	(1,240)	
Amenities Capital	Expenditure	40,000	-	-	-	Orig budget £70k, TH structural repair budget £30k transferred to 106 Town Hall
	Income	-	-	-	-	
	Net	40,000	-	-	-	
Arts & Culture	Expenditure	119,615	92,716	92,716	-	Agreed in year increase for LNY (£1500) and Human Library £250. Bulk of event spend is in early part of financial year. Remaining budget for Book Festival, DTC, Table Top and Lunar New Year (LNY). Income received for Fun Day, Book Festival. Further income to be received from Book Festival, Table Top and LNY.
	Income	(5,050)	(2,525)	(2,556)	(31)	
	Net	114,565	90,191	90,160	(31)	
Civic	Expenditure	47,425	15,909	15,800	(109)	Expenditure for Beating the Bounds, Newsletter, Mayors Sunday. Expenditure still to come for Heritage Open Day, Remembrance, Christmas Music and Civic Awards.
	Income	-	-	-	-	
	Net	47,425	15,909	15,800	(109)	
F & P Administration	Expenditure	289,306	34,327	55,194	20,868	awaiting invoice by election costs (£10k), agreed CIL spend Woollahill chairs £8k and doors £10k 50% precept plus CIL Income for April received
	Income	(1,450,467)	(725,234)	(680,974)	64,260	
	Net	(1,161,161)	(690,907)	(605,780)	85,127	
Grants	Expenditure	107,169	95,169	95,169	-	£2k Youth Council sports grants and £10k in year grants not yet allocated
	Income	-	-	-	-	
	Net	107,169	95,169	95,169	-	
Highways and Planning	Expenditure	5,640	1,410	329	(1,081)	Bus shelter repairs and cycle locker profilled evenly - used as required 3 year grant this is remainder of funding to be spent this year
	Income	(2,940)	(3,299)	(359)	-	
	Net	2,700	(1,530)	(2,970)	(1,440)	
Market	Expenditure	10,275	4,281	4,520	239	budget profilled evenly budget profilled evenly
	Income	(42,050)	(17,521)	(20,390)	(2,869)	
	Net	(31,775)	(13,240)	(15,870)	(2,630)	
Parks & Bloom	Expenditure	167,640	69,850	38,067	(31,783)	Budget profilled evenly but this does not take account of seasonal expenditure on items such as tree works. <b>Excludes £10,077 - Transfer from EMR for tree spend incurred in early April 2024</b>
	Income	(3,050)	(763)	(950)	(188)	
	Net	164,590	69,088	37,117	(31,971)	
Personnel	Expenditure	681,420	283,925	273,190	(10,735)	Training and recruitment budgets profilled evenly. Additional staffing budget agreed in previous financial year for 0.5FTE grounds / Bloom officer, and additional admin support for Market to be funded via reserves. Small number of additional hours added to Allotment role to provide greater flexibility within grounds team. Museum Officer to be funded by an internship grant Museum Officer internship grant from Reading University
	Income	-	-	(1,602)	(1,602)	
	Net	681,420	283,925	271,588	(12,337)	
Town Hall	Expenditure	148,660	37,165	54,058	16,893	Wedding bookings are at 35 for financial year
	Income	(135,860)	(33,965)	(77,709)	(43,744)	
	Net	12,800	3,200	(23,651)	(26,851)	
Woollahill	Expenditure	28,065	11,694	10,085	(1,609)	Budget profilled evenly Budget profilled evenly
	Income	(31,410)	(13,088)	(10,387)	2,701	
	Net	(3,345)	(1,394)	(303)	1,091	
TOTAL	Expenditure	1,737,205	677,737	669,876	(7,861)	Annual budget meetings with officers to take place in September / October. A clearer view of expended variances by year end will be available from this point.
	Income	(1,687,857)	(796,034)	(779,244)	18,392	
	Net	49,348	(118,297)	(109,370)	8,929	



# Wokingham Town Council

## RFO Report 02/2024

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To: Finance & Personnel Committee

Date: 24<sup>th</sup> September 2024

Subject: Write off of unrecoverable debts

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### 1 REASON FOR REPORT

- 1.1 In accordance with Standing Financial Regulations (SFRs) 3.14 approval is needed from F&P to write off bad debt.
- 1.2 This supports the council's 'Being sustainable' principle.

### 2 BACKGROUND

- 2.1 The sales ledger contains aged balances that are deemed not to be recoverable or, in the cases of credit balances, returnable. Numerous emails and phone calls have been made since February 2024 to request the payment of outstanding invoices.
- 2.2 Market traders with credit have been asked if they plan to return and would offset the credit against the payment required, or whether they prefer the monies returned. All who have paid or responded have been recorded within our accounts.

### 3 FINANCIAL IMPLICATIONS

- 3.1 In line with our SFRs, approval is required to write off this debt. The net balance to be written off is £579.67, the breakdown of which is:

£ Note			£ Note		
<b>MARKET INVOICES</b>			<b>HIRER INVOICES</b>		
Debtor 1	128.30	Last traded Nov 2023	Debtor 16	113.40	Wedding Sept 2023
Debtor 2	210.00	Never attended, booked Jan to May 24			
Debtor 3	288.00	Balances Nov 23 - Jan 24	<b>HIRER CREDITS</b>		
Debtor 4	20.00	Last traded Oct 2023	Debtor 17	(35.00)	Wedding Mar 2024
Debtor 5	40.00	Last traded Jul 2023	Debtor 18	(255.03)	Balances from Jan 2018 to Oct 2023
Debtor 6	40.00	Last traded Feb 2024		<b>(290.03)</b>	<b>Total</b>
Debtor 7	20.00	Last traded Dec 2023			
Debtor 8	180.00	Last traded Aug 2023		<b>(176.63)</b>	<b>HIRERS NET</b>
Debtor 9	60.00	Last traded Dec 2023			
Debtor 10	20.00	Last traded Jul 2022		<b>579.67</b>	<b>GRAND TOTAL</b>
	<b>1,006.30</b>	<b>Total</b>			
<b>MARKET CREDITS</b>					
Debtor 11	(20.00)	Last traded Dec 2023			
Debtor 12	(20.00)	Last traded Nov 2022			
Debtor 13	(60.00)	Last traded Aug 2023			
Debtor 14	(90.00)	Last traded Jan 2024			
Debtor 15	(60.00)	Last traded Jun 2023			
<b>Total</b>	<b>(250.00)</b>	<b>Total</b>			
	<b>756.30</b>	<b>MARKET NET</b>			

#### 4 RECOMMENDATION

- 4.1 For F&P to resolve the bad debts and credit balances totalling £579.67 are written off
- 4.2 For the RFO to maintain a list of bad debtors to ensure that no future bookings are taken unless outstanding funds are recovered, and that a record of written off credit balances be retained in the event that a trader requests to return.





# Wokingham Town Council

## Town Clerk's Report 25/2024

To: Finance and Personnel Committee  
 Date: 24 September 2024  
 Subject: Investment options for town council funds

### 1 PURPOSE OF REPORT

- 1.1 To consider and resolve upon a report identifying potential investment options for the town council

### 2 BACKGROUND

- 2.1 At the April F&P meeting, the RFO and Town Clerk were tasked with investigating investment options for the town council's funds, following the divestment of 50% of the units held in the CCLA Local Authorities Property Fund (LAPF).

### 3 CURRENT POSITION

- 3.1 Wokingham Town Council currently has funds invested with CCLA in the Public Sector Deposit Fund (PSDF) of £440,000 and the LAPF of c£90,000
- 3.2 Both funds generate income for the town council, paid monthly for PSDF and quarterly for the LAPF. PSDF is currently paying interest at approximately 5% and the LAPF at around 5.5%, though the capital for this fund is also at risk.
- 3.3 In addition to these investments, the council does earn interest on funds held in the council's main account at Barclays. This is currently paying returns of approximately 1.5%.
- 3.4 Over the past 12 months (August 2023 to July 2024) the town council has earned interest on its investments as follows:

Fund / location	Interest received
CCLA LAPF	£4,956 (projected due to lower holding, actual amount for 12 months £8,143)
CCLA PSDF	£16,875
Barclays Bank main account	£13,583
	<b>£35,414*</b> <i>*projected for LAPF</i>

### 4 FOR CONSIDERATION

- 4.1 The RFO has reviewed monthly expenditure and retained bank balances across the last 18-month period. Based on an analysis of the monthly spending and balances, the following can be proposed:

Taking account of the lowest bank balances in the year, (which typically falls in August / September, depending at which point the third portion of precept comes in) and the highest monthly movement of capital across the year, the council could place up to £380,000 of balances into an alternative investment in order to generate a greater return, with a limited risk of failing to meet ongoing spending commitments.

4.2 There are a limited number of investment options available to the council on the basis of:

- a) Limited institutions offering accounts to town councils
- b) The council's own investment policy which limits the extent of risk the council is prepared to take in order to generate a return.

4.3 The following options are currently available to the town council based on a £380k investment\*

No	Investment option	Suggested return (at 22 Aug 24)	Difference to current annual return (*in £s)	Notice period
1	Barclays alternative options	2.04%	£2,052	30 days
2	Barclays alternative options	2.13%	£2,394	60 days
3	Barclays alternative options	2.76%	£4,788	90 days
4	CCLA PSDF	5.04%	£13,452	1 day notice
5	Redwood Bank	4.02%	£9,576	35 days
6	Redwood bank	4.65%	£11,970	95 days
7	Cambridge and Counties Bank	4.05%	£9,690	31 days
8	Cambridge and counties bank	4.55%	£11,590	95 days

*All returns have been annualised for comparison purposes*

## 5 FINANCIAL IMPLICATIONS

5.1 The committee should note that the rates of interest shown above are subject to change across the year, even if they are fixed for a short period of time.

5.2 It should be noted that the current economic outlook is for a gradual reduction in the Bank of England base rate, which currently sits at 5%, so these rates are likely to reduce over the short to medium term.

## 6 NEXT STEPS

6.1 The committee to consider and resolve upon to a course of action for the coming months with regard to cash investments.

6.2 The committee to consider whether it retains or reduces the units currently held in the LAPP.



**CIL monitoring report – 24 September 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 / spent	Purpose	Sum remaining	Spend deadline
October 2022	£184,842	£2,180,469	£104,373	Market Place refurbishment	£62,357	October 2027
			£7,987.34 (Spent 2024-25)	Woosehill Community Centre chairs (Resolution 30783, Jan 2024 FC meeting)		
			£10,125 (Spent 2024-25)	Fire doors for Woosehill (Resolution 30783, Jan 2024 FC meeting)		
April 2023	£101,054	£2,281,523	Nil		£173,536	April 2028
October 2023	£25,290	£2,306,813	Nil		£198,826	October 2028
April 2024 (received 1 <sup>st</sup> May 2024)	£32,035	£2,338,848	Nil		£230,861	April 2029

**Approved CIL spending (not yet spent)**

Item	Sum	Approval reference`
Match funding for Barkham Recreation Ground play area resurfacing	Up to £18,150 (expected to be £17,730)	Resolution 30879 (Full Council 9 July 2024)

**Future CIL:**

CIL received by WBC, to be paid to WTC in <b>October 2024</b>	211508 - £32,711 232808 - £9,540	£42,251
Parish CIL outstanding (demand notice issued, awaiting payment)	211508 - £16,426 232808 - £3,540	£19,966
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 223691 - £134,181 232241 - £20,539	£620,257



# Wokingham Town Council

## Town Clerk's Report 22/2024

To: Finance and Personnel Committee

Date: 24 September 2024

Subject: Request for CIL funding for community noticeboard replacement

### 1 PURPOSE OF REPORT

- 1.1 To consider a request to utilise existing WTC CIL funds to replace a dilapidated community noticeboard located on Norreys Avenue, off Ashridge Road.

### 2 BACKGROUND

- 2.1 Cllr Nagella identified a community noticeboard located off Norreys Avenue in a poor state of repair. The noticeboard is labelled as Wokingham District Council but the borough council has no record of this noticeboard on their asset register.
- 2.2 WDC was granted borough status in 2007, indicating that the noticeboard is at least 17 years old and has likely been in situ for at least this period of time (possibly longer).
- 2.3 Cllr Nagella requested that the town council replace the noticeboard with a new version, as it is well used by the local community.

### 3 CURRENT POSITION

3.1



The noticeboard has lost its right-hand door panel and is in a poor state of repair.

### 4 FOR CONSIDERATION

- 4.1 A replacement noticeboard in a man-made timber (recycled plastic), including installation and disposal of the existing noticeboard, would cost in the region of £2,000
- Man-made timber two window noticeboard
  - Pin board backing
  - Turn-handles for opening windows (*not shown below*)
  - WTC branded board at the top (*optional*)

*Sample image below:*



- 4.2 As this noticeboard would be an asset for the local community to promote local events, activities etc, it would meet the legal requirements for the use of CIL.
- 4.3 The Town Council currently has CIL balances of approximately £230,000 with further funds expected to be received in October.
- 4.4 The committee may wish to consider whether replacing this noticeboard risks setting a precedent for replacing items not belonging to or originally supplied by the town council.

## 5 **FINANCIAL IMPLICATIONS**

- 5.1 See costs above in 4.1

## 6 **NEXT STEPS**

- 6.1 To consider and resolve upon the above request



# Wokingham Town Council

## Town Clerk's Report 26/2024

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To: Finance and Personnel Committee  
 Date: 24 September 2024  
 Subject: Children's Fun Day budget commitment

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### 1 PURPOSE OF REPORT

- 1.1 To consider and resolve upon a request from the A&C Committee to commit to a budget increase for the 2025 Children's Fun Day. This commitment will allow the A&C Officer to book in contractors for the event at current quoted prices.

### 2 BACKGROUND

- 2.1 Children's Fun Day is a long-running, popular, free, family day out provided by the town council and held at Langborough Recreation Ground annually in late May. It regularly attracts thousands of visitors from across the town and wider area, and significant steps have been taken to make the event accessible for the wider Wokingham town community.

### 3 CURRENT POSITION

- 3.1 At the July meeting of the A&C Committee, the committee resolved to request a commitment from the F&P Committee for an increase in the budget for the 2025 event.
- 3.2 The budget for the current year was set at £18,100 and to date, a sum of £17,427 has been spent on the 2024 event.

### 4 FOR CONSIDERATION

- 4.1 The A&C Committee requested a commitment for an additional 5% budget for the 2025 event to allow for inflationary increases, plus an additional £500 to provide additional face painting provision, as this is one of the most popular activities available at the event, and always generates large queues.

This would bring the total budget request for this event to £19,505

### 5 FINANCIAL IMPLICATIONS

- 5.1 This represents a 7.8% increase in the budget for this event.

### 6 NEXT STEPS

- 6.1 To consider and resolve upon the above request.





## Culture and Community Grant application

Thank you for submitting an application for a Culture and Community Grant from Wokingham Town Council.

Applications are considered at our Finance and Personnel Committee and we aim to come back to you with a reply as quickly as possible.

Name

<input type="text" value="C REDACTED"/>	<input type="text" value="V REDACTED"/>
First Name	Last Name

Organisation / Group name

Your Job Title / Role

Address

<input type="text" value="REDACTED"/>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Email \*

Phone \*

Project / event title \*

*Please tell us the name of your project or proposed event*

## Culture and Community Grant application

### Project / event Description \*

An Old Tyme music hall theatre show designed for elderly people in Wokingham can offer a variety of benefits for both the participants and the broader community.

Benefits for the Elderly:

#### 1. Cognitive Stimulation:

Memory Recall: Old Tyme music hall performances often feature familiar songs, jokes, and routines that can trigger memories and stimulate cognitive functions. This is especially beneficial for those with dementia.

Mental Engagement: Watching and participating in a lively, interactive show keeps the mind active, promoting mental alertness and potentially slowing cognitive decline.

#### 2. Emotional Well-being:

Nostalgia and Joy: The nostalgic nature of the show can evoke positive emotions and bring back happy memories, leading to improved mood and overall emotional well-being.

Stress Relief: The humor, music, and light-hearted entertainment can provide a much-needed break from daily routines, reducing stress and anxiety.

#### 3. Social Interaction:

Social Connection: Attending the show provides an opportunity for social interaction, which can reduce feelings of loneliness and isolation.

Shared Experience: Experiencing the performance together can create a sense of community among residents in care facilities or elderly members of the community, strengthening social bonds.

#### 4. Physical Health:

Encouraged Movement: Even light participation, such as clapping along or tapping feet, encourages physical movement, which is beneficial for physical health.

Increased Energy: The excitement and enjoyment of the show can boost energy levels and encourage a more active lifestyle.

Benefits for the Community:

#### 1. Cultural Enrichment:

Preservation of Heritage: Old Tyme music hall is a significant part of cultural history, and bringing it to life for modern audiences helps preserve this tradition and educates younger generations about the past.

Artistic Engagement: The community benefits from having diverse cultural offerings, and a music hall show adds to the richness of Wokingham's cultural landscape.

#### 2. Community Spirit and Identity:

Fostering Unity: A community event like this brings together people of different ages and backgrounds, fostering a sense of unity and shared identity in Wokingham.

Building Pride: Organizing and hosting such events can instill pride in the community, reinforcing Wokingham's identity as a place that values and cares for its elderly residents.

Long-Term Benefits:

#### 1. Ongoing Engagement:

Regular Programming: Success with an Old Tyme music hall show could lead to regular events for the elderly, providing consistent opportunities for cultural engagement and social interaction.

#### 2. Improved Health Outcomes:

Enhanced Well-being: Regular engagement in cultural activities has been shown to improve overall well-being, which can lead to better physical and mental health outcomes for the elderly.

Reduced Loneliness: By bringing people together, such programs can help combat loneliness, a significant issue for many elderly people, contributing to longer, healthier lives.

In summary, an Old Tyme music hall theatre show for elderly people in Wokingham would not only provide entertainment and joy for the participants but also strengthen the community, preserve cultural heritage, and promote intergenerational connections.

Note: It would only let me upload one document so I uploaded the poster detailing our current show to show how we work with groups and organisations. I can provide bank statements for Victory Theatre Project if required plus our safeguarding policy; we are all DBS checked also.

*Please provide a detailed description of your project or event, including its objectives and how it will benefit the Wokingham town community (max 500 words). You can upload relevant documents at the end of this form.*

### Project / event location \*

Wokingham.

*Please tell us where your project or event will take place*

## Culture and Community Grant application

### Project / event dates \*

2 nights performance TBA September/October 2025.  
10 workshops to be held months prior to attendance at show In care homes and residential settings ;history of Music Hall, singing and hat making etc.

*Please tell us when your project or event will take place*

### Target Audience

Over 60's and particularly those with dementia and residents in elderly care/ day care and residential settings.

*Please describe the primary audience for your project or event. Where possible, please include age groups, cultural backgrounds and estimated number of participants*

### Total project / event cost \*

6350

*Please tell us the expected total cost of the project or event*

### Grant sum requested \*

2000

*Please tell us the amount of money you are applying for from the Culture and Community Grant Fund*

### Project / event budget breakdown \*

Theatre hire costs 2 nights plus cost of technician= £1,100.  
Care home workshop costs; materials and practitioner. 10 x £300 = £3,000.  
Rehearsal space hire: 10 x 2hrs @ £60 hr = £600.  
Marketing and social media= £500.  
Costume hire £40 each x 7 = £280  
Lights, scenery and prop hire = £720  
Limited liability insurance= £150  
Front of house, chaperones, stage crew, catering: volunteers from local groups.  
Total: £6350

*Please give us a breakdown of the costs for the project or event and how grant money will be spent. Please provide as much detail as you can.*

### Are you applying for funding from any other sources? \*

No

### Other sources of funding

Over the last 2 years we have secured funds (£7,500) for a show for learning disabled adults in the Borough to put on their second variety show to be held at the Whitty Theatre in April 2025.  
£2,500 will be put towards the show detailed above. We will fundraise elsewhere with table sales etc for the shortfall to take us up to the total project cost of £6350.

*If you are applying for, or already have funding from other sources, please provide details, including any funds that have already been granted / secured*

The council has a vision for the town and a number of strategic aims that shape the work it does.

[Our Vision for Wokingham – Wokingham \(wokingham-tc.gov.uk\)](http://wokingham-tc.gov.uk)

## Culture and Community Grant application

How does your project or event support the strategic aims of the council? \*

We are keeping it local. Involving local people in local events in their home town. This reduces their carbon footprint and need to access similar events out of county.  
 We are all inclusive and welcome everyone in the community. Examples; youth groups providing help front of house, volunteer groups helping in various roles from choreography to refreshments.  
 Workshops will provide valuable activities for senior citizens in local care environments where we know there is a real need and a demand amongst this part of the community; particularly being helpful where dementia is an issue.  
 This is an ideal opportunity to enrich our local community by involving people from the elderly to both youth and other community groups. This will foster a sense of inclusivity and diversity.

*Please explain how the event or project aligns with the goals of the council (max 300 words)*

Past experience \*

We have a combined wealth of experience in theatre and performance. We have also provided workshops and events over the years for many parts of the community. From various kinds of workshops held for groups such as learning disabled adults and children to preschool and elderly in care facilities over the last 20 years.  
 2023 we staged our first such variety show for Wokingham adults with learning disabilities which was a terrific success. (We can supply video) This was staged with the help and support of Wokingham In Need. The event was valuable not only for the actual performance but for the entire run up; rehearsals etc for all those both onstage and behind the scenes.  
 We rehearsed for 6 months and during that time was a period of integration and cooperation for all parts of our community. Our last similar event created a huge demand amongst the cast and their support network and wider community for similar events to be brought to Wokingham.

*Please briefly describe any similar projects you or your organisation have undertaken in the past, or any relevant experience you have in relation to this project (max 300 words)*

Evaluation plan \*

We will use Surveys and questionnaires to evaluate feedback from audience and participants.  
 Reviews by local newspapers and theatre critics.  
 Audience attendance and repeat attendance from previous shows which might indicate its appeal.  
 Feedback from cast and also from care providers at workshops held through the year and during the performance.  
 Evaluate cultural and local community outcomes; social change and interest in involvement in local arts events.  
 Long term impact, such as its influence on future projects, health and well being development.  
 Areas for improvement in order to influence future projects including inclusivity, personal outcomes, quality of production, adherence to safety protocols etc.  
 Project management; review the effectiveness of planning, budgeting collaboration and coordination during the project.  
 Evaluation of workshops and other forms of community outreach by use of feedback forms.  
 Debrief with cast crew production team after feedback obtained to discuss what worked well and what could be improved.  
 Final report includes qualitative and quantitative data, care home and audience feedback, critical reviews and lessons learned.  
 Video with film of the performance to show audience reaction, engagement and applause.  
 Thorough evaluation of our project will lead to valuable insights for future projects.

*Please tell us how you will measure the success of your project. Please describe any evaluation methods or metrics you will use (max 300 words)*

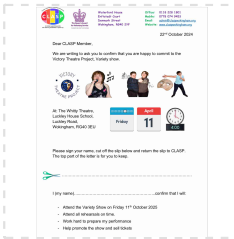
Please upload any relevant documentation which will be considered as part of your application.

Relevant documentation might include:

- \* Letters evidencing other funding
- \* Copies of plans for the project or event
- \* Copies of any necessary permissions required to run the project or event

# Culture and Community Grant application

## File Upload



IMG\_3301.jpeg

By signing below, I confirm that all information provided in this form is accurate and completed to the best of my knowledge

## Signature



## Date

09-Aug-2024

dd-MMM-yyyy

## Application instructions:

Once submitted, you will receive a copy of this completed application via email.

We will aim to review the request at our next available Finance and Personnel Committee meeting.

For questions or additional information, please contact Katy Hughes, Town Clerk at [townclerk@wokingham-tc.gov.uk](mailto:townclerk@wokingham-tc.gov.uk)

## Culture and Community Grant application

Thank you for submitting an application for a Culture and Community Grant from Wokingham Town Council.

Applications are considered at our Finance and Personnel Committee and we aim to come back to you with a reply as quickly as possible.

Name

<input type="text" value="K"/>	<input type="text" value="REDACTED"/>	<input type="text" value="H"/>	<input type="text" value="REDACTED"/>
First Name		Last Name	

Organisation / Group name

Your Job Title / Role

Address

  
Street Address  
Address Line 2

<input type="text" value="M"/>	<input type="text" value="1"/>	<input type="text" value="SL6"/>	<input type="text"/>
Address Line 3		Post Code	

Email \*

Phone \*

Project / event title \*

*Please tell us the name of your project or proposed event*

## Culture and Community Grant application

### Project / event Description \*

A series of 3 orchestral concerts (November, March and July) performed by local amateur musicians, bringing high quality classical music to central Wokingham.

Crowthorne Symphony Orchestra draws its 50+ playing members from the community in and around Wokingham, providing them with the opportunity to practice and perform on a regular basis. We're now solidly rooted in Wokingham, having played 3 sold out concerts in the recently refurbished All Saints Church, which provides an amazing space for our music. We see our future in Wokingham, and hope to perform here for many years to come.

Listening to classical music is an enjoyable, often profound, and completely joyous activity. And it is also good for us. Studies have shown that listening to classical music can reduce stress, help with mood management, act as an aid to social bonding and boost overall mental wellbeing (Chanda and Levitin, 2013). It can even lower blood pressure (Darki, Riley, Dadabhoy, Darki and Garetto, 2022)

*Please provide a detailed description of your project or event, including its objectives and how it will benefit the Wokingham town community (max 500 words). You can upload relevant documents at the end of this form.*

### Project / event location \*

All Saints Church, Wiltshire Road, Wokingham, RG40 1TN

*Please tell us where your project or event will take place*

### Project / event dates \*

AUTUMN Saturday 23rd November 7.30pm

- Arnold: English Dances
- Gibbs: Moon Garden
- Jaques Ibert : Flute Concert, soloist Camille Curtis
- Tchaikovsky : Capricio Italien
- Bliss : A Colour Symphony

SPRING Saturday 29th March 7.30pm

- Hindemith : Symphonic Metamorphosis on Themes of Weber
- Britten: Symphonic Suite from Gloriana
- Britten: Soirees Musicales
- Saint-Saens: Symphony No. 3 "Organ"

SUMMER Saturday 5th July 7.30pm

- Bernstein: Candide
- Gershwin: Piano Concerto, soloist Daniel King Smith
- Adams: The Chairman Dances
- Barber: Adagio for Strings
- Copeland: Rodeo

*Please tell us when your project or event will take place*

### Target Audience

People who have loved classical music for years, and those who are experiencing it for the first time. Young, old and anywhere in between – we welcome everyone.

Audiences at our last concert ranged in age from 7 years old to 88 years young, with the majority coming from Wokingham and the surrounding area.

We moved our performances to All Saints Church Wokingham from Wellington College last year, having outgrown the capacity of the hall there.

At All Saints, we can seat a capacity crowd of 250. Our first three concerts here were sold out, and we are confident that our 24/25 season will be equally as successful.

*Please describe the primary audience for your project or event. Where possible, please include age groups, cultural backgrounds and estimated number of participants*

## Culture and Community Grant application

Total project / event cost \*

23150

Please tell us the expected total cost of the project or event

Grant sum requested \*

1000

Please tell us the amount of money you are applying for from the Culture and Community Grant Fund

Project / event budget breakdown \*

The projected budget for the three concerts and rehearsals is as follows (approx. figures):

- Music Directors fees £7250
- Soloists/guest musicians' fees £5750
- Concert Venue (All Saints, Wokingham) £2100
- Rehearsal Venues £2000
- Music Hire £2000
- Advertising/Posters/Programmes £900
- Equipment Hire (concert days) £900
- PRS/Insurance/Cost of ticket sales £1500
- Miscellaneous £750

The grant would be used to offset part of the cost of hire for All Saints Church, thus benefiting a local institution, and keeping the value of the grant within Wokingham.

Please give us a breakdown of the costs for the project or event and how grant money will be spent. Please provide as much detail as you can.

Are you applying for funding from any other sources? \*

Yes

Other sources of funding

£400 from The Bliss Trust, as part of their '50 at 50' project supporting performance of music by Arthur Bliss during the 50th anniversary of his death. This money is restricted to our Autumn concert, at which we will be performing Bliss' 'A Colour Symphony'  
 Tickets for concerts are sold at £15 (with a £13 early bird option). Audience members aged 18 and under attend free of charge. Orchestra members pay termly subscriptions of £50  
 Additional funds are raised from EasyFundraising and the Bracknell Forest Lottery  
 We also utilise Gift Aid and Orchestra Tax Relief schemes where appropriate

If you are applying for, or already have funding from other sources, please provide details, including any funds that have already been granted / secured

The council has a vision for the town and a number of strategic aims that shape the work it does.

[Our Vision for Wokingham – Wokingham \(wokingham-tc.gov.uk\)](http://wokingham-tc.gov.uk)

How does your project or event support the strategic aims of the council? \*

Fostering Town Pride – we're delighted and proud to be able to perform in the wonderfully refurbished All Saints Church and to showcase this inspiring venue as a unique space for the arts in the community.  
 Enriching Community - Our concerts bring the community together to share high quality classical music. Both audience and players benefit from this community activity.  
 Our 50+ orchestra members, who range in age from 16 to over 80 and who live in the local area, benefit hugely from playing and improving skills – as well as providing a wonderful social activity every week playing music as an adult has been shown to boost memory (Musical instrument engagement across life - Wisconsin Longitudinal Study, Romeiser, Smith, Clouston 2021)  
 For our November 2024 concert, we have commissioned a locally based composer, Thomas Gibbs to write music for the orchestra to perform in a musical premiere,

Please explain how the event or project aligns with the goals of the council (max 300 words)



## Culture and Community Grant application

### Past experience \*

Crowthorne Symphony Orchestra has been regularly presenting hugely popular concerts since 1991. Having outgrown our longstanding Wellington College venue, we moved to All Saints Church in November 2023, performing Dvorak's 'New World Symphony' to a capacity crowd.

We've been back twice since then, with equally successful performances of Beethoven's Violin Concerto in March 2024, and Elgar's Symphony No.1 in July 2024.

All Saints Church, Wokingham now feels like home to us, and we hope to perform there for many years to come.

*Please briefly describe any similar projects you or your organisation have undertaken in the past, or any relevant experience you have in relation to this project (max 300 words)*

### Evaluation plan \*

Our measure of success is both quantitative and qualitative.

With each year of musical programme, we try and break even financially. Whilst we sell tickets to our concert events, the revenue does not fully cover our costs. We strive to put on interesting concerts with varied music, some of which include copyrighted composers, for which fees are due for performing their music. We are also committed to providing a performance stage for up and coming soloist musician talent, many of whom are locally based, and for whom appropriate financial compensation is a necessity, in order that these young musicians can pursue their talent and make a living out of their art. At the end of each year any surplus is used towards programming interesting works for the future, expanding our ambitions on the scale of musical works, for which professional musician support is often required, and investing in improving the quality of our concert experience (e.g. better quality staging and lighting).

Aside from financial success, we consider our charity to have made a successful impact if our members enjoy their time playing with us, and they achieve their goals of improving their own playing skills, benefit from the social interaction of being part of a large group of like minded people, and where our concert audiences enjoy our performances and come back for future events.

*Please tell us how you will measure the success of your project. Please describe any evaluation methods or metrics you will use (max 300 words)*

Please upload any relevant documentation which will be considered as part of your application.

Relevant documentation might include:

- \* Letters evidencing other funding
- \* Copies of plans for the project or event
- \* Copies of any necessary permissions required to run the project or event

### File Upload

Choose File



By signing below, I confirm that all information provided in this form is accurate and completed to the best of my knowledge

### Signature

A rectangular box containing a signature that has been redacted with a red 'REDACTED' stamp.

### Date

03-Sep-2024

dd-MMM-yyyy

## Culture and Community Grant application

Application instructions:

Once submitted, you will receive a copy of this completed application via email.

We will aim to review the request at our next available Finance and Personnel Committee meeting.

For questions or additional information, please contact Katy Hughes, Town Clerk at [townclerk@wokingham-tc.gov.uk](mailto:townclerk@wokingham-tc.gov.uk)

## Culture and Community Grant application

Thank you for submitting an application for a Culture and Community Grant from Wokingham Town Council.

Applications are considered at our Finance and Personnel Committee and we aim to come back to you with a reply as quickly as possible.

Name

D	REDACTED	M	REDACTED
First Name		Last Name	

Organisation / Group name

CLASP

Your Job Title / Role

CEO

Address

Denmark Street

Street Address

Waterford House, Erfstadt Court

Address Line 2

Wokingham	RG40 2YF
Address Line 3	Post Code

Email \*

REDACTED

Phone \*

REDACTED

Project / event title \*

CLASP 20th Anniversary celebration event

*Please tell us the name of your project or proposed event*

## Culture and Community Grant application

### Project / event Description \*

CLASP celebrate their 20th year as a charity 2025. We aim to do 20 things we have not done before and shout about our services and success in the community. We are proud of our members and their contribution to the community and what they have done to better their own lives in their best possible way.

We were founded in October 2015 so we want to hold a celebration event in this month for members, trustees, volunteers and some of those who were instrumental in the foundation of CLASP.

The members love a disco, so the event will be a disco, with food and in a large hall as we would expect over 100 to attend. We would also invite a few key stakeholders in the community who have supported CLASP across the year and want it to be an inclusive fun and relaxed event.

CLASP will showcase some of their achievements via picture boards and a rolling video, and ask a few members to do a short speech about what how they have grown with CLASP support, or a key project they have been involved in and so forth.

Depending on funding we may ask for a contribution from attendees and/or may provide a welcome drink.

All aspects will be dependant on the amount of funds we can raise to support this event.

It fits well with the involving everyone and enriching the community vision of the Town Council - and is a great celebration of a service that has been running in Wokingham Town for many years.

*Please provide a detailed description of your project or event, including its objectives and how it will benefit the Wokingham town community (max 500 words). You can upload relevant documents at the end of this form.*

### Project / event location \*

We are still investigating locations - however are looking at Wokingham Cricket Club, Oakwood Centre and St Crispins as examples of more affordable spaces, in easy access of bus routes and town, and with the right space/facilities for accessibility.

*Please tell us where your project or event will take place*

### Project / event dates \*

October 2025 - exact date to be confirmed dependant on pricing and availability.

*Please tell us when your project or event will take place*

### Target Audience

Those involved in CLASP - primarily members, trustees, volunteers, staff and helpers. People who were instrumental in the foundation and development of CLASP. And if room some key stakeholders who have supported our cause, and helped us raise awareness/funds for the sustainability of our charity and growth.

*Please describe the primary audience for your project or event. Where possible, please include age groups, cultural backgrounds and estimated number of participants*

### Total project / event cost \*

4570

*Please tell us the expected total cost of the project or event*

### Grant sum requested \*

3000

*Please tell us the amount of money you are applying for from the Culture and Community Grant Fund*

## Culture and Community Grant application

### Project / event budget breakdown \*

Room hire - £400/500  
 Disco - £800  
 Buffet -£3000 (120 x £24/26 as budget cost)  
 Decorations, balloons etc £150  
 Total cost: between £4230 to £4570

*Please give us a breakdown of the costs for the project or event and how grant money will be spent. Please provide as much detail as you can.*

### Are you applying for funding from any other sources? \*

Yes

### Other sources of funding

CLASP will do some fundraising and/or ask for a contribution from Members - the latter being less preferred option.

*If you are applying for, or already have funding from other sources, please provide details, including any funds that have already been granted / secured*

The council has a vision for the town and a number of strategic aims that shape the work it does.

[Our Vision for Wokingham – Wokingham \(wokingham-tc.gov.uk\)](http://wokingham-tc.gov.uk)

### How does your project or event support the strategic aims of the council? \*

We are celebrating a charity that has been in the centre of Wokingham Town Council for 20 years, and has been involved in making a positive difference to our borough.  
 The event will be community spirited, inclusive and be shouting loud and proud about our achievements and contributions to the Wokingham people.  
 We will show case the history of CLASP, and looking to use the year to enrich the community throughout- we will be looking to do 20 new experiences, and give back where we can.

*Please explain how the event or project aligns with the goals of the council (max 300 words)*

### Past experience \*

To celebrate our 15th anniversary (in our 16th year because of Covid) we held a barn dance.  
 We had about 80 attendees, from members, dignitaries and key stakeholders.  
 The members had the best time and still talk about it today. We had articles in the local press and that made us all so proud.  
 We used a local company to do a BBQ outside and a local barn dance calling band.  
 The event was a great success. It also gave CLASP the opportunity to again raise awareness of what we can do, that we are in the community and want to be seen in a positive way.

*Please briefly describe any similar projects you or your organisation have undertaken in the past, or any relevant experience you have in relation to this project (max 300 words)*

### Evaluation plan \*

CLASP will across the year, be showcasing the events and achievements we have made to the borough. Celebrating the involvement with Wokingham Town.  
 We will measure success with feedback from members, volunteers, help and staff on what they have gained from belonging to CLASP. We will do an annual survey (as we do each year).  
 We will see how many people attend the event and celebrate with us.  
 We will monitor how many new experiences we can fit into 2025 - 20 we hope.

*Please tell us how you will measure the success of your project. Please describe any evaluation methods or metrics you will use (max 300 words)*


## Culture and Community Grant application

Please upload any relevant documentation which will be considered as part of your application.

Relevant documentation might include:

- \* Letters evidencing other funding
- \* Copies of plans for the project or event
- \* Copies of any necessary permissions required to run the project or event

### File Upload

 CLASP\_Accounts\_31st\_March\_2023.pdf

By signing below, I confirm that all information provided in this form is accurate and completed to the best of my knowledge

### Signature

REDACTED

### Date

06-Sep-2024

dd-MMM-yyyy

### Application instructions:

Once submitted, you will receive a copy of this completed application via email.

We will aim to review the request at our next available Finance and Personnel Committee meeting.

For questions or additional information, please contact Katy Hughes, Town Clerk at [townclerk@wokingham-tc.gov.uk](mailto:townclerk@wokingham-tc.gov.uk)



## Standing Financial Regulations

*(V1.1 revised 30/08/2024 12:08:00 by L Davison)*

# Wokingham Town Council Standing Financial Regulations



## WOKINGHAM TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].



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Wokingham Town Council  
Standing Financial Regulations

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# Wokingham Town Council

## Standing Financial Regulations



### 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the Council's functions including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts
  - that provide for the safe and efficient safeguarding of public money
  - to prevent and detect inaccuracy and fraud
  - identifying the duties of officers
  - compliance with GDPR
- 1.4. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.5. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.6. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.7. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;

# Wokingham Town Council Standing Financial Regulations



- acts under the direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.8. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.9. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment **in excess of £15,000.**

## 2. Financial Reports

- 2.1. A financial report shall be prepared by the RFO for submission to each meeting of the Council's Finance & Personnel (F&P) Committee, which shall state:-
- The income and expenditure received/incurred to the end of the previous month, actual/projected variations from budget; and the bank reconciliation funds as at the end of the previous month.
  - Balance Sheet as at the end of the previous month.
  - The RFO shall, on at least two occasions each year (in addition to the yearly Estimates meeting), provide each standing committee with revised estimates and a narrative to explain and suggest actions on actual and likely major deviations from the estimates.

## 3. Risk management and internal control

# Wokingham Town Council Standing Financial Regulations



- 3.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.
  - 3.2. The Town Clerk, with the RFO shall prepare, for approval by the Council's F&P Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
  - 3.3. When considering any new activity, the Town Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the F&P Committee for consideration and adoption.
  - 3.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
  - 3.5. **The accounting control systems determined by the RFO must include measures to:**
    - ensure that risk is appropriately managed;
    - ensure the prompt, accurate recording of financial transactions;
    - prevent and detect inaccuracy or fraud; and
    - allow the reconstitution of any lost records;
    - identify the duties of officers dealing with transactions and
    - ensure division of responsibilities.
  - 3.6. At least once in each quarter, and at each financial year end, a member other than the Chair of the Council shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the F&P Committee.
  - 3.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.
- 4. Accounts and audit**
- 4.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
  - 4.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

## Wokingham Town Council Standing Financial Regulations



- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 4.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 4.4. At the year end, the RFO shall balance and reconcile the bank accounts as soon as possible after the 31<sup>st</sup> March. The Income & Expenditure Account, Balance sheet and supporting documents should be presented to Council at the earliest meeting of the following financial year.
- 4.5. The RFO in consultation with the Town Clerk, will agree with the Auditor the date of the Audit.
- 4.6. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 4.7. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 4.8. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.**
- 4.9. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.**
- 4.10. The council shall ensure that the internal auditor:**
- **is competent and independent of the financial operations of the council;**
  - **reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;**
  - **can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and**
  - **has no involvement in the management or control of the council**
- 4.11. Internal or external auditors may not under any circumstances:**

# Wokingham Town Council Standing Financial Regulations



- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

4.12. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

4.13. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

4.14. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## 5. Budget and precept

**5.1. Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

5.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the ~~council F&P Committee~~ at least annually in ~~[October]~~ November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the F&P Committee.

5.3. Each Committee is to formulate and submit proposals to the Council in the respect of revenue and capital expenditure for the following financial year not later than the end of October each year.

5.4. No later than ~~[month]~~ December each year, the RFO shall prepare a draft budget with detailed estimates of all ~~[receipts and payments/]~~ income and expenditure for the following financial year ~~{along with a forecast for the following [three financial years]}~~; taking account of the lifespan of assets and cost implications of repair or replacement.

- For Community Infrastructure Levy (CIL) income statutory criteria for expenditure will apply and the signed Wokingham Borough Council agreement will be considered.

5.5. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{Unspent funds for partially completed projects may only be~~

# Wokingham Town Council

## Standing Financial Regulations



carried forward (by placing them in an earmarked reserve) with the formal approval of the ~~full council~~ F&P Committee

- 5.6. Each committee ~~(if any)~~ shall review its draft budget and submit any proposed amendments to the F&P Committee not later than the ~~end~~ beginning of November each year.
- 5.7. The draft budget ~~{with any committee proposals and [three-year]}~~, including any recommendations for the use or accumulation of reserves, shall be considered by the F&P Committee and a recommendation made to the council.
- 5.8. Having considered the proposed budget ~~and [three-year] forecast~~, the council shall determine its ~~[council tax (England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than ~~[the end of January]~~ for the ensuing financial year.
- 5.9. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 5.10. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 5.11. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 5.12. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the ~~council {or relevant F&P Committee}~~.

### 6. Procurement, contracts and tenders

- 6.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 6.2. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
  - For orders between £2K and 2% of the Council's budget 3 quotations shall be invited from appropriate suppliers. (Where only one single quote is obtained, the reason should be recorded.)
- 6.3. The value limits for expenditure shall be recorded in the Addendum to these regulations which lay out limits to the value of any expenditure which may be entered into on the authority of the Town Clerk and other staff.
- 6.4. Should an emergency arise which is likely to involve expenditure in excess of the agreed limit, the Town Clerk shall be authorised to incur the cost of such emergency measures as must be undertaken immediately. Any further financial

## Wokingham Town Council Standing Financial Regulations



- commitment must have the authority of the Chairman and the Vice Chairman of the F&P Committee.
- 6.5. A member may not issue an official order or make any contract on behalf of the Council.
- 6.6. An official purchase order shall be issued in advance of all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained electronically.
- 6.7. A confirmation of order will be sent in advance of delivery. The order should state the price, or agreed basis of pricing, referencing any quotation, estimate or term of agreement (in accordance with the selected supplier's procedure) available. Agreed expenditure should be coded to the appropriate budget. For the regular supply of utility services it is only necessary to raise an order for the initial connection of the service or contract renewal.
- 6.8. In line with Standing Order 35 contracts shall be used for recurring items for the supply of goods, materials or execution of works. Contracts shall refer to the terms of the Bribery Act 2010.
- 6.9. All contracts shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency and except under the following circumstances:
- (i) for utility supplies and telephone services
  - (ii) specialist services such as solicitors, surveyors, consultants etc
  - (iii) for work or goods to be supplied in respect to repairs to for existing
  - (iv) machinery, equipment or plant
  - (v) work to be executed or goods supplied which constitute an
  - (vi) extension of an existing contract
  - (vii) additional audit work up to an estimated value of £1,000
  - (viii) goods or materials which are propriety articles/sold at fixed price
- 6.10. Contracts shall comply with the following arrangements:
- £1 - £2,000 VFM best practice shall be followed.
  - £2K - £2% of the Council's budget 3 quotations shall be sought.
  - In excess of 2.0% in value of the Council's budget a specification will be drawn up and at least three tenders shall be sought.
- 6.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 6.12. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the**



## Wokingham Town Council Standing Financial Regulations



**Legislation”), must be followed in respect of the tendering, award and notification of that contract.**

- 6.13. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 6.14. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the F&P Committee . Avoidance of competition is not a valid reason.
- 6.15. Tenders will be submitted to the appropriate standing committee, except where effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or the appropriate Committee that effective competition is prevented by the special nature of the works, goods and service required.
- 6.16. Tenders will be considered if submitted electronically in accessible PDF format, to the email address [tenders@wokingham-tc.gov.uk](mailto:tenders@wokingham-tc.gov.uk) or else sent as a paper copy in a plain envelope, which must be securely sealed and shall not bear any distinguishing marks that indicate the identity of the sender. The envelope will be endorsed with the words ‘Tender for ....’ and must be forwarded to reach the Town Hall, Market Place, Wokingham. All tenders submitted must arrive not later than 12 noon on the date fixed for the return of the tender. Until the time appointed for their opening, envelopes shall remain in the custody of the Town Clerk or RFO to whom they are addressed, and electronic tenders will remain unread.
- 6.17. After the appointed time the Town Clerk or RFO, in the presence of another Officer, shall open and prepare a list of tenders, with the lowest costs in ascending order, for decision either by the delegated Officer or the appropriate Committee.
- 6.18. If less than three tenders are received or if all the tenders are identical the council may make such arrangements as it thinks fit.
- 6.19. A tender other than the lowest tender where payment is to be made by the Council or the highest tender where payment is to be received by the Council, shall not be accepted until the relevant Committee shall have considered a written report from the appropriate officer or professional advisor.
- 6.20. All Committees may incur any expenditure which has been specified and approved in the Estimates for the appropriate year. Major development projects require the approval of F&P Committee or Council, as per the Addendum.
- 6.21. Authorisation must be obtained from the “Budget Owner” of a budget cost code accessible to multiple officers (e.g “Subscriptions”) prior to creating a

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

# Wokingham Town Council

## Standing Financial Regulations



purchase order against that cost code. The email confirming approval has been granted must be retained.

- 6.22. Any increase over the estimated figures incurred by mandatory commitment (eg. National Insurance rates, tax) may be automatically met by diversion or, if this is not feasible, from the balances.
- 6.23. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 6.24. Any of the regulations that apply to the post holder within this heading can be assigned, in their absence, as detailed in the Addendum.
- 6.25. Once a contract has been awarded, the Council may extend the agreement beyond the initial term by a further period of up to 2 years. If the Council wishes to extend this agreement, it shall give the Supplier at least 3 months' written notice.
- 6.26. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 6.27. At the discretion of the Town Clerk and RFO expenditure may be authorised that will exceed the budget for that type of expenditure providing the total budget for that cost centre is not overspent.
- 6.28. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 6.29. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 6.30. A purchase order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared (e.g. for utilities) or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 6.31. Any ordering system can be misused and access to them shall be controlled by the RFO. Details of purchase orders stored in spreadsheets must not be changed retrospectively by Officers.

### **7. Banking and payments**

- 7.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays Bank Plc. The arrangements, including confirmation that only the RFO and Town Clerk are

## Wokingham Town Council Standing Financial Regulations



- signatories for the ensuing Council year shall be reviewed annually for security and efficiency.
- 7.2. Should there be any change in the RFO or Town Clerk a new bank mandate will be completed.
  - 7.3. Due to the volume of payments, the primary method of payment shall be via electronic banking but other payments to be used as required to include, direct debit, banker's standing order and internet transfer. Cheques may also be used subject to supporting documentation (purchase order, invoice, officer approval) being provided and saved with a record of the payment.
  - 7.4. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
  - 7.5. All invoices for payment should be verified by the officer placing the order to confirm that the work, goods or services were received. The invoice should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and, checked and represent expenditure previously authorised by the council by the Finance Assistant before being put forward for payment. **Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.**
  - 7.6. **Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.**
  - 7.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the F&P committee may authorise in advance for the year.
  - 7.8. A list of such payments shall be reported to the next appropriate meeting of the F&P Committee for information only.
  - 7.9. The RFO shall present a list of payments made in the preceding month/ months including transfers between bank accounts forming part of the agenda for the meeting, to the F&P Committee. The committee shall review the schedule for compliance and, having satisfied itself, shall approve the payments by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## Wokingham Town Council Standing Financial Regulations



### 8. Electronic payments

- 8.1. Where internet banking arrangements are made with any bank, the Finance Assistant shall be authorised to set up payments and intra-bank transfers, the RFO shall also have this role profile to be able to provide cover within the Finance team. The Town Clerk and RFO shall be able to authorise payments. In all instances divisions of duties between the Finance Assistant/ RFO and Town Clerk shall be utilised to their fullest and an electronic file kept of who has set up and authorised each payment.
- 8.2. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. No employee shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 8.3. On receipt of the relevant invoice, the managing officer will electronically approve the invoice only when the goods have been received; confirm the value is correct and that any agreed discounts have been allowed. The invoice must quote the relevant purchase order number.
- 8.4. Invoices that meet the following requirements can be paid through the Clerk's Drawings Account, the maintained balance for which is set out in the Addendum. It is the RFO's responsibility to ensure that adequate funds are available in each account before releasing payments. This account is to be used only for:
- Salaries
  - Small items, the limit of which is set out in the Addendum
  - Non-invoiced items, for example return of hirer deposits or staff expenses, shall be supported by documents for the Financial Assistant/ RFO/ Town Clerk to review.
- 8.5. Payments through the Clerk's Drawing Account will be as follows:
- by BACS manually authorised by the RFO and electronically authorised on the banking system by the Town Clerk.
  - electronic evidence is retained showing how the payment was approved.
- 8.6. Payments through the Main Account (for all other payments not made from the Town Clerk's Drawing Account) will be as follows
- by BACS manually authorised by the RFO and electronically authorised on the banking system by the Town Clerk.
  - electronic evidence is retained showing how the payment was approved.
- 8.7. Electronic evidence shall include:
- copies of invoices or other supporting documentation

# Wokingham Town Council Standing Financial Regulations



- verification from the appropriate officer that goods/ services have been delivered
- list of payments from the purchase ledger
- list of payments set up at the bank
- documentation of review checks performed
- payment approval

8.8. A schedule of all payments from both accounts will be presented to the next F&P Committee meeting.

8.9. All Members of Wokingham Town Council will have access to copies of bank statements should they wish to see them.

8.10. With the approval of the F&P Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by the two bank signatories.

The approval of the use of each variable direct debit shall be reviewed by the F&P Committee at least every two years.

8.11. Account details for new suppliers shall be verified by a phone call to the company or individual. If possible, the phone number used should not be the one quoted on the invoice but from a separate source, for example a website.

8.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

8.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

## 9. Cheque payments

9.1. Cheques for payment in accordance with supporting documentation shall be signed by The Town Clerk and RFO.

9.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment. Should this arise, the F&P Committee shall review and resolve authorisation for such payment prior to a cheque being issued.

9.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice/ documentation.

# Wokingham Town Council

## Standing Financial Regulations



### 10. Credit cards and Payment cards

- 10.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk, RFO and officers and any balance shall be paid in full each month.
- 10.2. The Council Credit Cards shall be used for purchases where this is most appropriate. All purchases should be accompanied by an order note. The card must be signed in and out and the purchase approved by either the RFO or Town Clerk.
- 10.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £100 including VAT, incurred in accordance with council policy. Expenses above this value may be authorised for payment at the discretion of the Town Clerk or RFO and where possible before payment is made.

### 11. Petty Cash

- 11.1. A petty cash float is kept by the RFO and should not be used when an official order is more appropriate. The petty cash float is only to be used to meet small items of expenditure and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment. Reimbursement without a receipt shall be at the discretion of the Town Clerk or RFO.
  - b) Due to the lack of a local branch of the Bank, cash income received may be paid into the petty cash float providing its value has been verified as soon as possible to its receipt by the Town Clerk or RFO and a record of the transaction from which the income has arisen being kept. Balances exceeding the agreed float, and for which there is no immediate demand, must be banked at the earliest opportunity. In any case, cash on the council's premises must not exceed the insured value of £1,000 nor must cheques received exceed £10,000.
  - c) Payments from the bank to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval by the F&P Committee.
  - d) The petty cash balance must be reconciled each month and recorded in the council's accounting system. The petty cash spreadsheet shall be signed and dated by the RFO to indicate this has been done

### 12. Payment of salaries and allowances

- 12.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 12.2. PRP salary rates shall be agreed by the F&P Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the F&P Committee.
- 12.3. The grades and job description for any new staff must be approved in advance by the F&P Committee.

## Wokingham Town Council Standing Financial Regulations



- 12.4. Claims for overtime are to be submitted on the relevant timesheet/overtime claim form and are to be certified by the relevant member of staff. Any overtime must have the prior approval of the manager or Town Clerk, except for an emergency situation.
- 12.5. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, must be in accordance with payroll records and on the dates stipulated in employment contracts. It is the RFO's responsibility to ensure that this is undertaken.
- 12.6. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 12.7. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 12.8. Payment of salaries is to be authorised by the Town Clerk.
- 12.9. Staff expenses will be paid by BACS if over £10.
- 12.10. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 12.11. Before employing interim staff, the council must consider a full business case.

### 13. Grants

- 13.1. In respect of grants the F&P Committee shall approve expenditure within any limits set by Council and in accordance with the Policy statement approved by Council.
- 13.2. Grant recipients should provide the bank details to which the grant should be paid on letter headed paper with the signature of their treasurer. The bank details should be cross checked to those previously used if applicable. If these have changed then an explanation should be sought from the charity/ organisation.

### 14. Loans and investments

- 14.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 14.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans



## Wokingham Town Council Standing Financial Regulations



to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

- 14.3. The council's Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, relevant regulations, proper practices and guidance shall be reviewed by the F&P Committee and presented at the Annual Council Meeting .
- 14.4. The credit rating of any bank the Town Council uses will be considered by the F&P Committee prior to any investment or re-investment over £250K. The RFO will research ratings to inform any investment.
- 14.5. Barclays to remain the main bank for the Town Council's day-to-day financial transactions.
- 14.6. Unless agreed by the F&P Committee, investments are to be kept under two years and to be spread across both Barclays and another provider. Investments to be overlapping i.e.: different start and end dates.
- 14.7. A regular statement is to be produced and presented to the F&P Committee for investments made in line with 13.4 and any changes made since publication of the previous statement.
- 14.8. The RFO is authorised in conjunction with the Town Clerk to make short term investments with Barclays or another provider with a view of maximising the return on amount up to £250K over a period of one month to a maximum of 12 months. Anything outside these parameters requires the approval of the F&P Committee.
- 14.9. No long-term investment (12 months or above) is to exceed £250K in any financial institution.
- 14.10. The RFO is to ensure that there are sufficient funds to meet Council's cash flow requirements whenever an investment is made.
- 14.11. All investment of money under the control of the council shall be in the name of the council.
- 14.12. All investment of money under the control of the council shall be in the name of the council.
- 14.13. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 14.14. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### 15. Income

- 15.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.



## Wokingham Town Council Standing Financial Regulations



- 15.2. The RFO will be responsible for ensuring that reminders in respect of outstanding invoices are despatched each month. The Financial Assistant will send monthly statements.
- 15.3. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk.
- 15.4. Bad debts may be written off only with the approval of the Town Clerk and reported to the next meeting of the F&P Committee. The appropriate limits for approval will be recorded in the Addendum to these regulations. Any sums found to be irrecoverable and any bad debts shall be reported to the F&P Committee or council by the RFO depending on the required approval limit and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 15.5. Money and cheques received through the post are to be recorded in the Receipts Book (cash book) by the Information Centre Officers. All receipts are to be dealt with by the Information Centre Officers. A receipt is to be issued for all monies received, except for money that is paid directly into the bank account (such as precept, investment income), which can be entered directly into the Cash Book as long as the date of banking is noted, together with an indication that it is a direct banking. Income received in the Information Centre shall be put in the Information Centre safe except when cash totals over £750, in which case it is immediately to be deposited in the RFO's safe. It is the RFO's responsibility to allocate income to the relevant cost headings, to extract VAT and to reconcile the bank statements every month.
- 15.6. On each occasion income (cash or cheques) are removed from the Information Centre it should be delineated in the Receipts Book (cash book) and reported in the petty cash reconciliation.
- 15.7. The Receipts and Payments Book shall be located in the Information Centre and secured when the Centre is closed.
- 15.8. Banking by the Financial Assistant or RFO will be as frequently as is required to meet the limits of the petty cash float and insured values of month unless the income has reached the insurance cash/cheque limits for the safe of £1,000 (cash) and £10,000 (cheque).
- 15.9. Personal cheques shall not be cashed out of money held on behalf of the council.
- 15.10. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 15.11. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control

# Wokingham Town Council

## Standing Financial Regulations



record such as ticket issues,  
and that appropriate care is taken for the security and safety of individuals banking such cash.

- 15.12. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### 16. Payments under contracts for building or other construction works

- 16.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 16.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

### 17. Value Added Tax

- 17.1. It is the RFO's responsibility to ensure that the VAT return is completed and despatched to HMRC by the end of the month following the month claimed and that the VAT reclaimed/paid is correct.

### 18. Stores and equipment

- 18.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 18.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 18.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 18.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

### 19. Assets, properties and estates

- 19.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 19.2. The RFO in conjunction with the Town Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

# Wokingham Town Council Standing Financial Regulations



19.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

19.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

19.5. No asset can be disposed of without Council approval unless within the disposal levels as designated in the Addendum. In each case a written report shall be provided to council with a full business case.

## 20. Insurance

20.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered. The Town Clerk and RFO shall review these annually before the renewal date in conjunction with the council's review of risk management.

20.2. Valuations for insurance purposes of buildings and high value assets should be considered every 3-5 years.

20.3. Changes to the scope of insurance cover or the provider of insurance shall be determined by the F&P Committee.

20.4. The Town Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

20.5. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the F&P Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Town Clerk.

20.6. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## 21. Charities

21.1. Where the council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held in charitable trusts and separate financial reports made in such form as shall be

# Wokingham Town Council

## Standing Financial Regulations



appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

### 22. Accountabilities

The Town Clerk, under the policy direction of the F&P Committee, shall be responsible overall for the proper administration of the Council's financial affairs.

### 23. Suspension and revision of Financial Regulations

- 23.1. It shall be the duty of the F&P Committee to review the financial requirements of the Council from time to time and to make such recommendations to Council as the Committee considers are required.
- 23.2. As regards the items set out in the Addendum, the F&P Committee shall recommend annually to Council any variations it considers necessary.
- 23.3. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 23.4. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

### 24. Recording of Officer Decisions

The Access to Local Government Meetings and Documents (England) Local Audit and Accountability Act 2014, section 40 provide that, where officers' financial decisions materially affect the Council's budget they should be recorded separately.

- 24.1. The Town Clerk and other officers have the authority to incur expenditure as laid out in the Addendum to these financial regulations.
- 24.2. The Addendum shall be considered annually by the F&P Committee.
- 24.3. In accordance with 21.1 & 21.2 of these Financial Regulations together with the Council's Standing Orders Wokingham Town Council does not consider that such expenditure is likely to significantly affect the financial position of the Town Council.

# Wokingham Town Council Standing Financial Regulations



## ADDENDUM TO STANDING FINANCIAL REGULATIONS

### Financial Limits for the Council Year Ending 31<sup>st</sup> March 2025

#### 6. Procurement, Contracts and Tenders:

- 6.4 The limits of expenditure budget with delegated authority are:
- (i) for the Town Town Clerk – 3% - Any payments above these limits to be countersigned by Chair or Vice Chair of F&P and the Mayor.
  - (ii) for the Responsible Financial Officer – 1%
  - (iii) for the Grounds & Bloom Officer 1%
  - (iv) for the Buildings & Market Officer – 0.5%
  - (v) for the Amenities Officer – 1%
  - (vi) for the Arts & Culture Officer – 0.25%
  - (vii) for the Civic Officer – 0.25%
  - (viii) for the Technical Officer – 0.25%
  - (ix) for the Allotments Officer 0.25%
  - (x) for the Events Co-Ordinator – 0.25%
  - (xi) for the Financial Assistant – 0.25%

#### 6. Procurement, Contracts and Tenders:

- 6.21 The extent of new items and increases over estimated figures that can be agreed by committees as a percentage of the Council budget:
- (a) In the case of the F&P Committee, 1%
  - (b) Anything above 1% to be determined by Full Council
  - (c) All other Council Committees, should not exceed their overall annual budget.

6.25	<b><u>Postholder</u></b>	<b><u>Deputy</u></b>
	Town Town Clerk	Responsible Financial Officer
	Responsible Finance Officer	Town Town Clerk
	Buildings & Grounds Officer	Responsible Financial Officer
	Amenities Officer	Responsible Financial Officer
	Arts & Culture Officer	Responsible Financial Officer
	Technical Officer	Responsible Financial Officer
	Civic Officer	Responsible Financial
	Officer	
	Buildings & Market Officer	Grounds & Bloom Officer

#### 8. Electronic payments:

- 8.1 (i) The maintained balance for the Town Clerk's Drawing Account is £60,000.  
(ii) The limit for payment for small items, from the Town Clerk's Drawing Account is  
£1,000.

# Wokingham Town Council Standing Financial Regulations



## 11. Petty Cash:-

The Petty Cash float is £200 and the limit for any one purchase is £75.

## 15. Income Collection:

15.4 Bad debts may be written off as follows:

- (i) The Town Town Clerk has delegated authority for one or more debts up to a total of 0.25% of income budget in any one fiscal year.
- (ii) By Finance & General Purposes Committee up to 1% of income budget.
- (iii) By Full Council if above 1% of income budget.

## 19. Property & Assets:-

19.4 Equipment may be removed from the inventory and disposed of as follows:

- (i) By the RFO up to £500
- (ii) By the Town Town Clerk up to £2,000
- (iii) By Finance & Personnel Committee up to £10,000
- (iv) By Finance & Personnel Committee and Full Council if above £10,000



# Wokingham Town Council

## RFO Report 01/2024

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To: Finance & Personnel Committee  
Date: 24<sup>th</sup> September 2024  
Subject: Authority to make payment by Direct Debit

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### 1 REASON FOR REPORT

In accordance with the council's Standing Financial Regulations (SFRs) to provide a list of suppliers who receive payment by Direct Debit.

### 2 LIST OF SUPPLIERS PAID BY DIRECT DEBIT

The following suppliers receive payment by Direct Debit or Standing Order:

- ARVAL – hire vehicle (company van)
- Barclaycard Commercial – credit card payment of balance
- Castle Water – water supplies
- Focus Group – telephony services
- Google Cloud – IT services
- Grenke – photocopier hire and charges
- Hiscocks – insurance premiums
- HMRC – PAYE and NI and VAT (when applicable)
- ICO – annual subscription for data management
- O2 – mobile telephony services
- Peninsula – HR support services
- SAGE – payroll services
- Total Gas and Power – gas and electricity supplies
- Wokingham Borough Council – rates

### 3 RECOMMENDATIONS

- a) The F&P Committee to receive and note the list of suppliers paid by Direct Debit or Standing Order
- b) The F&P Committee, in line with Standing Financial Regulations, to approve the use of Direct Debit and Standing Orders for payments to the above listed suppliers. New suppliers subsequently added to the list to be reported to the F&P Committee.



# Wokingham Town Council

## Town Clerk's Report 21/2024

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To: Finance and Personnel Committee

Date: 24 September 2024

Subject: Cycle to Work Scheme

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### 1 PURPOSE OF REPORT

- 1.1 To consider and resolve upon the town council offering a cycle to work scheme for employees

### 2 BACKGROUND

- 2.1 Wokingham Town Council employees have requested the opportunity to benefit from a cycle to work scheme that would allow them to rent and have the option to buy a bicycle for commuting purposes, in a tax efficient way.

### 3 CURRENT POSITION

- 3.1 Wokingham Town Council does not currently offer a cycle to work scheme, but the Town Clerk would like to be able to extend this benefit to employees.

### 4 FOR CONSIDERATION

- 4.1 The Town Clerk has spoken to the relevant officer in the My Journey Team at Wokingham Borough Council to understand more about how this type of scheme works.
- 4.2 Wokingham Borough Council currently offers its employees access to the scheme via 'Cyclescheme': ([The UK's Most Popular Cycle to Work Benefit - Cyclescheme](#)) and the Town Clerk recommends that the town council go through the same company.
- 4.3 Details of how the scheme works for the town council can be found here: [The UK's Most Popular Cycle to Work Benefit - Employers - Cyclescheme](#)
- 4.4 Offering a Cycle to Work Scheme option for staff supports the council's 'Being sustainable' strategic objective.

### 5 FINANCIAL IMPLICATIONS

- 5.1 The town council would need a budget for the initial purchase, which would be recouped through contributions debited directly from the employees pay over a 12-month period.
- 5.2 The Town Clerk recommends that a sum of £3,000 from general reserves be moved into an earmarked reserve to facilitate this in the current financial year. Income recouped over the 12-month 'pay back' period could be returned to the reserve balance.



- 5.3 There would be employer NI savings for the town council on the sums deducted from pay.

6 **NEXT STEPS**

- 6.1 To consider and resolve upon the council signing up to offer this scheme to employees
- 6.2 To agree a sum available from general reserves to cover the initial cost of the purchase (sum to depend upon how many employees opt into the scheme)

7 **RECOMMENDATION**

- 7.1 Membership of this scheme would be a positive addition for staff and supports the council's sustainability objectives.