



# 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**

26<sup>th</sup> November 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 3<sup>rd</sup> December 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**
  - a) To receive and confirm the minutes of the proceedings at the meetings of this committee held on 24<sup>th</sup> September 2024, pages 17059 to 17070 (*copy attached*) as a true and correct record.
  - b) To receive and confirm the minutes of the proceedings at the meeting of this committee held on 12<sup>th</sup> November 2024, pages 17089 to 17092 (*Copy attached*) as a true and correct record.
- 5 INTERNAL AUDIT – INTERIM VISIT 11/12 NOVEMBER 2024**  
To receive and note the Internal Auditor's interim report dated 21<sup>st</sup> November 2024 (*copy attached*)

## **6 ACCOUNTS PAYABLE**

- a) To approve the list of costs from 1<sup>st</sup> September 2024 to 31<sup>st</sup> October 2024 totalling the sum of £213,079.77 paid from the F & GP Account, this includes £94,000 transferred to the Clerk's account - *copy attached 6a(i)* and a copy of invoices over £500 paid during this period – *copy attached 6a(ii)*
- b) To approve the list of costs from 1<sup>st</sup> September 2024 to 31<sup>st</sup> October 2024 totalling the sum of £101,822.38 paid from the Clerk's Drawing Account – *copy attached 6b*

## **7 FINANCIAL REPORTS**

To receive and consider the following financial reports:

- a) Income and Expenditure to 31<sup>st</sup> October 2024 (*copy attached*)
- b) Balance Sheet as at 31<sup>st</sup> October 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> October 2024 (*copy attached*)

## **8 INVESTMENT UPDATE AND REVIEW**

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

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

- a) To receive a report on CIL income and expenditure to October 2024 – *copy attached*
- b) To note the receipt in late October of four CIL co-funding requests from Wokingham Borough Council which will be reviewed at the January F&P Committee meeting (Note, P&T related items will be reviewed initially by the P&T Committee in December)

## **10 CULTURE AND COMMUNITY GRANTS & PARTNERSHIP GRANTS**

- a) To review two Culture and Community grant applications received since the September committee meeting
- b) To receive and note thanks received from recipients of the Culture and Community Grants awarded in September and paid in October 2024.
- c) To discuss and resolve upon the principle of partnership grants for the council's main grant fund.

## **11 BUDGET 2025-26**

To receive, consider and resolve upon the Town Clerk and RFO's report 29/2024, plus appendices, for additional monies required for the financial year 2025/26 in readiness for the preparation of the precept budget (to be presented to Full Council in January 2025).

Appendices documents:

- Appendix 1: Precept calculation sheet
- Appendix 2: Committee and officer spend requests (new budget items or growth requests)
- Appendix 3: Changes to existing cost items – inflation, growth and savings
- Appendix 4: Changes to income
- Appendix 5: Reserve movements

## **12 COMMITTEE INFORMATION**

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

## **13 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**

- 14 STAFF PERFORMANCE RELATED PAY AWARDS**  
To receive, consider and resolve on the Town Clerk's Confidential report 28/2024
- 15 TOWN HALL LEASE**  
To receive and resolve upon the Town Clerk's confidential report 30/2024
- 16 STAFFING UPDATE**  
To receive a verbal update on staffing matters from the Town Clerk.

**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).*

## 24<sup>th</sup> September 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 10:10 pm.

### PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi, B Callender, R Comber, S Gurney (from 7:43pm), K Malvern, H Richards, I Shepherd-Dubey

### IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

### APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr T Lack

### MEMBERS' INTERESTS (Agenda Item 2)

None

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

No questions were received.

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

**RESOLVED  
30916**

It was proposed by Cllr M Gee and seconded by Cllr K Malvern and it was

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 23<sup>rd</sup> July 2024, pages 17031 to 17039 be received as a true and correct record and that they be signed by the Chair.

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

### AUDIT – CONCLUSION OF EXTERNAL AUDIT (AGAR) TO 31<sup>st</sup> March 2024 (Agenda Item 5)

**RESOLVED  
30917**

(a) The members received and noted the External Auditor's certificate and completed external audit. The RFO was thanked for the successful conclusion of the audit and for there being no items on the AGAR requiring attention.

(b) It was proposed by Cllr B Callender, seconded by Cllr H Richards and it was

that the closure notice and completed AGAR documents had been published in line with regulations.

A vote was taken and was unanimous.

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**HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL'S FACILITIES (Agenda Item 6)**

Cllr I Shepherd-Dubey declared an interest in room hire charges due to Wokingham Borough Council hiring facilities and therefore did vote.

The members discussed the Clerk's recommendations for increases to hire rates and noted the following:-

- That WBC are charged the community hire rates so as not to pass on a higher rate in council tax charges.
- WTC market rates are generally in line with other local comparable markets at £20 per pitch.
- Water charges for allotments do not cover the cost of all water used, but there are limitations in place for plot holders not being permitted to use water hoses.
- Letters are to be sent to allotment holders early in October to advise of the new rates from 1<sup>st</sup> November 2024 together with new prices effective from 1<sup>st</sup> November 2025. The Town Clerk was asked to include a reference to water charges not covering all costs actually incurred in this letter.
- The Town Clerk gave a verbal update on the recent use of the Elms Field grounds by a funfair and confirmed that no issues arose that needed to be reported.

**RESOLVED  
30918**

3.1) It was proposed by Cllr R Comber, seconded by Cllr B Callender and it was to increase Town Hall and Woosehill room charges in line with the Town Clerk's recommendations in report 19/2024.

A vote was taken. Of the seven members present, six were in favour, Cllr I Shepherd-Dubey abstained.

**RESOLVED  
30919**

3.2 to 3.5) It was proposed by Cllr I Shepherd-Dubey, seconded by Cllr H Richards and it was

to increase wedding, allotment and market stall charges and to delegate the rental and deposit charges for the use of outside spaces to the Town Clerk and Grounds and Bloom Officer in line with the Town Clerk's recommendations in report 19/2024.

A vote was taken and was unanimous.

**ACCOUNTS PAYABLE (Agenda Item 7)**

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

**RESOLVED  
30920**

to approve:

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- (a) 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 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) 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 Clerks Drawings account.

A vote was taken and was unanimous.

**FINANCIAL REPORTS (Agenda Item 8)**

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

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

An updated copy of the Monitoring Report was provided to the members as the report contained in the agenda included errors to the profiled budget, although the actual income and expenditure costs were correct. The Town Clerk advised that since 31<sup>st</sup> August the second payment of the precept was received in September.

The RFO advised that the "Year end expected variance" column of the monitoring report would be populated for the November meeting following discussions with officers to consider 2024/25 year-to-go income and costs together with budget planning for 2025/26. Current expectations are that total income will overshoot the annual budget, although one site is likely to see a shortfall.

- (d) The RFO gave a verbal report that following efforts to chase payments of overdue invoices, there was a balance of £579.67 that is unlikely to be recovered. Most of these balances relate to market fees for traders that no longer attend. A record of these traders will be retained so that they will be required to clear their outstanding debt before any new booking is accepted.

It was proposed by Cllr R Comber, seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED  
30921**

to write off a balance of £579.67 composed of bad debts and credit balances and to note that a list of those traders/ hirers for any future enquiries.

A vote was taken and was unanimous.

**INVESTMENT UPDATE AND REVIEW (Agenda Item 9)**

- (b) The Town Clerk gave a verbal update as follows:
  - Members noted that analysis had been done to assess monthly expenditure and income for the last two financial years to identify the peaks and troughs in bank balances. £380,000 was identified as a sum that could be comfortably repurposed into an account offering a better return.

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- Different account options with indicative interest rates and yield were provided but may no longer be available to take up, and recommended that a resolution should not be specific to a bank/ provider or type of account.
- CCLA gives the highest return of the options presented was CCLA with whom the council already has a £440,000 investment.
- Bank account options have been provided but neither the Town Clerk nor RFO are able to offer advice or make recommendations.

Members discussed the options and considered their individual preferences to:-

- exposure with one organisation/ using a second bank,
- level of risk,
- the length of the term,
- availability of the CCLA 1-day notice cash fund and the likelihood of interest rates falling in the short term were also considered.

**RESOLVED  
30922**

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

to transfer into one bank, of comparable standing to Redwood or Cambridge & Counties for a period of approximately three months in the amount of £380,000.

A vote was taken and was unanimous

(a) Members noted the latest value as at 31<sup>st</sup> August 2024 for the current holding of LAPF at a mid-value of £91,405.25 (31<sup>st</sup> March 2024 £91,816).

Members discussed and considered the risks and benefits of diversifying risk and also noted that the value of the capital invested had fallen by about £10,000 in eight years, but the return had exceeded those that might have been generated if the money had been invested elsewhere. The Town Clerk advised that the notice period to withdraw from LAPF is six months and that the value paid would be the mid-value on the sale date.

The members decided to leave the units where they are and as such no resolution was required.

**CIL MONITORING REPORT AND SPENDING REQUEST (Agenda item 10)**

(a) The Town Clerk gave a verbal update on the CIL income and expenditure report to August 2024 and that the future CIL values cannot be guaranteed. It was also advised that the previously identified provider has withdrawn their interest in running the Matthew's Green community centre. Expressions of interest in running the community centre are currently being sought by WBC. The council are also likely to receive co-funding requests in October for two pedestrian crossings in the town area.

(b) The members considered a funding request from the P&T Committee and Cllr N Nagella to replace a community noticeboard at Norreys Avenue which is in poor repair.

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**RESOLVED  
30923**

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

to fund a new noticeboard at £2,000 to be designed according to best principles, be branded with Wokingham Town Council and for the Norreys area councillors to keep an eye on its condition.

A vote was taken and was unanimous

**ARTS AND CULTURE COMMITTEE – BUDGET COMMITMENT REQUEST  
(Agenda Item 11)**

Cllr B Callender reported on the request by the Arts and Culture Committee to request a budget increase for the 2025 Children’s Fun Day. The total value requested of £19,505 is composed of an extra £500 to fund additional face painting provision together with an extra 5% of the 2024 budget. The 5% uplift is mainly for inflation but also enables the A&C Officer to negotiate prices and does not necessarily mean it will be spent. The total cost of the event to a Band D property is £1.04. The estimated attendance is 3000 people resulting in a cost per attendee of approximately £6.03.

It was proposed by Cllr H Richards and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED  
30924**

to approve a budget 2025/6 increase for the Children’s Fun Day to £19,505.

A vote was taken. Six members were in favour and two abstained.

**BUDGET REQUESTS (Agenda item 12)**

- (a) The Town Clerk provided costings for a website upgrade. As a local authority we are required to comply with website accessibility. The existing website uses WordPress that makes compliance difficult. A proposal was costed at £1,800 to develop a website that would be externally built and would be compliant with WCAG2.2AA. This cost includes the rebuild cost, moving existing data across and the first year of compliance monitoring. From the second year onwards there would be an annual subscription fee of £800 composed of £300 website subscription, £300 monitoring compliance and £200 for additional storage mainly for the virtual museum.

The members considered the proposal and identified the importance that the website should be easy to update and ensure accessibility.

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

**RESOLVED  
30925**

to agree that the committee delegate the final decision to the Town Clerk and Cllr S Gurney (as a consultant) of obtaining the best outcome for the council within the cost of £1,800 website rebuild and £800pa support fee as an in-year budget request funded by general reserves.

A vote was taken and it was unanimous.

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- (b) The Town Clerk reported that the previous council took the decision to seek museum accreditation in 2019. Some progress has been made but the appointment of a University of Reading Museum Studies summer intern for a period of 10 weeks identified the amount of work that would be required. It has also shown that the council does not currently have the necessary resource or expertise. Therefore the committee needs to consider whether to resource the museum better or whether it accepts that accreditation cannot be achieved and to pull back on Open Days.

The Town Clerk presented ongoing costs of £32,571 for staffing together with one-off costs totalling £5,500. Consideration would also need to be taken of the need for extra office space to accommodate an additional officer and possible costs associated with loss of income depending on the option chosen.

The income lost from use of each of the spaces identified was discussed.

If approved, recruitment for the role would not start until April 2025.

The members discussed and considered the importance of preserving the council's heritage and expanding the virtual museum.

It was proposed by Cllr S Gurney and seconded by Cllr B Callender and it was

**RESOLVED  
30926**

to agree to 5.1 of the Town Clerk's report 24/2024 to recruit a Museum Officer to provide resource for museum accreditation.

A vote was taken. Four members were in favour and four abstained. Of the four who voted, all were in favour and therefore it was resolved.

5.2) of TC 24/2024 – no decision was made at the meeting with a request to the Town Clerk for a feasibility study on office space for the additional employee

- (c) There were no other budget requests.

**GRANTS (Agenda item 13)**

- (a) The Town Clerk gave a verbal report that 33 applications to the main grant had been received and was oversubscribed with a total value of c£177,000 being requested. Some members have responded to the Town Clerk's request to advise of any declarations of interest in the organisations from whom grant applications have been received. The remaining members were asked to respond to the Town Clerk as soon as possible. Packs are to be sent out later in the week/ early next week. Members will be asked to review and use the agreed scoring mechanism (which will form part of the decision-making process) and also to reach out to the organisations for any further information necessary. Members should come prepared with their scoring and be ready to give an 'elevator pitch' of their reviews to the November grant meeting. Cllr M Gee asked members to let the Town Clerk know if they were unable to attend

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the Grants meeting and if a review of grant applications had already been undertaken to send any notes to the Town Clerk.

(b) The members received and considered the following applications received for Culture and Community Grant Fund:-

- (i) Victory Theatre project – to provide funding for a public event. The total cost is £6,350 of which a grant for £2,000 was requested and agreed.
- (ii) Crowthorne Symphony Orchestra – total cost to run three events was £23,150 for which a grant for £1,000 was requested and agreed.
- (iii) CLASP – a request for £3,000 to fund a celebration event for members/ trustees and volunteers was received. The total cost was £4,570. The members discussed the application and decided a £500 donation should be given.

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

**RESOLVED  
30927**

to agree the amounts (i) to (iii) be communicated and paid over to the organisations.

A vote was taken. Seven members were in favour, one abstained.

**STANDING FINANCIAL REGULATIONS (Agenda item 14)**

(a) The Town Clerk gave a verbal report that the NALC model financial regulations were received earlier in 2024. The RFO has reviewed its content together with the council’s existing Standing Finance Regulations and practices to provide new SFRs for consideration to adopt.

It was noted by Cllr R Comber that s5.3 should be amended to read Finance and Personnel Committee instead of Full Council.

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

**RESOLVED  
30928**

to receive, consider and recommend the updated SFRs to full council for adoption, following the amendment to s5.3 and to provide an explanation of the colour differences in the document.

A vote was taken and it was unanimous.

(b) The members noted, in accordance with the council’s current SFRs the RFO and Town Clerk are the authorised signatories of WTC bank accounts.

(c) It was proposed by Cllr S Gurney and seconded by Cllr H Richards and it was

**RESOLVED  
30929**

to receive and approve, in line with the council’s SFRs, a list of suppliers paid by Direct Debit and/ or Standing Order.

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A vote was taken and it was unanimous.

**CYCLE TO WORK SCHEME (Agenda item 15)**

The Town Clerk reported that since writing TC 21/2024 the scheme may be more popular than first thought as it has not yet been advertised to all staff. Funds would be paid from general reserves to pay for a bike to be used as part of the Cycle to Work Scheme and for the loan to be recouped over a 12 month period through salary sacrifice. Salary sacrifice would also reduce the liability for employer's NI contribution. Wokingham Borough Council have offered use of the secure storage facility at Shute End to those taking up the Cycle to Work Scheme.

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

**RESOLVED  
30930**

for the council to sign up to the Cycle to Work scheme and sums would be made available from general reserves for officers in accordance with the scheme. This would be recouped over 12 months from employees via salary sacrifice. The scheme would be open ended until such time as legislation changes.

A vote was taken and it was unanimous.

**RESERVES (Agenda item 16)**

The Town Clerk gave a verbal report on the need for an earmarked reserve for security costs at £10,000 be set up. Such costs could not otherwise be used as required as the Town Clerk would not have the authority to spend an amount not budgeted.

It was proposed by Cllr H Richards, seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED  
30931**

to transfer £10,000 to an earmarked reserve or security costs to be spent as required.

A vote was taken. Seven members voted in favour and one abstained.

**WHA REQUEST (Agenda item 17)**

Cllr S Gurney and Cllr R Comber declared an interest in this item.

The Town Clerk gave a verbal update that since the last meeting Cllrs S Gurney, K Malvern, B Callender, R Comber, T Lack, A Medhurst, the Allotment Officer and Town Clerk visited the site and met with and their consultant Iconic. Useful discussions took place with two schemes identified for the building's refurbishment. The original request for £30,000 involved recoating the roof to extend its life to ten years but, without guarantee. The latest scheme replaces the roof, giving it a lifespan of 30 years with a cost of £40,000.

The WHA are now requesting £40,000. Of the remaining funding required they are confident they can secure £20,000 from National Lottery. To request higher funding from National Lottery up to their required £30,000 would take longer and delay the project by 18 months (compared to 16 weeks for £20,000). For the

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higher value WHA can ask for part funding for the project but, under the terms and conditions of National Lottery would not be able to start the project until they received the funds. WHA would be grateful of receiving a response to their request as soon as possible to be able to progress their application to the National Lottery.

The Town Clerk reminded the members that the committee can only agree to spend up to £25,000, higher requests would need to go to Full Council.

The members discussed the works and its importance due to its central location in Wokingham, the benefit of such a facility to the wider community and the importance of replacing the roof to meet building regulations. However, there was a concern that the refurbished facility might not be used as fully as possible.

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

**RESOLVED  
30932**

to recommend that the funding be provided from CIL with the majority of F&P's members in favour of agreeing to the request for £40,000, that the project meets any legislation for planning or building regulations and that there be a requirement that an annual report is provided as to the uses of the building.

A vote was taken. Six members voted in favour with abstentions by Cllr R Comber and Cllr S Gurney.

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

**RESOLVED  
30933**

*to extend the meeting by up to 30 minutes to 10:30pm.*

*A vote was taken. Seven members voted in favour with one abstaining.*

**COMMITTEE INFORMATION (Agenda item 18)**

- (a) No information items were raised by members.
- (b) No specific items for marketing purposes were identified.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 19)**

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

**RESOLVED  
30934**

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

A vote was taken and it was unanimous.

*The RFO left the meeting at 9:56pm*

**STAFF PERFORMANCE RELATED PAY AWARDS (Agenda item 20)**

Members reviewed the Town Clerk's Confidential report TC20/2024. Following discussion, it was proposed by Cllr H Richards and seconded by Cllr B Alvi and members

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To approve the recommendation of the Town Clerk.  
A vote was taken and it was unanimous.

**RESOLVED**  
**30935**

**STAFFING UPDATE (Agenda Item 21)**

Members reviewed the Town Clerk's Confidential report TC22/2024. Following discussion it was proposed by Cllr R Comber and seconded by Cllr B Callender and members

To approve the recommendation of the Town Clerk  
A vote was taken and it was unanimous.

**RESOLVED**  
**30936**

The meeting ended at 10.10pm

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Date: 05/09/2024

## Wokingham Town Council

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Time: 12:30

## F &amp; P and Current Accounts

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	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>		

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

Finance &amp; Personnel Meeting 24/09/2024

17069



Date: 05/09/2024

## Wokingham Town Council

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Time: 12:31

## 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 STAFF	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>		

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

Finance &amp; Personnel Meeting 24/09/2024

17070



## 12<sup>th</sup> November 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 10.18 pm

### **PRESENT**

**Chair:** Cllr M Gee

**Councillors:** Cllrs B Callender, R Comber, S Gurney, T Lack, K Malvern, H Richards and I Shepherd-Dubey.

### **IN ATTENDANCE**

Town Clerk: Katy Hughes and Finance Manager/ RFO Lisa Davison

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

Apologies for absence were received from Councillors B Alvi (Vice Chair).

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

Cllr I Shepherd-Dubey declared an interest in the application for financial assistance received from Wokingham Pride and left the room while this application was discussed.

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

No questions were received.

### **EXCLUSION OF PRESS AND PUBLIC (Agenda Item 4)**

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

**RESOLVED  
30952**

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.

### **CULTURE AND COMMUNITY (IN-YEAR) GRANT FUNDING 2025-26 (Agenda Item 5)**

The Town Clerk verbally reported that of the 2024-25 £10,000 in-year fund, available since July 2024, three grants had been approved totalling £3,500. A further two applications have been received and are to be presented to the F&P Committee meeting on 3<sup>rd</sup> December. There is an expectation that the £10,000 budget will be spend by 31<sup>t</sup> March 2025.

The Committee discussed and agreed that £12,000 for Culture and Community should be included in the budget for 2025-26. This value was reviewed again after considering applications for the Main grant fund and its final value resolved.

### **APPLICATIONS FOR FINANCIAL ASSISTANCE 2025-26 (Agenda Item 6)**

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





The Town Clerk advised that the maximum available grant, including Culture and Community grants, was set at 10% of the previous year's precept. Therefore the maximum available to distribute was £122,726 (10% of the 2023-24 precept).

All Cllrs had been sent a spreadsheet listing the grant requests, grants awarded over the previous four years, together with an allocation of this year's application forms and supporting documentation for consideration prior to the meeting. They were asked to trial the scoring system for each application to determine whether it is suitable for future use or that amendments are required.

During the discussion, members resolved to allow the meeting to continue beyond 10pm.

**RESOLVED  
30953**

It was agreed that the committee would discuss and resolve upon the principle of partnership grants at the December meeting.

**RESOLVED  
30954**

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

that the Culture and Community grant for 2025-26 be set at £15,000 and that the main grants should be allocated as follows:

**Keep Mobile**

A grant of £6,500 be awarded.

**St Paul's Church – Churchyard Maintenance**

A grant of £1,000 be awarded.

**Cowshed**

A grant of £2,500 be awarded.

**Holt Copse Conservation Volunteers**

A grant of £800 be awarded.

**Me 2 Club**

A grant of £5,000 be awarded.

**CLASP**

A grant of £1,500 be awarded.

**Wokingham Job Support Centre**

A grant of £2,500 be awarded.

**ARC Counselling**

A grant of £3,000 be awarded.

**Link Visiting Scheme**

A grant of £5,000 be awarded.

**Friends of the Emm Brook**

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



A grant of £400 be awarded.

**Wokingham Fireworks**

A grant of £2,000 be awarded.

**Home Start Wokingham**

A grant of £1,000 be awarded.

**All Saints Church (Churchyard maintenance Project)**

A grant of £2,000 be awarded.

**Dingley's Promise**

A grant of £5,000 be awarded.

**Kaleidoscopic**

A grant of £750 be awarded.

**Wokingham Cycling Club**

A grant of £500 be awarded.

**Our Community First**

A grant of £2,000 be awarded.

**Wokingham Pride**

A grant of £1,000 be awarded.

**Wokingham Volunteer Centre**

A grant of £1,500 be awarded.

**Wokingham Lions (May Fayre) and Wokingham Lions (Winter Carnival)**

A grant of £28,000 be awarded.

**First Days**

A grant of £2,800 be awarded.

**Saint Sebastian Band**

A grant of £3,000 be awarded.

**All Saints Wokingham Repair Café**

A grant of £1,000 be awarded.

**Sangeet Foundation**

A grant of £1,800 be awarded.

**Wokingham Choral Society**

A grant of £1,000 be awarded.

**Citizens Advice Wokingham**

A grant of £10,000 be awarded.

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



Applications for grants amounted to £177,194 and during this evening's meeting a total of £91,550 was awarded.

Letters will be sent to all applicants advising them of the outcome of their applications.

**ACTION: TOWN CLERK/ RFO**

The meeting ended at 10.18pm

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



# Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk)

Ms Katy Hughes  
Town Clerk  
Wokingham Town Council  
Town Hall  
Market Place  
Wokingham  
Berkshire RG40 1AS

21<sup>st</sup> November 2024

Dear Katy

## **Internal audit for the year ended 31<sup>st</sup> March 2025 – interim report**

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my first interim visit in November 2024 I reviewed the financial systems and controls for the year to date.

My internal audit testing was based on the guidelines included in the 2024 edition of the Joint Panel on Accountability and Governance Practitioners' Guide. This document contains the proper accounting and governance practices referred to in statute, together with other non-mandatory guidance and examples, including the best practice guidance relating to internal audit.

Initial discussions with Lisa Davison established whether there were any changes to the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the controls.

Further interim visits will be made later in the year to review additional systems and controls and a final visit will take place after the year end to review risk management, the year-end accounts and related documentation.

### **General Comments**

Specific comments below are in the order of the headings in section 1 of the Annual Return. There are no significant matters to draw to your attention. Controls remain very strong.

### **Detailed report**

As part of the testing I checked:

- A. Appropriate accounting records have been properly kept throughout the year**
- The accounts are maintained on Omega and kept up-to-date. The Bookings and Allotments packages are also used. These packages are adequate for the Council's needs. The allotment package is now linked to the Omega financial package.
  - The Committees are provided with reports produced from Omega and a summary in Excel which allows results to be compared against a phased budget and brief commentary added.

**B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for**

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- One large payment was selected and the selection of supplier was checked to ensure that alternative quotations had been obtained. No errors were found.
- A sample of payment runs from both the F&P and Clerks account were reviewed to ensure that the controls had operated correctly. No errors were found.

**C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these**

- Standing Orders and Standing Financial Regulations were reviewed. Updated Standing Financial Regulations were taken to the October Full Council and the revised Standing Orders will be discussed at the December Full Council meeting.
- Council minutes were scrutinised.

***Audit work outstanding:***

- The management of risk will be reviewed at a later visit.
- Insurance cover will be reviewed at a later visit.

**D. The Precept resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate**

- The reporting of financial results and monitoring of actual against budget was reviewed. This is carried out regularly at a committee level.

***Audit work outstanding:***

- The budget setting process for 2025-26 is in progress and it will be reviewed at a later visit. The timetable and steps being taken for budget setting appear appropriate.
- Final out-turn against budget will be reviewed at the final visit.

**E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for**

No significant issues arose during the review and testing of income controls. The following income streams were reviewed:

- The precept was agreed to Council minutes and bank statements
- CIL income was agreed to bank statements
- Test checks were made for market income.
- The filing of VAT returns was checked.
- Allotment income was reviewed. Amounts charged matched the published prices
- Hall bookings income was reviewed and a selection of invoices checked.

***Observations***

- One error was found in the invoicing of hall bookings where the time being invoiced was manually entered incorrectly rather than the bookings package providing the number of hours. This appears to be an isolated error but in future the invoicing will be generated from the bookings package rather than relying on manual input.
- A small number of allotment holders receive a discount on the rent. This is not identified on the new style allotment invoices and thus the invoices appear not to add up, although the final charge is correct. This problem has been raised with the software provider who is seeking to rectify this.

- F. Petty Cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for**
- Petty cash expenditure is small and controlled. Receipts are available to support the expenditure.
- 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**
- Audit work outstanding:***
- The operation of payroll will be reviewed at a later visit.
- H. Asset and investments registers were complete and accurate and properly maintained**
- Audit work outstanding:***
- The fixed assets register is maintained on an Excel spreadsheet and this will be reviewed after the year end.
- I. Periodic bank reconciliations were properly carried out during the year**
- Bank reconciliations are prepared on a timely basis and copies are saved on the office network.
- Observations***
- The new financial regulations will require the bank reconciliations to be reviewed by a councillor on at least a quarterly basis. This meets the expectations of the guidance contained within the JPAG Practitioners Guide.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors & creditors were properly recorded**
- Audit work outstanding:***
- The accounting statements will be reviewed after the year end.
- K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt**
- Not applicable – the Council was subject to a limited assurance review in 2023/24.
- L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with any relevant legislation.**
- The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015.
  - There is a webpage on the Council website which draws together all the necessary transparency information.
- 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**
- The exercise was carried out for the correct length of time and was advertised correctly.
- N. The authority has complied with the publication requirements for 2023/24 AGAR**
- Yes, the Council correctly complied with the publication requirements for the AGAR.
- O. The council met its responsibilities as a trustee of trust funds**
- Audit work outstanding:***
- This will be reviewed at the year-end audit visit.

\*\*\*\*\*

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my visit.

Yours sincerely

A handwritten signature in cursive script that reads "Claire Connell".

Claire Connell

## List of Payments made between 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
02/09/2024	Queried 300824 U3A receipts	SUSP300824	46.00		Queried 300824 U3A receipts
04/09/2024	DD	BACS	1,300.00		DD
04/09/2024	O2	DDR 040924	374.33		32333584/O2
05/09/2024	HMRC	DD	55.00		ICO
06/09/2024	Clerk's Drawings Account	Imprest	24,000.00		Main to Clerks
06/09/2024	Google Ireland Limited	DDR 060924	41.02		Purchase Ledger DDR Payment
08/09/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/09/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
08/09/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
08/09/2024	Alliance CFM Limited	Std Ord	132.00		TH heating contract
08/09/2024	Alliance CFM Limited	Std Ord	60.00		WH Heating contract
10/09/2024	Barclaycard Commercial	ddr 100924	44.00		Purchase Ledger DDR Payment
16/09/2024	SAGE	Std Ord	66.00		Payroll
17/09/2024	BACS P/L Pymnt Page 5100	BACS Pymnt	9,581.61		BACS P/L Pymnt Page 5100
17/09/2024	Barclaycard Commercial	DDR 170924	3,799.87		1289913/Barclaycard Commercial
17/09/2024	Castle Water Limited	DDR 170924	127.58		10003346177/Castle Water Limit
18/09/2024	BACS P/L Pymnt Page 5105	BACS Pymnt	16,632.76		BACS P/L Pymnt Page 5105
18/09/2024	Total Gas & Power Ltd	DDR180924	461.30		351331250/24/Total Gas & Power
24/09/2024	BACS P/L Pymnt Page 5106	BACS Pymnt	3,228.00		BACS P/L Pymnt Page 5106
26/09/2024	ARVAL	DD	599.24		HK72 FNE WO7317
26/09/2024	HMRC	DDR	9,300.70		HMRC
30/09/2024	BACS P/L Pymnt Page 5113	BACS Pymnt	3,121.35		BACS P/L Pymnt Page 5113
30/09/2024	Total Gas & Power Ltd	DDR 180924	5.79		351256614/24/Total Gas & Power
30/09/2024	Focus Group	DDR 300924	134.09		6829677/Focus Group
30/09/2024	Focus Group	DDR300924	925.40		6829998/Focus Group
30/09/2024	Castle Water Limited	DDR 300924	48.48		Purchase Ledger DDR Payment
30/09/2024	Alliance	DDR	-528.00		TH Canx STO x4
30/09/2024	Alliance	DDR	-240.00		WH Canx STO x4
30/09/2024	Alliance	DDR	-132.00		TH Canx STO
30/09/2024	Alliance	DDR	-60.00		WH Canx STO
01/10/2024	Grenke Leasing Limited	Std Ord	257.26		Hire of copier
01/10/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
07/10/2024	Google Ireland Limited	DDR 071024	36.00		Purchase Ledger DDR Payment
07/10/2024	O2	DDR 0710 2	374.51		32925866/O2
08/10/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
08/10/2024	BACS P/L Pymnt Page 5119	BACS Pymnt	3,420.00		BACS P/L Pymnt Page 5119
08/10/2024	Clerk's Drawings Account	Imprest	45,000.00		Top Up Clerks acc
09/10/2024	BACS P/L Pymnt Page 5120	BACS Pymnt	4,898.55		BACS P/L Pymnt Page 5120
10/10/2024	Barclaycard Commercial	DDR 101024	44.00		Purchase Ledger DDR Payment
15/10/2024	BACS P/L Pymnt Page 5126	BACS Pymnt	18,253.88		BACS P/L Pymnt Page 5126
16/10/2024	SAGE	Std Ord	66.00		Payroll
16/10/2024	Castle Water Limited	DDR 161024	57.83		10003595705/Castle Water Limit
17/10/2024	BACS P/L Pymnt Page 5129	BACS Pymnt	2,178.00		BACS P/L Pymnt Page 5129
17/10/2024	Clerk's Drawings Account	Imprest	25,000.00		Top up Clerks
17/10/2024	Castle Water Limited	DDR 171024	35.29		10003659109/Castle Water Limit
17/10/2024	Total Gas & Power Ltd	DDR 181024	791.25		354406475/24/Total Gas & Power

Continued on Page 2



## List of Payments made between 01/09/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/10/2024	Total Gas & Power Ltd	DDR 221024	5,631.09		354543568/24/Total Gas & Power
18/10/2024	Barclaycard Commercial	DDR 181024	4,173.21		WAIT1309 24/Barclaycard Commer
18/10/2024	Barclaycard Commercial	DDR181024	82.57		SHELL 050924/Barclaycard Comme
22/10/2024	Total Gas & Power Ltd	DDR221024	64.95		354542017/24/Total Gas & Power
24/10/2024	Total Gas & Power Ltd	DDR 241024	1,226.13		354541588/24/Total Gas & Power
24/10/2024	Total Gas & Power Ltd	DDR241024	441.57		354541600/24/Total Gas & Power
24/10/2024	HMRC	DDR	9,414.59		HMRC
26/10/2024	ARVAL	DD	599.24		HK72 FNE WO7317
28/10/2024	Castle Water Limited	DDR 281024	48.48		Purchase Ledger DDR Payment
29/10/2024	Focus Group	DDR 291024	1,059.49		10583587/Focus Group
30/10/2024	BACS P/L Pymnt Page 5134	BACS Pymnt	5,389.54		BACS P/L Pymnt Page 5134
		<b>Total Payments</b>	<b>213,079.77</b>		

Invoice Number	Cost Centre Description	Cost Centre	Nominal Code	Transaction Detail	Invoice Date	Date Due	Date Paid	Net	VAT	Total	Amount	Supplier Name	Supplier A/c Code
63698	Amenities	101	4411	63698/AO178/Hanging Flower Bas	01/09/2024	01/10/2024	17/09/2024	1868.92	373.78	2242.7	1868.92	Windowflowers Ltd	WINDOWFLOW
Std Ord	Town Hall	106	4145	Town Hall Chambers 2 104329	02/09/2024	02/09/2024	01/09/2024	3085	0	3085	3085	Wokingham Borough Council	ALARM
9221/1356/24	Town Hall	106	4120	921/1356/24/BMO368/Security	02/09/2024	02/09/2024	17/09/2024	480.5	96.1	576.6	480.5	Alarm Response	ALARM
9221/1357/24	Woosehill	104	4120	9221/1357/24/BMO369/Security	02/09/2024	02/09/2024	17/09/2024	430.2	86.04	516.24	430.2	Alarm Response	ALARM
BACS	Hire Deposits		562	V1048			04/09/2024	1300	0	1300	100	DD	
INV-23295	Parks & Bloom	103	4107	INV-3295/GB0635/Trees	05/09/2024	05/09/2024	24/09/2024	2690	538	3228	2690	Tall Oaks	TALLOAKS
620	Personnel	201	4005	620/GB0629/Staff Training	06/09/2024	06/10/2024	24/09/2024	500	0	500	500	MB Fire Training	MBFIRE
Direct Deb	F & P Administration	301	4382	WTC main insurance			08/09/2024	2524.91	0	2524.91	2524.91	HISCOX	
INV-5646	Amenities	101	4514	INV-5646/AO192/Christmas Light	09/09/2024	09/09/2024	17/09/2024	595	119	714	595	Sparks Ltd	SPARKX LTD
2574	Town Hall	106	4100	2574/BMO423/Repairs & Maintena	11/09/2024	11/09/2024	18/09/2024	954.38	190.38	1145.26	954.38	Alliance CFM Limited	ALLIANCECF
INV-40478	Arts & Culture	304	4345	INV-40478/AC0379/Book Festival	11/09/2024	11/09/2024	17/10/2024	605	121	726	605	Caboodle Books Ltd T/A Authors Abroad	CABOODLE
4656	Town Hall	106	4100	4656/BMO405/Repairs & Maintena	12/09/2024	12/10/2024	24/09/2024	660.83	132.17	793	660.83	Copper ConnexionLtd	COPPER
BACS	Wages Control A/C		520	Sept salary			13/09/2024	31171.98	0	31171.98	31171.98	Sept salary	
682998	Town Hall	106	4320	682998/Focus Group	16/09/2024	16/09/2024	30/09/2024	771.17	154.23	925.4	771.17	Focus Group	FOCUS
2478	Parks & Bloom	103	4100	2478/GB0572/Repairs & Maintena	16/09/2024	16/09/2024	08/10/2024	2850	570	3420	2850	S. Miller Contractors	SMILLERCON
DDR 170924	Creditors		501	1289913/Barclaycard Commercial			17/09/2024			3799.87	3799.87	Barclaycard Commercial	
Sup-24	Superannuation Control A/C		516	SEPT 24/ROYAL COUNTY OF BERKSH	18/09/2024	18/10/2024	30/09/2024	14301.4	0	14301.4	14301.4	Royal County of Berkshire Pension Fund	RBWM
10613150	Town Hall	106	4100	10613150/BMO365/Repairs & Main	23/09/2024	23/09/2024	30/10/2024	1278.28	255.66	1533.94	562.85	Chubb Fire & Security Ltd	CHUBB
10613150	Town Hall	106	4100	10613150/Chubb Fire & Security	23/09/2024	23/09/2024	30/10/2024	994.37	198.87	1193.24	725.43	Chubb Fire & Security Ltd	CHUBB
487216	Parks & Bloom	103	4100	487216/GB0656/Repairs & Mainte	24/09/2024	09/10/2024	18/10/2024	490	98	588	325	THE LOCAL WORD	BARCLAYCOM
16190	Arts & Culture	304	4345	16190/AC0377/Book Festival	25/09/2024	25/09/2024	30/09/2024	490	98	588	165	THE LOCAL WORD	WORD
16190	Civic	302	4377	16190/CO324/Civic Awards	25/09/2024	09/10/2024	30/09/2024	499.37	99.87	599.24	499.37	ARVAL	
DD	F & P Administration	301	4009	HK72 FNE W07317			26/09/2024	9300.7	0	9300.7	9300.7	HMRC	
DDR	PAYE/NI Control A/C		515	HMRC			26/09/2024			690	475	Historical Promotions	HISTORICAL
2824	Civic	302	4365	2824/CO323/Heritage Day	27/09/2024	27/09/2024	09/10/2024	575	115	690	100	Historical Promotions	HISTORICAL
2824	Civic	302	4365	2824/Heritage Day	27/09/2024	27/09/2024	09/10/2024	895	179	1074	895	Historical Promotions	HISTORICAL
2724	Civic	302	4365	2724/CO311/Heritage Day	27/09/2024	27/09/2024	09/10/2024	540	0	540	540	Heidi Sandford	SANDFORD
LW/HS72	F & P Administration	301	4344	LW/HS72/RFO168/Strategic Marke	29/09/2024	29/09/2024	30/09/2024	1074.28	0	1074.28	1074.28	Woodside Garden Services	WOODSIDE
3154	Allotments	109	4101	3154/AL0308/Repairs & Maintena	30/09/2024	30/09/2024	09/10/2024	2666.67	533.33	3200	2666.67	Nigel Jeffries Landscapes Limited	JEFFRIES
18260	Parks & Bloom	103	4105	18260/GB0548/Maintenance Contr	30/09/2024	30/09/2024	09/10/2024	719.99	144	863.99	719.99	AYS Cleaning Contractors Ltd	AYS
3830	Town Hall	106	4154	3830/BMO366/External Cleaning	30/09/2024	30/09/2024	09/10/2024	649.11	129.82	778.93	649.11	Grundon Waste Management Limited	GRUNDON
PS1-1137724	Parks & Bloom	103	4151	PS1-1137724/BMO372/Waste Colle	30/09/2024	30/10/2024	15/10/2024	925.4	0	925.4	925.4	Focus Group	
DDR300924	Creditors		501	682998/Focus Group			30/09/2024			480.5	480.5	Alarm Response	ALARM
921/1382/24	Town Hall	106	4120	921/1382/24/BMO368/Security	01/10/2024	01/10/2024	15/10/2024	1868.92	373.78	2242.7	1868.92	Windowflowers Ltd	WINDOWFLOW
64201	Amenities	101	4411	64201/AO178/Hanging Flower Bas	01/10/2024	31/10/2024	15/10/2024	5020	0	5020	5020	JWS Pleasure Fairs Ltd	JWSPLEASUR
29524B	Arts & Culture	304	4603	25324B/JWS Pleasure Fairs Ltd	01/10/2024	01/10/2024	21/10/2024	3085	0	3085	3085	Wokingham Borough Council	
Std Ord	Town Hall	106	4145	Town Hall Chambers 2 104329			01/10/2024	5000	1000	6000	5000	Circus Scene	CIRCUS
225534	Arts & Culture	304	4603	225534/ACO977/Fun Day	02/10/2024	02/10/2024	14/11/2024	597.72	119.54	717.26	597.72	Total Gas & Power Ltd	TOTAL
354406475/24	Town Hall	106	4132	354406475/24/Total Gas & Power	03/10/2024	03/10/2024	17/10/2024	508.55	0	508.55	508.55	Gareth Jones	JONESG
2425024	Arts & Culture	304	4345	2425024/ACO380/Book Festival	04/10/2024	04/10/2024	15/10/2024	704.93	35.24	740.17	704.93	Total Gas & Power Ltd	TOTAL
354541588/24	Town Hall	106	4131	354541588/24/Total Gas & Power	05/10/2024	05/10/2024	24/10/2024	4589.25	917.85	5507.1	4589.25	Total Gas & Power Ltd	TOTAL
354543568/24	Market	102	4131	354543568/24/Total Gas & Power	05/10/2024	05/10/2024	17/10/2024	2524.91	0	2524.91	2524.91	HISCOX	
Direct Deb	F & P Administration	301	4382	WTC main insurance			08/10/2024	1815	363	2178	1815	Ridge and Partners LLP	RIDGE
281926	Town Hall	106	4109	281926/BMO118/Health & Safety	09/10/2024	09/10/2024	17/10/2024	3500	0	3500	2000	COMMUNITY GRANTS	
BACS	Grants - in year	303	4393	CLASP			10/10/2024					COMMUNITY GRANTS	
354541588/24	Grants	303	4393	Victory Theatre project			10/10/2024					COMMUNITY GRANTS	
BACS	Grants - in year	303	4393	Crowhome Symphony Orchestra			10/10/2024					COMMUNITY GRANTS	
10592975	Town Hall	106	4320	10592975/Focus Group	14/10/2024	14/10/2024	29/10/2024	771.17	154.23	925.4	771.17	Focus Group	FOCUS
INV-1540	Parks & Bloom	103	4412	INV-1540/GB0666/Thames and Chi	14/10/2024	14/10/2024	30/10/2024	798	0	798	798	Wave Project	WAVE
Oct-24	Superannuation Control A/C		516	OCT 2024/Royal County of Berks	15/10/2024	14/11/2024	15/10/2024	14960.53	0	14960.53	14960.53	Royal County of Berkshire Pension Fund	RBWM
BACS	Wages Control A/C		520	Salary			15/10/2024	33663.16	0	33663.16	33663.16	Salary	
INV10368	Arts & Culture	304	4341	INV10368/ACO395/Concert	17/10/2024	17/10/2024	14/11/2024	4830	966	5796	4830	Yes Events Ltd	YES
INV10369	Arts & Culture	304	4341	INV10369/ACO395/Concert	17/10/2024	17/10/2024	14/11/2024	5553	1110.6	6663.6	5553	Yes Events Ltd	YES
INV10370	Arts & Culture	304	4341	INV10370/ACO395/Concert	17/10/2024	17/10/2024	14/11/2024	900	180	1080	900	Yes Events Ltd	YES
INV10371	Arts & Culture	304	4341	INV10371/ACO395/Concert	17/10/2024	17/10/2024	14/11/2024	10464	2092.8	12556.8	10464	Yes Events Ltd	YES

DDR 181024			Creditors	501 354406475/24/Total Gas & Power					17/10/2024			791.25	791.25	Total Gas & Power Ltd	
DDR 221024			Creditors	501 354543568/24/Total Gas & Power					17/10/2024			5631.09	5631.09	Total Gas & Power Ltd	
1811	Parks & Bloom	103	Trees	4107 1811/GBO556/7/Trees	18/10/2024	18/10/2024	840	168	30/10/2024			1008	490	Paramount Tree Care Ltd	PARAMOUNT
1811	Parks & Bloom	103	Trees	4107 1811/GBO673/7/Trees	18/10/2024	18/10/2024	1075	215	30/10/2024			1290	350	Paramount Tree Care Ltd	PARAMOUNT
209	Parks & Bloom	103	Repairs & Maintenance	4100 209/GBO638/Repairs & Maintenance	18/10/2024	18/10/2024			30/10/2024				690	J A Lucas	LUCASJ
209	Parks & Bloom	103	Repairs & Maintenance	4100 209/GBO668/Repairs & Maintenance	18/10/2024	18/10/2024			30/10/2024				350	J A Lucas	LUCASJ
209	Parks & Bloom	103	Repairs & Maintenance	4100 209/J A Lucas	18/10/2024	18/10/2024			30/10/2024				35	J A Lucas	LUCASJ
DDR 181024			Creditors	501 IWAIT1309 24/Barclaycard Commer					18/10/2024			4173.21	4173.21	Barclaycard Commercial	
1379	Parks & Bloom	103	Elms Field Maintenance	4106 1379/GBO652/Elms Field Mainten	23/10/2024	23/10/2024	1450	0	14/11/2024			1450	1300	Chris Nangle Furniture	BENCH
1379	Parks & Bloom	103	Elms Field Maintenance	4106 1379/Chris Nangle Furniture	23/10/2024	23/10/2024			14/11/2024				150	Chris Nangle Furniture	BENCH
DDR 241024			Creditors	501 354541588/24/Total Gas & Power					24/10/2024			1226.13	1226.13	Total Gas & Power Ltd	
DDR	F & P Administration	301	Van hire costs	515 HMRC			9414.59	0	24/10/2024			9414.59	9414.59	HMRC	
170844	Personnel	201	Staff Training	4009 HK72 FNE WO7317	28/10/2024	28/10/2024	898	179.6	30/10/2024			1077.6	898	Medrock Training Ltd	MEDROCK
3875	Town Hall	106	External Cleaning	501 10583587/Focus Group	30/10/2024	30/10/2024			29/10/2024			1059.49	1059.49	Focus Group	
PSI-1168963	Parks & Bloom	103	Waste Collection	4154 3875/BMC366/External Cleaning	30/10/2024	30/10/2024	810.03	162.01	14/11/2024			972.04	810.03	AVS Cleaning Contractors Ltd	AVS
18409	Parks & Bloom	103	Maintenance Contracts	4151 PSI-1168963/BMO372/Waste Colle	31/10/2024	30/11/2024	807.68	161.54	14/11/2024			969.22	807.68	Grundon Waste Management Limited	GRUNDON
1456	Amenities	101	Christmas Light Projects	4105 18409/GBO548/Maintenance Contr	31/10/2024	31/10/2024	2666.67	533.33	14/11/2024			3200	2666.67	Nigel Jeffries Landscapes Limited	JEFFRIES
				4514 1456/AO206/Christmas Light Pro	31/10/2024	30/11/2024	3305.6	661.12	14/11/2024			3966.72	3305.6	Light Angels Ltd	LIGHT

## Clerk's Drawings Account

## List of Payments made between 01/09/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2024	Peninsula	Std Ord	167.44		HR support
01/09/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/09/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/09/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/09/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/09/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
04/09/2024	F & P and Current Accounts	040924 DD	1,300.00		cashbook error
13/09/2024	Sept salary	BACS	31,171.98		Sept salary
16/09/2024	Castle Water Limited	DDR 160924	164.91		10003299439/Castle Water Limit
17/09/2024	BACS P/L Pymnt Page 5101	BACS Pymnt	4,502.83		BACS P/L Pymnt Page 5101
18/09/2024	BACS P/L Pymnt Page 5104	BACS Pymnt	2,252.61		BACS P/L Pymnt Page 5104
19/09/2024	Castle Water Limited	DDR 190924	7.89		10003440733/Castle Water Limit
20/09/2024	HON DD STAFF	BACS	355.94		HON DD STAFF
24/09/2024	BACS P/L Pymnt Page 5107	BACS Pymnt	3,013.24		BACS P/L Pymnt Page 5107
30/09/2024	BACS P/L Pymnt Page 5111	BACS Pymnt	1,189.69		BACS P/L Pymnt Page 5111
30/09/2024	BACS P/L Pymnt Page 5114	BACS Pymnt	2,994.38		BACS P/L Pymnt Page 5114
01/10/2024	Peninsula	Std Ord	167.44		HR support
01/10/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/10/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/10/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/10/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/10/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
02/10/2024	STAFF BLOOM	BACS	76.80		STAFF BLOOM
02/10/2024	DD	BACS	400.00		DD
09/10/2024	BACS P/L Pymnt Page 5121	BACS Pymnt	3,139.59		BACS P/L Pymnt Page 5121
10/10/2024	BACS P/L Pymnt Page 5123	BACS Pymnt	312.50		BACS P/L Pymnt Page 5123
10/10/2024	COMMUNITY GRANTS	BACS	3,500.00		COMMUNITY GRANTS
10/10/2024	DD	BACS	400.00		DD
15/10/2024	BACS P/L Pymnt Page 5124	BACS Pymnt	3,076.18		BACS P/L Pymnt Page 5124
15/10/2024	Salary	BACS	33,663.16		Salary
17/10/2024	BACS P/L Pymnt Page 5128	BACS Pymnt	2,444.16		BACS P/L Pymnt Page 5128
17/10/2024	BLOOM DD WDVTA	BACS	284.90		BLOOM DD WDVTA
17/10/2024	Castle Water Limited	DDR 171024	47.24		10003626849/Castle Water Limit
17/10/2024	Castle Water Limited	DDR 17 10	1.00		10003626849/Castle Water Limit
30/10/2024	BACS P/L Pymnt Page 5132	BACS Pymnt	4,134.50		BACS P/L Pymnt Page 5132
		<b>Total Payments</b>	<b>101,822.38</b>		

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

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	13,989	24,500	10,511	9,380	1,131	
4506 E Bike event	104	35	1,000	965		965	
4508 Graffiti removal	6,188	90	8,000	7,910	108	7,802	
4514 Christmas Light Projects	6,998	1,194	6,500	5,306	3,651	1,655	
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>26,134</b>	<b>71,000</b>	<b>44,866</b>	<b>29,377</b>	<b>15,489</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65,654)</b>	<b>(26,134)</b>	<b>(70,970)</b>	<b>(44,836)</b>			
<u>102 Market</u>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	26,978	40,200	13,222			
1222 Farmers /Vegan Market	1,710	720	1,850	1,130			
1275 Write off income	0	342	0	(342)			
Market :- Income	<b>53,487</b>	<b>28,040</b>	<b>42,050</b>	<b>14,010</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	2,357	3,370	1,013		1,013	
4172 Licences (All)	1,565	1,120	2,550	1,430		1,430	
4327 Advertising/Marketing	1,895	100	1,000	900		900	
4607 Marketing	0	0	0	0	152	(152)	
4620 Bad debt write off	0	1,090	0	(1,090)		(1,090)	
Market :- Indirect Expenditure	<b>18,753</b>	<b>6,354</b>	<b>10,275</b>	<b>3,921</b>	<b>152</b>	<b>3,769</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>34,734</b>	<b>21,686</b>	<b>31,775</b>	<b>10,089</b>			
<u>103 Parks &amp; Bloom</u>							
1103 KGV Trust Income	1,100	0	1,100	1,100			
1104 Redlands Farm Rent	450	338	350	13			
1120 Playing Field income	0	275	0	(275)			
1256 Misc. Income	500	103	0	(103)			
1267 Bloom income	2,805	364	1,600	1,236			
Parks & Bloom :- Income	<b>4,855</b>	<b>1,080</b>	<b>3,050</b>	<b>1,970</b>			<b>0</b>
4008 Travel,Subsistance, Parking	0	71	0	(71)		(71)	
4100 Repairs & Maintenance	48,423	12,585	37,000	24,415	1,819	22,596	

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Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4103 Grass Cutting	17	0	0	0		0	
4105 Maintenance Contracts	23,693	16,000	30,240	14,240	16,200	(1,960)	
4106 Elms Field Maintenance	43,317	2,376	29,000	26,624	4,615	22,009	
4107 Trees	24,923	16,826	35,000	18,174	2,925	15,249	10,077
4114 KGV & Leslie Sears Maintenance	1,582	18	1,500	1,482		1,482	
4120 Security	773	0	1,000	1,000		1,000	
4131 Electricity	484	1,272	5,000	3,728		3,728	
4135 Water	146	120	300	180		180	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4151 Waste Collection	8,253	4,213	7,000	2,787	3,788	(1,001)	
4154 External Cleaning	849	835	0	(835)	330	(1,165)	
4155 Park Yoga	1,400	1,400	1,400	0		0	
4312 Street Furniture	0	103	600	497		497	
4316 Playground repairs	0	2,441	6,500	4,059	2,100	1,959	
4327 Advertising/Marketing	0	0	750	750		750	
4412 Thames and Chiltern in Bloom	15,458	6,324	10,000	3,676	629	3,047	
4522 Wildflower planting & Maintena	0	0	2,000	2,000		2,000	
<b>Parks &amp; Bloom :- Indirect Expenditure</b>	<b>170,177</b>	<b>64,583</b>	<b>167,640</b>	<b>103,057</b>	<b>32,405</b>	<b>70,652</b>	<b>10,077</b>
<b>Net Income over Expenditure</b>	<b>(165,323)</b>	<b>(63,503)</b>	<b>(164,590)</b>	<b>(101,087)</b>			
6001 plus Transfer from EMR	15,642	10,077					
<b>Movement to/(from) Gen Reserve</b>	<b>(149,681)</b>	<b>(53,426)</b>					
<b>104 Woosehill</b>							
1010 Lettings-Main Hall	16,891	11,135	22,000	10,865			
1011 Lettings-Committee Rooms	2,794	900	2,400	1,500			
1019 Out of hours lettings - income	1,817	675	2,000	1,325			
1020 Lettings-Upstairs Hall	5,366	3,226	5,000	1,774			
1030 Emmbrook Peppercorn Rent	1	1	10	9			
1256 Misc. Income	0	20	0	(20)			
<b>Woosehill :- Income</b>	<b>26,869</b>	<b>15,958</b>	<b>31,410</b>	<b>15,452</b>			<b>0</b>
4100 Repairs & Maintenance	12,986	2,740	9,900	7,160	4,496	2,664	
4109 Health & Safety Surveys	0	495	1,250	755		755	
4120 Security	5,258	2,381	4,000	1,619	1,761	(142)	
4131 Electricity	934	1,228	1,650	422		422	
4132 Gas	1,488	480	1,430	950		950	
4135 Water	413	258	715	457		457	
4145 Rates	3,196	2,460	3,520	1,060		1,060	
4150 Cleaning Materials	57	254	600	346		346	

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Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4151 Waste Collection	1,138	460	1,100	640	1,064	(424)	
4154 External Cleaning	1,328	1,814	3,000	1,186	1,424	(237)	
4320 Telephones	822	782	600	(182)		(182)	
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>13,452</b>	<b>28,065</b>	<b>14,613</b>	<b>8,745</b>	<b>5,868</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,204)</b>	<b>2,506</b>	<b>3,345</b>	<b>839</b>			
<u>106 Town Hall</u>							
1010 Lettings-Main Hall	3,572	2,769	3,900	1,131			
1011 Lettings-Committee Rooms	2,979	2,083	2,500	417			
1012 Lettings-Kitchen	76	210	200	(10)			
1013 Lettings-Council Chamber	487	142	700	558			
1014 Lettings-Annexe	528	173	800	627			
1015 Lettings-Jubilee Room	737	231	1,160	929			
1016 Wedding Income	13,957	14,867	15,500	633			
1017 Information Centre Income	17	5	0	(5)			
1025 Letting Fees - All Tenants	93,390	63,728	93,390	29,662			
1026 Service Charges - All Tenants	4,430	3,088	7,420	4,332			
1027 Insurance Recharge - All Tenan	6,179	6,508	0	(6,508)			
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	402	1,200	798			
1260 Hospitality Income	2,424	919	2,500	1,581			
1261 Citizenship Ceremonies	1,600	800	1,590	790			
1262 Wedding catering income	8,028	5,361	5,000	(361)			
1275 Write off income	0	549	0	(549)			
Town Hall :- Income	<b>142,245</b>	<b>107,149</b>	<b>135,860</b>	<b>28,711</b>			<b>0</b>
4100 Repairs & Maintenance	38,987	19,031	28,050	9,019	6,322	2,697	
4109 Health & Safety Surveys	1,445	4,880	2,700	(2,180)	1,535	(3,715)	
4120 Security	5,500	3,389	6,000	2,611	2,495	116	
4121 CCTV	336	(336)	800	1,136	1,000	136	
4131 Electricity	7,189	14,145	11,400	(2,745)		(2,745)	
4132 Gas	5,854	3,421	7,700	4,279		4,279	
4135 Water	(4,583)	617	8,730	8,113		8,113	
4145 Rates	25,176	21,594	30,850	9,256		9,256	
4150 Cleaning Materials	2,251	1,272	2,000	728	529	199	
4151 Waste Collection	1,268	350	1,500	1,150	450	700	

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Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4154 External Cleaning	8,413	4,259	8,180	3,921	5,040	(1,120)	
4172 Licences (All)	295	0	3,500	3,500		3,500	
4302 Town Hall Structural Repairs	0	0	30,000	30,000		30,000	
4325 Town Hall Equipment Purchases	630	797	1,000	203	279	(76)	
4332 Function costs	3,058	2,562	2,250	(312)	121	(433)	
4398 Wedding external catering	4,419	2,010	4,000	1,990		1,990	
4620 Bad debt write off	0	315	0	(315)		(315)	
Town Hall :- Indirect Expenditure	<b>100,238</b>	<b>78,308</b>	<b>148,660</b>	<b>70,352</b>	<b>17,770</b>	<b>52,582</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>42,007</b>	<b>28,841</b>	<b>(12,800)</b>	<b>(41,641)</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>28,841</b>					
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	1,075	0	(1,075)			
1203 Allotment Rents	17,164	17,059	17,000	(59)			
1256 Misc. Income	209	0	0	0			
Allotments :- Income	<b>65,983</b>	<b>18,134</b>	<b>17,000</b>	<b>(1,134)</b>			<b>0</b>
4100 Repairs & Maintenance	52,966	8,970	7,700	(1,270)	4,545	(5,815)	
4101 Competitions	968	0	700	700	555	145	
4105 Maintenance Contracts	0	0	3,760	3,760		3,760	
4135 Water	2,033	723	4,250	3,527		3,527	
4146 St Pauls Gate Rental	72	0	80	80		80	
4154 External Cleaning	0	2,010	4,500	2,490		2,490	
Allotments :- Indirect Expenditure	<b>56,038</b>	<b>11,704</b>	<b>20,990</b>	<b>9,286</b>	<b>5,100</b>	<b>4,186</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,945</b>	<b>6,430</b>	<b>(3,990)</b>	<b>(10,420)</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>					



## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## 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>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	270,292	476,500	206,208		206,208	
4001 Overtime Pay	20,681	13,320	20,750	7,430		7,430	
4002 NI Costs	36,413	25,433	45,000	19,567		19,567	
4003 Pension Costs	108,485	73,602	125,000	51,398		51,398	
4004 Personnel Services Contracted	1,674	977	3,670	2,693		2,693	
4005 Staff Training	7,616	3,390	7,250	3,860	4,000	(140)	
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	993	750	(243)	405	(647)	
Personnel :- Indirect Expenditure	<b>577,555</b>	<b>388,116</b>	<b>681,420</b>	<b>293,304</b>	<b>4,445</b>	<b>288,859</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(576,995)</b>	<b>(386,514)</b>	<b>(681,420)</b>	<b>(294,906)</b>			
<u>301 F &amp; P Administration</u>							
1107 CIL FUNDING FROM WBC	126,344	77,927	200,000	122,073			
1160 Public Donation	0	1	0	(1)			
1251 Interest Received	31,414	22,446	23,200	754			
1256 Misc. Income	93,879	1,189	0	(1,189)			
1276 PRECEPT	1,118,820	1,227,267	1,227,267	0			
F & P Administration :- Income	<b>1,370,457</b>	<b>1,328,830</b>	<b>1,450,467</b>	<b>121,637</b>			<b>0</b>
4007 Car Allowances	1,239	413	1,240	827		827	
4008 Travel, Subsistence, Parking	4,432	2,272	3,000	728		728	
4009 Van hire costs	6,022	3,496	10,500	7,004		7,004	
4145 Rates	12,135	5,869	14,246	8,377		8,377	
4150 Cleaning Materials	1,034	0	0	0		0	
4310 IT subscriptions	1,958	4,928	6,500	1,572	3,192	(1,620)	
4311 Office Equipment Maintenance	0	17	2,180	2,163		2,163	
4317 Office equip purchases	0	576	0	(576)		(576)	
4320 Telephones	12,165	7,327	7,500	173	318	(145)	
4321 Stationery	0	499	1,500	1,001	52	949	
4322 Office Supplies	3,076	432	1,500	1,068	67	1,001	
4323 Postage	428	(18)	800	818		818	
4324 Photocopier Lease	1,678	818	1,560	742		742	
4326 Subscriptions	17,351	6,539	16,800	10,261	4,115	6,146	
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	3,240	4,000	760	1,155	(395)	

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Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4379 Professional & Legal Fees	5,559	1,653	8,000	6,347	2,035	4,313	
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	19,337	28,600	9,263	17,674	(8,411)	
4383 Bank Charges	678	330	1,000	670		670	
4395 Photocopier Usage	1,019	385	1,200	815		815	
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>69,431</b>	<b>289,306</b>	<b>219,875</b>	<b>50,339</b>	<b>169,537</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,219,723</b>	<b>1,259,399</b>	<b>1,161,161</b>	<b>(98,238)</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>1,259,399</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	3,116	3,850	734	131	603	
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	1,975	3,500	1,525		1,525	
4373 Civic Transport	0	35	100	65		65	
4374 Official Gifts	229	150	500	350		350	
4375 Christmas Cards	278	0	300	300		300	
4376 Insignia & Dress	3,800	1,078	3,000	1,922		1,922	
4377 Civic Awards	1,279	165	2,000	1,835		1,835	
4378 Silver Talks	71	9	150	141		141	
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	429	10,000	9,571		9,571	
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>19,555</b>	<b>47,425</b>	<b>27,870</b>	<b>131</b>	<b>27,739</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,593)</b>	<b>(19,555)</b>	<b>(47,425)</b>	<b>(27,870)</b>			

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Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>303 Grants</b>							
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	
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	3,500	10,000	6,500		6,500	
Grants :- Indirect Expenditure	<b>88,239</b>	<b>98,669</b>	<b>107,169</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(86,239)</b>	<b>(98,669)</b>	<b>(107,169)</b>	<b>(8,500)</b>			
<b>304 Arts &amp; Culture</b>							
1159 Book Festival Income	3,291	3,876	3,600	(276)			
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>4,633</b>	<b>5,050</b>	<b>417</b>			<b>0</b>
4329 Website Maintenance	0	345	0	(345)	258	(603)	
4341 Concert	60,602	67,353	67,245	(108)	72,490	(72,598)	
4343 PRS Licence	0	0	600	600		600	
4345 Book Festival	5,994	2,748	7,800	5,052	3,924	1,129	
4346 Human Library	0	0	250	250		250	
4388 Theatre in the Park	3,701	4,202	4,000	(202)		(202)	
4389 Board Games event	359	25	1,000	975	66	909	
4512 Sunny Saturdays	1,695	950	3,000	2,050		2,050	
4513 Dressing the Christmas Tree	1,602	0	1,350	1,350	1,760	(410)	
4526 Lunar New Year	8,332	1,618	11,950	10,332	7,184	3,148	
4527 Chalk about it	4,050	3,676	4,320	644	170	474	
4603 Fun Day	13,487	18,163	18,100	(63)	5,420	(5,483)	
4608 Virtual Museum Upgrade	4,439	0	0	0		0	
Arts & Culture :- Indirect Expenditure	<b>104,261</b>	<b>99,080</b>	<b>119,615</b>	<b>20,535</b>	<b>91,272</b>	<b>(70,737)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(100,176)</b>	<b>(94,447)</b>	<b>(114,565)</b>	<b>(20,118)</b>			
6001 plus Transfer from EMR	1,481	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(98,695)</b>	<b>(94,447)</b>					
<b>401 Highways and Planning</b>							
1106 Grant Funding (External)	1,901	3,299	2,640	(659)			
1163 Cycle locker income	155	69	300	231			
Highways and Planning :- Income	<b>2,056</b>	<b>3,367</b>	<b>2,940</b>	<b>(427)</b>			<b>0</b>

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Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4111 Bus Shelter Repairs	696	575	3,000	2,425	313	2,113	
4529 Cycle lockers	1,901	427	2,640	2,213		2,213	
Highways and Planning :- Indirect Expenditure	<b>2,597</b>	<b>1,002</b>	<b>5,640</b>	<b>4,638</b>	<b>313</b>	<b>4,326</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(541)</b>	<b>2,366</b>	<b>(2,700)</b>	<b>(5,066)</b>			
Grand Totals:- Income	<b>1,672,597</b>	<b>1,508,792</b>	<b>1,687,857</b>	<b>179,065</b>			
Expenditure	<b>1,460,055</b>	<b>876,387</b>	<b>1,737,205</b>	<b>860,818</b>	<b>240,048</b>	<b>620,770</b>	
<b>Net Income over Expenditure</b>	<b>212,541</b>	<b>632,405</b>	<b>(49,348)</b>	<b>(681,753)</b>			
plus Transfer from EMR	<b>83,585</b>	<b>10,077</b>					
less Transfer to EMR	<b>119,680</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>176,446</b>	<b>642,482</b>					

## Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	49,656	
105	VAT Control Account	10	
108	Market Debtors	(399)	
109	Allotment Debtors	7,062	
201	F & GP + Current Account	1,258,306	
202	Clerk's Drawings Account	30,898	
209	RYND	18,395	
210	Petty Cash	227	
211	Office 2 (Michael Cragg)	825	
212	CCLA Public Sector deposit fun	440,000	
	<b>Total Current Assets</b>		<b>1,804,979</b>
	<u>Current Liabilities</u>		
501	Creditors	(3,305)	
502	Receipts in Advance	750	
504	RYND Creditor	18,395	
508	Office 2 Michael Cragg	825	
561	Hire Deposits Town Hall	800	
562	Hire Deposits Woosehill	1,800	
564	Long Term Key & Damage Deposit	2,525	
599	Suspense Account	326	
	<b>Total Current Liabilities</b>		<b>22,116</b>
	<b>Net Current Assets</b>		<b>1,782,862</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,782,862</b>
	<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	632,405	
310	General Reserve	288,502	
321	Emergency Provision	225,000	
324	Election Reserve	625	
355	Security costs	10,000	
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>1,782,892</b>

Wokingham Town Council holds a long-term investment in the CCLA property fund which is held off balance sheet.

As at 31st October 2024, the value of the fund was £91,659.27

Cost centre	Current Approved Budget	Profilled budget	Actuals	Current variance	Year End Expected Variance	Comments on variance
<b>Allotments</b>	Expenditure	20,990	12,244	11,704	(540)	Some expenditure to be reclaimed from S106 balances held by WBC S106 funding for allotment works - invoiced to WBC but awaiting funds
	Income	(17,000)	(18,134)	(1,134)	(26,344)	
	Net	3,990	(4,756)	(6,430)	(1,674)	
<b>Amenities</b>	Expenditure	71,000	31,564	26,134	(5,430)	Monies spent on Christmas lighting project & hanging flowers, remaining profilled evenly; Additional planters at station
	Income	(30)	-	-	-	
	Net	70,970	31,564	26,134	(5,430)	
<b>Amenities Capital</b>	Expenditure	40,000	-	-	-	Orig budget £70k, TH structural repair budget £30k transferred to 106 Town Hall
	Income	-	-	-	-	
	Net	40,000	-	-	-	
<b>Arts &amp; Culture</b>	Expenditure	119,615	99,080	99,080	-	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 DTCT and Lunar New Year (LNY). Income received for Fun Day, Book Festival. Further income to be received from Table Top and LNY.
	Income	(5,050)	(2,525)	(4,633)	(2,108)	
	Net	114,565	96,555	94,447	(2,108)	
<b>Civic</b>	Expenditure	47,425	18,109	19,555	1,446	Expenditure for Beating the Bounds, Newsletter, Mayors Sunday, Heritage Open Day, Invoices still to be received for Remembrance, Christmas Music and Civic Awards.
	Income	-	-	-	-	
	Net	47,425	18,109	19,555	1,446	
<b>F &amp; P Administration</b>	Expenditure	289,306	80,095	69,431	(10,664)	awaiting invoice by election costs (£10k), agreed CIL spend Wooseshill chairs £8k and doors £10k All expected precept received. CIL income below budgeted level.
	Income	(1,450,467)	(1,328,830)	(1,190)	(1,190)	
	Net	(1,161,161)	(1,247,545)	(1,259,399)	(11,854)	
<b>Grants</b>	Expenditure	107,169	100,169	98,669	(1,500)	£2k Youth Council sports grants and £6.5k of in year grants not yet allocated
	Income	-	-	-	-	
	Net	107,169	100,169	98,669	(1,500)	
<b>Highways and Planning</b>	Expenditure	5,640	3,290	1,002	(2,288)	Bus shelter repairs and cycle locker profilled evenly - used as required. Awaiting invoice for gateway and speed signage. Wellington Road bus shelter repair offset by insurance claim (less £250 excess) 3 year grant this is remainder of funding to be spent this year
	Income	(2,940)	(3,367)	(427)	(8,006)	
	Net	2,700	350	(2,365)	(2,715)	
<b>Market</b>	Expenditure	10,275	5,994	6,354	360	Higher electricity costs, plus gritting costs not included in budget. Bad debt write off. budget profilled evenly
	Income	(42,050)	(24,529)	(28,040)	(3,511)	
	Net	(31,775)	(18,535)	(21,686)	(3,151)	
<b>Parks &amp; Bloom</b>	Expenditure	167,640	97,790	54,506	(43,284)	Budget profilled evenly but this does not take account of seasonal expenditure on items such as tree works. Excludes £10,077 - Transfer from EMR for tree spend incurred in early April 2024
	Income	(3,050)	(1,271)	(1,060)	191	
	Net	164,590	96,519	53,426	(43,093)	
<b>Personnel</b>	Expenditure	681,420	397,495	388,116	(9,379)	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 funded by an internship grant Museum Officer internship grant from Reading University, plus training income
	Income	-	-	(1,602)	(1,602)	
	Net	681,420	397,495	386,514	(10,981)	
<b>Town Hall</b>	Expenditure	148,660	86,718	78,308	(8,410)	Higher electricity and gas charges, additional H&S surveys Wedding bookings are at 35 for financial year
	Income	(135,860)	(56,608)	(107,149)	(50,541)	
	Net	12,800	30,110	(28,841)	(58,951)	
<b>Wooseshill</b>	Expenditure	28,065	16,371	13,452	(2,919)	Additional R&M costs incurred Budget profilled evenly
	Income	(31,410)	(13,088)	(15,958)	(2,871)	
	Net	(3,345)	3,284	(2,507)	(5,791)	
<b>TOTAL</b>	Expenditure	1,737,205	948,920	866,311	(82,609)	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. Net return to reserves projected at year end
	Income	(1,687,857)	(1,445,601)	(1,508,793)	(61,590)	
	Net	49,348	(496,681)	(642,484)	(145,802)	

## Statement of Account

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

5 November 2024

Account name: **WOKINGHAM TOWN COUNCIL-WOKINGHAM TOWN COUNCIL**  
Account number: **LA3077623-001**  
Statement period: **30/09/2024 to 31/10/2024**

### Account summary

Total valuation as at 31 October 2024 **£91,659.27**  
Total valuation as at last statement at 30 September 2024 **£91,489.21**

### Holdings as at 31 October 2024

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value (£)	Bid price per unit/share (£)	Bid Value (£)
<b>The Local Authorities Property Fund Inc</b> GB0005216642	33,144.0000	2.765486	91,659.27	2.722621	90,238.55
			<b>Mid Value</b>		<b>Bid Value</b>
			<b>£91,659.27</b>		<b>£90,238.55</b>

### Transactions for the period from 30 September 2024 to 31 October 2024

#### The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/10/2024	Paid to Nominated Bank Details			£1,140.42

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

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

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

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

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

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

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

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



**CIL monitoring report – 26 November 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	Total Sum remaining (of all receipts)	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 (Res. 30783, Jan 2024 FC meeting)		
			£10,125 (Spend 2024-25)	Fire doors for Woosehill (Res. 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
October 2024	£45,892	£2,384,740	Nil		£ 276,753	October 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)
Replacement noticeboard for Norreys Avenue	Up to £2,000	Resolution 30923 (F&P 24 Sept 2024)

**Future CIL:**

CIL received by WBC, to be paid to WTC in April 2025		Nil
Parish CIL outstanding (demand notice issued, awaiting payment)	211508 - £16,355	£16,355
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 232241 - £20,539	£486,077

Note: Application 223691 (£134,181) has come off the list as potential for variation to 100% affordable units (app 241788) and thus no CIL liability.

## 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

M	REDACTED	G	REDACTED
First Name		Last Name	

Organisation / Group name

Your Job Title / Role

Address

Street Address

Address Line 2

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 \*

The main goals of Wokingham Plastic Free Community are to

- free Wokingham from single-use plastic
- award and make organisations committed to sustainability more visible
- provide the local residents with an platform that gathers a directory of local sustainable events and initiatives as well as the list of organisations committed to reduce their environmental footprint.

This means building an environmentally sensitive community by:

- engaging with local groups to encourage them to start/continue their sustainable journey
- providing a Plastic Free certification to those who are willing to commit to reduce their use of single-use plastic
- organising meetings and events (talks, presentations, workshops...) to raise awareness
- providing information to, and promoting good practice among its members, supporters, businesses, schools, local groups and the wider community
- collaborating with other environmental and community groups in the area

A simple framework would provide basic, yet educated advice as well as a plastic-free certifications to organisation as varied as:

- Businesses
- Community Groups (including Churches, Scouts, Sports clubs, etc)
- Schools – reaching out with the support of Wokingham in Bloom
- Parish Councils

*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 Town

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

### Project / event dates \*

This project does not have an end date as this is about embarking more and more organisation into the town's sustainable vision and journey.

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

### Target Audience

The target audience are as varied as

- Businesses
- Community Groups (including Churches, Scouts, Sports clubs, etc)
- Schools – reaching out with the support of Wokingham in Bloom
- Parish Councils, Regional Councils and Government

This group is new, but has already engaged conversation with local groups such as Wokingham in Bloom (especially for the education aspect, to reach out to schools), Wokingham Repair Café, People Planet Pint – members of this group are willing to branch into Wokingham Plastic Free Community.

*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 \*

1600

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

## Culture and Community Grant application

### Grant sum requested \*

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

### Project / event budget breakdown \*

Now that we have people and will power, we are applying for a grant to help get the project fully up and running, for items such

- Building a website + hosting £300
- Put together documentation and leaflets to distribute when engaging the various target organisation £300
- Renting meeting rooms in Wokingham for the setup and stirring committee £300
- Awareness Stalls at local events / Talks, Workshops – £500
- Certifications paperwork - £200

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? \*

### Other sources of funding

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 \(wokingham-tc.gov.uk\)](https://www.wokingham-tc.gov.uk)

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

Not only does this project aim to help the Town reduce its negative impact on the environment, but it also promotes social networking for the Residents by supplying a volunteering opportunity. It will also help businesses and therefore the town centre become more attractive for the residents or future residents wanting to live in a greener community. With a Community Certification, the Town would be able to celebrate its engagement in making a positive and collective difference and would benefit media exposure as a community that helps preserve heritage while protecting the future.

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

### Past experience \*

I am the founder of Maya's Refillables who has been operating in Wokingham for the last 5 years and this year we have reached 100,000 bottles refilled - helping household reduce their consumption of single-use plastic at home by reusing their for things as varied as cleaning products, body care and over 150 dried food. I have also kick started and I am part of the management committee of Wokingham Repair Café. The first meeting was in January 2024 and the first café opened in April 2024 and is now running every 2nd Saturday of the month with the help of around 60 volunteers, and has already reached over 4000kgCO2e saved from landfill by simply repairing and giving a second life to a variety of household goods.

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)

## Culture and Community Grant application

### Evaluation plan \*

The success of the project will be measured by :

- successful creation and launch of the website and social media – traffic and engagement
- number of sign-ups / support to the Wokingham Plastic Free Community
- the number of certifications obtained
- attendance to events (stalls) vs creation of events, 1 per quarter would be good to start with

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 handwritten signature is visible, partially obscured by a red rectangular box containing the word "REDACTED" in red capital letters.

### Date

20-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)

## 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

S	REDACTED	J	REDACTED
First Name		Last Name	

Organisation / Group name

Wokingham in Need

Your Job Title / Role

Founder

Address

REDACTED

Email \*

w REDACTED

Phone \*

- REDACTED

Project / event title \*

V E Day Celebration for the community

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

## Culture and Community Grant application

### Project / event Description \*

Having organised several events in relation to major celebrations for this community, these including Coronation, Jubilee, D Day Celebrations we wish to continue these successful events with the celebration of V E Day in 2025. We feel this is vitality important in thanking those that gave so much for us to live the life we do today. Our event would include many of our elderly residents who are now looked after in care homes in the area together with other local dignitaries who continue to support the history of our community.

The event would be totally free to those attending in line with what we have achieved previously. Entertainment from professional groups who perform songs of the day and displays which also show people the history of these events is vital. We must remember what happened and how those who were involved fought so that we could live as we do today. It is important to support the older community within Wokingham and Wokingham In Need will continue to do this in many forms. Your support in helping us to bring another successful event together would be so rewarding for us. In turn it means that we all work together in remembering our historical heritage. As with other events we will produce a video which we will gift to the Wokingham Town Council recording this historical event. We will reserve some of our funding towards the event but things as you will appreciate are very expensive and your assistance in helping us provide the entertainment, transportation to the event and refreshments on the day would be so gratefully received. Many dignitaries who have attended previous events have already expressed a wish to be involved as they know how significant this is and how much the elderly community especially appreciate this. We are happy to work with WTC to make Wokingham stand out on this momentous occasion.

*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 \*

As mentioned above this would be an ultimate thank you to those that fought to save us and let us live the life we have today. V E Day is so important and we intend to show the local community an event that will go down in the historical memorabilia in Wokingham.

We hope to run the event in Wokingham and are currently in discussion with the venue which is proving to be positive. We hope to run the event at WADE centre and invite several care homes and dignitaries. WADE lends itself to such a large event and also is totally committed to the local community. Other venues have come forward as well prior to the full confirmation.

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

### Project / event dates \*

Entertainment  
Refreshments  
Gifts  
Historical Display

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

### Target Audience

Mainly the Elderly in the community  
Local Business Groups who are committed to helping those in the community  
W T C  
W B C  
Dignitaries

*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 \*

3500

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

## Culture and Community Grant application

### Grant sum requested \*

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

### Project / event budget breakdown \*

Entertainments - Singers and Performers  
 Decoration - suited to the V E Day celebration  
 Marquees, tables and chairs - Hire of  
 Refreshments - afternoon tea  
 General administration costs - preparing posters, invites and memorabilia for the day  
 Gifts - Personal gift for attendees  
 Video Coverage  
 Hire of additional equipment  
 The 1500 would be used to cover general costings to run the event which could include any of the above. Should you wish this to be tied down to one specific group please call 07867530727

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? \*

### Other sources of funding

We may ask a limited group to assist us and this will include parties who have helped us with projects in the past. These values are however very low eg; £100 - £200 This depends on how successful we are in relation to this grant.

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? \*

Wokingham In Need support the community especially the vulnerable. We pride ourselves in thanking those within our community that have given so much. So together with WTC we fight in creating and supporting opportunities to bring our community together and help it to thrive, especially appreciating our older members of the community.

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

### Past experience \*

As mentioned previously we have run successfully events to celebrate major historical events in history, these being:  
 Queens Jubilee  
 Coronation  
 D Day Celebration  
 Many dignitaries attended and we have various testimonials thanking us for organising such events.

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)



## Culture and Community Grant application

### Evaluation plan \*

We contact all those who attend our events and are open to comments accordingly in order to assist us with other events in the future.  
We listen to the community and the community come to us with positive comments for which we are very grateful.

*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

 V\_E\_Day.docx

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

### Signature

### Date

22-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)



# Wokingham Town Council

## Town Clerk & RFO's Report 29/2024

To: Finance and Personnel Committee

Date: 3<sup>rd</sup> December 2024

Subject: Budget setting 2025-26

### 1 PURPOSE OF REPORT

- 1.1 To enable F&P to consider the budget build for 2025-26 to include both the level of precept demand and requests for funding. This will enable the Town Clerk and RFO to complete the work to build the budget, and for the committee to make its final recommendation to Full Council in January 2025.

### 2 BACKGROUND

- 2.1 Each year F&P receives request from standing committees for new/additional projects or activities that committees would like to deliver on behalf of Wokingham Town Council. All Chairs of committees sit on F&P to offer the view from their own committee, but as a whole, F&P undertakes an overview of all requests and determines which will be allocated a budget and taken forward. Committee expenditure requests are included in Appendix 2, along with additional officer driven budget requests.
- 2.2 Wokingham Borough Council reviews and publishes the tax base figures for each parish, but this information is not usually received until early/mid-December.
- 2.3 To date, the government has not issued any 'referendum principles' for town and parish councils for 2025-26, though based on past communications, this is kept under active review.
- 2.4 The tax base, which is used to calculate the precept change, is based on the equivalent number of band D properties, with bandings based on property valuations in 1991. Statutory calculation applies different ratios to the bandings, these are as follows:

Band	Ratio	% of band D
A	6/9	67%
B	7/9	78%
C	8/9	89%
D	9/9	100%
E	11/9	122%
F	13/9	144%
G	15/9	167%
H	18/9	200%

This means that a band H property will pay double the council tax (and precept) of a band D property, so if you have a new band H property built in the town, it adds 2 to the tax base, as it is the equivalent to 2 band D properties.

- 2.5 Band D precept rates over the past five years have been as follows:

Year	Band D rate	% increase on previous year
2020-21	£57.48	4.6%
2021-22	£59.20	3%
2022-23	£60.68	2.5%

2023-24	£64.93	7%
2024-25	£70.61	8.75%

- 2.6 For comparison purposes, Earley Town Council's Band D rate is £83.62 and Woodley Town Council's band D rate is £106.69  
The Town Clerk's research suggests that the current national average town/parish precept for a band D property is £85.88

### 3 OVERALL CONTEXT

- 3.1 Wokingham Town Council has a good record of managing its finances well and taking a meticulous approach to its annual budget setting. Now as much as ever, the council must do everything possible to place itself in a strong position to best deliver for its residents over the next financial year. This requires a balanced budget and one that is costed as accurately as possible, in order to mitigate against the need for in-year funding requests.
- 3.2 Officers have considered every budget line and made a best judgement as to what financial increases will be needed in order to maintain the current level of provision. Appendix 3 includes a summary of all requests for increases (both inflationary and growth requests) as well as identified budget savings.
- 3.3 Appendix 4 includes projected changes to income over the 2025-26 financial year. It should be noted that the full impact of hire charge increases agreed in September will not take full effect until later in the year due to advanced bookings. Increases to charges for market bookings and allotments are incorporated into income projections for 2025-26. It is proposed that a review of hire agreements will be carried out during the year to ensure that proposed hire charge increase can take effect more quickly.
- 3.4 At the time of writing, the CPI inflation rate for the year to October 2024 is 2.3%, having risen from 1.7% in September. Budget impacts on the NMW and Employer NI contribution rate changes are expected to put additional pressure on inflation over the coming months. This adds further challenges to budget setting, as the council looks at projecting income and expenditure to March 2026.
- 3.5 At this meeting, the committee is asked to offer its view about the level of precept it feels appropriate to deliver the council's work over the 2025-26 financial year. The formal setting of the precept, as with the signing of the annual return, is one function that legally must be undertaken by the full council, and cannot be delegated to a committee. The final proposal for the budget and precept request will therefore go to the Full Council meeting scheduled for late January 2025.

### 4 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 4.1 The budget projection for year-end is currently showing an underspend of approximately £14,000 however, at this stage this is a prediction based on spend to 31<sup>st</sup> October and projected spend to 31<sup>st</sup> March.
- 4.2 As is usually the case, we are yet to receive the new tax base figures, so an estimated 100 increase has been added, based on the tax base growth in 2023. The total precept received for the 2024-25 year equalled £1,227,267. If the tax base does increase by the assumed 100 this would amount to a net increase of £7,064.
- 4.3 Based on the existing precept level, every 0.25% increase in the precept will generate £3,086. Equally, every additional £3,086 added to the budget requires a further 0.25% increase in the precept, unless the spend is funded from another source, such as reserves or CIL.
- 4.4 The table in appendix 1 shows the amounts that could be raised with each incremental 0.25% increase in the precept (if the tax base increases by the assumed 100).
- 4.5 Appendix 2 shows the list of committee funding requests received, totalling £129,403. Of this, £32,425 is identified as one-off project costs, the remaining

£96,978 would be an ongoing annual commitment. This includes proposed payroll costs for the recruitment of a Museum Officer.

4.6 The requested inflationary uplifts, CPI uplifts associated with existing contracts and additional funds required to cover under-budgeting amount to £67,550 – see appendix 3

4.7 Appendix 5 shows expected changes to reserve balances by year end 31<sup>st</sup> March 2026. Note this includes items shown in red received for CIL funding requests, but not yet agreed by council.

5 **RECOMMENDATIONS**

5.1 That the committee resolve which projects should be funded via the 2025-26 budget build process.

5.2 That the committee is mindful of the above information and provides an acceptable range for the % precept increase to inform the RFO for the budget setting process. Any shortfall to achieve a balanced budget to be taken from general reserves.

**PERCENTAGE INCREASE TO BAND 'D' TO CALCULATE PRECEPT 2025/2026**

2024/25 **1,227,267**

Last Year's Tax Base 17380  
 This Year's Tax Base 17480  
 Increase to tax base 100

Per Band 'D' Household 2024/25	Increase to band 'D' Household %	Increase to band 'D' Household	Actual per band 'D' Household	REVISIED New Tax Base	New Total Precept Figure Excluding GRANT	Grant awarded	Precept	Additional raised by tax base
70.6139	0.00%	0	70.6139	17480	1,234,330.97	-	1,234,330.97	7,063.97
70.6139	0.25%	0.18	70.7904	17480	1,237,416.80	-	1,237,416.80	10,149.80
70.6139	0.50%	0.35	70.9670	17480	1,240,502.63	-	1,240,502.63	13,235.63
70.6139	1.00%	0.71	71.3200	17480	1,246,674.28	-	1,246,674.28	19,407.28
70.6139	1.25%	0.88	71.4966	17480	1,249,760.11	-	1,249,760.11	22,493.11
70.6139	1.50%	1.06	71.6731	17480	1,252,845.94	-	1,252,845.94	25,578.94
70.6139	1.75%	1.24	71.8496	17480	1,255,931.76	-	1,255,931.76	28,664.76
70.6139	2.00%	1.41	72.0262	17480	1,259,017.59	-	1,259,017.59	31,750.59
70.6139	2.25%	1.59	72.2027	17480	1,262,103.42	-	1,262,103.42	34,836.42
70.6139	2.50%	1.77	72.3792	17480	1,265,189.25	-	1,265,189.25	37,922.25
70.6139	2.75%	1.94	72.5558	17480	1,268,275.07	-	1,268,275.07	41,008.07
70.6139	3.00%	2.12	72.7323	17480	1,271,360.90	-	1,271,360.90	44,093.90
70.6139	3.25%	2.29	72.9089	17480	1,274,446.73	-	1,274,446.73	47,179.73
70.6139	3.50%	2.47	73.0854	17480	1,277,532.56	-	1,277,532.56	50,265.56
70.6139	3.75%	2.65	73.2619	17480	1,280,618.38	-	1,280,618.38	53,351.38
70.6139	4.00%	2.82	73.4385	17480	1,283,704.21	-	1,283,704.21	56,437.21
70.6139	4.25%	3.00	73.6150	17480	1,286,790.04	-	1,286,790.04	59,523.04
70.6139	4.50%	3.18	73.7915	17480	1,289,875.87	-	1,289,875.87	62,608.87
70.6139	4.75%	3.35	73.9681	17480	1,292,961.69	-	1,292,961.69	65,694.69
70.6139	5.00%	3.53	74.1446	17480	1,296,047.52	-	1,296,047.52	68,780.52
70.6139	5.25%	3.71	74.3211	17480	1,299,133.35	-	1,299,133.35	71,866.35
70.6139	5.50%	3.88	74.4977	17480	1,302,219.18	-	1,302,219.18	74,952.18
70.6139	5.75%	4.06	74.6742	17480	1,305,305.00	-	1,305,305.00	78,038.00
70.6139	6.00%	4.24	74.8507	17480	1,308,390.83	-	1,308,390.83	81,123.83
70.6139	6.25%	4.41	75.0273	17480	1,311,476.66	-	1,311,476.66	84,209.66
70.6139	6.50%	4.59	75.2038	17480	1,314,562.49	-	1,314,562.49	87,295.49
70.6139	6.75%	4.77	75.3803	17480	1,317,648.31	-	1,317,648.31	90,381.31
70.6139	7.00%	4.94	75.5569	17480	1,320,734.14	-	1,320,734.14	93,467.14
70.6139	7.50%	5.30	75.9099	17480	1,326,905.79	-	1,326,905.79	99,638.79
70.6139	7.75%	5.47	76.0865	17480	1,329,991.62	-	1,329,991.62	102,724.62
70.6139	8.00%	5.65	76.2630	17480	1,333,077.45	-	1,333,077.45	105,810.45
70.6139	8.50%	6.00	76.6161	17480	1,339,249.10	-	1,339,249.10	111,982.10
70.6139	8.75%	6.18	76.7926	17380	1,334,655.67	-	1,334,655.67	107,388.67
70.6139	9.00%	6.36	76.9692	17480	1,345,420.76	-	1,345,420.76	118,153.76
70.6139	10.00%	7.06	77.6753	17480	1,357,764.07	-	1,357,764.07	130,497.07
70.6139	10.50%	7.41	78.0284	17480	1,363,935.72	-	1,363,935.72	136,668.72
70.6139	11.00%	7.77	78.3814	17480	1,370,107.38	-	1,370,107.38	142,840.38
70.6139	11.50%	8.12	78.7345	17480	1,376,279.03	-	1,376,279.03	149,012.03
70.6139	12.00%	8.47	79.0876	17480	1,382,450.69	-	1,382,450.69	155,183.69
70.6139	12.50%	8.83	79.4406	17480	1,388,622.34	-	1,388,622.34	161,355.34
70.6139	13.00%	9.18	79.7937	17480	1,394,794.00	-	1,394,794.00	167,527.00
70.6139	13.50%	9.53	80.1468	17480	1,400,965.65	-	1,400,965.65	173,698.65
70.6139	14.00%	9.89	80.4998	17480	1,407,137.31	-	1,407,137.31	179,870.31
70.6139	14.50%	10.24	80.8529	17480	1,413,308.96	-	1,413,308.96	186,041.96
70.6139	15.00%	10.59	81.2060	17480	1,419,480.62	-	1,419,480.62	192,213.62
70.6139	15.50%	10.95	81.5591	17480	1,425,652.27	-	1,425,652.27	198,385.27
70.6139	16.00%	11.30	81.9121	17480	1,431,823.93	-	1,431,823.93	204,556.93

BUD IMPACTS

Committee	Amenity/ event	Proposal	Indicative cost	Project ongoing or one-off
Amenities (1)	Repairs and Maintenance (Town Hall)	Preparation work for flagpole reinstatement	£5,000	One-off
Amenities (2)	Repairs and Maintenance (Town Hall)	Refurbishment and replacement of the lift equipment (propose precept first year and create EMR thereafter)	£10,000	£10,000 pa for 5-years
Amenities (3)	Health & Safety (Town Hall)	New electronic sign-in system for H&S	£4,000	One-off
Amenities (4)	Health & Safety (Town Hall)	New intercom system with camera for H&S, may exceed this cost due to # of monitors required?)	£3,000	One-off
Amenities (5)	Health & Safety (Town Hall)	Budget uplift - underspend to be moved to a rolling reserve	£1,055	Ongoing
Amenities (6)	Repairs and Maintenance (Town Hall)	Budget uplift - Town Hall repairs & maintenance	£2,950	Ongoing
Amenities (7)	Repairs and Maintenance (Woosehill)	Budget uplift - underspend to be moved to a rolling reserve	£4,000	Ongoing
Amenities (8)	Repairs and Maintenance (Woosehill)	Necessary building upgrades - roof	£5,000	One-off
Amenities (9)	Christmas Lights project	Lamp column infrastructure testing and upgrades	£6,000	One-off
Amenities (10)	Trees - Howard Palmer garden	Planting of "Wokingham" apple trees	£500	One-off
Amenities (11)	Park Yoga	£100 increase to funding sessions plus £175 one-off to purchase a feather flag promoting WTC sponsorship	£275	One-off & ongoing
Amenities (OR)	Christmas Lighting contract	Addition of lights in Peach Place	£900	One-off & ongoing
Amenities (OR)	Health & Safety (Market)	To add £1022 for gritting of Market Place	£1,022	Ongoing
Amenities (OR)	Health & Safety (Elms Field)	To add £772 for gritting of Elms Field	£772	Ongoing
Amenities (OR)	External cleaning (Parks)	To provide cover for groundsman (annual leave, sickness)	£1,330	Ongoing
Amenities (OR)	Health & Safety (Woosehill)	Woosehill - annual report for state of building	£1,750	Ongoing
Amenities (OR)	External cleaning (Town Hall)	Additional cleaning required to cover increased number of events at the Town Hall	£1,200	Ongoing
Amenities (OR)	Town Hall equipment	Repair of Council Chamber chairs	£1,000	One-off
Finance and Personnel	National insurance	Costs incurred due to lower threshold and higher rate - Actual 2024/5 to budget 2025/6 change £15270	£16,193	Ongoing - differential Budget 2024/25 and Budget 2025/26
Finance and Personnel	National insurance	Incurred due to basic pay and overtime increases - Actual 2024/5 to budget 2025/6 change £3175		
Finance and Personnel	Basic Pay	Basic Pay increases - differential between Budget 2024/25 and Budget 2025/26	£3,705	
Finance and Personnel	Overtime Pay	Increase related to increased hourly rate	£379	
Finance and Personnel	Pension costs	Pension of 27.2% on increased headcount and pay growth	£5,643	
Finance and Personnel	All payroll costs	Museum Officer	£32,571	
Finance and Personnel	Website maintenance (upgrade)	Upgrade to be completed in 2024/25 - ongoing costs of £500	£500	Ongoing
Finance and Personnel (OR)	External personnel services	Cover for Health & Safety tasks	£3,425	Ongoing
Finance and Personnel (OR)	Training	Grounds - Brush cutter training	£750	One-off
Finance and Personnel (OR)	PPE	Grounds - changes to personnel/ headcount	£250	Ongoing
Finance and Personnel (OR)	Office equipment purchase	Monitor replacement program	£300	Ongoing
Finance and Personnel (OR)	Subscriptions	Rialtas software - allotment inspections	£280	Ongoing
Finance and Personnel (OR)	Strategic Marketing	Increase to hourly rate	£1,508	Ongoing
Civic	App maintenance	£1000 to cover any unplanned system updates required	£1,000	Ongoing
Civic	Museum accreditation	Additional £4000 to cover increased costs for this work	£4,000	One-off
Finance and Personnel	Grants	Increase to in-year grant funding	£5,000	Ongoing
Arts and Culture	Fun Day	Agreed by F&P	£1,405	Ongoing
Arts and Culture	Sunny Saturdays	Cancellation		(3,000)
Arts and Culture	Theatre in the Park	Inflationary increase at prevailing rate	£190	Ongoing
Arts and Culture	Chalk About It	Cancellation		(4,320)
Arts and Culture	Book Festival	Change in income target for ticket sales (£400), will need to find new sponsor for 2026/27.		(800)
Arts and Culture	Dressing the Tree	Uplift agreed by A&C	£550	Ongoing
Arts and Culture (OR)	PA system	For use during A&C events and other WTC activities	£2,000	One-off
		TOTAL	£129,403	

OR = Officer request  
EMR - Earmarked reserve

Committee	Sum of budget 2024/25	Required uplift (inflation, contract changes, charges incurred in 2024/25) <b>Previously agreed</b>	Uplift comments	Additional budget requests from committee	Additional budget comments ( <b>previously agreed</b> )	Savings available	Savings comments	Budget requested for 2025/26
Amenities	£71,000	£1,448	Extra hanging baskets & Christmas lighting budget lower than contract	£6,900	Christmas lights project - £6k lamp column infrastructure testing upgrades & Peach Place lights £900	£7,000	E-bike event costs and market place cleaning timing uncertain - fund from reserves if required; Lights project maintenance costs reduced by £1500	£72,348
Markets	£10,275	£1,489	New electric contract - higher costs, rates, licence & R&M	£1,022	New contract - gritting not previously precepted	£0		£12,786
Parks	£167,640	£10,767	Maintenance contract includes inflation uplift from April, Elms Field electric - 22/3/4 costs hidden by credit on account +more use through events, waste collection & trees	£2,877	£500 HPG - planting of "Wokingham" apple trees £772 gritting not previously precepted £1330 external cover for groundsman £275 Park Yoga increase & feather flag	£6,000	£(4k) Lower budget for Elms Field, Wildflower planting complete winter 2024, not required in 2025 (apart from seeds)	£175,284
Woosehill	£28,065	£2,234	Uplifts to nearly all costs, except gas & waste collection	£10,750	£9k R&M uplift - similar to TH with intention to create reserve of underspend to smooth expenditure - works to include roof works and deep cleans; £1750 building survey	£270	Lower water use than budgeted	£40,779
Town Hall	£148,660	£19,346	Impact of new gas & electric contract £11,500, predicted rates increase £3,100, R&M £1,400, £2,200 function costs & cleaning	£28,205	R&M - FARE pipework, H & S survey uplifts + TH electronic sign in + intercom system with camera, cleaning contract - increased hrs, flagpole reinstatement prep + build reserve for lift refurb/ replacement, repairs to Council Chamber chairs	£9,072	Accrual for water charges released £7,700, and small reductions for waste collection and licences	£187,139

Committee	Sum of budget 2024/25	Required uplift (inflation, contract changes, charges incurred in 2024/25)	Uplift comments	Additional budget requests from committee	Additional budget comments (previously agreed)	Savings available	Savings comments	Budget requested for 2025/26
Allotments	£20,990	£3,619	R&M previously done by allotment holder will need to be covered externally plus inflationary uplift from April 2025; predict x2 extra plots incurring water charges, Maint contract costs & toilet cleaning	£0		£0		£24,609
Personnel	£681,420	£253	HR support inflation	£62,916	Impact of NI increase & pay rises; External cover for H&S works <b>NB: includes total payroll costs for Museum Officer £32,571</b>	£2,745	Savings on HR support from 24/5 budget & lower recruitment costs	£741,844
F&P Admin	£129,306	£20,530	IT subscriptions/ Other subscriptions & mobile costs totalling £11,100- some due to increased headcount + underbudgeted in 23/4, £7,500 Insurance premium - addition of arts/ civic assets in 2024 + inflation , rates and travel/ parking costs	£2,588	Office monitor replacements; Strategic marketing hourly rate; ongoing costs associated with website upgrade in 2024/5; Riattas allotment inspection £280	£21,041	Car allowance and office equip maint removed £3,420, Rates overbudgeted in 24/5 £5,900, subscription overbudgeted £6,000, new copier lease in place £700, £1,600 office supplies/ postage & copier usage. £1,400 lower Ad/mkt	£131,383



Committee	Sum of budget 2024/25	Required uplift (inflation, contract changes, charges incurred in 2024/25) <b>Previously agreed</b>	Uplift comments	Additional budget requests from committee	Additional budget comments ( <b>previously agreed</b> )	Savings available	Savings comments	Budget requested for 2025/26
Civic	£47,425	£252	Museum website costs, newsletter & Remembrance Day	£5,000	New quote for museum accreditation film on windows £4000; App maintenance - unplanned upgrades £1000	£7,485	Christmas event canx, Mayors Sunday - no road closure, Beating the Bounds (every 4 years), lower Wokingham Remember costs (may be removed completely if absorbed into the WTC/ Museum websites)	£45,192
Grants	£107,169	£0		£5,000	<b>In year grants (Res # 30954)</b>	£5,619	Lower allocation than 2024/25	£106,550
Arts & Culture	£119,615	£7,612	<b>PitP £6,395</b> , Virtual museum website, TITP & LNY ( <b>Res # 30902</b> )	£4,145	<b>Fun Day increases (Res # 30924) + TITP &amp; Dressing Christmas tree ; PA system for use at A&amp;C and other WTC events £2,000</b>	£8,620	Events cancelled - £7,320 Sunny Saturdays & Chalk About It, lower costs £1,050 Book Fest and Board Games , Human Library £250 one-off,	£122,752
Highways	£5,640	£0		£0		£739	Lower cycle locker costs than predicted	£4,901
<b>Grand total</b>	<b>£1,537,205</b>	<b>£67,550</b>		<b>£129,403</b>		<b>£68,591</b>		<b>£1,665,567</b>
Precept	£1,227,267							
<b>NB: Above date EXCLUDES CIL</b>								
CIL	£160,000							£160,000
Capital expenditure	£40,000	£0				£0		£40,000

Income actuals and projections 2025-26

Committee	Sum of budget 2023/4	2023-24 actuals	Sum of budget 2024/25	Actuals to 31st October 2024	Forecast 2024/25	Recommended adjustment	Comment	Recommended budget figure	Change vs forecast	Change vs Bud 24/5
Amenities	30	0	30	0	0	70	For memorial plaques paid for by the public - reimbursement of costs	100		
Market	41,700	53,487	42,050	28,040	46,619	7,300	Actual 2023-24 includes £10k grant; Forecast for 2024/25 plus increase in pitch fee	49,350	6%	17%
Parks	5,650	4,855	3,050	1,080	2,180	41	Flat for 2025-26 - Lower Bloom income offset by playing field income	3,091	42%	1%
Woosehill	36,410	26,869	31,410	15,957	27,340	(3,600)	Hire income continuing to increase; hire rate increases will not be realised until bookings from Jan 2026	27,810	2%	-11%
Town Hall	140,360	142,245	135,860	107,150	145,254	14,594	£13,500 of increase derives from increased insurance and utilities recharge which offsets costs incurred. £1000 increase for hire rate increased which will not be realised until bookings from Jan 2026	150,454	4%	11%
Allotments	13,400	65,983	17,000	14,374	23,344	2,900	Rent increase plus charge for waterless toilets at some sites. Actuals and forecast include s106 funding which are not included in the budget	19,900	-15%	17%
F&P income	8,200	125,853	23,200	25,238	36,271	6,800	2023/4 income included divestment of CCLA property fund £90k. Forecast includes interest from bank a/c and investments. Bud - assumed £6,800 interest from existing investments and new deposit accounts	30,000	-17%	29%
Precept	1,118,820	1,118,820	1,227,267	1,227,267	1,227,267	0			-100%	-100%
Grants	0	2,000	0	0	0	0	Actual 2023-24 - unused grant	0		
Arts & Culture	4,800	4,085	5,050	4,632	5,388	(44)	Increased LNY stalls & Fun Day income, but lower Book Festival and Board Games tickets sales	5,006	-7%	-1%
Highways	2,940	6,495	2,940	3,368	8,006	(739)	Cycle locker funding	2,201	-73%	-25%
<b>Grand Total</b>	<b>1,372,310</b>	<b>1,550,692</b>	<b>1,487,857</b>	<b>1,427,106</b>	<b>1,521,669</b>	<b>27,322</b>			<b>-100%</b>	<b>-100%</b>
Total excluding precept	253,490	431,872	260,590	199,839	294,402	27,322		<b>287,912</b>	-2%	10%
CIL	200,000	12,634	160,000	18,112	77,927		No control over CIL income	0		

£90k disinvested funds, £1700 deposits written off and £1234 NR recompense

**RESERVES MOVEMENTS**

	Opening Balance	Movements to 31 Oct 2024	Balance to 31 October 2024	Planned movements	Expected balance 31 March 2025	Planned movements
General reserve as at 31.03.2024	296,425		296,425		296,425	
Create Civic regalia reserve		(8,000)	(8,000)			
Spend against Tree maint EMR		10,077	10,077			
Create Security reserve		(10,000)	(10,000)			
Current year surplus/ deficit		632,405	632,405	14,014	14,014	
HPG paving replacement				(90,000)	(90,000)	
less transfers to EMR reserves						
Market place cleaning				(2,692)	(2,692)	
Election costs				(8,500)	(8,500)	(8,500)
<b>General reserve as at 31.10.24</b>	<b>296,425</b>		<b>920,907</b>			
<b>General reserve as at 31.03.25</b>					<b>209,247</b>	

**EARMARKED RESERVES**

Emergency provision	225,000		225,000		225,000	
Election Reserve	625		625	8,500	9,125	8,500
Tree maint EMR	10,077	(10,077)	0	0	0	0
Security costs	0	10,000	10,000	0	10,000	0
Playpark EMR	453,753	(80,469)	373,284		373,284	
Transfer from CIL				40,000	40,000	40,000
LS upgrade £12-14k				(14,000)	(14,000)	
JP roundabout £8-10k						(10,000)
<b>Playpark reserve as at 31.10.24</b>			<b>373,284</b>			
<b>Playpark reserve as at 31.03.25</b>					<b>399,284</b>	
Town Hall maintenance reserve	38,263		38,263		38,263	
Any unspent budget				X	X	X
Market Place cleaning				2,692	2,692	
<b>Town Hall maintenance reserve</b>			<b>38,263</b>		<b>40,955</b>	
CIL Earmarked Reserve	126,344	80,469	206,813		206,813	
CIL receipts 2024-5				77,927	77,927	X
WH firedoors				(10,125)	(10,125)	
WH chairs				(7,987)	(7,987)	
Transfer to Playpark reserve				(40,000)	(40,000)	(40,000)
<i>trampoline drainage works</i>				(10,000)	(10,000)	
co-fund Barkham play surface				(18,000)	(18,000)	
Norreys noticeboard				(2,000)	(2,000)	
<i>WHA project</i>				(40,000)	(40,000)	
<i>WBC CIL Co-fund requests</i>				(130,000)	(130,000)	
<b>CIL Earmarked Reserve</b>			<b>206,813</b>		<b>26,628</b>	
Civic regalia reserve	0	8,000	8,000		8,000	
<b>Total</b>	<b>1,150,487</b>		<b>1,782,892</b>		<b>928,239</b>	