



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**

14th January 2025

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 21st January 2025** 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 3rd December 2024, pages 17103 to 17111 (Copy attached) as a true and correct record.
 - b) To receive and confirm the minutes of the proceedings at the extraordinary meeting of this committee held on 7th January 2025, pages 17125 to 17126 (Copy attached) as a true and correct record.
- 5 ACCOUNTS PAYABLE**

- a) To approve the list of costs from 1st November 2024 to 31st December 2024 totalling the sum of £241,851.69 paid from the F & GP Account, this includes £76,000 transferred to the Clerk's account - *copy attached 5a(i)* and a copy of invoices over £500 paid during this period – *copy attached 5a(ii)*
- b) To approve the list of costs from 1st November 2024 to 31st December 2024 totalling the sum of £99,594.45 paid from the Clerk's Drawing Account – *copy attached 5b*

6 FINANCIAL REPORTS

To receive and consider the following financial reports:

- a) Income and Expenditure to 31st December 2024 (*copy attached*)
- b) Balance Sheet as at 31st December 2024 (*copy attached*)
 Note: The CIL reserve reflects the CIL balance of funds received and unspent up to 31st 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 31st December 2024 (*copy attached*)

7 INVESTMENT UPDATE

To note for information the latest value for the current holding of the council's holdings in the Local Authority Property Fund (LAPF) (*statement attached*)

8 CIL MONITORING REPORT AND SPENDING REQUESTS

- a) To receive a report on CIL income and expenditure to December 2024 – *copy attached*
- b) To receive, review and resolve (or make recommendations) on two CIL co-funding requests from Wokingham Borough Council, including recommendations from the review of co-funding requests reviewed by the P&T Committee on 17 December 2024. (*Copies attached*)
 - I. A329 Reading Road – Toucan crossing
 - II. Town centre wayfinding

9 GRANTS

- a) To review two Culture and Community grant applications (copies attached)
- b) To receive the Town Clerk's report 01/2025 regarding the grant paid to Wokingham Lions Club for the cancelled Winter Carnival event 2024 and to resolve upon next steps

10 PRECEPT AND BUDGET 2025-26

- a) To consider the Precept Budget for the anticipated income and expenditure for the financial year 2025-26 (to be reviewed on screen at the meeting).
- b) To receive and discuss the RFO's report 01/2025, giving information relating to provision percentage increase to overall precept (*copy attached*)
- c) To recommend the precept level and proposed budget for the year ending 31st March 2026 for approval by Full Council on Tuesday 28th January 2025.

11 COMMITTEE INFORMATION

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

12 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

13 TOWN HALL LEASE

To receive an update from the Town Clerk on two lease related matters

14 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).

3rd December 2024

Minutes of the proceedings at the meeting of the FINANCE AND PERSONNEL COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7:30pm to 9:56pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (from 7:37pm), B Callender, R Comber, S Gurney, T Lack, K Malvern, H Richards, I Shepherd-Dubey

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

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

**RESOLVED
30958**

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

that the minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 24th September 2024, pages 17059 to 17070 and 12th November 2024, pages 17089 to 17092 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

INTERNAL AUDIT – INTERIM VISIT 11/12 NOVEMBER 2024 (Agenda Item 5)

The members received and noted the Internal Auditor's interim report dated 21st November 2024. The RFO gave a verbal report of the Auditor's visit and the observations made in her letter which have been noted and from which learnings have been taken.

CHAIR INITIALS _____



ACCOUNTS PAYABLE (Agenda Item 6)

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

**RESOLVED
30959**

to approve:

- (a) the list of costs from 1st September 2024 to 31st October 2024 totalling the sum of £213,079.77 paid from the F & GP Account, this includes £94,000 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) the list of costs from 1st September 2024 to 31st October 2024 totalling the sum of £101,822.38 paid from the Clerks Drawings account.

A vote was taken and was unanimous.

FINANCIAL REPORTS (Agenda Item 7)

Members received and noted the following financial reports:

- (a) Income and Expenditure to 31st October 2024.
- (b) Balance Sheet as 31st October 2024.
- (c) Revenue monitoring report to 31st October 2024.

An updated copy of the Monitoring Report was provided to the members to include a column showing the variance between Budget 2024/25 and expected year end income and expenditure.

The RFO advised the members that a review of year-to-date costs and discussions with officers suggested a small surplus would be realised for the year to 31st March 2025. The forecast will continue to be monitored and updated with any changes reflecting increases in supplier contracts and unexpected expenditure at the next meeting.

INVESTMENT UPDATE AND REVIEW (Agenda Item 8)

The members received and noted the latest value as at 31st October 2024 for the current holding of LAPF at a mid-value of £91,659.27 (31st March 2024 £91,816) reversing the recent trend of monthly declines. The Town Clerk gave a verbal update that the most recent interest payment suggested an annual income of about £12,000 (compared to £8,000 in previous years).

Members noted that a review of the investments was last undertaken by the committee in September 2024 and therefore was not required at this meeting.

CIL MONITORING REPORT AND SPENDING REQUEST (Agenda Item 9)

(a) The Town Clerk gave a verbal update on the CIL income and expenditure report to October 2024 and that the future CIL values and the dates on which they are paid cannot be guaranteed.

CHAIR INITIALS _____



(b) The members noted the receipt of four CIL co-funding requests for 3 pedestrian crossings in the town area and one for wayfinding (advertising screens). The pedestrian crossing applications are to be reviewed initially by the P&T Committee at their December meeting. Due to their value, P&T are asked to provide reasonings and backing papers for any they are recommending for support, and these recommendations will be received by the F&P Committee at their January meeting.

CULTURE AND COMMUNITY GRANTS & PARTNERSHIP GRANTS (Agenda Item 10)

(a) Members discussed whether the applications met the definition criteria of a Culture and Community grant. For the members to consider the two applications received, and as referenced in the Culture and Community Grant Fund Policy, the Town Clerk and RFO were asked to circulate the grant applications and the associated documentation required. Members were asked to score the two applications and to bring that information to the January F&P meeting so that they may be considered.

(b) Members received and noted thanks from the Victory Theatre project, Crowthorne Symphony Orchestra and CLASP for the grants awarded in September and paid in October 2024.

(c) The members discussed the principle of partnership grants of the council's main grant fund. Cllr S Gurney provided the historical reasoning for partnership grants which was further discussed by all members. Cllr M Gee requested that three members volunteered to form a working party to review and make any changes to the grants policy before June 2025. Cllrs R Comber, S Gurney and I Shepherd-Dubey together with an officer will form the grants working group to rationalise the existing grants policies.

**RESOLVED
30960**

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

not to have partnership grants and to remove the reference to a partnership grant from the main grant application form for July 2025.

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

BUDGET 2025-26 (Agenda Item 11)

The members received and noted the Town Clerk and RFOs report 29/2024 together with:-

- 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

CHAIR INITIALS _____



A lengthy discussion took place on the items listed in Appendix 2 (Committee and officer spend requests (new budget items or growth requests)), to determine whether they should be included in the Budget for 2025/26. And, if so, to establish if they were ongoing projects or costs to be funded within the precept rise or one-off projects/ costs from general reserves. The members arrived at an indicative total value of £72,507 of new ongoing costs to be funded by the precept. This, together with identified changes to costs (inflation & savings in Appendix 3) and changes to income (Appendix 4) provided the basis for a discussion of the precept increase needed to balance the Budget for 2025-26.

For the January meeting:

- the F&P committee requested that more information be brought to the next meeting in January 2025 for some of the items on the Amenities Committee list.
- the F&P committee noted that further changes reflecting the expected financial result for 2024-25, receipt of tax base information, levels of inflation and changes to supplier contracts will be used to update the Budget for 2025-26 for the committee to review.

**RESOLVED
30961**

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

that the Town Clerk and RFO should work to a maximum 5% increase of the precept when building the budget.

It was recognised that the final resolution for the 2025-26 budget would be taken at Full Council.

COMMITTEE INFORMATION (Agenda Item 12)

- (a) Cllr S Gurney advised the members of agreed increases to subscription charges for 2025-26 for BALC and NALC of 3% and 5.9% respectively.
- (b) No specific items for marketing purposes were identified.

**RESOLVED
30962**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)

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

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 was asked to remain for the discussion of **Agenda Item 15 – TOWN HALL LEASE**

CHAIR INITIALS _____



TOWN HALL LEASE (Agenda Item 15)

**RESOLVED
30963**

Members reviewed the Town Clerk's Confidential report TC30/2024 and the Town Clerk verbally advised her recommendation. Following discussion, it was proposed by Cllr B Callender and seconded by Cllr T Lack and members

to approve the recommendation of the Town Clerk.
A vote was taken. Eight members voted in favour with one abstaining.

The Town Clerk also reported on legal matters regarding one of the Town Hall leases.

The RFO left the meeting at 9.49pm

STAFFING UPDATE (Agenda Item 16)

Members received a verbal update on staffing matters from the Town Clerk.

The Town Clerk left the meeting at 9:53pm

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda item 14)

**RESOLVED
30964**

Members reviewed the Town Clerk's Confidential report TC28/2024. The committee considered and agreed a recommendation for the PRP for the Town Clerk. Following discussion, it was proposed by Cllr R Comber and seconded by Cllr B Alvi and members

to approve the recommendation of the Town Clerk regarding staff PRP, and the committee's recommendation for the Town Clerk's PRP .
A vote was taken and it was unanimous.

The meeting ended at 9.56pm

CHAIR INITIALS _____



Date: 05/12/2024

Wokingham Town Council

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Time: 09:37

F & P and Current Accounts

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

CHAIR INITIALS _____



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

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Date:

2/2024

Council

05/1

Wokingham Town

Page 2

Time: 09:37

F & P and Current Accounts

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
18/10/2024	Barclaycard Commercial	DDR181024	82.57		SHELL 050924/Barclaycard
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
Total Payments			213,079.77		

This includes an adjustment for (£768) relating to an earlier period and therefore should be excluded from the above list

768.00
213,847.77

CHAIR INITIALS _____

Finance & Personnel Meeting 03/12/2024

17109



Date: 26/11/2024

Wokingham Town Council

Page 1

Time: 15:51

Clerk's Drawings Account

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>
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

CHAIR INITIALS _____

Finance & Personnel Meeting 03/12/2024

17110



Total Payments 101,822.38

CHAIR INITIALS _____

Finance & Personnel Meeting 03/12/2024

17111



7th January 2025

Minutes of the proceedings at the extraordinary meeting of the FINANCE AND PERSONNEL COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7:30pm to 8:40pm.

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Four residents (until 8pm)

Cllr Warren Dixon

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

Cllr S Gurney declared an interest as a member of the Evendons Area Residents' Association (EARA).

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

Members received a presentation from the residents in attendance regarding a request for financial support for employing planning experts to attend and support documentation in defence of a planning appeal for land off Blagrove Lane, due to be heard in March 2025.

Following the presentation, members were given an opportunity to ask questions of the residents.

**RESOLVED
30976**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 4)

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

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.

SAVE BLAGROVE RESIDENTS' GROUP – FUNDING REQUEST (Agenda item 5)

CHAIR INITIALS _____



**RESOLVED
30977**

Following discussion, it was proposed by Cllr M Gee and seconded by Cllr I Shepherd-Dubey and it was

to offer practical support to the residents' group, by means of support with printing and copying and volunteers for role such as delivering leaflets, but not to offer financial support.

Members noted that the residents group could be put in touch with residents who successfully fought the appeal for Woodcraey Manor proposed development and can also seek advice and support from the borough council planning officers.

A vote was taken. 7 members voted for the above proposal, one voted against one members was recused from voting due to a conflict of interest.

TOWN HALL LEASE (Agenda Item 6)

**RESOLVED
30978**

Members received a verbal report from the Town Clerk in relation to one lease in the town hall, including legal advice obtained in relation to the issue. Following discussion, it was proposed by Cllr M Gee and seconded by Cllr B Callender and members

To instruct the Town Clerk to issue notice to the tenant giving a deadline for the payment of outstanding debt. The Town Clerk was further authorised to issue notice of forfeiture of the lease if the outstanding debt is not settled in full within a maximum of 14 days .

A vote was taken and it was unanimous.

The meeting ended at 8.40pm

CHAIR INITIALS _____



F & P and Current Accounts

List of Payments made between 01/11/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
06/11/2024	O2	DDR 061124	372.06		33505464/O2
07/11/2024	Google Ireland Limited	DDR 071124	36.00		Purchase Ledger DDR Payment
08/11/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
08/11/2024	Castle Water Limited	DDR 081124	2.45		10003819945/Castle Water Limit
12/11/2024	Clerk's Drawings Account	Imprest	31,000.00		Tx main to clerks
14/11/2024	BACS P/L Pymnt Page 5145	BACS Pymnt	40,842.71		BACS P/L Pymnt Page 5145
14/11/2024	BACS P/L Pymnt Page 5148	BACS Pymnt	14,440.72		BACS P/L Pymnt Page 5148
16/11/2024	SAGE	Std Ord	66.00		Payroll
16/11/2024	SAGE	Std Ord	66.00		Payroll
18/11/2024	Barclaycard Commercial	DDR 18124	3,520.21		1044610294/Barclaycard Commerc
18/11/2024	Total Gas & Power Ltd	DDR 181124	1,192.99		357599632/24/Total Gas & Power
18/11/2024	Total Gas & Power Ltd	DDR1811 24	142.38		357598587/24/Total Gas & Power
18/11/2024	Barclaycard Commercial	DDR 111124	47.84		10034751024/Barclaycard Commer
18/11/2024	Castle Water Limited	DDR 181124	141.37		10003880211/Castle Water Limit
20/11/2024	BACS P/L Pymnt Page 5149	BACS Pymnt	14,327.79		BACS P/L Pymnt Page 5149
26/11/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/11/2024	BACS P/L Pymnt Page 5159	BACS Pymnt	1,530.00		BACS P/L Pymnt Page 5159
28/11/2024	Castle Water Limited	DDR 281124	5.00		Purchase Ledger DDR Payment
28/11/2024	Focus Group	DDR281124	1,059.55		10612336/Focus Group
28/11/2024	HMRC	DDR	9,189.17		HMRC
30/11/2024	BACS P/L Pymnt Page 5164	BACS Pymnt	5,222.93		BACS P/L Pymnt Page 5164
01/12/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
03/12/2024	BNP Paribas Leasing Solutions	DDR 031224	54.00		SI0012692828/BNP Paribas Leasi
04/12/2024	Clerk's Drawings Account	Imprest	45,000.00		Tx Main to Clerks
05/12/2024	O2	DDR 051224	373.85		34097487/O2
06/12/2024	Google Ireland Limited	DDR 061224	36.00		Purchase Ledger DDR Payment
08/12/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
10/12/2024	Barclaycard Commercial	DDR 101224	74.19		Purchase Ledger DDR Payment
11/12/2024	BACS P/L Pymnt Page 5166	BACS Pymnt	16,587.58		BACS P/L Pymnt Page 5166
11/12/2024	LIONS	DCR111224	100.00		LIONS deposit in suspense
16/12/2024	SAGE	Std Ord	70.80		Payroll
17/12/2024	BACS P/L Pymnt Page 5172	BACS Pymnt	18,868.40		BACS P/L Pymnt Page 5172
17/12/2024	ALLEVAP001	ALLPEVANS	69.30		Match to susp allotment receip
17/12/2024	Total Gas & Power Ltd	DDR 171224	282.57		360702490/24/Total Gas & Power
17/12/2024	Total Gas & Power Ltd	DDR1712 24	1,639.94		360702468/24/Total Gas & Power
17/12/2024	Castle Water Limited	DDR 171224	41.33		10004513901/Castle Water Limit
17/12/2024	Castle Water Limited	DDR171224	43.32		10004509309/Castle Water Limit
18/12/2024	Barclaycard Commercial	DDR 181224	3,347.59		338642/Barclaycard Commercial
19/12/2024	BACS P/L Pymnt Page 5178	BACS Pymnt	4,514.00		BACS P/L Pymnt Page 5178
19/12/2024	HMRC	DDR	11,109.75		HMRC
26/12/2024	ARVAL	DD	599.24		HK72 FNE WO7317
30/12/2024	Castle Water Limited	DDR 301224	5.00		Purchase Ledger DDR Payment
31/12/2024	Focus Group	DDR 311224	1,059.49		10645561/Focus Group
31/12/2024	BACS P/L Pymnt Page 5181	BACS Pymnt	2,951.11		BACS P/L Pymnt Page 5181
		Total Payments	241,851.69		

Invoice Number	CC Description	CC Code	Nominal Code Description	Nominal	Transaction Detail	Date Paid	Net	VAT	Total	Supplier Name
Std Ord	Town Hall	106	Rates	4145	Town Hall Chambers 2104329	01/11/2024	3,085.00	-	3,085.00	Wokingham Borough Council
BACS			Hire Deposits Town Hall	561	V629	01/11/2024	600.00	-	600.00	DD
Direct Deb	F & P Administration	301	Insurances	4382	WTC main insurance	08/11/2024	2,524.91	-	2,524.91	HISCOX
64996	Amenities	101	Hanging Flower Baskets	4411	64996/AO178/Hanging Flower Bas	14/11/2024	1,868.92	373.78	2,242.70	Windowflowers Ltd
096-24	Arts & Culture	304	Book Festival	4345	096-24/ACO353/Book Festival	14/11/2024	545.00	109.00	654.00	Stewart Turkington
571394	Amenities	101	Christmas Lighting Contract	4515	571394/AO177/Christmas Lightin	14/11/2024	10,825.60	2,165.12	12,990.72	Lighting and Illuminations Technology Ex
921/1431/24	Town Hall	106	Security	4120	921/1431/24/BMO368/Security	14/11/2024	534.50	106.90	641.40	Alarm Response
BACS	Civic	302	Chair's Allowance	4372	Mayor allowance Q3	14/11/2024	850.00	-	850.00	DD RBL MAYOR
BACS			Wages Control A/C	520	Nov Salary	15/11/2024	31,453.35	-	31,453.35	Nov Salary
357599632/24	Town Hall	106	Gas	4132	Oct Gas TH	18/11/2024	994.16	198.83	1,192.99	Total Gas & Power Ltd
DDR 18124			Creditors	501	1044610294/Barclaycard Commerc	18/11/2024			3,520.21	Barclaycard Commercial
DDR 181124			Creditors	501	357599632/24/Total Gas & Power	18/11/2024			1,192.99	Total Gas & Power Ltd
3183	Allotments	109	Repairs & Maintenance	4100	All - 2 visits in Oct	20/11/2024	537.14	-	537.14	Woodside Garden Services
Nov-24			Superannuation Control A/C	516	Pensions Nov 2024	20/11/2024	14,327.79	-	14,327.79	Royal County of Berkshire Pension Fund
BACS	Civic	302	Remembrance Day	4369	Staff & volunteer reimbursements	22/11/2024	568.45	-	568.45	DD Staff Bloom
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WO7317	26/11/2024	499.37	99.87	599.24	ARVAL
INV-1451	Parks & Bloom	103	Elms Field Maintenance	4106	INV-1451/GB0674/Elms Field Mai	27/11/2024	1,275.00	255.00	1,530.00	Larkstel
2069	F & P Administration	301	Internal Audit Fees	4381	2069/RFO164/Internal Audit Fee	27/11/2024	560.00	-	560.00	Claire Connell
10612336	Town Hall	106	Telephones	4320	10612336/Focus Group	28/11/2024	771.22	154.24	925.46	Focus Group
DDR281124			Creditors	501	10612336/Focus Group	28/11/2024			1,059.55	Focus Group
DDR			PAYE/NI Control A/C	515	HMRC	28/11/2024	9,189.17	-	9,189.17	HMRC
20440	Parks & Bloom	103	Elms Field Maintenance	4106	GB0418 Gritting	30/11/2024	772.20	154.44	926.64	Smart Group Services Ltd
20439	Market	102	Repairs & Maintenance	4100	BMO280 Gritting	30/11/2024	929.50	185.90	1,115.40	Smart Group Services Ltd
127200	Woosehill	104	Repairs & Maintenance	4100	Fire Shutter	30/11/2024	690.00	138.00	828.00	Shuratech
18709	Parks & Bloom	103	KGV & Leslie Sears Maintenance	4114	Noticeboard	30/11/2024	2,650.74	530.15	3,180.89	Greenbarnes Ltd
Std Ord	Town Hall	106	Rates	4145	Town Hall Chambers 2104329	01/12/2024	3,085.00	-	3,085.00	Wokingham Borough Council
Direct Deb	F & P Administration	301	Insurances	4382	WTC main insurance	08/12/2024	2,524.91	-	2,524.91	HISCOX
10258571	F & P Administration	301	Election & Reserve	4602	By-election 240823	11/12/2024	5,424.85	-	5,424.85	Wokingham Borough Council
NSSE-SINC24-19580	Woosehill	104	Repairs & Maintenance	4100	Reactive maintenance WH	11/12/2024	1,877.00	375.40	2,252.40	Scutum
74126	Parks & Bloom	103	Playground repairs	4316	Parks inspection	11/12/2024	605.00	121.00	726.00	The Play Inspection Company
18528	Parks & Bloom	103	Maintenance Contracts	4105	Maint contract Nov	11/12/2024	2,666.67	533.33	3,200.00	Nigel Jeffries Landscapes Limited
3916	Town Hall	106	External Cleaning	4154	Cleaning TH Nov	11/12/2024	810.03	162.01	972.04	AYS Cleaning Contractors Ltd
65399	Amenities	101	Hanging Flower Baskets	4411	Main charge Dec	11/12/2024	1,868.92	373.78	2,242.70	Windowflowers Ltd
921/1468/24	Town Hall	106	Security	4120		11/12/2024	465.00	93.00	558.00	Alarm Response
INV10534	Arts & Culture	304	Dressing the Christmas Tree	4513	Platform stage	11/12/2024	1,400.00	280.00	1,680.00	Yes Events Ltd
BACS	Civic	302	Honoraria	4371	HONONARY	13/12/2024	1,400.00	-	1,400.00	HONONARY
BACS			Wages Control A/C	520	Salary	13/12/2024	32,091.00	-	32,091.00	Salary
10004462409	Allotments	109	Water	4135	10004462409/Castle Water Limit	16/12/2024	518.03	-	518.03	Castle Water Limited
DDR161224			Creditors	501	10004462409/Castle Water Limit	16/12/2024			518.03	Castle Water Limited
74031	Personnel	201	Staff Training	4005	74031/GB0626/Staff Training	17/12/2024	2,665.00	316.00	2,981.00	The Play Inspection Company
PSI-1183528	Parks & Bloom	103	Waste Collection	4151	Waste collection Nov - TH	17/12/2024	649.11	129.82	778.93	Grundon Waste Mangement Limited
360702468/24	Town Hall	106	Gas	4132	360702468/24/Total Gas & Power	17/12/2024	1,366.62	273.32	1,639.94	Total Gas & Power Ltd
INV-1515	Parks & Bloom	103	Thames and Chiltern in Bloom	4412	INV-1515/GB0704/Thames and Chi	17/12/2024	732.00	-	732.00	A Bit of a Do
74141	Personnel	201	Staff Training	4005	RPII Exam and reg fee	17/12/2024	530.00	-	530.00	The Play Inspection Company
Dec-24			Superannuation Control A/C	516	Pension Dec 2024	17/12/2024	15,092.40	-	15,092.40	Royal County of Berkshire Pension Fund
DDR1712 24			Creditors	501	360702468/24/Total Gas & Power	17/12/2024			1,639.94	Total Gas & Power Ltd

Invoice Number	CC Description	CC Code	Nominal Code Description	Nominal	Transaction Detail	Date Paid	Net	VAT	Total	Supplier Name
DDR 181224			Creditors	501	338642/Barclaycard Commercial	18/12/2024			3,347.59	Barclaycard Commercial
AC-6641	Personnel	201	Staff Training	4005	AC-6641/TC180/Staff Training	19/12/2024	1,185.00	237.00	1,422.00	Ace Trainers Ltd
AUB13349	F & P Administration	301	Website Maintenance	4329	AUB13349/PTO155/Website Mainte	19/12/2024	599.00	119.80	718.80	Aubergine 262 Ltd
15966A	Town Hall	106	Repairs & Maintenance	4100	15966A/BMO487/Repairs & Mainte	19/12/2024	1,081.67	216.33	1,298.00	Smith & Howard Ltd
11072	Parks & Bloom	103	Playground repairs	4316	Replacement spring and federwi	19/12/2024	1,495.00	299.00	1,794.00	Redlynch Leisure
6083	Parks & Bloom	103	Repairs & Maintenance	4100	Bench install	19/12/2024	900.00	-	900.00	Jon Mott & SON
DDR			PAYE/NI Control A/C	515	HMRC	19/12/2024	11,109.75	-	11,109.75	HMRC
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WQ7317	26/12/2024	499.37	99.87	599.24	ARVAL
10645606	Town Hall	106	Telephones	4320	Line rental - TH Dec	31/12/2024	771.17	154.23	925.40	Focus Group
SIN008401	Parks & Bloom	103	Trees	4107	SIN008401/G80699/Trees	31/12/2024	2,459.26	491.85	2,951.11	Middlemarch Environmental Limited
225	Parks & Bloom	103	Repairs & Maintenance	4100	Diggere hire and labour	31/12/2024	575.00	115.00	690.00	J A Lucas
DDR 311224			Creditors	501	10645561/Focus Group	31/12/2024			1,059.49	Focus Group

Clerk's Drawings Account

List of Payments made between 01/11/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2024	Peninsula	Std Ord	167.44		HR support
01/11/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/11/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/11/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/11/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/11/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
01/11/2024	Bloom Staff	BACS	23.90		Bloom Staff
01/11/2024	DD	BACS	600.00		DD
14/11/2024	BACS P/L Pymnt Page 5142	BACS Pymnt	2,210.66		BACS P/L Pymnt Page 5142
14/11/2024	BACS P/L Pymnt Page 5144	BACS Pymnt	1,008.08		BACS P/L Pymnt Page 5144
14/11/2024	BACS P/L Pymnt Page 5147	BACS Pymnt	362.09		BACS P/L Pymnt Page 5147
14/11/2024	DD RBL MAYOR	BACS	850.00		DD RBL MAYOR
15/11/2024	Nov Salary	BACS	31,453.35		Nov Salary
20/11/2024	BACS P/L Pymnt Page 5150	BACS Pymnt	3,573.24		BACS P/L Pymnt Page 5150
20/11/2024	Castle Water Limited	DDR 201124	19.17		10003959890/Castle Water Limit
22/11/2024	DD Staff Bloom	BACS	568.45		DD Staff Bloom
25/11/2024	Castle Water Limited	DDR 251124	115.36		10004098424/Castle Water Limit
27/11/2024	BACS P/L Pymnt Page 5156	BACS Pymnt	4,239.87		BACS P/L Pymnt Page 5156
29/11/2024	DD Mince Bloom	BACS	378.60		DD Mince Bloom
30/11/2024	BACS P/L Pymnt Page 5165	BACS Pymnt	2,097.99		BACS P/L Pymnt Page 5165
01/12/2024	Peninsula	Std Ord	167.44		HR support
01/12/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/12/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/12/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/12/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/12/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
06/12/2024	DD Staff	BACS	327.32		DD Staff
11/12/2024	BACS P/L Pymnt Page 5168	BACS Pymnt	4,853.56		BACS P/L Pymnt Page 5168
13/12/2024	HOLT ALL DD	BACS	200.00		HOLT ALL DD
13/12/2024	HONONARY	BACS	1,400.00		HONONARY
13/12/2024	Salary	BACS	32,091.00		Salary
14/12/2024	HOLT VOL	BACS	157.00		HOLT VOL insurance cover
16/12/2024	Castle Water Limited	DDR 161224	175.71		10004462444/Castle Water Limit
16/12/2024	Castle Water Limited	DDR161224	518.03		10004462409/Castle Water Limit
17/12/2024	BACS P/L Pymnt Page 5173	BACS Pymnt	4,715.64		BACS P/L Pymnt Page 5173
18/12/2024	Castle Water Limited	DDR 181224	15.63		10004546068/Castle Water Limit
19/12/2024	BACS P/L Pymnt Page 5176	BACS Pymnt	2,483.61		BACS P/L Pymnt Page 5176
19/12/2024	DD Staff	BACS	318.95		DD Staff
31/12/2024	BACS P/L Pymnt Page 5182	BACS Pymnt	1,448.36		BACS P/L Pymnt Page 5182
		Total Payments	99,594.45		

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	50	30	(20)			
Amenities :- Income	0	50	30	(20)			0
4411 Hanging Flower Baskets	22,070	17,762	24,500	6,738	5,607	1,131	
4506 E Bike event	104	35	1,000	965		965	
4508 Graffiti removal	6,188	90	8,000	7,910		7,910	
4514 Christmas Light Projects	6,998	4,720	6,500	1,780		1,780	
4515 Christmas Lighting Contract	28,753	21,651	26,500	4,849	5,413	(564)	
4521 Market Place Cleaning	1,541	0	4,500	4,500		4,500	
Amenities :- Indirect Expenditure	65,654	44,258	71,000	26,742	11,020	15,722	0
Net Income over Expenditure	(65,654)	(44,208)	(70,970)	(26,762)			
<u>102 Market</u>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	33,385	40,200	6,815			
1222 Farmers /Vegan Market	1,710	780	1,850	1,070			
1275 Write off income	0	342	0	(342)			
Market :- Income	53,487	34,507	42,050	7,543			0
4100 Repairs & Maintenance	11,176	919	1,980	1,061	1,930	(869)	
4131 Electricity	749	934	1,375	441		441	
4140 Gritting	0	930	0	(930)		(930)	
4145 Rates	3,368	3,031	3,370	339		339	
4172 Licences (All)	1,565	1,120	2,550	1,430		1,430	
4327 Advertising/Marketing	1,895	618	1,000	382		382	
4620 Bad debt write off	0	1,090	0	(1,090)		(1,090)	
Market :- Indirect Expenditure	18,753	8,642	10,275	1,633	1,930	(297)	0
Net Income over Expenditure	34,734	25,865	31,775	5,910			
<u>103 Parks & 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	209	0	(209)			
1267 Bloom income	2,805	364	1,600	1,236			
Parks & Bloom :- Income	4,855	1,186	3,050	1,864			0
4008 Travel,Subsistance, Parking	0	172	0	(172)		(172)	
4100 Repairs & Maintenance	48,423	14,637	37,000	22,363	6,977	15,387	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	21,333	30,240	8,907	10,867	(1,960)	
4106 Elms Field Maintenance	43,317	7,938	29,000	21,062	1,380	19,682	
4107 Trees	24,923	19,285	35,000	15,715	2,925	12,790	10,077
4114 KGV & Leslie Sears Maintenance	1,582	1,291	1,500	209		209	
4120 Security	773	0	1,000	1,000	1,210	(210)	
4131 Electricity	484	1,728	5,000	3,273		3,273	
4135 Water	146	139	300	161		161	
4140 Gritting	0	772	0	(772)		(772)	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4151 Waste Collection	8,253	5,670	7,000	1,330	2,331	(1,001)	
4154 External Cleaning	849	1,165	0	(1,165)		(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	4,541	6,500	1,959		1,959	
4327 Advertising/Marketing	0	0	750	750		750	
4412 Thames and Chiltern in Bloom	15,458	7,536	10,000	2,464	950	1,514	
4522 Wildflower planting & Maintena	0	0	2,000	2,000		2,000	
Parks & Bloom :- Indirect Expenditure	170,177	87,709	167,640	79,931	26,640	53,291	10,077
Net Income over Expenditure	(165,323)	(86,523)	(164,590)	(78,067)			
6001 plus Transfer from EMR	15,642	10,077					
Movement to/(from) Gen Reserve	(149,681)	(76,446)					
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	16,891	13,753	22,000	8,247			
1011 Lettings-Committee Rooms	2,794	1,347	2,400	1,053			
1019 Out of hours lettings - income	1,817	958	2,000	1,042			
1020 Lettings-Upstairs Hall	5,366	4,303	5,000	697			
1030 Emmbrook Peppercorn Rent	1	1	10	9			
1256 Misc. Income	0	20	0	(20)			
Woosehill :- Income	26,869	20,382	31,410	11,028			0
4100 Repairs & Maintenance	12,986	6,182	9,900	3,718	3,658	59	
4109 Health & Safety Surveys	0	495	1,250	755	225	530	
4120 Security	5,258	3,401	4,000	599	741	(142)	
4131 Electricity	934	1,228	1,650	422		422	
4132 Gas	1,488	851	1,430	579		579	
4135 Water	413	440	715	275		275	
4145 Rates	3,196	3,164	3,520	356		356	

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4150 Cleaning Materials	57	798	600	(198)		(198)	
4151 Waste Collection	1,138	618	1,100	482	906	(424)	
4154 External Cleaning	1,328	2,060	3,000	940	1,177	(237)	
4320 Telephones	822	1,006	600	(406)		(406)	
4382 Insurances	452	0	300	300		300	
4620 Bad debt write off	0	100	0	(100)		(100)	
Woosehill :- Indirect Expenditure	28,073	20,344	28,065	7,721	6,707	1,014	0
Net Income over Expenditure	(1,204)	38	3,345	3,307			
<u>106 Town Hall</u>							
1010 Lettings-Main Hall	3,572	3,300	3,900	600			
1011 Lettings-Committee Rooms	2,979	2,531	2,500	(31)			
1012 Lettings-Kitchen	76	277	200	(77)			
1013 Lettings-Council Chamber	487	158	700	542			
1014 Lettings-Annexe	528	290	800	510			
1015 Lettings-Jubilee Room	737	263	1,160	897			
1016 Wedding Income	13,957	18,492	15,500	(2,992)			
1017 Information Centre Income	17	6	0	(6)			
1025 Letting Fees - All Tenants	93,390	66,293	93,390	27,097			
1026 Service Charges - All Tenants	4,430	3,435	7,420	3,985			
1027 Insurance Recharge - All Tenan	6,179	6,469	0	(6,469)			
1028 Utility Recharge - DT Brands	0	11,635	0	(11,635)			
1158 Banner Income	300	300	0	(300)			
1256 Misc. Income	3,158	0	0	0			
1258 Equipment Hire (Bookings)	383	491	1,200	709			
1260 Hospitality Income	2,424	1,177	2,500	1,323			
1261 Citizenship Ceremonies	1,600	800	1,590	790			
1262 Wedding catering income	8,028	5,850	5,000	(850)			
1275 Write off income	0	549	0	(549)			
Town Hall :- Income	142,245	122,316	135,860	13,544			0
4100 Repairs & Maintenance	38,987	21,938	28,050	6,112	4,896	1,216	
4109 Health & Safety Surveys	1,445	5,075	2,700	(2,375)	1,890	(4,265)	
4120 Security	5,500	4,389	6,000	1,611	1,495	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	5,782	7,700	1,918		1,918	
4135 Water	(4,583)	660	8,730	8,070		8,070	
4145 Rates	25,176	27,764	30,850	3,086		3,086	
4150 Cleaning Materials	2,251	1,846	2,000	154	139	15	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	1,268	468	1,500	1,032	332	700	
4154 External Cleaning	8,413	5,936	8,180	2,244	4,132	(1,888)	
4172 Licences (All)	295	0	3,500	3,500		3,500	
4302 Town Hall Structural Repairs	0	0	30,000	30,000	6,315	23,685	
4325 Town Hall Equipment Purchases	630	797	1,000	203	279	(76)	
4332 Function costs	3,058	2,868	2,250	(618)	867	(1,485)	
4398 Wedding external catering	4,419	2,010	4,000	1,990	640	1,350	
4620 Bad debt write off	0	315	0	(315)		(315)	
Town Hall :- Indirect Expenditure	100,238	93,657	148,660	55,003	21,985	33,018	0
Net Income over Expenditure	42,007	28,659	(12,800)	(41,459)			
6001 plus Transfer from EMR	6,823	0					
6002 less Transfer to EMR	(6,664)	0					
Movement to/(from) Gen Reserve	55,494	28,659					
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	10,151	0	(10,151)			
1203 Allotment Rents	17,164	16,814	17,000	186			
1256 Misc. Income	209	2,833	0	(2,833)			
Allotments :- Income	65,983	29,798	17,000	(12,798)			0
4100 Repairs & Maintenance	52,966	7,334	7,700	366	4,828	(4,462)	
4101 Competitions	968	630	700	70	91	(21)	
4105 Maintenance Contracts	0	3,760	3,760	0		0	
4135 Water	2,033	1,551	4,250	2,699		2,699	
4146 St Pauls Gate Rental	72	0	80	80		80	
4154 External Cleaning	0	2,570	4,500	1,930		1,930	
Allotments :- Indirect Expenditure	56,038	15,845	20,990	5,145	4,919	226	0
Net Income over Expenditure	9,945	13,954	(3,990)	(17,944)			
<u>120 Amenities Capital</u>							
4309 Footpath Upgrade	26,764	0	0	0		0	
4313 Playground Upgrades	46,379	0	40,000	40,000	540	39,460	
Amenities Capital :- Indirect Expenditure	73,143	0	40,000	40,000	540	39,460	0
Net Expenditure	(73,143)	0	(40,000)	(40,000)			
6001 plus Transfer from EMR	26,764	0					
Movement to/(from) Gen Reserve	(46,379)	0					

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	3,303	0	(3,303)			
Personnel :- Income	560	3,303	0	(3,303)			0
4000 Basic Pay	402,160	352,359	476,500	124,141		124,141	
4001 Overtime Pay	20,681	14,414	20,750	6,336		6,336	
4002 NI Costs	36,413	32,849	45,000	12,151		12,151	
4003 Pension Costs	108,485	95,996	125,000	29,004		29,004	
4004 Personnel Services Contracted	1,674	1,256	3,670	2,414		2,414	
4005 Staff Training	7,616	8,255	7,250	(1,005)	595	(1,600)	
4006 Recruitment	(117)	150	1,000	850	40	810	
4010 Councillor Training	643	30	1,500	1,470	600	870	
4011 PPE and workwear	0	1,280	750	(530)	100	(630)	
Personnel :- Indirect Expenditure	577,555	506,588	681,420	174,832	1,335	173,497	0
Net Income over Expenditure	(576,995)	(503,285)	(681,420)	(178,135)			
<u>301 F & 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	31,223	23,200	(8,023)			
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	1,370,457	1,337,606	1,450,467	112,861			0
4007 Car Allowances	1,239	413	1,240	827		827	
4008 Travel,Subsistance, Parking	4,432	2,846	3,000	154		154	
4009 Van hire costs	6,022	4,494	10,500	6,006		6,006	
4145 Rates	12,135	7,545	14,246	6,701		6,701	
4150 Cleaning Materials	1,034	0	0	0		0	
4310 IT subscriptions	1,958	6,652	8,500	1,848	2,189	(341)	
4311 Office Equipment Maintenance	0	17	2,180	2,163		2,163	
4317 Office equip purchases	0	576	2,500	1,924		1,924	
4320 Telephones	12,165	9,491	7,500	(1,991)	318	(2,309)	
4321 Stationery	0	736	1,500	764	31	732	
4322 Office Supplies	3,076	721	1,500	779	51	729	
4323 Postage	428	4	800	796	32	765	
4324 Photocopier Lease	1,678	818	1,560	742		742	
4326 Subscriptions	17,351	6,653	12,300	5,647	4,115	1,532	
4327 Advertising/Marketing	2,055	1,750	5,180	3,430	121	3,309	
4329 Website Maintenance	400	599	1,200	601		601	
4344 Strategic Marketing	5,014	4,391	4,000	(391)	1,300	(1,691)	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

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	2,143	8,000	5,857	2,035	3,823	
4380 External Audit Fees	2,200	0	2,000	2,000	2,100	(100)	
4381 Internal Audit Fees	1,131	340	2,000	1,660	1,340	320	
4382 Insurances	30,287	23,412	28,600	5,188	7,174	(1,986)	
4383 Bank Charges	678	476	1,000	524		524	
4395 Photocopier Usage	1,019	536	1,200	664		664	
4396 Publications	0	0	300	300		300	
4602 Election & Reserve	40,875	(2,575)	8,500	11,075		11,075	
4990 CIL Expenditure reserve	0	19,490	160,000	140,510	18,053	122,458	
F & P Administration :- Indirect Expenditure	150,735	91,529	289,306	197,777	38,859	158,919	0
Net Income over Expenditure	1,219,723	1,246,078	1,161,161	(84,917)			
6001 plus Transfer from EMR	32,875	0					
6002 less Transfer to EMR	126,344	0					
Movement to/(from) Gen Reserve	1,126,253	1,246,078					
<u>302 Civic</u>							
4328 Computer Software/ App update	0	720	0	(720)		(720)	
4333 Newsletter	5,211	5,034	5,500	466		466	
4362 Civic Receptions	1,198	161	900	739		739	
4365 Heritage Day	3,205	3,138	3,850	712	131	581	
4369 Remembrance Day	2,911	792	3,200	2,408	2,080	328	
4370 Christmas Music	0	0	1,250	1,250		1,250	
4371 Honoraria	1,400	1,400	1,500	100		100	
4372 Chair's Allowance	1,750	2,475	3,500	1,025		1,025	
4373 Civic Transport	0	35	100	65		65	
4374 Official Gifts	229	155	500	345		345	
4375 Christmas Cards	278	80	300	220		220	
4376 Insignia & Dress	3,800	1,147	3,000	1,853		1,853	
4377 Civic Awards	1,279	165	2,000	1,835	250	1,585	
4378 Silver Talks	71	23	150	127	43	84	
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	275	10,000	9,725		9,725	
4530 Museum Open Days	0	154	1,000	846		846	
4531 Wokingham Remembers	0	0	1,500	1,500		1,500	
Civic :- Indirect Expenditure	24,593	22,488	47,425	24,937	2,504	22,433	0
Net Expenditure	(24,593)	(22,488)	(47,425)	(24,937)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1256 Misc. Income	0	5,825	0	(5,825)			
Highways and Planning :- Income	2,056	9,269	2,940	(6,329)			0
4111 Bus Shelter Repairs	696	575	3,000	2,425	313	2,113	
4529 Cycle lockers	1,901	787	2,640	1,853		1,853	
Highways and Planning :- Indirect Expenditure	2,597	1,362	5,640	4,278	313	3,966	0
Net Income over Expenditure	(541)	7,907	(2,700)	(10,607)			
Grand Totals:- Income	1,672,597	1,565,329	1,687,857	122,528			
Expenditure	1,460,055	1,095,746	1,737,205	641,459	177,335	464,123	
Net Income over Expenditure	212,541	469,582	(49,348)	(518,930)			
plus Transfer from EMR	83,585	10,077					
less Transfer to EMR	119,680	0					
Movement to/(from) Gen Reserve	176,446	479,659					

Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	49,405	
105	VAT Control Account	3,167	
108	Market Debtors	858	
109	Allotment Debtors	2,540	
110	Prepayments	26,747	
201	F & GP + Current Account	1,096,309	
202	Clerk's Drawings Account	7,362	
209	RYND	18,464	
210	Petty Cash	216	
211	Office 2 (Michael Cragg)	828	
212	CCLA Public Sector deposit fun	440,000	
Total Current Assets			1,645,896
<u>Current Liabilities</u>			
501	Creditors	860	
502	Receipts in Advance	750	
504	RYND Creditor	18,464	
508	Office 2 Michael Cragg	828	
561	Hire Deposits Town Hall	1,100	
562	Hire Deposits Woosehill	1,200	
564	Long Term Key & Damage Deposit	2,625	
Total Current Liabilities			25,827
Net Current Assets			1,620,069
Total Assets less Current Liabilities			1,620,069
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	469,582	
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	
Total Equity			1,620,069

Note that the council holds units in the CCLA Local Authority Property Fund which are held off balance sheet (and recorded in the asset register). Mid-value as at 31st Dec 2024 was £92,729.89

Cost centre	Current Approved Budget	Profilled budget	Actuals	Current variance	Expected Year End	Year End Expected Variance	Comments on variance
Allotments							
Expenditure	20,990	15,743	15,845	103	27,210	(6,220)	Expenditure offset against S106 funding (already received)
Income	(17,000)	(29,798)	(29,798)	(12,798)	(30,043)	(3,043)	Includes S106 funding for allotment works & Network Rail penalty received for over-run of works (to reserve for allotments OR/ LR)
Net	3,990	(1,258)	(13,953)	(12,696)	(2,833)	(6,823)	
Amenities							
Expenditure	71,000	53,250	44,258	(8,992)	67,802	3,198	Monies spent on Christmas lighting project & hanging baskets, remaining profilled evenly; Additional planters at station
Income	(30)	-	(50)	(50)	(50)	(20)	Installation of hanging basket bracket for shop
Net	70,970	53,250	44,208	(9,042)	67,752	(3,218)	
Amenities Capital							
Expenditure	40,000	-	-	-	40,000	-	Orig budget £70k. TH structural repair budget £30k transferred to 106 Town Hall; Possible spend on LS upgrade/ JP roundabout, but any balance to Playground reserve at year end
Income	-	-	-	-	-	-	
Net	40,000	-	-	-	40,000	-	
Arts & Culture							
Expenditure	119,615	102,415	104,655	2,240	118,867	2,748	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 Lunar New Year (LNY) and administrative expenses eg website maintenance/ licences.
Income	(5,050)	(5,050)	(6,910)	(1,860)	(7,188)	(2,138)	Income received for Fun Day, Book Festival and table top. Further income to be received from LNY.
Net	114,565	97,365	97,745	380	109,679	(4,866)	
Civic							
Expenditure	47,425	24,457	22,487	(1,970)	29,422	18,003	Expenditure for Beating the Bounds, Newsletter, Mayors Sunday, Heritage Open Day, Remembrance - Invoices still to be received for Remembrance road closure, Civic awards and Christmas Music. Underspend expected for Insignia & dress/ Museum accreditation
Income	-	-	-	-	-	-	
Net	47,425	24,457	22,487	(1,970)	29,422	(18,003)	
F & P Administration							
Expenditure	289,306	125,480	91,528	(33,952)	156,194	133,112	Invoice by-election costs £5,400 vs £8k accrued, agreed CIL spend Woosehill chairs £8k and doors £10k noticeboard £1400, remainder of CIL income received to reserve; Insurance & Professional fees overspend
Income	(1,450,467)	(1,328,394)	(1,337,607)	(9,213)	(1,342,863)	107,604	All expected precept received. CIL income below budgeted level.
Net	(1,161,161)	(1,202,914)	(1,246,079)	(43,165)	(1,186,669)	(25,508)	
Grants							
Expenditure	107,169	100,169	98,669	(1,500)	105,169	2,000	£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)	105,169	(2,000)	
Highways and Planning							
Expenditure	5,640	4,230	1,362	(2,668)	13,214	(7,574)	Bus shelter repairs and cycle locker profilled evenly - used as required. Awaiting invoice for gateway and speed signage (agreed in year spend). Wellington Road bus shelter repair offset by insurance claim (less £250 excess)
Income	(2,940)	(2,940)	(9,269)	(6,329)	(6,006)	(5,066)	Includes bus shelter insurance settlement, cycle lockers - any unspent 3 year grant to be prepaid to 2025/6
Net	2,700	1,290	(7,907)	(9,197)	5,208	2,508	
Market							
Expenditure	10,275	7,706	8,642	936	14,593	(4,318)	Higher electricity costs, plus grifting costs not included in budget. Bad debt write off.
Income	(42,050)	(31,538)	(34,507)	(2,970)	(44,884)	(2,834)	Best assumption of year end, may be some impact from SSE works/ lower football on new trader bookings
Net	(31,775)	(23,831)	(25,865)	(2,034)	(30,291)	1,484	
Parks & Bloom							
Expenditure	167,640	125,730	87,710	(38,020)	160,589	7,051	Budget profilled evenly but this does not take account of seasonal expenditure on items such as tree works. Forecast underspend on Elms Field maintenance - budget 25/6 reduced
Income	(3,050)	(2,288)	(1,186)	1,102	(2,286)	764	Lower income from Bloom than budgeted
Net	164,590	123,443	86,524	(36,919)	158,303	(6,287)	Excludes £10,077 - Transfer from EMR for tree spend incurred in early April 2024
Personnel							
Expenditure	681,420	511,065	506,589	(4,476)	672,039	9,381	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
Income	-	-	(3,303)	(3,303)	(3,303)	(3,303)	Museum Officer internship grant from Reading University, plus income from training courses for spaces made available to other councils
Net	681,420	511,065	503,286	(7,719)	668,736	(12,684)	
Town Hall							
Expenditure	148,660	111,495	93,657	(17,838)	156,234	(7,574)	Higher electricity and gas charges, additional H&S surveys, additional external cleaning costs. But lower water and licence fees
Income	(135,860)	(101,895)	(122,316)	(20,421)	(152,880)	(17,020)	Utility recharges, Higher than budgeted Hall hire offsets shortfalls in other room income. Wedding bookings are at 35 for financial year
Net	12,800	9,600	(28,659)	(38,259)	3,354	(9,446)	
Woosehill							
Expenditure	28,065	21,049	20,344	(705)	30,756	(2,691)	Additional R&M costs incurred - replacement sink & cooker, cleaning materials exceed budget due to price increases; higher Wi-fi connection costs
Income	(31,410)	(23,558)	(20,382)	3,176	(27,340)	4,070	Budget profilled evenly, shortfall of hirer income vs budget
Net	(3,345)	(2,509)	(39)	2,470	3,416	6,761	
TOTAL							
Expenditure	1,737,205	1,202,768	1,095,746	(107,042)	1,590,089	147,116	Annual budget meetings with officers take place in September / October. A clearer view of expected variances by year end will be available from this point.
Income	(1,687,857)	(1,512,662)	(1,565,328)	(49,364)	(1,618,843)	69,014	
Net	49,348	(309,874)	(469,584)	(159,709)	(28,754)	(78,102)	Net return to reserves projected at year end

Statement of Account

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

5 January 2025

Account name: **WOKINGHAM TOWN COUNCIL-WOKINGHAM TOWN COUNCIL**
Account number: **LA3077623-001**
Statement period: **30/11/2024 to 31/12/2024**

Account summary

Total valuation as at 31 December 2024 **£92,792.89**
Total valuation as at last statement at 30 November 2024 **£92,395.69**

Holdings as at 31 December 2024

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	33,144.0000	2.799689	92,792.89	2.756294	91,354.61

	Mid Value	Bid Value
	£92,792.89	£91,354.61

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

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

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

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

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

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

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

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

CIL monitoring report – December 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	£60,980	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)		
			£1,377.25 (Spend 2024-25)	New noticeboard for Norreys Avenue (Res. 30923, Sept 2024 F&P meeting)		
April 2023	£101,054	£2,281,523	Nil		£162,034	April 2028
October 2023	£25,290	£2,306,813	Nil		£187,324	October 2028
April 2024 (received 1 st May 2024)	£32,035	£2,338,848	Nil		£219,359	April 2029
October 2024	£45,892	£2,384,740	Nil		£265,251	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 – awaiting invoice from WBC)	Resolution 30879 (Full Council 9 July 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 203544 - £114,025	£130,381
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 213975 - £54,687 220344 - £12,709 221890 - £16,335 232002 - £3,942 232380 - £7,644 231573 - £11,393 231631 - £2,911 232361 - £15,535 232241 - £20,539 242171 - £17,912 230811 - £227,519 240903 - £4,103 242533 - £2,592	£439,580



Wokingham Town Council

Town Clerk's Report 02/2025

To: Finance and Personnel Committee

Date: 21st January 2025

Subject: CIL co-funding requests

1 PURPOSE OF REPORT

1.1 To consider and resolve upon four CIL co-funding requests received from WBC

2 BACKGROUND

2.1 In late October 2024, Wokingham Town Council received four CIL co-funding requests from Wokingham Borough Council.

2.2 The funding requests received are summarised as follows:

Request ref	Detail	Sum requested
1	A329 Reading Road Toucan crossing close to Mill Close	£50,000
2	Warren House Road – zebra crossing facility	£30,000
3	Wiltshire Road – zebra crossing facility	£30,000
4	Wayfinding – digital display upgrade	£30,000

2.3 Items 1 to 3 were received and reviewed by the Planning and Transportation Committee and their meeting on 17th December 2024. The committee recommended supporting project 1. The committee were supportive of projects 2 and 3 but understood that funding had already been allocated for these projects and were concerned that funds provided by the town council would only effectively release WBC allocated funds to be spent elsewhere. Project 4, not being directly related to P&T, was not reviewed by the committee.

3 CURRENT POSITION

3.1 Wokingham Town Council currently has approximately £250,000 of CIL funding in its accounts, and expects to receive further CIL funds over the coming months and years (subject to their being no changes to the current legislation covering the CIL 'top slice')

3.2 Whilst these funds are currently unallocated, the council has received other requests for CIL funding and is able to invest CIL funds on upgrading existing infrastructure such as play areas and parks.

4 FOR CONSIDERATION

4.1 To consider each request from WBC, plus any additional information sourced by the Town Clerk, and the recommendations from the P&T Committee

5 FINANCIAL IMPLICATIONS

- 5.1 Support of these projects will reduce the level of CIL funds currently at the town council's disposal.

6

NEXT STEPS

- 6.1 To consider each request from WBC and the recommendations from the P&T Committee and to resolve whether or not to financially support the request (or recommend to Full Council the financial support for the request, see 4.2 below).
- 6.2 Subject to a decision on item 6.1, to agree or recommend a level of funding (if funding to be provided exceeds the committee limit of £25,000)

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



WBC Service Area	Highways and Transport
Bid Officer Name	Rob Curtis
Contact phone number	0118 237 8518
Contact email address	Robert.curtis@wokingham.gov.uk

Project

<ul style="list-style-type: none"> • Project Bid Title • Summary / project outline • Reason for requesting external funding • Implications for not securing co-funding 	<p>Toucan Crossing - A329 Reading Road at Woosehill roundabout close to Mill Close</p> <p>This Toucan will enable pedestrians and cyclists to cross the A329 close to the Woosehill Roundabout. This reduces reliance on the subway which is an unattractive and less direct route for many journeys and is also not appropriate for use by cyclists.</p> <p>External funding is sought to cover additional costs which have been encountered through the design process. Without this funding it might be possible to reallocate from other budgets, however this will lead to other projects on the programme not progressing.</p>
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Costing details

Project Cost	£235,000 (est)
Funds Requested	£50,000
Timescale for Delivery	Detailed design is almost completed; it is our intention to deliver by the end of March 2025.
Proposed Funding Breakdown <ul style="list-style-type: none"> • Other Funding Streams Identified • Other Town/Parish councils being asked to contribute 	£185k Capital funding has been secured from the Borough Council's safer routes to school programme.

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Page 1 of 4

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:

developer.contributions@wokingham.gov.uk



Mandate

<p>What positive difference will the bid project make? How many residents would benefit and how? What local issues will the project address? Is the project part of a wider long-term plan for the Borough?</p>	<p>The crossing will enable people to cross the A329 more easily at this location. It will encourage people to walk and cycle more and is part of a key link for people from the north of the road to access the facilities in Woosehill and for people from the southern side to access the Embrook and Holt Schools as well as Cantley park and other facilities.</p> <p>The crossing was an aspiration of the Greenways project and will also be the first element of the Reading Road Cycle Link which has been designed by Wokingham BC using Active Travel England Funding.</p>
<p>Have any residents or local stakeholders been involved in discussions to date? If so, what was the response received? (attach summary)</p>	<p>The project along the Reading Road has been consulted on using WBC's Engage platform, and feedback has been used to develop the plans for the crossing.</p>

<p>Have you had discussions with the Parish/Town Councils</p>	<p>Y/N</p>
<p>If No state, why?</p>	<p>The Town Council has been involved in the development of the Local Cycling and Walking Infrastructure Plan (LCWIP) and has been consulted on all phases of the Reading Road scheme, with one of its Town Councillors feeding in comments and helping to shape the plan for Reading Road in the future. However, the funding element of this particular scheme has not been discussed with the Town Council yet as the cost for delivery is only just emerging, with a detail cost estimate expected in the next few weeks.</p>

UNCLASSIFIED

Page 2 of 4

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



Summary/Other supporting information

<p>Use this box to summarise/add any information not included above</p>

Section 2 – To be filled by the Parish/Town Councils

Would like to Co-fund this project	<input type="checkbox"/>
If you are willing to CIL Co-fund <ul style="list-style-type: none"> • How much do you intend to Co-fund? • Parish Contact details 	
No to CIL Co-fund	<input type="checkbox"/>
<ul style="list-style-type: none"> • If possible, please explain why you are not willing to Co-fund? • Do you require more information? 	
Potential future interest in CIL Co-funding	<input type="checkbox"/>

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



<ul style="list-style-type: none">• If interested in WBC contacting in future years regarding this CIL co-funding project, please indicate timescale	
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REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



WBC Service Area	Highways and Transport
Bid Officer Name	Rob Curtis
Contact phone number	0118 237 8518
Contact email address	Robert.curtis@wokingham.gov.uk

Project

<ul style="list-style-type: none"> • Project Bid Title • Summary / project outline • Reason for requesting external funding • Implications for not securing co-funding 	<p>Wokingham Town Centre Wayfinding.</p> <p>There is a scheme to deliver signing around Wokingham Town Centre (plus 3 additional rail stations in the borough) which includes 4 “totems” which are map-type signs that enable visitors to negotiate the town. An opportunity exists (subject to planning permission) to upgrade these to digital signs with display screens which will make it possible to add bespoke messaging and local advertising (e.g. for events). There are also a number of map signs proposed for car parks and finger posts around the town to direct people to various destinations; the funding available will enable the core of these of these works to be complete but additional funds will allow us to serve additional car parks and increase the number of fingers posts we are able to provide.</p> <p>The borough has pooled 3 separate funding sources to fund the scheme in its current guise but is unable to fund the upgrade of the totems and add further finger posts and map-signs in all car parks.</p>
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Costing details

Project Cost	£110,000
Funds Requested	£30,000
Timescale for Delivery	The tender exercise has been completed and supplier is due to produce the infrastructure shortly. If digital signage is requested we would deliver by the end of March 2025 assuming planning permission is granted within these timescales.

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Page 1 of 4

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



<p>Proposed Funding Breakdown</p> <ul style="list-style-type: none"> • Other Funding Streams Identified • Other Town/Parish councils being asked to contribute 	<p>£110k Capital funding has been secured from a combination of S106, regeneration budget and a grant from South Western Railways.</p>
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Mandate

<p>What positive difference will the bid project make? How many residents would benefit and how? What local issues will the project address? Is the project part of a wider long-term plan for the Borough?</p>	<p>Wayfinding is key to the success of a town centre as it enables people to find relevant locations on foot and potential explore areas of the town that might otherwise be overlooked by people new to the area. By upgrading to a digital screen in some locations it will also allow both councils to deliver messaging and highlight particular events, offers and services which could benefit businesses as well as visitors to the town.</p>
<p>Have any residents or local stakeholders been involved in discussions to date? If so, what was the response received? (attach summary)</p>	<p>The Town Council clerk has been integral to developing the scheme; in addition, we have worked with town centre businesses to gather their views and produce a scheme which meets their requirements.</p>

<p>Have you had discussions with the Parish/Town Councils</p>	<p>Y/N</p>
---------------------------------------------------------------	------------

REQUEST FOR CIL CO-FUNDING BIDS

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developer.contributions@wokingham.gov.uk



If No state, why?	<p>The Town Council has been involved in the scheme since its original inception in 2017, when the first totem in the borough was installed. The current plans have been developed with the clerk's involvement, however, having just appointed the supplier, we are now aware of the digital offer they are able to provide and want to make this available to the Town Council should it wish to upgrade the planned signage.</p>
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Summary/Other supporting information

Use this box to summarise/add any information not included above

Section 2 – To be filled by the Parish/Town Councils

Would like to Co-fund this project	<input type="checkbox"/>
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REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



<p>If you are willing to CIL Co-fund</p> <ul style="list-style-type: none"> • How much do you intend to Co-fund? • Parish Contact details 	
<p>No to CIL Co-fund</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If possible, please explain why you are not willing to Co-fund? • Do you require more information? 	
<p>Potential future interest in CIL Co-funding</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • If interested in WBC contacting in future years regarding this CIL co-funding project, please indicate timescale 	



RE: Wokingham map updates

From Jessica Edwards <Jessica.Edwards@wokingham.gov.uk>

Date Tue 2024-12-10 15:00

To Katy Hughes <khughes@wokingham-tc.gov.uk>

Cc Robert Curtis <Robert.Curtis@wokingham.gov.uk>

 1 attachment (6 MB)

Trueform Digital Display Projects (2024).pdf;

Hi Katy,

I do apologise for the delay in getting back to you on this. There was a delay in getting this information from the supplier and there was some annual leave in the team.

Please find the information below that I was provided by the supplier:

- **Spec:**
 - Touch and Non-Touch specification:
 - Resolution: 1920x1080 (HD)
 - Automatic adjustable brightness with ambient light sensor
 - Full colour, commercial grade screens
 - Device to be run on a metered supply
 - Optional integrated speakers – 2 x 20w
 - Anti-glare screen to allow content to be displayed and read in direct sunlight
 - IK08 ruggedised vandal resistant hardware with external anti-graffiti finish
 - IP66 external grade weather proof displays
 - Extreme external operating temperature range allow for device and internal components to operate fully under any weather conditions
 - Operating temperature: -20C – 50+ degrees centigrade
 - Operating humidity: 5% - 98%
 - Hidden secure weatherproof lockable compartment for access to ports and other electronic items
 - Applicable to Touch option:
 - 10-point touch screen providing response times of <20ms and accuracy within 2mm
- **Images:** see attached example digital display projects – specifically, see pages 14, 25 & 30
- The screens can also be used for council messaging / local advertisement of council events

Thanks,
Jess

Jessica Edwards
Transport Planning

Wokingham Borough Council



Digital Display Projects

Bespoke Manufacturing & Assembly Services



A Pioneering Manufacturing & Technologies Company

trueform
DIGITAL

BESPOKE MANUFACTURING SERVICES FOR PRODUCTS & STRUCTURES

Trueform are the leading manufacturer of custom manufactured structures, including signage, street furniture, airport products, shelters, canopies, wayfinding and digital signage.

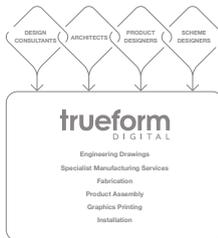
Working in collaboration with architects, scheme designers, main contractors and transport authorities, Trueform has over 40 years of experience, with over 150,000 structures installed worldwide.

Bespoke Manufacturing Services

Trueform's comprehensive in-house engineering and manufacturing facilities enables the timely, cost effective supply and installation of manufactured architectural products and structures to suit any client requirements.

Over the years Trueform have provided award winning products and structures for a wide range of applications. All of Trueform's structures are fully engineered to the highest standards and can be supplied in a range of elegant, robust materials and finishes to suit individual architectural requirements and to exceeding customer requirements.

Our many years of experience enables us to provide high quality bespoke products that are easy and cost effective to instal, erect and maintain.



CERTIFICATIONS & QUALIFICATIONS

- Quality Management ISO 9001:2015
- Environmental Management ISO 14001:2015
- Health & Safety Management ISO 45001
- Open Reach Installation Qualified
- CE Certified
- Sentinel – Network Rail Safety Scheme
- RISQS – Railway Industry Qualification
- CSCS – Construction Skills Certification Scheme
- CHAS – Contractors Health & Safety Scheme
- Construction Line
- Livyts NERS – National Electrical Register's Scheme
- CHSG – Construction Health & Safety Group





TRANSPORT FOR LONDON

Tuform have a highly successful, long standing track record of high quality and on-time delivery across a variety of contracts for TfL. With a relationship dating back over 30 years, Tuform have been at the forefront of TfL's transport infrastructure design and manufacture across all modes. This includes pioneering work in the deployment of bus shelters, wheelchair ramps, digital displays, seating and much more, all custom designed for TfL, and built with the on-street environment in mind.

With over 50,000 assets deployed across Greater London, Tuform's work with TfL showcases a breadth of design and manufacturing experience, and the capability to adapt to a client's specific needs. In addition, the projects highlight Tuform's commitment to innovation within the public transportation, healthy streets and smart city sectors.





HEATHROW AIRPORT

Trueform have provided a range of electronic flight information units to BAA Heathrow Airport. Scope of works included full design, manufacturing and installation and commissioning of the FIDS units each containing 4 x 57" TFT Screens and include all necessary cooling units, electrical and data management and distribution systems. The design specification for these units required them to be IP65 for external installation and to have laminated bomb blast resistant safety glass and bespoke stainless steel freestanding structures.



COAL DROPS YARD, KINGS CROSS

Another successful Trueform Digital DOOH deployment – Trueform's 65" outdoor digital totems have been supplied and installed at the prestigious Coal Drops Yard retail development, King's Cross, London. Trueform were commissioned to manufacture and install these bespoke totems, specifically designed for outdoor use, and to include LED illuminated side trims. Designed to blend into the unique aesthetic of the space.





CALEDONIAN SLEEPER

Manufactured by Triform, these interactive digital kiosk for Network Rail's Caledonian Sleeper Rail feature WiFi, CCTV and a fully interactive 48 inch touchscreen. They provide real time information, journey planning, general news, announcements and advertising as well as providing customer support including video chat and audio so that passengers might communicate and interact with staff at the business HQ.



CAMMAX IPOINT, BRISTOL

In a bid to reduce boarding times and make it easier for passengers to purchase tickets, Cammax appointed Triform to supply state-of-the-art iPoint SMART ticket vending machines that are deployed at every Metrobus stop along new routes.

The first iPoint ticketing machines were installed at Long Ashton Park and Ride facility earlier this year and were extensively tested to make sure they function in all weather conditions.

The Cammax iPoint machines will offer a range of services for bus passengers, whether they are getting on a Metrobus or not. People will be able to purchase tickets for the Metrobus as well as topping up their smart cards. The iPoints will also serve as an emergency point and relay real time bus information.



DIGITAL DISPLAY BENEFITS

- 

Sunlight Visible
High brightness display allows for images to be easily seen even in direct sunlight.
- 

Weatherproof Enclosures
Ruggedised enclosures designed for long lasting outdoor performance.
- 

Interactive Touch
Enables easy access to live mapping, city directions, information and services.
- 

Data Analytics
Collect customer data in real time - without intruding on privacy.
- 

Connectivity Internet Enabled
Connect your personal device to free ultra-fast WiFi hotspot via a secure wireless network.
- 

Temperature Management Control
Operating in tough conditions up to 50°C in direct sunlight.
- 

After Operation
Reliable providing 24/7 operation and customer support.
- 

Smart Sensors
Incorporating a range of sensors that collect data from various factors.
- 

USB Device Charging
Safely charge devices using USB ports.
- 

Announcements & Advertising
HD outdoor digital display screen platform for advertising, wayfinding and public announcements.
- 

Information & Assistance
Designated information help point with access to emergency services.
- 

Custom Colour & Branding
Choose from a wide range of enclosure colours to suit your specific branding.

SUSTAINABLE DESIGN PRACTICE

During product development, our designers and engineers look at ways to reduce waste material during manufacture and installation.

Our designers also recommend alternative materials that would do the same purpose but is more environmentally sourced or friendly. We encourage and reward our customers by ordering in bulk to reduce our environmental impact.

We take into account issues such as robustness, modularity, in situ parts replacement, whilst still maintaining full compatibility with current and future communications technologies, methods of displaying information and other innovative solutions. No need to replace the bus stop infrastructure to upgrade or adapt for new technologies.

Transform uses 'cradle-to-cradle' design methodologies; all signage products are designed to use recycled / recyclable materials to ensure zero waste to landfill and minimise the use of raw materials. The materials are recycled / re-used repeatedly with no impact on quality.

Constructed from recycled / recyclable materials which are proven to withstand extremes of climate, reduced maintenance levels, providing a cost saving whilst reducing overall material consumption throughout the useful life time of the product. We have also invested and developed a range of sustainable lighting and display systems to limit energy consumption and solar power options.



Contact our sales office on **020 8561 4959**, email us at sales@trueformdigital.com
or visit www.trueformdigital.com for more information on any of our products



Trueform Digital | Unit 11 Pasadena Close | Hayes | Middlesex | UB3 3NQ
Follow us [@TrueformDigital](https://twitter.com/TrueformDigital)

trueform

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:

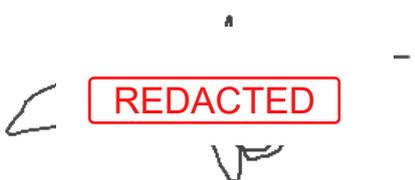
- * Letters evidencing other funding
- * Copies of plans for the project or event
- * Copies of any necessary permissions required to run the project or event

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



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

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

Your Job Title / Role

Address

Email *

Phone *

Project / event title *

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



Wokingham Town Council

Town Clerk's Report 01/2025

To: Finance and Personnel Committee

Date: 21st January 2025

Subject: Grant matter

1 PURPOSE OF REPORT

1.1 To consider and resolve upon a matter relating to the grant paid to the Wokingham Lions Club for the cancelled 2024 Winter Carnival event.

2 BACKGROUND

- 2.1 In May 2024, Wokingham Town Council paid over grant funds to Wokingham Lions for three events in 2024-25, including £16,000 to support the set-up costs for the Wokingham Winter Carnival 2024.
- 2.2 The event, scheduled for Sunday 24th November, was cancelled on health and safety grounds, two days in advance on Friday 22nd November, due to Storm Bert.
- 2.3 The Town Clerk and Chair of F&P Committee, Cllr Maria Gee, met with representatives from the Wokingham Lions in December 2024. In January 2025, Wokingham Lions provided the Town Clerk with a breakdown of the income received and costs incurred for the cancelled event.

3 CURRENT POSITION

- 3.1 Wokingham Lions reported £17,875 in retained income for the event, including £16,000 from the town council and £1,875 from other supporters.
- 3.2 Wokingham Lions reported £14,597 in upfront costs that they were unable to recover due to the late nature of the cancellation, including entertainment, stage and PA, printing costs, WBC licensing, radio hire and PayPal refund costs.
- 3.3 Wokingham Lions have asked that the council cover all the unrecoverable costs from the town council's grant, leaving a balance of £1,403 which can either be returned to the council, or rolled forward and deducted from the grant approved in November 2024, which would be due for payment in May 2025.
- 3.4 An alternative approach would be to ask that all retained funds bear an equal proportion of the unrecoverable costs (81.66%) meaning that £13,066 of the town council's grant would be used and £1,531 of other sponsor funds be used, so that £2,934 of the council's 2024-25 grant would be retained, and either returned to the council, or else rolled forward and deducted from the sum due to be paid in May 2025.

4 FOR CONSIDERATION

- 4.1 To consider the request from the Wokingham Lions to cover all the unrecoverable costs for the cancelled 2024 event.

- 5 **FINANCIAL IMPLICATIONS**
 - 5.1 Funds returned to the council would go back into reserves at the end of the current financial year, as unspent grant funds.
 - 5.2 Funds rolled forward and deducted from the 2025-26 expected grant expenditure could be removed from the 2025-26 grants budget, thus reducing the precept request and/or the use of reserves to balance the 2025-26 budget.
- 6 **NEXT STEPS**
 - 6.1 To resolve upon the request from the Wokingham Lions Club
 - 6.2 To resolve upon the matter of returning or rolling forward retained funds.



Wokingham Town Council

RFO Report 01 – 2025

To: FINANCE AND PERSONNEL COMMITTEE

Date: 14th January 2025

Subject: Budget and Precept 2025-26

1 REASON FOR REPORT

To consider the budget and precept charge for the 2025-26 financial year.

2 BACKGROUND

2.1 Each year Wokingham Borough Council reviews and sets the tax base figure for each of the parishes. All domestic properties are placed within one of eight Valuation Bands (A – H) dependent upon their value as at the 1st April 1991. For the purposes of setting council tax and precepts, Band D is taken as the average band and the tax is set on the basis of “Band D equivalent figures”. This means, for example, a brand new band H property is equivalent of two Band D properties for the purposes of the tax base and we would receive double the council tax.

2.2 The tax base for council tax and parish council precept purposes is calculated by:-

- Converting the number of properties in each Band to a Band D equivalent by applying the appropriate weighting for that Band.
- Allowing for the properties entitled to discounts.
- Allowing for properties entitled to exemptions.
- Allowing for further adjustments in the year e.g. new dwellings, properties to be demolished, exempt properties and band changes due to appeals.
- Allowing for non-collection.

Once the tax base is approved this figure is used to calculate the precept. The total precept to be raised is arrived at by multiplying the actual Band D charge by the tax base.

The 2025 tax base is 94 higher than last year’s figure (from 17,380 to 17,474). The adjustment in the tax base from last year means that in 2025/2026 the Council will raise £6,640 more from the Band D payable than it would have at last year’s rate.

3 POSITION FOR 2025/26

3.1 Councillors will note that whilst inflation levels have fallen over the course of 2024, the outlook remains volatile, with inflation expectations rising again, and this impact being felt on contract costs. This, in addition to other factors, have made the task of budget setting challenging again this year, given the budget projects as far ahead as March 2026. Income targets for room hire have been further adjusted, as we continue to remain below pre-covid levels for general room bookings.

3.2 At the December meeting of the committee, a selection of projects and proposals from each committee were reviewed. However, the situation has moved somewhat

from this point, and in the interests of reviewing the budget position at the meeting, the Town Clerk and RFO have determined that including static figures in this report is not effective, as there are a number of decisions that will need to be made at the January meeting, in order for a working budget figure to be attained.

3.3 Councillors recommended that the Town Clerk and RFO could work to a maximum of 5% precept increase. With the increase in the tax base this equates to an additional £68,336 in precept income. Adopting a similar approach to that in December, indications currently suggest that an increase of £58,692 or 4.22% will be required to cover all proposed revenue spending (including the NI increases resulting from the October budget) from precept or income sources.

3.4 The budget estimates attached for 2025-26 do not include CIL income. Levels of annual CIL income have been difficult to forecast, and can hide other budget areas that are over / under budget, so for this reason have been taken out of calculations. The committee will continue to receive a regular report of CIL expenditure and CIL income received to date, due to the council in the next payment cycle and prospective future income.

3.5 Councillors will note that Wokingham Town Council has held a long-term investment since 2015 which is not shown on the balance sheet - CCLA Local Authority Property fund. The town council's holdings were valued on 31 December 2024 at £92,792.89. This holding currently earns approximately £4,000 in interest per year.

It is a generally accepted recommendation for our level and size of Council that the council should hold a sum of around 3 months' Net Revenue Expenditure (i.e. around £250,000) for emergency or unanticipated situations. This requirement is reflected in our 'Emergency Provision'. The Town Clerk and RFO will review this figure over the coming months with a view to reporting back ahead of the next budget cycle.

3.6 Additional Income Sources:

Excluding CIL and Precept, WTC has the following income sources:

- i) Market income
- ii) Town Hall & Woosehill lettings
- iii) Town Hall Office Rental
- iv) Town Hall Shop/Restaurants
- v) Allotment rental income
- vi) Interest on investments and cash balances

4

CONSIDERATIONS

4.1 There are a number of commercially sensitive matters will have the potential to impact existing and future income, which the Town Clerk will verbally report on.

4.2 Councillors will be presented with a 'live' view of budget item at the meeting which will allow members to make decisions and see the impact of each proposal on the final budget and precept figures.

5

RECOMMENDATIONS

5.1 That Councillors note the content of the report

5.2 That the councillors consider an acceptable split of project funding between precept and use of general reserves for the 2025/2026 financial year

5.3 That the proposed budget and recommended level of precept for 2025-26 be presented to Council for approval.