

# 3<sup>rd</sup> 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 24<sup>th</sup> September 2024, pages 17059 to 17070 and 12<sup>th</sup> 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 21<sup>st</sup> 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.

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### **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 1<sup>st</sup> September 2024 to 31<sup>st</sup> October 2024 totalling the sum of £213,079.77 paid from the F & GP Account, this includes £94,000 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) the list of costs from 1<sup>st</sup> September 2024 to 31<sup>st</sup> 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 31<sup>st</sup> October 2024.
- (b) Balance Sheet as 31<sup>st</sup> October 2024.
- (c) Revenue monitoring report to 31<sup>st</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> October 2024 for the current holding of LAPF at a mid-value of £91,659.27 (31<sup>st</sup> 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.

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(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

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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**

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**TOWN HALL LEASE (Agenda Item 15)**

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

**RESOLVED  
30963**

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)**

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

**RESOLVED  
30964**

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

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Date: 05/12/2024

## Wokingham Town Council

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Time: 09:37

## F &amp; 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

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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

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Wokingham Town

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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
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

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Date: 26/11/2024

## Wokingham Town Council

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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

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**Total Payments** 101,822.38

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Finance & Personnel Meeting 03/12/2024

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