



# Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS  
Tel: 0118 978 3185 [www.wokingham-tc.gov.uk](http://www.wokingham-tc.gov.uk)  
Town Clerk: Mrs J. Nowecki

**This Council Meeting is open to the Public and Press**  
**Please notify the Officer or Chairman if you wish to record the meeting**

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting is to be held virtually.

Members of the public remain welcome and should contact the officer below for details.

1<sup>st</sup> June 2020

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 9<sup>th</sup> June 2020** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

**J Nowecki**  
**Town Clerk**

**Contact Officer** – Nicky Harmsworth, Responsible Finance Officer (direct line: 0118 974 0883)

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MEMBERS' INTERESTS**

To receive any declaration of interests from Members on the business about to be transacted.

**3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC**

The Chairman to answer questions raised by members of the Council or public.

*This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question.*

**4 MINUTES OF PREVIOUS MEETINGS**

To receive and confirm the Minutes of the proceedings at the meeting of this Committee held on 28<sup>th</sup> April 2020, pages 16054 to 16062 (copy attached) as a true and correct record.

**5 MONITORING REPORT**

To receive and consider the Monitoring Report dated 6<sup>th</sup> June 2020 (copy attached).

**6 COVID 19 FINANCIAL POSITION**

To receive the RFO's report 01/2020

**7 ACCOUNTS PAYABLE**

(a) To approve the list of costs from 1<sup>st</sup> April 2020 to 31<sup>st</sup> May 2020 totalling the sum of £472,243.55 paid from the F & GP Account, this includes £73,500, a transfer to the Clerk's A/c (copy attached).

(b) To approve the list of costs from 1<sup>st</sup> April 2020 to 31<sup>st</sup> May 2020 totalling the sum of £63,064.24 paid from the Clerks Drawings account (copy attached).

**8 FINANCIAL REPORTS**

To receive and consider the following Financial Reports:

(a) Income and Expenditure to 31<sup>st</sup> May 2020 (copy attached).

(b) Balance Sheet as 31<sup>st</sup> May 2020 (copy attached).

(c) Revenue monitoring report to 31<sup>st</sup> May 2020 (copy attached).

**9 COMMITTEE INFORMATION**

(a) To receive information items raised by members.

(b) Identify any specific items for marketing purposes.

**10 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**

**11 TOWN HALL TENANTS**

Verbal update from the Town Clerk

**12 GRANT FUNDING FOR 2021/22**

To receive, consider and resolve upon the RFO's report 02/2020

**13 STAFFING UPDATE**

General staffing update.

**Committee members:** Cllrs R Bishop-Firth, N Campbell-White, P Cunnington, N Fox, L Forbes (The Mayor), M Gee (Chairman), S Gurney, D Lee, K Malvern 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).*

## 28<sup>th</sup> April 2020

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually.

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held virtually on this day from 7.30pm to 9.50pm.

### **PRESENT**

Chairman: M Gee  
Councillors: N Campbell-White, P Cunnington, N Fox, S Gurney, I Shepherd-Dubey, D Lee and K Malvern

### **IN ATTENDANCE**

Town Clerk: Jan Nowecki  
RFO: Nicky Harmsworth  
Jamie Herridge (JH) – The Emmbrook School student participation project.  
Cllrs D Hinton and T Lack  
One member of the public

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

Apologies for absence were received and accepted from Cllr R Bishop-Firth and Jacob Cutting (JC) – The Emmbrook School student participation project.

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

No interests were declared.

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

No questions were received.

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

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

**RESOLVED  
30114**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 21<sup>st</sup> January 2020, pages 16008 to 16016 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

### **YEAR END 2019/2020 BUDGET REPORT (Agenda Item 5)**

The RFO's Year End Budget report for the financial year 2019-2020, including the revenue monitoring report to 31<sup>st</sup> March 2020 was received and noted.

CHAIRMANS INITIALS \_\_\_\_\_



**AUDIT 2019/2020 (Agenda Item 6)**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and the following was

**RESOLVED  
30115**

- (a) that the Internal Auditor's reports dated 13<sup>th</sup> January 2020 and 15<sup>th</sup> April 2020 respectively, for the Accounts for the year ending 31<sup>st</sup> March 2020 be received,
- (b) that the review of the effectiveness of internal audit performed by this Council for the year end March 2020 be received and
- (c) that Claire Connell be confirmed as the Internal Auditor for this council for the financial year 2020/2021.

The Town Clerk noted that, once again, the internal audit confirmed the strong financial practice of WTC with no areas of concern. The Chairman offered thanks to the RFO and officers and noted that this year had been particularly challenging as this was over the period that the lockdown started.

**ACTION: RFO**

**ANNUAL RETURN 2019/2020(Agenda Item 7)**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and the following was

**RESOLVED  
30116**

- (a) that the Financial Statements for the year ending 31<sup>st</sup> March 2020 be received and approved.
- (b) that the annual return variance review which accompanies the annual return to the Audit Commission be approved.
- (c) that the Local Councils Annual Return for the year ending 31<sup>st</sup> March 2020 be sent to Full Council for approval.

**STANDING FINANCIAL REGULATIONS (Agenda Item 8)**

The updated standard financial regulations and addendum to the regulations for the year ended 31<sup>st</sup> March 2021 were received and noted.

Cllr Lack queried the expenditure limit for the Market & Bloom Officer showing as 0.5% which appeared as the same as the RFO and BGO. The RFO advised that discussions had taken place concerning movement of some budgets from the AO which would necessitate a higher approval limit for the MBO but these had been concluded and the limit would be altered to 0.05%

**ACTION: RFO**

**ACCOUNTS PAYABLE (Agenda Item 9)**

The list of payments from the Clerk's Drawing Account and the F&P Account were received. Cllr Cunnington asked for actual repayment figures for PWLB loan to include interest and premium paid. The RFO would circulate information to Committee.

It was proposed by Cllr M Gee and seconded by Cllr I Shepherd-Dubey and the following was

**(a) F & P ACCOUNT**

CHAIRMANS INITIALS \_\_\_\_\_



**RESOLVED  
30117**

(i) that the list of costs from 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020 (pages 16058-59) totalling the sum of £804,139.29 paid from the F & GP Account be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £111,000 was a transfer to the Clerk's A/c, and;

**(b) CLERK'S ACCOUNT**

(i) the list of costs from 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020 (pages 16060-61) totalling the sum of £109,977.63 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

**ACTION: RFO**

**COMMITTEE INFORMATION (Agenda Item 10)**

No information was raised.

The use of google hangouts for the virtual meeting was identified as a success story for the Marketing Co-ordinator.

**ACTION: RFO**

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

**RESOLVED  
30118**

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.

Jamie Herridge and the member of the public left the meeting at 8.15pm

**TOWN HALL TENANTS (Agenda Item 12)**

The Town Clerk's report 02/12 was received and noted.

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

**RESOLVED  
30119**

That a three month deferment of rent from April – June 2020 would be offered to Town Hall Tenants following assurances from the tenants that they had sought all Government help available to them. The Town Clerk was asked to write on behalf of the Committee.

**ACTION: TOWN CLERK**

**IMPACT ON LOCAL CHARITIES (Agenda Item 13)**

The Town Clerk gave a verbal report on the work she is doing for Wokingham Community Response Group. Part of this work is considering the impact the Covid 19 crisis is having on local charities and their future sustainability.

**RESOLVED  
30120**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

That the Committee is open, in principle, to supporting a strategic approach to any financial support to the Local Charities and voluntary organisations which have been particularly affected by the crisis. The committee would welcome updates on this matter.

CHAIRMANS INITIALS \_\_\_\_\_



The Town Clerk advised that the Scottish and Southern Electricity Networks (SSEN) had opened a fund to offer grants of up to £3,000 for project that will specifically support community members in vulnerable situations as a consequence of the Covid 19 crisis. Through the Wokingham Community Response Group, working in partnership with The Link Visiting Scheme, a project for wellbeing bags has been suggested. If the bid for the grant is successful WBC have offered to match fund £1500 and the Town Clerk asked if WTC would also be prepared to do the same.

**RESOLVED  
30121**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

That £1,500 of match funding be available from the grants budget to support a successful bid from SSEN.

The RFO left the meeting at 9.25pm

**STAFFING UPDATE (Agenda Item 14)**

The Town Clerk updated the committee:

- The new Amenities Officer was being successfully inducted, albeit virtually.
- The current Amenities Officer will step into his new part-time Allotments Officer role as of 11<sup>th</sup> May
- Recruitment of the new Information Centre Assistant and Grounds Person will be launched post the lockdown
- The Committee discussed the transfer to remote working. The Town Clerk confirmed that staff are working well and the committee thanked the team for ensuring to the new way of working took place so smoothly.

**CHAIRMAN**

CHAIRMANS INITIALS \_\_\_\_\_



Date:14/04/2020

## Wokingham Town Council

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## F &amp; P and Current Accounts

## List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
01/01/2020	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
06/01/2020	O2	ddr060120	256.26		phones
08/01/2020	Google Ireland Limited	dcr080120	193.50		google apps
08/01/2020	Castle Water Limited	Ddr080120	1,015.22		01860770/TW7164120/01.03.19-1
10/01/2020	barclaycard	DDR100120	65.30		barclaycard PDQ
13/01/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
15/01/2020	BACS P/L Pymnt Page 3708	BACS Pymnt	2,927.21		BACS P/L Pymnt Page 3708
15/01/2020	BACS P/L Pymnt Page 3711	BACS Pymnt	4,779.00		BACS P/L Pymnt Page 3711
15/01/2020	staff	BX36180430	38.00		paint
15/01/2020	payflow	BX61662454	21,652.03		January salaries
16/01/2020	sage software limited	Std Ord	44.10		payroll services
16/01/2020	Clerk's Drawings Account	imprest	38,000.00		Imprest
17/01/2020	Barclaycard Commercial	DDR170120	2,342.01		credit card
20/01/2020	Castle Water Limited	DDR200120	34.59		Purchase Ledger Payment
21/01/2020	BACS P/L Pymnt Page 3714	BACS Pymnt	24,399.71		BACS P/L Pymnt Page 3714
21/01/2020	BACS P/L Pymnt Page 3719	BACS Pymnt	42,880.00		BACS P/L Pymnt Page 3719
24/01/2020	Focus Group	DDR 240120	79.43		Purchase Ledger Payment
24/01/2020	Focus Group	Dr240120	205.61		Purchase Ledger Payment
24/01/2020	Total Gas & Power Ltd	DDR240120	206.26		December gas
24/01/2020	Total Gas & Power Ltd	DDR240120	1,796.19		Dec Gas
27/01/2020	BACS P/L Pymnt Page 3720	BACS Pymnt	10,015.30		BACS P/L Pymnt Page 3720
30/01/2020	HMRC NDDS	DD	6,805.87		HMRC NDDS
31/01/2020	BACS P/L Pymnt Page 3724	BACS Pymnt	7,375.80		BACS P/L Pymnt Page 3724
31/01/2020	Total Gas & Power Ltd	ddr3101202	33.75		Gipsy lane toilet to 31/12/19
31/01/2020	Total Gas & Power Ltd	ddr310120	16.07		acc 6438/Th to 31 dec 19
31/01/2020	Total Gas & Power Ltd	DDR310120	157.09		Acc 9856 TH to 31/12/19
31/01/2020	Total Gas & Power Ltd	DDr310120	3,913.11		TH to 31/12/19
31/01/2020	Total Gas & Power Ltd	DdR	871.11		TH to 31.12.2019
31/01/2020	Total Gas & Power Ltd	DDR3101202	19.62		Purchase Ledger Payment
31/01/2020	Total Gas & Power Ltd	DDR310120	91.95		kiosk to 31 Dec 2019
01/02/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
05/02/2020	O2	ddr050220	258.66		Mobile contract for January 20
07/02/2020	Google Ireland Limited	ddr070220	191.24		google apps
10/02/2020	Castle Water Limited	dcr100220	1,015.22		Purchase Ledger Payment
10/02/2020	Barclaycard	DDR100220	54.49		PDQ machine
11/02/2020	Total Gas & Power Ltd	ddr110220	110.32		Woosehill to 31 Oct
12/02/2020	BACS P/L Pymnt Page 3738	BACS Pymnt	3,917.04		BACS P/L Pymnt Page 3738

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Finance &amp; Personnel Meeting 28/04/2020

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## Agenda Item 4

13/02/2020	Mayor	BX64352671	975.00	mayoral allowance/ damaged clo
16/02/2020	sage software limited	Std Ord	44.10	payroll services
17/02/2020	Clerk's Drawings Account	Imprest	37,000.00	Imprest
17/02/2020	Barclaycard Commercial	DDR170220	906.11	credit card
20/02/2020	BACS P/L Pymnt Page 3745	BACS Pymnt	9,648.25	BACS P/L Pymnt Page 3745
20/02/2020	(Paypal Receipts) Account	corr	0.50	correction
20/02/2020	PWLB	BACS	466,050.71	Repayment of PWLB loan
20/02/2020	Castle Water Limited	DDR200220	34.59	Purchase Ledger Payment
20/02/2020	PWLB	DDR200220	466,050.71	PWLB repayment

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Finance & Personnel Meeting 28/04/2020

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## F &amp; P and Current Accounts

## List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/02/2020	PWLB	DDR200220	-466,050.71		PWLB entered twice
27/02/2020	Twofold Limited	DDR270220	71.96		Franking Machine
27/02/2020	HMRC NDDS	DDR270220	6,721.38		HMRC NDDS
28/02/2020	BACS P/L Pymnt Page 3755	BACS Pymnt	13,815.00		BACS P/L Pymnt Page 3755
28/02/2020	Focus Group	dcr280220	206.29		line rental
28/02/2020	Focus Group	ddr280220	79.43		line rental
01/03/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
06/03/2020	Google Ireland Limited	DDR060320	190.44		Google apps
06/03/2020	O2	ddr060320	256.60		mobile phones
09/03/2020	BACS P/L Pymnt Page 3764	BACS Pymnt	4,504.95		BACS P/L Pymnt Page 3764
09/03/2020	Castle Water Limited	DDR090320	1,015.22		Purchase Ledger Payment
10/03/2020	Barclaycard	DDR100320	54.51		Barclaycard PDQ
10/03/2020	Clerk's Drawings Account	imprest	36,000.00		Imprest
10/03/2020	BACS P/L Pymnt Page 3772	BACS Pymnt	4,380.00		BACS P/L Pymnt Page 3772
12/03/2020	Total Gas & Power Ltd	DDR120320	151.26		gas 31.12 to 31.01
12/03/2020	Total Gas & Power Ltd	DDr120320	1,705.85		gas 31.12.19 to 31.01.20
12/03/2020	BACS P/L Pymnt Page 3771	BACS Pymnt	11,409.42		BACS P/L Pymnt Page 3771
16/03/2020	sage software limited	Std Ord	44.10		payroll services
19/03/2020	Barclaycard Commercial	DDR190320	2,956.96		Purchase Ledger Payment
20/03/2020	Total Gas & Power Ltd	DDR200320	124.40		208319138/20/31.01 TO 29.02/To
20/03/2020	Total Gas & Power Ltd	DDr200320	1,601.53		Purchase Ledger Payment
20/03/2020	Castle Water Limited	Dcr200320	34.59		Purchase Ledger Payment
23/03/2020	BACS P/L Pymnt Page 3774	BACS Pymnt	11,445.70		BACS P/L Pymnt Page 3774
26/03/2020	HMRC NDDS	DDR 260320	6,531.82		HMRC NDDS
26/03/2020	BACS P/L Pymnt Page 3781	BACS Pymnt	1,499.40		BACS P/L Pymnt Page 3781
26/03/2020	19788 deposit refund	BX68328014	100.00		19788 deposit refund
26/03/2020	Inv 19788 corr	BX6838014C	-100.00		Inv 19788 corr
30/03/2020	Focus Group	DDR3003202	205.36		line rental/calls
30/03/2020	Focus Group	DCR3003202	79.43		Line rental
30/03/2020	Castle Water Limited	DDR3003202	586.48		Purchase Ledger Payment
30/03/2020	Castle Water Limited	DCR3003202	144.38		Purchase Ledger Payment
		<b>Total Payments</b>	<b>804,139.29</b>		

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Finance &amp; Personnel Meeting 28/04/2020

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**Clerk's Drawings Account**

**List of Payments made between 01/01/2020 and 31/03/2020**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2020	Peninsula	Std Ord	150.00		Personnel contract
01/01/2020	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/01/2020	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/01/2020	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/01/2020	wokingham borough council	Std Ord	33.30		garage rent
01/01/2020	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/01/2020	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/01/2020	Peninsula	PENINSULA	-0.50		adjustment
13/01/2020	public	BX61512534	123.29		allot rent/ deposit refund
15/01/2020	BACS P/L Pymnt Page 3706	BACS Pymnt	1,971.19		BACS P/L Pymnt Page 3706
15/01/2020	BACS P/L Pymnt Page 3709	BACS Pymnt	16.20		BACS P/L Pymnt Page 3709
15/01/2020	BACS P/L Pymnt Page 3710	BACS Pymnt	819.60		BACS P/L Pymnt Page 3710
15/01/2020	F & P and Current Accounts	payflow	21,652.03		correction
15/01/2020	F & P and Current Accounts	BX 3618043	38.00		correction
16/01/2020	Room hire deposit refunds	BACS	200.00	bx200116621597	inv 19376 and 19608
20/01/2020	Castle Water Limited	DDR200120	9.77		langborough/TW963308
20/01/2020	Castle Water Limited	DDR200120	5.21		ormonde
21/01/2020	BACS P/L Pymnt Page 3715	BACS Pymnt	5,639.45		BACS P/L Pymnt Page 3715
21/01/2020	BACS P/L Pymnt Page 3718	BACS Pymnt	297.09		BACS P/L Pymnt Page 3718
23/01/2020	staff and cllr expenses	BACS	70.99		BX12162539916
25/01/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
27/01/2020	BACS P/L Pymnt Page 3721	BACS Pymnt	733.28		BACS P/L Pymnt Page 3721
27/01/2020	Cllr/staff expenses	BACS	48.00		Cllr/staff expenses
31/01/2020	BACS P/L Pymnt Page 3722	BACS Pymnt	4,053.60		BACS P/L Pymnt Page 3722
31/01/2020	WBC, customer, councillors	BX63644783	285.00		deposit, planning, DBS check
01/02/2020	Peninsula	Std Ord	150.00		Personnel contract
01/02/2020	wokingham borough council	Std Ord	33.30		garage rent
01/02/2020	Peninsula	PENNINSUL	-0.50		personnel contract standing or
04/02/2020	BACS P/L Pymnt Page 3725	BACS Pymnt	354.00		BACS P/L Pymnt Page 3725
06/02/2020	councillors	BX64154105	46.00		DBS checks
12/02/2020	BACS P/L Pymnt Page 3736	BACS Pymnt	2,621.74		BACS P/L Pymnt Page 3736
13/02/2020	F & P and Current Accounts	BX64352671	975.00		posted to wrong account
14/02/2020	Payflow	DD	20,733.68		Feb Salaries
17/02/2020	Inv 19691 deposit refund	302690	100.00		Inv 19691 deposit refund
18/02/2020	Castle Water Limited	DCR180220	9.77		Lang rec wc water
20/02/2020	BACS P/L Pymnt Page 3743	BACS Pymnt	4,805.78		BACS P/L Pymnt Page 3743
20/02/2020	councillors/customers	BX65051682	246.00		DBS/deposit refund
21/02/2020	booking customers	BX65136357	200.00		deposit refund
24/02/2020	customer/town cryer uniform cl	BX65275025	116.95		customer/town cryer uniform cl
25/02/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
28/02/2020	BACS P/L Pymnt Page 3753	BACS Pymnt	2,309.50		BACS P/L Pymnt Page 3753
28/02/2020	deposit refunds	BX65844665	200.00		deposit refunds
01/03/2020	Peninsula	Std Ord	149.50		Personnel contract
01/03/2020	wokingham borough council	Std Ord	33.30		garage rent
05/03/2020	customer/expenses	BX66436344	513.66		customer/expenses
09/03/2020	BACS P/L Pymnt Page 3762	BACS Pymnt	1,981.46		BACS P/L Pymnt Page 3762

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Finance & Personnel Meeting 28/04/2020

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## Clerk's Drawings Account

## List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/03/2020	Booking Customer	BX66658462	100.00		Deposit refund Inv 19731
09/03/2020	SEAP Inv 19729	BX66668287	137.50		SEAP Inv 19729
09/03/2020	The circle trust	BX66665996	1,000.00		Graffiti project
09/03/2020	Emmbrook and Forest	BX66656796	750.00		Graffiti project
10/03/2020	Petty Cash	302691	57.96		Imprest
12/03/2020	BACS P/L Pymnt Page 3767	BACS Pymnt	3,342.93		BACS P/L Pymnt Page 3767
12/03/2020	customer/staff	BX67036367	108.00		refund/expenses
12/03/2020	BACS P/L Pymnt Page 3770	BACS Pymnt	856.33		BACS P/L Pymnt Page 3770
13/03/2020	Room hirers	BX67115516	200.00		deposit refund Inv 19727, 1949
13/03/2020	Payflow	DDR130320	20,042.67		March salaries
19/03/2020	Inv 19391 refund	BX67685536	279.00		Inv 19391 refund
20/03/2020	Castle Water Limited	DCR2003202	9.14		Purchase Ledger Payment
21/03/2020	BACS P/L Pymnt Page 3773	BACS Pymnt	576.00		BACS P/L Pymnt Page 3773
23/03/2020	BACS P/L Pymnt Page 3775	BACS Pymnt	56.99		BACS P/L Pymnt Page 3775
23/03/2020	BACS P/L Pymnt Page 3776	BACS Pymnt	1,626.24		BACS P/L Pymnt Page 3776
23/03/2020	hirers	BX67911095	862.25		refunds
23/03/2020	bx67911095	BACS	-93.71		inv 19013 & 19720 correct
23/03/2020	19013 & 19720	BACS	93.71		19013 & 19720
26/03/2020	BACS P/L Pymnt Page 3777	BACS Pymnt	711.74		BACS P/L Pymnt Page 3777
26/03/2020	staff	BX68286458	9.99		expenses
26/03/2020	Hirers	BX68292656	1,035.25		Refunds
26/03/2020	BACS P/L Pymnt Page 3782	BACS Pymnt	1,500.32		BACS P/L Pymnt Page 3782
26/03/2020	staff	BX68530649	35.98		printer cartridges
26/03/2020	Inv 19788	BX68328014	100.00		Inv 19788
26/03/2020	BMACA Inv 19713 refund	BX68305119	259.00		BMACA Inv 19713 refund
27/03/2020	Hirer	BX20032768	204.00		Inv 19405 refund
27/03/2020	BACS P/L Pymnt Page 3784	BACS Pymnt	379.14		BACS P/L Pymnt Page 3784
30/03/2020	F & P and Current Accounts	Castle wat	586.48		posted to wrong a/c
31/03/2020	Inv 18895	302628	-100.00		Inv 18895 out of date cheque
31/03/2020	Inv19131	302637	-100.00		Inv19131 out of date cheque
31/03/2020	Inv 19008	302649	-100.00		Inv 19008 out of date cheque
31/03/2020	Inv 19017	302662	-100.00		Inv 19017 out of date cheque
31/03/2020	Honorary constable	302633	-25.13		out of date cheque w/o
31/03/2020	BACS P/L Pymnt Page 3788	BACS Pymnt	939.81		BACS P/L Pymnt Page 3788
31/03/2020	iNV 19373 DEPOSIT REFUND	BX68894272	100.00		iNV 19373 DEPOSIT REFUND
31/03/2020	Inv 19373 18328 wed refund	BX68894272	550.00		Inv 19373 18328 wed refund
		<b>Total Payments</b>	<b>109,977.63</b>		

CHAIRMANS INITIALS \_\_\_\_\_

Finance &amp; Personnel Meeting 28/04/2020

16062











# Wokingham Town Council

## RFO Report 1/2020

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To: Finance & Personnel Committee  
 Date: 26<sup>th</sup> May 2020  
 Subject: Covid 19 - Update of Current Financial Position

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### 1 REASON FOR REPORT

To offer some background in relation to impact of Covid 19 on Wokingham Town Council.

### 2 BACKGROUND

2.1 The Committee will be aware that the Town Hall and Woosehill closed to hirers with effect from 17<sup>th</sup> March and the offices were closed to staff on the 24<sup>th</sup> March. The last Wedding with government restrictions on numbers for this event in the Town Hall was the 21<sup>st</sup> March 2020.

2.2 Tenants have asked for a rent deferment this was agreed at the F&P meeting held on 28<sup>th</sup> April. This deferment was for a 3 month period to the end of June 2020.

### 3 CURRENT POSITION

3.1 The national position remains uncertain as to when the Town Council would be able to open the use of hiring rooms for functions at this point and is awaiting guidance. The Market has been running on an informal agreement with essential traders but as they had no use of facilities they have not been charged for their pitches. The intention is to officially reopen the Market for a reduced number or stallholders on June 16<sup>th</sup>.

3.2 Successful 2020/21 grant recipients have been contacted to obtain clarification that their proposed project is still going ahead in light of Covid 19. Still awaiting some replies.

3.3 Investments, generally interest rates continue to be very low

3.3.1 CCLA – WTC has 66,288 units in Local Authority Property Fund which was purchased in 2015 at a cost of £200,000 and on 31 March 2020 these were valued at £196,040. Interest of £8,670 from this investment was received during the last financial year. CCLA briefing held on 27<sup>th</sup> May which advised that although now in a deep recession, it was expected that dividends would continue to be paid at @75% of historical payments for the remainder of the year. Similarly to most other property funds at present, valuations of the funds have been suspended, therefore it would not be possible to sell this at present. Currently 250 local authority properties invest in the fund equating to £1.2bn and they have a waiting list of authorities who wish to join.

3.3.2 Treasury Bond – small investment of 8% Treasury Stock with a nominal value of £35,598, which is redeemable at par in 2021. They were purchased in 2011 at a cost of £54,665 and on 31 March 2020 had a market value of £38,904. This stock attracts interest of £2,848 during the financial year. Over the course of this 10 year investment £28,280 of interest will have been received.

## Agenda Item 6

3.4 WTC reserves at 31 March 2020 are as follows;

	£
Self Insurance Reserve	50,000
Emergency Reserve	200,000
Capital Projects	63,435
Asset Revaluation Reserve	4,000

The General Fund reserve was £160,973.

### **4 FINANCIAL IMPLICATIONS**

4.1 See Appendix A which gives an indication in relation to some key areas of income and project expenditure which has not been curtailed at present.

The worst-case outcome (shown in Appendix A) is a shortfall of £141,499. This would be funded via a reduction in the general fund reserves as we operate with a balanced budget. However, committee chairs may wish to review their projects to ascertain whether any projects could be deferred to next year to avoid reductions in reserves.

### **5 RECOMMENDATIONS**

No immediate action. To note context for any future discussions in relation to the financial position..



Month	Activity	Market Tolls		Woosehill room hire		Town Hall Tenant		Town Hall Hiring		A & C		potential cumulative loss of income	Date
			Cumulative total		Cumulative total	All tenants	Cumulative total	Town Hall	Cumulative total	Book Festival	Cumulative total		
1		4,129	4,129	3,064	3,064	21,023	21,023	4,806	4,806	2,000	2,000		
2		5,131	9,260	4,448	7,512	1,273	22,296	3,739	8,545	0	2,000		
3		4,300	13,560	3,744	11,256	1,273	23,569	2,069	10,614	0	2,000	60,999	End June
4		4,517	18,078	3,299	14,555	21,023	44,592	4,118	14,732	0	2,000		
5		2,683	20,761	2,006	16,560	1,273	45,865	1,702	16,434	0	2,000		
6		3,731	24,491	3,621	20,181	1,273	47,138	4,635	21,069	1,600	3,600	116,480	End Sept
7		4,069	28,560	4,134	24,316	21,023	68,161	2,775	23,844	0	3,600		
8		3,296	31,857	4,414	28,730	1,273	69,434	5,392	29,236	0	3,600		
9		2,727	34,584	2,771	31,501	1,273	70,707	1,859	31,095	0	3,600	171,486	End Dec
10		2,075	36,659	3,698	35,198	21,083	91,790	2,668	33,763	0	3,600		
11		1,897	38,555	3,720	38,919	1,283	93,073	4,850	38,613	0	3,600		
12		2,245	40,800	2,591	41,510	1,283	94,356	4,170	42,783	0	3,600	223,049	Year End

Worst case loss of income (above) 223,049  
 Budgeted CIL less received (worst case loss) 113,919  
 Less: following savings identified to date

- WBC joint projects -26,000
- CIL income not transferred to reserves -54,869
- Loan instalments not now required due to repayment -59,050
- Savings identified in Town Clerk April report -40,550
- Capital provision planned transfer to reserves -15,000
- Worse case amount may be required from brought forward reserves 141,499

Other savings in running costs and other activities - not gone through each budget line to identify savings at this stage, grant savings but not everyone responded at moment to confirm actual savings

Agenda Item 6 Appendix A

Expenditure agreed for 2020/21 budget

Committee	Amenity/Event	Agreed proposal	Cost £	likelihood of expenditure used		
				Available now	Unavoidable	move to future date
Amenities	Elms Field	Increase to parks maintenance budget - will be ongoing	30,000		X	
Amenities	Market Place	Cleaning of Market Place - will be ongoing	25,000		X	
Amenities	Town Hall building	Repainting of some external brickwork – one off proposal	10,000		X	
Amenities	Town Hall building	Repainting of clock tower- one off proposal	13,500		X	
Amenities	Parks and open spaces	Introduce wildflower area at some WTC areas – will be ongoing	3,000	X		
Arts & Culture	Fun Day	Purchase of windmills for next 3 or 4 years fun day	600		X	
Arts & Culture	Street Concert	Use of repeater screen at event – will be ongoing	1,985			X
Civic	Museum Accreditation	To support a trial to prepare for accreditation - one off proposal	2,000			X
Civic	Armed Forces Day	Hire of a PA system – will be ongoing	90	X		
Civic	Honorary Staves	Purchase of two new staves – one off proposal	1,620	X		
Civic	Civic Award pins	For Civic award winners – one off proposal	500	X		
Civic	Heritage Open Days	For photography and flags around Town Hall on event day – will be ongoing	500	X		
Civic	Mayor's Sunday	Additional operational expenses for this event – will be ongoing	480			X
Finance & Personnel	Upgrading WTC Computer Equipment	To replace outdated equipment – one off proposal	14,360		X	

Date: 03/06/2020

## Wokingham Town Council

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## F &amp; P and Current Accounts

## List of Payments made between 01/04/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2020	Wokingham Borough Council	DD 2104329	2,741.00		Town Hall Rates
06/04/2020	O2	DDR0604202	254.57		phone calls and rental staff
07/04/2020	Google Ireland Limited	DDR0704202	190.44		Purchase Ledger Payment
13/04/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
14/04/2020	Clerk's Drawings Account	Imprest	37,500.00		Imprest
14/04/2020	Barclaycard Commercial	DDR140420	53.67		charges for period to 31 March
14/04/2020	Castle Water Limited	TW75990056	53.67		Purchase Ledger Payment
14/04/2020	Castle Water Limited	DDR140420	-53.67		Purchase Ledger Payment
14/04/2020	Castle Water Limited	DDR140420	606.97		Purchase Ledger Payment
14/04/2020	Castle Water Limited	ddr140420	22.68		Purchase Ledger Payment
14/04/2020	Royal & Sun Alliance Insurance	DDR1404202	1,579.73		Royal & Sun Alliance Insurance
16/04/2020	BACS P/L Pymnt Page 3794	BACS Pymnt	2,672.40		BACS P/L Pymnt Page 3794
16/04/2020	Sage	DDR1604202	44.10		payroll sewrvices
17/04/2020	Barclaycard Commercial	DDR1704202	2,116.11		March credit card statement
22/04/2020	Treasury Deposit 62460122	DCR1404202	250,000.00		Treasury Deposit 62460122
23/04/2020	Total Gas & Power Ltd	1045312	1,143.90		march gas
23/04/2020	Total Gas & Power Ltd	1045466	116.14		March gas
23/04/2020	HMRC NDDS	DDR2304202	7,496.97		HMRC NDDS
27/04/2020	BACS P/L Pymnt Page 3802	BACS Pymnt	16,076.18		BACS P/L Pymnt Page 3802
28/04/2020	Total Gas & Power Ltd	1129997	29.70		01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	5355931	19.85		Electricity 01.01.20 to 30.03.
28/04/2020	Total Gas & Power Ltd	5355950	56.82		01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	5355383	643.87		01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	5355922	3,388.53		Electricity 01.01.20-31.03.20
28/04/2020	Total Gas & Power Ltd	1129926	20.07		standing charge for MP
28/04/2020	Total Gas & Power Ltd	5250050	414.72		01.11.19-02.01.20
28/04/2020	Total Gas & Power Ltd	5352480	57.81		01.01.20-31.03.20
30/04/2020	BACS P/L Pymnt Page 3809	BACS Pymnt	1,499.40		BACS P/L Pymnt Page 3809
30/04/2020	Focus Group	RF2546	79.43		Telephone usage/line rental
30/04/2020	Focus Group	RF3078	214.10		telephone calls/rental
01/05/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
04/05/2020	Service providers	BX70989474	11,575.00		Service providers
04/05/2020	Grant applicants	BX71058507	22,568.00		Grant applicants
06/05/2020	O2	dcr060520	265.06		staff mobile phones
06/05/2020	Grant Applicants	BX71304475	11,000.00		Grant Applicants
07/05/2020	Google Ireland Limited	dcr070520	190.45		April Google cloud-G suite
11/05/2020	Grant appilcants	BX71499563	3,208.00		Grants
12/05/2020	Castle Water Limited	TW67164120	606.97		Purchase Ledger Payment
12/05/2020	Castle Water Limited	TW5990056	22.68		Purchase Ledger Payment
12/05/2020	Barclaycard	DCR120520	29.76		PDQ machine
14/05/2020	BACS P/L Pymnt Page 3815	BACS Pymnt	4,993.08		BACS P/L Pymnt Page 3815
14/05/2020	Keep Mobile & Homestart	BX71774080	3,000.00		Keep Mobile & Homestart Grants
14/05/2020	Royal & Sun Alliance Insurance	STANDING O	1,579.73		Royal & Sun Alliance Insurance
18/05/2020	Barclaycard Commercial	DCr1805202	116.67		April statement
19/05/2020	Clerk's Drawings Account	Imprest	36,500.00		Imprest
20/05/2020	Total Gas & Power Ltd	1045466	47.04		Gas 31.03.20 to 30.04.20
20/05/2020	Total Gas & Power Ltd	1045312	362.95		Gas used 31.03.20 to 30.04.20

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F & P and Current Accounts

List of Payments made between 01/04/2020 and 31/05/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/05/2020	BACS P/L Pymnt Page 3820	BACS Pymnt	1,420.50		BACS P/L Pymnt Page 3820
26/05/2020	BACS P/L Pymnt Page 3823	BACS Pymnt	27,956.84		BACS P/L Pymnt Page 3823
28/05/2020	sage software limited	Std Ord	44.10		payroll services
28/05/2020	BACS P/L Pymnt Page 3827	BACS Pymnt	6,352.44		BACS P/L Pymnt Page 3827
28/05/2020	HMRC	SO	7,787.76		HMRC NDDS
28/05/2020	Focus Group	DDR280520	219.65		Line rental and calls
28/05/2020	Focus Group	DDr280520	79.43		Line rental & calls
29/05/2020	Twofold Limited	DCR290520	71.96		period 24.06.2020 to 23.09.202
		<b>Total Payments</b>	<b>472,243.55</b>		

Date: 03/06/2020

## Wokingham Town Council

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## Clerk's Drawings Account

## List of Payments made between 01/04/2020 and 31/05/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2020	Peninsula	Std Ord	149.50		Personnel contract
01/04/2020	wokingham borough council	Std Ord	33.30		garage rent
01/04/2020	Lex Autolease	DD LEX AUT	253.70		Lex Autolease - Van hire
01/04/2020	Wokingham Borough Council	DD239762	245.00		Office 3
01/04/2020	Wokingham BC	DD2035191	263.80		Office rates
01/04/2020	Wokingham BC	DD1045161	332.40		Info centre rates
01/04/2020	Wokingham BC	1016075	641.10		Market tolls
01/04/2020	Wokingham BC	DD101493X	307.90		Woosehill Rates
06/04/2020	Barclays	DDR060420	15.00		Bank charges 13Feb/12 Mar
08/04/2020	Inv 19369 deposit refund	BX69528633	100.00		Inv 19369 deposit refund
08/04/2020	GL15A paid twicw	BX69526757	23.29		GL15A paid twicw
15/04/2020	Payflow	DDR1504202	21,746.21		April Salary
16/04/2020	BACS P/L Pymnt Page 3792	BACS Pymnt	2,577.54		BACS P/L Pymnt Page 3792
16/04/2020	Inv 19783	BX69783420	190.00		Inv 19783 refund
20/04/2020	Carphone Warehouse Business	BX70178130	204.00		Samsung galaxy A10
22/04/2020	Castle Water Limited	TW99963308	9.77		Purchase Ledger DDR Payment
27/04/2020	BACS P/L Pymnt Page 3800	BACS Pymnt	2,798.14		BACS P/L Pymnt Page 3800
27/04/2020	staff	BX70486551	11.00		USB stick
29/04/2020	DBS check	BX29042020	23.00		DBS check
30/04/2020	BACS P/L Pymnt Page 3808	BACS Pymnt	1,461.03		BACS P/L Pymnt Page 3808
30/04/2020	BACS P/L Pymnt Page 3810	BACS Pymnt	918.00		BACS P/L Pymnt Page 3810
01/05/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/05/2020	Peninsula	Std Ord	149.50		Personnel contract
01/05/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/05/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/05/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/05/2020	wokingham borough council	Std Ord	33.30		garage rent
01/05/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/05/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
05/05/2020	Barclays	DDR050520	70.00		bank charges 13 Mar/13 April
05/05/2020	Lex Autolease	DDR050520	18.00		Road fund licence
06/05/2020	Mayor	BX71305399	875.00		Mayoral allowance
06/05/2020	Amenities Officer	BX71305094	16.74		Phone case
14/05/2020	BACS P/L Pymnt Page 3813	BACS Pymnt	3,716.55		BACS P/L Pymnt Page 3813
15/05/2020	Payflow	DDR1505202	22,781.03		Payflow May salary
21/05/2020	BACS P/L Pymnt Page 3819	BACS Pymnt	440.08		BACS P/L Pymnt Page 3819
26/05/2020	BACS P/L Pymnt Page 3822	BACS Pymnt	472.16		BACS P/L Pymnt Page 3822
28/05/2020	BACS P/L Pymnt Page 3826	BACS Pymnt	148.50		BACS P/L Pymnt Page 3826
		<b>Total Payments</b>	<b>63,064.24</b>		



03/06/2020

## Wokingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2020

Month No: 2

## 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>							
1010 Lettings-Main Hall	45	0	0	0			
1105 S 106 Monies	43,895	0	0	0			
1201 Electrical Substation Rental	20	20	0	(20)			
1202 Horticultural Assn Rent	50	50	50	0			
1203 Allotment Rents	7,940	0	0	0			
1256 Misc. Income	6,619	0	20	20			
1264 WBC Market Place Cleaning	1,856	2,080	13,500	11,420			
Amenities :- Income	<b>60,425</b>	<b>2,150</b>	<b>13,570</b>	<b>11,420</b>			<b>0</b>
4100 Repairs & Maintenance	47,785	(32)	0	32		32	
4103 Grass Cutting	1,450	0	0	0		0	
4135 Water	2,373	7	0	(7)		(7)	
4146 St Pauls Gate Rental	69	0	70	70		70	
4411 Hanging Flower Baskets	13,220	2,812	18,000	15,189	11,838	3,351	
4506 Dog Bin Waste	1,560	0	0	0		0	
4508 Graffiti removal	6,830	780	7,500	6,720		6,720	
4514 Christmas Light Projects	12,029	(305)	5,000	5,305		5,305	
4515 Christmas Lighting Contract	17,850	0	23,000	23,000		23,000	
4516 Christmas Lights Contingency	7,114	(641)	3,500	4,141		4,141	
4521 Market Place Cleanining	16,193	2,661	25,000	22,339	22,885	(546)	
Amenities :- Indirect Expenditure	<b>126,474</b>	<b>5,281</b>	<b>82,070</b>	<b>76,789</b>	<b>34,722</b>	<b>42,067</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(66,049)</b>	<b>(3,130)</b>	<b>(68,500)</b>	<b>(65,370)</b>			
6001 plus Transfer from EMR	14,340	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(51,709)</b>	<b>(3,130)</b>					
<u>102 Market &amp; Bloom</u>							
1220 Outdoor Market Tolls	41,711	(40)	38,000	38,040			
1222 Farmers Market	2,242	0	2,800	2,800			
1256 Misc. Income	11	0	0	0			
Market & Bloom :- Income	<b>43,964</b>	<b>(40)</b>	<b>40,800</b>	<b>40,840</b>			<b>0</b>
4100 Repairs & Maintenance	636	0	500	500		500	
4101 Competitions	1,823	0	1,850	1,850		1,850	
4131 Electricity	30	19	250	231		231	
4145 Rates	6,334	1,285	6,560	5,275		5,275	
4327 Advertising/Marketing	5,324	845	4,000	3,155	255	2,900	
4412 Thames and Chiltern in Bloom	7,965	622	9,000	8,378	95	8,283	
Market & Bloom :- Indirect Expenditure	<b>22,112</b>	<b>2,771</b>	<b>22,160</b>	<b>19,389</b>	<b>350</b>	<b>19,039</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,852</b>	<b>(2,811)</b>	<b>18,640</b>	<b>21,451</b>			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

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>103 Parks</u>							
1101 Football Pitch-Langborough	360	0	500	500			
1102 Football Pitch-KGV	34	0	0	0			
1103 St Teresa's School-KGV	1,100	275	1,100	825			
1104 Redlands Farm Rent	450	113	350	238			
1256 Misc. Income	6,588	0	0	0			
1265 WBC Elms Field	0	0	8,400	8,400			
<b>Parks :- Income</b>	<b>8,532</b>	<b>388</b>	<b>10,350</b>	<b>9,963</b>			<b>0</b>
4100 Repairs & Maintenance	12,755	1,064	13,500	12,436		12,436	
4102 Hedges & Ditches	276	0	1,000	1,000	350	650	
4105 Maintenance Contracts	15,006	1,250	17,500	16,251	16,743	(493)	
4106 Elms Field Maintenance	1,395	(2,200)	30,000	32,200	4,400	27,800	
4107 Trees	20,150	(3,865)	25,000	28,865		28,865	
4114 KGV & Leslie Sears Maintenance	8,637	185	1,500	1,315	115	1,200	
4119 Contingency Reserve	1,841	0	2,000	2,000	1,000	1,000	
4131 Electricity	990	83	1,000	917		917	
4135 Water	29	20	300	280		280	
4147 Rent of Garage	479	67	450	383		383	
4149 Met.Station Lease/Maintenance	350	0	350	350		350	
4312 Street Furniture	2,587	0	600	600		600	
4522 Wildflower planting & Maintena	0	0	3,000	3,000	47	2,953	
<b>Parks :- Indirect Expenditure</b>	<b>64,494</b>	<b>(3,397)</b>	<b>96,200</b>	<b>99,597</b>	<b>22,655</b>	<b>76,941</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(55,962)</b>	<b>3,784</b>	<b>(85,850)</b>	<b>(89,634)</b>			
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	28,682	(75)	27,000	27,075			
1011 Lettings-Committee Rooms	1,364	0	2,400	2,400			
1019 Out of hours lettings - income	2,783	0	2,000	2,000			
1020 Lettings-Upstairs Hall	6,753	(113)	5,000	5,113			
1021 Lettings-Woosehill Flat	5,100	1,275	5,100	3,825			
1030 Emmbrook Peppercorn Rent	1	0	10	10			
<b>Woosehill :- Income</b>	<b>44,683</b>	<b>1,087</b>	<b>41,510</b>	<b>40,423</b>			<b>0</b>
4100 Repairs & Maintenance	8,606	170	6,600	6,430		6,430	
4109 Health & Safety Surveys	1,606	0	500	500		500	
4119 Contingency Reserve	1,180	0	1,500	1,500		1,500	
4120 Security	3,459	328	4,000	3,672	3,720	(48)	
4131 Electricity	808	346	1,400	1,054		1,054	
4132 Gas	908	155	1,500	1,345		1,345	
4135 Water	368	341	850	509		509	

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## Wokingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2020

Month No: 2

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4145 Rates	2,995	612	3,500	2,888		2,888	
4148 Ground Rent Woosehill Flat	100	0	150	150		150	
4150 Cleaning Materials	871	0	1,000	1,000		1,000	
4151 Waste Collection	2,062	354	2,600	2,246	2,362	(115)	
4320 Telephones	614	132	600	468		468	
4382 Insurances	195	0	400	400		400	
Woosehill :- Indirect Expenditure	<b>23,771</b>	<b>2,438</b>	<b>24,600</b>	<b>22,162</b>	<b>6,082</b>	<b>16,080</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>20,912</b>	<b>(1,351)</b>	<b>16,910</b>	<b>18,261</b>			
<u>106 Town Hall</u>							
1001 Letting Fees-Shops	44,000	18,333	45,000	26,667			
1002 Letting Fees-Offices	4,350	732	4,370	3,638			
1003 Letting Fees-Courtyard	46,000	23,000	46,000	23,000			
1004 Service Charges-Shops	2,250	875	2,250	1,375			
1005 Service Charges-Office	1,330	222	1,320	1,098			
1006 Insurance Recharge-Shops	1,294	0	1,290	1,290			
1007 Insurance Recharge-Office	441	75	450	375			
1008 Insurance Recharge-C/yard	1,035	0	1,030	1,030			
1010 Lettings-Main Hall	10,960	0	7,500	7,500			
1011 Lettings-Committee Rooms	4,423	(20)	3,500	3,520			
1012 Lettings-Kitchen	479	0	400	400			
1013 Lettings-Council Chamber	723	0	500	500			
1014 Lettings-Annexe	1,069	0	1,300	1,300			
1015 Lettings-Jubilee Room	3,192	0	3,160	3,160			
1016 Wedding Income	10,772	0	12,500	12,500			
1017 Information Centre Income	240	0	300	300			
1256 Misc. Income	0	75	0	(75)			
1258 Equipment Hire (Bookings)	1,308	0	1,200	1,200			
1260 Hospitality Income	4,193	0	2,500	2,500			
1261 Citizenship Ceremonies	1,802	209	1,590	1,381			
1262 Wedding catering income	3,614	0	4,000	4,000			
Town Hall :- Income	<b>143,476</b>	<b>43,501</b>	<b>140,160</b>	<b>96,659</b>			<b>0</b>
4100 Repairs & Maintenance	24,344	5,329	23,000	17,671	48	17,623	
4108 Gutter Maintenance	598	0	800	800		800	
4109 Health & Safety Surveys	1,523	0	1,500	1,500		1,500	
4119 Contingency Reserve	240	0	2,500	2,500		2,500	
4120 Security	5,198	388	8,000	7,613	7,600	13	
4121 CCTV	8,227	(5,760)	800	6,560		6,560	
4131 Electricity	4,185	3,433	8,000	4,567		4,567	

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## Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

### Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4132 Gas	3,157	993	5,500	4,507		4,507	
4135 Water	11,454	7,566	6,230	(1,336)		(1,336)	
4145 Rates	23,758	4,835	23,700	18,865		18,865	
4150 Cleaning Materials	2,130	186	2,000	1,814		1,814	
4151 Waste Collection	2,531	9	2,400	2,391		2,391	
4154 External Cleaning	5,198	0	5,180	5,180		5,180	
4172 Licences (All)	1,675	0	1,000	1,000		1,000	
4325 Town Hall Equipment Purchases	787	0	2,500	2,500		2,500	
4329 Website Maintenance	584	0	0	0		0	
4330 Info Centre/Misc Costs	255	0	300	300		300	
4332 Function costs	3,260	0	2,250	2,250		2,250	
4390 Tri-annual Wedding Licence	1,215	0	0	0		0	
4398 Wedding external catering	2,190	0	2,500	2,500		2,500	
4507 Pigeon Control/Hygiene	0	0	1,000	1,000		1,000	
Town Hall :- Indirect Expenditure	<b>102,507</b>	<b>16,980</b>	<b>99,160</b>	<b>82,180</b>	<b>7,648</b>	<b>74,533</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>40,969</b>	<b>26,521</b>	<b>41,000</b>	<b>14,479</b>			
6001 plus Transfer from EMR	8,230	0					
<b>Movement to/(from) Gen Reserve</b>	<b>49,199</b>	<b>26,521</b>					
<u>109 Allotments</u>							
1203 Allotment Rents	2,559	17	10,500	10,483			
Allotments :- Income	<b>2,559</b>	<b>17</b>	<b>10,500</b>	<b>10,483</b>			<b>0</b>
4100 Repairs & Maintenance	0	1,058	5,200	4,142	870	3,272	
4103 Grass Cutting	0	580	2,500	1,920	1,160	760	
4135 Water	0	832	1,600	768		768	
Allotments :- Indirect Expenditure	<b>0</b>	<b>2,470</b>	<b>9,300</b>	<b>6,830</b>	<b>2,030</b>	<b>4,800</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,559</b>	<b>(2,453)</b>	<b>1,200</b>	<b>3,653</b>			
<u>120 Amenities Capital</u>							
4302 Town Hall Structural Repairs	72,695	0	23,500	23,500	19,830	3,670	
4313 Playground Upgrades	65,012	0	0	0		0	
4397 Market Place Project costs	4,053	0	0	0		0	
Amenities Capital :- Indirect Expenditure	<b>141,759</b>	<b>0</b>	<b>23,500</b>	<b>23,500</b>	<b>19,830</b>	<b>3,670</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(141,759)</b>	<b>0</b>	<b>(23,500)</b>	<b>(23,500)</b>			
6001 plus Transfer from EMR	2,700	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(139,059)</b>	<b>0</b>					

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2020

Month No: 2

## 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>							
4000 Basic Pay	324,824	57,811	380,000	322,189		322,189	
4001 Overtime Pay	9,608	1,321	10,500	9,179		9,179	
4002 NI Costs	27,518	5,079	31,000	25,921		25,921	
4003 Pension Costs	78,342	14,238	94,000	79,762		79,762	
4004 Personnel Services Contracted	1,498	249	1,500	1,251		1,251	
4005 Staff Training	4,184	70	7,300	7,230	50	7,180	
4006 Recruitment	215	23	2,000	1,977		1,977	
4010 Councillor Training	2,280	0	1,500	1,500		1,500	
4119 Contingency Reserve	450	0	2,000	2,000		2,000	
Personnel :- Indirect Expenditure	<b>448,919</b>	<b>78,791</b>	<b>529,800</b>	<b>451,009</b>	<b>50</b>	<b>450,959</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(448,919)</b>	<b>(78,791)</b>	<b>(529,800)</b>	<b>(451,009)</b>			
<u>301 F &amp; P Administration</u>							
1107 CIL FUNDING FROM WBC	415,303	16,082	130,000	113,918			
1251 Interest Received	12,543	524	8,200	7,676			
1252 Interest Treasury Stock	2,848	0	2,850	2,850			
1256 Misc. Income	70	0	0	0			
1263 Strategic Marketing Income	9,281	638	12,500	11,862			
1276 PRECEPT	853,332	460,776	921,550	460,774			
1277 CENTRAL GRANT (VIA WBC)	3,414	0	0	0			
F & P Administration :- Income	<b>1,296,791</b>	<b>478,019</b>	<b>1,075,100</b>	<b>597,081</b>			<b>0</b>
4007 Car Allowances	103	0	0	0		0	
4008 Travel, Subsistence, Parking	2,853	452	3,000	2,548		2,548	
4009 Van hire costs	2,991	267	4,000	3,733		3,733	
4100 Repairs & Maintenance	90	0	0	0		0	
4145 Rates	11,422	2,324	11,800	9,476		9,476	
4310 Office Equipment Purchases	5,219	1,484	15,000	13,516		13,516	
4311 Office Equipment Maintenance	5,162	121	5,880	5,759		5,759	
4320 Telephones	4,642	1,145	4,000	2,855		2,855	
4322 Office Supplies	4,707	198	4,000	3,802	25	3,777	
4323 Postage	666	79	1,500	1,421		1,421	
4324 Photocopier Lease	1,599	389	1,360	971		971	
4326 Subscriptions	4,661	4,723	5,100	377	1,904	(1,527)	
4327 Advertising/Marketing	5,194	0	8,500	8,500		8,500	
4329 Website Maintenance	829	0	1,700	1,700		1,700	
4344 Strategic Marketing	20,398	728	25,000	24,272	5,189	19,082	
4379 Professional & Legal Fees	11,222	0	7,600	7,600		7,600	
4380 External Audit Fees	2,000	(2,000)	2,000	4,000		4,000	

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## Wokingham Town Council

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### Detailed Income & Expenditure by Budget Heading 31/05/2020

Month No: 2

#### Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4381 Internal Audit Fees	1,470	(400)	1,700	2,100		2,100	
4382 Insurances	21,034	3,159	21,280	18,121		18,121	
4383 Bank Charges	949	159	1,180	1,021		1,021	
4395 Photocopier Usage	1,880	23	1,600	1,577		1,577	
4396 Publications	47	0	300	300		300	
4600 PWLB Loan principal	521,793	0	59,050	59,050		59,050	
4602 Election & Reserve	26,856	0	6,600	6,600		6,600	
4990 CIL Expenditure reserve	0	0	70,950	70,950		70,950	
4999 PRECEPT CAPITAL PROVISION	0	0	15,000	15,000		15,000	
F & P Administration :- Indirect Expenditure	<b>657,790</b>	<b>12,853</b>	<b>278,100</b>	<b>265,247</b>	<b>7,119</b>	<b>258,128</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>639,001</b>	<b>465,167</b>	<b>797,000</b>	<b>331,833</b>			
6001 plus Transfer from EMR	109,800	0					
<b>Movement to/(from) Gen Reserve</b>	<b>748,801</b>	<b>465,167</b>					
<u>302 Civic</u>							
1256 Misc. Income	4,668	0	0	0			
Civic :- Income	<b>4,668</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4333 Newsletter	3,504	0	4,000	4,000		4,000	
4360 Twinning Official Entertaining	33	0	100	100		100	
4362 Civic Receptions	975	0	1,000	1,000		1,000	
4365 Heritage Day	9,051	(350)	3,000	3,350		3,350	
4369 Remembrance Day	1,437	0	1,390	1,390		1,390	
4370 Christmas Music	111	0	200	200		200	
4371 Honoraria	1,600	0	1,600	1,600		1,600	
4372 Civic Allowances	3,500	875	3,500	2,625		2,625	
4373 Civic Transport	0	0	150	150		150	
4374 Official Gifts	2,407	16	500	484	36	448	
4375 Christmas Cards	141	0	250	250		250	
4376 Insignia & Dress	4,305	0	4,620	4,620	968	3,652	
4377 Civic Awards	1,155	0	1,700	1,700		1,700	
4378 Silver Talks	109	0	50	50		50	
4396 Publications	45	0	0	0		0	
4399 Mayor's Sunday	2,994	0	3,000	3,000		3,000	
4523 Museum Accreditation	0	0	2,000	2,000		2,000	
Civic :- Indirect Expenditure	<b>31,367</b>	<b>541</b>	<b>27,060</b>	<b>26,519</b>	<b>1,004</b>	<b>25,515</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,699)</b>	<b>(541)</b>	<b>(27,060)</b>	<b>(26,519)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 31/05/2020

Month No: 2

## 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>303 Grants</u>							
4352 Youth Council Sports Grants	1,825	(925)	1,800	2,725		2,725	
4353 Grants General	47,588	35,776	40,810	5,034		5,034	
4363 Grants Service Providers	32,775	15,575	33,880	18,305		18,305	
Grants :- Indirect Expenditure	<b>82,188</b>	<b>50,426</b>	<b>76,490</b>	<b>26,064</b>	<b>0</b>	<b>26,064</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(82,188)</b>	<b>(50,426)</b>	<b>(76,490)</b>	<b>(26,064)</b>			
<u>304 Arts &amp; Culture</u>							
1156 Mosaic Sponsorship	3,333	0	2,000	2,000			
1159 Book Festival Income	3,760	0	3,600	3,600			
1253 Fun Day Income	189	0	150	150			
1256 Misc. Income	381	0	0	0			
Arts & Culture :- Income	<b>7,664</b>	<b>0</b>	<b>5,750</b>	<b>5,750</b>			<b>0</b>
4341 Concert	34,070	10,500	37,000	26,500		26,500	
4342 Cultural Month	2,076	0	2,300	2,300		2,300	
4343 PRS Licence	600	574	600	26		26	
4345 Book Festival	5,496	(330)	6,600	6,930		6,930	
4388 Theatre in the Park	4,000	1,250	2,500	1,250	1,250	0	
4389 Board Games event	579	0	1,000	1,000		1,000	
4512 Sunny Saturdays	5,070	(200)	5,000	5,200		5,200	
4513 Dressing the Christmas Tree	791	0	700	700		700	
4518 Living Advent Calendar	996	0	1,100	1,100		1,100	
4519 Mosaics	4,543	0	2,500	2,500		2,500	
4603 Fun Day	6,830	2,730	7,800	5,070		5,070	
Arts & Culture :- Indirect Expenditure	<b>65,050</b>	<b>14,524</b>	<b>67,100</b>	<b>52,576</b>	<b>1,250</b>	<b>51,326</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(57,386)</b>	<b>(14,524)</b>	<b>(61,350)</b>	<b>(46,826)</b>			
<u>401 Highways and Planning</u>							
4111 Bus Shelter Repairs	1,463	0	2,200	2,200		2,200	
Highways and Planning :- Indirect Expenditure	<b>1,463</b>	<b>0</b>	<b>2,200</b>	<b>2,200</b>	<b>0</b>	<b>2,200</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,463)</b>	<b>0</b>	<b>(2,200)</b>	<b>(2,200)</b>			
Grand Totals:- Income	<b>1,612,761</b>	<b>525,123</b>	<b>1,337,740</b>	<b>812,617</b>			
Expenditure	<b>1,767,893</b>	<b>183,679</b>	<b>1,337,740</b>	<b>1,154,061</b>	<b>102,740</b>	<b>1,051,321</b>	
<b>Net Income over Expenditure</b>	<b>(155,132)</b>	<b>341,444</b>	<b>0</b>	<b>(341,444)</b>			
plus Transfer from EMR	<b>135,070</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(20,062)</b>	<b>341,444</b>					



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Wokingham Town Council

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**Detailed Balance Sheet - Excluding Stock Movement****Month 2 Date 31/05/2020**

<b>A/c</b>	<b>Description</b>	<b>Actual</b>	
	<u><i>Current Assets</i></u>		
101	Debtors	59,228	
105	VAT Control Account	(4,728)	
199	PayPal Receipts Account	36	
201	F & GP + Current Account	481,931	
202	Clerk's Drawings Account	58,972	
205	Treasury Deposit	250,000	
208	Courtyard Restaurant	6,704	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	807	
	<b>Total Current Assets</b>		<b>853,148</b>
	<u><i>Current Liabilities</i></u>		
501	Creditors	12,493	
502	Receipts in Advance	5,685	
505	Courtyard Restaurant Creditor	6,704	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,000	
562	Hire Deposits Woosehill	700	
564	Long Term Key & Damage Deposit	3,525	
	<b>Total Current Liabilities</b>		<b>33,297</b>
	<b>Net Current Assets</b>		<b>819,852</b>
	<b>Total Assets less Current Liabilities</b>		<b>819,852</b>
	<u><i>Represented by :-</i></u>		
301	Current Year Surplus/Deficit	341,444	
310	General Reserve	160,973	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
325	Asset Revaluation Reserve	4,000	
360	Capital Projects	63,435	
	<b>Total Equity</b>		<b>819,852</b>

NB The balance sheet does not show investments other than in interest bearing savings accounts as these are identified in Long Term investments for Town and Parish Councils and appear on the Fixed Asset Register. As at 31 March 2020 the value of the investments was £234,944. No long term liabilities.





Cost centre	Current Approved Budget £	Year End Position			Comments on variance
		Profiled budget £	Actuals £	Current variance £	
Allotments	Expenditure	9,300	1,717	2,470	763
	Income	(10,500)	(67)	(17)	50
	Net	(1,200)	1,650	2,453	803
Amenities	Expenditure	82,070	8,095	5,281	(2,814)
	Income	(13,570)	(2,262)	(2,150)	112
	Net	68,500	5,833	3,131	(2,702)
Amenities Capital	Expenditure	23,500	-	-	-
	Income	-	-	-	-
	Net	23,500	-	-	-
Arts & Culture	Expenditure	67,100	49,800	14,524	(35,276)
	Income	(5,750)	(1,438)	-	1,438
	Net	61,350	48,363	14,524	(33,839)
Civic	Expenditure	27,060	1,843	541	(1,302)
	Income	-	-	-	-
	Net	27,060	1,843	541	(1,302)
F & GP Administration	Expenditure	278,100	83,733	15,845	(67,888)
	Income	(1,075,100)	(478,000)	(478,019)	(19)
	Net	(797,000)	(394,267)	(462,175)	(67,907)
Grants	Expenditure	76,490	76,490	50,426	(26,064)
	Income	-	-	-	-
	Net	76,490	76,490	50,426	(26,064)
Highways and Planning	Expenditure	2,200	367	-	(367)
	Income	-	-	-	-
	Net	2,200	367	-	(367)
Market & Bloom	Expenditure	22,160	8,693	3,415	(5,278)
	Income	(40,800)	(6,800)	40	6,840
	Net	(18,640)	1,893	3,455	1,562
Parks	Expenditure	96,200	8,033	(3,363)	(11,396)
	Income	(10,350)	(588)	(388)	200
	Net	85,850	7,446	(3,751)	(11,197)
Personnel	Expenditure	529,800	78,800	78,916	116
	Income	-	-	-	-
	Net	529,800	78,800	78,916	116
Town Hall	Expenditure	99,160	16,527	19,393	2,866
	Income	(140,160)	(31,667)	(43,501)	(11,834)
	Net	(41,000)	(15,140)	(24,108)	(8,968)
Woosehill	Expenditure	24,600	3,175	2,742	(433)
	Income	(41,510)	(8,648)	(1,087)	7,561
	Net	(16,910)	(5,473)	1,655	7,128
<b>TOTAL</b>			<b>(192,195)</b>	<b>(334,933)</b>	<b>(142,737)</b>