



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 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.

11th November 2020

Dear Councillor

You are hereby summoned to attend the meeting of the **Finance and Personnel Committee** to be held remotely at **7.30pm** on **Tuesday 17th November 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 meetings of this Committee held on 29th September 2020, pages 16133 to 16134 and 28th October 2020, pages 16175 to 16178 (copies attached) as a true and correct record.

5 RISK REGISTER

To receive and consider the updated risk register for the Town Council.

6 ACCOUNTS PAYABLE

(a) To approve the list of costs from 1st September 2020 to 31st October 2020 totalling the sum of £180,455.54 paid from the F & GP Account, this includes £78,000, a transfer to the Clerk's A/c (copy attached).

(b) To approve the list of costs from 1st September 2020 to 31st October 2020 totalling the sum of £77,697.42 paid from the Clerks Drawings account (copy attached).

7 FINANCIAL REPORTS

To receive and consider the following Financial Reports:

(a) Income and Expenditure to 31st October 2020 (copy attached).

(b) Balance Sheet as 31st October 2020 (copy attached).

(c) Revenue monitoring report to 31st October 2020 (copy attached).

8 CONSULTATION ON CODE OF CONDUCT FOR ELECTED MEMBERS

To receive a verbal update from Cllr Gurney.

9 CIL FUNDING

To receive, consider and resolve upon any recommendations from the strategy meeting held on 11th November 2020.

10 MARKETPLACE CLEANING

To receive, consider and resolve upon the recommendation from Amenities for additional funding to continue with the cleaning of the Marketplace

11 FUTURE PROJECTS AND CALLS ON RESERVES

To receive, consider and resolve upon requests for additional monies required for the financial year 2021/2022 in readiness for the preparation of precept budgets (to be read in conjunction with agenda Item 6)

12 MOVE TO GREEN ENERGY CONTRACTS

To receive and consider and resolve upon the RFO report 08/2020-21

13 COMMITTEE INFORMATION

(a) To receive information items raised by members.

(b) Identify any specific items for marketing purposes.

14 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

15 COURTYARD

In accordance with Standing Financial Regulations to receive, consider and resolve upon RFO report 09/2020-21

16 REQUEST FOR COVID SUPPORT

To receive, consider and resolve upon the request from First Days.

17 STAFF PERFORMANCE RELATED PAY AWARDS

To receive, consider and resolve upon the Town Clerk's confidential report 07/2020 (copy attached).

18 STAFFING UPDATE
General staffing update.

Committee members: Cllrs R Bishop-Firth, N Campbell-White, P Cunnington, N Fox, T Lack (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).

29th September 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 9.35pm.

PRESENT

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

IN ATTENDANCE

Town Clerk: Jan Nowecki
RFO: Nicky Harmsworth
Cllr T Lack

APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies for absence were received.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr R Bishop-Firth declared a prejudicial interest because Michael Cragg, Envoy Associates, is a family friend.

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
30181**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 14th July 2020, pages 16114 to 16121 and 11th August 2020, pages 16133 to 16134 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

ANNUAL RETURN – CONCLUSION OF AUDIT MARCH 2020 (Agenda Item 5)

The External Auditors certificate and opinion regarding the completion of the annual return for the year ended 31 March 2020 was received and it was noted that the auditors had drawn attention that a wet signature had not been obtained by the RFO before the accounts had been approved at the virtual meeting. The Committee felt that this was a contradiction in the regulations and stated they had full confidence that the RFO had operated within the Covid Government restrictions and thanked the RFO for obtaining a clean audit in very challenging circumstances.

CHAIRMANS INITIALS _____



COVID 19 FINANCIAL POSITION (Agenda Item 6)

The RFO's report 04/2020 which included an update on the CCLA investment and projects previously held since June was received and discussed in detail.

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

**RESOLVED
30182**

that all projects identified previously should be held until the next financial year with the exception of the purchase of Civic award pins and that committees be advised of this.

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

**RESOLVED
30183**

that the CCLA investment remain in the property fund and continued to be monitored.

ACTION: RFO/CHAIRMAN

TOWN COUNCIL RESERVES (Agenda Item 7)

The RFO 's report 05/2020 concerning the current financial reserves was received and Cllrs discussed the report in detail. The Community Infrastructure Levy was discussed in detail alongside the planned program for playpark refurbishment. The Town Clerk was asked to speak to WBC to ask about progress with the boundary review.

A member of the public joined the meeting at 8.25pm.

It was proposed by Cllr D Lee and seconded by Cllr N Campbell-White and it was

**RESOLVED
30184**

that in readiness for the next budget setting round the emergency reserve be reduced to £175,000 and £25,000 moved to the capital reserve which would be renamed the Playpark Earmark Reserve and to accept the proposed funding for playpark refurbishment subject to yearly budgetary approval.

It was proposed by Cllr M Gee and seconded by Cllr N Fox and it was

**RESOLVED
30185**

that the election costs reserve be increased to £8,000 and the asset revaluation be built up yearly by £1,000 subject to yearly budgetary approval at the November meeting of F&P.

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

**RESOLVED
30186**

that the self-insurance reserve remain and be discussed when the insurance review takes place next year.

ACTION: TOWN CLERK

ALLOTMENT RENTAL RATES FOR 1ST NOVEMBER 2021 TO 31ST OCTOBER 2022 (Agenda Item 8)

The allotment officer's report 05/2020-21 was received and noted. Cllrs asked if the income from tenants covered the expenditure, the RFO advised that staffing

CHAIRMANS INITIALS _____



costs are not covered by the allotment rent and the Allotment Officer has suggested that water charges are reviewed as these are escalating. The RFO/Town Clerk to obtain clarification on the allotment law which suggests that charging for allotments should be the same as rate increases in other areas was requested.

It was proposed by Cllr N Campbell–White and seconded by Cllr K Malvern and it was

**RESOLVED
30187**

that the allotment rental rates for 1.11.21 to 31.10.22 be increased by 2%.

ACTION: RFO/TOWN CLERK/ALLOTMENT OFFICER

HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL’S FACILITIES (Agenda Item 9)

The RFO’s report 6/2020 was received and noted. Owing to the current Covid Crisis and the uncertainty at this time

It was proposed by Cllr N Campbell- White and seconded by Cllr D Lee and the following was

**RESOLVED
30188**

That no increases are made to any hire charges of Town Council Amenities from January 2021.

The Committee discussed whether a charge should be made for use of our Parks & Open Spaces,

It was proposed by Cllr S Gurney and seconded by Cllr N Campbell-White and the following was

**RESOLVED
30189**

That this decision be deferred until a large scale community event had been held and a full debrief had been obtained.

ACCOUNTS PAYABLE (Agenda Item 10)

The list of payments from the Clerk’s Drawing Account and the F&P Account were received.

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

(a) that the list of costs from 1st July 2020 to 31st August 2020 totalling the sum of £174,314.79 paid from the F & GP Account, this includes £64,000, a transfer to the Clerk’s A/c and ;

(b) that the list of costs from 1st July 2020 to 31st August 2020 totalling the sum of £64,606.01 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 11)

The following were received and noted:

(a) Income and Expenditure to 31st August 2020 (copy attached).

(b) Balance Sheet as 31st August 2020 (copy attached).

(c) Revenue monitoring report to 31st August 2020 (copy attached).

CHAIRMANS INITIALS _____



COMMITTEE INFORMATION (Agenda Item 12)

No information was raised.

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 13)

It was proposed by Cllr M Gee and seconded by Cllr N Fox and it was

**RESOLVED
30190**

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.

The member of the public left the meeting

THE COURTYARD (Agenda Item 14)

The Town Clerk gave a verbal update on the position of the legal negotiations that are taking place and the hope that the lease would be signed shortly. Discussions had been held with the Local Planning Authority concerning planned refurbishment with the hope that it is opened in time for Christmas

The RFO left the meeting at 9.10 pm

STAFFING PERFORMANCE RELATED PAY AWARDS (Agenda Item 15)

The Town Clerk's Report 06/2020 was received and discussed and it was

**RESOLVED
30191**

that Performance Related awards be agreed in a range of 0-2.75% for the year 2021-2022

STAFFING UPDATE (Agenda Item 16)

The Town Clerk updated the committee:

- Staff are now returning to more remote working with those involved in direct services continuing to be office based or out in the Council's parks and open spaces. Following a question the Town Clerk confirmed that officers have received guidance about workplace assessments and everyone has received equipment to ensure they can work safely and effectively at home. It was suggested that staff should be asked to confirm that this was the case.
- The new Groundsman has settled in very well
- The Town Clerk confirmed that under the current circumstances she would continue to hold the vacant post in the Information Centre

ACTION: TOWN CLERK

TOWN CLERK'S BENCHMARKING REPORT (Agenda Item 17)

The Town Clerk's Report 01/2020 was received and the Town Clerk responded to questions

The Town Clerk left the meeting at 9.20

The committee discussed the report in detail. It was proposed by Cllr Shepherd-Dubey and seconded by Cllr Lee and it was

**RESOLVED
30192**

to accept the recommendation from Councillors Shepherd-Dubey and Lack

CHAIRMAN

CHAIRMANS INITIALS _____



Date:21/09/2020

Wokingham Town Council

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Time: 16:06

F & P and Current Accounts

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	sage software limited	Std Ord	44.10		payroll services
01/07/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
03/07/2020	staff	BX75659231	56.64		expenses
03/07/2020	staff	BX75659231	-56.64		clerks account
07/07/2020	O2	DDR0707	202.59		Staff mobile phones
08/07/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
08/07/2020	Google Ireland Limited	DCR080720	190.44		monthly google aps
10/07/2020	Barclaycard	DDR1007202	29.76		PDQ machine
10/07/2020	Barclaycard	DD10072020	29.76		PDQ charges
13/07/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
13/07/2020	BACS P/L Pymnt Page 3854	BACS Pymnt	1,893.02		BACS P/L Pymnt Page 3854
13/07/2020	Castle Water Limited	DDR130720	22.68		Purchase Ledger Payment
13/07/2020	Castle Water Limited	DDR130720	606.97		Purchase Ledger Payment
14/07/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
20/07/2020	Barclaycard Commercial	20072020	682.19		june state
21/07/2020	Total Gas & Power Ltd	1045466	3.10		June electricity
21/07/2020	Total Gas & Power Ltd	1045312	47.93		June gas
23/07/2020	Clerk's Drawings Account	Imprest	30,000.00		Imprest
24/07/2020	Total Gas & Power Ltd	1129997	21.50		gypsy wc 01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	1129926	20.07		01.04.20 - 30.06.20 Denmark st
24/07/2020	Total Gas & Power Ltd	TGP5355950	22.40		01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	TGP5355931	20.29		used 31.03 to 30.06.20
24/07/2020	Total Gas & Power Ltd	TGP5355922	707.58		01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	TGP5355383	304.84		01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	tgp5352748	29.09		stuggis 01.04 to 30.06.20
27/07/2020	BACS P/L Pymnt Page 3859	BACS Pymnt	16,905.30		BACS P/L Pymnt Page 3859
27/07/2020	All Saints, Wok Vol	BX77371598	3,000.00		grants
28/07/2020	Barclaycard	DDR1007202	-29.76		PDQ
29/07/2020	Focus Group	290720	211.22		Line rental/calls
29/07/2020	Focus Group	29072020	79.43		Line rental/calls
30/07/2020	HMRC	DDR3007202	7,399.59	July	HMRC NDDS
31/07/2020	BACS P/L Pymnt Page 3862	BACS Pymnt	11,818.99		BACS P/L Pymnt Page 3862
01/08/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
01/08/2020	sage software limited	Std Ord	44.10		payroll services
01/08/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
05/08/2020	O2	05082020	235.13		staff mobile phones
06/08/2020	BACS P/L Pymnt Page 3868	BACS Pymnt	4,377.60		BACS P/L Pymnt Page 3868
07/08/2020	Google Ireland Limited	DDR070820	190.44		google apps
10/08/2020	Barclaycard	DDR1008202	29.76		Barclaycard PDQ
11/08/2020	Castle Water Limited	TW7164120	629.65		Purchase Ledger DDR Payment
11/08/2020	Royal Sun & Alliance Insurance	OREMIUM CR	122.29		Royal Sun & Alliance Insurance
14/08/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
14/08/2020	BACS P/L Pymnt Page 3872	BACS Pymnt	18,900.92		BACS P/L Pymnt Page 3872
14/08/2020	Premium Credit Ltd	PREMIUM CR	122.29		Royal & Sun Alliance Insurance
17/08/2020	BACS P/L Pymnt Page 3874	BACS Pymnt	29,965.91		BACS P/L Pymnt Page 3874
17/08/2020	WPS	BX79058516	-20,424.28		amendment to BX 79058516
17/08/2020	Barclaycard Commercial	DDR1708202	933.15		Adobe Photoshop

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 29/09/2020

16158



Date:21/09/2020

Wokingham Town Council

Time: 16:06

F & P and Current Accounts

List of Payments made between 01/07/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/08/2020	Clerk's Drawings Account	Imprest	34,000.00		Imprest
21/08/2020	Total Gas & Power Ltd	DCR210820	2.72		30.06 to 31.07
21/08/2020	Total Gas & Power Ltd	DDR210820	12.03		30.06 to 31.07
21/08/2020	Total Gas & Power Ltd	DDR2108202	1,165.64		Purchase Ledger DDR Payment
24/08/2020	BACS P/L Pymnt Page 3880	BACS Pymnt	29,273.97		BACS P/L Pymnt Page 3880
24/08/2020	Royal County of Berkshire Pens	BX79634535	-19,848.13		August contributions
27/08/2020	Focus Group	DCr270820	230.98		telephone
27/08/2020	Focus Group	DCR270820	79.43		telephone
28/08/2020	HMRC	DDR260820	7,178.19		HMRC NDDS
28/08/2020	BACS P/L Pymnt Page 3887	BACS Pymnt	120.00		BACS P/L Pymnt Page 3887
31/08/2020	BACS P/L Pymnt Page 3886	BACS Pymnt	2,670.50		BACS P/L Pymnt Page 3886
Total Payments			174,314.79		

CHAIRMANS INITIALS _____



Date:21/09/2020

Wokingham Town Council

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Time: 16:08

Clerk's Drawings Account

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/07/2020	Peninsula	Std Ord	149.50		Personnel contract
01/07/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/07/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/07/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/07/2020	wokingham borough council	Std Ord	33.30		garage rent
01/07/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/07/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
03/07/2020	staff	BX75659231	56.64		expenses
10/07/2020	Barclaycard	DDR1007202	29.76		PDQ machine
10/07/2020	staff expenses	BX76175548	68.18		expenses
10/07/2020	Barclaycard	DDR1007202	-29.76		correction
13/07/2020	BACS P/L Pymnt Page 3852	BACS Pymnt	1,877.94		BACS P/L Pymnt Page 3852
13/07/2020	F & P and Current Accounts	correction	170.00		Sparkle
14/07/2020	F & P and Current Accounts	correction	60.00		Widd
16/07/2020	staff	BX76657702	25.00		deputy mayor robe cleaning
27/07/2020	BACS P/L Pymnt Page 3857	BACS Pymnt	1,798.98		BACS P/L Pymnt Page 3857
27/07/2020	BACS P/L Pymnt Page 3860	BACS Pymnt	153.42		BACS P/L Pymnt Page 3860
28/07/2020	Payflow	BX87620302	22,548.05		July slaries
31/07/2020	BACS P/L Pymnt Page 3861	BACS Pymnt	956.79		BACS P/L Pymnt Page 3861
31/07/2020	staff	BX77846051	22.77		expenses
01/08/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/08/2020	Peninsula	Std Ord	149.50		Personnel contract
01/08/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/08/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/08/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/08/2020	wokingham borough council	Std Ord	33.30		garage rent
01/08/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/08/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
03/08/2020	Castle Water Limited	TW9963308	16.29		01.06.20 to 16.07.20
04/08/2020	staff	BX78332697	15.62		expenses
06/08/2020	BACS P/L Pymnt Page 3867	BACS Pymnt	1,243.65		BACS P/L Pymnt Page 3867
06/08/2020	Mayor	BX78331388	875.00		Civic allowance
14/08/2020	BACS P/L Pymnt Page 3869	BACS Pymnt	4,500.97		BACS P/L Pymnt Page 3869
14/08/2020	BACS P/L Pymnt Page 3873	BACS Pymnt	430.18		BACS P/L Pymnt Page 3873
14/08/2020	staf/West berks	BX78957765	33.47		printing/licence
14/08/2020	Payflow	DDR140820	22,295.14		August Salaries
24/08/2020	BACS P/L Pymnt Page 3879	BACS Pymnt	932.43		BACS P/L Pymnt Page 3879
25/08/2020	Petty Cash	302693	87.97		Imprest
25/08/2020	Castle Water Limited	TW963308	5.32		LANG rD wc 17TH jULY TO 31ST
31/08/2020	BACS P/L Pymnt Page 3885	BACS Pymnt	1,987.20		BACS P/L Pymnt Page 3885
Total Payments			64,606.01		

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 29/09/2020

16160



Summary Income & Expenditure by Budget Heading 21/09/2020

Month No: 5

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101 Amenities	Income	60,425	2,150	13,570	11,420		
	Expenditure	126,474	21,614	82,070	60,456	32,866	27,590
	Net Income over Expenditure	(66,049)	(19,463)	(68,500)	(49,037)		
	plus Transfer from EMR	14,340	0				
	Movement to/(from) Gen Reserve	(51,709)	(19,463)				
102 Market & Bloom	Income	43,964	8,216	40,800	32,584		
	Expenditure	22,112	5,422	22,160	16,738	227	16,511
	Movement to/(from) Gen Reserve	21,852	2,794				
103 Parks	Income	8,532	11,375	10,350	(1,025)		
	Expenditure	64,494	11,777	96,200	84,423	25,721	58,701
	Movement to/(from) Gen Reserve	(55,962)	(402)				
104 Woosehill	Income	44,683	2,362	41,510	39,148		
	Expenditure	23,771	8,086	24,600	16,514	4,243	12,272
	Movement to/(from) Gen Reserve	20,912	(5,723)				
106 Town Hall	Income	143,476	40,547	140,160	99,613		
	Expenditure	102,507	37,464	99,160	61,696	13,260	48,435
	Net Income over Expenditure	40,969	3,083	41,000	37,917		
	plus Transfer from EMR	8,230	0				
	Movement to/(from) Gen Reserve	49,199	3,083				
109 Allotments	Income	2,559	2,327	10,500	8,173		
	Expenditure	0	6,000	9,300	3,300	1,128	2,173
	Movement to/(from) Gen Reserve	2,559	(3,673)				
120 Amenities Capital	Expenditure	141,759	20,749	23,500	2,751		2,751
	plus Transfer from EMR	2,700	0				
	Movement to/(from) Gen Reserve	(139,059)	(20,749)				
201 Personnel	Expenditure	448,919	196,097	529,800	333,703	98	333,605
301 F & P Administration	Income	1,296,791	484,276	1,075,100	590,824		
	Expenditure	657,790	34,654	278,100	243,446	13,011	230,436
	Net Income over Expenditure	639,001	449,623	797,000	347,377		
	plus Transfer from EMR	109,800	0				
	Movement to/(from) Gen Reserve	748,801	449,623				

CHAIRMANS INITIALS _____



302	Civic	Income	4,668	0	0	0		
		Expenditure	31,367	6,521	27,060	20,539		20,539
		Movement to/(from) Gen Reserve	(26,699)	(6,521)				
303	Grants	Expenditure	82,188	60,261	76,490	16,229		16,229
304	Arts & Culture	Income	7,664	1,800	5,750	3,950		
		Expenditure	65,050	15,938	67,100	51,162	2,843	48,319
		Movement to/(from) Gen Reserve	(57,386)	(14,138)				
401	Highways and Planning	Expenditure	1,463	0	2,200	2,200		2,200

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	1,612,761	553,054	1,337,740	784,686		
Expenditure	1,767,893	424,582	1,337,740	913,158	93,397	819,761
Net Income over Expenditure	(155,132)	128,472	0	(128,472)		
plus Transfer from EMR	135,070	0				
Movement to/(from) Gen Reserve	(20,062)	128,472				

CHAIRMANS INITIALS _____



Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 22/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	31,819	
105	VAT Control Account	5,740	
199	PayPal Receipts Account	66	
201	F & GP + Current Account	546,768	
202	Clerk's Drawings Account	56,568	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	807	
Total Current Assets			641,968
<u>Current Liabilities</u>			
501	Creditors	17,197	
502	Receipts in Advance	9,376	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,200	
562	Hire Deposits Woosehill	600	
564	Long Term Key & Damage Deposit	3,525	
Total Current Liabilities			35,089
Net Current Assets			606,879
Total Assets less Current Liabilities			606,879
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	128,472	
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	
Total Equity			606,879

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

CHAIRMANS INITIALS _____



27th October 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 remotely on this day from 7.30pm to 9.45pm.

PRESENT

Chairman: M Gee

Councillors: R Bishop-Firth, N Campbell-White, P Cunningham, N Fox, S Gurney, D Lee, K Malvern and I Shepherd-Dubey.

IN ATTENDANCE

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Cllr T Lack - Mayor

APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies were received.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr M Gee declared a prejudicial interest because she was a Trustee of Citizens Advice Wokingham and stated that she would leave the meeting when this organisation came up for discussion.

Cllr N Fox declared a prejudicial interest because of his involvement with Our Community First and stated that he would leave the meeting when this organisation came up for discussion.

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

No questions were received.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 4)

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

**RESOLVED
30204**

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.

APPLICATIONS FOR FINANCIAL ASSISTANCE 2021/22 (Agenda Item 5)

At the July Finance & Personnel meeting, resolution 30154 had confirmed that the updated grants policy and application form be used the 2021-22 grant funding cycle and that the grants budget for 2021-2022 be set at a maximum of £92,150.

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 27/10/2020

16175



All Cllrs had been sent a spreadsheet listing the grants awarded last year together with this year's application forms and supporting documentation for consideration prior to the meeting. Individual Cllrs presented each application to the rest of the committee.

**RESOLVED
30205**

It was proposed by Cllr M Gee and seconded by Cllr S Gurney and it was that the grants should be allocated as follows;

Service Partners

These organisations would have the security of this level of funding for three years

All Saints Church – Church Yard Maintenance

A grant of £2,000 be awarded.

Arc Youth Counselling

A grant of £3,500 be awarded.

Citizens Advice Wokingham

A grant of £10,000 be awarded.

St Catherine's Church – Parish Of Winnersh

A grant of £600 be awarded.

St Sebastian Wokingham Band

A grant of £3,000 be awarded.

Wokingham Job Support Centre

A grant of £5,000 be awarded.

It was noted that St Paul's Church and Holt Copse Volunteers had not applied this year but would not be excluded from this category in future years.

Event Partner

These organisations would have the security of this level of funding for three years but Cllrs recognized that should Covid restrictions still be in place and events not able to take place then, in discussions with the organisations, funding may not be required.

The Cultural Partnership: 'more arts'

A grant of £4,700 be awarded.

Wokingham Lions Club

A grant of £10,500 be awarded

Wokingham Winter Carnival

A grant of £10,500 be awarded

CHAIRMANS INITIALS _____



Cllrs discussed the Sport Sponsorship match funding with Wokingham Borough Council for Wokingham Town Residents and agreed that this did not fit either of the above categories but would continue to be supported to a maximum of £2,000.

One Off Funding

Grants were allocated as follows;

All Saints Church (Servery)

A grant of £10,000 be awarded.

Dingleys Promise

A grant of £630 be awarded.

First Days Children's Charity

A grant of £2,400 be awarded.

Friends of the Emm Brook (FOTEB)

A grant of £400 be awarded.

Home-Start Wokingham District

A grant of £3,000 be awarded.

Keep Mobile Community Transport CIO

A grant of £4,000 be awarded.

Life's Little Bugs Go Wild

A grant of £1,000 be awarded.

The Link Visiting Scheme

A grant of £5,000 be awarded.

Me2 Club

A grant of £2,000 be awarded.

Our Community First

A grant of £2,000 be awarded.

Promise Inclusion Ltd

A grant of £1,000 be awarded.

ReadiBus

A grant of £500 be awarded.

The Cowshed

A grant of £3,000 be awarded.

Wokingham Choral Society

A grant of £1,000 be awarded.

CHAIRMANS INITIALS _____



Agenda Item 4

Wokingham Cycling Club

A grant of £2,000 be awarded.

The Wokingham Volunteer Centre

A grant of £1,200 be awarded.

Applications for grants amounted to £129,532 and during this evening's meeting a total of £90,930 was awarded.

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

ACTION RFO

CHAIRMAN

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 27/10/2020

16178



SUMMARY OF RISK AREAS

Oct-20

Risk area	High	Medium	Low
Strategic Register	2	1	0
Operational Registers			
Allotments	0	5	2
Play Areas	0	4	1
Municipal Buildings	2	2	0
Open Spaces	1	2	0
Resource Management	0	5	1
Other			
Totals	5	19	4

Draft as at September 2020

See Risk Management Strategy for key

Oct-20

Strategic Register

Wokingham Town Council

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	(Impact) Category	Actions	Cost effect
Strategic Risks											
Failure to respond to comply with relevant national legislation eg H&S at work act, GDPR	SR 01	TC	Possible legal action, need to amend Council systems and practice.	1	4	4	Access to legal and up to date advice guidance and information eg. through Central Government, SLCC, NALC, SEE, Council's solicitors, Insurance and HR service. Employment contract and <small>Council made of annual</small>	Treat/Monitor			
Failure of financial processes, reporting and internal controls	SR 02	TC/RFO	Vision and aims of the Council not able to be met. Potential threat to council resources/reserves/reputation eg risk of fraud and theft	2	4	8	Annual financial statements prepared by RFO, checks by internal audit who focus on controls and proper application and subject to external audit. Annual review to ensure adequate insurance to cover all aspects of business risks and license cover. Regular staff training and updates. Budget Monitoring reports provided to each spending cttee meeting, Budget consideration annually, maintaining prudent level of reserves.	Treat/Monitor			
Serious injury or death of member of staff or public	SR 03	TC	Legislative action against the Council, including potential corporate manslaughter	2	4	8	Appropriate policy and practice in place including Health & Safety and Financial.	Treat/Monitor			
Failure to manage public events	SR 04	TC	Potential significant claims. Injuries to staff or public resulting in claims against the Council, legal proceedings or loss of reputation.	1	4	4	Thorough event planning process in line with H&S Executive event safety guide. Where appropriate event plans are subject to LA safety advisory group scrutiny. Appropriate levels of insurance cover. Appropriate levels of staff training. Through tendering process where events are outsourced.	Treat/Monitor			
Failure to plan effectively for Brexit	SR 05	TC	Full impact not known as outcome of leaving EU unknown.	1	4	4	Maintain a proactive watching brief as the national position unfolds and ensure that the committee is kept updated as and when necessary.	Treat/Monitor			

Wokingham Town Council Operational Register Allotments Oct-20

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions	Cost Effect
Allotments / Amenities Committee										
Tenancy agreements not in place or adhered to	A 01	ALO	Lack of control and potential lack of income	1	2	2	Tenancy agreements to be signed before taking up plot, Agreements in line with various allotment Acts and local requirements are renewed every year, Robust program of inspections to prevent eg unworked plots, fire hazards and contamination	Treat/Monitor		
Contamination of 'spring clean' skips and fly tipping	A 02	ALO	High increased costs if skips contaminated with dangerous waste (eg Asbestos)	2	3	6	Skips provided. Clear notices to advise on acceptable waste. Sites secured with coded padlocks. Monitored by ALO.	Treat/Monitor		
Vermmin/Deer	A 03	ALO	Risk of inundation, disease possible claims against the Council by tenants and local residents who live near allotments. Poor public image.	3	2	6	Regular programme of inspections by ALO raises any concerns about untidy plots, potential for vermin etc. Proactive notification by tenants. Prompt action re vermin control carried out when required. Boundary fences to be maintained in sound condition without gaps or breaks	Treat/Monitor		
Vandalism	A 04	ALO	Damage to infrastructure and crops. Possible additional expenditure. Tenants unhappy	2	2	4	Site to be as secure as possible. All incidents reported to police.	Treat/Monitor		
Water - Supply and Casual	A 05	ALO/BGO	Damage to crops and potential legionella risk.	2	2	4	Water tanks maintained, regular monitoring and proactive response to any issues.	Treat/Monitor		
Security	A 06	ALO	Possibility of damage to plots and tenants' property or theft of property and crops	2	1	2	Fencing monitored by ALO and tenants and repaired as and when necessary, gates locked by tenants on entering and leaving. Liaison with tenants.	Treat/Monitor		
Poor site management	A 07	ALO	eg Tree and ditch maintenance, Japanese Knotweed - Expensive remedial work required; some plots become unusable with consequent loss of rental income	2	3	6	Vigilant monitoring by ALO & tenants. Use of approved contractors to address any issues chemicals by approved qualified staff member.	Treat/Monitor		

Oct-20

Play Areas

Operational Register

Wokingham Town Council

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions	Cost Effect
Play Areas / Amenities										
Potentially unsafe play areas	PA 01	B&GO	Risk of accidents due to vandalism or inadequate inspection regime. Possible claims against the Council	1	4	4	Recorded inspection of play areas carried out weekly via ROSPA trained WTC staff. Play equipment purchased from companies EU1176/77 industry approved. Equipment made safe as soon as possible. Yearly annual independent play area inspection carried out. Incidents reported to Police.	Treat/Monitor	New groundsperson to be fully H&S and ROSPA trained Training in progress	
Litter/Dog mess	PA 04	AO/B&GO	Unsanitary, health and safety issue resulting in complaints and poor image, time consuming to check and remove	1	2	2	Play areas fenced off and dogs not allowed in. Dog mess bins provided in parks with regular collection.	Treat/Monitor	Review signage	
Play areas not inclusive	PA 05	AO	Lack of inclusive facilities resulting in possible contravention of DDA.	2	2	4	New play equipment tenders to include requirement for design to be inclusive.	Treat	On renewal of playparks consider inclusion of accessible play equipment.	

Oct-20

Open Spaces

Operational Register

Wokingham Town Council

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Action	Cost Effect
Open Spaces / Amenities										
Vandalism - including illegal encampment	OS 01	BGO	Loss of provision for residents, unable to gain access additional expenditure and poor image.	3	3	9	Difficult to control in this area, physical barriers in place, weekly inspection regime, effective liaison with local police and relevant partners. Appointment of additional staff to monitor Elms Field and HPG.	Treat/Monitor	Additional security measures put in place during the summer months to monitor EF & HPG the area and any ASB.	
Poor maintenance regime eg dog fouling, poor infrastructure	OS 02	BGO	Health and safety issue, resulting in potential reputational damage.	2	2	4	Robust inspection regime, dedicated staffing provision Appointment of additional groundsman.	Treat		
Falling damaged trees	OS 03	BGO	Disruption to services, highway, damage to property and personal injury resulting in legal claims etc.	2	2	4	Weekly inspection, annual independent tree inspection. All trees registered by GPS. Specialist tree consultants brought in where necessary. Annual budget in place and reviewed annually.	Treat/Monitor	Tree inspection, register and maintenance regime in place. Additional tree surgeons engaged. Review annually.	

Oct-20

Resource Management

Operational Register

Wokingham Town Council

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions	Cost Effect
Resource Management / Finance & Personnel										
Town Council not fulfilling statutory responsibility.	RM 01	TO	Views of the Council as democratic representative not taken into consideration.	1	2	2	P&T Committee meets 9X annually. Councillors and Officers appropriately trained.	Treat/Monitor		
Legal proceedings against the council	RM 02	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6	Access to legal advice through SLCC and independent solicitor. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor		
Failure of IT systems including potential breaches	RM 03	TO	Interruption of services, reputational impact.	1	3	3	Support arrangements in place to support systems and programs. Computers firewall and password protected. Strong commercial anti virus software in place	Treat/Monitor	Computer upgrade due in new financial year - review once upgraded	
Interruption of power supply	RM 04	BGO/TO	IT systems failure, service impact	2	3	6	Computer data backed up daily. Backups held offsite in cloud and physical media. Server supply protected by UPS.	Treat/Monitor		
Loss of Human Resource eg illness, resignation	RM 05	TC	Potential loss of Service delivery.	2	3	6	Succession planning in place where possible, robust recruitment processes in place. Sickness absence policy in place, Contingency budget in place to allow for "supply" cover	Treat/Monitor		
Industrial tribunal	RM 06	TC	Resource implications, poor press, impact on workforce and council during tribunal	1	3	3	Council supported by HR consultant with indemnity in respect of Employment Tribunals, subject to advice being given and followed	Treat/Monitor		
Major emergencies/situations	RM 07	TC/BGO	Service disruption. Loss revenue. Relocation costs. Re-instatement costs.	1	4	4	Emergency response plan in place. Working in conjunction with WBC and its Emergency Planning Officer	Treat/Monitor		

Date: 10/11/2020

Wokingham Town Council

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F & P and Current Accounts

List of Payments made between 01/09/2020 and 31/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2020	sage software limited	Std Ord	44.10		payroll services
01/09/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
04/09/2020	BACS P/L Pymnt Page 3889	BACS Pymnt	6,432.60		BACS P/L Pymnt Page 3889
04/09/2020	O2	DCR0409202	233.11		staff mobile phones
04/09/2020	ICO	DCR0409202	55.00		ICO annual subscription
08/09/2020	Castle Water Limited	Ormonde	656.26		Purchase Ledger DDR Payment
08/09/2020	Castle	CASTLE	-656.26		Clerks account
08/09/2020	Google Ireland Limited	DCR0809202	192.06		Purchase Ledger Payment
09/09/2020	Twofold Limited	DCR090920	71.96		franking machine rental
10/09/2020	Barclaycard	DDR1009202	37.22		Barclaycard PDQ
11/09/2020	Castle Water Limited	TW75990056	606.97		Purchase Ledger DDR Payment
11/09/2020	Castle Water Limited	TW5990056	22.68		Purchase Ledger DDR Payment
14/09/2020	Premium Credit Limited	04C01129RS	1,702.02		Royal & Sun Alliance Insurance
15/09/2020	BACS P/L Pymnt Page 3894	BACS Pymnt	1,834.80		BACS P/L Pymnt Page 3894
17/09/2020	Clerk's Drawings Account	Imprest	35,000.00		Imprest
17/09/2020	Barclaycard Commercial	DDR1709202	2,217.13		Purchase Ledger DDR Payment
21/09/2020	Total Gas & Power Ltd	1045466	2.71		Gas 31.07.20 to 31.08.20
21/09/2020	Total Gas & Power Ltd	1045312	24.35		31.07.20 to 31.08.20
24/09/2020	HMRC	DDR240920	7,438.31		HMRC NDDS
28/09/2020	BACS P/L Pymnt Page 3899	BACS Pymnt	9,926.01		BACS P/L Pymnt Page 3899
29/09/2020	BACS P/L Pymnt Page 3898	BACS Pymnt	11,286.74		BACS P/L Pymnt Page 3898
29/09/2020	Focus Group	29092020	220.58		calls/line
29/09/2020	Focus Group	2909202	79.43		August calls/line
01/10/2020	sage software limited	Std Ord	44.10		payroll services
01/10/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
01/10/2020	West Berks Dist Council	BX83313853	23.00		Premise licence
05/10/2020	BACS P/L Pymnt Page 3904	BACS Pymnt	9,843.90		BACS P/L Pymnt Page 3904
07/10/2020	O2	071020	228.11		Staff mobiles
08/10/2020	Google Ireland Limited	08102020	194.58		Google Apps
12/10/2020	Castle Water Limited	TW75990056	22.68		Purchase Ledger DDR Payment
12/10/2020	Barclaycard	DD 1210202	49.76		Barclaycard PDQ machine
13/10/2020	HMRC	DCR1310202	4,695.75		HMRC VAT
14/10/2020	Premium Credit Limited	04C01129RS	1,702.02		Royal & Sun Alliance Insurance
15/10/2020	BACS P/L Pymnt Page 3910	BACS Pymnt	374.40		BACS P/L Pymnt Page 3910
16/10/2020	Castle Water	DDR1610202	183.64		DDR16102020
19/10/2020	Barclaycard Commercial	DDR1910202	2,421.82		New Edition Charles Arnold Bak
20/10/2020	BACS P/L Pymnt Page 3913	BACS Pymnt	1,181.52		BACS P/L Pymnt Page 3913
20/10/2020	Castle Water Limited	TW7164120	606.97		Purchase Ledger DDR Payment
22/10/2020	HMRC	DCR1310202	-4,695.75		HMRC VAT
22/10/2020	HMRC	DDR2210202	8,964.65		HMRC NDDS
23/10/2020	Total Gas & Power Ltd	DDR2310202	29.04		01.07.20 - 30.09.20 Sturgis
23/10/2020	Total Gas & Power Ltd	DdR2310202	23.21		01.07.20 to 30.09.20 Toilets i
23/10/2020	Total Gas & Power Ltd	ddr2310202	2,240.88		June 2018 to Sept 2020
23/10/2020	Total Gas & Power Ltd	dDR2310202	31.34		September gas
23/10/2020	Total Gas & Power Ltd	TCP5355950	23.14		Purchase Ledger DDR Payment
23/10/2020	Total Gas & Power Ltd	TGP5355931	20.29		01.07.20 to 30.09.20 Market co
23/10/2020	Total Gas & Power Ltd	DDr2310202	868.41		01.07.20 to 30.09.20 Town Hall

Continued on Page 2

F & P and Current Accounts

List of Payments made between 01/09/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/10/2020	Total Gas & Power Ltd	ddR2310202	570.85		01.07.20 to 30.09.20 Chambers
23/10/2020	Total Gas & Power Ltd	DDR2310202	83.98		Purchase Ledger DDR Payment
26/10/2020	BACS P/L Pymnt Page 3919	BACS Pymnt	17,667.33		BACS P/L Pymnt Page 3919
27/10/2020	Clerk's Drawings Account	Imprest	43,000.00		Imprest
27/10/2020	Focus Group	DDR2710202	246.64		lines/calls
27/10/2020	Focus Group	DDr2710202	83.00		line/calls
29/10/2020	BACS P/L Pymnt Page 3929	BACS Pymnt	6,820.50		BACS P/L Pymnt Page 3929
		Total Payments	180,455.54		

Date: 10/11/2020

Wokingham Town Council

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Clerk's Drawings Account

List of Payments made between 01/09/2020 and 31/10/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/09/2020	Peninsula	Std Ord	149.50		Personnel contract
01/09/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/09/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/09/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/09/2020	wokingham borough council	Std Ord	33.30		garage rent
01/09/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/09/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
02/09/2020	staff	BX28071930	29.95		expenses
02/09/2020	Booking customers	BX28074403	200.00		Deposits Inv 19726 & 19278
02/09/2020	Inv 19869 deposit refund	BX88046181	100.00		Inv 19869 deposit refund
04/09/2020	BACS P/L Pymnt Page 3888	BACS Pymnt	1,005.68		BACS P/L Pymnt Page 3888
07/09/2020	BACS P/L Pymnt Page 3892	BACS Pymnt	2,752.27		BACS P/L Pymnt Page 3892
08/09/2020	Castle	CASTLE	656.26		F&GP
15/09/2020	Payflow	BX80903081	24,608.04		September salaries
15/09/2020	F & P and Current Accounts	200057	473.48		wrong account, sales receipts
17/09/2020	staff	BX81741565	21.39		expenses
22/09/2020	Castle Water Limited	TW9367171	121.04		Ormonde august
28/09/2020	BACS P/L Pymnt Page 3896	BACS Pymnt	3,983.66		BACS P/L Pymnt Page 3896
01/10/2020	West Berks Dist Council	BX83313853	23.00		Courtyard premise licence
01/10/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/10/2020	Peninsula	Std Ord	149.50		Personnel contract
01/10/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/10/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/10/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/10/2020	wokingham borough council	Std Ord	33.30		garage rent
01/10/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/10/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
01/10/2020	West Berks Dist Council	BX83313853	-23.00		premise licence
05/10/2020	BACS P/L Pymnt Page 3902	BACS Pymnt	1,242.62		BACS P/L Pymnt Page 3902
05/10/2020	F & P and Current Accounts	BX83315529	340.00		posted to wrong bank account
06/10/2020	Castle Water Limited	DDR63308	10.99		August 20 Lang WC
09/10/2020	Norna Playgrounds	DDR091020	218.45		playground repair
12/10/2020	staff	BX84122441	154.30		expenses
15/10/2020	BACS P/L Pymnt Page 3907	BACS Pymnt	3,749.99		BACS P/L Pymnt Page 3907
15/10/2020	Hirers	BX84253826	200.00		Inv 19939 & 19917 deposit refu
15/10/2020	Cook	BX84255244	124.95		Tree damage
15/10/2020	Holt Copse Conservation Volunt	BX84254141	117.60		Insurance
15/10/2020	Payflow	DDR1510202	25,502.50		October salary
16/10/2020	Castle Water Limited	DDR1610202	530.50		Ormonde Sept 2020
16/10/2020	F & P and Current Accounts	Castle Wat	183.64		Castle water clerks payment no
19/10/2020	Inv 19938	BX84511433	100.00		Inv 19938 deposit refund
19/10/2020	Castle Water Limited	DCr1910202	10.63		Lang WC Sept 2020
20/10/2020	BACS P/L Pymnt Page 3911	BACS Pymnt	1,745.63		BACS P/L Pymnt Page 3911
26/10/2020	BACS P/L Pymnt Page 3917	BACS Pymnt	2,582.28		BACS P/L Pymnt Page 3917
26/10/2020	Alan Jeffries	BX85117115	42.75		Alan Jeffries
29/10/2020	BACS P/L Pymnt Page 3928	BACS Pymnt	2,148.82		BACS P/L Pymnt Page 3928

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Date: 10/11/2020

Wokingham Town Council

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Clerk's Drawings Account

List of Payments made between 01/09/2020 and 31/10/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/10/2020	BACS P/L Pymnt Page 3930	BACS Pymnt	295.00		BACS P/L Pymnt Page 3930
		Total Payments	77,697.42		

10/11/2020

Wokingham Town Council

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Summary Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Amenities							
	Income	60,425	5,271	13,570	8,299			38.8%
	Expenditure	126,474	28,974	82,070	53,097	27,539	25,557	68.9%
	Net Income over Expenditure	(66,049)	(23,702)	(68,500)	(44,798)			
	plus Transfer from EMR	14,340	0					
	Movement to/(from) Gen Reserve	(51,709)	(23,702)					
102	Market & Bloom							
	Income	43,964	17,675	40,800	23,125			43.3%
	Expenditure	22,112	9,508	22,160	12,652	686	11,966	46.0%
	Movement to/(from) Gen Reserve	21,852	8,167					
103	Parks							
	Income	8,532	12,027	10,350	(1,677)			116.2%
	Expenditure	64,494	27,276	96,200	68,924	21,995	46,930	51.2%
	Movement to/(from) Gen Reserve	(55,962)	(15,249)					
104	Woosehill							
	Income	44,683	5,495	41,510	36,015			13.2%
	Expenditure	23,771	11,168	24,600	13,432	5,254	8,178	66.8%
	Movement to/(from) Gen Reserve	20,912	(5,672)					
106	Town Hall							
	Income	143,476	54,659	140,160	85,501			39.0%
	Expenditure	102,507	51,028	99,160	48,132	17,674	30,458	69.3%
	Net Income over Expenditure	40,969	3,630	41,000	37,370			
	plus Transfer from EMR	8,230	0					
	Movement to/(from) Gen Reserve	49,199	3,630					
109	Allotments							
	Income	2,559	2,539	10,500	7,961			24.2%
	Expenditure	0	10,983	9,300	(1,683)	4,018	(5,702)	161.3%
	Movement to/(from) Gen Reserve	2,559	(8,444)					
120	Amenities Capital							
	Expenditure	141,759	20,749	23,500	2,751	11,902	(9,151)	138.9%
	plus Transfer from EMR	2,700	0					
	Movement to/(from) Gen Reserve	(139,059)	(20,749)					
201	Personnel							
	Expenditure	448,919	285,333	529,800	244,467	48	244,419	53.9%
301	F & P Administration							
	Income	1,296,791	948,167	1,075,100	126,933			88.2%
	Expenditure	657,790	61,165	278,100	216,935	8,047	208,888	24.9%
	Net Income over Expenditure	639,001	887,002	797,000	(90,002)			
	plus Transfer from EMR	109,800	0					
	Movement to/(from) Gen Reserve	748,801	887,002					
302	Civic							
	Income	4,668	0	0	0			0.0%
	Expenditure	31,367	6,899	27,060	20,161	412	19,749	27.0%
	Movement to/(from) Gen Reserve	(26,699)	(6,899)					
303	Grants							
	Expenditure	82,188	60,261	76,490	16,229		16,229	78.8%
304	Arts & Culture							
	Income	7,664	1,866	5,750	3,884			32.5%
	Expenditure	65,050	18,871	67,100	48,229	1,445	46,784	30.3%
	Movement to/(from) Gen Reserve	(57,386)	(17,005)					
401	Highways and Planning							
	Expenditure	1,463	313	2,200	1,888		1,888	14.2%

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Wokingham Town Council

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Summary Income & Expenditure by Budget Heading 31/10/2020

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	1,612,761	1,047,699	1,337,740	290,041			78.3%
Expenditure	1,767,893	592,526	1,337,740	745,214	99,020	646,193	51.7%
Net Income over Expenditure	(155,132)	455,173	0	(455,173)			
plus Transfer from EMR	135,070	0					
Movement to/(from) Gen Reserve	(20,062)	455,172					

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Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 31/10/2020**

A/c	Description	Actual	
	<u>Current Assets</u>		
101	Debtors	48,122	
105	VAT Control Account	3,033	
201	F & GP + Current Account	878,630	
202	Clerk's Drawings Account	56,765	
210	Petty Cash	132	
211	Office 2 (Michael Cragg)	807	
	Total Current Assets		987,490
	<u>Current Liabilities</u>		
501	Creditors	18,253	
502	Receipts in Advance	9,541	
504	RYND Creditor	18,000	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	1,900	
562	Hire Deposits Woosehill	500	
564	Long Term Key & Damage Deposit	3,525	
	Total Current Liabilities		53,910
	Net Current Assets		933,580
	Total Assets less Current Liabilities		933,580
	<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	455,173	
310	General Reserve	160,973	
320	Self Insurance Fund	50,000	
321	Emergency Provision	175,000	
325	Asset Revaluation Reserve	4,000	
360	Playpark Earmark Reserve	88,435	
	Total Equity		933,580

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

Cost centre	Year End Position			Comments on variance	
	Current Approved Budget	Profiled budget	Actuals		Current variance
	£	£	£	£	
Allotments	Expenditure	9,300	6,008	10,963	4,975
	Income	(10,500)	(233)	(2,539)	(2,306)
	Net	(1,200)	5,775	8,444	2,669
Amenities	Expenditure	82,070	35,916	28,974	(6,942)
	Income	(13,570)	(5,654)	(5,271)	383
	Net	68,500	30,262	23,702	(6,569)
Amenities Capital	Expenditure	23,500	23,500	20,749	(2,751)
	Income	-	-	20,749	(2,751)
	Net	23,500	23,500	20,749	(2,751)
Arts & Culture	Expenditure	67,100	49,800	18,871	(30,929)
	Income	(5,750)	(1,438)	(1,866)	(429)
	Net	61,350	48,363	17,005	(31,358)
Civic	Expenditure	27,060	11,275	6,899	(4,376)
	Income	-	-	-	-
	Net	27,060	11,275	6,899	(4,376)
F & GP Administration	Expenditure	278,100	162,225	61,165	(101,060)
	Income	(1,075,100)	(1,062,100)	(948,167)	113,933
	Net	(797,000)	(899,875)	(887,002)	12,873
Grants	Expenditure	76,490	76,490	60,261	(16,229)
	Income	-	-	60,261	(16,229)
	Net	76,490	76,490	60,261	(16,229)
Highways and Planning	Expenditure	2,200	550	313	(237)
	Income	-	-	-	-
	Net	2,200	550	313	(237)
Market & Bloom	Expenditure	22,160	17,927	9,508	(8,419)
	Income	(40,800)	(23,800)	(17,675)	6,125
	Net	(18,640)	(5,873)	(8,167)	(2,294)
Parks	Expenditure	96,200	28,117	27,276	(841)
	Income	(10,350)	(12,350)	(12,027)	323
	Net	85,850	15,767	15,249	(518)
Personnel	Expenditure	529,800	309,050	285,333	(23,717)
	Income	-	-	285,333	(23,717)
	Net	529,800	309,050	285,333	(23,717)
Town Hall	Expenditure	99,160	57,843	51,028	(6,815)
	Income	(140,160)	(73,333)	(54,659)	18,674
	Net	(41,000)	(15,490)	(3,630)	11,859
Woosehill	Expenditure	24,600	11,113	11,168	56
	Income	(41,510)	(24,214)	(5,495)	18,719
	Net	(16,910)	(13,102)	5,672	18,774
TOTAL			(413,309)	(455,172)	(41,862)

DRAFT

AMENITIES COMMITTEE INFORMATION (Agenda Item 12)

- a) Councillors noted that the contract for the repair of the Courtyard roof has been awarded to a local company, Valley Roofing. It is estimated that the work should take approximately six days and could be commenced within the next three to four weeks. However, this is dependent on the scaffolding licence and the weather conditions.
- b) Councillors noted that Wokingham District Veteran Tree Association (WDVTA) are to apply for one of 30 disease resistant elm trees being offered by The Tree Council, in celebration of this national organisation's 30th anniversary; and if WDVTA are successful they are to donate it to WTC for planting on Elms Field.
- c) Councillors noted that F&P have agreed a playpark reserve, to be discussed fully at a future meeting.

MATTERS TO PUBLICIZE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 13)

- The installation of safety chicanes at the southern exits of Elms Field.
- The renaming of the Latimer Road allotment as the John Herridge Latimer Road allotment.
- The treatment of lime trees at Langborough Recreation Ground.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 14)

It was proposed by Cllr Campbell-White and seconded by Cllr Lack and it was

**RESOLVED
30210**

that in view of the confidential commercial nature of the business about to be transacted it is advisable, in the public interest, that the press and public be temporarily excluded and that they are asked to withdraw.

PART II

MARKET PLACE CLEANING (Agenda Item 15)

Councillors received, considered and discussed report 05/2020-21, dated 28th October 2020, from the Amenities Officer.

Councillors discussed the following:

- The current financial situation, given the annual costs quoted.
- Requesting the current contractor to continue for the financial year.
- Requesting WBC to support for the remainder of the financial year.
- Cleaning only once a week, potentially on a Monday, after the markets.
- Alternative cleaning schedules and their potential effectiveness.
- Leasing a machine and recruiting an additional employee.
- The supervision required, leave and sickness cover for an employee.
- The potential storage issues of leasing a machine, could WBC help?
- The difficulties of making a consideration without specialist knowledge.
- Approaching the tenderers with a tiered financial request, to consider the options they can propose.
- Financing to remain in line with WTC's SFRs, as per the AO's proposed potential options.

CHAIRMAN'S INITIALS _____

Amenities Committee 3rd November 2020

16182



DRAFT

Cllr Bishop left the meeting at 9:27pm.

**RESOLVED
30211**

It was proposed by Cllr Campbell-White and seconded by Cllr Forbes and it was that:

1. WTC do not accept the current quotations based on the cost.
2. WTC to approach the current contractor to investigate whether they would consider continuing the contract on the same terms for three to six months.
3. Negotiate with the tenderers for a reduced clean and a commensurate reduced cost, based on a tiered financial proposition, investigate their proposal for a cleaning regime.
4. Investigate the most appropriate cleaning machine and the associated leasing costs, alongside the employment of an operative.

ACTION: AMENITIES OFFICER / TOWN CLERK

Meeting closed at 9:58pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 3rd November 2020

16183





Wokingham Town Council

RFO Report 7- 2020/21

To: FINANCE & PERSONNEL COMMITTEE

Date: 6th November 2020

Subject: Future Projects/Calls on Reserves

1 REASON FOR REPORT

To enable F&P to make a decision on which projects should be funded via the 2021/22 budget build process.

This supports the Council's Service Strategic Principle.

2 BACKGROUND

Each year F&P receives requests from standing committees for new/additional projects or activities that those committees would like to deliver on behalf of WTC. All chairmen of committees sit on F&P to offer the view from their own committee but as a whole F&P undertakes an overview of all those requests and determines which will be allocated a budget and be taken forward.

Wokingham Borough Council reviews and sets the tax base figure for each of the parishes, this information is not received until December.

To date the Government has not issued any 'referendum principles' for town and parish councils in England for 2021/22. However in 2020/21 the Government 'remained concerned about the pressure placed on taxpayers from thousands of town and parish councils across England' and expects them to exercise 'even greater restraint' for 2020/21. The Government stated in 2021/22 that this matter would be kept under 'active review' for future years.

The tax base which is used to calculate the precept charge is based on the "equivalent" number of band D properties, with bandings based on the valuation of the property back in 1991. Statutory Calculation applies different ratios to the bandings, these are as follows:

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

Agenda Item 11

This means a band H would pay double the council tax of a band D property so if you have a new band H property built in the town, this is the equivalent of 2 Band D properties for the purposes of the tax base.

Last years' tax base was 16,032 which equated to £ 57.4799 for every equivalent band D property.

3 FINANCIAL IMPLICATIONS AND OTHER COSTS

3.1 Council is aware of the financial implications the Council is facing this financial year owing to the Covid 19 pandemic and it is expected that income from hiring of our facilities could still be impacted during the early part of next financial year. The October revenue monitoring report is showing that £60k could be needed to be moved from reserves to cover the shortfall from loss of income this financial year.

3.2 As the tax base figure for 21/22 has not been confirmed the RFO has assumed a 400 increase in the tax base (based on the average increases of last 5 years).

3.3 The total precept received last year equaled £921,552. If the tax base does increase by the assumed 400 this would amount to a net increase of £22,957.

3.4 For every 0.25% increase to the precept this will result in a net increase of £2,361 using the assumed 400 growth in the tax base.

3.5 This table shows additional amount that could be raised with increases to the precept of 1.5%, 3%, and 4.5% if the tax base increases by the assumed 400.

PERCENTAGE INCREASE TO BAND 'D' TO CALCULATE PRECEPT 2020/2021								
							2020/21 Total Precept	
Last Year's Tax Base	16032.6						921,552	
This Year's Tax Base	16432							
Increase to tax base	399.4							
					Actual per band 'D' Household	REVISED New Tax Base	New Total Precept Figure	Additional raised by tax base
No increase	57.4799	0.00%	0	57.4799	16432	944,509.86	22,957.48	
	57.4799	1.50%	0.86	58.3421	16432	958,677.51	37,125.13	
	57.4799	3.00%	1.72	59.2043	16432	972,845.16	51,292.78	
	57.4799	4.50%	2.59	60.0665	16432	987,012.80	65,460.42	

3.6 See Appendix 1 for October forecast position

3.7 Budget managers are meeting with the RFO to realign existing budgets as necessary. Projects previously held this financial year have been left in next years budget build.

Appendix 2 shows the list of funding requests received totaling £192,720. Any requests approved will in the first instance be realigned within the budget setting process, where this cannot take place residual amount will be required either by raising the precept or from reserves.

4 RECOMMENDATIONS

That the Committee are mindful of the above information and provide an acceptable range for the % precept increase to inform the RFO for the budget setting process.

October forecast position for budget setting purposes

Current balance sheet reserves

General reserve	160,973
Earmark reserve	
Emergency reserve	175,000
Self insurance reserve	50,000
playpark reserve	88,435
asset revaluation	4,000
	<u>478,408</u>
	<u>35,598</u>
	<u>514,006</u>

8% Treasury stock redeemable June 2021

Current known pressures for current year

Covid 19 potential year end position - loss of income to be funded from general reserve

60,000

Increase to grants budget 10% of 20/21 precept

15,665

Agreement at Sep F&P to fund £60k to playpark reserve if Cil not received as forecast funding requests from committees less playpark

60,000

PRP staffing costs (to be provided by Jan in meeting)

92,720

Cil strategy funding - on condition of Cil coming in

tbc

Marketplace cleaning

tbc

tbc

168,385

Potential funding opportunities

Capital projects built into budget last year , brickwork, clocktower and office computer upgrade

37,500

Capital reserve built into budget last year

15,000

Use of self insurance reserve into general funds

50,000

8% Treasury stock redeemable June 2021

35,598

Estimate of Cil income for 2021/22 as per WBC September 2020

105,000

243,098

Committee		Amenity/Event		Principle		Proposal		Target date		Indicative Cost		Impact on WTC Business	
Amenities	King George V playground	Inclusivity Sustainability Service	Complete renewal of play equipment and surfacing, creating a more inclusive play area for a wider age range	End of May 2021	£100,000	Significant: officer time; additional administration Marketing, advertising and promoting proposals							
Amenities	Town Hall building	Service Distinctiveness	Office 3 Roof Repair	End of FY 2021	£10,000	Officer time; additional administration							
Amenities	Parks and open spaces	Sustainability Distinctiveness Service	Tree Planting - A strategic priority to continue a programme of tree planting, care and maintenance	On-going throughout FY 2021	£20,000	Officer time; additional administration Marketing							
Amenities	Town Hall building	Service Distinctiveness	Redecoration of the Town Hall stairs, landing and hallways, to improve the presentation for visitors and patrons hiring Town Hall facilities	End of May 2021	£12,000	Officer time; additional administration Marketing							
Amenities	Howard Palmer Gardens	Service Distinctiveness Inclusion	Install a 'Garden of Reflection' in HPG	End of FY 2021 Subject to funding	£10,000	Officer time; additional administration Marketing							
Amenities	Howard Palmer Gardens & Elms Field	Service Inclusion	Ad-hoc security for Howard Palmer Garden & Elms Field	On-going throughout FY 2021	£6,000	Officer time; additional administration Marketing							
Amenities	Elms Field	Service	Defibrillator for Elms Field	End of June 2021	£4,000	Officer time; additional administration Marketing							
Amenities	Town Hall building	Service Sustainability	Town Hall kitchen refurbishment	End of May 2021	£3,500	Officer time; additional administration Marketing							
Arts & Culture	International Day	Inclusivity	Create a day celebrating diversity and bring other cultures to talk about themselves into the town	By October 1st '21	£3,000	Significant: Marketing time, Officer time, on the day management. Hope is that it is enough of a draw to bring in football for the Town's businesses and support our cultural communities							
Arts & Culture	Chalk About It	Inclusivity	Create an event that encourages people to be open about mental health and mental illness	By October '21	£3,000	Some: Would look to outsource the artistic side to an external company. Invite NHS and local mental health charities to be in attendance. Minimal on the day Staffing							
Arts & Culture	Recycling at Fun Day	Sustainability	Bring in an external company to manage waste and recycling at the Fun day event	End of May '21	£600	Some Marketing. Some staff time (particularly in the first instance as the Committee have already demonstrated they would have a lot of questions for any contractor).							
Civic	Plaque	Service Distinctiveness	To add a Portland Stone Plaque on the external wall of the Town Hall to raise awareness of the war memorial inside.	Nov-21	£5,000	Possibly significant extra Civic Officer time; additional administration							
Civic	Civic Awards	Service Distinctiveness	To replenish supply of Civic Awards	Jan-22	£1,000	Minimal Officer time; additional administration							
Civic	Queen's Platinum Jubilee	Service Distinctiveness Inclusion	To mark the occasion but possibly align celebrations with the Street Concert in June 2022 to reduce/eliminate this additional cost request. £10,000 would be a maximum budget.	Feb-22	£10,000	Officer time (Civic, A&C, Marketing); additional administration							
Civic	Thank you event	Service Inclusion	To increase the civic reception budget line to allow some additional budget for an event to recognise and thank groups and organisations who have supported the community through covid.	Spring/Summer 2021?	£1,000	Officer time (civic, marketing); additional administration							

Agenda Item 11 apendix 2

Civic	Museum Accreditation	Disititiveness	To re-request this so that if restrictions allow, we can continue planning for Open Days and seeking external support to apply for accreditation.	Spring/Summer 2021?	£2,000	Officer time (Civic & A&C, Marketing & volunteer); additional administration
Civic	Production of Two New Acorns for Staves	Disititiveness	To re-request this so that WTC can re-introduce its full set of acorns on its 4 honorary Staves	Spring/Summer 2021?	£1,620	Minimal Officer time; additional administration
£192,720						



Wokingham Town Council

RFO Report 8- 2020/21

To: FINANCE & PERSONNEL COMMITTEE

Date: 6th November 2020

Subject: Movement to use of "green" utility tariffs

1 REASON FOR REPORT

- 1.1 To enable F&P to make a decision on whether to support a move to a green electricity tariff.
- 1.2 This supports the Council's Service and Sustainability Principle's.

2 BACKGROUND

- 2.1 Wokingham Town Council's Sustainability Action Plan has recently been approved and an objective is to move towards saving energy and renewable energy sources.
- 2.2 Wokingham Town Council has contracts until December 2023 for its Gas and Electricity with Total Gas & Power. These were 5 year contracts procured to lock in a competitive rate for the duration of the contract. A brokers is used to obtain quotes from the 6 major suppliers.

3 FINANCIAL IMPLICATIONS

- 3.1 Quotes have been sought to move to an Eco- Energy tariff with our current supplier coming out cheapest. The Eco-Energy gas will typically be recycled from food and farm waste, whilst Eco-Energy electricity is generated from natural resources including the sun, wind and sea – all helping to reduce carbon emissions. Rates can be fixed now for when the contract ends for a further 2 years to 2025 and the price will not change regardless of what goes on in the market.
- 3.2 The quote for electricity is an increase of @ £900 over a standard energy tariff to fix the electricity tariff now for renewal in December 2023.
- 3.3 A gas quote would not be given at this stage as the market was too volatile to fix a price in for 2023.

4 CONSIDERATIONS

- 4.1 A move to this type of tariff is more expensive than a standard energy tariff and the RFO would like confirmation that F&P would support this increase to move to this type of contract.