



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: Katy Hughes

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

6th June 2023

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 13th June 2023** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

K Hughes
Town Clerk

Contact Officer – 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 FINANCE & PERSONNEL OVERVIEW**
To receive and consider the RFO report 01/2023-24 (copy attached).
- 4 COMMITTEE OBJECTIVES AND MONITORING REPORT**
To receive and consider the Committee objectives and monitoring report dated 1st July 2022 (copy attached).
- 5 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.

6 MINUTES OF PREVIOUS MEETINGS

To receive and confirm the Minutes of the proceedings at the meetings of this Committee held on 25th April 2023 pages 16731to 16735 (copies attached) as a true and correct record.

7 ACCOUNTS PAYABLE

(a) To approve the list of costs from 1st April 2023 to 31st May 2023 totalling the sum of £323,782.15 paid from the F & GP Account, (copy attached). £88,000 was a transfer to the Clerk's A/c. A copy of invoices over £500 paid during this period also attached.

(b) To approve the list of costs from 1st April 2023 to 31st May 2023 totalling the sum of £85,532.80 paid from the Clerks Drawings account (copy attached).

8 FINANCIAL REPORTS

To receive and consider the following Financial Reports:

(a) Income and Expenditure to 31st May 2023 (copy attached).

(b) Balance Sheet as 31st May 2023 (copy attached).

(c) Revenue monitoring report to 31st May 2023 (copy attached).

9 IN YEAR FUNDING REQUEST

To receive, consider and resolve upon the recommendation from the Arts & Culture Committee held on 5th June 2023 for an additional £6,800 for the Lunar New Year Event. (copy attached)

10 COMMITTEE INFORMATION

(a) To receive any information items raised by members and confirm meeting dates for the municipal year.

(b) Identify any specific items for marketing purposes.

11 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

12 TOWN HALL TENANTS OVERVIEW

(a) To receive and consider the RFO report 02/2023-24

(b) To resolve to the sealing of the renewed Timpsons lease.

13 MORE ARTS GRANT FUNDING

To receive, consider and resolve upon the request for an alternative use of the Living Advent Calendar element of the service provider grant funding (copy attached).

14 WOKINGHAM SPORTS SPONSORSHIP FUNDING

To receive, consider and resolve upon the request to match fund two Wokingham Town Residents who have recently been awarded a grant to support training, competition and equipment costs (copies attached).

15 STAFFING UPDATE

(a) To receive and consider the Town Clerks report 16/2023 (copy attached).

(b) verbal staffing update

Committee members: Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Gee (Chair), T Lack, M Lucey, A Mather, H Richards and I Shepherd-Dubey.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).



Wokingham Town Council

RFO Officer's Report 01/2023-24

To: Finance & Personnel Committee

Date: 30th May 2023

Subject: Committee Overview Report

1. REASON FOR REPORT

- 1.1 To provide some background information about the work of the Finance & Personnel Committee.

2 BACKGROUND

- 2.1 This Committee is made up of nine members including the chairs of other committees.
- 2.2 The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities. This is our bible along with the Local Government Act 1972.
- 2.3 We follow a framework which governs how the Council operates – "Standing Orders". Day-to-day power is delegated to various committees and given an annual budget.
- 2.4 Standing Financial Regulations (SFR's) govern the conduct of the financial management of the council and it is this committee's responsibility to review and recommend amendments to Council, including on matters relating to staffing. We pride ourselves on strong internal control, this starts with committee officers raising purchase orders for goods and services up to an agreed monetary limit, checking that goods have been received and authorising invoices for payment. The finance team consists of myself and Tina the Accounts Assistant who deals with the day-to-day transactional work. All invoices are checked and verified for payment with the payment run being checked by the RFO and the BACS payments authorised online by the Town Clerk.
- 2.5 Budget book – how the budget is set and monitored – each committee starts reviewing activities and plans for the following year in their summer meetings and funding requests come to the September F&P meeting ready for discussions on setting the precept in December. Budgets are set at a point in time using the best information we have. Sometimes in-year requests for funding come when a project/additional staffing costs are required to be funded from general reserves during the year. Copy of budget book attached (appendix 1)
- 2.6 Bank Accounts The day-to-day bank accounts are held with Barclays.
 The clerks account – this is used for small payments up to £1k
 The F&P account for other payments above this limit.
 We also have a main account where precept and CIL is paid into and a treasury deposit with Barclays for £250k.
- 2.7 Reserves
 The table below shows the position of earmarked reserves at 31 March 2023

Agenda Item 3

Self Insurance Reserve	£ 17,123
Emergency Reserve	£175,000
Playpark Earmark Reserve	£500,996
Election Reserve	£ 25,500
Town Hall Maintenance Reserve	£ 21,750
Total	£740,369

- 2.8 Other Investments - All investments other than in interest bearing savings accounts are identified as long-term investments and are charged to expenditure in the year it is acquired and will not appear on the balance sheet. We have one such investment in CCLA Local Authorities Property Fund where 66,288 units were purchased in 2015 at a cost of £200k. More information will come to the July meeting about this and to review the investment policy.
- 2.9 CIL This is Community Infrastructure Levy, a charge payable on most newbuild development, and is paid to WTC from WBC in two instalments payable 28th April for CIL received by WBC in the period 1st October to 31 March and 28th October for CIL received in the period 1st April to 30 September. CIL guidance states that it should be spent on Infrastructure projects within 5 years or will need to be paid back to the principal authority. WTC have to-date received £2.282m in CIL payments, of which £2.1m was used to fund the marketplace regeneration project. Previously, council resolved to use CIL for a playpark refurbishment program over 8 years with Elms Field being the last park for refurbishment.
- 2.10 Audit WTC have both an internal and external auditor. Claire Connell is our internal auditor and she has recently been reappointed for the financial year 2023-24. Claire will come into the office for approximately 5 days during the year and work with the RFO and other officers to ensure finance regulations are followed and we are correctly accounting for goods and services. Our external auditor is PKF Littlejohn and we complete an Annual Governance and Accountability Return (AGAR) form at year end. F&P are responsible for recommending approval of the AGAR to Full Council.
- 2.11 Risk Register Whilst other Committees will review their areas of work, this Committee has the responsibility for approving the risk register as this forms part of the audit process.
- 2.12 Grants WTC provide grants to local organisations to support residents within the town boundary. The grants policy will be reviewed in July ready for the next round of applications in the Autumn.
- 2.13 Insurance Our provider is Gallaghers and we are currently in year 2 of a 5 year contract.
- 2.14 HR This Committee is also responsible for the 18 members of staff. Payroll is run by the RFO using the SAGE payroll system. Any discussions regarding staffing will be discussed in part two of the meeting and the RFO will leave the meeting at that point.
- 2.15 Pension All staff are invited to join the Royal County of Berkshire Local Government Pension Scheme (LGPS). It is a defined benefit scheme which means the benefits paid are defined in legislation and therefore set out in law. The LGPS is a Career Average Revalued Earnings(CARE) scheme. Prior to 1st April 2014 it was a Final Salary Scheme. Current Employer contributions are 27.2%

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2023

		Last Year : 2022/2023					Financial Year : 2023/2024					Budget for 2024/25		
Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried				
101 Amenities														
1202 Horticultural Assn Rent	50	0	0	0	0	0	0	0	0	0	0	0	0	
1256 Misc. Income	30	0	0	30	0	30	0	0	0	0	0	0	0	
	80	0	0	30	0	30	0	0	0	0	0	0	0	
4146 St Pauls Gate Rental	80	72	0	0	0	0	0	0	0	0	0	0	0	
4411 Hanging Flower Baskets	21,000	21,675	0	26,000	0	26,000	3,386	0	0	0	0	0	0	
4506 E Bike event	0	153	0	1,000	0	1,000	0	0	0	0	0	0	0	
4508 Graffiti removal	6,000	5,905	0	6,000	0	6,000	0	0	0	0	0	0	0	
4514 Christmas Light Projects	6,500	9,149	0	6,500	0	6,500	0	0	0	0	0	0	0	
4515 Christmas Lighting Contract	23,000	20,447	0	33,000	0	33,000	10,220	0	0	0	0	0	0	
4521 Market Place Cleaning	15,000	1,453	0	15,000	0	15,000	0	0	0	0	0	0	0	
	71,580	58,855	0	87,500	0	87,500	13,607	0	0	0	0	0	0	
	(71,500)	(58,855)		(87,470)		(87,470)	(13,607)	0						
	40,000	40,010	0	40,000	0	40,000	6,965	0	0	0	0	0	0	
1222 Farmers /Vegan Market	1,500	1,850	0	1,700	0	1,700	310	0	0	0	0	0	0	
	41,500	41,860	0	41,700	0	41,700	7,275	0	0	0	0	0	0	
4100 Repairs & Maintenance	1,000	2,376	0	1,800	0	1,800	0	0	0	0	0	0	0	
4131 Electricity	1,250	1,239	0	1,250	0	1,250	427	0	0	0	0	0	0	
4145 Rates	6,560	6,437	0	6,560	0	6,560	672	0	0	0	0	0	0	
	1,200	1,378	0	1,500	0	1,500	0	0	0	0	0	0	0	
4172 Licences (All)														
4327 Advertising/Marketing	2,000	1,472	0	2,000	0	2,000	0	0	0	0	0	0	0	

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
 Note: 31st May 2023

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	Last Year : 2022/2023				Financial Year : 2023/2024				Budget for 2024/25			
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried	
	12,010	12,902	0	0	13,110	0	13,110	1,099	0	0	0	0
Overhead Expenditure												
Movement to/(from) Gen Reserve												
103 Parks & Bloom												
1101 Football Pitch-Langborough	500	45	0	0	500	0	500	0	0	0	0	0
1103 St Teresa's School-KGV	1,100	1,100	0	0	1,100	0	1,100	275	0	0	0	0
1104 Redlands Farm Rent	350	450	0	0	350	0	350	113	0	0	0	0
1256 Misc. Income	0	3,595	0	0	0	0	0	0	0	0	0	0
1265 WBC Elms Field	4,200	4,200	0	0	2,100	0	2,100	0	0	0	0	0
1267 Bloom income	100	4,445	0	0	1,600	0	1,600	0	0	0	0	0
Total Income	6,250	13,835	0	0	5,650	0	5,650	388	0	0	0	0
4100 Repairs & Maintenance	25,500	17,091	0	0	44,000	0	44,000	4,286	0	0	0	0
4101 Competitions	1,850	1,230	0	0	1,000	0	1,000	0	0	0	0	0
4102 Hedges & Ditches	1,000	0	0	0	1,000	0	1,000	0	0	0	0	0
4105 Maintenance Contracts	19,000	17,698	0	0	19,000	0	19,000	4,120	0	0	0	0
4106 Elms Field Maintenance	34,000	34,900	0	0	37,500	0	37,500	267	0	0	0	0
4107 Trees	35,000	25,112	0	0	35,000	0	35,000	-2,489	0	0	0	0
4114 KGV & Leslie Sears Maintenance	1,500	8,631	0	0	1,500	0	1,500	0	0	0	0	0
4120 Security	2,000	0	0	0	2,000	0	2,000	0	0	0	0	0
4131 Electricity	1,000	7,729	0	0	5,000	0	5,000	52	0	0	0	0
4135 Water	300	157	0	0	300	0	300	26	0	0	0	0
4147 Rent of Garage	450	534	0	0	450	0	450	120	0	0	0	0
4149 Met.Station Lease/Maintenance	350	350	0	0	350	0	350	0	0	0	0	0
4151 Waste Collection	5,000	8,999	0	0	5,000	0	5,000	599	0	0	0	0

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2023

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		Financial Year : 2023/2024				Budget for 2024/25					
Last Year : 2022/2023		Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Budget											
4154	External Cleaning	0	4,303	0	0	0	0	0	0	0	0
4155	Park Yoga	0	0	0	0	0	0	280	0	0	0
4312	Street Furniture	600	691	0	600	0	600	0	0	0	0
4327	Advertising/Marketing	2,000	2,416	0	2,000	0	2,000	0	0	0	0
4412	Thames and Chiltern in Bloom	9,000	13,974	0	11,000	0	11,000	1,770	0	0	0
4522	Wildflower planting & Maintena	3,000	2,958	0	3,000	0	3,000	-2,250	0	0	0
	Garden of Reflection	10,000	0	0	0	0	0	0	0	0	0
4524											
	Overhead Expenditure	151,550	146,772	0	168,700	0	168,700	6,780	0	0	0
	Movement to/(from) Gen Reserve	(145,300)	(132,937)		(163,050)		(163,050)	(6,393)	0		
104	Woosehill										
1010	Lettings-Main Hall	27,000	17,329	0	27,000	0	27,000	3,031	0	0	0
1011	Lettings-Committee Rooms	2,400	1,812	0	2,400	0	2,400	469	0	0	0
1019	Out of hours lettings - income	2,000	2,154	0	2,000	0	2,000	404	0	0	0
1020	Lettings-Upstairs Hall	5,000	4,716	0	5,000	0	5,000	788	0	0	0
1030	Emmbrook Peppercorn Rent	10	1	0	10	0	10	1	0	0	0
	Total Income	36,410	26,011	0	36,410	0	36,410	4,693	0	0	0
4100	Repairs & Maintenance	8,000	14,173	0	12,000	0	12,000	1,267	0	0	0
4109	Health & Safety Surveys	750	1,847	0	1,250	0	1,250	0	0	0	0
4120	Security	4,000	4,406	0	4,000	0	4,000	443	0	0	0
4131	Electricity	1,400	998	0	1,500	0	1,500	288	0	0	0
4132	Gas	1,200	1,046	0	1,300	0	1,300	279	0	0	0
4135	Water	650	354	0	650	0	650	33	0	0	0
4145	Rates	3,500	3,044	0	3,700	0	3,700	636	0	0	0

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2023

		<u>Last Year : 2022/2023</u>					<u>Financial Year : 2023/2024</u>					<u>Budget for 2024/25</u>		
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried			
4150	Cleaning Materials	800	0	0	0	600	0	600	0	0	0	0		
4151	Waste Collection	1,600	1,239	0	0	1,600	0	1,600	92	0	0	0		
4154	External Cleaning	0	858	0	0	800	0	800	0	0	0	0		
4320	Telephones	600	0	0	0	600	0	600	0	0	0	0		
4382	Insurances	400	213	0	0	300	0	300	0	0	0	0		
	Overhead Expenditure	22,900	28,177	0	0	28,300	0	28,300	3,038	0	0	0		
	Movement to/(from) Gen Reserve	13,510	(2,166)			8,110		8,110	1,654	0				
106	Town Hall													
1010	Lettings-Main Hall	7,500	2,804	0	0	5,900	0	5,900	1,054	0	0	0		
1011	Lettings-Committee Rooms	3,500	2,415	0	0	2,500	0	2,500	347	0	0	0		
1012	Lettings-Kitchen	400	145	0	0	400	0	400	21	0	0	0		
1013	Lettings-Council Chamber	500	262	0	0	500	0	500	423	0	0	0		
1014	Lettings-Annexe	1,300	402	0	0	1,300	0	1,300	140	0	0	0		
1015	Lettings-Jubilee Room	3,160	342	0	0	3,160	0	3,160	170	0	0	0		
1016	Wedding Income	12,500	12,231	0	0	15,500	0	15,500	1,168	0	0	0		
1017	Information Centre Income	300	85	0	0	0	0	0	18	0	0	0		
1025	Letting Fees - All Tenants	93,390	93,390	0	0	93,390	0	93,390	22,065	0	0	0		
1026	Service Charges - All Tenants	4,580	4,580	0	0	4,580	0	4,580	972	0	0	0		
1027	Insurance Recharge - All Tenan	2,840	1,313	0	0	2,840	0	2,840	78	0	0	0		
1158	Banner Income	0	800	0	0	0	0	0	0	0	0	0		
1258	Equipment Hire (Bookings)	1,200	712	0	0	1,200	0	1,200	54	0	0	0		
1260	Hospitality Income	2,500	1,554	0	0	2,500	0	2,500	160	0	0	0		
1261	Citizenship Ceremonies	1,590	1,600	0	0	1,590	0	1,590	0	0	0	0		
1262	Wedding catering income	4,000	6,010	0	0	5,000	0	5,000	1,025	0	0	0		

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2023

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		Last Year : 2022/2023					Financial Year : 2023/2024					Budget for 2024/25		
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried			
	Total Income	139,260	128,646	0	0	140,360	0	140,360	27,695	0	0	0		
4100	Repairs & Maintenance	25,500	20,471	0	0	25,500	0	25,500	1,659	0	0	0		
4108	Gutter Maintenance	800	350	0	0	800	0	800	0	0	0	0		
4109	Health & Safety Surveys	1,500	2,507	0	0	2,700	0	2,700	0	0	0	0		
4120	Security	6,000	5,228	0	0	6,000	0	6,000	519	0	0	0		
4121	CCTV	800	0	0	0	800	0	800	0	0	0	0		
	Electricity	8,000	6,450	0	0	9,500	0	9,500	4,301	0	0	0		
4131	Gas	5,500	5,750	0	0	7,000	0	7,000	1,859	0	0	0		
4132	Water	8,730	5,508	0	0	8,730	0	8,730	-4,947	0	0	0		
4135	Rates	23,700	24,149	0	0	24,500	0	24,500	5,040	0	0	0		
4145	Cleaning Materials	2,000	2,614	0	0	2,000	0	2,000	364	0	0	0		
4150	Waste Collection	3,000	1,103	0	0	3,500	0	3,500	54	0	0	0		
4151	External Cleaning	5,180	8,273	0	0	8,180	0	8,180	705	0	0	0		
4154	Licences (All)	3,500	2,427	0	0	3,500	0	3,500	0	0	0	0		
4172	Town Hall Equipment Purchases	1,500	779	0	0	1,000	0	1,000	0	0	0	0		
4325	Info Centre/Misc Costs	300	0	0	0	0	0	0	0	0	0	0		
4330	Function costs	2,250	3,557	0	0	2,250	0	2,250	239	0	0	0		
4332	Wedding external catering	4,000	3,802	0	0	4,000	0	4,000	0	0	0	0		
4398	Pigeon Control/Hygiene	1,000	0	0	0	0	0	0	0	0	0	0		
4507														
	Overhead Expenditure	103,260	92,967	0	0	109,960	0	109,960	9,792	0	0	0		
	Movement to/(from) Gen Reserve	36,000	35,679			30,400		30,400	17,903	0				
109	Allotments													
1105	S 106 Monies	0	48,765	0	0	0	0	0	9,980	0	0	0		

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2023

	Last Year : 2022/2023				Financial Year : 2023/2024				Budget for 2024/25			
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried	
1203	Allotment Rents	12,150	15,737	0	0	13,400	0	13,400	130	0	0	0
Total Income												
4100	Repairs & Maintenance	6,100	53,600	0	0	7,000	0	7,000	12,156	0	0	0
4101	Competitions	0	0	0	0	700	0	700	0	0	0	0
4135	Water	3,000	2,792	0	0	3,000	0	3,000	23	0	0	0
4146	St Pauls Gate Rental	0	0	0	0	80	0	80	0	0	0	0
4182	Allotment projects	4,500	1,200	0	0	0	0	0	0	0	0	0
Overhead Expenditure												
	Movement to/(from) Gen Reserve	13,600	57,592	0	0	10,780	0	10,780	12,178	0	0	0
		(1,450)	6,910			2,620		2,620	(2,068)	0		
120	Amenities Capital											
4302	Town Hall Structural Repairs	30,000	9,248	0	0	30,000	0	30,000	0	0	0	0
4309	Footpath Upgrade	22,000	33,064	0	0	0	0	0	0	0	0	0
4313	Playground Upgrades	31,000	-360	900	0	25,000	0	25,900	0	0	0	0
6001	Overhead Expenditure plus Transfer from EMR	83,000	41,951	900	0	55,000	0	55,900	0	0	0	0
	Movement to/(from) Gen Reserve	0	11,000	0	0	0	0	0	0	0	0	0
		(83,000)	(30,951)			(55,000)		(55,900)	0	0		
201	Personnel											
4000	Basic Pay	389,000	420,174	0	0	409,000	0	409,000	68,026	0	0	0
4001	Overtime Pay	9,500	17,408	0	0	11,000	0	11,000	3,291	0	0	0
4002	NI Costs	32,500	41,805	0	0	36,500	0	36,500	6,312	0	0	0
4003	Pension Costs	103,000	111,761	0	0	108,000	0	108,000	18,718	0	0	0
4004	Personnel Services Contracted	2,170	1,940	0	0	3,670	0	3,670	279	0	0	0

4005

Staff Training

6,000

4,462

0

0

6,000

0

6,000

669

0

0

0

Continued on next page

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2023

		Last Year : 2022/2023					Financial Year : 2023/2024					Budget for 2024/25		
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried			
4006	Recruitment	2,000	880	0	0	1,500	0	1,500	-815	0	0	0		
4010	Councillor Training	1,500	198	0	0	1,500	0	1,500	0	0	0	0		
	Overhead Expenditure	545,670	598,626	0	0	577,170	0	577,170	96,480	0	0	0		
	Movement to/(from) Gen Reserve	(545,670)	(598,626)			(577,170)		(577,170)	(96,480)	0				
301	F & P Administration													
1107	CIL FUNDING FROM WBC	140,000	393,992	0	0	200,000	0	200,000	101,054	0	0	0		
1251	Interest Received	8,200	11,025	0	0	8,200	0	8,200	811	0	0	0		
1256	Misc. Income	0	1,400	0	0	0	0	0	0	0	0	0		
1263	Strategic Marketing Income	8,500	8,313	0	0	0	0	0	0	0	0	0		
1276	PRECEPT	1,014,21	1,014,21	0	0	1,118,82	0	1,118,82	559,410	0	0	0		
	Total Income	1,170,91	1,428,94	0	0	1,327,02	0	1,327,02	661,275	0	0	0		
4007	Car Allowances	1,240	1,239	0	0	1,240	0	1,240	207	0	0	0		
4008	Travel,Subsistance, Parking	3,000	4,400	0	0	3,000	0	3,000	420	0	0	0		
4009	Van hire costs	3,500	5,584	0	0	6,000	0	6,000	999	0	0	0		
4109	Health & Safety Surveys	0	-340	0	0	0	0	0	0	0	0	0		
4145	Rates	12,000	11,626	0	0	12,500	0	12,500	2,423	0	0	0		
4150	Cleaning Materials	0	0	0	0	0	0	0	86	0	0	0		
4310	Office Equipment Purchases	4,000	3,562	0	0	4,000	0	4,000	-1,259	0	0	0		
4311	Office Equipment Maintenance	4,180	0	0	0	2,180	0	2,180	0	0	0	0		
4320	Telephones	4,500	11,343	0	0	6,500	0	6,500	2,128	0	0	0		
4322	Office Supplies	4,000	3,459	0	0	3,000	0	3,000	700	0	0	0		
4323	Postage	1,500	142	0	0	1,000	0	1,000	260	0	0	0		
4324	Photocopier Lease	1,560	1,558	0	0	1,560	0	1,560	389	0	0	0		

Continued on next page

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2023

		Financial Year : 2023/2024					Budget for 2024/25				
Last Year : 2022/2023		Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
Budget											
4326	Subscriptions	8,800	17,479	0	0	16,800	0	16,800	7,559	0	0
4327	Advertising/Marketing	6,000	2,926	0	0	5,180	0	5,180	420	0	0
4329	Website Maintenance	1,200	0	0	0	1,200	0	1,200	0	0	0
4344	Strategic Marketing	17,000	13,255	0	0	8,000	0	8,000	1,866	0	0
4379	Professional & Legal Fees	10,000	6,031	0	0	8,000	0	8,000	-1,299	0	0
4380	External Audit Fees	2,000	2,000	0	0	2,000	0	2,000	-2,000	0	0
4381	Internal Audit Fees	1,700	940	0	0	1,700	0	1,700	-172	0	0
4382	Insurances	27,800	30,726	0	0	27,800	0	27,800	5,079	0	0
4383	Bank Charges	1,180	580	0	0	1,000	0	1,000	87	0	0
4391	Asset Valuations	0	4,536	0	0	0	0	0	0	0	0
4395	Photocopier Usage	1,600	684	0	0	1,200	0	1,200	151	0	0
4396	Publications	300	134	0	0	300	0	300	0	0	0
4602	Election & Reserve	18,000	0	0	0	8,000	0	8,000	0	0	0
4990	CIL Expenditure reserve	140,000	0	0	0	175,000	0	175,000	0	0	0
	Overhead Expenditure	275,060	121,865	0	0	297,160	0	297,160	18,044	0	0
6001	301 Net Income over Expenditure	895,850	1,307,07	0	0	1,029,86	0	1,029,86	643,231	0	0
6002	plus Transfer from EMR	0	4,000	0	0	0	0	0	0	0	0
	less Transfer to EMR	0	393,992	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	895,850	917,083			1,029,86		1,029,86	643,231	0	0
	Civic										
4333	Newsletter	4,400	4,477	0	0	5,000	0	5,000	0	0	0
4335	Operation Bridge Costs	0	3,565	0	0	0	0	0	0	0	0
4360	Twinning Official Entertaining	100	0	0	0	0	0	0	0	0	0
4362	Civic Receptions	800	824	0	0	2,800	0	2,800	706	0	0

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2023

	Last Year : 2022/2023				Financial Year : 2023/2024				Budget for 2024/25		
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4365	3,500	2,959	0	0	3,850	0	3,850	100	0	0	0
4369	1,390	996	0	0	2,800	0	2,800	0	0	0	0
4370	150	115	0	0	1,000	0	1,000	0	0	0	0
4371	1,600	1,400	0	0	1,400	0	1,400	0	0	0	0
4372	3,500	3,500	0	0	3,500	0	3,500	0	0	0	0
4373	100	0	0	0	100	0	100	0	0	0	0
4374	500	361	0	0	500	0	500	48	0	0	0
4375	250	215	0	0	300	0	300	0	0	0	0
4376	3,000	2,944	0	0	3,000	0	3,000	1,022	0	0	0
4377	1,500	1,262	0	0	2,000	0	2,000	0	0	0	0
4378	50	71	0	0	50	0	50	0	0	0	0
4399	3,600	2,587	0	0	5,000	0	5,000	2,116	0	0	0
4523	2,000	794	0	0	10,000	0	10,000	25	0	0	0
	26,440	26,071	0	0	41,300	0	41,300	4,018	0	0	0
	(26,440)	(26,071)			(41,300)		(41,300)	(4,018)	0		
	303	Grants									
4352	1,800	2,000	0	0	2,000	0	2,000	0	0	0	0
4353	65,170	47,294	0	0	54,320	0	54,320	38,089	0	0	0
4363	45,100	51,375	0	0	46,200	0	46,200	49,100	0	0	0
	112,070	100,669	0	0	102,520	0	102,520	87,189	0	0	0
	(112,070)	(100,669)			(102,520)		(102,520)	(87,189)	0		
	304	Arts & Culture									
1159	3,600	2,731	0	0	3,600	0	3,600	1,800	0	0	0

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2023

07/06/2023
08:44

		Last Year : 2022/2023				Financial Year : 2023/2024				Budget for 2024/25			
		Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried		
Budget													
1253	Fun Day Income	150	230	0	0	200	0	200	520	0	0		
1266	Board games income	1,000	248	0	0	1,000	0	1,000	0	0	0		
	Total Income	4,750	3,209	0	0	4,800	0	4,800	2,320	0	0		
4341	Concert	54,220	53,251	0	0	60,000	0	60,000	18,122	0	0		
4343	PRS Licence	600	0	0	0	600	0	600	0	0	0		
4345	Book Festival	6,600	5,073	0	0	7,800	0	7,800	595	0	0		
4388	Theatre in the Park	2,500	2,500	0	0	3,750	0	3,750	1,750	0	0		
4389	Board Games event	1,000	198	0	0	1,000	0	1,000	0	0	0		
4512	Sunny Saturdays	3,000	3,093	0	0	3,000	0	3,000	453	0	0		
4513	Dressing the Christmas Tree	1,350	1,527	0	0	1,350	0	1,350	0	0	0		
4518	Living Advent Calendar	1,100	350	0	0	0	0	0	0	0	0		
4526	International Day	3,000	4,055	0	0	3,000	0	3,000	0	0	0		
4527	Chalk about it	3,000	2,783	0	0	4,050	0	4,050	1,020	0	0		
4528	Murals	6,000	6,503	0	0	0	0	0	0	0	0		
4603	Fun Day	7,800	6,944	0	0	14,600	0	14,600	10,861	0	0		
4608	Virtual Museum Upgrade	0	0	0	0	4,500	0	4,500	0	0	0		
	Overhead Expenditure	90,170	86,277	0	0	103,650	0	103,650	32,801	0	0		
	Movement to/(from) Gen Reserve	(85,420)	(83,068)			(98,850)		(98,850)	(30,481)	0			
401	Highways and Planning												
1106	Grant Funding (External)	0	4,800	0	0	2,640	0	2,640	5,200	0	0		
1163	Cycle locker income	0	0	0	0	300	0	300	0	0	0		
	Total Income	0	4,800	0	0	2,940	0	2,940	5,200	0	0		
4111	Bus Shelter Repairs	2,200	1,977	0	0	2,700	0	2,700	71	0	0		

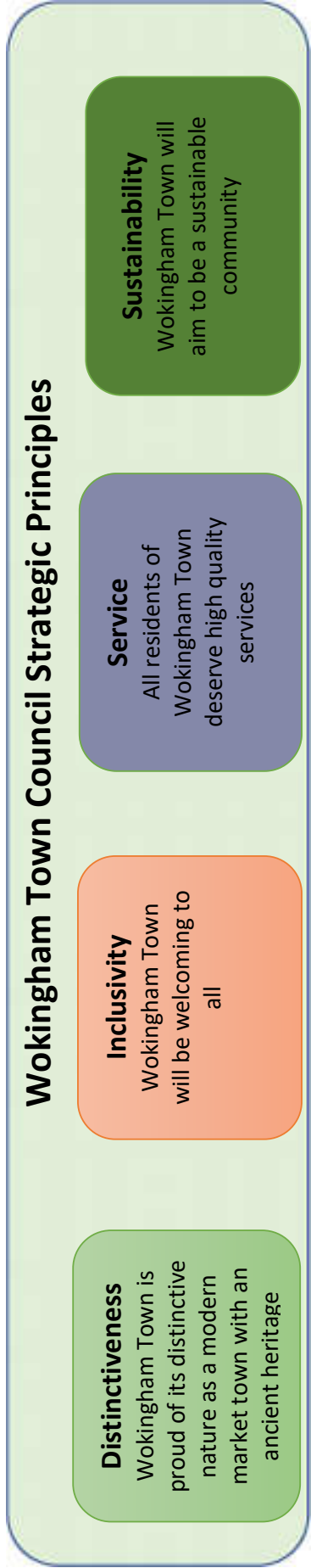
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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2023

	Last Year : 2022/2023				Financial Year : 2023/2024				Budget for 2024/25		
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
4529 Cycle lockers	0	4,800	0	0	2,640	0	2,640	0	0	0	0
Overhead Expenditure	2,200	6,777	0	0	5,340	0	5,340	71	0	0	0
Movement to/(from) Gen Reserve	(2,200)	(1,977)			(2,400)		(2,400)	5,129	0		
Total Budget Income	1,411,31	1,711,80	0	0	1,572,31	0	1,572,31	718,955	0	0	0
Expenditure	1,509,51	1,379,50	900	0	1,600,49	0	1,601,39	285,098	0	0	0
Net Income over Expenditure	-98,200	332,301	-900	0	-28,180	0	-29,080	433,858	0	0	0
plus Transfer from EMR	0	15,000	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	393,992	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(98,200)	(46,691)			(28,180)		(29,080)	433,858	0		



WTC strategy:

To encourage the life and vibrancy of Wokingham Town for its existing and future residents and businesses

What we will do:

- Strive to make our town a pleasant place to live in and move around
- Maintain and improve our town centre and recreational facilities
- Facilitate and enable the best use of our resources
- Ensure Wokingham Town Council is a great place to serve & work in
- Encourage the delivery of arts and culture throughout our town
- Maintain our traditions and making them accessible to all

WOKINGHAM TOWN COUNCIL

Objectives: Finance & Personnel

Date: 1st June 2023

Objective	Action	Success Criteria
To oversee Full Council Annual budget	Careful monitoring and control of income and expenditure by Officers and Committees	Satisfactory audit
Ensure that the Council maintains adequate budgets to carry out projects each year within an acceptable precept level	Assess project demands and award project funding as agreed Review balance of precept/reserve use	Expenditure kept within precept Satisfactory audit
To maximize other sources of income	Review of charges, look for funding opportunities ie grants	Expenditure kept within precept
To monitor a policy of awarding grants	Obtain agreement of grant level funding, rigorous decision making process	Award grants
To ensure Council maintains adequate reserves	Ensure minimum of 3 months expenditure Use of named reserves for specific future projects	Satisfactory audit
To ensure Council appropriately administers its Performance Related Pay Arrangements	Agree annual levels for Performance Related Pay	All staff receive annual appraisal All staff considered for PRP annually Appropriate awards made
To maintain appropriate staffing budget to ensure Council able to deliver agreed services	Careful and regular monitoring and control of agreed annual budget Careful and regular monitoring and control of overtime budget	Expenditure within agreed budget Staff remunerated within contracted arrangements and for additional hours worked
To ensure fully complemented staffing structure	Any vacancies considered in relation to development needs of Council Recruitment undertaken in timely fashion Succession planning in place	Stable staff
To ensure staff and Councillors access relevant professional development	Annual budget agreed	Professional development attended Council benefits from new skills & knowledge.

WOKINGHAM TOWN COUNCIL

Monitoring Report: Finance & Personnel Committee Date: July 2022

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
21 st July 15	Current Long Term Investments – CCLA Purchased 66,288 units Aug 2015 £200k	RFO, F & P Chair & Vice Chair	Ongoing	Review of investment to be brought to meetings as and when deemed necessary but at least half yearly. Chair and Vice Chair suggesting reviewed annually at meeting but monitored by RFO/Town Clerk quarterly

For information

Year Ended	2016	2017	2018	2019	2020	2021	2022	2023
Value 31 March	£194,158	£191,122	£200,196	£203,305	£196,040	£194,641	£228,806	£191,088
Dividends received	£4,386	£8,743	£9,071	£8,646	£8,693	£8,369	£7,489	£8,144

A total of £63,541 has been received in dividend since August 2015

25 April 2023

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 8.50pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllr P Cunnington, T Lack, D Lee, K Malvern. T Lack and I Shepherd- Dubey.

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr A Mather and S Gurney. Cllr Lee was running late therefore it was agreed that Cllr Gee would take the Chair.

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 P Cunnington and seconded by Cllr K Malvern and it was

**RESOLVED
30607**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 21st March 2023 pages 16709 to 16717 be received as a true and correct record and that they be signed by the Chair.

YEAR END 2022/23 BUDGET REPORT (Agenda Item 5)

The RFO's Year End Outturn report for the financial year 2022-23, including the revenue monitoring report to 31st March 2023 was received and noted. Discussions were held around the under and overspends of each Committee.

Cllr Lee joined the meeting and Cllr Gee asked if he wished to take over the Chair but Cllr Lee declined as the meeting was already in progress.

CHAIR INITIALS _____



AUDIT 2022/23 (Agenda Item 6)

It was proposed by Cllr D Lee and seconded by Cllr I Shepherd-Dubey and the following was

**RESOLVED
30608**

(a) that the Internal Auditor's reports dated 6th February 2023 and 18th April 2023 respectively, for the Accounts for the year ending 31st March 2023 be received, (b) that the review of the effectiveness of internal audit performed by this Council for the year end March 2023 be received and (c) that Claire Connell be confirmed as the Internal Auditor for this council for the financial year 2023/2024.

The RFO noted that a full review of the transparency disclosure would be undertaken during this financial year to ensure that all disclosures are easily locatable on the website.

ANNUAL RETURN 2022/23 (Agenda Item 7)

It was proposed by Cllr D Lee and seconded by Cllr T Lack and the following was

**RESOLVED
30609**

(a) that the Financial Statements for the year ending 31st March 2023 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 31st March 2022 be sent to Full Council for approval.

It was noted that the boxes on the guidance notes for completion of the Annual Return had not been completed but the Town Clerk advised this was very much an administrative tool to confirm the necessary information was included prior to the file being sent off to External Audit and the RFO would complete this in due course.

The Committee expressed confidence that the boxes in Section 1 – Annual Governance Statement 2022/23 could be marked as yes by members of Full Council in May.

FUNDING REQUEST FOR TRAMPOLINE AT ELMS FIELD (Agenda Item 8)

The Town Clerk's report 10 was received and considered. Discussions were held around costings for the different options open to the Amenities Committee.

**RESOLVED
30610**

It was proposed by Cllr D Lee and seconded by Cllr T Lack and it was

that all options be open to the Amenities Committee using the Self Insurance Earmarked Reserve of £17,123 in the first instance with any additional funding above this, to a maximum of £7,877, be taken out of general reserves. It was noted that funding may be re-allocated from CIL reserves once the project is completed.

CHAIR INITIALS _____



ACCOUNTS PAYABLE (Agenda Item 9)

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

- (a) the list of costs from 1st March 2023 to 31st March 2023 totalling the sum of £124,419.14 paid from the F & GP Account, this includes £41,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st March 2023 to 31st March 2023 totalling the sum of £88,108.31 paid from the Clerks Drawings account.

COMMITTEE INFORMATION (Agenda Item 10)

No information was shared.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)

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

**RESOLVED
30611**

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.

TOWN HALL TENANT LEASE (Agenda Item 12)

The Town Clerk gave a verbal report on the lease and a potential issue with the service charge.

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

**RESOLVED
30612**

That the Town Clerk's recommendations on service charges be approved.

The RFO left the meeting at 8.40pm.

STAFFING UPDATE (Agenda Item 13)

The Town Clerk gave a verbal update on staffing matters.

CHAIR INITIALS _____



Date: 18/04/2023

Wokingham Town Council

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Time: 15:05

F & P and Current Accounts

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Wokingham Borough Council	007370707	55.90		Hawkins Way Garage
04/03/2023	Total Gas & Power Ltd	DDR 04 MAR	0.30		293220768/23/GAS WH/Total Gas
07/03/2023	BACS P/L Pymnt Page 4669	BACS Pymnt	35,427.78		BACS P/L Pymnt Page 4669
08/03/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
08/03/2023	BACS P/L Pymnt Page 4670	BACS Pymnt	4,307.00		BACS P/L Pymnt Page 4670
08/03/2023	O2	DDR 0803	277.87		19107862/FEB/O2
08/03/2023	Clerk's Drawings Account	IMPREST	41,000.00		Tx Main to Clerks
10/03/2023	Google Ireland Limited	DCR 1003	41.40		4671162932/FEB/Google Ireland
14/03/2023	BACS P/L Pymnt Page 4674	BACS Pymnt	1,680.00		BACS P/L Pymnt Page 4674
15/03/2023	Barclaycard Commercial	DDR 1003	51.22		010034750223/FEB ARGE/Barcla
15/03/2023	Castle Water Limited	DDR 1503	66.36		CR 859430/ERR/Castle Water Lim
17/03/2023	Castle Water Limited	DDR 1703	43.66		8617904/Castle Water Limited
21/03/2023	BACS P/L Pymnt Page 4681	BACS Pymnt	18,720.73		BACS P/L Pymnt Page 4681
21/03/2023	Total Gas & Power Ltd	DDR 2103	224.13		293220768/23/GAS WH/Total Gas
21/03/2023	Total Gas & Power Ltd	DDR 210323	1,340.37		293147915/23/FEB TH/Total Gas
26/03/2023	sage software limited	Std Ord	63.00		payroll services
28/03/2023	ARVAL	DD	599.24		HK72 FNE WO7317
30/03/2023	HMRC	DD	8,115.91		HMRC
31/03/2023	BACS P/L Pymnt Page 4689	BACS Pymnt	8,941.10		BACS P/L Pymnt Page 4689
31/03/2023	Castle Water Limited	DDR 1703	61.36		8619237/Castle Water Limited
31/03/2023	Focus Group	DDR 3103	740.21		6814415/RF3078 MAR/Focus
Group					
31/03/2023	Focus Group	DDR 310323	122.15		6813917/RF2546 MAR/Focus
Group					
		Total Payments	124,419.14		

CHAIR INITIALS _____



Date:18/04/2023

Wokingham Town Council

Page 1

Time: 15:06

Clerk's Drawings Account

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Peninsula	Std Ord	149.50		Personnel contract
07/03/2023	BACS P/L Pymnt Page 4667	BACS Pymnt	3,693.64		BACS P/L Pymnt Page 4667
08/03/2023	BACS P/L Pymnt Page 4671	BACS Pymnt	208.45		BACS P/L Pymnt Page 4671
08/03/2023	GOPLASTIC Ltd	BACS	604.42		GOPLASTIC Ltd
14/03/2023	BACS P/L Pymnt Page 4673	BACS Pymnt	660.00		BACS P/L Pymnt Page 4673
14/03/2023	BACS P/L Pymnt Page 4675	BACS Pymnt	2,783.11		BACS P/L Pymnt Page 4675
14/03/2023	140323 DD	BACS	300.00		140323 DD
15/03/2023	Castle Water Limited	DDR 1503	684.64		8595052/Castle Water Limited
15/03/2023	March salary	BACS	25,799.89		March salary
17/03/2023	Castle Water Limited	DDR 1703	15.43		8613247/Castle Water Limited
20/03/2023	Castle Water Limited	DDR 2003	66.42		8624154/Castle Water Limited
21/03/2023	BACS P/L Pymnt Page 4682	BACS Pymnt	2,000.09		BACS P/L Pymnt Page 4682
23/03/2023	210323 DD DON	BACS	350.00		210323 DD DON
28/03/2023	BACS P/L Pymnt Page 4687	BACS Pymnt	2,879.45		BACS P/L Pymnt Page 4687
28/03/2023	2803 COR DD	BACS	350.00		2803 COR DD
31/03/2023	BACS P/L Pymnt Page 4690	BACS Pymnt	2,007.15		BACS P/L Pymnt Page 4690
31/03/2023	WTC staff	BACS	124.37		WTC staff
		Total Payments	42,676.56		

CHAIR INITIALS _____

Finance & Personnel Meeting 25/04/2023

16735



Date: 06/06/2023

Wokingham Town Council

Page 1

Time: 17:09

F & P and Current Accounts

List of Payments made between 01/04/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2023	Wokingham Borough Council	Std Ord	2,891.00		Th chambers 2104329
03/04/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/04/2023	O2	DDR 0504	303.90		19696709/MAR/O2
08/04/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
11/04/2023	Barclaycard Commercial	DDR 1104	44.00		010034750323/MAR 23/Barclaycar
11/04/2023	Google Ireland Limited	DDR 1104	41.40		4693342962/MAR 23/Google Irela
12/04/2023	BACS P/L Pymnt Page 4698	BACS Pymnt	3,580.47		BACS P/L Pymnt Page 4698
12/04/2023	Clerk's Drawings Account	Imprest	43,000.00		tx main to clerks
14/04/2023	BACS P/L Pymnt Page 4699	BACS Pymnt	2,400.60		BACS P/L Pymnt Page 4699
17/04/2023	Barclaycard Commercial	DDR 1704	2,866.29		SUTTONS 050423/Barclaycard Com
17/04/2023	Castle Water Limited	DDR 1704	32.82		8746266/Castle Water Limited
17/04/2023	Castle Water Limited	170423	44.47		8743184/Castle Water Limited
25/04/2023	BACS P/L Pymnt Page 4703	BACS Pymnt	33,886.51		BACS P/L Pymnt Page 4703
26/04/2023	sage software limited	Std Ord	63.00		payroll services
26/04/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
27/04/2023	HMRC	BACS	11,093.54		HMRC
28/04/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/04/2023	Total Gas & Power Ltd	DDR 2604	1,291.15		297092339/23/310323 TH/Total G
28/04/2023	Total Gas & Power Ltd	DDR 260423	220.93		297092328/23/310323 WH/Total G
30/04/2023	BACS P/L Pymnt Page 4713	BACS Pymnt	16,200.00		BACS P/L Pymnt Page 4713
01/05/2023	SAGE	Std Ord	63.00		Payroll
01/05/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/05/2023	Focus Group	DDR 0205	122.15		6814933/RF2546 APR/Focus Group
02/05/2023	Focus Group	DDR 020523	822.11		6815137/RF3078 APR/Focus Group
03/05/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/05/2023	O2	DDR 0505	321.41		20268995/APR/O2
08/05/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/05/2023	BACS P/L Pymnt Page 4718	BACS Pymnt	14,224.18		BACS P/L Pymnt Page 4718
09/05/2023	Clerk's Drawings Account	IMPREST	45,000.00		tx transfer to Clerks
09/05/2023	Google Ireland Limited	DD 090523	41.40		4710588878/APR/Google Ireland
11/05/2023	Grants 1	BACS	12,314.00		Grants 1
11/05/2023	Service Event Prov	BACS	48,100.00		Service Event Prov
11/05/2023	Grants 3	BACS	7,275.00		Grants 3
11/05/2023	Grants 2	BACS	16,500.00		Grants 2
16/05/2023	BACS P/L Pymnt Page 4723	BACS Pymnt	16,663.94		BACS P/L Pymnt Page 4723
17/05/2023	Barclaycard Commercial	DDR 1105	51.44		10034750423/APR 23/Barclaycard
17/05/2023	Castle Water Limited	DDR 1705	32.73		8890069/Castle Water Limited
17/05/2023	Castle Water Limited	DDR 170523	52.95		8895455/Castle Water Limited
18/05/2023	Barclaycard Commercial	DDR 180524	5,270.88		YUMPU APR/Barclaycard Commerci
18/05/2023	Grants 4	BACS	3,000.00		Grants 4
23/05/2023	BACS P/L Pymnt Page 4728	BACS Pymnt	4,026.00		BACS P/L Pymnt Page 4728
23/05/2023	BACS P/L Pymnt Page 4729	BACS Pymnt	6,752.00		BACS P/L Pymnt Page 4729
25/05/2023	Total Gas & Power Ltd	DDR 2505	302.39		299178313/23/Total Gas & Power
25/05/2023	Total Gas & Power Ltd	DDR 250523	31.35		299178280/23/Total Gas & Power
26/05/2023	ARVAL	DD	599.24		HK72 FNE WO7317
31/05/2023	BACS P/L Pymnt Page 4733	BACS Pymnt	1,074.00		BACS P/L Pymnt Page 4733
31/05/2023	BACS P/L Pymnt Page 4737	BACS Pymnt	6,345.28		BACS P/L Pymnt Page 4737
31/05/2023	Total Gas & Power Ltd	DDR MAY	6,663.15		299178291/23/Total Gas & Power
31/05/2023	Focus Group	DDR 3105	821.30		6816081/RF3078 MAY/Focus Group
31/05/2023	Focus Group	310523	122.15		6815880/RF2546 MAY/Focus Group
31/05/2023	Twofold Limited	DDR 31MAY	71.96		12957/TwoFold Limited
		Total Payments	323,782.15		

Wokingham Town Council

Invoices totalling £500.00 or more
for the period 01/04/2023 to 31/05/2023

06/06/2023
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Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	1	01/04/2023	01/04/2023	25/04/2023	16172	SGS	Smart Group Services Ltd	1544.31	308.86	1,853.17
1	1	01/04/2023	01/05/2023	25/04/2023	53602	WINDOWFLO	Windowflowers Ltd	1633.08	326.62	1,959.70
1	1	06/04/2023	18/04/2023	14/04/2023	21280	CLIFTON	Clifton Ingram Solicitors	2008	392.6	2,400.60
1	2	06/04/2023	21/04/2023	18/05/2023	48707	BARCLAYCO	Barclaycard Commercial	945.75	189.15	1,134.90
1	1	08/04/2023	08/04/2023	25/04/2023	6168	GREENCARE	Green Care Landscaping	9980	0	9,980.00
1	1	10/04/2023	10/04/2023	28/04/2023	297092339/23	TOTAL	Total Gas & Power Ltd	1075.96	215.19	1,291.15
1	1	12/04/2023	12/04/2023	25/04/2023	SI-68	DIGGERDAVE	Digger Dave	500	0	500.00
1	2	14/04/2023	29/04/2023	18/05/2023	6349	BARCLAYCO	Barclaycard Commercial	1292	258.4	1,550.40
1	1	17/04/2023	17/04/2023	02/05/2023	6815137	FOCUS	Focus Group	685.09	137.02	822.11
1	1	18/04/2023	18/04/2023	25/04/2023	03016	GRISTMAN	Gristman Tree Surgery Ltd	4483.5	896.7	5,380.20
1	1	19/04/2023	19/05/2023	25/04/2023	APR23	RBWM	Royal County of Berkshire Pension	13494.82	0	13,494.82
1	1	19/04/2023	19/05/2023	25/04/2023	INV-1422	GREATFOOD	The Great Food Company	792	158.4	950.40
1	2	24/04/2023	24/05/2023	09/05/2023	470462	LITE	Lighting and Illuminations	10220.4	2044.08	12,264.48
1	1	25/04/2023	25/04/2023	30/04/2023	7730	JDB	JDB Contractors & son Ltd	13500	2700	16,200.00
1	2	25/04/2023	25/04/2023	31/05/2023	17967	TIES	i4c Publicity Ltd	612.5	122.5	735.00
1	1	26/04/2023	26/05/2023	30/04/2023	17372	GREEN	Greenbarnes Ltd	439.79	87.96	527.75
1	1	30/04/2023	30/04/2023	30/04/2023	3065	AYS	AYS Cleaning Contractors Ltd	655.93	131.19	787.12
1	2	30/04/2023	30/05/2023	09/05/2023	PSI-0042078	GRUNDONSA	GRUNDON SAND & GRAVEL	769.5	153.9	923.40
1	2	30/04/2023	30/04/2023	09/05/2023	922/2630/23	ALARM	Alarm Response	443.08	88.61	531.69
1	2	30/04/2023	30/04/2023	09/05/2023	921/2629/23	ALARM	Alarm Response	518.83	103.76	622.59
1	2	30/04/2023	30/05/2023	16/05/2023	PSI-0840628	GRUNDON	Grundon Waste Mangement	741.77	148.35	890.12
1	2	30/04/2023	30/04/2023	31/05/2023	16238	JEFFRIES	Nigel Jeffries Landscapes Limited	2059.87	411.97	2,471.84
1	2	01/05/2023	31/05/2023	09/05/2023	54397	WINDOWFLO	Windowflowers Ltd	1633.08	326.62	1,959.70
1	2	05/05/2023	05/05/2023	31/05/2023	299178302/23	TOTAL	Total Gas & Power Ltd	3601.33	720.27	4,321.60
1	2	05/05/2023	05/05/2023	31/05/2023	299178291/23	TOTAL	Total Gas & Power Ltd	635.52	127.1	762.62
1	2	09/05/2023	06/06/2023	16/05/2023	INV-0422	BALC	Berkshire Association of Local	3578	0	3,578.00
1	2	09/05/2023	09/05/2023	16/05/2023	INV-3706	ALLIANCEHE	Alliance Heating	505.98	101.2	607.18
1	2	10/05/2023	10/05/2023	31/05/2023	299742239/23	TOTAL	Total Gas & Power Ltd	782.95	156.59	939.54
1	2	16/05/2023	15/06/2023	16/05/2023	MAY 23	RBWM	Royal County of Berkshire Pension	11875.8	0	11,875.80
1	2	16/05/2023	16/05/2023	31/05/2023	6816081	FOCUS	Focus Group	684.42	136.88	821.30

Agenda Item 7a over £500

Wokingham Town Council

Invoices totalling £500.00 or more
for the period 01/04/2023 to 31/05/2023

06/06/2023

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Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	2	18/05/2023	17/06/2023	31/05/2023	INV-1462	GREATFOOD	The Great Food Company	792	158.4	950.40
1	2	20/05/2023	20/05/2023	23/05/2023	AL27	SUNSHINE	Sunshine Gardening Services	1575	315	1,890.00
1	2	25/05/2023	25/05/2023	31/05/2023	0071SP/2023	MILLETS	Millets Falconry	895	179	1,074.00
1	2	25/05/2023	25/05/2023	31/05/2023	7768	JDB	JDB Contractors & son Ltd	750	150	900.00
1	2	31/05/2023	31/05/2023	31/05/2023	16357	JEFFRIES	Nigel Jeffries Landscapes Limited	2059.87	411.97	2,471.84
1	2	31/05/2023	30/06/2023	31/05/2023	SIN007474	PROLUDIC	Proludic Ltd	440.63	88.13	528.76
1	2	31/05/2023	12/06/2023	31/05/2023	22129	CLIFTON	Clifton Ingram Solicitors	1168	233.6	1,401.60

Date: 06/06/2023

Wokingham Town Council

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Time: 17:10

Clerk's Drawings Account

List of Payments made between 01/04/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2023	Wokingham Borough Council	Std Ord	245.00		Office 3 2239762
01/04/2023	Wokingham Borough Council	Std Ord	335.25		Market tolls 1016075
01/04/2023	Wokingham Borough Council	Std Ord	263.80		Office 1 2035191
01/04/2023	Wokingham Borough Council	Std Ord	316.10		Woosehill 101493X
01/04/2023	Wokingham Borough Council	Std Ord	332.40		Info Centre 1045161
03/04/2023	Peninsula	Std Ord	167.44		HR support
12/04/2023	BACS P/L Pymnt Page 4696	BACS Pymnt	3,423.87		BACS P/L Pymnt Page 4696
13/04/2023	Quadient was Neopost	DDR 1304	10.00		93087793/Quadient was Neopo
14/04/2023	BACS P/L Pymnt Page 4700	BACS Pymnt	1,627.82		BACS P/L Pymnt Page 4700
14/04/2023	APR Salary	BACS	30,711.51		APR Salary
17/04/2023	Castle Water Limited	DDR 1704	24.01		8749017/Castle Water Limited
18/04/2023	140423 DD	BACS	352.42		140423 DD
25/04/2023	BACS P/L Pymnt Page 4701	BACS Pymnt	3,392.05		BACS P/L Pymnt Page 4701
25/04/2023	BACS P/L Pymnt Page 4704	BACS Pymnt	2,321.82		BACS P/L Pymnt Page 4704
27/04/2023	DD DON STAFF	BACS	319.03		DD DON STAFF
30/04/2023	BACS P/L Pymnt Page 4714	BACS Pymnt	1,671.97		BACS P/L Pymnt Page 4714
30/04/2023	Quadient was Neopost	DD 280423	190.00		Purchase Ledger DDR Payment
01/05/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/05/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/05/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/05/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/05/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/05/2023	STAFF EXPENSES	BACS	95.40		STAFF EXPENSES
03/05/2023	Peninsula	Std Ord	167.44		HR support
09/05/2023	BACS P/L Pymnt Page 4719	BACS Pymnt	3,183.68		BACS P/L Pymnt Page 4719
11/05/2023	DD Staff	BACS	118.00		DD Staff
15/05/2023	MAY SALARY	BACS	27,988.16		MAY SALARY
16/05/2023	BACS P/L Pymnt Page 4724	BACS Pymnt	1,443.47		BACS P/L Pymnt Page 4724
17/05/2023	Castle Water Limited	DDR 1705	25.65		8892467/Castle Water Limited
18/05/2023	180523 DD STAFF	BACS	386.00		180523 DD STAFF
23/05/2023	BACS P/L Pymnt Page 4730	BACS Pymnt	798.05		BACS P/L Pymnt Page 4730
23/05/2023	DD ALLOT	BACS	217.00		DD ALLOT
31/05/2023	BACS P/L Pymnt Page 4734	BACS Pymnt	3,887.77		BACS P/L Pymnt Page 4734
31/05/2023	Castle Water Limited	DDR 3105	22.69		8934528/Castle Water Limited
		Total Payments	85,532.80		

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Wokingham Town Council

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Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	0	0	30	30		
	Expenditure	58,855	13,607	87,500	73,893	42,865	31,029
	Net Income over Expenditure	(58,855)	(13,607)	(87,470)	(73,863)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(13,607)				
Market	Income	41,860	7,275	41,700	34,425		
	Expenditure	12,902	1,099	13,110	12,011	240	11,771
	Movement to/(from) Gen Reserve	28,958	6,176				
Parks & Bloom	Income	13,835	388	5,650	5,263		
	Expenditure	146,772	6,780	168,700	161,920	92,839	69,081
	Movement to/(from) Gen Reserve	(132,937)	(6,393)				
Woosehill	Income	26,011	4,693	36,410	31,717		
	Expenditure	28,177	3,038	28,300	25,262	9,935	15,327
	Movement to/(from) Gen Reserve	(2,166)	1,654				
Town Hall	Income	128,646	27,695	140,360	112,665		
	Expenditure	92,967	9,792	109,960	100,168	25,947	74,221
	Net Income over Expenditure	35,679	17,903	30,400	12,497		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	17,903				
Allotments	Income	64,502	10,110	13,400	3,290		
	Expenditure	57,592	12,178	10,780	(1,398)	5,228	(6,626)
	Movement to/(from) Gen Reserve	6,910	(2,068)				
Amenities Capital	Expenditure	41,951	0	55,900	55,900	25,000	30,900
	plus Transfer from EMR	11,000	0				
	Movement to/(from) Gen Reserve	(30,951)	0				
Personnel	Expenditure	598,626	96,480	577,170	480,690	1,384	479,305
F & P Administration	Income	1,428,940	661,275	1,327,020	665,745		
	Expenditure	121,865	18,044	297,160	279,116	22,440	256,676
	Net Income over Expenditure	1,307,075	643,231	1,029,860	386,629		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	643,231				
Civic	Expenditure	26,071	4,018	41,300	37,283	6,751	30,531
Grants	Expenditure	100,669	87,189	102,520	15,331		15,331
Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	32,801	103,650	70,849	57,138	13,711
	Movement to/(from) Gen Reserve	(83,068)	(30,481)				

Continued over page

Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	71	5,340	5,269		5,269
	Movement to/(from) Gen Reserve	(1,977)	5,129				
	Grand Totals:- Income	1,711,804	718,955	1,572,310	853,355		
	Expenditure	1,379,503	285,098	1,601,390	1,316,292	289,768	1,026,525
	Net Income over Expenditure	332,301	433,858	(29,080)	(462,938)		
	plus Transfer from EMR	15,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	(46,691)	433,858				

07/06/2023

Wokingham Town Council

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Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2023**

A/c	Description	Actual	
<i><u>Current Assets</u></i>			
101	Debtors	25,767	
105	VAT Control Account	7,158	
201	F & GP + Current Account	1,070,014	
202	Clerk's Drawings Account	50,192	
205	Treasury Deposit	250,000	
209	RYND	18,041	
210	Petty Cash	72	
211	Office 2 (Michael Cragg)	810	
	Total Current Assets		1,422,054
<i><u>Current Liabilities</u></i>			
501	Creditors	4,518	
502	Receipts in Advance	9,194	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	810	
510	Accruals	698	
515	PAYE/NI Control A/C	8,976	
561	Hire Deposits Town Hall	3,400	
562	Hire Deposits Woosehill	1,400	
564	Long Term Key & Damage	2,825	
565	Allotment key deposit	390	
	Total Current Liabilities		50,251
	Net Current Assets		1,371,803
	Total Assets less Current Liabilities		1,371,803
<i><u>Represented by :-</u></i>			
301	Current Year Surplus/Deficit	433,858	
310	General Reserve	197,576	
320	Self Insurance Fund	17,123	
321	Emergency Provision	175,000	
324	Election Reserve	25,500	
360	Playpark Earmark Reserve	500,996	
370	Town Hall Maintenance Reserve	21,750	
	Total Equity		1,371,803

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 Term Asset Register. As at 31st May 2023 2023 the value of investments was £191,705. There were no long-term liabilities.

Cost centre	Current		Year End Position		Comments on variance
	Approved Budget	Profiled budget	Actuals	Current variance	
	£	£	£	£	
Alloiments	Expenditure	10,780	1,797	12,178	10,381
	Income	(13,400)	(408)	(10,110)	(9,702)
	Net	(2,620)	1,388	2,068	680
					projects funded by S106 funding for allotments
					S106 funding for solar panels at Mulberry Grove
Amenities	Expenditure	87,500	13,583	13,607	24
	Income	(30)	-	-	-
	Net	87,470	13,583	13,607	24
					Marketplace cleaning £.15k - new cleaning program about to commence - will be kept under review
Amenities Capital	Expenditure	55,900	-	-	-
	Income	-	-	-	-
	Net	55,900	-	-	-
					Upto £30k agreed to be moved from reserves for 2nd footpath in KGV last year but works delayed until May 23. Town hall projects currently identified from £30k budget
Arts & Culture	Expenditure	103,650	33,000	32,801	(199)
	Income	(4,800)	(2,400)	(2,320)	80
	Net	98,850	30,600	30,481	(119)
Civic	Expenditure	41,300	5,000	4,018	(982)
	Income	-	-	-	-
	Net	41,300	5,000	4,018	(982)
F & P Administration	Expenditure	297,160	23,193	18,044	(5,149)
	Income	(1,327,020)	(661,010)	(661,275)	(265)
	Net	(1,029,860)	(637,817)	(643,231)	(5,414)
					awaiting invoices for accruals for audit fees and legal work and equip purchases (£5k)
Grants	Expenditure	102,520	102,520	87,189	(15,331)
	Income	-	-	-	-
	Net	102,520	102,520	87,189	(15,331)
					£2k to be returned from More Arts as not required - all other agreed funding distributed.
Highways and Planning	Expenditure	5,340	445	71	(374)
	Income	(2,940)	(2,940)	(5,200)	(2,260)
	Net	2,400	(2,495)	(5,129)	(2,634)
					Bus shelter repairs profiled evenly - used as required
					3 year grant this is remainder of funding which will be moved to next financial year
Market	Expenditure	13,110	2,185	1,099	(1,086)
	Income	(41,700)	(6,950)	(7,275)	(325)
	Net	(28,590)	(4,765)	(6,176)	(1,411)
					budget profiled evenly
Parks & Bloom	Expenditure	168,700	28,117	6,780	(21,337)
	Income	(5,650)	(363)	(388)	(26)
	Net	163,050	27,754	6,393	(21,362)
					Accruals for treeworks and bulbs still not received - maintenance profiled evenly
Personnel	Expenditure	577,170	96,195	96,480	285
	Income	-	-	-	-
	Net	577,170	96,195	96,480	285
					Training and recruitment budgets profiled evenly. Additional staffing budget agreed in March 23 for market cover and groundsman upto £21k to be funded via reserves. Changes to overtime payments after budget agreed therefore this subjective will overspend £5k
Town Hall	Expenditure	109,960	18,327	9,792	(8,535)
	Income	(140,360)	(26,917)	(27,693)	(778)
	Net	(30,400)	(8,590)	(17,903)	(9,313)
					Water accrual £5k Castle Water billing issues
					Wedding bookings have increased and are now at 32 for financial year.
Woosehill	Expenditure	28,300	4,717	3,038	(1,679)
	Income	(8,410)	(6,068)	(4,693)	1,375
	Net	(18,110)	(1,352)	(1,654)	(302)
					Bookings are still being affected owing to positive Covid results and classes being stopped owing to falling numbers - keep under review
TOTAL		29,080	(377,978)	(433,858)	(55,881)

Nicky Harmsworth

From: Gemma Cumming
Sent: 06 June 2023 13:15
To: Nicky Harmsworth
Subject: Lunar New Year

Last night it was proposed by Cllr S Gurney and seconded by Cllr M Malvern to request from F&P an in year increase to the International Day/ Lunar New Year Budget of £6,800. Bringing the total budget to £9,800 for the event in February 2024.

The vote was unanimously in favour.

Resolution number 30650 (anticipated)

Regards

Gemma Cumming
Arts & Culture Officer
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Fax: 0118 979 2335
Email: artsandculture@wokingham-tc.gov.uk
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