



# Wokingham Town Council

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

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

15<sup>th</sup> March 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 21<sup>st</sup> March 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: 07852 985963)

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 MEMBERS' INTERESTS**

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

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

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

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

**4 MINUTES OF PREVIOUS MEETINGS**

To receive and confirm the Minutes of the proceedings at the meeting of this Committee held on 17<sup>th</sup> January 2023, pages 16675 – 16684 (copies attached) as a true and correct record.

**5 INTERIM AUDIT REPORT**

To receive the internal auditor's report dated 6<sup>th</sup> February 2023.

- 6. WOKINGHAM IN NEED**  
To receive a verbal update from the Town Clerk on the garden of reflection funding previously agreed.
- 7. RISK REGISTER**  
To note there has been a grammatical update to the current register following the Amenities Committee meeting held on 23<sup>rd</sup> February 2023 (copy attached).
- 8. CIVIC COMMITTEE FUNDING REQUEST**  
To receive, consider and resolve upon the recommendation from the Civic Committee held on 20<sup>th</sup> March 2023 (to follow on the meeting day)
- 9. AMENITIES COMMITTEE PARK YOGA FUNDING REQUEST**  
To receive, consider and resolve upon the recommendation from the Amenities Committee held on 23<sup>rd</sup> February 2023 (copy attached).
- 10. STANDING FINANCIAL REGULATIONS ADDENDUM**  
To receive and consider the addendum to the Standing Financial Regulations for the year ended 31<sup>st</sup> March 2024 (copy attached).
- 11. ACCOUNTS PAYABLE**  
(a) To approve the list of costs from 1<sup>st</sup> January 2023 to 28<sup>th</sup> February 2023 totalling the sum of £240,715.74 paid from the F & GP Account, this includes £85,000, transfers to the Clerk's A/c (copy attached and also a copy of invoices over £2k paid during this period).  
(b) To approve the list of costs from 1<sup>st</sup> January 2023 to 28<sup>th</sup> February 2023 totalling the sum of £88,108.31 paid from the Clerks Drawings account (copy attached).
- 12. FINANCIAL REPORTS**  
To receive and consider the following Financial Reports:  
(a) Income and Expenditure to 28<sup>th</sup> February 2023 (copy attached).  
(b) Balance Sheet as 28<sup>th</sup> February 2023 (copy attached).  
(c) Revenue monitoring report to 28<sup>th</sup> February 2023 (copy attached).
- 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. TOWN HALL TENANT LEASE**  
To receive, consider and resolve upon the Town Clerk's report 08/2023.
- 16. STAFFING REPORT**  
To receive, consider and resolve upon the following from the Town Clerk  
(a) Report 09/2023  
(b) Report 05/2023
- 17. STAFFING UPDATE**  
General staffing update

**Committee members:** Cllrs P Cunnington, N Fox, T Lack, M Gee, S Gurney, D Lee, K Malvern, A Mather (Chair) 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).*



## 17 January 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 9:23pm

### **PRESENT**

**Chair:** Cllr A Mather

**Councillors:** Cllr S Gurney, T Lack, D Lee, K Malvern 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 P Cunnington, M Gee and N Fox

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

No interests were declared.

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

Cllr Mather asked if reasonable expenses for childcare could be claimed to allow Cllrs to attend meetings, the Town Clerk advised that the Council currently has no power to cover such costs but that this was currently being looked at as part of a Councillor remuneration consultation at WBC. The Town Clerk was asked to check that her current understanding was correct and whether any law prevented WTC from doing this and advise the Committee accordingly.

**ACTION: TOWN CLERK**

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

It was proposed by Cllr S Gurney and seconded by Cllr D Lee and it was

**RESOLVED  
30568**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 15<sup>th</sup> November 2022 pages 16641 – 16652 be received as a true and correct record and that they be signed by the Chair.

### **IN YEAR FUNDING REQUEST (Agenda Item 5)**

The Town Clerk's report 04/2023 was received and considered.

It was proposed by Cllr S Gurney and seconded by Cllr A Mather and it was

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



## Agenda Item 4

**RESOLVED  
30569**

that a maximum of £30,000 be taken from reserves to allow the completion of the second footpath at King George V playing field in this financial year.

### **PRECEPT 2023/24 (Agenda Item 6)**

The RFO gave an overview of her report and discussions were held around the content.

**RESOLVED  
30570**

It was proposed by Cllr A Mather and seconded by Cllr D Lee and it was

that the Provisional Budgets for the Financial Year 2023/2024 and the expenditure to 31<sup>st</sup> December 2022 be received and noted, and;

that the RFO's report dated 7<sup>th</sup> January 2023, giving information relating to the increase to overall precept was noted and it was agreed that the following recommendation be forwarded to Full Council for approval:

that a precept level of £1,118,822.63 and proposed budgets for the year ending 31<sup>st</sup> March 2024 be presented for approval by Full Council on Tuesday 24<sup>th</sup> January 2023.

### **EMPLOYEE SERVICES SUPPORT (Agenda Item 7)**

The Town Clerk's report 01/2023 was received and considered.

It was proposed by Cllr A Mather and seconded by Cllr T Lack and it was

**RESOLVED  
30571**

that Peninsula continue as the provider for Employee Services Support for a further 5 year term from April 2023.

### **ARTS4WOKINGHAM (Agenda Item 8)**

The letter from the Vice Chair of Arts4Wokingham was received and considered. The Town Clerk was asked to clarify the intellectual rights of the design should the project not receive the full funding required for completion.

It was proposed by Cllr S Gurney and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED  
30572**

that the £15,000 funding previously agreed at the March 2022 meeting, resolution 30413 be released.

### **CCLA PROPERTY MARKET UPDATE (Agenda Item 9)**

The CCLA'S updates were received. Discussions were held around this type of investment and asked that a full review of available investments be undertaken and reported to the June 2023 meeting for consideration.

**ACTION: TOWN CLERK & RFO**

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



**ACCOUNTS PAYABLE (Agenda Item 10)**

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

- (a) that the list of costs from 1<sup>st</sup> November 2022 to 31<sup>st</sup> December 2022 totalling the sum of £259,065.79 paid from the F & GP Account, this includes £101,000, transfers to the Clerk's A/C and
- (b) that the list of costs from 1<sup>st</sup> November 2022 to 31<sup>st</sup> December 2022 totalling the sum of £94,373.97 paid from the Clerks Drawings account.

**FINANCIAL REPORTS (Agenda Item 11)**

The following Financial Reports were received and noted;

- (a) Income and Expenditure to 31<sup>st</sup> December 2022
- (b) Balance Sheet as 31<sup>st</sup> December 2022
- (c) Revenue monitoring report to 31<sup>st</sup> December 2022

**COMMITTEE INFORMATION (Agenda Item 12)**

- (a) No information items were raised by members.
- (b) No marketing was identified.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)**

It was proposed by Cllr D Lee and seconded by Cllr A Mather and it was

**RESOLVED  
30573**

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 RFO left the meeting at 8.35pm.

**STAFFING REPORT (Agenda Item 14)**

The Town Clerk's confidential report 05/2023 was received and considered and it was

**RESOLVED  
30574**

Not to appoint an external consultant to undertake an evaluation.

During the ensuing discussion, members emphasised the council's role as a good employer and expressed an aspiration for the council to be achieving a median salary matching ONS median levels for the south-east.

The committee asked the Town Clerk to produce a report for the June 2023 meeting of the committee to consider how this could be achieved.

**STAFFING UPDATE (Agenda Item 15)**

The Town Clerk updated the committee on the following:

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



## Agenda Item 4

- The resignation of a member of staff and the intention to advertise the vacancy at the earliest opportunity
- A request to add additional resilience to the team, a detailed proposal for which will be brought to the next meeting for consideration.
- To note that the second payment of the hardship award had been made to staff and to note their appreciation.

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

Finance & Personnel Meeting 17/01/2023

16678





Date:11/01/2023

## Wokingham Town Council

Page 1

Time: 08:21

## F &amp; P and Current Accounts

## List of Payments made between 01/11/2022 and 31/12/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2022	Wokingham Borough Council	Std Ord	2,739.00		TH chambers rates 2104329
03/11/2022	Total Gas & Power Ltd	DDR 0311	4,392.03		280323356/22/OCT ELEC/Total
Ga					
08/11/2022	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
08/11/2022	BACS P/L Pymnt Page 4559	BACS Pymnt	5,751.04		BACS P/L Pymnt Page 4559
08/11/2022	Clerk's Drawings Account	Imprest	50,000.00		tx to Clerks
10/11/2022	Barclaycard Commercial	DDR 1011	44.00		10034751022/OCT/Barclaycard
Co					
10/11/2022	Mayor DD	BACS	1,375.00		Mayor DD
10/11/2022	expenses	BACS	97.46		expenses
10/11/2022	Mayor DD	BACS	-1,375.00		Mayor DD
10/11/2022	expenses	BACS	-97.46		expenses
14/11/2022	allotment OR81	BACS	17.00		allotment OR81
14/11/2022	info centre	CC 5481	-10.00		info centre
14/11/2022	allotments	BACS	-17.00		allotments
15/11/2022	Castle Water Limited	DDR 151122	25.37		Purchase Ledger DDR Payment
15/11/2022	Castle Water Limited	DDR 1511	70.21		Purchase Ledger DDR Payment
15/11/2022	info centre	CC 5530	10.00	5530	info centre
17/11/2022	Barclaycard Commercial	DDR 171122	3,762.25		135463/MP/Barclaycard Commerci
21/11/2022	Total Gas & Power Ltd	DDR 2111	642.58		281308330/22/GAS TH/Total Gas
23/11/2022	in year grant	BACS	1,750.00		kaleidoscopic uk
23/11/2022	Barclaycard Commercial	DDR 231122	2,791.45		HK72FNE/NH/Barclaycard Com
24/11/2022	Total Gas & Power Ltd	DDR 241122	11.74		281703284/22/OCT/Total Gas & P
24/11/2022	Total Gas & Power Ltd	DDR 2411	113.73		281703328/22/OCT ELEC/Total G
24/11/2022	Total Gas & Power Ltd	DDR 2411	64.71		281406130/22/GAS WH/Total Gas
24/11/2022	Total Gas & Power Ltd	DDR 241122	8.16		281703251/22/OCT ELEC/Total G
24/11/2022	Total Gas & Power Ltd	DDR241122	8.14		281703262/22/OCT/Total Gas & P
24/11/2022	Total Gas & Power Ltd	DDR 24 11	20.68		281703273/22/OCT ELEC/Total G
24/11/2022	Total Gas & Power Ltd	DD 241122	266.57		281703295/22/OCT ELEC/Total G
24/11/2022	Total Gas & Power Ltd	DD 2411	1,754.60		281703306/22/OCT ELEC/Total G
24/11/2022	Total Gas & Power Ltd	DD 24	169.52		281703339/22/OCT ELEC/Total G
24/11/2022	HMRC	BACS	9,456.48		HMRC
26/11/2022	sage software limited	Std Ord	48.00		payroll services
28/11/2022	Focus Group	DDR 281122	104.26		6809911/RF2546/Focus Group
28/11/2022	Focus Group	DDR 2811	676.01		6810135/RF3078/Focus Group
29/11/2022	BACS P/L Pymnt Page 4570	BACS Pymnt	23,521.67		BACS P/L Pymnt Page 4570
29/11/2022	BACS P/L Pymnt Page 4571	BACS Pymnt	36,437.45		BACS P/L Pymnt Page 4571
30/11/2022	BACS P/L Pymnt Page 4572	BACS Pymnt	7,951.80		BACS P/L Pymnt Page 4572
30/11/2022	Google Ireland Limited	DDR 071122	41.40		4595053060/OCT/Google Ireland
30/11/2022	O2	DDR 041122	277.80		16935849/OCT/O2
30/11/2022	Total Gas & Power Ltd	DDR 0311	146.36		280323378/22/OCT ELEC/Total G
30/11/2022	Total Gas & Power Ltd	DDR 031122	21.96		280323345/22/SEPT ELEC/Total
30/11/2022	Twofold Limited	DDR 301122	71.96		10369/Twofold Limited
30/11/2022	BACS P/L Pymnt Page 4582	BACS Pymnt	4,389.00		BACS P/L Pymnt Page 4582
30/11/2022	Barclaycard Commercial	CC 171122	578.85		MP CC 2010/ANN MILLER/Barcla
01/12/2022	Wokingham Borough Council	Std Ord	2,739.00		TH chambers rates 2104329
01/12/2022	allotment - info	BC	175.31		allotment - info

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

Finance &amp; Personnel Meeting 17/01/2023

16679



# Agenda Item 4

01/12/2022	allotment - info	BC	-175.31	allotment - info
06/12/2022	Poppy Appeal	BACS	50.00	Poppy Appeal
06/12/2022	Poppy Appeal	BACS	-50.00	Poppy Appeal
07/12/2022	Google Ireland Limited	DDR 071222	41.40	Purchase Ledger DDR Payment
07/12/2022	O2	DDR 0712	278.72	17479536/NOV/O2
08/12/2022	Hiscock	direct deb	2,539.45	Hiscock WTC insurance
12/12/2022	Barclaycard Commercial	DD 121222	78.08	010034751122/NOV CHARGE/Ba
12/12/2022	HMRC	DD	2,309.24	HMRC
13/12/2022	Castle Water Limited	DDR 131222	24.95	8199248/Castle Water Limited
14/12/2022	BACS P/L Pymnt Page 4587	BACS Pymnt	16,720.62	BACS P/L Pymnt Page 4587
14/12/2022	Clerk's Drawings Account	Imprest	51,000.00	monthly tx to Clerks
15/12/2022	Honorary allowance	BACS	1,400.00	Honorary allowance
15/12/2022	Honorary Allowance	BACS	-1,400.00	Honorary Allowance
16/12/2022	SAGE	DD	15.00	SAGE
19/12/2022	Barclaycard Commercial	DDR 1912	6.00	Purchase Ledger DDR Payment
19/12/2022	Barclaycard Commercial	DDR 191222	32.00	231122 CARDFEE/CARDFEE/Ba
20/12/2022	BACS P/L Pymnt Page 4593	BACS Pymnt	8,258.82	BACS P/L Pymnt Page 4593
21/12/2022	Total Gas & Power Ltd	DDR 211222	111.77	284256945/22/NOV WH/Total Gas
21/12/2022	Total Gas & Power Ltd	DDR 2112	1,126.39	284256956/22/TH NOV/Total Gas
26/12/2022	sage software limited	Std Ord	48.00	payroll services
28/12/2022	Focus Group	DDR 281222	104.26	6810908/RF2546/Focus Group
29/12/2022	HMRC	DD	10,693.07	HMRC
30/12/2022	Focus Group	DDR 301222	670.79	6811436/RF3078/Focus Group
31/12/2022	BACS P/L Pymnt Page 4597	BACS Pymnt	1,620.00	BACS P/L Pymnt Page 4597
		<b>Total Payments</b>	<b>259,065.79</b>	

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



Time: 08:22

**Clerk's Drawings Account**

**List of Payments made between 01/11/2022 and 31/12/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Peninsula	Std Ord	149.50		Personnel contract
01/11/2022	wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/11/2022	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/11/2022	Wokingham Borough Council	Std Ord	644.00		market tolls 1016075
01/11/2022	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
01/11/2022	Wokingham Borough Council	Std Ord	39.00		Garage rent dd
01/11/2022	Wokingham Town Council	Std Ord	329.00		info centre rates 1045161
08/11/2022	BACS P/L Pymnt Page 4560	BACS Pymnt	1,153.03		BACS P/L Pymnt Page 4560
09/11/2022	BACS P/L Pymnt Page 4561	BACS Pymnt	2,012.82		BACS P/L Pymnt Page 4561
09/11/2022	BACS P/L Pymnt Page 4563	BACS Pymnt	1,347.43		BACS P/L Pymnt Page 4563
10/11/2022	Mayor DD	BACS	1,375.00		Mayor DD
10/11/2022	expenses	BACS	97.46		expenses
15/11/2022	BACS P/L Pymnt Page 4564	BACS Pymnt	2,444.49		BACS P/L Pymnt Page 4564
15/11/2022	BACS P/L Pymnt Page 4565	BACS Pymnt	59.11		BACS P/L Pymnt Page 4565
15/11/2022	Salary	BACS	28,956.17		Salary
15/11/2022	Castle Water Limited	DDR 151122	11.59		8017907/Castle Water Limited
17/11/2022	DD expense	BACS	169.05		DD expense
21/11/2022	SLCC	302703	20.00		chq for SLCC 25.11.22
23/11/2022	public	BACS	430.00	damage deposits	damage refunds and a booking
23/11/2022	public	BACS	1,100.00		sports match funding
28/11/2022	Peninsula	DDR 281122	34.20		U003226406/Peninsula
29/11/2022	BACS P/L Pymnt Page 4568	BACS Pymnt	2,465.87		BACS P/L Pymnt Page 4568
30/11/2022	BACS P/L Pymnt Page 4573	BACS Pymnt	1,912.57		BACS P/L Pymnt Page 4573
01/12/2022	Peninsula	Std Ord	149.50		Personnel contract
01/12/2022	wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/12/2022	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/12/2022	Wokingham Borough Council	Std Ord	644.00		market tolls 1016075
01/12/2022	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
01/12/2022	Wokingham Borough Council	Std Ord	39.00		Garage rent dd
01/12/2022	Wokingham Town Council	Std Ord	329.00		info centre rates 1045161
02/12/2022	LEX	DD	268.17		LEX
06/12/2022	Poppy Appeal	BACS	50.00		Poppy Appeal
14/12/2022	BACS P/L Pymnt Page 4585	BACS Pymnt	3,664.54		BACS P/L Pymnt Page 4585
14/12/2022	BACS P/L Pymnt Page 4588	BACS Pymnt	2,903.20		BACS P/L Pymnt Page 4588
15/12/2022	Honorary Allowance	BACS	1,400.00		Honorary Allowance
15/12/2022	DD staff	BACS	242.71		DD staff
15/12/2022	Salary	BACS	31,079.46		Salary
16/12/2022	allotment key refund	BACS	10.00		allotment key refund
20/12/2022	BACS P/L Pymnt Page 4590	BACS Pymnt	3,372.59		BACS P/L Pymnt Page 4590
20/12/2022	BACS P/L Pymnt Page 4592	BACS Pymnt	822.30		BACS P/L Pymnt Page 4592
21/12/2022	BACS P/L Pymnt Page 4594	BACS Pymnt	584.53		BACS P/L Pymnt Page 4594
21/12/2022	Castle Water Limited	DDR 1312	908.03		8026761/Castle Water Limited
21/12/2022	DD staff	BACS	247.99		DD staff
28/12/2022	Peninsula	DDR 281222	34.20		U003272041/Peninsula
31/12/2022	BACS P/L Pymnt Page 4598	BACS Pymnt	1,248.46		BACS P/L Pymnt Page 4598
		<b>Total Payments</b>	<b>94,373.97</b>		

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

Finance & Personnel Meeting 17/01/2023

16681



Summary Income & Expenditure by Budget Heading 16/01/2023

Month No: 9

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	80	0	80	80		
	Expenditure	51,050	37,812	71,580	33,768	14,266	19,502
	Net Income over Expenditure						
		(50,970)	(37,812)	(71,500)	(33,688)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(50,970)	(37,812)				
Market	Income	46,055	33,511	41,500	7,989		
	Expenditure	30,618	11,270	12,010	740	541	199
	Movement to/(from) Gen Reserve						
		15,436	22,241				
Parks & Bloom	Income	8,459	11,709	6,250	(5,459)		
	Expenditure	117,334	86,315	151,550	65,235	27,820	37,415
	Movement to/(from) Gen Reserve						
		(108,875)	(74,606)				
Woosehill	Income	16,779	18,932	36,410	17,478		
	Expenditure	19,852	21,105	22,900	1,795	1,995	(199)
	Movement to/(from) Gen Reserve						
		(3,073)	(2,172)				
Town Hall	Income	106,815	99,032	139,260	40,228		
	Expenditure	78,967	62,918	103,260	40,342	9,690	30,652
	Net Income over Expenditure						
		27,848	36,114	36,000	(114)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	27,848	36,114				
Allotments	Income	23,644	40,727	12,150	(28,577)		
	Expenditure	17,527	37,139	13,600	(23,539)	1,011	(24,550)
	Movement to/(from) Gen Reserve						
		6,118	3,588				
Amenities Capital	Expenditure	124,536	35,124	83,000	47,876		47,876
	plus Transfer from EMR	15,047	0				
	Movement to/(from) Gen Reserve	(109,489)	(35,124)				
Personnel	Income	370	0	0	0		
	Expenditure	515,518	444,138	545,670	101,532	966	100,567
	Movement to/(from) Gen Reserve						
		(515,148)	(444,138)				
F & P Administration	Income	1,055,131	1,418,719	1,170,910	(247,809)		
	Expenditure	127,551	83,847	275,060	191,213	13,983	177,230
	Net Income over Expenditure						
		927,580	1,334,872	895,850	(439,022)		
	plus Transfer from EMR	0	3,600				
	less Transfer to EMR	0	393,992				

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



	Movement to/(from) Gen Reserve	927,580	944,480				
Civic	Income	800	0	0	0		
	Expenditure	22,722	18,513	26,440	7,927	5,467	2,461
	Movement to/(from) Gen Reserve	(21,922)	(18,513)				
Grants	Expenditure	78,655	85,669	112,070	26,401		26,401
Arts & Culture	Income	2,315	2,961	4,750	1,789		
	Expenditure	12,842	76,540	90,170	13,630	12,688	942
	Movement to/(from) Gen Reserve	(10,527)	(73,580)				
Highways and Planning	Income	0	10,000	0	(10,000)		
	Expenditure	625	6,465	2,200	(4,265)	313	(4,577)
	Movement to/(from) Gen Reserve	(625)	3,535				
	Grand Totals:- Income	<b>1,260,447</b>	<b>1,635,591</b>	<b>1,411,310</b>	<b>(224,281)</b>		
	Expenditure	<b>1,197,797</b>	<b>1,006,854</b>	<b>1,509,510</b>	<b>502,656</b>	<b>88,738</b>	<b>413,918</b>
	Net Income over Expenditure	<b>62,651</b>	<b>628,737</b>	<b>(98,200)</b>	<b>(726,937)</b>		
	plus Transfer from EMR	<b>15,047</b>	<b>3,600</b>				
	less Transfer to EMR	<b>0</b>	<b>393,992</b>				
	Movement to/(from) Gen Reserve	<b>77,697</b>	<b>238,345</b>				

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



**Detailed Balance Sheet - Excluding Stock Movement**

**Month 9 Date 02/01/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	25,917
105	VAT Control Account	3,647
110	Prepayments	475
201	F & GP + Current Account	909,573
202	Clerk's Drawings Account	52,511
205	Treasury Deposit	250,000
209	RYND	18,002
210	Petty Cash	200
211	Office 2 (Michael Cragg)	807
<b>Total Current Assets</b>		<b>1,261,133</b>
<u>Current Liabilities</u>		
501	Creditors	(1,574)
502	Receipts in Advance	2,486
504	RYND Creditor	18,002
508	Office 2 Michael Cragg	807
510	Accruals	698
561	Hire Deposits Town Hall	1,800
562	Hire Deposits Woosehill	1,500
564	Long Term Key & Damage	2,825
565	Allotment key deposit	190
599	Suspense Account	17
<b>Total Current Liabilities</b>		<b>26,751</b>
<b>Net Current Assets</b>		<b>1,234,381</b>
<b>Total Assets less Current Liabilities</b>		<b>1,234,381</b>
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	628,737
310	General Reserve	(106,375)
320	Self Insurance Fund	17,123
321	Emergency Provision	175,000
324	Election Reserve	7,500
325	Asset Revaluation Reserve	400
360	Playpark Earmark Reserve	511,996
<b>Total Equity</b>		<b>1,234,381</b>

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 30<sup>th</sup> November 2022 the value of investments was £202,132. There were no long-term liabilities as at 30<sup>th</sup> November 2022.

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

Finance & Personnel Meeting 17/01/2023

16684



## Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

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Ms Katy Hughes  
Town Clerk  
Wokingham Town Council  
Town Hall  
Market Place  
Wokingham  
Berkshire RG40 1AS

6<sup>th</sup> February 2023

Dear Katy

### **Internal audit for the year ended 31<sup>st</sup> March 2023 – interim report**

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my visits in October, November 2022 and January 2023 I reviewed the financial systems and controls for the year to date.

My internal audit testing was based on the guidelines included in the 2022 edition of Governance & Accountability for Smaller Authorities in England. Initial discussions with Nicky Harmsworth established whether there were any changes to the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the controls.

Further work will be undertaken after the year end to review risk management, the year end accounts and related documentation.

### **General Comments**

Specific comments below are in the order of the headings in section 1 of the Annual Return. There are no significant matters to draw to your attention. Controls remain very strong.

### **Detailed report**

As part of the testing I checked:

#### **A. Appropriate books of account kept throughout the year**

- The accounts are maintained on Omega and kept up-to-date. The Bookings and Allotments packages are also used. These packages are adequate for the Council's needs.
- The Committees are provided with reports produced from Omega and a summary in Excel which allows results to be compared against a phased budget and brief commentary added.

**B. Expenditure is properly incurred, payments approved and VAT appropriately accounted for**

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- The procedures for letting major contracts were reviewed. Contracts Finder continues to be used where appropriate – this year including contracts for the Street Concert, Christmas lights and hanging baskets.
- The approval of grants was checked.

**Observation**

- Reporting procedures have been amended this year so that a list of invoices paid over £2,000 is given to Council together with the usual full payment report for each account. This gives additional information regarding the payments made as the full payment reports only list the totals of each BACS run.
- All expenditure over £500 continues to be disclosed on the Council website (excluding salary payments) although at the time of writing the expenditure to September 2022 isn't showing.

**C. Council has proper risk assessment & management procedures**

- Standing Orders and Standing Financial Regulations were reviewed. These have been updated during the year.
- Council minutes were scrutinised.

**Audit work outstanding:**

- The management of risk will be reviewed at the final review.
- Insurance cover will be reviewed at the final review.

**D. The Precept resulted from an adequate budgetary process and suitable financial monitoring**

- The reporting of financial results and monitoring of actual against budget was reviewed. This is carried out regularly at a committee level.
- The budget setting process for 2023-24 was reviewed and appeared to be robust. Reserve levels were considered as part of the budgetary process.

**Audit work outstanding:**

- Final out-turn against budget will be reviewed at the final visit.

**E. Expected income was received, recorded and banked; VAT appropriately accounted for**

No significant issues arose during the review and testing of income controls. The following income streams were reviewed:

- The precept was agreed to Council minutes and bank statements
- CIL income was agreed to bank statements
- Test checks were made for hall booking income.
- The rental income was reviewed against leases and minutes
- Test checks were made for market income.
- Allotment income was reviewed.
- The monthly VAT returns were reviewed.

**F. Petty Cash expenditure supported and float controlled**

- Petty cash transactions are low in number and in value.



- G. Payroll properly prepared, authorised and PAYE/NI requirements fulfilled**
  - Payroll has been prepared in house using Sage.
  - The pay for one month was reviewed to relevant timesheets and expense claims and the calculation of deductions checked. Timesheets and expense claims are authorised by the Town Clerk and mileage payments are correctly treated for tax and pension purposes.
  - Rates of pay were checked to ensure that the Performance Related Pay scheme awards had been correctly implemented.
  - The payment of the October hardship payment was reviewed and calculations checked.
- H. Fixed assets register properly reflects the Council's assets**
  - The fixed assets register is maintained on an Excel spreadsheet and this will be reviewed after the year end.
- I. Periodic and year-end bank reconciliations properly carried out**
  - Bank reconciliations are prepared on a timely basis.

**Observation**

  - At the time of my first visit, reconciliations were not being saved as part of the month end process. This has now been rectified.
- J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cashbook, supported by an adequate audit trail and debtors & creditors were properly recorded**
  - The accounting statements will be reviewed after the year end.
- K. Correct declaration of exemption from limited assurance review in 2021/22**
  - Not applicable – the Council was subject to a limited assurance review in 2021/22.
- L. If the authority has an annual turnover note exceeding £25,000, it publishes information on a website up to date at the time of the internal audit.**
  - Not applicable – the Council has an annual turnover exceeding £25,000.
- M. The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations**
  - The exercise was carried out for the correct length of time.
- N. The authority has complied with the publication requirements for 2021/22 AGAR**
  - Yes, the relevant documents were published at the correct time.
- O. The council met its responsibilities as a trustee of trust funds**
  - The Council is sole trustee for two charities (King George V playing field and Leslie Sears playing field). The day-to-day management of the land is delegated to WTC and no separate bank accounts are held. WTC subsidises the maintenance of the land as the costs far exceed the income. No funds are held on behalf of the charities.
  - In recent years the Charity Commission has listed Wokingham Town Council and Jan Nowecki as trustees. Following my discussions with Jan Nowecki in November, I understand that only the Council is now listed as a trustee.

**Audit work outstanding:**

  - The submission of returns to the Charity Commission will be checked at the year end visit.

\*\*\*\*\*

## Agenda Item 5

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my visit.

Yours sincerely

A handwritten signature in black ink that reads "Claire Connell". The signature is written in a cursive style with a large initial 'C'.

Claire Connell

**SUMMARY OF RISK AREAS**

**Feb-23**

Risk area	High	Medium	Low
<b>Strategic Register</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Operational Registers</b>			
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			
<b>Totals</b>	<b>5</b>	<b>19</b>	<b>4</b>

Draft as at September 2021

See Risk Management Strategy for key

Feb-23

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
<b>Strategic Risks</b>											
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 Councillor code of conduct.	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		Legislative changes still not finalised - review	

Feb-23

Allotments

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
<b>Allotments / Amenities Committee</b>										
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		
Vermin/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. <i>WTC owned water receptacles have been treated with an Aquamidax tablet. All tenants advised annually</i>	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		

Feb-23

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
<b>Play Areas / Amenities</b>										
Potentially unsafe play areas	PA 01	B&GO	Risk of accidents due to vandalism or inadequate inspection regime. Possible claims against the Council	1	3	3	Recorded inspection of play areas carried out weekly via ROSPA trained WTC staff. Regular grounds meetings held, to highlight any new and ongoing issues, allowing for repairs to be undertaken in a reasonable time scale. Play equipment purchased from companies EU1176/77 industry approved. Staff have received Visual Inspection Training, and Operational Inspection Training. New electronic inspection app has been introduced. Equipment made safe as soon as possible. Yearly annual independent play area inspection carried out. Incidents reported to Police.	Treat/Monitor		
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	2	1	2	Play areas fenced off and dogs not allowed in. Dog mess bins provided in parks with regular collection. <i>Review signage.</i>	Treat/Monitor		
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. <i>On renewal of playparks consider inclusion of accessible play equipment.</i>	Treat		

Feb-23

Municipal buildings

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
<b>Municipal buildings / Amenities</b>										
Vandalism	MB 01	BGO	Loss of bookings, additional expenditure, poor image.	2	4	8	Town Hall and Woosehill alarmed. Woosehill external CCTV, TH internal CCTV. Daily inspections. Insurance reviewed annually with broker. Repair damage/remove graffiti as quickly as possible. Steel Doors in place New CCTV equipment installed to the Town Hall providing external and up graded internal recorded imaging now accessible from web based service - improved reporting ability. On line reporting to Thames Valley Police.	Treat		
Significant damage to building	MB 04	TC/BGO	Interruption of democratic function of Council, interruption to income streams.	1	4	4	Rigorous H&S regime. Robust security of buildings. Financial reserves in place. Emergency Action Plan in place. Additional fire detection added 2019. Fire alarm linked to monitoring station Controls in place deemed satisfactory by Berkshire Fire Safety Officer 2019. External CCTV at both TH and WH. <i>Internal CCTV at TH</i>	Treat/Monitor		
Asbestos Management	MB 05	TC/BGO	Danger to health. Disruption to services. Loss of income. Possible injury claims	2	4	8	Asbestos Management Plan updated in 2015/2016/2019. <i>Keep plan under review particularly before/after/during any major works.</i>	Treat/Monitor	Staff training in Asbestos awareness management an ongoing action	

Feb-23

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
<b>Open Spaces / Amenities</b>										
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. <i>Additional security measures put in place during the Christmas &amp; new year period to monitor EF &amp; HPG, the area, and any ASB.</i>	Treat/Monitor		
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 Regular grounds meetings held, to highlight any new and ongoing issues, allowing for repairs to be undertaken in a reasonable time scale.	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. Tree inspection, register and maintenance regime in place. Additional tree surgeons engaged. Review annually.	Treat/Monitor		



Feb-23

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
<b>Resource Management / Finance &amp; Personnel</b>										
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		
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.	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,	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		



## 23<sup>rd</sup> February 2023

Extract from Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:25 pm to 8:42pm.

### **PRESENT**

Cllrs: R Bishop-Firth, N Campbell-White, P Dennis (Vice-Chair), L Forbes, T Lack (Chairman), P Lucey and M Malvern

### **IN ATTENDANCE**

Amenities Officer (AO) – Fiona Sleaford

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

Cllrs M Ferrai and D Hinton

### **PARK YOGA (Agenda Item 6)**

Cllrs received and considered the Town Clerk's Report 07/2023, dated 6th February 2023.

Cllrs commented positively that:

- Park Yoga was a great benefit to the community, as it:
  - is an inclusive event, for people of all ages, backgrounds and abilities
  - benefits physical and mental wellbeing, and
  - potentially benefits other businesses in the town
- Park Yoga does not have corporate sponsorship, such as with parkrun
- It would be a good use of existing budgeted funds
- As a charity, donations received are used to start and support new locations
- A budget line be established to support the event in future years

It was proposed by Cllr Lucey and seconded by Cllr Dennis, and it was

To make a formal request to the F&P committee to:

- a) move £900 of existing funds, from the 2022-23 financial year, into an earmarked 2023-2024 reserve, to fund the Park Yoga 2023 season.
- b) establish a budget line for £1,400 to sponsor future Park Yoga seasons.

**ACTION: AMENITIES OFFICER / RESPONSIBLE FINANCE OFFICER**

**RESOLVED  
30584**



## ADDENDUM TO STANDING FINANCIAL REGULATIONS

### Financial Limits for the Council Year Ending 31<sup>st</sup> March 2024

#### 3. Income Collection:

3.14 Bad debts may be written off as follows:

- (i) The Town Clerk has delegated authority for one or more debts up to a total of 0.25% of income budget in any one fiscal year.
- (ii) By Finance & General Purposes Committee up to 1% of income budget.
- (iii) By Full Council if above 1% of income budget.

#### 5. Ordering Goods and Services:

- 5.2 The limits of expenditure budget with delegated authority are:
- (a) for the Town Clerk – 3% - Any payments above these limits to be countersigned by Chair of F&P and the Mayor.
  - (b) for the Responsible Financial Officer – 1%
  - (c) for the Grounds & Bloom Officer 1%
  - (d) for the Buildings & Market Officer – 0.5%
  - (e) for the Amenities Officer – 0.25%
  - (f) for the Arts & Culture Officer – 0.25%
  - (g) for the Civic Officer – 0.25%
  - (h) for the Technical Officer – 0.25%
  - (i) for the Allotments Officer 0.25%
  - (j) for the Events Co-Ordinator – 0.25%
  - (k) for the Financial Assistant – 0.25%

#### 6. Contracts:

6.8 The extent of new items and increases over estimated figures that can be agreed by committees as a percentage of the Council budget:

- (a) In the case of the F&P Committee, 1%
- (b) Anything above 1% to be determined by Full Council
- (c) All other Council Committees, should not exceed their overall annual budget.

6.11

#### **Postholder**

Town Clerk  
Responsible Finance Officer  
Buildings & Grounds Officer  
Amenities Officer  
Arts & Culture Officer  
Technical Officer  
Civic Officer  
Buildings & Market Officer

#### **Deputy**

Responsible Financial Officer  
Town Clerk  
Responsible Financial Officer  
Responsible Financial Officer  
Responsible Financial Officer  
Responsible Financial Officer  
Responsible Financial Officer  
Buildings & Grounds Officer



7. Payment Process:

- 7.4 (i) The maintained balance for the Clerk's Drawing Account is £60,000.  
(ii) The limit for payment for small items, from the Clerk's Drawing Account is £1,000.

9. Petty Cash:-

The Petty Cash float is £200 and the limit for any one purchase is £75.

13. Property & Assets:-

13.5 Equipment may be removed from the inventory and disposed of as follows:

- (i) By the RFO up to £500
- (ii) By the Town Clerk up to £2,000
- (iii) By Finance & Personnel Committee up to £10,000
- (iv) By Finance & Personnel Committee and Full Council if above £10,000



Date: 13/03/2023

Wokingham Town Council

Page 1

Time: 14:46

F & P and Current Accounts

List of Payments made between 01/01/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2023	Wokingham Borough Council	Std Ord	2,739.00		TH chambers rates 2104329
03/01/2023	BNP Paribas Leasing Solutions	DD 0301	1,797.72		9928080/UPFRONT CH/BNP Paribas
05/01/2023	O2	DDR 0501	274.87		18026985/DEC/O2
08/01/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/01/2023	Google Ireland Limited	DDR 090123	41.40		4636066225/DEC/Google Ireland
10/01/2023	Barclaycard Commercial	DDR 100123	44.00		010034751222/DEC CHARGE/Barcla
11/01/2023	BACS P/L Pymnt Page 4607	BACS Pymnt	10,302.64		BACS P/L Pymnt Page 4607
11/01/2023	Clerk's Drawings Account	IMPREST	40,000.00		tx to Clerks
17/01/2023	Barclaycard Commercial	CC 170123	1,254.89		COOP 141222/KB/Barclaycard Com
17/01/2023	Barclaycard Commercial	DD 1701	210.05		CC 1612/HS /Barclaycard
18/01/2023	BACS P/L Pymnt Page 4610	BACS Pymnt	16,308.46		BACS P/L Pymnt Page 4610
20/01/2023	Total Gas & Power Ltd	DDR 2001	270.32		287115262/23/Total Gas & Power
20/01/2023	Total Gas & Power Ltd	DDR 200123	1,730.71		287115273/23/DEC TH/Total Gas
25/01/2023	BACS P/L Pymnt Page 4617	BACS Pymnt	26,731.47		BACS P/L Pymnt Page 4617
25/01/2023	Grant	BACS	15,000.00		Grant
26/01/2023	sage software limited	Std Ord	63.00		payroll services
26/01/2023	HMRC	BACS	13,039.69		HMRC
30/01/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
30/01/2023	ARVAL	DD	599.24		HK72 FNE WO7317
31/01/2023	BACS P/L Pymnt Page 4621	BACS Pymnt	991.12		BACS P/L Pymnt Page 4621
31/01/2023	Focus Group	DDR 2701	104.26		6811954/JAN RF2546/Focus Group
31/01/2023	Focus Group	270123	670.79		6812166/JAN RF3078/Focus Group
31/01/2023	Castle Water Limited	DDR 1701	25.37		8314420/Castle Water Limited
31/01/2023	Barclaycard Commercial	ERROR	-3.29		161222 ERR/ERROR/Barclaycard C
06/02/2023	O2	DDR 0602	282.92		18563057/JAN/O2
07/02/2023	Google Ireland Limited	DDR 0702	41.40		4656200727/JAN/Google Ireland
08/02/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
08/02/2023	BACS P/L Pymnt Page 4635	BACS Pymnt	7,342.10		BACS P/L Pymnt Page 4635
08/02/2023	BACS P/L Pymnt Page 4640	BACS Pymnt	2,062.00		BACS P/L Pymnt Page 4640
08/02/2023	Clerk's Drawings Account	IMPREST	45,000.00		Tx Main to Clerks
21/02/2023	BACS P/L Pymnt Page 4644	BACS Pymnt	21,884.67		BACS P/L Pymnt Page 4644
22/02/2023	Barclaycard Commercial	DDR 100223	45.36		010034750123/JAN CHARGE/Barcla
22/02/2023	Castle Water Limited	DDR 170223	29.92		8474268/Castle Water Limited
22/02/2023	Total Gas & Power Ltd	DDR 2202	6,335.32		290186671/23/TH CHAMBER/Total
22/02/2023	Total Gas & Power Ltd	DDR 220223	355.92		290186693/23/WH/Total Gas & Po
24/02/2023	Focus Group	DDR 2402	104.26		6812659/RF2546/Focus Group
26/02/2023	sage software limited	Std Ord	63.00		payroll services
28/02/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/02/2023	BACS P/L Pymnt Page 4657	BACS Pymnt	4,118.00		BACS P/L Pymnt Page 4657
28/02/2023	Barclaycard Commercial	DDR 170123	4,402.56		GAIL 120123/Barclaycard Commer
28/02/2023	HMRC	DDR	7,739.86		HMRC
28/02/2023	Total Gas & Power Ltd	DDR 280223	1,824.53		291149831/23/GAS TH/Total Gas
28/02/2023	Focus Group	DDR 2802	670.79		754899/CR 3078/Focus Group
28/02/2023	Twofold Limited	DDR 28 02	71.96		11647/2203 2106/Twofold Limite__
		<b>Total Payments</b>	<b>240,715.74</b>		

# Agenda Item 11(a)

## Wokingham Town Council

Invoices totalling £2,000.00 or more  
paid between 01/01/2023 and 28/02/2023

13/03/2023

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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	10	31/12/2022	31/12/2022	11/01/2023	15820	JEFFRIES	Nigel Jeffries Landscapes Limited	1951.12	390.22	2,341.34
1	10	05/01/2023	04/02/2023	11/01/2023	470117	LITE	Lighting and Illuminations	3339	667.8	4,006.80
1	10	18/12/2022	17/01/2023	18/01/2023	1292	LIGHT	Light Angels Ltd	7741.28	1548.25	9,289.53
1	10	10/01/2023	09/02/2023	18/01/2023	6784	TVCARPET	Thames Valley Carpet and Flooring	3000	600	3,600.00
1	10	20/01/2023	20/01/2023	25/01/2023	DRINV/00047621	VOLKER	VOLKER HIGHWAYS LTD	2080	416	2,496.00
1	10	20/01/2023	20/01/2023	25/01/2023	6166	SUNSHINE	Sunshine Gardening Services	3000	600	3,600.00
1	10	24/01/2023	23/02/2023	25/01/2023	JAN 2023	RBWM	Royal County of Berkshire Pension	14485.64	0	14,485.64
1	11	02/02/2023	02/02/2023	08/02/2023	PO6166	SUNSHINE	Sunshine Gardening Services	3030	606	3,636.00
1	11	06/02/2023	08/03/2023	08/02/2023	REG004/THW	WDC	Wokingham Borough Council	2062	0	2,062.00
1	11	31/01/2023	31/01/2023	21/02/2023	15916	JEFFRIES	Nigel Jeffries Landscapes Limited	1951.12	390.22	2,341.34
1	11	04/02/2023	19/02/2023	21/02/2023	225183	CIRCUS	Circus Scene	3900	780	4,680.00
1	11	10/02/2023	12/03/2023	21/02/2023	4079	COPPER	Copper ConnexionsLtd	2312.89	462.58	2,775.47
1	11	21/02/2023	23/03/2023	21/02/2023	FEB	RBWM	Royal County of Berkshire Pension	10555.22	0	10,555.22
1	11	05/02/2023	05/02/2023	22/02/2023	290186682/23	TOTAL	Total Gas & Power Ltd	4126.6	825.32	4,951.92
1	11	11/02/2023	11/02/2023	28/02/2023	110222	RICHARDYOU	Richard Young Art Gallery	2031.67	406.33	2,438.00



Date: 13/03/2023

## Wokingham Town Council

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Time: 14:47

## Clerk's Drawings Account

## List of Payments made between 01/01/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2023	Peninsula	Std Ord	149.50		Personnel contract
01/01/2023	wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/01/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/01/2023	Wokingham Borough Council	Std Ord	644.00		market tolls 1016075
01/01/2023	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
01/01/2023	Wokingham Town Council	Std Ord	329.00		info centre rates 1045161
04/01/2023	Lex Autolease Ltd	DDR 0401	268.17		Purchase Ledger DDR Payment
11/01/2023	BACS P/L Pymnt Page 4608	BACS Pymnt	2,766.10		BACS P/L Pymnt Page 4608
11/01/2023	110123 DD	BACS	100.00		110123 DD
13/01/2023	Jan Salary	BACS	33,412.27		Jan Salary
13/01/2023	damage deposit	BACS	100.00		damage deposit
17/01/2023	Castle Water Limited	DDR 1701	14.07		8317894/Castle Water Limited
17/01/2023	Castle Water Limited	DDR 170123	25.32		8325651/Castle Water Limited
18/01/2023	BACS P/L Pymnt Page 4611	BACS Pymnt	2,989.21		BACS P/L Pymnt Page 4611
20/01/2023	damage deposit	BACS	100.00		damage deposit
25/01/2023	BACS P/L Pymnt Page 4618	BACS Pymnt	1,224.73		BACS P/L Pymnt Page 4618
25/01/2023	staff	BACS	45.59		staff
25/01/2023	DD mayor allot	BACS	1,119.35		DD mayor allot
26/01/2023	Peninsula	DDR 2601	7.87		U003344548/579649/Peninsula
27/01/2023	Peninsula	DD 2701	34.20		U003334889/Peninsula
31/01/2023	BACS P/L Pymnt Page 4622	BACS Pymnt	3,400.75		BACS P/L Pymnt Page 4622
01/02/2023	Peninsula	Std Ord	149.50		Personnel contract
02/02/2023	310123 STAFF DDR	BACS	16.20		310123 STAFF DDR
02/02/2023	Lex Autolease Ltd	DDR 020223	268.17		EXI2038557/Lex Autolease Ltd
08/02/2023	BACS P/L Pymnt Page 4636	BACS Pymnt	5,175.34		BACS P/L Pymnt Page 4636
08/02/2023	BACS P/L Pymnt Page 4639	BACS Pymnt	-25.00		BACS P/L Pymnt Page 4639
08/02/2023	Lex Autolease Ltd	DDR 0802	520.24		XRIN402458/Lex Autolease Ltd
10/02/2023	DD MARKET STAFF	BACS	326.25		DD MARKET STAFF
15/02/2023	Salary	BACS	25,403.73		Salary
21/02/2023	BACS P/L Pymnt Page 4646	BACS Pymnt	6,500.34		BACS P/L Pymnt Page 4646
22/02/2023	BACS P/L Pymnt Page 4649	BACS Pymnt	100.00		BACS P/L Pymnt Page 4649
22/02/2023	Castle Water Limited	DDR 170223	11.59		8479816/Castle Water Limited
22/02/2023	Book fest charges	BACS	21.00		Book fest charges
23/02/2023	DON DD ALLOT	BACS	447.09		DON DD ALLOT
28/02/2023	BACS P/L Pymnt Page 4656	BACS Pymnt	1,445.62		BACS P/L Pymnt Page 4656
28/02/2023	Peninsula	DDR 280223	34.20		U003389661/Peninsula
28/02/2023	280223 DD	BACS	170.91		280223 DD
		<b>Total Payments</b>	<b>88,108.31</b>		



13/03/2023

## Wokingham Town Council

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## Summary Income &amp; Expenditure by Budget Heading 13/03/2023

Month No: 11

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	80	0	80	80		
	Expenditure	51,050	55,596	71,580	15,984	10,856	5,128
	Net Income over Expenditure	(50,970)	(55,596)	(71,500)	(15,904)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(50,970)	(55,596)				
Market	Income	46,055	38,370	41,500	3,130		
	Expenditure	30,618	13,794	12,010	(1,784)		(1,784)
	Movement to/(from) Gen Reserve	15,436	24,576				
Parks & Bloom	Income	8,459	12,051	6,250	(5,801)		
	Expenditure	117,334	101,271	151,550	50,279	35,329	14,951
	Movement to/(from) Gen Reserve	(108,875)	(89,220)				
Woosehill	Income	16,779	23,425	36,410	12,985		
	Expenditure	19,852	25,513	22,900	(2,613)	645	(3,258)
	Movement to/(from) Gen Reserve	(3,073)	(2,088)				
Town Hall	Income	106,815	124,232	139,260	15,028		
	Expenditure	78,967	82,894	103,260	20,366	14,951	5,415
	Net Income over Expenditure	27,848	41,338	36,000	(5,338)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	27,848	41,338				
Allotments	Income	23,644	72,975	12,150	(60,825)		
	Expenditure	17,527	44,711	13,600	(31,111)	536	(31,647)
	Movement to/(from) Gen Reserve	6,118	28,264				
Amenities Capital	Expenditure	124,536	38,124	83,000	44,876	3,142	41,734
	plus Transfer from EMR	15,047	0				
	Movement to/(from) Gen Reserve	(109,489)	(38,124)				
Personnel	Income	370	0	0	0		
	Expenditure	515,518	547,849	545,670	(2,179)	873	(3,052)
	Movement to/(from) Gen Reserve	(515,148)	(547,849)				
F & P Administration	Income	1,055,131	1,421,647	1,170,910	(250,737)		
	Expenditure	127,551	104,898	275,060	170,162	9,877	160,285
	Net Income over Expenditure	927,580	1,316,749	895,850	(420,899)		
	plus Transfer from EMR	0	3,600				
	less Transfer to EMR	0	393,992				
	Movement to/(from) Gen Reserve	927,580	926,357				
Civic	Income	800	0	0	0		
	Expenditure	22,722	22,862	26,440	3,578	274	3,303
	Movement to/(from) Gen Reserve	(21,922)	(22,862)				
Grants	Expenditure	78,655	100,669	112,070	11,401		11,401

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# Agenda Item 12(a)

13/03/2023

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## Wokingham Town Council

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### Summary Income & Expenditure by Budget Heading 13/03/2023

Month No: 11

#### Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Arts & Culture	Income	2,315	3,209	4,750	1,541		
	Expenditure	12,842	83,636	90,170	6,534	64,664	(58,130)
	Movement to/(from) Gen Reserve	(10,527)	(80,426)				
Highways and Planning	Income	0	10,000	0	(10,000)		
	Expenditure	625	6,465	2,200	(4,265)	313	(4,577)
	Movement to/(from) Gen Reserve	(625)	3,535				
	Grand Totals:- Income	<b>1,260,447</b>	<b>1,705,910</b>	<b>1,411,310</b>	<b>(294,600)</b>		
	Expenditure	<b>1,197,797</b>	<b>1,228,282</b>	<b>1,509,510</b>	<b>281,228</b>	<b>141,460</b>	<b>139,768</b>
	Net Income over Expenditure	<b>62,651</b>	<b>477,628</b>	<b>(98,200)</b>	<b>(575,828)</b>		
	plus Transfer from EMR	<b>15,047</b>	<b>3,600</b>				
	less Transfer to EMR	<b>0</b>	<b>393,992</b>				
	Movement to/(from) Gen Reserve	<b>77,697</b>	<b>87,236</b>				

13/03/2023

Wokingham Town Council

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## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 13/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	18,542	
105	VAT Control Account	9,693	
110	Prepayments	30,188	
201	F & GP + Current Account	763,953	
202	Clerk's Drawings Account	49,573	
205	Treasury Deposit	250,000	
209	RYND	18,002	
210	Petty Cash	191	
211	Office 2 (Michael Cragg)	807	
	<b>Total Current Assets</b>		<b>1,140,949</b>
	<u>Current Liabilities</u>		
501	Creditors	27,582	
502	Receipts in Advance	4,270	
504	RYND Creditor	18,002	
508	Office 2 Michael Cragg	807	
510	Accruals	698	
561	Hire Deposits Town Hall	1,900	
562	Hire Deposits Woosehill	1,400	
564	Long Term Key & Damage	2,825	
565	Allotment key deposit	190	
599	Suspense Account	2	
	<b>Total Current Liabilities</b>		<b>57,676</b>
	<b>Net Current Assets</b>		<b>1,083,272</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,083,272</b>
	<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	477,628	
310	General Reserve	(106,375)	
320	Self Insurance Fund	17,123	
321	Emergency Provision	175,000	
324	Election Reserve	7,500	
325	Asset Revaluation Reserve	400	
360	Playpark Earmark Reserve	511,996	
	<b>Total Equity</b>		<b>1,083,272</b>

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 28th February 2023 the value of investments was £191,858. There were no long-term liabilities as at 28th February 2023.



Cost centre	Year End Position				Comments on variance	
	Last Year's budget	Current Approved Budget	Profilled budget	Actuals		Current variance
	£	£	£	£	£	
Allotments	Expenditure	9,300	13,600	12,467	32,244	projects funded by S106 S106 funding for waterless toilet, sheds & solar panels, additional carparking space, any underspent will be recycled in advance to next year
	Income	(10,500)	(12,150)	(12,150)	(60,825)	
	Net	(1,200)	1,450	317	(28,581)	
Amenities	Expenditure	82,070	71,580	65,615	(10,019)	Marketplace cleaning £15k - new cleaning program agreed but lighting issues mean underspend expected @£13.5k). Graffiti also expected underspend @£2k) Horticultural rent now paid as an allotment tenant - budget moved for next year
	Income	(13,570)	(80)	(80)	80	
	Net	68,500	71,500	65,535	(9,939)	
Amenities Capital	Expenditure	23,500	83,000	76,083	38,124	£28k budgeted to be moved to playpark reserves but £12k agreed movement from reserves for completed footpaths at KGV & LS has not happened to date. Town hall projects £10k currently identified from £30k budget - other projects being identified but may not be undertaken before year end (£20k).
	Income	-	-	-	-	
	Net	23,500	83,000	76,083	38,124	
Arts & Culture	Expenditure	67,100	90,170	86,413	83,636	
	Income	(4,750)	(4,354)	(4,354)	(2,777)	
	Net	61,350	85,420	82,059	80,427	
Civic	Expenditure	27,060	26,440	24,237	22,862	Proclamation costs not budgeted for £2k
	Income	-	-	-	-	
	Net	27,060	26,440	24,237	22,862	
F & GP Administration	Expenditure	278,100	275,060	282,138	104,898	£18k to be moved to election reserve £254k additional Cll income received earlier than original estimates from WBC, moved all Cll to playpark EMR (£394k)
	Income	(1,075,100)	(1,170,910)	(1,421,910)	(250,737)	
	Net	(797,000)	(895,850)	(918,772)	(397,977)	
Grants	Expenditure	76,490	112,070	112,070	100,669	
	Income	-	-	-	-	
	Net	76,490	112,070	112,070	100,669	
Highways and Planning	Expenditure	2,200	2,200	2,017	6,465	Bus shelter repairs profiled evenly - used as required, bike storage has been purchased - only half installed. Grant from WBC for bike storage to be spread over 3 years for maintenance
	Income	-	-	-	(10,000)	
	Net	2,200	2,200	2,017	(3,535)	
Market	Expenditure	22,160	12,010	11,009	13,794	additional costs for electrical reports and repairs
	Income	(40,800)	(41,500)	(38,042)	(38,370)	
	Net	(18,640)	(29,490)	(27,033)	(24,576)	
Parks & Bloom	Expenditure	96,200	151,550	138,921	101,271	Tree works have commenced and hope to be completed in March - Garden of reflection (£10k) not passed to WIN may be carried forward. £3.2k Contribution received from WBC towards wetpour and mulch at Elms Field and Bloom donation £2.7k
	Income	(10,350)	(6,250)	(5,729)	(12,051)	
	Net	85,850	145,300	133,192	89,220	
Personnel	Expenditure	529,800	545,670	500,198	547,849	Training and recruitment budgets profiled evenly, overspend of £48k owing to hardship allowance and handover period for new TC
	Income	-	-	-	-	
	Net	529,800	545,670	500,198	547,849	
Town Hall	Expenditure	99,160	103,260	94,655	82,894	Issue with Castle water not billing for all water meters (£8k), wedding licence fee out of sync owing to Covid allowances (£2k) Bookings have not yet recovered from Covid although very booked up for weddings next year
	Income	(140,160)	(139,260)	(127,655)	(124,232)	
	Net	(41,000)	(36,000)	(33,000)	(41,338)	
Woosehill	Expenditure	24,600	22,900	20,982	25,513	Replacement flooring was not budgeted for in this year. Bookings have not yet recovered from Covid and are still being affected owing to positive Covid results. A few regular bookings have ceased but spaces being filled.
	Income	(41,510)	(36,410)	(33,376)	(23,425)	
	Net	(16,910)	(13,510)	(12,394)	14,472	
<b>TOTAL</b>		<b>0</b>	<b>98,200</b>	<b>4,518</b>	<b>(477,628)</b>	<b>(482,145)</b>