

26th September 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 9.32 pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), B Callender, M Lucey, T Lack, A Mather and H Richards, S Gurney (ex-officio).

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillors R Comber and I Shepherd-Dubey.

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

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

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

**RESOLVED
30713**

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 19th July 2023 pages 16793 to 16801 and the minutes of the proceedings of the be extraordinary meeting of the Finance & Personnel Committee held on 3rd August 2023 pages 16807 to 16808, be received as true and correct records and that they be signed by the Chair.

A vote was taken and five members voted in favour. One member abstained from voting.

AUDIT – INTERIM INTERNAL AUDIT AND CONCLUSION OF EXTERNAL AUDIT (AGAR) TO MARCH 2023 (Agenda Item 5)

Members received and noted the Interim Internal Audit report, dated 4th September 2023.

Members noted the completed AGAR and the comment from the external auditors. The Town Clerk noted that the wording of the question in relation to trust expenditure had been ambiguous, which had led to the RFO selecting the incorrect response. The Town Clerk reported that feedback to the External Auditor would be given regarding this, by our Internal Auditor.

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HIRE CHARGES (Agenda Item 6)

Members reviewed the Town Clerk's report 22/2023.

Members discussed the impact of inflation on running costs for the hall. During discussions, it was requested that a full benchmarking of hall hire rates be carried out ahead of the next review in the autumn of 2024.

The Town Clerk was recommended to check with the council's legal support regarding whether a nominal charge should be made for the use of the council's outside space, in order to ensure that any usage contract was valid.

Cllr Lucey offered to forward a sample outside space agreement used in schools.

Members discussed whether an update to the booking system, or a widget on the website could be considered to show booking availability.

Following discussion, it was proposed by Cllr M Gee, seconded by Cllr H Richards and members

**RESOLVED
30714**

to approve the Town Clerk's recommendations in report 22/2023 for changes to hire fees, wedding fees, allotment rents, market tolls and the introduction of a user agreement for the use of the council's outside spaces.

AMENITIES COMMITTEE IN-YEAR FUNDING REQUEST FOR LESLIE SEARS PLAY AREA RESURFACING (Agenda Item 7)

Cllr Lack reported on a request from the Amenities Committee for permission to release up to £35,000 in additional funding from the Play Park Reserve Fund to cover the additional cost of a comprehensive replacement of the surfacing at Leslie Sears Playing Field.

Cllr Lack explained that the surface was degrading, and on investigation, it was identified that the surface had been installed straight onto mud/grass without a sub base, so additional funding was required to dig out the surface and install a proper base under new surfacing.

It was proposed by Cllr Lack, seconded by Cllr Callender and members

**RESOLVED
30715**

to approve the request for the release of funding for the Leslie Sears Play Area resurfacing project.

ACCOUNTS PAYABLE (Agenda Item 8)

**RESOLVED
30716**

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 July 2023 to 31st August 2023 totalling the sum of £642,663.07 paid from the F & GP Account, this includes £86,000 in transfers to the Clerk's A/C and £350,000 transferred to the CCLA.

CHAIR INITIALS _____



- (b) the list of costs from 1st July 2023 to 31st August 2023 totalling the sum of £91,201.59 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 9)

The following financial reports were received and noted

- (a) Income and Expenditure to 31st August 2023.
- (b) Balance Sheet as 31st August 2023.
- (c) Revenue monitoring report to 31st August 2023.

The Town Clerk was asked to confirm where the funds invested in the CCLA cash fund would show on the balance sheet.

BUDGET REQUESTS (Agenda Item 10)

Following initial discussion, this item was deferred to the next meeting to allow for reports and costings to be circulated to members

GRANTS (Agenda Item 11)

The Town Clerk reported that the grants application process had closed and 35 grant applications had been received. All applications had been shared amongst members, and members were requested to review their allocation and come to the grants review meeting prepared to give a summary report on each of their grant requests. The review meeting will be held in the Council Chamber on 24th October. The Town Clerk will arrange for a screen so that application details can be reviewed at the meeting if required.

COMMITTEE INFORMATION (Agenda Item 11)

- (a) no information was raised by members
- (b) no items were identified for marketing purposes.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)

It was proposed by Cllr M Gee, seconded by Cllr H Richards and it was

**RESOLVED
30717**

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.

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 14)

Following discussion, it was proposed by Cllr M Gee, seconded by Cllr B Callendar and members

**RESOLVED
30718**

To approve the recommendations in the Town Clerk's report 23/2023, subject to any adjustments necessary following the annual appraisal of the Town Clerk to be carried out by the Mayor and Leader of the Council.

CHAIR INITIALS _____



TIMPSON LEASE (Agenda Item 15)

Members reviewed and considered the Town Clerk's report 25/2023 regarding the inclusion of an additional clause into the lease. Following extensive discussion, it was proposed by Cllr M Gee, seconded by Cllr A Mather and members

**RESOLVED
30719**

to delegate a final decision on the lease request to the Town Clerk and Councillors B Alvi or M Gee (As Vice Chair and Chair of the F&P Committee) and S Gurney, in order that further legal advice can be sought, a decision can be made to allow the lease to be renewed ahead of the expiry in mid-November.

RFO RECRUITMENT (Agenda Item 16)

Cllr M Gee gave a brief summary of the Town Clerk's report 26/2023, regarding a request to recruit a Finance Manager / RFO.

**RESOLVED
30720**

It was proposed by Cllr M Gee, seconded by Cllr M Lucey and members

That:

- the recruitment working party would remain as previous, consisting of Cllrs B Alvi, R Comber, M Gee and S Gurney.
- the locations for advertising would be the same as previous, and the Town Clerk confirmed that it was now possible to advertise a third-party role on the borough council's website, following their website update.
- the Town Clerk would update the job description and information and circulate draft copies to the recruitment working party to finalise. The working party would review and agree the salary to be advertised and recruitment timeframes.

Cllr Mather left the meeting at 9.23pm

STAFFING UPDATE (Agenda Item 17)

The Town Clerk gave a verbal update on staffing matters.

The meeting ended at 9.32pm

CHAIR INITIALS _____



F & P and Current Accounts

List of Payments made between 01/07/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2023	SAGE	Std Ord	63.00		Payroll
01/07/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/07/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/07/2023	O2	DDR 050723	320.88		21499564/O2
07/07/2023	allotment payment	BACS	9.12		allotment payment
07/07/2023	allotment	BACS	-9.12		allotment
07/07/2023	Google Ireland Limited	DDR 070723	41.40		4756777159/Google Ireland Limi
11/07/2023	BACS P/L Pymnt Page 4772	BACS Pymnt	6,081.50		BACS P/L Pymnt Page 4772
11/07/2023	Clerk's Drawings Account	IMPREST	41,000.00		tx Main to Clerks
17/07/2023	Castle Water Limited	DDR 1707	47.25		9206815/Castle Water Limited
17/07/2023	Castle Water Limited	DDR 170723	32.73		9211271/Castle Water Limited
18/07/2023	BACS P/L Pymnt Page 4781	BACS Pymnt	18,188.59		BACS P/L Pymnt Page 4781
18/07/2023	BACS P/L Pymnt Page 4785	BACS Pymnt	-140.00		BACS P/L Pymnt Page 4785
18/07/2023	Barclaycard Commercial	DDR 180723	6,367.66		1442708/Barclaycard Commercial
18/07/2023	Barclaycard Commercial	DDR 180723	88.95		FINE 200623/Barclaycard Commer
21/07/2023	Total Gas & Power Ltd	DDR 2107	248.67		305314070/23/GAS TH/Total Gas
21/07/2023	Total Gas & Power Ltd	DDR 210723	5.84		305314069/23/GAS WH/Total Gas
25/07/2023	BACS P/L Pymnt Page 4790	BACS Pymnt	33,012.25		BACS P/L Pymnt Page 4790
26/07/2023	ARVAL	DD	599.24		HK72 FNE WO7317
26/07/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
27/07/2023	HMRC	DD	42,041.29		HMRC
27/07/2023	HMRC	DD	-42,041.29		HMRC
27/07/2023	HMRC	DD	9,029.04		HMRC
31/07/2023	Focus Group	DDR 3107	821.48		6817931/Focus Group
31/07/2023	Focus Group	DDR 310723	122.15		6817738/Focus Group
31/07/2023	Hiscock	Std Ord	2,539.45		WTC insurance payment
31/07/2023	Barclaycard Commercial	DDR 1007	69.00		010034750623/Barclaycard Com
01/08/2023	SAGE	Std Ord	63.00		Payroll
01/08/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/08/2023	BACS P/L Pymnt Page 4801	BACS Pymnt	18,966.78		BACS P/L Pymnt Page 4801
02/08/2023	BACS P/L Pymnt Page 4802	BACS Pymnt	1,080.00		BACS P/L Pymnt Page 4802
03/08/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
04/08/2023	O2	DDR 0408	315.35		22121148/O2
07/08/2023	Google Ireland Limited	DDR 0708	41.40		4772826528/Google Ireland Limi
08/08/2023	BACS P/L Pymnt Page 4804	BACS Pymnt	2,090.70		BACS P/L Pymnt Page 4804
08/08/2023	BACS P/L Pymnt Page 4806	BACS Pymnt	29,697.84		BACS P/L Pymnt Page 4806
09/08/2023	Clerk's Drawings Account	IMPREST	45,000.00		Transfer to Clerks
10/08/2023	BACS P/L Pymnt Page 4807	BACS Pymnt	4,857.86		BACS P/L Pymnt Page 4807
10/08/2023	Barclaycard Commercial	DDR 1008	69.00		200419814/Barclaycard Commerci
16/08/2023	Castle Water Limited	DDR 1608	33.26		10000097625/Castle Water Limit
16/08/2023	Castle Water Limited	DDR 160823	56.14		10000094935/Castle Water Limit
17/08/2023	Barclaycard Commercial	DDR 170823	3,607.19		7981918/Barclaycard Commercial
17/08/2023	Barclaycard Commercial	DDR 170823	578.93		CR HELLOPRINT/Barclaycard Co
21/08/2023	Total Gas & Power Ltd	DDR 2108	337.50		308617127/23/GAS TH/Total Gas
22/08/2023	BACS P/L Pymnt Page 4811	BACS Pymnt	15,178.80		BACS P/L Pymnt Page 4811
23/08/2023	Total Gas & Power Ltd	DDR 230823	5,085.24		308786945/23/Total Gas & Power
23/08/2023	Total Gas & Power Ltd	DDR 2308	31.16		308786923/23/Total Gas & Power
26/08/2023	ARVAL	DD	599.24		HK72 FNE WO7317
29/08/2023	BACS P/L Pymnt Page 4820	BACS Pymnt	9,265.58		BACS P/L Pymnt Page 4820
31/08/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment

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31/08/2023	BACS P/L Pymnt Page 4825	BACS Pymnt	17,568.16	BACS P/L Pymnt Page 4825
31/08/2023	Focus Group	DDR 300823	943.45	6818864/Focus Group
31/08/2023	Twofold Limited	DDR 3108	71.96	15301/Twofold Limited
31/08/2023	HMRC	DDR	9,895.32	HMRC
31/08/2023	CCLA	BACS	350,000.00	CCLA
31/08/2023	HISCOCK	DD	0.09	HISCOCK
Total Payments			642,663.07	

Date:15/09/2023

Wokingham Town Council

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Time: 14:50

Clerk's Drawings Account

List of Payments made between 01/07/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/07/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/07/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/07/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/07/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
03/07/2023	Peninsula	Std Ord	167.44		HR support
11/07/2023	BACS P/L Pymnt Page 4773	BACS Pymnt	3,445.27		BACS P/L Pymnt Page 4773
11/07/2023	BACS P/L Pymnt Page 4776	BACS Pymnt	-103.80		BACS P/L Pymnt Page 4776
11/07/2023	110723 DD ref reimb	BACS	512.98		110723 DD ref reimb
11/07/2023	BACS P/L Pymnt Page 4777	BACS Pymnt	-0.02		BACS P/L Pymnt Page 4777
17/07/2023	Castle Water Limited	DDR 1707	416.70		9207916/Castle Water Limited
18/07/2023	BACS P/L Pymnt Page 4783	BACS Pymnt	3,608.43		BACS P/L Pymnt Page 4783
21/07/2023	July Salary	BACS	27,901.05		July Salary
24/07/2023	Petty Cash	petty cash	145.54		chq to top up petty cash
25/07/2023	BACS P/L Pymnt Page 4789	BACS Pymnt	1,539.60		BACS P/L Pymnt Page 4789
26/07/2023	DD STAFF	BACS	697.36		DD STAFF
26/07/2023	BACS P/L Pymnt Page 4792	BACS Pymnt	1,077.60		BACS P/L Pymnt Page 4792
28/07/2023	260723 DD DDR	BACS	100.00		260723 DD DDR
31/07/2023	BACS P/L Pymnt Page 4796	BACS Pymnt	0.02		BACS P/L Pymnt Page 4796
01/08/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/08/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/08/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/08/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/08/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/08/2023	BACS P/L Pymnt Page 4799	BACS Pymnt	4,450.80		BACS P/L Pymnt Page 4799
02/08/2023	BACS P/L Pymnt Page 4803	BACS Pymnt	343.89		BACS P/L Pymnt Page 4803
02/08/2023	DD GRANT	BACS	549.99		DD GRANT
03/08/2023	Peninsula	Std Ord	167.44		HR support
08/08/2023	DD STAFF	BACS	142.35		DD STAFF
10/08/2023	BACS P/L Pymnt Page 4808	BACS Pymnt	301.22		BACS P/L Pymnt Page 4808
10/08/2023	100823 MAYOR1	BACS	875.00		100823 MAYOR1
15/08/2023	Castle Water Limited	DDR 1508	3.03		10000081818/Castle Water Limit
15/08/2023	Salary	302697	30,103.90		Salary
16/08/2023	Hirers	BACS	200.00		Damage deposit refund
16/08/2023	Castle Water Limited	DDR 1608	290.73		10000096996/Castle Water Limit
22/08/2023	BACS P/L Pymnt Page 4812	BACS Pymnt	1,512.00		BACS P/L Pymnt Page 4812
29/08/2023	BACS P/L Pymnt Page 4817	BACS Pymnt	7,462.91		BACS P/L Pymnt Page 4817
29/08/2023	staff DD	BACS	374.32		staff DD
31/08/2023	BACS P/L Pymnt Page 4823	BACS Pymnt	1,925.84		BACS P/L Pymnt Page 4823
Total Payments			91,201.59		

CHAIR INITIALS _____



Summary Income & Expenditure by Budget Heading 08/09/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	58,855	23,560	87,500	63,940	35,965	27,975
	Net Income over Expenditure	(58,855)	(23,560)	(87,470)	(63,910)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(23,560)				
102	Market						
	Income	41,860	21,397	41,700	20,304		
	Expenditure	12,902	3,949	13,110	9,161	240	8,921
	Movement to/(from) Gen Reserve	28,958	17,447				
103	Parks & Bloom						
	Income	13,835	1,323	5,650	4,327		
	Expenditure	146,772	81,111	168,700	87,589	51,074	36,515
	Net Income over Expenditure	(132,937)	(79,787)	(163,050)	(83,263)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(64,145)				
104	Woosehill						
	Income	26,011	10,690	36,410	25,720		
	Expenditure	28,177	13,215	28,300	15,085	7,487	7,599
	Movement to/(from) Gen Reserve	(2,166)	(2,525)				
106	Town Hall						
	Income	128,646	71,895	140,360	68,465		
	Expenditure	92,967	40,549	109,960	69,411	29,007	40,404
	Net Income over Expenditure	35,679	31,346	30,400	(946)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	31,346				
109	Allotments						
	Income	64,502	10,205	13,400	3,195		
	Expenditure	57,592	45,197	10,780	(34,417)	12,309	(46,726)
	Movement to/(from) Gen Reserve	6,910	(34,993)				
120	Amenities Capital						
	Expenditure	41,951	26,764	55,900	29,136		29,136
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	0				
201	Personnel						
	Expenditure	598,626	249,889	577,170	327,281	5,103	322,178
301	F & P Administration						
	Income	1,428,940	669,281	1,327,020	657,739		
	Expenditure	121,865	53,591	297,160	243,569	21,576	221,993
	Net Income over Expenditure	1,307,075	615,690	1,029,860	414,170		
	plus Transfer from EMR	4,000	0				

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	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	615,690				
302	Civic Expenditure	26,071	13,663	41,300	27,637	3,167	24,470
303	Grants Income	0	2,000	0	(2,000)		
	Expenditure	100,669	88,239	102,520	14,281		14,281
	Movement to/(from) Gen Reserve	(100,669)	(86,239)				
304	Arts & Culture Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	107,602	103,650	(3,952)	57,953	(61,905)
	Movement to/(from) Gen Reserve	(83,068)	(105,282)				
401	Highways and Planning Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	791	5,340	4,549	625	3,924
	Movement to/(from) Gen Reserve	(1,977)	4,409				
	Grand Totals:- Income	1,711,804	794,310	1,572,310	778,000		
	Expenditure	1,379,503	748,119	1,601,390	853,271	224,506	628,765
	Net Income over Expenditure	332,301	46,191	(29,080)	(75,271)		
	plus Transfer from EMR	15,000	42,406				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	(46,691)	88,597				

CHAIR INITIALS _____



A/c	Description	Actual	
<i>Current Assets</i>			
101	Debtors	35,192	
105	VAT Control Account	11,536	
201	F & GP + Current Account	564,382	
202	Clerk's Draw ings Account	47,285	
209	RYND	18,041	
210	Petty Cash	212	
211	Office 2 (Michael Cragg)	811	
212	CCLA Public Sector deposit fun	350,000	
	Total Current Assets		1,027,460
<i>Current Liabilities</i>			
501	Creditors	4,986	
502	Receipts in Advance	6,657	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	811	
510	Accruals	698	
515	PAYE/NI Control A/C	(38)	
561	Hire Deposits Tow n Hall	3,100	
562	Hire Deposits Woosehill	1,600	
564	Long Term Key & Damage Deposit	2,725	
565	Allotment key deposit	380	
599	Suspense Account	70	
	Total Current Liabilities		39,031
	Net Current Assets		988,429
	Total Assets less Current Liabilities		988,429
<i>Represented by :-</i>			
301	Current Year Surplus/Deficit	50,484	
310	General Reserve	239,982	
320	Self Insurance Fund	1,481	
321	Emergency Provision	175,000	
324	Election Reserve	25,500	
360	Playpark Earmark Reserve	474,232	
370	Tow n Hall Maintenance Reserve	21,750	
	Total Equity		988,429

NB: The balance sheet does not show investments other than those in interest bearing savings accounts. The council's CCLA LAPF investments are identified as long-term investments for town and parish councils and appear on the Fixed Asset Register.

As at 6th September, the mid market valuation of the council's CCLA LAPF investment was £188,901. The bid value was £185,971. Half of the investment has been placed on notice for sale (six months' notice from 22 August 2021) There were no long-term liabilities as at 31st August 2023

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