

21st November 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 9.38 pm

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

Cllr I Shepherd-Dubey declared an interest in relation to a discussion on the budget request from the Amenities Committee for funds for car parking permits for Market Place (agenda item 5).

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 H Richards and it was

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 26th September July 2023, pages 16828 to 16836 and the minutes of the proceedings of the Finance & Personnel Grants Committee held on 24th October 2023, pages 16849 to 16852, be received as true and correct records and that they be signed by the Chair.

A vote was taken. Seven members voted in favour, two members abstained from voting.

BUDGET 2024-25 (Agenda Item 5)

The Town Clerk's reports 29/2023 and appendices 1 to 4 were received and considered. The Town Clerk noted that the tax base for next year is not yet known so figures in appendix 1 were based on an assumed increase. She noted that committee officers had undertaken a review of current budgets, spends to date and project spend to year end, and recommended the amount of additional funding that would be required for the Council to standstill.

Appendix 2, detailing each Committee's new proposals was reviewed. A robust discussion followed, where each funding request item was considered.

**RESOLVED
30748**

CHAIR INITIALS _____



**RESOLVED
30749**

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

that the Town Clerk should work to a maximum 8.75% increase of the precept when building the budget and that the following ongoing projects be funded within the precept rise along with the general uplifts shown in Appendix 3 of the report

Committee	Amenity/Event	Proposal	Amount
Amenities	Grass cutting	Budget uplift for new 4-year contract	£15,000
Amenities	Market Place parking permits	Funding for permits for vehicle access to Market Place	£1,050
Amenities	Waterless Toilets	Cleaning contract	£4,500
Amenities	Graffiti clearance	Uplift to provide additional contractor cleaning	£2,000
Arts and Culture	Theatre in the Park	Uplift	£250
Arts and Culture	Lunar New Year	Uplift to provide additional capacity and safety measures	£7,450
Arts and Culture	Chalk About It	Uplift	£270
Civic	Mayor's Chaplain allowance	Provision for services	£175
Civic	Website and Museum Accreditation	Funding for Wokingham Remembers website and for Museum Open Days	£2,500
F&P	Vehicle rental	New small van rental for grounds team	£4,500
F&P	Laptop replacement	4-year replacement program for staff laptops	£2,500
F&P	Staffing costs	Salary uplifts, additional posts plus on costs	£87,045

And the following projects to be funded via reserves

CHAIR INITIALS _____



Committee	Amenity/Event	Proposal	Amount
Amenities	Fire Alarm	Upgrade	£1,000
Amenities	Play equipment	Upgrade of older equipment	£40,000
Amenities	Defibrillator for the town hall	Purchase and installation	£3,000
Amenities	Park Yoga	Provision of 20 sessions for summer 2024	£1,400
Civic	Mayoral Chain	Transfer from general to earmarked reserve	£8,000
Civic	Beating the Bounds	Funding for Wokingham Lions to run a one-off event in 2024	£4,000

Savings of £33,950 on existing budgets, as identified in appendix 3, including a further proposed saving of £4,500 on Market Place cleaning, were noted by members.

It was recognised that the final resolution for the 2024-25 budget would be taken at Full Council.

RISK REGISTER (Agenda Item 6)

Members reviewed and noted updates made by the Town Clerk to the Operational and Strategic Risk Registers. It was noted that registers relating to Arts and Culture Committee activities and Amenities Committee activities are reviewed separately by these committees.

HEALTH AND SAFETY POLICY (Agenda Item 7)

Members noted that the Town Clerk had reviewed the Health and Safety Policy and noted that no updates were recommended at this time. It was noted that work is ongoing to embed health and safety work into the day-to-day work of the town council. The Town Clerk reported that training on a number of health and safety areas including fire warden training, fire marshal training, first aid and legionella and asbestos awareness training sessions are scheduled for staff in the coming weeks.

SAFEGUARDING POLICY (Agenda Item 8)

Members noted that the Town Clerk had reviewed the Safeguarding Policy and noted that no updates were recommended at this time.

STANDING FINANCIAL REGULATIONS (Agenda item 9)

Members reviewed the Town Clerk's report 31/2023 regarding a proposal to amend Standing Financial Regulations to facilitate the receipt of electronic tender bids. Following discussion, it was proposed by Cllr M Gee, seconded by Cllr B Alvi and it was

CHAIR INITIALS _____



**RESOLVED
30750**

To make a recommendation to full council to amend the Standing Financial Regulations.

Members reviewed the Town Clerk's report 32/2023 regarding a proposal to apply for a card to access cash for petty cash.

Following discussion, this item was deferred to a future meeting, and the Town Clerk was asked to investigate ways in which the risk of fraud created by this proposal could be satisfactorily mitigated.

ACCOUNTS PAYABLE (Agenda Item 10)

The following list of payments from the Clerk's Drawing Account and the F&P Account were received. It was proposed by Cllr R Comber, Seconded by Cllr B Callender and it was

**RESOLVED
30751**

To approve:

(a) the list of costs from 1st September 2023 to 31st October 2023 totalling the sum of £209,326.46 paid from the F & GP Account, this includes £45,000 in transfers to the Clerk's A/C.

(b) the list of costs from 1st September 2023 to 31st October 2023 totalling the sum of £81,355.11 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 11)

The following financial reports were received and noted

(a) Income and Expenditure to 31st October 2023.

(b) Balance Sheet as 31st October 2023.

(c) Revenue monitoring report to 31st October 2023.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

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

**RESOLVED
30752**

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.

During the meeting members resolved to re-order the following two agenda items:

RFO RECRUITMENT (Agenda Item 14)

The Town Clerk gave a verbal update on the recruitment of a new Responsible Finance Officer for the Town Council.

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 14)

Members reviewed the Town Clerk's confidential report 30/2023.

Following discussion, an amendment to the report was proposed by Cllr M Gee, seconded by Cllr M Lucey and members

CHAIR INITIALS _____



**RESOLVED
30753**

to adjust one proposed PRP figure, to approve the Mayor and Council Leader's recommendation of award to the Town Clerk following the completion of her year-end appraisal, and regarding one-off bonus payments to two council officers.

It was proposed by Cllr T Lack, Seconded by Cllr B Callender and it was

**RESOLVED
30754**

to adopt the report, subject to the above amendment and additions, in full. A vote was taken and all members were in favour.

The meeting ended at 9.38pm

CHAIR INITIALS _____



F & P and Current Accounts

List of Payments made between 01/09/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	SAGE	Std Ord	63.00		Payroll
01/09/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/09/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/09/2023	Clerk's Drawings Account	IMPREST	45,000.00		Transfer to Clerks
05/09/2023	ICO	DD	55.00		ICO
06/09/2023	Total Gas & Power Ltd	DDR 0609	6.96		312176309 /23/Total Gas & Powe
07/09/2023	BACS P/L Pymnt Page 4829	BACS Pymnt	2,520.00		BACS P/L Pymnt Page 4829
07/09/2023	Google Ireland Limited	DDR 070923	41.40		4795002179/Google Ireland Limi
08/09/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
13/09/2023	BACS P/L Pymnt Page 4830	BACS Pymnt	14,869.73		BACS P/L Pymnt Page 4830
14/09/2023	Barclaycard Commercial	DDR 1109	44.00		010034750823/Barclaycard omme
14/09/2023	O2	DDR 060923	318.47		24218380/O2
18/09/2023	Barclaycard Commercial	DDR 1809	6,294.57		510042316/Barclaycard Commerci
18/09/2023	Barclaycard Commercial	DDR 180923	173.04		Purchase Ledger DDR Payment
19/09/2023	Total Gas & Power Ltd	DDR 1909	367.86		311783939/23/Total Gas & Power
19/09/2023	Castle Water Limited	DDR 19	53.29		10000229430/Castle Water Limit
19/09/2023	Castle Water Limited	190923	36.05		10000234746/Castle Water Limit
20/09/2023	BACS P/L Pymnt Page 4837	BACS Pymnt	10,739.11		BACS P/L Pymnt Page 4837
20/09/2023	COLBECK refund	BACS	550.00		COLBECK refund
20/09/2023	COLBECK refund ERR	BACS	-550.00		COLBECK refund ERR
26/09/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/09/2023	HMRC	DDR	7,994.98		HMRC
28/09/2023	Castle Water Limited	DDR 2809	91.57		10000290049/Castle Water Limit
28/09/2023	Focus Group	DDR 2809	821.30		6819768/Focus Group
28/09/2023	Focus Group	DDR 280923	122.15		6819579/Focus Group
01/10/2023	SAGE	Std Ord	63.00		Payroll
01/10/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/10/2023	Total Gas & Power Ltd	DDR 021023	470.24		308786868/23/Total Gas & Power
02/10/2023	Total Gas & Power Ltd	DDR 0210	233.35		308786989/23/Total Gas & Power
03/10/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/10/2023	BACS P/L Pymnt Page 4852	BACS Pymnt	12,728.31		BACS P/L Pymnt Page 4852
06/10/2023	Google Ireland Limited	DDR 061023	41.40		4815943614/Google Ireland Limi
06/10/2023	O2	DDR 051023	311.50		24758089/O2
08/10/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
10/10/2023	Barclaycard Commercial	DDR 101023	52.05		010034750923/Barclaycard
11/10/2023	BACS P/L Pymnt Page 4857	BACS Pymnt	1,645.51		BACS P/L Pymnt Page 4857
17/10/2023	Castle Water Limited	DDR 1710	32.73		10000390658/Castle Water Limit
17/10/2023	Castle Water Limited	DDR 171023	50.10		10000387831/Castle Water Limit
18/10/2023	BACS P/L Pymnt Page 4861	BACS Pymnt	16,632.90		BACS P/L Pymnt Page 4861
18/10/2023	Barclaycard Commercial	DDR 181023	5,226.23		COUNTY 150923/Barclaycard
20/10/2023	Total Gas & Power Ltd	DDR 2010	6.45		315120217/23/Total Gas & Power
20/10/2023	Total Gas & Power Ltd	DDR 201023	460.74		315120250/23/Total Gas & Power
24/10/2023	BACS P/L Pymnt Page 4867	BACS Pymnt	1,848.00		BACS P/L Pymnt Page 4867
26/10/2023	ARVAL	DD	599.24		HK72 FNE WO7317
26/10/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
26/10/2023	HMRC	DDR	7,754.47		HMRC

CHAIR INITIALS _____



30/10/2023 Focus Group
 31/10/2023 BACS P/L Pymnt Page 4872
 31/10/2023 Focus Group

DDR 301023 122.15
 BACS Pymnt 59,004.71
 DDR 3110 824.50
Total Payments 209,326.46

6820266/Focus Group
 BACS P/L Pymnt Page 4872
 6820907/Focus Group

Date:07/11/2023

Wokingham Town Council

Page 1

Time: 12:46

Clerk's Drawings Account

List of Payments made between 01/09/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/09/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/09/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/09/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/09/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
03/09/2023	Peninsula	Std Ord	167.44		HR support
04/09/2023	310823 DD	BACS	100.00		310823 DD
07/09/2023	BACS P/L Pymnt Page 4827	BACS Pymnt	2,483.02		BACS P/L Pymnt Page 4827
07/09/2023	070923 DD	BACS	100.00		070923 DD
13/09/2023	BACS P/L Pymnt Page 4831	BACS Pymnt	3,359.11		BACS P/L Pymnt Page 4831
13/09/2023	DD staff	BACS	443.10		DD staff
15/09/2023	SEPT SALARY	BACS	25,294.49		SEPT SALARY
18/09/2023	Castle Water Limited	DDR 1809	354.75		10000215232/Castle Water Limit
18/09/2023	Castle Water Limited	DDR 180923	179.47		1000216297/Castle Water Limited
20/09/2023	BACS P/L Pymnt Page 4835	BACS Pymnt	1,597.00		BACS P/L Pymnt Page 4835
20/09/2023	DD REIMB PAY	BACS	357.10		DD REIMB PAY
20/09/2023	Castle Water Limited	DDR 2009	15.00		10000248702/Castle Water Limit
28/09/2023	BACS P/L Pymnt Page 4839	BACS Pymnt	2,518.04		BACS P/L Pymnt Page 4839
01/10/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/10/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/10/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/10/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/10/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/10/2023	STAFF DD	BACS	430.95		STAFF DD
03/10/2023	Peninsula	Std Ord	167.44		HR support
05/10/2023	BACS P/L Pymnt Page 4853	BACS Pymnt	4,713.04		BACS P/L Pymnt Page 4853
05/10/2023	DD STAFF	BACS	249.40		DD STAFF
05/10/2023	Commission Charges	DD	60.00		Commission Charges
10/10/2023	BACS P/L Pymnt Page 4855	BACS Pymnt	964.40		BACS P/L Pymnt Page 4855
11/10/2023	BACS P/L Pymnt Page 4858	BACS Pymnt	2,661.25		BACS P/L Pymnt Page 4858
13/10/2023	DEP REFUND	BACS	100.00		DEP REFUND
13/10/2023	Oct Salary	BACS	26,533.05		Oct Salary
17/10/2023	Castle Water Limited	DDR 1710	40.19		10000389340/Castle Water Limit
17/10/2023	Castle Water Limited	DDR 171023	17.30		10000383899/Castle Water Limit
18/10/2023	BACS P/L Pymnt Page 4862	BACS Pymnt	1,999.70		BACS P/L Pymnt Page 4862
24/10/2023	BACS P/L Pymnt Page 4868	BACS Pymnt	987.72		BACS P/L Pymnt Page 4868
24/10/2023	DD staff	BACS	116.75		DD staff
31/10/2023	BACS P/L Pymnt Page 4873	BACS Pymnt	2,355.40		BACS P/L Pymnt Page 4873
		Total Payments	81,355.11		

CHAIR INITIALS _____



Summary Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	58,855	27,183	87,500	60,317	34,813	25,505
	Net Income over Expenditure						
		(58,855)	(27,183)	(87,470)	(60,287)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(27,183)				
102	Market						
	Income	41,860	25,617	41,700	16,084		
	Expenditure	12,902	4,631	13,110	8,479	2,217	6,262
	Movement to/(from) Gen Reserve						
		28,958	20,985				
103	Parks & Bloom						
	Income	13,835	2,767	5,650	2,883		
	Expenditure	146,772	97,838	168,700	70,862	38,367	32,495
	Net Income over Expenditure						
		(132,937)	(95,071)	(163,050)	(67,979)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(79,429)				
104	Woosehill						
	Income	26,011	15,572	36,410	20,838		
	Expenditure	28,177	17,268	28,300	11,032	5,240	5,792
	Movement to/(from) Gen Reserve						
		(2,166)	(1,695)				
106	Town Hall						
	Income	128,646	88,640	140,360	51,720		
	Expenditure	92,967	55,366	109,960	54,594	31,284	23,310
	Net Income over Expenditure						
		35,679	33,274	30,400	(2,874)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	33,274				
109	Allotments						
	Income	64,502	40,828	13,400	(27,428)		
	Expenditure	57,592	47,862	10,780	(37,082)	11,058	(48,140)
	Movement to/(from) Gen Reserve						
		6,910	(7,033)				
120	Amenities Capital						
	Expenditure	41,951	73,143	55,900	(17,243)		(17,243)
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	(46,379)				
201	Personnel						
	Expenditure	598,626	341,519	577,170	235,651	5,397	230,255
301	F & P Administration						
	Income	1,428,940	1,258,246	1,327,020	68,774		

CHAIR INITIALS _____



	Expenditure	121,865	66,661	297,160	230,499	15,792	214,707
	Net Income over Expenditure	1,307,075	1,191,584	1,029,860	(161,724)		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	1,191,584				
302	Civic Expenditure	26,071	15,309	41,300	25,991	1,498	24,493
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	3,700	4,800	1,100		
	Expenditure	86,277	113,119	103,650	(9,469)	66,290	(75,759)
	Movement to/(from) Gen Reserve	(83,068)	(109,419)				
401	Highways and Planning Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	1,103	5,340	4,237	313	3,924
	Movement to/(from) Gen Reserve	(1,977)	4,097				
	Grand Totals:- Income	1,711,804	1,442,569	1,572,310	129,741		
	Expenditure	1,379,503	949,239	1,601,390	652,151	212,269	439,881
	Net Income over Expenditure	332,301	493,330	(29,080)	(522,410)		
	plus Transfer from EMR	15,000	42,406				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	(46,691)	535,736				

CHAIR INITIALS _____



Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 31/10/2023**

A/c	Description	Actual	
<u>Current Assets</u>			
101	Debtors	23,130	
105	VAT Control Account	11,985	
110	Prepayments	4,183	
201	F & GP + Current Account	1,046,893	
202	Clerk's Drawings Account	11,327	
209	RYND	18,041	
210	Petty Cash	217	
211	Office 2 (Michael Cragg)	814	
212	CCLA Public Sector deposit fun	350,000	
Total Current Assets			1,466,590
<u>Current Liabilities</u>			
501	Creditors	498	
502	Receipts in Advance	6,543	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	814	
510	Accruals	698	
561	Hire Deposits Town Hall	2,700	
562	Hire Deposits Woosehill	1,900	
564	Long Term Key & Damage	2,725	
565	Allotment key deposit	380	
599	Suspense Account	1,017	
Total Current Liabilities			35,316
Net Current Assets			1,431,275
Total Assets less Current Liabilities			1,431,275
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	493,330	
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	Town Hall Maintenance Reserve	21,750	
Total Equity			1,431,275

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.

CHAIR INITIALS _____

