

23rd January 2024

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 8.43 pm.

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr A Mather

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)

**RESOLVED
30772**

It was proposed by Cllr M Gee and seconded by Cllr R Comber and it was

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 21st November 2023, pages 16872 to 16881 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and it was unanimous.

FUNDING REQUESTS (Agenda Item 5)

- a) The Town Clerk's report 02/2024 was received and considered. The Town Clerk noted the requirement for training for the new RFO and necessary Health and Safety training that had been scheduled.

Following discussion, it was proposed by Cllr B Alvi and seconded by Cllr B Callender and it was

**RESOLVED
30773**

To approve in-year funding from reserves for additional staff training.

- b) The Town Clerk's report 04/2024 was received and considered. The Town Clerk noted the additional challenges posed by the proposal to install UV protective window film at the town hall, and the requirement for further time to investigate the requirement for planning consent, or look at alternative

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measures to protect the council's collection of artwork and other items in the hall from UV light damage.

Following discussion, it was proposed by Cllr H Richards and seconded by Cllr R Comber and it was

**RESOLVED
30774**

To roll forward the £10,000 funding into the budget for 2024-25.
A vote was taken and it was unanimous.

PRECEPT 2024-25 (Agenda Item 6)

The Town Clerk gave a verbal briefing on the budget process for 2024-25, referencing previous committee discussions in November 2023 and work carried out with officers to consider future spending commitments and expenditure for 2024-25, and invited questions from members.

Members raised questions on a number of matters, including proposed budget for graffiti removal, Market Place repairs and maintenance, Thames and Chiltern in Bloom and grants budget.

It was noted that some expenditure was planned to be covered by funds coming from reserves. The Town Clerk noted that at this stage, it is anticipated that underspending in the current year is likely to result in funds being added to the council's reserves at the end of this financial year,

Following discussion, it was proposed by Cllr M Lucey, seconded by Cllr T Lack and members

**RESOLVED
30775**

To recommend the draft budget and precept of £1,227,267, being an 8.75% increase on the current year's rate, to Full Council for approval.

GRANT VARIATION REQUEST (Agenda Item 7)

The Town Clerk's report 03/2024 was received and considered.

Following discussion, it was proposed by Cllr M Gee, seconded by Cllr I Shepherd-Dubey and members

**RESOLVED
30776**

to approve the request from Emmbrook and Bearwood Cricket Club to repurpose their grant 2022 funding to replace their broken wicket roller.

CCLA PROPERTY MARKET UPDATE (Agenda Item 8)

Members reviewed a market update report received from CCLA.

The Town Clerk reported that funds for redeemed units in the CCLA Local Authorities Property Fund would be received in February.

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Following discussion, it was proposed by Cllr H Richards, seconded by Cllr B Alvi and members

**RESOLVED
30777**

to approve the transfer of received funds into the council's CCLA Public Sector Deposit Funds holding, with a view to reviewing options for investments again at a later meeting.

ACCOUNTS PAYABLE (Agenda Item 9)

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

**RESOLVED
30778**

To approve:

- (a) the list of costs from 1st November 2023 to 31st December 2023 totalling the sum of £224,122.62 paid from the F & GP Account, this includes £120,000 in transfers to the Clerk's A/C.
- (b) the list of costs from 1st November 2023 to 31st December 2023 totalling the sum of £82,884.05 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 10)

The following financial reports were received and noted

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

CIL MONITORING REPORT (Agenda item 11)

Members received a report from the Town Clerk on CIL income and expenditure to date, along with anticipated future income. This report will be brought to the committee regularly to allow members to review balances and monitor and consider proposed CIL uses.

The Clerk noted the council's previous planned future used for CIL, and advised members of a proposal going to the next full council to utilise CIL funds for expenditure at Woosehill Community Centre for replacement chairs and required health and safety spending on new fire doors.

COUNCIL STRATEGY (Agenda item 12)

The Town Clerk introduced this agenda item, noting that all committees had been asked to consider how the work of the committee can support the delivery of the council's strategy.

During discussion, it was noted:

- The grants process is a key way in which the Finance and Personnel Committee can support the delivery of the council's strategy
- Some consideration should be given to how the council can encourage applications from local groups and organisations supporting our local community. It was noted that an information session could be run,

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providing an opportunity for organisations and groups to better understand our grants process, see examples of the sort of information the committee needs to see on completed applications.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)

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

**RESOLVED
30779**

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.

STAFFING UPDATE (Agenda Item 14)

The Town Clerk gave a verbal update on staffing matters.

The meeting ended at 8.43pm

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F & P and Current Accounts

List of Payments made between 01/11/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	SAGE	Std Ord	63.00		Payroll
01/11/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/11/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
06/11/2023	O2	DDR 0611	316.91		26584481/O2
07/11/2023	Google Ireland Limited	DDR 0711	41.40		4836463500/Google Ireland Limi
08/11/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
09/11/2023	Clerk's Drawings Account	Imprest	80,000.00		
10/11/2023	Barclaycard Commercial	DDR 1011	44.00		010034751023/Barclaycard
14/11/2023	BACS P/L Pymnt Page 4882	BACS Pymnt	33,597.72		BACS P/L Pymnt Page 4882
17/11/2023	Barclaycard Commercial	DDR 1711	1,465.25		TRAIN2010/Barclaycard
17/11/2023	Castle Water Limited	DDR 1711	86.55		10000581613/Castle Water Limit
21/11/2023	Total Gas & Power Ltd	DDR 2111	6,085.54		318388559/23/Total Gas & Power
21/11/2023	Total Gas & Power Ltd	DDR 211123	282.63		318388603/23/Total Gas & Power
21/11/2023	Alarm Response	BACS	1,047.40		Alarm Response
21/11/2023	Alarm Response	BACS	-1,047.40		Alarm Response
23/11/2023	BACS P/L Pymnt Page 4886	BACS Pymnt	3,732.31		BACS P/L Pymnt Page 4886
23/11/2023	HMRC	DDR	7,909.40		HMRC
26/11/2023	ARVAL	DD	599.24		HK72 FNE WO7317
29/11/2023	Focus Group	DDR 291123	964.45		6821541/Focus Group
29/11/2023	allotment	200154	30.83		allotment
29/11/2023	allotment	CORR200154	-30.83		allotment
30/11/2023	BACS P/L Pymnt Page 4891	BACS Pymnt	6,526.00		BACS P/L Pymnt Page 4891
30/11/2023	Twofold Limited	DDR 301123	71.96		16330/Twofold Limited
30/11/2023	DD V268	BACS	100.00		DD V268
30/11/2023	DD V268	BACS	-100.00		DD V268
01/12/2023	SAGE	Std Ord	63.00		Payroll
01/12/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
01/12/2023	ARVAL	DDR	36.00		ARVAL
03/12/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
06/12/2023	O2	DDR 0612	332.06		27158972/O2
07/12/2023	Google Ireland Limited	DDR 0712	41.40		4880190640/Google Ireland Limi
08/12/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
11/12/2023	Barclaycard Commercial	DDR 11223	49.88		010034751123/Barclaycard
12/12/2023	Clerk's Drawings Account	Imprest	40,000.00		tx main to clerks
14/12/2023	BACS P/L Pymnt Page 4895	BACS Pymnt	14,070.34		BACS P/L Pymnt Page 4895
18/12/2023	Barclaycard Commercial	DDR 181223	1,683.89		SNAPPY 1511/Barclaycard
18/12/2023	Barclaycard Commercial	DDR 181223	2.00		SNAPPY NO REC/Barclaycard
18/12/2023	SAGE	DD	3.00		SAGE
20/12/2023	Castle Water Limited	DDR 2012	35.52		10000876558/Castle Water Limit
22/12/2023	BACS P/L Pymnt Page 4901	BACS Pymnt	4,514.69		BACS P/L Pymnt Page 4901
22/12/2023	Focus Group	DDR 2212	122.15		6821913/Focus Group
26/12/2023	ARVAL	DD	599.24		HK72 FNE WO7317
27/12/2023	Total Gas & Power Ltd	DDR 2712	1,039.29		321686690/23/Total Gas & Power
27/12/2023	Total Gas & Power Ltd	DDR 271223	284.90		321751556/23/Total Gas & Power
29/12/2023	Focus Group	DDR 2912	849.14		6822713/Focus Group
31/12/2023	HMRC	DDR	8,069.92		HMRC
Total Payments			224,122.62		

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Time: 11:19

Clerk's Drawings Account

List of Payments made between 01/11/2023 and 31/12/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/11/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/11/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/11/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/11/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/11/2023	REIMB DD MAYOR	BACS	1,345.90		REIMB DD MAYOR
03/11/2023	Peninsula	Std Ord	167.44		HR support
06/11/2023	Commission charges	DD	15.00		Commission charges
07/11/2023	DD & wedding refund	BACS	400.00		DD & wedding refund
14/11/2023	BACS P/L Pymnt Page 4877	BACS Pymnt	2,554.83		BACS P/L Pymnt Page 4877
14/11/2023	BACS P/L Pymnt Page 4880	BACS Pymnt	3,781.26		BACS P/L Pymnt Page 4880
15/11/2023	Staff Bloom DD	BACS	331.85		Staff Bloom DD
15/11/2023	Nov salary	DD	26,226.94		Nov salary
16/11/2023	Castle Water Limited	DDR 1611	43.04		10000543234/Castle Water Limit
17/11/2023	Castle Water Limited	DDR 1711	126.93		10000579268/Castle Water Limit
17/11/2023	Castle Water Limited	DDR 171123	15.00		10000569812/Castle Water Limit
23/11/2023	BACS P/L Pymnt Page 4887	BACS Pymnt	1,457.72		BACS P/L Pymnt Page 4887
23/11/2023	BACS P/L Pymnt Page 4888	BACS Pymnt	674.39		BACS P/L Pymnt Page 4888
23/11/2023	DD HCCV POPPY	BACS	507.00		DD HCCV POPPY
30/11/2023	BACS P/L Pymnt Page 4892	BACS Pymnt	2,102.77		BACS P/L Pymnt Page 4892
30/11/2023	051223 DD	BACS	400.00		051223 DD
30/11/2023	HONORARY	BACS	1,400.00		HONORARY
01/12/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/12/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/12/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/12/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/12/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
03/12/2023	Peninsula	Std Ord	167.44		HR support
07/12/2023	DD V268	DDR	100.00		DD V268
14/12/2023	BACS P/L Pymnt Page 4896	BACS Pymnt	3,189.33		BACS P/L Pymnt Page 4896
15/12/2023	Dec salary	DDR	26,491.87		Dec salary
18/12/2023	DD PAY STAFF	BACS	441.60		DD PAY STAFF
20/12/2023	Quadient was Neopost	DDR 201223	30.00		Purchase Ledger DDR Payment
21/12/2023	Castle Water Limited	DDR 2112	17.30		10000896530/Castle Water Limit
22/12/2023	BACS P/L Pymnt Page 4898	BACS Pymnt	6,214.63		BACS P/L Pymnt Page 4898
28/12/2023	Castle Water Limited	DDR 2812	78.62		10000968385/Castle Water Limit
28/12/2023	DD STAFF	BACS	325.79		DD STAFF
28/12/2023	Alarm Response	BACS	1,287.40		Alarm Response
		Total Payments	82,884.05		

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Summary Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	48,148	87,500	39,352	12,793	26,559
	Net Income over Expenditure						
		(58,855)	(48,148)	(87,470)	(39,322)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(48,148)				
102	Market						
	Income	41,860	33,714	41,700	7,987		
	Expenditure	12,902	6,413	13,110	6,697	10,723	(4,027)
	Movement to/(from) Gen Reserve						
		28,958	27,300				
103	Parks & Bloom						
	Income	13,835	3,867	5,650	1,783		
	Expenditure	146,772	114,179	168,700	54,521	32,276	22,245
	Net Income over Expenditure						
		(132,937)	(110,312)	(163,050)	(52,738)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(94,670)				
104	Woosehill						
	Income	26,011	19,833	36,410	16,577		
	Expenditure	28,177	20,725	28,300	7,575	3,866	3,709
	Movement to/(from) Gen Reserve						
		(2,166)	(892)				
106	Town Hall						
	Income	128,646	94,346	140,360	46,014		
	Expenditure	92,967	75,664	109,960	34,296	25,128	9,167
	Net Income over Expenditure						
		35,679	18,682	30,400	11,718		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	18,682				
109	Allotments						
	Income	64,502	55,945	13,400	(42,545)		
	Expenditure	57,592	49,376	10,780	(38,596)	4,397	(42,994)
	Movement to/(from) Gen Reserve						
		6,910	6,569				
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	432,415	577,170	144,755	1,720	143,035
301	F & P Administration						
	Income	1,428,940	1,265,242	1,327,020	61,778		
	Expenditure	121,865	113,185	297,160	183,975	11,836	172,139
	Net Income over Expenditure						
		1,307,075	1,152,057	1,029,860	(122,197)		
	plus Transfer from EMR	4,000	32,875				
	less Transfer to EMR	393,992	0				

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	Movement to/(from) Gen Reserve	917,083	1,184,931					
302	Civic Expenditure	26,071	19,940	41,300	21,360	2,676	18,684	
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	3,710	4,800	1,090			
	Expenditure	86,277	97,690	103,650	5,960	65,981	(60,022)	
	Movement to/(from) Gen Reserve	(83,068)	(93,980)					
401	Highways and Planning Income	4,800	5,280	2,940	(2,340)			
	Expenditure	6,777	1,530	5,340	3,810	353	3,456	
	Movement to/(from) Gen Reserve	(1,977)	3,749					
	Grand Totals:- Income	1,711,804	1,483,936	1,572,310	88,374			
	Expenditure	1,379,503	1,140,649	1,601,390	460,741	171,751	288,990	
	Net Income over Expenditure	332,301	343,287	(29,080)	(372,367)			
	plus Transfer from EMR	15,000	75,281					
	less Transfer to EMR	393,992	0					
	Movement to/(from) Gen Reserve	(46,691)	418,568					

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Detailed Balance Sheet - Excluding Stock Movement**Month 10 Date 31/12/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	33,851	
105	VAT Control Account	(264)	
110	Prepayments	30,421	
201	F & GP + Current Account	905,347	
202	Clerk's Drawings Account	48,443	
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			1,386,870
<u>Current Liabilities</u>			
501	Creditors	49,358	
502	Receipts in Advance	4,957	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	814	
510	Accruals	698	
515	PAYE/NI Control A/C	(0)	
561	Hire Deposits Town Hall	1,900	
562	Hire Deposits Woosehill	1,500	
564	Long Term Key & Damage Deposit	2,625	
565	Allotment key deposit	370	
599	Suspense Account	70	
Total Current Liabilities			80,333
Net Current Assets			1,306,537
Total Assets less Current Liabilities			1,306,537
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	368,592	
310	General Reserve	272,857	
320	Self Insurance Fund	1,481	
321	Emergency Provision	175,000	
324	Election Reserve	(7,375)	
360	Playpark Earmark Reserve	474,232	
370	Town Hall Maintenance Reserve	21,750	
Total Equity			1,306,537

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.

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