



# 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 Chair if you wish to record the meeting**

15<sup>th</sup> May 2023

Dear Councillor,

You are hereby summoned to attend the **FIFTIETH ANNUAL MEETING** of **WOKINGHAM TOWN COUNCIL** to be held in the **MAIN HALL, TOWN HALL, WOKINGHAM** on **Sunday 21<sup>st</sup> May 2023 at 12:00 noon** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

**K Hughes**  
**Town Clerk**

## **AGENDA**

### **Procedure**

*The retiring Mayor and Deputy Mayor remain in office until a new Mayor is elected (Local Government Act 1972, Section 15(4) and (7). The retiring Mayor or, in their absence, the retiring Deputy Mayor, must take the Chair at the commencement of proceedings. (Local Government Act 1972, Schedule 12, Part II (1&2) refers)*

#### **1 APOLOGIES FOR ABSENCE**

#### **2 COMMUNICATION**

The retiring Town Mayor will address the meeting

#### **3 ELECTION OF TOWN MAYOR**

The retiring Town Mayor will invite nominations for the office of Town Mayor for the ensuing year.

- (a) The nominations will be put and Council will vote
- (b) The Town Clerk will declare the Councillor duly elected

#### **4 DECLARATION OF ACCEPTANCE OF OFFICE**

- (a) The Declaration of Acceptance of Office will be made by the Town Mayor and witnessed by two Councillors
- (b) The Town Mayor will be invited to take up the Mace.

#### **5 ADDRESS BY TOWN MAYOR**

The meeting will be addressed by the new Town Mayor

**6 THE MAYOR'S CONSORT**

The Mayor will introduce their consort

**7 MAYOR'S CELEBRANT**

The Mayor will confirm their Celebrant

**8 NOMINATIONS FOR THE OFFICE OF DEPUTY MAYOR**

Nominations will be invited for the office of Deputy Mayor for the ensuing year

- (a) The Town Mayor will put the nomination(s) on which the Council will vote
- (b) The Town Mayor will declare the Councillor duly elected

**9 THE DEPUTY MAYOR'S PARTNER**

The Deputy Mayor's partner will be announced

**10 HIGH STEWARD AND TOWN HONORARIES**

(a) To note that Mrs Lucy Zeal remains High Steward for Wokingham

(b) It will be proposed and seconded that the following Town Honoraries continue in their appointments:

- a) Mr Nigel Hopkins as Town Crier;
- b) Mr David Ashley-Down as Honorary Constable;
- c) Mr Martin Bishop as Honorary Constable
- d) Mr Neil Hodgson as Honorary Constable
- e) Mr Bernard Burton as Honorary Meteorologist;
- f) Mr Damon Emes as Honorary Bugler;
- g) Captain James Chappell as Honorary Parade Marshal

**11 ADJOURNMENT**

It will be proposed and seconded that the remaining business of this meeting be adjourned to 7.30pm on Tuesday 23<sup>rd</sup> May 2023.

**REFRESHMENTS**

The Town Mayor invites you to join them for refreshments at the conclusion of the meeting.

*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.*

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15<sup>th</sup> May 2023

Adjourned **FIFTIETH MEETING** of **WOKINGHAM TOWN COUNCIL** to be held in **THE MAIN HALL, WOKINGHAM TOWN HALL**, at **7.30pm** on **Tuesday 23<sup>rd</sup> May 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

## AGENDA

### 12 APOLOGIES FOR ABSENCE

### 13 MEMBERS' INTERESTS

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

### 14 MINUTES OF PREVIOUS MEETINGS

- a) To receive and confirm the minutes of the proceedings of the Council Meeting held on 4<sup>th</sup> April 2023 (pages 16721 to 16725, copy attached) as a true and correct record.
- b) To receive and confirm the minutes of the proceedings of the Mayoral Selection Meeting held on 11<sup>th</sup> May 2023 (page 16737 copy attached) as a true and correct record.

### 15 MINUTES OF COMMITTEE MEETINGS

- a) To receive and adopt the minutes and any recommendations of the Planning and Transportation Committee meeting held on 18<sup>th</sup> April 2023 (pages 16726 to 16730, copy attached) as a true and correct record.
- b) To receive and adopt the minutes and any recommendations of the Finance and Personnel Committee meeting held on 25<sup>th</sup> April 2023 (pages 16731 to 16735, copy attached) as a true and correct record.
- c) To receive and adopt the minutes and any recommendations of the Amenities Committee extraordinary meeting held on 3<sup>rd</sup> May 2023 (page 16736, copy attached) as a true and correct record.

### 16 MAYOR'S COMMUNICATIONS

- a) To receive any communications or announcements from the Mayor.
- b) To receive the Mayor's list of engagements since the last Council meeting (copy attached) as a true and correct record.

### 17 QUESTIONS FROM MEMBERS OF THE COUNCIL AND PUBLIC

To receive any questions from either Council Members or the Public.

**18 ATTENDANCE REGISTER**

To receive the Attendance Chart extracted from the Attendance Register of Members at Council and Committee meetings for the past year (copy attached).

**19 LEADER OF THE COUNCIL**

- a) To receive nominations for the role of Leader of the Council
- b) The Mayor will ask for a vote to be taken.

**20 STANDING COMMITTEES – MEMBERSHIP**

To resolve that the following Standing Committees be elected for the ensuing year (Local Government Act 1972, Section 101 (1)(a)).

For Information:

- I. In accordance with Standing Order No 19b – if other Members wish to stand, then no Member shall serve on more than two Standing Committees
- II. Relevant Standing Orders 18 and 19

**(a) AMENITIES COMMITTEE**

**1. MEMBERSHIP – ANNOUNCEMENT OF NOMINATIONS**

The Town Clerk will announce those nominated for Membership of the Amenities Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3a and shall consist of nine members.

**2. CHAIR/VICE-CHAIR**

- (a) The Town Clerk will ask for nominations along with proposed and seconders for a Chair of the Amenities Committee
- (b) The Town Clerk will ask for a vote to be taken
- (c) The newly elected Chair will ask for nominations along with proposers and seconders for a Vice-Chair of the Amenities Committee
- (d) The Chair will ask for a vote to be taken

**3 ANNOUNCEMENT**

The Mayor will announce the names of the Chair and Vice-Chair of the Amenities Committee for the forthcoming municipal year.

**(b) PLANNING & TRANSPORTATION COMMITTEE**

**1 MEMBERSHIP - ANNOUNCEMENT OF NOMINATIONS**

The Town Clerk will announce those nominated for Membership of the Planning and Transportation Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3b and shall consist of nine members.

**2. CHAIR/VICE-CHAIR**

- (a) The Town Clerk will ask for nominations along with proposed and seconders for a Chair of the Planning and Transportation Committee
- (b) The Town Clerk will ask for a vote to be taken
- (c) The newly elected Chair will ask for nominations along with proposers and seconders for a Vice-Chair of the Planning and Transportation Committee
- (d) The Chair will ask for a vote to be taken

**3 ANNOUNCEMENT**

The Mayor will announce the names of the Chair and Vice-Chair of the Planning and Transportation Committee for the forthcoming municipal year.

**(c) FINANCE & PERSONNEL COMMITTEE**

**1 MEMBERSHIP - ANNOUNCEMENT OF NOMINATIONS**

The Town Clerk will announce those nominated for Membership of the Finance and Personnel Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3c and shall consist of nine members.

**2. CHAIR/VICE-CHAIR**

- (a) The Town Clerk will ask for nominations along with proposed and seconders for a Chair of the Finance and Personnel Committee
- (b) The Town Clerk will ask for a vote to be taken
- (c) The newly elected Chair will ask for nominations along with proposers and seconders for a Vice-Chair of the Finance and Personnel Committee
- (d) The Chair will ask for a vote to be taken

**3 ANNOUNCEMENT**

The Mayor will announce the names of the Chair and Vice-Chair of the Finance and Personnel Committee for the forthcoming municipal year.

**(d) CIVIC COMMITTEE**

**1 MEMBERSHIP - ANNOUNCEMENT OF NOMINATIONS**

The Town Clerk will announce those nominated for Membership of the Civic Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3d and shall consist of nine members.

**2. CHAIR/VICE-CHAIR**

- (a) The Town Clerk will ask for nominations along with proposed and seconders for a Chair of the Civic Committee
- (b) The Town Clerk will ask for a vote to be taken
- (c) The newly elected Chair will ask for nominations along with proposers and seconders for a Vice-Chair of the Civic Committee
- (d) The Chair will ask for a vote to be taken

**3 ANNOUNCEMENT**

The Mayor will announce the names of the Chair and Vice-Chair of the Civic Committee for the forthcoming municipal year.

**(e) ARTS & CULTURE COMMITTEE**

**1 MEMBERSHIP - ANNOUNCEMENT OF NOMINATIONS**

The Town Clerk will announce those nominated for Membership of the Arts & Culture Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3e and shall consist of nine members.

**2. CHAIR/VICE-CHAIR**

- (a) The Town Clerk will ask for nominations along with proposed and seconders for a Chair of the Arts & Culture Committee
- (b) The Town Clerk will ask for a vote to be taken
- (c) The newly elected Chair will ask for nominations along with proposers and seconders for a Vice-Chair of the Arts & Culture Committee
- (d) The Chair will ask for a vote to be taken

**3 ANNOUNCEMENT**

The Mayor will announce the names of the Chair and Vice-Chair of the Arts & Culture Committee for the forthcoming municipal year.

**21 EMERGENCY COMMITTEE**

To appoint an Emergency Committee in accordance with Standing Order 24.

**22 MAYORAL SELECTION COMMITTEE**

To confirm that the Mayoral Selection Committee for 2024/2025 will be in accordance with Standing Order 23.

**23 STRATEGY WORKING PARTY**

- a) To receive nominations for the working party
- b) The Town Mayor will ask for a vote to be taken

**24 COUNCIL REPRESENTATION ON OUTSIDE BODIES**

To appoint members to represent the Town Council for the forthcoming year (nominees to follow).

**25 GENERAL POWER OF COMPETENCE**

- a) To receive the Town Clerk's report 12/2023 dated 9<sup>th</sup> May 2023
- b) To resolve that Wokingham Town Council continues to maintain itself as a council with the General Power of Competence until May 2027.

**26 CIVILITY AND RESPECT PLEDGE**

- a) To receive and Town Clerk's report 14/2023 dated 9<sup>th</sup> May 2023
- b) To resolve that Wokingham Town Council members agree to abide by the spirit of the Civility and Respect pledge
- c) To authorise the Town Clerk to sign up to the pledge for Wokingham Town Council

**27 AUDIT 2022/2023**

- a) To receive and consider the Internal Auditor's reports dated 6<sup>th</sup> February 2023 and 17<sup>th</sup> April 2023 respectively, for the Accounts for the year ending 31<sup>st</sup> March 2023 (copies attached)
- b) To review the effectiveness of the internal audit performed by the Council for the year ending March 2023
- c) To confirm Claire Connell as the Internal Auditor for this council for the financial year 2023/2024

**28 ANNUAL RETURN 2022/2023**

- a) To receive and approve the Financial Statements for the year ending 31<sup>st</sup> March 2023 to include the charity statements for King George V and Leslie Sears playing fields (copy attached)
- b) To receive and approve the annual return variance review which accompanies the annual return to the External Auditor (copy attached)
- c) To receive and approve the Annual Governance and Accountability Return (AGAR) for the year ending 31<sup>st</sup> March 2023 (copy attached)

**29 SEALING OF LEASE FOR PICCOLO ARCO**

In accordance with Standing Order 22, to resolve to seal the lease document for the renewal of the Piccolo Arco lease on terms approved by the Finance and Personnel Committee (resolutions: 30597 and 30612)

**30 DATA PROTECTION OFFICER**

To note that the Data Protection Officer will remain the same, being the Wokingham Borough Council Monitoring Officer.

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## 4<sup>th</sup> April 2023

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 4<sup>th</sup> April 2023 from 7.30pm to 8.17pm.

### **PRESENT:**

Chairman: Cllr M Gee (Mayor)

Cllrs: J Ainslie, E Bishop, R Bishop-Firth, N Campbell-White, P Dennis, P Lucey, L Forbes, M Fumagalli, D King, T Lloyd, S Gurney, D Lee, T Lack, M Malvern, K Malvern, A Mather, I Shepherd-Dubey and A Tebboth.

### **IN ATTENDANCE:**

Katy Hughes – Town Clerk.

Nicky Harmsworth – RFO

1 Member of the public

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

Apologies for absence were received from Cllrs P Cunningham, N Fox, M Ferrai, D Hinton and P Hornsby.

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

None were declared.

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

There were no questions raised.

### **MINUTES OF PREVIOUS COUNCIL MEETING (Agenda Item 4)**

It was proposed by Cllr S Gurney and seconded by Cllr E Bishop and the following was

**RESOLVED  
30599**

that the Minutes of the proceedings of the Council Meetings held on 24<sup>th</sup> January 2023 (pages 16685 to 16688) be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

### **MAYOR'S COMMUNICATIONS (Agenda Item 5)**

The Mayor welcomed everyone to the last meeting off this Council and thanked everyone for the enormous effort they had put into the last 4 years as Wokingham Town Councillors. Officers were also thanked and special thanks were given to David Dunham, the Mayor's attendant, who has accompanied her on numerous visits.

The Mayor noted that the Independent Remuneration Panel (IRP), had published its advisory recommendations and that owing to legislation it is not possible to pay

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Full Council Meeting 4<sup>th</sup> April 2023

16721



for Childcare costs for Cllrs when attending meetings. This was being challenged by WBC to government.

The Mayor's list of engagements dated 16<sup>th</sup> January 2023 – 25 March 2023 were received and noted.

The Mayor highlighted that:

- Attending the Feng Shui ground blessing at the new David Wilson housing development was a very different experience.
- The Lunar New Year event had been extremely popular, and whilst noting that there had been issues as so many people had attended really hoped it could be repeated.
- A variety of events had been attended to thank Bloom Volunteers, special thanks to Cllr M Malvern for her work with Bloom.
- Both herself and the Deputy Mayor had attended the EBOS concert, recognising International Women's Day which was very good.
- Smaller retailers had been visited to offer support.

#### **STRATEGY WORKING PARTY (Agenda Item 6)**

The notes and any recommendations of the Strategy Working Party's held on 25<sup>th</sup> January 2023 and 22<sup>nd</sup> March 2023 were received and noted.

Cllr I Shepherd Dubey gave a brief overview of the meetings and highlighted the following discussions.

- Format of the Annual Town Council
- Matthews Green Community Facility
- Kings Coronation

Cllrs were thanked for all they had achieved for the Town Council and reminded that they were still Town Cllrs on the day of the Coronation.

- A request had been made to WTC from Wokingham Borough Council to subsidise a number of local bus routes over a three year period – the Town Clerk had written to obtain costs to extend the services to better facilitate commuter usage.
- Earth Hour had been supported by WTC

Cllr Fumagalli asked how WTC were supporting the Kings Coronation and the Town Clerk advised that owing to capacity within the officer team due to elections being held on 4<sup>th</sup> May therefore WTC were supporting other organisations including

- First Days and Barkham Hookers creating a Coronation themed post box trail around the Town with decorations around the Town with a map to follow
- Colouring competition
- Tea party at WADE
- Various events at the Bradbury Centre
- Wokingham Lions May Fayre running a Coronation Theme
- Coronation themed Archie would be appearing around the Town

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



### **PLANNING & TRANSPORTATION COMMITTEE (Agenda Item 7)**

Cllr I Shepherd-Dubey noted that four remaining secure bike lockers have been installed at the Carnival Hub. She also advised that two comments had been made to Wokingham Borough Council in response to the draft ward boundaries in Wokingham.

The Lee Spring Latimer Road planning application was discussed and Cllr Lack asked about the 4 storey height, Cllr Shepherd- Dubey stated that they had objected to this but the Premier Inn building was above a 4 storey height.

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr P Dennis and the following was

**RESOLVED  
30600**

that the Minutes of the proceedings of the Planning & Transportation Committee Meetings held on 7<sup>th</sup> February 2023 (pages 16689 to 16694) and 14<sup>th</sup> March 2023 (pages 16702 to 16705) be received.

A vote was taken on these meetings and was unanimous.

### **AMENITIES COMMITTEE (Agenda Item 8)**

Cllr T Lack advised that

- Carry forward of funding had been requested for Park Yoga (similar to Park Run) to have use of Howard Palmer Gardens
- Metal detecting policy had been approved
- Christmas lights contract had been awarded to the current contractor following a tendering exercise

It was proposed by Cllr T Lack and seconded by Cllr N Campbell- White and the following was

**RESOLVED  
30601**

that the Minutes of the proceedings of the Amenities Committee Meeting held on 23<sup>rd</sup> February 2023 (pages 16695 to 16698) be received.

A vote was taken and was unanimous.

Cllr Forbes reported that whilst it had not been possible to achieve the Garden of reflection she expressed hope that the new council would continue to support the delivery of the plan.

### **ARTS & CULTURE COMMITTEE (Agenda Item 9)**

Cllr S Gurney updated members:

- Panels at Erftstadt Court had been installed and opened.
- Science in schools had been running successfully thanks to Cllr Fumagalli and if anyone has any other contacts to speak to Gemma the A&C Officer
- Successful Lunar New Year celebrations took place but significant risks were highlighted owing to the numbers of residents who came and therefore it could not happen in the same manner but it was hoped the next Council would continue with this event which would require a higher budget.

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Full Council Meeting 4<sup>th</sup> April 2023

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- Successful Board gaming event was held on Sunday 19<sup>th</sup> February and had feedback that it would be good to be repeated later in the calendar year.
- Events coming up were May Fayre on 1<sup>st</sup> May, Fun Day May 29<sup>th</sup> and Party in the Park the 1<sup>st</sup> Saturday in June.

Cllr Gurney offered her thanks to everyone who has helped and supported events during the past 4 years.

It was proposed by Cllr S Gurney and seconded by J Ainslie and the following was

**RESOLVED  
30602**

that the Minutes of the proceedings of the Arts & Culture Committee Meeting held on 13<sup>th</sup> March 2023 (pages 16699 to 16701) be received.

A vote was taken and was unanimous.

**CIVIC COMMITTEE (Agenda Item 10)**

Cllr R Bishop- Firth gave a brief overview regarding changes to criteria for the Civic Awards so that only individuals could be nominated but that the Mayor would continue to offer support and thanks to groups. She also noted that they had supported a request for Paul Gallagher to be added to the list of proposed street names.

Cllrs were advised that the theme for the September Heritage Open Day was "creativity unwrapped"

The Committee had just had an extraordinary meeting to discuss in more detail the Mayor's chain and badge of office and advised that they had resolved to retire the existing chain and use the Consort chain with further discussions to be held when the new council is in situ in May.

It was proposed by Cllr R Bishop- Firth and seconded by Cllr J Ainslie and the following was

**RESOLVED  
30603**

that the Minutes of the proceedings of the Civic Awards Selection Committee Meeting held on 20<sup>th</sup> March 2023 (pages 16706 to 16717) be received.

A vote was taken and was unanimous.

Cllr Lee asked if any update on his request for information to appear alongside a suggested person appearing on a road name and the Town Clerk advised she had recently had a response from Highways which outlined criteria and appeared more promising.

**FINANCE & PERSONNEL COMMITTEE (Agenda Item 11)**

Cllr D Lee highlighted that

- Cllrs had requested the Town Clerk to formally write to WIN concerning the Garden of Reflection and that the response would be passed to Amenities Committee for consideration.
- Park Yoga carry forward had been approved for next financial year

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



- The Town Clerk had been asked to seek clarification from HR service provider on consistency of staff contracts.

The Mayor provided feedback on the Independent Remuneration Panel and advised that it was a recommendation of £400 if WTC were mindful to pay an allowance to Cllrs but reconfirmed that no Childcare or Carers costs could be paid. The Mayoral/Chairman allowance recommendation was lower than Wokingham Town currently pay. A paper would be taken to the first F&P meeting of the new Council for consideration.

It was proposed by Cllr D Lee and seconded by Cllr S Gurney and the following was

**RESOLVED  
30604**

that the Minutes of the proceedings of the Finance & Personnel Committee Meeting held on 21<sup>st</sup> March 2023 (pages 16709 – 16717) be received.

A vote was taken and all were in favour.

#### **COUNCIL REPRESENTATION ON OUTSIDE BODIES (Agenda Item 12)**

Representatives' reports were received in relation to the following organisations:

- Borough Parish Liaison Forum
- Communities Futures Event
- Citizens Advice Wokingham – noting that CEO and Chair of Trustees had recently left.
- WJSC – Cllr R Bishop Firth gave a verbal review including statistic that getting someone into work saves @ £5k a year in benefits.

#### **LONG SERVICE PRESENTATION (Agenda Item 13)**

Cllr Lack gave a speech reflecting on the achievements of Cllr N Campbell White over the past 12 years which was followed by a presentation of a Wokingham Town Council Plaque.

#### **RETIREMENT PRESENTATION**

The Mayor gave a speech reflecting the eight years' service of Councillor Dianne King and wished her well in her retirement.

The Mayor closed the meeting.

**CHAIR**

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

Full Council Meeting 4<sup>th</sup> April 2023

16725





**11<sup>th</sup> May 2023**

Minutes of the proceedings of the **MAYORAL SELECTION COMMITTEE** meeting held **MAIN HALL, TOWN HALL, WOKINGHAM** on this day from 6.30pm to 6.45pm.

**PRESENT**

Councillors: B Alvi, A Betteridge, R Bishop-Firth, B Callender, R Comber, S Cornish, A Croy, P Cunningham, W Dixon, A Domingue, A Fraser, M Fumagalli, M Gee, S Gurney, M Lucey, K Malvern, M Malvern, A Mather, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey.

**IN ATTENDANCE**

Town Clerk

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

Councillors T Lack, A Jones, D Spencer

**ELECTION OF CHAIRMAN AND SCRUTINEER (Agenda Item 2)**

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

**RESOLVED  
30614**

that Cllr M Gee should chair the meeting and Cllr A Croy should act as scrutineer.

**CANDIDATES FOR MAYOR (Agenda Item 3)**

The meeting was advised that one nomination had been received for the role of Mayor, that of Cllr S Gurney.

Councillor Gurney was invited to make a short statement in support of her nomination.

**SECRET BALLOT (Agenda Item 4)**

Councillors were issued with ballot papers.

The Town Clerk collected the votes.

Cllr M Gee, Cllr A Croy and the Town Clerk retired to the council chamber to count the ballot papers.

**ANNOUNCEMENT OF MAYOR ELECT (Agenda Item 5)**

Following the counting of ballot papers, Cllr M Gee announced that Cllr S Gurney had secured a majority.

It was proposed by Cllr Gee and seconded by Cllr Shepherd-Dubey and the following was

**RESOLVED  
30615**

that Cllr S Gurney be provisionally appointed as the Mayor Elect for 2023/2024.

**CHAIR**



18<sup>th</sup> April 2023

**Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 20:50**

**PRESENT**

Cllr N Fox (Chair)

Councillors: Cllr I Shepherd-Dubey, Cllr P Dennis, Cllr K Malvern & Cllr M Fumagalli

**IN ATTENDANCE**

PT Officer.

Cllr J Ainslie

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

Cllr A Tebboth

Cllr D Hinton

Cllr P Hornsby

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

None.

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

None

**ACTION: PT OFFICER**

**PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)**

**RESOLVED  
30605**

It was proposed by The Chair and seconded by Cllr Malvern, and it was that the minutes of the Planning & Transportation Committee meeting held on 14<sup>th</sup> March 2023 (pages 16702 to 16705) be received as a true and correct record and that they be confirmed and signed by the Chair.

**ACTION: PT OFFICER**

**MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 12<sup>th</sup> April 2023 was received and considered.

**SECURE BICYCLE STORAGE IN WOKINGHAM TOWN**

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

The four lockers at Carnival Hub are now fully installed and operational.

SpokeSafe are currently adding phone apps for bookings. They have completed

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

Planning & Transportation Committee 18/04/2023

16726



the iPhone app and are expecting to complete the Android app by the end of April. Once this is complete, they will install new signs with QR Code on both sets of Lockers.

There will be a social media and leaflet drop campaign to raise the awareness of the Lockers. They will also be promoted at WTC events. The PT Officer will contact MyJourney so they can promote the lockers as well.

Cllr Dubey asked whether we can add to the Carnival Hub mailing list.

SpokeSafe will be investigating shorter booking times once they have completed their phone Apps for booking.

Cllr Dennis said it was disappointing that WBC had not included to secure lockers on their newsletter that went all the residents.

### **BUS SHELTERS**

The Planning officer updated the Committee on Bus Shelters since the last P&T meeting. Following Cllr Malvern's request the PT Officer is investigating notices being placed at the Bus Shelters that are maintained by WTC.

As Cllr Ainslee had joined the meeting to discuss Planning Application 230881 it was agreed to bring forward this from Agenda Item 9.

### **PLANNING APPLICATIONS (Agenda Item 9)**

#### **230881            19/21 Market Place Wokingham RG40 1AP**

Cllr Ainslie spoke against the application on behalf of residents of Howard Road and Howard Close.

The main concerns are safety for pedestrians on Howard Road and Howard Close with increased traffic, bin lorries and deliveries that will go through this route. This is used by children and elderly residents walking through and is not ideal as a shared service.

The Committee thought that the height of the building was an issue as it was four storeys and not in keeping with character of area.

The other main issue was Inappropriate access through Howard Road as this has safety issues as a shared surface with pedestrians.

There are concerns that this will cause an impact on the Community Garden and residents of sale garden cottages.

There is no affordable housing in the development.

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



Therefore, the Committee object as follows;

**CP1 – Sustainable development**  
**10) attractive, safe, secure**

**CP3 - General Principles for development**  
**a) Mass**  
**b) functional, accessible, safe, secure**

**CP5 - Housing mix, density and affordability**

**CP6 - Managing Travel Demand**  
**f) Enhance road safety**

**ACTION: PT OFFICER**

**Street Name Request (Agenda Item 6)**

Following a request received, the Civic Committee considered adding the name 'Paul Gallagher' to the list of proposed names and requested that this is passed to the Planning and Transport Committee for referral to the Wokingham Borough Council. Members suggested that, if approved, it would be appropriate for his name to be used in any new roads in the Emmbrook area.

The Committee support this request for Paul Gallagher to have a road named after him in the Emmbrook area of Wokingham.

The Committee would also like an investigation into the feasibility of adding QR codes to road signs that would lead through to some information (website) on the road name. Or if that is not feasible a web page/s on current website with this information.

**ACTION: P&T OFFICER**

**PROPOSED STOPPING UP OF HIGHWAY AT OXFORD ROAD (Agenda Item 7)**

To discuss the order of stopping up the Highway on the development at 1 Barkham Road, the order would authorise the stopping up only to enable development as permitted by Wokingham Borough Council, under planning reference 200700. Any objections need to be made prior to 18th May

There were no comments.

**COMMITTEE'S BUDGET (Agenda Item 8)**

A report on the Committee's budget as of 31<sup>st</sup> March 2023 was received and noted.

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



**PLANNING APPLICATIONS (Agenda Item 9)**

**RESOLVED  
30606**

The following applications were received and considered, and it was that the Committee would make comment as shown, including planning application **230881** that was discussed earlier in the Agenda.

**223765 Cantley House Hotel And Country Club Milton Road RG40 5QG**

Full application for the proposed erection of a single storey detached building containing 4 no. hotel bedrooms, a two storey, side extension to existing hotel containing 10 no. hotel bedrooms and 5 no. first storey balconies, installation of 2 no. rainwater harvesting tanks and landscaping following demolition of existing outbuilding and existing single storey, side extensions.

The Committee support this application and welcome new local job opportunities.

**230677 Land Adjacent to the North of St Helier close and Junction of Finchampstead Road RG40 2NT**

Description: Full Application for prior notification of proposed development for the erection of a 15m telecommunications mast, additional 3No cabinets and paving slabs.

The Committee would like to know what colour this will be painted.

The Committee have requested before. Is it possible to have an overall plan of these transmitters in the Wokingham Town area so we can see the bigger overall picture.

**230604 Glebelands Lodge Glebelands Road Wokingham RG40 1DR**

Application for Listed Building consent for the proposed removal of the existing windows and replacement with reproduction frames based on existing profiles, to preserve the leaded panels, opening sashes and all metalwork for reuse. Windows will be white painted timber in all cases.

The Committee support this application.

**230350 30A Rose Street Wokingham Wokingham RG40 1XU**

(Part Retrospective) Full application for the replacement of original wooden staircase with new metal stairs.

The committee were unsure of what the use of the stairs were, a main staircase or a fire escape?

The Committee object to this application.

It is not in keeping with the building.

There will be excessive noise from the metal stairs.

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



There is currently a privacy issue with neighbour due to the staircase and once a screen is added this will impact the light on to neighbours property.

This metal staircase should be removed and replaced with a more appropriate wooden staircase.

**230825 11 The Terrace Wokingham RG40 1BP**

Listed Building Consent application for the proposed erection of a single storey rear extension. Following demolition of existing rear extension and internal changes.

No Comment

**ACTION: P&T OFFICER**

**INFORMATION ITEMS (AGENDA ITEM 9)**

Cllr Malvern stated that he attended the meeting of Local Cycling and Walking Infrastructure Plan (LCWIP) on behalf of the Committee. He asked whether the PT Officer had had any feedback or report on this meeting. The PT Officer stated that he hadn't.

CHAIRMANS SIGNATURE \_\_\_\_\_

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





**25 April 2023**

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

**PRESENT**

**Chair:** Cllr M Gee

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

**IN ATTENDANCE**

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

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

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

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

No interests were declared.

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

No questions were received.

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

It was proposed by Cllr P Cunningham and seconded by Cllr K Malvern and it was

**RESOLVED  
30607**

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

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

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

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

CHAIR INITIALS \_\_\_\_\_



**AUDIT 2022/23 (Agenda Item 6)**

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

**RESOLVED  
30608**

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

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

**ANNUAL RETURN 2022/23 (Agenda Item 7)**

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

**RESOLVED  
30609**

- (a) that the Financial Statements for the year ending 31<sup>st</sup> March 2023 be received and approved.
- (b) that the annual return variance review which accompanies the annual return to the Audit Commission be approved.
- (c) that the Local Councils Annual Return for the year ending 31<sup>st</sup> March 2022 be sent to Full Council for approval.

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

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

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

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

**RESOLVED  
30610**

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

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

CHAIR INITIALS \_\_\_\_\_



**ACCOUNTS PAYABLE (Agenda Item 9)**

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

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

**COMMITTEE INFORMATION (Agenda Item 10)**

No information was shared.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)**

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

**RESOLVED  
30611**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

**TOWN HALL TENANT LEASE (Agenda Item 12)**

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

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

**RESOLVED  
30612**

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

The RFO left the meeting at 8.40pm.

**STAFFING UPDATE (Agenda Item 13)**

The Town Clerk gave a verbal update on staffing matters.

CHAIR INITIALS \_\_\_\_\_



Date: 18/04/2023

**Wokingham Town Council**

Page 1

Time: 15:05

**F & P and Current Accounts**

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

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

CHAIR INITIALS \_\_\_\_\_

Finance & Personnel Meeting 25/04/2023

16734



Date: 18/04/2023

## Wokingham Town Council

Page 1

Time: 15:06

## Clerk's Drawings Account

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

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

CHAIR INITIALS \_\_\_\_\_

Finance &amp; Personnel Meeting 25/04/2023

16735





# DRAFT

03<sup>rd</sup> May 2023

Minutes of the proceedings of the **EXTRAORDINARY AMENITIES COMMITTEE** meeting held on this day in the **DIAMOND JUBILLE ROOM, TOWN HALL, WOKINGHAM** from 7:30 pm to 7:48pm.

## 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

## MEMBERS' INTERESTS (Agenda Item 2)

None

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

None

## ELMS FIELD TRAMPOLINE (Agenda Item 4)

Cllrs received and considered the Amenities Officer's report 07/2022-23 dated 26 April 2023.

Cllrs comments included:

- The use of the Play Inspection (PI) app was a positive tool for monitoring WTC's play park equipment.
- The extended closure period means a solution is required without delay.
- To make a robust claim to Wokingham Borough Council, regarding incurred costs, considering the poor original installation, and partnership working.
- Children's safety is a priority.
- The value to WTC of installing new equipment, with full warranties.
- That relocating the trampoline, away from the toddler area, would be sensible.
- A concern about the relocation site allowing users to jump from the log climber onto the trampoline. The AO explained that the new location, and the required safety zones, would not make this possible.

## RESOLVED 30613

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

- To relocate, and install, a fully accessible trampoline in the new position, with the appropriate safety surfacing.
- To reinstate the existing trampoline area, as required.

**ACTION: AMENITIES OFFICER / TOWN CLERK**

Meeting closed at 7:48pm.

## CHAIRMAN

CHAIRMAN'S INITIALS \_\_\_\_\_

Amenities Committee 03<sup>rd</sup> May 2023

16736





**Engagements since Last Council Meeting  
26 March 2023 to 21 May 2023)**

<b>Date</b>	<b>Time</b>	<b>Engagement</b>	<b>Who attended</b>
Thurs 20 April	7.15pm	Wokingham District Scouts Invited to attend BBQ	Mayor, Deputy Mayor
Mon 24 April	6.00pm	Job Support Centre Invited to attend 30 <sup>th</sup> Anniversary Celebration	Mayor, Deputy Mayor Mayor's Attendant
Thurs 27 April	7.15pm	Wokingham Choral Society Invited to collect donation for Mayor's Charity	Mayor
Monday 1 May	11.00am	Wokingham Lions Club Invited to attend May Fayre	Mayor, Consort Mayor's Attendant Mini-Mayor
	2.00pm	West Oak Care Home Invited to attend Cream Tea Afternoon	Mayor, Consort Mayor's Attendant
Tuesday 2 May	3.00pm	Wokingham Town Council Visiting newest retailers in the town to offer welcome	Mayor, Deputy Mayor Mayor's Attendant
	4.30pm	Wokingham Town Council Judge Colouring competition	Mayor, Deputy Mayor Mayor's Attendant
Wed 3 May	2.00pm	Café Mosaic Invited to visit Coronation tea and cake for a 'Crown'	Mayor, Consort Mayor's Attendant
Friday 5 May	9.30am	Chiltern Way Academy Invited to visit	Mayor, Consort Mayor's Attendant
Sunday 7 May	2.30pm	Crescent Road Street Party Invited to visit	Mayor, Consort Mayor's Attendant
Monday 8 May	2.00pm	Woodrow Drive Coronation Street Party Invited to attend and meet residents	Mayor, Consort Mayor's Attendant
Sat 13 May	9.00am	The High Sheriff of Berkshire Invited to attend Magistrates Mock Trial Finals	Mayor, Consort Mayor's Attendant

## Agenda item 16b

Tues 16 May	10.00am	Crosfields School  Invited to welcome students at the Town Hall	Mayor, Consort Mayor's Attendant
	1.00pm (approx)	Dementia Action Week  To visit stalls in Peach Place	Mayor, Consort Mayor's Attendant
	7.00pm	Wokingham Poppy Appeal  Invited to event Awards evening	Mayor, Consort Mayor's Attendant
Fri 19 May	1.00pm	Link Visiting Scheme  Invited to attend Summer Party & Coronation celebration.	Mayor, Consort Mayor's Attendant

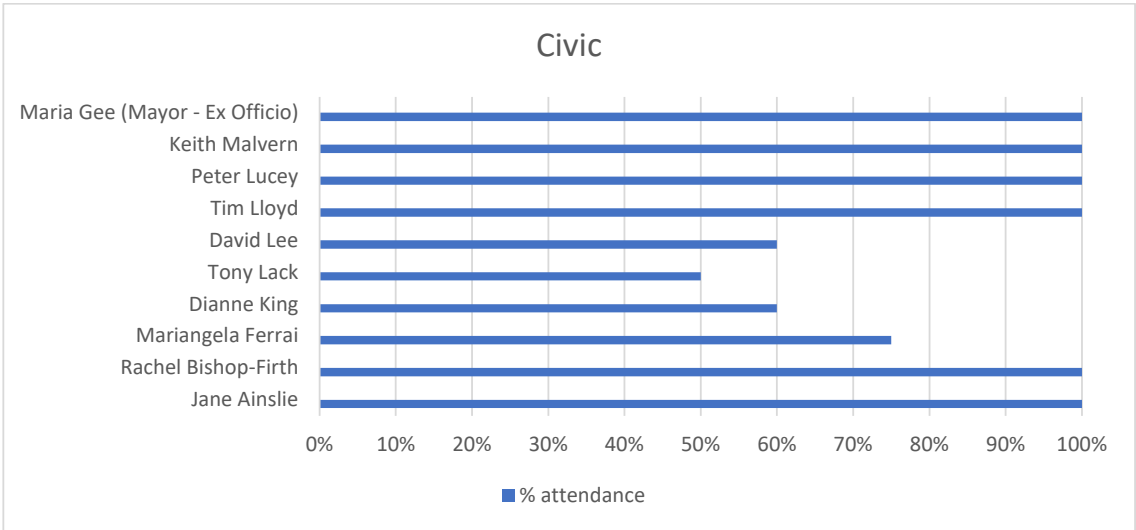
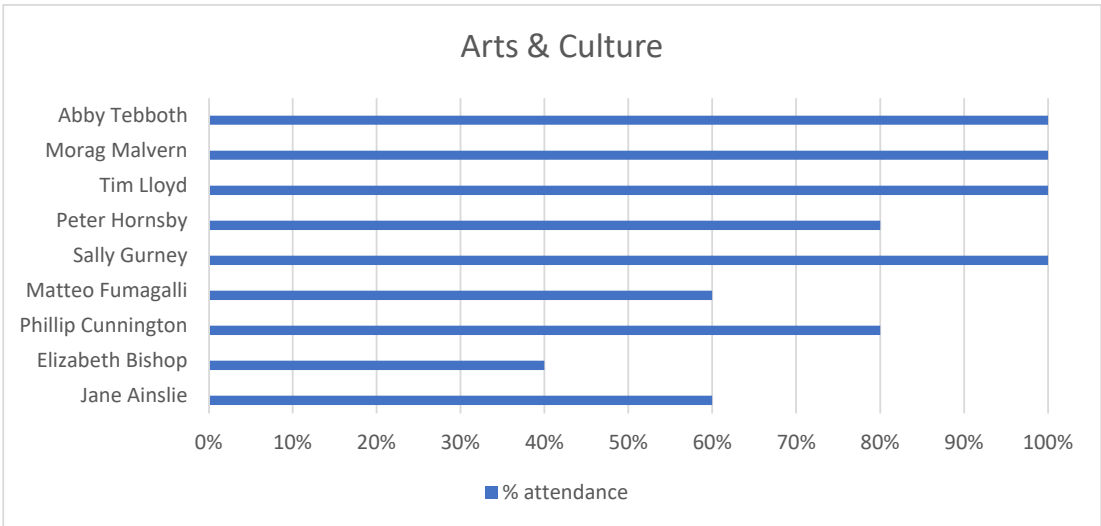
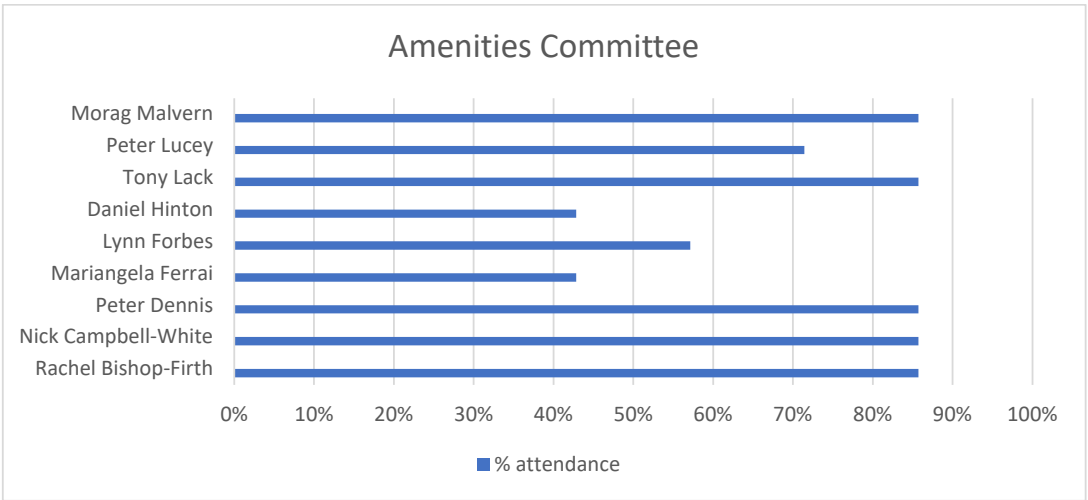
### **Total of Engagements in 2022/2023 from 16 May 2022 to 21 May 2023**

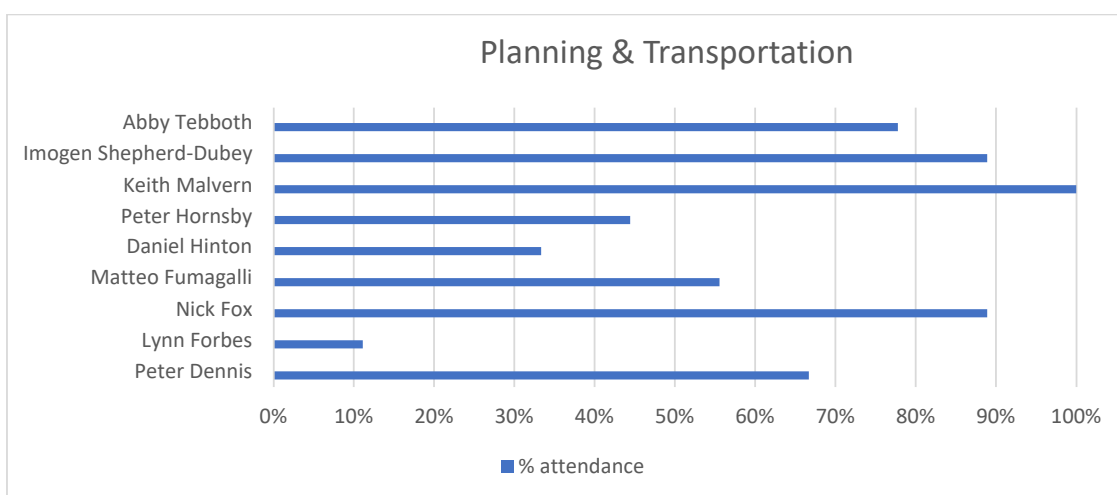
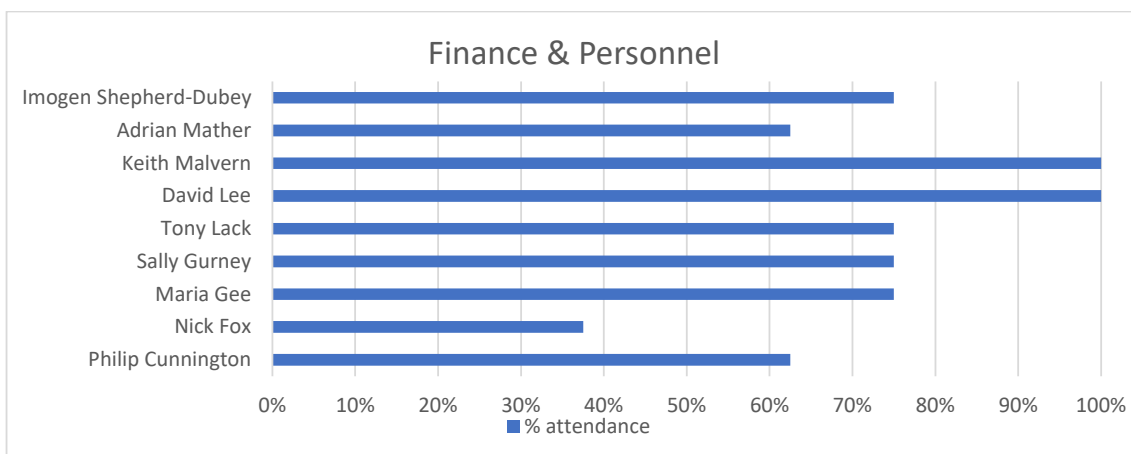
Attended by the Mayor = 90  
 Attended by the Deputy Mayor = 7  
 Attended by both the Mayor and Deputy Mayor = 13  
 Attended by a Past Mayor = 0  
 Attended by Other =

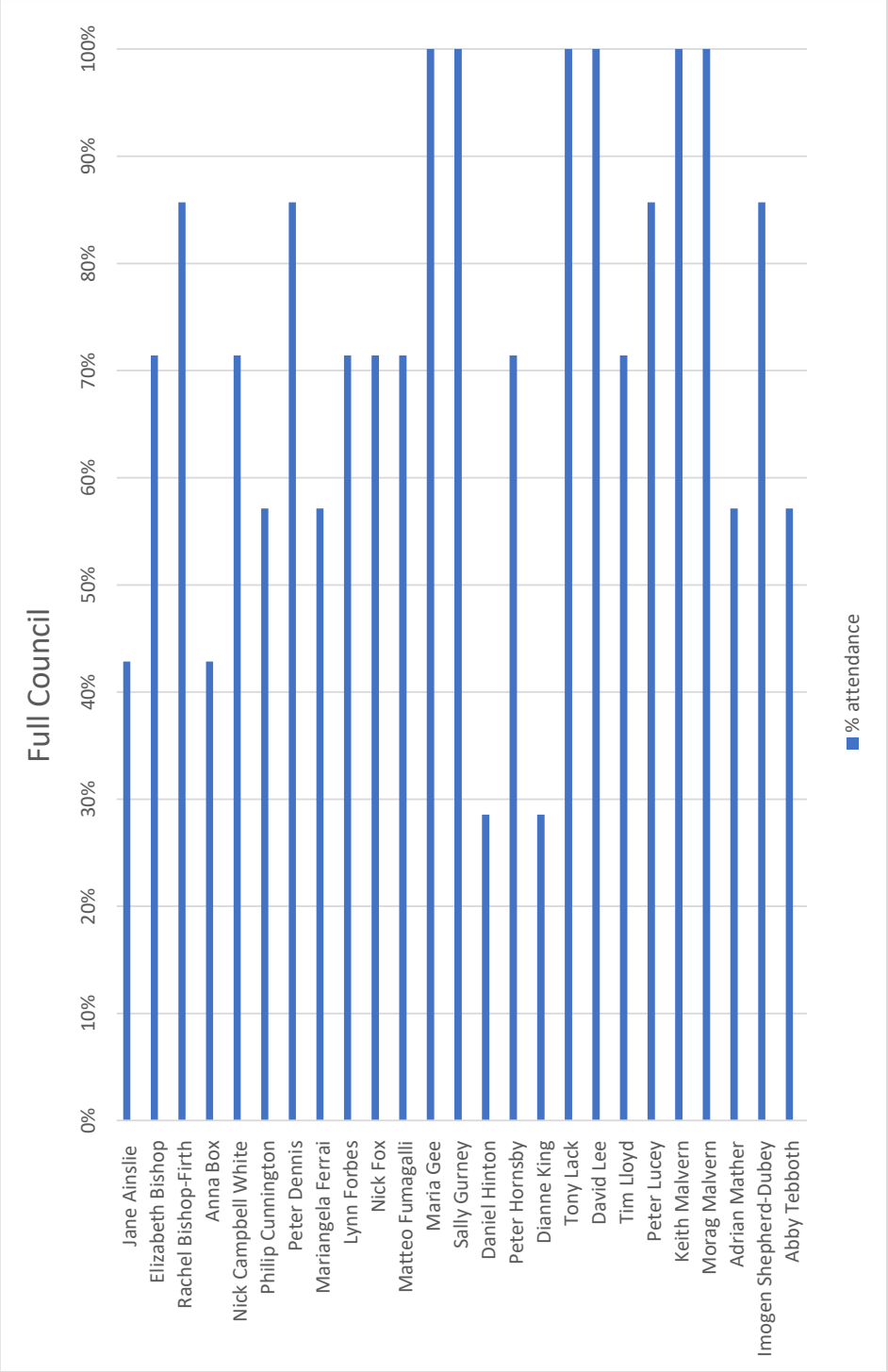


## **WOKINGHAM TOWN COUNCIL**

Attendance record for municipal year 2022-23









# Wokingham Town Council

WTC is represented on various external bodies which includes any organisation that receives £5k or above in grant funding.

Organisation	Representative <i>(number of representatives indicated by dots)</i>
<b>Emmbrook Village Hall Management Committee</b> (Meets every 6-8 weeks, day varies, trustee, hands on rep)	• •
<b><u>Neighbourhood Action Groups (NAGS)</u></b> <ul style="list-style-type: none"> <li>• Evendons &amp; Town</li> <li>• Norreys &amp; Wescott</li> </ul>	• •  • •
<b>Wokingham Borough/Parish Liaison Forum</b> (Meets quarterly at Shute End – Days of the week vary)	•
<b>Wokingham &amp; Borough Sports Council</b>	•
<b>Armed Forces Champion</b>	•
<b>Berkshire Association of Local Councils (BALC)</b>	•
<b><u>Grant Awards Representation:</u></b> <ul style="list-style-type: none"> <li>• Wokingham Citizens Advice <a href="https://citizensadvicewokingham.org.uk/">https://citizensadvicewokingham.org.uk/</a></li> <li>• Wokingham Lions (May Fayre and Winter Carnival) <a href="https://wokinghamlions.org.uk/#Forthcoming-Events">https://wokinghamlions.org.uk/#Forthcoming-Events</a></li> <li>• Wokingham Job Support <a href="https://www.wjscadvisors.org.uk/contact/">https://www.wjscadvisors.org.uk/contact/</a></li> <li>• Morearts <a href="https://morearts.org.uk/">https://morearts.org.uk/</a></li> <li>• Wokingham In Need <a href="https://wokinghaminneed.com">https://wokinghaminneed.com</a></li> </ul>	•  • •  •  •  •  •





# Wokingham Town Council

## Town Clerk Report 12/2023

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To: Full Council  
 Date: 09 May 2023  
 Subject: Power of Competence

---

### 1 REASON FOR REPORT

To enable Council to reach a decision on whether to re-confirm itself as a council with the General Power of Competence (GPC).

### 2 BACKGROUND

- 2.1 The Localism Act 2011 sections 1-8 legislated that once awarded the GPC:  
 'A local authority has power to do anything that individuals generally may do' LA2011 s1(1)
- 2.2 Furthermore, the 'Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no 965' states:  
*'The government's intention in providing eligible councils with the General Power of Competence is to better enable them to take on their enhanced role and allow them to do things they have been unable to do under existing powers'.*  
 This is therefore an enabling power and is one of 'first resort' i.e. once awarded it should be the legislative underpinning of any decision making of the council with a few restrictions.
- 2.3 Wokingham Town Council first awarded itself the General Power of Competence in April 2014 (Resolution number 28651) and this was re-confirmed in May 2015 (Resolution number 29177) and in May 2019 (Resolution number 29939).
- 2.4 Once awarded the GPC lasts until the next ordinary elections when it then needs to be re-confirmed for the next four years at the Annual Meeting. In WTC's case this is May 2023.

### 3 SCOPE OF LEGISLATION

- 3.1 Once awarded, as for individuals, the council could run a shop, invest in a local business but it cannot, for example, put someone in prison
- 3.2 The power is designed to encourage councils to be innovative, work with others to provide cost effective services and, as previously, meet the needs of local people.
- 3.3 GPC gives the council the freedom to act outside the town area and its activities can benefit those other than those within the town boundaries.
- 3.4 GPC permits councils to generate income by charging for services, trade through a company or co-operative society and receive a share dividend from investments in local companies if the primary purpose of that company is to support the local economy.

#### **4 RISKS & RESTRICTIONS**

- 4.1 Councils with GPC must still act reasonably and clearly will remain accountable to their local residents who could pose questions should a council decide to spend the precept outside its boundaries and not to the general benefit of its own tax payers. Reputation of the council and the use of public funds remain critical considerations.
- 4.2 Councils with GPC must still fulfil any statutory function e.g. provision of allotments
- 4.3 Councils with GPC must comply with procedural and financial duties together with employment law, H&S legislation, equality legislation and duties in respect to data protection and Freedom of Information for example.
- 4.4 If another authority has a statutory duty then that duty remains with them though the council can reach an agreement to support these activities e.g. education.
- 4.5 If existing legislation requires the council to ask permission then this remains the case e.g. a council would need to ask permission of the Highways Authority before undertaking work on roadside verges.
- 4.6 Councils must continue to use specific powers to raise the precept, create by-laws and issue fixed penalty notices.
- 4.7 Councils with GPC cannot use the power to act on a matter that is otherwise prohibited by legislation. For example, the council cannot use GPC to reimburse care costs to allow members to attend meetings, as The Local Authorities (Members' Allowances) (England) Regulations 2003/1021 and The Local Authorities (Members' Allowances) (England) (Amendments) Regulations 2004/2596 precluded the payment of this expense to members of town and parish councils.

#### **5 ELIGIBILITY**

- 5.1 The legislation stipulates that any council must meet two criteria in order to award itself the GPC:
  - Two thirds of councillors must be elected
  - A qualified Clerk must be in post
- 5.2 Wokingham Town Council meets both these criteria.

#### **6 COMMENT**

- 6.1 WTC currently operates very effectively and has experienced little that restricts activity that the council would like to be involved with and has enjoyed the GPC for a number of years. With GPC in place we are not limited by traditional powers.
- 6.2 Overall the awarding of GPC would mean that WTC would have increased flexibility and in terms of practical arrangements it would be preferable to have this in place rather than needing to agree the power when a particular decision is required.

#### **7 RECOMMENDATIONS**

To confirm Wokingham Town Council with the General Power of Competence for the term of the new council until April 2027.



# Wokingham Town Council

## Town Clerk Report 14/2023

---

To: Full Council  
 Date: 09 May 2023  
 Subject: Civility and Respect Pledge

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### 1 REASON FOR REPORT

To enable Council to determine whether to sign up to the Civility and Respect Pledge.

### 2 BACKGROUND

- 2.1 Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.
- 2.2 The National Association of Local Councils (NALC), One Voice Wales (OVW), the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project. Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

### 3 CIVILITY AND RESPECT

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

### 4 THE CIVILITY AND RESPECT MISSION STATEMENT

- 4.1 The intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff, or public members. This can prevent councils from functioning effectively, councillors from representing local people, discourage people from getting involved, including standing for election, and undermine public confidence and trust in local democracy.
- 4.2 NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. NALC, county associations and OVW, as the membership organisations representing the first tier of local government in England and Wales, and the SLCC, as the professional body for clerks, are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff. To that end, the Civility and Respect Working Group will be working to deliver tangible resources, actions and interventions in four main

areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.

### 5 THE PLEDGE

The pledge is easy for the council to sign up to and it will enable this council to demonstrate that it is committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

By signing the Pledge, the council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training program for councillors and staff
  - *Civility and Respect has formed part of the new councillor induction training*
  - *As national training modules are rolled out (as part of the Civility and Respect Project), these will be incorporated into ongoing staff and councillor training*
- Has signed up to the Code of Conduct for councillors
  - *Members sign up to the Code of Conduct on signing their Declaration of Acceptance of Office*
  - *Copies of the Code of Conduct have been included in materials given to all elected councillors*
- Has good governance arrangements in place including staff contracts and a dignity at work policy
  - *Wokingham Town Council undertakes a regular review of the council's Standing Orders and Financial Regulations*
  - *All staff have contracts and are employed on 'Green-book' terms*
  - *The Council's Employee Handbook incorporates policies on personal harassment and on equality, inclusion and diversity. A specific Dignity at Work policy has been requested to be drafted by the council's HR consultants and will be brought to the Finance and Personnel Committee for consideration.*
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to be a role model / champion council
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

### 6 RECOMMENDATIONS

- 6.1 To resolve that Wokingham Town Council members agree to abide by the spirit of the Civility and Respect Pledge
- 6.2 To authorise the Town Clerk to sign up to the pledge for Wokingham Town Council

--



## Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk)

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 27a

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, reading "Claire Connell". The signature is written in a cursive style with a large initial 'C'.

Claire Connell

## Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: [accounts@claireconnell.co.uk](mailto:accounts@claireconnell.co.uk)

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

18<sup>th</sup> April 2023

Dear Katy

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

As a result of my work carried out at the year-end visit, I am pleased to report that I have completed my internal audit review and I agree with the amounts included in the Accounting Statements on the Annual Governance and Accountability Return (AGAR) which will be submitted to the external auditors. Appendix 1 summarises the audit work completed this year.

I have also reviewed the draft Financial Statements with Nicky and agreed the disclosures included within them. The figures included in the Financial Statements are consistent with those provided in the AGAR. These statements are for the benefit of the Council, are supplementary to the AGAR and are not audited.

There are no new matters arising to which I need to draw your attention and no outstanding matters from previous years.

This year I have completed the Annual Internal Audit Report within the AGAR prior to the Council approval of the AGAR as my work for the year is now complete. The external auditors have stated that my internal audit report gives important evidence for the Council to consider when completing assertions 2, 6 and 7 on the on the governance statement.

Kind regards

Yours sincerely



Claire Connell

**Appendix 1: Summary of internal audit work covered in 2022-23**

<u>Annual Return Section</u>	<u>Assertion met?</u>	<u>Comments</u>
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.	Yes	Omega, Bookings and Allotments packages are used, kept up-to-date and are accurate. There is a suitable level of reporting to Council.
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for.  Contracts have been advertised on the Contracts Finder website when required – examples this year include the Wokingham Concert, Christmas Lights contract and Hanging Baskets contract.
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Standing Financial Regulations, insurance cover and the Risk Register indicate that there are proper risk assessment and management procedures.
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	Budgeting and reporting are carried out in a thorough and robust manner.
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No issues were found during testing and review of systems.
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	No problems found during testing and review of systems. Petty cash expenditure is low due to the availability of a Council credit card.
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	Payroll is operated correctly in-house.
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.	Yes	An adequate fixed assets register is maintained in Excel and this includes the long-term investment.  This register has been updated in the light of the work carried out for the museum accreditation but it is possible that additional changes will be made next year relating to this exercise.
<b>I.</b> Periodic and year-end bank account reconciliations were properly carried out.	Yes	Monthly reconciliations are performed.

/continued overleaf

<b>J.</b> Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes	These assertions have been met.
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt.	Not covered	Not covered – the Council had a limited assurance review of its 2021/22 AGAR
<b>L.</b> The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant legislation	Yes	<p>The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015</p> <p>Larger councils are also encouraged to comply with the Transparency Code 2015 as best practice, which WTC endeavours to do.</p> <p>I do believe that a thorough review of the transparency disclosure would be worthwhile to ensure that all the disclosures are easily locatable on the website.</p>
<b>M.</b> 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 ( <i>evidenced by the notice published on the website and/or authority approved minutes confirming the dates set</i> ).	Yes	The Council correctly provided for the exercise of public rights in all aspects.
<b>N.</b> The authority has complied with the publication requirements for 2021/22 AGAR ( <i>see AGAR Page 1 Guidance Notes</i> ).	Yes	Yes, the Council correctly complied with the publication requirements for the AGAR.
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	<p>The Council is sole trustee for two charities. The day to day management of the land is delegated to WTC and no separate bank accounts are held.</p> <p>WTC subsidises the maintenance of the land as the costs far exceed the income. No funds are held on behalf of the charities.</p>



# **WOKINGHAM TOWN COUNCIL**

**Unaudited Financial Statements for the Year Ended  
31st March 2023**



## Wokingham Town Council

### Unaudited Financial Statements for the year ended 31 March 2023

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#### Council Information

Members of the Council during the Financial Year

Cllr J Ainslie  
Cllr E Bishop  
Cllr R Bishop-Firth  
Cllr A Box (resigned 24th January 2023)  
Cllr N Campbell-White  
Cllr P Cunningham  
Cllr P Dennis  
Cllr M Ferrai  
Cllr L Forbes  
Cllr N Fox  
Cllr M Fumagalli  
Cllr S Gurney (Deputy Mayor)  
Cllr M Gee (Mayor)  
Cllr D Hinton  
Cllr P Hornsby  
Cllr D King  
Cllr T J Lack  
Cllr D G Lee  
Cllr T Lloyd  
Cllr P M Lucey  
Cllr A Mather  
Cllr K Malvern  
Cllr M Malvern  
Cllr I Shepherd-DuBey  
Cllr A Tebbboth

#### Clerk to the Council

Ms K Hughes

#### Responsible Finance Officer

Mrs Nicky Harmsworth

#### External Auditors

PKF Littlejohn LLP  
1 Westferry Circus  
London  
E14 4HD

As the income and expenditure does not exceed £6.5 million, the Council remains in the Limited Assurance external audit regime for the year ended 31 March 2023. The Council's statutory accounts are included in the annual return and arrangements are made for the proper opportunity for the exercise of electors' rights.

## **Wokingham Town Council**

### **Statement of Internal Control for the year ended 31st March 2023.**

#### **Scope of Responsibility**

Wokingham Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the council's functions and which includes arrangements for the management of risk.

#### **The Purpose of System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies aims and objectives: it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

A system of internal control has been in place at Wokingham Town Council for the year ended 31st March 2023 and up to the date of the approval on the annual report and accounts.

#### **The Internal Control Environment**

The system of internal control is based on a frame work of codes of conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information, provided as appropriate to fit the council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the council. In particular the system incorporates:

regular reports of service delivery and project performance

comprehensive budgeting systems and project evaluation and management criteria

setting of targets to measure financial and general performance

the preparation and dissemination of regular financial reports measuring actual expenditure against forecasts, for both revenue and capital projects

the regular review of such reports by officers, and by members in committee and at Full Council

internal audit takes place annually

#### **Review of effectiveness**

Wokingham Town Council has responsibility for conducting, at least annually, a review of the effectiveness of the system on internal control. The review of the effectiveness of the system of internal control is informed by the control exercised by members and the executive managers within the council who have responsibility for the development and maintenance of the internal control environment. It is further enhanced by reports and comments made by the external auditors.

We have been advised on the implication of the result of the review of the effectiveness of the system of internal control by the council, relevant committees plan to address weaknesses and ensure continuous improvement of the system is in place.

#### **Approval of Statement**

*This statement was approved at a meeting of the council held on Tuesday 23rd May 2023 when authority was given for the Town Mayor and the Town Clerk to sign.*

.....  
**MAYOR**

*Date: 23rd May 2023*

.....  
**TOWN CLERK**

*Date: 23rd May 2023*

**WOKINGHAM TOWN COUNCIL**  
**Balance Sheet as at 31st March 2023**

	2023	2022
<b>Current Assets</b>		
Debtors	15,891	18,719
Other Debtors	18,850	18,809
VAT	4,574	6,812
Bank accounts	994,464	602,395
Petty cash	72	200
Prepayments	30,679	20,887
	<b>1,064,530</b>	<b>667,822</b>
<b>Current Liabilities</b>		
Creditors	27,115	10,382
Receipts in Advance	27,969	11,638
Other creditors	18,850	18,809
Accruals	45,236	14,293
Town Hall Deposits	2,800	2,200
Hire Deposits (Woosehill)	1,400	1,400
Long Term key & damage deposits	3,215	3,455
	<b>126,585</b>	<b>62,177</b>
<b>NET ASSETS</b>	<b>937,945</b>	<b>605,645</b>
<b>RESERVES AND BALANCES</b>		
General Fund	197,576	284,017
Self Insurance Reserve	17,123	17,123
Emergency Reserve	175,000	175,000
Playpark Earmark Reserve (was Capital Projects)	500,996	118,004
Election Reserve	25,500	7,500
Town Hall Maintenance Reserve	21,750	
Asset Revaluation Reserve	-	4,000
	<b>937,945</b>	<b>605,645</b>

The Notes referred to above form part of these Financial Statements.

In accordance with accounting regulations for Town and Parish Councils, investments other than in inter bearing savings accounts are identified as long term investments and are recorded in the fixed asset reg (see note 8).

The valuation of investments as at 31 March 2023 was £191,088

These Statements present fairly the financial position of the Council as at 31 March 2023 and reflect its income and expenditure for the year ended.

***These Financial Statements were approved at a Council Meeting on Tuesday 23rd May 2023.***

Councillor  
Town Mayor

Nicky Harmsworth  
Responsible Finance Officer

**WOKINGHAM TOWN COUNCIL**  
**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR**  
**ENDED 31 MARCH 2023**

		<b>2023</b>	<b>2022</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>			
Precept		1,014,210	970,732
Interest and Investment Income	2	11,025	44,566
Allotments		15,737	12,840
Market		41,860	46,055
Parks & Bloom		13,835	8,459
Woosehill Community Hall	3	26,011	16,779
Town Hall	3	128,646	106,815
Personnel		-	370
F & GP		9,714	7,835
Civic		-	800
Arts & Culture Project Income		3,209	2,315
Highways & Planning		4,800	-
S106 or CIL Developer contributions for capital schemes	7	442,757	42,801
Amenities		-	80
		<b>1,711,804</b>	<b>1,260,447</b>
<b>EXPENDITURE</b>			
Amenities & Allotments		116,447	68,577
Market		12,902	30,618
Parks & Bloom		146,772	117,334
Woosehill Community Hall		28,177	19,852
Town Hall		92,967	78,967
Arts & Culture		86,277	12,842
Amenities Capital	7	41,951	124,536
Staffing and Admin		720,493	643,069
Civic		26,071	22,722
Grants	4	100,669	78,655
Highways		6,777	625
		<b>1,379,503</b>	<b>1,197,797</b>
<b>NET INCOME/EXPENDITURE(-) FOR THE YEAR</b>		<b>332,301</b>	<b>62,650</b>
<b>TRANSFERS TO(-) AND FROM RESERVES</b>			
Other reserves	11	(418,742)	33,490
<b>NET MOVEMENT ON GENERAL FUND BALANCE</b>		<b>(86,441)</b>	<b>96,140</b>
Balance brought forward		284,017	187,877
<b>GENERAL FUND BALANCE CARRIED FORWARD</b>		<b>197,576</b>	<b>284,017</b>

## Wokingham Town Council

### Notes to the Financial Statements for the year ended 31 March 2023

#### 1. Principal accounting policies

##### Accounting convention

These financial statements have been prepared in accordance with proper practices for local councils as recognised within the Accounts and Audit Regulations.

##### Fixed Assets and associated long-term borrowings

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the Notes to the Financial Statements provided that the asset yields benefit to the community and there services that it provides for more than one year. Fixed assets are valued on the basis recommended by in the Practitioners' Guide Governance & Accountability in Local Councils' (2023). The closing balances are stated on the following basis:

Land and operational properties, including fittings and equipment, are stated at professional valuation prior to April 2011. Other assets are stated at cost

Certain community assets are the subject of restrictive covenants as to third use and/or future disposal. Such assets are therefore considered to have no appreciable value and are included in the Balance Sheet at nominal values.

All investments, other than in interest bearing savings accounts, are identified as long-term investments and are charged to expenditure in the year to which it is acquired. Similarly long-term borrowings are not included in the balance sheet but loan repayments are charged to expenditure in the year in which they are incurred.

##### Capital receipts

Capital receipts arising from the disposal of fixed assets are taken to capital receipts reserve until such time at they are used to finance new capital expenditure.

##### Debtors and Creditors

The Council's financial statements are maintained on the accruals basis in accordance with proper practices.

##### Stocks and Work in Progress

All stocks have been treated as consumed because the aggregate value at any time is not material in relation to the Council's accounts.

##### Leases

At the year end the following leases were in operation:

Lessor	Purpose	Annual Lease £ Payable	Year of Expiry
Red Corner Document Solutions	Photocopier	1,560	2023
Twofold Limited	Franking Machine	240	2023
Arval BNP Paribas Group	Ford Transit Custom	5,759	2025

##### Reserves

The Council maintains certain operation reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in note 11.

## Wokingham Town Council

Notes to the Accounts for the year ended 31 March 2023

**2. Interest and Investment income**

2023	2022
£	£
11,025	44,566

Interest on bank deposits, Treasury Stock and Local Authorities' Property Fund

\* 2022 figure includes the redemption of treasury stock of £35,598

**3. Tenancies**

The Council acts as landlord in respect of the following tenancies in its own properties. All of these tenancies are on repairing leases.

COUNCIL AS LANDLORD		
Tenant	Property	Repairing/Non-repairing
Timpsons Shoe Repairs	Unit 1 Town Hall	Repairing
Piccolo Arco	Unit 2,3,4 Town Hall	Repairing
Michael Cragg	Office 2 Town Hall	Repairing
Management Committee	Emmbrook Community Hall	Repairing
DT Brands Ltd	Courtyard Town Hall	Repairing

COUNCIL AS TENANT		
Landlord		
Wokingham BC	Woosehill Community Hall	Repairing
Wokingham BC	Elms Field Park	Repairing

**4. Grants and support for Community organisations.**

At the Full Council meeting held on 21st May 2019, a recommendation that Wokingham Town Council was granted the General Power of Competence until May 2023 was resolved under resolution number 29939.

Grants are no longer made under Section 137.

The overall grants budget in the year ended 31st March 2023 was xx and the following payments were made:

Payee	Nature of Payment	2023	2022
		£	£
Local Organisations	Grants	100,669	78,655
		<b>100,669</b>	<b>78,655</b>

## Wokingham Town Council

Notes to the Accounts for the year ended 31 March 2023

### 5 Employee costs and numbers

The number of employees as at 31 March was as follows:

	2023 Number	2022 Number
Full time employees	9	9
Part time employees	9	9

	2022 £	2022 £
Salaries	437,581	379,008
Employers National Insurance contributions	41,805	33,103
	<b>479,386</b>	<b>412,111</b>

All staff following 6 months service are entitled to a performance related pay bonus.

*One member of staff is salaried above £50,000*

### 6 Pensions

The Council's employees are members of the Local Government Superannuation Scheme. The cost in these financial statements is the employer's contributions, which are determined by the Scheme's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations.

Employer contributions to the Berkshire Superannuation Scheme  
As a % of pensionable salaries  
Amounts

2023	2022
26.3%	25.3%
<b>111,761</b>	<b>93,538</b>

### 7 Capital Expenditure and Receipts

	2023 £	2022 £
<u>Capital Expenditure</u>		
<u>Amenities</u>		
Town Hall structural repairs	9,248	6,129
Playground upgrades	-	118,407
Footpath upgrades	32,704	-
	<b>41,952</b>	<b>124,536</b>
<u>Capital Receipts</u>		
CIL infrastructure receipts	393,992	31,997
S106 contributions for Allotments	48,765	10,804
	<b>442,757</b>	<b>42,801</b>

## Wokingham Town Council

Notes to the Accounts for the year ended 31 March 2023

<b>8 Fixed Assets</b>	<b>Historical valuation £</b>	<b><u>Latest valuation</u> £</b>
<b>Freehold Land and Buildings</b>		
Town Hall	2,295,000	3,000,000
Emmbrook Community Hall	83,000	444,600
Langborough Changing Rooms	80,000	80,000
Gipsy Lane Lock up	1,400	1,400
Parks, recreational grounds, allotments (see below)	12	12
	<b>2,459,412</b>	<b>3,526,012</b>
<b>Equipment</b>		
Includes office equipment, market stalls, CCTV installations	48,160	51,558
<b>Furniture and Fittings</b>		
Town Hall, Woosehill & Allotments	59,530	101,385
<b>Community operational assets</b>		
Parks Furniture	286,671	281,273
Street Furniture	56,344	58,472
Christmas lights, notice boards other community assets	60,046	58,186
<b>Civic Assets</b>		
Pictures	92,801	147,550
Civic Silver	132,390	1,081,070
Civic Regalia	31,044	31,044
<b>Investments</b>		
CCLA Local Authorities' Property Fund (see notes below)	200,000	191,088
	<b>3,426,398</b>	<b>5,527,638</b>

The historical valuation of fixed assets is in accordance with the accounting policies in Note 1 on page 5 to these financial statements. The amounts included for the Latest Valuation are from professional valuations in the autumn of 2022 or, in the case of equipment, fittings and community operational assets, at cost. A stock take of assets was undertaken during 2022-23 to physically verify items shown. Assets not located were removed from the register and shown as disposed and those assets which had not been previously shown but were considered to be of community significance were added at a £1 gifted value.

The Council also owns a substantial amount of land and recreation grounds and open spaces as community assets. There is a notional value of £1.00 on each of the following

<b>Parks and Recreation Grounds</b>	<b>Allotments</b>
Howard Palmer Gardens	Gipsy Lane
Joel Park & Holt Copse	Latimer Road
King George V Playing Field	Ormonde Road
Langborough Recreation Ground	St Paul's Gate
Leslie Sears Playing Field	Mulburry Grove Allotments
Redlands Farm Park	
Viking Field	

The Council is the sole trustee of the King George V and Leslie Sears Playing Fields. Income from the former in 2023 was £1,100 (2022: £1,100) from rent charges and was paid to the Council towards expenditure of £16,019, (2022: £18,530) incurred on maintenance of the facility. The Leslie Sears Playing Field generated no income in 2023 or 2022, and maintenance costs of £15,390 (2022: £9,647) were borne by the Council.

**The Local Authorities' Property Fund**

The Council purchased 66,288 units in the Local Authorities' Property Fund on 31st August 2015 at a cost of £200,000. The net asset valuation of the units as at 31 March 2023 was £191,088

# Agenda item 28a

## Wokingham Town Council

Notes to the Accounts for the year ended 31 March 2023

### 9 Debtors

	2023	2022
	£	£
Debtors control account	15,891	18,718
Rent Deposit accounts	18,850	18,809
VAT to be reclaimed	4,574	6,812
Prepayments	30,679	20,887
	<b>69,994</b>	<b>65,226</b>

### 10 Creditors and Accrued expenses

	2023	2022
	£	£
Trade Creditors	27,115	10,382
Other Creditors	18,850	18,809
Accruals	45,236	14,293
Town Hall Deposits	2,800	2,200
Woosehill Deposits	1,400	1,400
Long term key & damage deposit	3,215	3,455
Receipts in advance	27,969	11,638
	<b>126,585</b>	<b>62,177</b>

### 11 Reserves

	2022	Year to 31 Mar 2023		2023
		Used	Added	
Self Insurance Reserve	17,123			17,123
Emergency Reserve	175,000			175,000
Playpark Earmark Reserve **	118,004	11,000	393,992	500,996
Election Reserve	7,500		18,000	25,500
Asset Revaluation Reserve	4,000	4,000	-	-
Town Hall Maintenance Reserve	-		21,750	21,750
	<b>317,435</b>	<b>15,000</b>	<b>433,742</b>	<b>740,369</b>

\*\* £393,992 CIL receipts in 2022-23.

### 12 Long Term Liabilities

None

### 13 Contingent Liabilities

None

**Wokingham TC**  
**Year ended 31 March 2023**  
**Annual return review**

	<u>Mar-22</u>	<u>Mar-23</u>	<u>Variance</u>	<u>%</u>	<u>Commentary</u>
1 Balances brought forward	542,994	605,645			
2 Precept	970,732	1,014,210	43,478	4.29%	Increase of 316 Band D properties and 2.5% increase on precept
3 Other income	289,715	697,594	407,879	58.47%	-37,000 In 21-22 treasury stock matured 31,065 end of covid restrictions, hirers returning, weddings, end of tenant holidays 361,995 increase in CIL funding from last year 2,887 New allotment sites generating new income 3,200 Increase in sponsorship for Thames and Chiltern in bloom 37,961 S106 funding for work on new allotment sites 7,771 Other variances, net PRP staff increases, hardship bonus paid to all staff and change to contracts increasing overtime pay, change of Town Clerk with 2 month hand over, increase to employer pension contributions.
4 Staff costs	505,649	591,147	85,498	14.46%	
5 Loan interest and repayments	0	0	0		
<b>Annual return review, continued</b>	<b><u>Mar-22</u></b>	<b><u>Mar-23</u></b>	<b><u>Variance</u></b>		<b><u>Commentary</u></b>
6 All other payments	692,147	788,357	96,210	12.20%	44,198 S106 spend on allotment sites 4,641 Return of bloom following break owing to Covid 25,000 additional park costs incl H&S, waste costs and tree works -82,585 No major park refurbishment this year 3,565 Operation Bridge costs
7 Balances carried forward	605,645	937,945			22,014 Grant recipients - all funding distributed as projects all recommenced 74,435 Ending of Covid restrictions lead to restart of Art & Cultural events 4,942 Other variances, net See reconciliation to cash balances following See analysis of earmarked reserves as per balance sheet & Note 11
8 Bank balances and investments	602,595	994,536			See schedule of bank balances + reconciliations

15/05/2023

Annual Return

Year End variance report

See schedule of movement on assets - A stock take of assets has been undertaken during 2022-23 to physically verify items shown as the Town Council is applying for Museum accreditation. Assets not located were removed from the register and shown as disposed and those assets which had not been previously shown but were considered to be of community significance were added at a £1 gifted value. Further work will continue during the next financial year which may impact figures next year.

9	Fixed assets	3,400,090	3,426,398	26,308	0.77%
10	Total borrowings	0	0	0	

Annual return review, continued			Mar-22	Mar-23	Variance
11	Controlled charities are properly accounted for	Yes	Yes		n/a
Other detailed information required					
7	Balances carried forward			937,945	
	Reserves per accounts 31 March 2023				
	Debtors				
	Debtors for Council services			-15,891	
	Other debtors; tenants' bank deposits			-18,850	
	VAT recoverable			-4,574	
	Prepayments			-30,679	
	Creditors				
	Purchase ledger balances			27,116	
	Receipts in advance			27,969	
	Tenant deposits held			18,850	
	Accruals			45,236	
	Letting and other deposits			7,415	
	Bank balances per box 8 (see below)			994,537	
8	Bank balances and investments				
	Current accounts				
	F & GP			694,608	) See bank reconciliations
	Clerk's drawings			49,857	)
	PayPal account			0	)
	Treasury deposit account			250,000	
	Petty cash			72	
	Total per box 7 (see above)			994,537	

Year End variance report

Annual Return



# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
  - Sections 1 and 2 **must** be completed and approved by the authority.
  - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2022/23

## WOKINGHAM TOWN COUNCIL

<https://www.wokingham-tc.gov.uk/accountability>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed)

Date(s) internal audit undertaken

31/10/22, 1/11/22, 16/1/23, 14/4/23

Name of person who carried out the internal audit

Claire Connell

Signature of person who carried out the internal audit

Claire Connell

Date

18/04/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### WOKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://www.wokingham-tc.gov.uk/accountability>

## Section 2 – Accounting Statements 2022/23 for

## WOKINGHAM TOWN COUNCIL

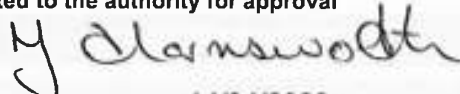
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	542,994	605,645	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	970,732	1,014,210	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	289,715	697,594	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	505,649	591,147	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	692,147	788,357	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	605,645	937,945	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	602,595	994,536	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	restated figure 3,400,090	3,426,398	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

14/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

WOKINGHAM TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date