



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS

Tel: 0118 978 3185 www.wokingham-tc.gov.uk

Town Clerk: Katy Hughes

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

18th September 2023

Dear Councillor

You are hereby summoned to attend the meeting of the **Finance and Personnel Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Tuesday 26th September 2023** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

K Hughes
Town Clerk

Contact Officer – Katy Hughes, Town Clerk and Interim Responsible Finance Officer
(direct line: 0118 974 0888)

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive and declarations of interests from members on the business about to be transacted

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC

The Chair to answer questions raised by members of the council or public.

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

4 MINUTES OF PREVIOUS MEETINGS

- a) To receive and confirm the minutes of the proceedings at the meetings of this committee held on 19th July 2023, pages 16793 to 16801 (copy attached), as a true and correct record.
- b) To receive and confirm the minutes of the proceedings of an extraordinary meeting of this committee held on 3rd August 2023, pages 16807 to 16808 (copy attached) as a true and correct record.

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

- a) To receive and note an interim audit report dated 4th September 2023 (copy attached)
- b) To receive and note the External Auditors certificate and opinion regarding the completion of the annual return (AGAR) for the year ended 31 March 2023 (copy attached)

6 HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL'S FACILITIES

To receive, consider and resolve upon TC Report 22/2023

7 AMENITIES COMMITTEE IN-YEAR FUNDING REQUEST FOR LESLIE SEARS PLAY AREA RESURFACING

To receive, consider and resolve upon an excerpt from the Amenities Committee meeting minutes of 12 September 2023 (excerpt attached).

8 ACCOUNTS PAYABLE

- a) To approve the list of costs from 1st July 2023 to 31st August 2023 totalling the sum of £642,663.07 paid from the F & GP Account, including £86,000 transferred to the Clerk's Account and £350,000 transferred to CCLA (copy attached).

A copy of invoices over £500 paid during this period is also attached.

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

9 FINANCIAL REPORTS

To receive and consider the following Financial Reports:

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

10 BUDGET REQUESTS

To consider budget requests for the Finance & Personnel committee for the 2024-25 financial year

- Additional vehicle rental (Grounds Team 2 vehicle)
- IT laptop refresh program
- Intern for Museum work
- Any other requests

11 GRANTS 2024-25

To confirm the process for reviewing applications for financial assistance for the 2024-25 financial year

12 COMMITTEE INFORMATION

- a) To receive any information items raised by members
- b) To identify any specific items for marketing purposes

13 EXCLUSION OF THE PRESS AND PUBLIC

To resolve that in view of the confidential nature of the business about to be transacted, e.g. legal and financial matters, it is advisable in the public interest that the press and public be temporarily excluded and that they are instructed to withdraw.

PART TWO

14 STAFF PERFORMANCE RELATED PAY AWARDS

To receive, consider and resolve upon the Town Clerk's report 23/2023

15 TIMPSON LEASE

To receive, consider and resolve upon the Town Clerk's report 25/2023

16 RFO RECRUITMENT

To receive, consider and resolve upon the Town Clerk's Report 26/2023

17 STAFFING UPDATE

General staffing update

Committee members: Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Gee (Chair), T Lack, M Lucey, A Mather, H Richards and I Shepherd-Dubey.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

19th July 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 10.25pm

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr B Callender

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Shepherd-Dubey declared she was the Executive Member for Finance at Wokingham Borough Council.

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 H Richards and seconded by Cllr A Mather and it was

**RESOLVED
30678**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 13th June 2023 pages 16766 to 16775 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and this was unanimous.

GRANTS POLICY (Agenda Item 5)

The Town Clerk gave an overview of her report 20/2023 and the Mayor gave some background into the grants policy as she sat on the grants working party when it was last renewed. The Town Clerk advised that the strategy working party would be reviewing the vision later this month for final approval at Full Council and any changes would be updated in the policy.

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

CHAIR INITIALS _____



**RESOLVED
30679**

that the grants program be opened on 31st July 2023 using the existing grant application, asking applicants to detail how their funding supports the current vision and that the budget be set at a maximum of £111,820.

The Town Clerk then gave an overview on the information shown in her report 19/2023 on developing a small grants program from the councils existing grants budget ready for the 2024 financial year.

It was proposed by Cllr B Alvi and seconded by Cllr R Comber and it was

**RESOLVED
30680**

that the Town Clerk meet with representatives from Wokingham United Charities and Berkshire Community Foundation to identify the most appropriate threshold for small grant applications and use that information to draft a small grants policy that covers when and how this grant program would be used.

INSURANCE (Agenda Item 6)

It was noted that the Annual Insurance review has taken place with Kevin Millard, WTCs contact at Gallagher insurance and we remain in a fixed term deal.

INVESTMENT UPDATE (Agenda Item 7)

Prior to this meeting a presentation had been given by CCLA on the Local Authorities Property fund and Councillors discussed at length the information given at that presentation and options shown in the RFO report for investing money in other places.

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

**RESOLVED
30681**

that £350k be invested in The CCLA Public Sector Deposit Fund.

A vote was taken and this was unanimous.

Councillors were concerned about the liquidity of the CCLA Local Authority Property Fund and discussions were held around why holding money when inflation is high. Earmark reserves were available to cover planned future expenditure. The risk of this type of fund was discussed at great length.

It was proposed by Cllr M Gee and seconded by Cllr M Lucey and it was

**RESOLVED
30682**

that notice be given to sell half of the units currently held in CCLA Local Authority Property Fund noting that the market value of those units would not be known until 180 days. Cllrs requested that further discussions are held in January 2024 as to whether the rest of the units remain in this fund.

A vote was taken with 7 councillors in favour and 1 councillor abstaining.

CHAIR INITIALS _____



ARTS & CULTURE ADDITIONAL FUNDING FOR 2024/25 (Agenda Item 8)

The Mayor gave an overview on the recommendation from the Arts & Culture Committee held on 17th July 2023 noting that this fell outside of the normal budget setting cycle for contract purposes.

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

**RESOLVED
30683**

that a 15% increase (£2,100) be included for the overall Fun Day budget for the 2024 event and also to agree an additional £1,400 for an alternative or expansion to an existing ride to facilitate additional capacity, and ;
to extend Yes Events contract and approve an increase to the Concert budget of £7,245.

The RFO noted that the final decision for budget setting would be taken by Full Council in January 2024.

A vote was taken and this was unanimous.

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 1st June 2023 to 30th June 2023 totalling the sum of £213,766.25 paid from the F & GP Account, this includes £50,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st June 2023 to 30th June 2023 totalling the sum of £47,705.74 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 10)

The following financial reports were received and noted

- (a) Income and Expenditure to 30th June 2023.
- (b) Balance Sheet as 30th June 2023.
- (c) Revenue monitoring report to 30th June 2023.

The RFO was thanked for including the year end forecast position on the Revenue monitoring.

COMMITTEE INFORMATION (Agenda Item 11)

- (a) no information was raised by members
- (b) The grants process to be publicised.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

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

CHAIR INITIALS _____



**RESOLVED
30684**

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.

GRANT FUNDING (Agenda Item 13)

The request for an alternative use of the Woosehill and Emmbrook Speedwatch grant funding was received and considered.

It was proposed by Cllr T Lack and seconded by Cllr H Richards and it was

**RESOLVED
30685**

that the alternative use of £349.99 be approved.

A vote was taken, 3 councillor's were against.

TOWN HALL TENANT OVERVIEW (Agenda Item 14)

The Town Clerk gave a verbal report on a telephone conversation with Rob Taylor from Timpson. They are requesting a 5 year fixed rent lease with a break clause at 3 year.

The Committee were comfortable that the Town Clerk continue the negotiations on this basis.

The RFO left the meeting at 9.40pm

STAFFING UPDATE (Agenda Item 15)

The Town Clerk gave a verbal report on report TC-17/2023. Following extensive discussions, members indicated an acceptable range for the Town Clerk to develop PRP proposals, to be brought to the next meeting.

It was proposed by Cllr Gee and seconded by Cllr Richards and members

**RESOLVED
30686**

that the meeting continue beyond 10pm

Cllr Shepherd-Dubey left the meeting at 10pm
Cllr Mather left the meeting at 10pm

The Town Clerk gave a summary of report TC-18/2023. Following discussion, it was proposed by Cllr Gee, seconded by Cllr Lack and

**RESOLVED
30687**

that a bonus sum amounting to £250 after taxes and deductions are made, be paid.

The Town Clerk reported the resignation of the RFO and noted that an extraordinary meeting will be called to review and resolve plans to recruit a new RFO.

CHAIR INITIALS _____



The Town Clerk reported that, due to new car park charges after 6pm in local car parks, staff attending evening council meetings will be able to have evening parking costs reimbursed.

The meeting ended at 10.25pm

Date: 11/07/2023

Wokingham Town Council

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Time: 12:00

F & P and Current Accounts

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	SAGE	Std Ord	63.00		Payroll
01/06/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/06/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
06/06/2023	BACS P/L Pymnt Page 4743	BACS Pymnt	2,970.00		BACS P/L Pymnt Page 4743
06/06/2023	O2	DDR 060623	320.96		20939573/MAY/O2
07/06/2023	Google Ireland Limited	DDR 070623	41.40		4730942297/Google Ireland Limi
08/06/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/06/2023	BACS P/L Pymnt Page 4747	BACS Pymnt	37,681.04		BACS P/L Pymnt Page 4747
09/06/2023	BACS P/L Pymnt Page 4748	BACS Pymnt	2,599.20		BACS P/L Pymnt Page 4748
09/06/2023	Clerk's Drawings Account	IMPREST	50,000.00		Transfer to Clerks
12/06/2023	Barclaycard Commercial	DDR 120623	44.00		010034750523/Barclaycard Com
13/06/2023	HMRC	DDR	8,975.62		HMRC
16/06/2023	Castle Water Limited	DDR 160623	50.44		9092867/Castle Water Limited
19/06/2023	Castle Water Limited	DDR 190623	36.05		9127888/Castle Water Limited
19/06/2023	Barclaycard Commercial	DDR 1906	-99.98		Purchase Ledger DDR Payment
19/06/2023	Barclaycard Commercial	DDR 190623	10.50		Purchase Ledger DDR Payment
19/06/2023	Barclaycard Commercial	DDR 1906	3,749.08		CAFFE NERO 1305/Barclaycard C
21/06/2023	BACS P/L Pymnt Page 4749	BACS Pymnt	17,624.69		BACS P/L Pymnt Page 4749
23/06/2023	BACS P/L Pymnt Page 4754	BACS Pymnt	6,166.00		BACS P/L Pymnt Page 4754
26/06/2023	ARVAL	DD	599.24		HK72 FNE WO7317
27/06/2023	Total Gas & Power Ltd	DDR 2706	503.23		302959827/23/Total Gas & Power
27/06/2023	Total Gas & Power Ltd	DDR 270623	32.39		302959816/23/GAS WH/Total Gas
28/06/2023	Focus Group	DDR 2806	821.42		6816987/Focus Group
28/06/2023	Focus Group	DDR 280623	122.15		6816793/Focus Group
29/06/2023	HMRC	DDR	9,967.63		HMRC
30/06/2023	BACS P/L Pymnt Page 4759	BACS Pymnt	2,060.10		BACS P/L Pymnt Page 4759
30/06/2023	BACS P/L Pymnt Page 4762	BACS Pymnt	59,518.27		BACS P/L Pymnt Page 4762
30/06/2023	BACS P/L Pymnt Page 4764	BACS Pymnt	4,462.19		BACS P/L Pymnt Page 4764
30/06/2023	Barclaycard Commercial	DDR 010523	-44.62		Purchase Ledger DDR Payment
Total Payments			213,766.25		

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16797



Date:11/07/2023

Wokingham Town Council

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Time: 12:02

Clerk's Drawings Account

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/06/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/06/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/06/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/06/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/06/2023	MAYOR STAFF	BACS	1,154.76		MAYOR STAFF
03/06/2023	Peninsula	Std Ord	167.44		HR support
06/06/2023	BACS P/L Pymnt Page 4742	BACS Pymnt	1,872.13		BACS P/L Pymnt Page 4742
06/06/2023	060623 ALLOTMENT	BACS	10.00		060623 ALLOTMENT
08/06/2023	Castle Water Limited	DDR 080623	142.63		9037094/Castle Water Limited
09/06/2023	BACS P/L Pymnt Page 4744	BACS Pymnt	5,306.40		BACS P/L Pymnt Page 4744
09/06/2023	DD WBC staff	BACS	698.81		DD WBC staff
13/06/2023	DAMAGEDEP130623	BACS	200.00		DAMAGEDEP130623
15/06/2023	Salary	BACS	29,824.63		Salary
16/06/2023	Castle Water Limited	DDR 160623	26.13		9091493/Castle Water Limited
19/06/2023	Castle Water Limited	DDR 190623	19.09		9125871/Castle Water Limited
21/06/2023	BACS P/L Pymnt Page 4750	BACS Pymnt	2,221.52		BACS P/L Pymnt Page 4750
21/06/2023	210623 DD	BACS	200.00		210623 DD
23/06/2023	BACS P/L Pymnt Page 4753	BACS Pymnt	349.56		BACS P/L Pymnt Page 4753
30/06/2023	BACS P/L Pymnt Page 4760	BACS Pymnt	2,545.03		BACS P/L Pymnt Page 4760
30/06/2023	BACS P/L Pymnt Page 4765	BACS Pymnt	393.28		BACS P/L Pymnt Page 4765
30/06/2023	DD FUN SPORTS	BACS	950.00		DD FUN SPORTS
30/06/2023	040723 STAFF	BACS	129.33		040723 STAFF
Total Payments			47,705.74		

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16798



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Wokingham Town Council

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Summary Income & Expenditure by Budget Heading 11/07/2023

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	0	0	30	30		
	Expenditure	58,855	16,093	87,500	71,407	39,972	31,435
	Net Income over Expenditure						
		(58,855)	(16,093)	(87,470)	(71,377)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(16,093)				
Market	Income	41,860	11,360	41,700	30,340		
	Expenditure	12,902	1,746	13,110	11,364	1,257	10,107
	Movement to/(from) Gen Reserve						
		28,958	9,614				
Parks & Bloom	Income	13,835	388	5,650	5,263		
	Expenditure	146,772	24,749	168,700	143,951	96,363	47,588
	Movement to/(from) Gen Reserve						
		(132,937)	(24,362)				
Woosehill	Income	26,011	7,064	36,410	29,346		
	Expenditure	28,177	6,277	28,300	22,023	11,889	10,134
	Movement to/(from) Gen Reserve						
		(2,166)	788				
Town Hall	Income	128,646	32,847	140,360	107,513		
	Expenditure	92,967	16,599	109,960	93,361	29,450	63,911
	Net Income over Expenditure						
		35,679	16,248	30,400	14,152		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	16,248				
Allotments	Income	64,502	10,164	13,400	3,236		
	Expenditure	57,592	20,319	10,780	(9,539)	7,572	(17,110)
	Movement to/(from) Gen Reserve						
		6,910	(10,155)				
Amenities Capital	Expenditure	41,951	26,764	55,900	29,136		29,136
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	0				
Personnel	Expenditure	598,626	148,958	577,170	428,212	993	427,219
F & P Administration	Income	1,428,940	663,401	1,327,020	663,619		
	Expenditure	121,865	30,184	297,160	266,976	21,495	245,481
	Net Income over Expenditure						
		1,307,075	633,217	1,029,860	396,643		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	633,217				

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16799



Agenda item 4a

Civic	Expenditure	26,071	8,801	41,300	32,499	1,226	31,274
Grants	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	87,889	102,520	14,631		14,631
	Movement to/(from) Gen Reserve	(100,669)	(85,889)				
Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	76,526	103,650	27,124	13,591	13,532
	Movement to/(from) Gen Reserve	(83,068)	(74,206)				
Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	71	5,340	5,269	625	4,644
	Movement to/(from) Gen Reserve	(1,977)	5,129				
Grand Totals:- Income		1,711,804	734,744	1,572,310	837,566		
Expenditure		1,379,503	464,976	1,601,390	1,136,414	224,432	911,982
Net Income over Expenditure		332,301	269,769	(29,080)	(298,849)		
plus Transfer from EMR		15,000	26,764				
less Transfer to EMR		393,992	0				
Movement to/(from) Gen Reserve		(46,691)	296,533				

CHAIR INITIALS _____



11/07/2023

Wokingham Town Council

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Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 11/07/2023

A/c	Description	Actual
<u>Current Assets</u>		
101	Debtors	14,271
105	VAT Control Account	20,212
201	F & GP + Current Account	892,029
202	Clerk's Drawings Account	52,487
205	Treasury Deposit	250,000
209	RYND	18,041
210	Petty Cash	72
211	Office 2 (Michael Cragg)	810
Total Current Assets		1,247,921
<u>Current Liabilities</u>		
501	Creditors	4,939
502	Receipts in Advance	7,915
504	RYND Creditor	18,041
508	Office 2 Michael Cragg	810
510	Accruals	698
561	Hire Deposits Town Hall	3,300
562	Hire Deposits Woosehill	1,300
564	Long Term Key & Damage	2,825
565	Allotment key deposit	380
Total Current Liabilities		40,207
Net Current Assets		1,207,714
Total Assets less Current Liabilities		1,207,714
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	269,769
310	General Reserve	224,340
320	Self Insurance Fund	17,123
321	Emergency Provision	175,000
324	Election Reserve	25,500
360	Playpark Earmark Reserve	474,232
370	Town Hall Maintenance Reserve	21,750
Total Equity		1,207,714

NB The balance sheet does not show investments other than in interest bearing savings accounts as these are identified as Long-Term investments for Town and Parish Councils and appear on the Fixed Term Asset Register. As at 30th June 2023 the value of investments was £190,823. There were no long-term liabilities.

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16801



3rd August 2023 - DRAFT

Minutes of the proceedings at the extraordinary meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 8.45pm

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr M Lucey

MEMBERS' INTERESTS (Agenda Item 2)

None

EXCLUSION OF THE PRESS AND PUBLIC

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

**RESOLVED
30694**

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.

RFO RECRUITMENT (Agenda Item 4)

**RESOLVED
30695**

Members reviewed the Town Clerk's report 21/2023 and following discussion, it was proposed by Cllr M Gee, seconded by Cllr A Mather and members

To proceed with the recruitment of a Deputy Clerk and RFO, at 37 hours per week (Full time) based on the job description and person specification included as appendix 1 to the agenda pack, subject to:

- a) Consultation with the RFO regarding the references to CIPFA and AAT Level 4 referenced in the essential qualification and Training section of the Person Specification.
- b) The inclusion of "Willingness to work towards achieving CiLCA" in essential qualifications and training section of the Person Specification
- c) The inclusion of the work location (Town Hall) and home working in the job description
- d) The inclusion of "Any such other reasonable duties as may be required from time to time" under section 3 'General' of the job description.

It was proposed by Cllr M Gee, seconded by Cllr A Mather and members

**RESOLVED
30696**

CHAIR INITIALS _____



To advertise the role at with a salary band of £38,296 to £44,539 (indicative SLCC 2022 scale points of 32 to 39) dependent upon skills and experience.
It was noted that the use of PRP, and clarity that the role does not follow Green Book pay agreements should be made clear in the job pack.

It was proposed by Cllr M Gee, seconded by Cllr R Comber and members

**RESOLVED
30697**

To approve the advertisement of the role:
Via NALC (Premium Package - £300)
Via SLCC (Gold Package for 4 weeks - £347))
Via the WBC jobs page (FoC)
Via South East Employers (FoC to members)
As well as via the council's website and social media channels.
The post will be advertised w/c 7th August 2023 and will run until Monday 11th September 2023.

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

**RESOLVED
30698**

To approve the membership of the interview panel as:
Cllr M Gee
Cllr S Gurney
Cllr B Alvi (or Cllr R Comber as reserve, if Cllr Alvi is unavailable)

Agreed actions:

- Town Clerk to redact applications and make them available for a meeting to be held remotely on the evening of Wednesday 15th September for shortlisting.
- A pre-interview exercise of an Omega finance report to be provided to short-listed candidates, asking candidates to highlight what aspects of the report they would bring to the attention of members at a committee meeting.

Town Clerk to check room availability for a proposed interview date of Wednesday 20th September.

Interview content and questions to be determined by the interview panel in due course.

Recommended outcome of interview to be included on the agenda for the 26th September F&P Committee meeting.

CHAIR INITIALS _____



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

Ms Katy Hughes

Town Clerk

Wokingham Town Council

Town Hall

Market Place

Wokingham

Berkshire RG40 1AS

4th September 2023

Dear Katy

Internal audit for the year ended 31st March 2024 – 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 first interim visit in August 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 2023 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 interim visits will be made later in the year to review additional systems and controls and a final visit will take place 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.
- The opening balances indicate that the cashbook and other balances were correctly rolled forward to the current financial year.

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.
- A sample of payment runs from both the F&P and Clerks account were reviewed to ensure that the controls had operated correctly. No errors were found. Additional approval to pay invoices exceeding the Town Clerk's limit was sought where necessary.

Audit work outstanding:

- Additional work to ensure that the correct number of quotations / tenders are sought will be undertaken at my next interim visit.

C. Council has proper risk assessment & management procedures

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

Audit work outstanding:

- The management of risk will be reviewed at a later visit.
- Insurance cover will be reviewed at a later visit.

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.

Audit work outstanding:

- The budget setting process for 2024-25 will be reviewed at a later visit.
- 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 market income.
- The monthly VAT returns were reviewed.

Audit work outstanding:

- Hall bookings income, rental income and allotment income will be reviewed at a later visit.

F. Petty Cash expenditure supported and float controlled

Audit work outstanding:

- Petty cash will be reviewed at a later visit.

G. Payroll is properly prepared, authorised and PAYE/NI requirements fulfilled

Audit work outstanding:

- The operation of payroll will be reviewed at a later visit.

H. The fixed assets register properly reflects the Council's assets

Audit work outstanding:

- 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 are properly carried out

- Bank reconciliations are prepared on a timely basis and copies are saved on the office network.

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

Audit work outstanding:

- The accounting statements will be reviewed after the year end.

K. Correct declaration of exemption from limited assurance review in 2022/23

- Not applicable – the Council was subject to a limited assurance review in 2022/23.

L. 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.

- 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.
- A new webpage has been added to the website which draws together all the necessary transparency information on one page.

M. The authority, during the previous year (2022/23) 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 and was advertised correct.

N. The authority has complied with the publication requirements for 2022/23 AGAR

Audit work outstanding:

- At the time of my first visit the AGAR had not been returned by the external auditors so this assertion will be examined at a later visit.

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.

Audit work outstanding:

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

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



Claire Connell

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

In respect of **WOKINGHAM PARISH COUNCIL – BE0098**

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

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

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

We note that Section 1, Box 9 and Section 2, Boxes 11 (a) and (b) in respect of trust funds are inconsistent, the smaller authority has confirmed that it does act as sole managing trustee for trust funds, and the figures in Section 2 do not include trust transactions. Thus, the responses should have been 'Yes', 'Yes' and 'Yes' respectively. The smaller authority should ensure the AGAR is fully completed in future.

3 External auditor certificate 2022/23

We 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.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

31/08/2023



Wokingham Town Council

Town Clerk's Report 22/2023

To: Finance & Personnel

Date: 26th September 2023

Subject: Review of Hire Charges for Town Council's Amenities

1 PURPOSE OF REPORT

To advise the committee about the current hire charges for Wokingham Town Council's (WTC) facilities to enable decisions to be made about any prospective increases in rates from January 2024.

2 BACKGROUND INFORMATION

2.1 Town Hall and Woosehill Community Centre

The current charges are shown in the table below.

Town hall rates were raised by £2 per hour from 1st January 2023, the first increase since January 2014.

Woosehill rates were last increased in 2019.

Town Hall

Room	Commercial Rate Weekdays £ per hour	Commercial Rate Weekends £ per hour	Community Rate Weekdays £ per hour	Community Rate Weekends £ per hour
Main Hall	37.00	42.00	18.00	21.00
Council Chamber	23.00	26.00	10.00	12.00
Annexe	30.00	32.00	14.00	15.00
Diamond Jubilee Room	30.00	33.00	15.00	16.00
REME Room	27.00	29.00	13.00	14.00
Kitchen	29.00* (per hire)	32.00* (per hire)	13.00	14.00

Woosehill

Room	Commercial Rate Weekdays £ per hour	Commercial Rate Weekends £ per hour	Community Rate Weekdays £ per hour	Community Rate Weekends £ per hour
Main Hall	31.00	33.00	16.00	18.00
Upstairs Hall	14.00	15.00	8.00	9.00
Committee Room	12.50	13.50	7.50	8.50

A surcharge is made for Sunday bookings at both venues to cover security arrangements.

Town Clerk's recommendations:

- To leave hire charges for the town hall and Woosehill as they are, as we are not yet achieving pre-covid bookings levels.
- To consider down grading the income targets for both halls, to reflect the longer-term reduction in bookings.

Agenda item 6

2.2 Comparison of income revenue

Town Hall

Room	19/20 (pre covid) £	20/21 £	21/22 £	22/23 £
Main Hall	10,960	0	3,090	2,804
Council Chamber	723	0	151	262
Annexe	1,069	0	205	402
Diamond Jubilee Room	3,192	0	233	342
REME Room	4,423	40	579	2,415
Kitchen	479	0	167	145
Weddings	10,772	2,817	8,377	12,231
Naming Ceremony	0	0	83	0
Budgeted income figure	28,600	28,860	28,860	28,860
Total (actuals)	31,618	2,857	12,885	18,601

Woosehill

Room	19/20 (pre covid) £	20/21 £	21/22 £	22/23 £
Main Hall	28,682	1,985	12,676	17,329
Upstairs Hall	6,753	0	2,340	4,716
Committee Room	1,364	0	566	1,812
Budgeted income figure	34,300	34,400	34,400	34,400
Total (actuals)	36,799	1,985	15,582	23,857

2.3 Weddings

Wedding packages were introduced in January 2016 and a brochure produced to give to prospective hirers. To date we have 34 weddings booked in for this financial year. We continue to see a lot of enquiries and have returned to pre-covid booking levels (or higher) for weddings.

Wedding packages in the main hall are priced as follows (Note: Registrar's fees paid directly by hirer):

Package	Detail	Current cost	Recommended cost for new bookings from 1 st January 2024
Option 1	Ceremony only in the main hall (2 hours)	£450	£500
Option 2	Ceremony plus prosecco and crisps after the service, use of annexe for drink reception (2 hours)	£550 plus £4.50 per head	£700 plus £5.50 per head* [additional member of staff]
Option 3	Ceremony, prosecco plus sit down meal (6 hours)	£950 plus a catering cost per head, of which 10% is retained by WTC	£1,000 plus catering cost

Option 4	Small ceremony in the Diamond Jubilee Room, up to 32 guests	£200 (Mon to Thur)	£250 (Monday to Thursday)
		£240 (Fri, Sat, Sun)	£300 (Fri, Sat, Sun)

*Price for prosecco and crisps will be reviewed throughout the year subject to the price for buying in prosecco bottles. If this goes up significantly, we will adjust prices accordingly.

Town Clerk recommendations:

- a) We regularly receive feedback that out costs for weddings is low. Whilst this is clearly a benefit in terms of generating additional business, there is scope to increase these prices to ensure we are adequately covering costs whilst still remaining competitively priced.
We recognise that we are not competing for business against the big hotels with outside grounds, larger etc, but against smaller venues.
- b) Although the weddings are priced based on the package selected, the costings only cover one member of staff. It is recommended therefore, that an additional charge is made to cover an extra member of staff for option 2 weddings. Option 3 packages already allow for additional staff to serve the sit-down meal.

Recommended increase:

Option 1	£50
Option 2	£150
Option 3	£50
Option 4	£100
Drinks / nibbles	£1 per head

2.4 Naming Ceremonies

The charges are £150 for two hours on Sunday; £100 for two hours on all other days and £30 for each additional hour.

2.5 Allotments

We have 492 plots of various sizes and are required by legislation to give existing tenants one years' notice of any proposed rise in rents.

At the F&P meeting held in September 2022, the committee resolved under resolution 30507 to increase rental rates from November 2023 by 4%, which equates to a cost per pole to a Wokingham resident of £10.33 and to introduce a levy for water use of £1 per pole per year.

Allotment Officer's Recommendations:

The Allotments Officer has recommended a 5% increase from 1st November 2024. This equates to a cost per pole to a Wokingham resident of £10.85.

The Allotments Officer has also recommended an increase in the water levy from £1 to £1.10 per pole per annum.

2.6 Market Tolls

The current charges are shown in the table below for a 3m by 3m pitch.

	Tuesday £	Thursday £	Friday £	Saturday £
Trader	10	18	20	20
Trader 2 pitches	15	30	30	30

Trader 3 pitches	20	40	40	40
Trader 4 pitches	25	45	45	45
Market triangle (opposite Rose PH)	40	40	40	40

Market income

	19/20 £	20/21 £	21/22 £	22/23 £
General market	41,711	30,973	43,244	40,010
Specialist markets (Vegan, antiques)	2,242	0	1,619	1,850

Town Clerk's Recommendation:

Due to the introduction of market parking permit costs (£35 per annum) and the increase in the extended day parking charges in the Cockpit Path car park chargeable to stall holders (from £4 to £6.50 per day), the Town Clerk recommends that we do not increase our market fees for the coming year.

2.7 Banner Space

We now only have the Broad Street banner space operational, and the Amenities Committee previously confirmed that once this fails its tri-annual service, this facility will also cease.

Since 2017, WTC has given priority to advertising internal events. Local community organisations and charities hire the space at no charge provided their event complies with Wokingham Borough Council's Protocol Arrangements. Only on rare occasions are we able to offer commercial organisations a space.

2.8 Parks and Open Spaces

Elms Field is now becoming established as a location for community events; both those run by the town council such as the Party in the Park event and those organised and run by other organisations, including the Wokingham Lions May Fayre, the Wokingham Pride event and the Mindset Unlimited Festival.

Langborough Recreation Ground is also used for events such as Fun Day, and has the potential to provide for more outdoor events within the year.

In 2022, it was identified that there was a need for a more formal arrangement and usage agreement with event organisers to:

- Plan the use of the space to ensure tree roots are protected and damage to the grass is limited as much as possible.
- Recharge for power use
- Recharge costs for disposal of waste generated by events (unless the user agrees to remove all their own waste at the end of an event)
- Ensure events are considerate of neighbours living in close proximity, in terms of the activities taking place and the time that events are permitted to run until in the evening (and being mindful of what times our premises licence permits the council to operate licensable activities such as live music and the sale of alcohol).

At this stage, it is not proposed that we make a charge specifically for the use of the park, as the majority of hire requests to date have been charitable or community focussed events.

We may wish to consider whether our usage agreement allows for a charge in specific circumstances, but that the level of any charge made is calculated on a case-by-case basis, and that delegated authority is given to the Town Clerk, to liaise with Officers and members, where appropriate, to determine any rental charge as required.

Town Clerk's Recommendations:

For external events held on council owned or managed outside space we:

- a) have a written usage agreement that specifies usage of the space (including aspects such as tree root protection) Town Clerk to draw up an agreement document in consultation with the Grounds and Bloom Officer.
- b) That we offer a recharge for electricity costs where this is feasible (which would include a flat administration fee, reflecting of actual costs, for reading meters before and after the hire)
- c) All users should be expected to manage excess waste generated as a result of an event, but the council could offer a service of disposal, via the use of our large waste bin located in Waterford Way. This charge would be based on the cost to the council for an additional empty, or proportion of our usual waste removal costs, depending on the extent of waste expected to be generated. Users would be expected to cover the costs of additional temporary bins required for an event. Costings for waste would be determined on a case-by-case basis, by the Town Clerk and Grounds and Bloom Officer.
- d) That we request a damage deposit from users, of up to £1,000, to protect against the cost of repairing the grass (or other aspects of damage) caused by an event. The level of deposit would be at the discretion of the Town Clerk and Grounds and Bloom Officer, and determined based on the expected level of risk of damage (which would be based on matters such as the nature and extent of the planned activity, the prevailing weather conditions etc.)

RECOMMENDATIONS

- 3.1 To retain current (general) hire charges for the town hall and Woosehill.
- 3.2 To increase wedding package costs as indicated above in item 2.3(b)
- 3.3 To increase the allotment charges from 1st November 2024 in line with the recommendation from the Allotment Officer as detailed in item 2.5
- 3.4 To retain current charging structure for Market stalls (no changes)
- 3.5 To adopt and implement an outdoor space usage agreement and charging schedule (for utilities and waste) with a user deposit scheme.

REQUEST TO F&P – PLAY PARK RESERVE REQUEST

Cllrs received the Amenities Officer's Report, 02/2023-24 dated 6th September 2023.

It was confirmed to Cllrs that:

- Leslie Sears junior play area is the only town council play area without any sub-base beneath the playground surface, and so this issue will not affect any other site to the same extent.

It was proposed by Cllr Malvern and seconded by Cllr Fraser, and it was **RESOLVED (Resolution 30708)** to submit an in-year request to F&P for up to an additional £35,000, from the Play Park Reserve fund, to cover the cost of the more comprehensive surfacing replacement in Leslie Sears junior play area.

ACTION: AMENITIES OFFICER / TOWN CLERK

Date: 15/09/2023

Wokingham Town Council

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Time: 14:50

F & P and Current Accounts

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

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

Continued on Page 2

Date: 15/09/2023

Wokingham Town Council

Page 2

Time: 14:50

F & P and Current Accounts

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/08/2023	Total Gas & Power Ltd	DDR 2108	337.50		308617127/23/GAS TH/Total Gas
22/08/2023	BACS P/L Pymnt Page 4811	BACS Pymnt	15,178.80		BACS P/L Pymnt Page 4811
23/08/2023	Total Gas & Power Ltd	DDR 230823	5,085.24		308786945/23/Total Gas & Power
23/08/2023	Total Gas & Power Ltd	DDR 2308	31.16		308786923/23/Total Gas & Power
26/08/2023	ARVAL	DD	599.24		HK72 FNE WO7317
29/08/2023	BACS P/L Pymnt Page 4820	BACS Pymnt	9,265.58		BACS P/L Pymnt Page 4820
31/08/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
31/08/2023	BACS P/L Pymnt Page 4825	BACS Pymnt	17,568.16		BACS P/L Pymnt Page 4825
31/08/2023	Focus Group	DDR 300823	943.45		6818864/Focus Group
31/08/2023	Twofold Limited	DDR 3108	71.96		15301/Twofold Limited
31/08/2023	HMRC	DDR	9,895.32		HMRC
31/08/2023	CCLA	BACS	350,000.00		CCLA
31/08/2023	HISCOCK	DD	0.09		HISCOCK
Total Payments			642,663.07		

Wokingham Town Council

08/09/2023
08:44

Invoices totalling £500.00 or more
for the period 01/07/2023 to 31/08/2023

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	Alt Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	4	01/07/2023	31/07/2023	11/07/2023	55418	WINDOWFLO	Windowflowers Ltd	1795.42	359.08	2,154.50
1	4	03/07/2023	02/08/2023	18/07/2023	INV-1249	ABIT	ABit of a Do	1800	0	1,800.00
1	4	03/07/2023	02/08/2023	18/07/2023	INV-1249	ABIT	ABit of a Do	1620	0	1,620.00
1	4	05/07/2023	05/07/2023	11/07/2023	SI-711	TACTICAL	TACTICAL FACILITIES	1560	312	1,872.00
1	4	05/07/2023	05/07/2023	11/07/2023	4412	D2D	D2D Distribution Ltd	1625	325	1,950.00
1	4	05/07/2023	05/07/2023	18/07/2023	9212716/23	ALARM	Alarm Response	481.76	96.35	578.11
1	4	06/07/2023	06/07/2023	18/07/2023	JOQ01571	AQUAMARK	Aquamark	870	174	1,044.00
1	4	07/07/2023	06/08/2023	18/07/2023	4213	COPPER	Copper ConnexionsLtd	783.12	156.63	939.75
1	4	07/07/2023	06/08/2023	18/07/2023	4212	COPPER	Copper ConnexionsLtd	1994.86	398.97	2,393.83
1	4	07/07/2023	07/07/2023	18/07/2023	SI-713	TACTICAL	TACTICAL FACILITIES	2230.3	446.06	2,676.36
1	5	10/07/2023	10/07/2023	29/08/2023	1476	PARAMOUNT	Paramount Tree Care Ltd	480	96	576.00
1	4	11/07/2023	10/08/2023	18/07/2023	INV-1253	ABIT	ABit of a Do	814.85	0	814.85
1	4	12/07/2023	11/08/2023	25/07/2023	4014	VITA	Vita Play Limited	15641.88	3128.38	18,770.26
1	4	14/07/2023	14/07/2023	02/08/2023	3184	AYS	AYS Cleaning Contractors Ltd	1541.1	308.22	1,849.32
1	5	16/07/2023	16/07/2023	02/08/2023	43	HUSSANE	Ethan Hussein	1080	0	1,080.00
1	4	17/07/2023	17/07/2023	31/07/2023	6817931	FOCUS	Focus Group	684.57	136.91	821.48
1	4	17/07/2023	17/07/2023	25/07/2023	INV/6505	CC	CC Infrastructure Services	1880	376	2,256.00
1	4	18/07/2023	18/07/2023	18/07/2023	B-021-04263 B	NEWRIG	New Rig Music	452.5	90.5	543.00
1	4	18/07/2023	18/07/2023	25/07/2023	INV-37283	ACCESS4LOF	Access 4 Lofts	499	99.8	598.80
1	5	18/07/2023	17/08/2023	02/08/2023	4221	COPPER	Copper ConnexionsLtd	1200	240	1,440.00
1	5	18/07/2023	17/08/2023	02/08/2023	4220	COPPER	Copper ConnexionsLtd	850	170	1,020.00
1	4	21/07/2023	20/08/2023	26/07/2023	117	BERRIDGE	Berridge Electrical Limited	503	100.6	603.60
1	5	24/07/2023	24/07/2023	02/08/2023	240723	RICHARDYOU	Richard Young Art Gallery	760	152	912.00
1	5	24/07/2023	23/08/2023	02/08/2023	INV-1263	ABIT	ABit of a Do	1129.1	0	1,129.10
1	5	24/07/2023	24/07/2023	02/08/2023	2407	RICHARDYOU	Richard Young Art Gallery	939.08	187.82	1,126.90
1	4	25/07/2023	24/08/2023	25/07/2023	JUL 23	RBWM	Royal County of Berkshire Pension	11985.99	0	11,985.99
1	5	26/07/2023	26/07/2023	02/08/2023	JOQ01570-1	AQUAMARK	Aquamark	500	100	600.00
1	5	27/07/2023	26/08/2023	02/08/2023	PR 270723	LETTEDIGG	Let The Digger Do It	530	0	530.00
1	5	27/07/2023	27/07/2023	08/08/2023	INV9047	YES	Yes Events Ltd	9000	1800	10,800.00
1	5	27/07/2023	27/07/2023	08/08/2023	INV9046	YES	Yes Events Ltd	1716	343.2	2,059.20

Wokingham Town Council										
Invoices totalling £500.00 or more										
for the period 01/07/2023 to 31/08/2023										
Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	Ac Code	Customer Name	Net Value	Vat Amt	Invoice Total
1	5	27/07/2023	27/07/2023	08/08/2023	INV9048	YES	Yes Events Ltd	4495	899	5,394.00
1	5	27/07/2023	27/07/2023	08/08/2023	INV9045	YES	Yes Events Ltd	4860	972	5,832.00
1	5	30/07/2023	30/07/2023	02/08/2023	300723	SUNSHINE	Sunshine Gardening Services	500	100	600.00
1	5	30/07/2023	30/07/2023	08/08/2023	3216	AYS	AYS Cleaning Contractors Ltd	655.93	131.19	787.12
1	4	31/07/2023	31/07/2023	31/08/2023	921/2739/23	ALARM	Alarm Response	481.76	96.35	578.11
1	4	31/07/2023	31/07/2023	31/08/2023	922/2740/23	ALARM	Alarm Response	439.52	87.9	527.42
1	5	31/07/2023	31/07/2023	22/08/2023	16618	JEFFRIES	Nigel Jeffries Landscapes Limited	2059.87	411.97	2,471.84
1	5	31/07/2023	14/08/2023	29/08/2023	016141513	EDF	EDF ENERGY	1376.56	275.31	1,651.87
1	5	31/07/2023	30/08/2023	29/08/2023	PSI-0878891	GRUNDON	Grundon Waste Mangement	700.33	140.07	840.40
1	5	31/07/2023	14/08/2023	29/08/2023	000016141513	EDF	EDF ENERGY	1376.55	275.32	1,651.87
1	5	01/08/2023	01/08/2023	02/08/2023	5803	123CONNECT	123connect.co.uk	481	96.2	577.20
1	5	01/08/2023	31/08/2023	02/08/2023	4236	COPPER	Copper ConnexionsLtd	1040	208	1,248.00
1	5	01/08/2023	31/08/2023	08/08/2023	56341	WINDOWFLO	Windowflowers Ltd	1795.42	359.08	2,154.50
1	5	01/08/2023	15/08/2023	29/08/2023	CR 0161144877	EDF	EDF ENERGY	498.77	24.94	523.71
1	5	04/08/2023	04/08/2023	08/08/2023	04082313	HUSSAINE	Ethan Hussein	2145	0	2,145.00
1	5	04/08/2023	03/09/2023	08/08/2023	4243	COPPER	Copper ConnexionsLtd	1062.78	212.56	1,275.34
1	5	04/08/2023	19/08/2023		FS 1615	BARCLAYCOM	Barclaycard Commercial	1008.33	201.67	1,210.00
1	5	05/08/2023	05/08/2023	23/08/2023	308786967/23	TOTAL	Total Gas & Power Ltd	3578.33	715.67	4,294.00
1	5	05/08/2023	05/08/2023	23/08/2023	308786945/23	TOTAL	Total Gas & Power Ltd	611.84	122.37	734.21
1	5	09/08/2023	08/09/2023	10/08/2023	1959	ATLANDS	Atlands Landscapes	4048.22	809.64	4,857.86
1	5	10/08/2023	10/08/2023	29/08/2023	EA38006	EARTH	Earth Anchors Ltd	574	114.8	688.80
1	5	10/08/2023	10/08/2023	29/08/2023	INV-0438	WEBMARKET	Web Marketing Matters Ltd	4439	887.8	5,326.80
1	5	14/08/2023	14/08/2023	31/08/2023	6818864	FOCUS	Focus Group	684.42	136.88	821.30
1	5	14/08/2023	13/09/2023	29/08/2023	15564A	SMITH	Smith & Howard Ltd	420	84	504.00
1	5	15/08/2023	15/08/2023	29/08/2023	WOKINGHAM-02	SPOKESAFE	Spoke Safe Ltd	720	144	864.00
1	5	16/08/2023	16/08/2023	22/08/2023	346012	DOTSQUARES	Dotsquares Ltd	1512	0	1,512.00
1	5	16/08/2023	15/09/2023	29/08/2023	0104009009109818	MAJESTIC	MAJESTIC WINE WAREHOUSES	599.2	119.84	719.04
1	5	16/08/2023	16/08/2023	29/08/2023	4982	SCOTTSCAPE	Scottscape	420	84	504.00
1	5	22/08/2023	21/09/2023	22/08/2023	AUG 23	RBWM	Royal County of Berkshire Pension	12706.96	0	12,706.96
1	5	22/08/2023	22/08/2023	29/08/2023	TITP 2023_2	LEE	Bart Lee	1750	0	1,750.00

Wokingham Town Council										
Invoices totalling £500.00 or more										
for the period 01/07/2023 to 31/08/2023										
08/09/2023										
08:44										
Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	5	24/08/2023	24/08/2023	31/08/2023	1168177 - 1	PESTFORCE	Pestforce	895	179	1,074.00
1	5	25/08/2023	25/08/2023	29/08/2023	GBO194	HEARTWOOD	Heartwood	1070	0	1,070.00
1	5	25/08/2023	24/09/2023	31/08/2023	358	URBANCANVA	Urban Canvas	2412	0	2,412.00
1	5	29/08/2023	29/08/2023	31/08/2023	290823-Q25	GREENCARE	Green Care Landscaping	10850	0	10,850.00
1	5	30/08/2023	30/08/2023	31/08/2023	3254	AYS	AYS Cleaning Contractors Ltd	655.93	131.19	787.12

Date: 15/09/2023

Wokingham Town Council

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Time: 14:50

Clerk's Drawings Account

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

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

08/09/2023

Wokingham Town Council

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

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	58,855	23,560	87,500	63,940	35,965	27,975
	Net Income over Expenditure	(58,855)	(23,560)	(87,470)	(63,910)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(23,560)				
102	Market						
	Income	41,860	21,397	41,700	20,304		
	Expenditure	12,902	3,949	13,110	9,161	240	8,921
	Movement to/(from) Gen Reserve	28,958	17,447				
103	Parks & Bloom						
	Income	13,835	1,323	5,650	4,327		
	Expenditure	146,772	81,111	168,700	87,589	51,074	36,515
	Net Income over Expenditure	(132,937)	(79,787)	(163,050)	(83,263)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(64,145)				
104	Woosehill						
	Income	26,011	10,690	36,410	25,720		
	Expenditure	28,177	13,215	28,300	15,085	7,487	7,599
	Movement to/(from) Gen Reserve	(2,166)	(2,525)				
106	Town Hall						
	Income	128,646	71,895	140,360	68,465		
	Expenditure	92,967	40,549	109,960	69,411	29,007	40,404
	Net Income over Expenditure	35,679	31,346	30,400	(946)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	31,346				
109	Allotments						
	Income	64,502	10,205	13,400	3,195		
	Expenditure	57,592	45,197	10,780	(34,417)	12,309	(46,726)
	Movement to/(from) Gen Reserve	6,910	(34,993)				
120	Amenities Capital						
	Expenditure	41,951	26,764	55,900	29,136		29,136
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	0				
201	Personnel						
	Expenditure	598,626	249,889	577,170	327,281	5,103	322,178
301	F & P Administration						
	Income	1,428,940	669,281	1,327,020	657,739		
	Expenditure	121,865	53,591	297,160	243,569	21,576	221,993
	Net Income over Expenditure	1,307,075	615,690	1,029,860	414,170		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	615,690				
302	Civic						
	Expenditure	26,071	13,663	41,300	27,637	3,167	24,470

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Agenda item 9a

08/09/2023

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Wokingham Town Council

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

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
303	Grants						
	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	88,239	102,520	14,281		14,281
	Movement to/(from) Gen Reserve	(100,669)	(86,239)				
304	Arts & Culture						
	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	107,602	103,650	(3,952)	57,953	(61,905)
	Movement to/(from) Gen Reserve	(83,068)	(105,282)				
401	Highways and Planning						
	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	791	5,340	4,549	625	3,924
	Movement to/(from) Gen Reserve	(1,977)	4,409				
	Grand Totals:- Income	1,711,804	794,310	1,572,310	778,000		
	Expenditure	1,379,503	748,119	1,601,390	853,271	224,506	628,765
	Net Income over Expenditure	332,301	46,191	(29,080)	(75,271)		
	plus Transfer from EMR	15,000	42,406				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	(46,691)	88,597				

08/09/2023	Wokingham Town Council	Page 1
09:05	Detailed Balance Sheet - Excluding Stock Movement	
	Month 5 Date 31/08/2023	

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

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

As at 6th September, the mid market valuation of the council's CCLA LAPF investment was £188,901. The bid value was £185,971. Half of the investment has been placed on notice for sale (six months' notice from 22 August 2021)

There were no long-term liabilities as at 31st August 2023.

Cost centre		Current Approved Budget	Profilled budget	Actuals	Current variance	Year End Expected Variance	Comments on variance
		£	£	£	£	£	
Allotments (109)	Expenditure	10,780		43,863	39,371	37,000	projects funded by S106 funding for allotments
	Income	(13,400)	4,492	(1,021)	(10,205)	(9,184)	S106 funding for solar panels at Mulberry Grove. Allotment rental income invoiced in autumn.
	Net	(2,620)	3,471	33,658	30,187	-	
Amenities (101)	Expenditure	87,500	40,750	23,560	(17,190)	(5,000)	Marketplace cleaning £15k - new cleaning program has commenced - will be kept under review but expect an underspend of @£5k
	Income	(30)	-	-	-	-	
	Net	87,470	40,750	23,560	(17,190)	(5,000)	
Amenities Capital (120)	Expenditure	55,900	-	26,764	26,764		Agreement last year to spend from reserves for the 2nd footpath in KGV as works delayed until May 23. Town hall projects currently identified from £30k budget
	Income	-	-	-	-	-	
	Net	55,900	-	26,764	26,764	-	
Arts & Culture (304)	Expenditure	103,650	77,738	107,402	29,665		Agreement at F&P in June to fund £6,800 from reserves for Lunar New Year - this additional spend will come from reserves. Note spend includes deposits for P1TP 2024 so will appear to be overspent.
	Income	(4,800)	(2,400)	(3,200)	80		Book festival income to be received Sept / Oct
	Net	98,850	75,338	105,082	29,745	-	
Civic (302)	Expenditure	41,300	17,208	13,657	(3,551)		
	Income	-	-	-	-		
	Net	41,300	17,208	13,657	(3,551)	-	
F & P Administration (301)	Expenditure	297,160	57,983	46,959	(11,024)		Invoices accrued for audit fees (£2k) paid in September.
	Income	(1,327,020)	(663,510)	(663,401)	109		
	Net	(1,029,860)	(605,527)	(616,442)	(10,915)		
Grants (303)	Expenditure	102,520	102,520	88,239	(14,281)	(11,000)	Potential for more sports grants to be requested £1.4K
	Income	-	-	(2,000)	(2,000)	(2,000)	2k returned from More Arts as not required
	Net	102,520	102,520	86,239	(16,281)	(13,000)	
Highways and Planning (401)	Expenditure	5,340	445	791	346		Bus shelter repairs profiled evenly - used as required
	Income	(2,400)	(2,940)	(5,200)	(2,260)	-	3 year grant this is remainder of funding which will be moved to next financial year
	Net	2,940	(2,495)	(4,409)	(1,914)		
Market (102)	Expenditure	13,110	5,463	3,612	(1,851)		budget profiled evenly
	Income	(41,700)	(17,375)	(21,195)	(3,820)		
	Net	(28,590)	(11,913)	(17,583)	(5,671)		
Parks & Bloom	Expenditure	168,700	71,850	81,051	9,201		maintenance profiled evenly
	Income	(5,650)	(363)	(1,323)	(961)		
	Net	163,050	71,488	79,729	8,241		
Personnel	Expenditure	577,170	240,488	249,749	9,262	10,000	Training and recruitment budgets profiled evenly. Additional stating budget agreed in March 23 for market cover and groundsman upto £21k to be funded via reserves. Changes to overtime payments after budget agreed therefore this subjective will overspend @£10k
	Income	-	-	-	-	-	
	Net	577,170	240,488	249,749	9,262	10,000	
Town Hall	Expenditure	109,960	45,817	37,507	(8,310)		Water accrual £5k Castle Water billing issues
	Income	(30,400)	(57,167)	(71,895)	(14,728)		Wedding bookings have increased and are now at 32 for financial year.
	Net	(30,400)	(11,350)	(34,388)	(23,038)		
Woosehill	Expenditure	28,300	11,792	12,859	1,067		Budget profiled evenly
	Income	(36,410)	(15,171)	(10,690)	4,481	5,000	Bookings not yet recovered to pre-covid levels. Annual budget projections to be reviewed for 2024/25?
	Net	(8,110)	(3,379)	2,168	5,547	5,000	
TOTAL		29,080	(63,402)	(52,217)	31,185	(3,000)	