



# 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: 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**

13<sup>th</sup> November 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 21<sup>st</sup> November 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 any 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

To receive and confirm the minutes of the proceedings at the meetings of this committee held on 26<sup>th</sup> September 2023, pages 16828 to 16836 and on 24<sup>th</sup> October 2023, pages 16849 to 16852 (copies attached) as a true and correct record.

### 5 BUDGET 2024-25

To receive, consider and resolve upon the Town Clerk's report 2023/29 (copy attached) plus appendices 1 to 4, for additional monies required for the financial year 2024/25 in readiness for the preparation of the precept budget (to be presented in January 2024)

### 6 RISK REGISTER

To note minor updates to the current risk register (copy attached).  
*Items removed are crossed through, new or updated items are shown in red*

**7 HEALTH AND SAFETY POLICY**

To note no proposed changes to the Health and Safety policy (re-adopt as is, copy attached) but to note that work is progressing to consolidate the H&S policy into daily practice and note upcoming H&S training sessions scheduled for staff.

**8 SAFEGUARDING POLICY**

To note no proposed changes to the Safeguarding policy (re-adopt as is, copy attached)

**9 STANDING FINANCIAL REGULATIONS**

- a) To receive, consider and resolve upon the Town Clerk's report 2023/31
- b) To receive, consider and resolve upon the Town Clerk's report 2023/32

**10 ACCOUNTS PAYABLE**

- a) To approve the list of costs from 1<sup>st</sup> September 2023 to 31<sup>st</sup> October 2023 totalling the sum of £209,326.46 paid from the F & GP Account, this includes £45,000 transferred to the Clerk's account (copy attached and a copy of invoices over £500 paid during this period)
- b) To approve the list of costs from 1<sup>st</sup> September 2023 to 31<sup>st</sup> October 2023 totalling the sum of £81,355.11 paid from the Clerk's Drawing Account (copy attached)

**11 FINANCIAL REPORTS**

To Receive and consider the following financial reports:

- a) Income and Expenditure to 31<sup>st</sup> October 2023 (copy attached)
- b) Balance sheet as at 31<sup>st</sup> October 2023 (copy attached)
- c) Revenue monitoring report to 31<sup>st</sup> October 2023 (copy attached)

**12 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**

**13 STAFF PERFORMANCE RELATED PAY AWARDS**

To receive, consider and resolve upon the Town Clerk's confidential report 2023/30

**14 RFO recruitment**

To receive, consider and resolve upon the recommendation from the interview panel in respect to the appointment of the new Finance Manager and Responsible Finance Officer. (*Information to be circulated following interviews scheduled for 15<sup>th</sup> November*).

**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).*

## 26<sup>th</sup> September 2023

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 9.32 pm

### **PRESENT**

**Chair:** Cllr M Gee

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

### **IN ATTENDANCE**

Town Clerk: Katy Hughes

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

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

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

None

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

No questions were received.

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

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

**RESOLVED  
30713**

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

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

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

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

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

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# **HIRE CHARGES (Agenda Item 6)**

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

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

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

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

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

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

**RESOLVED  
30714**

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

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

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

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

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

**RESOLVED  
30715**

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

# **ACCOUNTS PAYABLE (Agenda Item 8)**

**RESOLVED  
30716**

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

- (a) the list of costs from 1<sup>st</sup> July 2023 to 31<sup>st</sup> August 2023 totalling the sum of £642,663.07 paid from the F & GP Account, this includes £86,000 in transfers to the Clerk's A/C and £350,000 transferred to the CCLA.

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

#### **FINANCIAL REPORTS (Agenda Item 9)**

The following financial reports were received and noted

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

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

#### **BUDGET REQUESTS (Agenda Item 10)**

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

#### **GRANTS (Agenda Item 11)**

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

#### **COMMITTEE INFORMATION (Agenda Item 11)**

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

#### **EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)**

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

**RESOLVED  
30717**

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

#### **STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 14)**

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

**RESOLVED  
30718**

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

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**TIMPSON LEASE (Agenda Item 15)**

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

**RESOLVED  
30719**

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

**RFO RECRUITMENT (Agenda Item 16)**

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

**RESOLVED  
30720**

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

That:

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

*Cllr Mather left the meeting at 9.23pm*

**STAFFING UPDATE (Agenda Item 17)**

The Town Clerk gave a verbal update on staffing matters.

The meeting ended at 9.32pm

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



Date: 15/09/2023

## Wokingham Town Council

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Time: 14:50

## F &amp; P and Current Accounts

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

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

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Finance &amp; Personnel Meeting 26/09/2023

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

**Total Payments** 642,663.07

Date:15/09/2023

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## Clerk's Drawings Account

### 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	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
<b>Total Payments</b>			<b>91,201.59</b>		

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Finance & Personnel Meeting 26/09/2023

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08/09/2023

## Wokingham Town Council

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## Summary Income &amp; Expenditure by Budget Heading 08/09/2023

Month No: 6

## Cost Centre Report

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

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Finance &amp; Personnel Meeting 26/09/2023

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

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



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

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	35,192
105	VAT Control Account	11,536
201	F & GP + Current Account	564,382
202	Clerk's Draw ings Account	47,285
209	RYND	18,041
210	Petty Cash	212
211	Office 2 (Michael Cragg)	811
212	CCLA Public Sector deposit fun	350,000
<b>Total Current Assets</b>		<b>1,027,460</b>
<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 Tow n Hall	3,100
562	Hire Deposits Woosehill	1,600
564	Long Term Key & Damage Deposit	2,725
565	Allotment key deposit	380
599	Suspense Account	70
<b>Total Current Liabilities</b>		<b>39,031</b>
<b>Net Current Assets</b>		<b>988,429</b>
<b>Total Assets less Current Liabilities</b>		<b>988,429</b>
<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	Tow n Hall Maintenance Reserve	21,750
<b>Total Equity</b>		<b>988,429</b>

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

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

Finance & Personnel Meeting 26/09/2023

16836



**24<sup>th</sup> October 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 10.17 pm

**PRESENT**

**Chair:** Cllr M Gee

**Councillors:** Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Lucey, T Lack, A Mather (*left the meeting at 9pm*) and H Richards,

**IN ATTENDANCE**

Town Clerk: Katy Hughes

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

Apologies for absence were received from Councillors I Shepherd-Dubey and S Gurney (Ex Officio).

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

Cllr M Gee declared an interest in the application for financial assistance received from Kaleidoscopic and left the room while this application was discussed.

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

No questions were received.

**F&P BUDGET PROPOSALS (Agenda Item 4)**

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

**RESOLVED  
30731**

that the following budget items be included in the list of items for consideration at the November committee meeting:

- a) Hire vehicle for grounds team - £4,500 (ongoing annual spend)
- b) Laptop replacement program - £3,500 (ongoing annual spend)
- c) Museum Summer Internship through the University of Reading - £1,000 (one-off spend)

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

Members discussed a proposal for Member Remuneration and following discussion, it was proposed by Cllr M Lucey, seconded by Cllr R Comber and it was

**RESOLVED  
30732**

that this item would not be put forward for consideration for the 2024-25 budget, but that it should be re-considered in 2 years' time, for the 2026-27 budget.

A vote was taken and six members voted in favour, one member voted against and one member abstained from voting.

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



**RESOLVED  
30733**

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 5)**

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

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.

**IN-YEAR SMALL GRANT FUNDING OPPORTUNITY (Agenda Item 6)**

The Town Clerk reported on the Town Clerk report 28/2023 regarding the introduction of an in-year small grant funding opportunity.

Following discussion, it was proposed that the sum to be ringfenced for this be £10,000, that the proposed maximum application value of £2,500 be removed and that the review of these in-year grants become a standing item on each F&P committee agenda.

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

**RESOLVED  
30734**

to introduce an in-year small grant funding opportunity from April 2024.

The Town Clerk will update the existing grant policy and bring a revised version back to a future meeting for review.

**ACTION: TOWN CLERK**

**APPLICATIONS FOR FINANCIAL ASSISTANCE (Agenda Item 7)**

At the July 2023 Finance & Personnel Committee meeting it had been resolved that the existing grants policy and application form be used the 2024-25 grant funding cycle and that the grants budget for 2024-2025 be set at a maximum of £111,882.

Members noted that, as the council's Strategic Vision for 2023-2027 had not been finalised prior to the opening of the grant application process in July, that no service provider grants would be awarded this year, in order to allow the council to position future applications for financial assistance against the council's new strategic vision.

All Cllrs had been sent a spreadsheet listing the grant requests, grants awarded over the previous four years, together with an allocation of this year's application forms and supporting documentation for consideration prior to the meeting.

During the discussion, members resolved to allow the meeting to continue beyond 10pm.

It was proposed by Cllr M Gee, seconded by Cllr B Alvi and members

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



**RESOLVED  
30735**

that the grants should be allocated as follows:

**Holt Copse Conservation Volunteers**

A grant of £750 be awarded.

**Keep Mobile**

A grant of £6,000 be awarded.

**Link Visiting Scheme**

A grant of £5,000 be awarded.

**Wokingham Job Support Centre**

A grant of £5,000 be awarded.

**Ecclesiastical Parish of Winnersh (St Catherine's Church – Churchyard maintenance)**

A grant of £237 be awarded.

**Kaleidoscopic**

A grant of £985 be awarded.

**Wokingham Volunteer Centre**

A grant of £1,000 be awarded.

**Home Start Wokingham**

A grant of £2,831 be awarded.

**St Paul's Church – Churchyard Maintenance**

A grant of £1,500 be awarded.

**Wokingham Cycling Club**

A grant of £1,000 be awarded.

**Me 2 Club**

A grant of £2,500 be awarded.

**Friends of the Emm Brook**

A grant of £400 be awarded.

**Wokingham Lions (Winter Carnival)**

A grant of £16,000 be awarded.

**All Saints Church (Churchyard Project)**

A grant of £2,000 be awarded.

**Wokingham Pride**

A grant of £860 be awarded.

**Saint Sebastian Band**

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



A grant of £3,000 be awarded.

**First Days**

A grant of £5,000 be awarded.

**Wokingham In Need**

A grant of £1,500 be awarded.

**Wokingham Lions (Classic Car Show)**

A grant of £2,000 be awarded.

**Fiends of Fox Hill**

A grant of £560 be awarded.

**All Saints Church (Churchyard Maintenance)**

A grant of £1,500 be awarded.

**Our Community First**

A grant of £2,000 be awarded.

**Wokingham Lions (May Fayre)**

A grant of £14,000 be awarded.

**CLASP**

A grant of £864 be awarded.

**Cowshed**

A grant of £880 be awarded.

**Dingley's Promise**

A grant of £2,802 be awarded.

**Wokingham and West Berkshire Mental Health**

A grant of £4,000 be awarded.

**Citizens Advice Wokingham**

A grant of £10,000 be awarded.

**Wokingham Fireworks**

A grant of £1,000 be awarded.

Applications for grants amounted to £131,152 and during this evening's meeting a total of £95,169 was awarded.

Letters will be sent to all applicants advising them of the outcome of their applications.

**ACTION: TOWN CLERK**

The meeting ended at 10.17pm

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





# Wokingham Town Council

## Town Clerk's Report 29/2023

To: Finance and Personnel Committee

Date: 21<sup>st</sup> November 2023

Subject: Budget setting 2024-25

### 1 PURPOSE OF REPORT

- 1.1 To enable F&P to consider the budget build for 2024-25 to include both the level of precept demand and committee requests for project funding. This will enable the Town Clerk to complete the work to build the budget and for the committee to make its final recommendation to Full Council in January 2024.

### 2 BACKGROUND

- 2.1 Each year F&P receives request from standing committees for new/additional projects of activities that those committees would like to deliver on behalf of Wokingham Town Council. All Chairs of committees sit on F&P to offer the view from their own committee but as a whole, F&P undertakes an overview of all requests and determines which will be allocated a budget and taken forward.
- 2.2 Wokingham Borough Council reviews and sets the tax base figures for each parish, but this information is not received until early/mid December.
- 2.3 To date, the government has not issued any 'referendum principles' for town and parish councils for 2024-25, though based on past communications, this is kept under active review.
- 2.4 The tax base, which is used to calculate the precept change, is based on the equivalent number of band D properties, with bandings based on property valuations in 1991. Statutory calculation applies different ratios to the bandings, these are as follows:

Band	Ratio	% of band D
A	6/9	67%
B	7/9	78%
C	8/9	89%
D	9/9	100%
E	11/9	122%
F	13/9	144%
G	15/9	167%
H	18/9	200%

This means that a band H property will pay double the council tax (and precept) of a band D property, so if you have a new band H property built in the town, it adds 2 to the tax base, as it is the equivalent to 2 band D properties.

- 2.5 Band D precept rates over the past five years have been as follows:

Year	Band D rate	% increase on previous year
2019-20	£55.00	2.25%
2020-21	£57.48	4.6%
2021-22	£59.20	3%
2022-23	£60.68	2.5%
2023-24	£64.93	7%



- 2.6 For comparison purposes, Earley Town Council's Band D rate is £83.94 and Woodley Town Council's band D rate is £109.75. Figures published recently for national council tax rates show that the average band D council tax for all precepting local councils is £81.74

### 3 OVERALL CONTEXT

- 3.1 Wokingham Town Council has a good record of managing its finances well and taking a meticulous approach to its annual budget setting. As with the process for 2022-23, again this year the council finds itself having to manage an ongoing period of higher inflation. As much as ever, the council must do everything possible to place itself in a strong position to best deliver for its residents in the next financial year. This requires a balanced budget and one that is costed as accurately as possible, in order to mitigate against the need for in-year funding requests.
- 3.2 Officers have considered every budget line and made a best judgement as to what financial increases will be needed in order to maintain the current level of provision. Appendix 3 shows where inflationary requests have been made. In this table, in-year budget increases have been included with inflationary increases, and are shown in red.
- 3.3 At the time of writing, inflation for the period September 2022 to September 2023 is 6.7%. This period of continued higher inflation makes budget setting challenging, as the council looks at projecting expenditure to March 2025.
- 3.4 At the budget setting meeting in November 2022, the committee recommended a precept increase of 7%. This was below the inflation rate (RPI) for the previous 12 months, which was running at 14.2% for the year to October 2022.
- 3.4 In normal circumstances, at its November meeting, the committee offers its view about the level of precept it feels appropriate to deliver the council's work, together with its agreement on which committee projects it will support. The RFO would then work to balance the budget within those parameters and the draft budget is presented at the January F&P meeting (with updated tax base figures) for approval and onward recommendation to the full council. This year, the Town Clerk will be working with Nicky, who continues to support the council on a part-time basis whilst the recruitment of a new RFO is ongoing, to complete this work. The setting of the precept, as with the signing of the annual return, is one function that legally must be undertaken by the full council, and cannot be delegated to a committee.

### 4 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 4.1 The October revenue monitoring report is currently showing an underspend of approximately £88,00 however, it is too early to have a clear indication of what funds may return to general reserves at the end of the financial year, and spending commitments indicate there may be an overspend (though it should be noted that these also include commitments for the 2024-25 financial year, such as spring/summer 2024 A&C events already committed).
- 4.2 As is usually the case, the tax base figures for 2024/25 have not yet been received, so an estimated 350 increase in the tax base has been added, based on an average over the last 5 years.
- 4.3 The total precept received for the 2022-23 year equalled £1,118,820. If the tax base does increase by the assumed 350 this would amount to a net increase of £22,726.
- 4.4 For every 0.25% increase in the precept, this will result in a net increase of £2,854 using the assumed increase in the tax base.
- 4.5 The table shown in appendix 1 shows the additional amount that could be raised with increases to the precept if the tax base increases by the assumed 350.
- 4.6 Appendix 2 shows the list of committee funding requests received, totalling £179,640. Of this, £40,000 is for a playpark upgrade request which would come from the playpark earmarked reserve (Note: This project does not show on

- appendix 3, which shows the precept budget items). A further £8,000 is one-off project costs, the remaining £131,640 would be an ongoing annual commitment.
- 4.7 Following the work described above, the requested general/cost of living uplifts as identified by officers amount to £57,471 – see appendix 3 (Note, this includes previously agreed in-year increases which are shown in red)

5

**RECOMMENDATIONS**

- 5.1 That the committee resolve which projects should be funded via the 2024-25 budget build process.
- 5.2 That the committee is mindful of the above information and provides an acceptable range for the % precept increase to inform the Town Clerk for the budget setting process. Any shortfall to achieve a balanced budget to be taken from general reserves..

**PERCENTAGE INCREASE TO BAND 'D' TO CALCULATE PRECEPT 2024/2025**

		2023/24					
Last Year's Tax Base		17230.6					
This Year's Tax Base		17580.6					
Increase to tax base		350					
	Per Band 'D' Household 2020/21	% Increase	Increase to band 'D' Household	Actual per band 'D'Household	REVISED New Tax Base	Precept	Additional raised by tax base
No increase	64.9323	0.00%	0	64.9323	17580.6	1,141,548.79	22,726.30
	64.9323	0.25%	0.16	65.0946	17580.6	1,144,402.67	25,580.18
	64.9323	0.50%	0.32	65.2570	17580.6	1,147,256.54	28,434.05
	64.9323	1.00%	0.65	65.5816	17580.6	1,152,964.28	34,141.79
	64.9323	1.25%	0.81	65.7440	17580.6	1,155,818.15	36,995.66
	64.9323	1.50%	0.97	65.9063	17580.6	1,158,672.03	39,849.54
	64.9323	1.75%	1.14	66.0686	17580.6	1,161,525.90	42,703.41
	64.9323	2.00%	1.30	66.2309	17580.6	1,164,379.77	45,557.28
	64.9323	2.25%	1.46	66.3933	17580.6	1,167,233.64	48,411.15
	64.9323	2.50%	1.62	66.5556	17580.6	1,170,087.51	51,265.02
	64.9323	2.75%	1.79	66.7179	17580.6	1,172,941.39	54,118.90
	64.9323	3.00%	1.95	66.8803	17580.6	1,175,795.26	56,972.77
	64.9323	3.25%	2.11	67.0426	17580.6	1,178,649.13	59,826.64
	64.9323	3.50%	2.27	67.2049	17580.6	1,181,503.00	62,680.51
	64.9323	3.75%	2.43	67.3673	17580.6	1,184,356.87	65,534.38
	64.9323	4.00%	2.60	67.5296	17580.6	1,187,210.75	68,388.26
	64.9323	4.25%	2.76	67.6919	17580.6	1,190,064.62	71,242.13
	64.9323	4.50%	2.92	67.8543	17580.6	1,192,918.49	74,096.00
	64.9323	4.75%	3.08	68.0166	17580.6	1,195,772.36	76,949.87
	64.9323	5.00%	3.25	68.1789	17580.6	1,198,626.23	79,803.74
	64.9323	5.25%	3.41	68.3412	17580.6	1,201,480.11	82,657.62
	64.9323	5.50%	3.57	68.5036	17580.6	1,204,333.98	85,511.49
	64.9323	5.75%	3.73	68.6659	17580.6	1,207,187.85	88,365.36
	64.9323	6.00%	3.90	68.8282	17580.6	1,210,041.72	91,219.23
	64.9323	6.25%	4.06	68.9906	17580.6	1,212,895.59	94,073.10
	64.9323	6.50%	4.22	69.1529	17580.6	1,215,749.46	96,926.97
	64.9323	6.75%	4.38	69.3152	17580.6	1,218,603.34	99,780.85
	64.9323	7.00%	4.55	69.4776	17580.6	1,221,457.21	102,634.72
	64.9323	7.50%	4.87	69.8022	17580.6	1,227,164.95	108,342.46
	64.9323	7.75%	5.03	69.9646	17580.6	1,230,018.82	111,196.33
	64.9323	8.00%	5.19	70.1269	17580.6	1,232,872.70	114,050.21
	64.9323	8.50%	5.52	70.4515	17580.6	1,238,580.44	119,757.95
	64.9323	9.00%	5.84	70.7762	17580.6	1,244,288.18	125,465.69
	64.9323	10.00%	6.49	71.4255	17580.6	1,255,703.67	136,881.18
	64.9323	10.50%	6.82	71.7502	17580.6	1,261,411.42	142,588.93
	64.9323	11.00%	7.14	72.0749	17580.6	1,267,119.16	148,296.67
	64.9323	11.50%	7.47	72.3995	17580.6	1,272,826.90	154,004.41
	64.9323	12.00%	7.79	72.7242	17580.6	1,278,534.65	159,712.16
	64.9323	12.50%	8.12	73.0488	17580.6	1,284,242.39	165,419.90
	64.9323	13.00%	8.44	73.3735	17580.6	1,289,950.14	171,127.65
	64.9323	13.50%	8.77	73.6982	17580.6	1,295,657.88	176,835.39
	64.9323	14.00%	9.09	74.0228	17580.6	1,301,365.62	182,543.13
	64.9323	14.50%	9.42	74.3475	17580.6	1,307,073.37	188,250.88
	64.9323	15.00%	9.74	74.6721	17580.6	1,312,781.11	193,958.62
	64.9323	15.50%	10.06	74.9968	17580.6	1,318,488.86	199,666.37
	64.9323	16.00%	10.39	75.3215	17580.6	1,324,196.60	205,374.11

2,853.87

Committee	Amenity / Event	Proposal	Indicative cost	Project ongoing or one-off?
Amenities (1)	Repairs and Maintenance (Woosehill)	Fire alarm upgrade	£1,000	One-off
Amenities (2)	Playground update (capital project)	Upgrade play equipment – request for funds to be taken from Playpark earmarked reserve	£40,000	One-off from playpark EMR
Amenities (3)	Defibrillator	Defibrillator for the town hall	£3,000	One-off
Amenities (4)	Grass cutting contract renewal	Grass cutting contract is due renewal from April 2024. Increase is indicated cost but will need to go out for formal tender on Contracts Finder	£15,000	Ongoing
Amenities (5)	Market Place parking permits x 30	WBC now charges a £35 annual fee for parking permits for Market Place. These are required for activities such as specialist markets, weddings, contractor works etc.	£1,050	Ongoing
Amenities (6)	Park Yoga	Fund 20 Park Yoga sessions in Howard Palmer Gardens.	£1,400	Ongoing
Amenities (7)	Waterless toilet cleaning	Contractor to clean 6x waterless toilets on allotment sites	£4,500	Ongoing
Amenities (8)	Graffiti removal	Additional budget to cover more contractor cleaning	£2,000	Ongoing
Arts and Culture	Theatre in the Park	Small inflationary increase for Theatre in the Park	£250	Ongoing
Arts and Culture	Lunar New Year	Additional budget (agreed as a one-off funding for the current financial year) requested as an ongoing increase (including a further inflationary increase of 6.7%)	£7,450	Ongoing
Arts and Culture	Chalk About It	Small inflationary increase for Chalk About It	£270	Ongoing
Civic	Mayors Chain	Establish an earmarked reserve to cover a long-term replacement fund for the Mayors Chain	£2,000	Ongoing
Civic	Beating the Bounds	Funding for a one-off event to be managed by Wokingham Lions to ‘beat the bounds’ of the parish	£4,000	One-off
Civic	Mayors Chaplain / Celebrant	Travel and parking allowance	£175	Ongoing
Civic	Museum Accreditation	Wokingham Remembers website and funds for Museum open days	£2,500	Ongoing
Finance and Personnel	Vehicle leasing	New small van (rental and maintenance) for grounds team	£4,500	Ongoing
Finance and Personnel	Office equipment purchase	Laptop replacement program	£3,500	Ongoing
Finance and Personnel	Basic Pay	Basic pay increases (£35,500) plus: Cost of extending RFO post to fulltime hours (Up to £15,570), Museum internship (£1,000)	£52,070	Ongoing
Finance and Personnel	Overtime pay	Additional increase to overtime budget to cover evening meetings and council events	£7,500	Ongoing
Finance and Personnel	Pension costs	Pension of 27.2% on basic pay (plus growth) and overtime (plus growth)	£27,475	Ongoing
		<b>TOTAL</b>	<b>£179,640</b>	

Historic budgets, general cost of living uplifts, additional budget requests and savings for 2024/25

	sum of budget 2023/24	Inflationary or previously agreed uplift	Uplift comments	Additional budget requests from committee		Savings available from precepted costs	Savings comments	Budget requested for 2024/25
Amenities	£87,500			£2,000	Additional contractor graffiti cleaning	£14,000	hanging baskets, Christmas lights and market place cleaning (£14,000).	£75,500
Markets	£13,110	£961	maintenance, electricity and rates.	£1,050	Market Place parking permits (£1,050)	£1,000	advertising (£1,000)	£14,121
Parks	£168,700	£2,000	Waste management - parks repairs and maintenance, utilities	£16,400	Grass cutting contract renewal (£15,000) and Park Yoga (£1,400).	£8,950	Competitions, hedges and ditches, Elms Field maintenance, Security costs and advertising (£8,950).	£178,150
Woosehill	£28,300	£3,815	and rates, cleaning.	£1,000	Fire alarm upgrade	£500	waste management	£32,615
Town Hall	£109,960	£7,600	Utilities and rates, repairs and maintenance	£3,000	Defibrillator	£2,800	Waste collection and some realignment of codes (£2,800)	£117,760
Allotments	£10,780	£700	Repairs and maintenance (additional allotment sites)	£4,500	Waterless toilet cleaning			£15,980
Personnel	£577,170		Previously agreed 0.5FTE grounds post (£17,000) and Market Assistant post (£1,500). Resolution £18,500 30599, March 2023.	£87,045	Salary rises (£35,500), Upgraded RFO post (£15,570), Intern (£1,000), overtime and pension costs (total £34,975)			£682,715
F&P admin	£137,160	£2,350	Rates, audit fees and insurance	£8,000	New van rental (£4,500) and laptop replacements (£3,500)	£200	Postage + Offset CL income	£147,310
Civic	£41,300	£1,200	Newsletter, Remembrance, Honorary and Silver Talks	£8,675	Mayoral Chain reserve (£2,000), Museum accreditation work (£2,500), Mayor's Chaplain (£175) and Beating the Bounds event (£4,000)	£2,000	Receptions	£49,175
Grants	£102,520	£9,300	Maintain grant pot at 10% of previous year precept					£111,820
A&C	£103,650	£10,745	Uplift already agreed for concert and Fun Day (£10,745). Resolution 30683, July 2023.	£7,970	Theatre in the Park (£250), Chalk About It (£270). Uplift request for Lunar New Year (£7,450)			£122,365
Highways	£5,340	£300	Bus shelter repairs					£5,640
Grand Total	£1,385,490	£57,471		£139,640		£29,450		£1,553,151
Precept	£1,118,820							

Additional income (excluding CIL) £253,490

Precept

Assumed tax base increase

Funded by reserves

Additional precept requirement

£260,110

£1,118,820

£22,726

£0

£151,495

## Income actuals and projections 2024-25

	Sum of budget 2022/23	2022-23 actuals	sum of budget 2023/24	<b>Actuals</b> to 31st October 2023	Recommended adjustment	Comment	Recommended budget figure
Amenities	£30	£30	£30	£0			£30
Markets	£41,500	£41,860	£41,700	£25,617			£41,700
Parks	£6,250	£13,835	£5,650	£2,767	-£2,600	No football at Langborough, no further contribution for Elms Field from WBC	£3,050
Woosehill	£36,410	£26,012	£36,410	£15,572	-£5,000	Not hitting income target for Woosehill	£31,410
Town Hall	£139,260	£128,645	£140,360	£88,640	-£4,500	Reduce target for hall bookings to reflect usage levels	£135,860
Allotments	£12,150	£64,552	£13,400	£40,828	£3,600	Additional allotment sites now online, plus rent increase	£17,000
F&P income	£16,700	£20,738	£8,200	£15,127	£15,000	Funds in CCLA cash fund generating interest (Projected income at current rates)	£23,200
CIL	£140,000	£393,992	£200,000	£126,344			£200,000
Precept	£1,014,210	£1,014,210	£1,118,820	£1,118,820			
A&C	£4,750	£3,209	£4,800	£3,700	£150	Additional Fun Day income	£4,950
Highways	£0	£4,800	£2,940	£5,200			£2,940
<b>Grand Total</b>	<b>£1,411,260</b>	<b>£1,711,883</b>	<b>£1,572,310</b>	<b>£1,442,615</b>	<b>£6,650</b>		
Total excluding Precept	<b>£397,050</b>		<b>£453,490</b>				<b>£460,110</b>

**SUMMARY OF RISK AREAS****Nov-23**

Risk area	High	Medium	Low
<b><i>Strategic Register</i></b>	<b>2</b>	<b>2</b>	<b>0</b>
<b><i>Operational Registers</i></b>			
Allotments	<b>0</b>	<b>5</b>	<b>2</b>
Play Areas	<b>0</b>	<b>3</b>	<b>1</b>
Municipal Buildings	<b>2</b>	<b>1</b>	<b>0</b>
Open Spaces	<b>1</b>	<b>2</b>	<b>0</b>
Resource Management	<b>0</b>	<b>7</b>	<b>1</b>
Other			
<b><i>Totals</i></b>	<b>5</b>	<b>20</b>	<b>4</b>

See Risk Management Strategy for key

Wokingham Town Council				Strategic Register				Nov-23		
Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place / Mitigations Actions the council has in place to reduce the level of risk	Residual Risk Risk remaining once controls and mitigations are considered	Explanation	Actions / Notes Planned or considered actions that need to be taken to further reduce risk. All actions should include a due date and responsible person/committee
<b>Strategic Risks</b>										
Failure to respond to comply with relevant national legislation eg H&S at work act, GDPR	SR 01	TC	Possible legal action, need to amend Council systems and practice.	1	4	4	Access to legal and up to date advice guidance and information eg. through Central Government, SLCC, NALC, SEE, Council's solicitors, Insurance and HR service. Employment contract and Councillor code of conduct.			
Failure of financial processes, reporting and internal controls	SR 02	TC/RFO	Potential threat to council resources/reserves/reputation eg risk of fraud and theft. Council projects not able to be met.	2	4	8	Annual financial statements prepared by RFO, checks by internal audit who focus on controls and proper application and subject to external audit. Annual review to ensure adequate insurance to cover all aspects of business risks and license cover. Regular staff training and updates. Budget Monitoring reports provided to each spending committee meeting, Budget consideration annually, maintaining prudent level of reserves. To ensure that CIL is used within required timeframes.			
Serious injury or death of member of staff or public	SR 03	TC	Legislative action against the Council, including potential corporate manslaughter	2	4	8	Appropriate policy and practice in place including Health & Safety and Financial.			
Failure to manage public events	SR 04	TC	Potential significant claims. Injuries to staff or public resulting in claims against the Council, legal proceedings or loss of reputation.	1	4	4	Thorough event planning process in line with H&S Executive event safety guide. Where appropriate event plans are subject to LA safety advisory group scrutiny. Appropriate levels of insurance cover. Appropriate levels of staff training. Through tendering process where events are outsourced.			



Wokingham Town Council      Operational Register      Resource Management      Nov-23

Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions	Cost Effect
<b>Resource Management / Finance &amp; Personnel</b>										
Town Council not fulfilling statutory responsibility.	RM 01	TO	Views of the Council as democratic representative not taken into consideration.	1	2	2	Town Clerk is qualified and undertakes regular training to ensure up to date knowledge of legislative requirements. P&T Committee meets 9X annually. Councillors and Officers appropriately trained.	Treat/Monitor		
Legal proceedings against the council	RM 02	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6	Access to legal advice through SLCC and independent solicitor. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor		
Failure of IT systems including potential breaches	RM 03	TO	Interruption of services, reputational impact.	1	3	3	Support arrangements in place to support systems and programs. Computers firewall and password protected. Strong commercial anti virus software in place	Treat/Monitor	Laptop upgrade proposed in 2024-25 budget	
Interruption of power supply	RM 04	BMO/TO	IT systems failure, service impact	2	3	6	Computer data backed up daily. Backups held offsite in cloud and physical media. Server supply protected by UPS. Majority of staff are able to work remotely in the event of an issue at the town hall.	Treat/Monitor		
Loss of Human Resource eg illness, resignation	RM 05	TC	Potential loss of Service delivery.	2	3	6	Succession planning in place where possible, robust recruitment processes in place. Sickness absence policy in place, sufficient capacity in budget in place to allow for "supply" cover	Treat/Monitor		
Industrial tribunal	RM 06	TC	Resource implications, poor press, impact on workforce and council during tribunal	1	3	3	Council supported by HR consultant with indemnity in respect of Employment Tribunals, subject to advice being given and followed	Treat/Monitor		
Major emergencies/situations/nationally significant events	RM 07	TC	Service disruption. Loss revenue. Relocation costs. Re-instatement costs.	1	4	4	Emergency response plan in place. Working in conjunction with WBC and its Emergency Planning Officer and with other partners.	Treat/Monitor	TC and H&S lead to review emergency plan & BCP plan	

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# Wokingham Town Council Policy Document

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## Health and Safety

**The application of Health & Safety management systems within Wokingham Town Council**

*(V1.x revised 19/12/2022 12:56:00 by Town Clerk)*

***Review: Finance and Personnel Committee 15 Nov 2022***

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Wokingham Town Council  
Policy Document

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# Wokingham Town Council

## Policy Document

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## Overview

### Policy Statement

Wokingham Town Council recognises and accepts its responsibilities as an employer to ensure the health, safety and wellbeing of employees, volunteers, customers and others affected by its activities.

The Council will establish and maintain a proactive Health & Safety Management System across its business to protect the health and safety of employees, volunteers, customers, contractors and any other persons affected by its activities.

The Council intends to reduce the risk to employees and those who could be affected by its activities to as low a level as is reasonably practical. This will be achieved through the Council's H&S Management systems.

The Council is committed to the provision of information, instruction, supervision and training for all employees in line with their duties, to allow all members of staff to effectively exercise their responsibilities in ensuring a safe environment is maintained at all its locations.

Employees will be encouraged and expected to take personal responsibility to ensure that appropriate practices are correctly implemented at all times.

Wokingham Town Council will ensure that:

1. Management, members of staff and consultants are given adequate information, instruction, supervision and training in safe working procedures and that those procedures are fully implemented in practice.
2. Systems of working that are established are safe and minimise the risk to health and safety.
3. Performance of management, employees and consultants in identifying and implementing safe working procedures are monitored on a regular basis.
4. Machinery and equipment is provided to enable work operations to be carried out safely, that such equipment is fit for purpose and maintained in a safe condition.
5. Premises and associated buildings and areas are maintained in a safe condition.
6. Records are maintained to demonstrate that the Health & Safety Management System is being effectively implemented.
7. There are clear and effective two-way lines of communication. These will enable members of staff and consultants to both be given information that will allow them to work safely and to allow them to raise any issues that they believe require action.
8. There are sufficient time and resources made available to achieve and maintain a positive health & safety culture.

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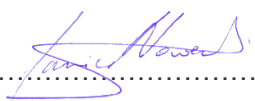
## Wokingham Town Council Policy Document

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This policy and the Health & Safety management systems will be accessible to all persons engaged by Wokingham Town Council and will be the subject to annual review with the objective of seeking continual improvement in Health & Safety standards.

The undersigned endorses this Health & Safety Policy on behalf of Wokingham Town Council.

Signed .....  ..... Date: 15 November 2022  
Town Clerk

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## Wokingham Town Council Policy Document

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### Organisation and responsibilities

An Organisational Chart is included at the end of this section.

#### **The Elected Council**

The overall and final responsibility for health & safety across the Council's functions and services and for compliance with the Health & Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Town Council of Wokingham.

The Council will ensure that there is an effective policy and arrangements to ensure health and safety within areas and functions under its control and that all liabilities are covered by adequate insurance. Further the Council acknowledges its intent to ensure sufficient resources to implement the policy are budgeted for annually.

#### **The Town Clerk**

The Town Clerk has delegated responsibility for ensuring the provision and implementation of the Health and Safety policy and its review. The Grounds & Bloom Officer is functionally responsible both for its implementation, certification and for the policy in the absence of the Town Clerk. The Town Clerk will:

1. Review, and update, when necessary, the Council's Health and Safety policy and arrangements in line with changing legislation and working practices. The review of the policy and arrangements to take place at least annually.
2. Periodically appraise the effectiveness of the policy and ensure that any necessary changes are made to it.
3. Ensure that sufficient resources are available to provide all necessary health and safety equipment, personal protective equipment, training and, where appropriate and as required by legislation, free health assessments.
4. Ensure that all reasonably foreseeable risks are assessed and evaluated within the areas under the Council's control
5. Provide regular reports to the Council.

#### **Grounds & Bloom Officer**

The Grounds & Bloom Officer under the overall direction of the Town Clerk, is the designated Health and Safety lead, who will be responsible for ensuring that the Health and Safety policy of the Council is implemented at an operational level. The responsibilities cover:

1. Assessment, control and regular monitoring of all health and safety aspects of the service to ensure they are kept up to date.

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## Wokingham Town Council Policy Document

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2. Ensuring that appropriate health and safety education and training are coordinated and carried out, using both in house and external resources.
3. Ensuring that adequate fire protection and prevention measures are established.
4. The maintenance and safe keeping of records pertaining to the Health and Safety management systems.
5. Investigation of accidents and dangerous occurrences, with a view to prevention of future occurrences and to ensure that appropriate statutory notifications are properly completed.
6. Providing staff with regular updates and relevant information on risks to health and safety.
7. Completion of risk assessments and development of safe operating procedures for Council facilities, functions and activities.
8. Establishing a regime of regular monitoring of all Council facilities for defects or health and safety issues and recording, reporting and acting on them.
9. Ensure that all accidents are investigated and that accident reports are completed promptly where required.
10. Any health or safety problems which cannot be resolved immediately are raised quickly with the Town Clerk.
11. Provide regular reports to the Town Clerk.

### **Managers**

Managers have the responsibility to ensure their direct reports are both made aware of, and comply with, the Council's Health and Safety Policy and procedures. The responsibilities include:

1. Ensure each new employee is given suitable and sufficient induction training, including the precautions and procedures appropriate to their specific jobs, and that adequate supervision is available, particularly when young or inexperienced employees are concerned.
2. Ensure that all persons within their charge are aware of the procedures to be adopted in case of fire.
3. Ensure that all persons within their charge know the location of the first aid facilities and who are first aiders.
4. Ensure that only safe working practices are used in order to provide maximum safety for all personnel who are within their charge.

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## Wokingham Town Council Policy Document

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### **Employees, Volunteers and Elected or Co-opted Members**

All employees, whether permanent or casual, volunteers and elected and co-opted members have a duty as laid down in Section 7 of the Health and Safety at Work, etc Act 1974 to:

1. Make themselves familiar with the Health and Safety Policy of the Council and Health and Safety literature which is posted on notice boards in the workplace, or which is drawn to their attention by their immediate supervisor. If for any reason there is a problem with understanding these documents, the supervisor, through 1-1 meetings, will ensure that employees understand what they contain.
2. Take reasonable practicable care for the health, safety and welfare of themselves and other persons who may be affected by their acts or omissions whilst at work.
3. Co-operate with the Council to enable it to carry out its responsibilities fully and comply with relevant statutory legislation.
4. Make full use of the appropriate safety equipment, protective clothing and safety devices provided by the Council and not intentionally or recklessly interfere with or misuse any such items.
5. Carry out all duties in accordance with safe systems of work, adhering to training and instructions to ensure compliance with legal requirements.
6. Report any accident, incident, dangerous or potentially dangerous situations in the workplace, unsafe practice, or systems of work, or damage to plant or equipment to their immediate supervisor.

### **Visitors and Contractors**

1. All visitors and contractors must be informed of any hazards or dangers on Council premises, and the precautions they should take to minimise risks to their health and safety.
2. The Grounds & Bloom Officer will ensure a safety code (e.g. smoking regulations, noise, harassment, fire procedures, waste disposal, accident reporting) is prepared and made available to visitors and contractors.
3. All contractors, working within Town Council facilities will be required to complete a site-specific risk assessment. They will be met by the lead/contact officer before work begins in order to discuss how any risks to employees or visitors can be avoided/minimised, and/or oversee works to ensure Health and Safety compliance.
4. All contractors engaged by individual Town Council officers will be the responsibility of the engaging officer while performing their duties on behalf of the Town Council. The engaging officer will ensure that contractors are informed of, and comply with, the Town Council's Health and Safety Policy and, whilst on site, undertake periodic site inspections of the contractor's works during the period of works.



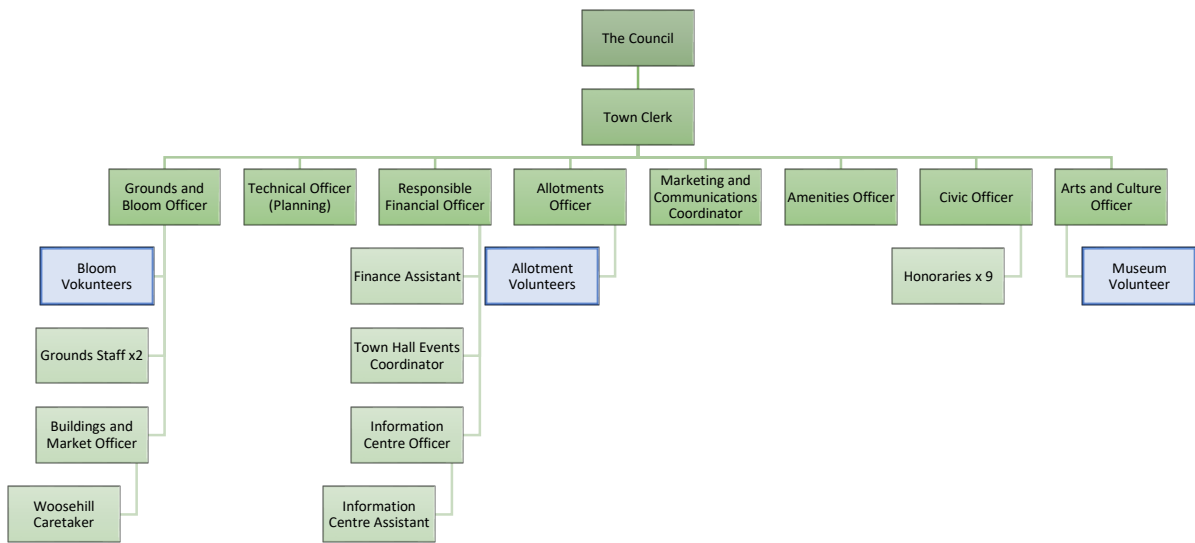
# Wokingham Town Council Policy Document



- 5. All hirers of facilities will be made aware of WTC’s Health and Safety requirements through its Terms & Conditions of Hire. They will assure the Council that they have read the Terms & Conditions of Hire and accept the requirements.

## Staff Structure Chart

Revised April 2022



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# Wokingham Town Council Policy Document

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## Policy

### General policies

#### 1. Statement of general policy on occupational Health and Safety

Regulation 5 of the Management of Health and Safety at Work regulations 1999 requires that appropriate arrangements be made for the effective planning, organisation, control, monitoring and review of preventative and protective measures for health and safety.

The Policy Statement, together with the Town Council's overall policy on health and safety will be reviewed annually and updated in accordance with any legislative changes and/or operational regulations or procedures. When this happens, it shall be brought to the attention of employees.

#### 2. Safety management system

The Town Clerk is to ensure that a systematic approach is adopted to the management of Health and Safety. The system includes:

- The organisation of Health and Safety in the Council – duties and responsibilities of persons responsible.
- Control – minimum standards, safe systems of work, risk assessments together with disciplinary procedures, checks and monitoring of those procedures.
- Co-operation – consultation and involvement with staff, development of performance standards.
- Communication – about the policy, information about safety and how it is managed will be undertaken through the regular 1-1 and appraisal meetings between managers and reportees.
- Competence – team meetings, circulation of e-updates and refresher information together with appropriate training.

##### 2.1. Objectives and Targets

At the beginning of each year the Town Clerk and Grounds & Bloom Officer will, set specific objectives and targets to be met for continuous improvement in health and safety performance.

##### 2.2. Risk Assessment

The safety management system should be built on a careful assessment of risks of all the activities carried out by all sections of the Council workforce. The management system should record who is responsible for carrying out assessment(s), what training they will

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## Wokingham Town Council Policy Document

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receive, what system they will use, how they will record findings and how often will risk assessments be carried out.

### **2.3. Measuring Performance**

The Town Clerk is to measure safety performance against the objectives established in addressing 2.1.

The safety management system is to detail the frequency, nature and extent of safety inspections and how these are recorded. Performance will then be measured against this.

Monitoring should involve checking the safety management system against the Council's policy ensuring it is adequate and is being fully implemented. Reactive monitoring e.g. accident statistics, ill-health records, insurance claims, defect reports should also be measured.

### **2.4. Audit and Reviews**

In addition, the in-house routine, regular monitoring and annual audit will support all elements in the safety management system.

All components of the safety management system should be subject to review from time to time to ensure they remain valid and effective. It should consider changed factors e.g. new legislation, new working practices, availability of equipment, new personnel, audit results, etc.

Once a year the written document containing details of the safety management system, duly updated, is to be sent to the Elected Council. Where no change has taken place this should be reported by exception.

## **3. Assessment, control and monitoring**

The Town Clerk is responsible for ensuring the Council's obligations are met in respect of assessment, control and monitoring of:

- **HEALTH AND SAFETY ADMINISTRATION** – including the appointment and support of competent persons, basic documentation and records.
- **EMERGENCY PROCEDURES** – accidents, first aid, exit and exit routes, evacuation procedures, fire.
- **GENERAL RISKS AND CONTROLS** – manual handling, display screen equipment, personal protective equipment, portable electrical appliances, managing visitors, work equipment, slips trips and falls, substances hazardous to health.

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## Wokingham Town Council Policy Document

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- PREMISES MANAGEMENT – electricity, gas and water supply, the work environment, lifts and mechanical lifting equipment, ladders, waste disposal, vehicle inspection and maintenance.

### 3.1. Risk Assessment

The Town Clerk has a responsibility to ensure that all areas of risk within the Council have been considered. The Grounds & Bloom Officer is to ensure a schedule of activities and potential areas of risk in the workplace be produced; to include:

- The potential dangers (hazards which might be identified and associated with causes of harm)
- The persons at risk
- The risk rating
- Action already taken to control risk
- Action/procedures to be taken to minimise danger

From this schedule a comprehensive risk assessment that is suitable and sufficient to comply with legal requirements should be drawn up.

### 3.2. Workplace/Equipment Inspections

An Inspection Log for each building/open space to be compiled by the Buildings & Market Officer and Grounds and Bloom Officer. The Log gives details of:

- Workplace areas that require inspection
- Equipment and, in particular, safety equipment
- The frequency of inspections of workplace/equipment
- The dates of inspection with the signature of the person undertaking the inspection
- Outcomes of inspection
- Maintenance contracts with dates of inspection

### 3.3. Accident, Incident and Near-Miss Reporting

Every accident or incident giving, no matter how minor, is to be reported to the responsible officer or officer onsite. For safety monitoring purposes and with a view to future prevention, “near miss” accidents/incidents should also be reported.

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## Wokingham Town Council Policy Document

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The Town Clerk is to ensure that an accident reporting system is in place and is understood by all employees. Reports are to be completed immediately by the responsible officer or officer on site after emergency treatment of the injured person and must be signed by the injured person, if possible, and/or by the person making the report. Accident report file stored in the office kitchen.

These reports should be examined when completed, with a view to understanding the root cause of the incident, and recommendations made to prevent a recurrence. The recommendation(s) are to be noted on the accident report file and followed up as part of the wider H&S monitoring and KPIs.

Fatal accidents, major injury accidents, dangerous occurrences and accidents causing more than three days incapacity for work are "reportable" to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Reporting to the HSE must be coordinated through the Town Clerk.

### 3.4. Further Monitoring

The Town Clerk will organise regular review meetings of Health and Safety, details of which should be minuted, and once a year the Town Clerk & Grounds & Bloom Officer will compile a report on accident statistics, recommendations, etc., which is to be submitted to the Finance & Personnel Committee.

## 4. Procedures

After an assessment of the workplace and potential hazards in it, the Town Clerk will have drawn up a procedures manual/code of safe systems of work as part of the information, instruction, training and supervision to be given to employees. This should enable them to understand and avoid hazards arising in the work they undertake and contribute positively to their own health and safety at work.

Wokingham Town Council Minimum Standards. **See Appendix 1.**

The Town Council Minimum Standards are detailed for those areas most relevant to the Council's business.

### 4.1 COSSH

Wokingham Town Council has effective arrangements in place to manage the risks from substances hazardous to health across all service areas. Hazardous substances include mainly chemical agents in the Council's setting.

### 4.2 DSE

Wokingham Town Council commits to minimising the risk of eye injury, repetitive strain injury, other musculoskeletal disorders and stress among employees as far as is reasonably practicable.

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## Wokingham Town Council Policy Document

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### **4.3 Electrical (including Fixed Wiring & PAT)**

Wokingham Town Council ensures, as far as is reasonably practicable, to minimise electrical injuries recognising they can be caused by a wide range of circumstances and can have fatal consequences.

### **4.4 Engaging with Contractors**

Wokingham Town Council has effective arrangements in place to manage and coordinate contractors working on its estate. This will mitigate against poorly managed activities which could result in major injuries and ill health to employees, volunteers and visitors, in addition to the damage to the property and the environment.

### **4.5 Events**

To protect the public, employees, volunteers & contractors Wokingham Town Council ensures robust event planning for both its own events and those delivered through external partners (ref 4.4 above).

### **4.6 Fire**

Fire has the potential to cause death and serious injury as well as extensive damage to property and the environment. Wokingham Town Council ensures the safety of its workforce, contractors and the public by minimising the risk of fire in all its buildings and parks and open spaces.

### **4.7 First Aid**

Wokingham Town Council has effective arrangements in place to provide adequate and appropriate equipment, facilities and personnel to ensure that employees receive immediate attention if they are injured or taken ill at work.

### **4.8 Legionella**

Wokingham Town Council has effective arrangements in place to manage the risks from Legionella as far as reasonably practicable. These will mitigate against infection for WTC employees, visitors, hirers, contractors and volunteers who may be vulnerable to the risks from Legionella bacteria.

### **4.9 Lone Working**

WTC ensures adequate measures are in place to protect those working alone. They will be safe and equipped with appropriate training to remain so. They will be at no more risk than other employees.

### **4.10 Manual Handling**

Wokingham Town Council manages all risks related to manual handling and/or musculoskeletal disorders comprehensively across the workforce as far as reasonably practicable.

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## Wokingham Town Council Policy Document

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### **4.11 Stress**

Wokingham Town Council recognises the potential for stress at all levels of the Council. This can be contributed by the demands of both work and home-life. WTC will concentrate on early identification and prevention as far as is reasonably practicable. Interventions will be made as necessary.

### **4.12 Working at Height**

Wokingham Town Council protects its employees, volunteers and contractors by ensuring appropriate equipment is deployed for the relevant tasks involving height.

### **4.13 Work equipment**

Wokingham Town Council ensures work equipment is suitable for the purpose for which it is used.

Employees will be expected to familiarise themselves annually with the detail of the procedures and confirm that they have done so by signing a document to this effect.

## **5. Welfare**

To ensure the continued welfare of employees, facilities are provided at the following sites: The Council Offices within the Town Hall, Langborough Changing Room and Woosehill Community Hall. Staff must co-operate in maintaining a high standard of hygiene.

Employees are reminded that:

- Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their manager of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or others. The manager will make reasonable adjustments for that person in the interim.
- Drug and alcohol abuse – employees are not allowed to attend the premises or carry out duties whilst under the influence of drugs or alcohol. Any person found breaking this rule may be liable to disciplinary action.
- Employees are provided with hand cleaners, for use in personal vehicles used for the purposes of carrying out Council duties and are expected to use them and report when replacements are required.

## **6. Training**

All new employees will be shown the location of first aid equipment, fire exits and fire equipment and are to be well instructed on safety issues. They may not undertake any professional duties until instruction has been completed. The Town Clerk will ensure that a Health and Safety

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## Wokingham Town Council Policy Document

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Awareness programme is incorporated into the induction programme. A record of completion is held on an employee's personnel record.

All staff must be made aware of their responsibilities for health and safety as defined in this document and the procedures in place. They must be instructed that failure on their part to act in accordance with Health and Safety policies and procedures is subject to disciplinary action.

Staff's health and safety awareness must also include the fact that, under their duty of care, they are bound to report any equipment or premises defects they discover, and/or any malpractice they identify in the course of their work.

Safety training, such as fire awareness and prevention, moving and handling, first aid, are to be considered as essential training for all employees and must be built into the overall training and staff development programme. Training in the identification of hazards in the workplace should also be given to staff at all levels, while formal risk assessment training is to be organised for all persons in supervisory or management posts, or where particularly relevant to their role.

Attendance at all health and safety training/instruction is to be well documented and recorded on employees' personnel files.

Training to be refreshed every three years or sooner dependant on requirements and legal responsibilities.

### **7. Information and Communication**

It is mandatory that the statutory poster "Health and Safety Law – What You Need to Know" is displayed in an accessible place in the workplace. To promote a safe and healthy workplace a supply of the numerous health and safety leaflets published by the Health and Safety Executive should be made available to staff.

The Town Clerk must ensure that all employees, including temporary and casual workers, are provided with comprehensive and relevant information on any health and safety risks identified by assessments and the necessary preventative and protective measures, as they affect them.

The Grounds & Bloom Officer must ensure that they keep up to date with changes in health and safety legislation, e.g. by obtaining regular up-dates from the Health and Safety Executive.

### **8. Disciplinary Action**

The Town Clerk must make it clear to all employees that contravention of the Health and Safety Policy and related documentation will constitute a disciplinary offence which may lead to termination of employment for serious or repeated breaches.

Any employee leaving his/her workplace because of concerns of serious, imminent or unavoidable danger, will not be dismissed or placed at any disadvantage. Any circumstance of this nature arising must be reported to line management in accordance with Section 3.3 Accident, Incident and Near Miss reporting.



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## Wokingham Town Council Policy Document

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### 9. General Requirements to Ensure Safety

The aim of the Council is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees by:

- Observing the general rules of safety
- Using all plant, machinery and equipment in a safe and proper manner
- Employing and following the proper laid out procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or to others
- Keeping work areas clean and tidy at all times
- Making sure all corridors and passageways, particularly those leading to escape routes, are always kept free from obstruction
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises

The Council reminds all employees of their own duties under Section 7 of the Health and Safety at Work etc. Act 1974, to take care of their own safety and that of other persons who may be affected by their acts or omissions, and to co-operate with the Council so as to enable it to carry out its own duties and/or statutory requirements successfully.

Employees also have additional duties under the Management of Health and Safety at Work Regulations 1999 to use any equipment, material or substance provided to them in accordance with any training and instruction, and to report any risk situation or shortcoming in protection arrangements to management.

*A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented by further statements relating to the duties of particular groups of workers*

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## Wokingham Town Council Policy Document

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### Accountabilities

#### 1. Grounds Staff

- 1.1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 1.2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 1.3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In case of electrically operated machines the plug lead must be disconnected.
- 1.4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- 1.5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 1.6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
- 1.7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- 1.8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 1.9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating machinery and chemicals that include herbicides and pesticides.
- 1.10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. They must be used in accordance with the Working at Heights Regulations.
- 1.11. Pathways on Council owned premises shall be inspected annually.

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## Wokingham Town Council Policy Document

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### **2. Caretaking and Cleaning Staff**

- 2.1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
- 2.2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
- 2.3. Care must be taken to avoid ingestions, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
- 2.4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
- 2.5. Stepladders which are used to gain access to heights must be in good condition and free from defects.
- 2.6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
- 2.7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

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### 3. Contractors

For Wokingham Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the council shall be deemed to have agreed to comply with the following requirements:-

- 3.1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
- 3.2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
- 3.3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
- 3.4. The Council will retain the right to stop any operations, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
- 3.5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Councils' representative to order such a stoppage.
- 3.6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
- 3.7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

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## Wokingham Town Council Policy Document

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### References

[www.hse.gov.uk](http://www.hse.gov.uk)

The Health & Safety at Work Act 1974

Electricity At Work Regulations 1989

The Management of Health & Safety At Work Regulations 1992

Manual Handling Operations 1992

The Personal Protective Equipment At Work Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision & Use of Work Equipment Regulations '1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations '1992

The Fire Precautions (Workplace) Regulations 1992

The Health & Safety (Young Persons) Regulations 1992

Construction (Design & Management) Regulations 2007

### Advice and Consultancy

#### **Local Area Inspector**

Health and Safety Executive

Priestly House

Priestly Road

Basingstoke

Hampshire

RG24 9NW

#### **Wokingham Borough Council**

#### **Gallagher Insurers**

Phoenix Court

Jacob's Well Lane

Wakefield

WF1 3NT

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# Wokingham Town Council Policy Document

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## Safeguarding

*(V1.0 revised 15/12/2022 11:46:00 by Gemma Cumming)*

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## Overview

The purpose and scope of this policy statement

Wokingham Town Council is a Local Authority which as part of its activities organises public events which may include those involving children and young people

The purpose of this policy statement is:

- To protect children and young people who receive Wokingham Town Council services from harm. This includes the children of adults who use our services
- To provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Wokingham Town Council, including senior managers and elected council members, paid staff and volunteers.

## Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

## Statement

**We believe that:**

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- The welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead elected member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers



## Wokingham Town Council Policy Document



- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff & volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Role description for the designated safeguarding officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of conduct for staff and volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Online Safety
- Safer recruitment
- Anti-bullying
- Managing complaints
- Whistleblowing
- Health and safety policy
- Staff continuous professional development
- Adult to child supervision ratios

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### Contact

#### **Nominated safeguarding lead**

Name: Katy Hughes

Phone/email: khughes@wokingham-tc.gov.uk 0118 978 3185/0

#### **Deputy safeguarding lead (online safety co-ordinator)**

Name: Gemma Cumming

Phone/email: artsandculture@wokingham-tc.gov.uk 0118 978 3185

#### **Elected member lead for safeguarding**

Name: Philip Cunnington

Phone/email: 07711 800401 p.cunnington@wokingham-tc.gov.uk

#### **Local Authority Designated Lead (LADO)**

0118 974 6141

[lado@wokingham.gcsx.gov.uk](mailto:lado@wokingham.gcsx.gov.uk)

#### **NSPCC Helpline 0808 800 5000**

This policy statement came into force on January 31st 2020. We are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on.....(date)

Signed: .....

(print name)

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### Appendices

#### Role Description of designated Safeguarding Lead

##### **Purpose of the role:**

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Wokingham Town Council. To promote the safety and welfare of children and young people involved in Wokingham Town Council's activities at all times.

##### **Duties and responsibilities:**

1. Take a lead role in developing and reviewing Wokingham Town Council's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Wokingham Town Council's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Wokingham Town Council's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Wokingham Town Council, including elected members understand the safeguarding and child protection policy and procedures and know what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Wokingham Town Council and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in Wokingham Town Council's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Wokingham Town Council may present a risk to children or young people. This includes:
  - a. assessing and clarifying the information
  - b. making referrals to statutory organisations as appropriate
  - c. consulting with and informing the relevant members of the organisation's management
  - d. following the organisation's safeguarding policy and procedures
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
  - a. the local authority child protection services
  - b. the police. This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline or statutory agencies when support is needed, by calling 0800 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
9. Work closely with elected members to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
10. Report as appropriate to the elected members on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that

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safeguarding and child protection requirements are being followed at all levels of the organisation.

11. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
12. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
13. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Wokingham Town Council.
14. Lead team meetings, supervision sessions and management meetings as arranged.
15. Work flexibly as may be required and carry out any other reasonable duties. Appointment to this role is subject to satisfactory vetting and barring checks. Safeguarding leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

### Training for nominated child protection leads:

[learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses](https://learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses)

### Helpful resources for a nominated child protection lead:

- Child abuse and neglect [learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/](https://learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/)
- Recognising and responding to abuse [learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/](https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/)
- Safeguarding and child protection [learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/](https://learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/)

## Dealing with Disclosures and Concerns

It can be very hard for children and young people to speak out about abuse. Often they fear there may be negative consequences if they tell anyone what's happening to them.

Some may delay telling someone about abuse for a long time, while others never tell anyone, even if they want to.

It's vital that children and young people are able to speak out and that whoever they tell takes them seriously and acts on what they've been told.

Even if a child doesn't tell someone verbally about what's happened to them, there may be other indicators that something is wrong. People who work with children need to be able to recognise the signs and know how to respond appropriately.

### Disclosure

Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action.

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Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

Not all disclosures will lead to a formal report of abuse or a case being made or a case being taken to court, but all disclosures should be taken seriously.

It takes extraordinary courage for a child to go through the journey of disclosing abuse.

It's vital that anyone who works with children and young people undertaking this journey is able to provide them with the support they need.

### **How disclosure happens**

Children and young people may disclose abuse in a variety of ways, including:

- directly– making specific verbal statements about what's happened to them
- indirectly – making ambiguous verbal statements which suggest something is wrong
- behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- non-verbally – writing letters, drawing pictures or trying to communicate in other ways.

Children and young people may not always be aware that they are disclosing abuse through their actions and behaviour.

Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture. They may withhold some information because they:

- are afraid they will get in trouble with or upset their family
- want to deflect blame in case of family difficulties as a result of the disclosure
- feel ashamed and/or guilty
- need to protect themselves from having to relive traumatic events.

Adults need to be able to notice the signs that a child or young person might be distressed and ask them appropriate questions about what might have caused this. They should never wait until a child or young person tells them directly that they are being abused before taking action. Instead, they should ask the child if everything is OK and discuss their concerns with the Council's designated safeguarding lead, or the NSPCC helpline.

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## Wokingham Town Council Policy Document

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### **Responding to disclosures**

Three key interpersonal skills help a child feel they are being listened to and taken seriously:

#### Show you care, help them open up:

Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.

#### Take your time, slow down:

Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.

#### Show you understand, reflect back:

Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.

If a child tells you they are experiencing abuse, it's important to reassure them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.

- Never promise confidentiality
- Never talk to the alleged perpetrator about the child's disclosure.
- Take a non-biased approach which is both fair to the child and the alleged perpetrator
- Make notes which should then be shared with the Safeguarding Lead who will decide the course of action which may include involving statutory agencies.

### **Managing allegations against staff and volunteers**

Any allegation or concern that an employee or volunteer has behaved in a way that has harmed, or may have harmed, a child will be taken seriously and dealt with sensitively and promptly.

Depending on the situation, the response may involve:

- the police investigating a possible criminal offence
- Wokingham Borough Council child protection services making enquiries and/or assessing whether a child is in need of support
- Wokingham Town Council following the relevant disciplinary procedures with individuals concerned.

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By working with partner agencies Wokingham Town Council would ensure that any children involved are given appropriate support.

### **Roles and responsibilities**

Wokingham Town Council has appointed the Town Clerk as the senior manager and Safeguarding Lead who is responsible for dealing with allegations or suspicions of abuse about someone who works with children.

The Safeguarding Lead will ensure all staff and volunteers know who the responsible person is and how to contact them. If there is a concern about the nominated person, it should be reported to their deputy or the Chairman of the Council.

The Safeguarding Lead will be fully trained in managing allegations against or concerns about abuse by a member of staff or volunteer. They will know who to contact if any concerns are raised, such as the police or local child protection services.

### **Local Authority Designated Lead (LADO)**

0118 974 6141

[lado@wokingham.gcsx.gov.uk](mailto:lado@wokingham.gcsx.gov.uk)

## **Behaviour Code for Adults Working with Children**

### **Purpose**

This behaviour code outlines the conduct Wokingham Town Council expects from all our staff and volunteers. This includes Councillors, staff and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. Wokingham Town Council is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

### **The role of staff and volunteers**

In your role at Wokingham Town Council you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

# Wokingham Town Council Policy Document



## Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for child protection/safeguarding
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Town Clerk/Arts & Culture Officer
- reporting all concerns about abusive behaviour, following our safeguarding procedures this includes behaviour being displayed by an adult or child and directed at anybody of any age.
- being aware of your digital footprint - the information about a person that exists on the internet as a result of their online activity
- only using authorised official accounts to send official communications
- using staff accounts for professional purposes only, including email, website and social media accounts
- taking steps to avoid being found by children on social media, by selecting strict privacy settings, using a different display name and choosing an appropriate display picture

## Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice



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- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

### **Relationships**

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project or activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults
- if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

### **Respect**

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible.
- if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

### **Unacceptable behaviour**

When working with children and young people, you must not:

- allow concerns or allegations to go unreported

## Wokingham Town Council Policy Document



- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- not engage or communicate with children or children's families via personal or non-official-authorized accounts
- not use social media in a way that would breach other Wokingham Town Council policies.
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

### **Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Wokingham Town Council or stop working in partnership with us. We may also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to Town Clerk/Arts & Culture Officer.

## **Behaviour Code for Children & Young People**

### **Purpose**

This code of behaviour aims to make sure everyone who participates in Wokingham Town Council's services knows what is expected of them and feels safe, respected and valued. Wokingham Town Council must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour. We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

# Wokingham Town Council Policy Document



## Basic principles

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

## Dos and don'ts

You should:

- cooperate with others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to Wokingham Town Council Lead Officer about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

## Regarding Online activities

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to the group leader.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.

## Wokingham Town Council Policy Document



- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.

A copy of these dos and don'ts will be visible at all times during any event.

### **What happens if I decide not to follow the code of behaviour?**

This code of behaviour is part of our process for making sure everyone who takes part in our services receives the support they need.

#### Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

#### Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We may also decide that a sanction is appropriate such as restricting you from taking part in some activities

#### Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and we'll inform your parents or carers as appropriate. At this point, we may need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

### **Child protection procedures**

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be in need of protection or that you may present a risk of harm to other children and young people, they will follow our child protection procedures. This may involve making a referral to the local authority. If child protection procedures are necessary we will talk this through with you and your parents or carers as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

### **The role of parents and carers**

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

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## Wokingham Town Council Policy Document

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### Photography and Sharing Images Guidance

#### **The purpose and scope of this policy statement**

Wokingham Town Council works with children and families as part of its activities. These include:

- Open access free family events
- Ticketed events aimed at children and young people
- Events for schools and organised groups (such as Brownies and Scouts)
- Ad hoc publicity opportunities (e.g. opening of a new play park)
- Student representation

Photographs taken at open access free family events where they are general shots and aim to present an overall view of the event or part of the event should avoid any recognisable images of children.

Ticketed events will always include information on photographic consent in the Terms and Conditions when booking and will be on display within the venue.

For events organised for/with external groups such as schools, consent will be passed to the school or group in question to manage in line with their policies and will be confirmed with the school in writing.

There should always be a designated member of staff or responsible adult on hand to advise and ensure the policy is adhered to.

#### **The purpose of this policy statement is to:**

- protect children and young people who take part in Wokingham Town Council's services, events and activities, specifically those where photographs and videos may be taken
- set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers, councillors and other adults associated with Wokingham Town Council.

#### **We believe that:**

- children and young people should never experience abuse of any kind

## Wokingham Town Council Policy Document



- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

### **We recognise that:**

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

### **We will seek to keep children and young people safe by:**

- always asking for written consent from a child and their parents or carers before taking and using a child's image
- always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Using first names only if we do need to identify images of children are being used in our published material.
- never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
  - only using images of children in appropriate clothing (including safety wear if necessary)

## Wokingham Town Council Policy Document



- avoiding full face and body shots of children taking part in activities where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

Wokingham Town Council has a procedure for reporting any abuse including the misuse of images of children as part of our safeguarding policy and procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for personal use**

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event.

#### **This includes:**

- reminding parents, carers and children that they need to give consent for any individual or organisation to take and use their images
- asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

### **Photography and/or filming for Wokingham Town Council's use**

Children, young people, parents and carers must be made aware if photography and filming is part of the programme and give written consent.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times. Including if necessary supplying the photographer with an official badge and/or high vis jacket.
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer to have unsupervised access to children
- not allowing the photographer to carry out sessions outside the event or at a child's home

## Wokingham Town Council Policy Document



- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

### Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Wokingham Town Council) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- the name and address of the person using the camera
- the names of children they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Wokingham Town Council will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by issuing them with a coloured identification badge.

If Wokingham Town Council is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures for reporting concerns.

### Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in protected folders with restricted access.

Images will be stored for a period of no more than 2 years. With the exception of images for historical purposes, e.g. of the Mini Mayor, which will be subject to specific parental consent outlining this exception.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.



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## Wokingham Town Council Policy Document

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Wokingham Town Council does not permit staff and volunteers to use any personal equipment to take photos and recordings of children. Personal professional standard cameras may be used should staff have access to them, however the storage device/memory card will be Wokingham Town Council's property and be deposited in the office securely at the event end. Inbuilt storage capacity within personal cameras will not be used.

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Safeguarding.
- Data Protection
- Procedures for responding to concerns about a child or young person's wellbeing.
- Code of conduct for staff and volunteers.

### **Legal framework**

This statement has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Summaries of key legislation and guidance is available on:

- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

## Online Safety

### **The purpose of this policy statement**

Wokingham Town Council works with children and families as part of its activities.

Online activities can include:

- Provision of entertainment and cultural activities through webinars
- Sharing and provision of knowledge, entertainment and cultural activities through our social media channels either aimed directly at young people or more commonly via their parents social media accounts
- Inclusion in Virtual Council meetings for our young council representatives

## Wokingham Town Council Policy Document



### **The purpose of this policy statement is to:**

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Wokingham Town Council's activities.

### **We believe that:**

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

### **We recognise that:**

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Wokingham Town Council's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### **We will seek to keep children and young people safe by:**

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults

## Wokingham Town Council Policy Document



- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

### **If online abuse occurs, we will respond to it by:**

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:

[online.abuse.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://online.abuse.learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)

## Wokingham Town Council Policy Document



[bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://bullyinglearning.nspcc.org.uk/child-abuse-and-neglect/bullying)

[child protection learning.nspcc.org.uk/child-protection-system](https://childprotectionlearning.nspcc.org.uk/child-protection-system)

### Safer Recruitment

Wokingham Town Council will follow best practice and principles in terms of safely recruiting staff and volunteers who are working directly with children and young people.

A robust, planned and fair process will be followed to ensure the right person for the role is appointed. This will include:

- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers who will be working directly with children participate in an induction which includes child protection

Safer recruitment forms part of the overall Safeguarding Policy and Practice of the Council and Wokingham Town Council's commitment to equal opportunities.

### Anti Bullying Procedure

**Wokingham Town Council works with children and families as part of its activities. These include:**

- Open access, free family events
- Ticketed events aimed at children and young people
- events for schools and organised groups (such as Brownies and Scouts)
- Ad-hoc publicity opportunities (such as opening of new play park)
- Student representation.

**The purpose of this policy statement is:**

- to prevent bullying from happening between children and young people who take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- to provide information to all staff, volunteers, Councillors about what we should all do to prevent and deal with bullying. This policy statement applies to anyone working on behalf of Wokingham Town Council, including staff, Councillors and volunteers.

## Wokingham Town Council Policy Document



### Separate documents set out:

- our code of behaviour for children, young people and adults
- our policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation.

### What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated
- intended to hurt someone either physically or emotionally.

More detailed information about bullying is available from [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying).

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK.

The NSPCC provides summaries of the key legislation and guidance on:

- bullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- online abuse [learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse](https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse)
- child protection [learning.nspcc.org.uk/child-protection-system](https://learning.nspcc.org.uk/child-protection-system)

### We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### We recognise that:

- bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### We will seek to prevent bullying by:

- developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers and Councillors about bullying and how to prevent it.

### These discussions will focus on:

## Wokingham Town Council Policy Document



- group members' responsibilities to look after one another and uphold the behaviour code
- practising skills such as listening to each other
- respecting the fact that we are all different
- dealing with problems in a positive way
- checking that our anti-bullying measures are working well
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
- putting clear and robust anti-bullying procedures in place

### **Making sure our response to incidents of bullying takes into account:**

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole.

Reviewing the plan developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

We recognise that bullying is closely related to how we respect and recognise the value of diversity. We will be proactive about:

- seeking opportunities to learn about and celebrate difference
- increasing diversity within our staff, volunteers and Councillors as members of our organisation.

More information about responding effectively to bullying is available:

- protecting children from bullying and cyberbullying [learning.nspcc.org.uk/child-abuse-and-neglect/bullying](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/bullying)
- recognising and responding to abuse [learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse](https://www.learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse)

### **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures including:

- Safeguarding policy statement.
- Managing allegations against staff and volunteers.
- Code of conduct for staff and volunteers.

## Whistleblowing

Staff and volunteers should feel confident about challenging the behaviour of others and voicing concerns. They will know to contact the Safeguarding Lead if they feel unable to report an incident within the Council.

## Wokingham Town Council Policy Document



They can also make a report to the police or local child protection services

Local Authority Designated Lead (LADO)

0118 974 6141

[lado@wokingham.gcsx.gov.uk](mailto:lado@wokingham.gcsx.gov.uk)

or by contacting the NSPCC Whistleblowing Advice Line:

- 0800 028 0285

- [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### Health and Safety

See Health and Safety Policy

### Staff Continuous Professional Development

Wokingham Town Council is committed to ensuring that all staff are supported to deliver their role effectively which includes access to professional development wherever identified.

Professional development is recognised as continuous from induction through to the point of leaving the organisation.

This may include direct face-to-face training, internal support, on-line training and dedicated time for personal research. The Council maintains a healthy budget to provide for the above which is accessible to all staff regardless of role or responsibility.

### Adult to Child Supervision Ratios

A risk assessment will be undertaken as part of every event plan which will include consideration of the following:

- the nature and duration of activities
- the competence and experience of staff involved
- the requirements of location, accommodation or organisation
- any special medical needs
- any specialist equipment needed.



# Wokingham Town Council

## Town Clerk's Report 31/2023

To: FINANCE AND PERSONNEL COMMITTEE

Date: 21<sup>ST</sup> NOVEMBER 2023

Subject: STANDING FINANCIAL REGULATIONS UPDATE – E-TENDERS

### 1 PURPOSE OF REPORT

To consider a recommendation to full council of an amendment to the council's Standing Financial Regulations (SFRs) to allow tender bids to be received electronically.

### 2 BACKGROUND

2.1 Under national legislation, the town council is required to go out to tender on all contracts with a value (or expected value) exceeding £25,000.

2.2 This currently applies to a number of the council's contracts, including:

- Christmas lights
- Hanging baskets
- Summer concert
- Grounds maintenance
- Playground refurbishments

It could also include other projects going forward, particularly any larger building maintenance or upgrade projects.

### 3 CURRENT POSITION

3.1 Under the existing SFRs, the council can only receive tenders in paper format.

3.2 Item 6.4 in the council's adopted SFRs state:

*"No tender will be considered unless submitted in a plain envelope, which must be securely sealed and shall not bear any distinguishing marks that indicate the identity of the sender. Any enveloped will be endorsed with the words "Tender For...." and must be forwarded to reach the Town Hall, Market Place, Wokingham, not later than 12 noon on the date fixed for the return of the tender."*

### 4 FOR CONSIDERATION

4.1 The Town Clerk has liaised with the Internal Auditor, and with advisers from Hampshire Association of Local Councils (HALC) to understand whether there is any legal reason why the council cannot receive tenders electronically.

4.2 Advice received from the council's Internal Auditor, Claire Connell:  
*I can't see why this wouldn't be acceptable. As you say, other councils are also doing this so I'm guessing it's just your own rules which currently don't permit this. Have you checked the position with HALC or SLCC?*

4.3 Advice received from HALC:  
*I spoke to Steve Parkinson, of Parkinson Partnership about your enquiry, and he also does not know of any law that prohibits the council from allowing tenders by*



*email. My only suggestion to rubber stamp this, is to run your query past our third-party legal advisers as well should you wish me too?*

- 4.4 Advice from Hampshire Legal Service (HLS):  
*There is no legal provision preventing a local authority from conducting and receiving its tendering documents electronically and (as you identified in your initial email) other local authorities already conduct their tenders in this manner. As such, you would be able to undertake an e-tendering process through the process as you have set out, subject to Wokingham Town Council updating its Standing Orders and Financial Regulations to reflect such.*
- 4.5 In updating the SFRs to allow for e-tenders, the council can:
- Reduce the environmental impact of receiving paper / printed copies of tender bids (This supports the council's strategic objective of sustainability (Being Sustainable)).
  - Improve accessibility by better enabling the sharing of accessible PDF documents received as tender bids, rather than scanned copies of printed documents. (This supports the council's strategic objective of inclusivity (Involving Everyone))
- 4.6 If agreed, tenders could be received in a secure e-mail inbox ([tenders@wokingham-tc.gov.uk](mailto:tenders@wokingham-tc.gov.uk)) which will be set up to enable access only for the Town Clerk and the Technical Officer. Emails received into this inbox would not be viewed or opened until the designated time after the tender opportunity has closed.
- 4.7 In accordance with the regulations on Contracts Finder, any queries or questions directly relating to the tender opportunity would be stipulated in the tender specification, to go directly to the relevant officer who has placed the tender opportunity. In line with Contracts Finder rules, any questions and responses should be published alongside the opportunity, for any interested party to read.

## 5 **FINANCIAL IMPLICATIONS**

There are no anticipated financial costs to the council of making this proposed change. It is anticipated that there will be savings made in officer's time, in collating, redacting and sharing tender bids received.

## 6 **NEXT STEPS**

- 6.1 In accordance with item 1.1 in the Standing Financial Regulations, any amendment of the SFRs must be made by the full council. Therefore, any decision by this committee would be in the form of a recommendation to be considered by the full council meeting scheduled for 5<sup>th</sup> December 2023.
- 6.2 The Town Council suggests an amendment to the SFRs item 6.4 to read:  
*Tenders will be considered if submitted electronically in accessible PDF format, to the email address [tenders@wokingham-tc.gov.uk](mailto:tenders@wokingham-tc.gov.uk) or else sent as a paper copy in a plain envelope, which must be securely sealed and shall not bear any distinguishing marks that indicate the identity of the sender. Any enveloped will be endorsed with the words "Tender For....". All tenders submitted must arrive not later than 12 noon on the date fixed for the return of the tender."*

## 7 **RECOMMENDATION**

- 7.1 To consider a recommendation to full council to amend item 6.4 in the council's adopted Standing Financial Regulations to text as suggested in item 7.2 above.





# Wokingham Town Council

## Town Clerk's Report 32/2023

To: FINANCE AND PERSONNEL COMMITTEE

Date: 21<sup>ST</sup> NOVEMBER 2023

Subject: STANDING FINANCIAL REGULATIONS UPDATE – PETTY CASH

### 1 PURPOSE OF REPORT

To consider a recommendation to full council of an amendment to the council's Standing Financial Regulations (SFRs) to allow officers to withdraw petty cash using a council debit card.

### 2 BACKGROUND

Historically, petty cash would be withdrawn by drawing up a cheque payable to 'cash' and cashing this at the counter in Barclays Bank, Wokingham.

### 3 CURRENT POSITION

- 3.1 Since the closure of the Wokingham branch, processing of payments (cash and cheques) can be carried out either at another Barclays branch (Bracknell or Reading) or at the Post Office. Currently, petty cash cheques cannot be cashed at the Post Office, so council officers are unable to easily top up balances.
- 3.2 Whilst petty cash transactions are low, some funds are still required for small reimbursements etc.

### 4 FOR CONSIDERATION

- 4.1 The Town Clerk has liaised with representatives from Barclays Bank who advise that the town council can apply for a debit card, allowing officers to either withdraw petty cash funds from the Post Office or from an ATM.
- 4.2 In order to facilitate this, an amendment to the Standing Financial Regulations is required.

### 5 FINANCIAL IMPLICATIONS

There are no anticipated financial costs to the council of making this proposed change.

### 6 NEXT STEPS

- 6.1 In accordance with item 1.1 in the Standing Financial Regulations, any amendment of the SFRs must be made by the full council. Therefore, any decision by this committee would be in the form of a recommendation to be considered by the full council meeting scheduled for 5<sup>th</sup> December 2023.
- 6.2 The Town Council suggests an addition to the SFR item 9 to read:  
*The Town Clerk, RFO and Finance Assistant are authorised to withdraw petty cash funds using a debit card, which will be used and managed in line with existing petty cash regulations and limits, as stipulated in the SFR addendum*

### 7 RECOMMENDATION

- 7.1 To consider a recommendation to full council to amend item 6.4 in the council's adopted Standing Financial Regulations to text as suggested in item 7.2 above.



Date: 07/11/2023

## Wokingham Town Council

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Time: 12:40

## F &amp; P and Current Accounts

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

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	SAGE	Std Ord	63.00		Payroll
01/09/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/09/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/09/2023	Clerk's Drawings Account	IMPREST	45,000.00		Transfer to Clerks
05/09/2023	ICO	DD	55.00		ICO
06/09/2023	Total Gas & Power Ltd	DDR 0609	6.96		312176309 /23/Total Gas & Powe
07/09/2023	BACS P/L Pymnt Page 4829	BACS Pymnt	2,520.00		BACS P/L Pymnt Page 4829
07/09/2023	Google Ireland Limited	DDR 070923	41.40		4795002179/Google Ireland Limi
08/09/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
13/09/2023	BACS P/L Pymnt Page 4830	BACS Pymnt	14,869.73		BACS P/L Pymnt Page 4830
14/09/2023	Barclaycard Commercial	DDR 1109	44.00		010034750823/Barclaycard Comme
14/09/2023	O2	DDR 060923	318.47		24218380/O2
18/09/2023	Barclaycard Commercial	DDR 1809	6,294.57		510042316/Barclaycard Commerci
18/09/2023	Barclaycard Commercial	DDR 180923	173.04		Purchase Ledger DDR Payment
19/09/2023	Total Gas & Power Ltd	DDR 1909	367.86		311783939/23/Total Gas & Power
19/09/2023	Castle Water Limited	DDR 19	53.29		10000229430/Castle Water Limit
19/09/2023	Castle Water Limited	190923	36.05		10000234746/Castle Water Limit
20/09/2023	BACS P/L Pymnt Page 4837	BACS Pymnt	10,739.11		BACS P/L Pymnt Page 4837
20/09/2023	COLBECK refund	BACS	550.00		COLBECK refund
20/09/2023	COLBECK refund ERR	BACS	-550.00		COLBECK refund ERR
26/09/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/09/2023	HMRC	DDR	7,994.98		HMRC
28/09/2023	Castle Water Limited	DDR 2809	91.57		10000290049/Castle Water Limit
28/09/2023	Focus Group	DDR 2809	821.30		6819768/Focus Group
28/09/2023	Focus Group	DDR 280923	122.15		6819579/Focus Group
01/10/2023	SAGE	Std Ord	63.00		Payroll
01/10/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/10/2023	Total Gas & Power Ltd	DDR 021023	470.24		308786868/23/Total Gas & Power
02/10/2023	Total Gas & Power Ltd	DDR 0210	233.35		308786989/23/Total Gas & Power
03/10/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/10/2023	BACS P/L Pymnt Page 4852	BACS Pymnt	12,728.31		BACS P/L Pymnt Page 4852
06/10/2023	Google Ireland Limited	DDR 061023	41.40		4815943614/Google Ireland Limi
06/10/2023	O2	DDR 051023	311.50		24758089/O2
08/10/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
10/10/2023	Barclaycard Commercial	DDR 101023	52.05		010034750923/Barclaycard Comme
11/10/2023	BACS P/L Pymnt Page 4857	BACS Pymnt	1,645.51		BACS P/L Pymnt Page 4857
17/10/2023	Castle Water Limited	DDR 1710	32.73		10000390658/Castle Water Limit
17/10/2023	Castle Water Limited	DDR 171023	50.10		10000387831/Castle Water Limit
18/10/2023	BACS P/L Pymnt Page 4861	BACS Pymnt	16,632.90		BACS P/L Pymnt Page 4861
18/10/2023	Barclaycard Commercial	DDR 181023	5,226.23		COUNTY 150923/Barclaycard Comm
20/10/2023	Total Gas & Power Ltd	DDR 2010	6.45		315120217/23/Total Gas & Power
20/10/2023	Total Gas & Power Ltd	DDR 201023	460.74		315120250/23/Total Gas & Power
24/10/2023	BACS P/L Pymnt Page 4867	BACS Pymnt	1,848.00		BACS P/L Pymnt Page 4867
26/10/2023	ARVAL	DD	599.24		HK72 FNE WO7317
26/10/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
26/10/2023	HMRC	DDR	7,754.47		HMRC
30/10/2023	Focus Group	DDR 301023	122.15		6820266/Focus Group

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**Wokingham Town Council**

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**F & P and Current Accounts**

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2023	BACS P/L Pymnt Page 4872	BACS Pymnt	59,004.71		BACS P/L Pymnt Page 4872
31/10/2023	Focus Group	DDR 3110	824.50		6820907/Focus Group
<b>Total Payments</b>			209,326.46		

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## Wokingham Town Council

Invoices totalling £500.00 or more  
for the period 01/09/2023 to 31/10/2023

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	6	01/09/2023	01/09/2023	07/09/2023	SB20231128	PKF	PKF Littlejohn LLP	2100	420	2,520.00
1	6	01/09/2023	01/10/2023	13/09/2023	56547	WINDOWFLO	Windowflowers Ltd	1795.42	359.08	2,154.50
1	6	04/09/2023	04/09/2023	07/09/2023	4993	SCOTTSCAP	Scottscape	800	160	960.00
1	6	06/09/2023	06/09/2023	13/09/2023	921/2784/23	ALARM	Alarm Response	447.33	89.47	536.80
1	6	08/09/2023	08/09/2023	13/09/2023	0106/10656567	AVS	Lawsons (Whetstone) Ltd T/A AVS	872.16	174.43	1,046.59
1	6	10/09/2023	10/10/2023	13/09/2023	4281	COPPER	Copper ConnexionsLtd	719.8	143.96	863.76
1	6	10/09/2023	10/10/2023	13/09/2023	4280	COPPER	Copper ConnexionsLtd	2789.7	557.94	3,347.64
1	6	12/09/2023	27/09/2023	18/10/2023	6172 SQUIRES	BARCLAYCO	Barclaycard Commercial	680	0	680.00
1	6	13/09/2023	13/09/2023	28/09/2023	6819768	FOCUS	Focus Group	684.42	136.88	821.30
1	7	18/09/2023	18/09/2023	05/10/2023	10072908	CHUBB	Chubb Fire & Security Ltd	1211.64	242.33	1,453.97
1	6	19/09/2023	04/10/2023	18/10/2023	AAT 190923	BARCLAYCO	Barclaycard Commercial	2573	0	2,573.00
1	6	20/09/2023	20/10/2023	20/09/2023	SEPT 2023	RBWM	Royal County of Berkshire Pension	10739.11	0	10,739.11
1	7	20/09/2023	20/09/2023	05/10/2023	4795	AMICUS	Amicus Environmental Ltd	945	189	1,134.00
1	7	20/09/2023	20/09/2023	05/10/2023	4796	AMICUS	Amicus Environmental Ltd	600	120	720.00
1	7	21/09/2023	21/09/2023	05/10/2023	3271	AYS	AYS Cleaning Contractors Ltd	509.49	101.9	611.39
1	7	27/09/2023	27/10/2023	05/10/2023	4151	VITA	Vita Play Limited	495	99	594.00
1	7	28/09/2023	28/10/2023	05/10/2023	4308	COPPER	Copper ConnexionsLtd	459.08	91.82	550.90
1	7	29/09/2023	29/09/2023	05/10/2023	64107	PLAYINSPEC	The Play Inspection Company	3995	799	4,794.00
1	7	30/09/2023	30/09/2023	05/10/2023	16860	JEFFRIES	Nigel Jeffries Landscapes Limited	2059.87	411.97	2,471.84
1	7	30/09/2023	30/09/2023	11/10/2023	3296	AYS	AYS Cleaning Contractors Ltd	655.93	131.19	787.12
1	7	01/10/2023	31/10/2023	05/10/2023	57107	WINDOWFLO	Windowflowers Ltd	1795.42	359.08	2,154.50
1	7	03/10/2023	03/10/2023	05/10/2023	INV-37897	CABOODLE	Caboodle Books Ltd T/A Authors	606.51	121.3	727.81
1	7	04/10/2023	04/10/2023	18/10/2023	921/1013/23	ALARM	Alarm Response	461.76	92.35	554.11
1	7	05/10/2023	05/10/2023	18/10/2023	INV9238	YES	Yes Events Ltd	1742.59	348.52	2,091.11
1	7	09/10/2023	09/10/2023	18/10/2023	I281077	FATTORINI	Thomas Fattorini Ltd	1018.21	203.64	1,221.85
1	7	09/10/2023	23/10/2023		16897721	EDF	EDF ENERGY	531.47	24.94	556.41
1	7	10/10/2023	10/10/2023	11/10/2023	INV-3971	ALLIANCEHE	Alliance Heating	1236.26	247.25	1,483.51
1	7	11/10/2023	25/10/2023		016953539	EDF	EDF ENERGY	1116.35	55.81	1,172.16
1	7	13/10/2023	13/10/2023	18/10/2023	INV-01009	INFINITY	Infinity Playgrounds	1188.69	237.74	1,426.43
1	7	16/10/2023	16/10/2023	31/10/2023	6820907	FOCUS	Focus Group	687.08	137.42	824.50

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Wokingham Town Council

Invoices totalling £500.00 or more  
for the period 01/09/2023 to 31/10/2023

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	7	18/10/2023	17/11/2023	18/10/2023	OCT 2023	RBWM	Royal County of Berkshire Pension	10863.43	0	10,863.43
1	7	18/10/2023	18/10/2023	31/10/2023	689	VERIS	Verus Group Limited	650	130	780.00
1	7	19/10/2023	19/10/2023	31/10/2023	INV-01010	INFINITY	Infinity Playgrounds	46378.59	9275.72	55,654.31
1	7	23/10/2023	23/10/2023	31/10/2023	INV-4042	ALLIANCEHE	Alliance Heating	1105	221	1,326.00
1	7	31/10/2023	30/11/2023	31/10/2023	25524	JWSPLEASU	JWS Pleasure Fairs Ltd	4183.33	836.67	5,020.00



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## Clerk's Drawings Account

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

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

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## Wokingham Town Council

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## Summary Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	58,855	27,183	87,500	60,317	34,813	25,505
	Net Income over Expenditure	(58,855)	(27,183)	(87,470)	(60,287)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(27,183)				
102	Market						
	Income	41,860	25,617	41,700	16,084		
	Expenditure	12,902	4,631	13,110	8,479	2,217	6,262
	Movement to/(from) Gen Reserve	28,958	20,985				
103	Parks & Bloom						
	Income	13,835	2,767	5,650	2,883		
	Expenditure	146,772	97,838	168,700	70,862	38,367	32,495
	Net Income over Expenditure	(132,937)	(95,071)	(163,050)	(67,979)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(79,429)				
104	Woosehill						
	Income	26,011	15,572	36,410	20,838		
	Expenditure	28,177	17,268	28,300	11,032	5,240	5,792
	Movement to/(from) Gen Reserve	(2,166)	(1,695)				
106	Town Hall						
	Income	128,646	88,640	140,360	51,720		
	Expenditure	92,967	55,366	109,960	54,594	31,284	23,310
	Net Income over Expenditure	35,679	33,274	30,400	(2,874)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	33,274				
109	Allotments						
	Income	64,502	40,828	13,400	(27,428)		
	Expenditure	57,592	47,862	10,780	(37,082)	11,058	(48,140)
	Movement to/(from) Gen Reserve	6,910	(7,033)				
120	Amenities Capital						
	Expenditure	41,951	73,143	55,900	(17,243)		(17,243)
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	(46,379)				
201	Personnel						
	Expenditure	598,626	341,519	577,170	235,651	5,397	230,255
301	F & P Administration						
	Income	1,428,940	1,258,246	1,327,020	68,774		
	Expenditure	121,865	66,661	297,160	230,499	15,792	214,707
	Net Income over Expenditure	1,307,075	1,191,584	1,029,860	(161,724)		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	1,191,584				
302	Civic						
	Expenditure	26,071	15,309	41,300	25,991	1,498	24,493
303	Grants						
	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	88,239	102,520	14,281		14,281
	Movement to/(from) Gen Reserve	(100,669)	(86,239)				

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## Wokingham Town Council

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## Summary Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 7

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
304 Arts & Culture	Income	3,209	3,700	4,800	1,100		
	Expenditure	86,277	113,119	103,650	(9,469)	66,290	(75,759)
	Movement to/(from) Gen Reserve	(83,068)	(109,419)				
401 Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	1,103	5,340	4,237	313	3,924
	Movement to/(from) Gen Reserve	(1,977)	4,097				
Grand Totals:- Income		<b>1,711,804</b>	<b>1,442,569</b>	<b>1,572,310</b>	<b>129,741</b>		
Expenditure		<b>1,379,503</b>	<b>949,239</b>	<b>1,601,390</b>	<b>652,151</b>	<b>212,269</b>	<b>439,881</b>
Net Income over Expenditure		<b>332,301</b>	<b>493,330</b>	<b>(29,080)</b>	<b>(522,410)</b>		
plus Transfer from EMR		<b>15,000</b>	<b>42,406</b>				
less Transfer to EMR		<b>393,992</b>	<b>0</b>				
Movement to/(from) Gen Reserve		<b>(46,691)</b>	<b>535,736</b>				

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Wokingham Town Council

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

<b>A/c</b>	<b>Description</b>	<b>Actual</b>	
<u><i>Current Assets</i></u>			
101	Debtors	23,130	
105	VAT Control Account	11,985	
110	Prepayments	4,183	
201	F & GP + Current Account	1,046,893	
202	Clerk's Drawings Account	11,327	
209	RYND	18,041	
210	Petty Cash	217	
211	Office 2 (Michael Cragg)	814	
212	CCLA Public Sector deposit fun	350,000	
<b>Total Current Assets</b>		<b>1,466,590</b>	
<u><i>Current Liabilities</i></u>			
501	Creditors	498	
502	Receipts in Advance	6,543	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	814	
510	Accruals	698	
561	Hire Deposits Town Hall	2,700	
562	Hire Deposits Woosehill	1,900	
564	Long Term Key & Damage	2,725	
565	Allotment key deposit	380	
599	Suspense Account	1,017	
<b>Total Current Liabilities</b>		<b>35,316</b>	
<b>Net Current Assets</b>			<b>1,431,275</b>
<b>Total Assets less Current Liabilities</b>			<b>1,431,275</b>
<u><i>Represented by :-</i></u>			
301	Current Year Surplus/Deficit	493,330	
310	General Reserve	239,982	
320	Self Insurance Fund	1,481	
321	Emergency Provision	175,000	
324	Election Reserve	25,500	
360	Playpark Earmark Reserve	474,232	
370	Town Hall Maintenance Reserve	21,750	
<b>Total Equity</b>			<b>1,431,275</b>

Revenue Monitoring Report  
Report Date: 31st October 2023

Cost centre		Current Approved Budget £	Profiled budget £	Actuals £	Current variance £	Year End Expected Variance £	Comments on variance
Allotments (109)	Expenditure	10,780	4,492	47,862	43,370	37,000	projects funded by S106 funding for allotments
	Income	(13,400)	(1,021)	(40,828)	(39,807)	(37,000)	S106 funding for solar panels at Mulberry Grove. Allotment rental income invoiced in November.
	Net	(2,620)	3,471	7,034	3,563	-	
Amenities (101)	Expenditure	87,500	47,542	27,183	(20,359)	(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	47,542	27,183	(20,359)	(5,000)	
Amenities Capital (120)	Expenditure	55,900	-	73,143	73,143		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. Leslie Sears resurfacing additional spend approved from playpark EMR
	Income	-	-	-	-	-	
	Net	55,900	-	73,143	73,143	-	
Arts & Culture (304)	Expenditure	103,650	77,738	113,119	35,382		Agreement at F&P in June to fund £8,800 from reserves for Lunar New Year - this additional spend will come from reserves. Note spend includes deposits for PIRP and Fun Day 2024 so will appear to be overspent.
	Income	(4,800)	(3,700)	(1,300)	(1,300)		
	Net	98,850	75,338	109,419	34,082	-	
Civic (302)	Expenditure	41,300	24,092	15,309	(8,783)		
	Income	-	-	-	-		
	Net	41,300	24,092	15,309	(8,783)	-	
F & P Administration (301)	Expenditure	297,160	81,177	66,661	(14,516)		Invoices accrued for audit fees (£2k) paid in September.
	Income	(1,327,020)	(1,258,246)	68,774	68,774		Precept now all received
	Net	(1,029,860)	(1,245,843)	(1,191,585)	54,258		
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	3,115	1,103	(2,012)		Bus shelter repairs profiled evenly - used as required
	Income	(2,940)	(2,940)	(5,200)	(2,260)	-	3 year grant this is remainder of funding which will be moved to next financial year
	Net	2,400	175	(4,097)	(4,272)		
Market (102)	Expenditure	13,110	7,648	4,631	(3,017)		budget profiled evenly
	Income	(41,700)	(24,325)	(25,617)	(1,292)		
	Net	(28,590)	(16,678)	(20,986)	(4,309)		
Parks & Bloom	Expenditure	168,700	83,825	97,838	14,013		maintenance profiled evenly
	Income	(5,650)	(363)	(2,767)	(2,405)		
	Net	163,050	83,463	95,072	11,609		
Personnel	Expenditure	577,170	336,683	341,519	4,837	10,000	Training and recruitment budgets profiled evenly. Additional staffing 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	336,683	341,519	4,837	10,000	
Town Hall	Expenditure	109,960	64,143	55,366	(8,777)		Water accrual £5k Castle Water billing issues
	Income	(140,360)	(57,167)	(88,640)	(31,473)		Wedding bookings have increased and are now at 34 for financial year.
	Net	(30,400)	6,977	(33,274)	(40,251)		
Woosehill	Expenditure	28,300	16,508	17,268	760		Budget profiled evenly
	Income	(36,410)	(15,171)	(15,572)	(401)	5,000	Bookings not yet recovered to pre-covid levels. Annual budget projections to be reviewed for 2024/25?
	Net	(8,110)	1,338	1,693	357	5,000	
TOTAL		29,080	(580,925)	(493,330)	87,596	(3,000)	