



# 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**

15<sup>th</sup> January 2024

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 23<sup>rd</sup> January 2024** 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 21<sup>st</sup> November 2023, pages 16872 to 16881 (copy attached) as a true and correct record.

**5 FUNDING REQUESTS**

- a) To receive, consider and resolve upon the Town Clerk's report 02/2024 concerning additional funding for the staff training budget, 2023-24
- b) To receive, consider and resolve upon a request to roll forward Museum Accreditation funding for conservation works – see Town Clerk's report 04/2024

**6 PRECEPT 2024-25**

- a) To receive and consider the Precept Budget for the anticipated expenditure for the financial year 2024-25. The budget reports also show expenditure to 31<sup>st</sup> December 2023 (copy attached)
- b) To receive and discuss the Town Clerk's report 01/2024, giving information relating to provisional percentage increase to overall precept (copy attached)
- c) To recommend a precept level and proposed budgets for the year ending 31<sup>st</sup> March 2025 for approval by Full Council on Tuesday 30<sup>th</sup> January 2024.

**7 GRANT VARIATION REQUEST**

To consider a request from Emmbrook and Bearwood Cricket Club to vary the use of the grant received in April 2023 (Resolution number 30527) – see Town Clerk's Report 03/2024

**8 CCLA PROPERTY MARKET UPDATE**

- a) To note the latest updates from CCLA (copies attached).
- b) To agree actions on the redemption of CCLA property fund units.

**9 ACCOUNTS PAYABLE**

- a) To approve the list of costs from 1<sup>st</sup> November 2023 to 31<sup>st</sup> December 2023 totalling the sum of £224,122.62 paid from the F & GP Account, this includes £120,000 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> November 2023 to 31<sup>st</sup> December 2023 totalling the sum of £82,884.05 paid from the Clerk's Drawing Account (copy attached)

**10 FINANCIAL REPORTS**

To Receive and consider the following financial reports:

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

**11 CIL MONITORING REPORT**

To receive a report on CIL income and expenditure

**12 COUNCIL STRATEGY**

To receive and consider how the work of the Finance and Personnel Committee aligns to the new Council strategy. To discuss and brainstorm potential improvements or changes to help the work of this committee align to the new strategy agreed by Full Council. (copy attached).

**13 EXCLUSION OF THE PRESS AND PUBLIC**

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

**PART TWO**

**14 STAFFING UPDATE**

General staffing update

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

*In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in*

*the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.*

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



## 21<sup>st</sup> November 2023

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 9.38 pm

### PRESENT

**Chair:** Cllr M Gee

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

### IN ATTENDANCE

Town Clerk: Katy Hughes

### APOLOGIES FOR ABSENCE (Agenda Item 1)

None

### MEMBERS' INTERESTS (Agenda Item 2)

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

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

No questions were received.

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

**RESOLVED  
30748**

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

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

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

### BUDGET 2024-25 (Agenda Item 5)

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

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

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



**RESOLVED  
30749**

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

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

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

And the following projects to be funded via reserves

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

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

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

#### **RISK REGISTER (Agenda Item 6)**

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

#### **HEALTH AND SAFETY POLICY (Agenda Item 7)**

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

#### **SAFEGUARDING POLICY (Agenda Item 8)**

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

#### **STANDING FINANCIAL REGULATIONS (Agenda item 9)**

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

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**RESOLVED  
30750**

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

Members reviewed the Town Clerk's report 32/2023 regarding a proposal to apply for a card to access cash for petty cash.  
Following discussion, this item was deferred to a future meeting, and the Town Clerk was asked to investigate ways in which the risk of fraud created by this proposal could be satisfactorily mitigated.

**ACCOUNTS PAYABLE (Agenda Item 10)**

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

**RESOLVED  
30751**

To approve:

- (a) the list of costs from 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 in transfers to the Clerk's A/C.
- (b) 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 Clerks Drawings account.

**FINANCIAL REPORTS (Agenda Item 11)**

The following financial reports were received and noted

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

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)**

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

**RESOLVED  
30752**

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

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

**RFO RECRUITMENT (Agenda Item 14)**

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

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

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

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

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**RESOLVED  
30753**

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

**RESOLVED  
30754**

It was proposed by Cllr T Lack, Seconded by Cllr B Callender and it was to adopt the report, subject to the above amendment and additions, in full. A vote was taken and all members were in favour.

The meeting ended at 9.38pm

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Date: 07/11/2023

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### F & P and Current Accounts

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

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

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Finance & Personnel Meeting 21/11/2023

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30/10/2023	Focus Group	DDR 301023	122.15	6820266/Focus Group
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>	<b>209,326.46</b>	

Date:07/11/2023

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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 Limited
20/09/2023	BACS P/L Pymnt Page 4835	BACS Pymnt	1,597.00		BACS P/L Pymnt Page 4835
20/09/2023	DD REIMB PAY	BACS	357.10		DD REIMB PAY
20/09/2023	Castle Water Limited	DDR 2009	15.00		10000248702/Castle Water Limit
28/09/2023	BACS P/L Pymnt Page 4839	BACS Pymnt	2,518.04		BACS P/L Pymnt Page 4839
01/10/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/10/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/10/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/10/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/10/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/10/2023	STAFF DD	BACS	430.95		STAFF DD
03/10/2023	Peninsula	Std Ord	167.44		HR support
05/10/2023	BACS P/L Pymnt Page 4853	BACS Pymnt	4,713.04		BACS P/L Pymnt Page 4853
05/10/2023	DD STAFF	BACS	249.40		DD STAFF
05/10/2023	Commission Charges	DD	60.00		Commission Charges
10/10/2023	BACS P/L Pymnt Page 4855	BACS Pymnt	964.40		BACS P/L Pymnt Page 4855
11/10/2023	BACS P/L Pymnt Page 4858	BACS Pymnt	2,661.25		BACS P/L Pymnt Page 4858
13/10/2023	DEP REFUND	BACS	100.00		DEP REFUND
13/10/2023	Oct Salary	BACS	26,533.05		Oct Salary
17/10/2023	Castle Water Limited	DDR 1710	40.19		10000389340/Castle Water Limit
17/10/2023	Castle Water Limited	DDR 171023	17.30		10000383899/Castle Water Limit
18/10/2023	BACS P/L Pymnt Page 4862	BACS Pymnt	1,999.70		BACS P/L Pymnt Page 4862
24/10/2023	BACS P/L Pymnt Page 4868	BACS Pymnt	987.72		BACS P/L Pymnt Page 4868
24/10/2023	DD staff	BACS	116.75		DD staff
31/10/2023	BACS P/L Pymnt Page 4873	BACS Pymnt	2,355.40		BACS P/L Pymnt Page 4873
			<b>Total Payments</b>	<b>81,355.11</b>	

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Finance & Personnel Meeting 21/11/2023

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

Month No: 7

#### Cost Centre Report

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

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Finance & Personnel Meeting 21/11/2023

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	Expenditure	121,865	66,661	297,160	230,499	15,792	214,707
	Net Income over Expenditure						
		1,307,075	1,191,584	1,029,860	(161,724)		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve						
		917,083	1,191,584				
302 Civic	Expenditure	26,071	15,309	41,300	25,991	1,498	24,493
303 Grants	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	88,239	102,520	14,281		14,281
	Movement to/(from) Gen Reserve						
		(100,669)	(86,239)				
304 Arts & Culture	Income	3,209	3,700	4,800	1,100		
	Expenditure	86,277	113,119	103,650	(9,469)	66,290	(75,759)
	Movement to/(from) Gen Reserve						
		(83,068)	(109,419)				
401 Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	1,103	5,340	4,237	313	3,924
	Movement to/(from) Gen Reserve						
		(1,977)	4,097				
	Grand Totals:- Income	1,711,804	1,442,569	1,572,310	129,741		
	Expenditure						
		1,379,503	949,239	1,601,390	652,151	212,269	439,881
	Net Income over Expenditure						
		332,301	493,330	(29,080)	(522,410)		
	plus Transfer from EMR	15,000	42,406				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve						
		(46,691)	535,736				

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

Finance &amp; Personnel Meeting 21/11/2023

16880



12:54

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

<b>A/c</b>	<b>Description</b>	<b>Actual</b>
<u><b>Current Assets</b></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><b>Current Liabilities</b></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><b>Represented by :-</b></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>

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

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

Finance & Personnel Meeting 21/11/2023

16881





# Wokingham Town Council

## TC Report 02 – 2024

To: FINANCE AND PERSONNEL COMMITTEE  
 Date: 5th January 2024  
 Subject: In-Year funding request for Staff training budget

### 1 Reason for report

To consider a request from the Town Clerk to approve additional funding, in-year, to meet staff training costs.

### 2 BACKGROUND

The current year's budget for staff training is expected to be overspent by the end of the financial year.

The budget is currently £6,000 per year, for training for 19 officers.

Expenditure to date has been as follows:

Health and Safety training, including:	
• Fire awareness	
• Fire Marshalling	
• Asbestos awareness	
• Legionella awareness	£2,200
AAT training and training costs for the Finance Assistant	£3,000
General staff training (role specific training etc)	£650
Workwear items	£1,075
Others	£400
Planned Rialtas Training (February 2024)	£500
<b>Total</b>	<b>£7,825</b>

From the costs above, off-setting income of approximately £725 has/will been generated by selling spaces on training courses to other councils.

### 3 CONSIDERATIONS

Our new Finance Manager and RFO, joining on 1<sup>st</sup> February, will need to have Rialtas training, and potentially may require other training before the end of the financial year.

Rialtas training will cost £500, around £125 can be offset by selling a place on the training to another council.

The Town Clerk recommends that a separate budget line for workwear be established, to separate this from staff training costs. A budget of £750 is recommended for the 2024-25 financial year.

**4 SUMMARY**

Expenditure on staff training	£7,825
Offsetting income	£725
Known overspend	£1,100
Contingency for permitted spend on any further training required before 31 <sup>st</sup> March 2024	£400*
Total in-year request (from general reserves)	Up to £1,500

**5 RECOMMENDATIONS**

- 5.1 That councillors note the content of the report
- 5.2 That councillors approve a request for additional funding of up to £1,500 for the remaining financial year, to be funded from general reserves.





# Wokingham Town Council

## Town Clerk's Report 04/2024

To: FINANCE AND PERSONNEL COMMITTEE

Date: 11<sup>TH</sup> January 2024

Subject: ROLLING FORWARD MUSEUM ACCREDITATION FUNDING

### 1 PURPOSE OF REPORT

- 1.1 To consider a request from the Town Clerk and Civic Officer to roll forward unspent funding allocated in the current financial year for conservation work

### 2 BACKGROUND

- 2.1 In late 2021, as part of the work towards museum accreditation, a report was commissioned to review the council's collection and make recommendations for best practice in caring for the collection.
- 2.2 One recommendation of the report was to consider steps to protect paintings and other historic objects in the main rooms from UV damage. As such, a budget of £10,000 was approved for the current financial year, to investigate UV filtering window film.

### 3 CURRENT POSITION

- 3.1 A specification for the work has been developed, site visits carried out and a number of quotes from specialist conservation companies have been received for this work.
- 3.2 As part of the process, samples of window films were requested, and these have been placed temporarily against some windows in the town hall for review.
- 3.3 It was quickly apparent that the film will have an impact on the view of the town hall from the street, and as such, there is a potential planning implication for the proposed works.

### 4 FOR CONSIDERATION

- 4.1 Due to the potential planning position, it is not recommended that works progress, or funds be committed until the planning situation is clarified.
- 4.2 In order to allow sufficient time to investigate the planning situation regarding the installation of window film, it is unlikely that this project will be able to progress within the current financial year.
- 4.3 In light of the additional impact of the film, the Civic Officer would like to investigate other options, including the potential to review the existing lighting in the hall and to consider UV filtering glass for the paintings themselves. Any such proposals would involve further discussion with the Civic Committee.
- 4.4 Proposals to improve the care of the artefacts in the council's collection remains an important aspect of the work to achieve museum accreditation.

### 5 FINANCIAL IMPLICATIONS

- 5.1 As this was a one-off spend, it was allocated from reserves. Rolling the funding forward will have no further impact on balances.

### 6 NEXT STEPS

- 6.1 To consider and determine the request.



<u>Last Year : 2022/2023</u>			<u>Financial Year : 2023/2024</u>				<u>DRAFT Budget for 2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>101</u>	<u>Amenities</u>								
1202		50	0	0	0	0	0	0	0
1256		30	0	0	0	0	30	0	0
		80	0	0	0	0	30	0	0
	Total Income								
4146		80	72	0	0	0	0	0	0
4411		21,000	21,675	18,330	0	3,741	24,500	0	0
4506		0	153	104	0	0	1,000	0	0
4508		6,000	5,905	2,172	0	50	8,000	0	0
4514		6,500	9,149	6,998	0	90	6,500	0	0
4515		23,000	20,447	21,143	0	7,510	26,500	0	0
4521		15,000	1,453	1,541	0	7,459	4,500	0	0
		71,580	58,855	50,288	0	18,849	71,000	0	0
		(71,500)	(58,855)	(50,288)	0		(70,970)		
<u>102</u>	<u>Market</u>								
1106		0	0	10,070	0	0	0	0	0
1220		40,000	40,010	34,131	0	0	40,200	0	0
1222		1,500	1,850	1,520	0	0	1,850	0	0
		41,500	41,860	45,721	0	0	42,050	0	0
	Total Income								
4100		1,000	2,376	2,064	0	10,646	1,980	0	0
4131		1,250	1,239	427	0	0	1,375	0	0
4145		6,560	6,437	3,368	0	0	7,216	0	0

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12/01/2024		Wokingham Town Council										Page 2
16:01		Annual Budget - By Centre (Actual YTD Month 10)										
		Note: 31st December 2023										
		Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward		
4172	Licences (All)	1,200	1,378	1,500	70	0	0	2,550	0	0		
4327	Advertising/Marketing	2,000	1,472	2,000	834	0	77	1,000	0	0		
Overhead Expenditure		12,010	12,902	13,110	6,763	0	10,723	14,121	0	0		
Movement to/(from) Gen Reserve		29,490	28,958	28,590	38,958	0		27,929				
103 Parks & Bloom												
1101	Football Pitch-Langborough	500	45	500	0	0	0	0	0	0		
1103	St Teresa's School-KGV	1,100	1,100	1,100	1,100	0	0	1,100	0	0		
1104	Redlands Farm Rent	350	450	350	450	0	0	350	0	0		
1256	Misc. Income	0	3,595	0	500	0	0	0	0	0		
1265	WBC Elms Field	4,200	4,200	2,100	0	0	0	0	0	0		
1267	Bloom income	100	4,445	1,600	2,205	0	0	1,600	0	0		
Total Income		6,250	13,835	5,650	4,255	0	0	3,050	0	0		
4100	Repairs & Maintenance	25,500	17,091	44,000	41,489	0	4,038	40,000	0	0		
4101	Competitions	1,850	1,230	1,000	0	0	0	0	0	0		
4102	Hedges & Ditches	1,000	0	1,000	0	0	0	0	0	0		
4105	Maintenance Contracts	19,000	17,698	19,000	17,634	0	6,260	31,500	0	0		
4106	Elms Field Maintenance	34,000	34,900	37,500	21,618	0	995	32,500	0	0		
4107	Trees	35,000	25,112	35,000	12,857	0	12,665	35,000	0	0		
4114	KGV & Leslie Sears Maintenance	1,500	8,631	1,500	1,582	0	0	1,500	0	0		
4120	Security	2,000	0	2,000	0	0	713	1,000	0	0		
4131	Electricity	1,000	7,729	5,000	-578	0	0	5,000	0	0		
4135	Water	300	157	300	119	0	0	300	0	0		

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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: 31st December 2023

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Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4147	450	534	450	598	0	0	0	0	0
4149	350	350	350	0	0	0	350	0	0
4151	5,000	8,999	5,000	4,786	0	3,071	7,000	0	0
4154	0	4,303	0	509	0	340	0	0	0
4155	0	0	0	1,400	0	0	1,400	0	0
4312	600	691	600	0	0	0	600	0	0
4327	2,000	2,416	2,000	0	0	0	750	0	0
4412	9,000	13,974	11,000	14,653	0	135	10,000	0	0
4522	3,000	2,958	3,000	0	0	0	2,000	0	0
4524	10,000	0	0	0	0	0	0	0	0
	151,550	146,772	168,700	116,666	0	28,215	168,900	0	0
	-145,300	-132,937	-163,050	-112,411	0	-28,215	-165,850	0	0
6001	0	0	0	15,642	0	0	0	0	0
	(145,300)	(132,937)	(163,050)	(96,770)	0		(165,850)		
104	Woosehill								
1010	27,000	17,329	27,000	12,496	0	0	22,000	0	0
1011	2,400	1,812	2,400	2,311	0	0	2,400	0	0
1019	2,000	2,154	2,000	1,521	0	0	2,000	0	0
1020	5,000	4,716	5,000	3,682	0	0	5,000	0	0
1030	10	1	10	1	0	0	10	0	0
	36,410	26,011	36,410	20,011	0	0	31,410	0	0
	Total Income								
4100	8,000	14,173	12,000	10,913	0	2,115	9,900	0	0

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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: 31st December 2023

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	<u>Last Year : 2022/2023</u>		<u>Financial Year : 2023/2024</u>				<u>DRAFT Budget for 2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4109	Health & Safety Surveys	750	1,847	1,250	0	0	0	1,250	0	0
4120	Security	4,000	4,406	4,000	3,567	0	1,016	4,000	0	0
4131	Electricity	1,400	998	1,500	746	0	0	1,650	0	0
4132	Gas	1,200	1,046	1,300	936	0	0	1,430	0	0
4135	Water	650	354	650	272	0	0	715	0	0
4145	Rates	3,500	3,044	3,700	3,196	0	0	4,070	0	0
4150	Cleaning Materials	800	0	600	0	0	57	600	0	0
4151	Waste Collection	1,600	1,239	1,600	671	0	929	1,100	0	0
4154	External Cleaning	0	858	800	567	0	303	3,000	0	0
4320	Telephones	600	0	600	509	0	0	600	0	0
4382	Insurances	400	213	300	0	0	0	300	0	0
		22,900	28,177	28,300	21,378	0	4,419	28,615	0	0
		13,510	(2,166)	8,110	(1,367)	0		2,795		
	Overhead Expenditure									
	Movement to/(from) Gen Reserve									
106	Town Hall									
1010	Lettings-Main Hall	7,500	2,804	5,900	2,736	0	0	3,900	0	0
1011	Lettings-Committee Rooms	3,500	2,415	2,500	2,284	0	0	2,500	0	0
1012	Lettings-Kitchen	400	145	400	56	0	0	200	0	0
1013	Lettings-Council Chamber	500	262	500	487	0	0	700	0	0
1014	Lettings-Annexe	1,300	402	1,300	209	0	0	800	0	0
1015	Lettings-Jubilee Room	3,160	342	3,160	555	0	0	1,160	0	0
1016	Wedding Income	12,500	12,231	15,500	12,404	0	0	15,500	0	0
1017	Information Centre Income	300	85	0	15	0	0	0	0	0
1025	Letting Fees - All Tenants	93,390	93,390	93,390	79,575	0	0	93,390	0	0

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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: 31st December 2023

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Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1026	4,580	4,580	4,580	3,983	0	0	7,420	0	0
1027	2,840	1,313	2,840	6,008	0	0	0	0	0
1158	0	800	0	300	0	0	0	0	0
1258	1,200	712	1,200	186	0	0	1,200	0	0
1260	2,500	1,554	2,500	2,099	0	0	2,500	0	0
1261	1,590	1,600	1,590	1,200	0	0	1,590	0	0
1262	4,000	6,010	5,000	5,017	0	0	5,000	0	0
Total Income			140,360	117,114	0	0	135,860	0	0
4100	25,500	20,471	25,500	18,857	0	16,433	28,050	0	0
4108	800	350	800	0	0	0	0	0	0
4109	1,500	2,507	2,700	1,445	0	5,100	2,700	0	0
4120	6,000	5,228	6,000	3,832	0	1,968	6,000	0	0
4121	800	0	800	0	0	1,000	800	0	0
4131	8,000	6,450	9,500	13,486	0	0	11,400	0	0
4132	5,500	5,750	7,000	4,816	0	0	7,700	0	0
4135	8,730	5,508	8,730	-4,637	0	0	8,730	0	0
4145	23,700	24,149	24,500	25,176	0	0	26,950	0	0
4150	2,000	2,614	2,000	1,509	0	0	2,000	0	0
4151	3,000	1,103	3,500	1,039	0	354	1,500	0	0
4154	5,180	8,273	8,180	5,592	0	2,813	8,180	0	0
4172	3,500	2,427	3,500	0	0	0	3,500	0	0
4320	0	0	0	2,781	0	0	0	0	0
4325	1,500	779	1,000	609	0	0	1,000	0	0
4330	300	0	0	0	0	0	0	0	0

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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: 31st December 2023

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	<u>Last Year : 2022/2023</u>		<u>Financial Year : 2023/2024</u>				<u>DRAFT Budget for 2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4332	Function costs	2,250	3,557	2,250	2,620	0	-71	2,250	0	0
4398	Wedding external catering	4,000	3,802	4,000	1,654	0	0	4,000	0	0
4507	Pigeon Control/Hygiene	1,000	0	0	0	0	0	0	0	0
Overhead Expenditure		103,260	92,967	109,960	78,779	0	27,597	114,760	0	0
Movement to/(from) Gen Reserve		36,000	35,679	30,400	38,335	0		21,100		
<u>109 Allotments</u>										
1105	S 106 Monies	0	48,765	0	40,559	0	0	0	0	0
1203	Allotment Rents	12,150	15,737	13,400	16,000	0	0	17,000	0	0
Total Income		12,150	64,502	13,400	56,559	0	0	17,000	0	0
4100	Repairs & Maintenance	6,100	53,600	7,000	47,754	0	15,399	7,700	0	0
4101	Competitions	0	0	700	968	0	0	700	0	0
4105	Maintenance Contracts	0	0	0	0	0	0	2,500	0	0
4135	Water	3,000	2,792	3,000	1,806	0	0	4,250	0	0
4146	St Pauls Gate Rental	0	0	80	0	0	0	80	0	0
4154	External Cleaning	0	0	0	0	0	0	4,500	0	0
4182	Allotment projects	4,500	1,200	0	0	0	0	0	0	0
Overhead Expenditure		13,600	57,592	10,780	50,528	0	15,399	19,730	0	0
Movement to/(from) Gen Reserve		(1,450)	6,910	2,620	6,031	0		(2,730)		
<u>120 Amenities Capital</u>										
4302	Town Hall Structural Repairs	30,000	9,248	30,000	0	0	0	30,000	0	0
4309	Footpath Upgrade	22,000	33,064	0	26,764	0	0	0	0	0

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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 10)

Note: 31st December 2023

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Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4313	31,000	-360	25,900	46,379	0	0	40,000	0	0
	83,000	41,951	55,900	73,143	0	0	70,000	0	0
6001	0	11,000	0	26,764	0	0	0	0	0
	(83,000)	(30,951)	(55,900)	(46,379)	0		(70,000)		
201	Personnel								
4000	389,000	420,174	409,000	329,486	0	0	472,500	0	0
4001	9,500	17,408	11,000	18,870	0	0	20,750	0	0
4002	32,500	41,805	36,500	30,372	0	0	45,000	0	0
4003	103,000	111,761	108,000	90,413	0	0	125,000	0	0
4004	2,170	1,940	3,670	1,395	0	0	3,670	0	0
4005	6,000	4,462	6,000	7,203	0	0	7,250	0	0
4006	2,000	880	1,500	-464	0	1,161	1,000	0	0
4010	1,500	198	1,500	643	0	59	1,500	0	0
4011	0	0	0	0	0	0	750	0	0
	545,670	598,626	577,170	477,918	0	1,220	677,420	0	0
	(545,670)	(598,626)	(577,170)	(477,918)	0		(677,420)		
301	F & P Administration								
1107	140,000	393,992	200,000	126,344	0	0	200,000	0	0
1251	8,200	11,025	8,200	21,295	0	0	23,200	0	0
1256	0	1,400	0	350	0	0	0	0	0
1263	8,500	8,313	0	0	0	0	0	0	0
1276	1,014,210	1,014,210	1,118,820	1,118,820	0	0	1,227,267	0	0

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Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	1,170,910	1,428,940	1,327,020	1,266,808	0	0	1,450,467	0	0
	Total Income								
4007	1,240	1,239	1,240	1,033	0	0	1,240	0	0
4008	3,000	4,400	3,000	3,406	0	0	3,000	0	0
4009	3,500	5,584	6,000	5,024	0	30	10,500	0	0
4109	0	-340	0	0	0	0	0	0	0
4145	12,000	11,626	12,500	12,135	0	0	13,750	0	0
4150	0	0	0	1,030	0	136	0	0	0
4310	4,000	3,562	4,000	994	0	704	6,500	0	0
4311	4,180	0	2,180	0	0	0	2,180	0	0
4320	4,500	11,343	6,500	6,325	0	40	7,500	0	0
4322	4,000	3,459	3,000	2,337	0	493	3,000	0	0
4323	1,500	142	1,000	350	0	0	800	0	0
4324	1,560	1,558	1,560	1,618	0	0	1,560	0	0
4326	8,800	17,479	16,800	15,422	0	4,143	16,800	0	0
4327	6,000	2,926	5,180	420	0	0	5,180	0	0
4329	1,200	0	1,200	271	0	129	1,200	0	0
4344	17,000	13,255	8,000	7,594	0	1,064	8,000	0	0
4379	10,000	6,031	8,000	1,231	0	5,832	8,000	0	0
4380	2,000	2,000	2,000	100	0	0	2,000	0	0
4381	1,700	940	1,700	108	0	1,220	2,000	0	0
4382	27,800	30,726	27,800	25,653	0	0	28,600	0	0
4383	1,180	580	1,000	526	0	0	1,000	0	0
4391	0	4,536	0	0	0	0	0	0	0
4395	1,600	684	1,200	829	0	0	1,200	0	0

Continued on next page

Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4396	300	134	300	0	0	0	300	0	0
4602	18,000	0	8,000	32,875	0	0	8,500	0	0
4990	140,000	0	175,000	0	0	0	160,000	0	0
	275,060	121,865	297,160	119,279	0	13,791	292,810	0	0
	895,850	1,307,075	1,029,860	1,147,530	0	-13,791	1,157,657	0	0
6001	0	4,000	0	32,875	0	0	0	0	0
6002	0	393,992	0	0	0	0	0	0	0
	895,850	917,083	1,029,860	1,180,404	0		1,157,657		
302	Civic								
4333	Newsletter	4,400	4,477	5,211	0	0	5,500	0	0
4335	Operation Bridge Costs	0	3,565	0	0	0	0	0	0
4360	Twinning Official Entertaining	100	0	0	0	0	0	0	0
4362	Civic Receptions	800	824	2,800	1,195	0	900	0	0
4365	Heritage Day	3,500	2,959	3,850	3,179	0	3,850	0	0
4369	Remembrance Day	1,390	996	2,800	831	0	3,200	0	0
4370	Christmas Music	150	115	1,000	0	0	1,250	0	0
4371	Honoraria	1,600	1,400	1,400	0	0	1,500	0	0
4372	Chair's Allowance	3,500	3,500	3,500	875	0	3,500	0	0
4373	Civic Transport	100	0	100	0	0	100	0	0
4374	Official Gifts	500	361	500	138	0	500	0	0
4375	Christmas Cards	250	215	300	278	0	300	0	0
4376	Insignia & Dress	3,000	2,944	3,000	3,425	0	3,000	0	0
4377	Civic Awards	1,500	1,262	2,000	155	0	2,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 10)

**Note: 31st December 2023**

Last Year : 2022/2023			Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4378	50	71	50	71	0	0	150	0	0
4399	3,600	2,587	5,000	2,930	0	0	5,000	0	0
4400	0	0	0	0	0	0	175	0	0
4401	0	0	0	0	0	0	4,000	0	0
4523	2,000	794	10,000	287	0	0	2,500	0	10,000
	26,440	26,071	41,300	19,975	0	2,240	37,425	0	10,000
	(26,440)	(26,071)	(41,300)	(19,975)	0		(37,425)		
303	<u>Grants</u>								
1256	0	0	0	2,000	0	0	0	0	0
	0	0	0	2,000	0	0	0	0	0
4352	1,800	2,000	2,000	700	0	0	2,000	0	0
4353	65,170	47,294	54,320	38,439	0	0	95,169	0	0
4363	45,100	51,375	46,200	49,100	0	0	0	0	0
4393	0	0	0	0	0	0	10,000	0	0
	112,070	100,669	102,520	88,239	0	0	107,169	0	0
	(112,070)	(100,669)	(102,520)	(86,239)	0		(107,169)		
304	<u>Arts &amp; Culture</u>								
1159	3,600	2,731	3,600	3,190	0	0	3,600	0	0
1164	0	0	0	0	0	0	100	0	0
1253	150	230	200	520	0	0	350	0	0
1266	1,000	248	1,000	0	0	0	1,000	0	0

Continued on next page

<u>Last Year : 2022/2023</u>			<u>Financial Year : 2023/2024</u>				<u>DRAFT Budget for 2024/25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward

Continued on next page

<div> <div>12/01/2024</div> <div>16:01</div> <div> <div>Wokingham Town Council</div> <div>Annual Budget - By Centre (Actual YTD Month 10)</div> <div>Note: 31st December 2023</div> </div> <div>Page 12</div> </div>									
	Last Year : 2022/2023		Financial Year : 2023/2024				DRAFT Budget for 2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	2,200	6,777	5,340	1,530	0	313	5,640	0	0
Movement to/(from) Gen Reserve	(2,200)	(1,977)	(2,400)	3,749	0		(2,700)		
Total Budget Income	1,411,310	1,711,804	1,572,310	1,521,457	0	0	1,687,857	0	0
Expenditure	1,509,510	1,379,503	1,601,390	1,202,281	0	188,710	1,725,455	0	10,000
Net Income over Expenditure	-98,200	332,301	-29,080	319,176	0	-188,710	-37,598	0	-10,000
plus Transfer from EMR	0	15,000	0	75,281	0	0	0	0	0
less Transfer to EMR	0	393,992	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(98,200)	(46,691)	(29,080)	394,457	0		(37,598)		



# Wokingham Town Council

## TC Report 01 – 2024

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To: FINANCE AND PERSONNEL COMMITTEE

Date: 23<sup>rd</sup> January 2024

Subject: Budget and Precept 2024/25

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### 1 REASON FOR REPORT

To consider the budget and precept charge for the 2024/2025 financial year..

### 2 BACKGROUND

2.1 Each year Wokingham Borough Council reviews and sets the tax base figure for each of the parishes. All domestic properties are placed within one of eight Valuation Bands (A – H) dependent upon their value as at the 1<sup>st</sup> April 1991. For the purposes of setting council tax and precepts, Band D is taken as the average band and the tax is set on the basis of “Band D equivalent figures”. This means, for example, a brand new band H property is equivalent of two Band D properties for the purposes of the tax base and we would receive double the council tax.

2.2 The tax base for council tax and parish council precept purposes is calculated by:-

- Converting the number of properties in each Band to Band D equivalent by applying the appropriate weighting for that Band.
- Allowing for the properties entitled to discounts.
- Allowing for properties entitled to exemptions.
- Allowing for further adjustments in the year eg new dwellings, properties to be demolished, exempt properties and band changes due to appeals.
- Allowing for non-collection.

Once the tax base is approved this figure is used to calculate the precept. The total precept to be raised is arrived at by multiplying the actual Band D charge by the tax base.

The 2024 tax base is 149.4 higher than last year's figure (from 17,230.6 to 17,380). The adjustment in the tax base from last year means that in 2024/2025 the Council will raise £9,701 more from the Band D payable than it would have at last year's rate.

### 3 POSITION FOR 2024/25

3.1 Councillors will note that the outlook continues to remain volatile owing to an extended period of high inflation and this continues to make the task of budget setting particularly difficult, given the budget spans as far ahead as March 2025. Income targets for room hire have also been adjusted, as post-covid recovery has likely been detrimentally impacted by the rising cost of living and we continue to remain below pre-covid levels for general room bookings.

## Agenda item 6(b)

- 3.2 Councillors will recall at the 21<sup>st</sup> November 2023 F&P Committee meeting agreement was made for the following increases to the budget for 2024-25:

Total of funding requests from Committees and cost of living increases, less budget savings made	£117,316
One off projects, to be funded from Reserves (Excluding CIL funded projects)  (Woosehill fire alarm (£1,000), Town Hall defibrillator (£3,000), Park Yoga (£1,400), Mayoral Chain reserve (£8,000), Beating the Bounds event (£4,000))	£17,400
<b>Total increase in budgets recommended</b>	<b>£134,716</b>

- 3.3 Councillors also recommended that the Town Clerk could work to a maximum of 8.75% precept increase. With the increase in the tax base this equates to an additional £108,446.68 in precept income.

- 3.4 The budget estimates attached include CIL income of £200,000 has been budgeted for based on the forecasts received from WBC. However, the timeline for when this will be received is not confirmed. Funds are received twice in the year, in April and October, with monthly update reports received from WBC.

In September 2020, Council resolved in resolution 30184 that, subject to yearly budgetary approval, a £60k movement to the playpark earmark reserve would be funded via the precept should CIL payments not come in as expected. During 2023-24 £126,344 of CIL has been received and has been moved to the earmark reserve therefore no amount for 2024-25 is required from the precept.

**Reserves** –Wokingham Town Council has reserves made up as follows:

Earmarked reserve	31-Dec-23	Expected 31.03.2024	Estimated 31.03.2025
Self-Insurance	£1,481	£0	£0
Emergency Provision	£175,000	£200,000	£250,000
Playpark (inc. CIL) reserve	£474,232	£554,197 <sup>1</sup>	£754,197 <sup>2</sup>
Election Reserve	£25,500	£0	£8,000
Mayoral Chain Reserve (new)	£0	£0	£8,000
Town Hall Maintenance Reserve	£21,750	£51,750	£30,000
<b>Total EMR</b>	<b>£697,963</b>	<b>£805,947</b>	<b>£1,050,197</b>
General Reserve (at 31 Dec 2023)	£272,857 <sup>3</sup>		

<sup>1</sup> Based on balance at 31<sup>st</sup> December plus CIL income for 2023-24

<sup>2</sup> Based on zero spend and assumed CIL income for 2024-25. In all likelihood, this balance will be lower as we anticipate some equipment replacement at Leslie Sears play area.

<sup>3</sup> This sum will vary running up to year end, and will increase or decrease, depending on underspends and/or overspends in the 2023-24 budget.



- 3.5 Councillors will note that Wokingham Town Council has held a long-term investment since 2015 which is not shown on the balance sheet - CCLA Local Authority Property fund. The town council's holdings were valued on 30 December 2023 at £186,935.67. This earns approximately £7,500 in interest per year, and half the fund is due to be redeemed in late February 2024.

It is a generally accepted recommendation for our level and size of Council that the council should hold a sum of around 3 months' Net Revenue Expenditure (i.e. around £250,000) for emergency or unanticipated situations. This requirement is reflected in our 'Emergency Provision'.

- 3.6 Additional Income Sources:

Excluding CIL and Precept, WTC has the following income sources:

- i) Market income
- ii) Town Hall & Woosehill lettings
- iii) Town Hall Office Rental
- iv) Town Hall Shop/Restaurants
- v) Allotment rental

- 3.7 2024/2025 Budget Estimates:

- a) The Council's expenditure for 2024/2025 is expected to be £1,743,168 balanced by a precept of £1,227,267, CIL Income of £200,000 and other additional income of £260,590. It was agreed to use £11,400 from general reserves to fund non-CIL related 'one-off' projects for 2024-25, and to allocate £8,000 from general reserves for a long-term fund to replace the Mayor's Chain.

It will be necessary to use a further £26,198 from general reserves to balance the budget.

Expenditure		Income	
Budgeted expenditure	£1,725,455	Precept	£1,227,267
Rolled forward funds request	£9,713	CIL	£200,000
Establish a regalia reserve (4-year funding)	£8,000	Other income	£260,590
		<b>From reserves:</b> (reviewed at Nov F&P meeting)	
		One-off projects	£17,400
		Rolled forward funds (pending approval)	£9,713
		<b>From reserves:</b> (Sum required to balance budget)	£28,198
<b>TOTAL</b>	<b>£1,743,168</b>	<b>TOTAL</b>	<b>£1,743,168</b>

This additional use of general reserves could be covered by re-aligning a proportion of the 2024-25 budget request for Town Hall Maintenance Reserve (£26,698 of £30,000) from existing general reserves, rather than from precepted income.

- b) It is proposed that the precept level be set at £1,227,267 for 2024/2025.

## Agenda item 6(b)

- c) The proposed Band D property charge of £70.61 per annum (£64.93 2023-24) represents an increase of 8.75% or £5.68 per Band D household per annum.

### 4

#### **CONSIDERATIONS**

- 4.1 In deciding the precept for 2024-25, Councillors may wish to be mindful of the following statement published by the Department for Levelling Up, Housing and Communities, on 5<sup>th</sup> December 2023:

*The proposed referendum principles are: No council tax referendum principles for town and parish councils, but the government will review the decisions taken by these authorities when considering referendum principles in future years.*

### 5

#### **RECOMMENDATIONS**

- 5.1 That Councillors note the content of the report
- 5.2 That the precept level of £1,227,267 for the 2024/2025 financial year be presented to Council for approval.
- 5.3 That the proposed budget for 2024-25 be presented to Council for approval.



# Wokingham Town Council

## Town Clerk's Report 03/2024

To: FINANCE AND PERSONNEL COMMITTEE

Date: 23<sup>rd</sup> JANUARY 2024

Subject: GRANT VARIATION REQUEST

### 1 PURPOSE OF REPORT

To consider a request from Emmbrook and Bearwood Cricket Club to vary the usage of a grant approved in October 2022 (paid April 2023)

### 2 BACKGROUND

At the 25<sup>th</sup> October 2022 Grants review meeting, the F&P Committee approved (under resolution number 30527) a grant of £2,500 to the Emmbrook and Bearwood Cricket Club towards the cost of an all-weather artificial cricket strip to allow the club to expand the use of their current playing facilities.

### 3 CURRENT POSITION

3.1 The cricket club advised us back in May 2023 that there would be a delay in the installation of the artificial wicket until the end of the playing season, due to contractor availability.

3.2 In January 2024, Emmbrook and Bearwood Cricket Club contacted the town council requesting permission to utilise grant funds for a different purpose. Their plans for a new artificial strip will need to be put on hold further as they have a more pressing need. The club now has a pressing need to replace their broken wicket roller, to manage their playing surface. This is an essential item to provide a professional and playable surface for all the club's matches.

3.3 In their request, the club has stated that they feel the use of the grant for this revised purpose meets the original grant objective, of improving their facilities for the local community.

### 4 FOR CONSIDERATION

To consider the request from the club to vary the use of the original grant, to fund a replacement wicket roller.

### 5 FINANCIAL IMPLICATIONS

There are no further immediate financial implications for the town council as the grant funding has already been paid.



# CCLA INVESTMENT MANAGEMENT LTD

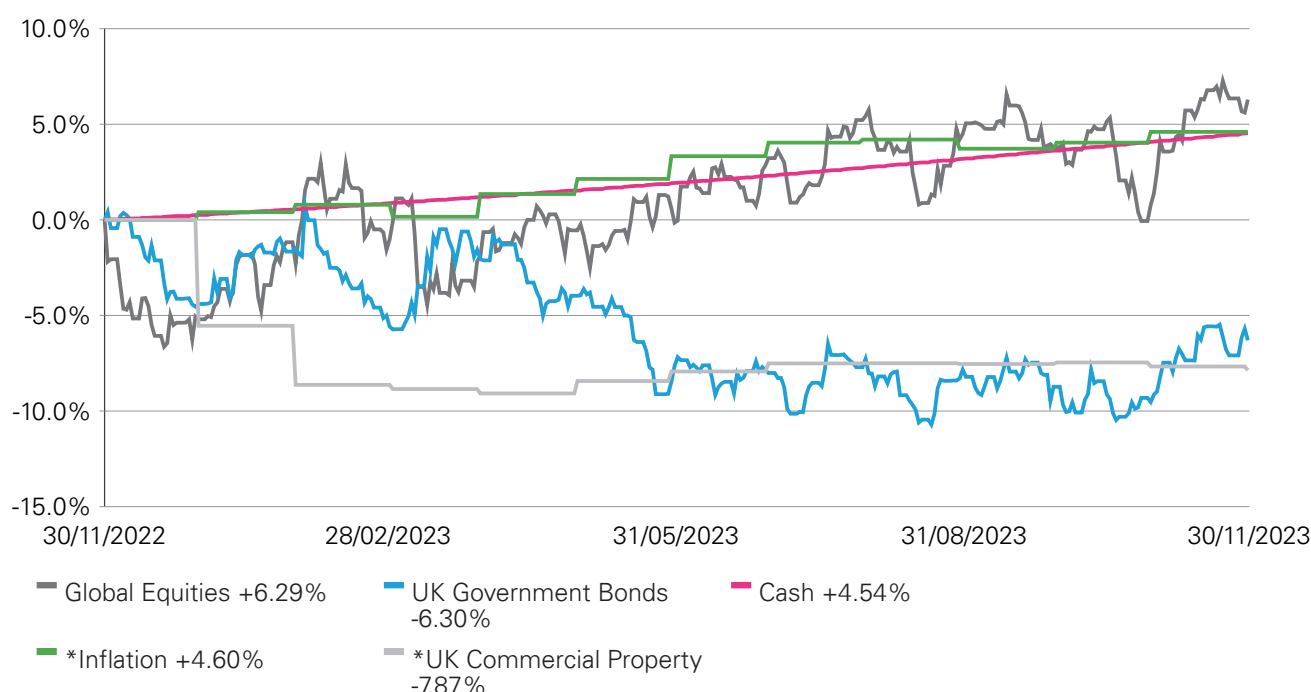
## MARKET REPORT NOVEMBER 2023

CCLA

### Headlines

- Economic 'soft landing' appears increasingly likely, though growth prospects still subdued
- Headline inflation falls again – but core inflation remains a challenge
- Equity and bond markets rally strongly in anticipation of interest rate peak

### Investment market returns over the past year



Source: Bloomberg, ONS (Inflation) and MSCI (Property)\*Inflation and property figures lagged by 1 month as at 30 November 2023

### Macroeconomic news

#### Economic growth

Revised data on growth domestic product (GDP) indicated that the **US economy** had grown at an annualised rate of 5.2% in the third quarter of 2023, an increase from initial official estimates of 4.9%. The world's largest economy has continued to defy forecasts of recession, with activity levels supported by resilient consumer spending and, according to the latest data, by some recovery in the residential construction sector. The number of initial claims for unemployment benefits fell slightly, pointing to strength remaining in the labour market despite some recent indications of cooling.

The chances of **Europe** experiencing a 'soft landing' rather than recession may also be improving. Eurozone business activity continued to contract, but at a slower pace than in recent months: a composite Purchasing Managers' Index (PMI) flash estimate increased to 47.1 in November from 46.5 in October. (A reading below 50 indicates contraction, above that level represents expansion.) Weakness has been felt mainly in the manufacturing sector, thanks to faltering export demand and high energy prices; the service sector is believed to be better placed. The International Monetary Fund (IMF) raised its forecast for GDP growth in the eurozone in 2023 to 1.3%, from a previous forecast of 0.8%; but reduced its estimate for 2024, to 1.5% from 1.7%.

The **UK economy** has so far avoided the recession which many observers have been predicting, but is still struggling to gain any momentum. Official data providing the first estimate of activity levels in the third quarter of 2023 indicated that the economy had flatlined over that period. Modest growth in manufacturing and construction was offset by declining levels of household spending, government consumption and business investment.

Elsewhere, **Japan's** economy shrank in the July-September quarter at an annualised rate of 2.1%. In China, weak domestic demand, a troubled property sector and a marked decline in exports all contributed to expectations of slowing growth. The IMF's latest projection is for **China's** GDP to rise by 4.6% in 2024, following a forecast 5.4% expansion in 2023.

# Agenda item 8a(i)

## Inflation and interest rates

Inflation continued to fall in the world's major economies. In the **US**, lower fuel prices helped headline consumer price inflation (CPI) to come in at an annualised rate of just 3.2% in October, down from 3.7% the previous month. Meanwhile core inflation, which excludes energy and other especially volatile elements such as food, fell from 4.1% to 4.0%, its lowest rate for two years.

Meanwhile in the **UK** annual headline CPI growth fell sharply to 4.6% in October, from 6.7% in September. The single biggest contributor to the decline was a reduction in household energy prices compared with a year ago. Core inflation fell less dramatically, coming down from 6.1% to 5.7% year-on-year.

The **eurozone** has experienced a faster reduction than the UK from last year's double-digit peak in inflation, and the latest data indicated that the eurozone's headline CPI had fallen from 2.9% in October to 2.4% in November – getting close to the 2% target shared by all the major central banks. Core inflation also declined significantly, from 4.2% to 3.6%. European officials warned, however, that the headline rate could be expected to rise again in forthcoming months as the 'base effect' of higher energy prices in the winter of 2022/23 falls out of future computations.

All the major western central banks continued to signal that they did not yet regard inflation as being under control, and that monetary policy was therefore likely to remain relatively tight for the time being. However the US, eurozone and UK central banks all held interest rates steady at their most recent policy meetings, and the likelihood of further hikes appeared to be receding. The minutes of the latest (October) meeting of the US Federal Reserve's policy group, and comments from European Central Bank president Christine Lagarde, both strengthened market expectations that official interest rates had now peaked.

In the UK, Bank of England (BoE) Governor Andrew Bailey echoed the view that even though headline inflation would likely continue to fall, underlying price pressures and a tight labour market meant that policy would probably need to remain restrictive for an extended period of time.

## Markets review

After three successive months of decline, both equity and bond markets rallied strongly over the month of November. The more optimistic mood was largely driven by a strengthening perception that monetary conditions, in the shape of central banks' policy interest rates, could well have peaked. The anticipation that the next move could be down rather than up – although that is not a certainty, and the timing of any such move could not be predicted with confidence – helped to stoke hopes of an economic 'soft landing' and supported asset valuations.

Over the month of November total returns from the **global equity** market were +9.4% in dollar terms, although a marked decline in the US currency (also caused by softening interest rate expectations) meant that in sterling terms the gain was a more modest +4.8%. Since the beginning of 2023 global equity markets have returned +18% in dollar terms, or 12% to a sterling-based investor.

In the **bond markets**, yields on the benchmark 10-year US treasury bond declined from 4.7% to 4.3% over the course of the month. UK government bonds or 'gilts' also fared well with the yield on the 10-year gilt moving down from 4.4% to below 4.2% by the end of November. The improvement in UK yields was held back in part by reaction to Chancellor Jeremy Hunt's Autumn Statement, which the market interpreted as being perhaps inflationary and therefore likely to keep bond yields 'higher for longer'. Nevertheless in total return terms, the gilt market as whole earned investors +3.1% over the latest month, although returns for the year to date remained negative at -2.1%.

## Looking ahead

There appears to be a growing probability that the US, which is the key driver of global economic fortunes, will avoid recession although weakness in China, the world's second largest economy, will act as a brake on global growth rates. Lower demand from China is one factor holding back recovery in Germany, for which China is a key export market, and hence for the wider eurozone. In the UK economic growth is expected to remain subdued at best, in the face of a continuing squeeze on household budgets and low levels of the business investment which are widely seen as necessary to improve productivity.

Investment markets will be looking for further signals as to the direction of monetary policy. Evidence of weaker jobs markets and/or further declines in inflation would be expected to support investors' optimism that looser monetary conditions could be forthcoming sooner rather than later, and hence to encourage further capital flows into risk assets such as equities. However central bankers will be trying to manage expectations and will likely be looking for a sustained improvement in the inflation picture, as well as clearer signs of softening in labour markets, before suggesting that inflation is sufficiently well controlled for them to contemplate a reduction in interest rates.

Accordingly we can expect significant volatility to remain a feature of the major investment classes, both equities and bonds, in reaction to emerging macroeconomic and policy signals. For alternative assets such as property and infrastructure, whilst income flows may hold up well, the damage caused to valuations from rising bond yields is unlikely to begin a widespread reversal until investors are confident that interest rates are on a downward trend.

CCLA INVESTMENT MANAGEMENT LTD

**One Angel Lane, London EC4R 3AB**

Client Service T: 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

**Mansfield Traquair Centre, 15 Mansfield Place,  
Edinburgh EH3 6BB**

Please refer to the glossary on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk). This document is issued for information only. It does not provide financial, investment or other professional advice. We strongly recommend you get independent professional advice before investing. The market review, analysis, and any projections contained in this document are the opinion of the author only and should not be relied upon to form the basis of any investment decisions. Any forward-looking statements are based on our current opinions, expectations and projections. Actual results could be significantly different than expected. We do not have to update or amend these. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. For information about how we obtain and use your personal data please see our Privacy Notice at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>. We, CCLA Investment Management Limited (registered in England and Wales, number 2183088 at One Angel Lane, London EC4R 3AB), are authorised and regulated by the Financial Conduct Authority.







## Quarterly statement and valuation

Ms Hughes  
The Town Hall Chambers Market Place  
WOKINGHAM  
Berkshire  
RG40 1AS

31 December 2023

Account name: **WOKINGHAM TOWN COUNCIL-WOKINGHAM TOWN COUNCIL**  
Account number: **LA3077623-001**  
Statement period: **01/10/2023 to 30/12/2023**

Please find enclosed a statement of your account covering the period 1 October 2023 to 30 December 2023. This statement shows the value of your investments as at 30 December 2023.

Details of all transactions carried out on your account within the reporting period have been included for your reference.

Please keep all documents (including this letter) safe as you may need to refer to the information in the future.

Please note due to a change in which the Fund's income distribution calculation is now completed, your income payments may display two values on this statement if a transaction took place during the period in question.

If you would like to discuss any of the information on your statement please contact Client Services.

### Account summary

Total valuation as at 30 December 2023	<b>£186,935.67</b>
Total valuation as at last statement at 1 October 2023	<b>£188,900.91</b>
Total income during the period	<b>£2,482.02</b>

### Holdings as at 30 December 2023

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Local Authorities Property Fund Inc</b> GB0005216642	66,288.0000	£2.82005	£186,935.67

**Total value**

**£186,935.67**

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Fund Managers Limited (registered in England and Wales, No. 8735639) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

Agenda item 8a(ii)

Transactions for the period from 1 October 2023 to 30 December 2023

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/10/2023	Paid to Nominated Bank Details			£2,482.02

# Glossary

## Terms explained

<b>Acc</b>	Accumulation units/shares. Any income due is retained within the fund, and reflected in the price of each unit/share.
<b>Buy</b>	Units/shares you have purchased.
<b>Conversion in/ Conversion out</b>	The movement of your investment from one share class to another share class within the same fund.
<b>Inc</b>	Income units/shares. Any income due is paid out to you as a dividend payment.
<b>Price per unit/share</b>	The price used for a transaction or valuation.
<b>Reinvest</b>	Reinvestment of income to purchase additional units/shares.
<b>Sell</b>	Units/shares you have sold.
<b>Switch in</b>	The movement of units/shares to you from an account held in another CCLA fund.
<b>Switch out</b>	The movement of units/shares from you to an account held in another CCLA fund.
<b>Transfer in</b>	Units/shares transferred to you from another account in the same CCLA fund.
<b>Transfer out</b>	Units/shares transferred by you to another account in the same CCLA fund.



Date: 05/01/2024

## Wokingham Town Council

Page 1

Time: 11:18

## F &amp; P and Current Accounts

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

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

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Wokingham Town Council

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F & P and Current Accounts

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			224,122.62		

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## Wokingham Town Council

Purchase Ledger Invoices totalling £500.00 or more  
for the period 01/11/2023 to 31/12/2023

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	8	01/11/2023	01/11/2023	14/11/2023	921/1048/23	ALARM	Alarm Response	476.19	95.24	571.43
1	8	01/11/2023	01/12/2023	14/11/2023	57913	WINDOWFLO	Windowflowers Ltd	1,795.42	359.08	2,154.50
1	8	04/11/2023	04/11/2023	21/11/2023	318309722/23	TOTAL	Total Gas & Power Ltd	492.32	98.46	590.78
1	8	05/11/2023	05/11/2023	21/11/2023	318388581/23	TOTAL	Total Gas & Power Ltd	3,439.02	687.81	4,126.83
1	8	05/11/2023	05/11/2023	21/11/2023	318388559/23	TOTAL	Total Gas & Power Ltd	688.10	137.62	825.72
1	8	06/11/2023	06/12/2023	14/11/2023	471325	LITE	Lighting and Illuminations	10,220.40	2,044.08	12,264.48
1	8	09/11/2023	09/12/2023	14/11/2023	15649A	SMITH	Smith & Howard Ltd	1,152.00	230.40	1,382.40
1	9	10/11/2023	10/12/2023	14/12/2023	1372	LIGHT	Light Angels Ltd	592.00	118.40	710.40
1	9	10/11/2023	10/12/2023	14/12/2023	1373	LIGHT	Light Angels Ltd	1,398.00	279.60	1,677.60
1	9	10/11/2023	10/12/2023	14/12/2023	1374	LIGHT	Light Angels Ltd	1,878.00	375.60	2,253.60
1	9	10/11/2023	10/12/2023	14/12/2023	1375	LIGHT	Light Angels Ltd	2,695.00	539.00	3,234.00
1	8	14/11/2023	14/12/2023	14/11/2023	NOV 23	RBWM	Royal County of Berkshire Pension	10,788.66	0.00	10,788.66
1	8	14/11/2023	14/11/2023	29/11/2023	6821541	FOCUS	Focus Group	701.92	140.38	842.30
1	8	15/11/2023	15/11/2023	23/11/2023	INV-4175	ALLIANCEHE	Alliance CFM Ltd	807.00	161.40	968.40
1	9	20/11/2023	20/11/2023	22/12/2023	2023008724	EUROSAFE	Eurosafe Solutions Limited	720.00	144.00	864.00
1	8	21/11/2023	21/11/2023	30/11/2023	22236	HOUSE	House of Logos	660.00	132.00	792.00
1	8	27/11/2023	27/11/2023	30/11/2023	GBO384	HEARTWOOD	Heartwood	1,750.00	0.00	1,750.00
1	8	29/11/2023	29/11/2023	30/11/2023	1600	PARAMOUNT	Paramount Tree Care Ltd	3,980.00	796.00	4,776.00
1	8	30/11/2023	30/11/2023	14/12/2023	17102	JEFFRIES	Nigel Jeffries Landscapes Limited	2,019.87	403.97	2,423.84
1	9	30/11/2023	30/11/2023	14/12/2023	3392	AYS	AYS Cleaning Contractors Ltd	655.93	131.19	787.12
1	9	30/11/2023	30/11/2023	22/12/2023	4576	WOKPAPER	The Wokingham Paper Ltd	450.00	90.00	540.00
1	9	01/12/2023	31/12/2023	14/12/2023	58235	WINDOWFLO	Windowflowers Ltd	1,795.42	359.08	2,154.50
1	9	03/12/2023	03/12/2023	27/12/2023	321686690/23	TOTAL	Total Gas & Power Ltd	866.07	173.22	1,039.29
1	9	04/12/2023	04/12/2023	14/12/2023	INV9411	YES	Yes Events Ltd	1,347.00	269.40	1,616.40
1	9	05/12/2023	04/01/2024	22/12/2023	577	MBFIRE	MB Fire Training	800.00	0.00	800.00
1	9	06/12/2023	06/12/2023	22/12/2023	1209810 - 1	PESTFORCE	Pestforce	1,750.00	350.00	2,100.00
1	9	06/12/2023	06/12/2023	22/12/2023	INV-4265	ALLIANCEHE	Alliance CFM Ltd	1,003.71	200.74	1,204.45
1	9	08/12/2023	08/12/2023	22/12/2023	921/1064/23	ALARM	Alarm Response	467.33	93.47	560.80
1	9	13/12/2023	13/12/2023	29/12/2023	6822713	FOCUS	Focus Group	707.62	141.52	849.14
1	9	13/12/2023	13/12/2023	22/12/2023	2024-001	PAK	Pak Mei Kung Fu Ltd	1,580.00	0.00	1,580.00

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Wokingham Town Council  
  
Purchase Ledger Invoices totalling £500.00 or more  
for the period 01/11/2023 to 31/12/2023

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	9	19/12/2023	18/01/2024	22/12/2023	1985	ATLANDS	Atlands Landscapes	420.00	84.00	504.00
1	9	22/12/2023	21/01/2024		10240310	WDC	Wokingham Borough Council	32,874.52	0.00	32,874.52
1	9	31/12/2023	30/01/2024		DEC23	RBWM	Royal County of Berkshire Pension	10,886.59	0.00	10,886.59



Date: 05/01/2024

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**Clerk's Drawings Account**

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

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



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## Wokingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>101 Amenities</b>						
1256 Misc. Income	0	0	30	30		
Amenities :- Income	<b>0</b>	<b>0</b>	<b>30</b>	<b>30</b>		
4146 St Pauls Gate Rental	72	0	0	0		0
4411 Hanging Flower Baskets	21,675	16,534	26,000	9,466	5,536	3,930
4506 E Bike event	153	104	1,000	896		896
4508 Graffiti removal	5,905	2,172	6,000	3,828	50	3,778
4514 Christmas Light Projects	9,149	6,653	6,500	(153)	90	(243)
4515 Christmas Lighting Contract	20,447	21,143	33,000	11,857	7,510	4,347
4521 Market Place Cleanining	1,453	1,541	15,000	13,459	7,459	6,000
Amenities :- Indirect Expenditure	<b>58,855</b>	<b>48,148</b>	<b>87,500</b>	<b>39,352</b>	<b>20,644</b>	<b>18,708</b>
<b>Net Income over Expenditure</b>	<b>(58,855)</b>	<b>(48,148)</b>	<b>(87,470)</b>	<b>(39,322)</b>		
<b>102 Market</b>						
1220 Outdoor Market Tolls	40,010	34,091	40,000	5,910		
1222 Farmers /Vegan Market	1,850	1,520	1,700	180		
Market :- Income	<b>41,860</b>	<b>35,611</b>	<b>41,700</b>	<b>6,090</b>		
4100 Repairs & Maintenance	2,376	2,064	1,800	(264)	10,646	(10,910)
4131 Electricity	1,239	427	1,250	823		823
4145 Rates	6,437	3,031	6,560	3,529		3,529
4172 Licences (All)	1,378	70	1,500	1,430		1,430
4327 Advertising/Marketing	1,472	822	2,000	1,179	90	1,089
Market :- Indirect Expenditure	<b>12,902</b>	<b>6,413</b>	<b>13,110</b>	<b>6,697</b>	<b>10,736</b>	<b>(4,039)</b>
<b>Net Income over Expenditure</b>	<b>28,958</b>	<b>29,197</b>	<b>28,590</b>	<b>(607)</b>		
<b>103 Parks &amp; Bloom</b>						
1101 Football Pitch-Langborough	45	0	500	500		
1103 St Teresa's School-KGV	1,100	1,100	1,100	0		
1104 Redlands Farm Rent	450	450	350	(100)		
1256 Misc. Income	3,595	500	0	(500)		
1265 WBC Elms Field	4,200	0	2,100	2,100		
1267 Bloom income	4,445	2,205	1,600	(605)		
Parks & Bloom :- Income	<b>13,835</b>	<b>4,255</b>	<b>5,650</b>	<b>1,395</b>		
4100 Repairs & Maintenance	17,091	40,884	44,000	3,116	4,643	(1,526)
4101 Competitions	1,230	0	1,000	1,000		1,000
4102 Hedges & Ditches	0	0	1,000	1,000		1,000
4105 Maintenance Contracts	17,698	16,439	19,000	2,561	8,279	(5,718)

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08/01/2024

## Wokingham Town Council

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### Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 10

### Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4106 Elms Field Maintenance	34,900	21,591	37,500	15,909	1,002	14,907
4107 Trees	25,112	12,857	35,000	22,143	12,665	9,478
4114 KGV & Leslie Sears Maintenance	8,631	1,237	1,500	263	345	(82)
4120 Security	0	0	2,000	2,000		2,000
4131 Electricity	7,729	(717)	5,000	5,717		5,717
4135 Water	157	119	300	181		181
4147 Rent of Garage	534	538	450	(88)		(88)
4149 Met.Station Lease/Maintenance	350	0	350	350		350
4151 Waste Collection	8,999	4,786	5,000	214	3,071	(2,857)
4154 External Cleaning	4,303	509	0	(509)	340	(849)
4155 Park Yoga	0	1,400	0	(1,400)		(1,400)
4312 Street Furniture	691	0	600	600		600
4327 Advertising/Marketing	2,416	0	2,000	2,000		2,000
4412 Thames and Chiltern in Bloom	13,974	14,537	11,000	(3,537)	251	(3,787)
4522 Wildflower planting & Maintena	2,958	0	3,000	3,000		3,000
Parks & Bloom :- Indirect Expenditure	<b>146,772</b>	<b>114,179</b>	<b>168,700</b>	<b>54,521</b>	<b>30,595</b>	<b>23,925</b>
<b>Net Income over Expenditure</b>	<b>(132,937)</b>	<b>(109,925)</b>	<b>(163,050)</b>	<b>(53,125)</b>		
6001 plus Transfer from EMR	0	15,642				
<b>Movement to/(from) Gen Reserve</b>	<b>(132,937)</b>	<b>(94,283)</b>				
<u>104 Woollahill</u>						
1010 Lettings-Main Hall	17,329	12,416	27,000	14,584		
1011 Lettings-Committee Rooms	1,812	2,311	2,400	89		
1019 Out of hours lettings - income	2,154	1,521	2,000	479		
1020 Lettings-Upstairs Hall	4,716	3,675	5,000	1,325		
1030 Emmbrook Peppercorn Rent	1	1	10	9		
Woollahill :- Income	<b>26,011</b>	<b>19,924</b>	<b>36,410</b>	<b>16,486</b>		
4100 Repairs & Maintenance	14,173	10,848	12,000	1,152	1,840	(689)
4109 Health & Safety Surveys	1,847	0	1,250	1,250		1,250
4120 Security	4,406	3,567	4,000	433	984	(550)
4131 Electricity	998	746	1,500	754		754
4132 Gas	1,046	668	1,300	632		632
4135 Water	354	272	650	378		378
4145 Rates	3,044	2,876	3,700	824		824
4150 Cleaning Materials	0	0	600	600	57	543
4151 Waste Collection	1,239	671	1,600	929	929	0
4154 External Cleaning	858	567	800	233	303	(70)
4320 Telephones	0	509	600	91		91
4382 Insurances	213	0	300	300		300
Woollahill :- Indirect Expenditure	<b>28,177</b>	<b>20,725</b>	<b>28,300</b>	<b>7,575</b>	<b>4,113</b>	<b>3,462</b>
<b>Net Income over Expenditure</b>	<b>(2,166)</b>	<b>(801)</b>	<b>8,110</b>	<b>8,911</b>		

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08/01/2024

## Wokingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>106 Town Hall</b>						
1010 Lettings-Main Hall	2,804	2,706	5,900	3,194		
1011 Lettings-Committee Rooms	2,415	2,284	2,500	216		
1012 Lettings-Kitchen	145	56	400	344		
1013 Lettings-Council Chamber	262	487	500	13		
1014 Lettings-Annexe	402	209	1,300	1,091		
1015 Lettings-Jubilee Room	342	517	3,160	2,643		
1016 Wedding Income	12,231	12,321	15,500	3,179		
1017 Information Centre Income	85	15	0	(15)		
1025 Letting Fees - All Tenants	93,390	79,575	93,390	13,815		
1026 Service Charges - All Tenants	4,580	3,983	4,580	597		
1027 Insurance Recharge - All Tenan	1,313	6,008	2,840	(3,168)		
1158 Banner Income	800	300	0	(300)		
1258 Equipment Hire (Bookings)	712	186	1,200	1,014		
1260 Hospitality Income	1,554	2,099	2,500	401		
1261 Citizenship Ceremonies	1,600	1,200	1,590	390		
1262 Wedding catering income	6,010	5,017	5,000	(17)		
<b>Town Hall :- Income</b>	<b>128,646</b>	<b>116,963</b>	<b>140,360</b>	<b>23,397</b>		
4100 Repairs & Maintenance	20,471	20,385	25,500	5,115	14,040	(8,926)
4108 Gutter Maintenance	350	0	800	800		800
4109 Health & Safety Surveys	2,507	0	2,700	2,700	5,100	(2,400)
4120 Security	5,228	3,832	6,000	2,168	1,968	200
4121 CCTV	0	0	800	800	1,000	(200)
4131 Electricity	6,450	13,486	9,500	(3,986)		(3,986)
4132 Gas	5,750	4,816	7,000	2,184		2,184
4135 Water	5,508	(4,637)	8,730	13,367		13,367
4145 Rates	24,149	22,659	24,500	1,841		1,841
4150 Cleaning Materials	2,614	1,509	2,000	491		491
4151 Waste Collection	1,103	446	3,500	3,054	354	2,700
4154 External Cleaning	8,273	5,592	8,180	2,588	2,813	(225)
4172 Licences (All)	2,427	0	3,500	3,500		3,500
4320 Telephones	0	2,781	0	(2,781)		(2,781)
4325 Town Hall Equipment Purchases	779	609	1,000	391		391
4332 Function costs	3,557	2,531	2,250	(281)	17	(299)
4398 Wedding external catering	3,802	1,654	4,000	2,346		2,346
<b>Town Hall :- Indirect Expenditure</b>	<b>92,967</b>	<b>75,664</b>	<b>109,960</b>	<b>34,296</b>	<b>25,292</b>	<b>9,003</b>
<b>Net Income over Expenditure</b>	<b>35,679</b>	<b>41,299</b>	<b>30,400</b>	<b>(10,899)</b>		

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# Agenda item 10a

08/01/2024

## Wokingham Town Council

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### Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 10

### Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>109 Allotments</u>						
1105 S 106 Monies	48,765	40,559	0	(40,559)		
1203 Allotment Rents	15,737	15,698	13,400	(2,298)		
Allotments :- Income	<b>64,502</b>	<b>56,258</b>	<b>13,400</b>	<b>(42,858)</b>		
4100 Repairs & Maintenance	53,600	46,602	7,000	(39,602)	15,137	(54,739)
4101 Competitions	0	968	700	(268)		(268)
4135 Water	2,792	1,806	3,000	1,194		1,194
4146 St Pauls Gate Rental	0	0	80	80		80
4182 Allotment projects	1,200	0	0	0		0
Allotments :- Indirect Expenditure	<b>57,592</b>	<b>49,376</b>	<b>10,780</b>	<b>(38,596)</b>	<b>15,137</b>	<b>(53,733)</b>
<b>Net Income over Expenditure</b>	<b>6,910</b>	<b>6,881</b>	<b>2,620</b>	<b>(4,261)</b>		
<u>120 Amenities Capital</u>						
4302 Town Hall Structural Repairs	9,248	0	30,000	30,000		30,000
4309 Footpath Upgrade	33,064	26,764	0	(26,764)		(26,764)
4313 Playground Upgrades	(360)	46,379	25,900	(20,479)		(20,479)
Amenities Capital :- Indirect Expenditure	<b>41,951</b>	<b>73,143</b>	<b>55,900</b>	<b>(17,243)</b>	<b>0</b>	<b>(17,243)</b>
<b>Net Expenditure</b>	<b>(41,951)</b>	<b>(73,143)</b>	<b>(55,900)</b>	<b>17,243</b>		
6001 plus Transfer from EMR	11,000	26,764				
<b>Movement to/(from) Gen Reserve</b>	<b>(30,951)</b>	<b>(46,379)</b>				
<u>201 Personnel</u>						
4000 Basic Pay	420,174	297,582	409,000	111,418		111,418
4001 Overtime Pay	17,408	17,889	11,000	(6,889)		(6,889)
4002 NI Costs	41,805	27,558	36,500	8,942		8,942
4003 Pension Costs	111,761	81,981	108,000	26,019		26,019
4004 Personnel Services Contracted	1,940	1,256	3,670	2,414		2,414
4005 Staff Training	4,462	6,003	6,000	(3)	1,200	(1,203)
4006 Recruitment	880	(497)	1,500	1,997	1,194	803
4010 Councillor Training	198	643	1,500	857	59	798
Personnel :- Indirect Expenditure	<b>598,626</b>	<b>432,415</b>	<b>577,170</b>	<b>144,755</b>	<b>2,453</b>	<b>142,302</b>
<b>Net Expenditure</b>	<b>(598,626)</b>	<b>(432,415)</b>	<b>(577,170)</b>	<b>(144,755)</b>		
<u>301 F &amp; P Administration</u>						
1107 CIL FUNDING FROM WBC	393,992	126,344	200,000	73,656		
1251 Interest Received	11,025	19,728	8,200	(11,528)		

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## Wokingham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1256 Misc. Income	1,400	350	0	(350)		
1263 Strategic Marketing Income	8,313	0	0	0		
1276 PRECEPT	1,014,210	1,118,820	1,118,820	0		
<b>F &amp; P Administration :- Income</b>	<b>1,428,940</b>	<b>1,265,242</b>	<b>1,327,020</b>	<b>61,778</b>		
4007 Car Allowances	1,239	929	1,240	311		311
4008 Travel,Subsistance, Parking	4,400	3,131	3,000	(131)		(131)
4009 Van hire costs	5,584	4,524	6,000	1,476	30	1,446
4109 Health & Safety Surveys	(340)	0	0	0		0
4145 Rates	11,626	10,921	12,500	1,579		1,579
4150 Cleaning Materials	0	649	0	(649)	60	(709)
4310 Office Equipment Purchases	3,562	668	4,000	3,332	1,030	2,302
4311 Office Equipment Maintenance	0	0	2,180	2,180		2,180
4320 Telephones	11,343	6,325	6,500	175	40	135
4322 Office Supplies	3,459	2,337	3,000	663		663
4323 Postage	142	350	1,000	650		650
4324 Photocopier Lease	1,558	1,228	1,560	332		332
4326 Subscriptions	17,479	15,367	16,800	1,433	4,185	(2,752)
4327 Advertising/Marketing	2,926	420	5,180	4,760		4,760
4329 Website Maintenance	0	129	1,200	1,071	129	942
4344 Strategic Marketing	13,255	7,250	8,000	750	1,064	(313)
4379 Professional & Legal Fees	6,031	1,231	8,000	6,769	5,832	937
4380 External Audit Fees	2,000	100	2,000	1,900		1,900
4381 Internal Audit Fees	940	108	1,700	1,592	1,220	372
4382 Insurances	30,726	23,335	27,800	4,465		4,465
4383 Bank Charges	580	526	1,000	474		474
4391 Asset Valuations	4,536	0	0	0		0
4395 Photocopier Usage	684	782	1,200	418		418
4396 Publications	134	0	300	300		300
4602 Election & Reserve	0	32,875	8,000	(24,875)		(24,875)
4990 CIL Expenditure reserve	0	0	175,000	175,000		175,000
<b>F &amp; P Administration :- Indirect Expenditure</b>	<b>121,865</b>	<b>113,185</b>	<b>297,160</b>	<b>183,975</b>	<b>13,589</b>	<b>170,386</b>
<b>Net Income over Expenditure</b>	<b>1,307,075</b>	<b>1,152,057</b>	<b>1,029,860</b>	<b>(122,197)</b>		
6001 plus Transfer from EMR	4,000	32,875				
6002 less Transfer to EMR	393,992	0				
<b>Movement to/(from) Gen Reserve</b>	<b>917,083</b>	<b>1,184,931</b>				
<b>302 Civic</b>						
4333 Newsletter	4,477	5,211	5,000	(211)		(211)
4335 Operation Bridge Costs	3,565	0	0	0		0

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Wokingham Town Council

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

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4362 Civic Receptions	824	1,195	2,800	1,605		1,605
4365 Heritage Day	2,959	3,179	3,850	671		671
4369 Remembrance Day	996	831	2,800	1,969	2,240	(271)
4370 Christmas Music	115	0	1,000	1,000		1,000
4371 Honoraria	1,400	1,400	1,400	0		0
4372 Chair's Allowance	3,500	875	3,500	2,625		2,625
4373 Civic Transport	0	0	100	100		100
4374 Official Gifts	361	138	500	362		362
4375 Christmas Cards	215	278	300	22		22
4376 Insignia & Dress	2,944	3,390	3,000	(390)		(390)
4377 Civic Awards	1,262	155	2,000	1,845		1,845
4378 Silver Talks	71	71	50	(21)		(21)
4399 Mayor's Sunday	2,587	2,930	5,000	2,070		2,070
4523 Museum Accreditation	794	287	10,000	9,713		9,713
Civic :- Indirect Expenditure	<b>26,071</b>	<b>19,940</b>	<b>41,300</b>	<b>21,360</b>	<b>2,240</b>	<b>19,120</b>
<b>Net Expenditure</b>	<b>(26,071)</b>	<b>(19,940)</b>	<b>(41,300)</b>	<b>(21,360)</b>		
<b>303 Grants</b>						
1256 Misc. Income	0	2,000	0	(2,000)		
Grants :- Income	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>(2,000)</b>		
4352 Youth Council Sports Grants	2,000	700	2,000	1,300		1,300
4353 Grants General	47,294	38,439	54,320	15,881		15,881
4363 Grants Service Providers	51,375	49,100	46,200	(2,900)		(2,900)
Grants :- Indirect Expenditure	<b>100,669</b>	<b>88,239</b>	<b>102,520</b>	<b>14,281</b>	<b>0</b>	<b>14,281</b>
<b>Net Income over Expenditure</b>	<b>(100,669)</b>	<b>(86,239)</b>	<b>(102,520)</b>	<b>(16,281)</b>		
<b>304 Arts &amp; Culture</b>						
1159 Book Festival Income	2,731	3,190	3,600	410		
1253 Fun Day Income	230	520	200	(320)		
1266 Board games income	248	0	1,000	1,000		
Arts & Culture :- Income	<b>3,209</b>	<b>3,710</b>	<b>4,800</b>	<b>1,090</b>		
4341 Concert	53,251	60,602	60,000	(602)	48,319	(48,921)
4343 PRS Licence	0	0	600	600		600
4345 Book Festival	5,073	4,935	7,800	2,865	1,398	1,467
4388 Theatre in the Park	2,500	3,701	3,750	49		49
4389 Board Games event	198	43	1,000	957		957
4512 Sunny Saturdays	3,093	1,695	3,000	1,305		1,305
4513 Dressing the Christmas Tree	1,527	1,497	1,350	(147)	105	(252)

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Wokingham Town Council

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

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4518 Living Advent Calendar	350	0	0	0		0
4526 Lunar New Year	4,055	3,357	3,000	(357)	4,426	(4,783)
4527 Chalk about it	2,783	4,050	4,050	0		0
4528 Murals	6,503	0	0	0		0
4603 Fun Day	6,944	13,372	14,600	1,228	11,520	(10,292)
4608 Virtual Museum Upgrade	0	4,439	4,500	61		61
Arts & Culture :- Indirect Expenditure	<b>86,277</b>	<b>97,690</b>	<b>103,650</b>	<b>5,960</b>	<b>65,768</b>	<b>(59,808)</b>
<b>Net Income over Expenditure</b>	<b>(83,068)</b>	<b>(93,980)</b>	<b>(98,850)</b>	<b>(4,870)</b>		
<u>401 Highways and Planning</u>						
1106 Grant Funding (External)	4,800	5,200	2,640	(2,560)		
1163 Cycle locker income	0	80	300	220		
Highways and Planning :- Income	<b>4,800</b>	<b>5,280</b>	<b>2,940</b>	<b>(2,340)</b>		
4111 Bus Shelter Repairs	1,977	383	2,700	2,317	313	2,004
4529 Cycle lockers	4,800	1,147	2,640	1,493		1,493
Highways and Planning :- Indirect Expenditure	<b>6,777</b>	<b>1,530</b>	<b>5,340</b>	<b>3,810</b>	<b>313</b>	<b>3,497</b>
<b>Net Income over Expenditure</b>	<b>(1,977)</b>	<b>3,749</b>	<b>(2,400)</b>	<b>(6,149)</b>		
Grand Totals:- Income	<b>1,711,804</b>	<b>1,509,241</b>	<b>1,572,310</b>	<b>63,069</b>		
Expenditure	<b>1,379,503</b>	<b>1,140,649</b>	<b>1,601,390</b>	<b>460,741</b>	<b>190,881</b>	<b>269,861</b>
<b>Net Income over Expenditure</b>	<b>332,301</b>	<b>368,592</b>	<b>(29,080)</b>	<b>(397,672)</b>		
plus Transfer from EMR	<b>15,000</b>	<b>75,281</b>				
less Transfer to EMR	<b>393,992</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(46,691)</b>	<b>443,873</b>				



08/01/2024

**Wokingham Town Council**

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

<b>A/c</b>	<b>Description</b>	<b>Actual</b>	
<u><i>Current Assets</i></u>			
101	Debtors	33,851	
105	VAT Control Account	(264)	
110	Prepayments	30,421	
201	F & GP + Current Account	905,347	
202	Clerk's Drawings Account	48,443	
209	RYND	18,041	
210	Petty Cash	217	
211	Office 2 (Michael Cragg)	814	
212	CCLA Public Sector deposit fun	350,000	
	<b>Total Current Assets</b>	<b>1,386,870</b>	
<u><i>Current Liabilities</i></u>			
501	Creditors	49,358	
502	Receipts in Advance	4,957	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	814	
510	Accruals	698	
515	PAYE/NI Control A/C	(0)	
561	Hire Deposits Town Hall	1,900	
562	Hire Deposits Woosehill	1,500	
564	Long Term Key & Damage Deposit	2,625	
565	Allotment key deposit	370	
599	Suspense Account	70	
	<b>Total Current Liabilities</b>	<b>80,333</b>	
	<b>Net Current Assets</b>	<b>1,306,537</b>	
	<b>Total Assets less Current Liabilities</b>	<b>1,306,537</b>	
<u><i>Represented by :-</i></u>			
301	Current Year Surplus/Deficit	368,592	
310	General Reserve	272,857	
320	Self Insurance Fund	1,481	
321	Emergency Provision	175,000	
324	Election Reserve	(7,375)	
360	Playpark Earmark Reserve	474,232	
370	Town Hall Maintenance Reserve	21,750	
	<b>Total Equity</b>	<b>1,306,537</b>	

NB The balance sheet does not show investments other than in interest bearing savings accounts as these are identified as Long-Term investments for Town & Parish Councils and appear on the Fixed Term Asset Register.

As at 31st December 2023 the value of investments was £186,935.67. There were no long term liabilities as at 31st December 2023.



Cost centre	Current Approved Budget £	Profiled budget £	Actuals £	Current variance £	Year End Expected Variance £	Comments on variance
<b>Allotments (109)</b>						
Expenditure	10,780	8,085	49,236	41,151	41,000	Improvement projects funded by S106 funding for allotments
Income	(13,400)	(12,283)	(55,536)	(43,253)	(41,000)	Majority of allotment rental income is included in this income figure.
Net	(2,620)	(4,198)	(6,300)	(2,102)	-	
<b>Amenities (101)</b>						
Expenditure	87,500	61,125	48,148	(12,977)	(13,000)	Marketplace cleaning - Anticipated underspend of approx £8,000 between Christmas lights and hanging baskets.
Income	(30)	-	-	-	-	
Net	87,470	61,125	48,148	(12,977)	(13,000)	
<b>Amenities Capital (120)</b>						
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 (£46.3K) approved from playpark EMR
Income	-	-	-	-	-	
Net	55,900	-	73,143	73,143	-	
<b>Arts &amp; Culture (304)</b>						
Expenditure	103,650	95,013	97,690	2,678	(3,400)	Small anticipated underspends on Book Festival, Sunny Saturdays and Fun Day. PRS will be underspent by £800 as we are still in credit from a previous year.
Income	(2,400)	(3,710)	(1,310)	(1,310)		
Net	98,850	92,613	93,980	1,368	-	
<b>Civic (302)</b>						
Expenditure	41,300	30,975	19,940	(11,035)	(10,000)	Request to roll forward budget for collection preservation works.
Income	-	-	-	-	-	
Net	41,300	30,975	19,940	(11,035)	-	
<b>F &amp; P Administration (301)</b>						
Expenditure	297,160	104,370	79,739	(24,631)		Income lower as CIL receipts less than anticipated. Will offset against lower expenditure (less CIL moved to reserves)
Income	(1,327,020)	(1,261,361)	(1,261,361)	65,659	(10,000)	Precept now all received. Additional interest received due to CCLA PSDF holding.
Net	(1,029,860)	(1,222,650)	(1,181,622)	41,028		
<b>Grants (303)</b>						
Expenditure	102,520	102,520	88,239	(14,281)	(11,000)	Potential for more sports grants to be requested £1.4K available in budget
Income	-	-	(2,000)	(2,000)	(2,000)	2k returned from More Arts as not required for living advent calendar.
Net	102,520	102,520	86,239	(16,281)	(13,000)	
<b>Highways and Planning (401)</b>						
Expenditure	5,340	4,005	1,530	(2,475)		Bus shelter repairs profiled evenly - used as required
Income	(2,940)	(2,940)	(5,280)	(2,340)	-	3 year grant this is remainder of funding which will be moved to next financial year
Net	2,400	1,065	(3,750)	(4,815)		
<b>Market (102)</b>						
Expenditure	13,110	9,833	6,413	(3,420)	10,070	Year end spend will show over budget due to works brought forward covered by UKSPF grant.
Income	(41,700)	(31,275)	(33,714)	(2,439)	(10,070)	UK SPF grant of £10,070 received 9/1/24.
Net	(28,590)	(21,443)	(27,301)	(5,859)		
<b>Parks &amp; Bloom</b>						
Expenditure	168,700	126,525	113,945	(12,580)	(6,000)	Anticipated underspends on tree works, Elms Field maintenance, advertising.
Income	(5,650)	(363)	(3,867)	(3,505)		
Net	163,050	126,163	110,079	(16,085)		
<b>Personnel</b>						
Expenditure	577,170	432,878	432,415	(463)	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. Request to F&P for additional staff training budget for 2023-24. Expected to be covered by underspends on councillor training and recruitment, both underpent by £800.
Income	-	-	-	-	-	
Net	577,170	432,878	432,415	(463)	10,000	
<b>Town Hall</b>						
Expenditure	109,960	82,470	75,605	(6,865)		Water accrual £5k Castle Water billing issues. Repairs and maintenance overspent, some costs to be covered by earmarked reserve funds.
Income	(140,360)	(73,833)	(93,971)	(20,138)		Wedding bookings have increased. Expected to reach target for wedding income.
Net	(30,400)	8,637	(18,366)	(27,003)		
<b>Woosehill</b>						
Expenditure	28,300	21,225	20,455	(770)		Budget profiled evenly
Income	(36,410)	(15,171)	(19,806)	(4,635)	5,000	Bookings not yet recovered to pre-covid levels. Annual budget projections have been revised downwards for 2024/25
Net	(8,110)	6,054	648	(5,406)	5,000	
<b>TOTAL</b>	<b>29,080</b>	<b>(386,263)</b>	<b>(372,748)</b>	<b>13,515</b>	<b>(25,700)</b>	



**CIL received, spent and held in reserves to date:**

Date	Sum received (rounded to nearest £1)	Cumulative sum received (rounded to nearest £1)	Sum allocated	Purpose	Sum remaining	Spend deadline
April 2016 to October 2021	£1,786,478	<b>£1,786,478</b>	£1,786,478	Market Place refurbishment	Nil	
April 2022	£209,149		£209,149	Market Place refurbishment	Nil	
October 2022	£184,842	<b>£2,180,469</b>	£104,373	Market Place refurbishment	£80,469	October 2027
April 2023	£101,054		Nil		£181,523	April 2028
October 2023	£25,290	<b>£2,306,813</b>	Nil		£206,813	October 2028

**Note:** Relevant spend for the 2023-24 financial year not yet allocated from CIL.

**Potential spending in 2023-24 financial year to re-allocate from CIL:**

Date	Sum	Spend details (Rounded to nearest £1)
June 2023	King George V field footpath	£26,764
November 2023	Leslie Sears Playing Fields play area resurfacing	£46,379

**Future CIL:**

Parish CIL outstanding (demand notice issued, awaiting payment)	220581 - £412 192867 - £383 211508 - £56,009	£56,804
CIL received by WBC, to be paid to WTC in April 2024	220581 - £9,000 192867 - £5,915	£14,915
Potential CIL (Planning application granted and liability notice issued. Actual receipts will be dependent on development commencing and any relief applied for and granted)	200700 - £41,758 203544 - £392,847 212112 - £7,726 213975 - £54,687 220344 - £12,709 221890 - £16,335 232002 - £3,942 232380 - £7,644 231573 - £11,393	£549,041







# Wokingham Town Council

## Vision 2023 to 2027

### **Mission statement:**

*Wokingham Town Council embraces our past, celebrates our present and builds for our future.*

### **Principles:**

#### **Being sustainable**

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

#### **Involving everyone**

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

#### **Fostering Town Pride**

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

#### **Enriching community**

Creating and supporting opportunities to bring our community together and help it to thrive.

The following items were thoughts or suggestions on what is important to residents and what is important to councillors.

Following an initial thought gathering process, they were voted for or against by Strategy Working Party members.

They have been included to act as ideas for the committees to consider how the council's vision might look to be embedded into the work of the committees.

### Fostering Town Pride

1	Lobby the borough council for a better Wokingham	+
2	The Council should ensure we maintain and promote things about Wokingham of which we are proud	+
3	Make sure we celebrate or make reconciliation for Wokingham's rich history	
4	Letting people know what we do	+
5	Acknowledge there's room for improvement	
6	Love Wokingham (Marketing)	
7	Make sure we look after the town and its services, that things "run well"	+
8	Be unique – different to Reading and Bracknell	

### Being Sustainable

1	Thinking about the future as well as the present	+
2	Council should make sure we're accountable to the residents – data, impact, outcome and experience	+
3	Offering value for money	+
4	Engage with local organisations and charities	
5	Could take on some other town parks from Wokingham (Borough Council)	+
6	Use residents' money effectively and efficiently	+
7	Take on local bins from WBC	* *
8	Taxes being kept at an affordable rate	+

### Involving everyone

1	Our residents being more involved via questionnaires	+
2	Local business awards	
3	Public toilets	
4	Have a variety of events and activities that are open to all	+++
5	Involve other marginal communities	++
6	Make sure we are welcoming to everyone, no matter our background or views	+++
7	Particularly Youth, Elderly, Lonely, Marginalised	
8	Care about them no matter who they are	+
9	Youth engagement	+
10	Bus services	* *

### Enriching Community

1	Support / encourage local people and organisations to start local events	++
2	Act together for their good	

## Agenda item 12

3	PCSO funding	*
4	Leverage our assets	
5	Local stories – museum of the community	
6	Free use of one asset to grant recipients	
7	Living benches	
8	Residents want to feel safe	+
9	Councillor mentor / buddying system	
10	Support those who support others	+
11	Real sense of community	++
12	To reach out to our residents	
13	Safe and welcoming to visitors	+
14	Events in other areas (e.g. one per ward)	++