

21st January 2025

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 9:42 pm.

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Callender, R Comber, S Gurney, T Lack, K Malvern, H Richards, I Shepherd-Dubey

IN ATTENDANCE

RFO: Lisa Davison

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr B Alvi

MEMBERS' INTERESTS (Agenda Item 2)

Cllr I Shepherd- Dubey declared an interest on agenda item 10 due to her role on the Borough Executive and attendance at a meeting on 23rd January to discuss council tax base. It was clarified that this would be factual calculation and therefore there was no restriction on Cllr I Shepherd-Dubey voting on agenda item 10.

Cllr R Comber and Cllr T Lack declared an interest in 9(b) and did not take part in the vote.

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
30987**

It was proposed by Cllr M Gee and seconded by Cllr B Callender and it was

that the minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 3rd December 2024, pages 17103 to 17111 and the extraordinary meeting on 7th January 2025, pages 17125 to 17126 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

ACCOUNTS PAYABLE (Agenda Item 5)

CHAIR INITIALS _____



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

**RESOLVED
30988**

to approve:

- (a) the list of costs from 1st November 2024 to 31st December 2024 totalling the sum of £241,851.69 paid from the F & GP Account, this includes £76,000 in transfers to the Clerk's A/C together with the list of invoices over £500.
- (b) the list of costs from 1st November 2024 to 31st December 2024 totalling the sum of £99,594.45 paid from the Clerks Drawings account.

A vote was taken and was unanimous.

FINANCIAL REPORTS (Agenda Item 6)

Members received and noted the following financial reports:

- (a) Income and Expenditure to 31st December 2024.
- (b) Balance Sheet as 31st December 2024.
- (c) Revenue monitoring report to 31st December 2024.

The RFO advised the members that a review of year-to-date costs and discussions with officers was undertaken and that the forecast for the remainder of the year formed the basis of the budget data provided in agenda item 10.

The Balance Sheet is to be updated to record the Earmarked Reserve of £3,000 for the Cycle to Work Scheme (agreed at the September meeting). The debtor balance improved in January due to the payment of outstanding invoices.

Cllr M Gee asked the members to consider the reserves balances in advance of discussions on the precept and budget (agenda item 10). Works are also to be undertaken to identify the planned expenditure of the Town Hall infrastructure and Play equipment reserves over a period of 10 years.

INVESTMENT UPDATE AND REVIEW (Agenda Item 7)

The members received and noted the latest value as at 31st December 2024 for the current holding of LAPF at a mid-value of £92,395.69 (31st March 2024 £91,816). The Town Clerk gave a verbal update that the most recent interest payment suggested an annual return on investment of about 5%. The cash fund offers a similar return. The LAPF fund sits on the fixed asset register and not the balance sheet. If this investment was cashed in, the council would receive income of circa £92k which would then be transferred to reserves.

Members noted that a review of the investments is due to be undertaken every six months and therefore was not required at this meeting.

CHAIR INITIALS _____



CIL MONITORING REPORT AND SPENDING REQUEST (Agenda Item 8)

- (a) The members noted the CIL income and expenditure report to December 2024.
- (b) The members received and reviewed two CIL co-funding requests from Wokingham Borough Council that included recommendations following the review by the P&T Committee on 17th December 2024.
 - i) Extensive discussion followed on the proposed Toucan crossing at A329 Reading Road and members agreed that it would be a good use of CIL.

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

**RESOLVED
30989**

to recommend the co-funding of £50,000 from CIL for the A329 Reading Road – Toucan Crossing for approval by Full Council.

A vote was taken and it was unanimous.

- ii) The Town Centre wayfinding proposal was also discussed with the members of the committee being supportive of the request. The Town Clerk was asked to convey this to Wokingham Borough Council with a requirement for additional information on the number of screens and their location, dimensions of the screens, their design and whether they would be suitable for a Heritage site, together with an agreement that any funding given would be conditional on Wokingham Borough and Wokingham Town Councils co-managing its advertising content.

The members agreed to defer the funding decision until the requested information was provided.

GRANTS (Agenda Item 9)

- (a) Members provided their scores as referenced in the Culture and Community Grant Fund Policy for the two grant applications being considered.
 - i) It was proposed by Cllr T Lack and seconded by Cllr B Callender and it was

not to award a culture and community grant to Wokingham In Need.

A vote was taken. Seven members were in favour and one abstained.
 - ii) It was proposed by Cllr M Gee and seconded by Cllr H Richards and it was

**RESOLVED
30990**

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**RESOLVED
30991**

to award Wokingham Plastic Free Community a culture and community grant of £1,000 on condition of a separate bank account being set up. The members also wished to offer free use of a Council committee room for four meetings in the first year (subject to availability) together with a free market stall.

A vote was taken. Seven members were in favour and one against.

- (b) The Town Clerk gave a verbal update of the meeting in early January 2025 attended by the Wokingham Lions, Cllr M Gee and the Town Clerk to discuss the cancellation of the Winter Carnival event in November due to storm Bert and how the costs associated with it should be apportioned. The members considered the options proposed in the Town Clerk's Report 01/2025. Members also queried whether the event had been insured against cancellation to which the Town Clerk advised that this was the first cancellation in 25 years of the event being run. The investigation of event cancellation insurance should form part of future grant applications for funding towards the event.

It was proposed by Cllr M Gee and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED
30992**

that funding of the costs associated with the cancelled Winter Carnival should be in proportion to the funds received from Wokingham Town Council and the other supporters (3.4 of Town Clerk's Report 01/2025), with £2,934 being returned to the council. This value to be treated as a prepayment at the year-end (5.1 of Town Clerk's Report 01/2025) against the grant awarded in November 2024 and due to be paid in May 2025.

A vote was taken. Six members were in favour, Cllr R Comber and Cllr T Lack declared an interest and did not vote.

PRECEPT AND BUDGET 2025-26 (Agenda Item 10)

The members received and noted the RFO report 01/2025 together with an analysis of the budget and precept setting calculation (presented on screen at the meeting) comprising:

- Growth breakdown - Committee and officer spend requests for new budget items or growth
- Changes to existing cost items – inflation, growth and savings
- Changes to income
- Reserve movements
- Calculation of precept

No changes were made to the growth breakdown which was substantially the same as presented to the committee in December 2024. The RFO informed the

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committee that both the forecast and budget data had been pared back using year to date financial information as at 31st December 2024 and supported by discussions with council officers.
Potential decreases in income were considered and its impact on precept setting for the next two budget years.

The Town Clerk noted that there remains uncertainty over inflation especially with the impacts of the October budget on employer NI contributions yet to be realised in April which amounts to an equivalent increase to precept of 1.24% on the current year's rate. The members also discussed the balances on reserves.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

Due to its relevance to the discussion on agenda item 10, **TOWN HALL LEASE (Agenda item 13)** was brought forward.

**RESOLVED
30993**

It was proposed by Cllr M Gee, seconded by Cllr S Gurney and it was

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

A vote was taken and it was unanimous.

TOWN HALL LEASE (Agenda item 13)

The Town Clerk gave a verbal update on confidential information relating to a Town Hall lease.

Following this update the meeting was reopened to the press and public.

Following continued discussion of **PRECEPT AND BUDGET 2025-26 (Agenda item 10)**, it was proposed by Cllr M Gee, seconded by Cllr S Gurney and it was

**RESOLVED
30994**

to recommend the draft budget and precept of £1,307,942 being a 6% increase on the current year's rate, to Full Council for approval.

A vote was taken. Six members voted in favour with one against and one abstaining.

The RFO was thanked for her hard work.

COMMITTEE INFORMATION (Agenda Item 11)

(a) None.

(b) Cllr M Gee recommended that the new crossing at A329 Reading Road be marketed if Full Council approve the funding at its next meeting.

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**RESOLVED
30995**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

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

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

A vote was taken and it was unanimous.

TOWN HALL LEASE (Agenda item 13)

The Town Clerk gave a verbal update on another Town Hall lease matter.

The RFO left the meeting at 9.38pm

STAFFING UPDATE (Agenda Item 14)

Members received a verbal update on staffing matters from the Town Clerk.

The meeting ended at 9.42pm

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Date: 13/01/2025

Wokingham Town Council

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Time: 16:31

F & P and Current Accounts

List of Payments made between 01/11/2024 and 31/12/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
06/11/2024	O2	DDR 061124	372.06		33505464/O2
07/11/2024	Google Ireland Limited	DDR 071124	36.00		Purchase Ledger DDR Payment
08/11/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
08/11/2024	Castle Water Limited	DDR 081124	2.45		10003819945/Castle Water Limit
12/11/2024	Clerk's Drawings Account	Imprest	31,000.00		Tx main to clerks
14/11/2024	BACS P/L Pymnt Page 5145	BACS Pymnt	40,842.71		BACS P/L Pymnt Page 5145
14/11/2024	BACS P/L Pymnt Page 5148	BACS Pymnt	14,440.72		BACS P/L Pymnt Page 5148
16/11/2024	SAGE	Std Ord	66.00		Payroll
16/11/2024	SAGE	Std Ord	66.00		Payroll
18/11/2024	Barclaycard Commercial	DDR 18124	3,520.21		1044610294/Barclaycard
Commerc					
18/11/2024	Total Gas & Power Ltd	DDR 181124	1,192.99		357599632/24/Total Gas & Power
18/11/2024	Total Gas & Power Ltd	DDR1811 24	142.38		357598587/24/Total Gas & Power
18/11/2024	Barclaycard Commercial	DDR 111124	47.84		10034751024/Barclaycard
Commer					
18/11/2024	Castle Water Limited	DDR 181124	141.37		10003880211/Castle Water Limit
20/11/2024	BACS P/L Pymnt Page 5149	BACS Pymnt	14,327.79		BACS P/L Pymnt Page 5149
26/11/2024	ARVAL	DD	599.24		HK72 FNE WO7317
27/11/2024	BACS P/L Pymnt Page 5159	BACS Pymnt	1,530.00		BACS P/L Pymnt Page 5159
28/11/2024	Castle Water Limited	DDR 281124	5.00		Purchase Ledger DDR Payment
28/11/2024	Focus Group	DDR281124	1,059.55		10612336/Focus Group
28/11/2024	HMRC	DDR	9,189.17		HMRC
30/11/2024	BACS P/L Pymnt Page 5164	BACS Pymnt	5,222.93		BACS P/L Pymnt Page 5164
01/12/2024	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
03/12/2024	BNP Paribas Leasing Solutions	DDR 031224	54.00		SI0012692828/BNP Paribas Leasi
04/12/2024	Clerk's Drawings Account	Imprest	45,000.00		Tx Main to Clerks
05/12/2024	O2	DDR 051224	373.85		34097487/O2
06/12/2024	Google Ireland Limited	DDR 061224	36.00		Purchase Ledger DDR Payment
08/12/2024	HISCOX	Direct Deb	2,524.91		WTC main insurance
10/12/2024	Barclaycard Commercial	DDR 101224	74.19		Purchase Ledger DDR Payment
11/12/2024	BACS P/L Pymnt Page 5166	BACS Pymnt	16,587.58		BACS P/L Pymnt Page 5166
11/12/2024	LIONS	DCR111224	100.00		LIONS deposit in suspense
16/12/2024	SAGE	Std Ord	70.80		Payroll
17/12/2024	BACS P/L Pymnt Page 5172	BACS Pymnt	18,868.40		BACS P/L Pymnt Page 5172
17/12/2024	ALLEVAP001	ALLPEVANS	69.30		Match to susp allotment receipt
17/12/2024	Total Gas & Power Ltd	DDR 171224	282.57		360702490/24/Total Gas & Power
17/12/2024	Total Gas & Power Ltd	DDR1712 24	1,639.94		360702468/24/Total Gas & Power
17/12/2024	Castle Water Limited	DDR 171224	41.33		10004513901/Castle Water Limit
17/12/2024	Castle Water Limited	DDR171224	43.32		10004509309/Castle Water Limit
18/12/2024	Barclaycard Commercial	DDR 181224	3,347.59		338642/Barclaycard Commercial
19/12/2024	BACS P/L Pymnt Page 5178	BACS Pymnt	4,514.00		BACS P/L Pymnt Page 5178
19/12/2024	HMRC	DDR	11,109.75		HMRC
26/12/2024	ARVAL	DD	599.24		HK72 FNE WO7317
30/12/2024	Castle Water Limited	DDR 301224	5.00		Purchase Ledger DDR Payment
31/12/2024	Focus Group	DDR 311224	1,059.49		10645561/Focus Group
31/12/2024	BACS P/L Pymnt Page 5181	BACS Pymnt	2,951.11		BACS P/L Pymnt Page 5181

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Total Payments 241,851.69

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Clerk's Drawings Account

List of Payments made between 01/11/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2024	Peninsula	Std Ord	167.44		HR support
01/11/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/11/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/11/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/11/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/11/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
01/11/2024	Bloom Staff	BACS	23.90		Bloom Staff
01/11/2024	DD	BACS	600.00		DD
14/11/2024	BACS P/L Pymnt Page 5142	BACS Pymnt	2,210.66		BACS P/L Pymnt Page 5142
14/11/2024	BACS P/L Pymnt Page 5144	BACS Pymnt	1,008.08		BACS P/L Pymnt Page 5144
14/11/2024	BACS P/L Pymnt Page 5147	BACS Pymnt	362.09		BACS P/L Pymnt Page 5147
14/11/2024	DD RBL MAYOR	BACS	850.00		DD RBL MAYOR
15/11/2024	Nov Salary	BACS	31,453.35		Nov Salary
20/11/2024	BACS P/L Pymnt Page 5150	BACS Pymnt	3,573.24		BACS P/L Pymnt Page 5150
20/11/2024	Castle Water Limited	DDR 201124	19.17		10003959890/Castle Water Limit
22/11/2024	DD Staff Bloom	BACS	568.45		DD Staff Bloom
25/11/2024	Castle Water Limited	DDR 251124	115.36		10004098424/Castle Water Limit
27/11/2024	BACS P/L Pymnt Page 5156	BACS Pymnt	4,239.87		BACS P/L Pymnt Page 5156
29/11/2024	DD Mince Bloom	BACS	378.60		DD Mince Bloom
30/11/2024	BACS P/L Pymnt Page 5165	BACS Pymnt	2,097.99		BACS P/L Pymnt Page 5165
01/12/2024	Peninsula	Std Ord	167.44		HR support
01/12/2024	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/12/2024	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/12/2024	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/12/2024	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/12/2024	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
06/12/2024	DD Staff	BACS	327.32		DD Staff
11/12/2024	BACS P/L Pymnt Page 5168	BACS Pymnt	4,853.56		BACS P/L Pymnt Page 5168
13/12/2024	HOLT ALL DD	BACS	200.00		HOLT ALL DD
13/12/2024	HONONARY	BACS	1,400.00		HONONARY
13/12/2024	Salary	BACS	32,091.00		Salary
14/12/2024	HOLT VOL	BACS	157.00		HOLT VOL insurance cover
16/12/2024	Castle Water Limited	DDR 161224	175.71		10004462444/Castle Water Limit
16/12/2024	Castle Water Limited	DDR161224	518.03		10004462409/Castle Water Limit
17/12/2024	BACS P/L Pymnt Page 5173	BACS Pymnt	4,715.64		BACS P/L Pymnt Page 5173
18/12/2024	Castle Water Limited	DDR 181224	15.63		10004546068/Castle Water Limit
19/12/2024	BACS P/L Pymnt Page 5176	BACS Pymnt	2,483.61		BACS P/L Pymnt Page 5176
19/12/2024	DD Staff	BACS	318.95		DD Staff
31/12/2024	BACS P/L Pymnt Page 5182	BACS Pymnt	1,448.36		BACS P/L Pymnt Page 5182
Total Payments			99,594.45		

CHAIR INITIALS _____



CHAIR INITIALS _____



CHAIR INITIALS _____

