



# 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 Chair if you wish to record the meeting**

12<sup>th</sup> March 2025

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 18<sup>th</sup> March 2025** 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** – Lisa Davison, Finance Manager and 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 MEETING**
  - a) To receive and confirm the minutes of the proceedings at the meeting of this committee held on 21<sup>st</sup> January 2025, pages 17136 to 17143 (Copy attached) as a true and correct record.
  - b) To receive and confirm the minutes of the proceedings of the meeting of this committee held on 6<sup>th</sup> March 2025 as a true and correct record (copy to follow)
- 5 RISK REGISTER**
  - a) To receive and consider the Strategic and Resource elements of the updated Risk Register (copy attached)

- b) To note that other pages of the Risk Register, covering allotments, play areas, municipal buildings and open spaces were reviewed within the council year by the Amenities Committee at their meeting of 10<sup>th</sup> September 2024.

## **6 INTERNAL AUDIT AND YEAR END ACCOUNTS**

- a) To receive the report from an interim internal audit carried out on 10<sup>th</sup> February 2025
- b) To note the year end audit date of 25<sup>th</sup> April 2025
- c) To note the RFO's proposal to bring a report of year end outcomes and a copy of the fixed asset register to the 29<sup>th</sup> April F&P Committee meeting ahead of the sign off of the AGAR by Full Council on 13<sup>th</sup> May 2025.
- d) To note the RFO's proposal to bring unaudited accounts (company accounts) to the 17<sup>th</sup> June 2025 meeting, ahead of signing by Full Council on 1<sup>st</sup> July 2025
- e) To note an internal review of the bank reconciliations completed by Cllr M Gee and receive a verbal report on any matters identified
- f) To receive a verbal report from the RFO on upcoming work streams

## **7 ACCOUNTS PAYABLE**

- a) To approve the list of costs from 1<sup>st</sup> January 2025 to 28<sup>th</sup> February 2025 totalling the sum of £274,964.44 paid from the F & GP Account, this includes £105,000 transferred to the Clerk's account - *copy attached 7a(i)* and a copy of invoices over £500 paid during this period – *copy attached 7a(ii)*
- b) To approve the list of costs from 1<sup>st</sup> January 2025 to 28<sup>th</sup> February 2025 totalling the sum of £98,020.57 paid from the Clerk's Drawing Account – *copy attached 7b*

## **8 FINANCIAL REPORTS**

To receive and consider the following financial reports:

- a) Income and Expenditure to 28<sup>th</sup> February 2025 (*copy attached*)
- b) Balance Sheet as at 28<sup>th</sup> February 2025 (*copy attached*)  
Note: The CIL reserve reflects the CIL balance of funds received and unspent up to 31<sup>st</sup> March 2024. (CIL income received or spent in the current financial year will be reported in the Income and Expenditure report)
- c) Revenue monitoring report to 28<sup>th</sup> February 2025 (*copy attached*)
- d) To review a virement request from the Amenities Committee (subject to Amenities Committee review and decision at their meeting on 11<sup>th</sup> March 2025)
- e) To note a write off of bad debt for two market traders, totaling £100.

## **9 INVESTMENT UPDATE**

- a) To note for information the latest value for the current holding of the council's holdings in the Local Authority Property Fund (LAPF) (*statement attached*)
- b) To receive a verbal report from the RFO regarding short-term investment opportunities

## **10 CIL MONITORING REPORT AND SPENDING REQUESTS**

- a) To receive a report on CIL income and expenditure to end of February 2025 – *copy attached*
- b) To receive, review and resolve (or make recommendations) on items of expenditure to re-allocate to CIL

## **11 COUNCIL RESERVES**

- a) To receive, consider and resolve upon the Town Clerks report 04/2025 to:
  - I. consider the allocation of funds from CIL (see item 10b) to existing or new council reserves in the 2024-25 financial year.
  - II. To receive and approve reserve movements to 31<sup>st</sup> March 2025
  - III. To consider information from the Town Clerk in relation to projected future costs and works for Play parks and the Town Hall and their impact on future reserve requirements.

## **12 GRANTS**

To review and resolve upon one Culture and Community grant application (copy attached)

**13 COMMITTEE INFORMATION**

- a) To receive any information items raised by members
- b) To identify any specific items for marketing purposes
- c) To note that the update version of the Finance Regs (October 2024) are now available on the website
- d) To table and receive a copy of the 2025-26 budget

**14 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**

**15 STAFFING UPDATE**

To receive a verbal update on staffing matters from the Town Clerk.

**Committee members:** Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Gee (Chair), S Gurney, T Lack, K Malvern, 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> 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 23<sup>rd</sup> 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 3<sup>rd</sup> December 2024, pages 17103 to 17111 and the extraordinary meeting on 7<sup>th</sup> 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 1<sup>st</sup> November 2024 to 31<sup>st</sup> 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 1<sup>st</sup> November 2024 to 31<sup>st</sup> 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 31<sup>st</sup> December 2024.
- (b) Balance Sheet as 31<sup>st</sup> December 2024.
- (c) Revenue monitoring report to 31<sup>st</sup> 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 31<sup>st</sup> December 2024 for the current holding of LAPF at a mid-value of £92,395.69 (31<sup>st</sup> 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 17<sup>th</sup> 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

**RESOLVED  
30990**

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

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



**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

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



committee that both the forecast and budget data had been pared back using year to date financial information as at 31<sup>st</sup> 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.

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



**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

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



Date: 13/01/2025

**Wokingham Town Council**

**Page 1**

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

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

Finance & Personnel Meeting 21/01/2025

17142



Total Payments 241,851.69

Date: 13/01/2025

**Wokingham Town Council**

Page 1

Time: 16:32

**Clerk's Drawings Account**

**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	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
<b>Total Payments</b>			<b>99,594.45</b>		

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

Finance & Personnel Meeting 21/01/2025

17143



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



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



6<sup>th</sup> March 2025

Minutes of the proceedings at the extraordinary meeting of the FINANCE AND PERSONNEL COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7:00pm to 7:18 pm.

**PRESENT**

Chair: Cllr M Gee

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

**IN ATTENDANCE**

Town Clerk: Katy Hughes

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

Apologies were received from Cllr S Gurney

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

None

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

No questions were received.

**EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 4)**

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

**RESOLVED  
31011**

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.

A vote was taken and was unanimous.

**TOWN HALL LEASE (Agenda item 5)**

The Town Clerk gave a verbal report on confidential information relating to a town hall lease.

Following this report, it was proposed by Cllr M Gee and seconded by Cllr R Comber and members

**RESOLVED  
31012**

to approve in principle the assignment of the lease, subject to due diligence and clarification of three matters relating to the premises to be resolved with the solicitors.

Members delegated authority to the Town Clerk and Cllr M Gee to review correspondence with the solicitors and finalise on any issues on behalf of the town council

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



Members considered the second matter relating to an upcoming five-year rent review for the above town hall lease.

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

**RESOLVED  
31013**

that the rent charged remains at the current level for the remainder of the lease term.

The Town Clerk was authorised to action the above matters with the council's solicitor in order to progress the lease reassignment.

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



SUMMARY OF RISK AREAS

Feb-25

Risk area	High	Medium	Low	Summary	Sheet count
Strategic Register	3	3	2	8	8
Operational Registers					
Allotments	0	6	2	8	8
Play Areas	0	3	1	4	4
Municipal Buildings	1	3	0	4	4
Open Spaces	1	2	1	4	4
Resource Management	0	7	0	7	7
Other					
Totals	5	24	6	35	35

See Risk Management Strategy for key

Wokingham Town Council				Strategic Register				Feb-25			
Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place / mitigations - Actions the council has in place to reduce the level of risk	Risk response	Explanations	Actions / Notes Planned or considered actions that need to be taken to further reduce risk. All actions should include a due date and responsible person / committee	
<b>Strategic Risks</b> Failure to respond to comply with relevant national legislation eg H&S at work act, GDPR	SR 01	TC	Possible legal action, need to amend Council systems and practice.	1	4	4	Access to legal and up to date advice guidance and information eg. through Central Government, SLCC, NALC, SEE, Council's solicitors, Insurance and HR service. Employment contract and Councilor code of conduct. Review of staff and councillor training budget in place annually. <b>H&amp;S support contract with Peninsula as of March 2025.</b>	Treat/Monitor		Regular training for staff to ensure they are up to date in their specific work area.	
Failure of financial processes, reporting and internal controls	SR 02	TC/RFO	Vision and aims of the Council not able to be met. Potential threat to council resources/reserves/reputation eg risk of fraud and theft	2	4	8	Annual financial statements prepared by RFO, checks by internal audit who focus on controls and proper application and subject to external audit. Annual review to ensure adequate insurance to cover all aspects of business risks and license cover. Regular staff training and updates. Budget Monitoring reports provided to each spending committee meeting, Budget consideration annually, maintaining prudent level of reserves. <b>Regular, at least annual review of Financial Regulations and review of model regs published by NALC.</b> Established network of local Clerks and officers who can provide guidance and support / information as required.	Treat/Monitor	Reinstatement valuation carried out July / Aug 2024. Insurance policy adjusted to match reinstatement cost from report.	Monthly internal control check of bank statement reconciliation due to be introduced from <b>MARCH 2025</b>	
Serious injury or death of member of staff or public	SR 03	TC	Legislative action against the Council, including potential corporate manslaughter	2	4	8	Appropriate policy and practice in place including Health & Safety and Financial. <b>Employers and Public liability insurance.</b> Staff training.	Treat/Monitor		Mental health first aid training for nominated members of staff	
Failure to manage public events	SR 04	TC	Potential significant claims. Injuries to staff or public resulting in claims against the Council, legal proceedings or loss of reputation.	1	4	4	Thorough event planning and risk assessment process in line with H&S Executive event safety guide. Where appropriate event plans are subject to LA safety advisory group scrutiny. Appropriate levels of insurance cover. Thorough tendering process where events are outsourced. Post event reviews are carried out and learning points are factored into future event plans.	Treat/Monitor			

Wokingham Town Council			Strategic Register				Feb-25			
Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place / mitigations - Actions the council has in place to reduce the level of risk	Risk response	Explanations	Actions / Notes Planned or considered actions that need to be taken to further reduce risk. All actions should include a due date and responsible person / committee
Town Council not meeting statutory requirements.	SR 05	TC	Reputational risk from the town council not making decisions properly or acting according to best practice / guidelines, or following the council's own adopted regulations.	1	2	2	Town Clerk is qualified and undertakes regular training to ensure up to date knowledge of legislative requirements. Council subscribes to sector specific support bodies (NALC, SLCC) who provide regular updates. Internal and external audits undertaken and up to date.	Treat/Monitor		
Risk to, or loss of assets off site (e.g. risk to Mayoral regalia, off-site cash etc)	SR 06	TC	Loss or damage to valuable items or cash when off-site	1	2	2	Mayor is accompanied by attendant when off-site and wearing regalia. Insurance cover in place. Items returned to secure facilities at earliest opportunity. Cash transactions are low and visits to bank are minimal	Treat/Monitor		
Loss of documentation	SR07	TC	Loss of proof of ownership of council/ charity assets.	2	4	8	Deeds and other legal documents stored in locked/ fire proof? cabinets in Town Clerk's Office. Where possible electronic copies also stored.	Treat/Monitor		Create a register for legal documents and record where physical/ electronic copies are stored.
Data not retained	SR08	TC	Data not retained to comply with regulations (eg payroll/ pension/insurance)				Staff are made aware of retention criteria for documentation. Since 2020 most finance records are stored electronically and are backed up daily.	Treat/Monitor		
					1	4				
					8 Count					

Wokingham Town Council			Operational Register				Resource Management			Feb-25	
Risk	Risk No	Responsible Officer / Committee	Impact and effect on deliverables	Probability	Impact	Total	Controls in place	Risk Response	Actions	Cost Effect	
Finance & Personnel Committee Legal proceedings against the council	RM 02	TC	Reputation of the Council put at risk, officers / Members personally accountable, possible significant resource implication.	2	3	6	Access to legal advice through SLCC and independent solicitor. Insurance cover gives some financial protection and HR advice line and cover. Risk Assessments carried out on processes and projects.	Treat/Monitor			
Failure of IT systems including potential breaches	RM 03	TO	Interruption of services, reputational impact.	1	3	3	Support arrangements in place to support systems and programs. Regular backups of systems taken. Computers firewall and password protected. Multi-Factor Authentication (MFA) in place. Strong commercial anti virus software in place. Budget in place to replace IT equipment as needed to ensure business continuity. Cyber insurance in place to provide additional cover / support for malware / cyberattacks.	Treat/Monitor	Investigate training for staff and councillors on identifying / avoiding incidents.		
Interruption of power supply	RM 04	BGO/TO	IT systems failure, service impact	2	3	6	Computer data backed up daily. Backups held offsite in cloud and physical media. Majority of staff are able to work from home in the event of an issue at the town hall	Treat/Monitor			
Loss of Human Resource eg illness, resignation	RM 05	TC	Potential loss of Service delivery.	2	3	6	Recruitment budget and process in place. Budgets available for adhoc contractor support in some roles as required. HR support and OH support in place. Sickness absence policy in place. Staff have regular appraisals and opportunities to raise issues and any concerns can be brought to the F&P Committee (in confidence when press and public are excluded). Where possible, staff have been given training to provide cover for illness/ absence. Work underway to provide additional office work space to provide an improved working environment.	Treat/Monitor			
Industrial tribunal	RM 06	TC	Resource implications, poor press, impact on workforce and council during tribunal	1	3	3	Council supported by HR consultant with indemnity in respect of Employment Tribunals, subject to advice being given and followed	Treat/Monitor			
Major emergencies/situations	RM 07	TC/BGO	Service disruption. Loss revenue. Relocation costs. Re-instatement costs.	1	4	4	Emergency response plan in place. Working in conjunction with WBC and its Emergency Planning Officer	Treat/Monitor	TC & H&S lead officer to review emergency plan and BCP plan.		

# Claire Connell MA, ACA, CTA

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

13<sup>th</sup> February 2025

Dear Katy

## **Internal audit for the year ended 31<sup>st</sup> March 2025 – interim report part 2**

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my second interim visit in February 2025 I reviewed the financial systems and controls for the year to date, with particular attention being paid to budget setting and payroll.

My internal audit testing was based on the guidelines included in the 2024 edition of the Joint Panel on Accountability and Governance Practitioners' Guide. This document contains the proper accounting and governance practices referred to in statute, together with other non-mandatory guidance and examples, including the best practice guidance relating to internal audit.

A final visit will take place after the year end to review risk management, the year-end accounts and related documentation.

### **General Comments**

Specific comments below are in the order of the headings in section 1 of the Annual Return and include the observations from the first visit for completeness. There are no significant matters to draw to your attention.

### **Detailed report (structured around the objectives listed in section 1 of the Annual Governance and Accountability Return)**

As part of the testing I checked:

#### **A Appropriate accounting records have been properly kept throughout the year**

- The accounts are maintained on Omega and kept up-to-date. The Bookings and Allotments packages are also used and these link to the accounts package. These packages are adequate for the Council's needs.
- The Committees are provided with reports produced from Omega and the F&P Committee also receives a summary in Excel which allows results to be compared against a phased budget and brief commentary added.

**B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for**

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- One large payment was selected and the selection of supplier was checked to ensure that alternative quotations had been obtained. No errors were found.
- A sample of payment runs from both the F&P and Clerks account were reviewed to ensure that the controls had operated correctly. No errors were found.

**C This authority assessed the significant risks to achieving its objectives & reviewed the adequacy of arrangements to manage these**

- Standing Orders and Standing Financial Regulations were reviewed. Updated Standing Financial Regulations were taken to the October Full Council and the updated Standing Orders were approved at the December Full Council meeting.
- Council minutes were scrutinised.

***Observations and outstanding audit work:***

- Insurance cover and risk management will be reviewed at the final visit

**D The Precept resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate**

- As reported above, committees are provided with reports to enable them to monitor their progress against budget.
- The final 2025-26 budget was approved at the January 2025 Full Council meeting following discussion and scrutiny by the F&P committee in December and January.
- The budget setting included a review of reserves being held by the Council.
- The precept was set following approval of the budget.

***Outstanding audit work:***

- Final out-turn against budget will be reviewed at the final visit

**E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for**

The following areas were checked:

- The precept was agreed to Council minutes and bank statements
- CIL income was reviewed and agreed to bank statements
- Rental income was reviewed.
- Test checks were made for pitch and room hire income.
- Allotment income was reviewed

***Observations:***

- No issues arose on most of the checks and reviews.
- One error was found during my first visit in the invoicing of hall bookings where the time being invoiced was manually entered incorrectly rather than the bookings package providing the number of hours. This appears to be an isolated error but in future the invoicing will be generated from the bookings package rather than relying on manual input.

- F Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for**
- Petty cash expenditure is small and controlled. Receipts are available to support the expenditure.
- G Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE/NI requirements were properly applied**
- Payroll has continued to be prepared in house using Sage and it appears well controlled.
  - Test checks for a sample of employees were made against timesheets and expense claims and the rate of pay checked. Timesheets and expense claims are authorised by the Town Clerk and mileage payments are correctly treated for tax purposes.
  - Deductions are correctly paid to HMRC and Berkshire Pension Fund.
- H Asset and investments registers were complete, accurate and properly maintained**
- The fixed asset register will be reviewed after the year end.
- I Periodic bank reconciliations properly carried out during the year**
- Bank reconciliations are prepared on a monthly basis for all bank accounts.
- Observations:**
- At the time of my second review, the check of the bank reconciliations by a councillor had not yet been implemented. I understand that this will be put into place before the year end, as required by the Financial Regulations.
- J Accounting statements prepared during the year were prepared on the correct accounting basis (income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**
- These will be reviewed at my year end visit.
- K If the authority certified itself as exempt from a limited assurance review in 2023/24 It met the exemption criteria and correctly declared itself exempt**
- Not applicable – the Council was subject to a limited assurance review in 2023/24.
- L The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation**
- The Council provides the AGARs for the past five years on its website in accordance with the Accounts and Audit Regulations 2015.
  - There is a webpage on the Council website which draws together all the necessary transparency information.
- M The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations**
- The exercise was carried out for the correct length of time and was advertised correctly.
- N The authority has complied with the publication requirements for the 2023/24 AGAR**
- The correct documents were published in advance of the relevant deadlines.

**O The council met its responsibilities as a trustee of trust funds**

- The Council is trustee for the King George V Playing Field (registration number 1083639) and Leslie Sears Playing Field (registration number 280930). These charities each have their own bank account and where appropriate, invoice for income generated by use of the land.
- Filing with the Charity Commission is up to date. The latest annual returns were filed in September 2024

**Observations:**

- A final review of how the Council has met its responsibilities as a trustee of trust funds will be made at the year end visit.

\*\*\*\*\*

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my visit.

Yours sincerely



Claire Connell

## List of Payments made between 01/01/2025 and 28/02/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2025	Grenke Leasing Limited	Std Ord	257.26		Hire of copier
01/01/2025	Wokingham Borough Council	Std Ord	3,085.00		Town Hall Chambers 2104329
06/01/2025	O2	DDR 060125	103.64		34698703/O2
08/01/2025	HISCOX	Direct Deb	2,391.21		WTC main insurance
08/01/2025	Google Ireland Limited	DDR 080125	36.00		5146622868/Google Ireland Limi
09/01/2025	Clerk's Drawings Account	Imprest	43,000.00		Transfer Main to Clerks
10/01/2025	Barclaycard Commercial	DDR 100125	55.93		010034751224/Barclaycard Comme
15/01/2025	BACS P/L Pymnt Page 5188	BACS Pymnt	27,251.21		BACS P/L Pymnt Page 5188
16/01/2025	SAGE	Std Ord	70.80		Payroll
17/01/2025	Barclaycard Commercial	DDR 170125	1,831.34		267334/Barclaycard Commercial
20/01/2025	Castle Water Limited	DDR200125	119.71		10005032521/Castle Water Limit
20/01/2025	Total Gas & Power Ltd	DDR 200125	2,162.75		363744672/25/Total Gas & Power
21/01/2025	BACS P/L Pymnt Page 5194	BACS Pymnt	7,289.77		BACS P/L Pymnt Page 5194
21/01/2025	Castle Water Limited	DDR 210125	32.86		10005082213/Castle Water Limit
22/01/2025	Total Gas & Power Ltd	DDR 220125	7,454.81		364036975/25/Total Gas & Power
22/01/2025	Total Gas & Power Ltd	DDR220125	543.61		364036986/25/Total Gas & Power
23/01/2025	HMRC	DDR	7,752.20		HMRC
24/01/2025	Clerk's Drawings Account	Imprest	12,000.00		Imprest payment
26/01/2025	ARVAL	DD	599.24		HK72 FNE WO7317
28/01/2025	Castle Water Limited	DDR 280125	35.65		Purchase Ledger DDR Payment
29/01/2025	BACS P/L Pymnt Page 5199	BACS Pymnt	8,780.76		BACS P/L Pymnt Page 5199
29/01/2025	Focus Group	DDR 290125	1,059.49		10668774/Focus Group
31/01/2025	BACS P/L Pymnt Page 5204	BACS Pymnt	10,157.96		BACS P/L Pymnt Page 5204
31/01/2025	BACS P/L Pymnt Page 5207	BACS Pymnt	-460.41		BACS P/L Pymnt Page 5207
05/02/2025	O2	DDR 050225	229.24		35280842/O2
07/02/2025	Google Ireland Limited	DDR 070225	36.00		Purchase Ledger DDR Payment
08/02/2025	HISCOX	Direct Deb	2,391.21		WTC main insurance
10/02/2025	Barclaycard Commercial	DDR 100225	77.16		010034750125/Barclaycard Comme
11/02/2025	BACS P/L Pymnt Page 5208	BACS Pymnt	10,128.52		BACS P/L Pymnt Page 5208
11/02/2025	BACS P/L Pymnt Page 5209	BACS Pymnt	18,275.88		BACS P/L Pymnt Page 5209
11/02/2025	Clerk's Drawings Account	Imprest	40,000.00		Imprest transfer
16/02/2025	SAGE	Std Ord	70.80		Payroll
17/02/2025	Barclaycard Commercial	DDR 170225	4,984.09		WSTONES 150125/Barclaycard Com
17/02/2025	Barclaycard Commercial	DDR170225	632.69		SO012956841/Barclaycard Commer
18/02/2025	BACS P/L Pymnt Page 5214	BACS Pymnt	9,360.00		BACS P/L Pymnt Page 5214
18/02/2025	Castle Water Limited	DDR 180225	14.38		10005355278/Castle Water Limit
18/02/2025	Castle Water Limited	DDR180225	50.94		10005361056/Castle Water Limit
19/02/2025	Total Gas & Power Ltd	DDR190225	1,727.72		366730260/25/Total Gas & Power
20/02/2025	BACS P/L Pymnt Page 5218	BACS Pymnt	28,318.09		BACS P/L Pymnt Page 5218
20/02/2025	Clerk's Drawings Account	Imprest	10,000.00		Imprest payment
20/02/2025	HMRC	DDR	8,207.64		HMRC
21/02/2025	Castle Water Limited	DDR 210225	6.26		Purchase Ledger DDR Payment
21/02/2025	Total Gas & Power Ltd	DDR 190225	340.65		366730226/25/Total Gas & Power
26/02/2025	ARVAL	DD	599.24		HK72 FNE WO7317
26/02/2025	BACS P/L Pymnt Page 5223	BACS Pymnt	2,808.00		BACS P/L Pymnt Page 5223
28/02/2025	Castle Water Limited	DDR 280225	35.65		Purchase Ledger DDR Payment
28/02/2025	Focus Group	DDR280225	1,059.49		10696775/Focus Group

Continued on Page 2

Date: 11/03/2025

**Wokingham Town Council**

Time: 12:27

**F & P and Current Accounts**

**List of Payments made between 01/01/2025 and 28/02/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<b>Total Payments</b>			274,964.44		

Invoice Number	CC Description	CC Code	Nominal Code Description	Nominal Cd	Transaction Detail	Date Paid	Net	VAT	Total	Supplier Name
Std Ord	Town Hall	106	Rates	4145	Town Hall Chambers 2104329	01/01/2025	3,085.00	0.00	3,085.00	Wokingham Borough Council
Direct Deb	F & P Administration	301	Insurances	4382	WTC main insurance	08/01/2025	2,391.21	0.00	2,391.21	HISCOX
BACS	Town Hall	106	Function costs	4332	tea and ice	15/01/2025	538.73	0.00	538.73	DD ALLOT Staff
BACS			Wages Control A/C	520	Jan Salary	15/01/2025	31,293.99	0.00	31,293.99	Jan Salary
66131	Amenities	101	Hanging Flower Baskets	4411	Hanging Flowers Jan	15/01/2025	1,868.92	373.78	2,242.70	Windowflowers Ltd
670166	Amenities	101	Christmas Lighting Contract	4515	Payment 2 of 3	15/01/2025	10,825.60	2,165.12	12,990.72	Lighting and Illuminations Technology Ex
PO GBO664	Parks & Bloom	103	Trees	4107	PO GBO664/GBO664/Trees	15/01/2025	600.00	0.00	600.00	Heartwood
INV-1526	Town Hall	106	Wedding external catering	4398	Catering wedding 110125	15/01/2025	639.90	0.00	639.90	A Bit of a Do
12:00:00 AM			Superannuation Control A/C	516	JAN 2025/Royal County of Berks	15/01/2025	13,800.49	0.00	13,800.49	Royal County of Berkshire Pension Fund
DDR 170125			Creditors	501	267334/Barclaycard Commercial	17/01/2025			1,831.34	Barclaycard Commercial
DDR 200125			Creditors	501	363744672/25/Total Gas & Power	20/01/2025			2,162.75	Total Gas & Power Ltd
363744672/25	Town Hall	106	Gas	4132	363744672/25/Total Gas & Power	20/01/2025	1,537.86	307.57	1,845.43	Total Gas & Power Ltd
0104009009149027	Town Hall	106	Function costs	4332	Prosecco	21/01/2025	600.00	120.00	720.00	MAJESTIC WINE WAREHOUSES LTD
SI-1638	Highways and Planning	401	Bus Shelter Repairs	4111	SI-1638/PTO158/Repair to bus s	21/01/2025	6,074.81	1,214.96	7,289.77	GW SHELTER SOLUTIONS LTD
CP2354	Personnel	201	Councillor Training	4010	CP2354/TC179/Councillor Traini	21/01/2025	600.00	0.00	600.00	Involve Community Services
INV-3533	Parks & Bloom	103	Trees	4107	Hedge	21/01/2025	800.00	160.00	960.00	Tall Oaks
DDR 220125			Creditors	501	364036975/25/Total Gas & Power	22/01/2025			7,454.81	Total Gas & Power Ltd
DDR220125			Creditors	501	364036986/25/Total Gas & Power	22/01/2025			543.61	Total Gas & Power Ltd
364036788/25	Town Hall	106	Electricity	4131	364036788/25/Total Gas & Power	22/01/2025	4,893.06	978.61	5,871.67	Total Gas & Power Ltd
364036975/25	Town Hall	106	Electricity	4131	364036975/25/Total Gas & Power	22/01/2025	741.82	148.36	890.18	Total Gas & Power Ltd
DDR			PAYE/NI Control A/C	515	HMRC	23/01/2025	7,752.20	0.00	7,752.20	HMRC
DDR230125X			Wages Control A/C	520	Payroll adj	23/01/2025	975.32	0.00	975.32	F&P receipt
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WO7317	26/01/2025	499.37	99.87	599.24	ARVAL
DDR 290125			Creditors	501	10668774/Focus Group	29/01/2025			1,059.49	Focus Group
10668919	Town Hall	106	Telephones	4320	10668919/Focus Group	29/01/2025	771.17	154.23	925.40	Focus Group
INV-01364	Amenities Capital	120	Playground Upgrades	4313	Replacement rolling log	29/01/2025	540.00	108.00	648.00	Infinity Playgrounds
INV/7186	Amenities	101	Graffiti removal	4508	Graffiti removal	29/01/2025	3,132.30	626.46	3,758.76	CC Infrastructure Services
BE894	Town Hall	106	Repairs & Maintenance	4100	BE894/BMO501/3 hour emergency	29/01/2025	562.50	112.50	675.00	Berridge Electrical Limited
4783	Market	102	Repairs & Maintenance	4100	Ground socket repair	29/01/2025	583.70	116.74	700.44	Copper ConnexionsLtd
BACS	Civic	302	Chair's Allowance	4372	Mayor allowance	31/01/2025	635.19	0.00	635.19	DD staff mayor
JAN 2005_2			Superannuation Control A/C	516	JAN 2005_2/Royal County of Ber	31/01/2025	13,800.49	0.00	13,800.49	Royal County of Berkshire Pension Fund
JAN 2025_3			Superannuation Control A/C	516	JAN 2025_3/Royal County of Ber	31/01/2025	13,340.08	0.00	13,340.08	Royal County of Berkshire Pension Fund
5527	Allotments	109	Repairs & Maintenance	4100	5527/ALO322/Repairs & Maintena	31/01/2025	850.00	170.00	1,020.00	Scottscape
2025-008	Arts & Culture	304	Lunar New Year	4526	2025-008/ACO390/Lunar New Year	04/02/2025	1,680.00	0.00	1,680.00	Pak Mei (White Eyebrow) Kung Fu Ltd
Direct Deb	F & P Administration	301	Insurances	4382	WTC main insurance	08/02/2025	2,391.21	0.00	2,391.21	HISCOX
225352	Arts & Culture	304	Lunar New Year	4526	Lunar New Year entertainment	11/02/2025	1,250.00	250.00	1,500.00	Circus Scene
INV-3549	Allotments	109	Repairs & Maintenance	4100	INV-3549/ALO336/Repairs & Main	11/02/2025	830.00	166.00	996.00	Tall Oaks
321113	F & P Administration	301	Professional & Legal Fees	4379	Lease renewal at OR	11/02/2025	1,413.00	282.60	1,695.60	Clifton Ingram Solicitors
3988	Woosehill	104	External Cleaning	4154	TH cleaning	11/02/2025	810.03	162.01	972.04	AYS cleaning Contractors Ltd
3998	Woosehill	104	External Cleaning	4154	Additional cleaning at WH	11/02/2025	647.08	129.42	776.50	AYS cleaning Contractors Ltd
292945	Parks & Bloom	103	Repairs & Maintenance	4100	Topographical survey HPG	11/02/2025	1,200.00	240.00	1,440.00	Ridge and Partners LLP
SIN008578	Parks & Bloom	103	Trees	4107	SIN008578/GBO737/Trees	11/02/2025	2,100.00	420.00	2,520.00	Middlemarch Environmental Limited
66873	Amenities	101	Hanging Flower Baskets	4411	Hanging baskets	11/02/2025	1,868.92	373.78	2,242.70	Windowflowers Ltd
921/1529/25	Town Hall	106	Security	4120	921/1529/25/BMO368/Security	11/02/2025	465.00	93.00	558.00	Alarm Response
32192	F & P Administration	301	Professional & Legal Fees	4379	Court yard	11/02/2025	1,503.00	300.60	1,803.60	Clifton Ingram Solicitors
INV-3568	Parks & Bloom	103	Trees	4107	Tree removal	11/02/2025	1,100.00	220.00	1,320.00	Tall Oaks
12:00:00 AM			Superannuation Control A/C	516	FEB 2025/Royal County of Berks	11/02/2025	13,557.00	0.00	13,557.00	Royal County of Berkshire Pension Fund
BACS			Wages Control A/C	520	Salary	14/02/2025	29,747.32	0.00	29,747.32	Salary
DDR170225			Creditors	501	S0012956841/Barclaycard Commer	17/02/2025			632.69	Barclaycard Commercial

Invoice Number	CC Description	CC Code	Nominal Code Description	Nominal Cd	Transaction Detail	Date Paid	Net	VAT	Total	Supplier Name
DDR 170225			Creditors	501	WSTONES 150125/Barclaycard Com	17/02/2025			4,984.09	Barclaycard Commercial
71607670	Woosheill	104	Repairs & Maintenance	4100	71607670/BMO494/Repairs & Main	17/02/2025	499.16	99.83	598.99	Barclaycard Commercial
122873009	F & P Administration	301	IT subscriptions	4310	122873009/PTO156/2 new laptops	17/02/2025	903.22	180.65	1,083.87	Barclaycard Commercial
WBC GEH5IVJ	Market	102	Licences (All)	4172	WBC GEH5IVJ/TC187/Street contr	17/02/2025	1,589.00	0.00	1,589.00	Barclaycard Commercial
SI-97	Allotments	109	Repairs & Maintenance	4100	SI-97/TC194/GL Resurfacing	18/02/2025	7,800.00	1,560.00	9,360.00	DMS Utilities Ltd
DDR190225			Creditors	501	366730260/25/Total Gas & Power	19/02/2025			1,727.72	Total Gas & Power Ltd
366730260/25	Town Hall	106	Gas	4132	366730260/25/Total Gas & Power	19/02/2025	1,439.76	287.96	1,727.72	Total Gas & Power Ltd
DDR			PAYE/NI Control A/C	515	HMRC	20/02/2025	8,207.64	0.00	8,207.64	HMRC
INV-453157	Woosheill	104	Repairs & Maintenance	4100	Fire extinguisher maintenance	20/02/2025	1,196.18	239.24	1,435.42	GFA Premier
9	Civic	302	Civic Awards	4377	Catering for Civic awards	20/02/2025	735.00	0.00	735.00	Thyme in Catering
INV-453749	Town Hall	106	Repairs & Maintenance	4100	Fire extinguisher maintenance	20/02/2025	1,977.75	395.55	2,373.30	GFA Premier
18758	Parks & Bloom	103	Maintenance Contracts	4105	Grounds Maintenance	20/02/2025	2,666.67	533.33	3,200.00	Nigel Jeffries Landscapes Limited
230	Parks & Bloom	103	Repairs & Maintenance	4100	Green waste and debris removal	20/02/2025	850.00	170.00	1,020.00	J A Lucas
231	Parks & Bloom	103	Repairs & Maintenance	4100	Ground work in Jan	20/02/2025	925.00	185.00	1,110.00	J A Lucas
229	Parks & Bloom	103	Repairs & Maintenance	4100	Ground work in Jan	20/02/2025	1,750.00	350.00	2,100.00	J A Lucas
232	Parks & Bloom	103	Repairs & Maintenance	4100	Ground work in Jan	20/02/2025	600.00	120.00	720.00	J A Lucas
INV-3564	Allotments	109	Repairs & Maintenance	4100	Tree removal - LR	20/02/2025	690.00	138.00	828.00	Tall Oaks
4799	Parks & Bloom	103	Repairs & Maintenance	4100	HPG replace victorian lamp hea	20/02/2025	2,675.40	535.08	3,210.48	Copper ConnexionsLtd
INV-4342	Town Hall	106	Repairs & Maintenance	4100	Piccolo Arco door	20/02/2025	680.00	136.00	816.00	Rodnic (Dorset) Ltd
INV10714	Arts & Culture	304	Lunar New Year	4526	Lunar New Year event	20/02/2025	4,107.13	821.43	4,928.56	Yes Events Ltd
24525	Arts & Culture	304	Fun Day	4603	Fun Day provision	20/02/2025	7,150.00	0.00	7,150.00	JWS Pleasure Fairs Ltd
INV-3573	Parks & Bloom	103	Trees	4107	Remove laurel trees - HPG	20/02/2025	700.00	140.00	840.00	Tall Oaks
INV/7220	Amenities	101	Graffiti removal	4508	Graffiti removal	20/02/2025	996.00	199.20	1,195.20	CC Infrastructure Services
2045	Allotments	109	Repairs & Maintenance	4100	GL construction of path	20/02/2025	1,605.27	321.06	1,926.33	Atlands Landscapes
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WO7317	26/02/2025	499.37	99.87	599.24	ARVAL
20943	Parks & Bloom	103	Security	4120	20943/GB0715/Security	26/02/2025	1,210.00	242.00	1,452.00	Code 9 Security Ltd
3646/00178031	Parks & Bloom	103	Repairs & Maintenance	4100	3646/00178031/GB0741/Repairs &	26/02/2025	534.00	106.80	640.80	Jewson
AUB13590	F & P Administration	301	Website Maintenance	4329	AUB13590/PTO162/Creation of we	26/02/2025	699.00	139.80	838.80	Aubergine 262 Ltd
3564	Allotments	109	Repairs & Maintenance	4100	3564/AIO349/New palisade fenci	26/02/2025	1,130.00	226.00	1,356.00	Safesite Fencing
16305	F & P Administration	301	Advertising/Marketing	4327	16305/RFO183/Back page advert	26/02/2025	695.00	139.00	834.00	THE LOCAL WORD
GB0735	Parks & Bloom	103	Trees	4107	GB0735/GB0735/Trees	26/02/2025	600.00	0.00	600.00	Heartwood
INV-4659	F & P Administration	301	IT subscriptions	4310	INV-4659/PTO164/Trend micro an	26/02/2025	547.20	109.44	656.64	WilliamWare.com
DDR280225			Creditors	501	10696775/Focus Group	28/02/2025			1,059.49	Focus Group
10696914	Town Hall	106	Telephones	4320	Line rental	28/02/2025	771.17	154.23	925.40	Focus Group

Date: 11/03/2025

# Wokingham Town Council

Time: 12:40

## Clerk's Drawings Account

### List of Payments made between 01/01/2025 and 28/02/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2025	Peninsula	Std Ord	167.44		HR support
01/01/2025	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/01/2025	Wokingham Borough Council	Std Ord	352.00		Woosehill 101493X
01/01/2025	Wokingham Borough Council	Std Ord	329.00		Info Centre TH 1045161
01/01/2025	Wokingham Borough Council	Std Ord	259.00		Town Hall Chambers 2035191
01/01/2025	Wokingham Borough Council	Std Ord	250.00		Town Hall Chambers 2239762
15/01/2025	BACS P/L Pymnt Page 5189	BACS Pymnt	6,704.44		BACS P/L Pymnt Page 5189
15/01/2025	BACS P/L Pymnt Page 5192	BACS Pymnt	639.90		BACS P/L Pymnt Page 5192
15/01/2025	DD ALLOT Staff	BACS	538.73		DD ALLOT Staff
15/01/2025	Jan Salary	BACS	31,293.99		Jan Salary
21/01/2025	BACS P/L Pymnt Page 5195	BACS Pymnt	5,491.13		BACS P/L Pymnt Page 5195
21/01/2025	Castle Water Limited	DDR 210125	184.49		10005128112/Castle Water Limit
23/01/2025	Staff DD Bloom	BACS	441.50		Staff DD Bloom
23/01/2025	F&P receipt	DDR230125X	975.32		Payroll adj
29/01/2025	BACS P/L Pymnt Page 5200	BACS Pymnt	4,252.81		BACS P/L Pymnt Page 5200
31/01/2025	DD staff mayor	BACS	635.19		DD staff mayor
31/01/2025	BACS P/L Pymnt Page 5205	BACS Pymnt	1,240.99		BACS P/L Pymnt Page 5205
31/01/2025	ALLEVAP tidy 599	ALLEVAP	69.30		ALLEVAP tidy 599
01/02/2025	Peninsula	Std Ord	167.44		HR support
06/02/2025	040225 Staff	BACS	56.00		040225 Staff
11/02/2025	BACS P/L Pymnt Page 5210	BACS Pymnt	1,119.27		BACS P/L Pymnt Page 5210
11/02/2025	110225 DD	BACS	300.00		110225 DD
14/02/2025	Salary	BACS	29,747.32		Salary
20/02/2025	BACS P/L Pymnt Page 5215	BACS Pymnt	7,082.54		BACS P/L Pymnt Page 5215
20/02/2025	200225 DD	BACS	200.00		200225 DD
20/02/2025	Castle Water Limited	DDR 200225	7.89		Purchase Ledger DDR Payment
26/02/2025	BACS P/L Pymnt Page 5221	BACS Pymnt	4,846.54		BACS P/L Pymnt Page 5221
28/02/2025	Castle Water Limited	DDR 280225	16.15		Purchase Ledger DDR Payment
28/02/2025	DD staff Bloom	BACS	315.19		DD staff Bloom
<b>Total Payments</b>			<b>98,020.57</b>		

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>101 Amenities</b>							
1256 Misc. Income	0	50	30	(20)			
Amenities :- Income	<b>0</b>	<b>50</b>	<b>30</b>	<b>(20)</b>			<b>0</b>
4411 Hanging Flower Baskets	22,070	21,500	24,500	3,000	1,869	1,131	
4506 E Bike event	104	35	1,000	965		965	
4508 Graffiti removal	6,188	4,362	8,000	3,638		3,638	
4514 Christmas Light Projects	6,998	4,720	6,500	1,780		1,780	
4515 Christmas Lighting Contract	28,753	27,064	26,500	(564)		(564)	
4521 Market Place Cleaning	1,541	0	4,500	4,500		4,500	
Amenities :- Indirect Expenditure	<b>65,654</b>	<b>57,681</b>	<b>71,000</b>	<b>13,319</b>	<b>1,869</b>	<b>11,450</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65,654)</b>	<b>(57,631)</b>	<b>(70,970)</b>	<b>(13,339)</b>			
<b>102 Market</b>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	37,116	40,200	3,084			
1222 Farmers /Vegan Market	1,710	780	1,850	1,070			
1275 Write off income	0	342	0	(342)			
Market :- Income	<b>53,487</b>	<b>38,238</b>	<b>42,050</b>	<b>3,812</b>			<b>0</b>
4100 Repairs & Maintenance	11,176	1,503	1,980	477	1,690	(1,213)	
4131 Electricity	749	1,381	1,375	(6)		(6)	
4140 Gritting	0	930	0	(930)		(930)	
4145 Rates	3,368	3,368	3,370	2		2	
4172 Licences (All)	1,565	2,709	2,550	(159)		(159)	
4327 Advertising/Marketing	1,895	618	1,000	382		382	
4620 Bad debt write off	0	1,090	0	(1,090)		(1,090)	
Market :- Indirect Expenditure	<b>18,753</b>	<b>11,598</b>	<b>10,275</b>	<b>(1,323)</b>	<b>1,690</b>	<b>(3,013)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>34,734</b>	<b>26,640</b>	<b>31,775</b>	<b>5,135</b>			
<b>103 Parks &amp; Bloom</b>							
1103 KGV Trust Income	1,100	0	1,100	1,100			
1104 Redlands Farm Rent	450	450	350	(100)			
1120 Playing Field income	0	275	0	(275)			
1256 Misc. Income	500	315	0	(315)			
1267 Bloom income	2,805	364	1,600	1,236			
Parks & Bloom :- Income	<b>4,855</b>	<b>1,405</b>	<b>3,050</b>	<b>1,645</b>			<b>0</b>
4008 Travel,Subsistance, Parking	0	173	0	(173)		(173)	
4100 Repairs & Maintenance	48,423	29,248	37,000	7,752	10,070	(2,318)	

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4103 Grass Cutting	17	0	0	0		0	
4105 Maintenance Contracts	23,693	26,667	30,240	3,573	5,533	(1,960)	
4106 Elms Field Maintenance	43,317	8,738	29,000	20,262	14,120	6,142	
4107 Trees	24,923	25,185	35,000	9,815	5,245	4,570	10,077
4114 KGV & Leslie Sears Maintenance	1,582	1,291	1,500	209		209	
4120 Security	773	1,210	1,000	(210)		(210)	
4131 Electricity	484	4,465	5,000	535		535	
4135 Water	146	171	300	129		129	
4140 Gritting	0	772	0	(772)		(772)	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	350	350	0		0	
4151 Waste Collection	8,253	6,745	7,000	255	1,256	(1,001)	
4154 External Cleaning	849	1,165	0	(1,165)		(1,165)	
4155 Park Yoga	1,400	1,400	1,400	0		0	
4312 Street Furniture	0	209	600	391		391	
4316 Playground repairs	0	4,541	6,500	1,959		1,959	
4327 Advertising/Marketing	0	0	750	750		750	
4412 Thames and Chiltern in Bloom	15,458	8,843	10,000	1,157	358	799	
4522 Wildflower planting & Maintena	0	1,294	2,000	706	1,143	(437)	
Parks & Bloom :- Indirect Expenditure	170,177	122,468	167,640	45,172	37,725	7,447	10,077
<b>Net Income over Expenditure</b>	<b>(165,323)</b>	<b>(121,064)</b>	<b>(164,590)</b>	<b>(43,526)</b>			
6001 plus Transfer from EMR	15,642	10,077	0	(10,077)			
<b>Movement to/(from) Gen Reserve</b>	<b>(149,681)</b>	<b>(110,987)</b>	<b>(164,590)</b>	<b>(53,603)</b>			
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	16,891	16,816	22,000	5,184			
1011 Lettings-Committee Rooms	2,794	1,823	2,400	577			
1019 Out of hours lettings - income	1,817	1,208	2,000	792			
1020 Lettings-Upstairs Hall	5,366	5,513	5,000	(513)			
1030 Emmbrook Peppercorn Rent	1	1	10	9			
1256 Misc. Income	0	20	0	(20)			
Woosehill :- Income	26,869	25,382	31,410	6,028			0
4100 Repairs & Maintenance	12,986	9,955	9,900	(55)	2,204	(2,258)	
4109 Health & Safety Surveys	0	720	1,250	530		530	
4120 Security	5,258	4,198	4,000	(198)	(56)	(142)	
4131 Electricity	934	1,682	1,650	(32)		(32)	
4132 Gas	1,488	1,400	1,430	30		30	
4135 Water	413	524	715	191		191	
4145 Rates	3,196	3,516	3,520	4		4	

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4150 Cleaning Materials	57	798	600	(198)		(198)	
4151 Waste Collection	1,138	794	1,100	306	730	(424)	
4154 External Cleaning	1,328	4,057	3,000	(1,057)	120	(1,177)	
4320 Telephones	822	1,229	600	(629)		(629)	
4382 Insurances	452	0	300	300		300	
4620 Bad debt write off	0	100	0	(100)		(100)	
Woosehill :- Indirect Expenditure	<b>28,073</b>	<b>28,971</b>	<b>28,065</b>	<b>(906)</b>	<b>2,998</b>	<b>(3,904)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,204)</b>	<b>(3,589)</b>	<b>3,345</b>	<b>6,934</b>			
<u>106 Town Hall</u>							
1010 Lettings-Main Hall	3,572	3,834	3,900	66			
1011 Lettings-Committee Rooms	2,979	2,925	2,500	(425)			
1012 Lettings-Kitchen	76	310	200	(110)			
1013 Lettings-Council Chamber	487	192	700	508			
1014 Lettings-Annexe	528	353	800	448			
1015 Lettings-Jubilee Room	737	354	1,160	806			
1016 Wedding Income	13,957	24,513	15,500	(9,013)			
1017 Information Centre Income	17	6	0	(6)			
1025 Letting Fees - All Tenants	93,390	88,358	93,390	5,032			
1026 Service Charges - All Tenants	4,430	4,407	7,420	3,013			
1027 Insurance Recharge - All Tenan	6,179	6,453	0	(6,453)			
1028 Utility Recharge - DT Brands	0	13,579	0	(13,579)			
1158 Banner Income	300	300	0	(300)			
1256 Misc. Income	3,158	0	0	0			
1258 Equipment Hire (Bookings)	383	616	1,200	584			
1260 Hospitality Income	2,424	1,286	2,500	1,214			
1261 Citizenship Ceremonies	1,600	1,200	1,590	390			
1262 Wedding catering income	8,028	6,561	5,000	(1,561)			
1275 Write off income	0	549	0	(549)			
Town Hall :- Income	<b>142,245</b>	<b>155,794</b>	<b>135,860</b>	<b>(19,934)</b>			<b>0</b>
4100 Repairs & Maintenance	38,987	27,030	28,050	1,020	7,008	(5,989)	
4109 Health & Safety Surveys	1,445	5,430	2,700	(2,730)	1,535	(4,265)	
4120 Security	5,500	5,257	6,000	743	627	116	
4121 CCTV	336	(336)	800	1,136	1,000	136	
4131 Electricity	7,189	19,920	11,400	(8,520)		(8,520)	
4132 Gas	5,854	8,759	7,700	(1,059)		(1,059)	
4135 Water	(4,583)	745	8,730	7,985		7,985	
4145 Rates	25,176	30,849	30,850	1		1	
4150 Cleaning Materials	2,251	2,086	2,000	(86)		(86)	

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4151 Waste Collection	1,268	591	1,500	909	718	191	
4154 External Cleaning	8,413	6,858	8,180	1,322	3,210	(1,888)	
4172 Licences (All)	295	0	3,500	3,500		3,500	
4302 Town Hall Structural Repairs	0	0	30,000	30,000	7,810	22,190	
4325 Town Hall Equipment Purchases	630	797	1,000	203	279	(76)	
4332 Function costs	3,058	3,510	2,250	(1,260)	564	(1,824)	
4398 Wedding external catering	4,419	2,650	4,000	1,350		1,350	
4620 Bad debt write off	0	315	0	(315)		(315)	
Town Hall :- Indirect Expenditure	<b>100,238</b>	<b>114,462</b>	<b>148,660</b>	<b>34,198</b>	<b>22,752</b>	<b>11,447</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>42,007</b>	<b>41,332</b>	<b>(12,800)</b>	<b>(54,132)</b>			
6001 plus Transfer from EMR	6,823	0	0	0			
6002 less Transfer to EMR	(6,664)	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>55,494</b>	<b>41,332</b>	<b>(12,800)</b>	<b>(54,132)</b>			
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	10,151	0	(10,151)			
1203 Allotment Rents	17,164	16,886	17,000	114			
1256 Misc. Income	209	2,833	0	(2,833)			
Allotments :- Income	<b>65,983</b>	<b>29,870</b>	<b>17,000</b>	<b>(12,870)</b>			<b>0</b>
4100 Repairs & Maintenance	52,966	23,201	7,700	(15,501)	3,051	(18,551)	
4101 Competitions	968	714	700	(14)		(14)	
4105 Maintenance Contracts	0	3,760	3,760	0		0	
4135 Water	2,033	1,961	4,250	2,289		2,289	
4146 St Pauls Gate Rental	72	72	80	8		8	
4154 External Cleaning	0	3,242	4,500	1,258		1,258	
Allotments :- Indirect Expenditure	<b>56,038</b>	<b>32,949</b>	<b>20,990</b>	<b>(11,959)</b>	<b>3,051</b>	<b>(15,010)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,945</b>	<b>(3,079)</b>	<b>(3,990)</b>	<b>(911)</b>			
<u>120 Amenities Capital</u>							
4309 Footpath Upgrade	26,764	0	0	0		0	
4313 Playground Upgrades	46,379	540	40,000	39,460	13,884	25,576	
Amenities Capital :- Indirect Expenditure	<b>73,143</b>	<b>540</b>	<b>40,000</b>	<b>39,460</b>	<b>13,884</b>	<b>25,576</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(73,143)</b>	<b>(540)</b>	<b>(40,000)</b>	<b>(39,460)</b>			
6001 plus Transfer from EMR	26,764	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>(46,379)</b>	<b>(540)</b>	<b>(40,000)</b>	<b>(39,460)</b>			

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Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>201 Personnel</u>							
1256 Misc. Income	560	3,303	0	(3,303)			
Personnel :- Income	<b>560</b>	<b>3,303</b>	<b>0</b>	<b>(3,303)</b>			<b>0</b>
4000 Basic Pay	402,160	423,398	476,500	53,102		53,102	
4001 Overtime Pay	20,681	18,860	20,750	1,890		1,890	
4002 NI Costs	36,413	39,616	45,000	5,384		5,384	
4003 Pension Costs	108,485	116,330	125,000	8,670		8,670	
4004 Personnel Services Contracted	1,674	1,535	3,670	2,135	285	1,850	
4005 Staff Training	7,616	8,355	7,250	(1,105)	595	(1,700)	
4006 Recruitment	(117)	150	1,000	850	40	810	
4010 Councillor Training	643	810	1,500	690	189	501	
4011 PPE and workwear	0	1,280	750	(530)		(530)	
Personnel :- Indirect Expenditure	<b>577,555</b>	<b>610,333</b>	<b>681,420</b>	<b>71,087</b>	<b>1,110</b>	<b>69,977</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(576,995)</b>	<b>(607,030)</b>	<b>(681,420)</b>	<b>(74,390)</b>			
<u>301 F &amp; P Administration</u>							
1107 CIL FUNDING FROM WBC	126,344	77,927	200,000	122,073			
1160 Public Donation	0	1	0	(1)			
1251 Interest Received	31,414	35,903	23,200	(12,703)			
1256 Misc. Income	93,879	1,189	0	(1,189)			
1276 PRECEPT	1,118,820	1,227,267	1,227,267	0			
F & P Administration :- Income	<b>1,370,457</b>	<b>1,342,287</b>	<b>1,450,467</b>	<b>108,180</b>			<b>0</b>
4007 Car Allowances	1,239	413	1,240	827		827	
4008 Travel,Subsistance, Parking	4,432	3,385	3,000	(385)		(385)	
4009 Van hire costs	6,022	5,493	10,500	5,007		5,007	
4145 Rates	12,135	8,383	14,246	5,863		5,863	
4150 Cleaning Materials	1,034	0	0	0		0	
4310 IT subscriptions	1,958	8,137	8,500	363	895	(532)	
4311 Office Equipment Maintenance	0	17	2,180	2,163		2,163	
4317 Office equip purchases	0	2,066	2,500	434		434	
4320 Telephones	12,165	11,523	7,500	(4,023)	318	(4,341)	
4321 Stationery	0	864	1,500	636		636	
4322 Office Supplies	3,076	838	1,500	662	30	633	
4323 Postage	428	62	800	738	14	725	
4324 Photocopier Lease	1,678	1,033	1,560	527		527	
4326 Subscriptions	17,351	10,886	12,300	1,414		1,414	
4327 Advertising/Marketing	2,055	2,566	5,180	2,614		2,614	
4329 Website Maintenance	400	1,348	1,200	(148)		(148)	
4344 Strategic Marketing	5,014	5,147	4,000	(1,147)	544	(1,691)	

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4379 Professional & Legal Fees	5,559	6,921	8,000	1,079		1,079	
4380 External Audit Fees	2,200	0	2,000	2,000	2,100	(100)	
4381 Internal Audit Fees	1,131	527	2,000	1,473	1,153	320	
4382 Insurances	30,287	28,195	28,600	405	2,392	(1,986)	
4383 Bank Charges	678	601	1,000	399		399	
4395 Photocopier Usage	1,019	592	1,200	608		608	
4396 Publications	0	0	300	300		300	
4602 Election & Reserve	40,875	(2,575)	8,500	11,075		11,075	
4990 CIL Expenditure reserve	0	19,490	160,000	140,510	18,053	122,458	
F & P Administration :- Indirect Expenditure	<b>150,735</b>	<b>115,911</b>	<b>289,306</b>	<b>173,395</b>	<b>25,498</b>	<b>147,897</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,219,723</b>	<b>1,226,376</b>	<b>1,161,161</b>	<b>(65,215)</b>			
6001 plus Transfer from EMR	32,875	0	0	0			
6002 less Transfer to EMR	126,344	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>1,126,253</b>	<b>1,226,376</b>	<b>1,161,161</b>	<b>(65,215)</b>			
<u>302 Civic</u>							
4328 Computer Software/ App update	0	720	0	(720)		(720)	
4333 Newsletter	5,211	5,034	5,500	466		466	
4362 Civic Receptions	1,198	161	900	739		739	
4365 Heritage Day	3,205	3,138	3,850	712	131	581	
4369 Remembrance Day	2,911	792	3,200	2,408	2,172	236	
4370 Christmas Music	0	0	1,250	1,250		1,250	
4371 Honoraria	1,400	1,400	1,500	100		100	
4372 Chair's Allowance	1,750	2,975	3,500	525		525	
4373 Civic Transport	0	35	100	65		65	
4374 Official Gifts	229	155	500	345		345	
4375 Christmas Cards	278	80	300	220		220	
4376 Insignia & Dress	3,800	1,157	3,000	1,843	99	1,744	
4377 Civic Awards	1,279	2,014	2,000	(14)	402	(417)	
4378 Silver Talks	71	70	150	80		80	
4399 Mayor's Sunday	2,975	2,901	5,000	2,099		2,099	
4400 Mayors Chaplain	0	0	175	175		175	
4401 Beating the Bounds	0	4,000	4,000	0		0	
4523 Museum Accreditation	287	275	10,000	9,725		9,725	
4530 Museum Open Days	0	193	1,000	807		807	
4531 Wokingham Remembers	0	0	1,500	1,500		1,500	
Civic :- Indirect Expenditure	<b>24,593</b>	<b>25,100</b>	<b>47,425</b>	<b>22,325</b>	<b>2,804</b>	<b>19,521</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,593)</b>	<b>(25,100)</b>	<b>(47,425)</b>	<b>(22,325)</b>			

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>303 Grants</b>							
1256 Misc. Income	2,000	0	0	0			
Grants :- Income	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4352 Youth Council Sports Grants	700	0	2,000	2,000		2,000	
4353 Grants General	38,439	95,169	95,169	0		0	
4363 Grants Service Providers	49,100	0	0	0		0	
4393 Grants - In year	0	3,500	10,000	6,500		6,500	
Grants :- Indirect Expenditure	<b>88,239</b>	<b>98,669</b>	<b>107,169</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(86,239)</b>	<b>(98,669)</b>	<b>(107,169)</b>	<b>(8,500)</b>			
<b>304 Arts &amp; Culture</b>							
1159 Book Festival Income	3,291	5,676	3,600	(2,076)			
1164 Lunar New Year income	0	350	100	(250)			
1253 Fun Day Income	520	756	350	(406)			
1266 Board games income	274	228	1,000	772			
Arts & Culture :- Income	<b>4,085</b>	<b>7,011</b>	<b>5,050</b>	<b>(1,961)</b>			<b>0</b>
4329 Website Maintenance	0	474	0	(474)	861	(1,335)	
4341 Concert	60,602	67,353	67,245	(108)	50,743	(50,851)	
4343 PRS Licence	0	0	600	600		600	
4345 Book Festival	5,994	6,167	7,800	1,633	83	1,550	
4346 Human Library	0	0	250	250		250	
4388 Theatre in the Park	3,701	4,202	4,000	(202)		(202)	
4389 Board Games event	359	222	1,000	778	77	701	
4512 Sunny Saturdays	1,695	950	3,000	2,050		2,050	
4513 Dressing the Christmas Tree	1,602	1,550	1,350	(200)		(200)	
4526 Lunar New Year	8,332	9,558	11,950	2,392	1,975	418	
4527 Chalk about it	4,050	3,846	4,320	474		474	
4603 Fun Day	13,487	27,206	18,100	(9,106)	5,044	(14,150)	
4608 Virtual Museum Upgrade	4,439	0	0	0		0	
Arts & Culture :- Indirect Expenditure	<b>104,261</b>	<b>121,528</b>	<b>119,615</b>	<b>(1,913)</b>	<b>58,783</b>	<b>(60,696)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(100,176)</b>	<b>(114,518)</b>	<b>(114,565)</b>	<b>(47)</b>			
6001 plus Transfer from EMR	1,481	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>(98,695)</b>	<b>(114,518)</b>	<b>(114,565)</b>	<b>(47)</b>			
<b>401 Highways and Planning</b>							
1106 Grant Funding (External)	1,901	3,299	2,640	(659)			
1163 Cycle locker income	155	199	300	101			

Continued over page

Detailed Income & Expenditure by Budget Heading 28/02/2025

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1256 Misc. Income	0	5,825	0	(5,825)			
Highways and Planning :- Income	<b>2,056</b>	<b>9,323</b>	<b>2,940</b>	<b>(6,383)</b>			<b>0</b>
4111 Bus Shelter Repairs	696	6,650	3,000	(3,650)	313	(3,962)	
4529 Cycle lockers	1,901	1,147	2,640	1,493		1,493	
Highways and Planning :- Indirect Expenditure	<b>2,597</b>	<b>7,797</b>	<b>5,640</b>	<b>(2,157)</b>	<b>313</b>	<b>(2,469)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(541)</b>	<b>1,526</b>	<b>(2,700)</b>	<b>(4,226)</b>			
Grand Totals:- Income	<b>1,672,597</b>	<b>1,612,663</b>	<b>1,687,857</b>	<b>75,194</b>			
Expenditure	<b>1,460,055</b>	<b>1,348,007</b>	<b>1,737,205</b>	<b>389,198</b>	<b>172,475</b>	<b>216,723</b>	
<b>Net Income over Expenditure</b>	<b>212,541</b>	<b>264,655</b>	<b>(49,348)</b>	<b>(314,003)</b>			
plus Transfer from EMR	<b>83,585</b>	<b>10,077</b>	0	(10,077)			
less Transfer to EMR	<b>119,680</b>	<b>0</b>	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>176,446</b>	<b>274,732</b>	<b>(49,348)</b>	<b>(324,080)</b>			

## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 28/02/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	1,798	
105	VAT Control Account	10,453	
108	Market Debtors	(690)	
109	Allotment Debtors	496	
110	Prepayments	26,747	
201	F & GP + Current Account	938,683	
202	Clerk's Drawings Account	15,187	
209	RYND	8,187	
210	Petty Cash	119	
211	Office 2 (Michael Cragg)	828	
212	CCLA Public Sector deposit fun	440,000	
<b>Total Current Assets</b>		<b>1,441,808</b>	
<u>Current Liabilities</u>			
501	Creditors	11,176	
502	Receipts in Advance	750	
504	RYND Creditor	8,187	
508	Office 2 Michael Cragg	828	
561	Hire Deposits Town Hall	2,400	
562	Hire Deposits Woosehill	800	
564	Long Term Key & Damage Deposit	2,525	
<b>Total Current Liabilities</b>		<b>26,666</b>	
<b>Net Current Assets</b>			<b>1,415,142</b>
<b>Total Assets less Current Liabilities</b>			<b>1,415,142</b>
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	264,655	
310	General Reserve	281,684	
321	Emergency Provision	225,000	
324	Election Reserve	625	
355	Security costs	10,000	
356	Cycle to Work Scheme	3,500	
357	Street Furniture	3,318	
360	Playpark Earmark Reserve	373,284	
370	Town Hall Maintenance Reserve	38,263	
380	CIL Earmarked Reserve	206,813	
381	Civic Regalia Reserve	8,000	
<b>Total Equity</b>			<b>1,415,142</b>

Cost centre		Current Approved Budget £	Actuals £	Current variance £	Expected Year End £	Year End Expected Variance	Comments on variance
Allotments	Expenditure	20,990	32,949	17,207	36,000	(15,010)	Expenditure offset against S106 funding (already received); Potentially further s106 to claim - to be reviewed with Allotment Officer w/c 17 March.
	Income	(17,000)	(29,870)	(12,870)	(29,870)	(12,870)	Includes S106 funding for allotment works & Network Rail penalty received for over-run of works (to reserve for allotments OR/ LR)
	Net	3,990	3,079	4,337	6,130	2,140	
Amenities	Expenditure	71,000	57,681	4,431	59,550	11,450	Monies spent on Christmas lighting project & hanging baskets and graffiti removal, remaining profiled evenly; Additional planters at station;
	Income	(30)	(50)	(50)	(50)	(20)	Expected underspend of Market place cleaning (unspent to reserve at YE) and graffiti removal £3600
	Net	70,970	57,631	4,381	59,500	(11,470)	Installation of hanging basket bracket for shop
Amenities Capital	Expenditure	40,000	540	540	40,000	-	Orig budget £70k, TH structural repair budget £30k transferred to 106 Town Hall; Possible spend on LS upgrade/ JP roundabout and self close gates, trampoline drainage, but any balance to Playground reserve at year end
	Income	-	-	-	-	-	
	Net	40,000	540	540	40,000	-	
Arts & Culture	Expenditure	119,615	124,528	19,113	124,003	(4,388)	Agreed in year increase for LNY (£1500) and Human Library £250 - Bulk of event spend is in early part of financial year. Remaining budget for Lunar New Year (LNY) road closure and administrative expenses eg website maintenance/ licences.
	Income	(5,050)	(7,011)	(1,961)	(7,267)	(2,217)	Income received for Fun Day, Book Festival, table top and LNY. Further income to be received from Table Top.
	Net	114,565	114,517	17,152	116,736	2,171	
Civic	Expenditure	47,425	25,100	643	29,422	18,003	Expenditure for Beating the Bounds, Newsletter, Mayors Sunday, Heritage Open Day, Remembrance - Invoices still to be received for Remembrance road closure, Civic awards and Christmas Music. Underspend expected for Insignia & dress/ Museum accreditation (to year end reserve)
	Income	-	-	-	-	-	
	Net	47,425	25,100	643	29,422	(18,003)	
F & P Administration	Expenditure	289,306	115,911	(9,569)	156,194	133,112	Invoice by-election costs £5,400 vs £8k accrued (balance plus unspent budget to reserve), agreed CIL spend Woollahill chairs £8k and doors £10k noticeboard £1400, second van budget for not leased, remainder of CIL income received to reserve; Insurance & Professional fees overspend
	Income	(1,450,467)	(1,342,827)	(13,893)	(1,342,828)	106,639	All expected precept received. Interest from bank/ investments higher than budgeted. CIL income below budgeted level.
	Net	(1,161,161)	(1,226,376)	(23,462)	(1,187,634)	(26,473)	
Grants	Expenditure	107,169	98,669	(1,500)	98,669	8,500	£2k Youth Council sports grants and £6.5k of in year grants not yet allocated
	Income	-	-	-	-	-	
	Net	107,169	98,669	(1,500)	98,669	(8,500)	F&P to consider whether to set up a reserve of unspent grant budget to provide additional funds in 2025-26
Highways and Planning	Expenditure	5,640	7,797	3,567	13,214	(7,574)	Bus shelter repairs and cycle locker profiled evenly - used as required. Awaiting invoice for gateway and speed signage (agreed in year spend).
	Income	(2,940)	(9,323)	(6,383)	(9,323)	(6,383)	Wellington Road bus shelter repair offset by insurance claim (less £250 excess)
	Net	2,700	(1,526)	(2,816)	3,891	1,191	Includes bus shelter insurance settlement, cycle lockers - any unspent 3 year grant to be prepaid to 2025/6
Market	Expenditure	10,275	11,598	3,892	13,288	(3,013)	Higher electricity costs, plus gritting costs not included in budget. Bad debt write off
	Income	(42,050)	(38,238)	(6,701)	(40,500)	1,550	Best assumption of year end, impact from SSE works/ lower footfall on new trader bookings
	Net	(31,775)	(26,640)	(2,809)	(27,212)	4,563	
Parks & Bloom	Expenditure	167,640	122,468	(3,262)	160,193	7,447	Budget profiled evenly but this does not take account of seasonal expenditure on items such as tree works. Forecast underspend on Elms Field maintenance - budget 25/6 reduced
	Income	(3,050)	(1,405)	883	(2,505)	545	Lower income from Bloom than budgeted
	Net	164,590	121,063	(2,380)	157,688	(6,902)	Excludes £10,077 - Transfer from EMR for tree spend incurred in early April 2024
Personnel	Expenditure	681,420	610,333	99,268	672,039	9,381	Training and recruitment budgets profiled evenly. Additional staffing budget agreed in previous financial year for 0.5FTE grounds / Bloom officer, and additional admin support for Market to be funded via reserves. Small number of additional hours added to Allotment role to provide greater flexibility within grounds team. Museum Officer funded by an internship grant
	Income	-	(3,303)	(3,303)	(3,303)	(3,303)	Museum Officer internship grant from Reading University, plus income from training courses for spaces made available to other councils
	Net	681,420	607,030	95,965	668,736	(12,684)	
Town Hall	Expenditure	148,660	114,462	2,967	156,234	(7,574)	Higher electricity and gas charges, additional H&S surveys, additional external cleaning costs; But lower water and licence fees
	Income	(135,860)	(155,794)	(53,899)	(144,794)	(8,934)	Utility recharges. Higher than budgeted Hall hire offsets shortfalls in other room income. Wedding bookings are at 35 for financial year. Tenant payment holiday Q1/2024 £3750; Expected income at YE accounting adl for payment received in advance (mainly weddings)
	Net	12,800	(41,332)	(50,932)	11,440	(1,360)	
Woollahill	Expenditure	28,065	28,971	7,922	31,319	(3,254)	Additional R&M costs incurred - replacement sink & cooker; cleaning materials exceed budget due to price increases; higher Wi-Fi connection costs
	Income	(31,410)	(25,382)	(1,825)	(25,382)	5,528	Budget profiled evenly, shortfall of hirer income vs budget
	Net	(3,345)	3,588	6,097	5,437	8,782	
TOTAL	Expenditure	1,737,205	1,348,007	145,219	1,590,125	147,080	Annual budget meetings with officers take place in September / October. A clearer view of expected variances by year end will be available from this point.
	Income	(1,687,857)	(1,612,663)	(96,699)	(1,607,322)	80,535	
	Net	49,348	(264,656)	45,217	(17,197)	(66,545)	Net return to reserves projected at year end

**Virement of funds from**

103/4106 (Elms Field maintenance) – underspend in the 2024-25 financial year

to

106/4100 (Town Hall maintenance)

**Request:**

To vire £2,205.50 from Elms Field maintenance to Town Hall maintenance to facilitate the deliver of a project to upgrade the emergency phone system in the lift.

**Description:**

All analogue phone lines are due to be disconnected by Jan 2027 across the country. We propose to implement this change sooner, and propose a new replacement digital call-out system for the Town Hall lift. We are aware of the pressure on suppliers, and as this change will affect everyone across the country, we would like to be ahead of the curve.

The lift telephone call system is essential to help deal with potential lift entrapment, especially for hirers, outside of normal staff working hours. If we were unable to have this work carried out before the analogue line is switched off, we would need to take the lift out of service, which would have a significant impact on our hirers.

The attached quotation is for a new auto-dialler that works on a global SIM card. The quote for the works is £2,205.50 plus VAT. The cost covers the installation and a 3-year sim option; some cost will be offset by a saving on the current analogue phone line.

## Statement of Account

Mrs L Davison  
Wokingham Town Council  
Town Hall  
Market Place  
Wokingham  
RG40 1AS

5 February 2025

Account name: **WOKINGHAM TOWN COUNCIL-WOKINGHAM TOWN COUNCIL**  
Account number: **LA3077623-001**  
Statement period: **31/12/2024 to 31/01/2025**

### Account summary

Total valuation as at 31 January 2025 **£92,864.78**  
Total valuation as at last statement at 31 December 2024 **£92,792.89**

### Holdings as at 31 January 2025

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value	Bid price per unit/share (£)	Bid Value valuation (£)
<b>The Local Authorities Property Fund Inc</b> GB0005216642	33,144.0000	2.801858	92,864.78	2.758429	91,425.37

Mid Value	Bid Value
<b>£92,864.78</b>	<b>£91,425.37</b>

### Transactions for the period from 31 December 2024 to 31 January 2025

#### The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/01/2025	Paid to Nominated Bank Details			£1,142.11

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

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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.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) 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.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). 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).

CIL monitoring report – February 2025 - CIL received, spent and held in reserves to date:

Date	Sum received (to nearest £1)	Cumulative sum received from April 2016 (to nearest £1)	Sum allocated / spent	Purpose	Total Sum remaining (cumulative total)	Spend deadline
October 2022	£184,842	£2,180,469	£104,373	Market Place refurbishment	£43,249 (from the October 2022 payment)	October 2027
			£7,987.34 (Spent 2024-25)	Woosehill Community Centre chairs (Res. 30783, Jan 2024 FC)		
			£10,125 (Spend 2024-25)	Fire doors for Woosehill (Res. 30783, Jan 2024 FC)		
			£1,377.25 (Spend 2024-25)	New noticeboard for Norreys Avenue (Res. 30923, Sept 2024 F&P)		
			£17,730 (spend 2024-25)	Resurfacing Barkham playpark (WBC CIL Co-funding request) (Res. 30879, 9 July 2024 FC)		
April 2023	£101,054	£2,281,523	Nil		£144,303	April 2028
October 2023	£25,290	£2,306,813	Nil		£169,593	October 2028
April 2024	£32,035	£2,338,848	Nil		£201,628	April 2029
October 2024	£45,892	£2,384,740	Nil		£247,520	October 2029

Approved CIL spending (not yet spent)

Item	Sum	Approval reference
Co-funding request for contribution to toucan crossing on A329 at Mill Close (Woosehill)	£50,000	Resolution 31004 – 28 <sup>th</sup> Jan 2025 FC meeting

Future CIL:

CIL received by WBC, to be paid to WTC in April 2025	203544 - £72,724	£72,724
Parish CIL outstanding (demand notice issued, awaiting payment)	211508 - £16,355	£234,528
	203544 - £218,173	
	200700 - £41,758	£455,091
Potential CIL (Planning application granted and liability notice issued. Actual receipts will be dependent on development commencing and any relief applied for and granted)	213975 - £54,687	
	220344 - £12,709	
	221890 - £16,335	
	232380 – £7,644	
	231573 - £11,393	
	231631 - £2,911	
	232241 - £20,539	
	242171 - £17,912	
	230811 - £227,519	
	240903 - £4,103	
	242533 - £2,592	
	232998 – £11,861	
	240972 – £13,433	
	243038 - £9,694	

2024-25 expenditure - re-allocations to CIL

Items to re-allocate spend for **Playparks**

AO194	HAGS	Titan seats for KVG	£988.42
AO203	REDLYNCH	Acorn spring and springer seat for Elms Field	£1,495.00
AO210	Infinity	Log roll for trim trail at Joel park	£540.00
AO217	Infinity	New toddler swing set for Leslie Sears	£3,700.00
AO218	Infinity	replacement gates for Langborough and Joel Park	£6,500.00
AO220	AO Drains	Elms Field trampoline drainage works	£2,860.00
GB0543	Proludic	Langborough PG roundabout deck replacement	£860.31

£16,943.73

Items to reallocate for **Parks**

GB0623	Plastecowood Ltd	Recycled plastic beams for Holt Copse bridge	£1,085.81
GB0652	Bench memorials	Bench for Langborough recreation ground	£1,300.00
GB0656	Harrod Sport	Goal for King George V	£994.37
GB0688	Greenbarns	Noticeboard for Viking Field	£1,273.49
GB0710	Kedel Limited	Security posts for Langborough recreation ground	£4,301.78
GB0769	Street Furnishings Ltd	Bespoke bollards for Langborough recreation ground	£2,255.84
GB0763	Jacksons Fencing	Barrier for Redlands car park	£1,974.20
GB0776	Kedel Limited	Benches for Redlands Farm Park	£1,417.03
GB0762	Copper Connexions Ltd	New lamp heads for Howard Palmer Gardens supply and fitting	£2,675.40

£17,277.92

Items to reallocate for **Buildings**

BMO349	Copper Connection	Replacement of one market ground socket (Market Place)	£903.24
BMO477	Alliance	Replacement sink unit at Woosehill Community Centre	£1,064.18
BMO489	Copper Connection	Repair of 32A ground socket (Market place)	£700.44
BMO494	Currys	Replacement cooker for Woosehill Community Centre	£499.16
BMO496	Copper Connection	Costs for installation of new cooker for Woosehill Community Centre	£390.91
BMO495	Copper Connection	New emergency lighting in town hall	£1,495.32
BMO487	Smith and Howard	Replacement of external lighting at Town Hall	£1,081.67

£6,134.92

GRAND TOTAL: £40,356.57



# Wokingham Town Council

## Town Clerk's Report 04/2025

To: Finance and Personnel Committee

Date: 18<sup>th</sup> March 2025

Subject: Council reserves

### 1 PURPOSE OF REPORT

- 1.1 To consider current reserve balances, expected at 31<sup>st</sup> March 2025
- 1.2 To consider the realignment of expenditure within the financial year recharged to CIL into existing reserves
- 1.3 To approve a list of reserve movements to be actioned before the end of the financial year
- 1.4 To receive information collated by officers in respect to future consideration of the longer-term position for some reserve funds

### 2 BACKGROUND AND CURRENT POSITION

- 2.1 Wokingham Town Council currently has reserves balances for both Wokingham Town Hall and for the playparks.

- 2.2 The projected balances of the reserves at 31<sup>st</sup> March 2025 are:

360	Playpark Earmarked reserve	£373,284
370	Town Hall earmarked reserve	£38,263

- 2.3 It should be noted that the above balances do not take account of any re-allocation of spending from the current financial year against CIL, and any corresponding realignment of these funds into reserves

### 3 FOR CONSIDERATION

- 3.1 The town Clerk and officers have identified approximately £40,000 of expenditure incurred in the 2024-25 financial year which could legitimately be charged against the council's current CIL reserves.
- 3.2 As at the 31<sup>st</sup> March 2025, the town council has an unused / unallocated CIL balance of £197,520 and a further £72,724 is expected to be received in CIL payments in April 2025.
- 3.3 The CIL Regulations state that a Town/Parish Council must use CIL receipts passed to it in accordance with Regulation 59A or 59B (The Community Infrastructure Levy Regulations 2010) to support the development of the local council's area, or any part of that area, by funding:
  - the provision, improvement, replacement, operation or maintenance of infrastructure; or
  - anything else that is concerned with addressing the demands that development places on an area.

### 3.4 **Allocation of funds to reserves re-allocated from CIL**

The Town Clerk recommends that the council realign any expenditure charged against CIL as follows:

- Add a sum of £5,300 to **(324) - Elections reserve** to bring this balance in line with where we would expect this pot to be by the end of year 2 of the council term (costs incurred due to a byelection) in order to cover the expected costs of an election in May 2027.
- Allocate the remaining sum in equal amounts to **(360) Playpark reserve** and **(370) Town Hall reserve**

### 3.5 **Annual Reserve Movements**

Within the current financial year, the RFO expects to make the following reserve movements, which were included in the 2024-25 approved budget:

- i) Put a sum of £11,075 into (327) Elections reserve, being the £8,500 included in the budget and a sum of £2,575 of unused accrual for the 2023 byelection.

### 3.6 **Additional Reserve Movements**

Within the current financial year, the RFO request permission to make the following reserve movements:

- i) Create a reserve for income from Balfour Beatty relating to the Tan House Lane crossing works so that it can be ring fenced for future use for the allotments
- ii) Put a sum of £11,075 into (327) Elections reserve, being the £8,500 included in the budget and a sum of £2,575 of unused accrual for the 2023 byelection.

### 3.6 The Town Clerk has asked officers to consider future plans and costs for two key cost areas:

- Playparks
- Buildings

Appendix 1 is a report of initial investigations by the Town Clerk and town council officers of projected costs. The Town Clerk and officers have attempted to consider when works will be required, and the likely current cost of those works.

The Town Clerk recommends that a subgroup of the F&P Committee review those items in greater detail and bring back recommendations to the committee ahead of the next budgeting cycle, on managing reserve balances.

## 4 **FINANCIAL IMPLICATIONS**

4.1 There are cost implications in future budgets for increasing the sums put into reserves for longer term costs

4.2 These proposals for replacement / repair costs do not take account of any replacement necessitated by vandalism or any other reason that may be covered by insurance.

These costings are only to consider future expenditure as a result of replacement arising from normal use (wear and tear and end of life replacement). They are estimates based on most recent costs incurred for the same or similar services / items and should be used only as a basis for future costs.

## 5 **NEXT STEPS**

5.1 To consider and resolve upon the realignment of expenditure reallocated from CIL as indicated in item 3.4

- 5.2 To consider and approve the reserve movements highlighted in items 3.5 and 3.6
- 5.3 To agree a way forward for reviewing and considering longer term reserve balances (see comment in 3.6)

## Playparks – projected long-term replacement costs

Park	Description	Last major refurbishment	Next anticipated major refurbishment required	Estimated total refurbishment cost in 2025 (Based on cost of refurb for KGV in 2022, updated to 2025)	Notes
Elms Field	Large, destination play park in central park within Wokingham Town. Mainly wooden style play equipment in rubber mulch, with areas of natural grass. Picnic bench seating Wooden insect carvings	2018/19 when developed. Handed over on long-term lease to Wokingham Town Council.  Roundabout replaced 2021 Trampoline replaced 2023	2030 – this would be upgrading 1/3 of the park.  2033 – upgrade 1/3 2036 – upgrade 1/3	Estimated at 4 to 6 multiples of the cost of KGV: c £600,000 – £900,000	Fewer pieces but large equipment  A Gold PIPA (Plan Inclusive Play Areas) accredited site
Joel Park	Toddler and children's play area in wet pour	Resurfacing and some new equipment in 2019  2 entrance gates replaced in 2025	2039	estimated at 1 multiple of KGV: c £150,000	Large roundabout needs to be replaced within the next 3-5 years  2 new information signs need to be created to meet legislation – currently on order
Langborough	Toddler and younger children's play area in mixed wet pour and tarmac	2012 to 2014 approx.  Wet pour repairs currently being undertaken  2 entrance gates replaced in 2025	2027	Estimated at 0.5 to 0.75 multiple of KGV: C £75,000 to £115,000	Large roundabout and seesaw need to be replaced within the next 3-5 years  Teen seesaw needs to be partially replaced – standing element as it slips  2 new information signs need to be created to meet legislation – currently on order
Leslie Sears	Toddler and children's play area in areas of rubber mulch, wet pour and grass	2015 – Junior area 2015 – Toddler area  Resurfacing undertaken in 2024 in the junior area of the park	2035 (Junior) 2035 (Toddler)  Potential work to MUGA to be considered	Estimated at 1.5 multiples of KGV: C£225,000	373m <sup>2</sup> of Tiger mulch  Swing set due to be replaced 2025  Missing rocker to be replaced

						2 new information signs need to be created to meet legislation – currently on order
King George V	Toddler and children’s play area in wet pour	2022	2042	£150,000	487.6m2 of wet pour and other surface materials 17 items of play equipment (including panels, seating etc.)  Kit has warranties between 15-25 years depending on material  2 new information signs need to be created to meet legislation – currently on order	
				£1.2M – £1.54M		

Town Hall – long term reserves

### Ongoing maintenance and inspections – surveys etc

(note: This cost does not include the costs of repair works or other works identified as required by the inspections)

### Weekly / monthly / annual work

Item	Company (last used)	Frequency	Approx annual cost
Key holding services	Alarm Response	Annual	£300
M&E servicing contract	Alliance FM	Annual	£1,320
BMS service contract	Saker	Annual	£350
Intruder alarm servicing and maintenance	Chubb	Annual	£1,122
Town Hall clock service	Gillett and Johnson	Annual	£180
Lift annual service	Britton Price	Annual	£350
Window cleaning	1-2-1 Biddy window cleaning	6-monthly	£400
Water sampling and descaling	Aquamark	Annual	£255
Sliding door service	Record UK	Annual	£269
Intercom annual service	Smart Security Systems	Annual	£95
Fire extinguisher service	GFA Premier	Annual	£480
CCTV service	SCS CCTV	Annual	£155
Fire alarm service	Scutum	6 monthly	£386
Emergency light testing	Berridge	Annual	£263
Ladder checks	Eurosafe	Annual	£320
Asbestos checks	Amicus	Annual	£355
Gutter cleaning	Smith and Howard	Annual	£400
PAT testing	Copper Connection	Annual	£1,450
Fire Risk Assessment	FCS Live	Annual	£234
Building Survey	Ridge	Annual	£1,750

£10,434

**Every two to five years**

<b>Item</b>	<b>Company</b>	<b>Frequency</b>	<b>Approx cost</b>
Water Risk Assessment Review	Aquamark	Bi-Annual	£450
Clock Tower Painting	TBC	Needed in the next 2-3 years. Included in 10 years below too	TBC plus scaffolding
Lift controller replacement	Britton Price	Needed within the next 5 years	£40,000
Replacement electrical distribution board in main offices for main hall and adjacent corridors	Copper Connections	Needed within the next 5 years	£2,500
Consider Passenger lift car refurbishment including equality related features	Britton Price / Kone etc	Needed within the next 5 years	£6,000

**Every five to ten years**

<b>Item</b>	<b>Company</b>	<b>Frequency</b>	<b>Approx cost</b>
Five Wiring Electrical Testing	Copper Connections	5 Years	£1000
Heating Pump Replacement	Alliance	As needed upon fail expected in under 10 years – 4 years old	£2,500 each x 6 Plus labour £350
Pressurisation vessels	Alliance	On inspection	£4,500
Mikrofill pressurisation units	Alliance	10 years	£2,400 x 2
Point of Use Water Heater	Alliance	5 – 10 years upon inspection or fail	£1500
<i>Minor roof repairs</i>	<i>TBC</i>	<i>Upon Inspection budget needed each year as required</i>	<i>TBC</i>

**Every ten to twenty years**

<b>Item</b>	<b>Company</b>	<b>Frequency</b>	<b>Approx cost</b>
Carpets			£4500
Redecoration & Office Refurbishment		10 Years	Subject to design
Replacement Hot Water Heaters / Calorifier x 2		10 Years	£2500 each x 2
Boiler Replacement	Alliance	10 – 15 Years or less due to less Energy options	£35,000
Repointing Masonry	TBC	Upon Survey	
BMS System – Heating Controls	Saker	Upon Fail	£8,000
Stonework Bath Stone / Brickwork / Tiles – bespoke	TBC	Upon Survey – in need now in some areas – see spreadsheet	£15,000
Window Painting and Maintenance	TBC	Upon Survey – in need now – see spreadsheet	£15,000 - £20,000
Replacement Fire Alarm System	TBC	10 – 15 years	£35,000
Replacement Intruder Alarm including artwork alarm	TBC	10 years	£10,000
Replacement Sliding Doors – 2 sets	Record	10 Years +	£7,500
2 x Balcony – repaint	TBC	10 Years	TBC
Window Film Replacement	TBC	10 Years + see product info	TBC
Rewiring Works expected in some areas	Copper Connections	Review condition on 5-year inspections	TBC
Main Clock Mechanism	TBC	Replace parts as required	TBC
Main Hall Floor replacement	TBC	Monitor – Replacement based on usage of the area. Consider	TBC

		sealing the floor annually with the cleaners applying a maintainer each time the floor is cleaned to improve lifespan	
Clock Tower painting	TBC	Every 10 years to protect wood.	TBC Inc scaffolding
Barrel roof skylight system for the Courtyard	TBC -	Replace on survey or when needing major repair – improve thermal properties!	TBC – Include business interruption

#### More than every twenty years

Item	Company	Frequency	Approx cost
Total re-wire	TBC	Up to 30 Years generally. Age now?	
Plumbing - fresh water pipework replacement	TBC	70 Years – aged in building already. Replace sections each year.	
Heating - pipework replace	TBC	70 years – Age now?	
Replace hydraulic Lift system	TBC	TBC	
Replace electrical switch gear for the incoming supply	TBC	Up to 35 – 40 years Due with 10 to 15 TBC	

- *Lightening Protection system recommended to be installed following FRA. Installation cost. Also requires annual check £250*
- *Energy saving projects to help comply with net zero targets. Also to improve energy cost. The cost below to be retrieved over a payback period over x amount of years*
  - *Improve insulation in offices*
  - *Improve lighting across the TC & Lighting controls where possible*
  - *Improve current BMS heating controls system to run heating system based on occupancy*
  - *Split the heating time clocks by floors – again for running on occupancy not set times 7 days a week*
  - *Consider improved zonal heating system in future just for offices – other areas heated on low when not occupied*

- *Look at double glazing options in the main staff offices – new style windows*
- *Investigate changing the grade two listed normal glass (not old glass) with double glazed panels as recommended via English Heritage – 6 mil thick double glazing with argon etc*
- *Investigate heat pumps as grants become available for older buildings to replace the boiler system, but keeping the existing BMS which will work with them*
- *Balancing electrics / Optimisation for the 3-phase supply for reduced energy billing and consumption*
- *Offset carbon footprint with tree planting scheme etc*

## Culture and Community Grant application

Thank you for submitting an application for a Culture and Community Grant from Wokingham Town Council.

Applications are considered at our Finance and Personnel Committee and we aim to come back to you with a reply as quickly as possible.

Name

J

First Name

R.

Last Name

Organisation / Group name

Sangeet Global Limited

Your Job Title / Role

Co-Founder, Chair

Address

www.sangeetfoundation.org

Street Address

Address Line 2

Chandler's Ford

Address Line 3

SO53 2FW

Post Code

Email \*

ja.

REDACTED

Phone \*

+

REDACTED

Project / event title \*

From Darkness to Light - Celebrating Festival of Lights

*Please tell us the name of your project or proposed event*

## Culture and Community Grant application

### Project / event Description \*

Objectives of Festival of Light (Diwali) Event:

To bring together and engage the various diaspora of Wokingham community to celebrate the event with lots of entertainment and good food

To provide background about Diwali, its significance and why it is celebrated in India and across the world and how this festival helps to create community inclusivity and resilience.

To create awareness about mental health & neurodiversity and use music, the arts and culture to create community resilience.

What do we plan to do:

Invite Distinguished Guests including

Wokingham Mayor to open the event and light a traditional lamp

Wokingham MP to talk about the event

Indian High Commissioner to greet the community and talk about the festival

Have a short talk on spiritual meaning of the festival from the Charity Brahma Kumaris

Have a short talk from Sangeet Foundation on mental health wellbeing and how it leads to the true meaning of the festival

Have a dance performance by distinguished author and dancer Sohini Roy Choudhury to perform a dance and give a talk on

Dance of Kali and mental health

Enact the story behind the festival

Perform various music and dance programs by local community members

Provide variety of various food stalls for people to enjoy eating delicious food

Please provide a detailed description of your project or event, including its objectives and how it will benefit the Wokingham town community (max 500 words). You can upload relevant documents at the end of this form.

### Project / event location \*

Peach Place, Wokingham / Elm Place (next to LIDL) – currently under approval process from Wokingham Borough Council; Woosehill Community Centre

Please tell us where your project or event will take place

### Project / event dates \*

2nd November 2025

Please tell us when your project or event will take place

### Target Audience

Communities residing in Wokingham Town Centre and surrounding areas

Please describe the primary audience for your project or event. Where possible, please include age groups, cultural backgrounds and estimated number of participants

### Total project / event cost \*

9700

Please tell us the expected total cost of the project or event

### Grant sum requested \*

5000

Please tell us the amount of money you are applying for from the Culture and Community Grant Fund

## Culture and Community Grant application

### Project / event budget breakdown \*

S.No Description Possible costs  
 1 Setting up Stage 2000  
 2 Setting up Lights  
 3 Setting up Sound System 1500  
 4 Generator / Electricity 1500  
 5 LED Screen  
 6 Marketing / Promo 700  
 7 Music & Dance Performances 2000  
 8 Decoration / Putting up rangoli on the ground 400  
 9 Food and Merchandise stalls  
 10 Portable Toilets  
 11 Labour 600  
 12 Security 1000  
 Total Cost £9,700

*Please give us a breakdown of the costs for the project or event and how grant money will be spent. Please provide as much detail as you can.*

### Are you applying for funding from any other sources? \*

Yes

### Other sources of funding

Currently being explored to identify possible donors. No grant has been secured as of now.

*If you are applying for, or already have funding from other sources, please provide details, including any funds that have already been granted / secured*

The council has a vision for the town and a number of strategic aims that shape the work it does.

[Our Vision for Wokingham – Wokingham \(wokingham-tc.gov.uk\)](http://wokingham-tc.gov.uk)

### How does your project or event support the strategic aims of the council? \*

The 'Festival of Lights' (Diwali) event will meet and satisfy the values of the Wokingham Town Council  
 Enriching community  
 The event will create awareness and provide enrichment to the Wokingham community about the significance and values of this festival which is embedded inside the stated vision and is celebrated and loved across the world by all communities.  
 Involving everyone  
 The event is open to everyone in Wokingham community and will bring people together to enjoy, participate, learn and appreciate festivals celebrated by communities worldwide. This event will provide opportunities to local business to show their talent, foster their business and the joy and happiness it will bring to the community worldwide through musical and dance programs, merchandise and delicious food  
 Fostering Town Pride  
 The Wokingham community includes people from various parts of the world and the event will increase the pride of the town by displaying the inclusiveness and respect of people from other parts of the world by celebrating it together.

*Please explain how the event or project aligns with the goals of the council (max 300 words)*

## Culture and Community Grant application

### Past experience \*

Sangeet Foundation conducts an annual function every year since 2019 (except during the Covid period of 2020 & 2021) in England. These programmes have been targeted for 200 to 300 audiences. Each programme had a headline performance by celebrated performers from India apart from performances by various individuals and groups in England. Each of these programmes included talks / panel discussions about mental health and neurodiversity. They have also been broadcast on major Indian TV channels which are also shown in the UK.

The list of the programmes and the youtube links to the programmes are as follows:

2019 (Slough, SOAS, London and Nehru Centre, London):

<https://youtu.be/7W9yK1wbXbk?si=pu0wmsRWHhr0U5RQ>

2022 (Harrow and Leicester)

<https://youtu.be/gpXi10PrYKA?si=9zQLUdvcdBSEeikP>

<https://youtu.be/f784eWh4ypQ?si=ycqTe5Xyc05GWbYe>

2023 (Cookham – Maidenhead)

<https://youtu.be/QnXoQJ8Tfns?si=e9G4y9Cgra7zMqD5>

<https://youtu.be/jk28RmVpR78?si=StEJMqXaQrwNhjwe>

[https://youtu.be/af1WiFi\\_CiY?si=KNaTPP\\_vgSZFwoNt](https://youtu.be/af1WiFi_CiY?si=KNaTPP_vgSZFwoNt)

[https://youtu.be/0px5gl0gZAg?si=QFT3prCMk0t3N\\_nI](https://youtu.be/0px5gl0gZAg?si=QFT3prCMk0t3N_nI)

2024 (Nehru Centre, London)

<https://youtu.be/qYqaktV2ccM?si=V9tPQJPvV2yodE04>

*Please briefly describe any similar projects you or your organisation have undertaken in the past, or any relevant experience you have in relation to this project (max 300 words)*

### Evaluation plan \*

The success of our project is based on number of participants attending, feedback from participants and followup contact from people to be included in subsequent festival events in Wokingham.

*Please tell us how you will measure the success of your project. Please describe any evaluation methods or metrics you will use (max 300 words)*

Please upload any relevant documentation which will be considered as part of your application.

Relevant documentation might include:

- \* Letters evidencing other funding
- \* Copies of plans for the project or event
- \* Copies of any necessary permissions required to run the project or event






### File Upload

Choose File



By signing below, I confirm that all information provided in this form is accurate and completed to the best of my knowledge

Signature

 **REDACTED**   
  

## Culture and Community Grant application

Date

13-Feb-2025

dd-MMM-yyyy

Application instructions:

Once submitted, you will receive a copy of this completed application via email.

We will aim to review the request at our next available Finance and Personnel Committee meeting.

For questions or additional information, please contact Katy Hughes, Town Clerk at [townclerk@wokingham-tc.gov.uk](mailto:townclerk@wokingham-tc.gov.uk)