



# 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**

23<sup>rd</sup> April 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 29<sup>th</sup> April 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 MEETINGS**  
To receive and confirm the minutes of the proceedings at the meeting of this committee held on 18<sup>th</sup> March 2025, pages 17164 to 17171 (*copy attached*) as a true and correct record.
- 5 YEAR END 2024/2025 AND BUDGET REPORT**  
To receive and consider the following financial reports:  
(a) Income and Expenditure to 31<sup>st</sup> March 2025 - *copy attached*  
(b) Balance Sheet as at 31<sup>st</sup> March 2025 - *copy attached*

Note: The CIL reserve reflects the CIL balance of funds received and unspent up to 31<sup>st</sup> March 2025. (CIL income received or spent in the current financial year will be reported in the Income and Expenditure report)

- (c) To receive the Year End Outturn for the financial year 2024-2025, detailed in the revenue monitoring report to 31st March 2025 – *copy attached*

## **6 ACCOUNTS PAYABLE**

- (a) To approve the list of costs from 1st March 2025 to 31st March 2025 totalling the sum of £163,448.30 paid from the F & GP Account, this includes £45,000.00 transferred to the Clerk's account - *copy attached 6a(i)* and a copy of invoices over £500 paid during this period – *copy attached 6a(ii)*
- (b) To approve the list of costs from 1st March 2025 to 31st March 2025 totalling the sum of £48,462.25 paid from the Clerk's Drawing Account – *copy attached*

## **7 FINANCIAL MATTERS**

- (a) To note receipt of the updated Fixed Asset Register as at 31<sup>st</sup> March 2025 (*To be sent as a separate item*)
- (b) To note an internal review of the bank reconciliations for February and March 2025 completed by Cllr M Gee and receive a verbal report on any matters identified.
- (c) To receive, consider and resolve adding unspent Tree works Budget from 2024/25 to the Earmarked Reserve for tree maintenance
- (d) To note reserve movements at 31<sup>st</sup> March 2025 – *see attached*
- (e) To receive a verbal report from the RFO on upcoming work streams.

## **8 AUDIT 2024/2025**

- a) To receive and consider the Internal Auditor's report dated April 2025 for the accounts for the year ending 31st March 2025 – *report to be tabled at the meeting*
- b) To review the effectiveness of internal audit performed by this council for the year ending March 2025 and make a recommendation to Full Council
- c) To confirm Claire Connell as the Internal Auditor for this council for the financial year 2025-2026.

## **9 ANNUAL RETURN 2024-2025**

- (a) To receive and recommend for approval by Full Council, the Financial Statements for the year ending 31st March 2025 – *draft report attached* (subject to outcome of Internal Audit visit on 25<sup>th</sup> April 2025).
- (b) To receive and recommend for approval by Full Council, the annual return variance review which accompanies the Annual Governance and Accountability Return (AGAR) to the Audit Commission – *draft report attached* (subject to outcome of Internal Audit visit on 25<sup>th</sup> April 2025).
- (c) To receive and recommend for approval by Full Council, the AGAR for the year ending 31st March 2025 – *draft report to follow* (subject to outcome of Internal Audit visit on 25<sup>th</sup> April 2025).

## **10 INVESTMENT UPDATE & INVESTMENT STRATEGY 2025**

- (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, consider and resolve upon the adoption of an updated Annual investment Strategy for 2025-2026 – *copy attached*
- (c) To receive a verbal report from the RFO on the progress of setting up a fixed interest 90-day deposit account
- (d) To note that an item for the committee to consider and resolve upon plans for the remaining LAPF holdings will come to the June meeting.

## **11 POLICIES AND STRATEGIES**

- a) To readopt the Anti-Fraud and Corruption Policy - *copy attached*
- b) To readopt the Whistleblowing policy - *copy attached*

- 12 CIL MONITORING REPORT AND SPENDING REQUESTS**  
To receive a report on CIL income and expenditure to end of March 2025 – *copy attached*
- 13 GRANTS**  
To review and resolve upon one Culture and Community grant application - *copy attached*
- 14 INSURANCE**  
a) To receive an update from the Town Clerk & RFO regarding the council's insurance renewal for 2025-26  
b) To receive a summary of the updated Fixed Asset Register - *to be tabled at the meeting*  
c) To consider and advise Officers on assets for self-insurance (exclusion from external insurance cover)
- 15 COMMITTEE INFORMATION**  
(a) To receive any information items raised by members  
(b) To identify any specific items for marketing purposes
- 16 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**

- 17 STAFFING UPDATE**  
a) To receive a verbal update on staffing matters from the Town Clerk  
b) To receive, consider and resolve upon a confidential staffing report from the Town Clerk in relation to PRP and the NJC national pay agreement  
c) To receive and adopt a Neonatal Care Leave Policy - *attached*
- 18 TOWN HALL LEASE**  
a) To receive a verbal report from the Town Clerk regarding a reassignment of one lease  
b) In accordance with SO22, to approve the use of the Wokingham Town Council seal to confirm the sealing of a reassigned lease.

**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).*

18<sup>th</sup> March 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 9:40 pm.

**PRESENT**

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (from 19:50), B Callender, R Comber, S Gurney, T Lack, I Shepherd-Dubey

**IN ATTENDANCE**

RFO: Lisa Davison

Town Clerk: Katy Hughes

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

Apologies were received from Cllrs K Malvern and H Richards

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

None noted.

**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  
31021**

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

that the minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 21<sup>st</sup> January 2025, pages 17136 to 17143 and the extraordinary meeting on 6<sup>th</sup> March 2025, pages 17157 to 17158 (subject to amending resolution 31012 to include Cllr R Comber) be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

**RISK REGISTER (Agenda Item 5)**

The committee received and discussed the updated Strategic and Resource elements of the Risk Register and noted the following:

- Checks of monthly bank reconciliations were completed by Cllr M Gee for December 2024 and January 2025.

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



- Each year the mayor should be aware of the insurance cover in place for regalia being off-site. The RFO advised that the renewal of the council's insurance takes place in July 2025 and a review of insurance cover for all assets, including the mayor's regalia being off-site, will be undertaken before determining which insurer to use.
- Confirmation that some legal documents are stored with the council's solicitor. Only documents that require regular access, for example tenancy agreements, are stored at the council offices.
- Cllrs should be reminded to use and respond only to their recognised WTC email addresses, and be alert to an increasing incidence of fraudulent email that may appear to come from an official email address. Any queries should be raised to officers before councillors act on any such request.
- Colour coding of the risk register should consider that two councillors have colour blindness.

The committee also noted that the Amenities Committee reviewed the pages covering allotments, play areas, municipal buildings and open spaces at their meeting on 10<sup>th</sup> September 2024.

#### **INTERNAL AUDIT AND YEAR END ACCOUNTS (Agenda Item 6)**

The committee received and noted the following:-

- the interim internal audit report for the visit on 10<sup>th</sup> February 2025 and noted that the internal auditor's final visit for 2024-5 will occur on 25<sup>th</sup> April 2025.
- Year end outcomes and a copy of the fixed asset register are to be brought to the 29<sup>th</sup> April F&P Committee meeting (ahead of the AGAR being signed by Full Council on 13<sup>th</sup> May 2025). The committee shall also review a proposed list of the assets to be insured.
- Unaudited accounts (company accounts) will be brought to the F&P meeting on 17<sup>th</sup> June ahead of sign off by Full Council on 1<sup>st</sup> July 2025.
- Cllr M Gee reported that checks of the December 2024 and January 2025 bank reconciliations had been undertaken and that there was nothing to report to the committee. Cllr M Gee will check the bank reconciliations for February and March 2025 in mid-April. The process of performing the bank reconciliation check will be written up as this role will be rotated to different councillors who may not have audit experience.
- The RFO gave a verbal update that a comprehensive review of the fixed asset register was in progress and that the committee should consider which of these assets should be insured e.g. playground surfaces and fencing. It was agreed that the review of insured assets should occur at the F&P meeting in April.
- Historical creditor balances have also been reviewed with an expected net write off of £300 to take place by the year end.

*Cllr B Alvi joined the meeting at 7:50pm*

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



### ACCOUNTS PAYABLE (Agenda Item 7)

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

**RESOLVED  
31022**

to approve:

- (a) 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 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> January 2025 to 28<sup>th</sup> February 2025 totalling the sum of £98,020.57 paid from the Clerks Drawings account.

A vote was taken and was unanimous.

### FINANCIAL REPORTS (Agenda Item8)

Members received and noted the following financial reports:

- (a) Income and Expenditure to 28<sup>th</sup> February 2025.
- (b) Balance Sheet as 28<sup>th</sup> February 2025.
- (c) Revenue monitoring report to 28<sup>th</sup> February 2025.

The RFO and Town Clerk provided responses to queries on income recorded in the Income and Expenditure reports. The RFO gave a verbal report on the balance sheet and members noted that fixed assets are not recorded. Cllr M Gee explained the breakdown of reserves in preparation for discussion of **agenda item 11**. Members noted that the expected profit forecast on the monitoring report for 31<sup>st</sup> March 2025 was less than predicted in January due mainly to lower hirer income. Cllr S Gurney requested that new narrative on the monitoring report be in bold to easily identify changes made.

- (d) The committee considered a virement request from the Amenities Committee from their meeting on 11<sup>th</sup> March 2025. It was proposed by Cllr T Lack and seconded by Cllr B Callender and it was

**RESOLVED  
31023**

to recommend the virement of £2,205.50 from the Elms Field maintenance to the Town Hall maintenance budget to facilitate the delivery of a project to upgrade the emergency phone system in the lift.

A vote was taken and it was unanimous.

- (e) The committee noted a write off of bad debt for three market traders totalling £160. There is a risk of a further market trader bad debt of £140.

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**INVESTMENT UPDATE (Agenda Item 9)**

- (a) The members received and noted the latest value as at 28<sup>th</sup> February 2025 for the current holding of LAPF at a mid-value of £92,787.16 (31<sup>st</sup> March 2024 £91,816).
- (b) The RFO gave a verbal update that the investment products identified at the F&P meeting on 24 September 2024 to deposit £380,000 (currently at Barclays bank) were no longer available to councils. 90/95 day notice variable interest deposit accounts accessible to councils were found with Hampshire Trust Bank and Hinckley & Rugby Building Society at variable rates of 3.95% and 3.40% respectively (as at 18<sup>th</sup> March 2025). These are lower rates than were available in September due to the Bank of England interest cut in February 2025. Both accounts presented would give 30 days' notice of a change to the interest rate.

After consideration by committee members of risk, rewards and diversification it was proposed by Cllr R Comber and seconded by Cllr B Callender and it was

**RESOLVED  
31024**

to open a 95-day deposit account with Hampshire Trust Bank, or similar, and to transfer £380,000 from funds currently held in the Barclays Plc current account. A vote was taken and it was unanimous.

**CIL MONITORING REPORT AND SPENDING REQUESTS (Agenda Item 10)**

- (a) The members noted the CIL income and expenditure report to February 2025.
- (b) The members received and reviewed items of expenditure to reallocate to CIL totalling £40,356.57 as detailed in the agenda pack together with an agreed verbal addition of £3,318.00 for the boundary/ speedwatch signage.

It was proposed by Cllr S Gurney and seconded by Cllr T Lack and it was

**RESOLVED  
31025**

to reallocate a total of £43,674.57 of costs incurred in 2024/5 to CIL.

A vote was taken and it was unanimous.

**COUNCIL RESERVES (Agenda Item 11)**

The Town Clerk's Report 04/2025 was presented by the Town Clerk to the committee.

- i) Having resolved in 10(b) above to reallocate costs of £43,674.57 to CIL, the committee discussed the Town Clerk's recommendation to realign these costs as proposed in section 3.4 of TC04/2025.

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



- ii) The committee also considered the Town Clerk's proposal to add unused 2024/5 budget into the elections and Town Hall reserves (section 3.5 of TC04/2025).

The Town Clerk also presented the proposal to create new earmarked reserves detailed in section 3.6 of TC04/2025 at 31<sup>st</sup> March 2025.

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

**RESOLVED  
31026**

to add sums to existing reserves and create new reserves as recommended in report TC04/2025 sections 3.4, 3.5 and 3.6 except for 3.6 (iii).

A vote was taken and it was unanimous.

- iii) The Town Clerk presented section 3.7 of TC04/2025 and explained the basis of the projection of future costs and works for Play parks and the Town Hall. Similar projections for open spaces will follow in the future. The Town Clerk and Officers were thanked for compiling the information in the report's Appendix.

Following extensive discussion, the committee agreed to a working party to comprise of Cllrs M Gee, T Lack, R Comber and officers and that Cllr H Richards also be invited to join. The working party would include consideration of:-

- a review of the expected future costs for longer term reserves covering replacement of play equipment and maintenance of the Town Hall initially, based on a twenty year cycle, possibly longer.
- how to fund future costs – annual increments to precept or just in the year of incurring the cost.
- a proposal that interest earned from investments be added to these reserves rather than be included in the precept calculation.
- recommendations from the working group to the committee to be timed to coincide with the budget cycle.
- to consider whether the Town Hall repairs and maintenance budget should be increased to cover the costs of pre-emptive maintenance to extend the time of when items with bigger costs will need to be done.

*09:10pm Cllr M Gee temporarily left the meeting and Cllr B Alvi took over as chair of the meeting.*

#### **GRANTS (Agenda Item 12)**

*Cllr M Gee returned to the meeting during discussion of this item*

Members reviewed the scores submitted by committee members for the Culture and Community grant application. After a lengthy discussion it was proposed by Cllr B Alvi and seconded by Cllr T Lack and it was

**RESOLVED  
31027**

not to award a culture and community grant to Sangeet Global Limited.

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





A vote was taken. Six members were in favour and one abstained.

The Town Clerk was asked to provide feedback to the applicant based on the committee's discussion.

*09:27pm Cllr M Gee resumed as chair of the meeting.*

**COMMITTEE INFORMATION (Agenda Item 13)**

- (a) None.
- (b) None.
- (c) Noted.
- (d) It was agreed to defer this item to the Full Council meeting in April 2025.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)**

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

**RESOLVED  
31028**

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 that they are instructed to withdraw.

A vote was taken and it was unanimous.

*The RFO left the meeting at 9.30pm*

**STAFFING UPDATE (Agenda Item 15)**

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

- Following discussion, members agreed to a request from the Town Clerk regarding appointing to a temporary post to provide admin support for the grounds team.
- Members reviewed a tabled copy of the payroll figures for 2025-26

The meeting ended at 9.40pm

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



Date:11/03/2025

## Wokingham Town Council

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Time: 12:27

## F &amp; P and Current Accounts

## 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
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
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
17/02/2025	Barclaycard Commercial	DDR170225	632.69		SO012956841/Barclaycard Com
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

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

Finance &amp; Personnel Meeting 18/03/2025

17170



Total Payments 274,964.44

Date: 11/03/2025

## Wokingham Town Council

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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

Total Payments 98,020.57

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

Finance &amp; Personnel Meeting 18/03/2025

17171



Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	23,369	24,500	1,131		1,131	
4506 E Bike event	104	35	1,000	965		965	
4508 Graffiti removal	6,188	6,354	8,000	1,646	1,992	(346)	
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	1,702	4,500	2,798		2,798	
Amenities :- Indirect Expenditure	<b>65,654</b>	<b>63,244</b>	<b>71,000</b>	<b>7,756</b>	<b>1,992</b>	<b>5,764</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65,654)</b>	<b>(63,194)</b>	<b>(70,970)</b>	<b>(7,776)</b>			
<b>102 Market</b>							
1106 Grant Funding (External)	10,070	0	0	0			
1220 Outdoor Market Tolls	41,707	40,642	40,200	(442)			
1222 Farmers /Vegan Market	1,710	780	1,850	1,070			
1256 Misc. Income	0	40	0	(40)			
1275 Write off income	0	402	0	(402)			
Market :- Income	<b>53,487</b>	<b>41,864</b>	<b>42,050</b>	<b>186</b>			<b>0</b>
4100 Repairs & Maintenance	11,176	167	1,980	1,813		1,813	
4131 Electricity	749	1,381	1,375	(6)		(6)	
4140 Gritting	0	639	0	(639)		(639)	
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	1,310	0	(1,310)		(1,310)	
Market :- Indirect Expenditure	<b>18,753</b>	<b>10,191</b>	<b>10,275</b>	<b>84</b>	<b>0</b>	<b>84</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>34,734</b>	<b>31,673</b>	<b>31,775</b>	<b>102</b>			
<b>103 Parks &amp; Bloom</b>							
1103 KGV Trust Income	1,100	1,100	1,100	0			
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	2,162	1,600	(562)			
Parks & Bloom :- Income	<b>4,855</b>	<b>4,303</b>	<b>3,050</b>	<b>(1,253)</b>			<b>0</b>
4008 Travel,Subsistance, Parking	0	526	0	(526)		(526)	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4100 Repairs & Maintenance	48,423	27,310	37,000	9,690	475	9,215	
4103 Grass Cutting	17	0	0	0		0	
4105 Maintenance Contracts	23,693	31,800	30,240	(1,560)		(1,560)	
4106 Elms Field Maintenance	43,317	16,458	26,794	10,336	250	10,086	
4107 Trees	24,923	26,385	35,000	8,615	1,670	6,945	10,077
4114 KGV & Leslie Sears Maintenance	1,582	218	1,500	1,282		1,282	
4120 Security	773	1,210	1,000	(210)		(210)	
4131 Electricity	484	5,282	5,000	(282)		(282)	
4135 Water	146	189	300	111		111	
4140 Gritting	0	885	0	(885)		(885)	
4147 Rent of Garage	510	0	0	0		0	
4149 Met.Station Lease/Maintenance	350	350	350	0		0	
4151 Waste Collection	8,253	8,045	7,000	(1,045)		(1,045)	
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	315	600	285		285	
4316 Playground repairs	0	1,197	6,500	5,303		5,303	
4327 Advertising/Marketing	0	0	750	750		750	
4412 Thames and Chiltern in Bloom	15,458	9,042	10,000	958		958	
4522 Wildflower planting & Maintena	0	2,544	2,000	(544)		(544)	
Parks & Bloom :- Indirect Expenditure	170,177	134,321	165,434	31,113	2,395	28,718	10,077
<b>Net Income over Expenditure</b>	<b>(165,323)</b>	<b>(130,018)</b>	<b>(162,384)</b>	<b>(32,366)</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>(119,941)</b>	<b>(162,384)</b>	<b>(42,443)</b>			
<u>104 Woosehill</u>							
1010 Lettings-Main Hall	16,891	18,695	22,000	3,305			
1011 Lettings-Committee Rooms	2,794	2,132	2,400	268			
1019 Out of hours lettings - income	1,817	1,258	2,000	742			
1020 Lettings-Upstairs Hall	5,366	6,080	5,000	(1,080)			
1030 Emmbrook Peppercorn Rent	1	1	10	9			
1256 Misc. Income	0	20	0	(20)			
Woosehill :- Income	26,869	28,187	31,410	3,223			0
4100 Repairs & Maintenance	12,986	9,576	9,900	324	440	(116)	
4109 Health & Safety Surveys	0	720	1,250	530		530	
4120 Security	5,258	4,995	4,000	(995)	(333)	(662)	
4131 Electricity	934	1,612	1,650	38		38	
4132 Gas	1,488	1,658	1,430	(228)		(228)	
4135 Water	413	561	715	154		154	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4145 Rates	3,196	3,516	3,520	4		4	
4150 Cleaning Materials	57	798	600	(198)		(198)	
4151 Waste Collection	1,138	1,002	1,100	98		98	
4154 External Cleaning	1,328	3,647	3,000	(647)		(647)	
4320 Telephones	822	1,349	600	(749)		(749)	
4382 Insurances	452	465	300	(165)		(165)	
4620 Bad debt write off	0	100	0	(100)		(100)	
Woosehill :- Indirect Expenditure	<b>28,073</b>	<b>29,999</b>	<b>28,065</b>	<b>(1,934)</b>	<b>108</b>	<b>(2,041)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,204)</b>	<b>(1,812)</b>	<b>3,345</b>	<b>5,157</b>			
<u>106 Town Hall</u>							
1010 Lettings-Main Hall	3,572	3,286	3,900	614			
1011 Lettings-Committee Rooms	2,979	2,925	2,500	(425)			
1012 Lettings-Kitchen	76	299	200	(99)			
1013 Lettings-Council Chamber	487	208	700	492			
1014 Lettings-Annexe	528	353	800	448			
1015 Lettings-Jubilee Room	737	460	1,160	700			
1016 Wedding Income	13,957	15,283	15,500	217			
1017 Information Centre Income	17	6	0	(6)			
1025 Letting Fees - All Tenants	93,390	89,641	93,390	3,750			
1026 Service Charges - All Tenants	4,430	4,580	7,420	2,840			
1027 Insurance Recharge - All Tenan	6,179	6,528	0	(6,528)			
1028 Utility Recharge - DT Brands	0	14,862	0	(14,862)			
1158 Banner Income	300	300	0	(300)			
1256 Misc. Income	3,158	75	0	(75)			
1258 Equipment Hire (Bookings)	383	507	1,200	693			
1260 Hospitality Income	2,424	799	2,500	1,701			
1261 Citizenship Ceremonies	1,600	1,600	1,590	(10)			
1262 Wedding catering income	8,028	7,095	5,000	(2,095)			
1275 Write off income	0	549	0	(549)			
Town Hall :- Income	<b>142,245</b>	<b>149,356</b>	<b>135,860</b>	<b>(13,496)</b>			<b>0</b>
4100 Repairs & Maintenance	38,987	30,562	30,256	(306)	3,454	(3,760)	
4109 Health & Safety Surveys	1,445	3,615	2,700	(915)		(915)	
4120 Security	5,500	6,187	6,000	(187)	193	(380)	
4121 CCTV	336	(336)	800	1,136		1,136	
4131 Electricity	7,189	19,967	11,400	(8,567)		(8,567)	
4132 Gas	5,854	9,898	7,700	(2,198)		(2,198)	
4135 Water	(4,583)	1,054	8,730	7,676		7,676	
4145 Rates	25,176	30,849	30,850	1		1	

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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	2,251	1,743	2,000	257		257	
4151 Waste Collection	1,268	741	1,500	759	508	250	
4154 External Cleaning	8,413	9,288	8,180	(1,108)		(1,108)	
4172 Licences (All)	295	295	3,500	3,205		3,205	
4302 Town Hall Structural Repairs	0	5,396	30,000	24,604		24,604	
4325 Town Hall Equipment Purchases	630	797	1,000	203		203	
4332 Function costs	3,058	3,481	2,250	(1,231)	(71)	(1,161)	
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>126,502</b>	<b>150,866</b>	<b>24,364</b>	<b>4,085</b>	<b>20,279</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>42,007</b>	<b>22,854</b>	<b>(15,006)</b>	<b>(37,860)</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>22,854</b>	<b>(15,006)</b>	<b>(37,860)</b>			
<u>109 Allotments</u>							
1105 S 106 Monies	48,610	13,951	0	(13,951)			
1203 Allotment Rents	17,164	17,047	17,000	(47)			
1256 Misc. Income	209	2,853	0	(2,853)			
Allotments :- Income	<b>65,983</b>	<b>33,851</b>	<b>17,000</b>	<b>(16,851)</b>			<b>0</b>
4100 Repairs & Maintenance	52,966	24,972	7,700	(17,272)	62	(17,334)	
4101 Competitions	968	714	700	(14)		(14)	
4105 Maintenance Contracts	0	3,760	3,760	0		0	
4135 Water	2,033	1,974	4,250	2,276		2,276	
4146 St Pauls Gate Rental	72	72	80	8		8	
4154 External Cleaning	0	3,998	4,500	502		502	
4620 Bad debt write off	0	101	0	(101)		(101)	
Allotments :- Indirect Expenditure	<b>56,038</b>	<b>35,590</b>	<b>20,990</b>	<b>(14,600)</b>	<b>62</b>	<b>(14,662)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,945</b>	<b>(1,739)</b>	<b>(3,990)</b>	<b>(2,251)</b>			
<u>120 Amenities Capital</u>							
4309 Footpath Upgrade	26,764	0	0	0		0	
4313 Playground Upgrades	46,379	11,466	40,000	28,534		28,534	
Amenities Capital :- Indirect Expenditure	<b>73,143</b>	<b>11,466</b>	<b>40,000</b>	<b>28,534</b>	<b>0</b>	<b>28,534</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(73,143)</b>	<b>(11,466)</b>	<b>(40,000)</b>	<b>(28,534)</b>			
6001 plus Transfer from EMR	26,764	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>(46,379)</b>	<b>(11,466)</b>	<b>(40,000)</b>	<b>(28,534)</b>			

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Detailed Income & Expenditure by Budget Heading 31/03/2025

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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	460,277	476,500	16,223		16,223	
4001 Overtime Pay	20,681	20,733	20,750	17		17	
4002 NI Costs	36,413	43,113	45,000	1,887		1,887	
4003 Pension Costs	108,485	126,745	125,000	(1,745)		(1,745)	
4004 Personnel Services Contracted	1,674	1,994	3,670	1,676		1,676	
4005 Staff Training	7,616	8,515	7,250	(1,265)		(1,265)	
4006 Recruitment	(117)	150	1,000	850		850	
4010 Councillor Training	643	982	1,500	518		518	
4011 PPE and workwear	0	1,280	750	(530)		(530)	
Personnel :- Indirect Expenditure	<b>577,555</b>	<b>663,789</b>	<b>681,420</b>	<b>17,631</b>	<b>0</b>	<b>17,631</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(576,995)</b>	<b>(660,485)</b>	<b>(681,420)</b>	<b>(20,935)</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	43,584	23,200	(20,384)			
1256 Misc. Income	93,879	1,289	0	(1,289)			
1276 PRECEPT	1,118,820	1,227,267	1,227,267	0			
F & P Administration :- Income	<b>1,370,457</b>	<b>1,350,068</b>	<b>1,450,467</b>	<b>100,399</b>			<b>0</b>
4007 Car Allowances	1,239	413	1,240	827		827	
4008 Travel,Subsistance, Parking	4,432	3,768	3,000	(768)		(768)	
4009 Van hire costs	6,022	5,992	10,500	4,508		4,508	
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	9,446	8,500	(946)	13	(959)	
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	12,536	7,500	(5,036)		(5,036)	
4321 Stationery	0	999	1,500	501		501	
4322 Office Supplies	3,076	729	1,500	771		771	
4323 Postage	428	96	800	704		704	
4324 Photocopier Lease	1,678	1,033	1,560	527		527	
4326 Subscriptions	17,351	10,963	12,300	1,337		1,337	
4327 Advertising/Marketing	2,055	3,102	5,180	2,078	49	2,029	
4329 Website Maintenance	400	1,348	1,200	(148)		(148)	
4344 Strategic Marketing	5,014	5,184	4,000	(1,184)		(1,184)	

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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	9,736	8,000	(1,736)		(1,736)	
4380 External Audit Fees	2,200	2,100	2,000	(100)	2,100	(2,200)	
4381 Internal Audit Fees	1,131	1,087	2,000	913	560	353	
4382 Insurances	30,287	30,586	28,600	(1,986)		(1,986)	
4383 Bank Charges	678	678	1,000	322		322	
4395 Photocopier Usage	1,019	705	1,200	495		495	
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	76,776	160,000	83,224		83,224	
F & P Administration :- Indirect Expenditure	<b>150,735</b>	<b>185,166</b>	<b>289,306</b>	<b>104,140</b>	<b>2,722</b>	<b>101,418</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,219,723</b>	<b>1,164,902</b>	<b>1,161,161</b>	<b>(3,741)</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>1,164,902</b>	<b>1,161,161</b>	<b>(3,741)</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		712	
4369 Remembrance Day	2,911	2,872	3,200	328		328	
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	1,466	3,000	1,534	99	1,435	
4377 Civic Awards	1,279	2,364	2,000	(364)		(364)	
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	20	1,500	1,480		1,480	
Civic :- Indirect Expenditure	<b>24,593</b>	<b>27,859</b>	<b>47,425</b>	<b>19,566</b>	<b>99</b>	<b>19,467</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,593)</b>	<b>(27,859)</b>	<b>(47,425)</b>	<b>(19,566)</b>			

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	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	92,235	95,169	2,934		2,934	
4363 Grants Service Providers	49,100	0	0	0		0	
4393 Grants - In year	0	4,500	10,000	5,500		5,500	
Grants :- Indirect Expenditure	<b>88,239</b>	<b>96,735</b>	<b>107,169</b>	<b>10,434</b>	<b>0</b>	<b>10,434</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(86,239)</b>	<b>(96,735)</b>	<b>(107,169)</b>	<b>(10,434)</b>			
<b>304 Arts &amp; Culture</b>							
1159 Book Festival Income	3,291	3,876	3,600	(276)			
1164 Lunar New Year income	0	350	100	(250)			
1253 Fun Day Income	520	756	350	(406)			
1266 Board games income	274	491	1,000	509			
Arts & Culture :- Income	<b>4,085</b>	<b>5,474</b>	<b>5,050</b>	<b>(424)</b>			<b>0</b>
4329 Website Maintenance	0	603	0	(603)	732	(1,335)	
4341 Concert	60,602	67,353	67,245	(108)	50,743	(50,851)	
4343 PRS Licence	0	362	600	238		238	
4345 Book Festival	5,994	6,167	7,800	1,633		1,633	
4346 Human Library	0	0	250	250		250	
4388 Theatre in the Park	3,701	4,202	4,000	(202)	1,950	(2,152)	
4389 Board Games event	359	296	1,000	704		704	
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	11,174	11,950	776		776	
4527 Chalk about it	4,050	3,846	4,320	474		474	
4603 Fun Day	13,487	18,163	18,100	(63)	4,158	(4,221)	
4608 Virtual Museum Upgrade	4,439	0	0	0		0	
Arts & Culture :- Indirect Expenditure	<b>104,261</b>	<b>114,665</b>	<b>119,615</b>	<b>4,950</b>	<b>57,583</b>	<b>(52,633)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(100,176)</b>	<b>(109,192)</b>	<b>(114,565)</b>	<b>(5,373)</b>			
6001 plus Transfer from EMR	1,481	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>(98,695)</b>	<b>(109,192)</b>	<b>(114,565)</b>	<b>(5,373)</b>			
<b>401 Highways and Planning</b>							
1106 Grant Funding (External)	1,901	1,507	2,640	1,133			
1163 Cycle locker income	155	199	300	101			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

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>7,531</b>	<b>2,940</b>	<b>(4,591)</b>			<b>0</b>
4111 Bus Shelter Repairs	696	6,962	3,000	(3,962)		(3,962)	
4312 Street Furniture	0	0	0	0		0	3,318
4529 Cycle lockers	1,901	1,507	2,640	1,133		1,133	
Highways and Planning :- Indirect Expenditure	<b>2,597</b>	<b>8,469</b>	<b>5,640</b>	<b>(2,829)</b>	<b>0</b>	<b>(2,829)</b>	<b>3,318</b>
<b>Net Income over Expenditure</b>	<b>(541)</b>	<b>(938)</b>	<b>(2,700)</b>	<b>(1,762)</b>			
6001 plus Transfer from EMR	0	3,318	0	(3,318)			
<b>Movement to/(from) Gen Reserve</b>	<b>(541)</b>	<b>2,380</b>	<b>(2,700)</b>	<b>(5,080)</b>			
 Grand Totals:- Income	<b>1,672,597</b>	<b>1,623,987</b>	<b>1,687,857</b>	<b>63,870</b>			
Expenditure	<b>1,460,055</b>	<b>1,507,996</b>	<b>1,737,205</b>	<b>229,209</b>	<b>69,045</b>	<b>160,164</b>	
<b>Net Income over Expenditure</b>	<b>212,541</b>	<b>115,991</b>	<b>(49,348)</b>	<b>(165,339)</b>			
plus Transfer from EMR	<b>83,585</b>	<b>13,395</b>	0	(13,395)			
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>129,386</b>	<b>(49,348)</b>	<b>(178,734)</b>			

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**Detailed Balance Sheet - Excluding Stock Movement****Month 12 Date 31/03/2025**

<b>A/c</b>	<b>Description</b>	<b>Actual</b>
<u><b>Current Assets</b></u>		
101	Debtors	5,645
105	VAT Control Account	13,371
108	Market Debtors	(1,620)
109	Allotment Debtors	245
110	Prepayments	41,518
201	F & GP + Current Account	819,778
202	Clerk's Drawings Account	11,675
209	RYND	8,220
210	Petty Cash	121
211	Office 2 (Michael Cragg)	831
212	CCLA Public Sector deposit fun	440,000
<b>Total Current Assets</b>		<b>1,339,784</b>
<u><b>Current Liabilities</b></u>		
501	Creditors	23,430
502	Receipts in Advance	23,976
504	RYND Creditor	8,220
508	Office 2 Michael Cragg	831
510	Accruals	9,825
561	Hire Deposits Town Hall	3,000
562	Hire Deposits Woosehill	1,300
564	Long Term Key & Damage Deposit	2,725
<b>Total Current Liabilities</b>		<b>73,306</b>
<b>Net Current Assets</b>		<b>1,266,478</b>
<b>Total Assets less Current Liabilities</b>		<b>1,266,478</b>
<u><b>Represented by :-</b></u>		
301	Current Year Surplus/Deficit	115,991
310	General Reserve	104,349
321	Emergency Provision	225,000
324	Election Reserve	17,001
327	Tree maint Earmark Reserve	8,615
355	Security costs	10,000
356	Cycle to Work Scheme	3,500
360	Playpark Earmark Reserve	390,412
361	HPG repaving	90,000
366	Allotment reserve THL	2,853
370	Town Hall Maintenance Reserve	79,995
371	Market place cleaning reserve	2,798
380	CIL Earmarked Reserve	207,964
381	Civic Regalia Reserve	8,000
<b>Total Equity</b>		<b>1,266,478</b>

Cost centre	Current Approved Budget	Actuals	Current variance	Comments on variance
	£	£	£	
Allotments	Expenditure	35,590	14,600	Overspend mostly offset against S106 funding (already received); Additional claims submitted in March have not yet been received - there are timing differences between costs incurred and receipt of s106 monies. Includes S106 funding for allotment works £17,951 to offset overspend on R&M - £4000 of this transferred to 2025/6 for aerial photography not yet done. Network Rail penalty received for over-run of works (to EMR for allotments OR/ LR)
	Income	(33,851)	(16,851)	
	Net	1,739	(2,251)	
Amenities	Expenditure			Monies spent on Christmas lighting project & hanging baskets and additional graffiti removal in March. Additional planters at station; £2,800 underspend of Market place cleaning transferred to an EMR for future use Installation of hanging basket bracket for shop
	Income	63,244	(7,756)	
	Net	(50)	(20)	
Amenities Capital	Expenditure	63,194	(7,776)	Orig budget £70k. TH structural repair budget £30k transferred to 106 Town Hall; £9,900 of playground costs charged to CIL; Additional spend relates to Eims Field trampoline drainage and Langborough surface edging
	Income			
	Net			
Arts & Culture	Expenditure	11,466	(28,534)	Agreed in year increase for LNY (£1500) and Human Library £250. Underspend relates mainly to Sunny Saturdays/ Book Festival and Board Games Income received for Fun Day, Book Festival, table top and LNY.
	Income	114,665	(4,950)	
	Net	(5,050)	(424)	
Civic	Expenditure	114,565	(5,374)	Invoices received for all events. Underspend vs budget for Insignia & dress/ Museum accreditation released to general reserve (£14k included in Budget 2025/6 for TH window film)
	Income			
	Net			
F & P Administration	Expenditure	47,425	(19,566)	Agreed recharges to CIL (with remainder of CIL income received £1151 to reserve). second van budgetted for not leased; Rates underspend vs budget assumption; Insurance & Professional fees overspend; Invoice by-election costs £5,400 vs £9k accrued (balance plus unspent budget to reserve) All expected precept received. Interest from bank/ investments higher than budgeted. CIL income below budgeted level.
	Income	-	-	
	Net	47,425	(19,566)	
Grants	Expenditure	27,859		Includes prepayment of Lions costs Canx Winter Carnival and accrued C&C grant (awaiting bank details) £2k Youth Council sports grants and £5.5k of in year grants not yet allocated
	Income			
	Net	27,859		
Highways and Planning	Expenditure	96,735	(10,434)	Wellington Road bus shelter repair offset by insurance claim (less £250 excess), leaving unspent budget; Cycle locker spend incurred relates only to rental Includes bus shelter insurance settlement, cycle lockers - unspent grant of £1,792 to be prepaid to 2025/6
	Income	-	-	
	Net	96,735	(10,434)	
Market	Expenditure	8,469	2,829	Transfer of some costs incurred to CIL has offset gitting costs not included in budget and bad debt write off. Budget met with increase in market bookings offsetting reduced number of vegan market. Some impacts in Jan - Mar from SSE works/ lower footfall on new trader bookings.
	Income	(7,531)	(4,591)	
	Net	938	(1,762)	
Parks & Bloom	Expenditure	10,275	(84)	Transfer of costs to CIL resulted in underspend of R&M and Eims Field maintenance (some of which wired to Town Hall for upgrade of lift phone). Increased costs to provide cover for grounds team vacancy. Unspent tree budget transferred to an EMR. Higher income from Bloom than budgeted Excludes £10,077 - Transfer from EMR for tree spend incurred in early April 2024
	Income	(42,050)	(41,864)	
	Net	(31,775)	186	
Personnel	Expenditure	165,434	(31,113)	Additional staffing budget agreed in previous financial year for 0.3F 1E 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. Underspends against salary budget and contracted personnel services
	Income	(3,050)	(4,303)	
	Net	162,384	(32,366)	
Town Hall	Expenditure	663,789	(17,631)	Museum Officer Internship grant from Reading University, plus income from training courses for spaces made available to other councils  Budget £ wired from Eims Field to cover cost of TH lift phone upgrade Higher electricity and gas charges (some of which recharged to FARE at cost), additional H&S surveys, additional external cleaning costs. But lower water (release of accrual) and licence fees. Unspent TH maintenance budget added to EMR. Utility recharges to FARE. Wedding bookings are at 35 for financial year and net budget with income from wedding catering exceeding budget, All other room bookings under budget by £2400. Tenant payment holiday Q1/2024 £3750.
	Income	681,420	(3,303)	
	Net	-	(20,934)	
Woosehill	Expenditure	150,866	(24,364)	Additional R&M costs incurred - with replacement sink & cooker charged to CIL; additional costs incurred for cover of Carelaker vacancy and wifi connection higher than budgetted Shortfall of hire income vs budget with higher income from upstairs hall partly offsetting lower than budgetted income from the main hall.
	Income	(135,860)	(149,356)	
	Net	15,006	(37,860)	
TOTAL	Expenditure	28,065	1,934	Net return to reserves at year end
	Income	(31,410)	3,223	
	Net	(3,345)	5,156	
TOTAL	Expenditure	1,737,205	(1,507,996)	
	Income	(1,687,987)	(1,623,987)	
	Net	49,348	(67,173)	
TOTAL	Expenditure	1,737,205	(229,209)	
	Income	(1,687,987)	67,173	
	Net	49,348	(165,340)	

## F &amp; P and Current Accounts

## List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2025	HISCOX	REVERSE SO	-0.03		Standing order adjustment
07/03/2025	Google Ireland Limited	DDR 070325	36.00		5187932370/Google Ireland Limi
07/03/2025	O2	DDR070325	229.24		35858752/O2
08/03/2025	HISCOX	Direct Deb	2,391.18		WTC main insurance
10/03/2025	Barclaycard Commercial	DDR 100325	48.90		10034750225/Barclaycard Commer
12/03/2025	BACS P/L Pymnt Page 5231	BACS Pymnt	44,049.46		BACS P/L Pymnt Page 5231
13/03/2025	Clerk's Drawings Account	Imprest	45,000.00		Transfer between bank accounts
16/03/2025	SAGE	Std Ord	115.94		Payroll
16/03/2025	SAGE	Std Ord	186.74		Payroll
16/03/2025	SAGE	REVERSE SO	-115.94		SO value updated
18/03/2025	Castle Water Limited	DDR 180324	93.94		10005705259/Castle Water Limit
19/03/2025	BACS P/L Pymnt Page 5236	BACS Pymnt	29,946.54		BACS P/L Pymnt Page 5236
19/03/2025	Total Gas & Power Ltd	DDR 190324	1,676.69		369672760/25/Total Gas & Power
20/03/2025	Barclaycard Commercial	DDR 200325	3,261.44		GT 032781/Barclaycard Commerci
20/03/2025	Barclaycard Commercial	DDR200325	607.70		24044927-24/25/Barclaycard Com
20/03/2025	HMRC	DDR	8,993.39		HMRC
21/03/2025	Castle Water Limited	DDR 210325	5.65		Purchase Ledger DDR Payment
25/03/2025	BACS P/L Pymnt Page 5241	BACS Pymnt	9,094.88		BACS P/L Pymnt Page 5241
26/03/2025	ARVAL	DD	599.24		HK72 FNE WO7317
26/03/2025	BACS P/L Pymnt Page 5245	BACS Pymnt	2,369.04		BACS P/L Pymnt Page 5245
28/03/2025	Castle Water Limited	DDR 280325	35.65		Purchase Ledger DDR Payment
31/03/2025	BACS P/L Pymnt Page 5250	BACS Pymnt	403.00		BACS P/L Pymnt Page 5250
31/03/2025	Focus Group	DDR 310325	1,129.65		10720741/Focus Group
31/03/2025	BACS P/L Pymnt Page 5253	BACS Pymnt	5,400.00		BACS P/L Pymnt Page 5253
31/03/2025	BACS P/L Pymnt Page 5254	BACS Pymnt	7,890.00		BACS P/L Pymnt Page 5254
<b>Total Payments</b>			<b>163,448.30</b>		

Invoice Number	CC Description	CC Code	Nominal Code Description	Nominal Code	Transaction Detail	Date Paid	Net	VAT	Total	Supplier Name
Direct Deb	F & P Administration	301	Insurances	4382	WTC main insurance	08/03/2025	2391.18	0	2391.18	HISCOX
INV0007	Allotments	109	Repairs & Maintenance	4100	11 outside taps	12/03/2025	1500	0	1500	JFP Plumbing & Heating Services
67219	Amenities	101	Hanging Flower Baskets	4411	67219/AO178/Hanging Flower Bas	12/03/2025	1868.92	373.78	2242.7	Windowflowrers Ltd
921/1559/25	Town Hall	106	Security	4120	921/1559/25/BMO366/Security	12/03/2025	434	86.8	520.8	Alarm Response
INV0297	Amenities Capital	120	Playground Upgrades	4313	INV0297/AO220/EF trampoline -	12/03/2025	2860	0	2860	A O Drains
4822	Parks & Bloom	103	Elms Field Maintenance	4106	4822/GBO801/Fixed wiring test	12/03/2025	450	90	540	Copper ConnexionsLtd
BACS			Wages Control A/C	520	Salary	14/03/2025	30167.2	0	30167.2	Salary
369569546/25	Town Hall	106	Gas	4132	369569546/25/Total Gas & Power	19/03/2025	1138.52	227.7	1366.22	Total Gas & Power Ltd
21262	Parks & Bloom	103	Elms Field Maintenance	4106	21262/GBO723/Elms Field Mainte	19/03/2025	638.82	127.76	766.58	Smart Group Services Ltd
21261	Parks & Bloom	103	Elms Field Maintenance	4106	21261/GBO724/Elms Field Mainte	19/03/2025	884.52	176.9	1061.42	Smart Group Services Ltd
3600	Town Hall	106	Repairs & Maintenance	4100	3600/BMO511/Removal of water h	19/03/2025	610	122	732	Alliance CFM Limited
INV-01417	Amenities Capital	120	Playground Upgrades	4313	INV-01417/AO218/4 x self closi	19/03/2025	6500	1300	7800	Infinity Playgrounds
4827	Town Hall	106	Repairs & Maintenance	4100	4827/BMO507/PAT testing - TH	19/03/2025	1117.5	223.5	1341	Copper ConnexionsLtd
T1TP 202512	Arts & Culture	304	Theatre in the Park	4388	T1TP 202512/ACO438/Theatre in	19/03/2025	1950	0	1950	Bart Lee
Mar-25			Superannuation Control A/C	516	MARCH 2025/Royal County of Ber	19/03/2025	13745.1	0	13745.1	Royal County of Berkshire Pension Fund
DDR 190324			Creditors	501	369672760/25/Total Gas & Power	19/03/2025			1676.69	Total Gas & Power Ltd
24044927-24/25	Parks & Bloom	103	Elms Field Maintenance	4106	24044927-24/25/GBO755/Training	20/03/2025	575	0	575	Barclaycard Commercial
DDR 200325			Creditors	501	GT 032781/Barclaycard Commerci	20/03/2025			3261.44	Barclaycard Commercial
DDR200325			Creditors	501	24044927-24/25/Barclaycard Com	20/03/2025			607.7	Barclaycard Commercial
DDR			PAYE/NI Control A/C	515	HMRC	20/03/2025	8993.39	0	8993.39	HMRC
1209813 - 10	Parks & Bloom	103	Repairs & Maintenance	4100	1209813 - 10/GBO782/HPG - pest	25/03/2025	450	90	540	Pestforce
SI/04430745	Parks & Bloom	103	Elms Field Maintenance	4106	SI/04430745/GBO791/Applicator	25/03/2025	627.15	125.43	752.58	Nomix
SIN0006859	Arts & Culture	304	Lunar New Year	4526	SIN0006859/ACO396/Lunar New Ye	25/03/2025	965.54	193.11	1158.65	VOLKER HIGHWAYS LTD
INV-01425	Amenities Capital	120	Playground Upgrades	4313	INV-01425/AO217/Leslie Sears -	25/03/2025	1970	394	2364	Infinity Playgrounds
SIN0006899	Civic	302	Remembrance Day	4369	SIN0006899/CO334/Remembrance D	25/03/2025	2080	416	2496	VOLKER HIGHWAYS LTD
000536402	Parks & Bloom	103	Repairs & Maintenance	4100	000536402/GBO763/Barrier gate	26/03/2025	1974.2	394.84	2369.04	H S Jackson & Son (Fencing) Ltd
4052	Parks & Bloom	103	Repairs & Maintenance	4100	4052/GBO806/Emergency cover fo	26/03/2025	825.25	165.05	990.3	AYS Cleaning Contractors Ltd
DD	F & P Administration	301	Van hire costs	4009	HK72 FNE WO7317	26/03/2025	499.37	99.87	599.24	ARVAL
157338	Parks & Bloom	103	Repairs & Maintenance	4100	157338/GBO805/Plants for HPG	27/03/2025	451.2	90.24	541.44	Palmstead
6106	Parks & Bloom	103	Repairs & Maintenance	4100	6106/GBO727/Repairs & Maintena	27/03/2025	950	0	950	Jon Mott & SON
6147	Parks & Bloom	103	Repairs & Maintenance	4100	6147/GBO771/Emergency repair o	27/03/2025	895	0	895	Jon Mott & SON
10727752	Town Hall	106	Telephones	4320	10727752/Focus Group	31/03/2025	821.93	164.39	986.32	Focus Group
INV0302	Amenities Capital	120	Playground Upgrades	4313	INV0302/AO224/Elms Field tramp	31/03/2025	7890	0	7890	A O Drains
DDR 310325			Creditors	501	10720741/Focus Group	31/03/2025			1129.65	Focus Group
The following payments have not yet cleared the bank and occurred after 31 March 2025										
208055	Amenities Capital	120	Playground Upgrades	4313	208055/AO225/HAGS - LS new ram		782	156.4	938.4	Barclaycard Commercial
280325	Parks & Bloom	103	Trees	4107	280325/GBO760/Cutting back veg		1200	0	1200	Heartwood
4080	Town Hall	106	External Cleaning	4154	4080/BMO366/External Cleaning		810.03	162.01	972.04	AYS Cleaning Contractors Ltd
PSI-1252732	Parks & Bloom	103	Waste Collection	4151	PSI-1252732/BMO372/Waste Colle		854.11	170.82	1024.93	Grundon Waste Mangement Limited
19001	Parks & Bloom	103	Maintenance Contracts	4105	19001/GBO548/Maintenance Contr		2666.67	533.33	3200	Nigel Jeffries Landscapes Limited

Date: 17/04/2025

## Wokingham Town Council

Time: 12:28

### Clerk's Drawings Account

#### List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2025	Peninsula	Std Ord	167.44		HR support
10/03/2025	Peninsula	U004828984	342.50		Peninsula
12/03/2025	BACS P/L Pymnt Page 5233	BACS Pymnt	4,920.20		BACS P/L Pymnt Page 5233
14/03/2025	DD Bloom	BACS	268.30		DD Bloom
14/03/2025	Salary	BACS	30,167.22		Salary
19/03/2025	BACS P/L Pymnt Page 5237	BACS Pymnt	3,626.74		BACS P/L Pymnt Page 5237
19/03/2025	Castle Water Limited	DDR 190325	24.73		10005749535/Castle Water Limit
21/03/2025	DD staff	BACS	121.00		DD staff
25/03/2025	BACS P/L Pymnt Page 5242	BACS Pymnt	3,426.52		BACS P/L Pymnt Page 5242
26/03/2025	BACS P/L Pymnt Page 5246	BACS Pymnt	2,013.07		BACS P/L Pymnt Page 5246
27/03/2025	BACS P/L Pymnt Page 5249	BACS Pymnt	3,249.33		BACS P/L Pymnt Page 5249
27/03/2025	FAM DD Bloom	BACS	135.20		FAM DD Bloom
<b>Total Payments</b>			<b>48,462.25</b>		



**Earmarked Reserves**

Account	Opening Balance	Net Transfers	Closing Balance
321 Emergency Provision	225,000.00		225,000.00
324 Election Reserve	625.48	16,375.15	17,000.63
327 Tree maint Earmark Reserve	10,077.00	-1,462.05	8,614.95
355 Security costs	0.00	10,000.00	10,000.00
356 Cycle to Work Scheme	0.00	3,500.00	3,500.00
360 Playpark Earmark Reserve	453,752.68	-63,341.03	390,411.65
361 HPG repaving	0.00	90,000.00	90,000.00
366 Allotment reserve THL	0.00	2,853.00	2,853.00
370 Town Hall Maintenance Reserve	38,263.21	41,732.14	79,995.35
371 Market place cleaning reserve	0.00	2,798.30	2,798.30
380 CIL Earmarked Reserve	126,343.79	81,620.16	207,963.95
381 Civic Regalia Reserve	0.00	8,000.00	8,000.00
	<b>854,062.16</b>	<b>192,075.67</b>	<b>1,046,137.83</b>

**NET TRANSFERS REPRESENT:**

324 (Election) - Unused 2023/4 accrual, unused 2024/5 budget plus £5,300 reallocation of funds released by charges to CIL to cover costs of x2 elections

327 (Tree maintenance) - £10,077 invoice in April 2024 plus unspent 2024/5 budget

360 (Playpark) - £80,469 of CIL funds transferred to a separate CIL reserve, £17,128 YE reallocation of funds released by charges to CIL

370 (Town Hall maintenance) - £24,604 unspent 2024/5 budget plus £17,128 YE reallocation of funds released by charges to CIL

371 (Market Place Cleaning) - £2798 unspent 2024/5 budget for future spend, no budget included for 2025/6

380 (CIL) - New reserve established to hold CIL funds separate to other council balances

We acknowledge as members of Wokingham Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

		Yes	No	'Yes' means that this authority:	RFO's Comment
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			Prepared its accounting statements in accordance with the Accounts and Audit Regulations.	The internal audit report (February 2025) notes:  "The accounts are maintained on Omega and kept up-to-date. The bookings and allotments packages are also used. These packages are adequate for the Council's needs."
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	The internal audit report (February 2025) notes:  "There are no significant matters to draw to your attention"  We have implemented an internal checker role, and to date internal checks of bank reconciliations have been carried out by Cllr M Gee for the months of December 2024, January 2025 and February 2025. March 2025 is due to be undertaken prior to the meeting.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances			Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	No incidents of non-compliance were identified in the internal audit visits
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations			During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts	The notice of public rights to view the unaudited accounts was published on the website and on the council's notice boards on 6 <sup>th</sup> June 2024. The electors rights period ran from 10 June to 19 July 2024.  The notice of conclusion of audit was published on the website on 8 <sup>th</sup> August 2024 and on the council's noticeboards.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required			Considered and documented the financial and other risks it faces and dealt with them properly.	The F&P Committee reviewed the risk register at its meeting on 18 <sup>th</sup> March 2025. The Internal Auditor will review the register at their visit on 25 <sup>th</sup> April 2025.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems			Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	The Internal auditor visited on 11 <sup>th</sup> and 12 <sup>th</sup> November 2024, 10 <sup>th</sup> February 2025 and 25 <sup>th</sup> April 2025.  Interim audit reports were received by the Finance and Personnel Committee as part of the agenda for the

					committee meetings held on 3 <sup>rd</sup> December 2024 and 18 <sup>th</sup> March 2025.
7	We took appropriate action on all matters raised in reports from internal and external audit			Responded to matters brought to its attention by internal and external audit	<p>At the Finance &amp; Personnel Meeting held on 24<sup>th</sup> September 2024, the External Auditors certificate and opinion regarding the completion of the annual return for the year ended 31 March 2024 was received and it was noted that the External Auditor had not raised any matters requiring attention.</p> <p>We noted items raised by the Internal Auditor with regard to hall bookings and allotment invoices and have updated procedures to reduce the likelihood of repetition.</p> <p>We have implemented an internal checker role, as highlighted in item 2.</p>
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	<p>As part of the year end process we have reviewed regular expenditure to ensure all expected instances of invoices have been received and recorded within the financial accounts for 2024-25.</p> <p>invoices for work carried out (or orders reasonably expected to be received) but not invoiced before year end have been accrued for in the accounts.</p> <p>Outstanding moneys due to the town council have been chased and reminders sent to those customers with funds owing. Funds outstanding at year end have been included within the debtors.</p>
9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit	Yes	No	Has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts	<p>The Council is sole trustee for two charities. The day-to-day management of the land is delegated to WTC and separate bank accounts are held for each charity. Income generated by the King George V Playing Fields Trust is received into the charities own account, and is recorded separately to the council's accounts.</p> <p>At the end of the financial year, income earned by the trust was transferred to the town council to offset some of the maintenance costs for the park.</p>

## Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Explanation of variances – pro forma

Name of smaller authority: **Wokingham Town Council**  
County area (local councils and **Berkshire**  
**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:**

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures Input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	937,945	1,150,487				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,118,820	1,227,267	108,447	9.69%	YES		Increase of 149 Band D properties and 8.75% increase on precept
3 Total Other Receipts	553,777	396,720	-157,057	28.36%	YES		CCLA LAPF divested last year (£90,577); Decrease in CIL funding from last year £(48,417); Decrease in s106 funding from last year £(34,659); Higher interest on investments this year £12,170; Increased income from room lettings £1,775; Receipt of funding from Reading University for a Museum Officer Internship £1,602; Increased income from Cultural events £935 (Book Festival/ Lunar New Year) = £(157,171)
4 Staff Costs	567,739	650,868	83,129	14.64%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	892,316	857,128	-35,188	3.94%	NO		
7 Balances Carried Forward	1,150,487	1,266,478				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,163,044	1,271,574				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	3,443,027	3,516,081	73,054	2.12%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

**Rounding errors of up to £2 are tolerable**

**Variances of £200 or less are tolerable**

## Statement of Account

Mrs Lisa M Davison  
Wokingham Town Council  
Town Hall  
Market Place  
Wokingham  
RG40 1AS

5 April 2025

Account name: **WOKINGHAM TOWN COUNCIL-WOKINGHAM TOWN COUNCIL**  
Account number: **LA3077623-001**  
Statement period: **28/02/2025 to 31/03/2025**

### Account summary

Total valuation as at 31 March 2025 **£93,583.48**  
Total valuation as at last statement at 28 February 2025 **£92,787.16**

### Holdings as at 31 March 2025

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
<b>The Local Authorities Property Fund Inc</b> GB0005216642	33,144.0000	2.823542	93,583.48	2.779777	92,132.93

Mid Value	Bid Value
<b>£93,583.48</b>	<b>£92,132.93</b>

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

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

Freephone 0800 022 3505

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

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

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)**.

Wokingham Town Council  
Policy Document

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# Annual Investment Strategy

*(V1.x revised 23/04/2025 16:59:00 by khughes)*

***Next review: F&P Committee: April 2026 (see review and amendment of regulations).***



# Wokingham Town Council Policy Document



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# Wokingham Town Council Policy Document



## Background

Under section 15(1)(a) of the Local Government Act 2003 the Council is required to “have regard” to the Statutory Guidance on Local Government Investments which was issued in February 2018 for accounting periods starting on or after 1 April 2018. This Strategy also complies with the revised requirements set out in the Department of Communities and Local Government Investments and guidance within Governance and Accountability for Local Councils Practitioner’s Guide 2024.

In addition there are two codes of practice issued by the Chartered Institute of Public Finance and Accountability (CIPFA) to which the Council should have regard and which contain investment guidance that complements the statutory guidance. These are:

- Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition
- The Prudential Code for Capital Finance in Local Authorities, 2021 Edition

Wokingham Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty.

The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the Council holds primarily or partially to generate a profit.

Wokingham Town Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

## Policy

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Standard Financial Regulations.

## Investment Objectives

1. The Council’s investment priorities are: -
  - the security of its reserves,
  - the adequate liquidity of its investments,
  - the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

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## Wokingham Town Council Policy Document

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2. All investments will be made in sterling.
3. The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.
4. The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.
5. Investments will be spread over different providers where appropriate to minimise risk.

### Specified Investments

1. Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.
2. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Wokingham Town Council will use:
  - a) Deposits with banks, building societies, local authorities or other public authorities
  - b) Other approved public sector investment funds i.e. CCLA Local Authorities' Property Fund, offering a specialist Property Fund only available to Local Authority Investors
3. The choice of institution and length of deposit will be at the approval of the Finance & Personnel Committee.
4. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

### Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

### Liquidity of Investments

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## Wokingham Town Council Policy Document

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1. The Finance & Personnel Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.
2. Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

### Long Term Investments

1. Long term investments are defined in the Guidance as greater than 12 months.
2. The Council currently holds the following long term investments;

#### a) The Local Authorities' Property Fund

The Council purchased 66,288 units in the Local Authorities' Property Fund on 31st August 2015 at a cost of £200,000. Notice was given and half of units were sold in February 2024.

The mid-valuation of the units as at 31 March 2025 was £93,583.48

### Short Term Investments

In the 2024-25 financial year, the Council increased the value of holdings in the CCLA Public Sector Deposit Fund to £440,000

The Council is in the process of opening savings accounts with another provider, with the intention of transferring in a sum of £380,000. These savings are expected to be at up to 95 days' notice for access.

### Investment Report

Regular monitoring of investments is reported to the Finance & Personnel Committee by the Responsible Finance Officer. They also form part of note eight of the unaudited accounts for Wokingham Town Council

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## Wokingham Town Council Policy Document

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### **Review and amendment of regulations**

1. Each financial year Wokingham Town Council will review this strategy which should be approved by Full Council. Any material change during the year would also require approval at Full Council.
2. The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Full Council. Any variations will be made available to the public. This Strategy will be published on the Town Council's website [www.wokingham-tc.gov.uk](http://www.wokingham-tc.gov.uk)

Wokingham Town Council  
Policy Document

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## **Anti-Fraud and Corruption Policy**

*(V1 23/04/2025 17:02:00by khughes / LDavison)*

***Next review: F&P Committee: April 2026***

# Wokingham Town Council Policy Document



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# Wokingham Town Council Policy Document



## Principles

Wokingham Town Council promotes a culture of honesty, transparency and fairness and is committed to sound corporate governance. It is essential that elected members, and employees in whatever position they are employed, conduct themselves in accordance with the principles laid down by The Relevant Authorities (General Principles) Order 2001, as set out in Appendix 1, during their term of office or employment with the Town Council. Members should also follow the terms of the Code of Conduct.

The Town Council will not tolerate fraud and corruption in the administration of its responsibilities and, as it requires external suppliers, contractors and service providers also to act with integrity, will deal equally with offenders whether from inside or outside the Town Council. As a consequence, it has accepted the need for having an Anti-Fraud and Corruption Policy designed to protect the Town Council against fraud and corruption either from within the Town Council or externally.

**Fraud and Corruption** are defined by the Audit Commission as:

**Fraud** is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent.

**Corruption** is the offering, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation. In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest to obtain a financial or other pecuniary gain for oneself or another.

## The Policy

The policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs:

## Culture

Wokingham Town Council promotes a culture of integrity, honesty, transparency and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence. The Town Council's Whistleblowing Policy, dealing with allegations of misconduct, should be read in conjunction with this policy.

Where fraud and corruption has occurred as a result of existing procedures, arrangements will be made to ensure that the appropriate improvements are introduced in order to prevent a re-occurrence.



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## Wokingham Town Council Policy Document

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### **Prevention – The role of Elected Members**

As elected representatives, members of the Council have a duty on behalf of their electorate to protect the Council from all forms of fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct for members, The Council's Standing Orders and other relevant legislation.

On taking office Members are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality.

### **Prevention – The role of the Town Clerk**

The Town Clerk is responsible for the communication and implementation of this Policy and, working alongside the Finance Manager and Responsible Finance Officer, in ensuring that employees are aware of the Council's Financial Regulations and Standing Orders, and that the relevant requirements of each are being met in the day-to-day conduct of Council business.

The Town Clerk is expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities. All such concerns must be dealt with in accordance with the Council's Whistleblowing Policy.

The Council is aware of the responsibilities of staff handling cash, particularly within the Information Centre and Finance Office and will ensure that adequate financial controls are in place and adhered to in order to protect those employees.

The Council recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts. This includes obtaining written references. In addition, DBS checks will be made for employees should they be required to work with children or vulnerable people.

### **Prevention – The role of Employees**

The work of employees is governed by the Council's Standing Orders and Financial Regulations and other relevant policies i.e. Health and Safety etc. In addition to the above, employees are responsible for ensuring that they follow the instructions given to them by the Town Clerk, including directions on the safekeeping of the Council's assets.

Employees are bound by section 117 of the Local Government Act 1972 regarding the disclosure of pecuniary interests in contracts relating to the Town Council, and the nonacceptance of any fees or rewards whatsoever other than their proper remuneration.

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## Wokingham Town Council Policy Document

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Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace and consequently must feel able to share their concerns in accordance with the Council's Whistleblowing Policy.

### **Conflicts of Interest**

Elected Members and employees must ensure that they avoid situations where there is a potential for a conflict of interest. Effective role separation will ensure that decisions made are seen to be made based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.

### **The role of Internal Audit**

The Town Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the relevant Accounts and Audit Regulations.

Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with management to identify any procedural changes necessary to prevent the Council from exposure to losses.

The actions of the internal audit include the undertaking of a number of specific reviews and tests of the relevant financial systems and other arrangements for the protection and detection of fraud.

### **The role of External Audit**

The external auditor has a responsibility to review the Council's arrangements for preventing and detecting and irregularities, and arrangements designed to limit the opportunity for corrupt practices.

The outcome of these reviews is reported each year in the Annual Audit Letter from the external auditor which is presented to elected Members by the Town Clerk.

### **Deterrence**

Fraud, corruption and theft are considered to be serious offences against the Council and employees will face investigation under the Council's Whistleblowing policy if there is an allegation that they have been involved in any of these activities.

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## Wokingham Town Council Policy Document

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Similarly any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against the Council or have acted otherwise illegally.

The Council will not seek to cover up cases of fraud and corruption and will seek to ensure where appropriate that the results of any external action taken, including prosecutions, are notified to the media.

In all proven cases where financial loss has occurred and it is in the public's interest to do so the Council will seek to recover such loss and will give consideration to publicising the fact.

### Investigation and Detection

Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

In addition, it is often the vigilance of employees, elected Members and members of the public that aids detection. Employees are to be encouraged to raise any concerns they may have without fear of recrimination and the Council's Whistleblowing procedures have been designed specifically to address this matter.

If an employee makes an allegation of fraud, corruption or theft in good faith which is not confirmed in an ensuing allegation no action will be taken against that employee. However, if an employee makes malicious or vexatious allegations disciplinary action may follow.

Frauds are in some cases discovered by chance or 'tip-off' and the Council's policy is to follow up any such information.

The Council recognises that it is essential that there is a consistent treatment of information received suggesting the possibility of fraud, corruption or theft and that the actions laid out in the Whistleblowing policy are adhered to.

Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

Where necessary, following an investigation, the Council's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

### Awareness and Training

The Council recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of Members and employees throughout the organisation.

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## Wokingham Town Council Policy Document

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Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of the Council's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

### Conclusion

The Council has put in place systems and procedures to assist in the prevention and detection of fraud and corruption. The Council is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations

The Finance Manager and Responsible Finance Officer has day to day responsibility for the successful operation of the relevant systems supported by Internal and External Audit and will ensure that this policy is reviewed annually in order to be satisfied that the Council's exposure to potential fraud and corruption is minimised.

# Wokingham Town Council Policy Document

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## Wokingham Town Council Policy Document

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# Whistleblowing Policy

*(V1 drafted 23/04/2025 17:04:00 by khughes / LDavison)*

***Next review: F&P Committee: April 2026***

# Wokingham Town Council Policy Document



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# Wokingham Town Council Policy Document

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## Introduction

This Whistleblowing Policy sets out the framework for dealing with allegations of illegal and improper conduct. Wokingham Town Council is committed to the highest standards of transparency, probity, integrity and accountability.

This procedure is intended to provide a means of making serious allegations about standards, conduct, financial irregularity or possible unlawful action in a way that will ensure confidentiality and protect those making such allegations in the reasonable belief that it is in the public interest to do so from being victimised, discriminated against or disadvantaged.

This procedure does not replace other policies and procedures such as those relating to complaints and grievances.

This procedure is intended to ensure that the Wokingham Town Council complies with its duty under the Public Interest Disclosure Act 1998.

## Scope

This procedure applies to all employees, including volunteers and contractors.

This procedure does not replace other Wokingham Town Council policies or procedures. For example, if an employee has a grievance about their working conditions they should use the Grievance Procedure. Similarly, if an employee has a concern about the conduct of a fellow employee in the working environment (e.g. that they are not treating colleagues with respect) they should raise these with their line manager, or if that is not possible, with the Mayor.

This procedure applies to, but is not limited to, allegations about any of the following:

- Conduct which is an offence or breach of the law
- Alleged miscarriage of justice
- Serious Health and Safety risks
- The unauthorised use of public funds
- Possible fraud and corruption
- Sexual, physical or verbal abuse, or bullying or intimidation of employees, customers or service users
- Abuse of authority
- Other unethical conduct

## Reporting

Contact Details for Reporting: (in writing) Town Clerk, Wokingham Town Hall, Market Place, Wokingham, RG40 1AS.

Wokingham Town Council recognises that the decision to make an allegation can be a difficult one to make. However, whistleblowers who make serious allegations in the



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## Wokingham Town Council Policy Document

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reasonable belief that it is in the public interest to do so have nothing to fear because they are doing their duty to the Council and to those for whom they are providing a service.

The Council will take appropriate action to protect a whistleblower who makes a serious allegation in the reasonable belief that it is in the public interest to do so from any reprisals, harassment or victimisation.

### Confidentiality

All allegations will be treated in confidence and every effort will be made not to reveal a whistleblower's identity unless the whistleblower otherwise requests. However, if the matter is subsequently dealt with through other procedures such as the Disciplinary Procedure, there might be a need to give evidence in order for a case to be successful.

Similarly, if the allegation results in court proceedings then the whistleblower may have to give evidence in open court if the case is to be successful.

The Council will not, without the whistleblower's consent, disclose the identity of a whistleblower to anyone other than a person involved in the investigation/allegation.

### Anonymous Allegations

This procedure encourages whistleblowers to put their name to an allegation wherever possible as anonymous allegations may often be difficult to substantiate or prove. Allegations made anonymously are much less powerful but anonymous allegations will be considered at the discretion of either the Town Clerk or if the matter is raised with the Town Mayor, they can decide together and in consultation with a Chair of a Committee.

In exercising discretion to accept an anonymous allegation, the factors to be taken into account include:

- The seriousness of the issue raised
- The credibility of the allegation; and
- Whether the allegation can realistically be investigated from factors or sources other than the complainant

### Untrue Allegations

No disciplinary or other action will be taken against a whistleblower who makes an allegation in the reasonable belief that it is in the public interest to do so even if the allegation is not substantiated by an investigation.

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## Wokingham Town Council Policy Document

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However, disciplinary action may be taken against a whistleblower who makes an allegation without reasonable belief that it is in the public interest to do so (e.g. making an allegation frivolously, maliciously or for personal gain where there is no element of public interest).

### Procedure for Making an Allegation

It is preferable for allegations to be made to the Town Clerk, to whom there is currently direct reporting. However, circumstances vary and this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. It might also be the case, in the future, that there are other line managers within the organisation to whom an employee reports; in such cases, if the whistleblower believes that their manager is involved it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation direct to any of the following:

- The Town Clerk
- If the matter concerns the Town Clerk, to the Mayor (or in their absence the Deputy Mayor), who will decide together and in consultation with a Chair of a Committee

If the allegation relates to fraud, potential fraud or other financial irregularity the Responsible Financial Officer will be informed within 5 working days of receipt of the allegation, unless the alleged matter relates to their malpractice. They will then determine whether the allegation should be investigated and the method of investigation.

The recipient of an allegation shall ensure that it is referred appropriately for investigation where it is a relevant matter and following discussion with the whistleblower to check that they wish to proceed with the allegation being investigated.

### Allegation

Whether a written or oral report is made it is important that relevant information is provided including:

- The name of the person making the allegation and a contact point.
- The background and history of the allegation (giving relevant dates and names and positions of those who may be in a position to have contributed to the allegation);
- The specific reason for the allegation. Although someone making an allegation will not be expected to prove the truth of any allegations, they will need to provide information to the person they have reported to, to establish that there are reasonable grounds for the allegation.

Someone making an allegation may be accompanied by another person of their choosing during any meetings or interviews in connection with the allegation. However, if the matter is

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## Wokingham Town Council Policy Document

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subsequently dealt with through another procedure the right to be accompanied will at that stage be in accordance with the relevant procedure.

### Action on Receipt of an Allegation

The Town Clerk or other relevant recipient of the allegation will record details of the allegation gathering as much information as possible, (within 5 working days of receipt of the allegation) including:

- The record of the allegation;
- The acknowledgement of the allegation;
- Any documents supplied by the whistleblower

The investigator will ask the whistleblower for their preferred means of communication and contact details and use these for all communications with the whistleblower in order to preserve confidentiality.

If the allegation discloses evidence of a criminal offence it will immediately be reported for the purpose of disciplinary or other procedures, as appropriate and a decision will be made as to whether to inform the Police. If the allegation concerns suspected harm to children the appropriate authorities will be informed immediately.

If the issue is around suspected harm to vulnerable adults, appropriate advice should be sought and the matter dealt with lawfully, appropriately and sensitively.

### Timetable

- An acknowledgement of the allegation in writing within 10 working days with
- An indication of how the Council proposes to deal with the matter
- An estimate of how long it will take to provide a final response
- An indication of whether any initial enquiries have been made
- Information on whistleblower support mechanisms
- Indication whether further investigations will take place and if not, why not

Where the allegation has been made internally and anonymously, obviously the Council will be unable to communicate what action has been taken.

### Support

The Council will take steps to minimise any difficulties which may be experienced as a result of making an allegation. For instance, if a whistleblower is required to give evidence in criminal or disciplinary proceedings the Council will arrange for them to receive advice about the procedure and advise on the support mechanisms that are available.

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## Wokingham Town Council Policy Document

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The Council accepts that whistleblowers need to be assured that the matter has been properly addressed.

So, subject to legal constraints, the Council will inform those making allegations of the outcome of any investigation.

### **Responsibility for the Procedure**

The Council has overall responsibility for the operation of this procedure and for determining the administrative processes to be followed and the format of the records to be kept. Accordingly, this policy will be reviewed annually.

### **Monitoring**

A register will record the following details:

- The name and status (e.g. employee) of the whistleblower
- The date on which the allegation was received
- The nature of the allegation
- Details of the person who received the allegation
- Whether the allegation is to be investigated and, if yes, by whom
- The outcome of the investigation
- Any other relevant details

The register will be confidential and records shall be maintained appropriately by the Town Clerk.

The Town Clerk will report to the Council on the operation of the procedure and on the whistleblowing allegations made during the period covered by the report. The report will be in a form which does not identify whistleblowers. The Mayor (or Deputy Mayor) will report and ensure that an appropriate person maintains records where matters relate to the Town Clerk.

# Wokingham Town Council Policy Document

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**CIL monitoring report – April 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 (Spent 2022-23)	Market Place refurbishment	£3,693 (from October 2022 payment)	October 2027
			£76,775.53 (Spent 2024-25)	<b>£7,987.34</b> - Woosehill Community Centre chairs (Res. 30783, Jan 2024 FC) <b>£10,125</b> - Fire doors for Woosehill (Res. 30783, Jan 2024 FC) <b>£1,377.25</b> – Noticeboard Norreys Avenue (Res. 30923, Sept 2024 F&P) <b>£17,730</b> – Barkham Park resurfacing (WBC co-funding) (Res. 30879, 9 July 2024 FC) <b>£39,555.94</b> - Total of all items approved to be reallocated to CIL at March F&P meeting, that were paid for within the financial year*		
April 2023	£101,054	£2,281,523	Nil		£104,747	April 2028
October 2023	£25,290	£2,306,813	Nil		£130,037	October 2028
April 2024	£32,035	£2,338,848	Nil		£162,072	April 2029
October 2024	£45,892	£2,384,740	Nil		£207,964	October 2029
April 2025	£72,724	£2,457,464	Nil		<b>Current total of CIL held by WTC: £280,689</b>	April 2030

**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 October 2025		NIL (CIL sum paid in April 2025)
Parish CIL outstanding (demand notice issued, awaiting payment)	211508 - £16,355 203544 - £218,173	£234,528
Potential CIL (Planning application granted and liability notice issued. Actual receipts will be dependent on development commencing and any relief applied for and granted)	200700 - £41,758 213975 - £54,687 220344 - £12,709 221890 - £16,335 232380 – £7,644 231573 - £11,393 231631 - £2,911 232241 - £20,539 230811 - £227,519	£427,485

	240903 - £4,103 242533 - £2,592 232998 – £11,861 240972 – £13,433	
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\*One item of expenditure on playground equipment (£3,700) agreed at the March 2025 F&P Committee meeting will be carried forward to the 2025-26 financial year as the item was delayed in customs and was not delivered and installed before 31<sup>st</sup> March 2025.

## 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

<input type="text" value="B"/>	<input type="text" value="REDACTED"/>	<input type="text" value="L"/>	<input type="text" value="REDACTED"/>
First Name		Last Name	

Organisation / Group name

Your Job Title / Role

Address

<input type="text" value="REDACTED"/>	<input type="text"/>
	<input type="text"/>

<input type="text" value="Wokingham"/>	<input type="text" value="Rg40 1ts"/>
Address Line 3	Post Code

Email \*

Phone \*

Project / event title \*

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



## Culture and Community Grant application

### Project / event Description \*

Wokingham pantomime performs at the Whitty Theatre to an audience of aprox 1000 Wokingham residents and families in need. Our aim is to provide a quality pantomime at an affordable price made by the people of Wokingham for the people of Wokingham.

Our committee and company is made up of volunteers aged 8-88 who donate their time and skills to realise the show. We have a children's chorus, young people aged 16-20 and a supporting adult contingent of mums and dads working on the show.

We rehearse weekly in the Masonic lodge and then transfer to the theatre for tech and dress rehearsals. Planning rehearsals take place throughout the year so that the show is prepped and marketed effectively. We have a strong online community and regularly post updates to keep the community engaged.

We started as a small event in the town hall and now operate from the Whitty Theatre, which we hire.

This event benefits the Wokingham town community because it provides opportunities for young performers and technicians to gain experience of working in a venue, provides residents with an artistic outlet and focus and makes Christmas affordable and fun with a quality production for families in need and families who love theatre.

*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 \*

Masonic lodge, Wokingham (rehearsals)  
Whitty theatre, Wokingham (performance)

*Please tell us where your project or event will take place*

### Project / event dates \*

October to December (performances 28-30 Dec)

*Please tell us when your project or event will take place*

### Target Audience

Wokingham families and families in need (charity performance)

*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 \*

10000

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

### Grant sum requested \*

1000

*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 \*

Theatre hire - 2,500  
 Props budget - 500  
 Costume budget - 1000  
 Technical costs - 2,000  
 Rehearsal hire - 1,000  
 Microphone hire -1,500  
 Marketing costs - 500  
 Photographs - 250  
 Sweets, Refreshments, programs - 750  
 We would spend the grant money on costumes, enabling us to improve the quality of production and reduce costs for our children's chorus.

*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? \*

No

### Other sources of funding

*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? \*

Fostering town pride - the pantomime has been running for a number of years and we have an excellent reputation for delivering a quality production in Wokingham by the people of Wokingham. Our young people (and adults) are very proud of not just the show but the long lasting friendships and sense of community that the group fosters. We involve people of all ages (free to join) and enrich lives through participation, friendship and common goals, especially at Christmas which can be a challenging time for some.

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

### Past experience \*

We have run the event for 8 years. The core team is made up of past local councillors, teachers, registered chaperones and parents. Stan Hetherington also runs the Wokingham Festival and Bart Lee runs Theatre in the Park.

*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 \*

We will evaluate the success of the show on ticket sales, with regular box office updates.  
 To date the pantomime sells between 70 - 90% of capacity.  
 We monitor participant satisfaction with surveys.  
 Audience feedback is encouraged and shared on our social media and print.

*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)*

## Culture and Community Grant application

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

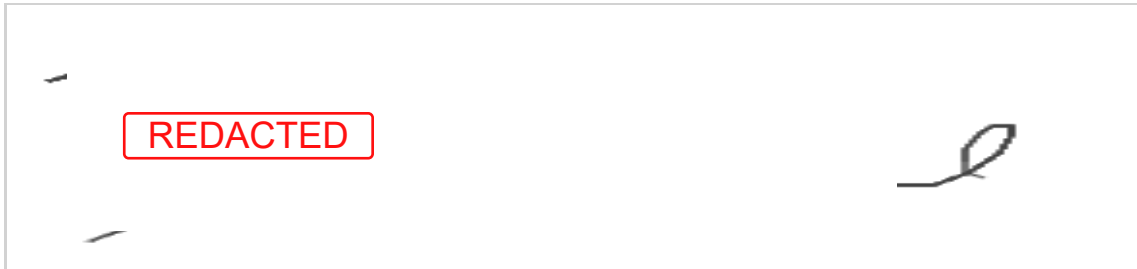
### File Upload



IMG\_0640.jpeg

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

### Signature



### Date

03-Apr-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)

# Neonatal Care Leave Policy

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## A) INTRODUCTION

- 1) Employees have a statutory right to neonatal care leave from day one of employment where they are responsible for a child receiving neonatal care, subject to eligibility requirements. We recognise that this can be a difficult and worrying time, both physically and mentally. This policy explains your rights to time off, pay during time off and other support offered. Employees will not be subject to detriment for taking neonatal care leave.

## B) ENTITLEMENT

- 1) You may take neonatal care leave if you have parental or other prescribed responsibility for a child who is receiving, or who has received, neonatal care. This will apply if you are:
  - a) the child's parent, intended parent, or partner of the child's mother at the date of birth
  - b) in cases of adoption, the child's adopter, prospective adopter, or the partner of either, at the date the child is placed.
- 2) You are entitled to take neonatal care leave where you are responsible for a child receiving neonatal care that lasts for at least 7 consecutive days and starts within 28 days beginning with the day after the child's birth.
- 3) You are entitled to take one week of neonatal care leave for each consecutive 7-day period that your child is receiving neonatal care, up to a maximum of 12 weeks
- 4) 'Neonatal care' is defined in law as medical care that may be received in hospital, or out of hospital providing the child was originally an inpatient and the care is under the direction of a consultant. Neonatal care also covers children receiving palliative or end of life care.

## C) NOTICE REQUIREMENTS

- 1) You can take neonatal care leave during two periods:
  - a) "tier 1 period" – starts from the day the child starts receiving neonatal care, ending with the 7th day after the child stops receiving neonatal care. Leave taken in this period can be taken in non-consecutive weeks.
  - b) "tier 2 period" – any period which is outside of "tier 1" during which you are entitled to neonatal care leave. Leave taken in this period must be taken consecutively.
- 2) You must provide the following information when you notify us of your intention to take neonatal care leave:
  - a) your name
  - b) the child's date of birth; and date of placement if adoption
  - c) date(s) the child started receiving neonatal care
  - d) date neonatal care ended if the child is no longer receiving it
  - e) date you want the leave to begin
  - f) number of weeks' leave you want to take
  - g) declaration that you are taking the leave to care for the child
  - h) declaration that you meet the eligibility requirements.
- 3) If you wish to take neonatal care leave in the tier 1 period you must simply notify us verbally by contacting the Town Clerk before you are due to start work on your first day of leave, unless it is not

reasonably practicable to do so, in which case you must notify us as soon as it is reasonably practicable. In practice, this means that no advance notice is needed but you must let us know before you start work on that day, where reasonably practicable.

- 4) Where you have given notice in the tier 1 period of your intention to take neonatal care leave before the child has stopped receiving neonatal care, you must tell us the date that the neonatal care ends, as soon as is reasonably practicable after that date.
- 5) Where the child starts to receive neonatal care again after you have told us that neonatal care has ended, you must tell us the date that the neonatal care started again and the date when it ends, as soon as is reasonably practicable after each date.
- 6) If you wish to take neonatal care leave in the tier 2 period you must give us the required notice in writing no later than 15 days before the first day of leave when taking a single week, or no later than 28 days before the first day of leave when taking two or more weeks.
- 7) If you change your mind about taking neonatal care leave, you can withdraw your notice by following the same notice periods that you are required to give to take leave.
- 8) Notwithstanding the above, we may agree to waive the notice requirements where appropriate depending on the circumstances.
- 9) Your neonatal care leave will start on the day specified when you give notice unless the leave is due to start on the same day as the notice is given, or you are at work on that day, then it will start the day after.

#### **D) TAKING LEAVE**

- 1) You cannot take neonatal care leave before the day after the first 7-day uninterrupted period of neonatal care. Neonatal care leave can only be taken in minimum blocks of one week.
- 2) You must take the leave before the end of a period of 68 weeks beginning with the child's date of birth or date of placement in cases of adoption.
- 3) If you accrue neonatal care leave after already starting another period of statutory family leave, such as maternity or paternity leave, then you can take the neonatal care leave after the end of the statutory family leave, providing it is within 68 weeks beginning on the child's date of birth or placement.

#### **E) PAY DURING LEAVE**

- 1) You are entitled to statutory neonatal care pay during neonatal care leave if you:
  - a) are eligible for statutory neonatal care leave
  - b) have 26 weeks' continuous service by the relevant week
  - c) earn at least the lower earnings limit on average calculated over the period of eight weeks ending with the relevant week
  - d) are still in employment in the week before neonatal care starts.
- 2) Where you are entitled to another form of statutory family leave payment, such as statutory maternity pay, the relevant week is the same as the qualifying week for that payment. In all other cases, the relevant week is the week immediately before neonatal care starts.
- 3) If you are eligible, you are entitled to a maximum of 12 weeks' statutory neonatal care pay, paid at one week per every 7 uninterrupted days of care the child receives.
- 4) The weekly rate of statutory neonatal care pay is the lower of:
  - a) the current statutory rate

- b) 90% of your normal weekly earnings.
- 5) If you are eligible for statutory neonatal care pay, you need to give us notice in writing of your intention to claim it alongside your notice of intention to take neonatal care leave.
- 6) Where you are claiming statutory neonatal care pay in the tier 1 period, you must provide notice before the end of 28 days after the first day of the pay week the notice refers to.
- 7) If you are claiming statutory neonatal care pay in the tier 2 period, you must provide notice no later than 15 days before the first day of the relevant pay week when taking a single week, or no later than 28 days before the first day of the first relevant pay week when taking two or more weeks.
- 8) The notice must include:
  - a) your name
  - b) the child's date of birth; and date of placement if adoption
  - c) date(s) the child started receiving neonatal care
  - d) date neonatal care ended if the child is no longer receiving it
  - e) declaration that the week you are claiming pay for was taken to care for the child
  - f) declaration that you meet the eligibility requirements.

## **F) RETURNING TO WORK**

You have the right to return to work to the same job unless you return after a specific point at which you will have the right to return to a similar job on no less favourable terms if it is not practicable for you to return to the same job. Your manager will explain how this affects you based on your individual circumstances.

## **G) EMPLOYEE ASSISTANCE PROGRAMME**

- 1) We would like to remind you that you have access to a 24-hour telephone counselling service and we would like to encourage you to use it if you feel you would like to talk to someone about your situation. The service can be accessed by calling 0800 047 4097
- 2) As part of our Employee Assistance Programme, you also have access to an online wellbeing tool, Wisdom AI, which you can use to find fast answers to any wellbeing questions you have. You can access Wisdom AI at any time via the Health Assured portal. The link in the menu bar will take you directly to the Wisdom AI homepage, where you can ask your question. More details of this service are available from The Town Clerk.

## **H) OTHER RELATED POLICIES**

For more information on time off in relation to children, please read our policies on maternity leave, adoption leave, paternity leave, parental leave, shared parental leave and parental bereavement leave.

## **I) USE OF NEONATAL CARE LEAVE**

Employees who take time off under this policy for reasons other than those for which the statutory right to neonatal care leave is intended may be subject to investigation and subsequent disciplinary proceedings.