

18th 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 21st January 2025, pages 17136 to 17143 and the extraordinary meeting on 6th 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.

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- 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 10th 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 10th February 2025 and noted that the internal auditor's final visit for 2024-5 will occur on 25th April 2025.
- Year end outcomes and a copy of the fixed asset register are to be brought to the 29th April F&P Committee meeting (ahead of the AGAR being signed by Full Council on 13th 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 17th June ahead of sign off by Full Council on 1st 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 1st January 2025 to 28th 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 1st January 2025 to 28th 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 28th February 2025.
- (b) Balance Sheet as 28th February 2025.
- (c) Revenue monitoring report to 28th 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 31st 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 11th 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 28th February 2025 for the current holding of LAPF at a mid-value of £92,787.16 (31st 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 18th 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.

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- 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 31st 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 _____



Time: 12:27

F & 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 _____



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 _____

