

Policy & Resources Committee Meeting – 10th July 2024

Agenda Item 7.1 – FINANCE UPDATE

- Period Covered – 1st April – 16th June 2024
- RBS Income & Expenditure report also provided to the Committee
- Budget codes are included in the report below

INCOME

Overall, ETC's income from sources other than precept is on track with the budgeted figures.

Income from **hall hire** has been strong, with figures for Radstock Lane Community Centre (110/1030), Maiden Place Community Centre (130/1030), Interpretation Centre (210/1030) and Centrepont (140/1030) all coming in at above the 21% target figure for this point in the financial year.

Cemetery income (100/1010), whilst being the most unpredictable income stream, is also in line with budgeted figures.

Allotment fees (120/1020) are collected in January of each year so the small credit figure on the RBS income & expenditure report reflects fees from plots that have been re-let since 1st April 2024. All plots are currently taken.

Sports Pitch income from Sol Joel Park (220/1040) remains steady and on target. This can be significantly affected by the weather, periods of heavy rain may mean that matches need to be cancelled because pitches are unplayable but, so far this year, things have gone relatively smoothly.

The sale of **fishing permits** for MELNR (200/1090) have been steady. It is very early in the season and we are confident that this trend will continue, as it did last year.

CIL (370/1150) – A sum of £2,458 was received in April 2024. We do not budget in advance for CIL income as there are too many factors affecting how much will actually be paid by developers and when. The next tranche is due in October, it is possible there may be further income received then but we will not know until much closer to the time.

Interest received from ETC's investments with CCLA (330/1160 & 245/1161) remains strong at approximately £7,000 per month. We allocate this proportionately to the Sibly maintenance fund and ETC's general reserves.

EXPENDITURE

Overall, expenditure has remained steady so far this year. **Staffing costs** are on target and we still have approximately £60k contingency within the overall salaries budget.

Utilities – Gas charges (4230) are on track as are **water** charges (4240). ETC's **electricity** provider, SSE, (4235) has been experiencing issues with its new invoicing system, these problems are nationwide. Despite repeated contact from our finance officer, they have been unable to provide accurate bills and have therefore not been invoicing. This problem dates back to the end of 2023 so we have included an accrual amount for the end of the last financial year within the budget figures. We are keeping accurate meter reading records to ensure that when an invoice is received we can check that it is correct before payment.

Specialist Vehicle Costs (260/4270) – this budget covers the servicing and repairs for all specialist vehicles, ie tractors, ride-on mowers and so on. Costs so far have exceeded budgeted expectations, there is a separate agenda item requesting that the budget be increased to allow for any further work to be carried out during the year. The reason for the higher than expected costs is the discovery that the specialist vehicles, including the tractor, based at the Interpretation Centre, had not been serviced for several years and therefore extra repairs were required.

CIL (370/5080) - £1,293 has been spent under the agreement for ETC to support local bus services. A further £22,184.53 has been allocated to the new Sibly play area and will be paid when the project is completed. The total CIL reserves remaining are £36,346.93, with spending deadlines of October 2025 or beyond. The only exception to this is a sum of £559.91 which we are required to spend by October 2024.

Jo Friend, Town Clerk/RFO

Policy & Resources Committee Meeting – 10th July 2024

Agenda Item 8 – EAR MARKED RESERVE – BUS SHELTERS

Background

In February 2024, a professional bus shelter cleaning company (Core Clean) was trialled and commissioned to clean 15 of ETC's bus shelters. We chose a selection of shelters, including some of the older style shelters which had been scheduled for replacement as they were looking in poor condition.

The service Core Clean provided included the clean itself, a structural maintenance report, identification of any defects and the provision of before and after photos. The cost per shelter was £120.

Result

On completion of the work, officers saw a significant improvement in the condition of all the chosen bus shelters, each one would now provide a much improved experience for bus users. Core Clean had even been successful in removing green algae from the fibreglass panels of the old-style shelters and some of the more modern-style shelters came up like new.

Officers reviewed the replacement schedule of all ETC bus shelters and concluded that the service provided by Core Clean had extended the life of the shelters they had worked on and therefore their replacement could be postponed. Officers will continue to carry out condition inspections on a regular basis.

Recommendation

At its meeting on 22nd May 2024, the Amenities & Leisure Committee considered the revised condition report and agreed with the officers' request that the remaining ETC bus shelters should receive the same cleaning treatment from Core Clean.

The Committee agreed that a request be made to the Policy & Resources Committee that £4,000 be transferred from the Bus Shelter Ear Marked Reserve (bus shelter replacement fund) to the Bus Shelter General Maintenance budget, so that cleaning of the remaining, approximately 30, bus shelters can be carried out in the 2024/25 financial year.

NOTE:

Ear Marked Reserve (Bus Shelters) = £37,110

Current 2024/25 Bus Shelters General Maintenance Budget = £2,000

Requested transfer from EMR = £4,000

New 2024/25 Bus Shelter General Maintenance Budget total = £6,000

Members to **RESOLVE** as appropriate.

Emma Carroll, Deputy Town Clerk

Dated: 20th June 2024

Policy & Resources Committee Meeting – 10th July 2024

Agenda Item 9.2.1 – TOWN COUNCIL GRANTS – TRANCHE 1 - MAY 2024

To consider the following grant applications for financial year 2024/2025: -

Organisation	ARC
Amount requested	£2,000
Reason for request	To contribute to costs of providing 80 counselling sessions @ £25 each
No. of Earley Residents	400 (this is the figure for Earley alone)
Comments	Free youth and adult counselling service. More demand for services. Increased running costs. 2023/24 award = £1,500

Organisation	Citizens Advice - Wokingham
Amount requested	£4,000
Reason for request	To contribute towards ongoing provision of services
No. of Earley Residents	663
Comments	High demand for services. 2023/24 award = £2,500

Organisation	Daisy's Dream
Amount requested	£720
Reason for request	For the delivery of 12 face to face, 1:1 therapeutic sessions for children/young people coping with bereavement
No. of Earley Residents	Not provided
Comments	1 st application. Database is unable to provide exact information on Earley numbers. in 2023/24 they received 60 referrals from Wokingham, which was 17% of their referrals which equates to 80 children and 64 referrals from Reading, which equates to 98 children.

Organisation	Home-Start Wokingham
Amount requested	£1,000
Reason for request	To be able to continue providing support to families
No. of Earley Residents	18 children & 11 adults (equates to 20% of the families that have been supported)
Comments	Family support charity for vulnerable and disadvantaged young families. Have had to scale back operational costs. 2023/24 award = £600

Organisation	Keep Mobile
Amount requested	£2,189
Reason for request	To assist with costs involved providing the service
No. of Earley Residents	412 trips last year for Earley residents
Comments	Provides community transport for people with disabilities & those over 70. 2023/24 award = £900

Organisation	Love Thursdays Youth Club
Amount requested	£500 - £2,000
Reason for request	For equipment such as pool table, tabletop football table, art & craft equipment
No. of Earley Residents	70-90 young people
Comments	1 st Application. Youth Club provision at Brookside Church Rely on donations and generosity of church/individuals

Organisation	Together – One Step at a Time
Amount requested	£386.30
Reason for request	For sensory equipment
No. of Earley Residents	15
Comments	Communication group for SEN children 6yrs and under Newly started business September last year (limited financial account information). 2023/24 award = £248.63 for equipment, photos have been provided of some of the equipment purchased.

Organisation	The Link Visiting Scheme
Amount requested	£1,500
Reason for request	For the monitoring and managing of volunteers to be able to continue providing services to reduce loneliness and isolation
No. of Earley Residents	103 in last 12 months
Comments	1 st 2023/24 award = £1,000 & 2 nd 2023/24 award = £500

Organisation	Wokingham Job Support Centre
Amount requested	£700
Reason for request	To contribute towards running costs, as expecting increased demand in services due to current economic climate
No. of Earley Residents	16
Comments	Provides free help and support to job seekers. 2023/24 award = £300

NOTE:

ETC's budget for Grants 2024/25 = £40,000

Total request in Tranche 1 - May 2024 = £14,495.30 (based on Love Thursdays Youth Club being awarded highest amount being requested)

Full application details will be provided to the Committee.

Members to **RESOLVE** as appropriate.

Emma Carroll, Deputy Town Clerk

Dated: 20th June 2024

Policy & Resources Committee Meeting – 10th July 2024

Agenda Item 10.1 – YOUTH SERVICES – UPDATE

BACKGROUND

Since the closure of the Silverdale Centre, ETC has not been in a position to provide youth services. To ensure the high standard of any future ETC youth services, including ensuring professional supervision is provided for youth workers, efforts have been made to engage with a number of youth service providers with a view to future partnership working. Unfortunately, since the pandemic, general youth services are an area that has experienced serious decline. Since then, many principal authorities have focussed any youth spending on the most vulnerable only, this has contributed to an increase in the number of youth workers delivering these small scale, often one-to-one services as opposed to working in the wider, community-based field of youth work. There has also been an issue with people leaving youth work completely.

ETC were aware that Woodley Town Council were also looking for some form of partnership working with a youth service provider and therefore the two Town Clerks suggested the two councils join forces and present a case for a professional organisation to provide a youth service in Earley as well as a youth service in Woodley. Although the two councils operate completely separately, we know that youngsters from both towns attend school together and do not see a border between us. Unfortunately, although ETC councillors were supportive of a combined approach, councillors at Woodley Town Council vetoed any partnership working in relation to this service.

BERKSHIRE YOUTH

One positive response the Town Clerk did receive was from Berkshire Youth who have been willing to engage in exploring possibilities for partnership working with Earley Town Council to provide youth services. The Town Clerk and Deputy Town Clerk have met with Gareth Mephram from Berkshire Youth to discuss options.

Berkshire Youth do not currently provide services in our area of Berkshire, the majority of their work is concentrated in Bracknell and the Newbury/West Berkshire area where councils are still providing support, financial and otherwise. They are conscious that youth services do need to be expanded across Berkshire but they would need to recruit more youth workers, or increase the hours offered to existing workers, and, to do that they need an increase in income and somewhere to operate, whether that be inside or outside.

During our discussions with Gareth we agreed the importance of delivering a service that local youngsters wanted to use, especially as resources are limited, and also to consider those children and young people who were not receiving help and support already. One of our ideas that Gareth was keen to explore was establishing a youth night for a younger cohort, say last year of primary and first year of secondary, and not just focussing the whole service on teenagers. ETC's services could be centre based (Centrepont) and/or detached. To determine what types of service local young people would want to access, Gareth suggested adapting (and bringing forwards) a countywide survey that is due to happen later this year, delivering the survey in a variety of settings, as well as holding informal consultations with young people in various locations. The results would then be analysed by BY and a plan drawn up for collaborative working between Earley Town Council and Berkshire Youth.

EARLEY SURVEY & CONSULTATION – CURRENTLY UNDERWAY

- BY deliver survey to Earley St Peters, Aldrynton, Radstock, Loddon and Hawkedon, all primary schools
- BY to deliver survey to Maiden Erlegh Secondary School
- BY to arrange follow up visits to primary schools and to Maiden Erlegh School

- BY to deliver a series of detached youth sessions at Sol Joel Park, Paddick Drive, the Events Field and Chalfont Park in June, July and August
- BY to deliver two youth drop-in sessions at Centrepont during the summer holidays
- BY to deliver two half day activities for young people during the summer holidays

RESULTS

BY will collate all findings and share both qualitative and quantitative information with ETC as well as providing a summary of key findings.

Funding for this survey work is coming from the Youth Work Ear Marked Reserve. Once we had agreed the details of the survey & consultation, Gareth confirmed that he had again spoken to Woodley Town Council (who also wanted BY to conduct a survey) and they had agreed that one piece of survey work could be conducted at Maiden Erlegh School and the results split between the two parishes, rather than two separate but very similar pieces of work being conducted for each council. This will slightly reduce the overall costs of the consultation.

YOUTH SERVICES WORKING PARTY

As detailed on the agenda, the Town Clerk recommends that a Youth Services Working Party be established to progress this project. The purposes of such a working party would include

- consideration of the survey and consultation events results
- meeting with Gareth to discuss possible service options and costs
- reporting back to Policy & Resources Committee (or Council) for formal decision

Members of the Policy & Resources Committee to decide how many, and which, councillors will sit on the Youth Services working party but the Town Clerk requests that she also be one of the members of the working party.

Jo Friend, Town Clerk



EARLEY TOWN COUNCIL

CCTV POLICY

Introduction

Earley Town Council uses closed circuit television (CCTV) to provide a safer and more secure environment for its officers and service users.

Legislation

This policy should be read and implemented in accordance with:

- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Surveillance Camera Code of Practice (as amended)

Usage

The Town Council uses CCTV systems for the purpose(s) identified and not to routinely monitor staff, volunteers, or service users' conduct. Cameras will not be used in areas subject to a heightened expectation of privacy e.g. changing rooms or toilets.

Location	Purpose
Sol Joel Park	The prevention and detection of crime and antisocial behaviour Protection of property and equipment Protection of council officers
Council Offices (Helpshop)	Improving customer service Protection of council officers

Signage

The Town Council will display clear signage in the relevant locations to inform the public that CCTV is in operation.

Maintenance and Operations

The Town Council is responsible for ensuring that the systems are serviced annually following recognised technical standards and that checks are made to ensure the accuracy of the time and date references.

Administration

Earley Town Council is the Data Controller and has responsibility for the control of images and deciding how the CCTV system is used.

Earley Town Council is, and will remain, registered with the Information Commissioner Office (ICO).

Earley Town Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are erased.

The Town Council will conduct periodic reviews of CCTV operations and will update operations in accordance with changes in legal requirements and policies.

Further Information regarding the gathering and use of information can be found in the [Earley Town Council Privacy Notice - CCTV](#)

Access and disclosure

Staff access:

CCTV footage should be accessed for legitimate reasons in accordance with the purposes identified on page 1.

Prior to accessing the CCTV footage, authority must be received from the Town Clerk, Deputy Town Clerk or Operations Manager.

A CCTV Access Log must be completed and signed each time the CCTV system is accessed.

Members of the public:

Individuals have a right to request access to their personal data held by the council, this includes CCTV images. Subject Access Requests should be made and dealt with in accordance with the Town Council's Subject Access Request Policy.

Police, insurers, or solicitors:

The Town Council may hand over CCTV footage if the request is in relation to police investigations, legal proceedings/insurance purposes and subject access requests. Only the police, insurers or solicitors have the legal powers to request the footage in its entirety.

Guiding Principles

In accordance with the Surveillance Camera Code of Practice (as amended), the Town Council has adopted the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Appendix 1 – Details of the Town Council’s Current CCTV Systems

Location	Equipment Details	Coverage	Data Storage
Sol Joel Pavilion and Park	20 x cameras	Communal areas within the pavilion, the immediate area around the pavilion, the skate park, the field, playground and car park.	30 days before automatic deletion
Council Offices	1 x camera	Helpshop reception	30 days before automatic deletion

Date of policy: April 2024

Policy effective from:

Date for next review:

Policy & Resources Committee Meeting – 10th July 2024

Agenda Item 13 – Green Fair

Preparations for the Green Fair are going well. We have a wide variety of stalls attending and the Birds of Prey will be making a welcomed return to our event. Advertising for the event begins w/c 2nd July and will include the use of large advertising boards which we discovered stored at the Interpretation Centre.

Additions at this year's event include:

- Food - Rotary Club will be providing hot and cold drinks and snacks and the ice cream van is returning. We have also secured a Pizza Truck which will be selling freshly made pizzas.
- Ukulele Fun, an ETC hirer, will be playing two sets of 25 minutes during the afternoon.
- Garden Games – ETC staff (primarily Max) have made large garden games from materials salvaged from ETC waste. There will be Hoopla and a Bean Bag Throw made from unwanted pallets and other discarded materials.
- Activity Trail – Joanna has designed two children's activity trails around the lake both based on an environmental theme. Completed trail sheets to be returned to the ETC gazebo where environmentally friendly prizes will be handed out.

Earley Town Council's 50th Anniversary

2024 marks 50 years since Earley Town Council, along with many other parish and town councils, were created under the Local Government Act 1974.

To mark the occasion a special logo has been designed by Jess and we are in the process of creating some 'anniversary' bunting featuring the logo to decorate the ETC gazebo. As part of the regular information displays we have in our gazebo each year, this year we will be adding a timeline of significant ETC events since 1974. We will also be adding the logo to all ETC email footers.

EARLEY TOWN COUNCIL 50TH ANNIVERSARY LOGO



ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6774	Air IT Ltd	Microsoft 365 April 24	£803.90
6775	Air IT Ltd	Microsoft 365 May 24	£803.90
6776	Arco Ltd	Various Signs	£60.64
6777	Bracknell Pest Control	Allotment Bait traps 25/4/24	£54.00
6778	Countryside Jobs Service	Park Ranger Job Advert	£150.00
6779	Frasers Office Innovation	Office Stationary and paper	£163.28
6780	Frasers Office Innovation	Office Stationary and paper	£68.58
6781	Gem Security Systems Ltd	RH Intruder Alarm Service	£156.00
6782	IT QED Ltd	IT PC Monitoring Apr 24	£57.60
6783	Lister Wilder	Tractor Service	£508.52
6784	Lister Wilder	Excavator Service	£389.45
6785	Lister Wilder	Dennis Mower services x2 + Regrind blades	£1,178.57
6786	Lister Wilder	Ransome Ride on Mower Service +new blades/wheels	£1,109.84
6787	Lister Wilder	John Deere Tractor service	£960.06
6788	Rialtas Business Solutions Ltd	Year end Close down	£1,041.60
6789	Shelter Solutions	2x Bus shelters & Bech seats Beech/Hilbury & Chalfont W.	£15,162.00
6790	Trade Point B&Q	Shears - Cem, Flush system - RLCC	£35.98
6791	Trade Point B&Q	IC Paint/Brushes/Roller	£63.17
6792	Trade Point B&Q	Cem Mem Garden Maint	£45.58
6793	Trade Point B&Q	Sundry maint items various sites	£74.65
6794	Trade Point B&Q	2 x Ballcoks RLCC/MPCC	£18.96
6795	Trade Point B&Q	RLCC Weather Bar	£68.28
6796	Travis Perkins	Cem New Spine Cement etc	£230.25
6797	Web Marketing Matters	Website Support April 24	£216.00
6798	William Luck	Planning Services April 24	£412.50
6799	Wokingham Borough Council	Support towards Local Bus services (CIL)	£1,293.21
6800	Wokingham Borough Council	CP Rent Apr 24	£293.50

Total: £25,420.02

Date Prepared: 7/05/2024

Prepared By: Ian Johnson

April 2024 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
6801	Zoom	Subscription Apr 24	£15.59
6802	Adobe	Credit	-£0.25
6803	Adobe	Subscription 11/4-10/5/24	£11.29
6804	Royal Mail	Stamps	£51.25
6805	Argos	Hoover part IC	£40.00
6806	Simply Paving	Cemetery Coping Stone	£102.32
Total Barclaycard			£220.20

Date Prepared: 15/05/2023
Prepared by: Ian Johnson



ORDERS FOR PAYMENT - BY DIRECT DEBIT April 2024

Number	Supplier	Purchase Description	Amount	Amount
6807	Allstar	Fuel YK60UTY 11/3/24		£82.31
6808	Allstar	Fuel YK60UUJ 19/3/24		£67.42
6809	Allstar	Fuel EN65HDF 26/3 & MX19WV 26/3		£174.16
6810	BT	SJP Broadband Qtr to 31/5/24		£43.20
6811	Castle Water	Water SJP Mar 24		£183.92
6812	Castle Water	Water RH Mar 24		£139.91
6813	Castle Water	Water Allot Mar 24		£4.66
6814	Castle Water	Water RLCC Mar 24		£28.87
6815	Castle Water	Water IC Mar 24		£38.77
6816	Castle Water	Water Cem Correction Nov 23	-£29.37	
6817	Castle Water	Water Cem Correction Apr 22-Oct 23	-£730.92	
6818	Castle Water	Water Cem Correction Dec 23	-£98.67	
6819	Castle Water	Water Cem Correction May 22-Nov 23	£754.61	
6820	Castle Water	Water Cem Dec 23 - Jan 24	£94.07	
6821	Castle Water	Water Cem Credit re above	-£94.07	
6822	Castle Water	Water Cem May 22- Nov 23 correction	-£754.61	
6823	Castle Water	Water Cem Sept 23 Correction	-£92.89	
6824	Castle Water	Water Cem Aug 23 Correction	-£46.35	
6825	Castle Water	Water Cem Jul 23 Correction	-£35.15	
6826	Castle Water	Water Cem Jun 23 Correction	-£57.39	
6827	Castle Water	Water Cem May 23 Correction	-£44.49	
6828	Castle Water	Water Cem Apr 23 Correction	-£376.88	
6829	Castle Water	Water Cem Apr 23 - Jan 24 Revised	£659.05	
6830	Castle Water	Water Cem Feb 24 Revised	£90.86	
6831	Castle Water	Water Cem Mar 24 Revised	-£104.98	-£867.18
6832	Culligan UK Ltd	RH Water Cooler Rental/Service + 6 bottles Mar 24		£234.80
6833	Culligan UK Ltd	SJP Water Cooler Rental/Service Mar 24		£50.37
6834	Elavon	Credit Card Terminal rental Apr 24		£22.80
6835	Focus	RH Telephones Rental Apr 24 Calls Mar 24		£201.26
6836	O2	Mobiles Rental 15/3-14/4/24		£241.84
6837	Regent Gas	RLCC Gas Final Termination 31/1/24		-£89.94
6838	SSE	RLCC Elect. Feb 24		£370.32
6839	SSE	St Light Elect Feb 24		£551.32
6840	Virgin Media Business	Broadband Mth to 6/5/24		£51.60
6841	Wokingham Borough Council	RH Store Rates (1st 6 mths)		£132.12
6842	Wokingham Borough Council	RLCC Rates (1 of 10)		£469.60
6843	Wokingham Borough Council	RH Offices Rates (1 of 10)		£1,570.50
6844	Wokingham Borough Council	MPCC Rates (1 of 10)		£237.25
6845	Wokingham Borough Council	Cemetery Rates (1st 6 mths)		£994.39
Total Direct Debits				£4,934.27

Date Prepared: 20/05/2024

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6846	Arco Ltd	H&S Toilet signs	£31.58
6847	Arnold Laver	Cemetery Stakes	£57.60
6848	Bowak Ltd	Various sites Cleaning supplies	£316.72
6849	Bracknell Pest Control	SJP Mole removals x 3	£150.00
6850	Bracknell Pest Control	RLCC Roof clearance	£108.00
6851	Gem Security Systems Ltd	Tractor Shed Intruder Alarm Service	£126.00
6852	GLS	Caretaker supplies	£131.95
6853	Grabloader Ltd	Green Waste collection	£432.00
6854	IT QED Ltd	IT Monthly support May 24	£450.00
6855	IT QED Ltd	Azure support Apr 24	£99.58
6856	Select Environmental Services	General Litter Collection Apr 24	£520.87
6857	Select Environmental Services	MPCC Waste Collection Apr 24	£405.65
6858	Select Environmental Services	RLCC Waste Collection Apr 24	£43.75
6859	Select Environmental Services	RH Waste Collection Apr 24	£45.90
6860	Select Environmental Services	CP Waste Collection Apr 24	£41.47
6861	SLCC	Course Fee Jess F - Quotes/Tenders/Cont. Manage.	£42.00
6862	Staysure Ltd	Puncture Repair WX15MLU	£39.00
6863	Trade Point B&Q	MPCC Cistern Valve	£8.81
6864	UK SafetyStore	CCTV Signage	£67.30

Total: £3,118.18

Date Prepared: 22/05/2024

Prepared By: Ian Johnson

ORDERS FOR PAYMENT - BY DIRECT DEBIT May 2024

Number	Supplier	Purchase Description	Amount	Amount
6865	Allstar	Fuel YK60UUJ 17/4;YS06BSO 22/4:Tools 22/4/24		£204.84
6866	Allstar	Fuel YK60UUJ 24/4/24		£58.73
6867	Castle Water	Water RH Feb-Mar 24 Adjust	-£17.53	
6868	Castle Water	Water RH Apr 24	£143.40	£125.87
6869	Castle Water	Water IC Apr 24		£56.48
6870	Castle Water	Water SJP Apr 24		£100.43
6871	Castle Water	Water Cem Apr 24		£17.40
6872	Castle Water	Water RLCC Apr 24		£11.74
6873	Culligan UK Ltd	RH Water Cooler Rental/Service May 24		£100.74
6874	Culligan UK Ltd	SJP Water Cooler Rental/Service May 24		£50.37
6875	Elavon	Credit Card Terminal rental May 24		£22.80
6876	Fields in Trust	Annual membership 2024		£65.00
6877	Focus	RH Telephones Rental May 24 Calls Mar 24		£206.15
6878	O2	Mobiles Rental 14/4-13/5/24		£253.12
6879	SSE	RLCC Elect. Mar 24		£405.70
6880	SSE	St Light Elect Mar 24		£590.93
6881	SSE	St Light Elect Apr 24		£571.87
6882	Virgin Media Business	Broadband Mth to 6/6/24		£51.60
6883	Wokingham Borough Council	RLCC Rates (2 of 10)		£469.00
6884	Wokingham Borough Council	RH Offices Rates (2 of 10)		£1,572.00
6885	Wokingham Borough Council	MPCC Rates (2 of 10)		£237.00
Total Direct Debits				£5,171.77

Date Prepared: 06/06/2024

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6886	Air IT Ltd	Microsoft 365 June 24	£803.90
6887	Arnold Laver	Timber Sibly Play Area and Green Fair	£80.74
6888	Bracknell Pest Control	Allot Bait 23/5/24	£54.00
6889	Frasers Office Innovation	Stamps & Office Stationery	£198.98
6890	Alan Hadley Ltd	Cemetery Skip Exchange 5/6/24	£300.00
6891	Premier Office Supplies	Desk (Park Ranger)	£262.04
6892	Premier Office Supplies	Office Stationery	£141.09
6893	SSE Energy Solutions	Gas Feb & Mar 24 SJP/RH/MPCC/RLCC	£2,726.20
6893a	SSE Energy Solutions	Inv. above reversed & revised issued Feb/Mar 24 SJP/RH/MPCC/RLCC	£3,066.05
6894	Trade Point B&Q	Green Fair Timber etc	£67.35
6895	Travis Perkins	MELNR Paths Gravel	£248.29
6896	Web Marketing Matters	Website support May 24	£216.00
6897	William Luck	Planning Services May 24	£415.20
6898	Wokingham Borough Council	Centrepont Rent May 24	£293.50

Total: £8,873.34

Date Prepared: 06/06/2024

Prepared By: Ian Johnson

May 2024 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
6899	MD Print Shop	Purchase Order Pads	£255.60
6900	Zoom	Subscription May 24	£15.59
6901	Wild Team Conservation	Course for AP (Cancelled credit due in June)	£220.00
6902	Adobe	Acrobat Subscription May 24	£11.29
6903	First Fence Ltd	Security Gate MELNR	£1,293.66
6904	Asda	Suncream & Water Bottles Outdoor staff H&S	£42.00
6905	Asda	Biscuits etc Sibly Play Area Promotion Event	£13.10
6906	Repair Café	Registration Fee	£43.13
Total Barclaycard			£1,894.37

Date Prepared: 10/06/2023
Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6907	Brewers Decorating Centres	Yellow Paint Sibly Play area	£33.49
6908	CTS Creating Technical Solutions	Sensor replacements and coolant leak YK60UTY/EN65HDF	£231.00
6909	IT QED Ltd	Azure May 24	£104.35
6910	IT QED Ltd	PC Monitoring May 24	£57.60
6911	IT QED Ltd	IT Support June 24	£450.00
6912	London Hearts	Internal Defibrillator for the Interpretation Centre	£801.60
6913	Select Environmental Services	Waste Collection May 24 CP	£59.69
6914	Select Environmental Services	Waste Collection May 24 MPCC	£232.32
6915	Select Environmental Services	Waste Collection May 24 RLCC	£48.83
6916	Select Environmental Services	Waste Collection May 24 General Litter	£629.98
6917	Select Environmental Services	Waste Collection May 24 RH	£30.60
6918	Stewart Turkington Photographer	Photo Mayor M Smith	£198.00
6919	Wokingham Borough Council	Centrepont Rental June 24	£293.50
6920	Woodley Town Council	50% share of Bulmershe Maintenance 7/6/24	£85.80

Total: £3,256.76

Date Prepared: 06/06/2024

Prepared By: Ian Johnson

IMPREST ACCOUNT - Reimbursement Vouchers 958 - 969

Vouchers between 16th April 2024 - 30th June 2024

Number	Details	Amount
958	Damage Deposit Refund MDK	£100.00
959	HMRC PAYE & NI May 24	£10,243.84
960	LGPS Pensions May 24	£13,287.10
961	Salaries May 24	£32,358.47
962	Damage Deposit Refund CA	£50.00
963	The Advocacy People Healthwatch Wokingham Refund (Hall cancelled)	£26.00
964	Damage Deposit Refund IU	£50.00
965	Damage Deposit Refund RK	£50.00
966	Damage Deposit Refund BD	£100.00
967	Salaries Jun 24	£34,391.57
968	LGPS Pensions Jun 24	£14,156.44
969	HMRC PAYE & NI Jun 24	£10,401.45
Total Payments		£115,214.87