

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Earley 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 2024, that:

	Agreed		Yes	No*	*Yes' means that this authority:
	Yes	No*			
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.
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.
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.
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.
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.
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.
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.
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.
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	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/2024

and recorded as minute reference:

12.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.earley-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

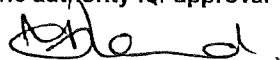
Earley Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,466,931	1,713,393	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.
2. (+) Precept or Rates and Levies	988,054	1,007,815	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	254,452	739,051	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	656,247	720,155	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.
5. (-) Loan interest/capital repayments	21,802	21,316	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	317,995	386,090	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,713,393	2,332,698	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,705,562	2,320,184	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,937,624	2,965,958	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.
10. Total borrowings	214,000	200,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2024 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


01/05/2024

Date

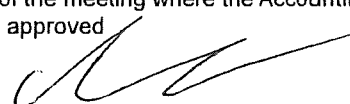
I confirm that these Accounting Statements were approved by this authority on this date:

08/05/2024

as recorded in minute reference:

12.4

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



Section 3 – External Auditor's Report and Certificate 2023/24

In respect of

Earley town Council – BE0033

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Phil Littlejohn

Date

17/07/2024

Policy & Resources Committee Meeting – 11th September 2024

Agenda Item 11 – Youth Services - Update

Youth survey

Following the discussion at the last Policy & Resources Committee meeting, the Town Clerk and Deputy Town Clerk met with Gareth Mephram, Berkshire Youth, to discuss the survey content and its appropriateness for younger children. It was agreed that, whilst the original survey may be suited to older teenagers, a revised version was required for those nearing the end of primary school, beginning of secondary school. This should focus on what activities and hobbies are currently enjoyed by the participants and what they would like to see being offered by Berkshire Youth and Earley Town Council in terms of youth clubs and related activities. The new survey should be ready to go out to schools during the autumn term, once officers have approved the questions.

Outreach work

During the summer holidays, Berkshire Youth held three outdoor consultation events:

- Sol Joel Park – 15th August
- Chalfont Field – 29th August
- Events Field – 29th August

Free activities such as zorb football were on offer at these drop-in events. Youth workers engaged with attendees, discussing what was already available for youngsters in Earley and the type of things they would like to see introduced. Gareth confirmed that lots of feedback was given and that he will be pulling it all together in a report.

Centrepont Community Centre

Berkshire Youth have organised two after school drop-in sessions at Centrepont Community Centre for 19th September and 26th September. These will be promoted in school (Maiden Erlegh) by the youth workers once the autumn term is underway.

Youth Services Working Group

Once the feedback from the in-person sessions mentioned above and the Maiden Erlegh School survey has been collated, we will arrange a meeting of the Youth Services working group and Berkshire Youth to discuss next steps. Results from any primary school survey will be fed into the discussions when available.

The Youth Services working group comprises of Councillors M Iyengunmwena, P Jorgensen, A Long, S Newton, B Owen, H Sarasan and C Smith and the Town Clerk.

Solar panel report for Policy & Resources Committee – 11th September 2024

Report by Max Brown- Operations Manager, 2nd September 2024

In 2023 Earley Town Council took advantage of the Solar Together Scheme though WBC and agreed to have 14x solar panels installed with a battery at Radstock House which was then installed on 21st November 2023

The system works by solar panels generating energy directly from the sun which is then used to power the electrical demand from Radstock House. The system is designed to prioritise the use of solar energy, followed by energy from the battery which is also charged by Solar before drawing energy from the grid. Each panel is fitted with optimisers which increase the efficiency of the panels when in partial shade, allowing those still in the sunlight to draw in energy rather than none at all.

If there is excess energy generated that cannot be used or stored by the battery, this is exported back to the grid as a last priority, there are schemes in which people can sell back this excess energy but we are currently not registered to do so because we are unable to with our current energy supplier, we also have an export limit of 3.68 kW per hour having opted out of applying for a formal grid application (DNO) which would have cost an additional £500 and taken up to 45 days to complete.

Generation started 21st November 2023, but I haven't included November/December 2023 as there was no sun, so this report focuses on 1st Jan 2024 – 2nd September 2024 (when the report was produced)

Observations

The first quarter of the year we experienced an exceptional amount of rain.

On the 2024 graph you will see the load reduces from 1600-1700kWH in March down to between 700- 900kWH, this is due to the removal of the onsite IT server at Radstock House which was moved to a cloud-based solution on 22nd March 2024. We have since removed a redundant battery that was left over from the old server which led to further reductions in load on the system.

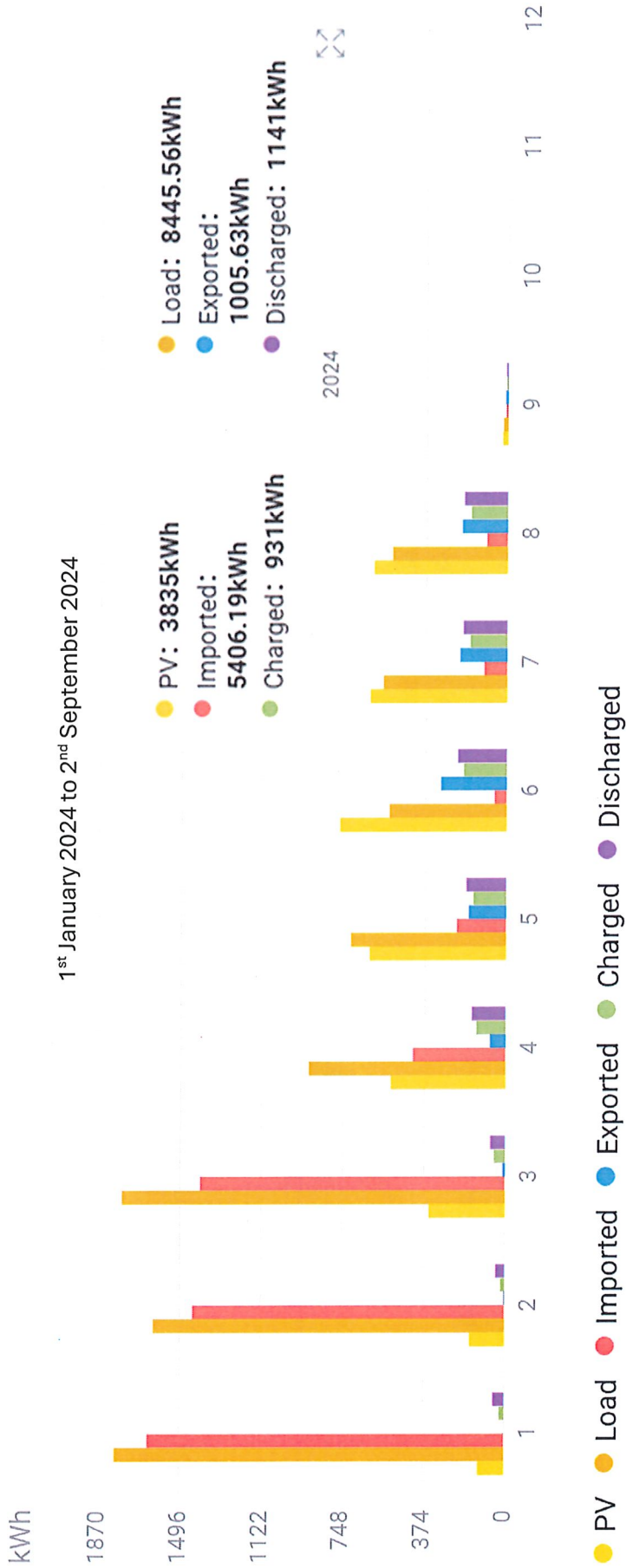
You can see from April onwards the imported energy from the grid reduces and the system is running almost entirely from solar generated energy in July.

Energy and money saved so far:

47% less energy used from the grid compared to last year's period from January to September (almost halved)

Energy saved compared with last year has saved us £989.28 at today's electricity price (around £1000)

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PV- Energy generated from the solar panels (photovoltaic)

Load- energy used by electrical items (current demand on system)

Imported- Energy imported from the grid due to no available PV and no charge remaining in battery to discharge (system will always try PV and battery first before importing from grid)

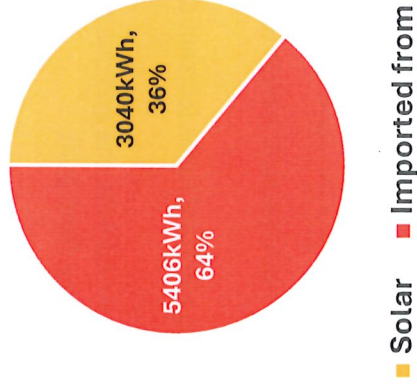
Exported- remaining energy generated from PV not used by load or charged into battery (have a limit on exportation to the grid of 3.68kWh)

Charged- Energy charged into the battery from PV

Discharged- Energy drawn from the battery to be consumed by load

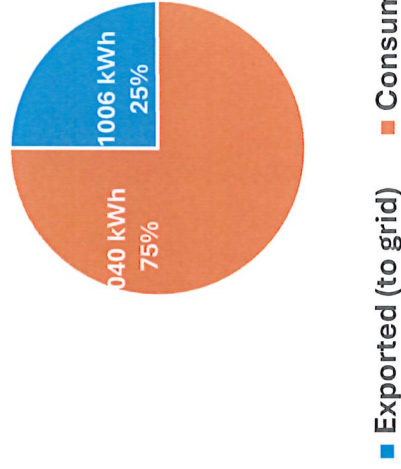
Consumption (how load is met)

Load total= 8446 kWh



How Solar and battery energy is used

total used = 4046 kWh



Solar consumption percentage has been calculated by adding the total PV & battery discharge minus the energy taken to charge the battery and the total excess exported to the grid once the battery is full.

Summary:

Just over 1/3 of our total energy consumption this year so far has been powered by Solar

At this stage without a full year's data it's not possible to calculate how much this is saving overall until we see the end of year figures and data but roughly take it as 1/3 so far given what we've seen already.

Total Solar energy used calculated by adding the PV & Discharge from battery minus the charge to the battery.

Summary:

25% of the total solar energy that has been generated has been exported back to the grid- this is the excess that the battery cannot store.

Policy & Resources Committee Meeting – 11th September 2024**Agenda Item 13 – Policy Review**

With regards to ETC policies that are connected to GDPR, a review is carried out by Officers against current legislation and Councillors are then informed of any significant changes to any policy.

The following policies relating to GDPR have been reviewed and below are details of any actions taken.

POLICY	ANY CHANGE IN LEGISLATION?	ACTION	NEXT REVIEW DATE
Data Protection Policy	No	General Amendment to keep in line with current formats. Key additions: - Introduction, Data Protection Principles, Retention of Data, CCTV	31/07/2026
Freedom of Information & Environment Regulations Policy	No	No change	31/07/2026
Information Breach Policy	No	No change	31/07/2026
Information Security Policy	No	No change	31/07/2026
Retention of Records & Disposal Policy	No	No change	31/07/2026
Website Privacy & Cookie Policy	No	General Amendment – additional sentence “Like most online services....”	31/07/2026

Emma Carroll
Deputy Town Clerk

2nd September 2024



EARLEY TOWN COUNCIL

DATA PROTECTION POLICY

Introduction

This policy demonstrates how the Council will comply with the Data Protection Act 2018 and UK General Data Protection Regulations to ensure that personal data is processed correctly.

This policy applies to members of staff, councillors, suppliers, contractors or anyone acting on the Council's behalf and should be read in conjunction with the Council's:

- Privacy Notice
- Information Security Policy
- Information Breach Policy
- Retention of Records & Disposal policy
- Subject Access Request Policy
- Freedom of Information & Environmental Information Regulations guidance.

Our Commitment

The processing of personal information is important to us, and the Council understands the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

The Council will only collect, use and hold personal data about individuals for the purposes of carrying out its statutory obligations, delivering services and meeting the needs of individuals.

This includes service users, members of the public, current, past and prospective employees, councillors, stakeholders, other local authorities, public bodies or law enforcement agencies.

Data Protection Principles

There are 7 principles set out in the Data Protection Act 2018, that personal data is:

- used fairly, lawfully and transparently.
- used for specified, explicit purposes.
- used in a way that is adequate, relevant and limited to only what is necessary.
- kept accurate and, where necessary, kept up to date.
- kept for no longer than is necessary.
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.
- kept in compliance with other principles of data protection to ensure accountability.

There is also protection for more sensitive personal data such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership

- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

Our Objectives

In order to comply with the requirements of the Data Protection Act 2018, the Council will ensure that:

- Personal data is collected, used and held lawfully and for the purpose it is intended.
- When personal data is collected, individuals are made aware that their information is being collected, the purpose for collecting the data and whether it will be shared with any third parties. This will be done using privacy notices.
- Any data sharing with external partners and other relevant agencies will be subject to information sharing agreements and will only be entered into with third party under a duty of confidentiality and they will be obliged to implement appropriate measures to ensure data security.
- External agencies undertaking any data processing on behalf of the Council will be required to demonstrate compliance with the Data Protection Act 2018 and will require measures to be in place to protect personal data.
- Staff are aware of their responsibilities when processing personal information.
- Training is provided to ensure that those handling personal data are trained appropriately.
- Subject Access rights can be fully exercised and will be dealt with promptly.
- Any new projects being implemented that involve personal data to be subject to a Data Protection Impact Assessment (DPIA).
- A review and update of this policy, procedures and guidance for staff and councillors is carried out on a regular basis.

Meeting our Objectives

In order to meet our objectives, the Council will ensure that appropriate controls and procedures are in place to ensure compliance with the Data Protection Act 2018.

Legal Requirements

The Council is required by law to share or make available some of the personal data we collect and hold. This information may be shared for a number of reasons such as to safeguard public funds and for the prevention and detection of fraud, and for the prevention and detection of crime.

The Council will fully comply with the requirements of the Data Protection Act 2018 and other legislation, policies and guidance such as the Freedom of Information Act 2000, etc.

The Council is registered as a data controller with the Information Commissioner's Office. Our registration number is Z7740800.

Data Controller

Earley Town Council is the Data Controller for personal data relating to staff, councillors, customers, suppliers, contractors and other individuals and external bodies.

Data Protection Officer

The Council is not required to appoint a Data Protection Officer, however the Deputy Town Clerk acts as a point of contact for any queries in relation to Data Protection and GDPR.

Data Security

The Council must ensure the security of personal data and have relevant measures in place. All staff and councillors must comply with the Council's Information Security Policy.

The Council must protect personal data against:

- Unauthorised access.
- Unauthorised or unlawful processing.
- Accidental loss, destruction or damage.

This will be achieved by:

- acting legally when collecting, storing and processing data in accordance with this policy and the Council's data privacy notices.
- reporting any suspected data breaches to the Town Clerk and Deputy Town Clerk, who will notify the Information Commissioner's Office, as required.
- using appropriate levels of security to store or share personal data.
- carrying out a Data Protection Impact Assessment (DPIA) when undertaking new projects involving personal data, to assess any potential privacy risks.

An Information Asset Register will be maintained by the Town Clerk & Deputy Town Clerk identifying:

- all personal data held.
- where it is held.
- how it is processed.
- who has access to it.

Data Sharing

Personal data will not be shared with a third-party organisation without a valid reason and where required, an individual will be notified that sharing will take place in the form of a privacy notice. If any new purposes for the data sharing are to take place, consent from the individuals concerned must be obtained.

When personal data is to be shared regularly with a third party, a Data Sharing Agreement must be implemented.

Any data sharing will also take into consideration:

- the statutory basis of the proposed information sharing.
- whether the sharing is justified.
- how to ensure the security of the information being shared.

If the Council transfers personal data to a country or territory outside the UK, the Council will comply with data protection law.

The Council may be required to share personal data with emergency services and local authorities in response to an emergency situation that affects staff or councillors.

Data Access

Staff and councillors will have access to personal data only where it is a requirement of their role.

An individual has a right to make a request about the personal data held on them and these rights are:

- The right to be informed.
- The right of access.
- The right to rectification
- The right to restrict.
- The right to erasure.
- The right to object
- The right to portability.
- The right to not be subject to automated decision-making

However, in accordance with the UK's GDPR, exemptions and restrictions can be legitimately applied in some circumstances, to exempt or qualify the exercise of an individuals' rights.

The Council will ensure that any requests regarding personal data are processed in accordance with its Subject Access Request Policy.

Retention of data

The Council will only keep data for as long as it is necessary to do so, in accordance with its Retention of Records & Disposal Policy and Retention Schedule. Some data may be retained or kept permanently, in accordance with legal requirements. The destruction of data will be carried out securely.

CCTV

The use of CCTV will be carried out in accordance with the Information Commissioner's Office guidance. Signage will be clearly visible where there are CCTV cameras to inform individuals that CCTV is in operation. The management of CCTV use will follow the Council's CCTV Policy.

Compliance with this Policy

This Policy applies to all council staff, councillors and all individuals or organisations acting on behalf of the council.

Date of adoption: 27th July 2022

Date of next review: July 2026



EARLEY TOWN COUNCIL

WEBSITE PRIVACY & COOKIE POLICY

This policy applies to the content of the Town Council's website only (<https://www.earley-tc.gov.uk/>) and not to any external sites that we provide links to, including the Town Council's Facebook/Twitter page.

Privacy

The Council does not currently collect personal information from members of the public through our website site, as we do not have a "Contact Us" facility on our website. It also does not use cookies to collect personal data about individuals.

We do use Google Analytics to help us understand how our customers use the site and you can read more about how Google uses your Personal Information at: <https://www.google.com/intl/en/policies/privacy/>

You can also opt-out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>

Use of Cookies

Like most online services, the Council's website uses standard cookies which allow individuals to use the full functions of the website. Cookies are small text files which are placed on your computer or mobile device by websites that you visit. Cookies are used in order to make websites work, provide information to site owners such as the number of visitors to the website and which pages and to display content that is personalised to users based on their previous internet activity.

There are 2 different types of cookie which can be placed in your browser by a website:

Session cookies – are used for the timeframe you use the website, which are then deleted when you close your web browser. A new cookie would then be placed in your browser if you were to visit the same website again.

Persistent cookies - remain in your browser once you have left the site and closed your browser. The next time you visit the site the cookie will be used to make the website work as it did at the time of your previous visit. Persistent cookies will expire if the website is not visited again within a certain timeframe.

Examples of cookies can be:

- The storing of information to personalise a website to your requirements
- A website selling items uses cookies to record items you have in a shopping basket
- To record and analyse users' activity on a website, for example what pages have been viewed

Cookies on This Website

We use standard cookies on our website. If you have any questions about the way cookies are used, or how you may be affected please contact us.

Managing Cookies on Your PC

You can choose to block cookies that are set by our website, however by doing this it may mean that some parts of the website will not work correctly.

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6921	2468 Ltd	MPCC Water Heater Service contract	£110.92
6922	2468 Ltd	CP Boiler rental q/e31/10/24	£130.18
6923	Air IT Ltd	Microsoft 365 Jul 24	£803.90
6924	All Electrics & Building Management	CP Bike workshop Lighting	£717.60
6925	Bowak Ltd	Caretaker supplies various centres	£142.31
6926	Bracknell Pest Control	Cem Mole removal	£90.00
6927	Claire Connell	Internal Audit and report Final visit 23/24	£320.00
6928	Enerveo Ltd	Q/e 30/6/24 Street light maintenance	£209.98
6929	Frasers Office Innovation	Office coloured paper	£26.06
6930	GLS _ Findel	Blue hand towels	£69.58
6931	GLS _ Findel	Blue hand towels-For Recharge to Kilnsea Preschhool	£69.58
6932	Lister Wilder	Brake light for trailer + Strimming Wire	£216.50
6933	Rath Building	RH Guttering replacement with Scaffolding	£9,850.00
6934	Thake Signs	Update Past Mayor Board C Smith	£90.00
6935	Trade Point - B&Q	Plasterboard & Sanding discs	£31.88
6936	Trade Point - Screwfix	MPCC light bulbs	£41.94
6937	Travis Perkins	Cem Top soil	£108.11
6938	Tri Security	Lanyard/Badges C Gray/J Wise/T Small	£43.20
6939	Web Marketing Matters	E-mail .gov.uk 2 year renewal	£117.84
6940	Web Marketing Matters	Website Support Jun 24	£216.00
6941	William Luck	Planning Services Jun 24	£455.10

Total: £13,860.68

Date Prepared: 04/07/2024

Prepared By: Ian Johnson

ORDERS FOR PAYMENT - BY DIRECT DEBIT June 2024

Number	Supplier	Purchase Description	Amount
6942	Allstar	Fuel YK60UUJ 15/5;YK60UTY 21/5;EN65HDF 20/5; MX19WVW 20/5/24	£346.65
6943	Allstar	Fuel YS06BSO 24/5/24	£101.28
6944	BT	SJP Broadband CCTV Q/e 31/8/24	£228.35
6945	Castle Water	Water Allot May 24	£147.33
6946	Castle Water	Water IC May 24	£60.62
6947	Castle Water	Water SJP May 24	£105.49
6948	Castle Water	Water RH Apr 24	£129.08
6949	Castle Water	Water RH May 24	£153.53
6950	Castle Water	Water RLCC May 24	£21.87
6951	Culligan UK Ltd	RH Water Cooler Rental/Service May 24	£100.74
6952	Culligan UK Ltd	SJP Water Cooler Rental/Service May 24	£50.37
6953	Elavon	Credit Card Terminal rental June 24	£22.80
6954	Focus	RH Telephones Rental June 24 Calls Apr 24	£217.46
6955	O2	Mobiles Rental 14/5-13/6/24	£253.12
6956	PHS Group	Waste Disposal I/C ESPO Q/e 17/9/24	£5.29
6957	PHS Group	Waste Disposal SJP Q/e 17/9/24	£15.88
6958	PHS Group	Waste Disposal RH Q/e 17/9/24	£10.58
6959	PHS Group	Waste Disposal MPSOC Club Q/e 17/9/24	£10.58
6960	PHS Group	Waste Disposal MPCC Q/e 17/9/24	£128.06
6961	PHS Group	Waste Disposal MPCC Q/e 17/9/24	£128.06
6962	PHS Group	Waste Disposal I/C Q/e 26/9/24	£5.29
6962a	SSE	RLCC Elect. Apr 24	£355.78
6963	Virgin Media Business	Broadband Mth to 6/7/24	£51.60
6964	Wokingham Borough Council	RLCC Rates (3 of 10)	£469.00
6965	Wokingham Borough Council	RH Offices Rates (3 of 10)	£1,572.00
6966	Wokingham Borough Council	MPCC Rates (3 of 10)	£237.00
Total Direct Debits			£4,927.81

Date Prepared: 8th July 2024

Prepared by: Ian Johnson

June 2024 Barclaycard**ORDERS FOR PAYMENT - BY BARCLAYCARD**

Number	Supplier	Purchase Description	Amount
6967	Asda	Water bottles for H&S	£15.00
6968	Wild Team Conservation	Course for AP Cancelled credit	-£205.00
6969	Zoom	June Subscription	£15.59
6970	Adobe	Acrobat Subscription June 24	£11.29
6971	John Lewis	Photoframe Mayor	£24.50
6972	Curious Caterpillar	Items for the Green fair	£64.99
6973	Eco Party Bag	Items for the Green fair Wild seed packets	£19.49
6974	John Lewis	Photoframes Mayor	£100.00
6975	Royal Mail	Stamps	£152.50
Total Barclaycard			£198.36

Date Prepared: 9/07/2024

Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6976	Arnold Laver	Timber for Green Fair signs	£6.17
6977	Arnold Laver	Wooden Stake pegs fro Cemetery x 50	£58.20
6978	Bracknell Pest Control	Allotment Bait traps 15/7/24	£54.00
6979	The Community Heartbeat Trust	Cardiac Arrest Response Seminar 19/8/24	£210.00
6980	Enerveo Ltd	St Light repair o/s 22/24 Luckmore Drive	£87.70
6981	Grabloader Ltd	Green Waste collected re Cemetery and Sibly	£432.00
6982	IT Qed	PC Monitoring June 24	£57.60
6983	IT Qed	Azure Subs Jun 24	£99.73
6984	IT Qed	Monthly Support Jul 24	£450.00
6985	Lister Wilder	Ransome (WX09HXN) Service	£750.00
6986	PPL PRS	Music Licences for y/e 5/6/25 CP/RLCC/MPCC	£1,700.40
6987	Ricoh	RH Photocopiers Rental q/e 30/9/24	£400.49
6988	Select Environmental Services	Waste Collection June 24 - RH	£30.60
6989	Select Environmental Services	Waste Collection June 24 - General Litter	£506.18
6990	Select Environmental Services	Waste Collection June 24 - RLCC	£52.32
6991	Select Environmental Services	Waste Collection June 24 - CP	£41.47
6992	Select Environmental Services	Waste Collection June 24 - MPCC + Soc. Club	£153.98
6993	Soilfix	Cem Extn Review/Scope of Wks and Budget costings	£2,243.28
6994	SSE Energy Solutions	Gas RLCC/MPCC/RH Feb/Mar/Apr 24	£2,261.98
6995	SSE Energy Solutions	Gas RLCC/MPCC/RH May 24	£819.80
6996	SSE Energy Solutions	Gas RLCC/MPCC/RH Jun 24	£495.35
6997	Trade Point - B&Q	Allot Plumbing items	£9.44
6998	Trade Point - B&Q	Dustbins - Cem. / Artex - MPCC / Copper piping - Allot	£125.51
6999	Trade Point - B&Q	Allot. General Maintenance (Fencing)	£146.15
7000	Tri Security	CP Fire alarm batteries replaced	£119.88
7001	Wokingham Borough Council	CP Rent July 24	£293.50

Total: £11,605.73

Date Prepared: 24/07/2024

Prepared By: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7002	Air IT Ltd	Microsoft 365 August	£803.90
7003	Argraves Ltd	Engraving of Mayors Chain - M. Smith + Badge & Gold Bar C. Smith	£60.00
7004	Arnold Laver	Sibly Fencing Gen Maint	£340.60
7005	First class Falconry	Green Fair - Bird of Prey Display	£600.00
7006	James Hallam	Motor Insur. T Small (YK60UTY) until 31/8/24 (then covered by Grp pol.)	£28.00
7007	Lister Wilder	Ransome (WX09HXN) Hydraulic Leak Repair	£317.17
7008	PKF Littlejohn LLP	External Audit Fee for 2023/24	£2,520.00
7009	Proludic Ltd	Collins Drive Play Area and Benckes Sibly (part funded by CIL)	£71,276.11
7010	SMS UK Ltd	Call Out charge IC Water leak	£214.20
7011	SMS UK Ltd	New pipework for IC following leak	£2,916.50
7012	Thake Signs	Play Area signage Sibly	£192.00
7013	Trade Point - B&Q	Maintenance work items Bikeshop	£184.28
7014	Trade Point - Screwfix	Rpaint Roller sleeves Bike workshop	£12.99
7015	Trade Point - Screwfix	Credit for Sander faulty under warranty	-£32.98
7016	Trade Point - Screwfix	New Sander received under warranty see above	£32.98
7017	Web Marketing Matters	Website support July 24	£216.00
7018	William Luck	Planning Services July 24	£403.11
7019	Woodley Town Council	Share of Bulmershe Maintenance 24/7/24	£85.80
7020	X-Tern Services	Window Cleaning Centres and Offices	£160.00

Total: £80,330.66

Date Prepared: 05/08/2024

Prepared By: Ian Johnson

ORDERS FOR PAYMENT - BY DIRECT DEBIT July 2024

Number	Supplier	Purchase Description	Amount
7021	AIG	Grp Death In Service Premium 11/7/24-10/7/25	£2,638.68
7022	Allstar	Fuel MX19WV 5/7/24	£96.47
7023	Allstar	Fuel Tools 7/6/24, 10/6/24	£26.24
7024	Allstar	Fuel YK60UTY 14/6; YK60UUJ 14/6: YS06BSO 13/6/24	£180.89
7025	BT	SJP Phoneline CCTV Q/e 31/8/24	£43.20
7026	Castle Water	Water Cem May & Jun 24	£16.95
7027	Castle Water	Water IC Jun 24	£41.59
7028	Castle Water	Water SJP Jun 24	£100.43
7029	Castle Water	Water RH Jun 24	£146.61
7030	Castle Water	Water RH May 24 adj	-£9.63
7031	Castle Water	Water RLCC Jun 24	£18.16
7032	Castle Water	Water Allot Jun 24	£112.36
7033	Culligan UK Ltd	RH Water Cooler Rental/Service Jun 24	£110.86
7034	Culligan UK Ltd	SJP Water Cooler Rental/Service Jun 24	£55.43
7035	Elavon	Credit Card Terminal rental July 24	£22.80
7036	Focus	RH Telephones Rental July 24 Calls May 24	£203.70
7037	O2	Mobiles Rental 14/6-13/7/24	£255.05
7038	SSE	Street Lighting May 24	£590.93
7039	SSE	Street Lighting Jun 24	£571.87
7040	SSE	RLCC Elect. May 24	£375.64
7041	Virgin Media Business	Broadband Mth to 6/8/24	£51.60
7042	Wokingham Borough Council	RLCC Rates (4 of 10)	£469.00
7043	Wokingham Borough Council	RH Offices Rates (4 of 10)	£1,572.00
7044	Wokingham Borough Council	MPCC Rates (4 of 10)	£237.00
Total Direct Debits			£7,927.83

Date Prepared: 6th August 2024

Prepared by: Ian Johnson

July 2024 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
7045	Zoom	July Subscription	£15.59
7046	Adobe	Acrobat Subscription July 24	£11.29
7047	Edibolis	Edible 50th ETC Anniversary Cake Toppers	£18.42
7048	Asda	Green Fair Refreshments	£14.75
Total Barclaycard			£60.05

Date Prepared: 7/08/2024
Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7049	A1 Locksmiths	Keys RLCC/MPCC	£15.00
7050	A1 Locksmiths	MPCC Combination lock	£31.35
7051	A1 Locksmiths	MELNR Gate Additional Keys	£24.00
7052	A1 Locksmiths	Sibly Padlock	£47.05
7053	Amazon Business	Office Shredder - Oil Sheets	£15.99
7054	Bowak Ltd	Caretaker supplies various sites	£88.39
7055	Bracknell Pest Control	Allotment - Bait resets	£54.00
7056	Core Clean	Bus Shelters Cleaning x 10	£1,200.00
7057	Creating Technical Solutions	Fuel Pump Repair YS06BSO Tipper	
7058	Grabloader Ltd	Green Waste removal 13/8/24 - Sibly and Cemetery	£432.00
7059	IT QED Ltd	IT Monthly Support Aug 24	£450.00
7060	IT QED Ltd	IT Monthly monitoring July 24	£57.60
7061	IT QED Ltd	IT Azure Jul 24	£103.93
7062	Proludic Ltd	Collins Drive Play Area Topsoil/Turf and Paths	£3,111.60
7063	Proludic Ltd	Discount credit - missing from above invoice	-£600.00
7064	Select Environmental Services	RH Recycle waste July 24	£30.60
7065	Select Environmental Services	General Litter Bins July 24	£597.57
7066	Select Environmental Services	RLCC Waste Collection July 24	£63.11
7067	Select Environmental Services	MPCC Waste Collection July 24	£220.71
7068	Select Environmental Services	CP Waste Collection July 24	£41.65
7069	SMS UK Ltd	MPCC Emergency Leak Repair Meeting Room	£1,869.88
7070	Trade Point - B&Q	IC Maintenance timber/ply	£111.31
7071	Wokingham Borough Council	Centrepoint Rent Aug 24	£293.50

Total: £8,259.24

Date Prepared: 21/08/2024

Prepared By: Ian Johnson

IMPREST ACCOUNT - Reimbursement Vouchers 970 - 993

Vouchers between 1st July 2024 - 29th August 2024

Number	Details	Amount
970	Damage Deposit Refund MS	£50.00
971	Damage Deposit Refund TW	£50.00
972	Damage Deposit Refund SJ	£50.00
973	Salaries July 24	£34,792.97
974	LGPS Pensions July 24	£13,899.06
975	HMRC PAYE & NI July 24	£10,739.45
976	Damage Deposit Refund SP	£50.00
977	Damage Deposit Refund AM	£50.00
978	Grant ARC Project	£2,000.00
979	Grant CAB	£3,000.00
980	Grant Daisy's Dream	£500.00
981	Grant Home-Start	£1,000.00
982	Grant Keep Mobile	£1,000.00
983	Grant Together One Step at a time	£386.30
984	Grant - Link Visiting Scheme	£1,500.00
985	Grant - Wokingham Job Support	£500.00
986	Swan Support Charity Fishing Match donations	£100.00
987	Damage Deposit Refund A Mo	£5.00
988	Salaries Aug 24	£34,179.35
989	LGPS Pensions Aug 24	£14,208.09
990	HMRC PAYE & NI Aug 24	£10,878.97
991	Damage Deposit Refund SK	£100.00
992	Damage Deposit Refund HW	£50.00
993	Items for Collins Dr. Playarea opening	£21.25

Total Payments**£129,110.44**