

Policy & Resources Committee Meeting – 12th March 2025

Agenda Item 6 – FINANCE UPDATE – 2024/25

- Period Covered – Up to 4th March 2025
- RBS Income & Expenditure report also provided to the Committee
- Budget codes are included in the report below

INCOME

Income from **hall hire** has been strong. Radstock Lane Community Centre (110/1030) income from hall hire is 20% ahead of budget whilst income from Maiden Place Community Centre (130/1030) and Centrepont (140/1030) is set to be on target for 2024/25.

Cemetery income (100/1010), whilst being the most unpredictable income stream, this will end the year slightly ahead of target.

Allotment fees (120/1020) are collected in January of each year, the budgeted income from this facility has been received.

Sports Pitch income from **Sol Joel Park** (220/1040) remains slightly above 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 so the figures are reassuring. Work will soon be underway to prepare for the cricket season.

The sale of **fishing permits** for MELNR (200/1090) have exceeded predictions, income from this is slightly above target.

Help Shop (300/1000) – WBC agreed to honour payment of the £14,000 grant to ETC for services delivered in 2024/25 however they are reviewing the SLA previously in place and we have received no indication that the funds will be forthcoming in the future. In the meantime, the Help Shop will continue to deliver all services as usual, any change to this position will have to be debated and agreed by Council.

CIL (370/1150) – The total income for CIL in 2024/25 was £8,400. 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 April 2025, we are currently aware that ETC will be receiving approximately £5,300.

Interest received from ETC's investments with CCLA (330/1160 & 245/1161) remains above target but, following a reduction in interest rates, monthly income has decreased to around £6,500 per month. We allocate this proportionately to the Sibly maintenance fund and ETC's general reserves.

EXPENDITURE

Staffing costs are on target. ETC still has the funds budgeted for the Bike Workshop available, recruitment for this post will begin in the next couple of weeks.

Utilities – Gas charges (4230) are on track and, overall, **Water** charges (4240) are as expected. Generally, invoicing from utility companies has been unreliable and haphazard. Officers have been

meticulous in taking regular meter readings and challenging charges so we are confident ETC is not overpaying but the situation does make it more difficult to predict expenditure. Some of the issues we have been faced with are nationwide. An update on the performance of the solar panels at Radstock House will be provided to Full Council at its meeting on 26th March 2025.

CIL (370/5080) – Total expenditure of CIL monies in 2024/25 was £24,038 which was spent on the new Collins Drive playground and on support for local bus services. The total CIL reserves remaining are £40,447, with spending deadlines of October 2025 (£17,959) or beyond.

Interpretation Centre General Maintenance (210/4280) – the maintenance budget for the IC has been exceeded as we experienced a burst pipe.

Health & Safety (360/4255) – the external H & S audit has been completed, the final cost was £1,250.

Street Lighting Contract (400/4365) – this code covers maintenance and repairs to ETC’s street lights. Expenditure has been relatively high so far this year as the repairs needed have been more complicated than usual.

Apart from some ongoing day to day expenditure, there are numerous items of expenditure that are yet to appear in the accounts:

Sol Joel Park Sports Pitch Works (220/4327) and Horticultural Supplies (220/4325) – supplies to be ordered soon, this work takes place in early Spring.

Sol Joel Park Equipment/Tools (220/4290) – ETC’s existing cricket roller is well over 60 years old, overly heavy for our needs and temperamental in its behaviour! A new cricket roller has been ordered. We have part exchanged our current roller and the company supplying the new one will take the old one away. The final bill is £11,860 and will be settled on delivery (early May).

Tree Management All Sites (200/4305) – the winter tree inspection by the tree surgeon have taken place covering all ETC sites. There will be further costs arising from any tree work identified.

Health & Safety (360/4255) – a new piece of safety equipment has been ordered, a ‘radio detection Cat4 & Genny4 cable avoidance kit with carry bag’, known as a Cat & Genny (£1,204). This will assist staff when they are working outside, perhaps moving street furniture or installing notice boards etc. A member of staff has attended the relevant training required to operate the equipment safely.

Notice boards (420/4370) – eight new notice boards have been ordered, these will replace some of the more dilapidated old wooden boards. The condition of some of the existing wooden notice boards is still ok so we shall be updating these by adding self-healing pin boards to them. The total cost of both the new notice boards and new pin boards is £12,494.

Town Maps (420/4420) - the artwork for the new Town Maps has been commissioned (£4,268). A condition survey has been conducted on the existing structures and they are suitable for re-use.

Jo Friend, Town Clerk/RFO

Claire Connell MA, ACA, CTA

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The Councillors
Earley Town Council
Council Offices
Radstock Lane
Earley
Reading RG6 5UL

13th February 2025

Dear Ladies and Gentlemen

Internal audit for the year ended 31st March 2025 – interim report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my visits in December 2024 and February 2025 I reviewed the financial systems and controls for the year to date.

A further visit will be required after the year end to review the final accounts.

My internal audit testing was based on the guidelines included in the current NALC Governance & Accountability Practitioners Guide. Initial discussions established whether there were any changes to the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the controls.

Overall conclusion

Generally, the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures which operate on a day-to-day basis appear efficient and effective.

Specific comments below are in the order of the headings in section 1 of the Annual Return. There are no significant matters or concerns that I need to draw to your attention. A minor issue arose during the review of petty cash and I understand that the Town Clerk has taken immediate steps to ensure that this does not reoccur.

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

As part of the testing I checked:

A Appropriate accounting records have been properly kept throughout the year

- The accounts are maintained on RBS Omega and kept up-to-date.
- The RBS Bookings package is used for hall and pitch bookings.
- Burials are recorded in bespoke software and standing information for allotment holders is maintained in Excel. Invoices for these services are raised in Omega.

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

- A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found.
- The procedures in place for the procurement of high value items and services were reviewed. There hasn't been any requirement to use Contracts Finder this year.
- The system for making electronic payments was reviewed. This was unchanged from the previous year.

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

- The Standing Orders and Financial Regulations were reviewed. The Standing Orders and the Financial Regulations were both adopted in June 2022.
- Council minutes were scrutinised.

Observations and outstanding audit work:

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

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

- The reporting of financial results and monitoring of actual against budget was reviewed. Financial updates are provided at the Policy & Resources meetings (and are emailed to all councillors).
- The budget setting process for 2025-26 was in progress at the time of my visits with the final budget and precept decided by Full Council on the day after my February visit. The process appears thorough and has once again included a review of the earmarked reserves being held.

Outstanding audit work:

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

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

The following areas were checked:

- The precept was agreed to Council minutes and bank statements
- CIL income was reviewed and agreed to bank statements
- Rental income was reviewed
- Test checks were made for burial income
- Test checks were made for pitch and room hire income.
- Allotment income was reviewed
- Fishing income was reviewed
- The procedures for recording repair café income were reviewed
- Quarterly VAT returns were reviewed. A partial exemption calculation is prepared on a quarterly basis, with a final annual review.

Observations:

- No issues arose during the checks and reviews.

F Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

- Amounts being paid out of petty cash are small in number and value and are supported by receipts and petty cash vouchers.

Observations:

- The petty cash balance is reviewed by the Town Clerk on a monthly basis.
- There have been at least two top ups of petty cash this year from income. This contravenes the current Financial Regulations which state that income must be banked intact.
- The Town Clerk has taken action to ensure that henceforth the finance department will always follow the Council policy of topping up petty cash by using an ATM.

G Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE/NI requirements were properly applied

- Payroll is outsourced to a local payroll company.
- A sample of employees were selected and their rates of pay checked. Deductions for tax, national insurance and pension were also checked. No issues arose.

H Asset and investments registers were complete, accurate and properly maintained

- The fixed asset register will be reviewed after the year end.

I Periodic bank reconciliations properly carried out during the year

- Bank reconciliations are prepared on a monthly basis and the reconciliations for the Barclays accounts are reviewed by the Town Clerk and the Chair of P&R.
- At the end of each quarter the reconciliation statement also contains the CCLA and NS&I balances.

J Accounting statements prepared during the year were prepared on the correct accounting basis (income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

- These will be reviewed at my visit in May or June 2025.

K If the authority certified itself as exempt from a limited assurance review in 2023/24 It met the exemption criteria and correctly declared itself exempt

- Not applicable – the Council was subject to a limited assurance review in 2023/24.

L The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

- The Council provides the AGARs for the past five years on its website in accordance with the Accounts and Audit Regulations 2015.
- ETC endeavours to comply with the Transparency Code as best practice. Payments over £250 are published on the website on a quarterly basis.

M The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations

- The exercise was advertised on the website in advance of the period commencing.
- The exercise was carried out for the correct number of days and included the first 10 working days of July as required.

N The authority has complied with the publication requirements for the 2023/24 AGAR

- The correct documents were published in advance of the relevant deadlines.

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

- Not applicable - The Council is not a trustee for any charities.

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

Yours faithfully



Claire Connell

Policy & Resources Committee Meeting – 12th March 2025

Agenda Item 8.1 – TOWN COUNCIL GRANTS – 2024/25

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

Organisation	Berkshire MS Therapy Centre
Amount requested	£1,000
Reason for request	To continue to provide specialist treatments free of charge for people with MS.
No. of Earley Residents	Expecting to support 14 people, based on number of people living in Earley who received treatments in 2024.
Comments	2023/2024 Award = £800

Organisation	Daisy's Dream
Amount requested	£750
Reason for request	To be able to deliver 12 face to face 1:1 therapeutic sessions for children/young people experiencing bereavement or preparing for a loss.
No. of Earley Residents	Unable to give exact numbers as system unable to extract information.
Comments	Received £500 in Tranche 1 (May Intake) 2024/2025

Organisation	Earley Day Centre
Amount requested	£1,400 – but grateful for whatever may be appropriate
Reason for request	To replace old plastic chairs. Cost of new chairs = £35.00 (excl VAT) per chair and looking to buy 40 chairs (£1,400 total)
No. of Earley Residents	15 people daily and 50 people approx at weekly events 40 people approx at special events held four times a year
Comments	2023/2024 Award = £1,400

Organisation	East Reading Festival
Amount requested	£2,500
Reason for request	To help fund the hire of a larger stage for the annual free multicultural festival that is held at Palmer Park , on the Earley/Reading border. The larger stage will provide a bigger/better show for performers and audience.
No. of Earley Residents	Unable to give exact numbers but estimate between 500 – 1,000.
Comments	1 st application. Have asked if Reading BC has been approached for funding but not received a response.

Organisation	Together: One Step at a Time
Amount Requested	£387.49
Reason for request	To purchase sensory toys (list of toys as per application form)
No. of Earley Residents	15 families
Comments	Received £386.30 in Tranche 1 (May Intake) 2024/2025

Organisation	Wokingham Waterside Centre
Amount requested	£6,969.46
Reason for request	To improve the safety and accessibility of outdoor spaces – lighting, benches, fencing, CCTV
No. of Earley Residents	332 pupils from Earley schools, 164 children from scout/guides & youth groups. Numbers have been obtained from bookings taken for schools/groups based in Earley.
Comments	2023/2024 Award = £686

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

Award made in Tranche 1 - May 2024 = £9,886.30

Award made in Tranche 2 – October 2024 = £5,128.00

Total award so far = £15,014.30

Remaining Budget = £24,985.70

Total request for Tranche 3 = £13,006.95

Full application details will be provided to the Committee.

Members to **RESOLVE** as appropriate.

Policy & Resources Committee Meeting – 12th March 2025

Agenda Item 8.2 – Town Council Grants – 2024/25 – Review of Application

At its meeting on 13th November 2024, the Policy & Resources Committee awarded Readibus a grant of £2,500 towards the cost of providing transport for elderly and disabled people.

In their grant application, Readibus had requested £5,000. Councillors were of the view that further information was required and clarification was needed on Readibus's reserves position before a decision on the full amount could be made.

Readibus has now clarified that the cost of new buses is designated/committed expenditure and does not form part of their general reserves.

Councillors will be provided with the finance information submitted by Readibus accompanying the original application and a statement on their reserves.

Councillors to **RESOLVE** whether any further grant monies be awarded to Readibus in 2024/25.

Policy & Resources Committee Meeting – 12th March 2025

Agenda Item 8.3 – Town Council Grants 2024/25 – Expenditure Reports

For the May intake (Tranche 1) 2024/2025, Daisy's Dream was awarded a Town Council grant of £500, they have reported the following: -

The grant was awarded to provide twelve 1:1 therapeutic sessions for children and young people which is a core element of the service we provide at Daisy's Dream.

As evidence of the work we have delivered and the impact on our beneficiaries, please find attached:

- *Our 2024 Impact Report*
- *Photos of memory work produced in 1:1 sessions*

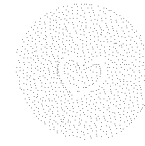
In 2024, 27% of our referrals were from Reading. This means we supported 125 children and young people from Reading and we know that some of those live in Earley.

Without local support, such as this grant, we simply wouldn't be able to continue to reach the children and young people that need us.



Daisy's Dream

Impact 2024



1060

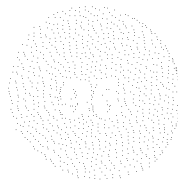
In 2024 Daisy's Dream supported 1060 people. This included 463 children and young people, 357 parents/carers and 240 professionals.



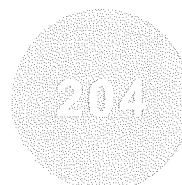
"I think the sibling group was an incredibly important opportunity for F and other children to share their feelings and express their grief. I think this can make a dramatic difference for these children's future mental health and general wellbeing! Thank you!"



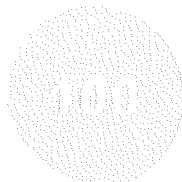
Hours
of support provided to
C&YP



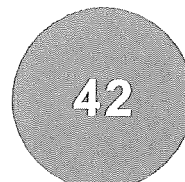
Schools
referred C&YP to
our charity



Individuals
attended 27
support groups



Professionals
attended one of our training
sessions



Siblings
we worked with more
bereaved siblings



Daisy's Dream is a charity that supports children and their families who have been affected by the life threatening illness or bereavement of someone close to them.

Find out more at www.daisysdream.org.uk





Chin Davies

Me2 Club

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End of Grant Report

Me2 Club's vision is of a more inclusive society where disabled children have equal access to activities that promote personal growth, social interaction, skill development and improved health and wellbeing.

The Earley Town Council's grant of £500 received in February 2024 enabled us to recruit, train and support volunteer 'buddies' enabling us to continue our mission of addressing the challenges of isolation and exclusion experienced by children and young people with additional needs and disabilities. Our Activities and Volunteer Coordinators ensure that the volunteers are equipped with the knowledge and skills to give effective support. Our training programme covers disability awareness, communication skills, behaviour management, safety procedures and their roles and responsibilities.

During this timeframe, Me2 Club volunteers supported **18** children and young people from Earley parish to attend weekly mainstream activities. Our comprehensive buddy-matching system ensures compatibility between volunteers and children based on shared interests, age, gender, location, and specific support needs. This is crucial in establishing strong and enduring relationships between volunteers and children, promoting trust and rapport.

Outcomes, monitoring and evaluation: With a trained and well-matched volunteer, each child should achieve the following outcomes:

- More confident
- More independent
- Less socially isolated and lonely

Results from our 2024 Parent/Carer survey:

97.2% reported an increase in child's confidence. *"It's been a huge boost of confidence, she feels proud of herself"*.

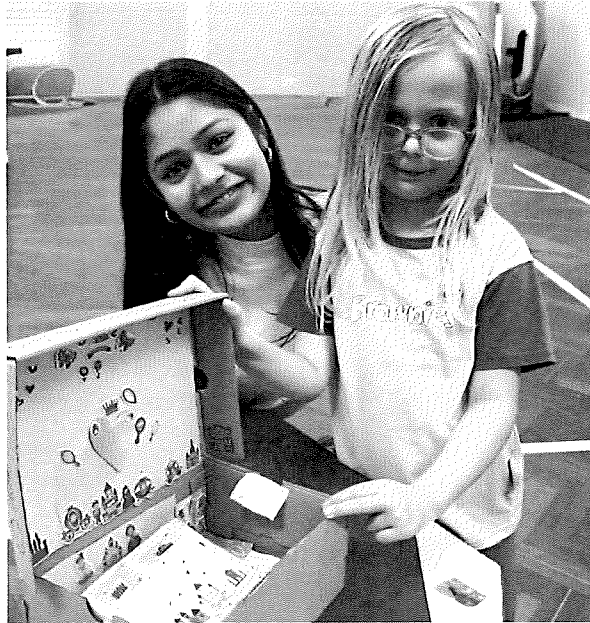
91.7% rated their child had increased in their independence. *"He gets so much from being able to access clubs and being able to learn about new things like other children are able to"*.

86.1% said their child increased in sociability and connectedness. *"It has broadened her horizons and helped her mix with other kids and make some friends"*

97.4% of families would recommend Me2 club. *"The support from Me2 Club is vital and a god-send, we're extremely grateful"*.

100% of reported that their child has had 'fun' since starting an activity with Me2 Club. *"It's been such a joy to be able to see her enjoy an activity without me and to grow in many ways"*

Thank you for supporting Me2 Club, your grant of £500 has contributed to improving the lives of local children and young people with additional needs and disabilities, helping them to thrive and creating a more inclusive community.



(Photo of a child from Earley being supported by a Me2 Club volunteer to attend Brownies)



Earley Town Council / Award: £1,500

Project period: 1.04.2024 – 31.03.2025

The Link Visiting Scheme: Befriending

Our Befriending project aims to address the loneliness and isolation felt by the older members of the local community. We manage referrals and assessments and go through a thorough matching process to bring our clients together with a volunteer. Our volunteers go through a robust recruitment process to ensure they are a good match for the client, to start building and establishing a friendship like no other.

YOUR DONATION

Since receiving your generous donation, we continue to pride ourselves on delivering a quality service to all those we support. This year has proved to be very challenging volunteer-wise, as it has for many other charities.

We commenced January 2024 with 429 volunteers and ended it in December with 418, a reduction of 2.56%, illustrating our difficulties in attracting and retaining volunteers however, despite the above numbers, we are lucky to have such a strong group of much valued volunteers.

In the Earley area, we have supported 112 clients and 46 volunteers, since last April 2024, and we currently support 76 clients and 37 volunteers. 57% have a 1:1 volunteer, 21% are engaged with Link activities and the Friendship Alliance. Others are connected to our Active Minds course; Link Online and Keeping in Touch projects and a small number are currently awaiting an Assessment or a volunteer match.

Our gender split is 55 female / 21 male, and their average age is 84 years old. Our satisfaction ratings are 100% positive = 73% excellent + 27% good.

We have welcomed 24 new clients and 9 new volunteers since last April.

New clients [24] = £73.50 p/assessment = £1,764

New volunteers [9] = £165.75 p/recruitment and training = £1,491.75

On-going support costs:

Clients = £252 p.a. [approx. 1 hr p/month]

Volunteers = £153 p.a. [approx. ½ hr p/month]

The Link Visiting Scheme | 0118 979 8019 | www.linkvisiting.org
The Charity and Community Hub, Waterford House, Erftstadt Court, Wokingham, RG40 2YF
Charity Number: 1139248 | Company Number: 07349468



What other benefits do our Earley clients enjoy?

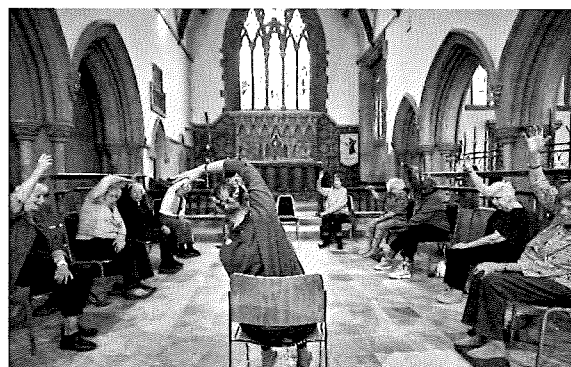
- Active Minds (6-week course)
- Bowls (Hurst outdoors and indoors in the Winter)
- Chair Yoga (8-week course)
- Community Kitchen (monthly)
- Coffee + Craft (monthly)
- Pie 'n' Pint (weekly)
- Quiz (monthly)
- Singalong (monthly)

We also enjoyed a fully programme of events over the Christmas period including our Christmas Day lunch which included delivering a hot meal and gifts to 11 people in their own home in Earley, and 4 joined us, with many others, for a sit-down Christmas Day meal and lots of festive fun.

What do people say about the Link?

"I enjoy the social aspect of Pie n Pint. I've made a lot of new friends, and we meet up at other pubs. I love that I can walk to the pub, it's so important to keep moving. Being part of the activities has given me a new lease of life – I feel like I'm 50!" – an 89-year-old Link Friend

"Everyone remembers my name; I feel so welcome. It's a lovely atmosphere, and we have a laugh together. I've made a lot of new friends. Being part of the Link has been amazing; I never knew this kind of thing existed!" – a Link Friend who attends our Singalong project



Policy & Resources Committee Meeting 12th March 2025

Agenda Item 9 – HEALTH AND SAFETY REVIEW

On 17th January 2025, an audit of the Town Council's safety management system was carried out by James Hallam Risk Management (JHRM) and Earley Town Council's Operations Manager. The audit was thorough and included a day's on-site visit by JHRM. Following the audit, a formal report was provided to ETC detailing any improvements required in the form of a traffic light system which could then be prioritised and actioned by ETC officers.

The auditor looked at a broad range of areas whilst asking questions and examining records for proof of compliance. The areas covered included:

- Management systems and policy
- Staff structure- supervisory levels, experience etc
- Level of competence
- Training
- Risk assessments
- CoSHH (Control of Substances Hazardous to Health)
- PUWER (Provision & Use of Work Equipment Regulations)
- LOLER (Lifting Operations & Lifting Equipment Regulations)
- Fire Risks
- Occupational health testing
- Inspection records (trees, play equipment, Asbestos, legionella)
- Accident records
- Vehicles

Audit Result

At the end of the audit the Operations Manager was informed that a strong foundation was in place. A few weeks later the report was received showing the results as follows:

65% Green- Good standard, there may be suggestions on how to improve

28% Amber – indicates a reasonable standard but capable of improvement

7% Red- Indicates a poor standard requiring immediate action to rectify.

The Operations Manager has drawn up an action plan to address issues highlighted on the report and has already produced the documentation and policies to improve the high priority actions. These have included HAV & WBV Vibration controls, Improvements to CoSHH, documented safety talks with staff and improvements to Safe Working Practices.

Included within the cost of the audit was continued advice and support from James Hallam Risk Management for the following year which will help the Operations Manager ensure compliance with each topic to be actioned.

Conclusion

This has been a very useful and beneficial exercise. As Members are aware, in the past this area of the Council's responsibilities had not always been up to the required standard. The Operations Manager has worked hard to improve Earley Town Council's safety management systems, practices and records since starting the role with minimal documentation in place and this audit confirms that he has made significant progress and is on track to improve things even further. Commissioning this audit underlines the commitment of the Council and its officers to delivering high quality services and a safe environment for both staff and residents.

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Agenda Item 10 – HELP SHOP UPDATE

The Service Level Agreement (SLA) between Wokingham Borough Council and Earley Town Council for services delivered via ETC's Help Shop expired in March 2024. For some time the Town Clerk struggled to find any WBC officer willing or able to address the situation, review the SLA and agree a way forward. Throughout this time, ETC have continued to deliver its Help Shop service as usual. In January 2025, Karen Yeomans, Head of Economy and Culture, made contact and progress has now been made.

WBC has agreed to pay ETC the annual grant as usual to cover the 2024/25 year. They will be conducting a review of all grants made to other bodies before making a decision about renewing the SLA or making any further grant awards. No indication has been given as to whether the previous agreement will be continued. To assist them in their deliberations, the Town Clerk has provided a report and some numerical information on the range of services, including those delivered on behalf of WBC, provided through the Help Shop.

An update will be provided when further information becomes available. In the meantime, it will be business as usual in the Help Shop and ETC officers will carry on providing services to residents.

Jo Friend
Town Clerk

Policy & Resources Committee Meeting – 12th March 2025

Agenda Item 11 – YOUTH SERVICES UPDATE

The Youth Services Working Group met on 26th February 2025. Present were Cllrs S Newton, B Owen, H Sarasan, C Smith and Town Clerk, Jo Friend, Deputy Town Clerk, Emma Carroll and Gareth Mepham, Berkshire Youth.

Topics for discussion: -

- School surveys/contact with schools
- Attendance figures of Youth Club sessions held so far
- Youth Worker staffing levels per session
- Types of activities during sessions
- Waiting list
- Future plans

The recent **consultations/surveys** with schools in Earley received limited responses, with schools not engaging or supporting the survey. Berkshire Youth were, however, given the opportunity to attend an assembly at Radstock Primary School, which was given to 124 year 5 and 6 pupils.

ETC's Youth Club

As the surveys had not been successful, ETC decided to go ahead and launch a Youth Club for 9 – 11year olds at Centrepont on 23rd January 2025, to see what would happen. The launch session was a great success and attended by 58 children, the maximum attendance was 30 so some children had to be turned away, however, their details were taken and they were put on a waiting list by the youth workers.

Since then, the Youth Club has continued to be held every Thursday, 5pm – 6.30pm and the attendance numbers have fallen to a level of 15 – 16 children attending every week. GM confirmed that the Youth Club has 2 Youth Workers in attendance and a ratio of 1 youth worker to every 12 children was good practice. Going forward, it was agreed that a maximum of 24 children would be optimal but there would remain flexibility to go up to 30 if necessary.

Since the Working Group meeting it has been confirmed that the majority of attendees are from Radstock Primary School with most being in Year 6, some on Year 5 and a few in Year 4.

We discussed the qualifications of youth workers, which are set by the Youth Agency: -

Level 2	minimum entry level
Level 3	can lead sessions
Level 4	Diploma
Level 5/6	Degree level Apprenticeship

The two youth workers at Earley's Youth Club are Jessica (Level 4) and Leah. Berkshire Youth can also use volunteers where needed but volunteers cannot be under 14 years old, and Gareth confirmed that a qualified youth worker would always be in attendance. Should ETC decide to commission a 2nd session to be held then Berkshire Youth would need to recruit additional youth workers.

The Town Clerk informed the Working Group that currently ETC does not have an SLA with Berkshire Youth but the plan is to hold the Youth Club up to the Easter holidays in April anyway. Now that the Youth Club is established and is well attended, an SLA will be drawn up, enabling the Youth Club to

continue throughout 2025 and also other activities etc. can be offered over time. This agreement will be brought to Council for approval prior to signing.

Berkshire Youth plan to contact those registered with the Youth Club but who have not attended since the launch to find out why they have not returned. It may be because the launch night was very hectic with lots of children and parents present and the youth workers spent much of their time dealing with the children they were having to turn away, this may have put off some of the children in attendance. Once the youth workers know what children will not be returning, they will offer places to those on the waiting list. Children will be able to book on to a session, so as not to be turned away if at full capacity.

Promotion

Berkshire Youth plan to put together a bulletin to go to all schools, this will include information and photos about the Youth Club to raise awareness of the offer. The bulletin will also promote activities being planned for the summer holidays. It was suggested that a reference could be made in the bulletin and any activities publicity to Sonning Welfare, a charity which provides families with funding for a range of things. Cllr Owen suggested they would be in a position to support families whose children may not be able to attend activities due to lack of funds.

Collaborations

Gareth met with **Maiden Erlegh Rotary Club** and discussed the possibility of them funding some sessions or activities. Gareth has worked with other Rotary Clubs before, so he will draw up a list of ideas and they can decide what they would be willing to fund. The youth workers have also approached **Asda** to ask for support, along the lines of a weekly donation towards supplies for the cookery sessions. Cllr Owen suggested they may wish to look into funding from the Jamie Oliver scheme as they support children in respect of food and/or cookery. The youth workers have approached **Loddon Valley Leisure Centre** asking for support with swimming or sports sessions. *Since the meeting JF has obtained from WBC contact details for the person at LVLC who deals with such requests.*

Going Forwards

GM's recommendation is that the Youth Club continues as is and that extra activities be held in the summer holidays, these could be held at Chalfont Park with Centrepoint used as a base. If ETC decide to go ahead with a second Youth Club session then perhaps we should aim for a September 2025 or January 2026 start. A discussion was held around school years versus actual ages and it was agreed that future provision would be offered to particular school year groups. Further discussions need to take place but one option is to provide a second night for school years 7,8 and 9 as this would help children transitioning from primary school to secondary school.

The Working Group asked about Berkshire Youth's capacity to deliver more services as we were aware that demand for service delivery generally is increasing. GM confirmed they had enough trained youth workers to deliver current commitments but would be looking to train up some more sessional workers as demand for services was growing. ETC offered to support BY in promoting opportunities for training to its residents.

GM agreed to provide the Working Group with the additional information they had requested and will identify some dates during school holidays when youth workers would be available to deliver activity sessions in Earley. Decisions can then be made as to how many and what sort of activities ETC could fund.

Jo Friend
Town Clerk

ORDERS FOR PAYMENT - BY DIRECT DEBIT December 2024

Number	Supplier	Purchase Description	Amount
7419	Allstar	Fuel YK60UUJ 7/11/24	£70.63
7420	Allstar	Fuel EN65HDF 22/11/24	£52.59
7421	Allstar	Fuel YK60UTY 2/12/24	£78.78
7422	BT	SJP CCTV Broadband to 28/2/25 (Credit for termination TBA)	£217.60
7423	BT	SJP CCTV phone balance to end of contract	£1.86
7424	Castle Water	RH Water Nov 24	£111.29
7425	Castle Water	SJP Water Nov 24	£49.06
7426	Castle Water	I/C Water Nov 24	£56.48
7427	Castle Water	RLCC Water Nov 24	£18.16
7428	Castle Water	Cem Oct 24	£15.75
7429	Castle Water	Cem Nov 24	£11.39
7430	Culligan UK Ltd	RH Water Cooler Rental/Service Nov 24 + 5 Bottles	£196.72
7431	Culligan UK Ltd	SJP Water Cooler Rental/Service Nov 24	£55.43
7432	Elavon	Credit Card Terminal rental Dec 24	£22.80
7433	Focus	RH Telephones Rental Dec 24 + Calls Oct 24	£215.06
7434	O2	Mobiles Rental 14/11-13/12/24	£253.37
7435	PHS Group	Sanitary Waste q/e 17/3/25 SJP	£15.88
7436	PHS Group	Sanitary Waste q/e 17/3/25 IC Min charge	£5.29
7437	PHS Group	Sanitary Waste q/e 17/3/25 RLCC	£128.06
7438	PHS Group	Sanitary Waste q/e 17/3/25 IC	£5.29
7439	PHS Group	Sanitary Waste q/e 17/3/25 MPCC	£128.06
7440	PHS Group	Sanitary Waste q/e 17/3/25 MP Soc Club	£10.58
7441	PHS Group	Sanitary Waste q/e 17/3/25 RH	£10.58
7442	SSE	St Light Oct 24	£590.93
7443	SSE	RH Elect Nov 24	£571.87
7444	Virgin Media Business	Broadband Mth to 6/1/25	£51.60
7445	Wokingham Borough Council	RLCC Rates (9 of 10)	£469.00
7446	Wokingham Borough Council	RH Offices Rates (9 of 10)	£1,572.00
7447	Wokingham Borough Council	MPCC Rates (9 of 10)	£237.00
7448	Yorkshire Gas & Power	RLCC Elect Nov 24	£219.20
7449	Yorkshire Gas & Power	SJP Nov 24	£242.07
7450	Yorkshire Gas & Power	RH Nov 24	£469.20
7451	Yorkshire Gas & Power	IC Dec 24 Advance	£171.79
7452	Yorkshire Gas & Power	Trac Shed Dec 24 Advance	£42.66
7453	Yorkshire Gas & Power	MPCC Dec 24 Advance	£338.40

Total Direct Debits £6,706.43

Date Prepared: 15th January 2025

Prepared by: Ian Johnson

December 2024 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
7454	Amazon	Repair Café Magnifying glass + rubber gloves	£54.95
7455	Amazon	Repair Café Mini Tripod	£12.77
7456	Amazon	Repair Café Batteries	£10.85
7457	Ornamental Trees	Memorial Oak Tree replacement	£87.00
7458	Zoom	Dec 24 Subscription	£15.59
7459	Amazon	Disposable Paper Cups	£13.96
7460	Adobe	Subscription M/e 10/1/25	£11.29
7461	Etsy	Dog treats and Ball ETC Award - Fraser	£16.58
7462	Trophies Plus	Silver Salver ETC Award - Fraser	£15.49
7463	Asda	Mayors Reception - Drinks	£115.28
7464	Sainsburys	Staff Xmas do refreshments	£69.29
7465	X2 Connect	Wychwood Cres. Defibrillator Toughened Glass	£56.16
7466	Canva	Graphics Subscription y/e 24/12/25	£99.99
Total Barclaycard			£579.20

Date Prepared: 16/1/2025

Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7467	2468 Ltd	CP Boiler Rental q/e 30/4/25	£136.03
7468	A1 Locksmiths	SJP Gate Key	£6.50
7469	A1 Locksmiths	RLCC Kitchen door key x2	£14.00
7470	Argraves Ltd	ETC awards Best Allotments	£109.00
7471	Bowak Ltd	Caretaker supplies - Various sites	£222.73
7472	GLS	Caretaker supplies - Various sites	£105.08
7473	ITQED	IT Monthly monitoring Dec 24	£57.60
7474	ITQED	IT Monthly support Jan 25	£450.00
7475	ITQED	SJp CCTV Jan 25	£15.60
7476	ITQED	Azure Subscription Dec 24	£106.52
7477	Playbark.com	Meadow Park Bark Chips for Playarea	£399.99
7478	Ricoh	RH Copier Rental q/e 31/3/25	£436.76
7479	Select Environmental Services	MPCC Waste Collection Dec 24	£193.67
7480	Select Environmental Services	CP Waste Collection Dec 24	£41.65
7481	Select Environmental Services	RH Waste Collection Dec 24	£30.60
7482	Select Environmental Services	General Litter Bins Waste Collection Dec 24	£585.33
7483	Select Environmental Services	RLCC Waste Collection Dec 24	£63.11
7484	Travis Perkins	Cem Type 1 aggregate	£117.62
7485	Travis Perkins	MELNR Pathways	£141.34
7486	Wokingham Borough Council	CP Rental Jan 25	£293.50

Total: £3,526.63

Date Prepared: 23/01/2025

Prepared By: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7487	Air IT Ltd	Microsft 365 Feb 25	£803.90
7488	All Electrics & Building Manage. Ltd	RLCC Kitchen Electric circuit repair	£192.00
7489	All Electrics & Building Manage. Ltd	RH New LED Strip light	£177.60
7490	ATAD Training	CAT Underground Cable training - C Gray	£234.00
7491	Amazon	Repair Café - Hand Gels	£15.49
7492	Amazon	Repair Café - Gloves	£5.24
7493	Amazon	Repair Café - USB plug	£11.99
7494	Amazon	Repair Café - USB Cable	£5.49
7495	Amazon	Repair Café - Magnifying lamp/Dust spray/other tools	£79.83
7496	Amazon	Repair Café - Screwdriver set	£23.99
7497	Bracknell Pest Control Ltd	Cem Mole removal	£90.00
7498	Bracknell Pest Control Ltd	SJP Mole removal	£60.00
7499	Bracknell Pest Control Ltd	Allot Bait traps 3/2/25	£60.00
7500	Bracknell Pest Control Ltd	SJP Playground Mole removal	£90.00
7501	Core Clean	12 Bus Shelter Deep cleans	£1,440.00
7502	Creating Technical Solutions	YK60UTY Service/MOT/replace anti-roll bars	£500.11
7503	Glasdon	Phoenix Bench seat (Recharged to resident)	£702.00
7504	Jacobs	MELNR Engineer Site Visit and Annual Statement	£1,008.00
7505	James Hallam Ltd	H&S Full Safety Audit	£1,500.00
7506	National Association of Memorial Masons	Annual Membership	£264.00
7507	SSE Energy Solutions	RH Gas June-Sept 24/MPCC Jul-Aug 24/RLCC Jun24	£826.97
7508	SSE Energy Solutions	RLCC Gas June correction to actual	-£31.01
7509	SSE Energy Solutions	RLCC Gas June further corrections to actual	-£65.78
7510	SSE Energy Solutions	RH Gas Oct 24	£205.22
7511	SSE Energy Solutions	RH Gas Nov 24	£314.35
7512	SSE Energy Solutions	RH Gas 2/12/24-7/1/25	£381.76
7513	SSE Energy Solutions	MPCC Gas Sept 24	£402.55
7514	Screwfix	SJP pressure washer + Sander + CP cupboard locks	£189.96
7515	Screwfix	Cem Heat gun + paint stripper + filler	£39.97
7516	SMS Commercial	RLCC Heating Repair	£948.91
7517	SMS Commercial	RLCC Heating Repair part credit	-£405.00
7518	TRI Security	MPCC Fire alarm fault repair	£144.00
7519	Web Marketing Matters	Website support Jan 25	£216.00

Total: £10,431.54

Date Prepared: 12/02/2025

Prepared By: Ian Johnson

APPENDIX I

ORDERS FOR PAYMENT - BY DIRECT DEBIT January 2025

Number	Supplier	Purchase Description	Amount
7520	Allstar	Fuel YK60UJJ / MX19WV/Tools 06/12/24 09/12/2024	£220.83
7521	Allstar	Fuel YS06BS0 16/12/24	£87.90
7522	Allstar	Fuel YK60UTY / YK60UUJ 02/01/2025	£115.41
7523	Castle Water	MPCC Water Mar 23 - Aug 23	-£352.27
7524	Castle Water	MPCC Water Sept 23	-£160.46
7525	Castle Water	MPCC Water Oct 23	-£166.73
7526	Castle Water	MPCC Water Nov 23	-£160.46
7527	Castle Water	MPCC Water Dec 23	-£166.73
7528	Castle Water	MPCC Water Jan 24	-£166.73
7529	Castle Water	MPCC Water Feb 24	£619.96
7530	Castle Water	MPCC Water Mar 24	-£50.73
7531	Castle Water	MPCC Water Apr 24	-£98.44
7532	Castle Water	MPCC Water May 24	-£182.42
7533	Castle Water	MPCC Water Jun 24	-£114.49
7534	Castle Water	MPCC Water July 24	-£278.26
7535	Castle Water	MPCC Water Aug 24	-£115.48
7536	Castle Water	MPCC Water Sept 24	-£79.17
7537	Castle Water	MPCC Water Oct 24	-£179.21
		MPCC Credits Mar 23- Oct 24 reinvoced below	-£1,651.62
7538	Castle Water	Revised MPCC Water Mar 23 - Jan 24 (Net £119.85)	£1,771.47
7539	Castle Water	Revised MPCC Water Feb 24 - Nov 24	£1.02
7540	Castle Water	MPCC Water Dec 24	£143.90
7541	Castle Water	Cem Water Dec 24	£3.38
7542	Castle Water	SJP Water Dec 24	£285.31
7543	Castle Water	RH Water Dec 24	£169.58
7544	Castle Water	RH Water Dec 24	£54.59
7545	Castle Water	RLCC Water Dec 24	£18.66
7546	Castle Water	I/C Water Dec 24	£86.70
7547	Culligan UK Ltd	RH Water Cooler Rental/Service Dec 24	£110.86
7548	Culligan UK Ltd	SJP Water Cooler Rental/Service Dec 24	£55.43
7549	Elavon	Credit Card Terminal rental Jan 24	£22.80
7550	Focus	RH Telephones Rental Jan 25 + Calls Nov 24	£204.67
7551	O2	Mobiles Rental 14/1-13/01/25	£253.37
7552	SSE	St Light Nov 24	£590.93
7553	Virgin Media Business	Broadband Mth to 6/2/25	£51.60
7554	Wokingham Borough Council	RLCC Rates (10 of 10)	£469.00
7555	Wokingham Borough Council	RH Offices Rates (10 of 10)	£1,572.00
7556	Wokingham Borough Council	MPCC Rates (10 of 10)	£237.00
7557	Yorkshire Gas & Power	RLCC Elect Dec 24	£220.76
7558	Yorkshire Gas & Power	SJP Dec 24	£219.32
7559	Yorkshire Gas & Power	RH Dec 24	£193.11
7560	Yorkshire Gas & Power	IC Jan 24 Advance	£171.79
7561	Yorkshire Gas & Power	Trac Shed Jan 24 Advance	£42.66
7562	Yorkshire Gas & Power	MPCC Jan 24 Advance	£338.40

Total Direct Debits £6,060.83

Date Prepared: 13th February 2025

Prepared by: Michaela Orme

January 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
7563	Zoom	Jan 25 Subscription	£15.59
7564	Amazon	Mayors Reception - Tablecloths/Plates	£31.84
7565	Amazon	Mayors Reception - Serviettes	£5.69
7566	CostCo	Mayors Reception - Cakes etc	£48.93
7567	CostCo	Mayors Reception - Cakes etc	£15.88
7568	M&S	Mayors Reception - Plants	£42.00
7569	Asda	Mayors Reception - Plants/Milk	£26.45
7570	Adobe	Subscription M/e 10/2/25	£11.29
7571	Sainsburys	Staff 1st Aid Training Course Refreshments	£3.40
7572	CostCo	Staff 1st Aid Training Course Refreshments	£39.47
Total Barclaycard			£240.54

Date Prepared: 17/2/2025

Prepared by: Ian Johnson

APPENDIX I

ORDERS FOR PAYMENT - Refund Castle Water Sept/Oct 24

Number	Supplier	Purchase Description	Amount
7573	Castle Water	MPCC Jul/Aug 24 Credit invoiced on estimates	-£1,152.18
7574	Castle Water	MPCC Jul 24 Revised July 24 Actual	£278.26
7575	Castle Water	MPCC Aug 24 Act	£115.48
			Refund due -£758.44
		Refunded 10/9/24	£750.00
		Refunded 16/10/24	£8.44
		Balance	<u>£0.00</u>

Date Prepared: 19th February 2025

Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7576	A1 Locksmiths	Cleaning cupboard key Jan 25	£12.00
7577	A1 Locksmiths	Credit invoice above raised in error	-£12.00
7578	Amazon	Batteries & Battery charger for Cat + Genny	£54.49
7579	Anglia Sign Casting	Bronze Plaque CEM Feb 25	£99.14
7580	Berkshire Youth	Outreach & consultation Phase 1 & 2	£5,644.52
7581	Berkshire Youth	Outreach & consultant work Credit	-£1,239.55
7582	Bowak	Centrefeed & Toilet roll Feb 25	£114.28
7583	Claire Connell	Internal audit services visits in Dec 24 & Feb 25	£780.00
7584	Frasers	Office stationery & Floor Cleaner Feb 25	£289.31
7585	GLS - Findel	Hand towels & black sacks Feb 25	£176.33
7586	Grounds Management Association	Annual Subscription GMA Mar 25 - Mar 26	£196.00
7587	Initial	CP Sanitary Waste Annual contract to 31/12/25	£610.10
7588	Initial	CP Above San. Waste contract cancelled from 5/5/25	-£398.27
7589	ITQED	IT Monthly monitoring Jan 24	£57.60
7590	ITQED	IT Monthly support Feb 25	£450.00
7591	ITQED	SJp CCTV Jan 25	£15.60
7592	ITQED	Azure Subscription Jan 24	£106.66
7593	NHBS	Corrugated Reptile Survey Refugia Feb 25	£61.55
7594	Screwfix	Maintenance supplies Feb 25	£34.62
7595	Screwfix	CP Credit for item invoiced above- returned	-£9.99
7596	Screwfix	CP Replacement item re above	£7.98
7597	Screwfix	Repair Café various items Feb 25	£56.22
7598	Screwfix	Fencing SJP & Door Closer MPCC Feb 25	£55.48
7599	Select Environmental Services	MPCC Waste Collection Jan 25	£166.22
7600	Select Environmental Services	CP Waste Collection Jan 25	£41.65
7601	Select Environmental Services	RH Waste Collection Jan 25	£30.60
7602	Select Environmental Services	General Litter Bins Waste Collection Jan 25	£495.17
7603	Select Environmental Services	RLCC Waste Collection Jan 25	£43.93
7604	SSE Energy Solutions	Gas MPCC Nov 24 & RLCC May 24 - Jan 25	£4,231.68
7605	SSE Energy Solutions	Gas RH Jan 25 & MPCC Oct 24	£837.17
7606	Travis Perkins	Concrete SJP Feb 25	£116.57
7607	William Luck	Planning professional services Jan 25	£297.60
7608	Wokingham Borough Council	Occupation charge for CP Feb 25	£293.50

Total: £13,716.16

Date Prepared: 20/02/2025

Prepared By: Michaela Orme

IMPREST ACCOUNT

ORDERS FOR PAYMENT - BY DIRECT DEBIT

Sept 24 - Dec 24

Number	Supplier	Purchase Description	Amount
100	SGW Payroll	Sept 24 Payroll cost	£64.56
101	SGW Payroll	Oct 24 Payroll cost	£64.56
102	SGW Payroll	Nov 24 Payroll cost	£66.48
103	SGW Payroll	Dec 24 Payroll cost	£66.48
Total Direct Debits			£262.08

Date Prepared: 14/01/25

Prepared by: Ian Johnson

IMPREST ACCOUNT - Reimbursement Vouchers 1037 - 1048

Vouchers between 15th January 2025 - 28th February 2025

Number	Details	Amount
1037	Damage Deposit Refund MR	£50.00
1038	Damage Deposit Refund EM	£50.00
1039	Damage Deposit Refund RF	£50.00
1040	Damage Deposit Refund DN	£50.00
1041	HMRC PAYE & NI Feb 25	£11,481.75
1042	LGPS Pensions Feb 25	£14,108.81
1043	Salaries Feb 25	£33,489.23
1044	Damage Deposit Refund DC	£50.00
1045	Damage Deposit Refund SS	£50.00
1046	Cancelled Hall Hire Plant Love Aromatherapy	£33.00
1047	Damage Deposit Refund AB	£50.00
1048	Damage Deposit Refund BJ	£50.00