

**Policy & Resources Committee Meeting – 7<sup>th</sup> June 2023**

**Agenda Item 8 – TOWN COUNCIL GRANTS**

8.1

Earley Town Council has a history of supporting local young athletes with a contribution towards their training costs, especially if they are excelling in their sport.

The Wokingham Sports Sponsorship committee (led by WBC) reviews the funding applications it receives and makes its own award. It then passes the information onto Earley Town Council and asks if we can match fund or make some level of financial contribution to the athlete. ETC receives approximately 4 such requests per year.

There are two requests for current consideration by the Policy & Resources Committee:

A. Female Earley resident (under 10 years)

Sport: Gymnastics

Current standard: Quatro Cup 2022 – 1<sup>st</sup> place

WA Berkshire – 2<sup>nd</sup> place distinction

Classic Challenge Zinc – 1<sup>st</sup> place

County Grades – 2<sup>nd</sup> place

*Award request: £300*

B. Male Earley resident (under 16 years)

Sport: Fencing

Current standard: Southern Region British Youth Championships – 8<sup>th</sup> place

Selected for British Youth Championship finals in May

*Award request: £300*

**NOTE:**

ETC's budget for Grants 2023/24:

Total: £40,000

Allocated: £19,431

**Remaining: £20,569**

## The HALC Team

The dedicated team consists of the following personnel:

**Chief Executive:** The Chief Executive's priorities are to ensure the Organisation is a well run, financially stable organisation with an appropriately experienced team to provide a high quality advice and training service to member Councils. They also ensure we fulfil the requirements of our contracts with other organisations we support.

**Member Services Officers:** Responsible for ensuring all member councils receive a high quality advice service and that clear and consistent advice and guidance is issued in line with our published service level agreements. Responsible for publication of advice guidance notes for the website and liaison with specialist external advisors.

**Policy and Communications Officer:** Responsible for managing communications and developing HALC's policy positions whilst ensuring the organisation remains coherent within its aims and reflects the views of the members. Liaison with external customers and contract management.

**Training Officer:** Responsible for managing the training and events service. This includes identifying training and development needs highlighted by Councils, as well as planning, organising and delivering/overseeing appropriate training.

**HR & Employment Officer:** Leading HALC's Local Council People & Development (LCPD) service, which provides specialist HR advice and guidance, documents and training to Town and Parish Councils.

**Office Manager (job share):** These roles support the day to day running of the organisation and are also responsible for training courses and events administration and the upkeep of the website. They are the initial point of contact for callers to the office.

## What do Berkshire ALC offer?

The services contracted and provided by Hampshire ALC to Berkshire ALC members include:

- **Member query service**  
Offering information, advice and signposting to specialists as required. This includes support on Council process issues, legal issues, and advice on day to day Council matters.
- **Training**  
BALC will include, as part of your subscription, training sessions on:  
◦ Chairmanship, Planning, Finance and VAT and many other courses  
◦ Access to high quality sector specific training and events at subsidised rates. These events provide a variety of information, networking and development opportunities for both Councillors and Officers.
- **Legal Support & Assistance**  
One hour free support (per query) from specialist legal advisors, with reduced rates if additional legal work is required.
- **HR documents**  
Including a Standard Contract template and Disciplinary, Grievance and Absence policies. Specialist HR advice bespoke to town and parish councils through the LCPD membership and tailored to help you run your council better and improve effectiveness.
- **Recruitment**  
Member advertising space on our website and HALC Facebook page to help find your new Clerk or other staff.
- Access to a **specialist planning service.**
- Access to a **specialist VAT and finance advisory service.**
- Support and monitor your **borrowing applications to Government.**
- Access to the **National Association of Local Councils** services if affiliated through membership.

If your Council is not a member of BALC already, please contact the BALC Executive at [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk) for further information.

## HOW DOES IT WORK?

The comprehensive members' services package as set out in this leaflet is being offered by Hampshire ALC.

Berkshire ALC executive continues to maintain and develop the association and give representation on various external bodies and organisations, local, regional and nationally.

In addition to the membership services provided, the administrative tasks undertaken by Hampshire ALC include:

### Accounting:

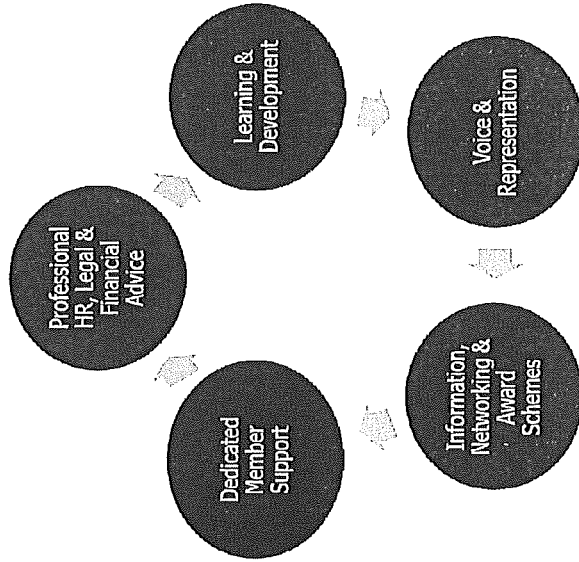
- Maintenance of the subscription database;
- Invoicing and collection of annual affiliation fees and any ad hoc sales invoicing;
- Processing the verification and payment of suppliers' invoices;
- Reviewing the bank statements; and
- Ensuring the accounting entries are accurately recorded.

### Training:

Delivery and administration of BALC's training programme.

This may include dedicated BALC sessions and/or the inclusion of BALC members on HALC courses where minimum course thresholds are not met.

## HALC Services



## Berkshire Association of Local Councils

[www.balc.org.uk](http://www.balc.org.uk)

Tel: 023 8068 8061

Email: [balcexec@balc.org.uk](mailto:balcexec@balc.org.uk)

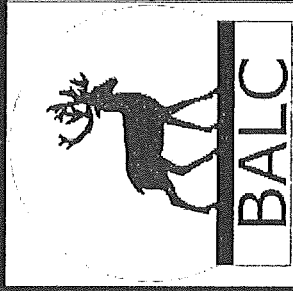
## Hampshire Association of Local Councils

[www.hampshirealc.org.uk](http://www.hampshirealc.org.uk)

Tel: 023 8068 8061

Email: [admin@hampshirealc.org.uk](mailto:admin@hampshirealc.org.uk)

## Berkshire ALC

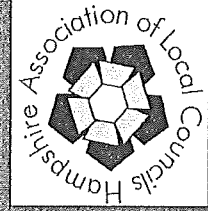


## Being a member

The Berkshire Association of Local Councils (BALC) is a membership organisation with the purpose to support and advise town and parish councils in Berkshire.

As part of a contracted service, Hampshire ALC provides a full range of services to Berkshire member councils.

Using these contracted services allows Berkshire ALC to retain its own individual identity as a County Association whilst retaining full responsibility for all democratic aspects of the Association, including setting and development of policy and continuing to provide a collective voice for all parish & town councils in Berkshire.



[www.hampshirealc.org.uk](http://www.hampshirealc.org.uk)

## INTRODUCTION OF SOCIAL MEDIA

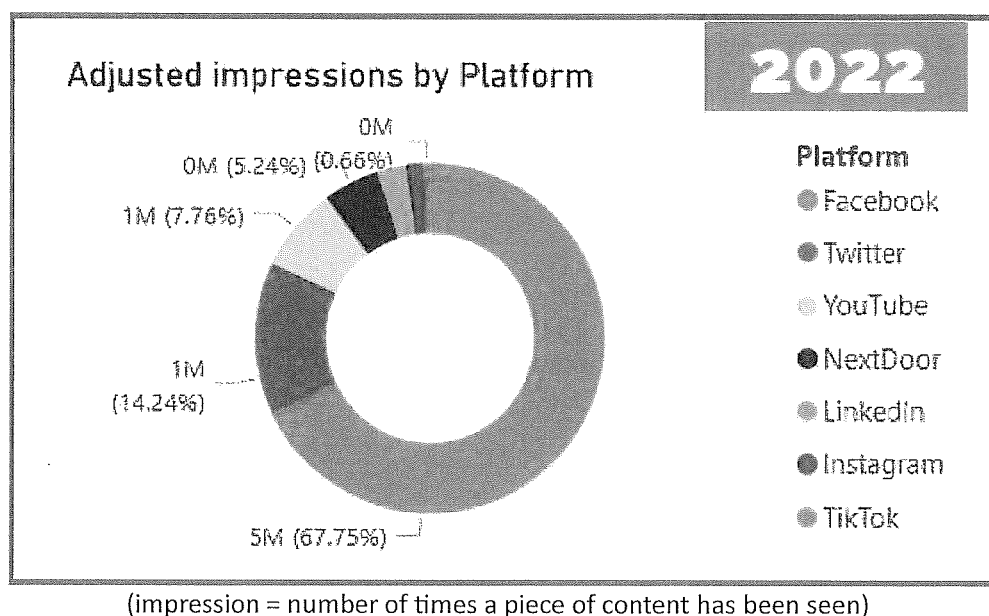
### Report for Policy & Resources Committee Meeting on 7<sup>th</sup> June 2023

#### Introduction

The introduction of social media would enable the Town Council to improve the way it communicates with the community and would allow the Town Council to share and publicise its work, news, services and achievements.

#### Which Social Media Platform?

The Deputy Town Clerk and Senior Operations Support Officer attended a social media webinar in March delivered by the Communications Team at Wokingham Borough Council. The webinar demonstrated that Facebook remains WBC's most popular platform, as demonstrated in the infographic below, and therefore Facebook seems the most sensible starting point for ETC. Starting with one platform will allow officers to focus on building up a following and improving engagement.



#### Social Media Policy

A Social Media Policy has been drafted for approval.

#### Who Will Be Responsible?

Social media will be monitored by delegated trained officers and only officers who the Town Clerk has expressly given permission to will be allowed to post on the Council's social media. Initially, this officer will be the Senior Operations Support Officer, with a plan to train the Committees Officer to monitor the account in their absence.

Councillors must not act or respond on behalf of the Council or the Council staff and must ensure that their posts represent only their role as an individual councillor.

### **What Will ETC Post?**

Earley Town Council will use Social Media to:

- Publicise ETC's news and events
- Share notices of council meetings
- Publicise the hard work of our officers which may otherwise go unnoticed e.g. cemetery working parties, sports pitch preparation, works at MELNR
- Update residents on issues and what we are doing to resolve them e.g. fallen branches
- Promote our assets
- Share photos of our assets e.g. our open spaces, the wildlife they attract etc.
- Share different activities, events or campaigns happening in the community
- Share information relevant to our residents

### **How Will We Monitor Social Media?**

Social media will only be monitored during office hours. As officers have multiple responsibilities, it would be unrealistic for them to monitor social media constantly throughout the day however they would aim to address any comments or queries made in a timely manner.

### **Acceptable Use / Site Rules**

A list of site rules setting out acceptable behaviour for people interacting with our social media can be found in the Social Media Policy.

Report prepared by: Jess Friend (Senior Operations Support Officer)



## EARLEY TOWN COUNCIL

### SOCIAL MEDIA POLICY

The use of social media enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook and Twitter and over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

This policy sets out how social media will be used, the standards which must be upheld when using social media and the action that will be taken if there is a breach of this policy.

#### **Scope**

All staff and councillors are expected to comply with this policy and must protect the reputation, privacy, confidentiality and interests of the Council, its services, employees, stakeholders and community. Any breach of this policy will be treated as gross misconduct.

#### **Principles**

To publish and promote information about the work and services of Earley Town Council to a wider audience and provide community information.

#### **Responsibility**

The Town Clerk has overall responsibility for the implementation of this policy. All staff and Councillors are responsible for ensuring that they comply with this policy.

The Council's social media will be monitored by delegated trained officers. Only officers who the Town Clerk has expressly given permission to will be allowed to post on the Council's social media.

Councillors must not act or respond on behalf of the Council or the Council staff and must ensure that their posts represent only their role as an individual councillor.

#### **How we will use social media**

We will use social media to:

- Publicise our news, events and decisions
- Support campaigns and initiatives that are in line with the Town Council's priorities
- Repeat information from trusted sources which is of use to residents
- Provide information about service changes and any disruptions
- Enhance the reputation of the local authority and local democracy

We will not use social media to:

- Engage in personal conversations
- Debate our decisions and policies
- Provide an emergency or out-of-hours response
- Support any specific political view or party
- Provide an alternative route for enquiries, questions or complaints that should be directed our main communication channels

### Content

The Town Council is responsible for using social media appropriately and must be mindful of the legal implications of inappropriate use, in particular, when posting content, the team will be mindful of:

- defamation (ie libel)
- copyright
- discrimination and victimisation
- contract
- human rights
- protection from harassment
- criminal law and the administration of justice
- data protection
- breaches of confidence

### Times of monitoring

The Council's social media is not monitored 24/7 and delegated officers will not be able to reply individually to all messages or comments received. However, they will endeavour to ensure that any emerging themes or helpful information are passed to relevant people or organisations.

Sending messages/posts via social media will not be considered as contacting the Council for official purposes and the Council is not obliged to monitor or respond to request for services or information through social media channels. Such requests should still be directed directly to the Council Offices.

We may on occasions direct those contacting us to our website to see required information.

### **Acceptable use / site rules for members of the public interacting with our social media**

We require that all those commenting on our social media channels:

- Are civil and polite
- Avoid posting any message that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or otherwise offensive
- Are not abusive about any individual, including council staff and elected councillors
- Avoid posting content copied from elsewhere for which they do not own the copyright
- Do not discriminate against certain parts of our communities
- Do not post the same message, or very similar messages, more than once
- Do not post comments or questions that are not relevant to the original post
- Do not publicise their, or anyone else's, personal information, e.g. contact details
- Do not advertise products or services

- Do not impersonate someone else
- Do not post spam or post off-topic content (persistent negative and/or abusive posts in which the aim is to provoke a response)
- Do not seek to promote the views or opinions of a particular political party

We will remove, in whole or in part, posts that we feel contravene these rules. The Council may choose to issue 'A post breaching the Council's Social Media Policy has been removed' statement. Anybody repeatedly contravening them will be blocked and/or reported to the associated social media platform or other authority. We will not tolerate or respond to abusive messages.

We will remain politically neutral at all times on social media which is why council officers are unable to reply to, endorse or engage with, any content that is of a party-political nature.

### **Breach of this policy**

Any reports of a breach of this policy by officers or councillors will be fully investigated by the Town Clerk and could amount to gross misconduct.

The below list identifies what is classed as a breach (this list is not exhaustive): -

- Disclosure of personal, confidential or private information about the Council, staff or others.
- Posting content which is abusive, obscene, discriminatory, criminal or that may cause embarrassment to the Council, staff, Councillors or customers.
- Posting a statement which could cause criminal or civil liability to the Council or yourself.
- Posting material which is in breach of copyright laws.
- Posting pornographic or obscene material such as photos, pictures, writing, films or video clips.

*Don't post online what you wouldn't say in person. If in doubt, don't post.*

**Date of policy:** May 2023

**Policy effective from:**

**Date for next review:**



# Towards a Vision for Wokingham Borough

Summary of Community Futures workshops and  
next steps to creating a joint community vision

May 2023

## 1. The Context

Over the past four months, we have worked with consultant New Local to start the development of a Vision for Wokingham Borough.

This report is to update you on work done to date with New Local, who have helped us work with partners to:

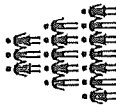
- Identify key themes / priorities from stakeholder workshops for the borough's future that can inform the vision
- Gauge the appetite among stakeholders for involvement in co-development of the vision
- Explore potential governance and processes to develop the vision

One of the key principles that emerged from the sessions with New Local is that the vision must be co-produced and not led just by the borough council. We will, therefore, be seeking expressions of interest from partners to join a Community Steering Group that will guide the vision's development.

## Contents

1. The Context
2. Community Futures workshops
3. Working together and building on strengths
4. Emerging themes and priorities
5. If the Vision could do one thing...
6. Proposed process and timeline
7. Proposed governance: Steering Group
8. Proposed governance: Involvement Groups
9. Community engagement and communications
10. Next steps

## 2. Community Future workshops: New Local have facilitated three workshops with a range of partner organisations and representatives from the borough town and parish councils



3 workshops between Jan – Mar 2023

With c.150 attendances across workshops

With community representation from 50+ organisations

Date	Session	Audience	Focus
30/01/23 (6 – 8pm)	Community Future – Workshop 1	60+ attendees from across communities and partners	<ul style="list-style-type: none"> <li>• Kick-off vision building process with community</li> <li>• Generate radical thinking around vision for the borough in next 10/15 years</li> <li>• Give space for ideas and reflection</li> <li>• Create building block for a community action plan</li> </ul>
6/03/23 [4-6pm]	Community Futures –Town and Parish Councils	~50 attendees from Towns and Parish Councils	<ul style="list-style-type: none"> <li>• Kick-off vision building process with TPCs</li> <li>• Generate radical thinking around vision for the borough in next 10-15 years, with a localised lens applied</li> <li>• Emerging ideas and reflection</li> <li>• Give space for feedback on how best to engage in the future</li> </ul>
20/3/23 [6-8pm]	Community Futures – Workshop 2	~40+ attendees from across communities and partners.	<ul style="list-style-type: none"> <li>• Share outputs from earlier workshops and inputs</li> <li>• Understand the overall roadmap for delivering a Wokingham Vision</li> <li>• Engage in creative brainstorming about the key pillars of the roadmap in terms of engaging with (1) Partners and (2) Communities.</li> <li>• Understand the key structures that partners can engage with and develop the process for longer-term engagement (governance, feedback etc,)</li> </ul>

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

**3. Working Together and Building On Strengths:** The series of workshop was a first step as part of a wider effort for Wokingham Borough to understand what the community wants and together design a vision and strategy to deliver on the communities' aspirations. We have started that journey by exploring the existing strong foundations that make the borough a great place to live and work and how those characteristics – community, innovation, collaboration and more – can be leveraged to build a better future.

### Building on strengths

- There is huge level of support and buy-in to drive a vision that is both co-designed and co-owned by the community. There is a strong belief in positive opportunities for creating this in partnership through harnessing support of Wokingham's diverse communities
- Strong sense of pride within the community about their place, with a sense of equality of opportunity supported by initiatives that strive for further equality in the borough
- Collaboration between partners is strong and has led to real change and positive impact for communities
- (Covid-19, Hardship Alliance, thriving VCSE sector)
- Pride for how the Wokingham Borough has come together in crisis (Covid-19, Ukraine resettlement programme), with a sense that this energy should be leveraged to build an even better Wokingham
- Emphasis on each individual enjoying an equal voice, at all levels (young people, adults etc.)

### Working Together

- Strong appetite to involve all community members in shaping the vision, each bringing their own expertise and strengths to the collaboration
- Being truly inclusive and representative is key to building a vision that is owned by the whole community
- Understand what the roadmap for developing the vision is and what role each community group / partner has to play within it
- Appetite for creativity in community engagement – pushing thinking beyond consultation (social media, public ideas board, working with young people)
- The need to remove formality and create “safe spaces” for open and honest conversation. Strong sense that face to face is always better
- Work iteratively and solicit feedback often. Find ways to regularly

**4. Emerging themes and priorities: Early insight into the types of issues that partner organisations and Town and Parish Councils feel the borough wide vision should address are captured below. These will be further informed, verified and developed through the community engagement activity.**

### **Emerging themes: Partner organisations**

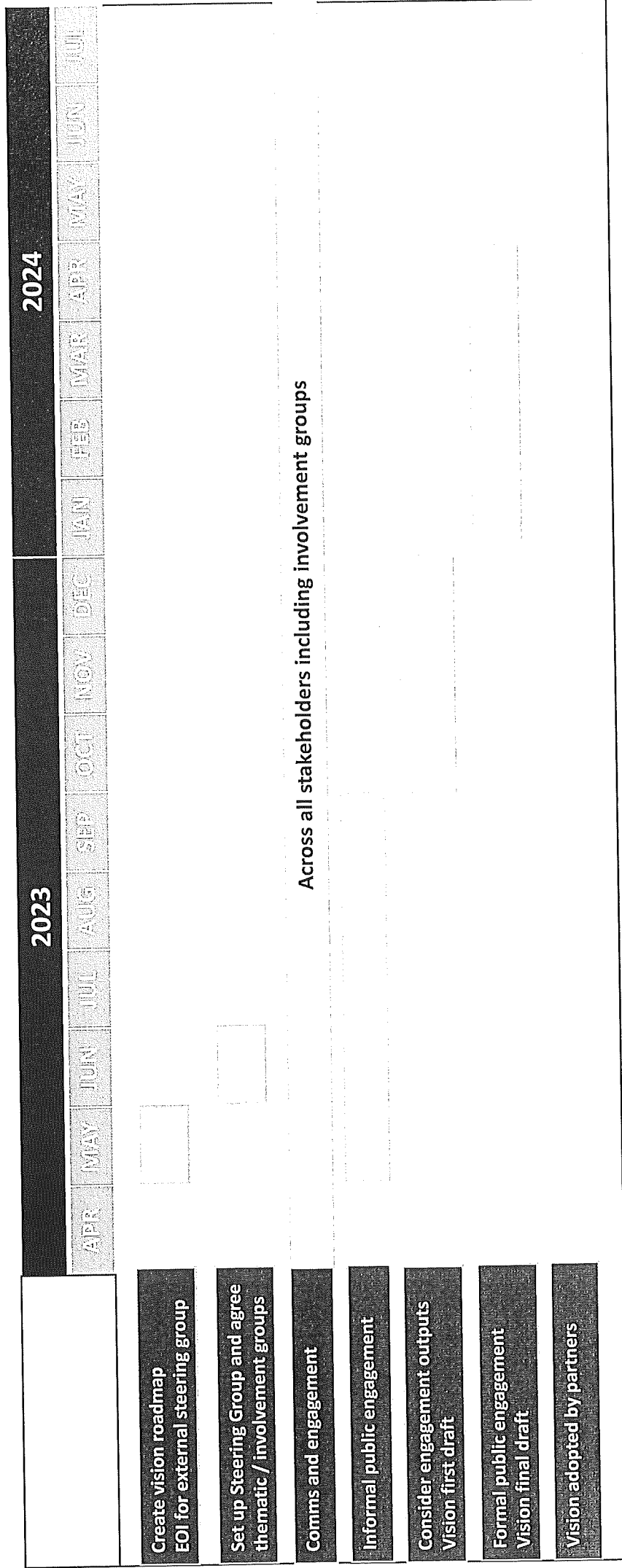
- Tackling poverty – no need for foodbanks, housing list eradicated
- Economic opportunities – new jobs created, local people supported to access opportunities, education matched to labour market
- Environment and energy – reduction in energy consumption, greater energy self-sufficiency
- Entrepreneurial drive – supporting young people into business, new opportunities with tech
- Healthier and happier residents – through active travel, clean air, good jobs, patient centred care
- Community power – national leaders visit to learn about community power, all have equal voice and chances, give power away

### **Emerging themes: Town and Parish**

- Environment – quality of green space, accessibility, managed development
- Pride in place – physical improvements, sense of neighbourliness, promoting Wokingham as a great place to live/work
- Empowerment – involving communities in bottom up initiatives, encouraging social action, promoting collaboration across communities
- Young people – meeting needs, improving services and opportunities for young people
- Business – ensuring the business community are part of shaping the future, are enabled to support community initiatives
- Health and wellbeing – natural environment improvements, quality leisure facilities



## 6. Proposed process and indicative timeline



Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

**7. Proposed governance steering group:** There was a broad consensus at the Community Futures sessions that a Community Vision Steering Group should be set up to guide the process of developing and agreeing the community vision

**Steering Group would be independent of council and would be responsible to guide drafting of the vision and ensuring:**

- The vision is co-produced and co-owned by a wide range of partners
- The vision is reflective of the aspirations of the community as a whole
- Cross-cutting themes are identified
- Ongoing mechanism / partnership arrangements are in place to successful deliver vision

**Suggested governance: building on feedback at the Communities Futures workshop and their experience, New Local recommend:**

- The Steering Group comprise no more than 15 representatives
- The steering group should initially meet monthly. After the first three months it should then either continue to meet monthly or move to a bi-monthly meeting, subject to the requirements of the work. Meetings will ideally be held in person.

**Suggested composition of steering group:**

- Voluntary and Community Sector representatives (x3)
- Children and young people representatives (x3)
- Local government representatives (x3)
- Businesses representatives (x2)
- Community Safety Partnership representative
- Health sector representative
- Equalities Forum representative

**What good governance will look and feel like (based on feedback at Community Futures workshops):**

- Shared ownership
- Doors open
- Fairness
- Open and transparent
- Inclusive engagement
- Accessible / engaging language
- Clear boundaries
- You need to find outcomes, and outputs that get you there
- Easy
- Agile
- Slick
- Transparent
- Simple
- No red tape
- Honest
- Accountable



## 8. Proposed governance Involvement Groups:

There was broad consensus that a series of sub-groups (Vision Involvement Groups) should sit alongside the Steering Group. The purpose of the Involvement Groups will be to support and inform the Steering Group's work to develop a borough-wide community vision

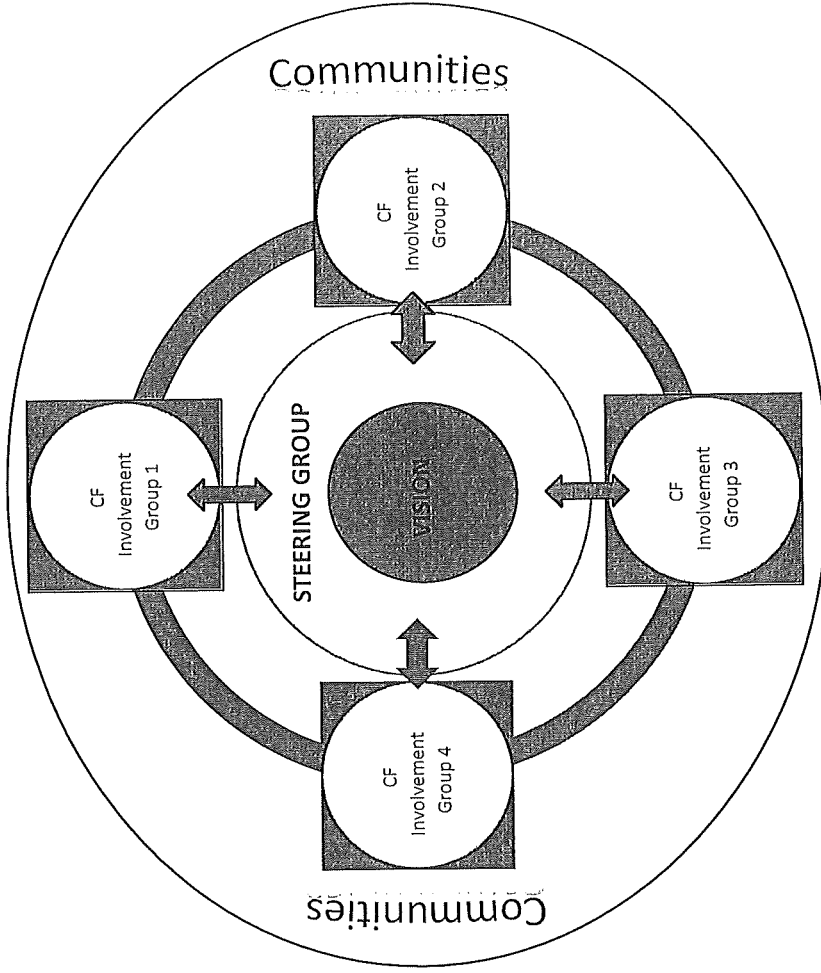
The precise number and blend of Involvement Groups should be agreed by the Steering Group at its first meeting.

New Local's suggestion is that these are a blend of issue based and population specific sub-groups and that working with existing forums and networks should be prioritised (e.g. Equality Forum, Hardship Alliance). New sub-groups should only be formed where there are gaps. These can be informal and time limited.

We are proposing to combine the Involvement Groups in to themes based on feedback from the Community Futures workshop sessions

### **Wider public engagement**

**In addition to working through Involvement Groups, it is proposed to engage directly with residents to ensure all residents are able to contribute the vision**



**9. Community engagement and communications: Community engagement and good communications are vital if the vision is to capture and reflect the experiences, ideas and priorities of the borough's residents and communities**

Building on the feedback on priorities from the Community Future session, we have identified six themes under which the Vision Involvement Groups could sit in order to give the process of producing the community vision some structure without being overly bureaucratic.

Cross-cutting priority themes						
	Health and Well-Being	Equality, Inclusion and Opportunity	Environment and Sustainability	Community engagement, action and empowerment	Engaging with young people	Engaging with businesses
Themes from Community Future sessions	Tackling poverty Economic opportunities Young people Health and Well-Being	Tackling poverty Economic opportunities Entrepreneurial drive Young people Business	Environment and energy Pride of place Environment Young People	Community power Pride of place Young people	Young People	Business Economic opportunities
Interested organisations (from participants at Community Futures sessions)	Youth Council CLASP Places Leisure Royal Berkshire NHS Foundation Trust Berkshire Healthcare Foundation Trust WBC Public Health	Youth Council The Cowshed First Days University of Reading Age UK Berkshire DWP Probation Service Churches Together	Youth Council WATCH Wokingham University of Reading Reading Buses	Youth Council Wokingham Volunteer Centre RBFRS TVP Towns and Parish Councils Involve Churches Together	Youth Council	
Other potentially interested organisations	HealthWatch Cultural Partnership GPs	Thames Valley LEP Chamber of Commerce Positive Futures Registered Social Landlords	Bucks, Berks and Oxon Wildlife Trust Utility companies Major landowners / developers	Other faith groups Youth groups Reading FC (Community outreach) Neighbourhood Action Groups Residents' Associations	Other youth groups Sports clubs Schools and colleges University of Reading	Thames Valley LEP Chamber of Commerce

- What good communication will look and feel like (based on feedback at Community Futures workshops):**
- Listening to what the other person is saying
  - Being ready to change your mind
  - Non-jargon
  - Tailored to audience
  - Regular
  - Respectful
  - Effective
  - Caring
  - Giving clarity
  - Giving confidence
  - Honest

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

## 10. Next steps:

### Governance and process

Steering Group established: members agreed and first meeting held

Involvement Groups: format agreed and meeting underway

Online platform established: single point of information and digital engagement

Informal public engagement launched

### Partners and participants

Become an ambassador for the vision – update your staff teams/ user groups / colleagues / members

Get involved – groups and individuals not in the Steering Group are needed to input into the vision and can lead or join Involvement Groups

Identify any existing groups who could act as Involvement Groups or in other ways be engaged in the production of the vision

Identify any existing or forthcoming plans (e.g. events, activities, consultations) that could provide an engagement opportunity for the community vision



**ORDERS FOR PAYMENT - BY BACS TRANSFER**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
5800	A1 Locksmiths (Berkshire) Ltd	New Keys Elizabeth Room/ and SJP	£111.50
5801	Air IT Ltd	RH Managed IT Support April 23	£719.58
5802	Air IT Ltd	RH Microsoft 365 Apr 23	£843.34
5803	All Electrics	MPCC Fix flickering lights issue	£213.60
5804	All Electrics	RH Repair Heating switch in Council Chambers	£102.00
5805	Bennetts Tree Care Ltd	SJP Cedar Tree near Car park inspection and branch removal	£318.00
5806	Bowak Ltd	Caretaker supplies various centres	£139.60
5807	Bowak Ltd	PPE Gloves	£21.96
5808	Bracknell Pest Control	Allotments Bait traps 18/4/23	£54.00
5809	Frasers Office	RH Green tinted paper	£61.34
5810	GLS	Hand towels Kilnsea preschool, RLCC, CP, MPCC	£139.15
5811	Alan Hadley Ltd	Cem Skip Hire 24/4/23	£288.00
5812	Lighting Electrical Distribution Ltd	Light fittings MPCC/CP	£72.41
5813	McVeigh Parker	SJP PVC Chain Fence	£127.24
5814	Rialtas Business Solutions	Accounts Year End Closedown	£906.00
5815	Tradepoint - B&Q	CP Plasterboard	£10.23
5816	Tradepoint - B&Q	SJP/CP Bag of plaster	£9.94
5817	Tradepoint - B&Q	MPCC/SJP Gate Hinges/Batteries	£23.25
5818	Tradepoint - Screwfix	CP Locks/Tape	£38.16
5819	Travis Perkins	CP Plasterboard/skirting Boards	£69.21
5820	Web Marketing Matters	RH Website support Apr 23	£216.00
5821	William Luck	Professional Planning Services Apr 23	£300.46
5822	Wokingham Borough Council	CP Rent Apr 23	£293.50
5823	Woodley Town Council	Half share of Bulmershe Open Space 18/4/23	£85.80
5824	X-Tern Services	Window cleaning various sites 8/2/23	£185.00

**Total: £5,349.27**

Date Prepared: 9th May 2023

**IMPREST ACCOUNT - Reimbursement Vouchers 781 - 787**  
Vouchers between 1st May and 18th May 2023

<b>Number</b>	<b>Details</b>	<b>Amount</b>
788	Damage Deposit Return TD	£50.00
789	Damage Deposit Return BH	£50.00
790	Damage Deposit Return KG	£50.00
791	Damage Deposit Return CS	£50.00
792	HMRC May 23 PAYE/NI	£10,559.64
793	LGPS Pension May 23 Payroll	£13,941.66
794	Prudential AVCs May 23 Payroll	£200.00
795	Salaries May 23 Payroll	£32,609.00
796	Grant ARC Project	£2,000.00
797	Grant Berkshire Multiple Sclerosis Centre	£800.00
798	Grant Berkshire County Blind Society	£360.00
799	Grant Chemogiftbags	£500.00
800	Grant Cianna's Smile	£500.00
801	Grant Citizens Advice Reading	£500.00
802	Grant Citizens Advice Wokingham & District	£2,500.00
803	Grant Cruse Bereavement Support	£500.00
804	Grant Earleybus	£750.00
805	Grant The Earley Day Centre	£400.00
806	Grant Earley District Guides	£1,000.00
807	Grant The Earley Environmental Group	£300.00
808	Grant EEG - EASI	£300.00
809	Grant First Days Children's Charity	£1,500.00
810	Grany Home-start Wokingham	£600.00
811	Grant Keep Mobile	£900.00
812	Grant Link Visiting Scheme	£1,000.00
813	Grant Me2 Club	£500.00
814	Grant Parenting Special Children	£700.00
815	Grant Readibus	£2,000.00
816	Grant Reading Male Voice Choir	£135.00
817	Grant Trinity Church	£500.00
818	Grant Wokingham Volunteer Centre	£500.00
819	Grant Wokingham Waterside Centre	£686.00
820	Damage Deposit Return CS	£50.00
821	Damage Deposit Return SD	£50.00
822	Replenish Petty Cash	£99.08
823	Plant Operator Licence Renewal AP	£30.00
824	Refund of Green fair fee LW	£16.00
825	Refund of Green fair fee TMC	£14.00
	<b>Total Payments</b>	<b>£77,200.38</b>