

Town Mayor's Report

Reading University

I attended the yearly meeting of the University of Reading held on 20th March at Greenland campus near Henly-on-Thames. The setting of the campus was stunning which was helped by not actually raining. The evening started with drinks in a hall which had a selection of posters on display showing various projects carried out by the students at Reading. This was followed by talks from the Chancellor, Vice Chancellor and various other professors and deputy vice chancellors. This was about various outcomes and the one that interested me most was related to an area of study when I did a year of typography at Reading. The Typography department did work that helped with integrating smart phones and Chinese written characters. Four department heads give a quick talk on their subjects and then a few questions were asked of these heads.

Take Five

Hospital Radio Reading has a programme where people are asked their favourite 5 records and talk about their relevance and I was invited to choose my five records and talk about Earley, being Town Mayor and my life growing up in Reading and living in Earley. My choices were, Shirley Bassy – Goldfinger, Harry Nilsson – Without you, Meatloaf – Bat out of Hell, Abba – dancing Queen and Vaughan Williams – the Lark Ascending. I have a copy if any would like to hear it. It will be broadcast in the near future.

Thames Valley Police - Monday 8th April

I have always been good as my mum told me to but that night I had arranged with Thames Valley Police to spend a sponsored night on behalf of LINK in a prison cell at Earley Police Station. Mike did go with me and we had the full experience including being searched before going into the cell. This was an informative evening learning so much about policing in Berkshire and particularly, the treatment of those going into custody and how much care is given to those arrested. We left after 10.30pm as we found it impossible to sleep on their definition of a mattress. Also, the night shift were a bit surprised to find us there as two people in a cell, with shoes and a picnic – prison food, no doubt nutritional, left a lot to be desired.

Annual Town Electors Meeting

Thank you for all the Earley Town Council staff that worked hard to present this evening. I gave a report at the beginning of the meeting in which I had to choose some highlights from the past year but we have done so much over the last year I did find it difficult. This was followed by 5 speakers who each gave interesting presentations of various subjects. After each talk there was time for people ask questions. A good evening for everyone – also refreshments were available.

Mayor's Afternoon Tea

This was for fundraising for my chosen Mayor's Charity – LINK which consisted of an afternoon tea for Friends of LINK and raised £896.18.

The idea for was everyone to have an enjoyable a formal afternoon tea with sandwiches, cakes and scones complete with clotted cream and jam. The tables looked lovely with flowers and a lovely range of fine china. Also, LINK asked on Facebook if anyone who could play the piano to volunteer to play for the afternoon and a very talented young man volunteered and played during the tea. The new High Sheriff, Alexander Barfield, was guest of honour complete with sword. Along with me, he gave a short speech about the origins of the role and being the High Sherrif – his speech was far funnier than mine. The Sheriff and myself during the tea went around the tables talking to all the guests which I found very illuminating and found someone who knew the street I lived in when aged 5 in Reading before it was pulled down for the Hexagon. Also, a raffle was run and of course I did not win.

Another big thank you to the Earley Town Council staff who helped out all afternoon including setting up and putting away.

Volunteering Evening at University of Reading

This was held last Thursday 25th April.

This celebration of Volunteering was held at the Student Union at Reading and was to bring back so many memories for me as a student, mostly good. This evening began with a speech from Paul Lindley OBE, the Chancellor. This was followed by Mark Goldup, Launchpad Founder and ex-student. Launchpad works with the homeless and he helped to open the first homeless shelter in Reading in the Caversham Road. This was followed by the many awards from Student Volunteer of the year to Thrive Mentor Recognition award. The evening was finished by the University Vice Chancellor Robert Van de Noort speaking about how important volunteers are to our communities.

Committee Representation

AMENITIES & LEISURE	PLANNING	POLICY & RESOURCES
Rohit Ahlawat	Ryan Browne	Anne Bassett
Anne Bassett	Nicola Brock	John Eastwell
Andrew Bradley	Rosemary Cook (Vice Chair)	David Hare (Chair)
Nicola Brock (Chair)	Moses Iyengunmwena	Tim Holton
Ryan Browne	Sheila Jordan	Norman Jorgensen
Rosemary Cook	Pauline Jorgensen	Geoff Littler
Andrew Long (Vice Chair)	Alistair Neal	Andrew Long
Tahir Maher	Caroline Smith (Mayor)	Tahir Maher (Vice Chair)
Sheena Matthews	Mike Smith (Chair)	Sheena Matthews
Beth Owen	Vacancy	Steve Newton
	Vacancy	
10 + Mayor & Deputy Mayor	11 + Mayor & Deputy Mayor	10 + Mayor & Deputy Mayor

2023-24

Town Mayor:

Cllr Caroline Smith

Deputy Town Mayor:

Cllr Melanie De Jong

Leader of the Council:

Cllr David Hare

Deputy Leader of the Council:

Cllr Tahir Maher

Political Composition:

Liberal Democrat 17

Conservative 6

Labour 2

Sonning & District Welfare & Education Trust

Meeting: Wednesday 27th March 2024

Purpose: The trust provides welfare support and educational equipment for individuals who are in need.

Report:

The meeting was attended by all thirteen Trustees.

It was agreed that the application form for grants would be available on the website to upload and as a word document to print.

There was one grant application to consider at the meeting. The outcome was that all Trustees agreed to support the application.

Note: Typically, awards are made to pay for furniture or home appliances or a contribution to school trips and educational equipment. Awards cannot be made to pay off debts.

To date no applications have been received from anyone living in Lower Earley.

Bethan Owen

27.03.2024

Report for Full Council – re Anne Bassett’s attendance at the Kenton Road Day Centre meeting on the 9/4/24

Chairman’s Report - Events and Use of the Centre

The events held (the Fish and chip lunch / Bring and share lunch and the film shows) had all been well attended and enjoyed. Two new members have joined who are keen to be actively involved, which is welcome news. Knit and natter is proving popular, and numbers are growing for that. There is still an issue with manning the centre every day and currently the centre is only open every other Monday, so they are actively seeking another volunteer. The foot Clinic is still going strong.

The Drive This issue has finally been resolved and following the repair the insurers gave £200 in compensation and did not charge the excess.

Electrician’s Report The report made several recommendations so they agreed to go ahead with all the essential ones involving the oven’s installation, the doorbell circuit and the kitchen isolator switch which will all come to £420.

New Toilet The work is underway with the total cost likely to be around £2000 (the council grant was £1000). They were lucky to find a tiler who did the work for free! When he came to visit the centre, he was so impressed by what was going on there he said he wouldn’t charge and furthermore managed to get Topps Tiles to donate the tiles.

Treasurer’s Report – The centre continues to have a healthy bank balance (13,211). They have fixed fuel costs for 3 years.

Day Centre report – The secretary is still working on compiling a list of all attendees with addresses and for health and safety they are also starting to compile a folder with next of kin information.

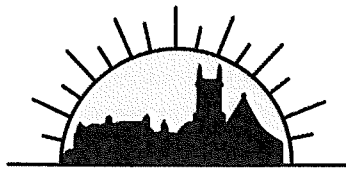
Future Events - St George’s Day Afternoon Tea - April 23rd charging £10 / head

Fish and Chip lunch on 6th June to mark D- Day

Next Meeting AGM July 16th

REPRESENTATION TO OTHER BODIES

Arc (Youth Counselling) (1)	Councillor R Cook
Cleaner Air and Safer Transport (1)	Councillor A Long
CResCent Community Association (1)	Councillor N Brock
EarleyBus Management Committee (1)	Councillor R Cook
Highwood Management Conference (2)	Councillors G Littler and S Matthews
Kenton Road Day Centre Management Committee (1)	Councillor A Bassett
Mid & West Berkshire Local Access Forum (1)	Councillor S Newton
More Arts - The Cultural Partnership (1)	Councillor S Matthews
Neighbourhood Action Group (2)	Councillors M de Jong & T Maher
Places Leisure (1)	Councillor R Browne
The Queen Victoria Institute Fund (1)	Councillor D Hare
Readibus Management Committee (1)	Councillor T Maher
Sonning & District Educational and Welfare Trusts (1)	Councillor B Owen
Trustees of Earley Charities (2) (4 year appointment until May 2026)	Mr R Ames and Councillor T Maher
Waterside Management Committee (1)	Councillor S Jordan
Wokingham Borough/Parish Liaison Forum (2)	Councillors R Browne & G Littler
Wokingham Borough Sports Council (1)	Councillor C Smith
Wokingham Job Support Centre (1)	Councillor I Khayinza



EARLEY TOWN COUNCIL

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

Explanatory foreword to the financial statements for the year ended 31 March 2024

The Council's financial statements for the year ended 31 March 2024 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the financial statements**, providing information on amounts included.

This Foreword provides a brief summary highlighting the more important aspects of the Council's activities and its financial position, and it facilitates a greater understanding of these matters.

Basis of preparing the financial statements

As the Council's income is less than £6,500,000, the Council's financial statements follow the directions for medium-sized councils in the Practitioner's Guidance, which is endorsed by CIPFA and is thus regarded as proper practice. The balance sheet therefore excludes fixed assets such as premises, equipment and infrastructure and any associated external loans, and depreciation is not charged.

Audit opinion on accounts

As the Council falls within the limited assurance audit regime, the statutory accounts are included in Section 2 of the annual return for external audit, as a summary of the year's income and expenditure, reserves, fixed assets and long-term borrowings as detailed in these unaudited financial statements. The external auditors' opinion will be given in due course on the accounts within the annual return, which was approved at the Council meeting on 8th May 2024.

Outturn for the year

The outturn for the year is set out in the Income & Expenditure Account on page 5 and may be summarised as follows:

	£
Net cost of services after income from fees and charges	869,126
Less: Interest received	65,813
Amount to be met by precept	803,313
Precept on the Borough Council	1,007,815
Community Infrastructure Levy (CIL)	0
S106 Monies Received - (Sibly)	414,804
Net income for the year	619,305
Transfers to earmarked reserves (net)	-512,586
Amount added to General Reserves for the year	106,719
General Reserves balance brought forward	1,098,606
General Reserves balance carried forward	1,205,325

Explanatory foreword to the financial statements for the year ended 31 March 2024

Review of the year's activities

In common with many businesses during the year, Earley Town Council continued to face financial pressures from the impacts of stubbornly high utilities costs and high inflation. Whilst hall hire levels have continued to improve, the cost of heating the community centres and other Council buildings has remained a significant cost. The Council has made clear its commitment to improving the energy efficiency across its estate through a series of measures designed to reduce ETC's carbon footprint, a commitment which in the long run will reduce its expenditure on utilities. In 2023/24 this work started with the installation of solar panels on the roof of the Council Offices at Radstock Lane.

Whilst higher inflation has increased the cost of the goods and services bought by the Council, such as waste disposal for example, it has also provided a significant increase in the interest earned from its investments. ETC has taken advantage of the situation to invest more funds in higher interest/low risk accounts. With world events and the economy still unpredictable and prone to shocks, the Council has retained a cautious approach to budgeting and its adaptive approach has enabled it to competently deal with such challenges and continue to deliver high quality services to Earley residents.

Despite the challenges, Earley Town Council continued its drive to improve standards and move forwards with its plans. The two main community centres had significant refurbishment work carried out on their floors, improving the experience for hirers. Defibrillators have been installed at Maiden Place Community Centre, Radstock Lane Community Centre and at Sol Joel Pavilion, these will be available for public use 24/7 and training sessions, such as the one provided for residents around Wychwood Crescent, are being arranged. Broken play equipment has been replaced at Meadow Park as well as some benches and notice boards being updated. A programme of deep cleaning the Town Council's bus shelters was started, with 15 bus shelters receiving a new lease of life before the end of the financial year. The CCTV at Sol Joel Park was replaced with an up-to-date system which has transformed the quality of information recorded and will produce high quality evidence should it be required. Other significant expenditure during the year has included the IT costs of replacing the on-site server with a cloud-based solution and the costs of a fully contested election in May 2023.

The Council has continued working on two of its long-standing projects, the extension of Mays Lane Cemetery and the delivery of a new youth service provision. Professional experts have conducted numerous tests and surveys at Mays Lane Cemetery and plans that adhere to the latest relevant legislation and Environmental Agency requirements are being worked on. In 2023/24 the Council also began discussions with a professional youth service provider and a combination of centre-based and outreach youth work is being planned. Funds have been ring-fenced for these projects.

A significant development during 2023/24 was the transfer of the Sibly development site to Earley Town Council. The transfer of all the outside space, including Redhatch Copse, toddlers' playground, the conservation margin including the stream's edge and surface water drainage features, had taken many years to negotiate but the final transfer came with S106 funds of £414,804, money which is ring-fenced for maintenance and improvements at the site.

In the year the Council had nil receipts under the Community Infrastructure Levy (CIL) scheme and utilised £754 of the fund on supporting local bus services, leading to a reduction in the total CIL funds to £57,366 at 31 March 2024. This fund is to be spent on suitable community projects within five years from receipt.

Earley Town Council

Explanatory foreword to the financial statements for the year ended 31 March 2024

Explanatory foreword to the financial statements for the year ended 31 March 2024

Statement of responsibilities for the financial statements

The Council is required to:

- Make arrangements for the administration of its financial affairs;
- Secure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At this Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for ensuring the preparation of the Council's financial statements in accordance with proper practices so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2024 and its income and expenditure for the year then ended. In relation to the preparation of the financial statements, the Responsible Financial Officer has ensured that:

- Suitable accounting policies have been selected and consistently applied;
- That the judgements that were made were reasonable and prudent; and
- Guidance has been complied with.

The Responsible Officer has also ensured that:

- Proper accounting records were kept that were up to date at year end;
- Reasonable steps were taken for the prevention and detection of fraud and other irregularities.

Signed

Chair of the Council

Dated 8 May 2024

Council Offices
Radstock Lane
Earley
Reading
RG6 5UL

Earley Town Council
Income & Expenditure Account for the year ended 31 March 2024

Services	Note	Year Ended 31 March 2024		2023	
		Expense £	Income £	Net £	Net £
Community centres		59,509	-131,930	-72,421	-71,383
Parks and sports pitches		29,683	-18,038	11,645	25,214
Maiden Erlegh Nature Reserve		9,400	-4,768	4,632	7,843
Other amenities and open spaces		27,657	-4,929	22,728	8,973
Cemetery		18,165	-84,059	-65,894	-65,568
Help Shop		0	-14,000	-14,000	-14,206
Grants and community support	2	26,232	0	26,232	16,090
Capital expenditure	5	56,163	0	56,163	33,119
General administration		900,751	-710	900,041	808,886
Net cost of services		1,127,560	-258,434	869,126	748,968
Interest and investment income				65,813	6,021
Net operating expenditure				803,313	742,947
Precept on the Borough Council				1,007,815	988,054
Community Infrastructure Levy				0	1,355
S106 Monies - Sibly				414,804	-
Net income/expenditure(-) for the year				619,306	246,462
Movement on General Reserves balance:					
Balance brought forward				1,098,606	967,520
Transfers (net) to earmarked reserves	9			-512,586	-115,376
Net income/expenditure(-) as above				619,306	246,462
Balance carried forward				1,205,325	1,098,606

The notes on pages 7 to 12 form part of the financial statements

Earley Town Council
Income & Expenditure Account for the year ended 31 March 2024

Earley Town Council
Balance Sheet as at 31 March 2024

	Notes	31 March 2024		31 March 2023	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1,5				
Current assets					
Debtors	7	35,829		28,909	
Bank term deposits		1,731,586		330,806	
Other bank accounts		588,599		1,374,756	
			2,356,013		1,734,471
Current liabilities					
Creditors and accrued expenses	8		-23,315		-21,078
Total assets less current liabilities			2,332,698		1,713,393
Capital and reserves					
Earmarked reserves	9	1,127,373		614,787	
General Reserves balance		1,205,325		1,098,606	
			2,332,698		1,713,393

The Council falls within the limited assurance audit regime, and so the external audit opinion will be provided on the Annual Return, which includes a summary of the Income and Expenditure Account, fixed assets and associated long-term loans, and reserves. The audit opinion will be provided and advertised in due course.

These financial statements present fairly the financial position of the Council as at 31 March 2024 and reflect its income and expenditure for the year. These accounts were approved at a meeting of the Council held on 8 May 2024.

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Chair of the Council

.....
Responsible Financial Officer

Earley Town Council
Notes to the financial statements for the year ended 31 March 2024

1. Principal accounting policies

Accounting convention

The financial statements have been prepared in accordance with the directions for local councils in the Practitioner's Guidance, which is endorsed by CIPFA and is thus regarded as proper accounting practice as applied to the accounting statements for local councils.

Fixed assets and associated long-term borrowing

The Council's financial statements do not include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is expensed to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are stated in the Notes as valued on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS), subject to a de minimis of £500. The closing balances are stated on the following basis:

Land, operational properties and equipment, infrastructure and community assets are valued at the lower of cost or valuation, less depreciation to 31 March 2011. In accordance with Practitioners' Guidance, depreciation is no longer provided.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are stated at a nominal value.

Long-term borrowing to finance the acquisition of fixed assets similarly is not included on the balance sheet. Amounts received are credited to capital receipts reserve and then released to revenue when used, and repayments are expensed to revenue when incurred.

Debtors and creditors

The financial statements are prepared on an accruals basis. Amounts due to or from the Council during the year are therefore included whether or not the cash has actually been received or paid in the year.

Reserves

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 9.

Pensions

The pension costs in these financial statements are the employer's contributions paid to the Local Government Pension Scheme (LGPS), which is a defined benefit scheme. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant local government regulations.

Earley Town Council

Notes to the financial statements for the year ended 31 March 2024 (continued)

General administration and support service costs

General administration and support service costs, including employee costs and those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.

2. Grants and support for community organisations

Each year the Council provides grants and other financial support for community organisations. These grants are made using the General Power of Competence which was adopted by the Council at the Annual Meeting held on 17th May 2023.

Grants awarded in the year were as follows:

	2024	2023
	£	£
Transport Services	3,650	1,325
Youth and Young people	3,000	1,500
Citizens Advice Bureau	3,000	2,750
Sports Sponsorship	1,286	3,150
Children with Special Needs	2,199	500
Other Donations	13,097	8,966
	26,232	18,191

3. Employees

The number of staff employed by the Council at the yearend was

	Number	Number
Full-time	10	11
Part-time	7	7
	17	18

4. Pension costs

The Council's staff members are eligible to become members of the Berkshire County Pension Scheme, which is administered by The Royal Borough of Windsor & Maidenhead, and 16 staff are currently members. The Council's contributions as an employer during the year ended 31 March 2024 were £135,555 (2022/23: £127,787). Employer contributions were 27.2% of pensionable salaries (2022/23: 26.3%).

Earley Town Council

Notes to the financial statements for the year ended 31 March 2024 (continued)

5. Fixed assets

	<u>£</u>
Operational land and buildings (see additional note below)	
Maiden Place Community Centre (long leasehold, peppercorn rent)	601,750
Radstock Lane Community Centre (long leasehold, peppercorn rent)	471,554
Council Offices, Radstock Lane (freehold)	274,200
Maiden Erlegh Nature Reserve Interpretation Centre (freehold)	93,851
Paddick Drive open space and BMX track	126,506
Sol Joel Pavilion	572,978
Other land and buildings	128,812
Vehicles and equipment	
Vehicles	94,341
Grounds and general maintenance, and Council administration	165,258
Play equipment in parks	349,427
Infrastructure assets; including street lights (65), bus shelters (50), public seats and noticeboards	87,277
Community assets	
Sol Joel Park (50 year lease from Reading BC) and Meadow Park	1
Open spaces owned freehold or leased over 25+ years (peppercorn rent)	2
Mays Lane Burial Ground (MLBG)	1
Culver Lane allotments	1
Net book value, not reflected on balance sheet	2,965,958

The Council's freehold land and buildings were valued as at 31 March 2007 by independent external valuers, Martin & Pole, Chartered Surveyors, on the basis set out in the accounting policies.

There were additions of £56,163 and disposals of £27,829 to fixed assets in the year.

Capital receipts in the year were as follows

S106 Monies transferred to reserves - Sibly	414,804
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Earley Town Council

Notes to the financial statements for the year ended 31 March 2024 (continued)

6. Loan from Public Works Loan Board (PWLB)

The Council borrowed £350,000 towards the cost of constructing the new Pavilion in Sol Joel Park. The first tranche of £150,000, drawn down in January 2013, is repayable over 25 years in equal instalments of £3,000 every six months and bears interest at 3.4% per annum. The remaining £200,000 was drawn down in June 2013 and is repayable over 25 years by instalments of £4,000 every six months and bears interest at 3.53 % per annum.

The movement on PWLB indebtedness over the year is as follows:

	£
Indebtedness at 1 April 2023	214,000
Repayments	14,000
Indebtedness at 31 March 2024	200,000

7. Debtors and prepayments

	2024	2023
	£	£
Debtors for Council services	19,698	17,090
Other debtors	8,718	-
Value Added Tax	6,416	9,641
Prepaid expenses	997	2,178
	35,829	28,909

8. Creditors and accrued expenses

	2024	2023
	£	£
Trade creditors and accruals	21,174	19,083
Income in advance	2,141	1,995
	23,315	21,078

9. Earmarked reserves

	31 March	Transfers	31 March
	2024		2023
	£		£
Community Infrastructure Levy <i>These funds are held until specific projects are identified but must be used within five years</i>	57,366	-2,274	59,640
S106 <i>These funds are held specifically for the Maintenance of the Sibly site in perpetua and includes interest.</i>	427,314	427,314	-
Bus Shelters	40,000	10,000	30,000
Cemetery Extension	76,411	-8,589	85,000

Earley Town Council

Notes to the financial statements for the year ended 31 March 2024 (continued)

	31 March 2024	Transfers	31 March 2023
	£		£
Elections	3,578	-20,672	24,250
Environmental Projects	17,595	-12,405	30,000
IT Upgrade	6,600	1,600	5,000
Laurel Park Enhancements	-	-7,000	7,000
Other Projects	9,785	-6,929	16,714
Meadow Park Playground	70,733	40,733	30,000
Sol Joel Pavilion Project	184,500	20,000	164,500
Sol Joel Park Improvements	4,680	4,680	-
Vehicles	100,000	40,000	60,000
Youth Projects	5,000		5,000
Radstock Lane Community Space	-	-1,988	1988
Radstock Lane Community Centre Improvements	12,095	8,390	3,705
Allotments Improvements	-	-600	600
Maiden Place Community Centre Doors and Windows	8,705	-	8,705
Pathways	317	151	166
Phone Box Project	2,939	-546	3,485
Benches/Seats	5,221	721	4,500
Maiden Place Community Centre Heating System	30,000	15,000	15,000
Radstock House Council Office Flat Roof	10,000	5,000	5,000
Website Upgrade	10,000	-	10,000
Recovery Fund	44,533		44,533
	1,127,373	512,586	614,787

10. Tenancies

The Council's community centre at Maiden Place has a resident social club that is a tenant under a repairing lease paying £16,200 annual rental, (2022/23 £16,200).

11. Contingent liabilities

The Council had no contingent liabilities at 31 March 2024 (2022/23: none).

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

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Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: accounts@claireconnell.co.uk

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

30th April 2024

Dear Ladies and Gentlemen

Internal audit – year ended 31st March 2024

Further to my post year-end visit, I am pleased to report that I have now completed my internal audit review and have signed off the internal audit section of the AGAR for 2023-24 with no comments.

My internal audit was based on the guidelines included in the JPAG Governance & Accountability for Smaller Authorities: A Practitioners' Guide to Proper Practices ("PG"). This includes an assessment of risk and a selective assessment of compliance with the relevant procedures and controls in operation.

Appendix 1 contains a summary of the audit work undertaken this year. Appendix 2 contains the agreed figures that will be included on the AGAR.

Overall conclusion

The financial records have been well maintained during the year and appear complete and fit for purpose. I did not identify any significant weaknesses in the control systems and procedures and it is clear that the council takes governance, policies and procedures seriously.

Audit work completed

I have completed the Annual Internal Audit Report within the AGAR prior to the Council approval of the AGAR as my work for the year is now complete. The external auditors have stated that my internal audit report gives important evidence for the Council to consider when completing assertions 2, 6 and 7 on the on the governance statement.

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit findings in 2023-24

<u>Annual Internal Audit Report Section</u>	<u>Objective met?</u>	<u>Comments</u>
A. Appropriate accounting records have been properly kept throughout the year	Yes	ETC uses an accounting package which is specifically designed for parish and town councils. There is a linked Bookings package for invoicing hall and pitch hire. Burials are recorded in bespoke software and invoices raised in Omega.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for. The procurement procedures relating to the solar panel and play area contracts were reviewed and found to be correctly carried out.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Financial Regulations and the Risk Register indicate that there are proper risk assessment and management procedures. Once again officers have met with the insurance broker during the year to ensure that the insurance cover is appropriate for the Council.
D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	The budget was set in February 2024 and is calculated using detailed spreadsheets which incorporate reserve movements. Financial updates are regularly provided at the Policy & Resources meetings (and are emailed to all councillors).
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	No significant issues arose regarding income during my testing. The only two issues found were very minor and did not suggest any inherent system errors.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	Amounts paid out of petty cash were few in number and low in value. All was found to be in order.
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	The payroll is run by an external payroll company. No issues arose during the testing of payroll. I understand that the Town Clerk's appraisal, which was outstanding at the time of my interim review, has now taken place
		/continued overleaf

Appendix 1: Summary of internal audit findings in 2023-24 (continued)

<p>H. Asset and investments registers were complete and accurate and properly maintained.</p>	<p>Yes</p>	<p>An adequate fixed assets register is maintained in Excel. This has been updated to reflect additions and disposals of the assets this year.</p>
<p>I. Periodic and year-end bank reconciliations properly carried out</p>	<p>Yes</p>	<p>Monthly bank reconciliations are reviewed by the Town Clerk and the Chair of the Policy & Resources Committee.</p> <p>These have been reformatted to include the Public Sector Deposit Fund and NS&I income, as recommended in my interim report.</p>
<p>J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</p>	<p>Yes</p>	<p>These assertions have been met.</p> <p>The accounts are prepared on an income and expenditure basis and debtors and creditors are properly recorded.</p>
<p>K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt.</p>	<p>N/A</p>	<p>Not covered – the Council had a limited assurance review of its 2022/23 AGAR</p>
<p>L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with any relevant legislation.</p>	<p>Yes</p>	<p>AGARs for the past five years are available on the website as required by the Accounts and Audit Regulations 2015.</p> <p>Councils are also encouraged to comply with the Transparency Code 2015 (<i>PG 5.73: Parish and town councils with annual turnover in excess of £200,000 should as best practice comply with the Local Government Transparency Code 2015</i>). This Code includes a list of information which should be published on a council website.</p> <p>Most of the information listed in the Transparency Code is already provided on the Earley Town Council website.</p>
<p>M. In the year covered by this AGAR, the authority correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</p>	<p>Yes</p>	<p>Proper opportunity was provided and this was correctly advertised.</p>
		<p style="text-align: right;">/continued overleaf</p>

Appendix 1: Summary of internal audit findings in 2023-24 (continued)

N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	Yes	The correct documents were published before the relevant deadlines.
O. The Council met its responsibilities as a trustee	N/A	Not applicable

* * * * *

Appendix 2 – AGAR accounting statement figures

AGAR box number		2022/23	2023/24	Internal auditor comments
1	Balances brought forward	1,466,931	1,713,393	Agreed
2	Precept	988,054	1,007,815	Agreed to government central precept record
3	Total other receipts	254,452	739,051	Agrees to records in Rialtas
4	Staff costs	656,247	720,155	Agrees to records in Rialtas
5	Loan interest/ capital repayments	21,802	21,316	Agrees to records in Rialtas and PWLB records
6	All other payments	317,995	386,090	Agrees to records in Rialtas
7	Balances carried forward	1,713,393	2332,698	

8	Total value of cash and short-term investments	1,705,562	2,320,184	Agrees to bank reconciliations
9	Total fixed assets and long-term investments	2,937,624	2,965,958	Agrees to fixed asset register
10	Total borrowings	214,000	200,000	Agreed to PWLB recrds

For local councils only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions</i>

Annual Internal Audit Report 2023/24

EARLEY TOWN COUNCIL

www.earley-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or 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.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
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.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

27 + 29 Nov 2023 23/01/2024 26/01/2024

Name of person who carried out the internal audit

CLAIRE CONNELL

Signature of person who carried out the internal audit

Claire Connell

Date

30/04/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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' 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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:

and recorded as minute reference:

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

ENT Earley Town CouncilRITY

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

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

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

[Signature]
SIGNATURE REQUIRED

Date

01/05/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

RECORD OF COUNCILLOR ATTENDANCES – 2023/24

APPENDIX I

NAME OF COUNCILLOR	COUNCIL											AMENITIES & LEISURE											PLANNING											POLICY & RESOURCES				
	05	06	07	10	11	02	03	05	07	09	10	01	03	05	07	09	10	11	12	01	02	03	04	06	07	09	11	01	03									
R. AHLAWAT	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
A. BASSETT		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
A. BRADLEY	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
N. BROCK	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
R. BROWNE	✓		R	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
R. COOK	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
M. DE JONG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
J. EASTWELL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
D. HARE	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
T. HOLTON	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
M. IYENGUNMWENA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
S. JORDAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
N. JORGENSEN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
P. JORGENSEN	✓	B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
I. KHAYINZA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
G. LITTLER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
A. LONG	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
T. MAHER	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
S. MATTHEWS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
A. NEAL	✓	✓	✓	B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
S. NEWTON	✓	✓	✓	✓	✓	B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B	✓	✓	✓	✓	✓	✓									
B. OWEN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
H. SARASAN	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
C. SMITH	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									
M. SMITH	✓	✓	B	✓	✓	B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓									

R = Representing Town Council **B** = Attending Borough Meeting **A** = In Attendance **F** = Attending Fire Authority Meeting shaded cell denotes non-representation on Committees

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6682	A1 Locksmiths	SJP Changing Room Keys	£34.20
6683	Air IT	IT Support Mar 24	£719.83
6684	Air IT	Microsft 365 March 24	£803.90
6685	Arkell & Hurcombe	Aluminium Grave Markers	£87.00
6686	Bracknell Pest Control	Allotments Bait setting Jan (Invoice received late)	£54.00
6687	Bracknell Pest Control	SJP Mole removals	£150.00
6688	Bracknell Pest Control	Allotments Bait setting Mar	£54.00
6689	Core Clean	Bus shelter cleaning x 15	£1,800.00
6690	CTS	EN65HDF Cooling system repair	£138.50
6691	CTS	MX19WFV Service and MOT	£372.18
6692	Keyline	MELNR Kiln dried sand	£62.35
6693	Lighting Electrical Distribution Ltd	MPCC 2 Pin Bulbs x 20	£106.08
6694	Lister Wilder	Battery for WX15MLU	£119.26
6695	Lubbe & Sons (Bulbs)	MELNR Snowdrops x 2,000	£390.00
6696	Premier Office Supplies	Paper & Laminating Pouches	£68.25
6697	Select Environmental Services	RH Paper Waste collection Feb 24	£13.34
6698	Select Environmental Services	RLCC Waste collection Feb 24	£42.28
6699	Select Environmental Services	MPCC Waste collection Feb 24	£148.80
6700	Select Environmental Services	CP Waste collection Feb 24	£40.07
6701	Select Environmental Services	General Litter Waste collection Feb 24	£493.82
6702	Travis Perkins	MELNR Gravel/Shingle	£237.60
6703	TRI Security	SJP CCTV	£14,988.00
6704	X-Tern Services	Window cleaning all sites	£160.00

Total: £21,083.46

Date Prepared: 25/03/2024

ORDERS FOR PAYMENT - BY DIRECT DEBIT

March 2024

Number	Supplier	Purchase Description	Amount
6705	Abrdn Financial Planning & Advice Ltd	Credit Employee Insurance 2/24-3/24	-£100.00
6706	Allstar Buisness Solutions Ltd	MX19WFV 20/2/24 Fuel	£101.28
6707	Allstar Buisness Solutions Ltd	YK60UUJ 28/2/24, YS06BSO 4/3/24 Fuel	£160.57
6708	BT	SJP CCTV Broadband Q/e 31/5/24	£201.71
6709	Castle Water	IC Water supply Feb 24	£65.08
6710	Castle Water	RH Water Supply Nov 23 adj	-£2.92
6711	Castle Water	RH Water Supply Feb 24	£130.23
6712	Castle Water	RLCC Water Supply Feb 24	£16.26
6713	Castle Water	SJP Water Supply Feb 24	£92.51
6714	Culligan	SJP Water Cooler Feb 24	£50.37
6715	Culligan	RH Water Cooler Feb 24	£100.74
6716	Elavon	Credit card terminal rental Mar 24	£22.80
6717	Focus Group	RH Telephone line rental Mar 24 & calls Jan 24	£190.00
6718	Information Comissioner's Office	Annual Data Protction Fee	£35.00
6719	O2	Mobile phones February 24	£241.58
6720	PHS Group	IC ESPO Min Charge disposal q/e 17/6/24	£5.29
6721	PHS Group	SJP San. Waste disposal q/e 17/6/24	£15.88
6722	PHS Group	MPSocClub San. Waste q/e 26/6/24	£10.58
6723	PHS Group	MPCC San. Waste disposal q/e 26/6/24	£128.06
6724	PHS Group	RH San. Waste disposal q/e 26/6/24	£10.58
6725	PHS Group	RLCC San. Waste disposal q/e 26/6/24	£128.06
6726	PHS Group	IC San. Waste disposal q/e 26/6/24	£5.29
6727	Regent Gas	Gas supply SJP Final Invoice Moved to SSE	£145.93
6728	Regent Gas	Gas supply RH Jan 24 Final estimate	£17.05
6729	Regent Gas	Gas supply MPCC Jan 24 Final estimate	£37.50
6730	SSE	St Light Jan 24	£589.33
6731	SSE	RLCC Elect Jan 24	£385.05
6732	Virgin Media	RH Broadband Mar 24	£51.60
Total Direct Debits			£2,835.41

Date Prepared: 9/4/24

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6733	Bowak Ltd	SJP Changing Room Keys	£168.70
6734	Brewers Decorating Centres	Bus Shelter Paint	£67.76
6735	Enerveo Limited	St Light repairs Jan-Mar 24	£471.46
6736	GLS (Findel)	MPCC Hand towels (Kilnsea Pre school)	£69.58
6737	Staysure Ltd	Tyre repair WX15MLU	£90.00
6738	Trade Point B&Q	Allot Ballcock fittings	£43.08
6739	Trade Point B&Q	Maint items MPCC/Bus shelters	£34.20
6740	Web Marketing Matters	Website support March 24	£216.00
6741	William Luck	Planning Services Feb 24	£312.30
6742	William Luck	Planning Services Mar 24	£377.40
6743	Wokingham Bor. Council	CP Rental Mar 24	£293.50

Total: £2,143.98

Date Prepared: 08/04/2024

ORDERS FOR PAYMENT - BY DIRECT CREDIT via Thames Water re Castle Water received 22/2/24

Number	Supplier	Purchase Description	Amount
6744	Castle Water	Allotment Oct 23 adjust to actual usage	-£391.28
6745	Castle Water	Allotment Nov 23	£23.29
6746	Castle Water	Allotment Dec 23	£23.29
		Total Direct Credit	-£344.70

Date Prepared: 09/04/2024

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6747	2468 Ltd	CP Boiler Rental q/e 31/7/24	£130.18
6748	Hester Roofing	RLCC Roof repair incl Lightening Conductor	£385.00
6749	IT QED Ltd	IT Support March 24	£450.00
6750	IT QED Ltd	Azure Support Mar 24	£101.99
6751	RBS Rialtas	Accounting Software 24/25	£1,198.80
6752	RBS Rialtas	VAT Making Tax Digital 24/25	£132.00
6753	RBS Rialtas	Bookings system 24/25	£532.80
6754	Ricoh	RH Photocopiers q/e 30/6/24	£421.55

Total: £3,352.32

Date Prepared: 08/04/2024

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
6755	A1 Locksmiths Berkshire Ltd	SJP Combination Lock	£47.05
6756	Dorrell Performance Floors Ltd	MPCC Hall and Function Room Floor Refurbishment	£5,202.00
6757	Hadley Recycle & Waste Manage.	Cem Skip Exchange	£300.00
6758	IT QED Ltd	IT PC Monitoring Feb/Mar 24	£109.20
6759	IT QED Ltd	IT Monthly Support April 24	£450.00
6760	Institute of Cem. & Crem. Management	Cem ICCM Annual Membership	£100.00
6761	Select Environmental Services	CP Waste Collection March 24	£40.43
6762	Select Environmental Services	RLCC Waste Collection March 24	£42.64
6763	Select Environmental Services	MPCC Waste Collection March 24	£155.08
6764	Select Environmental Services	Gen. Litter Waste Collection March 24	£458.71
6765	Select Environmental Services	RH Waste Collection March 24	£30.62
6766	Southern Maintenance Solutions UK Ltd	SJP Pavillion Water leak repair	£175.80
6767	Trade Point B&Q	SJP/RLCC Paint/Dor stops etc	£144.34
6768	Wokingham Borough Council	Bus Shelter Licenses	£255.00

Total: £7,510.87

Date Prepared: 15/04/2024

March 2024 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
6769	Asda	Grahame Hawker's Retirement Do - Food	£13.16
6770	Eventbrite	Dementia Friendly Training	£10.00
6771	Ticket Source	Woodley Town Mayor's Charity Quiz (Reimbursed in Cash By Councillor C Smith	£27.95
6772	Zoom	Subscription Mar 24	£15.59
6773	Royal Mail	Stamps	£260.00
Total Barclaycard			£326.70

Date Prepared: 16/04/2023

IMPREST ACCOUNT - Reimbursement Vouchers 940 - 957

Vouchers between 18th March 2024 - 15th April 2024

Number	Details	Amount
940	Damage Deposit Refund BB	£50.00
941	Cancelled Hall Hire Refund PB	£88.00
942	Overpayment Refund GKR Karate	£240.00
943	Connecting Communities in Berkshire Annual Memebership	£42.00
944	Grant - ACER	£130.00
945	Grant - Reading Male Voice Choir	£140.00
946	Grant - Together One Step at a Time	£248.63
947	Grant - The Ramblers Assoc - Loddon Valley Group	£165.00
948	NOT USED	-
949	Damage Deposit Refund TD	£50.00
950	Salaries Apr 24	£32,754.64
951	HMRC PAYE & NI Apr 24	£10,230.37
952	LGPS Pensions Apr 24	£13,563.87
953	Damage Deposit Refund AA	£100.00
954	Damage Deposit Refund JG	£50.00
955	Salaries correction DH Pension on Holiday Hours removed	£22.74
956	Damage Deposit Refund RS	£100.00
957	Damage Deposit Refund MF	£100.00
	Total Payments	£58,075.25

IMPREST ACCOUNT

ORDERS FOR PAYMENT - BY DIRECT DEBIT

November 23 - March 24

Number	Supplier	Purchase Description	Amount
85	SGW Payroll	November 23 Payroll	£64.56
86	SGW Payroll	December 23 Payroll	£64.56
87	SGW Payroll	January 24 Payroll	£64.56
88	SGW Payroll	February 24 Payroll	£64.56
89	DVLA	EN65HDF Road Tax	£320.00
Total Direct Debits			£578.24

Date Prepared: 09/04/24