



Earley Town Council

GRANTS POLICY

Community Grants to Community Groups, Organisations and Individuals

It is part of the mission of Earley Town Council to engage with residents, working with all to make Earley an even better place in which to live.

All spending and activity that the Council undertakes focuses on delivering its mission. The Council recognises the important role that its grant spending plays in supporting community groups, organisations and individuals to help fulfil this mission.

Grant applications will be invited annually from community groups and organisations via the Council Website, Council noticeboards and in the Lower Earley Library. Community groups and organisations that received grants during the previous municipal year will also be notified by email that the grant application period is open.

Important Dates:

- December and January – submission of grant applications to be made to Earley Town Council.
- Late March – funding decisions to be made by Earley Town Council and applicants informed of the outcomes.
- May – funds paid to successful applicants.

Applicants should be aware that the Council receives a high volume of requests and will not award grants in excess of the annual budget for this purpose. Notwithstanding, it looks forward to receiving requests and commits to considering each individually and with care.

Applicants should read the Grants Policy and Criteria for Applications below before completing the application form, available on the Earley Town Council website www.earley-tc.gov.uk .

GRANTS POLICY AND CRITERIA FOR APPLICATIONS

- Grants will only be made to cover activities that benefit residents of Earley.
- Grants are available for community groups and organisations; and in exceptional cases, for individuals.

Grants for Community Groups and Organisations

The Council will not normally award grants for costs that could reasonably be expected to be funded from other sources, including from members' subscription.

Grants will not be made to contribute:

- towards the costs of advertising charities or activities
- to charities or activities that assist people outside the UK.

Applicants must:

- explain, and provide evidence if available, of the number of Earley residents who would benefit from the grant
- provide a copy of the group or organisation's most recent set of accounts
- undertake to keep an accurate record of the way in which the grant is spent and report on this to the Council once completed
- provide a copy of their child / vulnerable adults protection policy if working with children or vulnerable adults.

The Town Clerk will inform each applicant of the outcome of their application as soon as practical after the March Council meeting.

Unsuccessful applicants will be given the reason(s) for not being awarded a grant.

Payment of grants will be made electronically or by cheque.

Grants to Individuals

Match-funding grants may be given to applicants who have been awarded a grant through the Wokingham Borough Sports Council. In these cases, the request for Town Council funding will be made by Wokingham Borough Council directly to the Town Council. Consideration will also be given to granting match funding for awards made to individuals from other recognised organisations.

In exceptional circumstances, Individuals may apply directly to the Town Council for a grant. These applications may be made at any time during the year and should be submitted to the Town Clerk who will refer the request to the Policy and Resources Committee. The outcome of the application will be communicated by the Town Clerk as soon as practical after that meeting.

Unsuccessful applicants will be given the reason(s) for not being awarded a grant.

Payment of grants will be made by cheque.

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Information to be included on the grant application forms:

GRANTS FOR COMMUNITY GROUPS AND ORGANISATIONS

Name

Position within the organisation

About your organisation

Name of organisation

Address

Email/Phone

Registered Charity Number

Summary of activities of your organisation

How many Earley residents are currently served by your organisation?

Amount of grant applied for (£)

Why is this grant required?

How will this grant be used to benefit residents of Earley?

What age groups will benefit from the grant.

How will the success of the purpose to which this grant is put be assessed?

Have you applied for grants from any other sources? If Yes, please give details.

What other fundraising actions has your group or organisation undertaking in the past 12 months.

Please attach your most recent set of accounts to this application.

Please add any further information in support of your application that you wish the Council to consider.

Grants for Individuals

Name

Address

Email

Phone

Reason for applying for a grant

Please write up to 250 words explaining why you are applying for a grant. Please make your reasons as specific as possible, including a clear outline of how and when the grant would be spent and how it may bring credit to Earley.

Policy adopted - November 2019

Date of Review – 30/11/2021



EARLEY TOWN COUNCIL

ANTI-HARASSMENT AND BULLYING POLICY

Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Examples of bullying and harassment include:

- Verbal abuse or offensive comments, jokes or pranks related to age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Lewd or suggestive comments
- Deliberate exclusion from conversations or work activities
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling

- Rifling through, hiding or damaging personal property
- Subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others
- Abusing a position of power

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Reporting concerns

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Town Clerk or Deputy Town Clerk. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Town Clerk or Deputy Town Clerk in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Town Clerk or the Deputy Town Clerk in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Town Clerk, Deputy Town Clerk, a colleague or a councillor to put this to them on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Town Clerk or the Chair of the Council. The Town Clerk/Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Town Clerk/Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint...

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Town Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Town Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be

accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: September 2020

Approving committee: Policy & Resources Committee

Date of committee meeting: 16th September 2020

Policy effective from: 15th October 2020

Date for next review: September 2022



EARLEY TOWN COUNCIL

CHILD PROTECTION & VULNERABLE PERSONS POLICY

Policy Statement

Earley Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.

Policy Objective

It is the policy of Earley Town Council to safeguard children and vulnerable adults taking part in all our activities from physical, sexual or emotional harm. Earley Town Council will take all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in activities do so in a safe environment. We recognise that the welfare of children and vulnerable adults is paramount and that all children and vulnerable adults have an equal right to protection from abuse.

Aims

The aim of this policy document is to guide members of Earley Town Council should any child protection issue arise during their work.

The Designated Person

The Designated Person is the Town Clerk. In the absence of the Town Clerk, the Deputy Town Clerk will act as their deputy. If the Town Clerk is implicated, refer to the Chair of the Council.

The Designated Person has responsibility for:

- Ensuring all staff, volunteers and Town Council members are aware of and follow the ETC safeguarding procedures.
- Being the first point of contact for any concerns or allegations from children or adults and ensuring that confidentiality is maintained in all cases.
- Deciding on the appropriate action to be taken in line with ETC's procedures and record all actions and findings.
- Keeping the relevant authorities informed as necessary,

Reporting Incidents

It is the duty of any officer, volunteer or Member to report any concerns about a child or vulnerable adult and any issues of poor practice. All reports made will be confidential.

If a person discloses to you abuse by someone else:

- Stay calm and allow the person to speak without interruption.
- Do not ask leading questions, but you can ask if there is anything else they want to tell you.
- Reassure that child or vulnerable adult that they have done the right thing by talking to someone.
- Be honest and explain that you must pass this information but their disclosure will be treated sensitively.

Immediately record all the details that you are aware of and if taking a disclosure from a child or vulnerable adult, use their own words. Include in your record:

- Date and time
- Name, address, age or date of birth of the child/vulnerable adult
- Any contact details of a parent or guardian
- The nature of the allegation
- Your own observations e.g. their emotional state or any visible injuries
- In the event of a disclosure: exactly what the individual said and your response
- Sign and date the record

Role of the Designated Person

Where information is reported that a person has reasonable cause to suspect that a child or vulnerable adult is suffering, or is at risk of suffering, significant harm, the Designated Person will refer the concerns to Wokingham Borough Council Social Care Team.

Where the information received indicates the possible commission or attempted commission of a criminal offence, the matter will also be referred by the Designated Person to Thames Valley Police.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done in consultation with Social Care, and if appropriate, the Police. It is important that the timing of this does not prejudice any investigation.

Safe Recruitment

Earley Town Council takes safe recruitment seriously and adheres to the following process:

- All prospective employees will be interviewed
- Two appropriate references will be taken up for the successful candidate
- Original certificates for any relevant training or qualifications must be provided
- Proof of identification must be provided on the first day of employment
- If the role requires, a Disclosure and Barring Service check (DBS) will be carried out
- All staff will receive a full induction and be provided with all ETC policies and procedures
- All employees will undergo a six month probationary period.

Use of Contractors

In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.

Code of Practice and Behaviour

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect staff, volunteers and elected members.

The guidelines apply to those working with vulnerable persons or children involved in activities organised by Earley Town Council or on behalf of Earley Town Council or at services provided by Earley Town Council.

You must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs.
- Provide an example of good conduct you wish others to follow.
- Wear appropriate clothing at all times.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Recognise that special caution is required when discussing sensitive topics such as bullying, bereavement, abuse or personal development.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Follow national safeguarding guidelines if engaging in any contact sports or activities.

You must not:

- Engage in physical horseplay such as wrestling or tickling
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures.
- Permit abusive peer activities such as ridiculing or bullying
- Carry out tasks of a personal nature for the child or vulnerable adult
- Fail to respond to an allegation made by a child or vulnerable adult

All staff, volunteers and Members are responsible for:

- Following good practice and guidelines
- Recognising any training needs and asking for assistance and guidance from Line Managers if appropriate.
- Recognising signs of abuse.
- Reporting all concerns, no matter how small.

Declaration

Earley Town Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Earley Town Council should read the Council's Child Protection Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Earley Town Council activities.

Date of policy: September 2020

Approving committee: Policy & Resources Committee

Date of committee meeting: 16th September 2020

Policy effective from: 15th October 2020

Date for next review: September 2022

Child Protection & Vulnerable Persons Incident Record Form

This form must be completed and passed to the Designated Person without delay

Earley Town Council Venue and/or Club/Activity:	
Your Name:	
Your Position:	
Child's Name/Vulnerable Adult's Name:	
Child's/Vulnerable Adult's Contact Details:	
Child's Date of Birth: (if applicable):	
Date and time of incident:	
Your Observations:	
Record the exact conversation, both parties: (Remember not to lead the child/vulnerable adult) Record factual details – continue on a separate sheet if necessary)	
Signature: Print Name: Date: By signing this form I confirm this is a true and factual account of the findings. To maintain the confidentiality of this allegation, I confirm I will not discuss the incident with anyone other than those who need to know	

To be completed by Designated Person

Action taken so far:

External Agencies Contacted

1. Agency Name & Department:

Date & Time:

Name and Contact Number:

Advice Received:

2. Agency Name & Department:

Date & Time:

Name and Contact Number:

Advice Received:

Additional Information / Follow Up Steps

Signature:

Print Name:

Date:

August 2022 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
5218	Insectlore Europe	Green Fair ETC stall prizes Insects/seeds/manifier glasses	£110.68
5219	Mixamate Concrete and Screed	CEM New Spine Credit for reduced requirement of concrete	-£96.00
5220	Zoom Communciations	Video Communications Aug 22	£14.39
5221	Amazon	RH A4 Laminating pouches	£23.31
5222	Amazon	RH A7 Laminating pouches	£10.50
5223	Fleet (Line Markers) Ltd	SJP Football pitchmarking	£640.22
Total Barclaycard			£703.10

Date Prepared: 22nd September 2022

ORDERS FOR PAYMENT - BY DIRECT DEBIT

September 2022

Number	Supplier	Purchase Description	Amount
5224	Allstar Business Solutions	Maint EN65HDF 10/8/Parks YK60UJ 11/8	£135.52
5225	Allstar Business Solutions	parks YK60UTY 5/9	£96.11
5226	BT	SJP Qtr to 30/11/22 Broadband	£176.29
5227	Castle Water	RH Water & sewerage Aug 22	£40.61
5228	Castle Water	RH Water & Sewerage June 22 adjustment	£5.15
5229	Castle Water	RH Sept 22	£5.00
5230	Focus Group	SD & RH Telephone line rental Sept and calls July 22	£176.86
5231	O2	Mobile phones August 22	£194.41
5232	Opayo	Credit Card terminal rental Sept 22	£22.80
5233	Regent Gas Ltd	RH Gas Jul 22	-£10.67
5234	Regent Gas Ltd	RH Gas Aug 22	£42.57
5235	Regent Gas Ltd	RLCC Gas Aug 22	£45.42
5236	Regent Gas Ltd	SJP Gas Aug 22	£138.13
5237	Regent Gas Ltd	MPCC Gas Aug 22	£706.31
5238	SmartestEnergy Business Ltd	Electric Sept 22 Trac Shed	£11.00
5239	SmartestEnergy Business Ltd	Electric Sept 22 MPCC	£235.00
5240	SmartestEnergy Business Ltd	Electric Sept 22 RLCC	£383.74
5241	SmartestEnergy Business Ltd	Electric Sept 22 SJP	£128.00
5242	SmartestEnergy Business Ltd	Electric Sept 22 IC	£57.00
5243	SmartestEnergy Business Ltd	Electric Sept 22 RH	£255.00
5244	Southern Electric	St Light Aug 22 Dusk to Dawn	£621.37
5245	Southern Electric	St Light Aug 22 Continuous energy	£51.41
5246	Virgin Media	RH Broadband Sept 22	£62.40
5247	Waterlogic	SJP Water Cooler Aug 22	£38.94
5248	Waterlogic	RH Water Cooler Aug 22	£148.51
5249	Wokingham B.C.	RH Rates Sept 22	£1,422.00
5250	Wokingham B.C.	RLCC Rates Sept 22	£469.00
5251	Wokingham B.C.	MPCC Rates Sept 22	£217.00
		Total Direct Debits	£5,874.88

Date Prepared: 4th October 22

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5252	2468 Limited	CP Rental of Boiler Qtr to 31/01/23	£119.21
5253	A1 Locksmiths 9(Berkshire) Ltd	Allotment Combination Padlock	£43.50
5254	Air IT Limited	Microsoft 365 Oct 22	£790.39
5255	Air IT Limited	Managed IT Support Oct 22	£719.58
5256	Air IT Limited	SD Internet Oct 22	£68.34
5257	Alan Hadley Ltd	Cem Skip Hire	£276.00
5258	All Electrics & Building Management Ltd	EICR Fixed Wire Testing Tractor shed	£552.00
5259	Arnold Laver & Co Ltd	Cem Fencing	£40.32
5260	Avoncrop Amenity Products Ltd	SJP Grass Seed and Turf for Cricket pitch repair	£499.50
5261	Bowak Ltd	Cleaning Supplies Mop heads, Soap, Washing up liquid etc	£63.80
5262	Bowak Ltd	Hand towels x 36 packets	£95.94
5263	Bracknell Pest Control	Allotment Baits 22/9/22	£54.00
5264	Creating Technical Solutions	Parks Ford Ranger YK60UUJ Service & MOT	£266.40
5265	Creating Technical Solutions	Maint Veh Transit MX19WV 2 new tyres & fitting	£313.80
5266	Frasers Office	Paper, Copier Ink, Diaries	£270.26
5267	GLS - Findel Education Ltd	Toilet Cleaner 12x1 litre	£47.99
5268	GLS - Findel Education Ltd	SJP Dust bags	£17.99
5269	Involve Community Services	Manual Handling Training CH, AP, NB	£75.00
5270	Lister & Wilder	SJP Pitch Aerator Repair incl New Guard and Tyres	£1,084.27
5271	Lister & Wilder	SJP Chainsaw Oil	£26.54
5272	Lister & Wilder	MELNR Trackmaster repair	£41.64
5273	MFG UK Ltd	Upgrade to Azure V2 on-site server (V1 at end of life)	£1,143.00
5274	PKF Littlejohn LLP	External Audit AGAR Y/End 31/3/22	£2,400.00
5275	Select Environmental Services	RH Paper collection Aug 22	£18.72
5276	Select Environmental Services	General Litter Bins Collection Aug 22	£542.88
5277	Select Environmental Services	RLCC Waste Collection Aug 22	£57.53
5278	Select Environmental Services	MPCC Waste Collection Aug 22	£190.09
5279	Select Environmental Services	SD Waste Collection Aug 22	£76.72
5280	Select Environmental Services	CP Waste Collection Aug 22	£38.15
5281	SLCC Enterprises Ltd	VAT Reference Book for Town Councils	£34.30
5282	SMS Environmental	SJP Annual Disinfection of Water system	£562.45
5283	Staysure Ltd	MELNR Inner Tube Trackmaster	£30.00
5284	Tradepoint - B&Q	SD Plumbing Repair	£20.99
5285	Tradepoint - Screwfix	Maint Depot Brushes and Gloves	£33.11
5286	Travis Perkins Trading Co Ltd	MELNR Gravel for Path maintenance	£166.78
5287	Travis Perkins Trading Co Ltd	BMX Track Cement etc	£98.48
5288	Web Marketing Matters	Website Maintenance Sept 22	£180.00
5289	Weed Management Ltd	SJP Weed and Feed Football Pitches	£1,101.66

Total: £12,161.33

Date Prepared: 5th October 2022

September 2022 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
5290	Zoom Communciations	Video Communications Sept 22	£14.39
5291	Buxtons	Stihl Multi protection Hedge Trimmer Trousers PPE	£90.07
5292	Screwfix Ltd	3 Pairs Safety Boots	£224.79
5293	ITS	SJP Lawnmower Blade	£28.99
5294	PlumbinBits	SJP Cistern Valve	£43.08
5295	Net World Sports	SJP Goal net hooks	£38.44
5296	Buxtons	Anti Vibe Gloves PPE	£24.47
5297	Connectec	Alarm Battery	£16.75
5298	The Warehouse .com	Radstock House Shredder	£224.40

Total Barclaycard £705.38

Date Prepared: 11th October 2022

IMPREST ACCOUNT

ORDERS FOR PAYMENT - BY DIRECT DEBIT

July & August

Number	Supplier	Purchase Description	Amount
	July 22 and August 22		
59	SGW Payroll	July payroll processing	£70.32
60	DVLA Road Tax	YK60UUJ Year to 31/7/23	£290.00
61	DVLA Road Tax	YS06BSO Year to 31/7/23	£290.00
62	DVLA Road Tax	YK60UTY Year to 31/7/23	£290.00

Total Direct Debits £940.32

Date Prepared: 22/09/22

IMPREST ACCOUNT - Reimbursement Vouchers 728 - 733
Vouchers between 16th September 2022 and 31st October 2022

Number	Details	Amount
728	Return of Damage Deposit SJ	£50.00
729	Replenish Petty Cash 6/10/22	£95.58
730	HMRC Oct Payroll	£9,779.60
731	LGPS Oct Payroll	£11,956.57
732	Prudential AVC Contributions Oct 22	£200.00
733	Salaries October 22	£29,646.62
	Total Payments	<u>£51,728.37</u>