

Policy & Resources Committee Meeting – 25th January 2023

Agenda Item 7.

CORONATION

Recommendations from Amenities and Leisure Committee

At their meeting on 11th January 2023, Members of the Amenities and Leisure Committee discussed ways in which Earley Town Council could mark the Coronation of King Charles III in May 2023.

Members discussed the feasibility of organising an ETC event, for example a fete or large community picnic, as councillors were keen to increase the number of Town Council events but agreed that the officers experienced in event organisation do not have the capacity in their work schedules to do this for May.

It was agreed that recommendations from A & L's discussions be presented to the Policy & Resources Committee for further consideration:

- a) Plant a significantly sized tree (plus commemorative plaque) at one of ETC's sites, possibly Paddick Drive, Sol Joel Park or Bulmershe Park, **AND**
- b) Distribute small grants (ie £25/£50) to groups of residents wishing to hold a street party in their neighbourhood. Funds could be used to purchase food, bunting etc and recipients asked to submit photographs of their events for the ETC website. Small grants could also be given to community groups or organisations who are planning to stage a community event to celebrate the Coronation.

Jo Friend

Town Clerk



EARLEY TOWN COUNCIL

WHISTLEBLOWING POLICY

Policy

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the Council is reported and properly dealt with. We therefore encourage all individuals to raise concerns they may have about the conduct of others in the Council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

Background

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the Council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the Council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the Council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.

- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Town Clerk or the Chair of the Council.

Procedure

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the Chair of the Council. Concerns relating to an alleged breach of the councillor Code of Conduct may be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

Stage 1

In the first instance, any concerns should be raised with the Town Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Town Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Town Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

Stage 2

If you are concerned that the Town Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Council. The Chair will arrange for any necessary enquiries to be made or a review of the investigation to be carried out.

Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs
- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf

Data protection

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

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

Date of adoption: 25th November 2020

Reviewed: 25th January 2023

Date for next review: January 2026



EARLEY TOWN COUNCIL

TIME OFF IN LIEU (TOIL) POLICY

Time off in lieu (TOIL) is time taken off work to recompense for additional hours worked outside of normal working hours

This policy applies to all employees. All employees may accrue time off in lieu if **authorised in advance** by the Town Clerk, Deputy Town Clerk or Operations Manager.

Accruing TOIL

TOIL is accrued when hours are worked outside of normal working hours for operational reasons.

All TOIL must be **authorised in advance** by the Town Clerk, Deputy Town Clerk or Operations Manager. The only exception to this is in an emergency situation and all effort should be made to contact the Town Clerk, Deputy Town Clerk or Operations Manager.

TOIL will only be authorised where the work can only practically be undertaken outside of an officer's normal working hours.

Accrued TOIL should be recorded on a weekly record sheet and submitted to the Town Clerk, Deputy Town Clerk or Operations Manager for signing.

Employees who choose to work outside of normal working hours through personal choice cannot accrue TOIL.

Unless exceptional circumstances prevail, the maximum number of lieu time accumulated should not exceed 20 hours.

TOIL should not be accrued on a regular basis. If employees are routinely expected to start or finish work outside of their normal working hours an alternative solution should be considered.

Using TOIL

TOIL should be taken as soon as is reasonably possible after it has been accrued.

TOIL must be booked in advance with the Town Clerk or Deputy Town Clerk and can only be taken at a time which is operationally viable.

The maximum amount of TOIL used should not exceed 15 hours in any one week.

Date of adoption: 25th November 2020

Amended: January 2023

Reviewed: 25th January 2023

Date for next review: January 2026



EARLEY TOWN COUNCIL

GRIEVANCE PROCEDURE

This procedure aims to encourage and maintain good working relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible.

This procedure is prepared in accordance with the 2015 ACAS Code of Practice and also takes into account the ACAS guide on discipline and grievances at work. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

This policy does not apply where an employee has a grievance about a councillor. If it is not possible to informally resolve a complaint of this nature, the complaint must be passed on to the Monitoring Officer.

Definitions

“Grievance” – for the purpose of this policy, grievances are defined as concerns, problems or complaints over work-related matters that an employee raises with the council.

“Management Team” – for the purpose of this policy, the “Management Team” includes the Town Clerk, Deputy Town Clerk and Operations Manager.

“Line Manager” – for the purpose of this policy, the “line manager” includes the Town Clerk, Deputy Town Clerk or Operations Manager. It may also include other staff in a supervisory role if the duty is delegated by a member of the Management Team.

Time Limits

Time limits referred to in the Grievance Procedure may be varied by agreement. For the purpose of this procedure, a working day will mean any day between Monday and Friday (inclusive) but excluding Public and Bank Holidays.

Informal Grievance Procedure

Wherever possible, employees who have a grievance should firstly raise it with their Line Manager to see if the matter can be resolved and whether an informal solution is possible.

If an employee does not wish to discuss the grievance with their direct line manager, the employee should speak to another member of the Management Team.

Formal Grievance Procedure

If it is not possible to resolve a grievance informally, employees should raise the matter formally and without unreasonable delay. The nature of the grievance should be set out in writing and submitted to their Line Manager.

Upon receipt of a grievance, it may be necessary to conduct an investigation. If appropriate, an investigatory meeting will be held to gather all relevant facts and evidence. The investigatory

meeting will usually be conducted by the employee's Line Manager. The employee will be invited to attend this meeting.

A grievance meeting will be held to discuss the grievance with the employee. The meeting will usually be held within five working days of receipt of the grievance. The meeting will be conducted by the Town Clerk or Deputy Town Clerk whom, depending on the circumstances, may also be accompanied by another Town Council Officer or a Town Councillor.

In the event that the grievance involves the Town Clerk or Deputy Town Clerk, the grievance should instead be set out in writing and submitted to the Chairman of the Staffing Sub-Committee. In such an event, the Staffing Sub-Committee will appoint a panel of three members to hear the grievance and the Chairman of the panel will call the employee to a meeting to discuss the matter.

The employee has the right to be accompanied by a colleague or trade union representative at the investigation meeting and grievance meeting, but notice of any such representation should be given in advance.

After the meeting, the employee will be advised of the outcome in writing without unreasonable delay. This will include any action the Council intends to take to resolve the grievance or whether any further information or investigation is required before making a decision.

Appeal

If an employee feels their grievance has not been satisfactorily resolved, they have a right to appeal. Any request to appeal must be made in writing, detailing the grounds of appeal, to the Town Clerk, Deputy Town Clerk or panel Chairman within five working days of receiving the initial decision.

The employee will be notified, in writing, usually within 10 working days of receipt of the appeal, of the time, date and place of the appeal meeting. The meeting will normally take place within 21 working days of the Council's receipt of the appeal. The employee has the right to be accompanied at the Appeals Panel by a colleague or a trade union representative but notice of any such representation should be given in advance.

The Appeals Panel will be made up of three members of the Staffing Sub-Committee who, where possible, have had no prior involvement in proceedings. The Town Clerk or Deputy Town Clerk may also be present.

The decision of the Appeals Panel will be notified in writing within 5 working days. In exceptional cases the Panel may request further information to assist it in reaching its decision, in which case the employee will be notified of any likely delay in receiving the decision.

The decision of the Appeals Panel is final and will be reported to the next meeting of the Staffing Sub-Committee.

Note-Taking

Throughout each stage of the grievance and appeals process, a note-taker may be present. Employee confidentiality will be given careful consideration when selecting a note-taker.

Grievances Raised During the Disciplinary Process

Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently

Date of adoption: January 2023
Date for next review: January 2025



EARLEY TOWN COUNCIL

EQUALITY AND DIVERSITY POLICY

Introduction

Earley Town Council is committed to encouraging equality, diversity and inclusion among our employees and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. This policy applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Whilst specific responsibility for eliminating discrimination and providing equality of opportunity lies with the Town Clerk and Deputy Town Clerk, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Town Council.

Legal Position

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds (known as “protected characteristics” in section 4 of the 2010 Act):

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Our Commitment as an Employer

The purpose of this policy is to provide equal opportunities to all employees or prospective employees, irrespective of their characteristics (unless there are genuine qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination, victimisation or harassment on the grounds of any protected characteristics defined in the Equality Act 2010.

All employees, whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or

any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The Council will encourage and develop all employees to support and carry out the requirements of the Equality and Diversity Policy.

Employees are entitled to complain about discrimination or harassment or victimisation through the council's Grievance Procedure.

Our Commitment as a Service Provider

We will recognise all protected characteristics as detailed in the Equality Act 2010 and provide services to which all residents and customers are entitled irrespective of their characteristics.

We have clear procedures that enable our customers, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

Breaches of our Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings.

Date of adoption: 14th October 2020

Amended: January 2023

Reviewed: 25th January 2023

Date for next review: January 2026

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5350	Arkell & Hurcombe	Cem Bronze Plaque	£105.00
5351	ArmourArbor	Bulmershe Tree Condition Report	£60.00
5352	A&B Roofing Ltd	RLCC Roof repairs	£960.00
5353	Berkshire Trophy Centre	Allotment winner Trophy Engraving	£9.95
5354	Alan Hadley	Allot Skip Green Waste 14/11/22	£96.00
5355	Alan Hadley	Cem Skip Hire 14/11/22	£276.00
5356	Alan Hadley	Allot Skip Hire 2/11/22	£162.00
5357	GLS - Findel Education Ltd	SJP Heavy Duty Cleaner	£30.59
5358	Initial Washrooms	SD Annual Sanitary waste to 30/9/23	£386.88
5359	Initial Washrooms	SD Credit for period 26/12/22 - 30/9/23 No longer using premises	-£295.54
5360	Initial Washrooms	Termination of Contract at 26/12/22	£74.19
5361	Select Environmental Services	RH Paper collection Oct 22	£12.48
5362	Select Environmental Services	General Litter Bins Collection Oct 22	£490.18
5363	Select Environmental Services	RLCC Waste Collection Oct 22	£40.21
5364	Select Environmental Services	MPCC Waste Collection Oct 22	£158.71
5365	Select Environmental Services	SD Waste Collection Oct 22	£53.00
5366	Select Environmental Services	CP Waste Collection Oct 22	£38.15
5367	Southern Maintenance Solutions Ltd	SD Gas Bolier Service & Maintenance to 18/10/23	£390.00
5368	Southern Maintenance Solutions Ltd	RLCC Gas Boiler Service and Maintenance year to 18/10/23	£234.00
5369	Southern Maintenance Solutions Ltd	SJP Gas Boiler Service and Maintenance year to 18/10/23	£650.52
5370	Southern Maintenance Solutions Ltd	MPCC Gas Boiler Service and Maintenance year to 18/10/23	£234.00
5371	Southern Maintenance Solutions Ltd	RH Gas Boiler Service and Maintenance year to 18/10/23	£260.36
5372	Tradepoint - Screwfix	MELNR Emergency Plan Tarpaulin & rechargeable light (CIL)	£178.97
5373	Tradepoint - B&Q	RLCC Light Fittings	£58.00
5374	Tradepoint - B&Q	MPCC Toilet seat & cleaning supplies	£29.50
5375	Travis Perkins	MELNR Gravel/Shingle for Pathways	£142.78
5376	Tri Security	MPCC/RLCC Access Control Annual Maintenance	£234.00

Total: £5,069.93

Date Prepared: 24th November 2022

ORDERS FOR PAYMENT - BY DIRECT DEBIT

October 2022

Number	Supplier	Purchase Description	Amount
5377	Allstar Business Solutions	Parks YK60UUJ 30/9	£136.14
5378	Allstar Business Solutions	Maint EN65HDF 13/9, YS06BSO 9/9, MX19WFV 12/9 Parks YK60UUJ 8/9	£341.53
5379	BT	SJP Qtr to 30/11/22 CCTV	£43.20
5380	Castle Water	RH Oct 22	£5.00
5381	Focus Group	SD & RH Telephone line rental Oct and calls Aug 22	£182.00
5382	O2	Mobile phones Sept 22	£231.47
5383	Opayo	Credit Card terminal rental Oct 22	£22.80
5384	Regent Gas Ltd	RH Gas Sept 22	£39.72
5385	Regent Gas Ltd	RLCC Gas Sept 22	£21.81
5386	Regent Gas Ltd	SJP Gas Sept 22	£93.73
5387	Regent Gas Ltd	MPCC Gas Sept 22	£521.11
5388	SmartestEnergy Business Ltd	Electric Oct 22 Trac Shed	£32.00
5389	SmartestEnergy Business Ltd	Electric Oct 22 MPCC	£235.00
5390	SmartestEnergy Business Ltd	Electric Oct 22 SJP	£981.00
5391	SmartestEnergy Business Ltd	Electric Oct 22 IC	£57.00
5392	SmartestEnergy Business Ltd	Electric Oct 22 RH	£255.00
5393	Southern Electric	RLCC period to 7/9/22	£321.34
5394	Southern Electric	St Light Sept 22 Dusk to Dawn	£641.26
5395	Southern Electric	St Light Sept 22 Continuous energy	£52.98
5396	Virgin Media	RH Broadband Oct 22	£62.40
5397	Waterlogic	SJP Water Cooler Sept 22	£38.94
5398	Waterlogic	RH Water Cooler Sept 22	£162.91
5399	Wokingham B.C.	RH Rear Rates 2nd 6 monthly 22/23	£115.00
5400	Wokingham B.C.	RLCC Rates Oct 22	£469.00
5401	Wokingham B.C.	MPCC Rates Oct 22	£217.00
5402	Wokingham B.C.	CEM Rates 2nd monthly	£861.00
5403	Wokingham B.C.	RH Rates Oct 22	£1,422.00
		Total Direct Debits	£7,562.34

Date Prepared: 30th November 22

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5404	A1 Locksmiths (Berkshire) Ltd	SJP High security lock	£74.00
5405	Air IT Limited	Microsoft 365 December 22	£831.90
5406	Air IT Limited	SD Internet December 22	£68.34
5407	Air IT Limited	Managed IT Support Dec 22	£719.58
5408	All Electrics & Building Management Ltd	SD Investigate and repair toilet light	£102.00
5409	Arnold Laver	Wooden pegs 80% for Allot. And 20% for Cemetery	£180.00
5410	Bracknell Pest control Ltd	Allot. Baits 24/11/22	£54.00
5411	Delta Air Conditioning Services (Reading) Ltd	MPCC & RLCC Air Con Inspection and report	£696.00
5412	Frasers Office Innovation	Mayors Xmas Cards	£217.80
5413	GLS	Hand Towels	£59.98
5414	Alan Hadley Ltd	Allot Skips (see also below)	£296.40
5415	Alan Hadley Ltd	Allot part credit re above overcharged	-£162.00
5416	JRB Enterprise Ltd	Dog Poop bags	£591.84
5417	Premier Office Supplies	New chair for Facilities Manager	£211.52
5418	Rapid Hire Centres (Archie Hinton Hire)	Allot Breaker hire for Fence repair	£74.00
5419	Southern Maintenance Solutions Ltd	RLCC Gas Boiler install New Ignition & Condense drain pipe	£394.25
5420	Southern Maintenance Solutions Ltd	RLCC Gas Boiler install new fan	£502.57
5421	Tradepoint - B&Q	Allot Postcrete - Fence repair	£32.00
5422	Travis Perkins	Allot Postcrete - Fence repair	£46.08
5423	Tri Security	Fire alarm & Emergency Light tests RH/RLCC/IC/LP/MPCC/SJP	£3,660.00
5424	Web Marketing Matters	Website maintenance Nov 22	£216.00
5425	William Luck	Planning Services Nov 22	£456.42

Total: £9,322.68

Date Prepared: 12th December 2022

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5426	Select Environmental Services	RH Paper collection Nov 22	£18.72
5427	Select Environmental Services	General Litter Bins Collection Nov 22	£551.72
5428	Select Environmental Services	RLCC Waste Collection Nov 22	£40.03
5429	Select Environmental Services	MPCC Waste Collection Nov 22	£147.60
5430	Select Environmental Services	SD Waste Collection Nov 22	£52.82
5431	Select Environmental Services	CP Waste Collection Nov 22	£37.97

Total: £848.86

Date Prepared: 13th December 2022

November 2022 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
5432	Viking - Office Depot Int'l	Fellowes A3 Laminator	£117.59
5433	Zoom	Video Communications Nov 22	£14.39
5434	Toolden	MELNR Reservoir Emergency Plan Tripod Light & charger	£221.02
5435	Royal Mail	Stamps	£51.50
5436	Garden Wildlife Direct	20kg Sunflower Seeds MELNR	£37.99
5437	The Shinfield Arms	Xmas Meal deposit	£140.00
5438	Union Mart Ltd	Wilks Petrol Pressure Washer TX625	£239.99
5439	Cheltenham Mower Ltd	Hover Mower Deck	£93.70
5440	Amazon	A3 Laminating Pouches x3	£36.49
5441	Thomas Telford Ltd ICE publishing	Prescribed Form of Record re High Risk Reservoir	£49.71
5442	Toolden	Generator/Tripod Light/Battery/Charger Em. Plan Reservoir	£1,101.82
5443	Jax First Aid	Large Foil Blanket Em Plan Reservoir	£25.30
5444	MedTree	Ambulance Cotton Blanket x 10 Em. Plan Reservoir	£140.35

Total Barclaycard £2,269.85

Date Prepared: 4th January 2023

ORDERS FOR PAYMENT - BY DIRECT DEBIT

November 2022

Number	Supplier	Purchase Description	Amount
5445	Allstar Business Solutions	12/10 YS06BSO, EN65HDF, 14/10 MX19WFV	£252.44
5446	Allstar Business Solutions	YK60UTY 25/10, YK60UJJ 20/10	£197.88
5447	Castle Water	IC Nov 22	£5.00
5448	Castle Water	RH Sept 22	£40.30
5449	Castle Water	RH Oct 22	£43.19
5450	Castle Water	Allot 6 months to 28/2/23	£319.91
5451	Focus Group	SD & RH Telephone line rental Nov and calls Sept 22	£166.58
5452	O2	Mobile phones Oct 22	£179.36
5453	Opayo	Credit Card terminal rental Nov 22	£22.80
5454	PHS Group	RH Sanitary Disposal Qtr to 1/3/23	£9.72
5455	PHS Group	MPsocClub Sanitary Disposal Qtr to 1/3/23	£9.72
5456	PHS Group	MPCC Driers, Waste & Sanitary Disposal Qtr to 1/3/23	£365.81
5457	PHS Group	RLCC Driers, Waste & Sanitary Disposal Qtr to 1/3/23	£328.79
5458	PHS Group	IC Sanitary Disposal Qtr to 1/3/23	£4.86
5459	PHS Group	SJP Waste & Sanitary Disposal Qtr to 1/3/23	£71.36
5460	Regent Gas Ltd	RH Gas Oct 22	£85.20
5461	Regent Gas Ltd	RLCC Gas Oct 22	£40.04
5462	Regent Gas Ltd	SJP Gas Oct 22	£128.58
5463	Regent Gas Ltd	MPCC Gas Oct 22	£854.53
5464	SmartestEnergy Business Ltd	Electric Final account to 9/10/22 MPCC (Switched to SSE)	£238.34
5465	Southern Electric	RLCC Sept 22	£283.68
5466	Southern Electric	St Light Oct 22 Dusk to Dawn	£581.59
5467	Southern Electric	St Light Oct 22 Continuous energy	£48.59
5468	Virgin Media	RH Broadband Nov 22	£62.40
5469	Waterlogic	SJP Water Cooler Oct 22	£38.94
5470	Waterlogic	RH Water Cooler Oct 22	£77.88
5471	Wokingham B.C.	RLCC Rates Nov 22	£469.00
5472	Wokingham B.C.	MPCC Rates Nov 22	£217.00
5473	Wokingham B.C.	RH Rates Nov 22	£1,422.00
Total Direct Debits			£6,565.49

Date Prepared: 5th January 23

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
5474	2468 Ltd	CP Boiler Rental qtr to 30/4/23	£124.57
5475	A1 Locksmiths	Allot Combi Lock	£43.50
5476	A1 Locksmiths	SD Padlock	£9.55
5477	Air IT Ltd	Managed IT support Jan 23	£719.58
5478	Air IT Ltd	Microsoft 365 Jan 23	£812.74
5479	Air IT Ltd	SD Internet Jan 23	£68.34
5480	All Electrics	SJP Faulty Hand Drier	£78.00
5481	Arco Ltd	MELNR Wellies	£27.53
5482	Arco Ltd	MELNR Wellies & Hard Hat	£192.79
5483	Arco Ltd	MELNR Wellies	-£21.59
5484	Bourne Amenity	MELNR Hoggin	£237.00
5485	Bowak Ltd	Cleaning/caretaker supplies	£188.34
5486	Bowak Ltd	IC Leather Gloves x 57	£105.34
5487	Bracknell Pest Control	Allot Bait 19/12/22	£54.00
5488	Bracknell Pest Control	SJP Pitch Trap & remove Mole	£66.00
5489	Delta Air Conditioning	MPCC Turn off & isolate Fan for old Air conditioning	£262.80
5490	Enerveo	St Light Rechargeable repairs Qtr to 31/12/22	£163.65
5491	Enerveo	St Light Maintenance Charge Qtr to 31/12/22	£166.86
5492	Fleet (Line Markers) Ltd	SJP Pitch marking Paint and Markers	£673.06
5493	Frasers Office Innovation	RH Stationery + Safety Signs	£311.63
5494	Frasers Office Innovation	Safety sign returned	-£8.64
5495	Frasers Office Innovation	Paper returned	-£62.82
5496	Lighting Electrical Distribution	MPCC Light Bulbs	£10.85
5497	Lister Wilder	Interim Services Tractor & Extractor	£988.81
5498	Nat'l Assoc. of Memorial Masons	Annual membership to 31/12/23	£264.00
5499	Ricoh	Photocopier Qtr to 31/3/23 SD & RH	£616.06
5500	Shelter Solutions	2 new Bus Shelters & removal of old	£9,378.00
5501	SLCC	Membership Local Council Professional - Town Clerk	£471.00
5502	Southern Maintenance Solutions	SJP Boiler repair 14/12/22	£227.10
5503	Southern Maintenance Solutions	SJP Boiler repair 14/12/22 revisit to complete work	£372.00
5504	Trade UK B&Q	Cem Tap & Bin bags	£47.00
5505	Trade UK B&Q	RLCC Plasterboard	£19.86
5506	Trade UK B&Q	Maintenance Items	£39.07
5507	Trade UK B&Q	Bus shelters Rivets	£7.27
5508	Trade UK Screwfix	SJP Fencing + sundry items	£50.83
5509	Web Marketing Matters	Website support Dec 22	£216.00
5510	William Luck	Planning Services Dec 22	£326.18

Total: £17,246.26

Date Prepared: 11th January 2023

IMPREST ACCOUNT

ORDERS FOR PAYMENT - BY DIRECT DEBIT

Sept. & Oct.

Number	Supplier	Purchase Description	Amount
	September 22 and October 22		
63	SGW Payroll	August payroll processing	£68.40
64	SGW Payroll	September payroll processing	£68.40

Total Direct Debits £136.80

Date Prepared: 21st November 2022

IMPREST ACCOUNT - Reimbursement Vouchers 741 - 757
Vouchers between 11th November 2022 and 11th January 2023

Number	Details	Amount
741	HMRC Nov Payroll	£8,879.45
742	LGPS Nov Payroll	£12,045.79
743	Prudential AVC Contributions Nov 22	£200.00
744	Salaries November 22	£30,288.94
745	Sports Sponsorship L W	£350.00
746	Sports Sponsorship D N	£350.00
747	Best Allotment Voucher	£25.00
748	Damage Deposit Return A H	£50.00
749	HMRC Dec Payroll	£18,376.91
750	LGPS Dec Payroll	£19,715.39
751	Prudential AVC Contributions Dec 22	£200.00
752	Salaries December 22	£45,438.41
753	HMRC Jan 23 Payroll	£9,252.72
754	LGPS Jan 23 Payroll	£12,734.89
755	Prudential AVC Contributions Jan 23	£200.00
756	Salaries January 23	£31,178.29
757	Damage Deposit Return T S	£50.00
	Total Payments	£189,335.79