

## EARLEY TOWN COUNCIL

Council Meeting 25<sup>th</sup> September 2024

### 5.1 Town Mayor's Communication

#### Events

Since the previous report, I have again, had the privilege of representing the people of Earley and the Town Council at a wide variety of wonderful events. The following gives you a brief synopsis of these up to 16<sup>th</sup> September 2024 following the eight I reported on previously.

**13<sup>th</sup> July- Wokingham Pride** – this event, like all Pride events is a celebration of freedoms achieved from the events at the Stonewall Inn, New York some 55 years ago. A variety of Mayors assembled outside Wokingham Town Hall and after photos, we led the parade down to the event at Elms Fields where speeches were made and the event formally opened – lots of lovely food, music and a variety of stalls.

**15<sup>th</sup> July – Aldryington School Assembly** – My most challenging event so far – after a short speech I offered to answer any questions from any of the 300+ students – a daunting and really enjoyable session – many very insightful questions – I think I managed to answer all of them.

**3<sup>rd</sup> August – The Earley Green Fair** – having set up the Councillor's stall (with much help from Officers much better than I at such things). I went and spoke to almost all the stall holders – a rich cross-section of Earley residents' interests – from charities to small "informal" (but incredibly well organised) groups to straight forward retailers. All in all, a great day.

**9<sup>th</sup> August – Daisy's Dream – teddy bears picnic** – As you know, this is my chosen charity. This event was at Ufton Nervet - a lovely Tudor Manor House and 40 acres of grounds just west of Reading. As the event title suggested, a group of children and their parents/carers had a lovely day searching for the Teddy Bear's secret hideaway, feeding sheep, pigs, goats and other farm animals plus enjoying a great picnic. A day for the children to remember as better times. Some of their stories are really harrowing and underlines the great work the charity does.

**14<sup>th</sup> August - Royal County of Berkshire Cadet Forces annual camp open day** – The cadet force is NOT a recruitment tool for the Services – it exists to give those children interested, a unique set of experiences – mostly in the open air away from mobiles and the internet. Their annual camp (this year just north of York) is a weeklong set of exercises including square bashing, rock climbing, mountain biking, archery and many others. The big set piece is camping out in the woods and attacking/defending their bivouacs. The age range was 12 to 18 and the 250 children and 80 or so trainers/instructors (90% volunteers) along with 40 Norwegian cadets and instructors were having a fantastic time. A very interesting day (note no expenses claimed).

**31<sup>st</sup> Aug – Reading Pride** – another, much larger celebration of freedoms on its 21<sup>st</sup> Anniversary saw approx. 7,000 people parade around Reading Town Centre to the Pride Event at Kings Meadow. The weather was good and the huge crowd were having a great time with music, food and many stalls of supporting organisations and retailers.

**7<sup>th</sup> September – Opening Celebrations at St. Nicolas' Art space for the Earley patchwork entitled "One square at a time"**. The patchwork is some 100+ stories from Earley residents in embroidered patches and quilt squares spanning a huge range of aspects of life in Earley. More than a few celebrated the environment, green spaces and wildlife we are privileged to live alongside. There were patches from local charities and similar organisations, with many



celebrating inclusivity and diversity. Also attending the event were our new local MP and the Mayor of Wokingham Borough. Well done to Liz Kerry for being the driving force behind it.

**10<sup>th</sup> September - Allotment judging** – this was the fourth visit by the judging team (and the first for me) to the Culver Lane allotments to view the 100 plots and judge them in terms of variety, quality and neatness. Suffice to say, there was a huge range of assessment figures that will be reviewed and set against the previous results to arrive at the winners – to be announced at the Mayor's Reception.

**14<sup>th</sup> September – Men's Breakfast – Earley Salvation Army** – I attended this event back in June (officially) and again on the 14<sup>th</sup> September. It is very simply a venue for men, perhaps lonely or shy, to come along and have a chat and a bacon sandwich – as simple as that. Last Saturday's event also featured a group chat around sports people who have inspired others. This is a regular event every 2<sup>nd</sup> Saturday in the month. Next month a talk from one of the Queen's butlers.

**18<sup>th</sup> September – Share Earley** – at the time of writing this event is soon to take place. Earley Share is part of a wider initiative across Wokingham borough to provide assistance to anyone in need by offering food that would otherwise go to waste. Some 40 tonnes is shared across 2,000 people. The event is a free drop in café as well. Chatting to visitors and saying a few words.

Monday 16<sup>th</sup> September 2024

## **Deputy Town Mayor's Report**

### Wokingham Volunteer Centre 50<sup>th</sup> Anniversary Celebration 8/8/24

The event was held at Wokingham Cricket Club and current & former volunteers, staff, partner organisations, funders & supporters were invited.

The Berkshire Deputy Lieutenant, Wokingham MP, Woodley & Earley MP, Wokingham Borough & Wokingham Town Mayors, Woodley Town Deputy Mayor were present.

There were addresses by the chair, chief officer & volunteer services manager of the Centre, the Deputy Lieutenant & the Borough Mayor.

There was a slide show of the history of the Centre & projects undertaken during their 50 years.

Millions of pounds worth of time has been given back to the community in terms of gaining personal growth, new skills, empathy, community bonds & resilience whilst showing kindness & generosity to the vulnerable.

It started with a £250 grant, has moved premises several times, been able to employ a small part time staff team & now works with more than 100 charities to attract and place volunteers for a wide range of roles spanning every aspect of local life. They currently have over 200 volunteers who help on a regular basis.

Cllr Nicola Brock Deputy Town Mayor



## Report for Full Council meeting 25<sup>th</sup> September 2024

### Agenda item 7 – Representatives on Other Bodies

#### 7.1 Collaboration meeting between University of Reading & Earley Town Council

ETC's representatives, Cllr David Hare and Town Clerk, Jo Friend, met with Molli Cleaver, UoR, on 16<sup>th</sup> September 2024. Molli provided an interesting update on developments at Thames Valley Science Park:

- British Museum – most of the exhibits that are being moved over have now been moved to TVSP. Currently the focus of BM's community engagement is working with researchers; there is a possibility of school visits in the future, something UoR is encouraging. The next phase of BM's community engagement strategy will be developed over the next 5 years
- Natural History Museum – delivery of their community engagement strategy is being handled by NHM's community benefits group, this group is working with key stakeholders, notably Shinfield Parish Council
- Kew Gardens – a public consultation on the move of some of their work to TVSP will be launched on 15<sup>th</sup> October

#### SANGs

UoR owns and manages SANGs (suitable alternative natural green space), primarily at Langley Mead and The Ridge (Shinfield). These have been provided as part of the mitigation measures against the impact of development. The uni has developed a space to be used as an outdoor classroom by the neighbouring school, a space which residents can also access. University ecologists run ½ day workshops there for school children. We discussed the possibility of these experts delivering similar sessions to classes from Earley schools, basing the activities at the Interpretation Centre at MELNR to make them more accessible to our schools. This is something we will discuss further.

The university supports National Meadows Day in July, and Schools Meadow Day a day earlier, and has suggested they could work with ETC on this in 2025.

#### Swallows Meadow

This space has been made more accessible to the public (the uni mow paths through it) and EEG will soon be assisting UoR with the installation of kissing gates at the site. Once this has been completed, the uni would like to work formally with ETC in consulting with Earley residents to see what other features they may like to see there, ie benches.

#### Loddon Garden Village

It was confirmed last week that this development of c. 3,900 dwellings will be included in the Local Plan, WBC are due to have a discussion and formally adopt the inclusion of the site at a meeting later this month. Following this, there will be the 6 week technical consultation (WBC). UoR will also run a public information & consultation series of events, at which ETC would be invited to comment.



Further collaboration

It was agreed that we would investigate the possibility of ETC Rangers working alongside UoR ecologists and students on one of the uni's projects – this would be an excellent learning opportunity for our staff. We will also investigate the idea of UoR students and ecologists using an ETC site as their biodiversity study site so that they get the opportunity to work in a new habitat and ETC get another area expertly surveyed and receive the survey results on which we can base future improvement works.

We agreed that the UoR will support the Green Fair in 2025 – details to be confirmed in early 2025.

Our aim is that these meetings will be held every two months.

Jo Friend  
Town Clerk



## Report for Full Council meeting 25<sup>th</sup> September 2024

### **Agenda item 8 – Climate Emergency Action Plan & Green Infrastructure Strategy**

Councillor Mike Smith, chair of Earley Town Council, has requested an update on ETC's Climate Emergency Action Plan & Green Infrastructure Strategy.

#### Background

In early 2021, an ETC Climate Emergency Working Group created the Earley Climate Emergency Action Plan, this was adopted by Council in March 2021 (document available on ETC website <https://earley-tc.gov.uk/wp-content/uploads/2021/09/Climate-Emergency-Action-Plan-31st-March-2021-v2.pdf> ). The Working Group conducted a review and published an update in March 2022 (document available on ETC website <https://earley-tc.gov.uk/wp-content/uploads/2022/06/CE-Action-Plan-updated-Mar-2022.pdf> )

In April 2022, the Climate Emergency Working Group developed an Interim Earley Green Infrastructure Action Plan which was adopted by Council in May 2022 (document available on ETC website <https://earley-tc.gov.uk/wp-content/uploads/2022/06/Earley-TC-Green-Infrastructure-Action-Plan-April-2022-for-Publishing.pdf> ).

After this date, there were no further meetings of the Climate Emergency Working Group and, following the council elections of May 2023, no members were appointed to the group.

***Councillors to consider if the Climate Emergency Action Plan and the Green Infrastructure Strategy documents should be subjected to a review and to consider if a Climate Emergency Working Group should be appointed.***

Although there has been no formal work on this matter for some time, the Town Council has moved forwards since 2022 as officers have continued to make the green agenda a priority. The Town Clerk, Deputy Town Clerk, Operations Manager and the Senior Operations Support Officer have introduced new initiatives and revised processes and, with the recruitment of a new Ranger team, this progress will be replicated in ETC's outdoor spaces.

#### Actions have included:

##### **Events**

- Green Fair improvements – such as stall holders (including town council stall) encouraged to run their stalls in keeping with the environmental theme, ie reduced use of single use plastic; streamlined setting up process means fewer cars queuing to get in and those that are waiting wait for far less time than previously
- Other environment themed events have included bird box decorating; bat walks; wind turbine visits; clothes swap; bee hotels; nature trails; bric a brac 'sale'
- Working more closely with EEG on joint events ie Christmas carols at the lake; bug hunt; Huge Earley Litter Pick



- No Mow May and so on extended to all ETC sites

### **Engagement**

- Town Clerk has attended Berkshire Nature Recovery Strategy workshops and meetings
- Town Clerk has presented to the Wokingham Clerks' Forum and the SLCC Berkshire Clerks' Group on green initiatives, activities and ideas for parish and town councils
- Meetings to explore and expand collaboration with others held with EEG and with University of Reading
- Promotion of resources, events, information etc on website, notice boards & social media

### **Major projects**

- Installation of solar panels at Radstock House
- Repair café
- Bike Repair Workshop (opening soon)
- Net Zero project (significant fund for actions designed to reduce ETC's carbon footprint)

### **Administration**

- ETC Helpshop has become very significant hub for borough residents to obtain WBC waste recycling items, green bags, food caddies; 'trade' has significantly increased
- Audit of caretaking supplies & monitoring for efficient use
- Consolidation of vehicle journeys, reducing mileage
- Reduction in printing
- Increased recycling from staff activities – paper, card, cans, plastics, printer cartridges
- Staff take on responsibility for recycling glass, batteries, scrap metal
- Radstock House is collection site for Ali's Recycling (food wrappers, coffee pods, toothpaste tubes etc)

### **Maintenance**

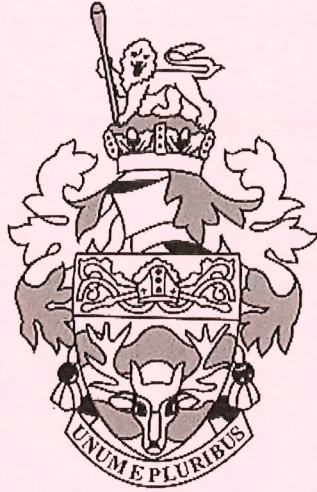
- Replacing worn out tools with battery operated ones
- Non-working bulbs replaced with LED; upgrading of all lighting to LED (to date the Council Chamber, Andrew Bird room and the Interpretation Centre (internal & external) have been completed)
- Green skips used for green waste
- Energy use reduced, ie timers for all heating, more mindful use of lighting

### **Grounds**

- Recruitment of new Ranger team means focus will be on improving biodiversity, habitats etc; monitoring health of flora/fauna; educational projects and so on
- Use of our own woodchip throughout the estate

Jo Friend  
Town Clerk





# **WOKINGHAM BOROUGH COUNCIL**

**Standards Committee**

**Annual Report**

**2023/24**

Submitted to the Council – March 2024



## **Introduction by Morag Malvern, Chair of the Standards Committee**

I am pleased to present the Annual Report of the Standards Committee for 2023/24.

The main aim of the Standards Committee is to promote and maintain the highest standards of conduct by elected Members representing the Borough, Town and Parish Councils. Local government impacts the lives of residents every day, providing essential services to those it serves. High standards are required in order to demonstrate that key decisions are taken in the public interest and to maintain public confidence in elected Members and officers. Doing things in the right way and in the public interest is critical for public confidence in the bodies that operate on the public's behalf and supports the delivery of essential public services.

Members' conduct should be underpinned by the ethical standards summarised in the seven principles of public life, also known as the Nolan Principles - selflessness, integrity, objectivity, accountability, openness, honesty and leadership. These principles are the basis of the ethical standards expected of public office holders.

The Standards Committee met four times during the year and focussed on ensuring that the Borough Council's policies, as set out in the Member Code of Conduct, were up-to-date, understood and underpinned by best practice. Bearing in mind the significant ongoing challenges facing the Borough, Town and Parish Councils over the year, I am pleased to report that the level of Code of Conduct complaint activity in 2023/24, although showing an increase, still remained at a relatively low level.

At each meeting, the Committee focussed on a specific aspect of the Standards regime in order to ensure that Members were up to speed and aware of the latest developments. The Committee also considered national initiatives including the LGA's Debate Not Hate Campaign and the report of the Jo Cox Civility Commission. Members were keen to ensure that the Committee was aware of new initiatives aimed at ensuring that best practice principles were being adopted, especially at a time when the temperature of political discourse, both nationally and locally, had been raised.

The work of the Standards Committee is supported by three Independent Persons who, as the name suggests, provide an independent perspective to the Borough Council's Monitoring Officer in relation to Code of Conduct complaints. Sadly, one of the Independent Persons – Nick Oxborough – died during the year whilst another – David Comben – has indicated that he will step down from the role following 20 years' service. I would like to record the Committee's thanks for the sage advice provided by Nick and David over many years.

Finally, I would like to record my thanks to the Borough, Town and Parish Members and officers who contributed to the work of the Committee during the year.

**Morag Malvern  
March 2024**



## 1.0 What does the Standards Committee Do?

The role of the Standards Committee is to promote, monitor and enforce probity and ethical standards amongst elected Members within the Wokingham Borough, including Town and Parish Councillors. The Localism Act 2011 removed the requirement for a national code of conduct and statutory Standards Committees. The Act introduced a locally focussed “light touch” framework for the adoption of a Member Code of Conduct, and processes for the receipt and consideration of complaints. Although not obliged to do so under the terms of the Localism Act, Wokingham Borough Council decided to maintain a dedicated Standards Committee.

In addition to maintaining an overview of Code of Conduct complaints against Wokingham Borough Council Members, the Committee is also responsible for overseeing complaints against Town and Parish Councillors. The Committee discharges this duty through regular consideration of update reports from the Monitoring Officer who is responsible for deciding on and dealing with complaints, except for those which are required to be referred to a Hearing Panel of the Standards Committee.

If the complaints process determines that a Town/Parish Councillor is in breach of the Code of Conduct, recommendations will be submitted to the relevant Town/Parish Council as to the appropriate sanction. However it is for the Town/Parish Council to decide what action is to be taken.

### Role and Functions

The Standards Committee has the following role and functions:

- a) promoting and maintaining high standards of conduct by elected Members, co-opted members and officers;
- b) assisting the elected Members and co-opted members to observe the Member Code of Conduct;
- c) advising the Council on the adoption or revision of its Member Code of Conduct;
- d) monitoring the operation of the Member Code of Conduct, the Officer Code of Conduct, the Council's Whistleblowing Policy and any other appropriate codes of conduct and procedures;
- e) advising, training or arranging to train elected Members and co-opted members on matters relating to the Members' Code of Conduct;
- f) the exercise of (a) to (e) above in relation to the Parish/Town Councils in the Borough and the members of those Parish/Town Councils;
- g) the presentation of an annual report by the Chair of the Standards Committee to Council.



## 2.0 The Nolan Principles of Public Life

As mentioned earlier, elected Members should seek to carry out their duties in line with a set of principles known as the Nolan Principles. In 1994, Prime Minister John Major established the Committee on Standards in Public Life, chaired by Lord Nolan. The Committee's first report established a set of seven guiding principles for conduct in public life.

The Principles of Public Life apply to anyone elected or appointed to public office, nationally and locally, and everyone appointed to work in local government, the Civil Service, police, courts and probation service, etc. All public office-holders are both servants of the public and stewards of public resources.

The seven Nolan Principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Building on the Nolan Principles, the Local Government Association (LGA) has developed the following general principles specifically for the role of elected Member. In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully



- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of elected Member.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

### **3.0 Who Sits on the Standards Committee?**

The Committee is made up of seven Wokingham Borough Council Members. These Members are voting members of the Committee and are appointed on the basis of political proportionality. An elected Member from Wokingham Borough Council chairs the Committee. The Committee also includes three, non-voting, Town and Parish Council representatives. The 2023/24 membership of the Committee was:

#### **Wokingham Borough Council Representatives:**

- Morag Malvern (Chair)
- Rachel Burgess (Vice-Chair)
- Sam Akhtar
- Keith Baker (part year)
- Phil Cunnington
- Graham Howe
- Imogen Shepherd-Dubey
- Caroline Smith

#### **Town and Parish Council Representatives**

- Sally Gurney (Wokingham Town Council)
- Jackie Jagger (Twyford Parish Council)
- Sheena Matthews (Earley Town Council)

### **4.0 Independent Persons**

Under the terms of the Localism Act 2011, Wokingham Borough Council is required to appoint an Independent Person (a member of the public, not a Council Officer or elected Member) whose views must be sought before a Hearing Panel of the Standards Committee takes a decision on an allegation.

The Independent Person's views may also be sought on an allegation prior to that stage. In addition, a Member who is subject of an allegation may seek the views of an Independent Person. Two people are currently acting in the Independent Person role, with one vacancy.

- David Comben
- Paddy Haycocks



- Vacancy

An Independent Person cannot sit as a member of the Standards Committee, but may attend meetings with the same rights as a member of the public.

As outlined above, there will shortly be two vacancies for the Independent Person role. A recruitment process will be undertaken to restore the full complement of Independent Persons for the 2024/25 Municipal Year.

## **5.0 Who Supports the Standards Committee?**

The Committee is supported by:

- Andrew Moulton, Assistant Director, Governance and Monitoring Officer
- Neil Allen, Head of Legal and Deputy Monitoring Officer
- Neil Carr, Democratic and Electoral Services Specialist

## **6.0 Standards Committee Activity in 2023/24**

During the 2023/24 Municipal Year, 19 Code of Conduct complaints were received – 18 relating to Borough Members and one relating to a Parish Council Member. The Standards Committee considered an update report on the complaints and investigations at each of its meetings. The complaints included:

- alleged failure to declare a prejudicial interest;
- a number of complaints relating to the content of posts on social media;
- alleged use of inappropriate language in an informal meeting;
- a number of complaints alleging disrespect shown to complainants at public meetings.

Of the 19 complaints received, no action was taken in nine cases, one was withdrawn and eight were still under consideration by the Monitoring Officer, in liaison with the Independent Person. In the other case, following an investigation it was concluded that there had been a breach of the relevant “respect” clause of the Code of Conduct. The matter was reported to the Borough’s full Council meeting in November 2023.

As agreed previously, in cases where no action was taken, the complainant and other interested parties received a detailed explanation of the reasoning behind the decision.

At the October 2023 meeting of the Committee, Members asked if there were any trends relating to Member to Member complaints along party lines. It was confirmed that of the 17 complaints received in the year to October, six were submitted by WBC Members. There was no discernible pattern with complaints being from more than one political group. Members also asked whether individuals were making multiple complaints. In 2023/24 there was no evidence of multiple complaints. There were, however, three examples of incidents leading to multiple complaints from different complainants. This could be a factor in the increased number of complaints received compared to previous years.



It is worth reiterating that the number of complaints received should be seen in the context of there being 54 Borough Council Members and over 200 elected Members of Town and Parish Councils across the Borough. Whilst recognising that the level of complaint activity in 2023/24 was relatively low, the Committee continues to recognise the importance of dealing with every complaint seriously and expeditiously.

In addition to discussing complaints activity, the Committee also considered the following issues and national campaigns:

- LGA Debate Not Hate Campaign – the campaign believes that serving in public office is both a privilege and a responsibility. It is working to challenge the abuse local politicians face within the public and political discourse, abuse that can have a negative impact on councillors, their families and local democracy. Through the project, researchers identified key challenges to supporting councillors with these issues, principles for councils to consider, and top tips and good practice case studies to help councils better support councillors prevent and handle abuse and intimidation. The three key challenges were:

Challenge 1: Councillors feel vulnerable to abuse and ill-equipped or supported to handle abuse, harassment and intimidation. Councillors are informed of their risk but have limited knowledge of tools for effective conflict resolution and aftercare.

Challenge 2: Lack of clear process around reporting instances of abuse, harassment and intimidation to the council. Councillors do not know who to turn to when an incident occurs. There is limited understanding about the role and help that supporting officers can provide.

Challenge 3: There is uneven engagement and response from the police to abuse and harassment of councillors. Some police forces are sympathetic, some others are not or consider low-risk abuse as something insignificant. There is limited advice tailored for elected Members in local politics and, on occasions, a lack of understanding of why they need special measures.

In order to understand the issue locally, the Committee commissioned a survey of Wokingham BC Members, with the results due for consideration at the March 2024 meeting. It was then proposed to roll-out the survey to the Town and Parish Councils in the Borough.

- Jo Cox Civility Commission – The Commission takes as its starting point the belief that abuse and intimidation is having a detrimental impact on democracy in the UK. However, addressing the issue is complex and required action across different sectors. The Commission's report made a number of recommendations covering police and security, Parliaments, local government, elections and social media. The recommendations for local government were that:
  - Local authorities should improve risk planning for abuse at council meetings and other events, ensuring high risk events are properly resourced with adequate security;
  - Police should be involved where appropriate and particularly where there is a risk to democratic engagement;



- Councils should pass Motions affirming the principles to address abuse and model good behaviour from the Debate Not Hate toolkit;
- Security and wellbeing resources should be made available for elected Members, with a dedicated point of contact for the escalation of any issues.

## **7.0 LGA Model Code of Conduct**

In December 2020, the Local Government Association (LGA) published a Model Code of Conduct. All councils were required to adopt a local Member Code of Conduct and the Model Code was provided for use by councils as a template to adopt in whole and/or with local amendments should they wish to. It is the role of the Standards Committee to determine whether to recommend the Model Code, amended or otherwise, to full Council for inclusion in the Council's Constitution. Council subsequently agreed to adopt the LGA Model Code with variations proposed by the Standards Committee. The Code of Conduct is subject to continuous review by the Committee.

## **8.0 Standards Committee – Future Actions**

The Standards Committee will continue to make further improvements to the Code of Conduct and its supporting procedures in order to ensure continuous improvement in line with best practice. In so doing it will seek to maintain the credibility and good governance of the Borough, Town and Parish Councils.

The Committee will commission further training and support, as necessary, to underpin high standards of ethical behaviour by elected Members and officers across the Borough. Members will continue to receive training on specific aspects of the Code of Conduct, such as the use and mis-use of social media, to ensure that it remains a living document.

The Committee is keenly aware that high standards of behaviour help to build trust in elected representatives which is crucial to the democratic process. The Committee aims to ensure that the highest standards of behaviour are delivered and complaints are kept to a minimum. Any complaints received, however, will be investigated robustly and fairly within the agreed timeframe.



RECORD OF COUNCILLOR ATTENDANCES - 2024/25

NAME OF COUNCILLOR	COUNCIL							AMENITIES & LEISURE							PLANNING												POLICY & RESOURCES				
	05	07	09	11	02	03	05	07	10	01	03	05	06	07	08	09	10	11	12	01	02	03	04	07	09	11	01	03			
R. AHLAWAT	✓	✓					✓	✓																							
A. BASSETT	✓	✓					✓	✓																✓	✓						
A. BRADLEY		✓					✓	✓																							
N. BROCK	✓	✓					✓	✓				✓	✓	✓	✓	✓								✓	✓						
R. BROWNE	✓						✓	✓				✓	✓	✓	✓																
R. COOK	✓	✓					✓	✓				✓	✓	✓																	
M. DE JONG	A	A										A	A	A	A	A															
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	✓	✓										✓	✓		✓	✓								✓	✓						
S. NEWTON		✓																													
B. OWEN	✓	✓					✓	✓																✓	✓						
H. SARASAN	✓	✓																													
C. SMITH	✓	B										✓		✓	✓	✓															
M. SMITH	✓	✓					✓					✓		✓	✓	✓								✓	✓						

R = Representing Town Council      B = Attending Borough Meeting      ✓ = In Attendance      F = Attending Fire Authority Meeting      A = Approved Leave of Absence  
(shaded cell denotes non-representation on Committees)



**ORDERS FOR PAYMENT - BY BACS TRANSFER**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
7057	Creating Technical Solutions	Fuel Pump Repair YS06BSO Tipper	£2,635.32
7072	Air IT	Microsoft 365 Sept 24	£803.90
7073	Creating Technical Solutions	Service/MOT/Tyres YS06BSO	£454.28
7074	Frasers Office Innovation	Office stationery incl. photocopier paper	£190.39
7075	GLS	Refuse Sacks/Hand towels various sites	£255.49
7076	Jamaes Hallam	Council Insurances y/e 31/8/25 Commercial/Fleet/Personal Accident	£34,191.98
7077	Trade Point - B&Q	Repair Café set up items Exten. Lead/plugs/fuses	£84.81
7078	Trade Point - B&Q	Maint items Various sites incl. Bike shop	£119.17
7079	Trade Point - B&Q	Bike shop MDF	£30.40
7080	Trade Point - B&Q	Bike shop Timber, Danish oil etc	£115.84
7081	Web Marketing Matters	Earley-tc.gov.uk Domain work	£60.00
7082	Web Marketing Matters	Website Monthly Support Aug 24	£216.00
7083	Wessex Insurance Brokers Ltd	Repair Café Insurance y/e 7/9/25	£242.70
7084	William Luck	Planning Services Aug 24	£507.60

**Total: £39,907.88**

Date Prepared: 05/09/2024

Prepared By: Ian Johnson



## APPENDIX G

### ORDERS FOR PAYMENT - BY DIRECT DEBIT August 2024

Number	Supplier	Purchase Description	Amount
7085	Allstar	Fuel YK60UUJ + Tools 12/7/24	£131.55
7086	Allstar	Fuel EN65 HDF 19/7/24	£72.77
7087	Allstar	Fuel YK60UTY 24/7/24	£80.79
7088	Allstar	Fuel Tools 6/8/24	£10.53
7089	Castle Water	MPCC Water Feb 24 adjust to actual	-£619.96
7090	Castle Water	MPCC Water Mar 24	£50.73
7091	Castle Water	MPCC Water Apr 24	£98.44
7092	Castle Water	MPCC Water May 24	£182.42
7093	Castle Water	MPCC Water Jun 24	£114.49
7094	Castle Water	MPCC Water Jul 24	<u>£1,152.18</u>
7095	Castle Water	Water RH Jul 24	£978.30
7096	Castle Water	SJP Water Jul 24	£150.32
7097	Castle Water	SJP Water Jul 24	£102.28
7097	Castle Water	Allot Water Jul 24	£142.34
7098	Castle Water	RLCC Water Jul 24	£18.66
7099	Castle Water	Cem Water Jul 24	£33.61
7100	Castle Water	IC Water Jul 24	£30.79
7101	Culligan UK Ltd	RH Water Cooler Rental/Service Jul 24	£223.32
7102	Culligan UK Ltd	SJP Water Cooler Rental/Service Jul 24	£55.43
7103	Elavon	Credit Card Terminal rental Aug 24	£22.80
7104	Focus	RH Telephones Rental Aug 24 + Calls Jun 24	£207.90
7105	O2	Mobiles Rental 14/7-13/8/24	£253.62
7106	SSE	RLCC Elect. Jun 24	£333.15
7107	Virgin Media Business	Broadband Mth to 6/9/24	£51.60
7108	Wokingham Borough Council	RLCC Rates (5 of 10)	£469.00
7109	Wokingham Borough Council	RH Offices Rates (5 of 10)	£1,572.00
7110	Wokingham Borough Council	MPCC Rates (5 of 10)	£237.00
7111	Yorkshire Gas & Power	RLCC Elect Advance First bill	£220.73
Total Direct Debits			£5,398.49

Date Prepared: 5th September 2024

Prepared by: Ian Johnson



August 2024 Barclaycard

**ORDERS FOR PAYMENT - BY BARCLAYCARD**

Number	Supplier	Purchase Description	Amount
7112	Asda	Green Fair refreshments	£41.32
7113	Zoom	August Subscription	£15.59
7114	Adobe	Acrobat Subscription August 24	£11.29
7115	Asda	Refreshments Defib and Repair Café training	£6.58
7116	Post Office	Airmail stamp re Cemetery letter	£2.50
7117	B&Q	Floor tiles for Bike Workshop	£32.00
7118	B&Q	Delivery charge for above	£6.00
7119	Ark Rubber & Resin Sol's Ltd via B&Q	Rubber floor matting for Bike W/shop	<u>£15.95</u> £53.95
7120	UKCS Group	Hand wash station - Bike Workshop	£761.27
7121	Dunelm	Glasses/Mugs/Tspoons etc Bike Workshop	£49.50
Total Barclaycard			£942.00

Date Prepared: 11/09/2024

Prepared by: Ian Johnson



## APPENDIX G

### IMPREST ACCOUNT - Reimbursement Vouchers 994 - 996

Vouchers between 30th August 2024 - 11th September 2024

Number	Details	Amount
994	HMRC PAYE & NI Sept 24	£10,727.97
995	LGPS Pensions Sept 24	£14,211.80
996	Salaries Sept 24	£34,321.74
Total Payments		<u>£59,261.51</u>