

Annual Meeting of Earley Town Council – 7th May 2025

Outgoing Town Mayor's announcements

Since the last Council meeting on 26th March 2025, I have attended a final three official events in my capacity as Mayor, representing the residents of Earley Town. This brings the total number of events I have attended over the year to 37, with one final event to go at the Annual Town Meeting on the 29th April 2025.

As mentioned previously, it has been a great honour and privilege to have been the Town Mayor for the past 12 months and I hope I have done a good job. Looking forward, I hope successive Mayors have as an enjoyable series of events as I have and wish them luck with their duties. One hope is that future Mayors will do their best to promote the role of Mayor as it would appear many residents are unaware of the position.

The title and role of the Mayor has existed since the 12th Century and is enshrined in the 1835 Municipals Corporation Act although at Earley Town Council, its use is a little more recent! Whilst it is largely ceremonial, it is important for residents to be represented at important civic functions and also to ensure their voice can be heard at Council meetings.

The following is a brief description of recent events I have attended up to the 29th April.

5th April – I was invited to the **Earley Day Centre in Kenton Road** to take part in their **50th Anniversary celebrations**. The event was well attended and attendees included the Wokingham Borough Mayor and one of the original Members. I was pleased to learn this Centre was built and enabled by public fund raising and it still has a vibrant membership. The cakes were particularly good – as were the conversations with the many people there.

7th April – Officers along with volunteers from Daisy's Dream put on a really enjoyable **Eggstravaganza based at the Interpretation Centre in the Nature Reserve**. The event was attended by the Daisy's Dream mascot and the children had a great time.



There was an Egg trail around the lake and lots of activities arranged by ETC officers. The Daisy's Dream team had a very easy to win Tombola which saw huge numbers of soft toy animals move on to new homes.

The Town Council provided the materials and refreshments and all funds raised from ticket sales, the "Guess the number of Eggs" competition (answer = 63), a tombola and donations, totalling over £370, were donated to the Daisy's Dream charity. This is only the second time that ETC has organised a specific Mayor's Charity event in addition to its fundraising at the Mayor's Reception and I would hope future Mayors continue.

13th April – I was invited to take part in the **Licencing of the Reverend Fung Ming Lau as the Minister for the Hong Konger's church** which operates from the Trinity Church at Chalfont Close. This was an extremely popular event with over 500 people attending. The service was relayed live to the Loddon Valley Sports Centre's main sports hall and to the Salvation Army Church.

The service was simultaneously conducted in Cantonese and English which made the songs most interesting. The congregation included the new Bishop of Reading, the Rt Rev'd Mary Gregory and the out-going Berkshire Assistant Arch Deacon, Liz Jackson who was particularly mentioned for the help in running English classes.

This lovely community service brought a very fitting end to my year of events and just reinforced what a privilege it has been to serve and represent the residents, meeting so many charity workers and volunteers doing wonderful things.

Councillor Mike Smith

29 April 2025

Committee Representation
as at 6th May 2025

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

2024-25

Town Mayor:

Deputy Town Mayor:

Leader of the Council:

Deputy Leader of the Council:

Cllr Mike Smith

Cllr Nicola Brock

Cllr David Hare

Cllr Tahir Maher

Political Composition:

Liberal Democrat 17

Conservative 6

Labour 2

ETC Annual Meeting – 7th May 2025

10. Representatives on Other Bodies

10.1 - Cllr Anne Bassett's attendance at the Kenton Road Day Centre meeting on 2/4/25

The chairman held a minute's silence for the previous chairman Pauline Allen who recently passed away after a short illness.

Chairman's Report - Events and Use of the Centre

The centre has a new noticeboard at the front of the premises, and it is hoped that this will attract new members. The 'Soup and Pud' lunch in March had been well attended with new visitors which was encouraging. The piano had been disposed of by an organisation called Garbage Gobblers! There were issues with the new toilet and as a result it has been refitted. The centre was pleased to have received the grant from ETC which meant they could order new stacking chairs for the centre. A lot of research had gone into finding chairs that would be lightweight and padded. Unfortunately, the chairs would not be delivered in time for the centre's Golden 50th Anniversary celebration. The rest of the meeting discussed the arrangements for this event.

50th Celebration 5th April 2025

This took place on Sat 5th April. It was a wonderful occasion attended by the WBC Mayor and our own Mayor. It was well attended and including an original member from when the centre opened in 1975, who cut the cake. I include notes from the day about the history of the centre.

The History of the Centre

May 1966 A committee was formed. No grants were available, so all funds had to be raised by street collections, jumble sales etc. Charity status was approved. Various sites were proposed for the centre but were either turned down or thought unsuitable.

Finally, in **May 1972**, an application for Kenton Road Day Centre was made on land owned by the council. In **August 1974** a contract was signed for the building costing £13,810 (leasehold with a peppercorn rent.)

Building started **November 1974** with donations from Wokingham District council, Berks County council and Woodley Poor Lands charity.

April 1975 The Centre opened. Chiropody clinics started (previously held at Maiden Erlegh School and St Nicholas Church). Hairdressing was established. Earley Active retirement Club was formed. Coach outings were arranged and weekly activities such as bingo and whist. The committee also organised volunteers to visit people who were housebound. Funds were raised through jumble sales and a Christmas Fayre.

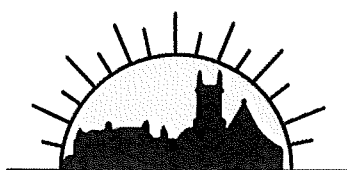
1999/ 2000 The building was extended costing £12,317.56

June 2017 The Queen's award was given with two members invited to Buckingham Palace.

The centre continues with a range of activities and events to serve our older community.

REPRESENTATION TO OTHER BODIES – 2024/25

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



EARLEY TOWN COUNCIL

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

The Council's financial statements for the year ended 31 March 2025 are set out on the pages attached and consist of the following:

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

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

Basis of preparing the financial statements

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

Audit opinion on accounts

As the Council falls within the limited assurance audit regime, the statutory accounts are included in Section 2 of the annual return for external audit, as a summary of the year's income and expenditure, reserves, fixed assets and long-term borrowings as detailed in these unaudited financial statements. The external auditors' opinion will be given in due course on the accounts within the annual return, which is due to be approved at the Council meeting on 7th May 2025.

Outturn for the year

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Net cost of services after income from fees and charges	890,975
Less: Interest received	88,188
Amount to be met by precept	802,787
Precept on the Borough Council	1,007,815
Community Infrastructure Levy (CIL)	8,412
S106 Monies Received - (Sibly)	0
Net income for the year	213,440
Transfers to earmarked reserves (net)	-455,899
Amount taken from General Reserves for the year	-242,459
General Reserves balance brought forward	1,205,326
General Reserves balance carried forward	962,867

Earley Town Council**Explanatory foreword to the financial statements for the year ended 31 March 2025****Review of the year's activities**

In common with many businesses during the year, Earley Town Council continued to face financial pressures from the impacts of stubbornly high utilities costs and inflation. Hall hire income has continued to improve, up 9% on the previous year, but the cost of heating the community centres and other Council buildings has remained a significant cost. The Council has made clear its commitment to improving the energy efficiency across its estate through a series of measures designed to reduce ETC's carbon footprint, a commitment which in the long run will reduce its expenditure on utilities. This work was started in 2023/24 with the installation of solar panels on the roof of the Council Offices at Radstock Lane, and actions taken in 2024/25 included replacing old fluorescent lighting with LEDs and the fitting of thermostatic valves to radiators.

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

Earley Town Council continued its drive to improve standards and move forwards with its plans. Various redecoration projects have been carried out in the community centres, improving the experience for hirers, and new guttering was fitted at Radstock House, protecting the building for the future. A significant project completed in 2024/25 was the complete replacement of the toddlers play area at Collins Drive, this followed a consultation with residents on types of equipment, colour schemes and so on. Numerous pieces of play equipment have been repaired or replaced at Meadow Park as well as at Sol Joel Park and the Council has continued its programme of improving or replacing benches and council notice boards around the town. In 2024/25 we continued the programme of improvements to the Council's bus shelters, all have now been deep cleaned and a further four replaced with brand new shelters, significantly improving the experience for users.

The Council has invested in its equipment, ensuring the servicing of its specialist vehicles is up to date and also purchasing a new cricket roller which will not only improve the quality of the pitches at Sol Joel Park, but will also reduce the amount of time our groundsmen spend preparing wickets and so on. 2024/25 also saw significant expenditure being incurred at Maiden Erlegh Lake and Nature Reserve. Contractors were commissioned to remove tons of silt from the silt entrapment pond, a once in a decade flood prevention task, and the 10 year, Section 10 inspection of the lake was conducted by a Senior Lake Engineer, the results of which were lodged with DEFRA.

The Council has continued working on two of its long-standing projects, the proposed extension of Mays Lane Burial Ground and the delivery of a new youth service provision. The cemetery extension plans have faced numerous, significant hurdles owing to the constraints presented by the site, but we have continued to seek a way forward whilst maximising the current space available. In 2024/25 the Council was pleased to open its new weekly youth club at Centrepont Community Centre, sessions have been very well attended and the Council is hoping to expand the provision further. Also, at Centrepont Community Centre, ETC has opened a very successful monthly Repair Café and has installed a bike workshop, due to open soon.

Earley Town Council

Explanatory foreword to the financial statements for the year ended 31 March 2025

Statement of responsibilities for the financial statements

The Council is required to:

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

The Responsible Financial Officer is responsible for ensuring the preparation of the Council's financial statements in accordance with proper practices so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2025 and its income and expenditure for the year then ended. In relation to the preparation of the financial statements, the Responsible Financial Officer has ensured that:

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

The Responsible Officer has also ensured that:

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

Signed

Chair of the Council

Dated 7 May 2025

Council Offices

Radstock Lane

Earley

Reading

RG6 5UL

Earley Town Council

Income & Expenditure Account for the year ended 31 March 2025

		Year Ended 31 March 2025			2024
		Expense £	Income £	Net £	Net £
Services					
Community centres		66,570	-143,122	-76,552	-72,421
Parks and sports pitches		45,154	-12,444	32,710	11,645
Maiden Erlegh Nature Reserve		19,552	-2,867	16,685	4,632
Other amenities and open spaces		96,220	-4,968	91,252	118,062
Cemetery		9,251	-95,683	-86,432	-65,894
Help Shop		0	-14,000	-14,000	-14,000
Grants and community support	2	17,414	0	17,414	26,232
Capital expenditure	5	12,345	0	12,345	56,163
General administration		897,725	-172	897,553	900,041
Net cost of services		1,164,231	-273,256	890,975	869,126
Interest and investment income				88,188	65,813
Net operating expenditure				802,787	803,313
Precept on the Borough Council				1,007,815	1,007,815
Community Infrastructure Levy				8,412	0
S106 Monies - Sibly				0	414,804
Net income/expenditure(-) for the year				213,440	619,306
Movement on General Reserves balance:					
Balance brought forward				1,205,325	1,098,606
Transfers (net) to earmarked reserves	9			-455,899	-512,586
Net income/expenditure(-) as above				213,440	619,306
Balance carried forward				962,867	1,205,325

The notes on pages 6 to 10 form part of the financial statements

Earley Town Council
Balance Sheet as at 31 March 2025

	Notes	31 March 2025		31 March 2024	
		£	£	£	£
Fixed assets					
Tangible fixed assets	1,5				
Current assets					
Debtors	7	39,750		35,829	
Bank term deposits		1,732,604		1,731,586	
Other bank accounts		834,424		585,599	
			2,606,778		2,356,013
Current liabilities					
Creditors and accrued expenses	8		-60,639		-23,315
Total assets less current liabilities			2,546,139		2,332,698
Capital and reserves					
Earmarked reserves	9	1,583,272		1,127,373	
General Reserves balance		962,867		1,205,325	
			2,546,139		2,332,698

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

These financial statements present fairly the financial position of the Council as at 31 March 2025 and reflect its income and expenditure for the year. These accounts were presented to a meeting of the Council held on 7 May 2025.

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Chair of the Council

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Responsible Financial Officer

Earley Town Council**Notes to the financial statements for the year ended 31 March 2025****1. Principal accounting policies****Accounting convention**

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

Fixed assets and associated long-term borrowing

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

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

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

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

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

Debtors and creditors

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

Reserves

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

Pensions

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

Earley Town Council

Notes to the financial statements for the year ended 31 March 2025 (continued)

General administration and support service costs

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

2. Grants and support for community organisations

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

Grants awarded in the year were as follows:

	2025 £	2024 £
Transport Services	4,250	3,650
Youth and Young people	2,000	3,000
Citizens Advice Bureau	3,000	3,000
Sports Sponsorship	0	1,286
Children Support	1,386	2,199
Other Donations	6,778	13,097
	17,414	26,232

3. Employees

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

	Number	Number
Full-time	10	10
Part-time	8	7
	18	17

4. Pension costs

The Council's staff members are eligible to become members of the Berkshire County Pension Scheme, which is administered by The Royal Borough of Windsor & Maidenhead, and 17 staff are currently members. The Council's contributions as an employer during the year ended 31 March 2025 were £139,641 (2023/24: £135,555). Employer contributions were 27.2% of pensionable salaries (2023/24: 27.2%).

Earley Town Council**Notes to the financial statements for the year ended 31 March 2025 (continued)****5. Fixed assets**

	£
Operational land and buildings (see additional note below)	
Maiden Place Community Centre (long leasehold, peppercorn rent)	601,750
Radstock Lane Community Centre (long leasehold, peppercorn rent)	471,554
Council Offices, Radstock Lane (freehold)	274,200
Maiden Erlegh Nature Reserve Interpretation Centre (freehold)	93,851
Paddick Drive open space and BMX track	126,506
Sol Joel Pavilion	572,978
Other land and buildings	128,812
 Vehicles and equipment	
Vehicles	94,341
Grounds and general maintenance, and Council administration	166,519
Play equipment in parks	349,427
Infrastructure assets; including street lights (65), bus shelters (50), public seats and noticeboards	95,764
Community assets	
Sol Joel Park (50 year lease from Reading BC) and Meadow Park	1
Open spaces owned freehold or leased over 25+ years (peppercorn rent)	2
Mays Lane Burial Ground (MLBG)	1
Culver Lane allotments	1
Net book value, not reflected on balance sheet	2,975,706

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

There were additions of £12,345 and disposals of £2,597 to fixed assets in the year.

Capital receipts in the year were as follows

Community Infrastructure Levy	8,412
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Earley Town Council

Notes to the financial statements for the year ended 31 March 2025 (continued)

6. Loan from Public Works Loan Board (PWLB)

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

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

	<u>£</u>
Indebtedness at 1 April 2024	200,000
Repayments	14,000
Indebtedness at 31 March 2025	186,000

7. Debtors and prepayments

	2025 <u>£</u>	2024 <u>£</u>
Debtors for Council services	21,100	19,698
Other debtors	6,639	8,718
Value Added Tax	11,125	6,416
Prepaid expenses	886	997
	39,750	35,829

8. Creditors and accrued expenses

	2025 <u>£</u>	2024 <u>£</u>
Trade creditors and accruals	58,728	21,174
Income in advance	1,911	2,141
	60,639	23,315

9. Earmarked reserves

	31 March 2025 <u>£</u>	Transfers	31 March 2024 <u>£</u>
Community Infrastructure Levy <i>These funds are held until specific projects are identified but must be used within five years</i>	41,740	-15,626	57,366
S106 <i>These funds are held specifically for the Capital projects Maintenance of the Sibly site in perpetua.</i>	408,324	-18,990	427,314
Bus Shelters	26,350	-13,650	40,000
Cemetery Extension	74,169	-2,242	76,411

Earley Town Council**Notes to the financial statements for the year ended 31 March 2025 (continued)**

	31 March 2025	Transfers	31 March 2024
	£		£
Elections	10,078	6,500	3,578
Environmental Projects	20,028	2,433	17,595
IT Upgrade	16,600	10,000	6,600
Repair Cafe	815	815	-
Other Projects	9,785	-	9,785
Meadow Park Playground	114,364	43,631	70,733
Sol Joel Pavilion Project	184,500	-	184,500
Sol Joel Park Improvements	16,680	12,000	4,680
Vehicles	100,000	-	100,000
Youth Projects	25,589	20,589	5,000
Net Zero Project	388,945	388,945	-
Radstock Lane Community Centre Improvements	11,095	-1,000	12,095
Committed Spend	25,207	25,207	-
Maiden Place Community Centre Doors and Windows	8,705	-	8,705
Pathways	-	-317	317
Phone Box Project	2,939	-	2,939
Benches/Seats	2,825	-2,396	5,221
Maiden Place Community Centre Heating System	30,000	-	30,000
Radstock House Council Office Flat Roof	10,000	-	10,000
Website Upgrade	10,000	-	10,000
Recovery Fund	44,533	-	44,533
	1,583,272	455,899	1,127,373

10. Tenancies

The Council's Community Centre at Maiden Place has a resident social club that is a tenant under a repairing lease paying £16,200 annual rental, (2023/24 £16,200).

11. Contingent liabilities

The Council had no contingent liabilities at 31 March 2025 (2023/24: none).

Claire Connell MA, ACA, CTA

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

29th April 2025

Dear Ladies and Gentlemen

Internal audit – year ended 31st March 2025

Further to my post year-end visit, I am pleased to report that I have now completed my internal audit review and have signed off the internal audit section of the AGAR for 2024-25 with no comments.

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

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

Overall conclusion

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

Audit work completed

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

Yours faithfully



Claire Connell

Appendix 1: Summary of internal audit findings in 2024-25

<u>Annual Internal Audit Report Section</u>	<u>Objective met?</u>	<u>Comments</u>
A. Appropriate accounting records have been properly kept throughout the year	Yes	ETC uses an accounting package which is specifically designed for parish and town councils. There is a linked Bookings package for invoicing hall and pitch hire. Burials are recorded in bespoke software and invoices raised in Omega.
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for	Yes	Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for. The procedures in place for the procurement of high value items and services were reviewed. There hasn't been any requirement to use Contracts Finder this year.
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes	Minutes, Standing Orders, Financial Regulations and the Risk Register indicate that there are proper risk assessment and management procedures. The Risk Register was last reviewed in July 2024. The Town Clerk has again met this year with the insurance broker to ensure that appropriate cover was obtained.
D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes	The budget was set in February 2025 and is calculated using detailed spreadsheets which incorporate reserve movements. Financial updates are regularly provided at the Policy & Resources meetings (and are emailed to all councillors).
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes	The following areas were checked: <ul style="list-style-type: none"> • The precept was agreed to Council minutes and bank statements • CIL income was reviewed and agreed to bank statements • Rental income was reviewed • Test checks were made for burial income • Test checks were made for pitch and room hire income. • Allotment income was reviewed • Fishing income was reviewed • The procedures for recording repair café income were reviewed Quarterly VAT returns were reviewed. A partial exemption calculation is prepared on a quarterly basis, with a final annual review.

		No issues arose regarding income during my testing.
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes	<p>Amounts paid out of petty cash were few in number and low in value. Supporting receipts are retained and VAT appropriately accounted for.</p> <p>The petty cash is no longer run on an imprest system and top ups for petty cash are obtained by using an ATM.</p>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes	<p>The payroll is run by an external payroll company.</p> <p>No issues arose during the testing of payroll.</p>
H. Asset and investments registers were complete and accurate and properly maintained.	Yes	<p>An adequate fixed assets register is maintained in Excel. This has been updated to reflect additions and disposals of the assets this year.</p> <p>I understand that the Town Clerk is planning to review the format of the fixed assets register this year and I recommend that serial numbers of assets be added for all new assets and for older assets of significant value.</p>
I. Periodic and year-end bank reconciliations properly carried out	Yes	<p>Monthly bank reconciliations are reviewed by the Town Clerk and the Chair of the Policy & Resources Committee.</p> <p>On a quarterly basis these include the Public Sector Deposit Fund and NS&I income.</p> <p>The year end bank reconciliation was agreed.</p>
J. Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes	<p>These assertions have been met.</p> <p>The accounts are prepared on an income and expenditure basis and debtors and creditors are properly recorded.</p>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt.	N/A	Not covered – the Council had a limited assurance review of its 2023/24 AGAR
L. The authority published the required information on a free to access website up to date at the time of the internal audit in accordance with any relevant legislation.	Yes	<p>AGARs for the past five years are available on the website as required by the Accounts and Audit Regulations 2015.</p> <p>Councils are also encouraged to comply with the Transparency Code 2015 (<i>PG 5.73: Parish and town councils with annual turnover in excess of</i></p>

		<p><i>£200,000 should as best practice comply with the Local Government Transparency Code 2015). This Code includes a list of information which should be published on a council website.</i></p> <p>Most of the information listed in the Transparency Code is already provided on the Earley Town Council website.</p>
M. In the year covered by this AGAR, the authority correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	Yes	Proper opportunity was provided and this was correctly advertised.
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	Yes	The correct documents were published before the relevant deadlines.
O. The Council met its responsibilities as a trustee	N/A	Not applicable

* * * * *

Appendix 2 – AGAR accounting statement figures

AGAR box number		2023/24		2024/25	Internal auditor comments
1	Balances brought forward	1,713,393		2,332,698	Agreed
2	Precept	1,007,815		1,007,815	Agreed to government central precept record
3	Total other receipts	739,051		369,855	Agrees to records in Rialtas
4	Staff costs	720,155		722,137	Agrees to records in Rialtas
5	Loan interest/ capital repayments	21,316		20,829	Agrees to records in Rialtas and PWLB records
6	All other payments	386,090		421,263	Agrees to records in Rialtas
7	Balances carried forward	2,332,698		2,546,139	
8	Total value of cash and short-term investments	2,320,184		2,567,028	Agrees to bank reconciliations
9	Total fixed assets and long-term investments	2,965,958		2,975,706	Agrees to fixed asset register
10	Total borrowings	200,000		186,000	Agreed to PWLB records
For local councils only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b	Disclosure note re Trust Funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions

Annual Internal Audit Report 2024/25

Earley Town Council

<https://www.earley-tc.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

11 + 16 Dec 2024 04/02/2025

28/04/2025

Claire Connell

Signature of person who
carried out the internal audit

Date

29/04/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

EARLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.earley-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

EARLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,713,393	2,332,698	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,007,815	1,007,815	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	739,051	369,855	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	720,155	722,137	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	21,316	20,829	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	386,090	421,263	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,332,698	2,546,139	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,320,184	2,567,028	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,965,958	2,975,706	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	200,000	186,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 **SIGNATURE REQUIRED**

Date

30/04/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Earley Town Council

Annual Meeting 7th May 2025

Agenda Item 14.

ETC STRATEGY MEETING

The Chair and the Leader of the Town Council held a strategy meeting with the Town Clerk and the chairs of the standing committees on 1st April 2025. These monthly meetings are part of a move to improve communications within the council. A brief overview of the meeting is provided:

Present at the meeting were Cllr M Smith (Chair of Council and Chair of Planning Committee), Cllr D Hare (Leader of Council and Chair of P & R), Cllr N Brock (Chair of A & L committee) and J Friend, Town Clerk.

The first discussion was to agree the purpose of these monthly meetings to ensure they are as effective as possible:

- Attendees will be Chair of Council, Chairs of all standing committees and the Leader, plus the Town Clerk
- The meeting allows for the discussion of ideas and encourages a flow of information between Council and the Town Clerk
- To encourage collaborative working between councillors and officers
- To improve councillor and officer communications
- To allow for informal early discussions about areas councillors would like to see the Council develop – priorities and direction
- To allow for early discussions around the aspirational and the achievable
- Matters discussed will be fed into the relevant committee or full council agenda – *it is at committee or full council meetings that in depth discussions of issues will take place and where decisions will be made*
- Should any councillor wish for a particular matter to be brought to a strategy meeting for preliminary discussion then they should request that one of the committee chairs raise it

It was noted that such conversations between chairs/leaders and the clerk were commonplace in other town councils, attendees felt that including committee chairs would broaden the input.

Matters discussed at initial meeting:

1. **Ear marked reserves** – widely acknowledged that a review of all EMRs should be carried out to ensure that EMR funds are sufficient but not excessive, are held under the right EMR code and that councillors understand the purpose of each EMR. It was agreed that discussions on EMRs will be started at the next Policy & Resources Committee meeting. The Town Clerk will produce a report detailing each EMR in terms of size, history, purpose etc. and councillors will be invited to have a general discussion and identify which EMRs they would like to discuss in more detail first.

2. **Net Zero project** – Agreed that a progress report be provided to the next full council meeting and the suggestion of creating a small working group with members from across the three standing committees be made.
3. **Town Plan** – discussed the working group's wish to meet with the Town Clerk to review the revised draft Town Plan, primarily to discuss the feasibility of the intentions stated in the plan. Meeting to be arranged.

Earley Town Council

Annual Meeting 7th May 2025

Agenda Item 15

NET ZERO PROJECT - UPDATE

As part of ETC's efforts to play its part in addressing the climate emergency, the Council allocated funds for actions and projects that would reduce ETC's greenhouse gas emissions, increase the energy efficiency of its buildings and underline the Council's commitment to its climate emergency pledge. Positive side-effects of these actions will, in some cases, be the reduction of costs thereby enabling funds to be spent elsewhere in the town, and, in the case of ETC's buildings, the impacts will improve the user experience and the sustainability of those buildings.

In addition to actions taken under this project heading, Earley Town Council has also adopted environmentally friendly practices across its estate. These range from being an early adopter of No Mow May and the broad ranging biodiversity work officers are undertaking, to expanding the range of items we habitually recycle, including soft plastics and small electricals, and launching a Repair Cafe.

The nature of our carbon reduction project means the actions covered by the Net Zero Project funds will be varied in size, cost and impacts. Some of the measures taken so far include:

- Installation of solar panels and battery storage at the town council offices, Radstock House
- Replacing the fluorescent strip lights in the main hall at Radstock Lane Community Centre with energy efficient LEDs
- Replacing the fluorescent strip lights in the function room at Maiden Place Community Centre with energy efficient LEDs
- Installing new thermostatic radiator valves at Radstock Lane Community Centre
- Fitting thermal lined curtains in the main hall of Radstock Lane Community Centre

Officers have now started a much larger piece of work – a feasibility study for replacing the heating system and implementing other energy improvement measures at Maiden Place Community Centre. This report will outline the issues and obstacles to be addressed, and the actions taken so far. It will also recommend the setting up of a small working group to discuss possible solutions and approve decisions.

Issues

- The Maiden Place Community Centre is now 38 years old and many of the fixtures and fittings are original
- The gas boiler is old and inefficient
- The heating bills for this hall are high, the highest of any of the buildings ETC is responsible for
- The hall suffers from repeated small water leaks in the pipes above the ceiling, these can be damaging and costly to repair and can also disrupt hirers
- Controlling the current heating system is quite time consuming, it's pretty inflexible and changes can only be made on site. Different hirers have different requirements whether that be the specific room/space they are using or a question of a preferred temperature for their activities, so improving the flexibility of the system would improve the user experience.

- ETC lease MPCC from Wokingham Borough Council, there are 22 years remaining on the lease. Whilst ETC has a repairing lease, permission from WBC would need to be sought before any significant works were carried out
- By implementing planned improvements, ETC could avoid costly reactive works when things go wrong or fail in the future
- Funding – we will investigate to see if there any other funding sources available for such works or whether ETC will need to fund 100% of the project

Progress to date

Deciding on whether a community centre heating system should be replaced and, if so, what would be the most appropriate new system to choose, is a major project. In addition, we should look to see if there are other measures that would provide significant benefits, and consider incorporating them into the works. One of the biggest hurdles faced by parish and town councils is finding independent, informed and tailored advice. It can be difficult to find someone who isn't trying to sell something or promote a particular solution.

To assist ETC in obtaining independent advice we have started working with CCB (Connecting Communities in Berkshire) under their 21st Century Buildings programme.

CCB are a charity working to support communities throughout Berkshire. A significant strand of their work is supporting those who run village halls by providing training and advice on all aspects of running a hall. They generally work with small parishes or groups of trustees. I have worked with the CEO of CCB before and so was aware of how knowledgeable and connected their staff are, I therefore approached them to ask if they had any ideas about where ETC could gain the bespoke but independent guidance it was looking for. CCB are keen to work with larger parish/town councils and directed me to their Community Buildings Advice Service (CBAS) and the 21st Century Buildings programme.

CBAS offers members a range of benefits including advice on a wide variety of topics, access to an information library and model documents, supplier and key services listings, free training and so on. They are also running a 5 year programme, partially funded by DEFRA, 21st Century Buildings, designed to advise and enable improvements to village halls and community buildings to make them more sustainable.

Phase One

ETC has joined CBAS (subscription £150 pa) and they are in the process of conducting a 'Full Village Hall Audit' on Maiden Place Community Centre. This audit will cover sustainability, environmental factors, building and energy efficiency and accessibility. Officers have provided CBAS with information around our current energy consumption and providers, hiring patterns and so on and CBAS have conducted 2 half day visits to the site. A written report will be provided. We have also been given access to ACRE's (Action with Communities in Rural England) Guide to Surveys and its Net Zero Design Guide for Village Halls.

Phase Two

Once the CBAS report has been received, CCB will introduce us to their contact at EiE (Environmental Information Exchange) at Oxford Brookes University. EiE is a not for profit organisation providing UK organisations with support to reduce their energy, water and waste. They provide practical information, actions and support to help organisations understand and implement efficiency actions.

At EiE, we will have the option of commissioning a Carbon & Energy Assessment of MPCC. This will entail a site visit and access to information on the current running of the facility and will provide options/recommendations for actions for improvement. The recommendations will detail approximate costs of implementation as well as future cost savings and the carbon impact of each action. There will be a charge for this detailed audit (TBC) but we can be confident that the recommendations within it will be tailored for our specific building and will be independent.

Working Group

Having discussed the matter with the Chair of the Council and the Leader, it is being recommended that a small working group be established to help examine the results of the surveys and plan a way forwards. The suggestion is for a small group of actively engaged councillors, taken from across the three standing committees, to sit with the Town Clerk and the Operations Manager on this group. The group would report to Full Council, who would be asked to endorse the working group's recommendation and approve any significant expenditure. Alternatively, Full Council could agree that the working group could implement actions, within an agreed budget, and then report back to Full Council.

Landlord

Wokingham Borough Council is ETC's landlord at MPCC. Agreement for significant works would probably be needed from the landlord but parish and town councils have had challenging experiences when trying to deal with WBC's property services department in the past. It is therefore suggested that, once ETC has information on what is possible at MPCC and what effect it may have on carbon emissions there, that the working group meet with WBC's Climate Emergency officers to explore how we may collaborate with WBC in improving one of their buildings. The CE team have indicated that they are keen to work with parish and town councils on an individual basis with regard to CE initiatives.

Jo Friend
Town Clerk

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	A	A	A	A	A	A	A	A	A	A	✓						
J. EASTWELL	✓	✓	✓		✓	✓																	✓		✓	✓	✓	✓	
D. HARE	✓	✓	✓	✓	✓	✓																	✓		✓	✓	✓	✓	
T. HOLTON			✓	✓	✓	✓																	✓		✓	✓	✓	✓	
M. IYENGUNMWENA	✓	✓	✓	✓	✓	✓						✓	✓	✓	✓		✓	B	✓	B	✓	✓							
S. JORDAN	✓	✓	✓	✓	✓	✓						✓	✓	✓		✓	✓	✓	✓	✓		✓							
N. JORGENSEN		✓	B	B																			✓		✓	✓			
P. JORGENSEN		B	✓	✓	✓							✓		✓	✓		B	✓	✓	B	B	✓					✓		
I. KHAYINZA	✓	✓	✓	✓	✓	✓																							
G. LITTLER	✓		✓	✓	✓	✓																	✓		✓	✓	✓	✓	
A. LONG		✓	✓	✓	✓	✓	✓	✓	✓	✓										✓	B	B				✓	✓		
T. MAHER	✓		✓	✓	✓	✓		✓	✓	✓													✓		✓	✓	✓	✓	
S. MATTHEWS	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓												✓		✓	✓			
A. NEAL	✓	✓	✓	✓	✓	✓						✓			✓	✓	✓	✓	✓	✓					✓	✓	✓	✓	
S. NEWTON		✓	B	B	✓	✓									✓		✓	✓	✓	✓				✓		B	✓	✓	
B. OWEN	✓	✓	✓	✓	✓	✓	✓	✓		✓																			
H. SARASAN	✓	✓	✓		✓	✓																							
C. SMITH	✓	B	✓	✓	✓	✓						✓		✓	✓	✓	B	B	✓	B	B	B	✓						
M. SMITH	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	B	

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

Number	Supplier	Purchase Description	Amount
7657	A1 Locksmiths Berkshires Ltd	2 Padlocks for RH gates March 25	£119.98
7658	All Electrics	Water Pipe Repair MPCC Meeting Room Mar 25	£384.00
7659	All Electrics	Cap off Electricity supply to 4 town maps Feb 25	£144.00
7660	Countryside Jobs Service	Park Ranger Vacancy Advert Mar 25	£150.00
7661	Creating Technical Solutions	MOT & Service Maintenance Vehicle MX19WV 12/3/25	£361.13
7662	Grabloader Ltd	Green Waste Collection Tractor Shed Mar 25	£432.00
7663	IT QED Ltd	IT Monthly monitoring Feb 25	£54.00
7664	IT QED Ltd	IT Monthly support Mar 25	£450.00
7665	IT QED Ltd	Azure Subscription Feb 25	£101.51
7666	IT QED Ltd	SJP CCTV Mar 25	£15.60
7667	Jacobs U.K. Ltd	Inspection for ME Lake -Reservoir 10 yearly inspection	£4,794.00
7668	Nationwide Bark & Play Surfaaces LLP	Hardwood Chips Meadow Park Mar 25	£799.98
7669	Premier Office Supplies	Files, pens, Paper, Office Stationery Mar 25	£72.15
7670	Select Environmental Services	Waste Feb 25 RH	£30.60
7671	Select Environmental Services	Waste Feb 25 General Litter	£506.18
7672	Select Environmental Services	Waste Feb 25 RLCC	£45.84
7673	Select Environmental Services	Waste Feb 25 MPCC	£153.98
7674	Select Environmental Services	Waste Feb 25 CP	£41.11
7675	Southern Maintenance Solutions UK Ltd	Water leak caretakers cupboard MPCC Feb 25	£377.82
7676	SSE Energy Solutions	Gas MPCC Dec 24	£1,296.32
7677	SSE Energy Solutions	Gas MPCC Jan 25	£2,215.79
7678	Test Meter Group Limited	Radio Detection CAT 4+ Genny 4 Cable Avoidance Kit	£1,444.80
7679	Trade Point - B&Q	Maintenance tools and supplies MPCC Mar 25	£90.80
7680	Trade Point - Screwfix	Gutter Brackets & Pipe Clips MPCC Mar 25	£29.49
7681	Tri-Security	Fire Alarm & Emergency Lighting Work - Various Sites	£3,841.20
7682	Weed Management Ltd	Herbicide and fertilizer SJP	£1,526.40
7683	William Luck	Planning Professional Services - Mays Lane Project	£224.70
7684	Wokingham Borough Council	Occupation charge for CP Mar 25	£293.50

Total: £19,996.88

Date Prepared: 20/03/2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7677	Your Drainage Solutions Ltd - Reading Drains	MPCC Emergency Sewage Drain Unblocking	£264.00

Total: £264.00

Date Prepared: 02/04/2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7678	A1 Locksmiths	CP Key for Berkshire Youth	£7.50
7679	Alan Hadley	6 Yard Skip CEM Mar 25	£300.00
7680	All Electrics & Building Management	Supply & install DDA alarm & lighting CP Mar 25	£630.00
7680	ArmourArbor	Fell Large Oak in Redhatch Copse	£300.00
7681	ArmourArbor	Remove Cracked Willow & 4 Large Ash Trees Redhatch Copse	£900.00
7682	Bracknell Pest Control	Mole removals SJP Mar 25	£90.00
7683	C Brewers & Sons Ltd	Paint and paint brush set MPCC Mar 25	£66.97
7684	Hags-SMP Ltd	Bench Press Cables MP	£348.00
7685	IT QED Ltd	IT Microsoft 365 Business Mar 25 + 1 month upfront	£746.46
7686	Lubbe & Sons (Bulbs) Ltd	Flower bulbs MELNR Mar 25 Snowdrops	£414.00
7687	Nationwide Bark & Play Surfaces LLP	Hardwood play chips Meadow Park Mar 25	£1,199.97
7688	Play Inspections	Annual Parks Outdoor Play inspections	£534.00
7689	Southern Maintenance Solutions UK Ltd	Repair water leak MPCC Mar 25	£479.28
7690	Southern Maintenance Solutions UK Ltd	Repair water leak SJP Mar 25	£309.19
7691	Trade Point - Screwfix	Tap connector SJP Mar 25	£30.52
7692	Travis Perkins	Bulk bag type 1 Paddick Drive Mar 25	£74.99
7693	Watco UK Ltd	Floor joint sealant SJP Park Equip. Maint. Mar 25	£231.54
7694	Web Markeing Matters Limited	Website support & maintenance Mar 25	£216.00
7695	William Luck	Planning Professional Services Mar 25	£262.50

Total: £7,140.92

Date Prepared: 04/04/2025

March 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
7696	ASDA	Office Coffee & milk	£17.89
7697	Key Clamps Online	MELNR Reservoir Penstock Gate	£167.29
7698	Zoom	Mar 25 Subscription	£15.59
7699	Rainbow Nest Ltd	Repair Café Solder Tip Cleaner and cleaning wire	£8.42
7700	Amazon	Mayors Easter Charity Event Craft card - Grey	£5.50
7701	Amazon	Mayors Easter Charity Event Ribbon/Paper	£17.83
7702	Amazon	Mayors Easter Charity Event Bubbles	£6.61
7703	Amazon	Mayors Easter Charity Event Easter Pens	£14.10
7704	Amazon	Mayors Easter Charity Event Activity Books	£6.58
7705	Amazon	Mayors Easter Charity Event Craft card . Black	£5.57
7706	Adobe	Subscription M/e 10/4/25	£11.29
7707	ASDA	Mayors Easter Charity Event Sundry items	£20.47
7708	ASDA	Repair Café Iron & Table top Ironing Board	£27.00
Total Barclaycard			£324.14

Date Prepared: 08/4/2025

ORDERS FOR PAYMENT - BY DIRECT DEBIT March 2025

Number	Supplier	Purchase Description	Amount
7709	Allstar	Vehicle fuel YK60UTY 13/02 YS06BSO 18/02	£159.35
7710	Allstar	Vehicle fuel YK60UUJ 19/02 YS06BSO 25/02	£89.42
7711	Allstar	Vehicle fuel EN65 HDF 03/03/25	£69.44
7712	Castle Water	Water supply MPCC Feb 25	£126.33
7713	Castle Water	Water supply RH Feb 25	£142.40
7714	Castle Water	Water supply RH Jan 25 Credit	-£3.21
7715	Castle Water	Water supply CEM Feb 25	£5.02
7716	Crown Gas & Power	Gas RH Feb 25	£208.22
7717	Crown Gas & Power	Gas SJP Feb 25	£212.51
7718	Crown Gas & Power	Gas RLCC Feb 25	£698.64
7719	Crown Gas & Power	Gas MPCC Feb 25	£949.67
7720	Culligan UK Limited	Water Cooler Rental RH Feb 25	£110.86
7721	Culligan UK Limited	Water Cooler Rental SJP Feb 25	£55.43
7722	Elavon	Credit Card Terminal rental Mar 25	£22.80
7723	Focus	RH Telephones Rental Mar 25 + Calls Jan 25	£207.66
7724	ICO	Data Protecgtion Annual Fee	£47.00
7725	O2	Mobiles Rental 14/02/25 - 13/03/25	£253.37
7726	PHS	Sanitary waste IC Min Chg 18/03/25 - 17/06/25	£5.29
7727	PHS	Sanitary waste SJP 18/03/25 - 17/06/25	£15.88
7728	PHS	Sanitary waste RH 27/03/25 - 26/06/25	£11.09
7729	PHS	Sanitary waste MP Social Club 27/03/25 - 26/06/25	£11.09
7730	PHS	Sanitary & waste collection MPCC 27/03/25 - 26/06/25	£129.94
7731	PHS	Sanitary & waste colelction RLCC 27/03/25 - 26/06/25	£129.94
7732	PHS	Sanitary waste IC 27/03/25 - 26/06/25	£5.54
7733	SSE Energy Supply	Street Lighting Jan 25	£590.93
7734	Yorkshire Gas & Power	Tractor Shed Electricity Mar 25	£42.66
7735	Yorkshire Gas & Power	Electricity IC Advance Mar 25	£275.91
7736	Yorkshire Gas & Power	Electricity SJP Feb 25	£208.08
7737	Yorkshire Gas & Power	Electricity RLCC Feb 25	£238.62
7738	Yorkshire Gas & Power	Electricity MPCC Feb 25	£475.68
7739	Yorkshire Gas & Power	Electricity RH Feb 25	£276.77

Total Direct Debits £5,772.33

Date Prepared: 3rd April 2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7740	2468 Ltd	CP Boiler Rental q/e 31/3/25	£136.03
7741	A1 Locksmiths	SJP Padlock	£116.50
7742	Bracknell Pest Control	Allotment Baits 27/3/25	£60.00
7742	Connecting Communities in Berkshire Ltd	Annual Membership of Community Buildings Advice Service	£189.00
7743	Enerveo Ltd	Street Lighting Maint Qtr to 31/3/25	£209.98
7744	GLS	Refuse Sacks and Blue Hand Towels	£97.16
7745	ICCM	Annual Subscription to ICCM	£105.00
7746	Nationwide Bark & Play Surfaces LLP	Hardwood play chips Meadow Park	£1,199.97
7747	Wokingham Borough Council	Bus Services Contribution (CIL)	£1,293.21

Total: £3,406.85

Date Prepared: 07/04/2025

IMPREST ACCOUNT - Reimbursement Vouchers 1049 - 1051

Vouchers between 13th March 2025 - 10th April 2025

Number	Details	Amount
1052	Grant - Earley Day Centre	£1,400.00
1053	Grant - Berkshire MS Therapy Centre	£1,000.00
1054	Damage Deposit Refund SJ	£100.00
1055	Hall Hire cancelled refund	£100.00
1056	Damage Deposit Refund BB	£50.00
1057	Damage Deposit Refund AM	£50.00
1058	LGPS April Payroll	£13,340.98
1059	HMRC April Payroll	£12,100.20
1060	Salaries April	£31,420.06
Total Payments		£59,561.24