

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

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

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

07/05/2025

and recorded as minute reference:

12.3

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

Chair

Clerk

Mick
David

www.earley-tc.gov.uk

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



Date

30/04/2025

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

07/05/2025

as recorded in minute reference:

12.4

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



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Earley Town Council - BE0033

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

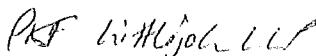
3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

23/07/2025

Policy & Resources Committee Meeting – 10th September 2025

Agenda Item 7– FINANCE UPDATE

- Period Covered – 1st April – 25th August 2025
- RBS Income & Expenditure report also provided to the Committee
- Budget codes are included in the report below

Points that may be of particular interest to councillors have been highlighted below:

INCOME

Income from **hall hire** (1030) remains strong, with income from all 3 community centres being on target for this time of year. Invoices for regular hirers are paid in arrears, therefore income may not show in the figures until later. Demand for hall hire strong, especially for MPCC and RLCC.

Cemetery income (100/1010), whilst this is the most unpredictable income stream, partly due to not knowing which particular services will be requested and the wide range of charges for these services, income from the cemetery remains steady and slightly above budget.

Sports Pitch income from **Sol Joel Park** (220/1040) is on budget. This can be significantly affected by the weather, periods of heavy rain may mean that matches are cancelled because pitches are unplayable but, so far in 2025, there haven't been many cancellations.

The rate of sale of **fishing permits** for MELNR (200/1090) has been healthy, interest in them continues to be high.

Help Shop (300/1000) – WBC has said it would be reviewing the £14,000 grant to ETC for services delivered via the Helpshop, we have received no updates on this even though we have chased. ETC continues to provide the full range of services from the Helpshop.

EXPENDITURE

Utilities (4230/4235/4240) – it remains difficult to accurately report expenditure on gas, electric and water owing to the individual company's invoicing systems which can best be described as shambolic. All our utilities are metered, ETC reports and records very regular meter readings and our finance officer maintains detailed records of usage and costs ensuring that, ultimately, we pay only for what we have used.

Licences (4350) – These are PPL/PRS licences required for our community centres, the scale of charges reflect the number and types of bookings. The charges for 2025/26 have exceeded budgeted amounts because budget figures were based on last years' which were artificially low owing to an error by PPL/PRS. It has transpired that in 2024/25 ETC were charged only a proportion of what we should have been - the undercharge is not being reclaimed, we are simply being charged the correct amount going forwards. Having spoken to other towns and parishes, all of them absorb licensing costs into the costs of running their halls, none of them recharge them to hirers.

Sol Joel Play Equipment (220/4330) – Play areas often require small repairs to be carried out, it's a combination of frequency of use and exposure to the elements that causes wear. So far this year, we have also had to replace the Infinity Bowl (cost £1,360) and are in the process of rebuilding the sand pit. We expect therefore to have to exceed this budget in 2025/26.

Sibly – Conservation Margin (245/4405) – To date, none of the 2025/26 budget has been spent but this will change when we start replanting within the SUDS features running the length of the site. Officers

have conducted a botanical survey and are drawing up plans for what seed and plug plants will be required to improve the biodiversity, and appearance, of this area.

Employment Costs (320) – These are on track with the exception of the caretaking costs which, owing to recent circumstances, are under budget. A meeting of the Staffing Committee will be discussing options for getting ETC's caretaker complement back up to the desired strength.

Phone Box Adoption (420/5060) – Work has started on the renovation of the phone box in Silverdale Road. The repairs will include some welding work but we expect final costs to be within budget.

Jo Friend, Town Clerk/RFO

Policy & Resources Committee Meeting – 10th September 2025

Agenda Item 8 – EAR MARKED RESERVES

The Policy & Resources Committee to continue its review of ETC's ear marked reserves and make recommendations to Full Council on any changes they deem appropriate during the current financial year.

In addition to any amendments it may propose during the 2025/26 financial year, the Committee may also wish to recommend that an EMR be increased, decreased or otherwise amended during the budget setting process for the 2026/27 financial year.

This review is an ongoing process that will continue until all EMRs have been reviewed.

Sol Joel Park – Improvements	£16,680
EMR set up to fund installation of artificial cricket wicket(s) Discussions with the league have been had over how and when to introduce this – ongoing	
Meadow Park Playground	£114,365
<p>Purpose – to refurbish/replace play area and equipment at Meadow Park. EMR has been added to incrementally and an additional £16,559 of CIL funds has been pledged by Council.</p> <p>Currently 3 distinct areas at MP – toddler children's playground, junior children's playground, and outdoor exercise equipment All areas and equipment dated, a few individual pieces of equipment have already gone end of life and have been replaced (toddler) or taken out of service (basket swing – junior) Cost of replacing all equipment and surfacing for whole play site will be substantial, well in excess of current EMR balance.</p> <p>The project officers are currently working on is the replacement of the junior area play equipment and surfacing. A public consultation was held at Green Fair August 2025. Plans are to include a 'quiet zone' within the play area, especially suited to children with additional needs. Officers planning to consult on this with nearby Loddon Primary School which has a SEND provision. Expected project cost c.£90k. Additional funding streams to be investigated.</p>	
Youth Projects	£25,589
<p>Purpose – to fund ETC's youth service provision Guide cost of providing a weekly, term time youth club for 1.5 hours, one night a week is £10,000 per annum. Cost of providing activities during school holidays is additional, a guide cost for simple, outdoor drop-in session is £250 per 2 hours</p> <p>ETC has committed to £10,000 expenditure in 2025/26 (not yet invoiced) for the current Thursday evening youth club sessions. Lack of qualified youth workers nationally is a significant issue for councils wishing to expand their services</p>	

Elections	£17,078
<p>A sum is added to this EMR each year to provide for the cost of the town council elections every 4 years. Election costs in 2023 were £26,672.</p> <p>Charges for any by-elections taking place within the 4 year cycle would also come from this reserve (cost unknown)</p> <p>Next full election for ETC is May 2027.</p>	
Vehicles	£100,000
<p>Purpose – to fund new or replacement vehicles when required (ie if end of life; uneconomical to repair; different type of vehicle required; transition to electric fleet etc)</p> <p>Current vehicles covered by this fund:</p> <ul style="list-style-type: none"> • Ford Connect (van) 2015 • Ford Ranger 2010 • Ford Ranger 2010 • Ford Tipper 2006 • Ford Transit (van) 2019 <p>The low mileage and short distances covered by our works vehicles do mean that they tend to last longer than average. Officers recommend that priority be given to replacing the Ford Connect, probably with an electric version.</p> <p>Council has added to this EMR each year, except in 2025/26.</p> <p>Officers have attended an EV event, started conversations with EV charging installers and will be investigating leasing options as well as purchasing options.</p>	
Bus shelters	£31,844
<p>Purpose – to replace old, damaged or sub-standard bus shelters</p> <p>ETC has 54 bus shelters. 6 have been replaced so far at an average cost of £6,000 per shelter Several bus shelters are old, replacement would be preferable and would improve passenger experience</p>	
Phone Box Project	£1,754
<p>Purpose – to fund refurbishment and repurposing of 2 adopted red telephone boxes</p> <p>Refurbishment and installation of a defibrillator in the phone box at Wychwood Crescent has been completed.</p> <p>Refurbishment of phone box in Silverdale Road ongoing. Collaborating with University of Reading to repurpose into an arts and local history installation. Paint and replacement glass purchased; refurbishment work started in August; welding required, contractor sourced.</p>	

Radstock House Flat Roof Fund	£10,000
Purpose – to repair/replace felted flat roof when required. It is estimated that, according to the average life span of a flat roof, this may need to be replaced in a couple of years' time.	
Maiden Place Community Centre – Doors & Windows	£8,705
Purpose – originally created to fund replacement doors or windows when required. <i>Could this EMR be incorporated into a dilapidations fund or similar?</i>	
Radstock Lane Community Centre – Improvements	£11,095
Purpose – originally created to fund replacement heating system (hall currently has old gas boiler) or replace doors and windows when required <i>Could this EMR be incorporated into a dilapidations fund or Net Zero Fund?</i>	
Net Zero Project	£338,945
<p>Purpose – to fund work and initiatives supporting ETC's plans to improve energy efficiency and reduce its carbon footprint</p> <p>Expenditure so far has been on small projects such as upgrading lighting to LED, replacing tools with battery operated versions, fitting thermal curtains and the installation of solar panels at Radstock House.</p> <p>Larger projects to include replacing heating system and improving energy efficiency, possibly including installation of solar panels, at ETC buildings. MPCC to be first building tackled under this EMR. Research on this already underway; CCB survey completed; EIE, Oxford Brookes energy assessor's survey August. Meeting of working group to be convened.</p> <p>Plan is for the heating systems at RLCC and Radstock House to also be reviewed and replaced/modernised where appropriate, plus the inclusion of any additional energy efficiency measures.</p>	
IT Upgrade	£16,600
Purpose – to fund software and hardware replacements or upgrades as and when required (rolling programme)	
Website Upgrade	£10,000
Purpose – to fund upgrading/replacement of ETC website	

Environmental Projects	£20,028
Purpose – to fund environmental/biodiversity improvements across all ETC’s assets Projects so far have included desilting of silt entrapment pond at lake (£10k), owl boxes, bat boxes, hibernaculum, planting	

OTHER EAR MARKED RESERVES

CIL	£46,403 Ring-fenced
To fund works in accordance with CIL regulations <i>Agreed at Full Council meeting 9th July 2025:</i> <ul style="list-style-type: none"> • £1,400 (deadline expenditure date Oct 2025) to fund summer youth activities (August 2025) • £16,559 (deadline expenditure date Oct 2025) committed as a contribution towards Meadow Park play equipment replacement (Autumn 2025) Funds remaining: £28,444	
Repair Café Reserves	£1,167.47
Reflects income and expenditure of the Earley Repair Café which is now financially self sufficient. Balances to be transferred to volunteer management committee when they take over responsibility for this facility	
Cemetery Extension	<i>REVIEWED</i> £373,719
<i>Agreed at Full Council meeting 7th July 2025</i> that burial extension plans no longer feasible. Extension site will be improved to provide for the interment of cremated remains, scattering of ashes and appropriate landscaping. Some of the smaller works can be done in-house but contractors will be required for the more substantial elements. New plan for extension site to be drawn up.	
Dilapidations & Refurbishment	<i>REVIEWED</i> £184,500
Previously the Sol Joel Pavilion Fund. <i>Agreed at Full Council meeting 9th July 2025</i> that the funds would be redirected towards upgrading and improving the ground floor of the pavilion, with particular focus on the heating and water systems. A feasibility study on the installation of a public toilet at the pavilion will be undertaken. Some of this EMR will also be used to upgrade staff toilet facilities at Radstock House and the workshop.	

Sibly	£399,791
Ring-fenced	
S106 funds from transfer of site to ETC from developer.	
ETC required to maintain all public outside spaces including play area, grassed areas, planting (trees & shrubs), stream, conservation corridor, surface water drainage features, footpaths, fencing, Redhatch Copse (ancient woodland)	
In 2025/26 Council agreed that £10,000 be transferred to the staffing budget to assist with the funding of the grounds team	
Some of the funds have been invested, earning interest (2023/24 £13,295; 2024/25 £19,714) to top up the EMR	

Jo Friend
Town Clerk

EARLEY TOWN COUNCIL

Policy & Resources Committee Meeting 10th September 2025**Item 11 – RADSTOCK HOUSE – SOLAR PANELS**

In March 2025 the Policy & Resources Committee received a report which showed the energy use and generation totals for 2024, January to December. This report showed that approximately one third of the total energy consumption at Radstock House was powered by solar energy and that 18% of the excess energy that could not be stored by the battery was exported back to the grid.

Today's report is an interim report, comparing data from the first seven months of 2024 (January – July) to the same period in 2025, focusing on the following:

- How many kWh has been generated from the solar panels (PV)
- How many kWh has been imported from the grid (Import)
- How many kWh has the system used (Load)

The data regarding how the energy is used once received has intentionally been left out as this report covers only what's coming in and what is being consumed. Information on how the energy is used will be included in the next annual report once we have our totals for 2025.

PV (Solar generation) kWh	2024	2025
January	121	95
February	161	161
March	352	447
April	528	632
May	627	694
June	764	727.5
July	649	663.7
TOTAL	3202	3420.2

This is the data collected from the app which compares how much solar energy was generated by the solar panels in both periods.

The results show that in 2025 the solar panels have generated **6.8% more** energy compared to what was generated in the same period last year.

Imported (from the grid) kWh	2024	2025
January	1642.39	1462.6
February	1437.58	786.91
March	1404.18	311.61
April	428.28	100.22
May	228.11	95.63
June	54.59	100.86
July	105.75	77.29
TOTAL	5300.88	2935.12

This set of data shows how much energy has been imported from the grid.

The results show that Radstock House has imported **45% less** energy in 2025 versus what was imported in 2024.

Note- a small proportion of this is due to the use of the battery

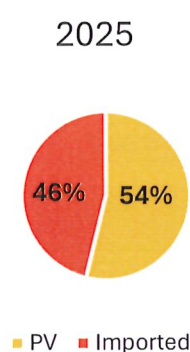
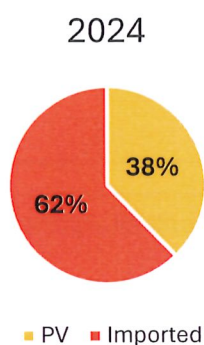
Load (consumption) kWh	2024	2025
January	1792.92	1577
February	1616.52	972.74
March	1762.2	705.69
April	903.93	541.47
May	711.58	576.5
June	540.41	586.68
July	568	578.11
TOTAL	7895.56	5538.19

This data shows the load which is how much energy was used in Radstock House.

The results show that Radstock House used **29.9% less** energy in the 2025 period compared to what was used in 2024.

The following pie charts show the percentage of energy entering the system has come from solar vs from the grid in the first 7 months of 2024 and 2025.

In 2025 you can see that the reduced demand on the system has led to a decrease in reliance on the grid.



Summary:

As we can see from the results, the solar panels continue to generate a significant amount of energy and, in the comparison period, there was only slightly more sunlight in the first seven months of 2025 than in 2024.

Given that there have been no major improvements to the building, the heating system is gas powered and the same office equipment has been used in both periods, we have still seen a significant reduction in how much energy the building is using versus the same period last year. We believe that a major factor behind this reduction is staff behaviour and a more conscious approach to energy use.

Policy & Resources Committee Meeting – 10th September 2025

Agenda Item 12.1 – Service to Earley Awards

Background

In recent years, the number of Service to Earley Award nominations being received has reduced and often nominations come from the same sections of the community as previously. Despite advertising the awards widely on noticeboards, website, social media and so on, there appears to be limited public interest in submitting nominations.

Review and Proposals

On 20th August 2025, the Service to Earley Award Working Group met to discuss the award and the process ETC has adopted. Present were Councillors A Bassett, A Bradley and S Matthews, along with the Deputy Town Clerk. The working group discussed ideas to make the awards more attractive to residents, more focused on community and perhaps a little less formal. They wanted to encourage more people to feel they were able to, and would want to, make a nomination.

Points discussed: -

- **What are other Town/Parish Councils doing?**
The working group noted that some other Town/Parish Councils have awards with numerous categories. Whilst this is something that could be considered for ETC in the future, the current Service to Earley Award board has approximately 3 spaces left, so it would make economic sense, should ETC wish to launch a new award system, to do that when it's time to commission a new display board.
- **Review of the wording of the current Service to Earley Award policy**
The working group agreed that some of the current wording in the policy was quite formal and may put people off from wishing to nominate. Rewording parts of the policy and making the overall tone more informal would make the policy more accessible and may encourage more residents to nominate.
- **The name - Service to Earley Award**
The working group agreed that it wouldn't be feasible to make any significant change to the name of the award at this time because of the current award display board. They did wonder, however, if the word 'community' could be added, to help clarify the meaning of the award.
- **Introducing a 'Good Neighbour' award category**
The working group agreed that adding a 'Good Neighbour Award' category to this year's awards would be a good way of encouraging residents to nominate those who do neighbourly deeds that often go unnoticed. The working group considered that this was a simple change that could be easily implemented in the 2025 awards.

The working group's recommendations to the Policy & Resources Committee: -

1. **Change the name of the awards to 'Service to Earley Community Awards'**
2. **Introduce a new 'Good Neighbour Award' category**
3. **Adopt a revised Service to Earley Community Awards policy (see draft policy)**

Members to **RESOLVE** as appropriate.

Emma Carroll, Deputy Town Clerk

Policy & Resources Committee Meeting 10th September 2025

Agenda Item 12.2 – SERVICE TO EARLEY AWARDS



EARLEY TOWN COUNCIL

Service to Earley Community Awards Policy

OVERVIEW

Earley Town Council is keen to recognise and celebrate the positive and often unnoticed voluntary work undertaken by individuals within the Earley community.

CATEGORIES

- *Service to Earley Award* is an annual award, given by the Town Council, to honour a person who has made, or is making, significant voluntary contributions to the Earley community through their time, actions, talents and dedication.
- *The Good Neighbour Award* is an annual award, given by the Town Council, to honour a person whose actions, help and/or support, have made a positive difference to the life or lives of others in their neighbourhood.

ELIGIBILITY

Any person who gives their time to volunteering or helping within the Earley community may be nominated except where that volunteering is part of their employment or they are a current Earley Town or Wokingham Borough Councillor.

CRITERIA

Service to Earley Award

The Service to Earley Award will recognise an individual who has made, or is making, a significant voluntary contribution to the community. Nominations will be judged by using appropriate criteria. These include, but are not limited to, how the nominee has demonstrated:

- sense of purpose
- inspiration
- inclusivity
- innovation
- lasting impact

Good Neighbour Award

The Good Neighbour Award will recognise an individual who offers acts of kindness, care or support to others, such as offering a helping hand, running errands, offering companionship etc, in their own neighbourhood or community demonstrating:

- consideration of others
- spirit of selflessness
- community spirit

NOMINATIONS

A nomination period of six weeks (September – November), will be advertised via the Earley Town Council website and social media, on all Town Council noticeboards, in the Lower Earley Library and by word of mouth. Nomination forms will be available to download from the Earley Town Council website, hardcopies will be available at the Helpshop.

Any resident of Earley, including Councillors, may nominate a person for an award by completing a nomination form and returning it to: - Town Clerk, Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL or by emailing it to townclerk@earley-tc.gov.uk before the end of the nomination period. Nominations for the Service to Earley Award category should include supporting testimonials or other evidence.

SELECTION

An award panel comprising of five Earley Town Councillors shall review all nominations and make an award recommendation to the November Council Meeting. This shall be considered as a Part 2 Item.

If, in any given year, the panel concludes that there have been no nominees who unequivocally meet the selection criteria, it shall recommend that no award be made that year.

Soon after the November Council Meeting, the successful nominee(s) will be told of their award and asked if they are prepared to accept it.

Awards will usually be presented at the Mayor's Reception. Award winners and their families will be invited to the Mayor's Reception and an invitation will also be extended to the nominator.

The names of recipients will be recorded on the Service to Earley Award Board on display at the Council Offices.

Policy Adopted – xxxxxxxx

Earley Town Council

Policies and Resources Committee Meeting 10th September 2025

Agenda Item 13. Profile of Earley

Councillor Al Neal has submitted a request that the Town Council consider taking measures to raise the profile of Earley. His report is as follows:

Raising the Profile of Earley

Why should Earley raise its profile?

- The parliamentary constituency name now includes Earley
- National news about the MP often mentions the constituency name
- With local government reorganisation happening, more visibility of the town will help prevent it being lost in some future structure
- A higher profile among residents will give more weight to preserving the town's identity in a new local government environment
- Anecdotal reports from residents report a low profile of Earley Town Council

How to raise the Earley profile internally?

Distribute a printed, Earley newsletter to all households

- Many residents don't know what the Town Council does
- Some residents, even if on-line, prefer to use printed media, containing useful telephone numbers etc.
- WBC have stopped distributing their newsletter
- We could engage with community in putting a newsletter together with a call-out for photographs and stories
- If scheduled for Autumn 2026, there is time to do it and it's not an election year for the town

How to raise the Earley profile externally?

Upgrade and expand the town's boundary signage

- There are only 4 boundary signs. Pitts Ln, Loddon Br, Elm Rd, Lower Earley Way eastbound
- 3 of the existing signs still refer to Wokingham District
- A 5th sign disappeared from Lower Earley Way westbound sometime after 2009
- There are many major routes into Earley that have no boundary sign e.g. Sutton Seeds, 3 Tuns, Pepper Ln, Woodlands Av, Kennetmouth path, Earley Station, A329(M) etc.
- With local government reorganisation, it is an opportunity to remove the top tier branding from the boundary signs, as is being done by Wokingham Town (see below)



- The town profile can be raised by using its logo/emblem (see below) with a welcome message



IT POLICY

Introduction

Earley Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Scope

This policy applies to all individuals who use Earley Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email

Earley Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software, and applications will be provided by Earley Town Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential Earley Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

Network and internet usage

Earley Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Earley Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Password and account security

Earley Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote work

Mobile devices provided by Earley Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring

Earley Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

Training and awareness

Earley Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Contacts

For IT-related enquiries or assistance, users should contact Jess Friend (Senior Operations Support Officer) or Emma Carroll (Deputy Town Clerk) in the first instance. If the matter cannot be resolved inhouse, then users may be advised to contact our IT support, itQED.

All staff and councillors are responsible for the safety and security of Earley Town Council's IT and email systems. By adhering to this IT and Email Policy, Earley Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date of adoption: 10th September 2025

Date of review: 10th September 2026

SOCIAL MEDIA POLICY

The use of social media enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has an active website and Facebook page and over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

This policy sets out how social media will be used, the standards which must be upheld when using social media and the action that will be taken if there is a breach of this policy.

Scope

All staff and councillors are expected to comply with this policy and must protect the reputation, privacy, confidentiality and interests of the Council, its services, employees, stakeholders and community. Any breach of this policy will be taken seriously and could result in consequences as set out in this document.

Principles

To publish and promote information about the work and services of Earley Town Council to a wider audience and provide community information.

Responsibility

The Town Clerk has overall responsibility for the implementation of this policy. All staff and Councillors are responsible for ensuring that they comply with this policy.

The Council's social media will be monitored by delegated trained officers. Only officers who the Town Clerk has expressly given permission to will be allowed to post on the Council's social media.

Councillors must not act or respond on behalf of the Council or the Council staff and must ensure that their posts represent only their role as an individual councillor.

How we will use social media

We will use social media to:

- Publicise our news, events and decisions
- Share notices of council meetings
- Promote our assets and the work of our officers
- Provide information about service changes and any disruptions
- Support campaigns and initiatives that are in line with the Town Council's priorities
- Repeat information from trusted sources which is relevant to our residents e.g. events, campaigns, news, surveys etc.
- Enhance the reputation of the local authority and local democracy

We will not use social media to:

- Engage in personal conversations
- Debate our decisions and policies
- Provide an emergency or out-of-hours response
- Support any specific political view or party
- Provide an alternative route for enquiries, questions or complaints that should be directed our main communication channels

Content

The Town Council is responsible for using social media appropriately and must be mindful of the legal implications of inappropriate use, in particular, when posting content, the team will be mindful of:

- defamation (ie libel)
- copyright
- discrimination and victimisation
- contract
- human rights
- protection from harassment
- criminal law and the administration of justice
- data protection
- breaches of confidence

Monitoring

The Council's social media is not monitored 24/7 and delegated officers will not be able to reply individually to all messages or comments received. However, they will endeavour to ensure that any emerging themes or helpful information are passed to relevant people or organisations.

The Council will not engage in conversations via comments on social media and will impose a one response maximum rule. **The Council will not engage with comments made on other pages, for example on residents' discussion boards.**

Sending messages/posts via social media will not be considered as contacting the Council for official purposes and the Council is not obliged to monitor or respond to request for services or information through social media channels. Such requests should still be raised directly to the Council Offices.

We may on occasions direct those contacting us to our website to see required information.

Acceptable use / site rules for members of the public interacting with our social media

We require that all those commenting on our social media channels:

- Are civil and polite
- Avoid posting any message that is unlawful, libellous, racist, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or otherwise offensive
- Are not abusive about any individual, including council staff and elected councillors
- Avoid posting content copied from elsewhere for which they do not own the copyright
- Do not discriminate or use discriminatory language

- Do not post the same message, or very similar messages, more than once
- Do not post comments or questions that are not relevant to the original post
- Do not publicise their, or anyone else's, personal information, e.g. contact details
- Do not advertise products or services
- Do not impersonate someone else
- Do not post spam or post off-topic content (persistent negative and/or abusive posts in which the aim is to provoke a response)
- Do not seek to promote the views or opinions of a particular political party

We will remove, in whole or in part, posts that we feel contravene these rules. The Council may choose to issue 'A post breaching the Council's Social Media Policy has been removed' statement. Anybody repeatedly contravening them will be blocked and/or reported to the associated social media platform or other authority. We will not tolerate or respond to abusive messages.

We will remain politically neutral at all times on social media which is why council officers are unable to reply to, endorse or engage with, any content that is of a party-political nature.

Breach of this policy

Any reports of a breach of this policy by officers or councillors will be fully investigated by the Town Clerk. Breach of this policy by staff could be treated as gross misconduct. Breach of this policy by councillors could be treated as a breach of the Code of Conduct and may result in a referral to the Monitoring Officer.

The below list identifies what is classed as a breach (this list is not exhaustive): -

- Disclosure of personal, confidential or private information about the Council, staff or others.
- Posting content which is abusive, obscene, discriminatory, criminal or that may cause embarrassment to the Council, staff, Councillors or customers.
- Posting a statement which could cause criminal or civil liability to the Council or yourself.
- Posting material which is in breach of copyright laws.
- Posting pornographic or obscene material such as photos, pictures, writing, films or video clips.

Don't post online what you wouldn't say in person. If in doubt, don't post.

Date of adoption: 21st June 2023

Date of review: 10th September 2025

Date of next review: 10th September 2027

Terms of Reference for Joint Working over the Management of the Community Infrastructure Levy

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Definitions:

"Borough Council" means Wokingham Borough Council

"CIL" means the Community Infrastructure Levy introduced by the Community Infrastructure Levy Regulations 2010 as amended

"Local Councils" means Town and Parish Councils

"Local Council CIL Receipt" is the amount in pounds sterling of the CIL which Wokingham Borough Council is required to pass to Local Councils

"Traded Services" means those services provided by the Borough Council to the Local Council in a commercial basis

"Responsible Officer" is the nominated officer from each party

A. Introduction

1. Successful partnership working can only be achieved if the partners understand and respect each other's roles for identifying, providing and improving infrastructure and work together to coordinate over efforts in serving the community. We recognise the benefits of joint working and make a commitment to the following:
2. Wokingham Borough Council recognises that Local Councils:
 - a. Are a vital part of democratic local government, being elected representatives of communities at the most local, 'grass roots' level;
 - b. Have a role in addressing the most local needs and concerns of their communities;

- c. Are a primary source of information about community aspirations and opinions and are well placed to help identify the impact of new development on local infrastructure;
- d. Provide an opportunity to foster greater community empowerment;
- e. Share similar statutory powers to provide services to local communities; and
- f. Have to work within Government financial, policy and regulatory constraints, and,
- g. Can work most effectively with the Borough Council when they are transparent and open.

3. Local Councils recognise that Wokingham Borough Council:

- a. Represents the interests of local communities at the district level;
- b. Has strategic roles and responsibilities and has to work within Government financial, policy and regulatory constraints;
- c. Has to take into account community interests at the District wide level; and,
- d. Can work most effectively with Local Councils that are transparent and open.

B. Background

~~1. The Government introduced the Community Infrastructure Levy ("CIL") on 6th April 2010. Although it is not compulsory for local authorities to introduce a levy, there remains a financial incentive for local authorities to introduce the levy as soon as possible in the form of a restriction on the pooling of s106 contributions which took effect from 6th April 2015.~~

2.1. The Borough Council introduced CIL on 6th April 2015. Under the current legislative regime the Borough Council is required to pass 15-25% of its CIL receipts to Local Councils for development taking place in their administrative areas within Wokingham.

3.2. There will be instances where Local Councils funding priorities for the Local Council CIL Receipt are aligned with those of the Borough Council. The main objective of this document is to put structures in place that help to identify where the Borough Council and Local Councils have agreed infrastructure priorities thereby taking advantage of:

- a. The Borough Council's legal power to spend Local Council CIL Receipts on a wider range of strategic infrastructure than Local Council;
- a.b. The Local Councils' ability to spend CIL more flexibly (CIL Regulation 59C) to address the demands that development places on an area;
- b.c. Resources and technologies professional expertise of the Borough Council; and,
- e.d. Cost savings which can be achieved from partnering arrangements, joint working and commissioning.

4.3. These terms of reference have been agreed between Wokingham Borough Council and the Local Councils in the Wokingham Borough area.

5.4. For more information about this document please contact: Wokingham Borough Council – Judy Kelly, Head of Infrastructure Delivery and Projects, on 0118 237 8641.

C. Sharing Information on S106 and CIL Spending

1. Securing increasing levels of transparency and openness by the exchange of information between the Local Councils and Wokingham Borough Council with regards to programmed infrastructure delivery and infrastructure requirements at both a borough and local level is vital for successful co-ordination and delivery of infrastructure. This involves sharing information at the most strategic level – including sharing each other's aims – right down to sharing information on specific local projects.

2. **Wokingham Borough Council agree to:**
 - a. Inform Local Councils of spending priorities for S106 contributions and the timeframe for the delivery of infrastructure;
 - b. Inform Local Councils of spending priorities for CIL receipts and the projected timescale for the delivery of infrastructure;
 - c. Transfer the Local Council's CIL receipt twice a year:
 - i. by 28th October, for any CIL receipt received between 1st April and 30th September in any financial year
 - ii. by 28th April for any receipt received between 1st October and 31st March in any financial year; and,
 - d. Provide support to Local Councils in meeting their statutory reporting requirements and deadlines for local CIL spend.

3. **Local Councils agree to:**
 - a. Inform the Borough Council of their infrastructure priorities which have been agreed locally;
 - b. Inform the Borough Council of which Borough Council infrastructure priorities they wish to financially support and with how much. Transfer those funds to the Borough Council biannually within ~~six~~ 12 weeks of receipt of CIL funds from the Borough Council; and,
 - c. Provide information to the Borough Council in relation to the Local Councils statutory reporting requirements before 1st November each year for the previous financial year.

D. Joint Governance Arrangements for Infrastructure Funding

1. Town and Parish Councils and the Borough Council share many statutory functions and share the desire to deliver 'joined up' infrastructure improvements for the general public. There are three key mechanisms Local Councils can employ to deliver infrastructure projects in partnership with the Borough Council. These mechanisms are as follows:
 - a. Local Councils will have the opportunity to invest in Borough Council strategic infrastructure commitments that have an impact on or provide services within their area (see process flowchart in Appendix 2);
 - b. The Borough Council will offer a support services package to Local Councils for projects that Local Councils want to bring forward themselves (see Appendix 3);
 - c. There will be an opportunity to jointly commission projects with the Borough Council.

2. **Co-funding Borough Council Strategic Infrastructure Commitments** – This will give Local Councils the opportunity to co-fund strategic infrastructure projects that impact on or provide services relevant to their area. The Borough Council will be the key delivery

partner for these projects. As such there will be no direct cost to the Local Council for support services (procurement, commissioning, project management, design and build) and the Local Council will have minimal involvement in the planning and commissioning of these projects.

a. Wokingham Borough Council agree to:

- i. Provide a monthly update on all strategic infrastructure projects in the Borough including details of timescales for delivery, projected costs and sources of funding. This will be an update of the Council's latest infrastructure delivery planning;
- ii. Provide to each Local Council ~~twice a year~~ annually ~~-(before 28th April and 28th October)~~ a formal list of those strategic infrastructure projects in which the Local Council can choose to contribute. This will be provided on the co-funding form attached at Appendix A-1 to the document;
- iii. Make a recommendation for how much it would be appropriate to invest on each project over what period;
- iv. Return any unspent funds to the Local Council if the funds are not spent on the identified project in the timescale identified in the co-funding form.

b. Local Councils agree to:

- i. Provide, within ~~six~~ 12 weeks of receipt of that formal strategic infrastructure list, a response to the Borough Council stating which projects they are prepared to co-fund (if any) and the amount they will contribute; and,
- ii. Transfer agreed funds to the Borough Council within ~~six~~ four weeks of receiving the ~~Local Council CIL receipt~~ WBC project invoice.

3. Support Services Package Offered by the Borough Council - The Borough Council already has the relevant professional and technical support functions which it can make available to Local Councils as Traded Services (see Appendix 3).

a. Wokingham Borough Council agree to:

- i. Allow their officers to meet reasonable requests for advice and guidance from Local Councils in relation to spending Local Council CIL Receipts;
- ii. Make arrangements for Local Councils (councillors and staff) to be invited to project management and other appropriate training events arranged by the Council for its own purposes;
- iii. Offer a fully managed design and build service for any project commissioned by Local Councils which are expected to be funded from the Local Council CIL Receipt;
- iv. Publish and maintain a full list of professional and technical support services on offer to Local Councils as Traded Services, as alternative options to the fully managed design and build service; and,
- v. Enter into an appropriate commercial agreement with the Local Council for the provision of traded services.

b. Local Councils undertake to:

- i. Participate, where appropriate, in training courses offered through Wokingham Borough Council; and,

- ii. Offer Wokingham Borough Council as a provider of relevant services the opportunity to quote or tender for any fully managed project or specific professional or technical support service as part of its consultation with the Borough Council over the commissioning of any projects which it will manage directly

4. Joint Commissioning - The opportunities to become involved in infrastructure planning and jointly commissioning projects are of keen interest to most Local Councils. This requires active partnership working by Planning Authorities and Local Councils to ensure community infrastructure improvements take place.

a. Wokingham Borough Council agree to:

- i. Involve the Local Councils in the commissioning process for infrastructure delivery
- ii. Prepare a Terms of Reference for each project setting out the ways of working and relative responsibilities between the Borough Council and the Local Council;

b. Local Councils agree to:

- i. Respond to invitations from the Borough Council to participate in the commissioning process for infrastructure delivery.
- ii. Commit to the payment of CIL receipts according to the agreed schedule;
- iii. Participate in the joint commissioning process to the extent agreed.

E. Disputes

1. The Borough Council and each Local Council will appoint responsible officers (Responsible Officers) to be the main point of contact for the duration of these arrangements.
2. In the event of a dispute, the responsible officers will meet to consider possible solutions, including relevant timescales. If the responsible officer is not satisfied with the response of the other party then they may follow the procedure outlined:
 - i. Write to the Responsible Officer requesting response within [20] days
 - ii. Request that a resolution meeting be convened which will be chaired by the Borough Council [Executive Member for Planning and Transport] comprising the responsible officers, one from Borough Council and the Chairman of the Local Council, an independent member from a different Local Council and an independent Parish Clerk from a different Local Council
 - iii. The resolution meeting will determine if a solution is possible.

F. Monitoring and Review

1. It is important that this document is maintained as an up-to-date statement of the partnership arrangements between the Borough Council and Local Councils.
2. This agreement will be reviewed annually by the parties.

Appendix 1 CIL Co-funding bid form

Appendix 2 CIL Co-funding process flowchart

Appendix 3 WBC List of Traded Services

Appendix 4 Submission form for parish CIL project to be included in WBC's annual Infrastructure Funding Statement

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



WOKINGHAM
BOROUGH COUNCIL

WBC Service Area	
Bid Officer Name	
Contact phone number	
Contact email address	

Project

<ul style="list-style-type: none">• Project Bid Title• Summary / project outline• Reason for requesting external funding• Implications for not securing co-funding	
---	--

Costing details

Project Cost	
Funds Requested	
Timescale for Delivery	
Proposed Funding Breakdown <ul style="list-style-type: none">• Other Funding Streams Identified• Other Town/Parish councils being asked to contribute	

Mandate

<p>What positive difference will the bid project make? How many residents would benefit and how? What local issues will the project address? Is the project part of a wider long-term plan for the Borough?</p>	
---	--

UNCLASSIFIED

Page 1 of 3

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk



**WOKINGHAM
BOROUGH COUNCIL**

<p>Have any residents or local stakeholders been involved in discussions to date? If so, what was the response received? (attach summary)</p>	
---	--

<p>Have you had discussions with the Parish/Town Councils</p>	<p>Y/N</p>
<p>If No state, why?</p>	

Summary/Other supporting information

<p>Use this box to summarise/add any information not included above</p> <ul style="list-style-type: none"> • Location Plan • Drawings • Quote Received • Business Case • Data intelligence / needs assessment • Ongoing Maintenance Requirements • Other

REQUEST FOR CIL CO-FUNDING BIDS

Please return this completed form to:
developer.contributions@wokingham.gov.uk

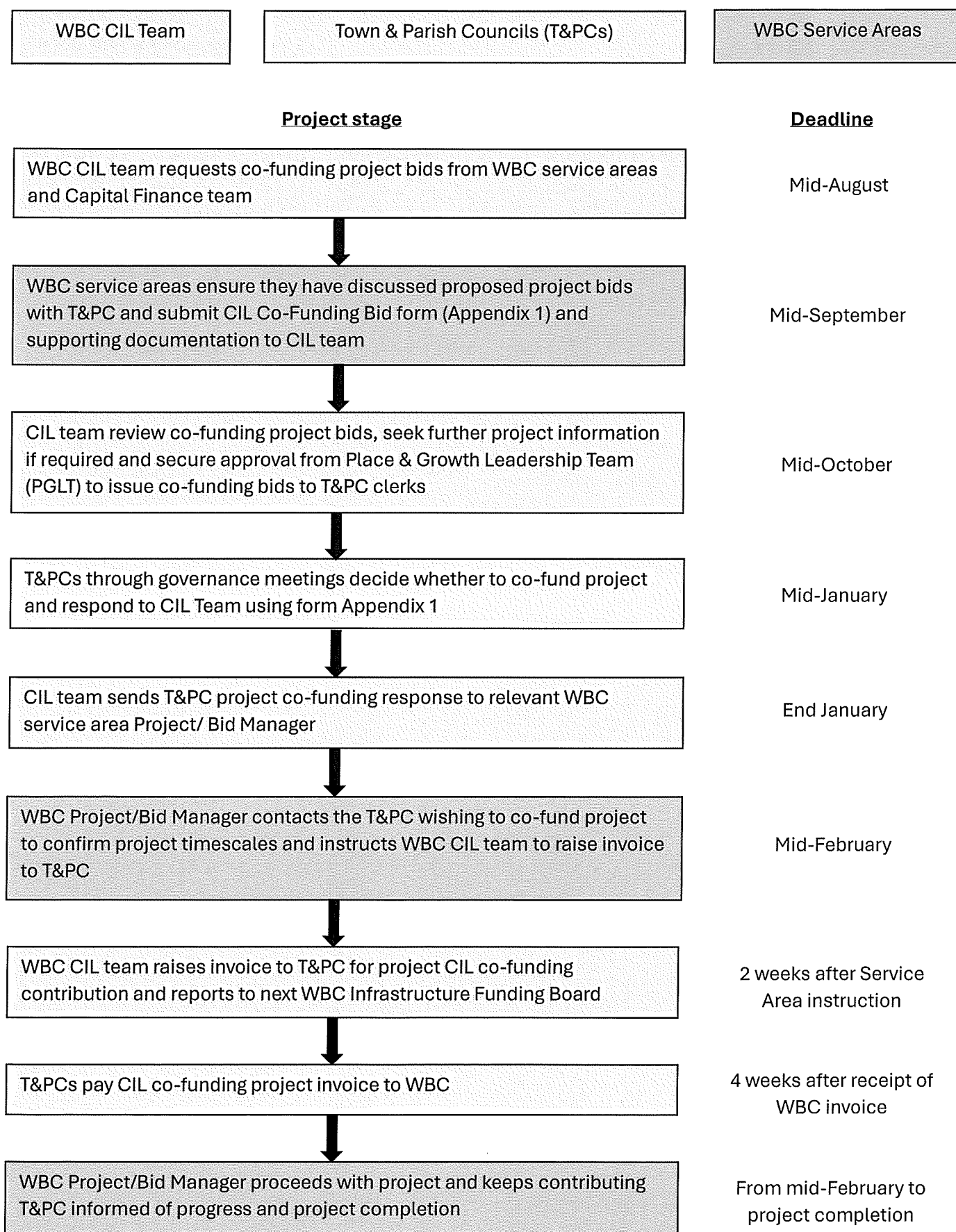


WOKINGHAM
BOROUGH COUNCIL

Section 2 – To be filled by the Parish/Town Councils

Would like to Co-fund this project	<input type="checkbox"/>
If you are willing to CIL Co-fund <ul style="list-style-type: none">• How much do you intend to Co-fund?• Parish Contact details	
No to CIL Co-fund	<input type="checkbox"/>
<ul style="list-style-type: none">• If possible, please explain why you are not willing to Co-fund?• Do you require more information?	
Potential future interest in CIL Co-funding	<input type="checkbox"/>
<ul style="list-style-type: none">• If interested in WBC contacting in future years regarding this CIL co-funding project, please indicate timescale	

CIL Co-funding Bids Process Flowchart



Appendix 4

CIL Parish Projects to be included in WBC's Annual Infrastructure Funding Statement.

Name of Parish Council	
Name of the project?	
What is the value of the project, including proportion funded from Parish CIL?	
Financial year CIL monies were spent	
Suggested Background information: <ul style="list-style-type: none">- Description of the project- Benefits of the project- Summary of work carried out by the town or parish council to implement the project- Quotes from local councillors, stakeholders etc	
Photos (please attach)	

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7912	Arco Limited	Uniform Safety Boots Staff	£89.76
7913	Arco Limited	Uniform Safety boots, Wellingtons, Gloves & Masks	£272.70
7914	Alan Hadley Ltd	6 Yard Skip & removal of fire extinguisher Cemetery	£330.00
7915	Arnold Laver	Post mix concrete & treated post Cemetery	£43.99
7916	Bowak Ltd	Cleaning & caretaking supplies various sites	£272.98
7917	Bowak Ltd	Credit for returned Pedal bin liners	-£32.76
7918	Bracknell Pest Control	Mole traps Cemetery	£60.00
7919	Buxtons Limited	Utility Gloves, Helmet & Brushcutter trousers	£211.24
7920	IT QED Ltd	IT Microsoft 365 Buisness & Exchange Online June 25	£360.36
7921	IT QED Ltd	IT Skykick Office 365 Backup May 25	£180.00
7922	IT QED Ltd	IT Azure Subscription May 25	£102.94
7923	IT QED Ltd	IT Support June 25	£450.00
7924	IT QED Ltd	CCTV SJP June 25	£15.60
7925	Pindar Creative	Earley Town Maps	£5,332.80
7926	The Play Inspection Company	Outdoor Post Installation Inspection Meadow Park 02/06/25	£330.00
7927	Premier Office Supplies	Office Stationery A3 Paper & Dividers	£49.44
7928	Premier Office Supplies	Office Stationery A4 Paper	£74.81
7929	Tradepoint Screwfix	Paint, dust masks, metal paint & toilet plumbing parts Cemetery	£30.46
7930	Tradepoint Screwfix	Decorating materials & dewalt safety boots Cemetery	£102.94
7931	Tradepoint Screwfix	Dewalt Safety boots	£49.99
7932	Tradepoint Screwfix	CREDIT - Dewalt Safey Boots	-£49.99
7933	Tradepoint B&Q	Paint & tarmac Sand Cemetery	£28.87
7934	Wicksteed	Replacement parts for swing play equipment Meadow Park	£2,361.55
7935	Wicksteed	CREDIT - Swing returned - not to correct specification Meadow Park	-£2,361.55
7936	Workwear Giant	Uniform protective Clothing	£319.03

Total: £8,625.16

Date Prepared: 20/06/2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
7935	2468 Ltd	CP Rental of Boiler 01/08/25-31/10/25	£136.03
7936	A1 Locksmiths Berkshire Ltd	Key cutting for MPCC	£40.50
7937	Amazon Business	Ironing Pad, Box of Rivets & Acrylic Paint set Green Fair	£38.27
7938	Bracknell Pest Control	Pest traps Allotments	£60.00
7939	C.Brewer & Sons Ltd	2.5L Paint for Meadow Park	£99.97
7940	Creating Technical Solutions	MX19 WFV Maintenance Vehicle repairs	£663.56
7941	Creating Technical Solutions	YS06BSO Brake repairs	£140.81
7942	Enerveo Limited	Street Lighting Maintenance April - June 25	£221.90
7943	Inclusive Play (UK) Ltd	SJP Play Equipment Replacement Infinity Bowl	£1,634.40
7944	IT QED Ltd	IT Professional PC Monitoring May 25	£54.00
7945	Premier Office Supplies	Office stationery paper and hole punch	£56.39
7946	PPL PRS Ltd	Music licences CP, MPCC and RLCC June 25-June 26	£4,604.41
7947	Proludic Ltd	SJP Play Equipment Pod Swings Parts	£113.42
7948	Ricoh UK Ltd	Radstock House Photocopier Rental Q/e 30/9/25	£414.50
7949	Select Environmental Services	MPCC Waste Collection May 25	£161.40
7950	Select Environmental Services	RLCC Waste Collection May 25	£45.78
7951	Select Environmental Services	General Litter Waste Collection May 25	£560.74
7952	Select Environmental Services	RH Waste Collection May 25	£32.09
7953	Select Environmental Services	CP Waste Collection May 25	£62.28
7954	SSE Energy Solutions	Gas Supply SJP Jan 24 - Jan 25	£1,774.14
7955	Stewart Turkington Photography	Photographer - Portraits of the ETC Mayor & Prints	£228.00
7956	Jameson Brown Ltd T/A Thake Signs	Print & apply dates and names to Past Mayors Honours Boards	£288.00
7957	Web Marketing Matters	Monthly Website Support & Maintenance	£216.00
7958	William Luck	Planning Professional Services May 25	£305.10
7959	William Luck	Planning Professional Services June 25	£374.70
7960	Wokingham Borough Council	Occupation charge for CP June 25	£293.50

Total: £12,619.89

Date Prepared: 07/07/2025

ORDERS FOR PAYMENT - BY DIRECT DEBIT JUNE 2025

Number	Supplier	Purchase Description	Amount
7961	Allstar	Vehicle Fuel MX19 WFV & Fuel for Lawn Mowers	£157.12
7962	Allstar	Vehicle Fuel YS06 BSO 03/06/25	£93.73
7963	Castle Water	RH Water May 25	£223.83
7964	Castle Water	Allotments Water May 25	£157.13
7965	Castle Water	RLCC Water May 25	£51.80
7966	Castle Water	IC Water May 25	£55.86
7967	Castle Water	SJP Water May 25	£151.91
7968	Castle Water	MPCC Water May 25	£157.03
7969	Castle Water	CEM Water April 25	£41.81
7970	Castle Water	CEM Water May 25	£49.76
7971	Culligan UK Limited	Water Cooler Rental RH May 25	£216.77
7972	Culligan UK Limited	Water Cooler Rental SJP May 25	£55.43
7973	Crown Gas & Power	RH Gas May 25	£119.27
7974	Crown Gas & Power	SJP Gas May 25	£181.28
7975	Crown Gas & Power	RLCC Gas May 25	£293.31
7976	Crown Gas & Power	MPCC Gas May 25	£373.57
7977	Elavon (Opayo)	Credit Card Terminal rental May 25	£22.80
7978	Focus	RH Telephones Rental June 25 + Calls Apr 25	£234.20
7979	O2	Mobiles Rental 14/05/25 - 13/06/25	£265.22
7980	PHS Group	IC Sanitary Waste Disposal 18/06-17/09	£5.54
7981	PHS Group	SJP Sanitary Waste Disposal 18/06-17/09	£16.63
7982	PHS Group	MPCC Sanitray Waste Disposal 27/06 - 26/09	£129.94
7983	PHS Group	MPSC Sanitary Disposal 27/06 - 26/09	£11.09
7984	PHS Group	IC Sanitary Waste Disposal 27/06 -26/09	£5.54
7985	PHS Group	RLCC Sanitary Waste Disposal 27/06 - 26/09	£129.94
7986	PHS Group	RH Sanitary Waste Disposal 27/06 - 26/09	£11.09
7987	SSE Energy Solutions	Street Lighting Elec May 25	£590.93
7988	Virgin Media	Broadhand RH 7/06 - 6/07/25	£24.60
7989	Wokingham Borough Council	MPCC Rates June 25 (3 of 10)	£237.00
7990	Wokingham Borough Council	RLCC Rates June 25 (3 of 10)	£469.00
7991	Wokingham Borough Council	RH Rates June 25 (3 of 10)	£1,572.00
7992	Yorkshire Gas & Power	Tractor Shed Electricity June 25	£37.08
7993	Yorkshire Gas & Power	IC Electricity June 25	£98.70
7994	Yorkshire Gas & Power	SJP Electricity June 25	£203.60
7995	Yorkshire Gas & Power	RLCC Electricity June 25	£228.21
7996	Yorkshire Gas & Power	MPCC Electricity June 25	£291.41
7997	Yorkshire Gas & Power	RH Electricity June 25	£389.68

Total Direct Debits £7,353.81

Date Prepared: 10th July 2025

June 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
7998	Zoom	June 25 Subscription	£15.59
7999	Royal Mail	Stamps	£232.00
8000	Adobe	Subscription M/e 10/7/25	£11.29
8001	Bloom & Wild	Flowers for Staff Retirement	£58.50
8002	Garden Machinery Direct	Grass Trimmer & Brushcutter	£924.99
8003	ASDA	Elizabeth Room Cleaning Supplies	£16.80
8004	ASDA	Tea, Coffe, Sugar Office & Mugs Green Fair	£22.37
Total Barclaycard			£1,281.54

Date Prepared: 17/07/2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8005	Armour Arbor	Remove rotten Ash overhanging Old lane Wood	£240.00
8006	Arnold Laver National Timber Group	Fencing MPCC, CEM and MELNR	£64.18
8007	Bowak Ltd	Toilet roll and hand soap - Various sites	£90.97
8008	Bowak Ltd	Dry Vac and gloves SJP	£184.20
8009	Clifton Ingram LLP	Legal Fees re Lease of Paddick Drive/BMX Track	£1,164.00
8010	The Community Heartbeat Trust Ltd	Defibrillator Pads RLCC	£171.54
8011	Grabloader Ltd	Green Waste collection	£432.00
8012	IT QED Ltd	IT Microsoft 365 Business & Exchange Online July 25	£360.36
8013	IT QED Ltd	IT Support July 25	£450.00
8014	IT QED Ltd	IT Skykick Office 365 Backup June 25	£184.50
8015	IT QED Ltd	IT Azure Subscription June 25	£99.53
8016	IT QED Ltd	IT Professional PC Monitoring June 25	£54.00
8017	IT QED Ltd	CCTV SJP July 25	£15.60
8018	Neil Curtis & Sons	Test dig 3 Graves re Cemetery Extension	£450.00
8019	Select Environmental Services	MPCC Waste collection Jun 25	£202.99
8020	Select Environmental Services	CP Waste collection Jun 26	£43.20
8021	Select Environmental Services	RH Waste collection Jun 27	£32.09
8022	Select Environmental Services	General Litter Waste collection Jun 28	£501.68
8023	Select Environmental Services	RLCC Waste collection Jun 29	£65.70
8024	Tradepoint B&Q	Paint and paint brush set MELNR	£68.40
8025	Viking Office UK Ltd	Tower Fans for Office	£174.56

Total: £5,049.50

Date Prepared: 23/07/2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8026	Arco Limited	Cem Metal Buckles	£64.99
8027	Arco Limited	Cem Strapping tensioner	£74.99
8028	Arco Limited	Cem Black strapping	£43.99
8029	Bracknell Pest Control	SJP Wasp Nest removal	£60.00
8030	Brewers Decorating Centres	Cem Black Gate Paint	£25.99
8031	First Class Falconry	Green Fair Birds of Prey Display	£600.00
8032	GLS	Caretaker supplies Black sacks and Hand Towels	£117.55
8033	Hadley Recycling & Waste Management	Cemetery Skip	£318.00
8034	IT QED Ltd	IT Microsoft 365 August 25	£56.95
8035	PKF Littlejohn LLP	External Audot AGAR y/e 31/3/25	£2,520.00
8036	Tradepoint Screwfix	Cem/SJP Various items	£108.19
8037	Tri-Security	Staff Badges MO/PW/TW	£43.20
8038	Web Marketing Matters	Web Support July 25	£216.00
8039	Wokingham Borough Council	Centrepont Rent July 25	£293.50
8040	William Luck	Planning Professional services July 25	£350.10
8041	X 2 Connect Ltd	Phone Box Renovation Art project	£1,014.68

Total: £5,908.13

Date Prepared: 05/08/2025

ORDERS FOR PAYMENT - BY DIRECT DEBIT JULY 2025

Number	Supplier	Purchase Description	Amount
8042	Allstar	Vehicle fuel YK60 UJJ Parks 06/06/25	£73.14
8043	Allstar	Vehicle fuel YK60UTY Parks 16/06/25	£72.30
8044	Allstar	Vehicle fuel YK60UTY Parks 27/06/25	£48.36
8045	Allstar	Vehicle fuel YK60UJJ / YS06BSO / MX19WFV	£234.04
8046	Aviva	Group Life Assurance 11/07/25 - 10/07/25	£2,075.93
8047	BT	Cancelled broadband paid in advance re SJP	-£186.73
8048	Castle Water	MPCC Water June 25	£84.34
8049	Castle Water	RLCC Water June 25	£88.56
8050	Castle Water	SJP Water June 25	£134.52
8051	Castle Water	Allotments Water June 25	£327.08
8052	Castle Water	IC Water 25	£45.05
8053	Castle Water	CEM Water 25	£54.76
8054	Castle Water	RH Water June 25	£46.46
8055	Castle Water	RH Water Credit Adjustment 01/04 - 31/05	-£12.63
8056	Crown Gas & Power	SJP Gas June 25	£176.09
8057	Crown Gas & Power	MPCC Gas June 25	£261.42
8058	Crown Gas & Power	RLCC Gas June 25	£329.19
8059	Culligan UK Limited	Water Cooler Rental RH June 25	£110.86
8060	Culligan UK Limited	Water Cooler Rental SJP June 25	£55.43
8061	Elavon (Opayo)	Credit Card Terminal rental July 25	£22.80
8062	Focus	RH Telephones Rental July 25 + Calls May 25	£228.16
8063	James Hallam	Fleet Insurance credit for T Small leaving (Rec'd 5/6/25)	-£126.85
8064	O2	Mobiles Rental 14/06/25 - 13/07/25	£172.44
8065	PHS Group	Sanitary Disposal CP 25/07 - 24/10	£18.02
8066	SSE Energy Solutions	Street Lighting Electricity June 25	£571.87
8067	Virgin Media	Broadband RH 7/06 - 6/07/25	£24.60
8068	Wokingham Borough Council	MPCC Rates July 25 (4 of 10)	£237.00
8069	Wokingham Borough Council	RLCC Rates July 25 (4 of 10)	£469.00
8070	Wokingham Borough Council	RH Rates July 25 (4 of 10)	£1,572.00
8071	Yorkshire Gas & Power	Tractor Shed Electricity June 25	£35.21
8072	Yorkshire Gas & Power	RLCC Electricity June 25	£113.39
8073	Yorkshire Gas & Power	IC Electricity June 25	£91.55
8074	Yorkshire Gas & Power	MPCC Electricity June 25	£170.10
8075	Yorkshire Gas & Power	SJP Electricity June 25	£141.47

Total Direct Debits £7,758.93

Date Prepared: 7th August 2025

July 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8076	The Plastic People	Noticeboard Covers x4	£167.32
8077	Zoom	July 25 Subscription	£15.59
8078	The Plastic People	Noticeboard Covers x4	£167.32
8079	Garden Machinery Direct	MELNR Honda Water Pump	£369.00
8080	Adobe	Subscription M/e 10/8/25	£11.29
8081	Net World Sports	Goal Post Sockets SJP	£161.13
8082	ASDA	Mugs for decorating - Green Fair	£14.25
8083	Amazon	Kids aprons for Green Fair	£11.98
8084	Amazon	Small Brown bags Green Fair	£7.50
8085	Land Registry	Title Register re Land to East of Paddick Drive	£14.00
8086	Land Registry	Title Register re Land at Paddick Drive	£14.00
8087	uCheck	DBS Check TW	£37.20
Total Barclaycard			£990.58

Date Prepared: 12/08/2025

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8088	A1 Locksmiths	Bollard Keys & David Fuller Room RLCC key	£26.00
8089	Arco Limited	Waterproof black uniform boots size 13	£89.76
8090	Arco Limited	Waterproof black uniform boots size 13 Credit - incorrect size	-£89.76
8091	Arco Limited	Waterproof black uniform boots size 12	£89.76
8092	Bowak Ltd	Toilet roll & Mopheads various sites	£40.12
8093	Bracknell Pest Control	Treatment for wasps nest SJP 12/08/25	£60.00
8094	Bracknell Pest Control	Allotments Pest control 5/8/25	£60.00
8095	Brewers Decorating Centres	Paint & Gloss for Meadow Park	£199.94
8096	Brewers Decorating Centres	Yellow Aerosol for Meadow Park	£17.48
8097	Brewers Decorating Centres	White Paint for SJP	£66.49
8098	Brewers Decorating Centres	Green Paint & Thinner for Meadow Park	£99.97
8099	Creating Technical Solutions	YS06 BSO MOT & Service	£229.34
8100	Grabloader Ltd	Green Waste Collection Cemetery, Sibly & SJP	£432.00
8101	Hadley Recycling & Waste Management	6 Yard Skip Cemetery	£318.00
8102	IT QED	IT Update - New Desktop + 3 Yr Hardware Support	£724.80
8103	IT QED	IT PC Monitoring July 25	£64.26
8104	IT QED	SJP CCTV August 25	£15.60
8105	IT QED	IT Microsoft 365 Business & Exchange Online August 25	£360.36
8106	IT QED	IT Support August 25	£450.00
8107	IT QED	IT Skykick Office 365 Backup July 25	£184.50
8108	IT QED	Azure Subscription July 25	£100.90
8109	James Hallam Ltd	Aviva annual council insurance 01/09/25-31/08/26	£36,312.52
8110	Lister Wilder	Strimmer Heads & Chainsaw Oil SJP	£110.76
8111	Net World Sports	Pair Football Goals SJP	£1,642.94
8112	Tradepoint Screwfix	Various Maintenance tools & equipment SJP, MELNR & Cemetery	£76.32
8113	Travis Perkins	Treated Timber & Expanding Foam MPCC	£29.89
8114	Watco UK Ltd	Concrete repair set Cemetery	£173.46
8115	Wokingham Borough Council	Centerpoint Occupation Charge August 25	£293.50

Total: £42,178.91

Date Prepared: 21/08/2025

IMPREST ACCOUNT - Reimbursement Vouchers 1079 - 1098

Vouchers between 19th June 2025 - 27th August 2025

Number	Details	Amount
1079	Damage Deposit Refund SM	£100.00
1080	Damage Deposit Refund AA	£50.00
1081	Damage Deposit Refund CS	£50.00
1082	Damage Deposit Refund AK	£100.00
1083	Damage Deposit Refund CE	£50.00
1084	Damage Deposit Refund SJ	£50.00
1085	Grant - Keep Mobile Community Transport CIO	£2,000.00
1086	Grant - Link Visiting Scheme	£2,000.00
1087	HMRC PAYE/NIC July 25 Payroll	£13,059.96
1088	LGPS Pension Contributions July 25	£14,230.30
1089	Salaries July 25	£34,335.93
1090	Damage Deposit Refund RK	£50.00
1091	Damage Deposit Refund Parenting Special Children	£50.00
1092	Damage Deposit Refund JW	£50.00
1093	Damage Deposit Refund NR	£50.00
1094	T V Air Ambulance Donation from Charity Fishing Match	£60.00
1095	Damage Deposit Refund EB	£50.00
1096	HMRC PAYE/NIC Aug 25 Payroll	£16,078.41
1097	LGPS Pension Contributions Aug 25	£16,446.35
1098	Salaries August 25	£38,857.30
	Total Payments	<u>£137,718.25</u>