

POLICY & RESOURCES COMMITTEE MEETING 12TH NOVEMBER 2025**Agenda Item 6.3 Utility Charges**

Explanation provided by Ian Johnson, Finance Officer

Earley Town Council (ETC) have had an extended period of non-billed electricity supplied across most of our sites by Scottish and Southern Energy Ltd (SSE). The unbilled period ran from November 2023 until the end of September 2024.

The sites involved were Radstock House, Maiden Place Community Centre, Sol Joel Pavilion, Interpretation Centre and the Tractor Shed that were all under a one year fixed-term contract with SSE. This contract was set-up with the help of Utility Aid who acted as our broker to find the best deal for the period 1/10/23-30/9/24.

(For completeness Radstock Lane Community Centre was supplied on a separate contract with SSE and was unaffected by the non-billing issue)

Sometime in late 2023, SSE migrated its billing to a new system. It would seem that this migration has not been smooth, and it is from this time that SSE have had major billing issues with a number of their customers.

In addition to our strenuous efforts to have the billing issue resolved and pay for the electricity SSE had provided as per our supply agreement, we have continued to take meter readings and maintain regular correspondence with both SSE and ETC's broker, Utility Aid. We have also been calculating the value of unbilled electricity throughout the period and accruing it into our audited Annual Accounting Statements for both 2023/2024 and 2024/2025.

Despite multiple communications with SSE, we were no nearer finding a solution. However, officers discovered by chance that under the OFGEM code of conduct not only households but microbusinesses cannot be back charged for Energy bills over 12 months old if the fault lies with the Supplier, this covers both the energy used and any fixed standing charges. We sought clarification on ETC's status from SSE who confirmed that ETC is classified as a microbusiness (based on our total annual electricity consumption being below the threshold of 100,000 kWh).

A final solution has now been achieved - SSE have agreed to waive all charges for the unbilled electricity for the period 11/2023 – 09/2024, amounting to some £10,300. These costs will now be removed and posted as a credit to cost in the current financial year (2025/2026) as follows: -

Radstock House	£1,950
Maiden Place Com. Centre	£3,700
Sol Joel Pavillion	£2,600
Interpretation Centre	£1,600
Tractor Shed	<u>£450</u>
Total	<u>£10,300</u>

Policy & Resources Committee Meeting – 12th November 2025**Agenda Item 8 – TOWN COUNCIL GRANTS – TRANCHE 2 – October 2025**

To consider the following grant applications for the financial year 2025/2026: -

Organisation	ARC
Amount requested	£2,500
Reason for request	To provide counselling to non-school attendees and those not in school or work
No. of Earley Residents	200 (information from Content Management System)
Comments	2024/2025 Award - £2,000

Organisation	Earley Cricket Club
Amount requested	£7,500
Reason for request	Purchase of grounds maintenance equipment/supplies. Repairing and upgrading of nets
No. of Earley Residents	58
Comments	1 st application. Have recommended that Woodley TC is also approached for a grant, as the ground played on is located in Woodley.

Organisation	EASI (EARLEY ADOPT A STREET INITIATIVE)
Amount requested	£410
Reason for request	To purchase 20 litter picking hoops, 15 junior litter pickers and 20 pairs of cotton drill gloves
No. of Earley Residents	305 members, but work reaches wider community
Comments	2024/20/25 Award = £378

Organisation	EEG (EARLEY ENVIRONMENTAL GROUP)
Amount requested	£300
Reason for request	To go towards printing costs for 3 editions of the EEG Newsletter for 2026
No. of Earley Residents	333 members, but work reaches wider community
Comments	2024/2025 – No application made

Organisation	Me2Club
Amount requested	£500
Reason for request	To continue supporting Earley children giving them access to the benefits Me2Club services offer
No. of Earley Residents	36 children from Earley
Comments	2024/2025 Award = £500

Organisation	Reading Haydn Choir
Amount requested	£1,000
Reason for request	To help fund planned 50 th anniversary concert of the choir which was delayed from 2020 due to covid and 30 years' service of the musical director.
No. of Earley Residents	No exact figure given but includes audience and members.
Comments	1 st application

Organisation	Wokingham Job Support Centre
Amount requested	£2,000
Reason for request	To help fill the shortfall in the cost of providing services to new clients
No. of Earley Residents	In 2024/2025, 28 new clients for Earley were registered
Comments	2024/2025 Award = £500 WJSC has seen an increase in demand, with a 90% year on year increase in the first 6 months of this fiscal year. September 2025 saw the highest number in a single month in over 10 years of records by more than 40%.

Organisation	Wokingham Volunteer Centre
Amount requested	£1,000
Reason for request	To help support volunteer services for the elderly and people with disabilities.
No. of Earley Residents	147 Earley clients for transport
Comments	2024/2025 Award = £1,000

Organisation	Wokingham Waterside Centre
Amount requested	£1836.80
Reason for request	To purchase 32 buoyancy aids
No. of Earley Residents	496 children and young people from schools and local groups
Comments	2024/2025 – No award made

NOTE:

ETC's budget for Grants 2025/26 = £40,000

Total awarded for Tranche 1 = £4,000

Total requested for Tranche 2 = £17,046.80

Full application details will be provided to the Committee.

Members to **RESOLVE** as appropriate.

Applications for the final round of ETC grants, Tranche 3, open in January 2026.

Policy & Resources Committee Meeting – 12th November 2025

Agenda Item 9 – Maiden Place Community Centre

Background

In December 2020, the wall located alongside one edge of the car park at Maiden Place Community Centre collapsed on to the WBC footpath beside it. The location was 'made safe' by Wokingham Borough Council's contractors, on the instruction of WBC, by placing the rubble into the car park and erecting barriers around the area. WBC failed to inform ETC of the incident at the time and, as this occurred during the pandemic and the centre was closed, it was some time before ETC was aware of the situation.

In April 2022, it came to the attention of ETC officers that three mature trees located in this area of the car park had been cut down. We contacted WBC to see if they knew anything about it and were informed that WBC's Cleaner & Green team had given the instruction to have the trees cut down as it they considered the tree roots could have been a contributing factor in the collapse of the wall. WBC's tree officer admitted that she had given the instruction for the work, that she had been under the impression it was WBC land and responsibility and that she had been unaware that ETC leased the community centre, including the car park, this was the reason for no contact being made with ETC about the work. Unfortunately, the tree removal work had left 3 large stumps in situ, stumps which were too low to be seen by reversing vehicles but high enough to pose a significant trip hazard. WBC confirmed that they had no intention of removing the stumps, so ETC officers had no choice but to barrier them off for safety reasons.

Between October 2022 and October 2024, there was much back and forth communication with WBC's Highways team and Property Services team, as ETC officers were trying to establish who was responsible for the wall and, importantly, if there were any other issues that had contributed to the collapse of the wall, especially as WBC's Highways team had at one point referred to 'possible underground issues' and suggested responsibility lay with WBC.

During this time WBC offered little help with assisting ETC with the matter and information was simply not forthcoming. On 25th October 2024, ETC received an email from WBC's Highways team to say: -

"Our property and legal teams have reviewed the original lease agreement for Maiden Place and believe the wall is included as part of the lease along with the maintenance of the trees which were on site. On this basis our property team are suggesting that it would be Earley Town Council's responsibility to repair the wall. I appreciated that this is not the answer you were hoping for. If Earley Town Council do not consider the wall to form part of the lease agreement and can indicate why this is the case, the property team would be happy to review the case again. Can I ask that if is the case you correspond directly with our property services team. I would suggest that Craig Hoggeth is the best person for you to discuss this with".

The Deputy Town Clerk contacted Craig Hoggeth that same day: -

"We are not disputing the fact that the wall is our responsibility, the issue is that WBC's Highway Assets team carried out an investigation in 2023 as to why the wall collapsed and it was their view that it was caused by underground issues and they passed the matter onto Property Services (as the landowner) to investigate further and we have heard nothing since. I have attached the email we were sent by Highway Assets. Whilst we agree we are responsible for the wall and for general maintenance of the car park e.g. line marking, potholes, etc, we do not believe we are responsible for the ground deeper below the surface. I would be quite happy to meet you on site to discuss the matter, as this has now been going on for some time".

Craig Hoggeth responded on 25th October 2024: - *Thanks for your email. The Lease of land to Earley Town Council is not limited to the surface of it, it includes the substructure. I'm afraid any repairs would therefore still be the responsibility of ETC as tenant.*

Officers sought informal legal advice on the terms of ETC's lease and the opinion was that the only reference in the lease to 'foundations' was with regards to the community centre building itself and that there was no specific reference to 'foundations' with regards to the wall and car park. However, it was likely that the presumption would be that the lease included the sub-soil underground beneath the foundations of the wall and car park.

ETC officers have since obtained advice and quotes from builders regarding the rebuilding of the wall. This has proved quite difficult and time-consuming but we are now able to suggest a way forward.

Current Situation

On speaking to three building companies who have all visited the site, the advice has been the same. One option would be for ETC to employ the services of a structural engineer and consider having significant work carried out to the sub-structure and foundations of the car park, which could cost in the region of £45,000 - £65,000. This option would be very expensive, would take a long time and could be very disruptive.

A second option would be to focus on the rebuilding of the wall. It appears that several factors could have contributed to the collapse of the wall. Apart from any possible underground structural issues, cars had been parking right up against the wall and the bollards, installed to protect the wall, had been hit and bent by vehicles which had probably hit the wall as well. The fact that cars had been parking so close to the wall would also cause downward pressure on the ground and out to the wall instead. Exacerbating any ground creep. The wall could be rebuilt and, if vehicles were prevented from parking along that edge, its lifespan would be prolonged.

The approximate cost to rebuild the wall would be £7,800.

Two residents have been in regular contact with ETC reporting issues with fly-tipping at the location. They have been kept up to date with progress and ETC maintenance staff visit the location on a regular basis to ensure the barriers are in place and to check that there has been no further fly-tipping. There has been no communication on the matter from any community centre hirers or the social club.

Officer Recommendation, also refer to attached photos: -

The recommendation is to rebuild the wall and prohibit cars from parking in this section of car park.

There are 8 marked parking spaces in this particular section of car park, 2 of which are not useable due to the existence of the tree stumps and a further 2 spaces which are too short in length to fit a standard sized car in. Therefore, if ETC was to remove parking in this section of car park, it would only remove 4 parking spaces. The number of parking spaces available in other areas of the MPCC car park is 28, plus 2 disabled spaces.

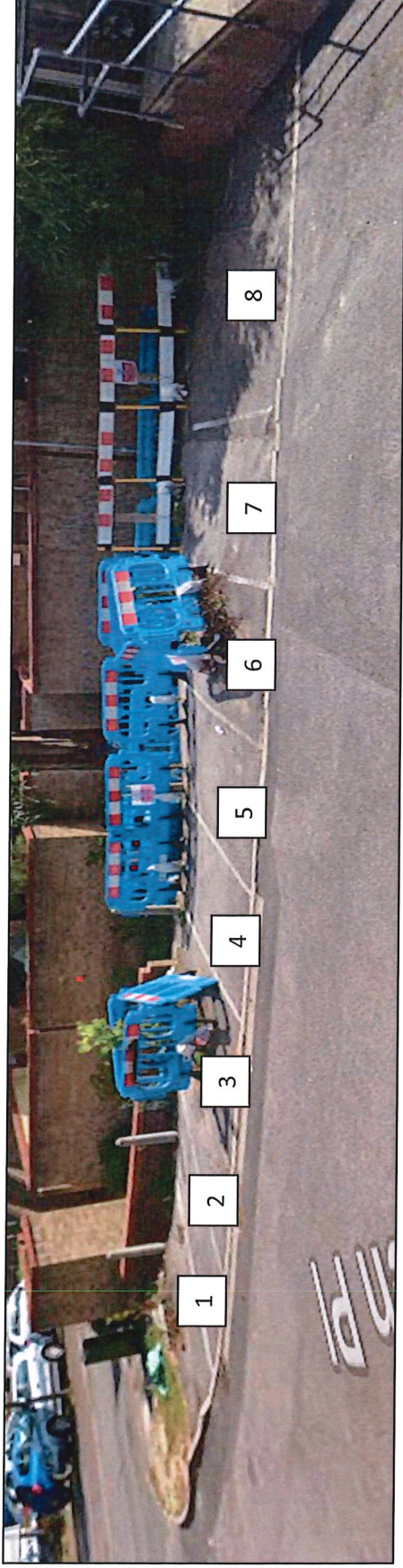
Monitoring of this particular section of car park has shown that very few cars park here and any parking takes place overnight, therefore its likely to be residents rather than hall users.

Some form of landscaping or barrier would need to be introduced to prevent vehicles from parking, perhaps large planters for example. There would be a cost associated with the provision of such items.

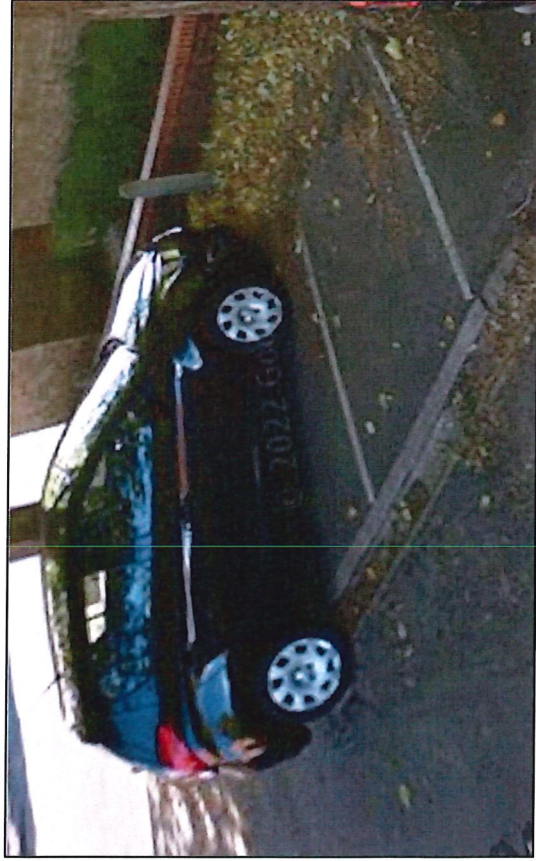
There is no specific budget for any remedial works nor additional costs. Funding would need to be taken from either the Dilapidations Ear Marked Reserve or from General Reserves.

Members to discuss the matter and **RESOLVE** as appropriate.

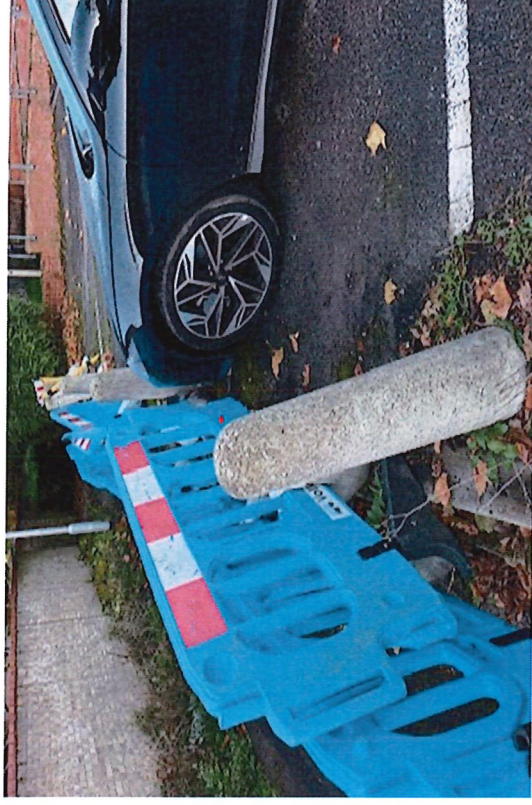
Emma Carroll, Deputy Town Clerk



The section of car park showing the 8 car park spaces. Spaces 3 and 6 show the tree stumps.



Spaces 1 and 2 too short in length to fit a standard sized car in.



A displaced bollard (front of picture) and how close cars park to a bollard



Original photo before the location was tidied, showing the damaged/missing section of wall. The section of wall that can be seen in the forefront is leaning, so would need to be removed as part of the rebuild.

Policy & Resources Committee Meeting – 12th November 2025

Agenda Item 10 – RADSTOCK LANE COMMUNITY CENTRE

Following the meeting between ETC representatives and Cllr Stephen Conway (WBC) and Sarah Morgan (Service Director, Commercial Property WBC) on 19th September 2025, communication was received from Sarah Morgan on 26th September, addressing some of the matters raised by ETC.

Ms Morgan provided reasons behind WBC's decision to transfer the community centre to Orchard Learning Alliance which included the legal requirements to transfer land used for school purposes, the community centre's location being within the proposed red line boundary of the academy lease and the fact that ETC's lease will remain in place for 18 years (although at that point there is no right of renewal). She confirmed that WBC was intending to proceed with the transfer as planned and the transfer would come into effect on 1st November 2025.

The ETC representatives (Cllrs P Jorgensen, S Newton, G Littler and the Town Clerk) were deeply dissatisfied with the response received, being of the view that it didn't address many of the issues that had been raised by ETC nor did it answer our questions. The fact remains that the school has not and does not use RLCC and it is a physically separate building separated from the school by a security fence. Councillors remained unconvinced that it was not possible to separate out the community centre from the transfer nor was there any explanation given for why WBC had refused to allow ETC to engage with the Trust over the future of RLCC, why this engagement had been actively blocked by WBC officers.

On 10th October 2025, ETC sent the following response to Sarah Morgan, copying in Cllr Stephen Conway, Cllr Prue Bray and Graham Ebers (WBC):

"Councillors Pauline Jorgensen, Geoff Littler and Stephen Newton have now considered your email of 26th September 2025, which followed our meeting on 19th September 2025, and remain deeply dissatisfied.

They feel strongly that, whilst we know the legal status for buildings/land used for school purposes, Radstock Lane Community Centre is not, and never has been, used for school purposes.

Whilst RLCC may be within the proposed red line, it is not within the current school site, there is a clear demarcation (security fence) between the school site and RLCC. The demise says part of the premises AT not OF and therefore it's talking about location not about ownership.

You have not provided any explanation of the 'safeguarding concerns' that you said at our meeting had been taken into consideration when making your decision – what are they, how does this square with the fact that ETC will continue to operate on that RLCC site for another 18 years? Please provide an explanation as promised.

During the meeting we were disappointed to say the least when you confirmed that it was your decision to block Earley Town Council from having contact with the academy after we submitted a complaint about the lack and method of communication from WBC to the Town Council on an important matter that affects its business, resources and its residents. At a time when borough councillors are stating that WBC values its town and parish partners this is concerning. In your email of 29th September you have listed your reasons for making your decision on the details of the transfer of RLCC to the academy, why you have decided to transfer the entire site, but we would query, if these were the facts before WBC met with ETC on 19th September why were they not brought to the meeting?

As we made clear at our meeting, ETC's concern is for the long term protection of an extremely important community asset. Our interest is not in the academisation of a school but the transferring of a council asset to a private company and therefore the loss to residents of a publicly owned building. We are of the view that you have not provided adequate explanation of why WBC is giving away this council (public) asset to a business. ETC continues to take advice on this matter."

15th October - S Morgan acknowledged receipt of the ETC email

23rd October - Town Clerk chased WBC for a response

27th October – S Morgan said she had discussed it with Cllrs Conway & Bray, that they had indicated they wished to speak with their fellow councillors before responding and that she, SM, had just realised she hadn't heard anything from them.

27th October – Town Clerk replied, asking if ETC could therefore assume that the 1st November deadline had been extended

At the time of agenda publication, there had been no further communication from WBC on this matter, however, Radstock Primary School is now listed on the website of Orchard Learning Alliance as one of its schools.

Jo Friend, Town Clerk

Policy & Resources Committee Meeting – 12th November 2025

Agenda Item 11 – YOUTH SERVICES - UPDATE

Update on ETC Youth Club

The Town Clerk and Deputy Town Clerk met with Jessica, Berkshire Youth's youth worker for ETC's weekly youth club, for a progress report.

The number of youngsters attending the youth club has been reducing. BY appeared to have made some effort to contact those on the waiting list but they had not reported the decline to ETC. Jessica reported that there were probably a few factors driving this, one being the presence of the table tennis table which was proving a bit divisive. We stressed that ETC wanted it run as a youth club, where lots of activities were available, not a table tennis club so we would arrange to have the table removed. (action completed)

The Clerks emphasised the importance of keeping ETC informed of how things were going as we had various mechanisms at our disposal by which we could assist. It was agreed that Jessica will email fortnightly with an update, figures etc and that we will arrange further in person meetings. We also took responsibility for producing and publicising a poster informing residents that spaces were available at the Thursday youth club.

The poster was sent out via various platforms and Jessica received several new bookings as a result.

Berkshire Youth have not recruited any more youth workers for roles outside West Berkshire and are not actively recruiting volunteers outside of that area either. Jessica had been contacted by one person wishing to volunteer and we agreed that we would be happy for them to volunteer at ETC's Thursday youth club (alongside Jessica).

Jessica had several suggestions for things she would like to do with the youngsters, all of them would incur extra charges to ETC. Have agreed that the priority is to develop the current club, maybe introduce some more activities that do not incur extra charges.

ETC agreed to organise a storage cupboard at Centrepont for BY to put their games etc in. (action completed)

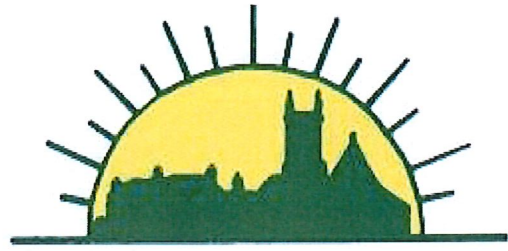
A subsequent meeting of the Youth Services Working Group, scheduled for 13th October, was cancelled due to insufficient numbers able to attend.

Jo Friend, Town Clerk

Service Level Agreement

The terms of a draft Service Level Agreement for the period 1st April 2025 – 31st March 2026 have finally been agreed between Berkshire Youth and Earley Town Council. A copy was provided to members of the Youth Services Working Group and no requests for amendments were received. A budget exists to fund the services contained within the SLA.

Members of the Policy & Resources Committee are requested to review the document and **RESOLVE** that it be signed by the Town Clerk.



Earley Youth Service Provision Partnership Agreement

Berkshire Youth
&
Earley Town Council

1 April 2025 – 31 March 2026

1. Agreement Details

This document forms the Service Level Agreement (SLA) between Berkshire Youth (**the Provider**) and Earley Town Council (**the Partner**).

This agreement will run 1st April 2025 – 31st March 2026.

2. Provision

The Provider will deliver a Youth Club at Centrepont Community Centre, Earley. This will be held Term-Time, weekly, on Thursdays, 5.00pm – 6.30pm, for 9 – 11-year-olds.

There will also be scope to include outreach youth work within Earley, as and when agreed with the Partner.

Should the Partner and Provider agree that additional Youth Club sessions be provided, outside of those referred to in this agreement, the details shall be in a separate appendix to this document. Any additional work agreed for the summer must be agreed in advance and will be invoiced in addition to the cost of £9750. This will be invoiced in arrears. The terms and conditions as stated in the Partnership Agreement shall apply to any additional services provided under the appendices.

See Appendix 1 for 2025 Holiday activities as covered by this agreement.

3. Aims & Objective

- To provide a safe space in Earley where young people can meet and engage with other young people and youth workers
- To provide activities that will encourage young people to participate, gain confidence and communicate in a positive way
- To work in partnership with other agencies to enhance the life chances and opportunities for young people
- To treat young people in an equal manner without discrimination
- To offer support and advice
- To respect young people's confidentiality

4. Service Level Agreement

The Provider will:

- Be the employer of any youth workers or volunteers
- Provide two members of staff, at least one of which will be a qualified youth worker, at each Youth Club session
- Provide all equipment for associated Youth Club activities
- Keep attendance records and details of emergency contacts
- Record any accidents, health & safety issues, safeguarding issues. The Partner to be advised of any matters of concern in a timely manner

- Provide the Partner with quarterly reports that include details of dates of sessions held, attendance numbers, ages, gender, school attended, activities, number of staff/volunteers in attendance
- Attend meetings of the Partner, or with the Partner's representatives, as reasonably requested
- Hold Employer's and Public Liability Insurance
- Adhere to data protection requirements
- Have in place all relevant and legally required policies and procedures and provide copies of those policies to the Partner on request
- Inform the Partner at least 2 hours before the start of Youth Club, if they are unable to hold the session and indicate the reasons why
- Carry out an annual survey with young people to gain feedback on the provision delivery (Survey content to be agreed with the Partner).

The Partner will: -

- Provide a clean, safe and legally operational venue for the Provider
- Provide access to the venue
- Review and set the direction of the project on a termly basis

5. Financial Details

The Provider's cost for delivering each 1.5 hour Youth Club session = **£250.00**.

The Provider will deliver **39** sessions for the duration of the agreement.

Total Cost = **£9,750.00** (subject to SLA being met).

This will be payable in two instalments, as follows: -

Invoice 1 = £4,875.00 (September 2025)

Invoice 2 = £4,875.00 (March 2026)

6. Promotion, Marketing & Press Releases

Both parties hereby consent to publicity as and when required. Any form of publicity and marketing, including any press or media-related activities, must be agreed by both parties in advance of any publication. Berkshire Youth and Earley Town Council to be credited in all such publicity.

7. Change or Renewal of Agreement

Should either party wish to amend the agreement, any changes must be agreed by both parties.

Should the Partner wish to renew the agreement, then 3 months' notice will be given to the Provider before the end date of the agreement.

8. Termination of Agreement

Termination of this agreement can be made by either party in writing to the other party, clearly stating the reasons for termination and giving a minimum of one month's notice.

Any outstanding monies owed on termination will be paid in proportion to the service that has been delivered by the Provider up to the termination date. Similarly, any funds already paid where services have not been delivered will be refunded.

9. Contacts

The Provider: -

Berkshire Youth, Top Floor Watlington House 44 Watlington Street, Reading RG1 4RJ

Staff lead: Jessica Kirby, Jessica.kirby@berkshireyouth.co.uk 07881941345

Contract Manager: Gareth Mepham, gareth.mepham@berkshireyouth.co.uk 07928816186

Finance Manager: Debbie Dye, Debbie.Dye@berkshireyouth.co.uk

The Partner: -

Earley Town Council, Council Offices, Radstock Lane, Earley, Reading, RG6 5UL

Town Clerk, townclerk@earley-tc.gov.uk 0118 986 8995

Deputy Town Clerk, deputy@earley-tc.gov.uk 0118 986 8995

10. Signatures

Signature

Date

Name **Sarah Emery**
Position **Chief Executive**

on behalf of **Berkshire Youth**

Signature

Date

Name **Jo Friend**
Position **Town Clerk**

on behalf of **Earley Town Council**

Appendix 1

Summer Holiday Activities 2025

Berkshire Youth to deliver 4 outdoor sessions during August 2025:

- 2 at Sol Joel Park, Earley (2pm – 4pm on 5th & 19th August)
- 2 at Chalfont Park, Earley (2pm – 4pm on 12th & 26th August)

Activities to be offered at each session = sports activities, arts and crafts and Zorbs.

Sessions to be pre-bookable but walk ups also accepted.

Age of attendees 8+

No. of attendees 25

Cost per session = £250 + £100 for Zorbs

Total cost of activities in Appendix 1 = £1,400

Earley Town Council to produce a poster promoting the events and to assist with publicising it more widely.

Policy & Resources Committee Meeting 12th November 2025

Agenda Item 12 – WOKINGHAM BOROUGH COUNCIL – TOWN & PARISH QUESTIONS

To assist the Town Council with making best use of its power to table public questions at Wokingham Borough Council meetings, it was agreed at the September ETC Council meeting that the Policy & Resources Committee would review the proposed guidelines and make a definitive recommendation at the next Full Council meeting.

The following proposed guidelines have been drafted by Councillor Al Neal:

Introduction

A change in the WBC constitution from their Annual Council meeting, Thursday, 22nd May, 2025, introduced a standing agenda item in most WBC public meetings (not planning), for town and parish councils to have the ability to ask a public question, under the same rules as members of the public and WBC council members.

It is noted that ETC have never identified a need for this procedure, nor asked for it.

Context

This new procedure for town and parish councils does not take away the right of town councillors to ask a question as a member of the public or, in some cases, as members of WBC.

There is no need for ETC to ask public questions, but given that this procedure now exists, any ETC question should be fully scrutinised by the committee, using these guidelines, before allowing it to go forward.

Public questions at WBC meetings are governed by a strict format of a single question and a related supplementary question. It is not a format that allows for complicated, multi-threaded ideas to be explained.

It should be recognised that ETC has normal channels of communication to officers at WBC for getting information.

Town council questions should be reserved for specific matters that enhance the working of the town council or where the normal channels have failed.

Guidelines

Before submitting a question for consideration, members should ask:

1. Would it be better to submit their question as a member of the public (or as a WBC member)?
2. Would normal channels of communication between officers produce the answer to their question?

A public question should only be put:

1. If it relates to the ETC council's business
2. As a final escalation, where normal channels of communication, in private, have failed to get a satisfactory outcome
3. Where ETC wish to draw the public's attention to some action/inaction of WBC
4. Where ETC wish to align publicly with some action/inaction of WBC

A public question should always aim to enhance the work or public standing of ETC

A public question should never be allowed if it would damage the work or public standing of ETC

The text of a public question should normally be submitted in advance of the meeting of either full council or committee, so that it can be considered properly by members.

A question submitted during a meeting should be deferred to the next meeting of the council or committee, so that they can be properly considered by members.

There may occur rare and exceptional circumstances for submitting a question without notice.

The member delegated to ask the public question has the right to veto the request if not satisfied with:

1. The reason for asking the question
2. The text of the question
3. The forum selected to ask the question

A public question on behalf of ETC will be sent to Democratic Services at WBC only by the Town Clerk or Deputy Town Clerk

The following information is required:

1. The text of the question
2. The name of the WBC meeting at which it is to be asked
3. The date and time of the WBC meeting
4. The name/role of the person at WBC to whom the question is directed
5. The name of the ETC councillor delegated to ask the question

Members to discuss and to **RESOLVE** accordingly.

ORDERS FOR PAYMENT - BY DIRECT DEBIT AUGUST 2025

Number	Supplier	Purchase Description	Amount
8138	Allstar	Vehicle fuel EN65 HDF 10/07/25	£77.28
8139	Allstar	Vehicle fuel YK60UTY 21/07/25	£77.62
8140	Allstar	Vehicle fuel YK60UUJ 31/07/25	£76.04
8141	Castle Water	RH Water July 25	£110.17
8142	Castle Water	RH Water 01/05 - 30/06	£126.29
8143	Castle Water	IC Water July 25	£104.10
8144	Castle Water	MPCC Water July 25	£194.37
8145	Castle Water	SJP Water July 25	£347.39
8146	Castle Water	CEM Water July 25	£31.63
8147	Castle Water	RLCC Water July 25	£68.08
8148	Castle Water	Allotments Water July 25	£971.61
8149	Crown Gas & Power	RH Gas May June July 25	£123.65
8150	Crown Gas & Power	RH Gas May 25 Credit	-£119.27
8151	Crown Gas & Power	SJP Gas July 25	£178.03
8152	Crown Gas & Power	RLCC Gas July 25	£226.53
8153	Crown Gas & Power	MPCC Gas July 25	£279.34
8154	Crown Gas & Power	RH Gas April - June 25	£97.09
8155	Crown Gas & Power	RH Gas April - June 25 Credit	-£97.09
8156	Culligan UK Limited	Water Cooler Rental RH July 25	£238.37
8157	Culligan UK Limited	Water Cooler Rental SJP July 25	£55.43
8158	Elavon (Opayo)	Credit Card Terminal rental Aug 25	£22.80
8159	Focus Group	RH Telephones Rental Aug 25 + Calls June 25	£233.12
8160	O2	Mobiles Rental 14/07/25 - 13/08/25	£195.36
8161	Virgin Media	Broadband RH 07/08 - 06/09/25	£49.20
8162	Wokingham Borough Council	MPCC Rates Aug 25 (5 of 10)	£237.00
8163	Wokingham Borough Council	RLCC Rates Aug 25 (5 of 10)	£469.00
8164	Wokingham Borough Council	RH Rates Aug 25 (5 of 10)	£1,572.00
8165	Yorkshire Gas & Power	Tractor Shed Electricity July 25	£37.32
8166	Yorkshire Gas & Power	IC Electricity July 25	£122.70
8167	Yorkshire Gas & Power	SJP Electricity July 25	£164.12
8168	Yorkshire Gas & Power	RLCC Electricity July 25	£268.84
8169	Yorkshire Gas & Power	MPCC Electricity June 25	£521.00

Total Direct Debits £7,059.12

Date Prepared: 11th September 2025

Prepared by: Michaela Orme

August 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8170	ASDA	Staff refreshments Green Fair	£25.82
8171	Zoom	August 25 Subscription	£15.59
8172	B&Q (UAP Ltd)	Garage Door Bolts - Phone Box	£27.99
8173	Adobe	Subscription M/e 10/9/25	£11.29
8174	The Soccer Store	Nets for 9-a-side Goals	£75.90
Total Barclaycard			£156.59

Date Prepared: 12/09/2025

Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8175	All Electrics & Building Management	Install replacement emergency light fitting MPCC	£132.00
8176	All Electrics & Building Management	Investigation and call out to lighting issue CP	£216.00
8177	All Electrics & Building Management	Supply and install replacemnt lighting kitchen at CP	£165.60
8178	Argarves Ltd	Engraving for Mayors bar, pin badge and chain of office	£66.00
8179	Arnold Laver	50 Wooden Stakes Cemetery	£57.00
8180	Arnold Laver	100 Wooden Stakes Cemetery	£114.00
8181	Bowak Ltd	Various cleaning and caretaking supplies all sites	£245.11
8182	Bracknell Pest Control Limited	Mole removal SJP 05/09/25	£60.00
8183	Bracknell Pest Control Limited	Mole removal SJP 17/09/25	£60.00
8184	Creating Technical Solutions	Vehicle repair of brakes YK60 UUU	£189.78
8185	Creating technical solutions	YK60 UUU Service & MOT	£355.54
8186	Fleet Line Markers Ltd	White spray and pitch markers SJP	£692.35
8187	IT QED	IT Microsoft 365 Business & Exchange Online September 25	£360.36
8188	IT QED	Azure Subscription August 25	£103.67
8189	IT QED	SJP CCTV September 25	£15.60
8190	IT QED	IT PC Monitoring August 25	£64.26
8191	IT QED	IT Skykick Office 365 Backup August 25	£184.50
8192	IT QED	IT Support September 25	£450.00
8193	S & B Stone Masonry	Grave digging recharged on ETC Sales Invoice no. 4822	£50.00
8194	Select Environmental Services	RLCC Waste collection Aug 25	£45.78
8195	Select Environmental Services	General Litter Waste collection Aug 25	£500.40
8196	Select Environmental Services	MPCC Waste collection Aug 25	£161.40
8197	Select Environmental Services	CP Waste collection Aug 25	£43.38
8198	Select Environmental Services	RH Waste collection Aug 25	£32.09
8199	SMS Environmental Limited	Disinfection of Tanks SJP	£649.85
8200	Southern Maintenance Solutions UK Ltd	Annual Boiler Maintenance / Service Agreement RLCC 01/09/25-31/08/26	£279.00
8201	Southern Maintenance Solutions UK Ltd	Annual Boiler Maintenance / Service Agreement SJP 01/09/25 - 31/08/26	£526.57
8202	Southern Maintenance Solutions UK Ltd	Annual Boiler Maintenance / Service Agreement RH 01/09/25 - 31/08/26	£310.86
8203	Southern Maintenance Solutions UK Ltd	Annual Boiler Maintenance / Service Agreement MPCC 01/09/25-31/08/26	£279.00
8204	Speedweld Engineering	Welding of glazing bar onto phone box	£318.00
8205	Surrey Loams Ltd	Cricket top dressing SJP	£689.78
8206	Tradepoint Screwfix	Fencing Pins/Fence netting and buckets Cem/SJP	£197.75
8207	Tradepoint Screwfix	Batteries RH Screws and wood treatment SJP	£81.26
8208	Tradepoint Screwfix	Stopcock and adaptor Allotments	£73.36
8209	Tradepoint Screwfix	Roller Set SJP Decorating tools and paint for Phone box	£72.33
8210	Travis Perkins	Fence posts & panels SJP	£64.43
8211	Travis Perkins	Ball valve & wall plate Allotments	£50.45
8212	Wokingham Borough Council	Occupation charge CP Sept 25	£293.50

Total: £8,250.96

Date Prepared: 19/09/2025

Prepared By: Michaela Orme

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8213	2468 Ltd	CP Rental of Boiler 01/11/25 - 31/01/26	£136.03
8214	A1 Locksmiths Berkshire Ltd	SJP Keys cut for changing rooms	£35.00
8215	Arco Limited	Mens Protective cargo trousers staff uniform	£45.34
8216	Arnold Laver	SJP Treated Timber	£522.94
8217	Avoncrop Amenity Products Ltd	Grass seed for Sports Pitch SJP	£478.00
8218	Bracknell Pest Control	Allotments pest traps 17/09/25	£60.00
8219	Creating Technical Solutions	YK60 UUJ Parks vehicle Lights repair 22/09/25	£128.06
8220	Creating Technical Solutions	YS06 BSO Maintenance vehicle window repair 29/09/25	£248.94
8221	Enerveo Limited	Street Lighting Maintenance 1st July - 30th September	£221.90
8222	GLS	Blue Fold Hand towels - recharged to Kilnsea Preschool	£71.98
8223	GLS	SJP Disinfectant & Black sacks	£56.38
8224	IT QED Ltd	Exclaimer Signatures Office 365 Oct 25	£56.95
8225	Mainland Aggregates Ltd	SJP Play Pit Sand	£1,834.56
8226	Premier Office Supplies	Office diaries and laminating pouches	£56.14
8227	Ricoh UK Ltd	Photocopiers rental q/e 31/12/25 + usage q/e 30/9/25	£461.96
8228	Robseal Roofing Solutions	Flat Roof Inspection and report RH	£216.00
8229	Tradepoint B&Q	Decorating materials for Phonebox & RLCC	£102.04
8230	Tradepoint B&Q	Radiator Key RLCC & toilet seat MPCC	£17.57
8231	Travis Perkins	Gravel/Shingle Bulk Bags MELNR	£224.73
8232	Tri-Security	Security System Access Annual Maintenance RLCC / MPCC	£234.00
8233	Tri-Security	Security System Maintenance SJP CCTV	£474.00
8234	Web Marketing Matters	Monthly website support & Maintenance Sept 25	£216.00
8235	William Luck	Planning Professionals Services Sept 25	£330.30
8236	X 2 Connect Ltd	Glazing Bar for Phonebox	£60.00

Total: £6,288.82

Date Prepared: 06/10/2025

Prepared By: Michaela Orme

September 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8237	Zoom	September 25 Subscription	£15.59
8238	Royal Mail	Stamps	£156.18
8239	Adobe	Subscription M/e 10/10/25	£11.29
8240	X2 Connect Ltd	Custom Earley Signs	£215.40
8241	DefibStore Ltd	CP Defib. Batteries	£78.00
Total Barclaycard			£476.46

Date Prepared: 07/10/2025

Prepared by: Ian Johnson

ORDERS FOR PAYMENT - BY DIRECT DEBIT SEPTEMBER 2025

Number	Supplier	Purchase Description	Amount
8242	Allstar	Vehicle fuel MX19WFV Maint 12/08/25	£101.28
8243	Allstar	Vehicle fuel YK60UUJ Parks 22/08/25	£72.10
8244	Allstar	Vehicle fuel YS06BSO Maint 29/08/25	£96.65
8245	Castle Water	SJP Water Aug 25	£128.48
8246	Castle Water	MPCC Water Aug 25	£181.74
8247	Castle Water	Allotments Water Aug 25	£307.84
8248	Castle Water	CEM Water Aug 25	£34.22
8249	Castle Water	RLCC Water Aug 25	£59.66
8250	Castle Water	IC Water Aug 25	£84.60
8251	Crown Gas & Power	RH Gas Aug 25	£37.45
8252	Crown Gas & Power	RLCC Gas Aug 25	£93.79
8253	Crown Gas & Power	SJP Gas Aug 25	£162.38
8254	Crown Gas & Power	MPCC Gas Aug 25	£316.85
8255	Culligan UK Limited	Water Cooler Rental RH September 25	£238.37
8256	Culligan UK Limited	Water Cooler Rental SJP September 25	£55.43
8257	Elavon (Opayo)	Credit Card Terminal rental Sept 25	£22.80
8258	Focus Group	RH Telephones Rental Sept 25 + Calls July 25	£228.90
8259	O2	Mobiles Rental 14/08-13/09	£184.63
8260	PHS Group	Sanitary Disposal SJP 18/09-17/12	£16.63
8261	PHS Group	Sanitary Disposal IC 18/09 - 17/12	£5.54
8262	PHS Group	Sanitary Disposal RH 27/09 - 26/12	£11.09
8263	PHS Group	Sanitary Disposal MPSocial Club 27/09-26/12	£11.09
8264	PHS Group	Sanitary Disposal MPCC 27/09 - 26/12	£129.94
8265	PHS Group	Sanitary Disposal RLCC 27/09 - 26/12	£129.94
8266	PHS Group	Sanitary Disposal IC 27/09 - 26/12	£5.54
8267	Virgin Media	Broadband RH 07/09 - 06/10/25	£49.20
8268	Wokingham Borough Council	MPCC Rates Sept 25 (6 of 10)	£237.00
8269	Wokingham Borough Council	RLCC Rates Sept 25 (6 of 10)	£469.00
8270	Wokingham Borough Council	RH Rates Sept 25 (6 of 10)	£1,572.00
8271	Yorkshire Gas & Power	Tractor Shed Electricity Aug 25	£36.60
8272	Yorkshire Gas & Power	IC Electricity Aug 25	£105.03
8273	Yorkshire Gas & Power	SJP Electricity Aug 25	£420.22
8274	Yorkshire Gas & Power	RLCC Electricity Aug 25	£177.32
8275	Yorkshire Gas & Power	MPCC Electricity Aug 25	£221.67
8276	Yorkshire Gas & Power	RH Electricity June 25 Correction of estimated charge	-£135.58
8277	Yorkshire Gas & Power	RH Electricity July 25 Actual	£75.51
8278	Yorkshire Gas & Power	RH Electricity Aug 25 Actual	£107.26
Total Direct Debits			£6,052.17

Date Prepared: 9th October 2025

Prepared by: Michaela Orme

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8279	Agricultural & Estate Services	Sol Joel Hedge flailing alongside Wokingham Road	£594.00
8280	Alan Hadley Ltd	6 Yard Skip Cemetery	£318.00
8281	Bowak Ltd	Various sites caretaking supplies	£172.54
8282	Bracknell Pest Control	Mole Removals SJP playarea 17/10 & 21/10	£120.00
8283	Creating Technical Solutions	YS06 BSO Tipper Hydraulic leak	£303.06
8284	GLS	Refuse Sacks/Hand Towels CP/MPCC/RLCC	£148.74
8285	IHC Limited	Group Life Assurance Scheme 12 months policy	£360.00
8286	IT QED Ltd	Professional PC Monitoring Sept 25	£64.26
8287	IT QED Ltd	Exchange Online Microsot 365 Business Plan Oct. 25	£360.36
8288	IT QED Ltd	IT Azure Subscription Sept 25	£100.15
8289	IT QED Ltd	IT Skykick Office365 Sept 25	£184.50
8290	IT QED Ltd	SJP CCTV October 25	£15.60
8291	IT QED Ltd	IT Support Oct 25	£450.00
8292	Low Carbon Hub IPS Limited	Energy usage Assessment r- Net Zero project MPCC	£1,800.00
8293	Select Environmental Services	RLCC Waste collection Sept 25	£45.60
8294	Select Environmental Services	General Litter Waste collection Sept 25	£539.96
8295	Select Environmental Services	MPCC Waste collection Sept 25	£191.70
8296	Select Environmental Services	CP Waste collection Sept 25	£43.20
8297	Select Environmental Services	RH Waste collection Sept 25	£40.89
8298	Tradepoint Screwfix	Flush System and materials MPCC	£35.42
8299	Tradepoint Screwfix	Plunger & Cement MPCC	£16.98
8300	Wokingham Borough Council	Occupation charge CP Oct 25	£293.50
8301	WSP UK Limited	Cemetery Road Paving Analysis and report - Extension	£4,335.60

Total: £10,534.06

Date Prepared: 24/10/2025

Prepared By: Michaela Orme

IMPREST ACCOUNT - Payment Requests 1104 - 1116

Vouchers between 13th September 2025 - 30th October 2025

Number	Details	Amount
1104	Damage Deposit Refund JP	£50.00
1105	Damage Deposit Return - Cancelled booking AN	£100.00
1106	Damage Deposit Refund KC	£50.00
1107	Damage Deposit Refund IP	£50.00
1108	Damage Deposit Refund AK	£50.00
1109	Damage Deposit Refund SV	£50.00
1110	Salaries Oct 25	£35,362.00
1111	LGPS Pension Contributions Oct 25	£14,794.31
1112	HMRC PAYE/NIC Oct 25 Payroll	£13,880.65
1113	Damage Deposit Refund DN	£100.00
1114	Damage Deposit Refund SP	£100.00
1115	Damage Deposit Refund LR	£50.00
1116	Damage Deposit Refund DP	£50.00

CURRENT ACCOUNT - One off payments

APPENDIX G

Number	Payee	Purchase Description	Amount
47	Information Commissioners Office	Data Protection Fee adjustment from Tier 1 to Tier 2	£26.00
48	Power Precision & Fabrication Ltd	Cricket Roller	£12,732.00
49	Repair Café (ETC)	Transfer Cash Cash donations to Repair Café SumUp A/c April/May 25	£172.50
50	Repair Café (ETC)	Transfer Cash donations June/July 25 £185 less items bought on behalf of Repair Café £71.23	£113.77
51	Repair Café (ETC)	Transfer Cash Cash donations to Repair Café SumUp A/c Aug 25	£136.66
52	Repair Café (ETC)	Transfer Cash Cash donations to Repair Café SumUp A/c Sept 25	£75.00
53	S M	Refund of Cancelled booking	£55.50
54	Repair Café (ETC)	Transfer Cash Cash donations to Repair Café SumUp A/c Oct 25	£136.47