

Policy & Resources Committee Meeting – 21<sup>st</sup> January 2026

**Agenda Item 6.1 – FINANCE UPDATE**

- Period Covered – Up to 7<sup>th</sup> January 2026
- RBS Income & Expenditure report also provided to the Committee
- Budget codes are included in the report below

**INCOME**

Income from **hall hire** remains on or slightly above target. Income from the hire of the Interpretation Centre (210/1030) is a little low but the budget for this is only a few hundred pounds a year and the venue is suitable for use by only a few local groups. It is possible that 2025/26 hall hire income may end up above target as, with the introduction of the new caretaking regime, the two main community centres are now available for hire into Friday and Saturday evenings.

**Cemetery income** (100/1010), whilst being the most unpredictable income stream, this remains steady.

**Sports Pitch** income from **Sol Joel Park** (220/1040) remains slightly above target. This can be significantly affected by the weather, periods of heavy rain may mean that matches need to be cancelled because pitches are not playable so the figures are reassuring.

The sale of **fishing permits** for MELNR (200/1090) has exceeded predictions, income from this is slightly above target.

**Help Shop** (300/1000) – Despite chasing, there has been no response from WBC with regards its review of grants such as the £14,000 provided annually to the Helpshop. We have continued to deliver all services as usual, including those delivered on behalf of WBC.

**CIL** (370/1150) – The total income for CIL in 2025/26 was £10,620. We do not budget in advance for CIL income as there are too many factors affecting how much will actually be paid by developers and when. The next tranche is due in April 2026.

**Interest received** from ETC's investments with CCLA (330/1160 & 245/1161) has remained on target despite reductions in interest rates. We allocate the interest received proportionately between the Sibly maintenance fund and ETC's general reserves.

**EXPENDITURE**

**Staffing costs** are a bit below budget but part of the reason for this is that we have been existing on a minimal caretaking service whilst the recruitment process for the 3 new part-time caretakers was finalised. All 3 start work in mid- January so final costs for caretakers will increase.

**Utilities** – Accurate utility charges remain elusive but ETC's Finance Officer ensures, by the end of the year, we never end up paying more than we should. **Gas** charges (4230) are as expected but **Water** charges (4240) are a little higher than expected. The high water costs at Maiden Place CC are a result of works carried out by the Social Club to their toilets during which urinal flushing systems were incorrectly installed. We have asked the water supplier to waive the excess charges as the matter was

reported promptly and ETC commissioned a leak survey (which was how we found out the source of the problem) but the company has declined to waive the charges. We have therefore requested that the Social Club reimburses the town council.

**Licences (4350)** – These have exceeded budgets because of an error on the part of the licencing body which undercharged in previous years.

**Youth Projects (140/5045)** – the weekly youth club continues, it is expected that the final costs for 2025/26 will be approximately £9,000.

**Waste Disposal (Dog poo bags) (270/4340)** – These remain popular with residents and we are running low on stock so an order for more poo bags has been placed at a cost of approximately £700. The income from the sale of these packs, £1 per pack, covers the purchase costs.

**Elections (330/4175)** – This is an ear marked reserve which is built up over 4 years in time for ETC's all out elections, the next one being 2027. During the current term, ETC has had two by elections which has depleted the fund. The costs for the first one, which ran alongside a WBC by election, was £2,694, however, the costs for the second one, which did not coincide with a borough election are likely to be higher (figures have not yet been provided). ETC has also been informed that elections costs going forwards, ie 2026/27 onwards, will be significantly increased by in excess of 20%. WBC has responded to my request for an explanation, confirming that, in the past, increases in postage and printing costs had not been factored in and, in Earley, the hire costs of polling stations has seen a significant increase. The budget for 2026/27 will be amended accordingly.

**Tree Management All Sites (200/4305)** – the winter tree inspection by the tree surgeon have taken place covering all ETC sites. A significant amount of work has been identified, including some tree removal on H & S grounds. A programme of works has been drawn up which prioritises the most urgent actions. It is likely that a further £4,000 will be spent in this financial year.

**Staff Training (310/4085)** – further training courses are scheduled during the current financial year including FILCA for the Deputy Town Clerk (a council finance course), EDI training for the management team, event safety training for the Operations Manager and Deputy Town Clerk and Carbon Literacy training for the Town Clerk and Operations Manager.

**Grants (350/4200)** – The application period for the third and final tranche of 2025/26 ETC grants is now open and has been widely advertised. We are below budget and likely to remain so at the end of the year. Other parishes have reported being in a similar position.

Other works to be completed in the current financial year include:

- Rebuilding of Maiden Place car park wall (scheduled for end of January)
- Refurbishment of workshop toilets (scheduled for late January)
- Further pathways work at the Nature Reserve
- Investigation and necessary remedial works to the heating system at Radstock House (not working efficiently)

Jo Friend, Town Clerk/RFO

**Policy & Resources Committee Meeting – 21<sup>st</sup> January 2026**

**Agenda Item 9 – LOCAL BUS SERVICES**

**Transport Network Review**

Wokingham Borough Council's Community Transport Manager gave a presentation to the Planning & Transport Committee at its meeting on 13<sup>th</sup> January 2026 on WBC's Transport Network Review.

The review has taken into consideration requests to improve the transport connection between Wokingham, Bracknell and Reading, better connections to medical centres, better connections to new developments and for an increase in evening and weekend services.

Bus service funding comes from WBC's base budget, S106 monies from development, bus grants and funding from third parties such as Town/Parish Councils, University of Reading etc.

**WBC Funding Request to ETC**

The funding requests made are an estimated cost and are calculated by things such as the number of residents who live 5 minutes from bus stops along the route and the proportion of residents who live along the route in each Town/Parish. The amount of WBC's base budget, S106 and grant funding has also been taken into consideration. WBC is looking to start new 5yrs contracts in April 2027.

1. Bus service contracts for 19 a/b/c are due to end in 2026 and WBC is looking to extend the contracts between September & March 2027.  
**Request = £754.37 one off cost**
2. Option of additional evening journeys on the 19b service between 8pm – 11pm  
**Request = Up to £50,000 per year (subject to tender)**
3. Option of funding a Sunday service on 19b service  
**Request = Up to £80,000 per year (subject to tender)**
4. Option to jointly fund a new Lower Earley to Wokingham service  
**Request = Up to £120,000 per year (subject to tender and other funding partner requests to Wokingham Town Council, Winnersh Parish Council)**
5. Contribution towards enhancing community transport from Earley  
**Request = Up to £85,000 (one off capital contribution)**

The Bus Working Group provided a draft response to the Planning & Transport Committee to a letter received from WBC's Community Transport Manager. The Planning & Transport Committee agreed with the working group's suggestions on funding and that further discussion was needed. Concerns were also raised about if there was really a demand for a new service between Earley and Wokingham.

Attached is the draft response of the Bus Working Group to be **RESOLVED** to be put forward to Council.

## **Wokingham Borough Council's Transport Network Review**

### **Meeting of Bus Working Group held on 5<sup>th</sup> December 2025.**

Those present: Councillors Anne Bassett, Rosemary Cook and Andrew Long  
In attendance: Emma Carroll, Deputy Town Clerk

The Bus Working Group also received an email from Councillor Neal, Chair of Planning and Transport Committee which was fed into the discussion. Councillor Long also received an email from MERA which has fed into this draft response.

Notes and discussion from meeting captured as draft responses to questions raised by WBC in relation to its Transport Network Review.

### **Local Bus Services**

#### **1. How well do you think the existing contracted routes of 19a, 19b and 19c meet local needs?**

- The loading on the 19b can be pretty good especially at rush-hour and on Saturday mornings. In the latter case, the bus pickups many University of Reading students heading into town. Many also use the service to visit Asda to do their shopping. In addition, the 19b collects school children near RBH in the afternoon at about 1540 when the bus can become overloaded.
- The 19a (which heads east down Silverdale Road before going to Woodley) involves catching a bus post morning rush-hour. Loading is very light from Earley to Woodley though it does pick-up passengers in Woodley. The same can be said for the 19c which runs from Woodley to Wokingham Road then along Mill Lane before heading up Silverdale Road. There is reasonable loading in Woodley but very few passengers going onto Earley at about 1645.
- The 19a & c services do not go to Asda, Chalfont Surgery or Lower Earley library.
- The 19a/b & c services do stop outside Royal Berks Hospital (RBH) unlike the 21 and 4/4a services.
- The 19a/b & c services do not run on a Sunday so getting to the RBH on that day from Earley is very difficult. All three services do not run late into the evening but this was not considered an issue until it was raised in the letter from WBC.

#### **2. Do you think any changes should be made to the existing routes to better help meet the needs of residents in Earley?**

- Both the 19a and 19c services do not go to Asda, Lower Earley library or Chalfont Surgery. From the Silverdale Road area you need to walk to Beech Lane to catch the 19b to get to the above destinations.
- The 19a and 19c services currently do not go to Rushey Way which is considered to be the start of Lower Earley. Currently if you wish to catch the 19a or 19c you need to walk from Lower Earley to Silverdale Road.
- To make the 19a and 19c more accessible to Lower Earley residents, it is suggested that the current route of the 19a is amended so that at the bottom of Silverdale Road the bus turns right onto Gipsy Lane and at the junction with Rushey Way goes left before turning left onto Toseland Way and then continuing up Mill Lane on the existing route. (Please see

option 1 map).

- An alternative route would be to head from Gipsy Lane up Rushey Way before turning down Kilnsea Drive before looping back along Rushey Way and then onto Toseland Way/Mill Lane as previously suggested. (Please see option 2 map ).
- Both suggested routes provide more options for Lower Earley residents and more opportunities for the bus company to pick up more passengers. Although the second option would take longer to complete than now. The current 19a and 19c services are often early and have significant dwell-time at the Wokingham Road stops.
- The Kilnsea Drive option also gives eastern Lower Earley residents access to a service (19c) serving the Royal Berkshire Hospital as well as a service to central Woodley (19a). However, it does not resolve the problem of getting from Silverdale Road to Asda without a change onto a 21 bus.

### **3. Is the Town Council supportive of a new route between Earley and Wokingham Town?**

- The message often received from Earley residents is the lack of a bus service to Wokingham from Lower Earley.
- There is a frequent 4/4a bus service along the Wokingham Road for Earley residents but it is pretty inaccessible for those walking from Lower Earley in the Rushey Way area.
- One solution is to catch the 19b bus to Earley Gate and then walk to the Three Tuns to pick up a 4/4a service to Wokingham. This requires a fair degree of planning to minimise the delay between the hourly 19b and the more frequent 4/4a services. Also, you will be charged for two bus journeys each way and having to take two buses could deter people from bus travel.
- Another solution is to catch the 19a bus from Silverdale Road to the George pub bus stop on the Wokingham Road and then change onto a 4/4a service to Wokingham. The same issues with planning and bus fare charges will apply here too.
- It is possible to plan these journeys as well as keeping costs down by use of the Reading Buses app as well as by the use of fare capping, but this may be too complicated for the average casual bus user especially those without access to a smartphone.
- If getting to Wokingham from Lower Earley is too complicated, expensive and time consuming, residents will simply drive to Wokingham, not travel to the town or go to Reading where there are more direct bus options.
- A new bus service from Lower Earley to Wokingham would be beneficial to:
  - Young people going to WBC schools such as Holt, Forest, Emmbrook and St Crispins or to travel to Winnersh or Wokingham to meet up with friends It would also be an alternative to travelling to Reading.
  - Those visiting Wokingham Hospital, though the walk from the railway station where the bus would be expected to stop is a reasonable distance, so may not be an option for those less abled.
  - Those wanting to visit the WBC offices.

- Those wanting to visit Wokingham town centre to shop/drink/have a meal as an alternative to going to Reading.
  - Town Councillors may support a new bus service but would need to know more about the financial amounts which ETC would be asked to fund for all or part of the service There are also concerns that WBC may also come to ETC looking for a significant increase in the subsidy for the 19a/b/c services when it is up for renewal. The required subsidies would also need to be paid each year for a specified period.
  - Town Councillors who may not live in Lower Earley may feel a business case for a Lower Earley to Wokingham bus service has not been made and the effort/funding should go into supporting existing 19a/b/c services.
- 4. How well do you think the new Lower Earley to Wokingham link meets the needs of residents in Earley?**
- ETC have a number of suggestions to the proposed WSP route:
    - Route needs to stop outside ASDA where the 19b currently ends before heading up Elm Lane. The loop round Rushey Way feels unnecessary.
    - Route needs to go down Silverdale Road instead of Beech Lane to allow Silverdale Road residents access to ASDA. However, the problem with diverting the service down Silverdale Road is that it avoids a large part of western and central Lower Earley which is the point of having the bus service in the first place.

A diagram showing suggested changes to WBC's proposed option can be found at the end of this document.

**5. If a new service were to be introduced which of the following routing options is preferable and why:**

**a) a service via Lower Earley Way and Reading Road compared to a service via Lower Earley Way and Hatch Farm Way.**

- The option of routing the bus up Reading Road allows Lower Earley residents to get off on Wokingham Road and walk to Winnersh Triangle Railway Station. However routing the service up Wokingham Road duplicates, the existing 4/4a services.
- Routing the bus service via Hatch Farm Way provides a service which does not exist today and provides a short-cut to heading round the cinema roundabout and then up the Reading Road. The downside is the service would not serve Winnersh Triangle station but could be diverted to pass by Sainsbury's at Winnersh crossroads as well as dropping off near Winnersh station.
- A bus service serving Winnersh Crossroads opens up the opportunity of a service to Twyford railway station passing by the entrance to Dinton Pastures. There is also an option here to catch a 4/4a service to Wokingham though there is still the problem of waiting and being charged for a second bus journey. Either way the bus would serve local schools.

**b) A service via Rushey Way compared to a service via Silverdale Road**

- A service via Rushey Way would be far more accessible for those living in Lower Earley but it would largely duplicate the already frequent 21 service. Perhaps the service ought to be routed down Kilnsea Drive to collect more passengers.

- A service via Silverdale Road would be useful for passengers wanting to visit ASDA and Chalfont Surgery but it would miss out on the Lower Earley passengers. Loading via Silverdale Road could be low.
- 6. Given that there is only limited funding available, do you think the borough should prioritise funding the existing 19a, 19b, 19c as they currently operate over any new services?**
- Loading on 19b can be high especially on Saturday mornings and during school hours. It would be interesting to see how close 19b was to paying for itself and whether subsidy could be reduced.
  - The 19a and 19c services often have low loading and need amendment as described previously. Do Silverdale Road residents really want a bus going to Woodley?
- 7. If additional funding were to be found, which of the following enhancements do you think should be prioritised?**

**a) funding a new route to Wokingham Town**

Possibly but not at the expense of existing services. ETC may find it difficult to fund significant amounts to support 19a/b/c together and a new Lower Earley to Wokingham or Twyford service.

**b) enhancing the operating hours of the existing 19b service (8pm to 11pm)**

If a 19b bus user has to catch a later bus it is likely that they will get a 21 bus and walk. A late evening service is not something that immediately is considered needed.

**c) providing a Sunday service on the existing 19b service**

Given Sunday shopping in Reading and that the RBH is a 24/7 operation, it feels that there is a good business case for a bus service serving Lower Earley and the RBH. The 19b also serves ASDA and might be beneficial for University students (not to mention local residents living in the south of the town) wanting to do their weekly shops. On a Sunday there are no bus services in Earley to RBH.

**d) funding an increase in capacity for community transport for the Earley area**

Community transport groups can apply for grants from Earley Town Council and we would look on any application seriously. The issue is not with the age of vehicles they use but the shortage of volunteer drivers and the number able to drive these vehicles with an appropriate driving licence.

**8. Are there any other comments the Town Council wishes to make about the services or information provided?**

Many comments have been made about getting to Wokingham from Lower Earley by taking two buses which means paying two separate fares each way. Travelling from Earley/Lower Earley to Winnersh/Wokingham involves travelling through two bus zones (Reading and Wokingham) which inevitably results in higher fares. Reading buses needs to consider cross bus zone ticket to entice motorists to use the 19abc and 4/4a bus combinations.

## Funding

**9. Please could you confirm which of the following, if any, Earley Town Council would be willing to fund, in principle:**

- a) **a continuation of the current funding arrangement towards the 19a, 19b and 19c services, on a pro-rata basis, to enable the extension of the existing contracts until March 2026? The cost of this would be £754.37.**

Yes

- b) **to jointly fund a new service between Earley and Wokingham? Whilst costs will be subject to tender, we would expect the cost to be up to £120,000 per year, for a 5-year period, with the option to extend for one or two further years. Please note that this level of funding is likely to provide an hourly service to Wokingham Town but would be subject to all parties agreeing to funding.**

There needs to be funding from other local Town/Parish Councils, such as Winnersh Parish Council and Wokingham Town Council, as a new service would be passing through both of those parish/towns, as well as Earley. This is something that would need more analysis and is not something to be rushed into.

- c) **to fund additional evening journeys on the 19b service between 8pm and 11pm at a cost of up to £50,000 per year, for a 5-year period.**

Not a priority. Bus services in the evening on the 19b from Reading are often empty.

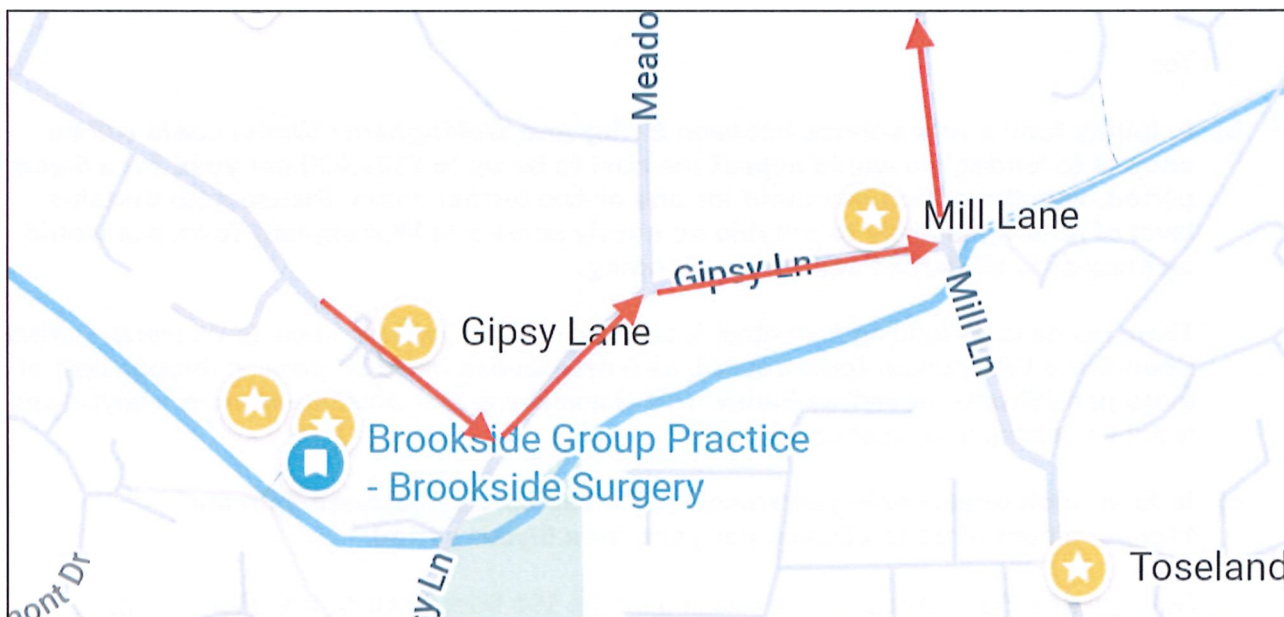
- d) **to fund a Sunday service on the 19b service at a cost of up to £80,000 per year, for a 5-year period**

This needs careful consideration given the prevalence of Sunday shopping and the lack of alternative bus services to the Royal Berkshire hospital.

- e) **to fund the purchase of a new minibus for the use by a community transport provider to help cater for trips originating in the Earley area. As a guide the cost of a vehicle like those used by Readibus is £85,000.**

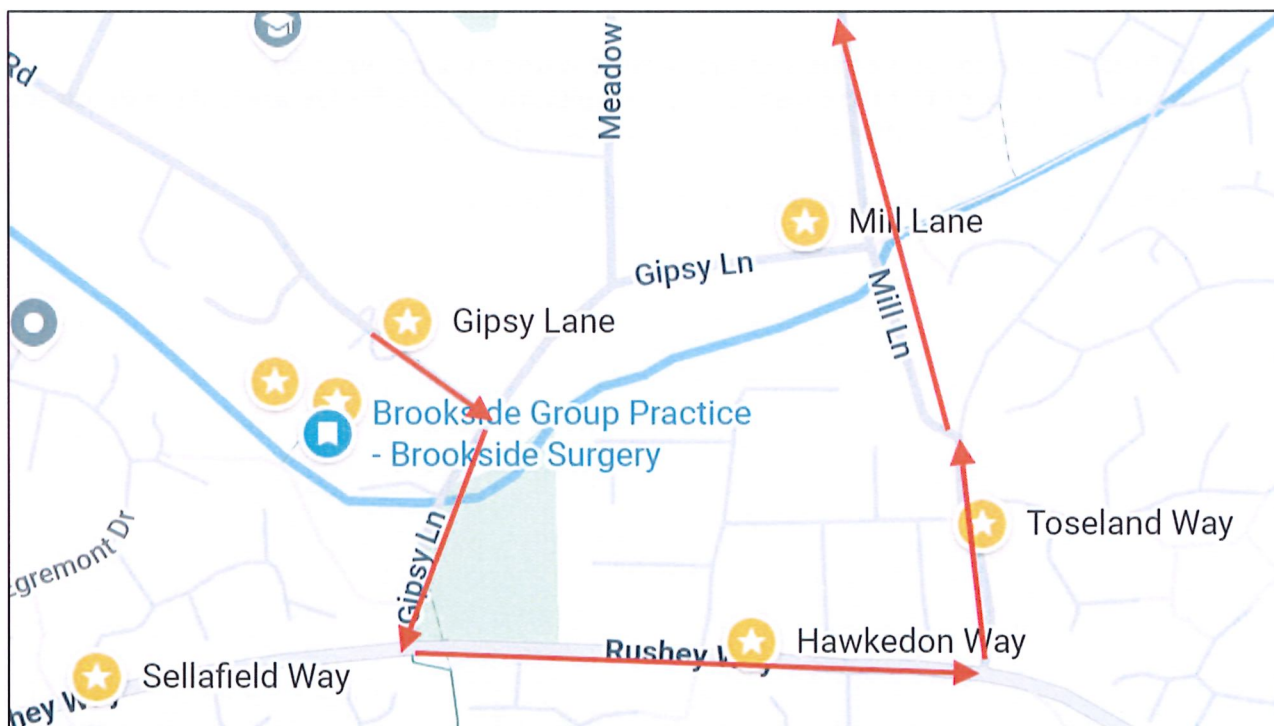
Community Transport providers are able to apply for grants.

Current 19 a/c route in Silverdale Road area



(Route shown is 19a – 19c goes in reverse direction).

Option 1 - Changing route of 19 a/c to go down Rushey Way/Toseland Way



(Route shown is 19a – 19c would go in reverse direction).





## EARLEY TOWN COUNCIL

### WHISTLEBLOWING POLICY

#### Policy

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

#### Background

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

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

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

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

#### Principles

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

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

## **Procedure**

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

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

### Stage 1

In the first instance, any concerns should be raised with the Town Clerk. **It is important to note that you should not discuss your suspicions with anyone else.** The Town Clerk will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

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

### Stage 2

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

### Stage 3

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

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

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

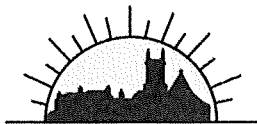
**Data protection**

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

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

**Date of adoption:** 25<sup>th</sup> November 2020  
**Reviewed:** January 2023, January 2026  
**Date for next review:** January 2029

EARLEY TOWN COUNCIL



## TIME OFF IN LIEU (TOIL) POLICY

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

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

### **Accruing TOIL**

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

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

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

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

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

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

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

### **Using TOIL**

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

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

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

**Date of adoption:** 25<sup>th</sup> November 2020

**Reviewed:** January 2023, January 2026

**Date for next review:** January 2029



## EARLEY TOWN COUNCIL

### EQUALITY, DIVERSITY & INCLUSION POLICY

#### Introduction

Earley Town Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our residents, and for each employee to feel respected and able to give their best.

The Council – in providing goods and/or services and/or facilities – is also committed against unlawful discrimination of members or the public.

This policy's purpose is to provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, and to not unlawfully discriminate because of the Equality Act 2010 protected characteristics listed below.

#### Legal Position

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

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

#### Our Commitment as an Employer

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

All employees, whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

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

This commitment includes training managers and all other employees about their rights and

responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

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

### **Our Commitment as a Service Provider**

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

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

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

**Date of adoption:** 14<sup>th</sup> October 2020  
**Reviewed:** January 2023, January 2026  
**Date for next review:** January 2029



**EARLEY TOWN COUNCIL**

**GRIEVANCE PROCEDURE**

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

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

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

**Definitions**

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

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

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

**Time Limits**

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

**Informal Grievance Procedure**

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

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

**Formal Grievance Procedure**

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

Upon receipt of a grievance, it may be necessary to conduct an investigation. If appropriate, an investigatory meeting will be held to gather all relevant facts and evidence. The investigatory meeting will usually be conducted by the employee’s Line Manager.

Within 10 working days of the Town Clerk receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The letter will include the following:

- the names of the person(s) hearing the grievance
- a summary of the employee's grievance based on their written submission
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the Council received the grievance
- the employee's right to be accompanied by a colleague or trade union representative
- a copy of the Council's Grievance Policy
- confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of their witnesses at least 5 working days before the meeting
- confirmation that the employee will provide the Council with any supporting evidence at least 5 working days before the meeting.

Following the grievance meeting, the employee will be advised of the decision, in writing, within 5 working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal. A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated.

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

## Appeal

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

The employee will be notified, in writing, usually within 10 working days of receipt of the appeal, of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee has the right to be accompanied at the Appeals Panel by a colleague or a trade union representative but notice of any such representation should be given in advance.

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

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

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

**Note-Taking**

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

**Grievances Raised During the Disciplinary Process**

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

**Date of adoption:** 25<sup>th</sup> January 2023  
**Reviewed:** January 2026  
**Date for next review:** January 2029



**EARLEY TOWN COUNCIL**

**CHILD PROTECTION & VULNERABLE PERSONS POLICY**

**Policy Statement**

Earley Town Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Town Council.

**Policy Objective**

It is the policy of Earley Town Council to safeguard children and vulnerable adults taking part in all our activities from physical, sexual or emotional harm. Earley Town Council will take all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in activities do so in a safe environment. We recognise that the welfare of children and vulnerable adults is paramount and that all children and vulnerable adults have an equal right to protection from abuse.

**Aims**

The aim of this policy document is to guide members of Earley Town Council should any child protection issue arise during their work.

**The Designated Person**

The Designated Person is the Town Clerk. In the absence of the Town Clerk, the Deputy Town Clerk will act as their deputy. If the Town Clerk is implicated, refer to the Chair of the Council.

The Designated Person has responsibility for:

- Ensuring all staff, volunteers and Town Council members are aware of and follow the ETC safeguarding procedures.
- Being the first point of contact for any concerns or allegations from children or adults and ensuring that confidentiality is maintained in all cases.
- Deciding on the appropriate action to be taken in line with ETC's procedures and record all actions and findings.
- Keeping the relevant authorities informed as necessary,

**Reporting Incidents**

It is the duty of any officer, volunteer or Member to report any concerns about a child or vulnerable adult and any issues of poor practice. All reports made will be confidential.

If a person discloses to you abuse by someone else:

- Stay calm and allow the person to speak without interruption.
- Do not ask leading questions, but you can ask if there is anything else they want to tell you.
- Reassure that child or vulnerable adult that they have done the right thing by talking to someone.
- Be honest and explain that you must pass this information on but their disclosure will be treated sensitively.

Immediately record all the details that you are aware of and if taking a disclosure from a child or vulnerable adult, use their own words. Include in your record:

- Date and time
- Name, address, age or date of birth of the child/vulnerable adult
- Any contact details of a parent or guardian
- The nature of the allegation
- Your own observations e.g. their emotional state or any visible injuries
- In the event of a disclosure: exactly what the individual said and your response
- Sign and date the record

### **Role of the Designated Person**

Where information is reported that a person has reasonable cause to suspect that a child or vulnerable adult is suffering, or is at risk of suffering, significant harm, the Designated Person will refer the concerns to Wokingham Borough Council Social Care Team.

Where the information received indicates the possible commission or attempted commission of a criminal offence, the matter will also be referred by the Designated Person to Thames Valley Police.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only.

Any individual against whom an allegation has been made has the right to be notified about the cause for concern. This should be done in consultation with Social Care, and if appropriate, the Police. It is important that the timing of this does not prejudice any investigation.

### **Safe Recruitment**

Earley Town Council takes safe recruitment seriously and adheres to the following process:

- All prospective employees will be interviewed
- Two appropriate references will be taken up for the successful candidate
- Original certificates for any relevant training or qualifications must be provided
- Proof of identification must be provided on the first day of employment
- If the role requires, a Disclosure and Barring Service check (DBS) will be carried out
- All staff will receive a full induction and be provided with all ETC policies and procedures
- All employees will undergo a six-month probationary period.

### **Use of Contractors**

In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.

### **Code of Practice and Behaviour**

These guidelines have been devised to protect children and vulnerable adults from abuse, as well as to protect staff, volunteers and elected members.

The guidelines apply to those working with vulnerable persons or children involved in activities organised by Earley Town Council or on behalf of Earley Town Council or at services provided by Earley Town Council.

### **You must:**

- Treat everyone with respect, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Provide an example of good conduct you wish others to follow.
- Wear appropriate clothing at all times.
- Remember that someone else might misinterpret your actions, no matter how well-intentioned.
- Recognise that special caution is required when discussing sensitive topics such as bullying, bereavement, abuse or personal development.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Follow national safeguarding guidelines if engaging in any contact sports or activities.

### **You must not:**

- Engage in physical horseplay such as wrestling or tickling
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures.
- Permit abusive peer activities such as ridiculing or bullying
- Carry out tasks of a personal nature for the child or vulnerable adult
- Fail to respond to an allegation made by a child or vulnerable adult

### **All staff, volunteers and Members are responsible for:**

- Following good practice and guidelines
- Recognising any training needs and asking for assistance and guidance from Line Managers if appropriate.
- Recognising signs of abuse.
- Reporting all concerns, no matter how small.

### **Declaration**

Earley Town Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them from physical, sexual, emotional harm and neglect.

All members of Earley Town Council should read the Council's Child Protection Policy. Having read the Policy they should be proactive in providing a safe environment for children and vulnerable people who are involved in Earley Town Council activities.

**Date of adoption:** 14<sup>th</sup> October 2020

**Reviewed:** November 2022, January 2026

**Date for next review:** January 2029

## Child Protection & Vulnerable Persons Incident Record Form

*This form must be completed and passed to the Designated Person without delay*

<b>Earley Town Council Venue and/or Club/Activity:</b>	
<b>Your Name:</b>	
<b>Your Position:</b>	
<b>Child's Name/Vulnerable Adult's Name:</b>	
<b>Child's/Vulnerable Adult's Contact Details:</b>	
<b>Child's Date of Birth: (if applicable):</b>	
<b>Date and time of incident:</b>	
<b>Your Observations:</b>	
<b>Record the exact conversation, both parties:</b>  (Remember not to lead the child/vulnerable adult) Record factual details – continue on a separate sheet if necessary)	
<b>Signature:</b>  <b>Print Name:</b>  <b>Date:</b>  By signing this form I confirm this is a true and factual account of the findings. To maintain the confidentiality of this allegation, I confirm I will not discuss the incident with anyone other than those who need to know	

<b>To be completed by Designated Person</b>	
<b>Action taken so far:</b>	
<b>External Agencies Contacted</b>	<ol style="list-style-type: none"><li><b>1. Agency Name &amp; Department:</b> <b>Date &amp; Time:</b> <b>Name and Contact Number:</b> <b>Advice Received:</b></li> <li><b>2. Agency Name &amp; Department:</b> <b>Date &amp; Time:</b> <b>Name and Contact Number:</b> <b>Advice Received:</b></li></ol>
<b>Additional Information / Follow Up Steps</b>	
<b>Signature:</b> <b>Print Name:</b> <b>Date:</b>	



## EARLEY TOWN COUNCIL

### ANTI-HARASSMENT AND BULLYING POLICY

#### Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

#### Policy

The Council does not tolerate bullying or harassment in the workplace. This is also the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The Council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

#### What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or causes physical or emotional harm to someone.

Harassment includes unwanted conduct related to protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation). Harassment also includes sexual harassment (unwanted behaviour of a sexual nature) and less favourable treatment as a result of harassment.

Examples of bullying and harassment include:

- Verbal abuse or offensive comments, jokes or pranks related to protected characteristics.
- Lewd or suggestive comments
- Deliberate exclusion from conversations or work activities
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others

- Abusing a position of power

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

### **Reporting concerns**

#### What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour, you should report the incident in confidence to the Town Clerk or Deputy Town Clerk. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

#### What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Town Clerk or Deputy Town Clerk in the first instance. They will then decide how best to deal with the situation, in consultation with you.

#### What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Town Clerk or the Deputy Town Clerk in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential Code of Conduct breaches will be investigated by the Monitoring Officer.

#### What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

### **Informal resolution**

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Town Clerk, Deputy Town Clerk, a colleague or a councillor to put this to them on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Town Clerk or the Chair of the Council. The Town Clerk/Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Town Clerk/Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

### **Raising a formal complaint...**

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Town Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Town Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

#### ... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

#### ... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

#### ... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

### **During the investigation**

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

## **Hearing**

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

## **Victimisation**

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

## **False allegations**

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

## **Disclosure and confidentiality**

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

## **Use of the disciplinary procedure**

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

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

**Date of adoption:** 14<sup>th</sup> October 2020

**Reviewed:** November 2022, January 2026

**Date for next review:** January 2029

**Policy & Resources Committee Meeting – 21<sup>st</sup> January 2026**

**Agenda Item 12 – BALC/NALC MEMBERSHIP**

*Members to consider rejoining BALC (Berkshire Association of Local Councils) and NALC (National Association of Local Councils).*

For many years, ETC was a member of BALC but left in 2022/23 when the service offered deteriorated and councillors deemed it no longer appropriate. Whilst BALC still sub-contracts many of its functions out to HALC (Hampshire Association of Local Councils) meaning its training provision is not as good as it used to be, membership of it does enable parish/towns to be members of NALC if they wish.

The benefits of BALC membership are quoted as being:

- Procedural, technical & legal advice
- Employment/HR advice & templates
- Access to the national legal team at NALC for advice
- Advice notes on specific & relevant topics & issues such as central government initiatives, legislation & best practice
- Membership administration

Whilst a council such as ETC tends to have the experience and contacts to deal with most issues without turning to BALC for its generally fairly basic level of advice, officers have had instances where access to NALC would have been useful. It is now the case that only members have access to NALC's documents such as Model Standing Orders and Model Financial Regulations. This is problematic for non-members as best practice guidance and auditors tend to want to see councils adhering to NALC standards and model documents but we can't access them.

Another area we cannot access is the Local Council Award Scheme which NALC manages, a quality rating scheme which can enhance a council's reputation. This can only be accessed via your local county association, ie BALC. NALC also offers a range of councillor events, many of them held online, which may be of interest to ETC councillors.

NALC does operate at a national level and is consulted by various government departments on a number of issues. Local government is going through a period of change with probably a lot more change on the way and a large proportion of bigger local councils nationally are members so I would suggest that now is the time to reconsider membership.

I have enquired about costs and for 2026/27 the BALC membership would be £1,600 and the NALC membership approximately £1,200, making a total annual cost of approximately £2,800. If ETC were to rejoin before the end the 2025/26 financial year, BALC and NALC have confirmed that there would be no charge for the remainder of 2025/26. Whilst we don't have a subscription budget surplus this year, any costs incurred would be in 2026/27 and the new budget could be adjusted accordingly.

Jo Friend, Town Clerk/RFO

## October 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8334	Construction Ind. Training Providers Ltd	Confined Spaces Course	£468.00
8335	HSQE Ltd	Various Online Courses Asbestos/Vibration etc	£205.20
8336	CostCo	Snacks - Mayors Reception/1st Anniv. Repair Café	£23.95
8337	Zoom	October 25 Subscription	£15.59
8338	Asda	Repair café 1st Anniversary party Snacks	£61.61
8339	Rawlins Paints & Coating Superstore	Graffiti Remover	£102.77
8340	Asda	Repair café 1st Anniversary party Cake	£19.98
8341	Costco	Snacks - Mayors Reception/1st Anniv. Repair Café	£99.63
8342	Adobe	Subscription M/e 10/11/25	£11.29
8343	Post office	Postage to return glazing bar re Phone Box	£3.99
8344	Universal Safety Ltd	Lifejacket Services	£116.40
<b>Total Barclaycard</b>			<b>£1,128.41</b>

**ORDERS FOR PAYMENT - BY DIRECT DEBIT OCTOBER 2025**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8345	Allstar	Fuel YS60UTY 4/9 & EN65HDF 3/9/25	£148.56
8346	Allstar	Fuel YK60 UTY 26/9 / YK60UUJ 24/9 / Tools 24/9/25	£187.14
8347	Allstar	Fuel MX19 WFV 01/10/25	£47.90
8348	Castle Water	RH Water Sept 25	£105.40
8349	Castle Water	RH Water 01/06 - 31/07 Adjustment	£307.30
8350	Castle Water	RH Water August 25	£253.30
8351	Castle Water	Allotment Water Sept 25	£179.58
8352	Castle Water	IC Water Sept 25	£54.81
8353	Castle Water	RLCC Water Sept 25	£54.88
8354	Castle Water	CEM Water Sept 25	£15.91
8355	Castle Water	MPCC Water Sept 25	£446.37
8356	Castle Water	SJP Water Sept 25	£504.97
8357	Crown Gas & Power	MPCC Gas Sept 25	£298.36
8358	Crown Gas & Power	RH Gas Sept 25	£49.43
8359	Crown Gas & Power	RLCC Gas Sept 25	£106.35
8360	Crown Gas & Power	SJP Gas Sept 25	£203.39
8361	Culligan (UK) Limited	SJP Water Cooler Rental Sept 25	£55.43
8362	Culligan (UK) Limited	RH Water Cooler Rental Sept 25	£110.86
8363	Elavon (Opayo)	Credit Card Terminal rental Oct 25	£22.80
8364	Focus Group	RH Telephones Rental Oct 25 + Calls August 25	£227.28
8365	O2	Mobiles Rental 14/09-13/10	£184.63
8366	PHS Group	CP Sanitary Disposal 25/10/25 - 24/01/26	£18.02
8367	SSE Energy Solutions	Street lighting Electric July 25	£461.89
8368	SSE Energy Solutions	Street lighting Electric Aug 25	£540.07
8369	SSE Energy Solutions	Street lighting Electric Sept 25	£616.94
8370	Virgin Media	Broadband RH 07/10 - 06/11/25	£49.20
8371	Wokingham Borough Council	CEM Rates Oct 25 (2of 2)	£1,223.00
8372	Wokingham Borough Council	Maintenance Dept RH Rates Oct 25 (2 of 2)	£166.00
8373	Wokingham Borough Council	MPCC Rates Oct 25 (7 of 10)	£237.00
8374	Wokingham Borough Council	RLCC Rates Oct 25 (7 of 10)	£469.00
8375	Wokingham Borough Council	RH Rates Oct 25 (7 of 10)	£1,572.00
8376	Yorkshire Gas & Power	Tractor Shed Electricity Sept 25	£36.62
8377	Yorkshire Gas & Power	RH Electricity Sept 25	£102.69
8378	Yorkshire Gas & Power	IC Electricity Sept 25	£110.85
8379	Yorkshire Gas & Power	SJP Electricity Sept 25	£196.07
8380	Yorkshire Gas & Power	RLCC Electricity Sept 25	£219.78
8381	Yorkshire Gas & Power	MPCC Electricity Sept 25	£268.72

**Total Direct Debits £9,852.50**

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8382	Anglia Sign Casting Limited	Bronze Plaque SF CEM	£104.30
8383	Arco Limited	Safety Boots & Cable Ties	£62.27
8384	Arnold Laver	Treadboards for Penstock MELNR	£1,095.60
8385	Alan Hadley Ltd	12 Yard Skip Allotments Green Waste	£174.00
8386	IT QED Ltd	IT Microsoft 365 Exchange Online Nov 25	£360.36
8387	IT QED Ltd	IT PC Monitoring Nov 25	£60.48
8388	Lister Wilder	Strimmer wire for battery strimmer SJP	£24.20
8389	PATTCO	PAT testing all sites 07/11/2025	£639.59
8390	Premier Office Supplies	Office stationery and paper	£167.80
8391	Premier Office Supplies	Office stapler	£3.56
8392	Select Environmental Services	CP Waste Collection Oct 25	£69.98
8393	Select Environmental Services	MPCC Waste Collection Oct 25	£167.82
8394	Select Environmental Services	RLCC Waste Collection Oct 25	£45.78
8395	Select Environmental Services	Waste Collection Oct 25 General Litter Bins	£713.05
8396	Select Environmental Services	RH Waste Collection Oct 25	£32.09
8397	Staysure Tyres	Replacement tyre for trackmaster & Wheel for Barrow	£78.00
8398	Tradepoint B&Q	Taps, Flexihose and Valves SJP	£171.54
8399	Tradepoint Screwfix	Paint brushes, paint pots & sandpaper CP/Cem	£75.11
8400	Wokingham Town Council	Play Inspetion Training	£244.20

**Total: £4,289.73**

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8401	S & B Stone Masonry	Grave Digging due to staff shortage	£200.00
<b>Total:</b>			<b>£200.00</b>

**ORDERS FOR PAYMENT - Credit Card FeesYear to OCT 2025**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8402	Elavon	Fees Apr 25	£20.95
8403	Elavon	Fees May 25	£97.23
8404	Elavon	Fees June 25	£30.25
8405	Elavon	Fees July 25	£91.16
8406	Elavon	Fees August 25	£19.85
8407	Elavon	Fees September 25	£20.25
8408	Elavon	Fees October 25	£31.34

**Total Direct Debits      £311.03**

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8409	Bowak Ltd	RH Vacuum Bags/SJP Gloves	£34.18
8410	Bracknell Pest Control	Removal of Moles from SJP	£102.00
8411	Bracknell Pest Control	Allotment Baits 1/12/25	£60.00
8412	Caversham Roofing	SJP Scaffolding - Leak Investigation	£350.00
8413	Creating Technical Solutions	Ford Transit EN65HDF MOT and Service	£330.88
8414	Alan Hadley Ltd	Annual Allotment Green Waste	£264.48
8415	IT QED Ltd	Office 365 month to 20/12/25	£56.95
8416	Lister Wilder	Service + Regrind Dennis Mower RA560183	£714.00
8417	Lister Wilder	Service Kubota RX60HVX	£714.00
8418	Lister Wilder	Service Kubota KX015	£474.01
8419	Lister Wilder	Service WX15MLU incl new blades	£906.00
8420	Lister Wilder	Service Kubota Mower + new blade	£185.99
8421	Lister Wilder	Service John Deere RN02GCF	£750.01
8422	Lister Wilder	Service Trackmaster	£258.00
8423	Lister Wilder	Service Ransom WX09HXN + new blades	£810.01
8424	Net World Sports	Quick release goal net ties and pouch SJP	£38.65
8425	Play Inspection Company	Annual Outdoor Play inspections all sites	£552.00
8426	Premier Office Supplies	RH Box files and post-it notes	£67.17
8427	Security Control Systems	SJP Annual Intruder Alarm to 31/10/26	£179.40
8428	Travis Perkins	Sibly Timber + MPCC paving slab/sand	£82.13
8429	Web Marketing Matters	ETC Website support Nov 25	£216.00
8430	William Luck	Planning Services Nov 25	£345.90
8431	Wokingham Borough Council	Centrepoint Rent Dec 25	£293.50

**Total: £7,785.26**

## November 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8432	Royal mail	Stamps	£141.00
8433	Zoom	November 25 Subscription	£15.59
8434	Adobe	Subscription M/e 10/12/25	£11.29
8435	Garden Machines Direct	Leaf Blower for SJP/Sibly	£587.00
8436	Sainsbury's	Get Winter ready event	£8.45
8437	Dunelm Soft Furnishings	Elizabeth Room Cushions/Bookcase and Tea towels	£103.60
8438	Asda	Elizabeth Room Refreshments and New Cutlery for RH	£74.31
<b>Total Barclaycard</b>			<b>£941.24</b>

**ORDERS FOR PAYMENT - BY BACS TRANSFER**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8439	Amazon Business	CP Rubber Chair Leg Ends x 200	£71.26
8440	Anglia Sign Casting Ltd	Cem Bronze Plaque (recharged)	£104.30
8441	Core Clean	Bus Shelter Deep Cleans x 17	£1,700.00
8442	DLS Contract Cleaning Ltd	Deep Clean Kitchen/Toilet Floors CP/MPCC/RLCC	£1,404.00
8443	Frasers Office Innovation	Mayor's Christmas Cards	£243.60
8444	GLS-Findel	SJP Refuse Sacks/Hand Towels Various sites	£143.94
8445	GLS-Findel	Caretaker supplies various sites	£158.34
8446	Alan Hadley Ltd	Skip Waste Exchange	£318.00
8447	IT QED Ltd	Azure Cloud Nov 25	£102.01
8448	IT QED Ltd	SJP CCTV Dec 25	£15.60
8449	IT QED Ltd	Office 365 Nov 25	£184.50
8450	IT QED Ltd	PC Monitoring Nov 25	£60.48
8451	IT QED Ltd	IT Monthly Support	£450.00
8452	Premier Heating Solutions	RH Replace Hot Water Cylinder	£1,162.80
8453	Select Environmental Services	RH Waste Collection Nov 25	£32.09
8454	Select Environmental Services	General Waste Nov 25	£511.95
8455	Select Environmental Services	RLCC Waste Collection Nov 25	£45.60
8456	Select Environmental Services	MPCC Waste Collection Nov 25	£162.22
8457	Select Environmental Services	CP Waste Collection Nov 25	£43.20
8458	Southern Maintenance Solutions UK Ltd	SJP Water Heater Fault investigation	£238.50
8459	Southern Maintenance Solutions UK Ltd	RH Water Heater Fault Investigation	£193.50
8460	Southern Maintenance Solutions UK Ltd	MPCC Water Leak repair	£196.92
8461	Tri Security	Annual Fire Alarm Maint and Em. Lighting Test all sites	£4,080.00

**Total: £11,622.81**

**ORDERS FOR PAYMENT - BY DIRECT DEBIT NOVEMBER 2025****Appendix K**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8462	Allstar	Fuel EN65HDF 9/10/25	£72.33
8463	Allstar	Fuel YK60 UTY 20/10 / YK60UUJ 16/10 / YS06BSO 17/10/25	£239.33
8464	Allstar	Fuel MX19 WFV 31/10/25	£80.05
8465	Castle Water	RH Water Aug & Sept 25 Estimated	£143.13
8466	Castle Water	RH Water Sept 25 Adj to actual	£8.42
8467	Castle Water	RH Water Oct 25	£223.83
8468	Castle Water	Allotment Water Oct 25	£12.82
8469	Castle Water	IC Water Oct 25	£50.46
8470	Castle Water	RLCC Water Oct 25	£63.87
8471	Castle Water	CEM Water Oct 25	£21.27
8472	Castle Water	MPCC Water Oct 25	£808.97
8473	Crown Gas & Power	MPCC Gas Oct 25	£580.78
8474	Crown Gas & Power	RH Gas Oct 25	£127.23
8475	Crown Gas & Power	RLCC Gas Oct 25	£331.47
8476	Crown Gas & Power	SJP Gas Oct 25	£194.46
8477	Culligan (UK) Limited	SJP Water Cooler Rental Oct 25	£55.43
8478	Culligan (UK) Limited	RH Water Cooler Rental Oct 25	£110.86
8479	Elavon (Opayo)	Credit Card Terminal rental Nov 25	£22.80
8480	Focus Group	RH Telephones Rental Nov 25 + Calls Sept 25	£251.57
8481	O2	Mobiles Rental 14/10-13/11	£185.14
8482	PHS Group	SJP Sanitary Disposal 18/12/25 - 17/03/26	£16.63
8483	SSE Energy Solutions	Street lighting Electric Oct 25	£800.94
8484	Virgin Media	Broadband RH 07/11 - 06/12/25	£49.20
8485	Wokingham Borough Council	MPCC Rates Nov 25 (8 of 10)	£237.00
8486	Wokingham Borough Council	RLCC Rates Nov 25 (8 of 10)	£469.00
8487	Wokingham Borough Council	RH Rates Nov 25 (8 of 10)	£1,572.00
8488	Yorkshire Gas & Power	Tractor Shed Electricity Oct 25	£36.60
8489	Yorkshire Gas & Power	RH Electricity Oct 25	£171.79
8490	Yorkshire Gas & Power	IC Electricity Oct 25	£149.30
8491	Yorkshire Gas & Power	SJP Electricity Oct 25	£241.37
8492	Yorkshire Gas & Power	RLCC Electricity Oct 25	£207.24
8493	Yorkshire Gas & Power	MPCC Electricity Oct 25	£292.66

**Total Direct Debits    £7,827.95**

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8494	A1 Locksmiths	Key sets - MPCC/RLCC/RH - 14 Keys	£166.00
8495	Arnold Laver	Wood for Meadow Parl Play Area	£273.91
8496	Arnold Laver	Sibly - Knee High Fencing	£144.00
8497	Bowak	Toilet rolls and Centre feeds several sites	£128.23
8498	Bracknell Pest Control	RLCC Squirrels in Roof space monitor and trap	£180.00
8499	Enerveo	Street Light Maint q/e 31/12/25 + Salcombe Dr. Repair	£392.30
8500	IT QED Ltd	Office 365 Dec 25	£360.36
8501	IT QED Ltd	Office User Subscription Dec 25	£56.95
8502	Lister Wilder	Dennis Mower s/no FT202746 Service, Grind and belt spares	£750.00
8503	Minuteman Press	Cemetery Warning Signs	£868.80
8504	Minuteman Press	Sibly Collins Drive Vinyl signs	£64.80
8505	Nationwide Bark & Play Surfacing	Playbark for Meadow Park Play Area	£799.98
8506	Ricoh	RH Pkotocopier rental q/e 31/3/26 + Copies q/e 31/12/25	£424.69
8507	S & B Stone Masonry	Grave Dig 15/12/25 Recharged on invoice 5165	£50.00
8508	Screwfix	SJP Large Plastic sheet	£12.19
8509	SLCC	Membership Fee 2026	£565.00
8510	Southern Maintenance Solutions UK Ltd	RLCC Water system pressure loss investigation/repair	£863.39
8511	Tradepoint B&Q	Cem Black Dustbins x 5	£85.50
8512	Tradepoint B&Q	Maintenance items various sites	£96.67
8513	Tradepoint B&Q	CP Paint and decorating tools	£200.43
8514	Tudor Environmental	MELNR Volunteer tools-Wheelbarrows, Saws, Spades	£591.04
8515	Web Marketing Matters	Website Maintenance Dec 25	£216.00
8516	William Luck	Planning Services	£302.40

**Total: £7,592.64**

## December 2025 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8517	Collins Nets Ltd	2 x 25m Throwlines for MELNR - H&S	£136.20
8518	Royal mail	Stamps	£150.00
8519	GroAqua	MELNR Oxygen Meter	£999.98
8520	Amazon	SJP Football Goal Net Hooks	£47.98
8521	Zoom	December 25 Subscription	£15.59
8522	Adobe	Subscription M/e 10/01/26	£11.29
8523	NHBS Ltd	2 x B&T Detectors	£522.49
8524	Canva UK Operations Ltd	Annual Pro Subscription	£99.99
<b>Total Barclaycard</b>			<b>£1,983.52</b>

**IMPREST ACCOUNT - Payment Requests 1122 - 1141**

Vouchers between 14th November 2025 - 14th January 2026

<b>Number</b>	<b>Details</b>	<b>Amount</b>
1122	Damage Deposit Refund DP	£50.00
1123	Damage Deposit Refund JR	£50.00
1124	Damage Deposit Refund SM	£50.00
1125	Grant - ARC Project	£2,500.00
1126	Grant - The Earley Environment Group (EASI)	£410.00
1127	Grant - The Earley Environment Group	£300.00
1128	Grant - Me2Club	£500.00
1129	Grant - Wokingham Job Support	£2,000.00
1130	Grant - Wokingham Volunteer Centre	£1,000.00
1131	Grant - Wokingham Waterside Centre	£1,836.80
1132	Damage Deposit Refund LC	£50.00
1133	Damage Deposit Refund NB	£50.00
1134	Salaries Dec 25	£34,554.85
1135	LGPS Pension Contributions Dec 25	£14,407.20
1136	HMRC PAYE/NIC Dec 25 Payroll	£13,400.99
1136a	Damage Deposit Refund OG	£50.00
1137	Damage Deposit Refund TL	£50.00
1138	Damage Deposit Refund DW	£50.00
1139	Damage Deposit Refund LN	£50.00
1140	Damage Deposit Refund KC	£50.00
1141	Damage Deposit Refund KK	£50.00
	<b>Total Payments</b>	<b>£71,459.84</b>