

**EARLEY TOWN COUNCIL**

**Annual Council Meeting 6<sup>th</sup> May 2026**

**Agenda Item 1.1 - TOWN MAYOR'S COMMUNICATION**

**SHARE Brookside Church - 1/4/2026**

Share Wokingham is a locally founded food sharing charity providing free surplus food to anyone in need, with no referral needed. Everyone is welcome, no questions asked.

They have 15 sites in Wokingham & the surrounding area. The Brookside site operates on a Wednesday afternoon.

They redistribute food from local supermarkets & food suppliers that would otherwise go to waste.

You are greeted by friendly volunteers, given a numbered ticket & then can fill a basket from the choice available that day - today there was a glut of broccoli & strawberries!

Several people mentioned their children wouldn't get any fresh fruit (due to the cost) if it wasn't for the facility

The people I talked to were mostly from within a 5-mile radius of Earley, for some it was their 1<sup>st</sup> time, some were frequent visitors, but all appreciated the welcoming atmosphere & some had made new friends there.

**Mayor's Charity Fundraising Event in Aid of Pets as Therapy - 8/4/2026**

It was advertised as 'meet the PAT dogs, make bunting & have coffee & cake'. Due to the variety of activity, a broad spectrum of ages attended which was lovely to see & hear the lively discussions.

Four PAT dogs attended who were quite different in temperament - 1 who laid down quietly allowing nervous individuals to approach & 1 who stood patiently for a group from Mencap to interact at their own pace & 2 waggy tailed spaniels who just spread love wherever it was requested.

The university staff & students supervised bunting making that participants could either take home or leave to contribute to the university's centenary celebrations.

Austen House manager & staff helped set up the event & clear up afterwards and also brought several residents to enjoy a trip out, tea & cake.

There was an abundance of delicious cake which quickly disappeared.

£260 was raised for Pets as Therapy Charity.

I would like to express my thanks to everyone who was involved in organising or attended for making it such a successful & enjoyable morning.

Cllr Nicola Brock, Town Mayor

**Committee Representation****Membership in 2025-26:**

<b>AMENITIES &amp; LEISURE</b>	<b>PLANNING &amp; TRANSPORT</b>	<b>POLICY &amp; RESOURCES</b>
Rohit Ahlawat	Nicola Brock (Mayor)	Anne Bassett
Anne Bassett	Ryan Browne	John Eastwell
Andrew Bradley	Rosemary Cook	David Hare (Chair)
Nicola Brock (Mayor) (Chair)	Melanie De Jong (Deputy Mayor)	Tim Holton
Ryan Browne	David Hare	Geoff Littler
Rosemary Cook	Moses Iyengunmwena	Andrew Long
Andrew Long (Vice Chair)	Sheila Jordan (Vice Chair)	Tahir Maher (Vice Chair)
Tahir Maher	Pauline Jorgensen	Sheena Matthews
Sheena Matthews	Alistair Neal (Chair)	Steve Newton
Alison Newton	Caroline Smith	Keith Yabsley
	Mike Smith	
10 + Deputy Mayor	11	10 + Mayor & Deputy Mayor

## Positions in 2025-26:

Town Mayor:	Cllr Nicola Brock
Deputy Town Mayor:	Cllr Melanie De Jong
Leader of the Council:	Cllr David Hare
Deputy Leader of the Council:	Cllr Mike Smith

Political Composition:	Liberal Democrat	18
	Conservative	5
	Labour	2

## **Borough Parish Liaison Forum – 30 March 2026**

### **Report by Cllr Mike Smith**

Four people representing Towns & Parishes attended in person and eight were on-line plus three Borough Councillors present

In addition, Cllr Stephen Conway, Leader of WBC, attended along with officers from Democratic Services and Planning Enforcement

### **Open Forum**

Cllr Stephen Conway was asked to give an update on devolution.

This is a complex subject and this is a very brief summary and does not exhaustively cover the issues. Central Government seem to be making some alterations to the proposed rate of change.

Wokingham along with other Berks Unitaries except West Berks Council have engaged with Oxford County Council to apply to be a Mayoral Strategic Authority (MSA) with an elected Mayor who would have decision making capacity. However, the Government have indicated a preference for a Foundation Strategic Authority where there is no overall elected Mayor and the various Councils collectively make and implement decisions. This is not considered a good proposal, an example might be trying to agree on a third River Thames crossing.

In addition, Oxford County Council have to do a Local Government Reorganisation which effectively replaces the County/District arrangement with a single Unitary and this will be expensive, disruptive and time consuming.

Just to complicate matters, West Berks Council is proposing a Unitary Council consisting of themselves with South Oxford and Cherwell District Councils and unclear where Swindon Borough Council fits in all this.

And it is unclear where Buckinghamshire Council sits in all this.

Comments were made over lack of affordable homes, lack of skills, particularly in construction to drive forward large housing construction, especially when Developers have over one million Planning Approvals across England but seem loath to accelerate build rates. Private investment is seen as more difficult without an elected Mayor. The Oxford and five Unitaries have responded back to Government making a strong business case for a Mayoral Strategic Authority.

Timescales were uncertain – the first stage is complete; Representatives have met with the relevant Minister making the case for an MSA. Government decisions might be made in Autumn.

Other matters mentioned were various aspects on road repairs, both temporary and permanent but as there was no one present that had any specific knowledge to reply, it was suggested that someone from Highways be invited to a further meeting.

### **Planning Enforcement**

A senior officer from Planning Enforcement provided a very informative presentation on the work of Planning Enforcement with a number of useful points made. Key is that Enforcement is

discretionary and must be proportionate, plus building without permission is not against the law. Various aspects of Permitted Development were considered, not least that PD does not apply to flats and maisonettes. Requests for services are made via the website and in 2024, there were 981, and 989 this year just ended.

Once an investigation has taken place, which can take 6 months, some 75-95% are resolved by negotiation. When Notices are issued they are almost always appealed and that can take a further 6 – 12 months, followed by 3 -12 months for implementation if Appeal is dismissed and then court prosecution can take a further 3-9 months and may result in a second prosecution – all in all, a very lengthy process. Some 11 Notices were issued in 2025.

The outcomes were given as:

50% no breach of planning control

25% voluntary compliance

20 retrospective details/application submitted (the test being “would it have been approved if submitted originally)

1-3% Enforcement Notices served and

2% not expedient or other. Note that a report must be prepared as to why it is considered not expedient (as in not proportionate) to proceed.

As a final note, Wokingham is the most active of all Berks Unitary Councils; they are in the top 25% across the country and have a 70-80% success rate at appeal.

### **State of play areas**

This item was deferred to a later date as suitable Officers could not attend the meeting.

### **Future subjects**

Subjects proposed including Speeding – (with Police attendance if possible). It was noted that several Parish Councils are actively involved in Speedwatch activities. Also cost of living issues.

### **DONM**

This will be in the next municipal year and some representatives may change.

Meeting Date proposed as 15 June 2026.

**ARC Report**

The ARC committee met on 14<sup>th</sup> April 2026 to discuss progress of the organization.

WBC will continue to support Paul Cassidy as the coordinator of ARC for another year.

Woodley Town Council has reduced their grant to ARC and has also increased the rent for the room that was used for counselling sessions. This will cause problems financially and practically.

The waiting list for young people to see a counsellor is 51, waiting time is about 6 weeks.

Accreditation to BACP has been awarded for the next 5 years.

The next training session will be on working with Trauma.

As part of ARCs strategy, they want to reach out further to Asian and Chinese communities.

The AGM will be on 11<sup>th</sup> May 2026 on Zoom

Cllr Rosemary Cook

## **Kenton Road Day Centre Report**

### **Report for Full Council – re Cllr Anne Bassett’s attendance at the Kenton Road Day Centre on April 28<sup>th</sup> 2026**

The chairman reported that the numbers attending the centre were steadily increasing. Mondays, which had previously been very quiet, was now attracting new members since Mark, a new member to the committee, introduced a morning dedicated to solving cryptic crosswords and giving out advice and help with the use of mobile phones and tablets.

The social events - Fish and Chip lunch, Soup and Puds, and a Bring and Share lunch continue to be popular. They continue to bring in some revenue to the centre without being onerous in terms of work for committee members.

The treasurer reported that £230 income had come in from the social events held. Further income had come in from lending out chairs and they now had a regular hirer renting a room every 3 weeks. Money had been saved by swapping insurers – the new insurers were £250 cheaper than Aviva (the previous insurer).

A new projector has been purchased, and it is hoped to start showing films.

The foot clinic continues to operate with a new committee member overseeing this.

#### **Future Events –**

Given the popularity of lunches, it was agreed to hold another sharing lunch and a Fish and Chip lunch in the coming weeks. A strawberry cream tea will be held on 23<sup>rd</sup> June.

**Future projects.** There was a lot of discussion about the need for redecoration of the entrance hall and the need to install a handrail by the front door.

The next meeting will be the AGM on 21<sup>st</sup> July 2026

Cllr Anne Bassett

**EARLEY TOWN COUNCIL**

**REPRESENTATION TO OTHER BODIES**

**List as at 2025/26:**

Arc (Youth Counselling) (1)	<i>Councillor R Cook</i>
Cleaner Air and Safer Transport (1)	<i>Councillor A Long</i>
CResCent Community Association (1)	<i>Councillor N Brock</i>
EarleyBus Management Committee (1)	<i>Councillor R Cook</i>
Highwood Management Conference (2)	<i>Councillors G Littler and S Matthews</i>
Kenton Road Day Centre Management Committee (1)	<i>Councillor A Bassett</i>
Places Leisure (1)	<i>Councillor R Browne</i>
Neighbourhood Action Group (2)	<i>Councillors T Maher &amp; A Newton</i>
Readibus Management Committee (1)	<i>Councillor T Maher</i>
Sonning & District Educational and Welfare Trusts (1)	<i>Councillor J Eastwell</i>
Trustees of Earley Charities (2) (4 year appointment until May 2026)	<i>Mr R Ames and Councillor T Maher</i>
University of Reading (collaboration)	<i>Councillor D Hare &amp; Town Clerk</i>
Waterside Management Committee (1)	<i>Councillor S Jordan</i>
Wokingham Borough/Parish Liaison Forum (2)	<i>Councillors R Browne and M Smith</i>
Wokingham Borough Sports Council (1)	<i>Councillor C Smith</i>
Wokingham Job Support Centre (1)	<i>Councillor I Khayinza</i>



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**EARLEY TOWN COUNCIL**

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2026**

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## Earley Town Council

### Explanatory foreword to the financial statements for the year ended 31 March 2026

The Council's financial statements for the year ended 31 March 2026 are set out on the pages attached and consist of the following:

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

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

#### Basis of preparing the financial statements

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

#### Audit opinion on accounts

As the Council falls within the limited assurance audit regime, the statutory accounts are included in Section 2 of the annual return for external audit, as a summary of the year's income and expenditure, reserves, fixed assets and long-term borrowings as detailed in these unaudited financial statements. The external auditors' opinion will be given in due course on the accounts within the annual return, which is due to be approved at the Council meeting on 6th May 2026.

#### Outturn for the year

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

	<u>£</u>
Net cost of services after income from fees and charges	883,548
Less: Interest received	80,184
Amount to be met by precept	803,364
Precept on the Borough Council	1,058,105
Community Infrastructure Levy (CIL)	10,620
S106 Monies Received	0
Net income for the year	265,361
Transfers to earmarked reserves (net)	-108,352
Amount taken from General Reserves for the year	157,009
General Reserves balance brought forward	962,867
General Reserves balance carried forward	<span style="border: 1px solid black;">1,119,876</span>

## Earley Town Council

### Explanatory foreword to the financial statements for the year ended 31 March 2026

#### Review of the year's activities

As has seemed to be the case for the past few years, Earley Town Council continued to face financial pressures from the impacts of stubbornly high utilities costs and inflation. Demand for our fee paying services such as hall hire, fishing permits and so on has been buoyant throughout the year and so even though ETC kept charges low, its overall income has remained strong. Officers have been working on bringing the Council's commitment to improving the energy efficiency across its estate to fruition. A series of smaller actions have been taken and changes implemented but next year, 2026/27, should see the completion of a major project at Maiden Place Community Centre in which the heating system is replaced and significant works to reduce ETC's carbon footprint are undertaken.

ETC's policy of investing funds whilst they await use continues to generate usable sums of interest. This has helped maintain a healthy balance in the Sibly/Collins Drive ear marked reserve despite the town council carrying out many maintenance and improvement works on the site. Such an approach has enabled works on the site to be funded by the original S106 monies and not by the precept, ie residents. World events remain very unpredictable and 2026/27 is likely to present economic challenges but the Council has retained a cautious approach to budgeting and its adaptive approach should enable it to competently deal with any such challenges and continue to deliver high quality services to Earley residents.

Earley Town Council continued its drive to improve standards and move forwards with its plans. The establishment of a Dilapidations fund has driven improvements across the estate. These have included the rebuilding of a car park wall at Maiden Place Community Centre; refurbishment of the workshop toilets at Radstock House; installation of a new floor at Centrepoint plus many smaller improvement works at numerous sites. In 2025/26 the town council reviewed its caretaking provision, recruiting new staff and appointing a cleaning contractor to take care of the community centres. This has improved the experience for hirers. Numerous pieces of play equipment have been repaired or replaced and 2026/27 will see the completion of a total refurbishment of the playground and gym equipment at Meadow Park. The town council's bus shelter improvement programme has continued, despite the frustrations of two of the new shelters being quickly destroyed by vehicles. New artwork was commissioned for the Earley Town Maps and four new Maps were installed around the town. We also completed the refurbishment of the traditional telephone box in Silverdale Road which we turned into a successful community art display facility.

The Council has continued to invest in and update its equipment, ensuring the servicing of its specialist vehicles is up to date and commissioning the installation of an electric charging point, ready for the delivery of ETC's first EV works van. Biodiversity was another theme running through 2025/26, habitat improvement works were carried out in numerous locations, bat detectors purchased, hedgehog houses built, bulbs and wild flowers sown and over 400 trees planted by ETC.

The Council's original plans for extending Mays Lane Burial Ground received a blow when surveys revealed that the access roads would not accommodate the construction traffic required to carry out the works. The project has now been redesigned and various new areas for the interment of cremated remains are being created along with improved landscaping and the maximising of any burial space available. Other projects have progressed as planned, the weekly Youth Club continues to be a success and there are plans to expand this vital service in the near future. The Earley Repair Café goes from strength to strength, our wonderful volunteers continue to help residents bring their broken and damaged items back to life. Spokes, ETC's new community bike workshop is now fully kitted out and a Bike Workshop Co-ordinator appointed and new volunteers recruited - the public launch of this brand new facility is scheduled for June 2026.

**Statement of responsibilities for the financial statements**

The Council is required to:

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

The Responsible Financial Officer is responsible for ensuring the preparation of the Council's financial statements in accordance with proper practices so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2026 and its income and expenditure for the year then ended. In relation to the preparation of the financial statements, the Responsible Financial Officer has ensured that:

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

The Responsible Officer has also ensured that:

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

Signed .....

Chair of the Council

Dated 6 May 2026

Council Offices

Radstock Lane

Earley

Reading

RG6 5UL

**Earley Town Council**  
**Income & Expenditure Account for the year ended 31 March 2026**

Services	Note	Year Ended 31 March 2026		2025	
		Expense £	Income £	Net £	Net £
Community centres		84,005	-155,809	-71,804	-76,552
Parks and sports pitches		26,407	-13,782	12,625	32,710
Maiden Erlegh Nature Reserve		12,426	-3,006	9,420	16,685
Other amenities and open spaces		30,956	-10,825	20,131	91,252
Cemetery		19,561	-86,321	-66,760	-86,432
Help Shop		0	0	0	-14,000
Grants and community support	2	27,080	0	27,080	17,414
Capital expenditure	5	57,022	0	57,022	12,345
General administration		895,960	-126	895,834	897,553
<b>Net cost of services</b>		<b>1,153,417</b>	<b>-269,869</b>	<b>883,548</b>	<b>890,975</b>
Interest and investment income				80,184	88,188
<b>Net operating expenditure</b>				<b>803,364</b>	<b>802,787</b>
Precept on the Borough Council				1,058,105	1,007,815
Community Infrastructure Levy				10,620	8,412
S106 Monies - Sibly				0	0
Net income/expenditure(-) for the year				<b>265,361</b>	<b>213,440</b>
<b>Movement on General Reserves balance:</b>					
Balance brought forward				962,867	1,205,325
Transfers (net) to earmarked reserves	9			-108,352	-455,899
Net income/expenditure(-) as above				265,361	213,440
Balance carried forward				<b>1,119,876</b>	<b>962,867</b>

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

**Earley Town Council**  
**Balance Sheet as at 31 March 2026**

	Notes	31 March 2026		31 March 2025	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	1,5				
<b>Current assets</b>					
Debtors	7	42,736		39,750	
Bank term deposits		2,033,630		1,732,604	
Other bank accounts		757,058		834,424	
			2,833,424		2,606,778
<b>Current liabilities</b>					
Creditors and accrued expenses	8		-21,923		-60,639
<b>Total assets less current liabilities</b>			<b>2,811,501</b>		<b>2,546,139</b>
<b>Capital and reserves</b>					
Earmarked reserves	9	1,691,625		1,583,272	
General Reserves balance		1,119,876		962,867	
			<b>2,811,501</b>		<b>2,546,139</b>

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

These financial statements present fairly the financial position of the Council as at 31 March 2026 and reflect its income and expenditure for the year. These accounts were presented to a meeting of the Council held on 6 May 2026.

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**Chair of the Council**

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**Responsible Financial Officer**

**Earley Town Council**  
**Notes to the financial statements for the year ended 31 March 2026**

**1. Principal accounting policies**

**Accounting convention**

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

**Fixed assets and associated long-term borrowing**

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

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

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

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

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

**Debtors and creditors**

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

**Reserves**

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

**Pensions**

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

## Earley Town Council

### Notes to the financial statements for the year ended 31 March 2026 (continued)

#### General administration and support service costs

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

#### 2. Grants and support for community organisations

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

Grants awarded in the year were as follows:

	2026	2025
	£	£
Transport Services	7,000	4,250
Youth Services	2,500	2,000
Citizens Advice Bureau	3,500	3,000
Recreation and Sports incl sponsorships	1,837	0
Children Support	2,500	1,386
Other Donations	9,743	6,778
	27,080	17,414

#### 3. Employees

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

	Number	Number
Full-time	9	10
Part-time	10	8
	19	18

#### 4. Pension costs

The Council's staff members are eligible to become members of the Berkshire County Pension Scheme, which is administered by The Royal Borough of Windsor & Maidenhead, and 17 staff are currently members. The Council's contributions as an employer during the year ended 31 March 2026 were £139,903 (2024/25: £139,641). Employer contributions were 27.2% of pensionable salaries (2024/25: 27.2%).

## Earley Town Council

## Notes to the financial statements for the year ended 31 March 2026 (continued)

## 5. Fixed assets

	<u>£</u>
Operational land and buildings (see additional note below)	
Maiden Place Community Centre (long leasehold, peppercorn rent)	601,750
Radstock Lane Community Centre (long leasehold, peppercorn rent)	471,554
Council Offices, Radstock Lane (freehold)	274,200
Maiden Erlegh Nature Reserve Interpretation Centre (freehold)	93,851
Paddick Drive open space and BMX track	126,506
Sol Joel Pavilion	572,978
Other land and buildings	128,812
 Vehicles and equipment	
Vehicles	94,341
Grounds and general maintenance, and Council administration	187,995
Play equipment in parks	352,866
Infrastructure assets; including street lights (65), bus shelters (50), public seats and noticeboards	122,585
Community assets	
Sol Joel Park (50 year lease from Reading BC) and Meadow Park	1
Open spaces owned freehold or leased over 25+ years (peppercorn rent)	2
Mays Lane Burial Ground (MLBG)	1
Culver Lane allotments	1
Net book value, not reflected on balance sheet	3,027,443

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

There were additions of £57,022 and disposals of £5,285 to fixed assets in the year.

Capital receipts in the year were as follows

Community Infrastructure Levy	10,620
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## Earley Town Council

### Notes to the financial statements for the year ended 31 March 2026 (continued)

#### 6. Loan from Public Works Loan Board (PWLB)

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

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

	<u>£</u>
Indebtedness at 1 April 2025	186,000
Repayments	14,000
Indebtedness at 31 March 2026	172,000

#### 7. Debtors and prepayments

	2026	2025
	<u>£</u>	<u>£</u>
Debtors for Council services	24,476	21,100
Other debtors	6,477	6,639
Value Added Tax	6,145	11,125
Prepaid expenses	5,638	886
	42,736	39,750

#### 8. Creditors and accrued expenses

	2026	2025
	<u>£</u>	<u>£</u>
Trade creditors and accruals	18,012	58,728
Income in advance	3,911	1,911
	21,923	60,639

#### 9. Earmarked reserves

	31 March 2026	Transfers	31 March 2025
	<u>£</u>		<u>£</u>
Community Infrastructure Levy <i>These funds are held until specific projects are identified but must be used within five years</i>	49,667	7,927	41,740
S106 <i>These funds are held specifically for the Capital projects Maintenance of the Sibly site in perpetua.</i>	412,089	3,765	408,324
Bus Shelters	31,844	5,493	26,350
Cemetery Extension	362,806	288,637	74,169

## Earley Town Council

## Notes to the financial statements for the year ended 31 March 2026 (continued)

	31 March 2026	Transfers	31 March 2025
	£		£
Elections	7,613	-2,465	10,078
Environmental Projects	19,160	868	20,028
IT Upgrade	15,996	-604	16,600
Repair Cafe	1,400	585	815
Other Projects	-	-9,785	9,785
Meadow Park Playground	114,364	-	114,364
Sol Joel Pavilion Project	-	-184,500	184,500
Sol Joel Park Improvements	16,680	-	16,680
Vehicles	100,000	-	100,000
Youth Projects	16,839	-8,750	25,589
Net Zero Project	333,812	-55,133	388,945
Radstock Lane Community Centre Improvements	-	-11,095	11,095
Committed Spend	1,318	23,889	25,207
Maiden Place Community Centre Doors and Windows	-	-8,705	8,705
Dilapidations and Refurbishments	186,907	186,907	-
Phone Box Project	1,130	-1,809	2,939
Benches/Seats	-	-2,825	2,825
Maiden Place Community Centre Heating System	-	-30,000	30,000
Radstock House Council Office Flat Roof	10,000	-	10,000
Website Upgrade	10,000	-	10,000
Recovery Fund	-	-44,533	44,533
	1,691,625	108,353	1,583,272

**10. Tenancies**

The Council's Community Centre at Maiden Place has a resident social club that is a tenant under a repairing lease paying £16,200 annual rental, (2024/25 £16,200).

**11. Contingent liabilities**

The Council had no contingent liabilities at 31 March 2026 (2024/25: none).

# Claire Connell MA, ACA, CTA

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Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road  
Earley

Reading RG6 7LT

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

29<sup>th</sup> April 2026

Dear Ladies and Gentlemen

## **Internal audit for the year ended 31<sup>st</sup> March 2026 – final report**

As a result of my work carried out at the year-end visit, I am pleased to report that I have completed my internal audit review and I agree with the amounts included in the Accounting Statements on the Annual Governance and Accountability Return (AGAR) which will be submitted to the external auditors (as shown in Appendix 2). Appendix 1 summarises the audit work completed this year which was carried out in three stages.

My internal audit was based on the guidelines included in the SAPP Practitioners' Guide 2025, with reference to the 2026 guidelines for Assertion 10. This includes an assessment of risk and a selective assessment of compliance with the relevant procedures and controls in operation.

There are no new matters arising to which I need to draw your attention and no outstanding matters from previous years. It's clear that the Council has reviewed its digital and data compliance thoroughly in the light of the new assertion that has been added to the Annual Governance Statement this year.

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

Kind regards

Yours faithfully



Claire Connell

**Appendix 1: Summary of internal audit work covered in 2025-26**

Assertion on Annual Return	Assertion met?
<b>A. Appropriate accounting records have been properly kept throughout the year.</b>	Yes
<p>ETC uses an accounting package which is specifically designed for parish and town councils. There is a linked Bookings package for invoicing hall and pitch hire. Burials are recorded in bespoke software and invoices raised in Omega. The records are kept up-to-date and are accurate.</p> <p>There is a suitable level of reporting to Council.</p>	
<b>B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</b>	Yes
<p>Testing and review of systems shows that expenditure is properly incurred, payments approved and VAT appropriately accounted for.</p> <p>Procurement procedures have been properly followed during the year.</p>	
<b>C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>	Yes
<p>Minutes, Standing Orders, Financial Regulations, insurance cover and the Risk Register indicate that there are proper risk assessment and management procedures.</p> <p>The Risk Register was reviewed in July 2025 and updated again in September 2025.</p>	
<b>D. The precept resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.</b>	Yes
<p>The reporting of financial results and monitoring of actual against budget was reviewed. Financial updates are provided at Policy &amp; Resources committee meetings and are emailed to all councillors.</p> <p>The budget setting process for 2026-27 was thorough and included a consideration of ongoing earmarked reserve requirements in addition to the planned budget for the forthcoming year.</p>	
<b>E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</b>	Yes
<p>The following areas were checked and no issues arose:</p> <ul style="list-style-type: none"> <li>• The precept was agreed to Council minutes and bank statements</li> <li>• CIL income was reviewed and agreed to bank statements</li> <li>• Rental income was reviewed</li> <li>• Test checks were made for burial income</li> <li>• Test checks were made for pitch and room hire income.</li> <li>• Allotment income was reviewed</li> <li>• Fishing income was reviewed</li> <li>• The procedures for recording repair café income were reviewed</li> </ul>	

Quarterly VAT returns were reviewed. A partial exemption calculation is prepared on a quarterly basis, with a final annual review.	
<b>F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for</b>	<b>Yes</b>
Amounts paid out of petty cash were few in number and low in value. Supporting receipts are retained and VAT appropriately accounted for.  The petty cash is no longer run on an imprest system and top ups for petty cash are obtained by using an ATM.	
<b>G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</b>	<b>Yes</b>
The payroll is run by an external payroll company.  No issues arose during the testing of payroll.  The year end figure included in Box 4 only included staff salaries and associated National Insurance and pension costs as required by the regulations.	
<b>H. Asset and investment registers were complete and accurate and properly maintained.</b>	<b>Yes</b>
An adequate fixed assets register is maintained in Excel.  There have only been small movements in fixed assets this year.	
<b>I. Periodic bank reconciliations were properly carried out during the year.</b>	<b>Yes</b>
Bank reconciliations are prepared on a monthly basis and are reviewed by the Chair of the Policy & Resources Committee on a quarterly basis.  The March 2026 bank reconciliation hadn't been approved by councillors at the time of my audit visit as the Finance Officer was still waiting for a year-end bank statement from NS&I.	
<b>J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</b>	<b>Yes</b>
The accounting statements have been correctly prepared on the income and expenditure basis. They agree to the underlying Rialtas data and debtors and creditors are properly recorded.  The outstanding balance from the Public Works Board loan was agreed to the published PWLB year end balances.	
<b>K. If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.</b>	<b>Not Applicable</b>
This assertion is not applicable to Earley Town Council as its income and expenditure are far in excess of the £25,000 limit for exemption.	

<b>L. The authority published the required information on a website / web page, up-to-date at the time of the internal audit in accordance with the relevant legislation</b>	<b>Yes</b>
<p>The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015.</p> <p>The Council website has been updated during the year and additional information required by the transparency code has been published.</p> <p>The Council has published a model publication scheme using the template from the ICO and associated the guide to information is also published on the website.</p>	
<b>M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations</b>	<b>Yes</b>
<p>The exercise was advertised on the website in advance of the period commencing.</p> <p>The exercise was carried out for the correct number of days and included the first 10 working days of July as required</p>	
<b>N. The authority has complied with the publication requirements for the prior year AGAR</b>	<b>Yes</b>
<p>The Council correctly complied with the publication requirements for the AGAR.</p> <ul style="list-style-type: none"> <li>• The notice for the period for the exercise of public rights together with signed copies of Sections 1 &amp; 2 of the AGAR were published before 1<sup>st</sup> July 2025.</li> <li>• The Notice of conclusion and the final version of the AGAR including the completed section 3 of the AGAR were published before 30<sup>th</sup> September 2025.</li> </ul>	
<b>O. The authority has complied with laws, regulations &amp; proper practices relating to digital and data compliance.</b>	<b>Yes</b>
<p>The Council has completed a review of digital and data compliance following the addition of Assertion 10 to the Annual Governance Statement.</p> <p>An IT policy is in place and website accessibility has been checked.</p> <p>Policies relating to data protection and privacy are also in place.</p>	
<b>P. Trust funds – the council met its responsibilities as a trustee</b>	<b>Not applicable</b>
The Council does not act as a trustee for any trust of charity.	

## Appendix 2 – AGAR accounting statement figures

AGAR box number		2024/25 £	2025/26 £	Internal auditor comments
1	Balances brought forward	2,332,698	2,546,139	Agreed
2	Precept	1,007,815	1,058,105	Agreed to government central precept record
3	Total other receipts	369,855	360,673	Agrees to records in Rialtas
4	Staff costs	722,137	751,765	Agrees to records in Rialtas
5	Loan interest/ capital repayments	20,829	20,343	There is currently no borrowing
6	All other payments	421,263,	381,308	Agrees to records in Rialtas
7	Balances carried forward	2,546,139	2,811,501	

8	Total value of cash and short-term investments	2,567,028	2,790,688	Agrees to bank reconciliations and bank statements
9	Total fixed assets and long-term investments	2,975,706	3,027,443	Agrees to fixed asset register and includes remaining Property Fund investment  The previous year's figure has been restated following the discovery that an asset had been omitted from the fixed asset register
10	Total borrowings	186,000	172,000	Agreed to PWLB statements

For local councils only		Yes	No	
11	Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33</i>

## Annual Internal Audit Report 2025/26

## EARLEY TOWN COUNCIL

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

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

10+17 Dec 25

20/01/2026

27/04/2026

CLAIRE CONNELL

Signature of person who carried out the internal audit

*Claire Connell*

Date

29/04/2026

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

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

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENT Earley Town Council RITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE ADDRESS  
Earley-tc.gov.uk

## Section 2 – Accounting Statements 2025/26 for

ENT Earley Town Council RITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	2,332,698	2,546,139	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,007,815	1,058,105	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	369,855	360,673	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	722,137	751,765	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	20,829	20,343	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	421,263	381,308	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,546,139	2,811,501	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,567,028	2,790,688	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,975,706	3,027,443	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	186,000	172,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*[Signature]*  
 Date 29/04/2026

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

**EARLEY TOWN COUNCIL**

**Annual Council Meeting 6<sup>th</sup> May 2026**

**Agenda Item 13 – MEADOW PARK CONTRACT**

To note that the council is about to undertake a tender process for appointing a contractor to renew the playground at Meadow Park. The project consists of supply/install new play equipment in the junior section; adding some new pieces to the toddler section; the introduction of a sensory/quiet area; and the replacement and relocation of the gym equipment.

ETC's Projects Manager has been working with the staff and pupils of Loddon Primary School to determine what local children would like to see in the space and has liaised with various play equipment companies on what could be possible.

The Projects Manager is now in the process of drawing up a detailed specification of ETC's requirements – this document will be sent to at least four suitable companies who will be invited to submit a tender for the project. The budget for the project (c£140k) is well below the threshold at which projects must be posted on Contracts Finder, although notice of the final award must be posted. The companies will be asked to submit their bid, in a sealed envelope, by a particular date. The bids will then be opened at the same time, assessed and a decision made on the awarding of the contract.

The proposed timeline is:

11<sup>th</sup> May 2026 – invitation to quote issued  
21<sup>st</sup> June 2026 – quotation return deadline  
w/c 22<sup>nd</sup> June 2026 – evaluation of quotations  
w/c 29<sup>th</sup> June 2026 – contract awarded  
Commencement of works – September 2026

ETC's Standing Orders require the "tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has been passed" (18c.v) and "tenders are to be reported to and considered by the appropriate meeting of the Council or committee or sub-committee with delegated responsibility" (18c.vi).

In the first instance, Members are asked to **RESOLVE** which councillor(s) to be present at the opening of the tender envelopes.

Once the submissions have been opened, the Town Clerk and Projects Manager will then draw up an assessment and a report on the bids received. Members are asked to consider the most appropriate decision-making 'body' for this report to be submitted to. One option open to council is to create a specific sub-committee with delegated powers of decision.

Members to **RESOLVE** as appropriate.

**EARLEY TOWN COUNCIL**

**Annual Council Meeting 6<sup>th</sup> May 2026**

**Agenda Item 14 - CHAIRS' MEETING NOTES**

**Chairs Meeting 1<sup>st</sup> April 2026**

Present: Cllrs N Brock, D Hare, A Neal and the Town Clerk

The Chairs were shown the refurbished toilet facilities in the ETC workshop building.

**Cemetery Footbridge**

Noted that arranging a meeting with the WBC officer responsible for this project was proving a little difficult. A provisional date of 9<sup>th</sup> April had been set but had not been confirmed by WBC.

**Youth Services**

Town Clerk provided an update, this information had already been provided to the Youth Working Group. Positive discussions have been held with a second provider of youth services, plans are underway to increase the number of weekly youth clubs at Centrepoint from one to three, delivered on behalf of ETC by two providers. The clubs will cater for a variety of age groups.

**EARLEY TOWN COUNCIL**

**ANNUAL MEETING – 6<sup>th</sup> May 2026**

**AGENDA ITEM 15 – QUARTERLY STAKEHOLDER MEETINGS**

In 2025, the University of Reading began holding update meetings in order to share information on the progress of their Loddon Garden Village project with Earley Town Council and Winnersh Parish Council.

All councillors were invited and, as the meetings were well attended, the University of Reading decided to arrange Quarterly Stakeholder Meetings to continue to share information on Loddon Garden Village but to also share information on other projects it was working on.

The first Quarterly Stakeholder meeting was held on 29<sup>th</sup> January 2026 at the University and was attended by several ETC Councillors, the agenda covered: -

- Updates on British Museum/Natural History Museum/Kew Gardens plans
- Loddon Garden Village - Local Plan Enquiry timetable and next steps, updates and questions
- Other Projects - Swallows Meadow
- Future projects and ideas

The second meeting was held on 23<sup>rd</sup> April 2026 and again was open to all Councillors, with the agenda covering similar items as it did in January.

The dates of the next meetings are 16<sup>th</sup> July and 15<sup>th</sup> October 2026.

To assist with enabling the information from these meetings to be relayed back to Council, it would be helpful if a councillor who is a regular attendee would agree to provide some notes about the meetings to the Deputy Town Clerk.



## January 2026 Barclaycard

**ORDERS FOR PAYMENT - BY BARCLAYCARD**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8642	Zoom	January 26 Subscription	£15.59
8643	Adobe	Subscription M/e 10/02/26	£11.29
8644	Robert Dyas	Tablecloths (Returned in Feb)	£33.98
8645	Beldray UpGlobal	Toilet Brush holders All Centres	£38.87
8646	Asda George	Swing Bins All Centres	£85.77
8647	Schnuggle	Nappy Bins CP	£37.44
8648	Royal Mail	Stamps	£355.55
8649	Asda	Wine and other drinks Mayors Reception	£119.73
8650	WorkWear	Staff Uniforms with ETC logos	£385.97
8651	Garden Wildlife Direct	Bird Seed for MELNR	£46.95
<b>Total Barclaycard</b>			<b>£1,131.14</b>

Date Prepared: 18/02/2026

**ORDERS FOR PAYMENT - BY BACS TRANSFER**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8652	2468 Ltd	CP Boiler Rental Jan 26	£142.15
8653	Arco Limited	Waterproof Jacket - Uniform	£49.00
8654	Barries Direct (J9 Limited)	Cycle Stands & Barrier MPCC	£719.82
8655	Bracknell Pest Control Limited	Allotments Pest Traps 09/02/26	£60.00
8656	Country Supplies	Topsoil Bulk Bag & Grass Seed Cemetery CR Extension	£1,186.00
8657	Creating Technical Solutions	Vehicle Repair YK60 UTY Starter Motor	£422.40
8658	DLS Contract Cleaning Ltd	Cleaning of CP, MPCC, RLCC Jan 26	£2,025.00
8659	IT QED Ltd	IT Azure Subscription Jan 26	£103.39
8660	IT QED Ltd	IT Professional Monitoring Jan 26	£60.48
8661	IT QED Ltd	SJP CCTV Feb 26	£15.60
8662	IT QED Ltd	IT Support Feb 26	£450.00
8663	IT QED Ltd	IT Skykick Office 365 Jan 25	£189.00
8664	Meadowmania	Flower Bulbs MELNR Flower Seed Mix Sibly	£1,209.98
8665	Premier Office Supplies	A4 Photocopier Paper Office	£24.16
8666	Premier Office Supplies	Lever Arch Files, Paper & Laminating Pouches Office	£111.93
8667	Screwfix	Maintenance Tape, Masks & Discs	£45.95
8668	Seton	Fire Safety Signs Various Sites	£305.22
8669	Wokingham Borough Council	Centrepoint Rent Feb 26	£293.50

**Total: £7,413.58**

Date Prepared: 19/02/2026

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8670	2468 Ltd	Boiler Maintenance RLCC 01/04/26 - 31/03/2027	£121.13
8671	Armour Arbor	Tree Works MELNR	£400.00
8672	Bowak Ltd	Toilet Roll MPCC & SJP	£46.33
8673	Claire Connell	Provision of Internal Audit Services year ended 31/03	£780.00
8674	Country Supplies	Topsoil Bulk Bag x15 Cemetery	£1,111.50
8675	CTS	Vehicle Repair YK60 UTY Ignition Switch	£160.80
8676	DLS Contract Cleaning Ltd	Hall Cleaning CP, MPCC & RLCC	£3,071.24
8677	GLS - Findel	Hand Towels MPCC - Kilnsea Pre-school	£71.98
8678	GLS - Findel	Black Sacks SJP	£71.96
8679	Hall & Co Construction Ltd	Repair Damaged Wall MPCC	£10,934.40
8680	HD Plants Limited t/a Hedges Direct	Golden Privet Hedges & Root Grow Cemetery	£1,916.64
8681	HTC Fastenings Ltd - Herts Tool Co.	Digger & Dumper Hire Cemetery	£891.30
8682	IT QED Ltd	IT Office 365 Exclaimer Sigantures	£56.95
8683	IT QED Ltd	IT Microsoft 365 Exchange Online	£360.36
8684	Select Environmental Services	RLCC Waste Collection	£40.20
8685	Select Environmental Services	CP Waste Collection	£37.80
8686	Select Environmental Services	RH Waste Collection	£32.09
8687	Select Environmental Services	General Litter Waste Collection	£358.84
8688	Select Environmental Services	RLCC Waste Collection	£11.16
8689	Select Environmental Services	MPCC Waste Collection	£170.06
8690	Southern Maintenace Solutions UK Ltd	Leak in Meeting Room MPCC	£271.43
8691	Tradepoint B&Q	Postcrete & Tarpaulin Cemetery, Plywood & Adhesive Maint	£164.75
8692	Travis Perkins	Dried Sand Sibly	£86.40
8693	Tri Security	Replacement lights, CCTV converter & Smoke Alarm Various Sites	£2,624.03
8694	Web Marketing Matters	Website Support & Maintenance	£216.00
8695	William Luck	Planning Professional Services	£385.20
8696	Wokingham Town Council	Event Training 9th March	£420.00

**Total: £24,812.55**

Date Prepared: 05/03/2026

February 2026 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8697	Asda	Wine for Mayors Reception + Office Coffee	£44.96
8698	Zoom	February 26 Subscription	£15.59
8699	Adobe	Subscription M/e 10/03/26	£11.29
8700	HSQE Ltd	Event Training EC/JB	£75.60
8701	Ucheck	DBS FG	£37.20
<b>Total Barclaycard</b>			<b>£184.64</b>

Date Prepared: 06/03/2026

**ORDERS FOR PAYMENT - BY DIRECT DEBIT FEBRUARY 2026**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8702	Allstar	Vehicle Fuel YS06 BSO 09/01	£92.73
8703	Allstar	Vehicle Fuel YK60UUJ 14/01	£68.17
8704	Allstar	Vehicle Fuel YS06 BSO 30/01	£94.91
8705	Castle Water	RH Water Sub Meter re next door refund 7/25-Oct 25	-£408.33
8706	Castle Water	RH Water Nov 25 net of Next door refund for Nov 25	£14.16
8707	Castle Water	RH Water Dec 25	£336.11
8708	Castle Water	RH Water Jan 26	£198.57
8709	Castle Water	SJP Water Jan 26	£94.81
8710	Castle Water	RLCC Water Jan 26	£274.35
8711	Castle Water	IC Water Jan 26	£35.82
8712	Castle Water	Allotments Water Jan 26	£6.40
8713	Castle Water	CEM Water Jan 26	£5.73
8714	Crown Gas & Power	RLCC Gas Jan 26	£895.10
8715	Crown Gas & Power	RH Gas Jan 26	£233.42
8716	Crown Gas & Power	SJP Gas Jan 26	£223.70
8717	Crown Gas & Power	MPCC Gas Jan 26	£1,124.70
8718	Culligan (UK) Limited	SJP Water Cooler Rental Jan 26	£55.43
8719	Culligan (UK) Limited	RH Water Cooler Rental Jan 26	£110.86
8720	Elavon (Opayo)	Credit Card Terminal rental Jan 26	£22.80
8721	DVLA	Maintenance Vehicle Tax MX19WFV	£345.00
8722	Focus Group	RH Telephones Rental Feb 26 + Calls Dec 25	£221.81
8723	O2	Staff Mobiles Phones 14/01 - 13/02	£166.03
8724	SSE Energy Solutions	Street Lighting Electricity Jan 26	£914.98
8725	Yorkshire Gas & Power	RLCC Electricity Jan 26	£160.06
8726	Yorkshire Gas & Power	IC Electricity Jan 26	£217.99
8727	Yorkshire Gas & Power	SJP Electricity Jan 26	£237.72
8728	Yorkshire Gas & Power	MPCC Electricity Jan 26	£266.39
8729	Yorkshire Gas & Power	RH Electricity Jan 26	£315.25
8730	Yorkshire Gas & Power	Tractor Shed Electricity Jan 26	£36.13

**Total Direct Debits    £6,360.80**

Date Prepared: 12th March 2026

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8730a	Allcott Associates LLP	Building Survery Inspection SJP	£1,158.00
8730b	Arco Limited	Disposable Gloves & Chemical Coveralls PPE	£65.33
8730c	Barton Hyett Associates Ltd	SJP Tree Assessments - Sonic Tomography	£1,620.00
8730d	Berkshire Youth Ltd	Youth Sessions at Jan - Mar 26 CP	£2,500.00
8731	Bracknell Pest Control	Allot. Bait Traps 17/3/26	£60.00
8732	CTS	Vehicle MOT & Service MX19 WFV	£411.64
8733	CTS	Vehicle Repair MX19 WFV	£99.00
8734	First Fence	Fence Railing Kit etc Cem Extn	£387.38
8735	Alan Hadley Ltd	6 Yard Skip CEM	£318.00
8736	IT QED Ltd	IT Support March 26	£450.00
8737	IT QED Ltd	SJP CCTV March 26	£15.60
8738	IT QED Ltd	IT Azure Subscription Feb 26	£96.70
8739	IT QED Ltd	IT Professional PC Monitoring Feb 26	£60.48
8740	IT QED Ltd	IT Skykick Office 365	£198.00
8741	IT QED Ltd	Microsoft 365 Annual to 26/3/27	£4,368.96
8742	Lubbe & Sons (Bulbs) Ltd	Spring Flower Bulbs Snowdrops/Aconites MELNR	£876.00
8743	Net World Sports	Pitch Corner Flags SJP	£19.73
8744	Select Environmental Services	Gen Litter Hygiene Waste Collection Feb 26	£173.66
8745	Select Environmental Services	Gen Litter Hygiene Waste Collection Jan 26	£173.66
8746	Select Environmental Services	Gen Litter General Waste & Excess Disposal Feb 26	£362.69
8747	Select Environmental Services	RLCC Waste Collection Feb 26	£46.52
8748	Select Environmental Services	CP General Waste Collection Feb 26	£42.84
8749	Select Environmental Services	MPCC General Waste & Recycling Collection Feb 26	£166.61
8750	Select Environmental Services	RH Recycling Waste Collection Feb 26	£32.09
8751	Southern Maintenance Solutions UK Ltd	RH Heating System Power Flush	£3,639.41
8752	Tradepoint Screwfix	Blow Torch Maint, Curtain Brackets RLCC, Jump Starter SJP	£186.32
8753	Tradepoint Screwfix	Builders Bag CEM, TRV4 RH	£83.22
8754	Tradepoint Screwfix	Mortar Rakes/Blade etc	£65.93
8755	Tradepoint B&Q	Buckets, Lock Nuts, Hinges and Cut Discs RH, SJP, Maintenance	£67.28
8756	Tradepoint B&Q	Cement/Sand	£20.42
8757	Wise Structures Ltd	Maintenace Depot Toilet Refurb.	£4,380.00
8757a	Wokingham Borough Council	Centrepoint Rent Mar 26	£293.50
8757b	Wokingham Borough Council	Elections Hawkedon Ward Dec 25	£6,770.74

**Total: £29,209.71**

Date Prepared: 20/03/2026

**ORDERS FOR PAYMENT - Credit Card Fees**

**Appendix N**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8757c	Elavon	Fees Nov 25	£24.98
8757d	Elavon	Fees Dec 25	£22.02
8757e	Elavon	Fees Jan 26	£22.54
8757f	Elavon	Fees Feb 26	£47.75
(next 8758)			

**Total Direct Debits    £117.29**

Date Prepared: 4th April 2026

## ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
8758	ArmourArbor	Saw Fallen Tree MELNR	£300.00
8759	Beechwood Tree Care Ltd	Remove Deadwood from Footpath SJP	£1,693.61
8760	Beechwood Tree Care Ltd	Traffic Management for Tree Works SJP	£72.20
8761	DLS Contract Cleaning Ltd	Hall Cleaning CP, MPCC & RLCC	£3,071.24
8762	Enerveo	Street Light Maint q/e 31/03/26 + Salcombe Dr. Repair	£532.70
8763	IT QED Ltd	IT Office 365 Exclaimer Signatures	£56.95
8764	James Hallam Council Guard	Aviva Insurance for Hired in Plant Cem Extn	£280.00
8765	Nationwide Fuels & Lubricants Ltd	Diesel Tank Refill - Parks & Grounds	£2,010.60
8766	Online Playgrounds	Rubber Grass Mats & Wetpour Top Repair Kit SJP Playground	£880.44
8767	Play Source Ltd	Bridge Remedial Works SJP	£763.20
8768	Premier Office Supplies	Office Paper & Envelopes	£109.74
8769	Proludic Ltd	Hip Hop Seat with Fixings SJP Playground	£444.31
8770	Web Marketing Matters	Website Support & Maintenance Mar 26	£216.00
8771	William Luck	Planning Professional Services Mar 26	£440.10

**Total: £10,871.09**

Date Prepared: 09/04/2026

**ORDERS FOR PAYMENT - BY BACS TRANSFER**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8772	2468 Ltd	Boiler Maintenance CP 01/05/26 - 31/07/26	£142.15
8773	A1 Locksmiths Berkshire Ltd	Padlock Cemetery & Tractor Shed	£94.10
8774	Rialtas Business Solutions Ltd	Software Licences Accounting System 2026/7	£2,056.80

**Total: £2,293.05**

Date Prepared: 09/04/2026

**ORDERS FOR PAYMENT - BY DIRECT DEBIT MARCH 2026**

<b>Number</b>	<b>Supplier</b>	<b>Purchase Description</b>	<b>Amount</b>
8775	Allstar	Vehicle Fuel YK60UUJ 12/02	£75.06
8776	Allstar	Vehicle Fuel YK60UTY 10/02	£72.97
8777	Allstar	Vehicle Fuel YS06BSO EN65HDF 26/02	£170.52
8778	Castle Water	SJP Water Feb 26	£100.31
8779	Castle Water	MPCC Water Feb 26	£116.90
8780	Castle Water	RLCC Water Feb 26	£66.38
8781	Castle Water	IC Water Feb 26	£48.87
8782	Castle Water	MPCC Water Feb 26	£173.31
8783	Castle Water	Allot Water Feb 26	£16.02
8784	Castle Water	CEM Water Feb 26	£7.77
8785	Castle Water	RH Water Feb 26	£133.73
8786	Crown Gas & Power	MPCC Gas Feb 26	£899.34
8787	Crown Gas & Power	SJP Gas Feb 26	£194.66
8788	Crown Gas & Power	RH Gas Feb 26	£294.06
8789	Crown Gas & Power	RLCC Gas Feb 26	£942.12
8790	Culligan (UK) Limited	SJP Water Cooler Rental Feb 26	£55.43
8791	Culligan (UK) Limited	RH Water Cooler Rental + 6 Water Bottles Feb 26	£274.37
8792	Elavon (Opayo)	Credit Card Terminal rental Feb 26	£22.80
8793	Focus Group	RH Telephones Rental Mar 26 + Calls Jan 26	£225.91
8794	Information Commissioner's Office	Data Protection Renewal y/e 24/03/27	£73.00
8795	O2	Staff Mobiles Phones 14/02 - 13/03	£171.60
8796	PHS Group	IC Sanitary Disposal ESPO Charge 18/3-17/6	£5.54
8797	PHS Group	SJP Sanitary Disposal 18/3-17/6	£16.63
8798	PHS Group	IC Sanitary Disposal 27/3/26 - 26/6/26	£5.54
8799	PHS Group	MPCC Sanitary Disposal 27/3/26 - 26/6/26	£129.94
8800	PHS Group	MP Social Club Sanitray Disposal 27/3-26-26/6/26	£11.09
8801	PHS Group	RLCC Sanitary Disposal 27/3-26 - 26/6/26	£129.94
8802	PHS Group	RH Sanitary Disposal 27/3/26 - 26/6/26	£11.09
8803	SSE Energy Solutions	Street Lighting Electricity Feb 26	£754.54
8804	Virgin Media	Broadband RH 07/02 - 06/03/26	£49.20
8805	Virgin Media	Broadband RH 07/03 - 06/04/26	£49.20
8806	Yorkshire Gas & Power	Trac Shed Electricity Feb 26	£34.08
8807	Yorkshire Gas & Power	MPCC Electricity Feb 26	£344.87
8808	Yorkshire Gas & Power	RLCC Electricity Feb 26	£321.69
8809	Yorkshire Gas & Power	SJP Electricity Feb 26	£226.01
8810	Yorkshire Gas & Power	IC Electricity Feb 26	£188.71
8811	Yorkshire Gas & Power	RH Electricity Feb 26	£587.67

**Total Direct Debits    £7,000.87**

Date Prepared: 9th April 2026

## March 2026 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
8812	UCheck	DBS O M-J	£37.20
8813	UCheck	DBS B M	£37.20
8814	Zoom	March 26 Subscription	£15.59
8815	Adobe	Subscription M/e 10/04/26	£11.29
8816	PJCS Cytech	Bike Maintenance Training	£499.00
<b>Total Barclaycard</b>			<b>£600.28</b>

Date Prepared: 17/04/2026

**IMPREST ACCOUNT - Payment Requests 1157 - 1176**

Vouchers between 3rd March 2026 - 31st March 2026

<b>Number</b>	<b>Details</b>	<b>Amount</b>
1157	Salaries Mar 26	£35,107.74
1158	HMRC PAYE & NI Mar 26	£13,604.13
1159	LGPS Pension Mar 26	£14,338.77
1160	Damage Deposit Return EA	£50.00
1161	Damage Deposit Return RD	£50.00
1162	Damage Deposit Return UT	£100.00
1163	Damage Deposit Return RA	£100.00
1164	Damage Deposit Return MM	£100.00
1165	Damage Deposit Return TG	£50.00
1166	Wokingham CAB - Grant	£3,500.00
1167	The Cowshed - Grant	£2,000.00
1168	First Days Childrens Charity - Grant	£1,500.00
1169	Readibus - Grant	£5,000.00
1170	Loddon Valley Ramblers - Grant	£2,033.00
1171	Together One Step at a Time - Grant	£500.00
1172	Damage Deposit Return BB	£100.00
1173	Damage Deposit Return PN	£50.00
1174	Damage Deposit Return AB	£50.00
1175	Damage Deposit Return IT	£100.00
1176	Damage Deposit Return AK	£100.00

**IMPREST ACCOUNT - Payment Requests 1177 - 1179**

Vouchers between 1st April 2026 - 10th April 2026

<b>Number</b>	<b>Details</b>	<b>Amount</b>
1177	LGPS Pension Apr 26	£13,919.70
1178	HMRC PAYE & NI Apr 26	£14,802.77
1179	Salaries Apr 26	£36,542.58

## IMPREST ACCOUNT

### ORDERS FOR PAYMENT - BY DIRECT DEBIT

Jan 26 - Mar 26

Number	Supplier	Purchase Description	Amount
121	SGW Payroll	Jan 26 Payroll cost	£62.64
122	SGW Payroll	Feb 26 Payroll cost	£68.40
123	DVLC	Road Tax EN65HDF	£345.00
124	SGW Payroll	Mar 26 Payroll cost	£66.48
<b>Total Direct Debits</b>			<b>£542.52</b>

Date Prepared: 02/04/26