

Policy & Resources Committee Meeting – 9th September 2026

Agenda Item 7.1 – FINANCE UPDATE

- Period Covered – 1st April – 21st August 2026
- RBS Income & Expenditure report also provided to the Committee
- Budget codes are included in the report below

This report covers the first 4 months of the new financial year, please note that some income and expenditure is received/spent in arrears so will not yet appear in the figures.

INCOME

Income from **Hall Hire** is healthy and above target, especially at Maiden Place Community Centre (130/1030) where we are on target to exceed last years' income figure. We have some availability for the new Saturday evening booking slots at RLCC and MPCC, these will be promoted after the summer holidays.

Cemetery income (100/1010), whilst being the most unpredictable income stream, this continues to remain steady. The creation of a new cremated remains section will ensure we can meet the increased demand for the interment of ashes.

Fishing Permits (200/1090) have been popular, we expect to reach target by the end of the season.

Sports Pitch income from **Sol Joel Park** (220/1040) is on target. We are now moving into football season, the ability to play matches is dependent on not having too many periods of heavy rain so we hope for a mild, calm autumn/winter after such extreme summer weather.

Help Shop (300/1000) – There has still been no response from WBC on the payment of the annual grant (the SLA has expired and was being reviewed by WBC) so we must assume this arrangement has ceased. ETC continues to deliver all services as usual, including those delivered on behalf of WBC.

Interest received from ETC's investments with CCLA (330/1160 & 245/1161) are slightly above target despite lower interest rates. Interest received is allocated proportionately between the Sibly maintenance fund and ETC's general reserves.

CIL Funding (370/1150) – in April ETC received £29,289 in new CIL monies. Funds reserved for the Meadow Park playground project (£29,280.55) are yet to be deducted from the CIL balance, the work has been commissioned but no invoices have been received as yet. ETC may receive more CIL funds in October although the figure is unknown.

Precept (390/1076) is paid in stages. 50% has been received, the remainder will be paid in mid-September.

EXPENDITURE

Employment costs are pretty much on target although the national pay award for 2026/27 is yet to be finalised. When it is, staff will receive any increase backdated to 1st April. Caretaker salaries have exceeded targets, this is as a result of overtime being paid to cover staff holidays. We expect this to reduce now that the main summer period is over. The total staffing budget includes an amount for contract and temporary staff which we are not expecting to have to use. The new part-time Bike Workshop Co-ordinator was appointed in June.

Utilities – Accurate utility charges remain complicated but ETC's Finance Officer ensures, by the end of the year, we don't end up paying more than we should. **Gas** charges (4230), **Electric** (4235) and **Water**

(4240) are as expected except for **Water** usage at the allotments (120/4240) which have been exceptionally high. Following reports of improper water usage by some plot holders during the heatwaves, there was communication with the Allotment Association and plot holders in an effort to address the issue. Further discussions are due to take place and the matter will feature on the next Amenities and Leisure Committee agenda.

Youth Projects (140/5045) – invoices for the first quarter have yet to be received. ETC is now providing two weekly youth clubs (Berkshire Youth and Reading FC Community Trust) and has just commissioned a third (to be delivered jointly by Berkshire Youth and Reading FC Community Trust), this move will mean ETC's youth clubs deliver services for young people aged 8 to 18. The annual budget of £9,750 was set before the extra two clubs were agreed so the spend for 2026/27 on youth clubs is likely to be around £28,000, well within the ear marked reserve fund.

Health & Safety (4255) – costs allocated to centres individually cover measures such as annual fire alarm system inspections, emergency lighting checks, boiler servicing etc.

Net Zero Project (130/5085) – expenditure so far this year has covered the installation of LED lights in the upstairs Meeting Room at MPCC, the installation of LED lights and motion sensors in all toilets and the caretakers' 'cupboard' at MPCC, and a 50% deposit on the supply and fit of three double glazed, energy efficient external double doors in the Main Hall at MPCC. Work on replacing the heating system there and the installation of solar panels continues, quotes have been obtained, the Working Group will consider these in the autumn and permission (and possible planning permission) will be sought from WBC.

Bike Workshop – Spokes (140/1120/4440) – Since opening in June, 16 Spokes public sessions have been held and 47 bikes worked on. Income now stands at just over £600 and most of the equipment needed has now been purchased so expenditure should level out. The Bike Workshop Co-ordinator, Gianpiero, is now assisted by six volunteers, we are very pleased with the progress of the project in such a short space of time.

Green Fair (200/1110/4320) – This years' Green Fair was a huge success, the feedback from attendees has been extremely positive. Even with the additional cost of providing portaloos, income has almost covered the costs of holding the event.

Jo Friend, Town Clerk/RFO

Asset Reg No	Description	Category Type	Val. @ 31.03.26	Additions	- Disposals	Val. @ 30.07.26	Detail
AL/1/001	Allotment Site - Culver Lane	Land	1			1	Leased Asset
LK/1/001	Maiden Erlegh Lake Nature Reserve	Land	49,850			49,850	Valuation in respect of pathways
MK/1/001	Meadow Park	Land	9,697			9,697	Valuation in respect of pathways
ML/1/001	Mays Lane Burial Ground	Land	10,372			10,372	Valuation in respect of car park and Road
PD/1/002	BMX Track	Land	126,505			126,505	BMX Track Build Cost
PD/5/002	Paddock Drive open space	Land	1			1	Leasehold from WBC
SJ/1/001	Sol Joel Park	Land	24,543			24,543	Valuation in respect of entrance road & car park
SJ/1/003	Car Park Extension SJJ	Land	13,015			13,015	Constructed 08/09
LK/1/002	Maiden Erlegh Lake Nature Reserve	Land	1			1	
ML/1/002	Mays Lane Burial Ground	Land	1			1	
SJ/1/004	Sol Joel Park	Land	1			1	
AL/2/001	Shed - Allotments	Buildings	233,987	-	-	233,987	
AL/2/002	Shed - Allotments	Buildings	838			838	Large shed/store
LK/2/001	Interpretation Centre - MEP	Buildings	339			339	Small shed/washroom
ML/2/001	Sheds - Mays Lane	Buildings	93,850			93,850	Revalued 06/07
ML/2/002	Tractor Shed - Mays Lane	Buildings	1,600			1,600	Revalued 06/07
MP/2/001	Maiden Place Com. Centre	Buildings	17,809			17,809	Constructed 08/09
CP/2/001	Centrepint	Buildings	601,750			601,750	Revalued 06/07
RH/2/001	Council Offices	Buildings	1			1	Buildings & Fixtures & Fittings Leased from WBC
RH/2/002	Concrete Garage	Buildings	274,200			274,200	Revalued 06/07
RL/2/001	Radstock Com. Centre	Buildings	750			750	Purchased from Guides
SJ/2/001	Sol Joel Pavilion	Buildings	471,554			471,554	Revalued 06/07 & Gas infrastructure 18/19
LK/3/002	Ford 2.5 Double Cab	Buildings	572,978	-	-	572,978	Construction cost
LK/3/003	Ford 2.5 Double Cab	Vehicles	2,035,669			2,035,669	
LK/3/006	John Deere Tractor	Vehicles	12,000			12,000	YK60 UTY Purchased 14/15
LK/3/007	Mower/Collector	Vehicles	12,000			12,000	YK60 ULJ Purchased 14/15
SJ/3/002	John Deere Aercore	Vehicles	5,021			5,021	RN02 GCF
SJ/3/004	Williams Trailer	Vehicles	2,056			2,056	JD Loader Collector Mower W00430X017180
RH/3/005	Kubota Digger	Vehicles	5,500			5,500	Purchased 14/15
RH/3/007	Ford Transit Tipper	Vehicles	1,875			1,875	Purchased 15/16
RH/3/008	Ford Transit EN65 HDF	Vehicles	13,200			13,200	KX015 4 HG Purchased 15/16
RH/3/009	Ford Transit MX19 WFV	Vehicles	8,500			8,500	YS06 BSO Purchased 11/12
LK/4/002	Diesel Storage Tank	Vehicles	14,194		14,194	-	Purchased 2017/18/Sold We Buy Any Car 26/27
LK/4/003	Bench - lake inlet end	Vehicles	19,995			19,995	Purchased 2019/20
CP/4/003	Stacking chairs	Vehicles	94,341	-	14,194	80,147	
MP/4/010	Piano @ MPCC	Furniture & Fittings	1,120			1,120	Purchased 14/15
PD/4/001	Litterbins	Furniture & Fittings	663			663	Purchased 16/17
MP/4/032	Piano @ MPCC	Furniture & Fittings	1,000			1,000	Chopin Upright
RL/4/020	Outside Seat	Furniture & Fittings	1			1	Purchased 04/05 - second hand
RL/4/011	Mounted Sink Vanity Units Qty 2 Sink Unit	Furniture & Fittings	1,341			1,341	
RH/4/004	Tables for Council Chamber	Furniture & Fittings	393			393	Purchased 16/17
RH/4/110	Flagpole	Furniture & Fittings	448			448	Replaced 16/17
MELNR	New Security Gates	Furniture & Fittings	1			1	Purchased 15/5/24 from FirstFence
SJ/4/003	Septic Tank (Tractor Shed)	Furniture & Fittings	1,038			1,038	Purchased 12/13
SJ/4/7002	Deso 1235Litre Bunded Basic Fuel Tank Dispenser	Furniture & Fittings	1,500			1,500	
SJ/4/004	Dog Waste Bins	Furniture & Fittings	241			241	Purchased 11/12
SJ/4/008	Black Bins	Furniture & Fittings	1,078			1,078	Purchased 11/12
SJ/4/002	Diesel Storage Tank	Furniture & Fittings	695			695	Purchased 14/15
SJ/4/040	Sid The Snake Bench	Furniture & Fittings	1,516			1,516	Purchased 15/16
SJ/4/041	Buddy Seats	Furniture & Fittings	1,341			1,341	Purchased 15/16
SJ/4/042	Buddy Seat Junior	Furniture & Fittings	1,120			1,120	Purchased 15/16
SJ/4/043	Frog Bins	Furniture & Fittings	1,778			1,778	Purchased 15/16
24/08/2026		Furniture & Fittings	2,094			2,094	Purchased 15/16
		Furniture & Fittings	1			1	Purchased 15/16
		Furniture & Fittings	1,188			1,188	Purchased 15/16

Asset Reg	No	Description	Category Type	Val. @ 31.03.26	Additions	Disposals	Val. @ 30.07.26	Detail
	MK 7	Picnic bench	Furniture & Fittings	1			1	historical purchase
	SJ/4/044	3 Seater Picnic Sets	Furniture & Fittings	1,797			1,797	Purchased 15/16
	SJ/4/001	Soi Joel Park - gates	Furniture & Fittings	409			409	Carnock Gates
	SJ/4/046	Height Barriers SJP	Furniture & Fittings	3,593			3,593	Height Restriction Barrier and Gates SJP additional car park - Mays Lane entrance
	CEM	Cemetery Bollards	Furniture & Fittings	647			647	Purchased 22/23 Barriers Direct 4949
	RH	Chair Facilities Manager	Furniture & Fittings	176			176	Purchased 22/23 Premier Office Supplies
	MK	Bins x2 Invicta Metal with Gold bands incl base MP	Furniture & Fittings	1,364			1,364	Purchased 22/23 Glasdon
	CEM	White Aluminium Signboard	Furniture & Fittings	259			259	Purchased 23/24 Thake Signs
	SJP	SJP Overflow Car park Sign	Furniture & Fittings	354			354	Purchased 23/24 Thake Signs
	RLCC	Supply and fit new curtains	Furniture & Fittings	4,290	-		4,290	Purchased 25/26 Frasers
	RH	Phoenix Fire Ranger Fireproof Cabinet	Furniture & Fittings	1,282			1,282	Purchased 25/26 The Safe shop
	RH	2 x Nexblue EV Chargers	Furniture & Fittings	1,202	1,202		1,202	Purchased 26/27 Bumblebee
			Furniture & Fittings Total	32,730	1,202	-	33,932	
	GN/5/011	Kubota Rotary Mower	Equipment	750			750	Purchased 15/16
	GN/5/022	Hedgetrimmer	Equipment	532			532	
	GN/5/062	Generator	Equipment	330			330	
	GN/5/063	Civic Regalia - Chairman's	Equipment	1,234			1,234	
	GN/5/064	Civic Regalia - Vice-chair	Equipment	541			541	
	GN/5/156	Memorial Stability Tester	Equipment	1			1	
	GN/5/177	Generator	Equipment	700			700	Purchased 14/15
	LK/5/080	Boat	Equipment	1			1	
	LK/5/201	Honda 2 wheel Ped. Tractor	Equipment	2,220			2,220	
	LK/5/202	Honda Cutting Bars	Equipment	599			599	
	LK/5/106	Interpretation Boards - MIEP	Equipment	1			1	
	LK/5/155	Fishing Nets	Equipment	1			1	
	LK/5/169	Boat Engine	Equipment	1			1	
	LK/5/175	Mower Roller Kits	Equipment	1			1	
	LK/5/222	Bowser & pump	Equipment	1,252			1,252	
	LK/5/230	Ransomes Mower	Equipment	4,800			4,800	
	LK/5/231	Tudor Environmental - Kombi Engine, Trimmer & Pruner, MELNR	Equipment	538			538	
	MK/5/004	Fencing	Equipment	1			1	
	MK/5/005	Fencing - 2nd phase	Equipment	1			1	
	MP/5/001	3kw Water Heater	Equipment	1,206			1,206	Purchased 2011/12
	MP/5/061	Hearing Loop	Equipment	1			1	
	MP/5/102	Air Conditioning	Equipment	3,933			3,933	
	MP/5/103	Cooker	Equipment	452			452	
	RH/5/101	Hearing Induction Loop	Equipment	1			1	
	RH/5/102	Emergency Lighting	Equipment	1			1	
	RH/5/111	Marquee	Equipment	533			533	
	RH/5/112	Tower Scaffold	Equipment	636			636	
	RL/5/018	Cooker	Equipment	369			369	
	SJ/5/035	Lock-up	Equipment	721			721	
	SJ/5/051	Kombi Marker	Equipment	650			650	Replacements Purchased 18/19
	SJ/5/052	Fencing - SJP	Equipment	78			78	
	SJ/5/058	Cricket Wicket Mower	Equipment	2,706			2,706	Purchased 10/11
	SJ/5/063	Billygoat Sweeper	Equipment	350			350	
	SJ/5/066	Spiker/Sitter JD	Equipment	641			641	
	SJ/5/080	Goalposts	Equipment	140			140	
	SJ/5/092	Richie Sitter	Equipment	1,501			1,501	Purchased 13/14
	SJ/5/093	Trimax 237	Equipment	5,600			5,600	Purchased 13/14
	SJ/5/110	Petrol Generator	Equipment	629			629	Purchased 15/16 - Ins Replacement
	SJ/5/104	9 X 9 A Side Goals -	Equipment	999	-		999	Purchased 14/15
	SJ/5/112	Sisis Quadraplay Mower Attachment	Equipment	4,644			4,644	Purchased 18/19
	SJ/5/113	Ransomes Batwing Mower	Equipment	22,500			22,500	Purchased 18/19
	SJ/5/114	Used Timberwolf Chipper	Equipment	4,250			4,250	Purchased 18/19
	SJ/5/115	Dennis Razor Turf Mower	Equipment	3,960			3,960	Purchased 18/19
	SJ/5/116	Kubota Rotary Mower	Equipment	990			990	Purchased 18/19
	SJ/5/117	Tudor Environmental - Kombi Engine, Pruner& Trimmer,SJP	Equipment	538			538	Purchased 18/19 Broken and replaced

Asset Reg			
No	Description	Category Type	
RH	Cordless multi tool - Dewalt	Equipment	
LK	Cordless strimmer - Stihl	Equipment	
LK	cordless Blower + harness - Stihl	Equipment	
LK	cordless 30" hedgetrimmer - Stihl	Equipment	
LK	2 x AP holder/power cable - Stihl	Equipment	
LK	Fast charger - Stihl	Equipment	
LK	Battery - Stihl	Equipment	
SJP	Scarifier - STIHL	Equipment	
Maint	Batteries x2 STIHL & Charger	Equipment	
CEM	Stihl Cordless FSA trimmer (Buxtons)	Equipment	
Maint	DeWalt Drill & Bits set	Equipment	
MPCC	Access Controls & Installation MPCC	Equipment	
RLCC	Access Controls & Installation RLCC	Equipment	
SJP	Petrol Pressure Washer SJP	Equipment	
Em Plan	De Wait Tripod Light & Charger - Toolden	Equipment	
Em Plan	Sealey Generator - Toolden	Equipment	
Em Plan	De Wait Tripod Light & Charger - Toolden	Equipment	
SJP	Handdryer SJP	Equipment	
SJP	Motion Sensor & Light Remote	Equipment	
Maint	Dewalt Electric Concrete Breaker	Equipment	
Derib	Wychwood Crescent Derib. + cabinet + fitting	Equipment	
RH	Upgrade of Intruder Alarm Radstock House	Equipment	
SJP	Brush Cartridge Dennis Mower	Equipment	
Trac Shed	Upgrade of Intruder Alarm Radstock House	Equipment	
RLCC	Deribrator + Fitting	Equipment	
RH	Air Cooler electric Artic 42L	Equipment	
RH	Air Cooler electric Artic 42L	Equipment	
MELNR	Collins Dry Suit XXL and size 13 Boots	Equipment	
SJP	FS131 Stihl Brushcutter (Used by SB per MB 19/8/25)	Equipment	
SJP	Stihl MS260 Chainsaw s/no 193243089	Equipment	
RH	Solar Panels and installation 21/11/23	Equipment	
SJP	SJP CCTV and Office monitoring setup	Equipment	
SJP	Pavillion Defibrillator	Equipment	
MPCC	Defibrillator	Equipment	
Repair Cat	Hand Wash Station	Equipment	
CP	PAT Tester	Equipment	
SJP	Powerroll Cricket Roller + set of Roller scrapers	Equipment	
SJP	Goal posts 11-a-side Socketed	Equipment	
Maint Dep	Mountfield SP53 Mower S/No 24LA2WBH02688	Equipment	
SJP/Sibly	Stihl BR600 Backpack Leaf Blower	Equipment	
Trac Shed	Honda Water Pump for Bowser	Equipment	
MELNR	Oxyguard Polaris Dissolved Oxygen Meter	Equipment	
MELNR	2x Batscanners	Equipment	
CEM	Stihl FSA57 Trimmer S/no 450796336	Equipment	
Sibly	Stihl FS131 Brushcutter S/no 546159599	Equipment	
Repair Cat	PAT Tester	Equipment	

		Val. @ 31.03.26	Additions	Disposals	Val. @ 30.07.26	Detail
		199		-	199	purchased 21/22
		275			275	purchased 21/22
		350			350	purchased 21/22
		373			373	purchased 21/22
		201			201	purchased 21/22
		89			89	purchased 21/22
		146			146	purchased 21/22
		256			256	purchased 21/22
		130			130	purchased 22/23
		92			92	purchased 22/23
		187			187	purchased 22/23 Tradeport
		1,295			1,295	purchased 22/23 Tri-Security
		1,295			1,295	purchased 22/23 Tri-Security
		200			200	purchased 22/23 Union Mart
		184			184	purchased 22/23 Toolden
		672			672	purchased 22/23 Toolden
		187			187	purchased 22/23 Toolden
		495			495	purchased 22/23 All Electrics Int'l Ref. 5551
		250			250	purchased 22/23 All Electrics Int'l Ref. 5551
		467			467	Purchased 22/23 Screwfix 6/2/23
		2,130			2,130	Purchased 22/23 The Comm. Heartbeat Trust
		1,406			1,406	Purchased 21/22/23 Gem Security
		515			515	Purchased 23/24 Lister Wilder
		630			630	Purchased 23/24 Gem Security PO9914
		2,160			2,160	Purchased 23/24 The Comm. Heartbeat Trust
		312			312	Purchased 23/24 Premier Office Supplies
		312			312	Purchased 23/24 Premier Office Supplies
		752			752	Purchased 23/24 Collins Nets
		577			577	Purchased 23/24 Lister Wilder
		780			780	Purchased 23/24 Lister Wilder
		12,405			12,405	Purchased 23/24 Homestart Energy (Smartfoam Ltd)
		12,490			12,490	Purchased 23/24 Tri Security
		2,200			2,200	Purchased 23/24 Community Heartbeat
		2,200			2,200	Purchased 23/24 Community Heartbeat
		634			634	Purchased 24/25 UKCS Group
		299			299	
		12,360			12,360	Purchased 24/25 Power Precision & Fabrication Ltd Delivered My 25
		1,369			1,369	Purchased 25/26 Net World Sports
		291			291	Purchased 25/26 Godfreys (Sevensoaks) Ltd via Mario Mano
		489			489	Purchased 25/26 Garden Machinery Direct
		308			308	Purchased 25/26 Garden Machinery Direct
		833			833	Purchased 25/26 GroAqua
		432			432	Purchased 25/26 NHBS Ltd
		117			117	Purchased 25/26 Garden Machinery Direct
		654			654	Purchased 25/26 Garden Machinery Direct
		347			347	Purchased 25/6 PASS Ltd
	Equipment Total	135,879	-	-	135,879	
	Office Equipment	941			941	Purchased 14/15- Office
	Office Equipment	564			564	Purchased 25/26 TIOED - Office Administrator Cam/Aliot
	Office Equipment	1			1	Purchased 15/16
	Office Equipment	1			1	
	Office Equipment	1			1	Council Chamber
	Office Equipment	324			324	Council Chamber
	Office Equipment	1,125			1,125	
	Office Equipment	750			750	Purchased 18/19 - Administration Spare
	Office Equipment	1,069			1,069	Purchased 18/19 - Administration Spare
	Office Equipment	3,789		3,789	-	Replaced by Digital Phones 26/27
			1,704		1,704	Purchased 26/27 TIOED

Asset Req	No	Description	Category Type	Val. @ 31.03.26	Additions	- Disposals	Val. @ 30.07.26	Detail
S/6/010		Portable Router, Wireless Con.	Office Equipment	1,326			1,326	Installed 14/15
RH/6/100		Dell Latitude 3510 Laptop	Office Equipment	660			660	Purchased 21/22 - Town Clerk
RH/6/101		Dell Latitude 3510 Laptop	Office Equipment	660			660	Purchased 21/22 - Deputy Town Clerk
RH/6/102		Dell Latitude 3510 Laptop	Office Equipment	660			660	Purchased 21/22 - SOSO
RH/6/103		Dell Latitude 3510 Laptop	Office Equipment	660			660	Purchased 21/22 - Finance Officer
RH/6/104		Dell Latitude 3510 Laptop	Office Equipment	660			660	Purchased 21/22 - Planning
SD/6/100		Dell Latitude 3510 Laptop	Office Equipment	660			660	Purchased 21/22 - Silverdale
RH/6/105		Dell OptiPlex 3080 PC	Office Equipment	480			480	Purchased 21/22 - Bookings Officer
RH/6/106		Dell OptiPlex 3080 PC	Office Equipment	480			480	Purchased 21/22 - Facilities Manager
RH/6/107		Dell OptiPlex 3080 PC	Office Equipment	480			480	Purchased 21/22 - Reception
RH/6/108		Dell OptiPlex 3080 PC	Office Equipment	480			480	Purchased 21/22 - Administration Officer Hall Hire
RH/6/109		Dell OptiPlex 3080 PC	Office Equipment	480			480	Purchased 21/22 - Maintenance
SD/6/101		Dell OptiPlex 3080 PC	Office Equipment	480			480	Purchased 21/22 - Park Ranger
RH/6/110		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/111		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/112		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/113		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/114		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/115		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/116		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/117		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/118		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/119		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/120		Dell P2319H Monitor 23"	Office Equipment	149			149	Purchased 21/22
RH/6/121		Dell Universal Dock D6000	Office Equipment	207			207	Purchased 21/22 - Town Clerk
RH/6/122		Dell Universal Dock D6000	Office Equipment	207			207	Purchased 21/22 - Deputy Town Clerk
RH/6/123		Dell Universal Dock D6000	Office Equipment	207			207	Purchased 21/22 - SOSO
RH/6/124		Dell Universal Dock D6000	Office Equipment	207			207	Purchased 21/22 - Finance Officer
RH/6/125		Rexel Optimum Shredder (Warehouse.com)	Office Equipment	187			187	Purchased 21/22 Finance Office
			Total	19,386	1,704	3,789	17,300	
GN7/005		Bus Shelter - 10' Cant.	Bus Shelters	201			201	Wokingham Road opp Matthews Close
GN7/011		Bus Shelter - 10' Cant.	Bus Shelters	6,104			6,104	Church Road - OIS 221 replaced 25/6 Mono with seat (Extermiture)
GN7/014		Bus Shelter - old type	Bus Shelters	184			184	A4/Shepherds House roundabout
GN7/015		Bus Shelter - 3m Metro	Bus Shelters	878			878	Wilderness Rd/Three Turns
GN7/016		Bus Shelter - 3m Metro	Bus Shelters	1,365			1,365	Whiteknights Rd - Earley Gate
GN7/017		Bus Shelter - 3m Metro	Bus Shelters	1,365			1,365	Silverdale Rd Shops
GN7/018		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Gipsy Lane/Brookside Close
GN7/019		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Mill Lane/Skelmersdal Ppath
GN7/020		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Toseland Way
GN7/022		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Rushey Way/Kerris Way
GN7/024		Bus Shelter - 10' Cant.	Bus Shelters	199			199	Klinsea Drive/Kitwood Drive
GN7/026		Bus Shelter - 3m (WBC)	Bus Shelters	2,583			2,583	Klinsea Drive/Chilcombe Way 09/10
GN7/027		Bus Shelter - 3 Bay Cant.	Bus Shelters	4,250			4,250	Rushey Way opposite Marefield
GN7/028		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Rushey Way/Laurel Park
GN7/029		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Carshalton Way/Fleetham Gardens
GN7/030		Bus Shelter - 10' Cant. + seat	Bus Shelters	5,167			5,167	Carshalton Way/Cannock Way
GN7/031		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Meldreth Way/Doddington close
GN7/032		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Chatters Way/Litlington Close
GN7/033		Bus Shelter 3m Transit	Bus Shelters	3,884			3,884	Rushey Way/Beech Lane
GN7/034		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Rushey Way/Faygate Way
GN7/035		Bus Shelter - 3m Metro	Bus Shelters	200			200	Rushey Way/Chatton Close
GN7/036		Bus Shelter - 10' Cant.	Bus Shelters	200			200	Chalfont Way/ASDA
GN7/037		Bus Shelter - 10' Cant.	Bus Shelters	199			199	Chalfont Way outward
GN7/038		Bus Shelter - 3m Metro	Bus Shelters	199			199	Chalfont Way inward
GN7/039		Bus Shelter - 10' Cant.	Bus Shelters	199			199	Elm Lane/Brewewood inward
GN7/040		Bus Shelter - 3m Metro	Bus Shelters	2,588			2,588	Pepper Lane
GN7/041		Bus Shelter - 3m Metro + seat	Bus Shelters	5,167			5,167	Beech Lane/Hilbury Riad
GN7/042		Bus Shelter - 3m Enc.	Bus Shelters	350			350	Beech Lane/Dene Close

Asset Reg No	Description	Category Type	Val. @ 31.03.26	Val. @ 30.07.26	Disposals	Detail
NB	2 Bay A1 Post Mounted Noticeboard MELNR Beech Lane	Street Furniture	1,625	1,625		Purchased 22/23 (Greenbarnes PO9877)
NB	2 Bay A1 Post Mounted Noticeboard Allot/Shed	Street Furniture	1,625	1,625		Purchased 22/23 (Greenbarnes PO9877)
NB	Wall A1 Post Mounted Noticeboard Outside RH Front Wall	Street Furniture	1,580	1,580		Purchased 22/23 (Greenbarnes PO9877)
NB	MELNR Fishing Platform	Street Furniture	1,508	1,508		Purchased 23/24 (Greenbarnes PO10019)
NB	Pitts Lane/A4 (Shepherds Hill House)	Street Furniture	1,561	1,561		Purchased 25/6 Greenbarnes (PO 10496)
NB	The Drive (A4 end)	Street Furniture	1	1		Historic purchase
NB	Pitts Lane/Culver Lane (Junction)	Street Furniture	1	1		Historic purchase
NB	Church Rd (opp. Mays Close)	Street Furniture	1	1		Historic purchase
NB	Wokingham Rd/Mays Lane	Street Furniture	1,508	1,508		Purchased 23/24 (Greenbarnes PO10019)
NB	Station Road/Wokingham Road	Street Furniture	1,508	1,508		Purchased 23/24 (Greenbarnes PO10019)
NB	Mill Lane (off A329)	Street Furniture	1	1		Historic purchase
NB	Toseland Wy (Lower Earley)	Street Furniture	1	1		Historic purchase
NB	Lower Silverdale Rd	Street Furniture	1	1		Historic purchase
NB	Kenton Rd (by roundabout)	Street Furniture	1	1		Historic purchase
NB	Tesco (in car park)	Street Furniture	1	1		Historic purchase
NB	Beech Lane - Nr Redhatch Dr	Street Furniture	1,508	1,508		Purchased 23/24 (Greenbarnes PO10019)
NB	Noticeboard Single Bay Beech Lane/Wilderness rd	Street Furniture	1,753	1,753		Purchased 22/23 (Greenbarnes PO9791)
NB	Beech Lane /Springdale (opp turning)	Street Furniture	1	1		Historic purchase
NB	Rushey Way/Laurel Park (Marefield Bus stop)	Street Furniture	1	1		Historic purchase
NB	Maiden Place (by Pub Car park)	Street Furniture	1,508	1,508		Purchased 23/24 (Greenbarnes PO10019)
NB	Carshalton Way roundabout (Meldreth Way)	Street Furniture	1,508	1,508		Purchased 23/24 (Greenbarnes PO10019) (Moved from Spare in 25/26)
NB	Rushey Way (Asda)	Street Furniture	1,561	1,561		Purchased 25/6 Greenbarnes (PO 10496)
NB	Chalfont Way (Asda)	Street Furniture	1	1		Historic purchase
NB	Cutbush Close	Street Furniture	1	1		Historic purchase
NB	Rushey Way (opposite Tiptree Close)	Street Furniture	1	1		Historic purchase
NB	Elm Road (Elm Lane Jct)	Street Furniture	1,561	1,561		Purchased 25/6 Greenbarnes (PO 10496)
NB	Langdale Gardens (Elm Rd)	Street Furniture	1	1		Historic purchase
NB	London Road (A4 Bus stop)	Street Furniture	1	1		Historic purchase
NB	Ryhill Way	Street Furniture	1	1		Historic purchase
NB	Spares in Depot	Street Furniture	1,561	1,561		Purchased 25/6 Greenbarnes (PO 10496)
NB	Paddock Drive	Street Furniture	4,683	4,683		PO 10019 put in Carshalton Way 25/6, + 3 Greenbarnes 25/6 (PO 10496)
LK/4/003	Bench MELNR	Street Furniture	1,561	1,561		Purchased 25/6 Greenbarnes (PO 10496)
Bench	Bench - London Rd/A4	Street Furniture	531	531		
Bench	Bench - Church Rd/Culver Ln	Street Furniture	1	1		historical purchase
Bench	Bench - Pitts Ln o/s 79	Street Furniture	1	1		historical purchase
Bench	Bench - Wokingham Rd/Mill Ln	Street Furniture	1	1		historical purchase
Bench	Bench - Wokingham Rd/Kenton Rd	Street Furniture	1	1		historical purchase
Bench	Bench - Wokingham Rd/ME bus shelter	Street Furniture	1	1		historical purchase
Bench	Bench - Wokingham Rd/Station Rd	Street Furniture	1	1		historical purchase
Bench	Bench - Ramsbury Dr/Wilderness Rd	Street Furniture	1	1		historical purchase
Bench	Bench - Hartsbourne Rd/Wilderness	Street Furniture	1	1		historical purchase
Bench	Bench - Silverdale Rd shops	Street Furniture	1	1		historical purchase
Bench	Bench - Matlby Way/Tiney	Street Furniture	1	1		historical purchase
Bench	Bench - Carshalton Way/Cutbush Ln/Meldreth Way roundabout	Street Furniture	1	1		historical purchase
Bench	Bench - Rushey Way/Faygate	Street Furniture	638	638		Purchased 23/24 Glasdon UK Ltd PO9901
Bench	Bench - Bulmershe Park	Street Furniture	1	1		historical purchase
MK 1	Bench - clockwise from entrance	Street Furniture	1	1		historical purchase
MK 2	Bench	Street Furniture	1	1		historical purchase
MK 3	Bench	Street Furniture	1	1		historical purchase
MK 4	Bench	Street Furniture	1	1		historical purchase
MK 5	Bench	Street Furniture	1	1		historical purchase
MK 6	Bench	Street Furniture	1	1		historical purchase
Paddock	Lowther seats x 2	Street Furniture	1	1		historical purchase
Ph Box	Phone Box	Street Furniture	1,264	1,264		Purchased 23/24 Glasdon UK Ltd
Ph Box	Phone Box	Street Furniture	956	956		Phone box Silverdale Road incl X2 Connect Costs 25/6
	Phone Box	Street Furniture	1	1		Phone box Wychood Crescent
	Total		44,492	44,492	-	
MK/11/01	Hexagonal Swing	Play Equipment	1	1		
MK/11/02	Canterlever Swing	Play Equipment	1	1		
MK/11/03	Structure - net, open side	Play Equipment	1	1		Purchased 03/04

Asset Req	No	Description	Category Type	Val. @ 31.03.26	Additions	Disposals	Val. @ 30.07.26	Detail
	MK/11/04	Basket Swing Seat for Can.	Play Equipment	1,614			1,614	Purchased 12/13
	MK/11/05	Hip Hop	Play Equipment	2,960			2,960	Purchased 13/14, Replacement Hub 25/6 Proludic
	MK/11/06	Tropica Play Unit	Play Equipment	1			1	Purchased 04/05
	MK/11/09	Frog on Spring	Play Equipment	1			1	
	MK/11/11	Traditional Swing	Play Equipment	1			1	Purchased 03/04
	MK/11/12	Dog on Spring	Play Equipment	1			1	Purchased 04/05
	MK/11/13	Inclusive Play Bowl	Play Equipment	1,250			1,250	Purchased 13/14
	MK/11/16	Spring Dog Mobile	Play Equipment	1			1	
	MK/11/20	Urban Gym	Play Equipment	19,111			19,111	Purchased 12/13
	SJ/11/15	Basketball facilities	Play Equipment	1			1	
	SJ/11/16	In line skater hockey	Play Equipment	1			1	
	SJ/11/01	Inclusive Play Area	Play Equipment	87,624			87,624	Installed 15/16 (Jupiter Play/D Ogilvie) Infinity Ball replaced 25/6 (Inclusive Play)
	SJ/11/13	Skate Park Phase 3	Play Equipment	20,000			20,000	Purchased 11/12
	SJ/11/14	Skate Park	Play Equipment	132,000			132,000	Purchased 11/12
	SJ/11/18	Kompan Daisy	Play Equipment	1			1	
	SJ/11/19	Proludic Pod Swing	Play Equipment	1			1	Purchased 07/08
	SJ/11/20	Proludic Rodeo Board	Play Equipment	1			1	Purchased 07/08
	SJ/11/21	Proludic Gyrospiral	Play Equipment	1			1	Purchased 07/08
	SJ/11/22	Proludic Volcano	Play Equipment	15,290			15,290	Purchased 09/10
	SJ/11/29	W/S Whirlybird R/about	Play Equipment	1			1	Purchased 06/07
	SJ/11/30	W/S 8' 2 flat seat swing	Play Equipment	1			1	Purchased 06/07
	SJ/11/31	W/S Multi Play Unit	Play Equipment	1			1	Purchased 06/07
	SJ/11/32	W/S Spring Turtle	Play Equipment	1			1	Purchased 06/07
	SJ/11/33	W/S 6' 2 cradle swing	Play Equipment	1			1	Purchased 06/07
	MK	Meadow Pk Swing Replacement	Play Equipment	13,282			13,282	Purchased 21/22 (CIL)
	SJ/11/34	Kompan junior equipment	Play Equipment	42,890			42,890	Purchased 2017/18
	SJP	SJP Playground Music & Storytime Ball + Base and Delivery	Play Equipment	4,118			4,118	Purchased 21/22/23 Jupiter Play
	MK	Meadow Pk Roundabout Whirlybob	Play Equipment	9,267			9,267	Sutcliffe Play 12/23
	MK	4 Seat Spring SeeSaw	Play Equipment	3,442			3,442	Purchased 25/6 Proludic & Installed by Safeplay
			Total	352,866	-	-	352,866	
			Grand Total	3,027,443	2,906	17,983	3,012,366	Check = 0
				0			-	

**EARLEY TOWN COUNCIL
FINANCIAL REGULATIONS 2026**

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These Financial Regulations were adopted by the Council at its meeting held on xxxx 2026.

Items in **bold** are a legal requirement.

1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures to:

- **Ensure the risk is appropriately managed;**
- **Ensure the prompt, accurate recording of financial transactions;**
- **Prevent and detect inaccuracy and fraud;**
- **Allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities**

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO:

- acts under the policy direction of the Policy & Resources Committee and the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records of the Council are maintained and kept up to date in accordance with proper practices;

- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. **The Council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls;**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.14. In addition, the Council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the 'Accounts and Audit Regulations' or 'the regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit

and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG).

2. Accounts and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Council**

2.3. On a regular basis, at least once in each quarter, and at each financial year end, bank reconciliations (for all accounts) shall be presented to the chairman at a Policy & Resources Committee meeting. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, in the Committee minutes subsequently received by Council.

2.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Return in accordance with proper practices as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council within the timescales set by the Accounts and Audit Regulations.

2.5. The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

2.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

2.7. The internal auditor shall be appointed by and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

2.8. The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council;
- reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and has no involvement in the management or control of the Council

2.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in the Practitioners' Guide.

2.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.12. The RFO shall, without undue delay, bring to the attention of the Policy & Resources Committee and/or the Council any correspondence or report from internal or external auditors.

3. Budget and precept

3.1. Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

3.2. Each committee shall formulate and submit to the Policy & Resources Committee a programme of income and expenditure for the following financial year not later than 30th November each year including any proposals for revising the forecast.

3.3. The RFO must prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a draft budget to be considered by the Budget Working Party, to then be referred to the Policy & Resources Committee and subsequently approved by Council no later than 28th February each year.

3.4. The Policy & Resources Committee shall consider the use of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year.

3.5. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

3.6. The RFO shall issue the precept to the billing authority no later than the end of February and supply each Member with a copy of the agreed annual budget.

3.7. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

3.8. The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments, including recommendations for the use of reserves and sources of funding and operational impact, and update such forecast accordingly.

3.9. Contingencies:

- provision for salary and wages pay awards – there shall be included in the budget such provision for salary and wages as may be considered necessary, as directed by the Staffing Sub Committee during its annual review of salaries and wages
- provision for inflation – there shall be included in the estimates a provision for inflation based on the best information available at the time

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Policy & Resources Committee.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £2,000 or up to £20,000 provided there is consultation and agreement with the Leader of the Council and the Town Mayor. The Town Clerk shall report such action to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the budget holding committees and the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter. Commentary on

income and expenditure shall be provided and Members' attention drawn to material variances in excess of 25% of the budget.

4.9. Changes in earmarked reserves shall be recommended by the Policy & Resources Committee for approval by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for security and efficiency.

5.2. The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.

5.3. The Finance Officer shall prepare a schedule of payments requiring authorisation. The Town Clerk and either the Deputy Town Clerk or Operations Manager, along with two authorised signatories shall review the schedule for compliance and, having satisfied themselves shall authorise payment. The approved schedule shall be disclosed within or as an attachment to the agenda of the following Policy & Resources Committee or Full Council meeting.

5.4. All invoices for payment shall be examined, verified and certified by the Town Clerk and either the Deputy Town Clerk or Operations Manager to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.5. The Finance Officer shall examine invoices for arithmetical accuracy. The Finance Officer shall take all steps to settle all invoices submitted within 30 days.

5.6. The RFO shall have delegated authority to authorise the payment of items in the following circumstances:

5.6.1. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises;

5.6.2. If a payment is necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee;

5.6.3. An expenditure item authorised under continuing contracts and obligations provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee; or

5.6.4. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy & Resources Committee.

5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by council.

5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.10. Bank reconciliations for all operating bank accounts shall be prepared by the Finance Officer as soon as practicable after the end of each month.

6. Instructions for the making of payments

6.1. All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. In the case of cheque payments, authorisation will be indicated by the signature of two authorised bank signatories on the face of the payment voucher(s). Cheques shall be signed by two of the bank signatories authorised by Council.

6.4. In the case of a schedule for BACS payments, authorisation will be indicated by the signature of two bank signatories authorised by the Council on the schedule.

6.5. Payments from the Imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by the Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the Imprest account from the current account.

6.6. If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which authorised signatories approved the payment.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two authorised signatories and any payments are reported to Council as made.

6.8. Credit card payments shall only be made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made. Payments made by credit card must be approved by the Town Clerk, Deputy Town Clerk or Operations Manager. Any expenditure is to be supported by a purchase order and invoice/receipt. Any balance shall be paid in full each month.

6.9 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and the Deputy Clerk and will be restricted to a single transaction value of £500 unless authorised by the Council or Policy & Resources Committee in writing before any order is placed.

6.10. Any payments made under 6.3. to 6.8 are to be reported to the Policy & Resources Committee or Full Council.

6.11. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.12. Changes to account details for suppliers, which are used for internet banking shall be approved by the RFO.

6.13. The Finance Officer may provide petty cash to officers for the purpose of defraying operations and other expenses.

6.13.1. The Finance Officer shall maintain a petty cash float of up to £100 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept, to substantiate the payment.

6.13.2. Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

6.13.3. Payments to maintain the petty cash shall be made from the Town's Council's Imprest account, signed by the Clerk/RFO or Deputy Clerk and a written record maintained.

6.14. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.

6.15. Remembered password facilities should not be used on any computer used for Council banking.

6.16. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

7. Payment of salaries and allowances

7.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

7.3. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions, must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.

7.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing sub-committee and/or Policy & Resources Committee (where applicable).

7.5. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under the Local Audit and Accountability Act 2014, or any superseding legislation.

7.6. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.7. All time records or other pay documents shall be certified as to accuracy by the individual's line manager and the Town Clerk or Deputy Town Clerk.

7.8. All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified by the line manager, Town Clerk or Deputy Town Clerk, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council or the Town Mayor.

7.9. Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Town Clerk upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.

7.10. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.11. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by Full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report from the Town Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy & Resources Committee. Policy & Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall ensure that VAT Returns are promptly submitted and that any repayment claims are made and received, in accordance with VAT Act 1994 section 33.

9.9. Where any significant sums of cash are regularly received by the council, more than one person will be present when the cash is counted in the first instance, and the RFO will ensure that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, eg for services provided under a contract agreement. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in

Regulation 11.1 below. Suppliers and services will be reviewed on a regular basis for cost efficiency.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation (the 'Legislation'), must be followed in respect of the tendering, award and notification of that contract.

c) Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 11.1a) obtain prices as follows:

d) For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers.

e) For contracts estimated to be over £30,00 including VAT, the Council must comply with any requirements of the Legislation regarding the publications of invitations and notices.

f) For contracts greater than £4,000 excluding VAT the Town Clerk shall seek at least 3 fixed-price quotes.

g) where the value is between £750 and £4,00 excluding VAT, the Town Clerk shall try to obtain 3 estimates (which might include evidence of online prices or recent prices from regular suppliers).

h) for smaller purchases the Town Clerk shall seek to achieve value for money.

i) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.

j) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council or Policy & Resources Committee. Avoidance of competition is not a valid reason.

k) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

l) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

m) no expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the necessary funds are available and, where a loan is required, Government borrowing approval has been obtained first.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall ensure that a record of all such payments is maintained. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The Deputy Town Clerk shall be responsible for arranging periodic checks of stocks and stores by persons other than those responsible at least annually and will report on these to the RFO.

14. Assets, properties and estates

14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is

maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £750.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Policy & Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to full Council.

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to the Policy & Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to full Council.

14.5. Subject to the limit set in Regulation 14.2 above or identification within the agreed budget, no tangible moveable property shall be purchased or acquired without the authority of the full Council.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Policy & Resources Committee.

15. Insurance

15.1. The RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's view of risk management.

15.4. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim and shall report these to the Policy & Resources Committee or Council at the next available meeting.

15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.

16. Risk management

16.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

16.2. The Town Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.3. When considering any new activity, the Town Clerk, with support from relevant officers, shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

16.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

16.5. Risks will be prioritised and reviewed in line with government guidance.

17. Suspension and revision of Financial Regulations

17.1. It shall be the duty of the Policy & Resources Committee to review the Financial Regulations of the Council at least every two years, and following any change of Town Clerk or RFO, and to make such recommendations to the Council as the Committee considers are required. The Town Clerk shall monitor changes in legislation or proper practices and shall advise the Policy & Resources Committee/Council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The Council may, by resolution of the Policy & Resources Committee or Council duly notified prior to the relevant meeting of the Policy & Resources Committee or Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

17.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Document approved by Council at its meeting of xxx 2026.

Review date: xxx 2028

Radstock House Solar Panel Report for P&R 9/9/26

Now that we have at least 2 years of full data and to tie in with the annual report typically being produced in the September the timeframe now starts in August each year and ends in July the following year. The following data tables show how much energy Radstock House has been using, how much energy has been generated and used by solar as well as how much energy has been imported from the grid in this period between 2024/2025 and 2025/2026 followed by some observations.

How much energy is being used:

	Load (kWh)		Load (kWh)
August 24	529.59	August 25	536.73
September 24	565.53	September 25	604.88
October 24	780.13	October 25	683.14
November 24	1145.53	November 25	668.23
December 24	1018.51	December 25	864.39
January 25	1577	January 26	1595.09
February 25	972.74	February 26	1318.41
March 25	705.69	March 26	1211.38
April 25	541.47	April 26	658.6
May 25	576.5	May 26	615.72
June 25	586.68	June 26	689.11
July 25	578.11	July 26	692.01
12-month total	9577.48	12-month total	10137.69

Observations on energy usage in 2026:

- 5.8% increase in energy used in 2025/6 vs 2024/5
- Feb/March 26- spike in usage is due to failure of the boiler and use of space heaters to keep the office warm enough for staff to work
- June 26- introduction of Electric vehicle which is being charged from Radstock House
- June/July 2026- series of heatwaves leading to increased use of fans and cooling devices

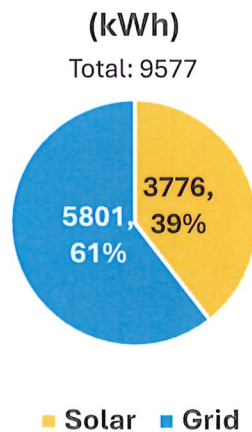
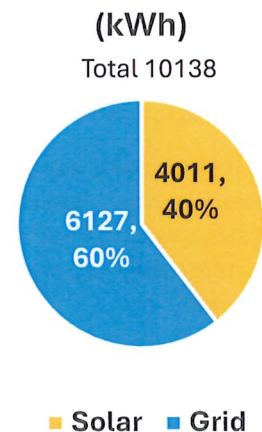
Energy generated from Solar:

	Solar (kWh)		Solar (kWh)
August 24	613	August 25	611
September 24	367	September 25	432.1
October 24	230	October 25	202.9
November 24	90	November 25	107.3
December 24	57	December 25	75
January 25	95	January 26	96
February 25	161	February 26	148
March 25	447	March 26	375.2
April 25	632	April 26	608.4
May 25	694	May 26	654.4
June 25	727.5	June 26	679
July 25	663.7	July 26	839
12-month total	4777.2	12-month total	4828.3
Excess to Grid	(1001)	Excess to Grid	(817)
Used by ETC	3776.2	Used by ETC	4011.3

Energy imported from the grid:

	Imported (kWh)		Imported (kWh)
August 24	95.23	August 25	96.84
September 24	247.54	September 25	209.8
October 24	538.84	October 25	466.08
November 24	1037.1	November 25	547.56
December 24	947.11	December 25	767.76
January 25	1462.6	January 26	1473.11
February 25	786.91	February 26	1155.4
March 25	311.61	March 26	842.14
April 25	100.22	April 26	184.43
May 25	95.63	May 26	115.73
June 25	100.86	June 26	158.33
July 25	77.29	July 26	109.45
12-month total	5800.94	12-month total	6126.63

The pie charts below demonstrate the split between energy used generated by solar and energy brought in from the grid.

Energy used from solar vs grid 24/25**Energy used from solar vs grid 25/26****Summary:**

As you can see the total solar generation from the panels based on 2 full years of data equates to approximately 40% contribution towards the energy bill at Radstock House, based on current price per kWh we have calculated the solar panels over the 12-month period to 31/7/26 has reduced our electricity bill by c£919 (for 24/25 it was c£865)

Report by: Max Brown- Operations Manager

26/8/26



EARLEY TOWN COUNCIL

DATA PROTECTION POLICY

Introduction

This policy demonstrates how the Council will comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulations (GDPR) to ensure that personal data is processed correctly.

This policy applies to members of staff, councillors, suppliers, contractors or anyone acting on the Council's behalf and should be read in conjunction with the Council's:

- General Privacy Notice
- Information Security Policy
- Information Breach Policy
- Retention of Records & Disposal policy
- Subject Access Request Policy
- Freedom of Information & Environmental Information Regulations guidance.

Our Commitment

The processing of personal information is important to us, and the Council understands the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

The Council will only collect, use and hold personal data about individuals for the purposes of carrying out its statutory obligations, delivering services and meeting the needs of individuals.

This includes service users, members of the public, current, past and prospective employees, councillors, stakeholders, other local authorities, public bodies or law enforcement agencies.

Data Protection Principles

There are 7 principles set out in the Data Protection Act 2018, that personal data is:

- used fairly, lawfully and transparently.
- used for specified, explicit purposes.
- used in a way that is adequate, relevant and limited to only what is necessary.
- kept accurate and, where necessary, kept up to date.
- kept for no longer than is necessary.
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.
- kept in compliance with other principles of data protection to ensure accountability.

The DPA and GDPR set out differences between 'personal data' and 'special category personal data'.

Personal data is information which can identify a person such as: -

- name
- address
- email address
- date of birth
- IP address
- bank details
- employment details
- photos

There is also protection for more sensitive personal data such as:

- race or ethnic origin
- political opinions
- religious or other beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or sexual orientation

The DPA and GDPR do not include information about criminal allegations, proceedings or convictions as special category data, as there are other safeguarding measures for personal data relating to criminal convictions and offences.

Our Objectives

In order to comply with the requirements of the Data Protection Act 2018, the Council will ensure that:

- Personal data is collected, used and held lawfully and for the purpose it is intended.
- When personal data is collected, individuals are made aware that their information is being collected, the purpose for collecting the data and whether it will be shared with any third parties. This will be done using privacy notices.
- Any data sharing with external partners and other relevant agencies will be subject to information sharing agreements and will only be entered into with third party under a duty of confidentiality and they will be obliged to implement appropriate measures to ensure data security.
- External agencies undertaking any data processing on behalf of the Council will be required to demonstrate compliance with the Data Protection Act 2018 and will require measures to be in place to protect personal data.
- Staff are aware of their responsibilities when processing personal information.
- Training is provided to ensure that those handling personal data are trained appropriately.
- Subject Access rights can be fully exercised and will be dealt with promptly.
- Any new projects being implemented that involve personal data to be subject to a Data Protection Impact Assessment (DPIA).
- A review and update of this policy, procedures and guidance for staff and councillors is carried out on a regular basis.

Meeting our Objectives

In order to meet our objectives, the Council will ensure that appropriate controls and procedures are in place to ensure compliance with the Data Protection Act 2018 and General Data Protection Regulations.

Legal Requirements

The Council may be required by law to share or make available some of the personal data we collect and hold. This information may be shared for a number of reasons such as to safeguard public funds and for the prevention and detection of fraud, and for the prevention and detection of crime.

The Council will fully comply with the requirements of the Data Protection Act 2018 and other legislation, policies and guidance such as the Freedom of Information Act 2000, etc.

The Council is registered as a data controller with the Information Commissioner's Office. Our registration number is Z7740800.

Data Controller

Earley Town Council is the Data Controller for personal data relating to staff, councillors, customers, suppliers, contractors and other individuals and external bodies.

External agencies/companies processing personal data on behalf of the Council will have to demonstrate by written agreement that personal information will be handled in compliance with the DPA and GDPR.

Data Protection Officer

The Council is not required to appoint a Data Protection Officer, however the Deputy Town Clerk acts as a point of contact for any queries in relation to Data Protection and GDPR. The overall responsibility to ensure compliance with legislation is that of the Town Clerk.

Data Security

The Council must ensure the security of personal data and have relevant measures in place. All staff and councillors must comply with the Council's Information Security Policy.

The Council must protect personal data against:

- Unauthorised access.
- Unauthorised or unlawful processing.
- Accidental loss, destruction or damage.

This will be achieved by:

- acting legally when collecting, storing and processing data in accordance with this policy and the Council's data privacy notices.
- reporting any suspected data breaches to the Town Clerk and Deputy Town Clerk, who will notify the Information Commissioner's Office, as required.
- using appropriate levels of security to store or share personal data.

- carrying out a Data Protection Impact Assessment (DPIA) when undertaking new projects involving personal data, to assess any potential privacy risks.

An Information Asset Register will be maintained by the Town Clerk & Deputy Town Clerk identifying:

- all personal data held.
- where it is held.
- how it is processed.
- who has access to it.

Data Breaches

The Council will take reasonable measures to ensure that personal data is not compromised, and Data Breaches will be investigated in accordance with the Council's Information Breach Policy.

Data Sharing

Personal data will not be shared with a third-party organisation without a valid reason and where required, an individual will be notified that sharing will take place in the form of a privacy notice. If any new purposes for data sharing are to take place, consent from the individuals concerned must be obtained.

When personal data is to be shared regularly with a third party, a Data Sharing Agreement must be implemented.

Any data sharing will also take into consideration:

- the statutory basis of the proposed information sharing.
- whether the sharing is justified.
- how to ensure the security of the information being shared.

If the Council transfers personal data to a country or territory outside the UK, the Council will comply with data protection law.

The Council may be required to share personal data with emergency services and local authorities in response to an emergency situation that affects staff or councillors.

The Council will share personal data with law enforcement or government agencies where legally required to do so, including: -

- prevention/detection of a crime
- apprehension/prosecution of an offender
- assessment/calculation of tax owed to HMRC
- legal proceedings
- safeguarding obligations

Data Access

Staff and councillors will have access to personal data only where it is a requirement of their role.

An individual has a right to make a request about the personal data held on them and these rights are:

- The right to be informed.
- The right of access.
- The right to rectification
- The right to restrict.
- The right to erasure.
- The right to object
- The right to portability.
- The right to not be subject to automated decision-making

However, in accordance with the UK's GDPR, exemptions and restrictions can be legitimately applied in some circumstances, to exempt or qualify the exercise of an individuals' rights.

The Council will ensure that any requests regarding personal data are processed in accordance with its Subject Access Request Policy.

Retention of data

The Council will only keep data for as long as it is necessary to do so, in accordance with its Retention of Records & Disposal Policy and Retention Schedule. Some data may be retained or kept permanently, in accordance with legal requirements. The destruction of data will be carried out securely.

CCTV

The use of CCTV will be carried out in accordance with the Information Commissioner's Office guidance. Signage will be clearly visible where there are CCTV cameras to inform individuals that CCTV is in operation. The management of CCTV use will follow the Council's CCTV Policy.

Training & Awareness

Staff and councillors will undertake GDPR training to ensure that they understand their responsibilities when handling and processing personal data.

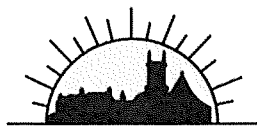
Compliance with this Policy

This Policy applies to all council staff, councillors and all individuals or organisations acting on behalf of the council.

Date of policy: 27th July 2022

Date of last adoption: 9th September 2026

Next review date: July 2028



EARLEY TOWN COUNCIL

INFORMATION SECURITY POLICY

Introduction

This policy is set out to ensure the appropriate use of council IT equipment and computer systems and to safeguard the security of information and to ensure that staff and councillors understand what is and is not permitted.

Scope

This policy covers ~~the computer systems and technology systems used by staff when carrying out council business~~ the use of council devices and information technology systems (IT) and applies to staff and councillors who have access, hold copies of and processes council information.

The councils' Data Protection Policy provides guidance on the handling and processing of personal data.

User Access

The job function of an employee will decide the level of access the staff member has to certain information.

Access to computer IT systems is controlled by user IDs and passwords. All user IDs and passwords have been assigned to individual staff members and staff members are responsible for ensuring that these details are used for the purpose they are intended.

Staff must: -

- Keep password secure
- Log out if they are away from their desk and clear away any sensitive information
- Not carry out any changes to IT systems without authorisation from the council's IT service providers.
- Not attempt to access data that they are not authorised to access.
- Not connect unauthorised devices/personal devices or install unauthorised programmes.
- Not store council information on unauthorised equipment/devices.
- Not transfer data to a person/s outside the council unless authorised to do so.
- Notify the Town Clerk if a password is changed.
- Report any information security incidents

Emails

Note: also applies to councillors using official early-tc email addresses

Staff issued with email accounts are intended for council business use only. Personal use is permitted but only where it does not affect a staff member's work performance, is not detrimental to the council and does not breach any terms of employment or other legal obligations. Emails should be treated the same as any other form of documentation.

The following is considered unacceptable use of emails: -

- Forwarding confidential council emails/information to external emails.
- Distributing material which is illegal.
- Distributing material, which is discriminatory, offensive or abusive.

All individuals are accountable for their actions when using email systems.

Staff should delete or archive emails on a regular basis when no longer required. In accordance with the Council's Retention Schedule, emails should only be kept for a certain period of time.

Staff must be aware of spam and phishing emails and should not reply to them and inform the council's IT service provider of any suspicious emails.

Emails sent by staff must have the council's appropriate disclaimer relating to the use of the information contained within the email.

Internet

Internet usage is intended for business use only. Personal use of the internet is permitted but only where it does not affect a staff member's work performance, is not detrimental to the council and does not breach any terms of employment or other legal obligations.

The following is considered unacceptable use of the internet: -

- Downloading unauthorised software or copyright material.
- Use of personal social media.
- Sending of offensive material.
- Visiting sites that contain pornographic, obscene, hateful or illegal material.
- To reveal confidential council information.
- To introduce viruses/malicious software onto the council's computer systems.

Telephone Systems

The telephone system is for council business only and staff should not use it to make personal calls unless they have obtained authorisation.

Mobile Phones

Staff who have been issued with a work mobile phone should only use their phone for council business. Staff must take care when displaying information on their phone and ensure that they take precautionary measures so not to disclose or display personal data or confidential information when using their phone in public.

Protecting Sensitive Information

All staff must ensure that they reduce the risk of unauthorised access, loss of personal data and data breaches of council information by: -

- Logging off of their computer when not at their desk.
- Ensuring confidential information/personal data is not left unattended or is locked away.
- Not leaving confidential information/personal data on printers.
- Protecting access to mobiles phone with passcodes.
- Shredding any paper copies containing confidential information/personal data in accordance with the Council's Retention Schedule.

Remote Working

This policy is applicable to any member of staff when remote working.

Personal Devices

Personal devices are not to be connected to the council's computer systems unless authorised by the Town Clerk.

Personal devices are considered to be: -

- Laptops
- Tablets
- Smart Phones
- Portable Storage, e.g., hard drives, memory sticks, data cards
- Cameras

Removeable Storage

The use of council removable storage is permitted and is the responsibility of the person operating the storage. Removeable storage must be used for council business only and when the data on the storage is no longer required, it should be deleted.

Removable storage is considered to be: -

Memory Cards

USB sticks

Mobile devices – mobile phone, cameras etc

DVDs/CDs

Monitoring

The Council recognises the importance of individual staff privacy but has to balance this against the requirement to protect information and preserve the integrity of the council. The council may on occasions carry out monitoring of the use of the council's IT systems.

The reasons for monitoring are: -

- To ensure staff are complying with this policy.
- To detect any inappropriate behaviour or communication.
- To ensure that personal data and sensitive information is being processed correctly.

The ways in which monitoring can be carried out are: -

- Physical inspection of computers and desks.
- Inspection of call logs
- Inspection of internet activity.
- Inspection of email activity.
- Inspection of telephone communication.

Breach of Policy

A breach of this policy could lead to disciplinary action being taken.

Date of policy: 27th July 2022

Date of last adoption: 9th September 2026

Date of next review: July 2028



EARLEY TOWN COUNCIL

IT POLICY

Introduction

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

Scope

This policy applies to all individuals who use Earley Town Council's IT resources, including computers, networks, software, devices, data, and email accounts. It should be read in conjunction with ETC's Data Protection Policy, Information Security Policy, Information Breach Policy and Retention of Records & Disposal Policy.

Acceptable use of IT resources and email

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

Device and software usage

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

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

Data management and security

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

Network and internet usage

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

Email communication

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

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

Password and account security

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

Mobile devices and remote work

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

Email monitoring

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

Retention and archiving

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

Reporting security incidents

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

Training and awareness

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

Compliance and consequences

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

Policy review

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

Contacts

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

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

Date of policy: 10th September 2025

Date of last adoption: 9th September 2026

Date of next review: September 2027



EARLEY TOWN COUNCIL

RETENTION OF RECORDS & DISPOSAL POLICY

Introduction

Earley Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the council.

The council accumulates a vast amount of information and data during the course of its daily activities and this includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

This policy and the Council's Retention Schedule identifies the council's obligations for retaining and destroying information in accordance with various legislations and best practice guidance.

Records created and maintained by the council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the council's transactions and are necessary to ensure it can demonstrate accountability.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the council.

In contrast to the above the council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

Scope

This policy applies to all records created, received or maintained by Earley Town Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Earley Town Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

Objective

The objective of this policy is to provide a working framework to determine which documents are:-

- Retained and for how long
- Disposed of information

There are some records that do not need to be kept or that are routinely destroyed as part of the council business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed. Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

Responsibilities

Earley Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Town Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Individual staff and employees have a responsibility to ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Earley Town Council's records management guidelines. An annual review of documentation should be carried out to determine whether to retain or dispose of documents and that any unnecessary documentation being held is disposed of under the Data Protection Act 2018. All employees should be fully aware of the Council's Retention Schedule.

Document Retention Protocol

Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be archived appropriately.

Document A: Retention Schedule is guidance on the recommended minimum retention periods for specific classes of documents and records. This schedule has been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

Document Disposal Protocol

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

Documents can be disposed of by any of the following methods:

- Non-confidential records to be placed in wastepaper bin or recycling bin for disposal.
- Confidential records or records giving personal information to be shredded.
- Computer records to be deleted.
- Where documents are of historical interest it may be appropriate to transfer the records to an external body such as the local Records Office.

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the council being prosecuted under the UK General Data Protection Regulations.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transferred to the local Records Office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of high importance disposals such as financial or HR records etc.

These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- Person authorising the disposal.
- The method of disposal.

Data Protection Act 1998 – Obligation to Dispose of Certain Data

The Data Protection Act 1998 requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. The Data Protection Act defines personal information as "*data that relates to a living individual who can be identified*" from the data, or from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller. It includes any expression of opinion about the individual and any indication of the intentions of the council or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met. The council is responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations being:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be collected for specific legitimate purposes and not processed in a manner incompatible with those purposes.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

External storage providers or archivists that are holding council documents must also comply with the above principles of the General Data Protection Regulations.

Scanning of Documents

In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs. As a general rule hard copies of scanned documents should be retained for three months after scanning and then disposed of.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

Review of Document Retention

It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 910h edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

Retention Schedule

Please see Appendix A Retention Schedule document which is updated regularly in accordance with any changes to legal requirements.

Date of policy: 27th July 2022

Date of last adoption: 9th September 2026

Date of next review: July 2028



EARLEY TOWN COUNCIL – Retention Schedule

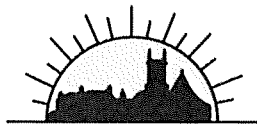
This list is not exhaustive

AREA	TRIGGER FOR RETENTION	MINIMUM RETENTION PERIOD	ACTION	REASON
COMMUNICATION				
Circulars/leaflets	Receipt	As long as useful	Destroy	Data Management
Council Publications	Date Published	As long as useful	Destroy	The Legal Deposit Libraries Act 2003
Instant messages (out of offices etc.)	Creation	7 days	Delete	Data Management
Internal Email Inboxes	Last communication	1 year	Delete	Data Management
General Communication (Letters)	Once scanned	3 months	Destroy	Data Management
Text Messages	Last communication	6 months	Delete	Data Management
Voice Mail Messages	Last communication	6 months	Delete	Data Management
FINANCE				
Audit Reports	Case Closed	6 years	Review	Audit/Data Management
Audit Visits and supporting documents	Case Closed	6 years	Review	Audit/Data Management
Annual Accounts	Accounts Closed	Indefinite	Archive	Audit/Data Management
Annual Return	Return End	Indefinite	Archive	Audit/Data Management
Bank Reconciliations	Last completed audit year	6 years	Destroy	Audit/Data Management
Bank Statements	Last completed audit year	6 years	Review	Audit/Data Management
Budget Working Papers	Last action taken	3 years	Review	Audit/Data Management
Fees & Charges	Last action taken	6 years	Review	Audit/Data Management
Financial Information	End of Financial Year	6 years	Destroy	Audit/Data Management
Financial Plans	Last action taken	6 years	Review	Audit/Data Management
Furlough Records (Covid-19)	Last action taken	6 years	Destroy	HMRC
Investments	Last action taken	Indefinite	Archive	Audit/Data Management
Invoices	Last completed audit year	6 years	Review	VAT Act 1994
National Insurance Records	End of financial year	3 years	Destroy	The Income Tax (Employment) Regulations
Paying In Books	Last completed audit year	6 years	Review	Audit/Data Management
Payment Receipts	Date of	6 years	Destroy	Financial Regulations
Payroll Records	End of Financial Year	6 years	Destroy	HMRC
Petty Cash	Last completed audit year	6 years	Destroy	Audit/Data Management
Purchase Orders	Last completed audit year	6 years	Destroy	Audit/Data Management
Income Tax Records	End of Financial Year	3 years	Destroy	The Income Tax (Employment) Regulations
VAT Records	VAT return submission	6 years	Review	VAT Act 1994

FUNCTIONS				
Allotments CCTV	Last action taken	Indefinite	Archive	Data Management
	Last action taken	30 days	Delete	ICO CCTV Policy
	Last action taken	Indefinite	Archive	Local Authorities Cemeteries Order 1977
Cemetery/Burial paperwork	Last action taken	6 years	Review	Data Management
	Last action taken	2 years	Review	Data Management
	Last action taken	3 years	Destroy	Data Management
Community Centres – Hirer Information	Last action taken	6 years	Review	Health & Safety at Work Act 1974 and supporting regulations.
	Last action taken	5 years	Destroy	Data Management
	Last action taken	2 years	Destroy	Data Management
Complaints	Last action taken	6 years	Review	Data Management
	Last action taken	3 years	Review	Data Management
	Last action taken	6 years	Review	Health & Safety at Work Act 1974 and supporting regulations.
Fishing Permit Applications	Last action taken	5 years	Destroy	Data Management
	Last action taken	2 years	Destroy	Data Management
	Last action taken	6 years	Review	Data Management
Health & Safety Inspections	Last action taken	3 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Destroy	Data Management
Grant Applications	Last action taken	5 years	Destroy	Data Management
	Last action taken	2 years	Destroy	Data Management
	Last action taken	6 years	Review	Data Management
Green Fair Applications	Last action taken	3 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
Pitch Bookings	Last action taken	6 years	Review	Data Management
	Last action taken	3 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
Projects and Programmes	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Destroy	Data Management
Property Management	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Destroy	Data Management
Terms & Conditions	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Review	Data Management
	Last action taken	6 years	Destroy	Data Management
GOVERNANCE				
Adopted Council Policies	When adopted	Indefinite	Archive	Local Government Act 1972
	Last action taken	5 years	Review	Data Management
	Last action taken	0 years	Destroy	Data Management
Declaration of Acceptance	End of Term	0 years	Destroy	Data Management
	End of Term	3 Years	Review	Data Management
	Last action taken	6 years	Review	Limitation Act 1980
Elected Member Communication	Last action taken	Indefinite	Archive	Local Government Act 1972
	On creation	6 years	Destroy	Data Management
	End of term	0 years	Destroy	Data management
Members Allowance Register	End of term	3 years	Review	Data Management
	On creation	6 years	Review	Limitation Act 1980
	On finalisation	Indefinite	Archive	Local Government Act 1972
Minutes of Meetings	On creation	6 years	Destroy	Data Management
	End of term	6 years	Destroy	Data management
	End of term	0 years	Destroy	Data Management
Political Declarations	On finalisation	3 years	Review	Data Management
	On creation	6 years	Review	Limitation Act 1980
	End of term	Indefinite	Archive	Local Government Act 1972
Resister of Interest	On finalisation	6 years	Destroy	Data Management
	On creation	0 years	Destroy	Data management
	On finalisation	3 years	Review	Data Management
Risk Management, Business Plans, Business Continuity, Strategies	On finalisation	3 years	Review	Data Management
	On creation	6 years	Review	Limitation Act 1980
	On finalisation	Indefinite	Archive	Local Government Act 1972
HEALTH & SAFETY				
Accident Books	Completed Book	6 years	Review	RIDDOR
	Last Action Taken	6yrs	Review	Health & Safety at Work Act 1974
	Last Action Taken	2yrs	Review	Health & Safety at Work Act 1974
Plant/Machinery Inspections	Last action taken	21 years	Review	Health & Safety at Work Act 1974
	Last action taken	6 years	Review	Health & Safety at Work Act 1974
	Last action taken	3 years	Review	Health & Safety at Work Act 1974
Play Area Inspections	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
Risk Assessments	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
Waste Collections	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
Waste Collections (Hazardous)	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
	Last action taken	10 years	Review	Health & Safety at Work Act 1974
HR				
Application Form (Unsuccessful)	Date of Application	6 months	Destroy	Discrimination Act
	End of Employment	6 years	Destroy	Limitations Act 1980
	Annual Leave Year	6 years	Destroy	Employment Rights Act 2025 (April 2026)
Employee Holiday Records	Last action taken	6 years	Destroy	Data Management
	Last action taken	6 years	Destroy	Data Management
	Last action taken	40 years	Destroy	Data Management
Industrial Action	Last action taken	3 years	Destroy	The Statutory Maternity Pay Regulations 1986
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
Job Descriptions and Terms & Conditions	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
Medical Records	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
Maternity Records	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999
	Last action taken	3 years	Destroy	Maternity & Parental Leave Regulations 1999

Payslips, Wages & Salaries	End of Financial Year	6 years	Destroy	Data Management
Pension Contributions	End of Employment	6 years	Destroy	Pensions Act 2014
Personnel Files	End of Employment	6 years	Destroy	Data Management
Retirement Benefits	End of scheme	6 years	Destroy	The Retirement Benefits Regulations 1995
Tax & NI records	End of Employment	6 years	Destroy	The Income Tax (Employment) Regulations
Third Party Emergency Contact Details	End of Employment	Immediately	Destroy	Data Management
Timesheets	Last entry date	3 years	Destroy	Data Management
Training Records	End of Employment	6 years	Destroy	Data Management
Unsuccessful Recruitment Candidate	Last action taken	6 months	Destroy	Data Management
Working Time Records (Annual Leave forms/Overtime/Lieu Time Records)	Date of Record	2 years	Destroy	The Working Time Regulations 1998
Whistleblowing Records	Date of outcome	6 months	Destroy	Public Interest Disclosure Act 1998
IT				
IT Back Ups	Last action taken	3 months	Destroy	IT QED
IT System Audit Logs	Last action taken	1 year	Destroy	IT QED
LEGAL				
Asset Register	When inactive	Indefinite	Archive	Audit/Asset Management
Certificate of Employers Liability	End of policy	40 years	Review	The Employers Liability Regulations 1998
Certificate of Public Liability	End of policy	40 years	Review	Data Management
Contracts	End of Contract	6 years	Review	Data Management
Deeds & Leases	When inactive	Indefinite	Archive	Audit/ Asset Management
Historic Information	When inactive	Indefinite	Archive	Data Management
Insurance Claims	Last action taken	6 years	Review	Audit/Data Management
Insurance Policies	End of Policy	2 years	Review	Data Management
Maps, plans of Council owned buildings	When inactive	Indefinite	Archive	Data Management
Legal Advice	Last action taken	6 years	Review	Data Management
Property Evaluations	Last action taken	Indefinite	Archive	Data Management
Rental Agreements	End of agreement	6 years	Destroy	Data Management
Risk Register	Last action taken	Indefinite	Archive	Data Management
Tenders & Quotations	Last action taken	6 years	Destroy	Limitation Act 1980
Unsuccessful Tenders	End of Tendering Process	1 year	Review	Data Management
MARKETING & RESEARCH				
Press Releases	Last action taken	6 years	Review	Data Management
Public Engagement Communication	Last action taken	3 years	Review	Data Management
Press Communication	Last action taken	1 year	Review	Data Management
Research/Surveys	Last action taken	3 years	Destroy	Data Management
ORGANISATIONAL				
Annual Renewed Documents	Last action taken	3 years	Review	Data Management
Logs	Last action taken	1 year	Review	Data Management
Policy & Procedures	When updated	3 years	Review	Data Management
Team Meetings	Last action taken	3 years	Review	Data Management
Templates	Last action taken	3 years	Review	Data Management
Visitor Wi-Fi Use	Creation	3 months	Destroy	Data Management

PLANNING				
Applications	Date of application	1 year	Destroy	Data Management
Appeals	Date of Appeal	1 year	Destroy	Data Management
Local Plans	Date of publication	As long as in force	Destroy	Reference Data
REGULATORY MANAGEMENT				
Civil Cases where action was taken	Case Closed	6 years	Review	Data Management
Civil Cases where action was not taken	Case Closed	6 years	Destroy	Data Management
Data Protection Breach	Case Closed	2 years	Destroy	GDPR
Freedom of Information Requests	Request Closed	7 years	Destroy	Freedom of Information Act 2000
Subject Access Request	Case Closed	6 years	Destroy	Information Commissioner's Office
STAKEHOLDER COMMUNICATION				
Communication with Stakeholders	Last action taken	6 years	Review	Data Management



EARLEY TOWN COUNCIL

INFORMATION BREACH POLICY

Introduction

This policy demonstrates that the Council is complying to the Data Protection Act 2018, including the UK General Data Protection Regulation to ensure that personal data breaches are dealt with appropriately and in a timely manner.

What is a personal data breach?

The Information Commissioner's Office (ICO) defines a data breach as "*a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed*".

Risk Assessment

A risk assessment has been undertaken which identifies the various functions of the Council and information collected to help manage breaches on a day-to-day basis. This is documented in the council's Information Asset Risk Register.

Reporting a data breach

When an officer or councillor is aware that a data breach has occurred, they must report this immediately to the Town Clerk. If outside normal working hours, then as soon as possible.

Investigating a data breach

It will be the responsibility of the Deputy Town Clerk ~~as the Data Protection Officer~~ to enter the details of the breach onto a Personal Data Breach Form on the ICO's website and to carry out a thorough investigation into the breach.

The investigation will assess the risks associated with the breach in relation to the potential consequences for individuals, the level of severity of those consequences and how likely they are to happen.

The investigation will consider the following: -

- The type of information involved.
- Was it human error or a system issue?
- The sensitivity of the information.
- The protections that are in place (e.g., passwords, encryptions).
- What has happened to the data (e.g., lost, stolen, disclosed).
- Whether the data could be used for illegal purposes.
- The individuals (data subjects) who will be affected, the number of individuals affected and the potential effects on those individuals.
- Whether there are any wider consequences.
- If there is high risk to adversely affecting individuals' rights and freedoms.
- Whether the personal data can be recovered to limit the damage the breach could cause.
- Who needs to be notified for immediate containment?
- Suitable action to be taken to resolve the incident.

Reporting a breach to the ICO

Not every breach needs to be reported to the ICO and the ICO's Self-Assessment can help determine whether a breach needs to be reported to them, this can be carried out at: - <https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach-assessment/>

The ICO must be informed of a breach if the breach: -

- will result in the risk to the rights and freedoms of an individual.
- will result in the risk of damage to reputation, financial implications, confidentiality loss, discrimination, social/economic disadvantage to an individual.

A breach must be reported to the ICO as soon as possible and no later than 72 hours of becoming aware of the breach, even if all the details of the breach are not known.

To report a breach to the ICO a Personal Data Breach Reporting Form must be completed which can be found at: - <https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/> and emailed to: - icocasework@ico.org.uk with the words "Personal Data Breach Notification" in the subject line.

Failure to report a breach to the ICO

Failure to notify the ICO of a breach when required to do so can result in a fine, along with the ICO's corrective powers.

Notifying affected individuals of a breach

Any individuals whose personal data has been affected by a breach and where it is considered likely to result in a high risk of adversely affecting an individual's rights and freedoms must be informed of the breach.

The following information must be provided to an individual affected: -

- How and when the breach occurred.
- The data involved.
- A description of the likely consequences.
- The actions taken or proposed to deal with the breach and to mitigate adverse effects.
- Steps the individual can take to protect themselves, such as password reset, looking out for phishing emails or fraudulent activity on accounts.
- The contact details of the person dealing with the breach.

Evaluation

Once the breach has been contained, a full review should be carried out to consider the causes of the breach, the effectiveness of the response in limiting adverse effects and to consider whether systems, policies or procedures need to be changed and whether further training is required.

Further information: -

<https://ico.org.uk/for-organisations/report-a-breach/>

Date of policy: 27th July 2022

Date of last review: 31st July 2026

Date of next review: July 2028

Policy & Resources Committee Meeting – 9th September 2026

Agenda Item 14 – YOUTH SERVICES

Members of the Youth Services Working Group met on 5th August 2026, present were Cllrs A Long, S Newton and the Town Clerk and Deputy Town Clerk.

Attendees received an update on the two weekly youth clubs currently being run at Centrepont Community Centre:

Berkshire Youth – Thursdays 5- 6.30pm term time; ages 9-11

26 on register; regularly 13 at each session; BY has relied on very localised promotion to increase numbers with limited impact; ETC pushing wider promotion; positive feedback from attendees; positive feedback from Green Fair. Issues with communication from BY but ETC officers have met with them and things are improving.

Reading FC Community Trust – Fridays 6 – 8pm year round; ages 13+

Club started in mid-June; 11 on register and RFCCT very pleased with turnout as, for this age group, clubs' success tends to be very gradual; RFCCT responsive and easy to work with.

The Working Group agreed that it was time to introduce a **3rd session** and slightly amend the age groups:

Thursdays 5-6.30pm 8-11 years Berkshire Youth

Thursdays 7 – 8.30pm 11 – 13 years Berkshire Youth & Reading FC Community Trust - NEW

Fridays 6 – 8pm 13+ years Reading FC Community Trust

The new Thursday session for 11 – 13 year olds will be run jointly by the two organisations, BY will run it, assisted by a RFCCT youth worker. This will help youngsters transition between clubs as they get older. The new club is scheduled to start mid to late September and will be term time only.

The Working Group also discussed the **provision of additional activities** for young people outside of youth clubs. It was agreed that we would explore commissioning other organisations to delivering specific projects in school holidays and at other times, somewhat like the current fishing project that RFCCT deliver at Maiden Erlegh Nature Reserve. Connections with suitable providers are being developed.

Jo Friend
Town Clerk
18.8.26

Policy & Resources Committee Meeting – 9th September 2026

Agenda Item 15 – Earley Neighbourhood Action Group

At the ETC Council meeting on 8th July 2026, Cllr N Brock reported attending a meeting of the Earley NAG on 11th May 2026 where those attending agreed that, under the NAG Constitution, the group should be dissolved and cease to operate as no one had stepped forward to volunteer as Chair. (Earley NAG Minute 3, 11/05/26).

Town councillors were aware that resident interest in the Earley NAG had been dwindling for some time but were concerned that this link between the community and the police may no longer operate. It was agreed that the ETC Policy & Resources Committee would discuss the issue to see if any workable solutions could be suggested.

For information:

The Earley NAG Constitution can be found on the Minutes/Constitution page of the Earley NAG website www.earleynag.org/meetings . This document sets out the purpose of the Earley NAG, who its members should be and how its meetings and activities are to be conducted.

The minutes of the Earley NAG meeting in May 2018 show 26 people in attendance with 11 apologies whereas the meeting in May 2026 show 8 people in attendance with 9 apologies.

May 2026 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount	Amount
8991	Amazon	Pool Table Pockets		£14.98
8992	Zoom	May 26 Subscription		£15.59
8993	Robert Dyas	Tablecloths returned		-£33.98
8994	HSQE Ltd	Data Protection & GDPR Awareness EC		£18.00
8995	Adobe	Subscription M/e 10/06/26		£13.14
8996	Amazon	EV Power Board		£45.08
8997	Amazon	EV Power Board		£45.08
8998	B&Q Marketplace	Bike workshop Hacksaw	£20.00	
8999	B&Q Marketplace	Bike workshop Rubber and Ball Pein Hammer sets	£42.26	
9000	B&Q Marketplace	Bike workshop Hook & Pick set	£8.83	
9001	B&Q Marketplace	Bike workshop Jnr Hacksaw	£9.55	
9002	B&Q Marketplace	Bike workshop Wrench Set	£19.95	
9003	B&Q Marketplace	Bike workshop Pliers returned see below	£18.32	
9004	B&Q Marketplace	Bike workshop Screwdriver Set	£16.95	
9005	B&Q Marketplace	Bike workshop Floor Mats	£154.97	£290.83
9006	B&Q Marketplace	Bike workshop Pliers returned see below		-£18.32
9007	Currys On-line	Bike workshop Fridge & Kettle		£122.96
9008	Dunelm softfurnishings	Bike workshop/RLCC Mugs/Teatowels/Tumblers		£42.95
			Total Barclaycard	£556.31

Date Prepared: 23/06/2026

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
9009	2468 Ltd	Boiler Maintenance CP 01/08/26 - 31/10/26	£142.15
9010	All Electrics & Building Management	Electrical Condition Report RLCC	£816.00
9011	Bowak Limited	Hand Soap,Wipes and Polish RH	£51.43
9012	Bracknell Pest Control	Pest Control Cemetery	£36.00
9013	DLS Contract Cleaning Ltd	Hall Cleaning CP, MPCC & RLCC	£3,316.96
9014	Enerveo Limited	Street Lighting Maintenance April 26 - June 26	£243.95
9015	GLS	Hand Towels RLCC, MPCC, RH	£100.76
9016	GLS	Hand Towels to recharge to Kilnsea PreSchool	£71.98
9017	Green Box First Aid Training Ltd	Defibrillator Awareness Course MPCC 23/9/26	£360.00
9018	IT QED Ltd	IT Office 365	£56.95
9019	Neil Curtis & Sons Funeral	Test Dig of Grave F Section	£150.00
9020	Premier Office Supplies	Office & Bike Workshop Stationery	£143.57
9021	Tradepoint - B&Q	Secateurs SJP, Gravel Parks	£25.56
9022	Tradepoint - B&Q	Padlock RH	£25.00
9023	Tradepoint - B&Q	Various Materials Cemetery, MPCC, RLCC	£155.02
9024	Web Marketing Matters	Website Support & Maintenance June 26	£216.00
9025	William Luck	Planning Professional Services June 26	£325.20
9026	Wokingham Borough Council	Rent CP June 26	£293.50

Total: £6,530.03

Date Prepared: 03/07/2026

Number	Supplier	Purchase Description	Amount
9027	Allstar	Vehicle Fuel YK60UUJ 11/5 MX19WV 08/05	£168.39
9028	Allstar	Vehicle Fuel YK60 UUJ 29/5 YS06BSO 27/5	£191.95
9029	Castle Water	MPCC Water May 26	£124.41
9030	Castle Water	RLCC Water May 26	£79.84
9031	Castle Water	IC Water May 26	£57.09
9032	Castle Water	Allot Water May 26	£287.07
9033	Castle Water	CEM Water May 26	£126.36
9034	Castle Water	RH Water May 26	£110.08
9035	Castle Water	SJP Water May 26	£148.21
9036	Crown Gas & Power	RH Gas May 26	£63.93
9037	Crown Gas & Power	MPCC Gas May 26	£314.56
9038	Crown Gas & Power	SJP Gas May 26	£196.72
9039	Crown Gas & Power	RLCC Gas May 26	£290.18
9040	Culligan (UK) Limited	RH Water Cooler Rental May 26 & Bottles RH/SJP	£179.34
9041	Culligan (UK) Limited	SJP Water Cooler Rental May 26	£61.29
9042	Elavon (Opayo)	Credit Card Terminal rental June 26	£22.80
9043	Focus Group	RH Telephones Rental June 26 + Calls Apr 26	£261.59
9044	O2	Staff Mobiles Phones 14/05 - 13/06	£178.09
9045	PHS Group	SJP Sanitary Disposal 18/6/26 - 17/9/26	£16.63
9046	PHS Group	IC ESPO Minimum Charge	£5.54
9047	PHS Group	SJP Temp Fuel Surcharge 11/5/26 - 10/8/26	£2.12
9048	PHS Group	IC Temp Fuel Surcharge 11/5/26 - 10/8/26	£2.12
9049	PHS Group	RLCC Temp Fuel Surcharge 11/5/26 - 10/8/26	£9.20
9050	PHS Group	MPCC Temp Fuel Surcharge 11/5/26 - 10/8/26	£9.20
9051	PHS Group	CP Temp Fuel Surcharge 11/5/26 - 10/8/26	£2.30
9052	PHS Group	RH Temp Fuel Surcharge 11/5/26 - 10/8/26	£2.12
9053	PHS Group	MP Social Temp Fuel Surcharge 11/5/26 - 10/8/26	£2.12
9054	PHS Group	IC Sanitary Disposal 27/6/26 - 26/9/26	£5.54
9055	PHS Group	RLCC Sanitary Disposal 27/6/26 - 26/9/26	£129.94
9056	PHS Group	MPCC Sanitary Disposal 27/6/26 - 26/9/26	£129.94
9057	PHS Group	MP Social Sanitary Disposal 27/6/26 - 26/9/26	£11.09
9058	PHS Group	RH Sanitary Disposal 27/6/26 - 26/9/26	£11.09
9059	SSE Energy Solutions	Street Lighting Electricity May 26	£544.84
9060	Virgin Media	Broadband RH 07/06 - 06/07/26	£49.20
9061	Wokingham Borough Council	MPCC Rates May 26 (3 of 10)	£216.00
9062	Wokingham Borough Council	RLCC Rates May 26 (revised 2 of 9)	£415.00
9063	Wokingham Borough Council	RH Rates May 26 (3 of 10)	£1,481.00
9064	Yorkshire Gas & Power	Trac Shed Electricity May 26	£40.67
9065	Yorkshire Gas & Power	MPCC Electricity May 26	£295.08
9066	Yorkshire Gas & Power	RLCC Electricity May 26	£235.56
9067	Yorkshire Gas & Power	SJP Electricity May 26	£224.11
9068	Yorkshire Gas & Power	IC Electricity May 26	£158.53
9069	Yorkshire Gas & Power	RH Electricity May 26	£399.90

Total Direct Debits £7,260.74

Date Prepared: 9th July 2026

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
9070	A & B Roofing Ltd	Layer of Roof felt SJP Container	£480.00
9071	Bracknell Pest Control Limited	Pest Traps Allotments 13/07	£60.00
9072	Claire Connell	Final Audit re 2025/26 and Report	£280.00
9073	Creating Technical Solutions	Rear Tail Light Assemblies YK60UTY and YK60UUJ	£256.12
9074	IT QED Ltd	SJP CCTV July 2026	£15.60
9075	IT QED Ltd	IT TP Link Network Switch	£99.60
9076	IT QED Ltd	IT Monthly Support July 26	£450.00
9077	IT QED Ltd	IT Skykick Office 365 Back up	£207.00
9078	IT QED Ltd	Phones/Teams Calling Plan Year commencing 2/6/26 - New Digital Phones	£1,697.76
9079	IT QED Ltd	New Digital Phones for RH Office	£2,044.80
9080	Premier Office Supplies	Office Stationery July 26	£81.80
9081	Premier Office Supplies	Office Stationery MicroSD Card	£10.20
9082	Ricoh UK Ltd	RH Photocopier rental q/e 30/09/26 + Copies q/e 30/06/26	£405.48
9083	Select Environmental Services	MPCC General Waste & Recycling Disposal	£256.87
9084	Select Environmental Services	Gen Litter General Waste Disposal	£392.86
9085	Select Environmental Services	RH Recycling Disposal	£34.73
9086	Select Environmental Services	CP General Waste Disposal	£48.55
9087	Select Environmental Services	RLCC General Waste Disposal	£69.77
9088	Select Environmental Services	Gen Litter Offensive Hygiene Waste Disposal	£227.28
9089	ST Photos Limited	Portrait Photo ETC Mayor A Neal	£240.00
9090	Tradepoint - Screwfix	Cemetery Fence Paint	£96.00
9091	Tradepoint - Screwfix	MPCC Silicone and WC Close Kit	£12.33
9092	Tradepoint - Screwfix	Various sites Maint. Items	£89.93
9093	Travis Perkins	MELNR Timber & Screws	£314.51
9094	Wokingham Borough Council	Occupation Charge CP	£293.50

Total: £8,164.69

Date Prepared: 16/07/2026

ORDERS FOR PAYMENT - BY BACS TRANSFER

Appendix M

Number	Supplier	Purchase Description	Amount
9095	A1 Locksmiths	SJP Height Barrier Key replace broken	£18.50
9096	Acculine Markings Ltd	MPCC Car Park Markings	£1,166.40
9097	Acculine Markings Ltd	RH Car Park Markings	£2,208.00
9098	All Electrics	MPCC LED Lights Toilets and Caretaker cupboard + 3x sensors	£1,650.00
9099	All Electrics	RH Kitchen LED light	£189.60
9100	All Electrics	MPCC Meeting Room LED Lights	£1,152.00
9101	All Electrics	MPCC EICR	£816.00
9102	Argraves Ltd	Engrave Mayors chain/Bar and Badge	£78.00
9103	DLS Contract Cleaning Ltd	Hall Cleaning July 26	£3,316.96
9104	Inclusive Play (UK) Ltd	SJP Chime Cascade Play repair	£182.40
9105	IT QED Ltd	Office 365 Mth to 20/8/26	£56.95
9106	IT QED Ltd	PC Monitoring July 26	£52.92
9107	IT QED Ltd	Azure Cloud Subscription June 26	£105.44
9108	Lister Wilder	Repair Kubota Pedestrian Mower	£216.88
9109	Minuteman Press	Update Boards for Mayor and Service to Earley Award	£216.00
9110	PKF	External Audit for year ending 31/3/26	£2,520.00
9111	Proludic	SJP Hip Hop Seat repair etc	£353.08
9112	Tradepoint - Screwfix	RH Gate Lock	£21.98
9113	Web Marketing Matters	Website support July 26	£216.00
9114	William Luck	Planning Services July 26	£447.60

Total: £14,984.71

Date Prepared: 06/08/2026

June 2026 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
9115	SumUp	Card Machine for Spokes	£70.80
9116	WorkwearGiant	6xEmbroidered heavy Aprons Bike Workshop	£152.35
9117	Mountain Warehouse	Items for long service award	£197.48
9118	Sainsbury's	Vouchers for long service award	£300.00
9119	Zoom	June 26 Subscription	£15.59
9120	uCheck	DBS Bike Workshop Vol.	£37.20
9121	uCheck	DBS Bike Workshop Vol.	£37.20
9122	Asda	Bike worshop Tea/Coffee	£27.04
9123	uCheck	DBS Bike Workshop Vol.	£37.20
9124	Asda	Spokes launch Cakes/biscuits	£23.24
9125	Adobe	Subscription M/e 10/07/26	£13.14
9126	uCheck	DBS Bike Workshop Vol.	£37.20
9127	uCheck	DBS Bike Workshop Vol.	£37.20
9128	Asda	Office Coffee & Milk	£15.55
9129	Eventbrite	Emergency First Aid Training M Brown/T Woodhouse/Jess Friend	£195.00
9130	Royal Mail	Office Stamps	£172.20

Total Barclaycard	£1,368.39
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Date Prepared: 11/08/2026

ORDERS FOR PAYMENT - BY DIRECT DEBIT JULY 2026

Number	Supplier	Purchase Description	Amount
9131	Allstar	Vehicle Fuel YK60UTY 05/06	£97.72
9132	Allstar	Vehicle Fuel YS06 BSO 22/06	£101.70
9133	Allstar	Vehicle Fuel YK60 UUJ & YS06 BSO 24/06	£142.76
9134	Castle Water	MPCC Water June 26	£182.07
9135	Castle Water	RLCC Water June 26	£52.27
9136	Castle Water	IC Water June 26	£66.35
9137	Castle Water	Allot Water June 26	£864.76
9138	Castle Water	CEM Water June 26	£68.72
9139	Castle Water	RH Water June 26	£175.55
9140	Castle Water	SJP Water June 26	£187.64
9141	Crown Gas & Power	RH Gas June 26	£80.67
9142	Crown Gas & Power	MPCC Gas June 26	£209.86
9143	Crown Gas & Power	SJP Gas June 26	£177.17
9144	Crown Gas & Power	RLCC Gas June 26	£520.30
9145	Culligan (UK) Limited	RH Water Cooler Rental June 26	£122.58
9146	Culligan (UK) Limited	SJP Water Cooler Rental June 26	£61.29
9147	Dawsonsgroup Vans Limited	Electric Van Rental WM75HWE	£735.48
9148	Elavon	Credit Card Terminal rental July 26	£22.80
9149	Focus Group	RH Telephones Rental July 26 + Calls May 26	£312.66
9150	O2	Staff Mobiles Phones 14/06 - 13/07	£186.32
9151	PHS Group	CP Sanitary Disposal 25/7/26 - 24/10/26	£18.55
9152	SSE Energy Solutions	Street Lighting Electricity June 26	£480.80
9153	Virgin Media	Broadband RH 07/07 - 06/08/26	£49.20
9154	Wokingham Borough Council	MPCC Rates June 26 (4 of 10)	£216.00
9155	Wokingham Borough Council	RLCC Rates June 26 (revised 3 of 9)	£415.00
9156	Wokingham Borough Council	RH Rates June 26 (4 of 10)	£1,481.00
9157	Yorkshire Gas & Power	Trac Shed Electricity Revised May + June 26	£37.24
9158	Yorkshire Gas & Power	MPCC Electricity Revised May + June 26	£521.88
9159	Yorkshire Gas & Power	RLCC Electricity Revised May + June 26	£174.64
9160	Yorkshire Gas & Power	SJP Electricity June 26	£234.65
9161	Yorkshire Gas & Power	IC Electricity Revised May + June 26	£75.11

Total Direct Debits £8,072.74

Date Prepared: 7th August 2026

July 2026 Barclaycard

ORDERS FOR PAYMENT - BY BARCLAYCARD

Number	Supplier	Purchase Description	Amount
9162	Zoom	July 26 Subscription	£15.59
9163	Adobe	Subscription M/e 10/08/26	£13.14
9164	The Range	Terracotta Pots - Green Fair	£65.97
9165	Royal Mail	Office Stamps	£91.00
9166	Amazon	Green Fair Tally counter	£13.88
9167	Amazon	Green Fair Megaphone speaker	£25.49
9168	Halfords	Brake parts - Spokes	£16.00
9169	Winnersh Garden Centre	Soil/seeds ETC Activity Green Fair	£23.34
9170	Asda	Green Fair Staff snacks + Megaphone batteries	£24.87
9171	B&Q Marketplace	AB Tools Wrench - Spokes	£22.27
9172	B&Q Marketplace	Camden Tools - Teng Adapt. - Spokes	£8.87
9173	B&Q Marketplace	Electricals247 - 2 Pin Flex - Repair Café Part	£27.39
9174	B&Q Marketplace	Sealey Wrench - Spokes	£61.87
Total Barclaycard			£409.68

Date Prepared: 20/08/2026

IMPREST ACCOUNT - Payment Requests 1202-1214

Vouchers between 24th June 2026 - 6th August 2026

Number	Details	Amount
1202	Damage Deposit Return GR	£100.00
1203	Damage Deposit Return MT	£50.00
1204	LGPS Pension July 26	£13,660.41
1205	HMRC PAYE & NI July 26	£13,868.47
1206	Salaries July 26	£36,278.39
1207	Damage Deposit Return SL	£50.00
1208	Damage Deposit Return NR	£50.00
1209	Damage Deposit Return VG	£100.00
1210	Damage Deposit Return SR	£50.00
1211	Damage Deposit Return HC	£100.00
1212	Salaries Aug 26	£36,292.48
1213	HMRC PAYE & NI Aug 26	£13,881.65
1214	LGPS Pension Aug 26	£13,680.25

CURRENT ACCOUNT - One off payments

Number	Payee	Purchase Description	Amount
62	A1 Loo Hire Ltd	Green Fair Portaloo Hires	£612.00
63	A1 Loo Hire Ltd	Green Fair Portaloo Hire refund for Disabled Toilet not flushing	-£174.00

Date Prepared: 18/8/26