Earley Town Council Meeting 16th September 2026

Earley Town Mayor's Report

6th June - 9th September 2026

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Date: Saturday 6th June 2026
Event: St Nicolas Summer Fair
Venue: St Nicolas Church
Report:

It was a great privilege and pleasure to be invited by Mark, the Vicar, to open the St Nicolas Church Summer Fair. This event has not been run for a number of years.

Due to the poor weather conditions, Plan B had been invoked and the activities moved inside to the church and church hall. There was a good footfall all day and I met faces old and new.

The church area hosted entertainments and children's activities. I watched the performance given by The Barberettes, a 4-part harmony, barber-shop style, female choir, based at the church. Their programme contained:

- Bohemian Rhapsody
- Total Eclipse of the Heart
- Somewhere only we know (Keane)
- Good Vibrations
- It's Raining Men

which they sang with skill and co-ordinated movements

I also watched the dance troupe for the over-50s, based also at the church, The Silver Swans. The gave performances of great enthusiasm with a light-hearted touch. They tackled ballet, Latin and modern dance types, with individual and group performances. Great fun!

The church hall hosted the stallholders of which there was a good variety. Local groups such as the Earley Environment Group, Earley Repair Cafe, RISC and The

Cowshed as well as commercial exhibitors like the Outhouse Brewery and many more. There were a number of food options to keep us going through the day, ranging from pizza, strawberries, cream teas and some delicious Indian food, which I sampled.

Throughout the day, the venue was being patrolled by 2 Star Wars Stormtroopers. Exactly the sort of security you need at a church fete. I had a very good time and, to me, it seemed a very successful event and I hope that the church will put it on again next year.

Date: Wednesday 10th June 2026
Event: Earley Bus – new bus
Venue: Crescent Centre
Report:

It was a great privilege to be asked to cut the ribbon on the new Earley Bus. I was invited to the Crescent Centre by Vice Chairman, David Pelling, to meet volunteers and the new bus.

The previous bus was 17 years old and needed replacing. The new bus is a Peugeot, instead of a Mercedes. It carries 14 people, with removable seats to accommodate wheelchairs. It has air conditioning, which had been a constraint on the previous bus during hot weather. It is shorter, thus making parking easier and can be driven on a normal car driving license without requiring the “C1” category

It was good to talk to the volunteer drivers and to hear about the types of trips that the bus had been on and the associated tales. This will be a great asset to the people of Earley and the surrounding area.

Date: Wednesday 10th June 2026
Event: Spokes ETC – Launch event
Venue: Centrepoint
Report:

I was delighted to be asked to open the new town council bike workshop, Spokes ETC. After the ribbon cutting, tea and cakes were enjoyed by the volunteers, councillors, council officers and members of the public.

This is a project that I had been personally involved in since its previous form in the Silverdale Centre, where I had done some volunteer shifts. The town council lost that facility when Maiden Erlegh School required it for a SEND unit. The room at Centrepoint was prepared as the new location for the workshop and a new workshop coordinator appointed.

It is a relaunch of a previous facility and is not trying to compete with commercial bike shops. It is about keeping bikes, with minor problems, on the road.

Many thanks to everyone involved in bringing this project to launch and we plan for it to be a popular facility for Earley residents

Date: Saturday 11th July 2026
Event: Wokingham Pride
Venue: Wokingham Town Hall
Report:

I was very pleased to be invited by Wokingham Pride to their annual event in the town.

To quote from their website, "Our goal is to foster community pride and unity by organising events, supporting local businesses, and providing a supportive and inclusive environment for the LGBTQ+ community through pride events, social events, and community support."

It was hot, sunny day and it started with speeches at the Town Hall in the Market Place, Wokingham, from activists, organisers and the Town Mayor. This was followed by a march around the town centre with flag waving and whistles, ending up at Elms Field, where the main event was set up.

Although the "speech not required" box was ticked on my invitation, I did give a short address along the lines of "Greetings from Earley", between those of the Borough Mayor and the Borough's two MPs

There were a lot of stalls set up, hosting community groups, voluntary groups, activist groups and local businesses. The stage hosted a variety of musical acts throughout the afternoon. I was also invited to hang out at the very jolly after-party at the Dukes Head pub to finish off an interesting day.

Date: Sunday 12th July 2026
Event: Cycling UK Reading Summer Social Lunch
Venue: St Anne's Church, Caversham
Report:

Although not an official mayoral invitation, I was allowed to pass the bucket round at my cycle club's social event, for the Mayor's Charity, the Thames Valley Air Ambulance. I think that it raised £30+, although the collection bucket is sealed and so the exact figure is currently unknown.

Date: Thursday 16th July 2026
Event: Wokingham Job Support Centre AGM
Venue: The Cornerstone, Norreys Av, Wokingham
Report:

Unfortunately, due to a family medical emergency, I was unable to attend this event, although I had accepted the invitation. I have sent a message of apology to Dave Newbold at the Wokingham Job Support Centre.

Date: Saturday 18th July 2026
Event: Concert of the Combined Band and Bugles of The Rifles
Venue: Radley College
Report:

I was delighted to be asked to attend a concert at Radley College, near Abingdon, given by the Combined Bands and Bugles of The Rifles.

A smooth train ride and short walk on a warm evening, took me to the impressive theatre at Radley College, where the Commanding Officer of the 7th Battalion, The Rifles was hosting this musical evening.

To explain the slicing and dicing of army units while allowing them all to retain their customs and battle honours, is not easy, but basically The Rifles regiment incorporates all the county light infantry regiments of reservists and the Royal Green Jackets from Winchester, in one entity. The 7th Battalion is our local unit, based at the Brock Barracks in the Oxford Road, Reading.

The Rifles have 3 military bands

- Band and Bugles of The Rifles (Regimental/Regulars) based in Winchester
- Salamanca Band (6th Battalion) based in Exeter
- Waterloo Band (7th Battalion) based in Abingdon

All 3 bands came together for this, the first of a series of concerts. In the first half of the concert, we were treated to a mixture of musical styles.

A unique feature The Rifles is that they march at a sprightly 140 paces per minute compared to the sedentary rate of 120 used by the rest of the army. This was reflected in all the military pieces throughout the evening

It started off with the National Anthem and a very military piece with prominent bugles, followed by a medley of traditional tunes (The Bladon Races, On Ilkley Moor bar t'at, Rule Britannia, Here we go round the Mulberry Bush)

A change of mood with a funky set of Stevie Wonder Songs (Sir Duke, I Wish, Don't You Worry, Superstition, Isn't She Lovely) followed by an arrangement of Vaughan Williams' Fantasia on a Theme by Thomas Tallis

The music directors of the 3 bands gave good introductions to the music, with insights into the regimental history and its characters. One of whom was Sir Christopher Wallace, inspiring the next piece, a march called CBQ

The half ended with a mixture of arrangements. We had "Crazy Train", the Ozzy Osbourne hit, "How to Train Your Dragon" Hollywood favourites and some more military numbers featuring the bugles. There was a pleasant interval where mayors and military were introduced. I had good chats with the mayors of Milton Keynes, Wallingford and Woodley as well as our host Lieutenant Colonel Michael Hrycak, Commanding Officer 7th Battalion, The Rifles

The 2nd half of the concert started with some solo performances. A very Latin American piece featuring solo trumpet with accompanying guitar was very atmospheric. That was followed by a saxophone solo for the Phil Collins' 80s mega hit "Against All Odds" and a Star Trek medley. The finale was a regimental favourite, featuring rising waves of excitement, bugle voluntaries leading up to a final grand crescendo

At the end of the concert, we were told by the music director, that due to army reorganisation, the Band of the Rifles was to become a Brass Band only. This short tour is the last to include the woodwind section of flutes, clarinets, bassoons etc. A bittersweet announcement to end on.

Date: Tuesday 28th July 2026
Event: WINGS 2026 – International Jamboree for Scouting and Guiding
Venue: Windsor Great Park
Report:

I was delighted to be asked to attend the WINGS2026 Guiding and Scouting event in Windsor Great Park. This was an international Jamboree, organised by Berkshire Scouting and Guiding, with 3000 Scouts and Guides, mainly from the Berkshire area, but also from all over the world. The Cavalry Review Ground at Queen Anne's Gate in Windsor Great Park was an ideal venue to accommodate this number of young people

The scenario for the week was very well thought out with the groups allocated to "Kingdoms" to create a competitive edge and the activities being grouped into "Guilds". The organisation is outstanding, ensuring that all the attendees get to have a go at all the activities, everyone is fed and watered while maintaining the individuality and close group working of Scouting and Guiding

Our host, Trevor, met us at the main entrance and took us on a tour of the large site in an electric golf buggy. The 10+ age groups, Guides, Rangers, Scouts and Explorers, were camping at the site while the junior groups (below 10 yrs) attended Mini-WINGS events as day visitors

There were activities of all sorts, involving adventure, exploration, crafts, individual talents and team work. As well as the on-site action, there were off-site activities at the local water centre as well as exploring the town and surroundings of Windsor

Trevor introduced us to various groups of Scouts and Guides, many from groups local to Reading, Wokingham and Bracknell, but also some overseas visitors from Ghana and Canada. It was a very enjoyable and informative day in the sunshine

Date: Wednesday 29th July 2026
Event: Coffee Morning – Barchester Healthcare
Venue: Austin House, Earley
Report:

I was very pleased to be invited to a coffee morning at Austin House to meet some of the residents. Many thanks to Katherine, the manager, for arranging the visit and for hosting the event

I had a good chat with a group of 8 residents on subjects far and wide. A lot of memories of Wokingham past as well as of further afield. The residents do go out and about on day trips and have a lot of local knowledge about places of interest and tea rooms

I must have done OK as I've been invited back to an event in September

Date: Saturday 5th September 2026
Event: Reading Pride
Venue: King's Meadow, Reading
Report:

I was very pleased to be invited by Reading Pride to their annual parade through the town centre and their festival in King's Meadow, by the Thames. This event has grown since it first started in 2002, with an estimated 2,000 people in the parade and 11,000 going to the festival last year. This year was a nice, sunny day and looked, to me, to be very well attended

The parade started at the station and then went down Friar St, Broad St, the Oracle and Forbury Gardens before negotiating the IDR on the way to King's Meadow. After arriving at the festival site, I was invited on stage along with Andrew Try, the Lord-Lieutenant of Berkshire and Councillor Paul Gittings, the Mayor of Reading. Thankfully no speech was required from me

The festival was a large event with multiple stages, bars, stalls and a funfair. I had a good look round to take in the atmosphere as well as chatting with a number of stallholders and visitors. A very impressive, well organised, large-scale event

Councillor Al Neal
Town Mayor, Earley

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7. <u>Representatives on Other Bodies</u>

7.1 WBC Standards Committee

As a co-optee from ETC, I attended the WBC Standards Committee meeting on 14 July 2026 via TEAMS

The meeting agenda is on the WBC website.

Items 1 & 2 – Cllr Beth Rowland was re-elected as Chair, Cllr Caroline Smith as Vice-chair.

Item 9 - The number of complaints remains low; most are dealt with in the prescribed time; one outstanding complaint found a councillor in breach of the Code of Conduct after a lengthy investigation. Complaints tend to increase slightly during elections.

Item 10 - Update on the LGA's 'Debate Not Hate'. WBC survey information was shared with parishes and towns. TV Police messaged Democratic Services about safety following the murder of Ann Widdecombe. This was shared with towns and parishes (ETC TC has forwarded it to all councillors).

A new protocol will be put to the next Standards meeting in September. Councillors' home addresses will be redacted unless instructed to reveal them. All incidents of harassment, abuse, intimidation should be reported to Democratic Services and the police.

WBC has a new Learning and Development Strategy 2026-29 that includes mandatory training in the code of conduct for all councillors. Details are on the WBC website: https://wokingham.moderngov.co.uk/documents/s84492/WBC_Councillor_Learning_and_Development_Strategy_2026-2029%2003032026%20Executive%20Briefing.pdf

The Chair asked for further guidance on faith awareness.

Cllr Sheena Matthews July 2026

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7. <u>ETC Councillor representation on other bodies</u>

7.2 <u>Highwood Management Conference 3rd August 2026</u>

Cllrs Geoff Littler and Sheena Matthews attended the annual Highwood Conference on 3.8.26. The Conference was preceded by a site visit at which Andy Cairncross, WBC, and Simon Bartlam, a Ranger from WBC's Countryside Service, highlighted some of the works carried out by the Service since the last Conference.

At the Conference Geoff Littler was re-elected as Chair. The Service's written Review of work undertaken, volunteer involvement, and future works proposed, was presented and was discussed in detail. The main topic was the action required to comply with the Environment Agency's 10,000-year flood assessment for Southlake. The Countryside Service has increased its staff this year to include the appointment of a biodiversity ranger.

The Conference reinforced its agreement of 2025 that its remit (already extended to include Southlake, yet to be ratified by Woodley TC) should be further extended to cover green spaces to the north of Highwood, which are part of the green corridor comprising Whiteknights, Bulmershe and Highwood. (Conference has no power to decide its own remit; this has yet to be formally considered by the three Councils – Earley and Woodley Town Councils, and Wokingham Borough Council.)

Discussions covered an update on the Berkshire Nature Local Recovery Strategy (LNRS) and WBC's ongoing commitment.

Conference noted two outstanding actions from 2025: (1) The directional signs to Highwood from Church Road, Earley, were not yet in place. (2) No progress had been made on formally considering the updating of the Conference's remit. Democratic Services undertook to convene a meeting of the three councils to review this.

SM and GL

Appendix D

EARLEY TOWN COUNCIL

Council Meeting 16th September 2026

Agenda Item 8 – <u>CHAIRS GROUP MEETING NOTES</u>

<u>Chairs Group Meeting 18th August 2026</u>

<u>Present:</u> Cllrs N Brock, D Hare, A Neal and the Town Clerk

Lower Earley Green Corridor – EEG are working on drawing up a pledge that the landowners in the LE Green Corridor could sign to show their commitment to the creation and maintenance of a LE Green Corridor. The Town Clerk has already made a few suggestions as to what ETC may or may not see as acceptable in terms of wording. The topic will be put on the agenda for the Amenities & Leisure Committee meeting of 14th October when, hopefully the proposed pledge will have been received.

Nature Park at University of Reading – Cllr G Littler had drawn the Chairs' attention to this new facility, suggesting that a visit may be of interest to town councillors. The Town Clerk to contact Molli at UoR to see if such an arrangement would be possible.

Place Universal Offer Pilot – The Town Clerk had attended a meeting with a WBC officer who had outlined their plans for a pilot project in Earley aimed at encouraging people to increase their movement and activity. More information will become available later this month, the Chairs suggested putting the item on the October Amenities & Leisure Committee agenda so councillors can discuss how the town council could be involved.

Riverside Park Footbridge – The Chairs had a general discussion about this. They expressed surprise at the costs and how much of the total was made up of WSP's charges. They wondered if WSP were approaching the project from a highways perspective, hence their input was so expensive, rather than approaching it as a pedestrian/cycle footbridge in a park, not connected to the highway. They made the point that, should ETC agree to provide some funding for the project, it should be worded such that WBC use their allocated funds first and then ETC's contribution is used as a top up. WBC's request for financial assistance is to be discussed at ETC's full Council meeting on 16th September.

EARLEY TOWN COUNCIL

FINANCIAL REGULATIONS 2026

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 contacts 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

Earley Town Council Meeting – 16th September 2026

Agenda Item 13– Paddick Drive & BMX Track Lease

Background

In May 2024, Wokingham Borough Council contacted ETC to ask if the Town Council wished to renew the lease for Paddick Drive Open Space and the lease for the BMX Track, both of which were due to expire on 12th August 2024. WBC also suggested that the two leases be combined into one.

WBC provided a Heads of Terms which was reported to the Policy & Resources Committee meeting on 11th September 2024. The Committee supported the renewal of the lease and the two leases being combined. WBC was informed.

The timetable of progression is as below: -

January 2025	WBC advised that its solicitor was working on the new draft lease
May 2025	ETC asked WBC for an update on the lease renewal
	WBC advised that staffing issues had delayed the work
June 2025	WBC provided a draft combined lease and combined plan
	ETC Officers sent the draft lease and plan to ETC's solicitors to review
	The solicitors provided a report with their general comments on the lease
July 2025	The draft lease was sent back to WBC with the comments and suggestions provided by ETC's solicitors
March 2026	No communications were received so WBC was asked for an update on the lease renewal
April 2026	WBC sent an apology to say that the matter had been off their radar
June 2026	WBC was asked for an update on the lease renewal
	WBC apologised for the delay
July 2026	WBC sent the draft lease incorporating some of the comments and suggestions made by ETC's solicitors
August 2026	ETC Officers reviewed the draft lease, Cllr Littler provided some input (in a personal capacity)
	Draft lease sent back to WBC with final comments
	WBC sent finalised draft lease for ETC's approval

Apart from the two leases being combined, there are no major changes to the lease terms. WBC has agreed a 14-year lease, which is the same term as the previous leases. The same original break clause of 6 months has also been applied to the combined lease.

WBC also advised that they had noted that that there are some lampposts and road signage on the property boundary and that they have reserved a right within the lease to access them if required.

Councillors are asked to **RESOLVE:** -

- that the draft lease be accepted
- that WBC be asked to issue the lease for signature
- that permission be given to the Town Clerk to use the Council seal and arrange for signature of the new lease

RECORD OF COUNCILLOR ATTENDANCES - 2026/27

NAME OF COUNCILLOR	COUNCIL						AMENITIES & LEISURE					PLANNING													POLICY & RESOURCES				
	05	07	09	11	02	03	05	07	10	01	03	05	06	07	08	09	10	11	12	12 (E)	01	02	03	04	06	09	11	01	03
R. AHLAWAT	✓	✓					✓	✓																					
A. BASSETT	✓	✓					✓	✓																	✓				
A. BRADLEY	✓	✓					✓	✓																					
N. BROCK	✓	✓					✓	✓				✓	✓	✓	✓	✓													
R. BROWNE	✓												✓																
R. COOK	✓	✓					✓	✓				✓	✓	✓	✓														
M. DE JONG	✓	✓										✓		✓															
J. EASTWELL	✓	✓						✓																	✓				
D. HARE	✓	✓																							✓				
T. HOLTON	✓	✓																											
M. IYENGUNMWENA	✓											✓	✓	✓	✓	✓													
S. JORDAN	✓	✓											✓	✓	✓	✓													
P. JORGENSEN	✓	✓										✓	✓	B															
I. KHAYINZA	✓						✓																						
G. LITTLER		✓																							✓				
A. LONG	✓	✓					✓							✓	✓	✓									✓				
T. MAHER	✓	✓					✓	✓																					
S. MATTHEWS	✓	✓						✓																	✓				
A. NEAL	✓	✓					✓	✓				✓	✓	✓	✓	✓									✓				
S. NEWTON	✓	✓																							✓				
A. NEWTON	✓	✓					✓	✓																					
H. SARASAN	✓																												
C. SMITH	✓							✓				✓	✓	✓		✓													
M. SMITH	✓							✓				✓	✓	✓		B													
K. YABSLEY	✓	✓																							✓				

(shaded cell denotes non-representation on Committees)

R = Representing Town Council B = Attending Borough Meeting ✓ = In Attendance A = Approved Leave of Absence

Appendix I

ORDERS FOR PAYMENT - BY BACS TRANSFER

Number	Supplier	Purchase Description	Amount
9175	A1 Locksmiths Berkshire Ltd	Combination Padlock for Tractor Shed	£55.50
9176	A1 Locksmiths Berkshire Ltd	Combination Padlock for Allotment Vehicle Gate	£60.25
9177	A Bit of a Do	Vat Only re Mayors Reception Food (Reclaimed from HMRC)	£107.40
9178	Bowak Ltd	Toilet Rolls, Centrefeed and Hand Soap RH & CP	£255.50
9179	Creating Technical Solutions	YS06 BSO MOT & Service	£298.64
9180	IT QED Ltd	IT Monthly Support Aug 26	£450.00
9181	IT QED Ltd	IT Skykick Office 365 Back up August	£207.00
9182	IT QED Ltd	SJP CCTV August 26	£15.60
9183	GLS - Findel Education Ltd	Hand Towels, Disinfectant Spray & Heavy Duty Sacks RH, SJP, MPCC & RLCC	£261.38
9184	Premier Office Supplies	Office Stationery and paper	£87.38
9185	Select Environmental Services	Gen. Litter General Waste Disposal Jul 26	£453.12
9186	Select Environmental Services	Gen. Litter Offensive Hygiene Waste Disposal Jul 26	£181.82
9187	Select Environmental Services	MPCC General Waste & Recycling Disposal Jul 26	£173.90
9188	Select Environmental Services	CP General Waste Disposal Jul 26	£46.10
9189	Select Environmental Services	RH Recycling Disposal Jul 26	£34.73
9190	Select Environmental Services	RLCC General Waste Disposal Jul 26	£49.94
9191	Tradepoint - Screwfix	IC Paint & Decorating Tools	£177.40
9192	Tradepoint - Screwfix	IC Fence Paint & Brushes	£104.83
9193	Tudor Environmental	Hay Rakes & Bowsaws Volunteers MELNR	£276.73
9194	Travis Perkins	Fire Door, Hinges, Screws and Handle RLCC	£137.93
9195	Travis Perkins	Pothole Repair x 3x25kg tubs RH	£116.03
9196	Travis Perkins	Pothole Repair 1x25kg tub RH	£38.68
9197	Wokingham Borough Council	CP Occupation Charge August	£293.50

Total: £3,883.36

Date Prepared: 20/08/2026

IMPREST ACCOUNT - Payment Requests 1215-1215

Vouchers between 7th August 2026 - 4th September 2026

Number	Details	Amount
1215	Damage Deposit Return CS	£50.00
	Total Payments	**£50.00**