

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 14 April 2015 at 8:00 pm**

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**Present:** *Councillors K. Baker (Chairman); A. Chadwick; P. Challis; J. Cheng; C. Lawley; D. Mills; S. Outen; E. Rowland; M. Walker*

**Officers present:** *D. Mander, Town Clerk; K. Murray, Service Support Manager; L. Matthews, Committee Officer*

103. **APOLOGIES**

There were no apologies for absence.

104. **DECLARATIONS OF INTEREST**

Councillor Outen	Agenda item 12 Capital Programme	Personal – Councillor Outen's wife is an allotment tenant
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Councillor Outen did not participate in the discussion or the vote regarding the allocation of funds from the 2015/16 Capital Programme to fund the purchase of materials for the repair of the roadways at the Reading Road Allotments.

105. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 3 FEBRUARY 2015**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 3 February 2015 be approved and signed by the Chairman as a correct record.

106. **FINANCE**

a) **Budgetary Control**

**RESOLVED:**

- ◆ To note Report No. SR 12/15.

b) **Payments**

**RESOLVED:**

- ◆ To approve the following payments, listed in **Appendix A** (January) and **Appendix B** (February):

	Current account	Imprest account
January 2015	£67,866.21	£42,678.75
February 2015	£84,819.87	£42,138.14

c) **Business continuity – transfer of funds to the clerk's imprest account**

**RESOLVED:**

- ◆ To approve the transfer of £250,000 from the deposit account to the clerk's imprest account with effect from 7 May 2015 as a contingency in order to meet contractual and other payment commitments in May and June 2015, as may be required under urgency powers delegated to the Town Clerk.

107. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**  
The Town Clerk presented Report No. SR 13/15 of the Standing Orders and Financial Regulations Working Party meeting held on 23 February 2015.

**RESOLVED:**

- ◆ To note Report No. SR 13/15.
- ◆ That the revised Financial Regulations, as presented, be recommended to the Extraordinary Meeting of the Council on 28 April 2015.

108. **INVESTMENTS WORKING PARTY**  
Councillor Challis presented Report No. SR 14/15 of the Investments Working Party meeting held on 25 March 2015.

**RESOLVED:**

- ◆ To note Report No. SR 14/15.
- ◆ That Mr Rupert Baron, Investment Director at Rathbones, be engaged as the Council's investment adviser for a further five years to 2020.

109. **RISK MANAGEMENT WORKING PARTY**  
Councillor Mills presented Report No. SR 15/15 of the Risk Management Working Party meeting held on 30 March 2015. The Town Clerk informed Members that the Risk Register had been updated to include risks relating to new projects.

Councillor Lawley stated that he believed the lack of Allotment Working Party meetings posed a risk to the Council as the allotments were not being managed as they should be. The Chairman replied that the allotment tenants had reported that they were very happy with the current arrangements and felt that the allotments were being well managed. It was suggested that the Risk Register could be reviewed in respect of the management method at the allotments.

It was noted the working party had been acting outside of its terms of reference in receiving insurance and health and safety matters and the Chairman suggested that the terms of reference be reviewed by the new Council when it is elected in May.

Following a query about the size of the population in Woodley the Town Clerk agreed to check the figures and ensure that the population noted on the Council's insurance schedule was correct.

**RESOLVED:**

- ◆ To note Report No. SR 15/15.
- ◆ To note the main terms of the insurance cover arranged with broker Came and Co. for 2015/16.
- ◆ To note the Financial Risk Assessment prepared by the Council's internal auditor.
- ◆ That the Risk Management Strategy for 2015/16, as presented, be recommended to the Extraordinary Meeting of the Council on 28 April 2015.
- ◆ That the Risk Register be presented to the Extraordinary Meeting of the Council on 28 April 2015, for Members' information.

110. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Councillor Challis presented Report No. SR 16/15 of the Catering Partnership Management Panel meeting held on 6 February 2015.

The Service Support Manager had agreed to report on the details of the arrangement with the Carnival Committee regarding its agreement with the Council in respect of their large contribution to the construction of the centre and free use of the Oakwood Centre during Carnival week. This had been varied in practice recently to allow the Carnival Committee free use of the Oakwood Centre outside Carnival week. This benefitted both parties; the Council could continue to take bookings in Carnival week and the Committee could spread the workload of carnival events to other dates. The Service Support Manager suggested that the question of whether the Carnival Committee be allowed to provide their own catering during their use of the centre could be clarified when the rent discussions took place.

The Chairman thanked Councillor Challis for all the work he had put into the Catering Partnership Management Panel.

**RESOLVED:**

- ◆ To note Report No.SR 16/15

111. **SECTION 106 PROJECT LIST**

The Service Support Manager reported on the Section 106 project list and informed Members that no new applications had been submitted or funding secured since the last meeting. The project list would be reviewed by the new Council.

**RESOLVED:**

- ◆ To note that no new applications had been submitted or funding secured since the last meeting.

112. **COMMUNITY GRANTS**

Members considered the six grant applications received as set out in Report No. SR 17/15 in line with the community grants criteria and:

**RESOLVED:**

- ◆ To award grants to the following:

Me 2 Club	£210	Towards the cost of a home visit/assessment for each of the 5 Woodley children on the waiting list.
Woodley Adopt a Street Project	£250	For the purchase of additional equipment for the volunteers to use.
Woodley Concert Band	£250	Towards the cost of a suspended cymbal and stand and a triangle stand unit.
Woodley Photographic Club	£250	Towards the cost of a new projector.
Woodley United FC	£250	Towards the cost of providing football coaching in local schools to children, and in particular girls, in Years 2 to 6.

Individual: Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling and uniform for international competitions.
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- ◆ Not to award a grant in the case of an individual grant application because the request did not meet the criteria for grant awards.
- ◆ To improve the publicity given to the community grants before the next round of awards to encourage more applicants.

113. **ELECTRONIC TRANSMISSION OF AGENDAS – THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER 2015**

The Town Clerk presented Report No. SR 18/15.

**RESOLVED:**

- ◆ To note Report No. SR 18/15.
- ◆ To approve the proposals set out in the report to provide for the electronic delivery of agendas for all meetings of Council, committees and sub-committees to councillors who have consented to this method of delivery.
- ◆ To arrange staff training as necessary.

114. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. SR 19/15.

**RESOLVED:**

- ◆ To note Report No. SR 19/15.
- ◆ That the allocation of £600 from the 2015/16 Capital Programme for the purchase of road plantings for Reading Road Allotments be recommended to the Extraordinary Meeting of the Council on 28 April 2015.

115. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

Members considered the recommendation from the Leisure Services Committee meeting of 24 March, Minute No.56:

That Members recommend to the Strategy and Resources Committee that funds of up to £5,000 be allocated from the Special Projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre.

**RESOLVED:**

- ◆ That funds of up to £5,000 be allocated from the Special Projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre.

116. **3G PITCH PROJECT UPDATE**

The Service Support Manager presented an update on the 3G pitch project, as included in the agenda, and informed Members that the project could still be on target for the pitch to be ready in September, subject to grant funding from the Football Foundation. A decision on this was expected by the end of the month.

Councillor Lawley again stated that he did not believe the planning process for this project had been followed in a democratic manner.

117. **COMMUNITY INFRASTRUCTURE LEVY**

**RESOLVED:**

- ◆ To note that Wokingham Borough Council had adopted the Community Infrastructure Levy (CIL) Charging Structure with effect from 6 April 2015.

118. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT CONSULTATION: STRENGTHENING PARISH AND TOWN COUNCIL ACCOUNTABILITY**

Members considered the consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils and discussed the potential time, resource and fee costs should a complaint be investigated by the Local Government Ombudsman. Members noted that the Town Council was not directly funded by government, that the Council's affairs are monitored by the ballot box and auditors and that the vibrant, local level of government should not be burdened with extra controls.

**RESOLVED:**

- ◆ To reply to the consultation saying that Woodley Town Council is not in favour of the proposal.

119. **FUTURE AGENDA ITEMS**

It was noted that the matter of the agreement in respect of the Inn on the Park would need to be an agenda item, as the current contract would finish at the end of October 2015.

120. **PUBLICITY AND WEBSITE**

It was agreed to publicise the community grant awards made and also to request applications for the next round of awards.

121. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda item.

122. **PERSONNEL SUB-COMMITTEE**

The Town Clerk presented Report No. SR 20/15 and left the meeting before the voting took place.

**RESOLVED:**

- ◆ To note Report No. SR 20/15.
- ◆ That Post No. 9215 be regraded to Scale 3/4 and the job description be approved.
- ◆ That the postholder of Post No. 9215 be placed on spinal column point 19 with effect from 1 January 2015.
- ◆ That the flexible working request from postholder 0663 be approved.
- ◆ That the recruitment of an apprentice to the Maintenance team be approved.

- ◆ That:
  - the Town Clerk's terms and conditions of employment be amended to exclude the annual mileage allowance with effect from 1 April 2015.
  - the postholder be placed on spinal column point 60 of the SLCC/NALC approved pay scales with effect from 1 April 2025.
  - the postholder be reimbursed for payments made in respect of the taxable benefit received between April 2014 and 31 March 2015.

When the business of the meeting had been concluded the Chairman thanked the retiring Members, Councillors Challis, Outen and Rowland for the work they had carried out on this committee.

The meeting closed at 9:30pm

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## Current Account

## List of Payments made between 01/01/2015 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
23-Jan-15	A-ha! Distribution Ltd	1211.23	2 x leaflet display units OC
16-Jan-15	Abbey Windows	1755.00	Deposit to replace window/doors WPLC
16-Jan-15	Airquee Ltd	540.00	BLC pool inflatable repair
16-Jan-15	Arkell & Hurcombe (Bronzeworks)	180.00	Bronze cast plaque
16-Jan-15	B.E.S. Ltd	668.16	Building supplies
30-Jan-15	B.E.S. Ltd	174.81	Building supplies
09-Jan-15	BE Fuelcards	1.86	BP plus cards + admin
30-Jan-15	BE Fuelcards	62.68	BP Diesel
16-Jan-15	Bowak Ltd	219.89	Cleaning supplies
23-Jan-15	British Gas	3785.77	Electricity supply
29-Jan-15	BT Direct	20.04	Phone
19-Jan-15	BT Group Plc	24.80	Phone
13-Jan-15	BT Retail	8.40	Phone
02-Jan-15	CF Corporate Finance	166.37	Qtry Photocopier charge
16-Jan-15	Churchill Contract Services Lt	3640.16	Contract cleaning
23-Jan-15	Crown Water & Coffee	89.40	Bottled water
23-Jan-15	Dejac Associates Ltd	48.00	Wired Apple keyboard
16-Jan-15	EDF Energy 1 Ltd	10.88	Electric for clock tower
16-Jan-15	Energy Electrical Distributors	260.25	Electrical supplies
23-Jan-15	EURODEC	106.04	Decorating supplies
16-Jan-15	Frasers Office Supplies Ltd	148.08	Stationery supplies
23-Jan-15	Frasers Office Supplies Ltd	53.22	Stationery supplies
30-Jan-15	HM Revenue & Customs Only	11453.31	PAYE & NI
23-Jan-15	iHasco Ltd	2010.00	On-line staff Health & Safety training
23-Jan-15	Impro Commercial Ltd	45.24	Staff uniform - WPLC
16-Jan-15	InTouch	35.99	Monthly website charge
23-Jan-15	J P Lennard Ltd	526.90	Pool chemical BLC/shuttlecocks WPLC
16-Jan-15	John Willis	110.00	Window cleaner
16-Jan-15	Just Tiles Ltd	1286.09	Building supplies
16-Jan-15	Laundry Depot	39.40	Wash/press table cloths OC
16-Jan-15	Lister Wilder Ltd	214.56	Gardening supplies
15-Jan-15	Lloyds Bank	280.74	Monthly cardnet charge
16-Jan-15	Mainstream Digital	55.33	Phone
15-Jan-15	Merchant Rentals	52.85	Monthly cardnet rental
16-Jan-15	OCS Group UK Ltd	259.20	Refuse collection
30-Jan-15	OCS Group UK Ltd	21.53	Refuse collection
23-Jan-15	OCS Horticulture	21.53	Final invoice rental BLC of medical/sanitary units
30-Jan-15	PDG Group Services	84.02	Cleaning supplies
08-Jan-15	Peninsula Business	489.60	HR services
06-Jan-15	Pitney Bowes	250.00	Franking - postage topup
30-Jan-15	Prudential Assurance	30.00	AVC payment deducted from pay
16-Jan-15	R & J Services	3480.00	Remove & repair WPLC old play area
16-Jan-15	Reading Borough Council	3250.00	Allotment site - lease rental charge
16-Jan-15	Regency Cleaning Services Ltd	1507.55	Contract cleaning
23-Jan-15	Reindeer Centre	1680.00	WTCMI - Reindeer hire
23-Jan-15	Sabercom Ltd	573.60	OC reception screen software/installation
16-Jan-15	SITA UK Ltd	692.56	Refuse collection
30-Jan-15	SITA UK Ltd	359.06	Refuse collection
30-Jan-15	SMS Environmental Ltd	57.60	Water samples
16-Jan-15	Southern Electric	516.62	Electricity supply
16-Jan-15	Southern Electric Contracting	502.23	Electricity supply
23-Jan-15	Surfacing Standards Ltd	1500.00	Acoustic survey/meeting attended by consultant - 3G pitch project
23-Jan-15	T H White Ltd	400.78	Gardening supplies
30-Jan-15	The Berkshire Pension Fund	10634.14	Pension - employers and employees
16-Jan-15	Token Security Solutions Ltd	1318.20	Building security cover
23-Jan-15	Token Security Solutions Ltd	2512.50	Building security cover

26-Jan-15	Total Gas & Power	1431.62	Gas supply
26-Jan-15	Total Gas & Power	1637.88	Gas supply
16-Jan-15	Trade UK	218.88	Building supplies
16-Jan-15	Trade UK	583.50	Building supplies
16-Jan-15	Travis Perkins Trading Company	6.67	Building supplies
23-Jan-15	Trinity Mirror Publishing Ltd	90.00	WTCMI advertising
30-Jan-15	TSM Copiers Ltd	3.37	Copier usage
30-Jan-15	Unison	41.90	Union fees deducted from pay
30-Jan-15	Virgin Media Payments Ltd	33.50	Phone
16-Jan-15	Vodafone Ltd	204.54	Phone
30-Jan-15	Wingfield Engineering Ltd	369.43	MOT & service on Depot pickup truck
02-Jan-15	Wokingham BC	41.00	Rates
02-Jan-15	Wokingham BC	155.00	Rates
02-Jan-15	Wokingham BC	344.00	Rates
02-Jan-15	Wokingham BC	848.00	Rates
02-Jan-15	Wokingham BC	1808.00	Rates
16-Jan-15	Wyevale Garden Centre	119.98	Ornamental bark -WP
30-Jan-15	Zapkam Ltd	502.77	Staff uniform - WPLC

67866.21

### CLERKS IMPREST A/C

#### List of Payments made between 01/01/2015 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
02-Jan-15	(Personal Information)	50.00	Refund deposit
08-Jan-15	(Personal Information)	50.00	Refund deposit
08-Jan-15	(Personal Information)	150.00	Refund deposit
14-Jan-15	(Personal Information)	50.00	Refund deposit
14-Jan-15	(Personal Information)	50.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	5.00	Refund deposit
19-Jan-15	(Personal Information)	5.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	50.00	Refund deposit
26-Jan-15	(Personal Information)	50.00	Refund deposit
27-Jan-15	(Personal Information)	5.00	Refund deposit
28-Jan-15	(Personal Information)	10.88	Refund deposit
28-Jan-15	(Personal Information)	11.20	Refund deposit
28-Jan-15	(Personal Information)	28.56	Refund deposit
14-Jan-15	ABIS Technology Ltd	82.80	Portable tripod projector
08-Jan-15	Amazon.co.uk	3.99	Active Pro-Mouse Pad
08-Jan-15	Amazon.co.uk	12.80	Health & Safety Law book
08-Jan-15	Amazon.co.uk	13.35	5 star storage box (10)
08-Jan-15	Amazon.co.uk	10.44	PM company key coil chain
22-Jan-15	Amazon.co.uk	10.42	PM company key coil chain
21-Jan-15	Brightons Newsagents	38.30	Newspapers
15-Jan-15	Hifi-Tower.co.uk	50.90	Auna 2 level Adjust Projector table
06-Jan-15	Laptop Power UK	18.98	Laptop charger
09-Jan-15	Lloyds Bank	38.96	Charges 10 Nov to 9 Dec 2015
28-Jan-15	Lloyds Bank	41277.78	Net payroll - Jan 2015
08-Jan-15	Masquerade Youth Theatre	90.00	Refund deposit
12-Jan-15	PETTY CASH A/C	146.89	Top up petty cash
05-Jan-15	Reading Road Runners	150.00	Refund deposit
08-Jan-15	Stageability	100.00	Refund deposit
21-Jan-15	W & W Labour Party	50.00	Refund deposit
05-Jan-15	Wokingham BC	20.00	Refund overpaid invoice
19-Jan-15	WSALG	2.50	Re subs to tenants assoc pd in error to council

42678.75



## Current Account

## List of Payments made between 01/02/2015 and 28/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
06-Feb-15	Abbey Windows	228.00	Repair Coronation Hall door glass
13-Feb-15	Abbey Windows	5265.00	Replace windows/doors WPLC games room
27-Feb-15	Allen's Design & Print Ltd	1215.00	WTCMI leaflets & posters
20-Feb-15	Association Town Centre Management	594.00	WTCMI - subscription
06-Feb-15	B&S Roofing	580.50	Repair to leak WPLC
13-Feb-15	Badgemaster Limited	10.68	Staff name badge
20-Feb-15	Badminton England	119.00	Staff training
06-Feb-15	BE Fuelcards	1.86	BP Plus card admin charge
13-Feb-15	Bowak Ltd	243.06	Cleaning supplies
13-Feb-15	Bramhill Design Ltd	6293.46	War Memorial project professional fees
24-Feb-15	BT Direct	126.00	Phone
24-Feb-15	BT Direct	484.98	Phone
24-Feb-15	BT Direct	679.92	Phone
25-Feb-15	BT Direct	68.40	Phone
25-Feb-15	BT Direct	71.96	Phone
25-Feb-15	BT Direct	72.36	Phone
27-Feb-15	BT Direct	127.80	Phone
17-Feb-15	BT Group Plc	7.72	Phone
11-Feb-15	BT Retail	8.40	Phone
20-Feb-15	Carlton Associates (2003) Ltd	1980.00	Health & safety web based training packages
06-Feb-15	Crawbar Ltd	156.00	Annual fee website
27-Feb-15	Crown Water & Coffee	31.68	Bottled water
27-Feb-15	EDF Energy 1 Ltd	10.88	Electric for clock tower
06-Feb-15	Energy Electrical Distributors	46.50	Electrical supplies
20-Feb-15	Energy Electrical Distributors	31.48	Electrical supplies
20-Feb-15	EURODEC	302.80	Decorating supplies
06-Feb-15	Fox Williams LLP	868.16	Legal fees relating to BLC
13-Feb-15	Frasers Office Supplies Ltd	79.81	Stationery supplies
13-Feb-15	G Wheadon	330.00	Service & maint lawnmower
20-Feb-15	HM Revenue & Customs Only	11124.67	PAYE & NI
27-Feb-15	Hygiene Supplies Direct Ltd	174.05	Hair dryers - WPLC
20-Feb-15	John Willis	110.00	Window cleaner
20-Feb-15	Just In The Park CIC	2339.60	Charged on behalf of Just in the Park café
13-Feb-15	Kingfisher Security UK Ltd	276.00	Service contract - fire alarms
06-Feb-15	KLM Digital Office Solutions L	12.00	Delivery charge
20-Feb-15	KLM Digital Office Solutions L	53.76	Service & maint photocopier
20-Feb-15	Lightatouch	345.83	Internal audit service
13-Feb-15	Lloyds Bank	308.30	Cardnet service charge
20-Feb-15	Lyreco UK Ltd	93.19	Stationery supplies
16-Feb-15	Maistream Digital	0.36	Phone
16-Feb-15	Merchant Rentals	52.85	Monthly cardnet rentals
20-Feb-15	MKR Electrical Services Ltd	210.26	Electrical supplies
27-Feb-15	Network Security & Alarms Ltd	948.26	Annual charge - maintenance/monitor alarm OC
27-Feb-15	OCS Group UK Ltd	291.60	Refuse collection
20-Feb-15	Opus Business Systems Ltd	1182.00	Annual charge - maintenance phone OC
20-Feb-15	P & H Snacksdirect Ltd	413.56	Vending supplies
05-Feb-15	Peninsula Business	489.60	HR services
27-Feb-15	Performing Rights Society Ltd	348.62	Annual charge - music licence OC
20-Feb-15	PHS Group Plc	252.99	Qtrly charge - mats OC/WPLC
20-Feb-15	Prudential Assurance	30.00	AVC payment deducted from pay
06-Feb-15	R & J Services	600.00	Install storm drain WPLC
13-Feb-15	Regency Cleaning Services Ltd	1880.38	Contract cleaning OC
20-Feb-15	RES Systems Ltd	134.82	Fire extinguisher service OC
20-Feb-15	Rialtas Business Solutions Ltd	312.00	Annual bookings system service charge
27-Feb-15	Rialtas Business Solutions Ltd	130.80	Annual allotments system service charge
13-Feb-15	Rigby Taylor Ltd	1964.00	Gardening supplies
20-Feb-15	Riso (UK) Ltd	237.90	Qtrly charge - printing/photocopying OC

02-Feb-15	RMRS Pitney Bowes	250.00	Postage top up
20-Feb-15	Serviceline	194.64	Call out charge - oven OC
13-Feb-15	SGW Payroll Ltd	164.78	Payroll services
20-Feb-15	SMS Environmental Ltd	2526.60	Water samples
20-Feb-15	Southern Electric	1574.42	Electricity supply
27-Feb-15	Springfield Supplies & Project	4881.60	New tables OC
20-Feb-15	Surfacing Standards Ltd	1380.00	3G pitch project arboricultural impact assessment
20-Feb-15	Thames Valley Carpet and Floor	8592.00	Replace floor - Chapel Hall
06-Feb-15	Thames Valley Temperature Cont	1905.00	Service & maint boiler OC
02-Feb-15	Thames Water	17.62	Water rates
02-Feb-15	Thames Water	65.04	Water rates
02-Feb-15	Thames Water	486.97	Water rates
11-Feb-15	Thames Water	905.91	Water rates
20-Feb-15	The Berkshire Pension Fund	10573.32	Pension - employers and employees
13-Feb-15	The Garden Centre Group Tradin	119.98	Bags of ornamental bark
13-Feb-15	Token Security Solutions Ltd	74.45	Building security cover
17-Feb-15	Total Gas & Power	1264.99	Gas supply
17-Feb-15	Total Gas & Power	1596.81	Gas supply
13-Feb-15	Trade UK	1429.12	Building supplies
13-Feb-15	Trade UK	479.95	Building supplies
20-Feb-15	Trade UK	258.42	Building supplies
13-Feb-15	Travis Perkins Trading Company	22.44	Building supplies
20-Feb-15	Travis Perkins Trading Company	126.21	Building supplies
20-Feb-15	Unison	41.90	Union fees deducted from pay
20-Feb-15	Vodafone Ltd	219.98	Phone
27-Feb-15	Watson Petroleum Ltd	1260.06	Diesel - Depot
20-Feb-15	Woodley Auto Centre	54.85	MOT on van

84819.87

### CLERKS IMPREST A/C

#### List of Payments made between 01/02/2015 and 28/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
16-Feb-15	(Personal Information)	50.00	Refund deposit
24-Feb-15	(Personal Information)	21.76	Refund BLC swim tickets
16-Feb-15	(Personal Information)	50.00	Refund deposit
13-Feb-15	(Personal Information)	50.00	Refund deposit
27-Feb-15	(Personal Information)	50.00	Refund deposit
11-Feb-15	(Personal Information)	50.00	Refund deposit
06-Feb-15	(Personal Information)	24.48	Refund swim BLC tickets
02-Feb-15	(Personal Information)	235.50	Cancelled BLC course
10-Feb-15	(Personal Information)	15.00	Refund staff not used-party
11-Feb-15	(Personal Information)	8.16	Refund BLC swim tickets
05-Feb-15	(Personal Information)	22.50	Refund WPLC course
16-Feb-15	(Personal Information)	50.00	Refund deposit
25-Feb-15	(Personal Information)	43.52	Refund swim BLC tickets
10-Feb-15	(Personal Information)	16.32	Refund BLC swim tickets
06-Feb-15	(Personal Information)	22.50	Refund WPLC course
19-Feb-15	(Personal Information)	200.00	Refund deposit
06-Feb-15	Berks Junior Badmin Assoc	457.66	Invoices paid twice in error
04-Feb-15	Eurooffice.co.uk	68.39	Sharp cash register
10-Feb-15	HM Revenue & Customs	298.00	Repayment G.O.R.
11-Feb-15	Lloyds Bank	30.46	Charges 10 Dec 14 - 9 Jan 15
24-Feb-15	Lloyds Bank	39871.18	Net pay Feb 2015
13-Feb-15	Osbournebooks.co.uk	129.80	AAT Level 3 - staff training
05-Feb-15	PETTY CASH A/C	132.41	Top up petty cash
10-Feb-15	Spirit Pub Company	95.00	Paid invoice twice in error
06-Feb-15	TV Licensing.co.uk	145.50	TV Licence OC

42138.14