

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 January 2019 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; K. Gilder; D. Mills; D. Smith; M. Walker*

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

Also present: *1 member of the public*

67. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and D. Stares.

68. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 7: Charges 2019/20	Personal – Councillor Walker is a member of Woodley Women’s Club, which hires rooms in the Oakwood Centre.
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69. **MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2018**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 27 November 2018 be approved and signed by the Chairman as a correct record.

70. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/19.

RESOLVED:

- ◆ To note Report No. SR 1/19.

b) **Payments**

Members considered the payments lists and suggested that the information might be easier to inspect if the payments were listed in alphabetical order of the use for which each payment was made. The Town Clerk agreed to re-order the list for November and circulate this to the Committee so that a comparison could be made with the way in which the lists had been presented in the agenda.

RESOLVED:

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

	Current account	Imprest account
November 2018	£96,086.82	£50,662.68
December 2018	£113,777.66	£49,101.71

71. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 2/19.

Members were pleased to note that although one regular hirer of space at the Oakwood Centre had cancelled their booking, hopefully for a temporary period, bookings had recently been made by one new regular hirer and three new one-off hirers, indicating that the Oakwood Centre was attracting new custom that could potentially develop into regular hirers.

The Deputy Town Clerk reported that a leak detection survey had been carried out in December to establish the source of moisture in the walls and floor of the Oakwood Centre. The measured damp levels in the skirting and floor of the toilet areas had decreased significantly since the previous measurements were taken at the beginning of November, suggesting that the work carried out to remedy potential leak sources had solved the problem. Members were informed that the remedial work required to the toilet areas would involve the stripping out of floor coverings and installation of mechanical drying equipment, followed by reinstatement and repair of the affected areas. This work would need careful planning to minimise the impact on the operation of the centre. The Deputy Town Clerk informed Members that RAMS Consultancy had been asked to give a quotation for providing a detailed specification for the work, carrying out a competitive tendering process and for monitoring and signing off the work when complete.

The Deputy Town Clerk reported that the leak detection survey had shown some evidence of external water ingress in other parts of the building, which might be related to the previous issues experienced with the flooring since construction. Officers were discussing the way forward with the consultants, but it was not thought that this was contributing to the problem in the toilet areas and would not impact on the remedial works in those areas.

Members noted that a quote for providing a detailed specification, carrying out a competitive tendering process and monitoring and signing off of the work required to the Oakwood Centre roof and windows, as reported at the last meeting, was still awaited from RAMS Consultancy.

RESOLVED:

- ◆ To note Report No. SR 2/19.

72. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 3/19 of the Catering Partnership meeting held on 18 January 2019, which had been tabled at the meeting.

RESOLVED:

- ◆ To note Report No. SR 3/19.

73. **CHARGES 2019/20**

a) **Oakwood Centre charges 2019/20**

The Town Clerk presented the Proposed Charges 2019/20 Appendix. In reply to a question about a proposed new rate for the Maxwell Hall listed as being for "other bookings", The Town Clerk said that she would clarify this proposed usage with the Bookings Officer and would circulate the information to the Committee the following day.

[Town Clerk's note: The proposed new rate for the Maxwell Hall was subsequently confirmed to be for business bookings.]

RECOMMENDED:

- ◆ That the 2019/20 charges at the Oakwood Centre, as set out in the Proposed Charges 2019/20 Appendix, be approved.

b) **Leisure Services charges 2019/20**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities.

Some Members commented that in general the percentage increases to the rates for pensioners and under 18s were particularly high. The Town Clerk explained that the charges for some groups had been particularly low and the proposed increases had sought to realign the charges. She confirmed that the charges remained competitive with facilities in other parishes. The Chairman pointed out that the increases were small in numerical terms even though the percentage increase might seem relatively high.

In reply to a question the Town Clerk confirmed that the Council was still subsidising the cost of leisure facilities and the Chairman reminded Members that even with the increased charges there would be an increased deficit in the Leisure Services budget for 2019/20.

Councillor Smith said he wanted to see figures for the percentage charge increase for each activity for the past 3 years and would also like a report on the proposed increased charges for each individual activity. The Chairman reminded Members that the proposed increases had been discussed and agreed by the Leisure Services Committee and that all councillors had been issued with a copy of the Leisure Services agenda containing proposals and could have requested further information earlier. He then asked for the Leisure Services Manager to circulate a commentary on the proposed increases to Committee members.

Following further discussion it was

RECOMMENDED:

- ◆ That the charges for Leisure Services in 2019/20, as set out in the Proposed Charges 2019/20 Appendix, be approved.

Voting: For: 4 Against: 2 Abstentions: 1

RESOLVED:

- ◆ That the Leisure Services Committee be asked to review how the information regarding proposed charges is presented in the future.

74. **REVISED ESTIMATES 2018/19**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 4/19.

RESOLVED:

- ◆ To note Report No. SR 4/19.
- ◆ To approve the allocation of any balances remaining in the Legal and Professional Expenditure budget code at the 2018/19 year end to an earmarked reserve to meet costs incurred in 2018/19 not yet invoiced.
- ◆ To approve the 2018/19 Revised Budget Estimates, as set out in the Budget Appendix.

b) **Leisure Services and Planning Committees**

RESOLVED:

- ◆ To approve the 2018/19 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

75. **BUDGET ESTIMATES 2019/20**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/19.

RESOLVED:

- ◆ To note Report No. SR 5/19.
- ◆ That the 2019/20 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2019/20 Budget and be presented for approval.

b) **Leisure Services and Planning Committees**

Members considered the 2018/19 Budget Estimated that had been recommended by the Leisure Services and Planning Committees and the Chairman proposed some changes to the Annual Grants that had been recommended by the Planning Committee.

Keep Mobile had requested a 100% increase on their previous year's grant from £1,000 to £2,000. The Chairman proposed that the increase be limited to a pro rata amount to cover the Woodley residents' journeys that had been turned down in the previous year due to lack of funds: this would equate to an increase of £200 and a 2019/20 grant of £1,200.

School Days Project was a newly formed charity that had requested a grant of £1,800. The Chairman was concerned that the charity only had grant funding to support a co-ordinator, based in Norreys ward, for one year. The application to Woodley Town Council was the only grant request that had been made to cover running costs. The Chairman therefore proposed that the request be turned down and the charity be encouraged to apply for grants to the Council and others next year. Following discussion, the Committee agreed with the Chairman's proposals.

RESOLVED:

- ◆ That the 2019/20 Budget Estimates for the Leisure Service Committee, as set out in the Budget Appendix, form part of the 2019/20 Budget and be presented for approval.
- ◆ That the 2019/20 Budget Estimates for the Planning Committee be amended to make provision for the following Annual Grants to be awarded:

Citizens Advice Wokingham	£6,620
ARC	£5,000
Keep Mobile	£1,200

- ◆ That the amended 2019/20 Budget Estimates for the Planning Committee form part of the 2019/20 Budget and be presented for approval.

The Chairman thanked the Town Clerk and her team for their excellent work in putting the budget together and commented that the Council was running out of options for reducing costs further.

c) **Budget and Precept 2019/20**

The Town Clerk tabled a revised Report No. SR 6/19, which had been amended to reflect the changes to the Planning Committee's Budget Estimates for 2019/20, and presented this to Members.

RESOLVED:

- ◆ To note the amended Report No. SR 6/19.

RECOMMENDED:

- ◆ That the budget for 2019/20 be presented to Council for approval.
- ◆ That a precept level of £1,123,528 for the 2019/20 financial year be presented to Council for approval.

76. **PROJECTS SCHEDULE 2018/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19 He informed Members that planning permission had been granted for the new maintenance workshop and welfare building and that the solar panels had been installed on the roof of the Sports Hall at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2018/19.

77. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda. The Chairman noted that the PR/Marketing Co-ordinator was doing an amazing job and asked for future reports to include a summary of the press releases issued and the posts on social media.

78. **WOODLEY BUSINESS CLUB**

Members considered a request from Woodley Business Club for free use of the Oakwood Centre for the annual Festival of Business and for committee meetings.

RESOLVED:

- ◆ To grant free use of the Oakwood Centre to Woodley Business Club for the annual Festival of Business and for committee meetings.
- ◆ To review these arrangements every 12 months.

79. It was proposed by the Chairman and

RESOLVED:

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

80. **PUBLIC TOILET UPDATE**

The Town Clerk reported that the new public toilet for the town centre was due to be installed in mid February. Following the installation of the toilet unit it was understood that it would take around three weeks for the utilities to be connected.

The Chairman informed Members that he had contacted Wokingham Borough Council to request a review of the delays that had occurred.

81. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Members noted that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £59,307.

82. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

83. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The level of the precept for 2019/20.

84. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

85. **WOODFORD PARK LEISURE CENTRE – OPTALIS LEASE**

The Town Clerk presented Report No. SR 7/19.

RESOLVED:

- ◆ To note Report No. SR 7/19.
- ◆ To approve the extension of the existing lease between the Town Council and Optalis for the use of the offices at Woodford Park Leisure Centre under the existing terms, at the proposed increased charge for the period 17 November 2018 to 16 November 2019.

The meeting closed at 10:05 pm

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/11/2018 and 30/11/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Nov-18	Advanced Maintenance UK Ltd	2758.80	New raditor valves/boiler repairs
16-Nov-18	Advanced Maintenance UK Ltd	102.00	Chapel Hall - room thermostat repair
23-Nov-18	Advanced Maintenance UK Ltd	348.00	Investigate gas cooker OC
02-Nov-18	Airquee Ltd	410.90	Bouncy castle test
16-Nov-18	Alan Hadley Ltd	286.80	Refuse collection
23-Nov-18	Allen's Design & Print Ltd	1077.00	WTCMI printing
23-Nov-18	AYS Cleaning Contractors Ltd	1782.74	Contract Cleaning
09-Nov-18	Be Fuelcards Ltd	18.36	Admin charge 2x cards
16-Nov-18	Be Fuelcards Ltd	19.76	Diesel/admin charge
23-Nov-18	Be Fuelcards Ltd	73.19	Diesel/Unleaded petrol
23-Nov-18	Bowak Ltd	144.39	Cleaning supplies
02-Nov-18	Brake Bros Foodservice Ltd	98.93	Vending supplies
16-Nov-18	Brake Bros Foodservice Ltd	198.86	Vending supplies
23-Nov-18	Brake Bros Foodservice Ltd	203.38	Vending supplies
23-Nov-18	Brown Bag Cafe Ltd	1624.72	Catering services
23-Nov-18	BT Telephone Payment Centre	153.72	Phone
16-Nov-18	Castle Water	420.63	Water rates
19-Nov-18	Castle Water	127.77	Water rates
23-Nov-18	Castle Water	262.56	Water rates
09-Nov-18	CDK Casting Ltd	96.60	Bronze plaque
23-Nov-18	CDK Casting Ltd	96.60	Bronze plaque
01-Nov-18	Club Manager Ltd	80.40	Club Manager membership
23-Nov-18	CoolerAid Ltd	127.98	Bottled water
23-Nov-18	Create Architects Ltd	2378.00	Workshop site plans
19-Nov-18	Crown Gas & Power	125.20	Gas supply
19-Nov-18	Crown Gas & Power	141.60	Gas supply
19-Nov-18	Crown Gas & Power	546.12	Gas supply
19-Nov-18	Crown Gas & Power	684.90	Gas supply
16-Nov-18	Drews Ltd	95.61	Building supplies
09-Nov-18	EDF Energy 1 Ltd	13.95	Electrical supply
12-Nov-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
09-Nov-18	Eurodec Ltd	120.10	Building supplies
23-Nov-18	Fraser Office Supplies Ltd	193.71	Stationery supplies
23-Nov-18	Gap Group Ltd	371.47	Lake project work
16-Nov-18	Gentworks Ltd	1662.00	WPLC ladies toilets
09-Nov-18	Global 4 Communications	293.18	Phone
02-Nov-18	Hampshire Flag	960.00	Green flag pole services
23-Nov-18	Helen Masey	1350.00	Resident Survey 2018
23-Nov-18	HMRC Cumbernauld	13752.37	PAYE & NI
16-Nov-18	Indepth Hygiene Services Ltd	680.40	Ventilation/extraction cleaning
23-Nov-18	InTouch	35.99	Monthly website charge
23-Nov-18	John Willis	120.00	Window cleaning
02-Nov-18	Just Around The Corner	6187.00	Grant
02-Nov-18	Keep Mobile	500.00	Grant
16-Nov-18	Laundry Depot	33.00	Tablecloth laundry
23-Nov-18	LAX Events Ltd	708.00	Hire equip - remembrance
27-Nov-18	Les Mills Fitness UK Ltd	192.00	Coach
02-Nov-18	Lightatouch	1250.00	Internal Audit services
14-Nov-18	Lloyds Bank D/D	178.36	Monthly cardnet service charge
23-Nov-18	Lyreco UK Ltd	40.08	Stationery supplies

14-Nov-18	Mainstream Digital Ltd	4.01	Phone
15-Nov-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
16-Nov-18	MKR Electrical Services Ltd	1302.28	Electrical supplies
02-Nov-18	Newsquest Media Group Ltd	140.40	WTCMI advert
16-Nov-18	Newsquest Media Group Ltd	140.40	WTCMI advert
02-Nov-18	PHS Group	346.66	Qtrly hire - dust mats
13-Nov-18	Plusnet Plc	52.20	Phone
19-Nov-18	Plusnet Plc	52.20	Phone
23-Nov-18	Prudential	30.00	AVC payment deducted from pay
02-Nov-18	Readibus	9081.00	Grant
09-Nov-18	Roof Asset Management	1411.20	Surveyor review of damp issues
23-Nov-18	Roof Asset Management	7096.80	Dynamic leak investigations
09-Nov-18	SGW Payroll Ltd	157.82	Payroll services
15-Nov-18	Siemens Financial Services	1100.80	Gym equip monthly rental
23-Nov-18	SLCC Enterprises Ltd	168.00	Staff training
16-Nov-18	SSE Southern Electric	2538.54	Electrical supply
02-Nov-18	Staysure Ltd	76.80	Tractor tyre repair
23-Nov-18	Thames Valley Water Services Ltd	276.00	Water sample checks
23-Nov-18	The Berkshire Pension Fund	13894.06	Pension - employers and employees
09-Nov-18	The Crown Estate Commisisoners	730.00	WTCMI - Xmas tree
23-Nov-18	The Letterworks Ltd	724.00	Woodley Herald printing
02-Nov-18	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
23-Nov-18	The Wokingham Paper Ltd	120.00	WTCMI advert - Wokingham paper
23-Nov-18	Trade UK - BandQ	205.21	Building supplies
23-Nov-18	Trade UK - Screwfix	268.44	Building supplies
09-Nov-18	Tudor Environmental	331.13	Sign/uniform/eyewash pods
23-Nov-18	Unison Collection Ac	34.00	Union fees deducted from pay
02-Nov-18	Veolia ES - UK Ltd	616.92	Refuse collection
23-Nov-18	Veolia ES - UK Ltd	687.83	Refuse collection
19-Nov-18	Vodafone	292.29	Phone
16-Nov-18	West Berkshire Council	475.00	OC/WPLC premises licence fee
23-Nov-18	WFL UK Ltd	2142.52	Depot - diesel
16-Nov-18	Windowflowers Ltd	300.00	WTCMI - planters
23-Nov-18	Wokingham B Sports Council	75.00	Donation - WBC sports council
01-Nov-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
01-Nov-18	Wokingham BC - Rates	2196.00	Rates - WPLC
01-Nov-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
01-Nov-18	Wokingham BC - Rates	864.00	Rates - Oakwood
02-Nov-18	Wokingham-Citizens Advice	3500.00	Grant
23-Nov-18	XL Displays Ltd	318.00	Fabric stand replacement
16-Nov-18	Yarnold Heating and Plumbing Ltd	89.00	WP flat - gas bolier
23-Nov-18	Zapkam Ltd	432.60	WPLC staff uniform

96086.82

CLERKS IMPREST A/C**List of Payments made between 01/11/2018 and 30/11/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
12-Nov-18	(Personal Information)	50.00	Refund deposit
05-Nov-18	(Personal Information)	50.00	Refund deposit
19-Nov-18	(Personal Information)	50.00	Refund deposit
12-Nov-18	(Personal Information)	50.00	Refund deposit
19-Nov-18	(Personal Information)	50.00	Refund deposit
19-Nov-18	(Personal Information)	50.00	Refund deposit
01-Nov-18	Amazon.co.uk	19.26	Jokey Pennant banner
01-Nov-18	Amazon.co.uk	58.97	Rich roast coffee
02-Nov-18	Amazon.co.uk	29.00	Tea bags/drinking chocolate
05-Nov-18	Amazon.co.uk	17.99	Clear dial ultra quiet clock
05-Nov-18	Amazon.co.uk	23.97	Jokey pennant banner
06-Nov-18	Amazon.co.uk	3.60	Keep clear sign
28-Nov-18	Amazon.co.uk	40.00	Gift vouchers
01-Nov-18	BS Fittings	149.40	Sign fixing clamps
28-Nov-18	Direct Hygiene	390.72	Change table/nappy bin
28-Nov-18	Fitted Mirrors and Glass	162.46	WPLC ladies toilet - mirror
22-Nov-18	Gravel Master.co.uk	734.00	Play bark/sand
28-Nov-18	Lloyds Bank	46953.01	Net November 18 payroll
09-Nov-18	Lloyds Bank D/D	11.32	Bank charges
19-Nov-18	Online Playgrounds	321.36	Links/chain seat/birds nest
07-Nov-18	PETTY CASH A/C	254.44	Top up petty cash
27-Nov-18	Safety Signs.co.uk	47.94	Dog waste bin stickers
16-Nov-18	Saltsdirect	174.99	Hydrosoft salt tablets
01-Nov-18	Shutterstock	34.80	365 day Images on demand
13-Nov-18	SK Signs & Labels	52.44	No cycling safety sign
01-Nov-18	Solopress	84.00	5x Posters
02-Nov-18	Solopress	104.40	3x roller banners
09-Nov-18	Solpress	35.00	Flyers/leaflets
02-Nov-18	Supersize.co.uk	22.55	Print order
21-Nov-18	The Royal British Legion	100.00	Poppy wreaths
05-Nov-18	UK Madawala Welfare	150.00	Refund deposit
12-Nov-18	Wdly Towns Women Guild	50.00	Refund deposit
12-Nov-18	Wickes	37.06	Wood/board for signs
12-Nov-18	Wonderful Women of Wdly	50.00	Refund deposit
28-Nov-18	Woodley Central WI	250.00	Remembrance day service
		50662.68	

Woodley Town Council 2018/2019

Current Account

List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
07-Dec-18	Advanced Maintenance UK Ltd	7510.92	Hot water cylinder/radiator valves
14-Dec-18	Advanced Maintenance UK Ltd	5986.44	WPLC ladies toilets/Gas cooker
20-Dec-18	Advanced Maintenance UK Ltd	1022.17	Lightning protection/gas leak check
20-Dec-18	Advanced Maintenance UK Ltd	3437.36	OC fixed wiring tests
14-Dec-18	Alan Hadley Ltd	286.80	Refuse collection
07-Dec-18	Allen's Design & Print Ltd	966.00	WTCMI printing
20-Dec-18	Anvil Metalworks Ltd	888.00	Repair - memorial
07-Dec-18	ARC	350.00	Anxiety Workshops
20-Dec-18	AYS Cleaning Contractors Ltd	1715.93	Contract Cleaning
14-Dec-18	Be Fuelcards Ltd	31.67	Diesel
20-Dec-18	Blandy & Blandy LLP	606.00	Legal services
20-Dec-18	Bowak Ltd	576.56	Cleaning supplies
20-Dec-18	Bowak Ltd	34.84	Cleaning supplies
05-Dec-18	Brake Bros Foodservice Ltd	145.73	Vending supplies
07-Dec-18	Brake Bros Foodservice Ltd	191.80	Vending supplies
14-Dec-18	Brake Bros Foodservice Ltd	207.31	Vending supplies
20-Dec-18	Brake Bros Foodservice Ltd	323.51	Vending supplies
20-Dec-18	Brown Bag Cafe Ltd	1499.02	Catering services
20-Dec-18	Broxap Ltd	684.00	Cast iron Ripon seats
10-Dec-18	BT Telephone Payment Centre	173.52	Phone
05-Dec-18	Castle Water	121.58	Water rates
14-Dec-18	Castle Water	30.81	Water rates
20-Dec-18	Castle Water	332.44	Water rates
03-Dec-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
05-Dec-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
20-Dec-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
03-Dec-18	Club Manager Ltd	80.40	Club Manager membership
20-Dec-18	CoolerAid Ltd	233.82	Bottled water
20-Dec-18	Create Architects Ltd	681.18	Workshop - architectural survey
20-Dec-18	Create Hope	250.00	Facilitator training self help groups
21-Dec-18	Crown Gas & Power	203.90	Gas supply
21-Dec-18	Crown Gas & Power	236.65	Gas supply
21-Dec-18	Crown Gas & Power	939.23	Gas supply
21-Dec-18	Crown Gas & Power	940.66	Gas supply
20-Dec-18	DCK Accounting Solutions Ltd	617.40	Budgeting services
07-Dec-18	EDF Energy 1 Ltd	13.59	Electrical supply
14-Dec-18	Energy Electrical Distributors Ltd	237.64	Electrical supplies
05-Dec-18	Envidia Ltd	75.00	Coach
20-Dec-18	Envidia Ltd	125.00	Coach
12-Dec-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
07-Dec-18	Eurodec Ltd	131.02	Building supplies
14-Dec-18	Eurodec Ltd	92.34	Building supplies
20-Dec-18	Eurodec Ltd	91.83	Building supplies
20-Dec-18	Eurodec Ltd	82.59	Building supplies
07-Dec-18	Eventu	276.25	Hire of equipment - workshops
20-Dec-18	Fencing Products Ltd	91.92	Bags of post concrete
20-Dec-18	Formwise Washrooms :td	8009.60	WPLC ladies toilets
20-Dec-18	Fraser Office Supplies Ltd	111.15	Stationery supplies
10-Dec-18	Global 4 Communications	293.81	Phone
20-Dec-18	Hampshire Flag	172.20	Flag poles

14-Dec-18	Harvey Stone	396.00	Memorial cleaning
14-Dec-18	HMRC Cumbernauld	12889.63	PAYE & NI
20-Dec-18	InTouch	35.99	Monthly website charge
20-Dec-18	John Willis	120.00	Window cleaning
14-Dec-18	Lamps-Tubes Luminations Ltd	5757.16	Xmas lights - WTCMI
20-Dec-18	Laundry Depot	70.50	Tablecloth laundry
27-Dec-18	Les Mills Fitness UK Ltd	192.00	Coach
14-Dec-18	Lister Wilder Ltd	623.26	Garden supplies
04-Dec-18	Lloyds Bank D/D	33.72	Bank charges
14-Dec-18	Lloyds Bank D/D	238.30	Monthly cardnet service charge
20-Dec-18	Lyreco UK Ltd	180.91	Stationery supplies
14-Dec-18	Mainstream Digital Ltd	1.02	Phone
14-Dec-18	Margaret Macknelly Design	927.50	Nov 18 Herald/WWI commemoration
20-Dec-18	McFarlane Telfer Ltd	322.48	Repair - dishwasher/fridge
18-Dec-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
07-Dec-18	MKR Electrical Services Ltd	1227.31	Electrical supplies
07-Dec-18	Newsquest Media Group Ltd	140.40	WTCMI advert
20-Dec-18	Pat Pals Ltd	696.47	Electrical supply testing
17-Dec-18	Pitney Bowes Ltd	150.00	Postage topup
13-Dec-18	Plusnet Plc	52.20	Phone
18-Dec-18	Plusnet Plc	52.20	Phone
14-Dec-18	Posterity Video Productions	207.60	WW1 videos
14-Dec-18	Prudential	30.00	AVC payment deducted from pay
27-Dec-18	Public Works Loan Board	10640.58	Public Works Loan
14-Dec-18	R.E.S. Systems Ltd	562.32	Fire extinguisher service
14-Dec-18	Reading Borough Council	164.40	Rent/licence fee - Wheble park
20-Dec-18	Rialtas Business Solutions Ltd	777.60	Annual Omega support/maintenance
20-Dec-18	Riso UK Ltd	247.51	Stationery supplies
14-Dec-18	Roof Asset Management	235.20	Surveyor review of damp issues
14-Dec-18	Sabercom Ltd	300.00	Annual software maintenance
10-Dec-18	SGW Payroll Ltd	174.14	Payroll services
05-Dec-18	Shuretech Ltd	1188.00	Repair Coro Hall roller shutters
17-Dec-18	Siemens Financial Services	1100.80	Gym equip monthly rental
20-Dec-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
07-Dec-18	Southern Electric Contracting Ltd	279.47	Electrical supply
05-Dec-18	SSE Southern Electric	1896.91	Electrical supply
14-Dec-18	SSE Southern Electric	1671.16	Electrical supply
20-Dec-18	Technical Surfaces Ltd	360.00	Matchfit service 3G pitch
07-Dec-18	Thames Valley Temperature Control Ltd	192.00	Water sample checks
14-Dec-18	The Berkshire Pension Fund	14236.03	Pension - employers and employees
05-Dec-18	The Card Shop	136.00	Xmas cards - Mayor
20-Dec-18	The Local Word Ltd	300.00	WTCMI advert
20-Dec-18	Trade UK - BandQ	201.18	Building supplies
05-Dec-18	Trade UK - Screwfix	67.52	Building supplies
20-Dec-18	Trade UK - Screwfix	634.85	Building supplies
05-Dec-18	Travis Perkins Trading Co	265.64	Building supplies
07-Dec-18	Travis Perkins Trading Co	36.00	Building supplies
07-Dec-18	Tudor Environmental	371.04	Rock salt/rubber tree belting/first aid kit
07-Dec-18	Turfleet Hire	396.00	Hire of equipment - top dresser
20-Dec-18	Ukactive	302.36	MPLC Licence fee music
14-Dec-18	Unison Collection Ac	34.00	Union fees deducted from pay
20-Dec-18	Veolia ES - UK Ltd	541.43	Refuse collection
18-Dec-18	Vodafone	288.74	Phone
05-Dec-18	Warren White Carpet & Flooring	1470.00	WPLC ladies toilets flooring
03-Dec-18	Wokingham BC - Rates	2196.00	Rates - WPLC
03-Dec-18	Wokingham BC - Rates	350.00	Rates - Coro Hall

03-Dec-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
03-Dec-18	Wokingham BC - Rates	864.00	Rates - Oakwood

113777.66

CLERKS IMPREST A/C

List of Payments made between 01/12/2018 and 31/12/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/12/2018	(Personal Information)	50.00	Refund deposit
03/12/2018	(Personal Information)	50.00	Refund deposit
03/12/2018	(Personal Information)	50.00	Refund deposit
03/12/2018	(Personal Information)	50.00	Refund deposit
10/12/2018	(Personal Information)	50.00	Refund deposit
10/12/2018	(Personal Information)	50.00	Refund deposit
10/12/2018	(Personal Information)	98.00	Refund party
11/12/2018	(Personal Information)	200.00	Grant - Dec 2018
17/12/2018	(Personal Information)	50.00	Refund deposit
17/12/2018	(Personal Information)	50.00	Refund deposit
17/12/2018	(Personal Information)	45.00	Refund deposit
24/12/2018	(Personal Information)	50.00	Refund deposit
24/12/2018	(Personal Information)	15.00	Refund Allot key deposit
24/12/2018	(Personal Information)	50.00	Refund deposit
24/12/2018	(Personal Information)	250.00	Refund deposit
24/12/2018	(Personal Information)	15.00	Refund Allot key deposit
24/12/2018	(Personal Information)	44.00	Refund deposit
24/12/2018	(Personal Information)	50.00	Refund deposit
31/12/2018	(Personal Information)	78.40	Refund party
13/12/2018	Stackhouse Poland inv 35178144	108.64	Insurance
11/12/2018	Berks Multi Sciero	250.00	Grant - Dec 2018
10/12/2018	DVLA	250.00	Vehicle tax - van RY54 DBU
11/12/2018	Home-Start Wokingham	250.00	Grant - Dec 2018
19/12/2018	Lloyds BAnk	45329.37	Dec 2018 - Net pay roll
14/12/2018	Lloyds Bank D/D	12.32	Bank service charges
31/12/2018	Mailcoms	83.94	Inv 025140-Ink cartridge
20/12/2018	PETTY CASH A/C	174.64	Top up - petty cash
11/12/2018	Sue Ryder-Duchess	250.00	Grant - Dec 2018
12/12/2018	Waitrose	107.40	Wine/food for Civic reception
11/12/2018	Wdly & North Earley Comm	240.00	Grant - Dec 2018
11/12/2018	Wdly Adopt a Tree	250.00	Grant - Dec 2018
11/12/2018	Wokingham Job Support	250.00	Grant - Dec 2018
11/12/2018	Wokingham Volenteer Ctre	250.00	Grant - Dec 2018

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