



## **Winnersh Parish Council**

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### **Minutes of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held in the John Grobler Room on Tuesday 30 April 2019**

**PRESENT:** Cllrs F Breedlove (Chairman), J Southgate, P Fishwick, G Harper

**In Attendance:** Mr P Stoneman (Parish Clerk) and Miss A Lambourne (RFO).

#### **1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs A Caston, R Shepherd-DuBey and P Bray.

#### **2 DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary and non-pecuniary interest in relation to any items on the agenda.

#### **3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE 29 JANUARY 2019**

3.1 (3.6) Cllr Harper advised that he had spoken with Shinfield Parish Council about the company they had used to create their website and details were passed to the Clerk.

3.2 (9.47) Deposits - it was agreed that Cllr Harper and the RFO would review the list of deposits held for allotment holders and return payments to plot holders who had kept allotments in good condition but were not transferring to the new allotment garden.

**ACTION: CLLR**

**HARPER/RFO**

**4 PUBLIC SESSION - there were no members of the public in attendance.**

## 5 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

Grant applications were received from four local organisations and the following awards were made.

<b>Organisation</b>	<b>Award</b>
ReadiBus	£2250
Keep Mobile	£1750
Home Start	£400
Me2	£100

There were no referrals from other committees.

- 6 **INSURANCE POLICIES** - the Clerk had circulated details of the policies and quotes from Insurance Companies that had been obtained by the specialist broker Came & Company. After considering the options, it was agreed to accept the Long-Term Agreement Option at £3,193.15 per year for three years as recommended by Came & Company. The new policies would come into effect on the 29 May 2019.

- 7 **COMMUNITY INFRASTRUCTURE LEVY (CIL)** - the Clerk advised that he had liaised with Wokingham Borough Council about appropriate use of CIL funds and it was confirmed that CIL could be used for the upgrade of lighting (from fluorescent to LED) in the Community Centre. Quotes were being sought and these would be presented to R&A Committee for consideration.

The Clerk also advised that replacement of the safety surfacing, beneath the outdoor gym/play area would also qualify for CIL funding and Cllr Breedlove agreed to forward a quote, he had obtained, to the Clerk. **ACTION: CLLR BREEDLOVE**

- 8 **IT EQUIPMENT/FURNITURE** - the Committee considered a proposal from the Clerk to replace the office laptop computer with a new desk top computer. A quotation of £610 + VAT, received from IT QED, was agreed. **ACTION: CLERK**

The Committee also considered a proposal to replace a chair in the Parish Office and a budget of £200 + VAT was agreed. **ACTION: CLERK**

- 9 **ACCOUNTING SOFTWARE** – a discussion took place about the accounting software (SAGE) currently used by the RFO and alternative (RBS OMEGA) used by many Parish and Town Councils. The Clerk explained that he was keen to find a software package that could help with managing hall bookings and allotment bookings and that could be a stand-alone package, or the type offered by RBS that formed part of a suite.

Cllr Breedlove explained that the accounting reports required by the Council were not available from SAGE. Whilst it would be possible to write bespoke reports, SAGE were not able to provide that option unless there was significant demand from other users.

The Clerk was asked to liaise with peers across the Clerks Forum to establish what software packages were being used elsewhere and to determine how effective they were.

**ACTION:**

**CLERK**

## **7 CORRESPONDENCE**

There were no items of correspondence to consider.

## **8 ACCOUNTS**

The RFO gave a brief update on the council's current financial position, including bank balances, and advised that the Quarter 4 and Year End accounts were not yet ready for presentation to the committee. It was agreed to hold an additional F&GP meeting on Tuesday 4 June 2019 so that the accounts could be presented. The RFO advised that the internal Auditor was scheduled to carry out an audit on the 20 May 2019 and, as part of that would be able to review the Q4 and year end accounts in advance of F&GP.

## **9 REVIEW OF POLICIES AND PROCEDURES**

Cllr Harper updated the committee on progress towards reviewing the Standing Orders.

It was agreed that some further changes would be necessary including that, as the Executive Committee met rarely, it would no longer be classified as a standing committee. Cllr Southgate agreed to review the revised standing orders in detail to ensure that items were cross-referenced correctly, and the layout was consistent, before being presented to the next meeting of Full Council. **ACTION: CLLR SOUTHGATE**

The Risk Management and Financial Regulations policies were considered fit for purpose with only minor amendments required. It was agreed that Cllr Harper and the Clerk would review these policies in more detail and bring them back to a future meeting.

**ACTION: CLLR HARPER**

**/CLERK**

## **10 PROJECT MANAGEMNT**

At the request of Full Council, the committee was asked to consider ways of ensuring that projects were being managed effectively and that due diligence was being carried out. The committee agreed that, whilst processes were in place and were considered to be robust, a lead Councillor would work alongside the Clerk in the delivery of projects. Whilst generally there were good reporting arrangements back to the committee that owned the project, it would be for each committee to ensure that adequate and timely information was being provided.

**11 SOUTHERN BAR SERVICES (SBS)**

The Clerk circulated a proposal from SBS to introduce a standing charge for the provision of the bar, given that some events were not financially viable. The committee considered the request but were concerned that the charges would make the overall cost of hiring the Community Centre unacceptably high.

The committee rejected the proposal in its current form but proposed that a meeting be arranged with SBS to see if a compromise arrangement could be found. It was agreed to refer the matter to R&A Committee with the recommendation that the matter be considered further and that a meeting be held with SBS to explore options.

**ACTION:**

**CLERK**

**12 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

There were no urgent items.

**13 DATE OF NEXT MEETING - TUESDAY 4 JUNE 2019**

There being no further business the meeting closed at 22:30