



Winnersh Parish Council

Winnersh Community Centre
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**Minutes of a meeting of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the John Grobler Room on Monday 2 February 2009 at 7.15 pm.**

PRESENT: Cllrs W Clark, (Chairman), M Armstrong, P Bray, D Hunt, J Southgate,
J Wilkins

In Attendance: Mr C Hudson – Parish Clerk

1 APOLOGIES

1.1 Apologies for absence: Cllr E Siggery.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29.07.08

2.1 Item 3.5 No reply has been received from Children With Leukaemia regarding activities in Winnersh.

Item 3.7 The Clerk confirmed that the grant to be made towards LEC activities has been given directly to Bearwood Primary School.

Item 4.3 Royal Berks Fire & Rescue 5 Year Plan. A reply has been received thanking WPC for its positive comments.

Item 4.4 Reading Road Bus Shelter. This is to be referred to the Planning Committee. The Clerk will write to WBC for an update on the project's progress. **ACTION: Clerk**

Item 9.1 The 2008/9 national salary negotiations are still incomplete. Negotiations for 2009/10 have started.

3 FREEPOST

3.1 The Committee discussed Freepost requirements and decided not to continue the service. It can be started from scratch again if necessary.

4 ONLINE BANKING

- 4.1 The Clerk reported Nat West's requirements for online banking. The Committee decided not to go ahead with online banking, but noted that WPC should consult with the external auditors if it ever decided to use online banking.

5 OFFICE COMPUTER SYSTEM

- 5.1 The Clerk reported that the new PC stack and screen are installed and working. A system comprising the best elements of two proposals had been installed to supply the requirements needed by the Council. Final upgrades for off-site security and the Sage upgrade are due to be completed this week.
- 5.2 The Clerk confirmed that he will supply a full set of system requirements and passwords, to be kept off-site, once the upgrade is complete.

ACTION: Clerk

6 REVIEW OF INSURANCE COVER

- 6.1 The Clerk confirmed that he had spoken to Zurich Insurance to confirm the level of buildings and contents insurance. The Committee decided this appeared adequate. The Clerk will check the Council's Fidelity and Public Liability insurance and report back to the next meeting. **ACTION: Clerk**

[Note: the Council's current Public Liability indemnity is £5,000,000. The Fidelity Guarantee for Employees and Members is £75,000. CH. 3.2.09]

7 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

- 3.1 **Requests for donations had been received from the following (items 8 - 13 in correspondence):**
- 3.2 A request for 2008/9 had been received from the Open Spaces Society. (Cllr Bray declared an interest). It was **RESOLVED** that £25 would be donated.
- 3.3 A request for 2008/9 had been received from WADE (Wokingham & District Association for the Elderly). It was **RESOLVED** that £100 would be donated once WADE has confirmed the number of Winnersh residents it looks after. **ACTION: Clerk**
- 3.4 A request for 2008/9 had been received from Natalie Sew re Girlguiding. The committee were advised that the Council is not able to give money directly to an individual. The Clerk will write to explain this and invite Miss Sew to run a stall at the Fete. **ACTION: Clerk**

- 3.5 A request for 2009/10 had been received from the Citizens Advice Bureau. The committee asked the Clerk to put this item on the agenda for the next meeting. **ACTION: Clerk**

In view of increased local needs in the current financial situation the Committee **RESOLVED** to make an additional one-off donation of £100 for 2008/9.

- 3.6 A request for 2009/10 had been received from Relate. The committee asked the Clerk to put this item on the agenda for the next meeting. **ACTION: Clerk**

In view of increased local needs in the current financial situation the Committee **RESOLVED** to make an additional one-off donation of £100 for 2008/9.

- 3.7 A request for 2009/10 had been received from the Wokingham Job Support Centre. The committee asked the Clerk to put this item on the agenda for the next meeting. **ACTION: Clerk**

In view of increased local needs in the current financial situation the Committee **RESOLVED** to make an additional one-off donation of £50 for 2008/9.

Table of grants authorised for 2008/9

Organisation	Date authorised	Amount authorised	Paid/to pay
Wokingham Volunteer Centre	8.5.08	£50	13.5.08
ME2Club	8.5.08	£50	13.5.08
Citizen's Advice Bureau	8.5.08	£250	13.5.08
	2.2.09	£100	2.2.09
Berkshire County Blind Society	8.5.08	£100	13.5.08
Relate	8.5.08	£50	13.5.08
	2.2.09	£100	10.2.09
Wokingham Job Support Centre	29.7.08	£100	11.11.08
	2.2.09	£50	10.2.09
WBC matched sports funding	29.7.08	£375	£100
			11.11.08
Bearwood Primary School	28.10.08	£200	11.11.08
Berks MS Therapy Centre	28.10.08	£160	11.11.08
St Catherine's Church	29.7.08	£150	
St Mary's Church	29.7.08	£150	
Open Spaces Society	2.2.09	£25	10.2.09
Wokingham & District Association for the Elderly	2.2.09	£100	10.2.09
Totals		£1910	£1435

Donations for Transport kept separately:

Organisation	Date authorised	Amount authorised	Paid/to pay
Readibus	8.5.08	£2000	13.5.08
Keep Mobile	29.7.08	£2000	11.11.08
Totals		£4000	£4000

8 CORRESPONDENCE

8.1 Item N4; The Cannon account consolidation is for hygiene supplies.

9 REVIEW OF ACCOUNTS FOR THE THIRD QUARTER 2008-2009

9.1 Income:

- 9.1.1 The Clerk explained that the Franchise Fee was one quarter in arrears because of the timing of the receipt of information from AVC. This is consistent throughout WPC accounts. The Committee asked the Clerk to include a review of the Franchise on the agenda for the next meeting. **ACTION: Clerk**

9.2 Expenditure:

- 9.2.1 The Clerk confirmed that the allotment rent of £730 is invoiced in March each year by WBC.
- 9.2.2 The Committee noted that the Councillor Training budget had been based on the previous year's expenditure, but expenditure this year was less because of attendance at shorter local courses.
- 9.2.3 Parish Expenses are 'Chairman's Expenses'.
- 9.2.4 We are awaiting the 2009 NALC/BALC subscriptions.
- 9.2.5 Travel & Subsistence: this is less because the SLCC conference was held locally (it is away from Reading next year).
- 9.2.6 F&GP expenditure still has a newsletter to be included.
- 9.2.7 Cllr Armstrong confirmed the details of the Christmas Lights expenditure.
- 9.2.8 The Committee **RECOMMENDED** that the accounts for the quarter ending December 2008 and attached to these minutes be accepted by Winnersh Parish Council.

10 REVIEW OF REVENUE BUDGET ITEMS 2009/10

10.1 Income:

The Committee reduced the amount of interest expected in 2009/10 to £250.

10.2 Expenditure:

Cllr Bray explained that WPC may be eligible for a small business rates discount. The Clerk will contact WBC. **ACTION: Clerk**

- 10.3 The Clerk confirmed that a budget has to be made for election expenses even if an election is not envisaged. The figures are supplied by WBC.

11 REVIEW OF CAPITAL AND MAJOR PROJECTS 2009/10

- 11.1 The draft budget summary figures were adjusted to reflect the reduced income from interest, see 10.1 above.
- 11.2 The Clerk confirmed that the CCTV upgrade would be in the R&A quarter 4 figures for 2008/9.
 - 11.2.1 The Clerk confirmed that the Computer System Upgrade would be in the F&GP quarter 4 figures for 2008/9.

11.3 F&GP

- 11.3.1 The Community Leadership Budget is to be kept at £500.
- 11.3.2 The newsletter budget allows for 3 editions.
- 11.3.3 An allowance has been made for increased Fete costs.
- 11.3.4 Community Project. This was originally intended for Parental Education. The Clerk was asked to put this on the agenda for the next meeting.

ACTION: Clerk

11.4 PLANNING

- 11.4.1 As last year.

11.5 R&A

- 11.5.1 Fence & posts to replace the wooden fence around the play area. Urgent replacements for the gates are due and remedial work to the fence. It is practical to replace the whole set of fence and gates.
- 11.5.2 Seats and picnic benches are to be secured to the site.
- 11.5.3 Winnersh Meadows: The first phase is estimated at £80,000. The NAG has bid for £50,000 funding. It was noted that WBC has frozen its expenditure.
- 11.5.4 Older Peoples Exercise Equipment. It is hoped that this will be funded from S106 money. Cllr Southgate is chasing WBC for information.
- 11.5.5 The floor reseal is included in Scheduled Maintenance, not R&A Projects

12 REVIEW OF THE BUDGET AND PRECEPT FOR 2009/10

- 12.1 After discussion, the Chairman **PROPOSED** and the Committee **RECOMMENDED** that the Budget Summary attached to and forming part of these minutes be agreed by the Council and that the precept for 2009/10 be set at £101,072.

13 CIVIC AWARDS

12.1 The committee agreed that advertisements for nominations would be placed in the Wokingham Times and on the notice boards between 1 March and 14 April 2009. Nominations are to be reviewed by the Executive Committee on Tuesday 21 April 2009 at 7.15pm (before the Planning Committee meeting).

14 ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

14.1 Cllr Southgate confirmed that he is reconstructing the website and hopes to have the framework complete in the next two or three weeks. The website is to include information about councillors and staff, along with photographs and contact details by consent. Cllr Hunt has volunteered to take photographs as necessary. The Clerk will distribute a consent form after the AGM in May.

ACTION: Clerk

15 NEXT MEETING OF THE F & GP COMMITTEE

15.1 The date of the next meeting was agreed as **Thursday 14 May 2009 at 7.45pm.**

There being no further business, the Chairman closed the meeting at 8.43 p.m.

APPENDIX 1

CORRESPONDENCE

- 1 Zurich Insurance; change of contact details
- 2 Berkshire Pension Fund; Bulletin 5, details available on website
- 3 Sage; change to 15% vat
- 4 HMCE; vat notes, January 2009
- 5 Sage; notes on end of year
- 6 Bearwood Primary School; thanks for grant
- 7 Keep Mobile; thanks for grant

Requests for grants 2008/9

- 8 Open Spaces Society
- 9 Wokingham & District Association for the Elderly (WADE)
- 10 Natalie Sew (re Girlguiding)

Requests for grants 2009/10

- 11 Wokingham & District Citizens Advice Bureau
- 12 Relate
- 13 Wokingham Job Support Centre

ADDITIONAL CORRESPONDENCE

- N1 WBC; Precept and Parish Election Costs 2009/10
- N2 Invoice for Freepost 2009/10
- N3 St John's First Aid; Clerk's & FAO's training certificates
- N4 Cannon account consolidation, new account number
- N5 CCTV usage check-list