



## Winnersh Parish Council

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**Minutes of a meeting of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the John Grobler Room on Thursday 21 May 2009 at 8.25 pm.**

**PRESENT:** Cllr J Southgate, (Chairman), M Armstrong, D Hunt,  
J Wilkins

**In Attendance:** Mr C Hudson – Parish Clerk  
Mrs S De Groote – Finance & Administration Officer

In the absence of Cllr Clark, Cllr Southgate took the chair.

### **1 F&GP VICE-CHAIRMAN**

**1.1** After discussion the Committee decided not to appoint a Vice-Chairman. At any meeting where the Chairman is not present the Committee will elect a Chairman for that meeting.

### **2 APOLOGIES**

**2.1** Apologies for absence: Cllrs P Bray, E Siggery

### **3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 27.01.09**

**3.1** Item 3.2; computer system configuration details and passwords. To be carried forward. **ACTION: Clerk**

**3.2** Item 4.4; the Reading Road bus shelters are up and being used .

**3.3** Item 9.1.1; the Franchise review was deferred to the next meeting. **ACTION: Clerk**

**3.4** Item 14.1; the website consent forms and the draft 2009 telephone list will be presented to the next Full Council meeting. **ACTION: Clerk**

#### **4 REVIEW OF ACCOUNTS FOR QUARTER 4 2008-09**

##### **4.1 Income to March 2009**

The Committee asked the FAO to include the £47,000 S106 income for the Play Area in the 'Last Year' figures **ACTION: FAO**

##### **4.2 Expenditure to March 2009**

The Committee asked the FAO to include the £15,000 Contingency in the Major & Capital Projects budget at the bottom of the page. **ACTION: FAO**

##### **4.3 Capital & Major Projects**

**4.3.1** The Committee asked the FAO to include the % figures for the F&GP Christmas Lights event. **ACTION: FAO**

**4.3.2** The Clerk confirmed that the remedial work to the drainage alongside the Community Hall did not require work to the paths and consequently had cost less than originally budgeted.

**4.3.3** The Committee noted the savings made on the toilet refurbishment project.

**4.4** The Chairman **PROPOSED** and it was **RECOMMENDED** that the accounts for the 4<sup>th</sup> quarter of 2008-9 with the amendments mentioned above (attached to and forming part of these minutes) be accepted by Winnersh Parish Council.

#### **5 YEAR END ACCOUNTS 2008-9**

**5.1** The FAO reported that the figures had been more straightforward this year with no maternity leave and pensions already sorted out.

**5.2** The Balance Sheet was examined. There were no questions.

**5.3** The FAO presented a list of Creditors and Debtors. She explained the problems with the debtors Rifle Volunteer and Slimming World. The Committee noted the difficulties and suggested that a procedure for claiming debts was required. The Clerk was asked to contact the local Town Councils and WBC to obtain copies of their procedures and paperwork. **ACTION: Clerk**

The Clerk was asked to put an item on the next F&GP agenda for the procedure for dealing with ad hoc football bookings. **ACTION: Clerk**

**5.4** The FAO explained the problems associated with the Reeves Rangers debt of £26.44. The Committee **AGREED** to **RECOMMEND** to Full Council that the Reeves Rangers debt of £26.44 be written off. The Clerk will make this an agenda item. **ACTION: Clerk**

**5.5** The Committee examined the Income & Expenditure Account for the Year Ended March 2009. The Committee asked the FAO to show S106 and BLF grants separately. **ACTION: FAO**

5.5 The Chairman **PROPOSED** and it was **RECOMMENDED** that the draft Accounts for the year ended March 2009 with the changes listed above (attached to and forming part of these minutes) be accepted by Winnersh Parish Council at the June meeting.

5.6 The Chairman and the RFO will review the Asset Register and Audit Submission ready for presentation to the next Full Council meeting.

**ACTION: Cllr Southgate, FAO**

## **6 REVIEW OF INTERNAL AUDIT**

6.1 Cllr Southgate reported that Cllrs Hunt, Southgate and Wilkins had reviewed the work of the Internal Auditor against his plan for the year and were satisfied with the performance of the Internal Audit. The notes of the sub-group meeting are appended to these minutes. (see Appendix 2)

The Chairman **PROPOSED** and it was **RECOMMENDED** that the Internal Audit process be approved by Full Council.

6.2 The Committee noted the service the Internal Auditor had put in and **RESOLVED** to appoint Mr Graham Hurst as Internal Auditor for 2009-10 for a fee of £450. The Clerk will write to Mr Hurst to confirm this. **ACTION: Clerk**

## 7 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

**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
W&D Citizens Advice Bureau	8.5.08	£250	13.5.08
	2.2.09	£100	10.2.09
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 Community 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

**7.1** The Committee considered the applications **for grants for 2009-10** listed in Correspondence items 6-14.

A request for 2009/10 had been received from Wokingham Job Support Centre. It was **RESOLVED** that £100 would be donated.

A request for 2009/10 had been received from Relate. It was **RESOLVED** that £100 would be donated.

A request for 2009/10 had been received from Wokingham & District Citizens Advice Bureau. It was **RESOLVED** that £250 would be donated.

A request for 2009/10 had been received from Winnersh Primary School. It was **RESOLVED** that £200 would be donated. The Clerk will ask how the school proposes to raise the money for the rest of the project. **ACTION: Clerk**

A request for 2009/10 had been received from the Berkshire County Blind Society. It was **RESOLVED** that £100 would be donated.

A request for 2009/10 had been received from St Catherine's Church. It was **RESOLVED** that £150 would be donated.

A request for 2009/10 had been received from Readibus. It was **RESOLVED** that £2,200 would be donated.

A request for 2009/10 had been received from Homestart. It was **RESOLVED** that £250 would be donated.

A request for 2009/10 had been received from the Open Spaces Society. After discussion the Committee decided not to offer a grant to this society.

**7.2** After discussion the Committee **RESOLVED** to pre-authorise the following grants:

- Wokingham Volunteer Centre - £50
- Wokingham Borough Council Sports Awards matched funding - £200
- St Mary's Church - £150
- Keep Mobile - £2200

**Table of grants authorised for 2009/10**

Organisation	Date authorised	Amount authorised	Paid/to pay
Wokingham Volunteer Centre	21.5.09	£50	
W&D Citizens Advice Bureau	21.5.09	£250	9.6.09
Berkshire County Blind Society	21.5.09	£100	9.6.09
Relate	21.5.09	£100	9.6.09
Wokingham Job Support Centre	21.5.09	£100	9.6.09
WBC matched sports funding	21.5.09	£200	
Winnersh Primary School	21.5.09	£200	9.6.09
St Catherine's Church	21.5.09	£150	9.6.09
St Mary's Church	21.5.09	£150	
Homestart	21.5.09	£250	9.6.09
<b>Totals</b>		<b>£1550</b>	<b>£1150</b>

## Donations for Community Transport

Organisation	Date authorised	Amount authorised	Paid/to pay
Readibus	21.5.09	£2200	9.6.09
Keep Mobile	21.5.09	£2200	
Totals		£4400	£2200

7.2 To receive referrals from other committees

None

### 8 ROYAL COUNTY OF BERKSHIRE PENSION FUND

8.1 The Committee discussed the Berkshire Pension Fund Service Level Agreement. It was **RESOLVED** that the Clerk, as Proper Officer, will sign and return the document.  
**ACTION: Clerk**

### 9 CORRESPONDENCE

9.1 Item 28: The clerk explained that FOI information is available on DVD.

9.2 Item N2: The NALC summary on the 2009-10 pay claim was read to the meeting.

9.3 Item N8: The Committee noted the proposed changes to Equality and Human Rights legislation.

### 10 COUNCILLORS TRAVEL EXPENSES

10.1 The Committee discussed councillors travel expenses.

10.2 The Committee stated that it is the policy of the Council not to pay any travel expenses for journeys under 20 miles. Payments for journeys of 20 miles or greater are to be pre-authorised.

### 11 ENERGY CONSUMPTION FIGURES

11.1 The Clerk presented the Committee with a summary of Gas and Electricity consumption figures for the last four years. The Committee noted that fuel consumption figures are largely unchanged.

### 12 COMMUNITY PROJECT

12.1 The Committee noted that money had been put aside for the Parenting Matters community project. Parenting Matters is no longer being supported by WBC; similar courses are being provided at the Rainbow Centre. There is therefore money in the budget for a Community Project but with no specific project allocated to it.

**13 ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT**

**13.1** None

**14 NEXT MEETING OF THE F & GP COMMITTEE**

**14.1** The date of the next meeting was agreed as **Tuesday 28 July 2009 at 7.45pm.** It was noted that the FAO is on holiday on this date.

There being no further business, the Chairman closed the meeting at 10.01 p.m.

## **APPENDIX 1            Correspondence**

- 1        W&D CAB; thank you for grant
- 2        Wokingham Job Support Centre; thank you for grant
- 3        Relate; thank you for grant
- 4        WADE; thank you for grant
- 5        Wokingham Volunteer Centre; apologies for missing APM

### **Requests for Grants 2009/10**

- 6        Wokingham Job Support Centre
- 7        Relate
- 8        W&D CAB
- 9        Winnersh Primary School
- 10       Berkshire County Blind Society
- 11       Open Spaces Society
- 12       St Catherine's Church, Bearwood
- 13       Readibus
- 14       Home Start – Wokingham District

### **Other Correspondence**

- 15       Southern Electric – street light charges for 2009/10
- 16       Berkshire Pension Fund, training and support
- 17       Berkshire Pension Fund, Service Level Agreement document
- 18       British Gas; contract prices for 2009/10
- 19       HMRC; Employer Pack 2009
- 20       HMRC; 2008/9 VAT Return document
- 21       HMRC; information update
- 22       SAGE; 2009 Payroll Year End pack
- 23       HMRC; confirmation of return of vat overpayment, £554.96
- 24       Royal Mail; Freepost cancellation forms
- 25       The Clerk magazine; extract on energy conservation
- 26       Dept for Business Enterprise & Regulatory Reform; change in employment law; course details
- 27       HMCE; VAT notes update
- 28       ICO; FOI advice on DVD
- 29       BALC; extract on e-banking, 6 April 2009
- 30       WBC; Business Rates Deferral Scheme, 2009/10
- 31       HMRC; Research into Compliance Costs of the Temporary Reduction of Standard Rate of VAT
- 32       NALC; update on 2009/10 Pay Claim
- 33       HMRC; Local Councils and VAT workshops
- 34       Equality and Human Rights Commission; Public Sector Duties
- 35       Nat West; confirmation of procedure for cancelling cheques
- 36       CLG/Berkshire Pension Fund; request for information on dismissals on capability grounds
- 37       Berkshire Pension Fund; Employer Bulletin 6 available on website
- 38       Zurich Insurance; LCAS Seminars 2009



## **Correspondence received since the issue of the agenda for the meeting of 21 May 2009**

- N1 SAGE payroll renewal documents
- N2 NAT West – telephone banking forms

### **APPENDIX 2 Report of the sub-group of the F&GP Committee into the performance of the Internal Audit against the plan for the year**

**Meeting held:** 21 May 2009 at 7:30pm in the John Grobler Room  
**Attended by:** Cllrs Hunt, Southgate and Wilkins; Mr G Hurst, Internal Auditor;  
Mr C Hudson, Parish Clerk

The Internal Audit plan for 2008-9 was reviewed. It is similar to the previous year with the addition of checks into salaries.

Mr Hurst has conducted an audit on bank account reconciliations, spot checks on expenditure, a full review of debtors and a partial review on salaries. He expects to have completed the review of salaries before the next Full Council meeting. He will also complete a review of risk assessments and office procedures.

Mr Hurst talked about some points that he would include in the Internal Audit Report and said that he will submit the completed report prior to the next Full Council meeting.

### **APPENDIX 3 Internal Audit Plan for 2008-9**

#### **Winnersh Parish Council Internal Audit**

The Audit is approached from a 'risk-based' perspective, concentrating on those key areas that have previously been identified through the audit planning exercise and from my knowledge of the WPC. This keeps audit costs to a minimum, whilst adding value to the WPC providing a professional yet personal service.

#### **Scope of Internal Audit**

An outline plan consisting of an Interim Audit and Year-End Audit is agreed usually based around October/November (interim) and April/May/June (final). The plan allows for some flexibility as circumstances change.

The following items represent the minimum checks.  
(Not all documents are checked, a risk-based selection is made by the Internal Auditor.)

#### **Interim Audit**

- Examine the minutes of the WPC particularly full Council and F&GP in order to understand the current activities of the Council, a short discussion with the Clerk and/or the RFO will also take place.

- Examine actual half year expenditure v budget, check for variances and obtain explanations.
- Examine bank reconciliation/statements.
- Confirm that the approved monthly payments have been paid and cheques presented. (One full month plus several other large items).
- Confirm that several major items of expenditure comply with the WPC purchase procedures.
- Tracking salary from appointment to March 2009.
- Checking that salary increases have been approved and correctly actioned. Checking Back-pay calculations, ensuring that overtime is approved.
- A full review of Debtors will be undertaken.
- The review of budget/actual expenditure will be restricted to a review of F&GP minutes.

### **Year-End Audit**

- As per Interim Audit (Different items).
- Check sales invoices are raised and paid in a timely manner.
- Examine the year-end accounts and check accuracy.
- Check for variances from budget with explanations.
- Verify that assets are as stated and efficiently managed.
- Discuss with RFO and /or Clerk risk identification and assessment.