



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 Tuesday 28 July 2009 at 7.45 pm.**

PRESENT: Cllrs J Southgate (Chairman), M Armstrong, D Hunt, E Siggery,
J Wilkins

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

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

1 APOLOGIES

1.1 Apologies for absence: Cllrs P Bray, W Clark

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 21.5.09

3.1 All actions from the last meeting had been completed.

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 Item 1 of Correspondence

The Committee discussed the request for a grant from St John's Ambulance and decided not to make a grant to this national organisation. The Clerk will write to St John's.

ACTION: Clerk

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
Totals		£1550	£1150

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

3.2 To receive referrals from other committees

None

4 **CORRESPONDENCE**

4.1 Item 7: The Committee noted Mr Hurst's acceptance of the role of Internal Auditor for 2009-10.

4.2 Item 8: The Committee noted that Winnersh Primary School had received an additional £400 from other local charities towards its Smarter Ways to Pay scheme.

5 **REVIEW OF ACCOUNTS FOR QUARTER 1 OF 2009-10**

5.1 **To review draft accounts**

5.1.1 **Income:** No questions

5.1.2 **Expenditure – buildings & grounds**

The FAO explained that the utilities bills were high because the water bill included extra consumption caused by a leak. The gas bill included costs from the previous quarter, which had been reported as an estimated reading at the time. She confirmed that all the utilities figures were from actual meter readings in this quarter.

Unscheduled maintenance included the costs of the first investigations into the hall roof repairs.

5.1.3 Expenditure – office & general

The FAO explained that the Copier Lease/Computer Maintenance section included the Computer maintenance and online security. The Committee asked the FAO to break down these figures for the next meeting. **ACTION: FAO**

5.1.4 Capital & Major Projects: No questions

5.2 The Committee **RECOMMENDED** that the First Quarter figures for 2009-10 be accepted by Winnersh Parish Council.

6 INTERNAL AUDIT 2008-9

6.1 To review recommendations made by the Internal Auditor and decide on necessary actions.

6.1.1 Debtors: the FAO presented a draft copy of procedures and letters for debt chasing. Cllr Siggery will supply the FAO with sample wording for the collection of legal costs. **ACTION: Cllr Siggery**

The committee discussed payment by BACS. The FAO will investigate this option and report to the next F&GP meeting. **ACTION: FAO**

The Committee agreed that the FAO will use the draft recommendations for a trial period and report back to the next F&GP meeting, when the procedures can be formally incorporated into the Financial Regulations. **ACTION: FAO & Clerk**

6.1.2 Invoices: the FAO reported that she performs an arithmetic check on all invoices and the validity of the invoices is confirmed by the Clerk before the invoices are presented to Full Council. The Committee asked the FAO to review the process of inputting invoice details so that the majority of invoices can be put on the Sage system before being presented to Full Council. The FAO will investigate this and report back to the next F&GP meeting. **ACTION: FAO**

6.1.3 Officers' timesheets: The Committee agreed that the Clerk should continue to sign the FAO's timesheets. The Clerk will continue to record his own time. The Committee **AGREED** that relevant timesheets will be reviewed by a member of the Council (usually the Chairman) before any overtime payment is approved.

6.1.4 Councillor Expenses: The Committee **AGREED** to highlight the necessity for councillors to adhere to the Financial Regulations, section 10 (as amended in July 2008), regarding claiming expenses for a project.

6.1.5 Salaries: The Committee noted the Internal Auditor's report of a possible discrepancy in the Clerk's pay for July 2007. The Committee asked the Clerk to include this as a Part II item for the next F&GP meeting. **ACTION: Clerk**

The committee discussed flexi-hours for the office staff and noted that no formal policy exists. Cllr Siggery will liaise with the FAO in order to create a draft policy on flexi-time, to be presented to the next F&GP meeting. **ACTION: Cllr Siggery, FAO**

- 6.1.6 Chairman's Allowance:** The Clerk reported that the allowance is designed to reflect the duties of the Chairman. These include the costs incurred in communication on Council business and those incurred on public duties. Cllr Southgate reported on information received from other councils. The Committee considered it important to give the Chairman a reasonable allowance. Cllr Siggery will check the legal position with the WBC solicitors and report back to the next F&GP meeting. The Clerk will make this an agenda item for the next meeting. **ACTION: Cllr Siggery, Clerk**
- 6.1.7 Income/Expenditure to trigger an Intermediate Audit:** The Committee **NOTED** the £200,000 trigger point for an Intermediate Audit. The FAO reported that if the Council incurs a large cost repairing the Community Hall roof the annual expenditure figure may exceed £200,000.
- 6.1.8 Fete income:** A statement of the Receipts & Payments for the Fete is to be reviewed later in the meeting and the Clerk was asked to attach a copy to the minutes. **ACTION: Clerk**
- 6.1.9 Asset Register/Insurance:** The Committee noted the importance of the Asset Register figures matching the Insurance values. The FAO will undertake a review of the asset register. The Committee noted that a full review of replacement building costs had not taken place for several years and suggested that a quantity surveyor may need to be employed to confirm the current costs. The FAO will report back to the next F&GP meeting. **ACTION: FAO**

7 FETE 2009

- 7.1** Cllr Southgate presented a draft statement of Receipts & Payments for the Fete 2009. The Committee reviewed the statement and noted that First Aid costs need to be added to the expenses. It was noted that receipts on the day were about the same as last year and there was a slight increase in donations from businesses. There was a slight reduction in costs, partly due to the free PA system and staging not being required, and it was **NOTED** that costs were well within budget. A revised statement of the Receipts & Payments is appended to these minutes.
- 7.2** The Committee debriefed the fete. Improvements noted were:
- Professional First Aid facilities
 - Reduced size of the arena
 - Better litter collection
 - Improved signage
 - Vouchers for refreshments for volunteers
 - Wider variety of food prices

Suggestions and options for future events:

- Louder PA system

- More encouraging MC
- Area for light refreshments/cup of tea
- Bar tent on field
- Competition based upon a current pop theme
- Competition prize – recording studio time
- Encourage additional community involvement

Cllr Southgate reported that he had received a letter containing comments and an offer to help. The Committee asked Cllr Southgate to reply.

ACTION: Cllr Southgate

8 WINNERSH MATTERS NEWSLETTER

- 8.1** Cllrs Armstrong, Hunt and Southgate will arrange a meeting after the Adult Exercise equipment opening to discuss the next edition. This edition is to be published before Christmas. The budget is £1500 for 3 editions per year, to be issued in the Spring/Summer/Autumn. The Committee noted that the last edition was well received.

9 INTERNET SERVICE PROVIDER

- 9.1** The FAO reported that we currently have 3 accounts with Pipex and that these could be rationalised. The Committee authorised the FAO and Cllr Southgate to investigate ISP requirements and to alter the ISP provider as necessary.

ACTION: FAO, Cllr Southgate

10 BAR FRANCHISE

- 10.1** The committee noted that the bar franchise has not been reviewed since October 2006 when the current arrangements were agreed. The current agreement involves the Council receiving a percentage of the net profits and an exclusivity clause for the franchisee to provide bar facilities. The Clerk will contact AVC to ask for their ideas to enhance the use of the community hall and bar facilities. The Clerk was asked to include a review of the Bar Franchise on the agenda for the next F&GP meeting.

ACTION: Clerk

11 ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

- 11.1** None.

12 NEXT MEETING OF THE F & GP COMMITTEE

- 12.1** The Committee discussed the date of the next meeting and suggested a change to **Monday 26 October 2009 at 7.45pm.**

There being no further business, the Chairman closed the meeting at 9.50 p.m.

APPENDIX 1 CORRESPONDENCE

Requests for grants

- 1 St John Ambulance; request for grant

Other correspondence

- 2 UHY Hacker Young; change of address
- 3 Zurich Insurance; confirmation of Terrorism insurance
- 4 HMRC; confirmation of VAT Accounting Scheme renewal
- 5 HMCE; Certificate of Registration for VAT
- 6 HMRC; VAT, off-street parking provided by local authorities
- 7 Mr G Hurst; acceptance of role as Internal Auditor for 2009-10
- 8 Winnersh Primary School; thanks for grant
- 9 Redstone Computer Services; Sage course details

APPENDIX 2

WINNERSH VILLAGE FETE 2009
STATEMENT OF RECEIPTS & PAYMENTS

			2008	2008
Monies Received	£	£	£	£
Frutti Jams & Chili Pili	15.00			
Funky Accessory Store	10.00			
Phoenix Cards	10.00			
Prospect Estate Agency	6.15		41.00	
Steve Herbert	10.40		10.00	
Sugar & Spice	4.50			
Usborne Books	16.00		17.00	
Utility Warehouse	40.00	112.05		68.00
Events & Leisure Ice Cream	71.20		90.00	
Candy Floss Vendor	45.00	116.20	26.60	116.60
Raffle		63.00		110.00
Donation		8.75		5.40
		300.00		300.00
Fete Expenses				
Inflatables and jousting pole		690		653
Circus Workshop		350		250
St Sebastian's Brass Band		350		
Printing of programme		337		456
First Aid ambulance		210		
Banners		75		55
Marking out site		50		
Arena setup & dismantling		250	est	250
Generator		180		181
Temporary event notice		21		
Misc expenses		29		
Climbing wall				650
Morris dancers				75
PA system				100
Staging				200
		2,542		2,870
Monies made by Charities and Voluntary Groups				
Totals (estimated)		2,217		2,100