



## Winnersh Parish Council

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone/Fax 0118 978 0244  
[finance@winnersh.gov.uk](mailto:finance@winnersh.gov.uk)  
[www.Winnersh.gov.uk](http://www.Winnersh.gov.uk)

**Minutes of a meeting of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the John Grobler Room on Monday 2 November 2009 at 8.00 pm.**

**PRESENT:** Cllrs W Clark (Chairman), P Bray, D Hunt, J Southgate

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

### **1 APOLOGIES**

1.1 Apologies for absence: Cllrs M Armstrong, E Siggery, J Wilkins

### **2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 28.7.09**

2.1 none

### **3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES**

The Committee noted that most of the grants budget for 2009/10 has now been either paid or pre-allocated.

The Committee considered the following requests for grants, as listed in items 19 – 23 of Correspondence.

3.1 The Committee discussed the request for a grant from Anne Hills of AHA training. The Committee decided that this request falls outside its normal criteria for grants and will not make a grant. The Clerk will write to AHA.

**ACTION: Clerk**

3.2 The Committee discussed the request for a grant from Bearwood Primary School. It was **RESOLVED** that £200 would be donated.

- 3.3 The Committee discussed the request for a grant from Sue Ryder Care, Nettlebed. The Committee decided not to give a grant to this national organisation.
- 3.4 The Committee discussed the request for a grant from Cruse Bereavement Centre. The Committee noted that the request did not include details of the benefits to Winnersh residents. The Committee decided not to give a grant on this occasion. The Committee asked the Clerk to write inviting Cruse to apply again next year and to include details of the benefits to Winnersh residents.  
**ACTION: Clerk**
- 3.5 The Committee discussed the request for a grant from the MS Therapy Centre. It was **RESOLVED** that £100 would be donated.

#### 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	
MS Therapy Centre	2.11.09	£100	10.11.09
Bearwood Primary School	2.11.09	£200	10.11.09
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		£1850	£1450

#### 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 1: The Committee noted the extensions to the CRB scheme.
- 4.2** Item 3: The Committee noted the WBC Business Rates Deferral Scheme and asked the Clerk to investigate and apply if it is beneficial to WPC. **ACTION: Clerk**
- 4.3** Item 15: The Committee noted the guidelines for a Council's Reserves Policy and asked the Clerk to make a review of this Policy an agenda item as part of the budget process for 2010/11. **ACTION: Clerk**
- 4.4** Item 24: FOI request from Fair Play. The Committee authorised Cllr Southgate and the Clerk to complete this request. **ACTION: Cllr Southgate and Clerk**

## **5 REVIEW OF ACCOUNTS FOR QUARTER 2 OF 2009-10**

### **5.1 To review draft accounts**

#### **5.1.1 Income:**

The FAO reported that there will be a reduction in the income for the John Grobler Room in the 3<sup>rd</sup> quarter due to a hirer cancelling a regular hiring. The Allotments rents are nearly all received for this year. Recreation Ground rent income is reduced during the summer whilst WRFC is not hiring the ground. The bank interest rates are minimal at the moment.

#### **5.1.2 Expenditure – Pavilion**

The Pavilion unscheduled maintenance and services costs are high because of the leak in the gents toilets, reported at the last meeting.

#### **5.1.3 Expenditure – Allotments**

The FAO reported that most of the expected expenditure on the allotments has been completed for the year.

#### **5.1.4 Expenditure – office & general**

The FAO explained that the Copier Lease/Computer Maintenance figures had been broken down as requested. The Computer Maintenance contract has been continued for another year.

#### **5.1.5 Capital & Major Projects**

The Committee approved the Hall Roof Fund as part of the Major Schemes Fund.

#### **5.1.6** Cllr Bray reported that WBC may be considering a PFI bid for the maintenance of its street lights. It may therefore be worthwhile asking WBC to include the three WPC street lights in the PFI arrangement.

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

## **6 RISK ASSESSMENTS**

- 6.1** The Clerk reported that the Risk Assessments had been thoroughly reviewed last year and recommended that no changes were necessary at the moment.

The Clerk confirmed that the Outdoor Gym is included on the Insurance Policy and is independently inspected along with the other play equipment.

- 6.2** The Committee reviewed the Risk Management Policy and Risk Assessment G03:

### Section 4.2.o – Computer Data Safety

Computer Data is now backed up daily onto a secure on-line system.

The Committee **RESOLVED** to replace the wording under ‘Implementation’ by “Relevant areas of both office computers are backed up using a commercial backup service where all relevant files are encrypted and copied to a secure server at another location.”

**ACTION: Cllr Southgate**

### Section 4.2.q – Security of Personal Data

The Committee asked the Clerk to investigate the level of security required and to report back to the next F&GP meeting.

**ACTION: Clerk**

The Committee discussed keeping copies of old security discs for historical purposes. The Committee decided that the retention of discs beyond the legal requirements was not necessary.

- 6.3** The Committee **RECOMMENDED** that the Health & Safety Risk Assessments and the Risk Management Policy and Risk Assessment G03 with the changes specified above be adopted by Winnersh Parish Council.

## **7 WINNERSH MATTERS**

- 7.1** The Autumn Edition of Winnersh Matters is approaching completion. It is a larger, 6 page, edition.  
The Committee **RESOLVED** to authorise £650 for the production and distribution of the Autumn edition.

- 7.2** The Committee asked the Clerk and FAO to retain copies of the latest edition of Winnersh Matters for publicity purposes. Older editions can be destroyed once a selection of copies has been retained for reference purposes.

## **8 INTERNAL AUDIT**

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

## **8.1 Debt Management:**

- 8.1.1** The FAO reported on debts owed by Rifle Volunteer FC and Slimming World. The Committee asked the Clerk to write to the League regarding Rifle Volunteer's debts. Also, a letter is to be sent to the landlord of the Rifle Volunteer public house requesting payment or contact details for Rifle Volunteer FC. **ACTION: Clerk**

The Committee discussed the debts owed by the franchise holder of Slimming World. The FAO is to clarify which franchise holder is taking the groups at the moment and is to write to Slimming World Regional and Head Offices asking for clarification of the franchise holder in March and April 2009 and requesting pressure be put on the defaulting franchise holder. Failing a swift satisfactory payment the defaulting franchise holder is to be refused use of Council facilities. **ACTION: Clerk**

## **8.2 Invoicing Procedure:**

The FAO reported that 95% of invoices are entered onto Sage before being presented to Full Council. The exceptions are those invoices which arrive late on the day of the Full Council meeting which are checked manually if payment is considered urgent.

## **8.3 Chairman's Allowance:**

The Clerk presented guidelines from Charles Arnold-Baker, Local Council Administration. The Committee discussed these guidelines in principle. Cllr Southgate, as current Chairman, declared an interest and withdrew from the decision making process.

The Committee **RESOLVED** that the Chairman should be paid a reasonable allowance towards his duties arising from the ordinary business of the Council. This was set as £50 per quarter for the current year, with payments to be backdated to April 2009.

The Committee **RESOLVED** that an amount of £200 be allocated in the current year for the performance of public duties. The Chairman will tender receipts for any expenses claimed against this allowance.

## **8.4 Asset Register/Insurance:**

The FAO presented an updated version of the Asset Register.

The FAO confirmed the replacement costs of the Outdoor Gym.

The Clerk reported that a report of replacement building costs by a quantity surveyor would cost in the region of £800 to £1100. The Committee asked the Clerk to investigate whether guideline rebuilding costs per square metre were available online. The Clerk will also ask Yardley Builders whether they are able to give a guideline figure of rebuilding costs for the Community Hall, Pavilion and Caretaker's House.

**ACTION: Clerk**

## **9 ROOF REPAIRS**

- 9.1** The Clerk reported that the roof repairs were complete except for a few finishing touches. Additional insulation has been laid in the roof space. The site is expected to be cleared and scaffolding removed before the end of this week. The hall should therefore be available for some users week commencing 9 November 2009. The WBC

Building Inspector has been invited to make his final inspection.  
The Committee confirmed the Hall Roof Fund budget as presented under the heading of Major Schemes Fund and note 2.

## **10 BAR FRANCHISE**

- 10.1** The Committee noted that the current bar arrangement with AVC had not been reviewed since 2006.  
The Committee discussed the proposals from AVC for increasing revenue at the Community Hall. The Clerk was asked to arrange a meeting with AVC to discuss the conditions of the contract and the promotion of packages. Cllrs Plant, Southgate and Clark will be invited to attend. **ACTION: Clerk**

## **11 ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT**

- 11.1** The FAO requested a hands-free phone. The Committee **RESOLVED** to authorise £50 towards the purchase of a suitable phone. **ACTION: FAO**
- 11.2** The FAO requested an updated version on 'The Clerk' computer system. This is to enable her to continue preparing financial reports in their current format. The Committee recognised that although this may not be the ideal solution it is the most practical at the moment. The Committee **RESOLVED** to authorise £175 to purchase an upgraded 'The Clerk' suite. **ACTION: FAO**
- 11.3** The FAO reported that Nat West have made an error of 4p in WPC's favour on the September bank statement. This is too small a figure for them to make an adjustment. The Committee **RESOLVED** to allow the FAO to adjust the WPC figures to correct this error. **ACTION: FAO**
- 11.4** The Clerk reported that WPC has two retired councillors as signatories on the Council bank account. The Committee asked the Clerk to prepare new Nat West documents for signing at the May 2010 Council meeting. **ACTION: Clerk**

## **12 NEXT MEETING OF THE F & GP COMMITTEE**

- 12.1** The date of the next meeting was agreed as **Tuesday 26 January 2010 at 7.45pm.**

## **PART 2**

### **13 CARETAKER'S MATERNITY LEAVE**

**13.1** The FAO confirmed the Caretaker's maternity leave as 1 January 2010 to 30 September 2010 and confirmed that the maternity pay can be reclaimed.

**13.2** The Committee discussed the options for a Temporary Caretaker to cover the maternity leave. The Committee **RESOLVED** to appoint a Temporary Caretaker, working 6 days per week, on a nine-month contract. A Temporary Relief Caretaker will be appointed to cover the Temporary Caretaker's day off, at the same salary rate as the current Relief Caretaker. The Clerk informed the Committee that the current Relief Caretaker, Paul Bennett, is available to act as Temporary Caretaker. The Committee **RESOLVED** to offer Paul Bennett the post of Temporary Caretaker, subject to a clause in his contract that his other business activities must not interfere with the execution of his caretaking duties. The Committee authorised the Clerk, FAO, Cllr Southgate and Cllr Wilkins to draft a contract for the Temporary Caretaker.

**ACTION: Clerk, FAO, Cllr Southgate and Cllr Wilkins**

The Clerk will enquire of suitable people to take on the role of Temporary Relief Caretaker and report back to the Full Council. **ACTION: Clerk**

### **14 SALARIES**

**14.1** The Committee discussed the overpayment made to the Clerk in July 2007. The Committee **RESOLVED** to waive repayment of this sum in lieu of the extra hours the Clerk has worked since then.

**14.2** The Committee considered the recommendations of the national pay settlement for 2009/10 and **RESOLVED** to increase the salaries of all its employees by 1%, in accordance with this settlement, backdate to 1 April 2009.

**14.3** The Committee considered the recommendations of the national pay settlement for 2009/10 and **RESOLVED** to increase the holiday entitlement of the FAO in line with these recommendations. The FAO's holiday entitlement will now be increased to 21 days paid holiday per year, rising to 25 days after 5 years service. This increase is to be applied pro rata. This increase is to be backdated to 1 April 2009.

There being no further business, the Chairman closed the meeting at 10.06 p.m.

## **CORRESPONDENCE**

- 1 HM Gov't; Vetting and Barring Scheme booklet
- 2 HMCE; Certificate of Registration for VAT
- 3 WBC; Business Rates Deferral Scheme
- 4 Berks Pension Fund; ill-health retirement bulletin
- 5 Zurich Insurance; Adult Gym included in policy
- 6 Berkshire Pension Fund; confirmation of SLA
- 7 Computer Troubleshooters; brochure
- 8 Nat West; removal of bank charges
- 9 BHS Cruse, enquiry about grant
- 10 NALC/SLCC; 2009/10 Pay Settlement
- 11 Notification of change in control of data by Business Link
- 12 Berkshire Pension Fund; Annual Meeting and Pensions Fair, 12 November 2009
- 13 AVC; ideas for Winnersh Community Centre
- 14 HMRC; VAT, off street car parking by local authorities
- 15 SLCC Forum; Reserves Policy; 3 – 12 months of gross expenditure
- 16 WBC; acknowledgement of Building Regulations application, plus costs
- 17 WBC Mayor's Charity; acknowledgement of £100 from Fete 2009
- 18 Berkshire Records Office; updated catalogue of WPC records

### Grant Applications

- 19 Anne Hills, AHA training; to provide help with Money Coaching workshops
- 20 Bearwood Primary School; subsidise choir costs
- 21 Sue Ryder Care – Nettlebed Hospice; request for grant
- 22 Cruse Bereavement Care; request for grant
- 23 MS Therapy Centre; request for grant

### Additional late correspondence

- 24 Freedom of Information request; Fair Play for Children



**Winnersh Parish Council  
Income (All sources)  
To September 2009**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
<b>GENERAL INCOME</b>							
Community Hall Lettings	32,219	28,500	5,787	14,163	-14,337	20%	50%
Allnatt Pavilion Lettings	4,213	4,000	1,491	2,211	-1,789	37%	55%
John Grobler Room Lettings	2,525	2,300	609	1,190	-1,110	26%	52%
<b>Community Halls sub-total</b>	<b>38,957</b>	<b>34,800</b>	<b>7,888</b>	<b>17,564</b>	<b>-17,236</b>	<b>23%</b>	<b>50%</b>
Allotment Rents	1,440	1,500	984	1,013	-487	66%	68%
Bearwood Recreation Ground	6,592	6,400	2,188	2,346	-4,054	34%	37%
Caretaker's House Rent	0	0	0	0	0		
Franchise Fee	1,057	1,400	438	823	-577	31%	59%
<b>Other Income sub-total</b>	<b>9,089</b>	<b>9,300</b>	<b>3,610</b>	<b>4,182</b>	<b>-5,118</b>	<b>39%</b>	<b>45%</b>
<b>TOTAL GENERAL INCOME</b>	<b>48,046</b>	<b>44,100</b>	<b>11,498</b>	<b>21,746</b>	<b>-22,354</b>	<b>26%</b>	<b>49%</b>
<b>OTHER INCOME</b>							
Precept	101,156	101,072	50,536	101,072	0	50%	100%
Loan Capital Receipts	0	0	0	0	0		
Interest	1,439	250	9	21	-229	4%	8%
BLF Grant	49,438	0	0	0			
Sundry Income	762	400	6	15	-385	2%	4%
Insurance claim refund	0	0	109	109	109		
<b>TOTAL OTHER INCOME</b>	<b>152,795</b>	<b>101,722</b>	<b>50,660</b>	<b>101,217</b>	<b>-22,859</b>	<b>50%</b>	<b>100%</b>
<b>Total Income</b>	<b>200,841</b>	<b>145,822</b>	<b>62,158</b>	<b>122,963</b>	<b>-22,859</b>	<b>43%</b>	<b>84%</b>

**Winnersh Parish Council  
Expenditure  
To September 2009**

	<b>Last Year</b>	<b>Budget</b>	<b>This Qtr</b>	<b>YTD</b>	<b>Variance</b>	<b>% Qtr</b>	<b>%YTD</b>
<b>Community Hall</b>							
Employment Costs	12,434	14,800	2,979	5,941	-8,859	20%	40%
Services	3,967	5,800	1,366	5,484	-316	24%	95%
Scheduled Maintenance	7,462	7,700	1,944	3,844	-3,856	25%	50%
Unscheduled Maintenance	1,520	2,500	35	1,157	-1,343	1%	46%
Rates	6,069	6,350	1,911	3,825	-2,525	30%	60%
Refunds	30	0	0	0	0		
<b>Community Hall - Total Costs</b>	<b>31,482</b>	<b>37,150</b>	<b>8,235</b>	<b>20,251</b>	<b>-16,899</b>	<b>22%</b>	<b>55%</b>
<b>Allnatt Pavillion</b>							
Employment Costs	4,145	4,950	993	1,980	-2,970	20%	40%
Services	1,694	1,950	522	2,284	334	27%	117%
Scheduled Maintenance	679	750	75	366	-384	10%	49%
Unscheduled Maintenance	660	600	750	750	150	125%	125%
Refunds	0	0	0	0	0		
<b>Allnatt Pavillion - Total Costs</b>	<b>7,178</b>	<b>8,250</b>	<b>2,340</b>	<b>5,380</b>	<b>-2,870</b>	<b>28%</b>	<b>65%</b>
<b>Allotments</b>							
Water & Maintenance	586	500	145	232	-268	29%	46%
Rent to WDC	730	730	0	0	-730		
Sundries	108	100	98	98	-2	98%	98%
Refund	0	0	0	0	0		
<b>Allotments - Total costs</b>	<b>1,424</b>	<b>1,330</b>	<b>243</b>	<b>330</b>	<b>-1,000</b>	<b>18%</b>	<b>25%</b>
<b>Recreation Grounds</b>							
Bearwood Rec. - Scheduled Maint.	11,590	12,000	3,261	6,148	-5,852	27%	51%
Bearwood Rec. - Unscheduled Maint	1,569	1,000	17	97	-903	2%	10%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
<b>Rec. Grounds - Total Costs</b>	<b>13,159</b>	<b>13,000</b>	<b>3,278</b>	<b>6,245</b>	<b>-6,755</b>	<b>25%</b>	<b>48%</b>
<b>Pavilion House</b>							
Pavilion House maintenance	0	350	272	272	-78	78%	78%
<b>Pavilion House - Total costs</b>	<b>0</b>	<b>350</b>	<b>272</b>	<b>272</b>	<b>-78</b>	<b>78%</b>	<b>78%</b>

**Winnersh Parish Council  
Expenditure  
To September 2009**

	<b>Last Year</b>	<b>Budget</b>	<b>This Qtr</b>	<b>YTD</b>	<b>Variance</b>	<b>% Qtr</b>	<b>%YTD</b>
<b>Office &amp; General Expenses</b>							
Employment Costs	32,758	35,000	8,249	16,574	-18,426	24%	47%
Stationery	361	470	63	98	-372	13%	21%
Computer Maintenance	727	250	267	414	164	107%	166%
Copier Lease	0	250	78	156	-94	31%	62%
Insurances	6,076	7,500	263	6,448	-1,052	4%	86%
Training Councillors	138	250	0	0	-250		
Training Staff	1,084	1,000	100	100	-900	10%	10%
Parish Expenses	118	400	0	102	-298		26%
Sundries	397	500	26	154	-346	5%	31%
Election expenses	0	3,200	0	0	-3,200		
NALC/BALC Subscription	1,182	1,200	0	0	-1,200		
Subscriptions	1,639	1,200	200	480	-720	17%	40%
Professional Fees	910	1,000	875	1,275	275	88%	128%
Bank Charges	130	150	19	74	-76	13%	49%
Telephone	989	1,000	267	537	-463	27%	54%
Post	457	500	116	159	-341	23%	32%
Travel & Subsistance	150	400	34	76	-324	9%	19%
<b>Total General Costs</b>	<b>47,116</b>	<b>54,270</b>	<b>10,557</b>	<b>26,647</b>	<b>-27,623</b>	<b>19%</b>	<b>49%</b>
<b>Street Lights</b>	<b>577</b>	<b>680</b>	<b>70</b>	<b>511</b>	<b>-169</b>	<b>10%</b>	<b>75%</b>
<b>Other Expenditure</b>							
S.137 Expenditure	0	0	0	0	0		
Grants	1,435	1,750	0	1,150	-600		66%
Community Transport	4,000	4,400	0	2,200	-2,200		50%
Winnersh Fuel Allotment							
Trust	0	0	0	0	0		
Planning Sundries	0	0	0	0	0		
Land & Buildings	0	0	0	0	0		
Equipment	0	0	0	0	0		
Furniture & Fittings	0	0	0	0	0		
Bad Debt W/O, etc.	0	0	0	0	0		
<b>Other Costs - Total</b>	<b>5,435</b>	<b>6,150</b>	<b>0</b>	<b>3,350</b>	<b>-2,800</b>		<b>54%</b>
<b>Total Running Expenditure</b>	<b>106,371</b>	<b>121,180</b>	<b>24,995</b>	<b>62,986</b>	<b>-58,194</b>	<b>21%</b>	<b>52%</b>
<b>Major &amp; Capital Projects</b>							
Major Schemes Fund	945	33,692	1,387	1,387	-32,305	4%	4%
R&A	26,799	34,750	14,534	19,483	-15,267	42%	56%
F&GP	4,434	8,000	250	2,791	-5,209	3%	35%
Planning	2,020	2,200	0	0	-2,200		
Contingency	0	5,000	0	0	-5,000		
S106 Expenditure	0	0	0	0	0		
BLF Fund	51,304	0	0	0	0		
<b>TOTAL EXPENDITURE</b>	<b>191,873</b>	<b>204,822</b>	<b>41,166</b>	<b>86,647</b>	<b>-118,175</b>	<b>20%</b>	<b>42%</b>

**Winnersh Parish Council  
CAPITAL & MAJOR PROJECTS  
To September 2009**

	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
<b>Recreation &amp; Amenities Committee</b>						
R&A - Community Centre External Dec	3,000	3,395	3,395	395	113%	113%
R&A - Fixed wiring inspection	1,000	0	0	-1,000		
R&A - Fence and Gate Play Area	9,250	9,320	9,320	70	101%	101%
R&A - Seats and Picnic benches	3,500	0	0	-3,500		
R&A - Older persons exercise area	7,500	1,819	6,104	-1,396	24%	81%
R&A - Winnersh Meadows improvements	9,000	0	0	-9,000		
R&A - Misc	1,500	0	664	-836		44%
<b>R&amp;A - Total inc misc.</b>	<b>34,750</b>	<b>14,534</b>	<b>19,483</b>	<b>-15,267</b>	<b>42%</b>	<b>56%</b>
<b>Finance &amp; General Purposes Committee</b>						
F&GP - Community Leadership Project	500	0	0	-500		
F&GP - Community Projects (RES)	2,000	0	0	-2,000		
F&GP - Winnersh Parish Fete	3,500	250	2,346	-1,154	7%	67%
F&GP - Winnersh Matters Newsletter	1,500	0	445	-1,055		30%
F&GP - Misc	500	0	0	-500		
<b>F&amp;GP - Total inc misc.</b>	<b>8,000</b>	<b>250</b>	<b>2,791</b>	<b>-5,209</b>	<b>3%</b>	<b>35%</b>
<b>Planning Committee</b>						
Planning - Tree Husbandry & replace	2,000	0	0	-2,000		
Plan - Misc	200	0	0	-200		
<b>Planning - Total inc misc.</b>	<b>2,200</b>	<b>0</b>	<b>0</b>	<b>-2,200</b>		
<b>Major Schemes Fund</b>						
Major Schemes Fund	442	0	0	-442		
Hall Roof Fund	33,250	787	1,387	-31,863	2%	4%
<b>MSF - Total inc misc.</b>	<b>33,692</b>	<b>787</b>	<b>1,387</b>	<b>-32,305</b>	<b>2%</b>	<b>4%</b>

APPENDIX 1

**Notes for F & GP meeting of 02.11.09**

INCOME 2009-10

- 1      Bearwood Recreation Ground  
      Q1      No income yet from WRFC (invoiced from August to April)
  
- 2      **Interest**  
      **Interest very low due to economic circumstances and APR being very low.**

## EXPENDITURE 2009 - 10

- 1 Community Hall – Services  
Q1 Includes Gas bill for Q3 and Q4 2008-09  
(Q3 £1,249.51 – Q4 £2,280.70)
- 2 Community Hall – Unscheduled Maintenance  
Q1 Includes Surveys to Community Hall Roof (£600), security lighting repairs (£894.32) and cistern lids repairs (£210)  
**Q2 Cost for the Community Hall Roof have been removed and transferred to a new code under Major Capital and Projects called the “Hall Roof Fund”.**
- 3 Allnatt Pavilion – Services  
Q1 Includes Gas bill for Q3 and Q4 2008-09  
Also Includes Water bill for Q1 of £441.82 due to broken cistern miser
- 4 Allnatt Pavilion – Scheduled Maintenance  
Q1 Includes ADT red care contract for 09-10
- 5 Allnatt Pavilion – Unscheduled Maintenance  
**Q2 Includes repair to the broken cistern miser**
- 6 Allotments – Sundries  
**Q2 Includes allotment competition judging and vouchers**
- 7 Pavilion House – Maintenance  
**Q2 Repair of broken glass – cost partly recovered by an insurance claim (see Insurance Claim Refund in Other Income)**
- 8 Office & General Expenses – Comp Maint  
Q1 Includes: ClunkClick online back up (£14.95 per month)  
Qtrly Comp. Maint. (£37.50 - Q4-Q1-Q2)  
Copier lease (£77.89)  
**Q2 Computer Maintenance has now been split into**
  - **Computer Maintenance**
  - **Copier Lease****The budget has therefore also been split.**  
**Computer Maintenance has gone over budget due to extension of our Maintenance Contract with the Computer Doctor.**  
**Other costs also include print cartridges and ClunkClick.**
- 9 Office & General Expenses – Professional Fees  
**Q2 Over budget due to higher cost for the external audit.**
- 10 Street Lights  
Q1 Includes yearly electricity bill for 09/10 (£370.27)

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- 1 Recreation & Amenities Committee  
**Older person's exercise area**  
**Q2 Figure shows amount after deducting grant received from WBC**  
**(£8,213.30)**
  
- 2 Major Schemes Fund  
**Hall Roof Fund**  
**Q2 Budgets vired from the following accounts to create the Hall Roof Fund:**
  - £4,750 from R&A Fence and Gate Play area**
  - £7,500 from R&A Older person's exercise area**
  - £11,000 from the Major Schemes Fund**
  - £10,000 from the Contingency Fund**