



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 3 February 2010 at 7.45 pm.**

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

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

1 APOLOGIES

1.1 none

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 2.11.09

2.1 none

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

The Committee considered the following requests for grants, as listed in items 10-11 of Correspondence.

3.1 The Committee discussed the request for a grant from Keep Mobile. It was **RESOLVED** that £2200 would be donated.

3.3 The Committee discussed the request for a grant from Sue Ryder Care, Nettlebed. The Committee noted this organisation's work with Winnersh residents. 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
Sue Ryder Care, Nettlebed	3.2.10	£100	9.2.10
St Mary's Church	21.5.09	£150	
Homestart	21.5.09	£250	9.6.09
Totals		£1950	£1550

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	9.2.10
Totals		£4400	£4400

3.2 To receive referrals from other committees

None

4 **CORRESPONDENCE**

4.1 Item 1: The Committee discussed the Business Internet Directory entry. There was insufficient information to justify this entry.

4.2 The Committee noted a late entry from Southern Gas asking for a gas governor kiosk to be situated on the Car Park. The Committee asked the Clerk to obtain further information. **ACTION: Clerk**

4.3 The Clerk and Cllr Southgate have both had telephone conversations with the supplier of the website software regarding an update package. The Committee **RESOLVED** to purchase the relevant software update at a cost of £39. **ACTION: Cllr Southgate**

5 REVIEW OF ACCOUNTS FOR QUARTER 3 OF 2009-10

5.1 To review draft accounts

5.1.1 Income:

It was noted that there was a reduction of income due to the closures caused by the hall roof repairs.

5.1.2 Expenditure:

The Services figures for the Community Hall and Allnatt Pavilion are above budget because of the inclusion of some costs from the previous year. See note 1.

5.1.3 Capital & Major Projects

The Committee **RECOMMENDED** that £3000 be vired from the Hall Roof fund to R&A to pay for the electrical repairs recommended following the fixed wiring tests.

The Clerk reported that WBC's offer of free trees for the December Tree O'Clock project had come too late to be taken up by WPC.

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

6 ASSET REGISTER

6.1 To Clerk reported to the Committee the guideline rebuilding costs for the Community Centre, Pavilion and Pavilion House. The Committee noted that the current rebuilding costs specified in the insurance policy are adequate.

The Committee asked the Clerk to check the level of insurance cover provided in the event of the Pavilion House becoming uninhabitable. **ACTION: Clerk**

7 WINNERSH MATTERS

7.1 The Committee noted that the next edition of Winnersh Matters will not be produced in the current financial year.

The Committee **RESOLVED** to authorise £1500 for the production and distribution of two editions in 2010-11.

7.2 Cllr Armstrong reported on his suggestions for future of Winnersh Matters.

- 1) to get advertising revenue
- 2) to recruit a team of distributors from the community
- 3) to encourage community involvement on the editorial team

Cllr Bray reported that Forest School may be interested in helping with the production and distribution of the magazine.

8 INTERNAL AUDITOR

8.1 The Committee reviewed the remit of the Internal Auditor.
The Committee **RESOLVED** to retain the current remit with the following additions:

- Check monthly salaries (sample)
- Examine documentation and funding with regard to any major projects which may be required to be reported on as per Intermediate Audit

A revised version of the remit of the Internal Auditor, including the additions above, is appended to these minutes.

9 CHAIRMAN'S ALLOWANCE 2010-11

9.1 The Committee discussed the Chairman's Allowance.
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 2010-11.

The Committee **RESOLVED** that an amount of £200 be allocated for the year 2010-11 for the performance of public duties. The Chairman will tender receipts for any expenses claimed against this allowance.

10 REVIEW OF REVENUE BUDGET ITEMS 2010-11

10.1 INCOME

10.1.1 The Committee noted that hall closures caused by the roof repairs had reduced the income raised by community hall lettings.

10.1.2 A reduction of income from the John Grobler room was expected following the recent cancellation of two regular bookings.

10.1.3 A reduction of income for the Bearwood Recreation Ground was expected due to the reduced number of matches being played by Winnersh Rangers FC.

10.2 EXPENDITURE

10.2.1 Employment costs are expected to be higher in order to pay for maternity leave and the temporary maternity cover resulting.

10.2.2 The FAO reported that the figure for Services for 2010-11 is based upon 4 quarters usage, whereas the 2009-10 figure is inflated by including one quarter from the previous year.

The Committee asked the Clerk to contact Ian Gough at WBC to ask for advice regarding energy saving measures in the Community Centre. **ACTION: Clerk**

10.2.3 The Allotment Water & Maintenance figure includes a provision for the

clearance of plots and metered water usage.

10.2.4 The Recreation Ground maintenance figure includes a small increase for extra measures to improve the playing surfaces on the field.

10.2.5 Office & General:

The Computer Support budget was split and rationalised earlier in the year. See note r. It includes Sage and online backups.

The FAO reported her use of a second screen in the office. She will discuss this requirement with Cllr Southgate.

ACTION: FAO, Cllr Southgate

The Grants budget shows a small increase to £2000.

11 REVIEW OF CAPITAL AND MAJOR PROJECTS BUDGETS 2010-11

11.1 Cllr Southgate reported that the reserves had been depleted by the repairs to the hall roof. The Committee **RESOLVED** to approve a figure based around 1 month's expenditure plus £5000, with the proviso that the Council may need to build up the reserves at a later date.

11.2 To review the budget for the F & GP Committee
The Committee noted the reduced budget for F&GP.
Any requirements for the Christmas Lights will be taken from the Miscellaneous budget.

11.3 To review the budget for the Planning Committee
The Committee noted the unchanged budget for Planning.
Cllr Southgate reported that there were no immediate plans for WBC to implement a paperless planning application programme.

11.4 To review the budget for the R & A Committee
The committee reviewed the R&A requests. It noted that improvements to the playing surface of the field were included in the Grounds Maintenance budget.
The Committee discussed the practicalities of the External Toilet Facility and asked the Clerk to get more information regarding insurance, police, emergency cleaning.

ACTION: Clerk

The Committee **RESOLVED** to make the External Toilet Facility a **RESERVED** item.

The Committee approved the extension of the car park.

In accordance with the R&A Committee's minuted priority list the Committee excluded the additional equipment for the Outdoor Gym from the budget.

12 REVIEW OF THE BUDGET AND PRECEPT FOR 2010-11

12.1 After discussion the Chairman **PROPOSED** and the Committee **RECOMMENDED** that the Budget attached to and forming part of these minutes be agreed by the Council and that the precept for 2010-11 be set at £105,360.

13 DEBT MANAGEMENT

- 13.1** The FAO reported on the measures she was taking on a monthly basis to follow up non-payment of invoices.
- 13.2** The FAO reported in detail the status of the current outstanding debts. The Committee discussed the options available to the Council and authorised the FAO to institute small claims proceedings against debtors as necessary. **ACTION: FAO**
Mindful of the timescales between F&GP committee meetings, the Committee **RESOLVED** to authorise the Executive Committee to make further decisions regarding debt recovery as necessary.
- 13.3** The Committee instructed the FAO to review the contracts with the current regular hirers. **ACTION: FAO**

14 CIVIC AWARDS

- 14.1** The Committee discussed the dates for the presentation of the 2010 Civic Awards. It agreed to present the award at the Fete on 19 June, which gives the opportunity to advertise for nominations in the next edition of *Winnersh Matters* as well as the usual outlets. It delegated the selection of the Civic Award winner to the Planning Committee at a future date.

15 BAR FRANCHISE

- 15** The Clerk reported on discussions held with AVC to try to improve the usage of the Community Hall. The introduction of several packages had been discussed. The Committee discussed whether further options were available to increase the use of the facilities. It was agreed that councillors would send any specific proposals to the Clerk. **ACTION: Councillors**
Any decision regarding the renewal of the bar franchise would be deferred to the next F&GP meeting. **ACTION: Clerk**

16 ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

- 16.1** The Committee **RESOLVED** that any remaining money in the 2009-10 Fete budget could be used to pay for deposits for the 2010-11 Fete.

17 NEXT MEETING OF THE F & GP COMMITTEE

- 17.1** The date of the next meeting was agreed as **Tuesday 27 April 2010 at 7.45pm.**

There being no further business, the Chairman closed the meeting at 9.23 p.m.

APPENDIX 1

CORRESPONDENCE

- 1) MS Therapy Centre; thanks for grant
- 2) Business Internet Directory; request to activate WPC inclusion in the directory
- 3) HMRC; Employer Annual Returns to be submitted online
- 4) HMRC; 2010 VAT changes
- 5) NALC; 2010-11 S137 expenditure limit is £6.15 per elector
- 6) HMRC; changes to bank details
- 7) Royal County of Berkshire Pension Fund; change of address
- 8) SEC; Street Lighting Charges, 2010-11
- 9) PRS; change to invoicing procedure

Grant Applications 2009/10

- 10) Keep Mobile; request for grant
- 11) Sue Ryder Care, Nettlebed; supplementary request for grant

Correspondence received since the issue of the agenda:

- N1 Sage cover certificate
- N2 NALC briefing on Local Government Pay 2010-11

Additional Correspondence

- N3 Southern Gas Networks; request to place a gas governor kiosk on the Mole Road car park

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

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	32,219	28,500	4,151	18,314	-10,186	15%	64%
Allnatt Pavilion Lettings	4,213	4,000	1,424	3,635	-365	36%	91%
John Grobler Room Lettings	2,525	2,300	345	1,535	-765	15%	67%
Community Halls sub-total	38,957	34,800	5,920	23,484	-11,316	17%	67%
Allotment Rents	1,440	1,500	355	1,368	-132	24%	91%
Bearwood Recreation Ground	6,592	6,400	1,472	3,818	-2,582	23%	60%
Caretaker's House Rent							
Franchise Fee	1,057	1,400	291	1,114	-286	21%	80%
Other Income sub-total	9,089	9,300	2,117	6,299	-3,001	23%	68%
TOTAL GENERAL INCOME	48,046	44,100	8,037	29,783	-14,317	18%	68%
OTHER INCOME							
Precept	101,156	101,072	0	101,072	0		100%
Loan Capital Receipts							
Interest	1,439	250	11	32	-218	4%	13%
BLF Grant	49,438	0	0	0			
Sundry Income	762	400	110	125	-275	28%	31%
Insurance claim refund	0	0	0	109	109		
TOTAL OTHER INCOME	152,795	101,722	121	101,338	-14,701	0%	100%
Total Income	200,841	145,822	8,158	131,121	-14,701	6%	90%

**Winnersh Parish Council
Expenditure
To December 2009**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	12,434	14,800	3,678	9,619	-5,181	25%	65%
Services	3,967	5,800	1,775	7,259	1,459	31%	125%
Scheduled Maintenance	7,462	7,700	1,535	5,379	-2,321	20%	70%
Unscheduled Maintenance	1,520	2,500	565	1,710	-790	23%	68%
Rates	6,069	6,350	1,911	5,736	-614	30%	90%
Refunds	30	0	0	0	0		
Community Hall - Total Costs	31,482	37,150	9,464	29,703	-7,447	25%	80%
Allnatt Pavillion							
Employment Costs	4,145	4,950	1,226	3,206	-1,744	25%	65%
Services	1,694	1,950	628	2,912	962	32%	149%
Scheduled Maintenance	679	750	85	451	-299	11%	60%
Unscheduled Maintenance	660	600	0	750	150		125%
Refunds	0	0	0	0	0		
Allnatt Pavillion - Total Costs	7,178	8,250	1,939	7,319	-931	24%	89%
Allotments							
Water & Maintenance	586	500	28	260	-240	6%	52%
Rent to WDC	730	730	0	0	-730		
Sundries	108	100	0	98	-2		98%
Refund	0	0	0	0	0		
Allotments - Total costs	1,424	1,330	28	358	-972	2%	27%
Recreation Grounds							
Bearwood Rec. - Scheduled Maint.	11,590	12,000	2,739	8,907	-3,093	23%	74%
Bearwood Rec. - Unscheduled Maint	1,569	1,000	0	97	-903		10%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Rec. Grounds - Total Costs	13,159	13,000	2,739	9,004	-3,996	21%	69%
Pavilion House							
Pavilion House maintenance	0	350	0	272	-78		78%
Pavilion House - Total costs	0	350	0	272	-78		78%

**Winnersh Parish Council
Expenditure
To December 2009**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Office & General Expenses							
Employment Costs	32,758	35,000	8,507	25,081	-9,919	24%	72%
Stationery	361	470	328	426	-44	70%	91%
Computer Maintenance	727	250	138	552	302	55%	221%
Copier Lease	0	250	283	439	189	113%	176%
Insurances	6,076	7,500	0	6,448	-1,052		86%
Training Councillors	138	250	0	0	-250		
Training Staff	1,084	1,000	0	100	-900		10%
Parish Expenses	118	400	210	312	-88	53%	78%
Sundries	397	500	0	154	-346		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	449	929	-271	37%	77%
Professional Fees	910	1,000	0	1,275	275		128%
Bank Charges	130	150	0	74	-76		49%
Telephone	989	1,000	289	826	-174	29%	83%
Post	457	500	76	235	-265	15%	47%
Travel & Subsistence	150	400	39	115	-285	10%	29%
Total General Costs	47,116	54,270	10,319	36,966	-17,304	19%	68%
Street Lights	577	680	70	581	-99	10%	85%
Other Expenditure							
S.137 Expenditure	0	0	0	0	0		
Grants	1,435	1,750	300	1,450	-300	17%	83%
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		
Other Costs - Total	5,435	6,150	300	3,650	-2,500	5%	59%
Total Running Expenditure	106,371	121,180	24,859	87,853	-33,327	21%	72%
Major & Capital Projects							
Major Schemes Fund	945	30,692	29,163	29,163	-1,529	95%	95%
R&A	26,799	37,750	4,089	23,572	-14,178	11%	62%
F&GP	4,434	8,000	508	3,299	-4,701	6%	41%
Planning	2,020	2,200	1,185	1,185	-1,015	54%	54%
Contingency	0	5,000	0	0	-5,000		
S106 Expenditure	0	0	0	0	0		
BLF Fund	51,304	0	0	0	0		
TOTAL EXPENDITURE	191,873	204,822	59,804	145,072	-59,750	29%	71%

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

	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Recreation & Ammenities Committee						
R&A - Community Centre External Dec	3,000	0	3,395	395		113%
R&A - Fixed wiring inspection	1,000	800	800	-200	80%	80%
R&A - Fence and Gate Play Area	9,250	0	9,320	70		101%
R&A - Seats and Picnic benches	3,500	0	0	-3,500		
R&A - Older persons exercise area	7,500	0	6,104	-1,396		81%
R&A - Winnersh Meadows improvements	9,000	0	0	-9,000		
R&A - Fixed wiring repairs	3,000	2,829	2,829	-171	94%	94%
R&A - Misc	1,500	459	1,123	-377	31%	75%
R&A - Total inc misc.	37,750	4,088	23,571	-14,179	11%	62%
Finance & General Purposes Committe						
F&GP - Community Leadership Project	500	0	0	-500		
F&GP - Community Projects (RES)	2,000	0	0	-2,000		
F&GP - Hall Roof Fund	0	0	0	0		
F&GP - Winnersh Parish Fete	3,500	0	2,346	-1,154		67%
F&GP - Winnersh Matters Newsletter	1,500	445	890	-610	30%	59%
F&GP - Misc	500	63	63	-437	13%	13%
F&GP - Total inc misc.	7,500	445	3,299	-4,201	6%	44%
Planning Committee						
Planning - Tree Husbandry & replace	2,000	1,185	1,185	-815	59%	59%
Plan - Misc	200	0	0	-200		
Planning - Total inc misc.	2,200	1,185	1,185	-1,015	54%	54%
Major Schemes Fund						
Major Schemes Fund	442	0	0	-442		
Hall Roof Fund	30,250	27,776	29,163	-1,087	92%	96%
MSF - Total inc misc.	30,692	27,776	29,163	-1,529	90%	95%

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)
Q3 WRFC reduced number of matches played therefore income below budget
- 2 Interest
Interest very low due to economic circumstances and APR being very low.
- 3 **Community Hall Lettings**
Q3 Income down due to closure to repair the Main Hall roof
- 4 **John Grobler Room Lettings**
Q3 Income down due to cancellation of hirer

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 ClunkClick.
Q3 Other costs included are Sage cover membership and Sage payroll membership
- 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)

CAPITAL 2009 - 10

1 Recreation & Amenities Committee

Older person's exercise area

Q2 Figure shows amount after deducting grant received from WBC (£8,213.30)

**Q3 £3000 of Hall Roof fund vired to R&A – Fixed wiring repairs for repairs to electricity following the fixed wiring inspection.
Allocation to be confirmed at F&GP meeting.**

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

**Winnersh Parish Council
Budget Estimates 2010/2011
INCOME**

	Actual 08/09	Q1, Q2, Q3 09/10	Q4 Est. 09/10	Total est. 09/10	Budget 09/10	Budget 10/11	
Community Hall Lettings	32,219	18,314	7,000	25,314	28,500	29,000	a
Allnatt Pavilion Lettings	4,213	3,635	1,700	5,335	4,000	5,000	b
John Grobler Room Lettings	2,525	1,535	400	1,935	2,300	1,000	c
Community Halls sub-total	38,957	23,484	9,100	32,584	34,800	35,000	
Allotment Rents	1,440	1,368	0	1,368	1,500	1,500	d
Bearwood Recreation Ground	6,592	3,818	1,471	5,289	6,400	5,000	e
Franchise Fee	1,057	1,114	210	1,324	1,400	1,500	f
Other Income sub-total	9,089	6,300	1,681	7,981	9,300	8,000	
Interest	1,439	32	8	40	250	50	g
Sundry Income	762	125	0	125	400	200	h
General Income Total	50,247	29,941	10,789	40,730	44,750	43,250	
S106 Income	0	0	0	0			
BLF Fund	49,438	0	0	0			
Precept	101,156	101,072	0	101,072			
Insurance claim refund	0	109	0	109			
TOTAL INCOME	200,841	131,122	10,789	141,911			

**Winnersh Parish Council
Budget Estimates 2010/2011
EXPENDITURE**

	Actual 08/09	Q1, Q2, Q3 09/10	Q4 Est. 09/10	Total est. 09/10	Budget 09/10	Budget 10/11	
Community Hall							
Employment Costs	12,434	9,619	4,200	13,819	14,800	16,500	a
Services	3,967	7,259	3,500	10,759	5,800	7,500	b
Scheduled Maintenance	7,462	5,379	2,550	7,929	7,700	8,200	c
Unscheduled Maintenance	1,520	1,710	500	2,210	2,500	2,000	d
Rates	6,069	5,736	637	6,373	6,350	6,570	e
Refunds	30	0	0	0	0	0	
Community Hall - Total Costs	31,482	29,703	11,387	41,090	37,150	40,770	
Allnatt Pavilion							
Employment Costs	4,145	3,206	1,600	4,806	4,950	5,500	f
Services	1,694	2,912	1,000	3,912	1,950	2,500	g
Scheduled Maintenance	679	451	100	551	750	750	h
Unscheduled Maintenance	660	750	150	900	600	750	i
Refunds	0	0	0	0	0	0	
Allnatt Pavilion - Total Costs	7,178	7,319	2,850	10,169	8,250	9,500	
Allotments							
Water & Maintenance	586	260	200	460	500	500	j
Rent to WBC	730	0	0	730	730	730	k
Sundries	108	98	0	98	100	100	l
Refund	0	0	0	0			
Allotments - Total costs	1,424	358	200	1,288	1,330	1,330	
Recreation Grounds							
Bearwood Rec. - Scheduled Maint.	11,590	8,907	2,200	11,107	12,000	13,000	m
Bearwood Rec. - Unscheduled Maint	1,569	97	300	397	1,000	1,000	n
Sundries	0	0	0	0	0	0	
Refunds	0	0	0	0	0	0	
Rec. Grounds - Total Costs	13,159	9,004	2,500	11,504	13,000	14,000	
Pavilion House maintenance	0	272	150	422	350	350	o

**Winnersh Parish Council
Budget Estimates 2010/2011
EXPENDITURE**

	Actual 08/09	Q1, Q2, Q3 09/10	Q4 Est. 09/10	Total est. 09/10	Budget 09/10	Budget 10/11	
Office & General Expenses							
Employment Costs	32,758	25,081	8,334	33,415	35,000	35,000	p
Stationery	361	426	100	526	470	550	q
Computer Support	727	552	85	637	250	420	r
Copier Lease	0	439	80	519	250	520	s
Insurances	6,076	6,448	0	6,448	7,500	7,000	t
Training Councillors	138	0	0	0	250	250	u
Training Staff	1,084	100	650	750	1,000	500	v
Parish Expenses	118	312	50	362	400	400	w
Sundries	397	154	50	204	500	500	x
Election expenses	0	0	0	0	3,200	2,400	y
NALC/BALC Subscription	1,182	0	1,200	1,200	1,200	1,200	z
Other Subscriptions	1,639	929	350	1,279	1,200	1,300	aa
Professional Fees	910	1,275	0	1,275	1,000	1,000	bb
Bank Charges	130	74	0	74	150	0	cc
Telephone	989	826	250	1,076	1,000	1,000	dd
Post	457	235	100	335	500	420	ee
Travel & Subsistance	150	115	225	340	400	300	ff
Office & General - Total Costs	47,116	36,966	11,474	48,440	54,270	52,760	
Street Lights	577	581	70	651	680	700	gg
Other Expenditure							
Grants	1,435	1,450	300	1,750	1,750	2,000	hh
Community Transport	4,000	2,200	2,200	4,400	4,400	4,500	ii
Other - Total Costs	5,435	3,650	2,500	6,150	6,150	6,500	
Total Running Expenditure	106,371	87,853	31,131	119,714	121,180	125,910	
Major & Capital Projects							
Major Schemes Fund	945	29,163	0	29,163	30,692		
R&A	26,799	23,572	500	24,072	37,750		
F&GP	4,434	3,299	300	3,599	8,000		
Planning	2,020	1,185	0	1,185	2,200		
Contingency	0	0	0	0	5,000		
S106 Expenditure	0	0	0	0	0		
BLF Grant	51,304	0	0	0	0		
TOTAL EXPENDITURE	191,873	145,072	31,931	177,733	204,822		

Notes on 2010/11 Budget estimate

Income

a Estimate as follows

Ceroc	4,500
Little Kickers	1,000
Priority Care	1,100
Inspire	2,750
Meek Yoga	1,000
Tumbletots	2,500
Wargames	6,500
Winnersh Ballroom	1,850
Hamilton Pilates	800
Casual hirers	7,000

	29,000

b Estimate based on 2009/10 actual.

c Estimated.

d Estimate based on letting 72 of 74 plots, 2 being unworkable

e Estimate based on 2009/10 actual. Contract with WRFC reviewed and number of matches played reduced.

f Estimate based on 2009/10 actual.

g Estimate based on actual and decrease of interest rate.

h Estimate based on 2008/09 actual.

Notes on 2010-11 Budget estimate

Expenditure

a Estimate based on 2009/10 actual, including yearly cost of living increase, maternity leave and holiday cover for the caretakers.

b Estimate based on 2009/10 actual.

c Estimates as follows:

Waste services	3000.00
Window cleaning	850.00
Janitorial supplies	400.00
Hoover/buffer service	100.00
Heating service	400.00
Emergency lighting/PAT	150.00
Cooker Service	200.00
Fire extinguisher	200.00
Floor re-seal	850.00
Alarm maintenance renewal	450.00
Cannon Hygiene	150.00
JGR/Office carpet cleaning	200.00
Water tank cleaning	250.00
SMS Environmental	1000.00

	8200.00

d Estimate based on 2009/10 budget.

e Estimate 3% increase on 2009/10 actual.

f Estimate based on 2009/10 actual, including yearly cost of living increase, maternity leave and holiday cover for the caretakers.

g Estimate based on 2009/10 actual.

h Estimate as follows:

Window cleaning	270.00
Alarm maintenance renewal	450.00
Fire extinguisher	30.00

	750.00

i Estimate based on 2009/10 budget.

- j Estimated £350 water, £150 pest control.
- k Fixed lease fee from WBC.
- l £100.00 Competition costs.
- m Estimate as follows:
- | | |
|--------------------------|--------|
| Basic ground maintenance | 11,000 |
| Playground inspection | 1,000 |
| Extra ground works | 1,000 |
| | ----- |
| | 13,000 |
- n Based on 2009/10 budget.
- o Estimate based on 2009/10 budget.
- p Estimate based on CH salary & pension and SDG salary (includes 1 % cost of living increase plus possible increments).
- q Based on 2009/10 actual.
- r Estimate as follows:
- | | |
|---------------------|--------|
| Sage Accounts cover | 150.00 |
| Sage Payroll cover | 90.00 |
| Back up | 180.00 |
| | ----- |
| | 420.00 |
- s Based on 2009/10 actual.
- t Based on 2009/10 actual.
- u Estimate based on 2009/10 budget.
- v Based on 2009/10 budget.
- w Based on 2009/10 budget.
- x Based on 2009/10 budget.
- y Estimated.
- z Estimate based on 2009/10 budget.

aa Estimate as follows:

Premises licence	180.00
Pipex /ADSL	500.00
(ICO – CCB – Open Spaces)	100.00
Performing Right Society	300.00
DIS membership	90.00
SLCC membership	130.00

	1,300.00

bb Estimate based on £600.00 estimated external audit fee, £400.00 internal audit.

cc Bank Charged waived by Natwest.

dd Estimate based on approx £250.00 per quarter.

ee Estimate based on 2009/10 actual.

ff Includes travel for Clerk's Conference.

gg Estimate based on £80.00 quarterly maintenance charge, £100 repairs and £280.00 electricity.

hh Estimate based on 2009/10 increased requests for donations.

ii Estimate based on 2009/10 budget with slight increase.

WINNERSH PARISH COUNCIL
BUDGET SUMMARY 2010/2011
Recommendation to Council
from F&GP meeting held on 3rd February 2010

		2010/11 £	2009/10 £
a	Expenditure excluding Capital/Special Projects	125,910	121,180
b	Income excluding Precept	43,250	44,750
c=a-b	Excess of Expenditure over Income	82,660	76,430
d	Contingency	16,000	15,000
e	Balance Brought Forward	36,000	59,000
f=c+d-e	Balance to be Funded	62,660	32,430
g	Capital / Special Projects (see below)	42,700	57,200
h	Major Schemes Fund	0	11,442
i=f+g+h	Total for Funding by Precept	105,360	101,072
	<i>Change from Previous Year</i>	+4.2%	-0.1%
j	<i>Tax Base (nominal number of Band D properties)</i>	3,843.1	3,747.9
k=i/j	Council Tax Charge for Band D Property	27.42	26.97
	<i>Change from Previous Year</i>	+1.7%	0%
CAPITAL / SPECIAL PROJECTS			
F&GP			
	<i>Winnersh Matters</i> newsletter	1,500	
	Winnersh Parish Fete	3,500	
	Miscellaneous	500	
l	Total	5,500	8,000
Planning			
	Tree husbandry / replacement	2,000	
	Miscellaneous	200	
m	Total	2,200	2,200
R&A			
	Scheduled internal decoration	5,500	
	Hall floor reseal	3,500	
	<i>Winnersh Meadows</i> improvements (RESERVED)	9,000	
	Path to dropped kerb	1,500	
	External toilet facility (RESERVED)	6,000	
	Car park extension	8,000	
	Miscellaneous	1,500	
n	Total	35,000	47,000
g=l+m+n	Total Capital / Special Projects	42,700	57,200

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.
- Check monthly salaries (sample)
- Examine documentation and funding with regard to any major projects which may be required to be reported on as per Intermediate Audit