



## Winnersh Parish Council

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**Minutes of a meeting of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the John Grobler Room on Tuesday 18 May 2010 at 7.45 pm.**

**PRESENT:** Cllr J Southgate, (Chairman), M Armstrong, P Bray, F Breedlove,  
J Wakefield

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

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

- 1.1** After discussion the Committee decided not to appoint a Vice-Chairman for the time being. 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: Cllr D Hunt

### **3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 3.2.10**

- 3.1** Item 6.1 The Clerk reported that the Zurich insurance cover does not have provision for the rehousing of the caretaker in the event of Pavilion House becoming uninhabitable. The Clerk was asked to investigate further options and consult with his professional colleagues. **ACTION: Clerk**

### **4 REVIEW OF ACCOUNTS FOR QUARTER 4 2009-10**

#### **4.1 Income to March 2010**

No questions

#### **4.2 Expenditure to March 2010**

The increase in energy costs was noted, despite the reduction in energy units used.

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

The Committee noted the movement of funds caused by the Hall Roof repairs. The Committee discussed the principle of funding for the Community Centre. The Committee noted that this year's precept per household is down from the figure 5 years ago.

- 4.4** The Chairman **PROPOSED** and it was **RECOMMENDED** that the accounts for the 4<sup>th</sup> quarter of 2010-11 be accepted by Winnersh Parish Council.

#### **4 YEAR END ACCOUNTS 2009-10**

- 5.1** The Committee discussed the Balance Sheet. The level of cash reserves held by the Council was discussed and was confirmed as being within the guidelines recommended for Parish Councils. It was noted that the cash reserves figure was significantly reduced due to the expenditure on the hall roof repairs.

- 5.2** The Chairman **PROPOSED** and it was **RECOMMENDED** that the draft Accounts for the year ended March 2010 be accepted by Winnersh Parish Council at the June meeting.

#### **6 REVIEW OF INTERNAL AUDIT**

- 6.1** Mr Graham Hurst, as Internal Auditor, addressed the meeting. He reported that that he had looked at bank reconciliations, debtors & creditors and expenditure – particularly the hall roof repairs. No problems have been found. He has still to complete an audit on salaries and risk assessments. Mr Hurst thanked the FAO for producing the Year End figures so efficiently. He will produce a written report for the June Full Council meeting and an expenditure analysis for the External Auditor once the accounts have been approved. Mr Hurst suggested that the Committee should consider making provision for the bad debts still outstanding.

- 6.2** The Committee discussed the effectiveness of the Internal Audit process. It noted that no new problems had arisen following the previous year's audit and that the items specified in the remit for the 2009-10 internal audit had been covered.

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

- 6.4** The Committee noted the service the Internal Auditor had put in and **RESOLVED** to appoint Mr Graham Hurst as Internal Auditor for 2010-11 for a fee of £450. The Clerk will write to Mr Hurst to confirm this. **ACTION: Clerk**

- 6.5** The remit of the Internal Auditor for 201-11 was discussed. It was **RESOLVED** to take out of the Interim Audit two items for tracking salaries and checking salary increases and to include in the Year-End Audit to check monthly salary, back pay and authorisation of overtime (if applicable). The revised remit for the Winnersh Parish Council Internal Audit is appended to these minutes.

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

**7.1** The Committee discussed whether to pre-authorise grants for some organisations in order to avoid delays when requests were received, as has been the practice in previous years. The Committee **RESOLVED** to pre-authorise the following grants:

Wokingham Volunteer Centre	£100
Wokingham & District Citizens Advice Bureau	£250
Berkshire County Blind Society	£100
Relate	£100
Wokingham Job Support Centre	£100
Wokingham Borough Council match funding	£200
St Catherine's Church	£150
St Mary's Church	£150
Home-Start	£250
Readibus	£2200
Keep Mobile	£2200

**7.2** A request for 2010-11 had been received from Wokingham Job Support Centre. It was **RESOLVED** that £100 would be donated.

A request for 2010-11 had been received from Wokingham & District Citizens Advice Bureau. It was **RESOLVED** that £250 would be donated.

A request for 2010-11 had been received from St Catherine's Church. It was **RESOLVED** that £150 would be donated.

A request for 2010-11 had been received from the Berkshire County Blind Society. It was **RESOLVED** that £100 would be donated.

A request for 2010-11 had been received from Readibus. It was **RESOLVED** that £2,200 would be donated.

A request for 2010-11 had been received from Keep Mobile. It was **RESOLVED** that £2,200 would be donated.

A request for 2010-11 had been received from the Open Spaces Society. After discussion the Committee decided not to offer a grant to this society.

### Table of grants authorised for 2010/11

Organisation	Date authorised	Amount authorised	Paid/to pay
Wokingham Volunteer Centre	18.5.10	£100	
W&D Citizens Advice Bureau	18.5.10	£250	8.6.10
Berkshire County Blind Society	18.5.10	£100	8.6.10
Relate	18.5.10	£100	
Wokingham Job Support Centre	18.5.10	£100	8.6.10
WBC match sports funding	18.5.10	£200	
St Catherine's Church	18.5.10	£150	8.6.10
St Mary's Church	18.5.10	£150	
Homestart	18.5.10	£250	8.6.10
<b>Totals</b>		<b>£1400</b>	<b>£850</b>

### Donations for Community Transport 2010-11

Organisation	Date authorised	Amount authorised	Paid/to pay
Readibus	18.5.10	£2200	8.6.10
Keep Mobile	18.5.10	£2200	8.6.10
<b>Totals</b>		<b>£4400</b>	<b>£4400</b>

#### 7.3 To receive referrals from other committees

None

### 8 CORRESPONDENCE

#### 8.1 Item 5: see Part 2

#### 8.2 Item N10: The FAO confirmed that the External Audit return has to be submitted by 30 June 2010.

#### 8.3 Item N16: The Committee discussed renewing the LCAS membership. The Committee noted that alternative sources of advice are available and **RESOLVED** not to renew the LCAS subscription for 2010-11. **ACTION: Clerk**

## **9 BAR FRANCHISE**

- 9.1** The Clerk reported on the options for the franchise and the proposals which are intended to increase the usage of the Community Centre. After lengthy discussion the Committee **RESOLVED** to offer AVC a 2 year rolling contract to run the bar. The Committee reviewed AVC's proposed packages and agreed to advertise the packages on the Council website, notice boards and in future editions of Winnersh Matters. In return AVC will be expected to supply leaflets for the council and to advertise the packages independently.

## **10 ENERGY EFFICIENCY**

- 10.1** Councillor Southgate reported on Ian Gough's visit to the Community Centre and his recommendations for improvements to the energy efficiency in the Centre (see Correspondence item 15). The Committee discussed his recommendations.

**10.1.1** The Committee asked the Clerk to get quotes to replace the timers and thermostats in the Main Hall and Pavilion with modern options. **ACTION: Clerk**

**10.1.2** The Committee asked the Clerk to arrange for silver foil to be placed behind the radiators during the redecoration this summer. **ACTION: Clerk**

**10.1.3** The Committee asked the Clerk to check to see whether cavity wall insulation is already present in the pavilion walls. **ACTION: Clerk**

**10.1.4** The Committee asked the Clerk to get quotes for replacing the Main Hall strip lights with the energy efficient option. **ACTION: Clerk**

**10.1.5** The Committee discussed the option of solar panels to feed electricity into the National Grid. This topic will be reviewed in the autumn prior to considering the budget for 2011-12. **ACTION: Clerk**

**10.1.6** The Committee discussed the option of joining with WBC to purchase energy. The Committee considered potential problems with this option and asked the Clerk to consult with Ian Gough and neighbouring parishes to see whether a viable option can be found. **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 date of the next meeting was agreed as **Tuesday 27 July 2010 at 7.45pm.**

## **PART 2**

### **13     CURRENT DEBTORS**

**13.1** The Committee received the news that Rifle Volunteer FC is no longer playing as a club. The Committee **RECOMMEND** that the WRFC debt be written off and asked the FAO to adjust the 2009-10 Year End figures accordingly.

**ACTION: FAO**

**13.2** The FAO updated the Committee with developments with other debtors. The Committee authorised the expenditure necessary for the FAO to continue County Court judgements. The Committee **RESOLVED** that provision be made for the bad debts in the year end figures.

**ACTION: FAO**

### **14     STAFF OVERTIME**

**14.1** The Committee considered the FAO's outstanding overtime for 2009-10 and **RESOLVED** to carry 18 hours leave over to 2010-11 and to pay 13 hours overtime.

**14.2** The Committee confirmed the 15 hours compassionate leave taken by the Clerk during April 2010.

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

## APPENDIX 1

### **CORRESPONDENCE**

- 1 Pipex now part of Opal (Talk Talk Group)
  - 2 Biffa – notification of Legislative Landfill Tax increase
  - 3 St John Ambulance; leaflet re workplace first aid requirements
  - 4 British Gas; Boiler Rescue service plan leaflet
  - 5 Northampton County Court; acknowledgement of claim
  - 6 HMRC; Employer Pack 2010
  - 7 Berkshire Pension Fund; presentation details 4 March 2010
  - 8 Southern Electric; street lighting charges 2010-11
  - 9 Universal Leasing; takeover by Investec Asset Finance
  - 10 Mazars; Notice of Audit of Accounts year ended 31 March 2010
  - 11 Berkshire Pension Fund; notice of change of bank account details
  - 12 Zurich; invitation to LCAS seminars 2010
  - 13 Investec; notification of direct debit arrangements
  - 14 HMCE; VAT notes update
  - 15 Ian Gough, WBC; follow up to ‘energy efficiency’ visit
  - 16 Zurich; renewal of LCAS membership
  - 17 AVC; suggested packages for Community Centre hire
- New:
- 18 SAGE; Instant Payroll renewal 2010-11

### **Applications for Grants**

- A1 Berkshire County Blind Society
  - A2 Wokingham Job Support Centre
  - A3 Keep Mobile
  - A4 Wokingham & District CAB
  - A5 Readibus
  - A6 Open Spaces Society
- New:
- A7 St Catherine’s Church

## **APPENDIX 2            Internal Audit Plan for 2010-11**

### **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 the internal auditor's 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.
- 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), back pay and authorisation of overtime (if applicable).
- Examine documentation and funding with regard to any major projects which may be required to be reported on as per Intermediate Audit.