



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 27 July 2010 at 7.45 pm.**

PRESENT: Cllr J Southgate, (Chairman), P Bray, F Breedlove, D Hunt, J Wakefield

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

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 18.5.10

2.1 None.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A donation request has been received from Home Start. This had been pre-authorized and £250 has been paid and a letter of thanks received.

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	
Home Start	18.5.10	£250	13.7.10
Totals		£1400	£850

Donations for Community Transport 2010-11

Organisation	Date authorised	Amount authorised	Paid/to pay
Readibus	18.5.10	£2250	8.6.10
Keep Mobile	18.5.10	£2250	8.6.10
Totals		£4500	£4400

3.2 There were no referrals from other committees.

4 CORRESPONDENCE

4.1 Item 3; The Committee discussed the options quoted by Zurich for Business Interruption insurance. The Committee **RESOLVED** to accept the quotation for 12 months cover for the Pavilion House, including alternative accommodation for the caretaker. **ACTION: Clerk**

Item N4; The FAO presented the documentation from Nat West to amend the signatories to the Council's bank accounts. The Committee **RESOLVED** to update new signatories and remove unused signatories from the bank accounts. Cllrs Wakefield and Southgate as Chairman and Vice-Chairman, the Clerk, and Cllr Breedlove as a new signatory, were asked to sign the document as appropriate. The FAO will action the changes with Nat West. **ACTION: FAO**

5 REVIEW OF ACCOUNTS FOR QUARTER 1 2010-11

5.1 **Income to June 2010**

Cllr Southgate explained the small % figure for the hiring of the pavilion during the first quarter. This is mainly due to WRFC not paying for the pavilion during the summer.

The FAO explained that 2 regular hirers of the John Grobler room had cancelled earlier in the year and that only a few ad hoc hirers had booked the room during the first quarter.

The FAO explained that most allotment income is generated in September when the annual renewals are sent out.

The FAO confirmed that the bar franchise payments are shown a quarter in arrears. The Committee confirmed that the café franchise payments would also be shown separately and a quarter in arrears. The FAO will action this in the next quarter's accounts.

ACTION: FAO

The FAO explained the process of recording the monies received and paid out as Fete Income for Donations.

5.2 Expenditure to June 2010, p1

The Committee noted the Unscheduled Maintenance figure for the Pavilion, which includes the repairs to the electrical circuits and security lights, and also includes £433 for the repair of a window which has since been reclaimed from insurance.

5.3 Expenditure to June 2010, p2

No questions.

5.4 Capital & Major Projects

The FAO confirmed that the bad debts had been written off in the previous year's accounts.

Cllr Southgate confirmed that a current bank balance figure is included in the information given to each Full Council meeting.

5.5 The Chairman **PROPOSED and it was **RECOMMENDED** that the accounts for the 1st quarter of 2010-11 be accepted by Winnersh Parish Council.**

6 REVIEW OF INTERNAL AUDIT RECOMMENDATIONS

6.1 The Committee noted that there were no specific actions on the Council arising from the 2009-10 audit. The Committee noted that the updating of the Financial Regulations, including the debt collecting procedure, will be an agenda item for the next F&GP meeting.

ACTION: Clerk

7 WINNERSH VILLAGE FETE

7.1 Cllr Southgate reported that the Fete Working Group had met to de-brief the 2010 Fete and this had been reviewed by Full Council. He reported that £500 had been raised from the concessions, raffle and donations and two donations of £250 had been made to Cancer Research UK and the Berkshire Cancer Centre.

Cllr Southgate reported that the expenditure for the fete currently comes to £2996. He summarised the main costs included in that total (see Appendix 2).

The Mayor of WBC had reported the fete as a 'very good event' and there had been very encouraging feedback from the stallholders.

7.2 The Committee **RESOLVED** to authorise the use of unspent amounts from the 2010 Fete budget for the payment of deposits for the 2011 fete.

8 CHRISTMAS LIGHTS EVENT 2010

- 8.1** The Committee noted that there is no specific budget for the Christmas Lights event. Requests for the authorisation of expenditure can be presented to the next F&GP meeting.

9 WINNERSH MATTERS

- 9.1** The next edition of Winnersh Matters will be published in October 2010. The committee noted that an increase in the number of copies printed would be advisable. This would allow copies to be distributed to businesses on Winnersh Triangle.
- 9.2** The Committee **RECOMMENDED** that the distribution of Winnersh Matters should be an agenda item at the September 2010 Full Council meeting. **ACTION: Clerk**

10 INTERNET SERVICE PROVIDER

- 10.1** The FAO reported on the current supply and the options for the office broadband. The Committee discussed the balance of the broadband and telephone services available against their relative costs. It noted that it will be difficult to change the provider for domain name registration.
- 10.2** The Committee **RESOLVED** to approve the transfer of the BT broadband telephone service to Opal. **ACTION: FAO**
- 10.3** The Committee **RESOLVED** to authorise the payment of the Opal broadband account by monthly direct debit. **ACTION: FAO**

11 ENERGY SAVING MEASURES

- 11.1** The Clerk reported on the gathering of information regarding the energy saving measures suggested by Ian Gough.
- 11.1.1** Replacement of Timers and Thermostats: ongoing
- 11.1.2** Investigation into cavity wall insulation in the pavilion: ongoing
- 11.1.3** 'Reflector panels' behind radiators on external walls: the Clerk reported on the quotations and suggestions received. These improvements can be made at any time and do not have to be implemented during the forthcoming hall closure period. The Committee suggested that further information regarding specifications should be sought from professional organisations such as British Gas and the Energy Saving Trust before a decision on implementation is taken. **ACTION: Clerk, FAO**
- 11.1.4** Energy Efficient Strip Lights: The FAO reported on guideline information she had received regarding the replacement of the strip lights in the hall and the upstairs office/meeting room areas. She summarised the potential savings associated with this project. The Committee asked the FAO to get a quote for the supply and installation of low energy strip lighting. **ACTION: FAO**

The Committee **RECOMMENDED** this project in principle to the R&A Committee.

11.1.5 Solar Panels: The Clerk reported on the initial meetings and guidance he had received regarding the costs and savings potential of Solar Panels. The Committee discussed the current legislation and possible amendments regarding the sale of electricity to the National Grid by local councils. The Committee asked the Clerk to enquire of WBC regarding any potential problems with the project in relation to the hall being in a Conservation Area. The Clerk will continue to get additional information and quotations for this project. **ACTION: Clerk**

11.1.6 The Clerk reported on further discussions regarding WPC joining the WBC energy contract, thereby reducing the cost of electricity to the Council. The Committee noted that the Council is not in a position to generate all its own electricity (see 11.1.5 above).

The Committee **AGREED** in principle to change to the WBC energy contract and asked the Clerk and FAO to progress the change and report back to the Council.

ACTION: Clerk, FAO

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

12.1 The Clerk reported on the adjudication of the allotment competition, the results of which are expected this week. It was agreed that the presentation of the prizes would be made at the Full Council meeting on 14 September 2010. It was **RESOLVED** that the Clerk should purchase the prizes if no donations were received.

ACTION: Clerk

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

13.1 The date of the next meeting was agreed as **Tuesday 26 October 2010 at 7.45pm.**

PART 2

14 BAR AND CAFÉ AGREEMENTS

14.1 Bar Agreement:

Cllr Southgate reported on discussions which had taken place between Cllr Armstrong for the Council and AVC. Cllr Armstrong recommended the renewal of the contract with AVC for a 2 year period in accordance with the minutes of the previous meeting. The renewal of the contract will now take place in September once all the parties have returned from holiday. **ACTION: Cllrs Southgate & Armstrong, Clerk**

14.2 Café Agreement:

Cllr Southgate reported that a verbal agreement had been reached and a formal document would be signed soon. The fees would include a fixed rental fee and a variable fee based upon a percentage of takings. The Council would reserve the right to hire out the Pavilion to other hirers for limited periods. The café proprietors are still looking into the possibility of wi-fi capability at the Pavilion.

15 CARETAKER COVER

- 15.1** The Clerk summarised the need for a new Relief Caretaker to cover Mondays once the Caretaker returns from her maternity leave in October. Discussion took place regarding the placing of adverts locally – some of which may incur a small charge – with a view to interviewing in September.

There being no further business, the Chairman closed the meeting at 9.14 p.m.

APPENDIX 1 CORRESPONDENCE

Requests for grants

- 1 Home Start; pre authorised, paid 13 July 2010

Other correspondence

- 2 Mr G Hurst; acceptance of role as Internal Auditor for 2010-11
- 3 Zurich; Business Interruption quote (inc re-housing caretaker)
- 4 SAGE Membership Agreement certificate
- 5 HMCE; Certificate of Registration for VAT
- 6 HMRC; VAT Annual Accounting Scheme Renewal
- 7 Opal (formerly Pipex); options for broadband usage and phone rental
- 8 Ecohouse; guidelines for solar panels on roof
- 9 DCK Beavers; Accounting Solutions seminar, 5 August 2010
- 10 HMCE; latest VAT notes
- 11 Ian Gough; comments re energy savings
- 12 Serif: WebPlus software offer

Correspondence received since the issue of the agenda for the meeting of 27 July 2010

- N1 Home Start; thanks for the grant (see 1 above)
- N2 Extract from DIS 739 re selling electricity to the National Grid
- N3 Ian Gough, WBC; comments re selling electricity to the National Grid
- N4 Nat West; Business Banking; re account signatory changes
- N5 Energys; estimates for costs and savings, re hall lights replacement

APPENDIX 2 WINNERSH VILLAGE FETE 2010 – RECEIPTS & PAYMENTS

Monies Received	2010 £	2010 £	2009 £	2009 £
Carol Baker	15.00			
Citrus Studio	25.00			
Frutti Jams & Chili Pili	30.00		15.00	
Funky Accessory Store			10.00	
Mini IQ	15.00			
Mrs Stevens	35.00			
MumDad Antenatal	10.00			
Phoenix Cards	10.00		10.00	
photoART	10.00			
Prospect Estate Agency			6.15	
Reading Info	10.00			
Steve Herbert	10.00		10.40	
Sugar & Spice			4.50	
Tailor Made Chef	10.00			
The Finishing Touch	10.00			
Usborne Books	11.00		16.00	
Utility Warehouse		201.00	40.00	112.05
Events & Leisure Ice Cream	60.20		71.20	
Candy Floss Vendor	35.00		45.00	
Bar	27.56			
Pavilion Cafe	46.40	169.16		116.20
Raffle		74.40		63.00
Donations		55.44		8.75
		500.00		300.00
Fete Expenses				
Inflatables and surfboard simulator		775		690
Circus Workshop		200		350
Feathers & Fur birds of prey display		300		
Hurdy-gurdy organ		100		
St Sebastian's Brass Band		350		350
FM107		100		
Printing of flyers and posters		367		337
Banners		100		75
First Aid ambulance		230		210
Marking out site		50	est	50
Arena setup & dismantling		250	est	250
Generator		125		180
Temporary event notice		21		21
Misc expenses		18		29
		2,986		2,542
Monies made by Charities and Voluntary Groups				
Total estimated surpluses		2,100		2,217