



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 26 October 2010 at 7.45 pm.**

PRESENT: Cllr J Southgate, (Chairman), 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, P Bray, E Siggery

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 27.7.10

2.1 Item 4.1. The Clerk confirmed that Business Interruption Insurance has been arranged for Pavilion House.

2.2 Item 4.1. The Clerk confirmed that Cllr Breedlove has been added to the Nat West bank signatories.

2.3 Item 5.1. The FAO reported that the bar and pavilion franchise figures are no longer being reported one quarter in arrears.

2.4 Item 8.1. No requests have been received for funding for the Christmas Lights. These will be taken from the Miscellaneous fund when received and approved.

2.5 Item 10.2. The FAO has changed the office broadband provider to Opal.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for match funding has been received from WBC. The Committee **RESOLVED** to donate £150 to Chrystal Hayseldon. The Clerk was asked to enquire of Miss Hasleldon's progress. **ACTION: Clerk**

- 3.2 A request for a grant has been received from Bearwood Primary School. The Committee **RESOLVED** to donate £150 towards the development of an outside learning area.

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	£150 26.10.10
Bearwood Primary School	26.10.10	£150	9.11.10
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		£1550	£1000

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

- 3.3 There were no referrals from other committees.

4 CORRESPONDENCE

- 4.1 Item N1; The Committee noted that there would be no freeze of Town/Parish Council tax precepts.

5 REVIEW OF ACCOUNTS FOR QUARTER 1 2010-11

5.1 Income to September 2010

The FAO confirmed the details of current hirers.
The reasons for the reduction in the number of John Grobler room hirers were noted.
The improvement in the bar franchise figures was noted.
The pavilion franchise has made an encouraging start.

5.2 Expenditure to September 2010, p1

The Committee noted the costs of upgrading the Pavilion facilities for the café. The Committee confirmed that it would like these figures to be reported within the R&A budget for the next quarter.

ACTION: FAO

5.3 Expenditure to June 2010, p2

The Committee discussed the cross-referencing of insurance income v expenditure. It asked for these to be off-set in the next quarter's figures. **ACTION: FAO**

The RFO reported on the current status of Computer Maintenance.

The RFO explained the make-up of professional fees.

The RFO explained that the insurance premium is paid annually in May.

5.4 Capital & Major Projects

Cllr Southgate explained that the R&A Winnersh Meadows project is on hold awaiting further action from WBC.

The R&A Car Park and External Toilet projects are both under review.

5.5 The Chairman **PROPOSED** and it was **RECOMMENDED** that the accounts for the 2nd quarter of 2010-11 be accepted by Winnersh Parish Council.

6 REVIEW OF FINANCIAL PROCEDURES AND REGULATIONS

6.1 Financial Regulations:

6.1.1 The Committee noted that Nat West is withdrawing its Capital Reserve Account facility. The committee reviewed section 5, para 1, to accommodate this change. The FAO reported on the progress of the draft Debt Collecting procedure. The Committee decided to adapt Section 9 to incorporate the wording of the draft Debt Collecting procedure.

6.1.2 The Committee **RECOMMENDED** that the Financial Regulations be revised with the changes to sections 5 & 9 outlined above and shown in Appendix 2.

7 REVIEW OF RISK ASSESSMENTS

7.1 Risk Management Policy and Risk Assessment G03:

Cllr Southgate clarified the details of the off-site Computer Data back-up.

Section 2.1; The FAO confirmed that the Council has Employer's Liability Insurance. The Committee **RECOMMENDED** that a paragraph be added regarding Risk to Employees; mitigation of Employer Liability within the existing insurance policy – Impact: High, Likelihood: Low.

Section 4.1k; The Committee **RECOMMENDED** that the mitigation column be amended to reflect the revised Financial Regulations.

The recommended changes to the Risk Management Policy and Risk Assessment G03 are shown in Appendix 3.

7.2 Health & Safety Risk Assessments:

The Committee discussed Lone Working and suggested the installation of a panic button in the office.

The Committee discussed RCD shock protection measures for the pavilion.

The Clerk was asked to discuss Wiels disease and baiting related signage at the allotments with the pest control company. **ACTION: Clerk**

The Committee noted that the Council has an external letter box. (re question on arson).

The Committee asked the Clerk to remove the Risk Assessment on Car Usage.

ACTION: Clerk

With the exception of the Car Usage Policy it was **RESOLVED** to accept the Health & Safety Risk Assessments unchanged.

8 ENERGY EFFICIENCY

8.1 Strip Lights in the Community Centre:

The Committee asked the Clerk to report back to the R&A Committee that R&A should be responsible for the project, with the budget to be decided – perhaps to be taken from another R&A project.

ACTION: Clerk

8.2 Change of Energy Suppliers:

The Clerk reported on the tie-in periods for the gas and electricity suppliers. The Committee **RESOLVED** to go ahead with the transition to the WBC NHS energy supply.

ACTION: Clerk, FAO

8.3 Solar Panels:

The Clerk summarised the options, costs and benefits of fitting solar panels on the Community Centre roof. The Committee asked about maintenance and insurance costs. The payback period would be at least ten years and the F&GP Committee was not minded to recommend solar panelling to the Full Council.

9 RELIEF CARETAKER

9.1 The Committee discussed the options for the allocation of the Relief Caretaker's role. The Committee **RESOLVED** to ask the previous Relief Caretaker (Maternity Leave), to act as Emergency Caretaker and holiday cover. There are currently 3 candidates for the Relief Caretaker's role on Mondays. Cllr Wakefield and the Clerk will interview the candidates for this post. The Caretaker will be asked to sit in during the interviews.

ACTION: Clerk, Cllr Wakefield

10 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

10.1 None.

11 NEXT MEETING OF THE F & GP COMMITTEE

11.1 The date of the next meeting was agreed as **Tuesday 25 January 2011 at 7.45pm.**

PART 2

12 OUTSTANDING DEBTS

- 12.1** The Committee discussed the debt currently being chased through the courts and confirmed that the full amount owed should be paid back at £80 per month until the full debt is repaid.

13 BAR FRANCHISE

- 13.1** Cllr Southgate reported that the renewal of the bar franchise with AVC had been placed on hold pending discussions regarding marketing and the possible re-branding of the bar.

- 13.2** Bar Franchise contract:
The Committee discussed the renewal of the AVC contract. The Committee noted that AVC hold the licence for the bar and consequently have exclusivity to provide the service. The Committee confirmed the policy to renew the contract with AVC.

The Committee **RESOLVED** to establish a sub-committee to agree the terms of the new contract with AVC. The sub-committee is to comprise of Cllrs Breedlove, Hunt, Armstrong and Southgate. The sub-committee will report its decision to Full Council.

The Committee asked the Clerk to make a review of the bar franchise an agenda item for the F&GP Committee meeting of October 2011. **ACTION: Clerk**

The Committee asked the R&A Committee to review other recommendations put forward by Cllr Armstrong. **ACTION: Clerk**

14 FAO OVERTIME

- 14.1** The Committee discussed the overtime incurred by the FAO.
- 14.2** The Committee **RESOLVED** to increase the FAO's hours from 18 to 21 hours per week.
- 14.3** The Committee **RESOLVED** to pay 60 hours overtime to the FAO with immediate effect and to clear any balance at the end of the financial year.

There being no further business, the Chairman closed the meeting at 10.20 p.m.

APPENDIX 1

CORRESPONDENCE

- 1 Zenergi; re change of power suppliers
- 2 Northampton County Court – update on warrant of execution
- 3 Seton; brochure including Guide to Workplace Law and Legislation
- 4 Wokingham Job Support Agency: thanks for grant
- 5 Ecohouse; roof solar panelling report
- 6 Cancer Research; thanks for grant
- 7 SLCC forum; re green boilers
- 8 WBC; small business rates relief 2010-11
- 9 Nat West; phasing out of Capital reserve Accounts, 3 December 2010
- 10 Ian Gough, WBC; re joining WBC NHS energy scheme
- 11 Keep Mobile; request for grant in 2011-12
- 12 HMCE; latest edition of VAT Notes
- 13 NALC; review of methods of financial payments
- 14 PS Events: conference ‘Renewable Energy in the Public Sector’, 26 October 2010
- 15 SLCC; re review of methods of financial payments
- 16 Energys; quotation for low energy strip lights in the main hall
- 17 Julia Lindley; re outstanding bills

Grant Applications

- G1 Wokingham Sports Sponsorship Fund; match funding
- G2 Bearwood Primary School; request for grant

- N1 NALC; Clarification, no precept freezes

APPENDIX 2 Amendments to F02 Financial Regulations (version 1.3)

Section 5 para 1 reads:

The council's banking arrangements shall be made by the RFO and approved by the council. One current account shall be maintained at the bank, to be Winnersh Parish Council Current Account. Two savings accounts shall be maintained, to be Winnersh Parish Council Business Reserve account and Winnersh Parish Council Capital Reserve account.

Amend to read:

The council's banking arrangements shall be made by the RFO and approved by the council. One current account and at least one savings account shall be maintained at the bank.

Section 9 - Delete para which reads "Any bad debts shall be reported to the council."

Add at end of section 9:

New Regular Hirers shall be required to pay a deposit of £150.00 prior to their first booking. This acts as a payment guarantee and damage deposit. The deposit is refundable when they terminate their hiring agreement.

When any payment remains outstanding after 28 days from date of invoice, a statement shall be sent to the hirer. When payment remains outstanding after two weeks from date of this statement, a reminder letter with copies of outstanding invoice(s) shall be sent to the hirer. When payment remains outstanding after two weeks from date of the reminder letter, the hirer shall if possible be telephoned to request immediate payment and/or explanation and/or agree on a timescale for payment.

When payment remains outstanding after an agreed time for payment or if the hirer cannot be contacted by telephone a second reminder letter shall be sent to the hirer and the F&GP Committee and/or the Council informed of the actions taken. When payment still remains outstanding a final reminder letter shall be sent and the Council informed of the action taken. Failing a satisfactory response the Council shall decide on further actions to be taken or to write off the debt.

Casual Hirers shall be required to pay a deposit and the hire fee prior to the date of the hire. When payment remains outstanding after two weeks from date of invoice, a reminder letter shall be sent to the hirer. When payment remains outstanding after 7 days from date of the reminder letter, the hirer shall be telephoned to request immediate payment. If the payment remains outstanding before the date of hire, the hirer shall be telephoned to inform them that they will not be able to use the hall unless and until payment is received in full.

APPENDIX 3 Amendments to G03 Risk Management Policy and Risk Assessment (version 1.6)

Section 2.1 – add after 2.1b (and renumber subsequent items):

c	Risk of liability due to injury to employees	High	Low	WPC has employer’s liability insurance cover under the insurance policy specified above
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Section 4.1k to be **amended** to read:

k	Security of income from hire of facilities (halls and recreation ground)	Low	Medium	Regular and casual rate of booking relatively stable. Casual users invoiced in advance; regular users invoiced monthly in arrears and any overdue debts pursued promptly. Casual users and new regular users required to pay a deposit against damage.
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**Winnersh Parish Council
Income (All sources)
To September 2010**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	28,754	29,000	5,753	13,114	-15,886	20%	45%
Allnatt Pavilion Lettings	4,683	5,000	971	1,521	-3,479	19%	30%
John Grobler Room Lettings	1,557	1,000	77	97	-903	8%	10%
Community Halls sub-total	34,994	35,000	6,802	14,732	-20,268	19%	42%
Alotment Rents	1,402	1,500	768	772	-728	51%	51%
Bearwood Recreation Ground	5,290	5,000	2,586	2,716	-2,284	52%	54%
Franchise Fee Bar	1,324	1,500	627	1,439	-61	42%	96%
Franchise fee Pavilion	0	0	485	729	729		
Other Income sub-total	8,016	8,000	4,467	5,656	-2,344	56%	71%
TOTAL GENERAL INCOME	43,010	43,000	11,269	20,388	-22,612	26%	47%
OTHER INCOME							
Precept	101,072	105,360	52,680	105,360	0	50%	100%
Loan Capital Receipts	0	0	0	0	0		
Interest	38	50	7	7	-43	14%	14%
Fete Income for Donation	0	0	-427	0	0		
Sundry Income	15	200	0	0	-200		
Insurance claim refund	109	0	0	443	443		
TOTAL OTHER INCOME	101,234	105,610	52,260	105,810	200	49%	100%
Total Income	144,244	148,610	63,529	126,198	-22,412	43%	85%

**Winnersh Parish Council
Expenditure
To September 2010**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	13,388	16,500	3,859	7,891	-8,609	23%	48%
Services	10,199	7,500	793	3,603	-3,897	11%	48%
Scheduled Maintenance	7,660	8,200	1,228	2,940	-5,260	15%	36%
Unscheduled Maintenance	2,126	2,000	1,185	1,388	-612	59%	69%
Rates	6,373	6,570	954	1,912	-4,658	15%	29%
Refunds	0	0	0	0	0		
Community Hall - Total Costs	39,746	40,770	8,019	17,734	-23,036	20%	43%
Allnatt Pavilion							
Employment Costs	4,494	5,500	1,286	2,630	-2,870	23%	48%
Services	4,015	2,500	281	1,303	-1,197	11%	52%
Scheduled Maintenance	568	750	68	396	-354	9%	53%
Unscheduled Maintenance	823	750	126	1,559	809	17%	208%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	9,900	9,500	1,761	5,888	-3,612	19%	62%
Allotments							
Water & Maintenance	447	500	273	369	-131	55%	74%
Rent to WBC	730	730	0	0	-730		
Sundries	98	100	88	88	-12	88%	88%
Refund	0	0	0	0	0		
Allotments - Total costs	1,275	1,330	361	457	-873	27%	34%
Recreation Grounds							
Bearwood Rec. - Scheduled Maint.	10,766	13,000	2,227	5,637	-7,363	17%	43%
Bearwood Rec. - Unscheduled Maint	123	1,000	1,482	1,866	866	148%	187%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Rec. Grounds - Total Costs	10,889	14,000	3,709	7,503	-6,497	26%	54%
Pavilion House							
Pavilion House maintenance	340	350	0	447	97		128%
Pavilion House - Total costs	340	350	0	447	97		128%

**Winnersh Parish Council
Expenditure
To September 2010**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Office & General Expenses							
Employment Costs	33,316	35,000	8,351	16,852	-18,148	24%	48%
Stationery	600	550	155	317	-233	28%	58%
Computer Maintenance	739	420	168	345	-75	40%	82%
Copier Lease	517	520	78	156	-364	15%	30%
Insurances	6,448	7,000	0	6,615	-385		95%
Training Councillors	70	250	0	0	-250		
Training Staff	330	500	0	25	-475		5%
Parish Expenses	362	400	50	188	-212	13%	47%
Sundries	381	500	100	214	-286	20%	43%
Election expenses	0	2,400	0	0	-2,400		
NALC/BALC Subscription	1,128	1,200	0	0	-1,200		
Subscriptions	1,340	1,300	0	160	-1,140		12%
Professional Fees	1,275	1,000	550	1,000	0	55%	100%
Bank Charges	74	0	0	32	32		
Telephone	1,049	1,000	240	490	-510	24%	49%
Post	379	420	76	166	-254	18%	40%
Travel & Subsistence	142	300	50	160	-140	17%	53%
Total General Costs	48,150	52,760	9,818	26,720	-26,040	19%	51%
Street Lights	652	700	69	508	-192	10%	73%
Other Expenditure							
Grants	1,550	2,000	250	850	-1,150	13%	43%
Community Transport	4,400	4,500	0	4,400	-100		98%
Bad Debt W/O, etc.	0	0	0	0	0		
Other Costs - Total	5,950	6,500	250	5,250	-1,250	4%	81%
Total Running Expenditure	116,902	125,910	23,987	64,507	-61,403	19%	51%
Major & Capital Projects							
Major Schemes Fund	29,163	0	0	0	0		
R&A	26,799	35,000	10,985	12,180	-22,820	31%	35%
F&GP	4,434	5,500	13	3,093	-2,407	0%	56%
Planning	2,020	2,200	825	825	-1,375	38%	38%
Contingency	0	16,000	0	0	-16,000		
S106 Expenditure	0	0	0	0	0		
TOTAL EXPENDITURE	179,318	184,610	35,810	80,605	-104,005	19%	44%

Winnersh Parish Council
CAPITAL & MAJOR PROJECTS
To September 2010

	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Recreation & Ammenities Committee						
R&A - Scheduled internal decoration	5,805	5,912	5,912	107	102%	102%
R&A - Hall floor reseal	3,500	3,550	3,550	50	101%	101%
R&A - Winnersh Meadow Improvements	9,000	0	0	-9,000		
R&A - Path to dropped kerb	1,195	0	1,195	0		100%
R&A - External toilet facility (RES)	6,000	0	0	-6,000		
R&A - Car Park extension	8,000	625	625	-7,375	8%	8%
R&A - Misc	1,500	899	899	-601	60%	60%
R&A - Total inc misc.	35,000	10,986	12,181	-22,819	31%	35%
Finance & General Purposes Committe						
F&GP - Winnersh Parish Fete	3,500	13	2,703	-797	0%	77%
F&GP - Winnersh Matters Newsletter	1,500	0	390	-1,110		26%
F&FP - Xmas lights event	0	0	0	0		
F&GP - Miscellaneous	500	0	0	-500		
F&GP - Total inc misc.	5,500	13	3,093	-2,407	0%	56%
Planning Committee						
Plan - Tree husbandry/replacement	2,000	825	825		41%	41%
Plan - Miscellaneous 10-11	200	0	0			
Planning - Total inc misc.	2,200	825	825	-1,375	38%	38%
Major Schemes Fund						
Major Schemes Fund - Balance	0	0	0	0		
MSF - Total inc misc.	0	0	0	0		

Notes for F & GP meeting of 26.10.10

INCOME 2010-11

- 1 Allnatt Pavilion
Q1 No income yet from WRFC (invoiced from August to April)
- 2 Bearwood Recreation Ground
Q1 No income yet from WRFC (invoiced from August to April)
- 3 **Franchise Fee Bar**
Q4 2009-2010 £348.26
Q1 2010-211 £463.74
Q2 2010-2011 £627
(note that franchise fee is based 15% of net profits from AVC)
- 4 **Franchise Fee Pavilion**
Q1 2010-2011 £244
Q2 2010-2011 £485
(note that franchise fee is based on 5% of gross takings from Pavilion Café)

CAPITAL & MAJOR PROJECTS 2010-11

- Q2 £305.00 vired from R&A Path to dropped kerb to R&A Scheduled internal decoration.

EXPENDITURE 2010 - 11

- 1 Community Hall – Services
Q1 Includes Gas bill - £1,871.36, Electric - £781.98, Water - £156.28
- 2 **Community Hall – Unscheduled maintenance**
Q2 ADT repair to fire alarm in MH - £851.97
Q2 Repair to hall floor - £205.00
- 3 Community Hall - Rates
Rates reduced by WBC
- 4 Allnatt Pavilion – Services
Q1 Includes Gas bill - £623.78, Electric - £114.10, Water - £283.65
- 5 Allnatt Pavilion – Scheduled Maintenance
Q1 Includes ADT red care contract for 10 – 11. (£230.50)
- 6 Allnatt Pavilion – Unscheduled Maintenance
Q1 Includes work done to the Pavilion to set up the Pavilion Café (£531.10) +
Replacement of broken window (£590.00 covered by insurance claim for
£443.25)
- 7 Bearwood Recreation Ground – Unscheduled Maintenance
Q1 Includes repairs to bollards and zip wire.
Q2 New bollard - £958.18
Q2 Repair to security lights - £408.96
- 8 Pavilion House maintenance
Q1 Includes repair to boiler.
- 9 Office & General Expenses – Comp Maint
Q1 Includes Qtrly Comp. Maint. which was not budgeted for
- 10 Street Lights
Q1 Includes yearly electricity bill for 09/10 (£370.26)