



## Winnersh Parish Council

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**Minutes of a meeting of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the John Grobler Room on Wednesday 3 February 2010 at 7.45 pm.**

**PRESENT:** Cllr J Southgate, (Chairman), M Armstrong, P Bray, D Hunt, J Wakefield

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

### **1 APOLOGIES**

**1.1** Apologies for absence: Cllrs F Breedlove, E Siggery.

### **2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 27.7.10**

**2.1** Item 7.3 The Clerk reported that signage relating to Wiels disease and baiting is ongoing.

**2.2** Item 8.2 The Clerk reported that the change of energy suppliers is ongoing.

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

**3.1** A request for a grant has been received from the MS Therapy Centre. The Committee **RESOLVED** that £150 would be donated.

**3.2** A request for a grant has been received from the Thames Valley and Chiltern Air Ambulance Trust. The Committee **RESOLVED** that £100 would be donated.

**3.3** A request for a grant has been received from the Open Spaces Society. (Cllr Bray declared an interest.) The Committee decided not to award a grant to this national organisation.

**3.4** A request for a grant has been received from Winnersh School Association (Winnersh Primary School). The Committee **RESOLVED** that £150 would be donated.

- 3.5 A request for a grant has been received from 1st Winnersh Scout Group. The Committee **RESOLVED** that £100 would be donated.
- 3.6 A request for a grant has been received from Relate. A grant of £100 has already been pre-authorized for 2010-11.
- 3.7 The letter N1, from the Lord Lieutenant of Berkshire, was discussed. The letter invited a gift and donation in honour of the Royal Wedding. The Committee felt that it was not appropriate for the Council as a body to contribute to this collection. The Committee **RESOLVED** that in recognition of the Royal Wedding, and of the community's links with the military locally, the Council would award a grant of £250 towards Help for Heroes.  
The Clerk was asked to write to the Lord Lieutenant on behalf of Cllr Wakefield. The Clerk will also send a letter of congratulations to the Royal couple informing them of the donation to Help for Heroes. **ACTION: Clerk**

**Table of grants authorised for 2010/11**

Organisation	Date authorised	Amount authorised	Paid/to pay
Wokingham Volunteer Centre	18.5.10	£100	
MS Therapy Centre	2.2.11	£150	8.2.11
Thames Valley & Chiltern Air Ambulance	2.2.11	£100	8.2.11
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	8.2.11
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
Winnersh School Association	2.2.11	£150	8.2.11
1 <sup>st</sup> Winnersh Scout Group	2.2.11	£100	8.2.11
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
Help For Heroes	2.2.11	£250	8.2.11
Totals		£2300	£2000

## 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

3.8 There were no referrals from other committees.

### 4 CORRESPONDENCE

4.1 Item 1; The Committee discussed the request to publish details of expenditure exceeding £500. The Council will publish the figures once a formal requirement and more details are received. The Clerk was asked to report on developments.

**ACTION: Clerk**

4.2 Items 8/9; The Clerk confirmed that there has been no indication of a change to WBC's policy for payment for hire of halls for election purposes.

4.3 Item N3; The Clerk reported Chrystal Haselden's thanks for the grant and future competition schedule.

### 5 REVIEW OF ACCOUNTS FOR QUARTER 3 2010-11

#### 5.1 **Income to December 2010**

No further questions.

#### 5.2 **Expenditure to December 2010**

The Clerk explained the details of the meter readings for the water supply at the allotments. The Committee **RECOMMENDED** that the R&A Committee reviews allotment charges in view of the increased cost of water and the potential increased cost of rental of the land.

**ACTION: Clerk**

The Committee noted the costs of unscheduled maintenance.

#### 5.3 **Capital & Major Projects**

Cllr Southgate confirmed the viring of money between projects.

5.4 The Chairman **PROPOSED** and it was **RECOMMENDED** that the accounts for the 3rd quarter of 2010-11 be accepted by Winnersh Parish Council.

### 6 CHAIRMAN'S ALLOWANCE

6.1 The Committee discussed the Chairman's Allowance. Cllr Wakefield, as current chairman, 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 up as £50 per quarter for 2011-12.

The Committee **RESOLVED** that an amount of £200 be allocated for the year 2011-12 for the performance of public duties. The Chairman will tender receipts for any expenses claimed against this allowance.

## **7 REVIEW OF REVENUE BUDGET ITEMS 2011-12**

### **7.1 INCOME**

**7.1.1.** The FAO reported on new regular hirers, the increasing use of the bar area, and the increase in casual hirings such as weddings. A small decrease in income is expected because of the cancellation of the Ceroc hiring.

### **7.2 EXPENDITURE**

**7.2.1 page 1:**  
No further questions.

**7.2.2 page 2:**  
**Office & General:** Details of Councillor Training were confirmed.  
**Major & Capital Projects:** The FAO confirmed the details of the phone lines and the use of two of them as security lines. The FAO will check on BT charges for the phone book entry.  
**ACTION: FAO**

## **8 REVIEW OF CAPITAL AND MAJOR PROJECTS BUDGETS 2011-12**

### **8.1 F&GP COMMITTEE**

The Committee discussed and confirmed the F&GP budget.

### **8.2 PLANNING COMMITTEE**

The Committee noted that there is still £800 in this year's budget for work following the small tree survey. The Committee discussed and confirmed the Planning Committee budget.

### **8.3 R&A COMMITTEE**

The Committee noted that new floor cleaning equipment is expected to be bought in the current financial year as part of the floor replacement project. This item was therefore excluded from the 2011-12 budget. The Committee noted that there would not be sufficient funds available for a car park extension. This item was therefore excluded from the 2011-12 budget.

**8.4** The Committee **RECOMMENDED** acceptance of the Capital and Major Projects Budget 2011-12 as specified.

## **9 REVIEW OF THE BUDGET AND PRECEPT FOR 2011-12**

**9.1** The Budget Summary Balance Brought Forward was reduced by £2000 to allow for the purchase of floor cleaning equipment in the current financial year.

**9.2** The Contingency was adjusted to £19640.

**9.3** A slight increase in the tax base was noted.

9.4 The Committee **RECOMMENDED** that the 5-year maintenance schedule should be reviewed at the next F&GP meeting. **ACTION: Clerk**

9.5 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 2011-12 be set at £105,880.

## 10 **BANK ACCOUNTS**

10.1 The Clerk explained that Nat West have set up a duplicate Reserve Account for the Council. The Committee **RESOLVED** to close the new account. **ACTION: FAO**

## 11 **ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

11.1 None.

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

12.1 The date of the next meeting was agreed as **Tuesday 26 April 2011 at 8.00pm.**

## PART 2

### 13 OUTSTANDING DEBTS

- 13.1 The Committee discussed the debt currently being chased through the courts and **RESOLVED** that the full amount owed should be paid back at £10 per month until the full debt is repaid. **ACTION: Clerk**

### 14 BAR FRANCHISE

- 14.1 The committee reviewed the draft contract for the bar franchise with AVC. The Committee asked the FAO to request copies of AVC's Public Liability insurance, VAT registration, and Incorporation Certificate. **ACTION: FAO**
- 14.2 A discussion took place regarding the charging of VAT for the Pavilion Café and AVC. The FAO was asked to liaise with the Internal Auditor and Cllr Frank Breedlove to clarify the position on VAT and the Clerk was asked to make this an agenda item for the next committee meeting. **ACTION: FAO & Clerk**
- 14.3 The FAO was asked to liaise with AVC in order to create an up to date inventory for the bar. **ACTION: FAO**
- 14.4 Subject to clarification and incorporation into the contract of the position on VAT and a change to the signatories for the contract the Committee **RESOLVED** to accept the draft contract for the bar franchise with AVC.
- 14.5 The Committee **RECOMMENDED** to Full Council that the Clerk plus the Chairman or Chairman of a Standing Committee of the Council sign major contracts on behalf of Winnersh Parish Council.
- 14.6 The Committee asked the Clerk to make the receipt of a Financial & Service Report and a Strategic Report from both WPC and AVC an agenda item for the October F&GP meeting. **ACTION: Clerk**

### 14 STAFF SALARIES AND OVERTIME

- 15.1 The Committee noted that the Clerk is due an increase in salary upon completion of the WWYC course. The Clerk received formal notification of completion of the course in September 2010. The Committee **RESOLVED** to increase the Clerk's salary scale by one increment, backdated to the beginning of September 2010.
- 15.2 The Committee **RESOLVED** that the Clerk should have a formal appraisal, including a review of workload and consideration of an increase in hours to 32 hours per week from April 2011.
- 15.3 The Committee **RESOLVED** to approve payment to the Clerk of 26 hours of agreed overtime worked since the beginning of November 2010 and up to 2 hours per week overtime until the end of March 2011.
- 15.4 The Committee **RESOLVED**, upon compassionate grounds, to permit the FAO to carry forward one week's holiday (21 hours) into 2011-12.

- 15.5** The Committee **RESOLVED** to authorise the Clerk to attend an SLCC training day on ‘The Big Society’ and related issues at a cost of £65. **ACTION: Clerk**
- 15.6** The Committee discussed the request by the hall floor contractors for a deposit. The Committee asked the Clerk to make this an agenda item for the next Full Council meeting. **ACTION: Clerk**

There being no further business, the Chairman closed the meeting at 11.00pm.

## **APPENDIX 1**

### **CORRESPONDENCE**

- 1 SLCC; publishing of details of expenditure over £500
  - 2 Nat West; details of new Reserve Account created
  - 3 Clifton Ingram Solicitors; seminars
  - 4 WBC; deadlines for receipt of precept
  - 5 Information for Local Government; re Spending Review
  - 6 Unity Trust Bank; leaflet
  - 7 DIS; re Community Centre reserves
  - 8 WBC; costs of running Parish Elections
  - 9 WBC; precept and election details
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- N1 Lord Lieutenant of Berkshire; Royal Wedding Gift
  - N2 Sage Cover confirmation
  - N3 Chrystal Hayselden; thanks for grant, plus progress report

### **Grant Applications**

- G1 MS Therapy Centre; request for grant
- G2 Berks, Oxon, Bucks Air Ambulance; request for grant
- G3 The Open Spaces Society; request for grant
- G4 Winnersh Primary School; request for grant
- G5 1<sup>st</sup> Winnersh Scout Group; request for grant
- G6 Relate