



## Winnersh Parish Council

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**Minutes of a meeting of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the Sindlesham Room on Tuesday 26 April 2011 at 8.00 pm.**

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

**In Attendance:** Mr C Hudson – Parish Clerk, Mrs S De Groote – Finance & Administration Officer, Cllr D Green.

**1 APOLOGIES**

**1.1** Apologies for absence: Cllrs M Armstrong, F Breedlove, J Wakefield.

**2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 2.2.11**

**2.1** None.

**3 REVIEW OF ACCOUNTS FOR QUARTER 4 2010-11**

**3.1 Income to March 2011**

The Sindlesham Room bookings were noted.

**3.2 Expenditure to March 2011**

P1: the temporary rates relief was noted.

P2: the costs of Computer Maintenance had been discussed at a previous meeting.

**3.3 Capital & Major Projects**

No questions.

**3.4** The Committee **RECOMMENDED** acceptance of the Income, Expenditure, and Capital & Major Projects Budgets 2010-11 as specified.

#### **4 YEAR END ACCOUNTS 2010-11**

- 4.1 The FAO reported that the Year End figures presented to the Committee had been reviewed by the Internal Auditor. An adjustment of £100 will be made to the Total Expenditure figure of the Income & Expenditure Account, which will be presented to Full Council. The FAO reported that the Internal Auditor is unable to prepare his final report in time for the May 2011 Full Council meeting.
- 4.2 The Committee **RECOMMENDED** that the Year End figures be approved at the May Full Council meeting.
- 4.3 The Committee **RECOMMENDED** that the formal review of the Year End figures and signing of the External Audit forms takes place at the June 2011 Full Council meeting after the review of the Internal Auditors report.

#### **5 REVIEW OF THE INTERNAL AUDIT 2010-11**

- 5.1 The Committee confirmed that the Internal Auditor had undertaken the internal audit in accordance with his terms of reference and agreed that the process has been effective. The Committee **RECOMMENDED** that the Council confirm that the Internal Audit process has been found to be effective.
- 5.2 The Committee **RECOMMENDED** that Mr Graham Hurst be appointed Internal Auditor for 2011-12.

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

- 6.1 A request for a grant has been received from the Citizens Advice Bureau, Wokingham. The Committee **RESOLVED** that £300 would be donated.
- 6.2 A request for a grant has been received from the Berkshire County Blind Society. The Committee **RESOLVED** that £100 would be donated.
- 6.3 A request for a grant has been received from Sue Ryder. The Committee asked the Clerk to contact the society asking for details of its services to the residents of Winnersh. This request will be reviewed at the July F&GP meeting.  
**ACTION: Clerk**
- 6.4 A request for match funding has been received from WBC. The Committee confirmed that it will budget £200 to support match funding for people in the Parish. The Clerk was asked to write to WBC confirming the Council's support.
- 6.5 A request for a grant has been received from Keep Mobile. The Committee **RESOLVED** that £2250 would be donated.
- 6.6 The pre-authorisation of other grants will be considered at the July F&GP meeting.  
**ACTION: Clerk**

### Table of grants authorised for 2011/12

Organisation	Date authorised	Amount authorised	Paid/to pay
W&D Citizens Advice Bureau	28.4.11	£300	10.5.11
Berkshire County Blind Society	28.4.11	£100	10.5.11
WBC Match Funding	28.4.11	£200	
Totals		£600	£400

### Donations for Community Transport 2011-12

Organisation	Date authorised	Amount authorised	Paid/to pay
Keep Mobile	28.4.11	£2250	10.5.11
Totals		£2250	£2250

6.7 There were no referrals from other committees.

## 7 **CORRESPONDENCE**

7.1 Item N1; The Committee noted that comparisons for the Council Insurance should be made in the Autumn of 2012 ready for the renewal date of May 2013.

**ACTION: Clerk**

## 8 **FINANCIAL REGULATIONS**

### 8.1 **Signing of Contracts**

The Clerk confirmed that the Clerk, as Proper Officer, should sign contracts on behalf of the Council. He reported on the practices of other councils. The Committee requested that a Contracts Register be created, to be reviewed by F&GP regularly.

**ACTION: Clerk**

The Committee **RESOLVED** that the review of contracts be included in the brief of the Internal Auditor.

8.2 The Committee **RESOLVED** that the Contracts Register be incorporated into the Financial Regulations and that a full review of the Financial Regulations be undertaken by the incoming Council.

## 9 **STANDING ORDERS**

9.1 The Committee asked the Clerk to supply copies of the list of Policies and Procedures to all councillors at the May Full Council meeting.

**ACTION: Clerk**

9.2 The Committee asked the Clerk to make a review of the scope of Financial Regulations, Standing Orders and Policies & Procedures an agenda item at the July 2011 F&GP meeting.

**ACTION: Clerk**

**10 ENERGY SAVING MEASURES**

- 10.1** The Clerk reported on the energy saving measures which had already been undertaken by the Council. The changeover of energy suppliers will be completed in June 2011. The Clerk confirmed that the option of solar energy panels had been discussed and discarded by the F&GP Committee in 2010.

**11 COUNCIL BANKING**

- 11.1** The Clerk explained the proposed charges for Nat West Business Banking and the alternatives available. The Committee **RESOLVED** to switch accounts to the Nat West Clubs & Societies account. The Clerk will advise on any difficulties with this change of accounts. **ACTION: Clerk**

**12 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

- 12.1** None.

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

- 13.1** The provisional date of the next meeting was agreed as **Tuesday 26 July 2011 at 7.45pm.**

## PART 2

### 14 VAT ON HIRING AND FRANCHISE AGREEMENTS

- 14.1 The Clerk reported that he and the Internal Auditor had checked the HMRC authorisation of the charging of VAT by the Council. The FAO confirmed that VAT is being charged on fees for the Pavilion and Bar.

### 15 PAVILION CAFE

- 15.1 The Committee discussed at length the current workings of the agreement with the Pavilion Café. The Committee also discussed in principle the overseeing of other business ventures involved with the Council.

The Committee **RECOMMENDED** that a sub-Committee of the Council be set up for the oversight, development and support of business ventures involving the Council: this sub-Committee to comprise of one member of the R&A Committee, one member of the F&GP Committee, and either the Chairman or Vice-Chairman of the Council. The sub-Committee would meet only when there is a specific task for it to consider and its first task would be the review of the Pavilion Café contract.

### 16 STAFFING MATTERS

- 16.1 The Committee noted the resignation of the Finance & Administration Officer, thanked her for her help and dedication during her time with the Council and offered the Council's best wishes for her in her new job.
- 16.2 The Committee noted the FAO's overtime worked in the previous financial year and that already worked in the current year and **RESOLVED** that a maximum of 45 hours overtime to be paid, the final overtime figure to be confirmed by the Chairman of the F&GP Committee.
- 16.3 The Committee **RESOLVED** that the Clerk advertise for a new FAO at the current FAO's original starting grade and 20 hours per week. **ACTION: Clerk**

There being no further business, the Chairman closed the meeting at 9.57pm.

## **APPENDIX 1**

### **CORRESPONDENCE**

- 1) NALC; re Draft accounts audit regulations 2011
- 2) Co-op bank; Guaranteed Investment Account rates
- 3) Biffa; Waste Collection charges review April 2011
- 4) SLCC; clarification of VAT on magazine advertising
- 5) SLCC; confirmation of external audit fees for 2011-12
- 6) Berks Pension Fund; employer contribution rates
- 7) SLCC; discussion re new Standing Orders
- 8) WBC; confirmation of transfer of electricity accounts
- 9) Nat West contract revisions
- 10) SLCC; guidance on internet banking
- 11) Berks Pensions; request to pay by contributions by standing order
- 12) Help For Heroes; thanks for grant
- 13) British Gas; acknowledgement of cancellation notice
- 14) SLCC; discussions re internal audit
- 15) Nat West; Cllr Green's documents submitted
- 16) Berks Pensions; benefits of scheme membership
- 17) Berks Pensions; employer contributions 2011-14
- 18) Mazars; notice of audit to 31 March 2011
- 19) SLCC newsletter; Account & Audit consultation
- 20) HMRC Vat notes 2011-12
- 21) SLCC/NALC; audit arrangements
- 22) Berks Pension; Employer Bulletin April 2011
- 23) Nat West; closure of Cheque Card Guarantee Scheme

#### Grants

- G1 W&D CAB
- G2 Berks County Blind Society
- G3 Sue Ryder
- G4 WBC; re match funding
- G5 Keep Mobile
  
- N1 Zurich Insurance; renewal for 2011-12
- N2 Mrs S De Groote; resignation from WPC
- N3 WBC; Small Business Rate Relief extended to 30 September 2012