



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone/Fax 0118 978 0244
finance@winnersh.gov.uk
www.Winnersh.gov.uk

**Minutes of a meeting of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the John Grobler Room on Tuesday 26 July 2011 at 7.45 pm.**

PRESENT: Cllr J Southgate, (Chairman), P Bray, F Breedlove, D Green, R Shepherd-Dubey

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

1 APOLOGIES

1.1 Apologies for absence: Cllrs J Leask, E Siggery.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26.4.11

2.1 None.

3 F&GP COMMITTEE VICE-CHAIRMAN

3.1 The Committee **RESOLVED** that Cllr R Shepherd-Dubey will be Vice-Chairman of the F&GP Committee.

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 A request for a grant has been received from the Open Spaces Society. Cllr Bray declared an interest. The Clerk was asked to reply that the Council has renewed its membership but has a policy of awarding grants only to organisations directly supporting Winnersh residents.

4.2 A follow up request for a grant has been received from Sue Ryder. The Committee asked the Clerk to contact the society confirming that clarification is required for details of numbers of people helped locally and not for specific individuals

ACTION: Clerk

4.3 A request for a grant has been received from Readibus. The Committee **RESOLVED** that £2250 would be donated.

4.4 The Committee discussed and **RESOLVED** to pre-authorised the following grants:

Wokingham Volunteer Centre	£100
Relate	£100
Wokingham Job Support Centre	£100
Homestart	£250

The following grants were pre-authorised subject to confirmation on receipt of specific requests by Full Council:

Bearwood Primary School	£150
Winnersh Primary School	£150

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	
Wokingham Volunteer Centre	26.7.11	£100	
Relate	26.7.11	£100	
Wokingham Job Support Centre	26.7.11	£100	
Homestart	26.7.11	£250	
Totals		£1150	£400

Donations for Community Transport 2011-12

Organisation	Date authorised	Amount authorised	Paid/to pay
Keep Mobile	28.4.11	£2250	10.5.11
Readibus	26.7.11	£2250	2.8.11
Totals		£4500	£4500

4.5 There were no referrals from other committees.

5 CORRESPONDENCE

5.1 Item 4; The Clerk reported that the Council did not hold any investments with the Bank of Ireland.

5.2 Item 6; The Committee noted that the provision of pensions for employees may become compulsory. The Committee asked the Clerk to keep the Committee informed of any further details. **ACTION: Clerk**

5.3 The Committee noted items N1 & N2.

6 REVIEW OF ACCOUNTS FOR QUARTER 1 2011-12

6.1 Clarification was given regarding the provision for by-election costs.
Clarification was given regarding the amalgamation of telephone and broadband costs.
After discussion the Committee asked the FAO to adjust the Expenditure Employment Costs, Street Lights and Major & Capital Projects Contingency. **ACTION: FAO**
[Clerk's Note: The FAO will also include the Winnersh Matters Advertising under Income. CH 27.7.11]

6.2 Expenditure to June 2011, p1

The FAO reported that there had been a £1000 rebate for electricity supplies.
The FAO reported that there had been a £80 per month reduction in Business Rates.
The Committee asked the FAO to include a note to this effect. **ACTION: FAO**

6.3 Expenditure to June 2011, p2

No questions.

6.4 Capital & Major Projects

The Committee noted that some funds remain unused from the 2011 Fete budget.
The Committee noted that the increase in the costs of the printing of Winnersh Matters had been offset by the increased advertising income.

6.5 Income

The Committee noted that Pavilion hiring income was low because WRFC hirings take place from August to April. The Pavilion Café hiring income is now included within the Franchise section.
Allotment income is expected to peak with the annual renewals in September.
The Sindlesham Room hirings are above budget and the JG Room hirings are below.

6.6 The Committee **RECOMMENDED** acceptance of the Income, Expenditure and Capital Projects accounts for quarter 1 2011-12, with the changes requested in 6.1, as specified.

7 AUDIT 2010-11

7.1 The Committee reviewed the Internal Auditor's report for 2010-11, which is appended to these minutes, and noted that actions had already been taken to deal with the matters mentioned.

7.2 The FAO reported that a discrepancy of £100 had been reported by Mazars on the 2010 -11 audit report. This has been caused by a transcription error. The External Auditor understands the situation and is returning the audit report for correction.

8 WINNERSH FETE

8.1 A Breakdown of the Winnersh Fete income and expenditure is appended to these minutes. Cllr Southgate gave a summary of the costs for the Fete and the Committee noted that the Fete had come in under budget.

8.2 Cllr Southgate confirmed that the Fete Working Group had suggested that donations should be made to the ATC, Scouts, Winnersh Primary School and Help For Heroes. The Committee **RESOLVED** that **£50** should be donated to each of the ATC, Scouts and Winnersh Primary School, with the remainder to be donated to Help For Heroes.
ACTION: FAO
[Clerk's note: Help For Heroes donation is provisionally £294.92]

8.3 The Committee discussed the Fete and **RECOMMENDED** that a Fete should be held on 16 June 2012.

8.4 The Committee **RESOLVED** to pre-authorise the remaining 2011 fete budget to be used in preparation for the 2012 Fete.

8.5 The Committee thanked Mr M Armstrong for his donation to the Fete Charity collection.

9 **WINNERSH MATTERS NEWSLETTER**

9.1 The Committee discussed the recent publication of Winnersh Matters. This edition had been larger at 8 pages, but the extra costs had been offset by advertising income. The distribution of the newsletter had gone well. The Clerk was asked to write to Malcolm Armstrong, now that he is standing down as editor, thanking him for his help with the previous editions. **ACTION: Clerk**

9.2 The Committee discussed the next edition of Winnersh Matters. Cllr Bray will act as editor and will contact Mr Armstrong and Mrs Vass for information and photographs. **ACTION: Cllr Bray**

The Committee noted the potential to expand the size of the newsletter by including advertising. The Committee **RESOLVED** to authorise up to £850 for the production of the November 2011 edition of Winnersh Matters providing that this figure is partly offset by advertising income.

10 **COMMUNITY CENTRE MAINTENANCE SCHEDULE**

10.1 The Committee noted that the purpose of this review was to see how costs had historically been budgeted for by spreading out regular maintenance over a period of years. The Clerk presented a draft schedule for the next 6 years.

The Committee suggested that a review of the fire and intruder alarms systems should be included for 2012-13 and thereafter every 5 years. The 5 Year Plan is to be replaced by the Strategic Aims document S01, to be reviewed annually. A review of the office computer systems is suggested for the autumn 2011 and thereafter every 4 years. Cllr I Shepherd-Dubey is to be asked to undertake the review.

ACTION: Cllr R Shepherd-Dubey

The Clerk will confirm the frequency of the current tank chlorination requirements. **ACTION: Clerk**

The Committee queried the maintenance of the Council's street lights. The Clerk was asked to enquire of WBC when they proposing to take over the running of the Parish Council's street lights. **ACTION: Clerk**

Cllr Green will check upon the current maintenance level of the street lights.
ACTION: Cllr Green

Carpet Cleaning may now be undertaken internally. **ACTION: Clerk**

11 TO REVIEW THE SCOPE OF PROCEDURAL DOCUMENTS

- 11.1** The Committee discussed the scope of the procedural documents, using the Policies & Procedures summary sheet as a reference. The Committee decided in principle to review the oldest policies first. The following policies will be reviewed:

Cllr Breedlove will look at all the Policies and Procedures, with the exceptions listed below, including especially the Budget Setting Procedure and Financial Regulations. Cllr Breedlove's brief is to make recommendations and/or amendments and report.

ACTION: Cllr Breedlove

Cllrs Southgate and Bray will review Standing Orders.

ACTION: Cllrs Southgate & Bray

The Committee **RECOMMENDED** a review of the Planning Guidance policy be made by the Planning Committee.

The Code of Conduct does not need a review. Cllr Bray will review the Equal Opportunities Policy (G01). **ACTION: Cllr Bray**

The Clerk was asked to email the relevant Policies & Procedures to the people mentioned above. **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 25 October 2011 at 7.45pm.**

PART 2

14 STAFFING MATTERS – Caretaker

- 14.1** Cllr Green confirmed that interviews for the caretaker’s post had taken place today and that Mr Chris Fazey had been identified as the best qualified candidate; he had verbally accepted the job. The Clerk confirmed that he would check that the current caretaker leaves the house in good decorative order.

ACTION: Clerk

- 14.2** The Committee **RESOLVED** that the Clerk should sign a contract of employment for the new caretaker.

ACTION: Clerk

- 14.3** The Committee **RESOLVED** that the Clerk should initiate a recruitment process to recruit a new Relief Caretaker on the same terms as the current Relief Caretaker.

ACTION: Clerk

15 STAFFING MATTERS – Clerk

- 15.1** After discussion the Committee **RESOLVED** to increase the Clerk’s hours to 32 hours per week backdated to April 2011.

ACTION: FAO

16 STAFFING MATTERS – FAO

- 16.1** The Committee reviewed the FAO’s achievements and pension options. Subject to the FAO remaining in the employ of the Council for the next two months, the Committee **RESOLVED** to increase the FAO’s salary by 6% until such time as the Council formally offers and the FAO accepts contributions into a pension scheme. This increase of salary represents an equivalent Council contribution to a private pension fund.

ACTION: FAO

There being no further business the committee meeting closed at 10.30pm

APPENDIX 1

CORRESPONDENCE

Requests for grants

- 1 Readibus;
- 2 Sue Ryder; clarification of previous request
- 3 Open Spaces Society; 'fighting sorrows appeal'

Other correspondence

- 4 Bank of Ireland, introductory letter
 - 5 On-Time Outsourcing; introductory letter
 - 6 SLCC; information re staff pensions
 - 7 HMRC; VAT Annual Accounting Schedule
 - 8 SLCC; cheques not to be abolished
 - 9 Nat West; new credit card
 - 10 Public Sector Events; Public Sector Income Generation, conference, 12 October 2011, London
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- N1 British Gas; closure of account
 - N2 Mr G Hurst; acceptance of position of Internal Auditor 2011-12

APPENDIX 2**Income and Expenditure 2011/12 Q1**

**Winnersh Parish Council
Income (All sources)
To June 2011**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	24,747	27,500	7,838	7,838	-19,662	29%	29%
Allnatt Pavilion Lettings	3,329	3,000	63	63	-2,937	2%	2%
John Grobler Room Lettings	193	1,000	85	85	-915	9%	9%
Sindlesham room lettings	758	1,000	351	351	-649	35%	35%
Community Halls sub-total	29,027	32,500	8,337	8,337	-24,163	26%	26%
Allotment Rents	1,412	1,500	35	35	-1,465	2%	2%
Bearwood Recreation Ground	6,001	5,000	350	350	-4,650	7%	7%
Franchise Fee Bar	1,813	2,000	69	69	-1,931	3%	3%
Franchise fee Pavilion	902	1,500	300	300	-1,200	20%	20%
Other Income sub-total	10,128	10,000	754	754	-9,246	8%	8%
TOTAL GENERAL INCOME	39,155	42,500	9,091	9,091	-33,409	21%	21%
OTHER INCOME							
Precept	105,360	105,880	52,940	52,940	-52,940	50%	50%
S106 Income	5,278	0	0	0	0		
Interest	25	50	14	14	-36	28%	28%
Fete Income for Donation	0	0	385	385	385		
Sundry Income	0	200	10	10	-190	5%	5%
Insurance claim refund	0	0	0	0	0		
Winnersh Matters Advertising	0	0	350	350	350		
TOTAL OTHER INCOME	110,663	106,130	53,699	53,699	-85,840	51%	51%
Total Income	149,818	148,630	62,790	62,790	-85,840	42%	42%

**Winnersh Parish Council
Expenditure
To June 2011**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	14,998	13,500	3,345	3,345	-10,155	25%	25%
Services	5,706	7,500	3,444	3,444	-4,056	46%	46%
Scheduled Maintenance	7,205	8,200	1,615	1,615	-6,585	20%	20%
Unscheduled Maintenance	1,992	2,500	531	531	-1,969	21%	21%
Rates	2,265	2,400	245	245	-2,155	10%	10%
Refunds	50	0	0	0	0		
Community Hall - Total Costs	32,216	34,100	9,180	9,180	-24,920	27%	27%
Allnatt Pavilion							
Employment Costs	4,999	4,500	1,115	1,115	-3,385	25%	25%
Services	2,412	2,500	711	711	-1,789	28%	28%
Scheduled Maintenance	849	750	305	305	-445	41%	41%
Unscheduled Maintenance	548	750	445	445	-305	59%	59%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	8,808	8,500	2,576	2,576	-5,924	30%	30%
Allotments							
Water & Maintenance	1,603	1,000	325	325	-675	33%	33%
Rent to WBC	0	730	730	730	0	100%	100%
Sundries	88	100	20	20	-80	20%	20%
Refund	0	0	0	0	0		
Allotments - Total costs	1,691	1,830	1,075	1,075	-755	59%	59%
Recreation Grounds							
Bearwood Rec. - Scheduled Maint.	11,111	13,400	3,631	3,631	-9,769	27%	27%
Bearwood Rec. - Unscheduled Maint	2,201	1,000	87	87	-913	9%	9%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Rec. Grounds - Total Costs	13,312	14,400	3,718	3,718	-10,682	26%	26%
Pavilion House							
Pavilion House maintenance	447	350	0	0	-350		
Pavilion House - Total costs	447	350	0	0	-350		

**Winnersh Parish Council
Expenditure
To June 2011**

	Last Year	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Office & General Expenses							
Employment Costs	35,822	38,000	9,165	9,165	-28,835	24%	24%
Stationery	539	500	58	58	-442	12%	12%
Computer Maintenance	818	700	232	232	-468	33%	33%
Copier Lease	517	550	78	78	-472	14%	14%
Insurances	6,615	7,000	7,087	7,087	87	101%	101%
Training Councillors	135	250	160	160	-90	64%	64%
Training Staff	90	500	25	25	-475	5%	5%
Parish Expenses	374	400	125	125	-275	31%	31%
Sundries	279	500	22	22	-478	4%	4%
Election expenses	0	4,170	0	0	-4,170		
NALC/BALC Subscription	1,154	1,200	0	0	-1,200		
Subscriptions	817	800	160	160	-640	20%	20%
Professional Fees	1,000	1,000	0	0	-1,000		
Bank Charges	32	50	32	32	-18	64%	64%
Telephone	875	1,240	202	202	-1,038	16%	16%
Post	365	400	105	105	-295	26%	26%
Travel & Subsistence	205	400	90	90	-310	23%	23%
Total General Costs	49,637	57,660	17,541	17,541	-40,119	30%	30%
Street Lights	646	850	435	435	-415	51%	51%
Other Expenditure							
Grants	2,000	2,000	400	400	-1,600	20%	20%
Community Transport	4,400	4,500	2,250	2,250	-2,250	50%	50%
Bad Debt W/O, etc.	0	0	0	0	0		
Other Costs - Total	6,400	6,500	2,650	2,650	-3,850	41%	41%
Total Running Expenditure	113,157	124,190	37,175	37,175	-87,015	30%	30%
Major & Capital Projects							
Major Schemes Fund	24,860	0	0	0	0		
R&A	15,316	23,100	867	867	-22,233	4%	4%
F&GP	3,751	5,000	2,850	2,750	-2,250	57%	55%
Planning	2,693	2,200	0	0	-2,200		
Contingency	1,343	19,640	0	0	-19,640		
S106 Expenditure	5,270	0	0	0	0		
TOTAL EXPENDITURE	166,390	174,130	40,892	40,792	-133,338	23%	23%

**Winnersh Parish Council
CAPITAL & MAJOR PROJECTS
To June 2011**

	Budget	This Qtr	YTD	Variance	% Qtr	%YTD
Recreation & Ammenities Committee						
R&A - Bar and Pavillion internal de	7,000	0	0	-7,000		
R&A - Notice boards and signage 11-	2,000	0	0	-2,000		
R&A - Winnersh Meadows improvement	9,000	0	0	-9,000		
R&A - Path fire exit 11-12	1,600	0	0	-1,600		
R&A - Energy efficient control syst	1,000	0	0	-1,000		
R&A - Pavillion electric upgrade an	500	254	254	-246	51%	51%
R&A - Miscellaneous 11-12	2,000	613	613	-1,387	31%	31%
R&A - Total inc misc.	23,100	867	867	-22,233	4%	4%
Finance & General Purposes Committe						
F&GP - Winnersh Matters Newsletter	1,000	795	795	-205	80%	80%
F&GP - Winnersh Parish Fete 2011	3,500	2,055	2,055	-1,445	59%	59%
F&GP - Miscellaneous 2011-2012	500	0	0	-500		
F&GP - Total inc misc.	5,000	2,850	2,850	-2,150	57%	57%
Planning Committee						
Planning - Tree Husbandry & replace	2,000	0	0	-2,000		
Plan - Misc	200	0	0	-200		
Planning - Total inc misc.	2,200	0	0	-2,200		
Major Schemes Fund						
Major Schemes Fund - Balance	0	0	0	0		
MSF - Total inc misc.	0	0	0	0		

Notes:

Notes for F&GP meeting of 26.7.11

INCOME 2011-12

- 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)

EXPENDITURE 2011-12

- 1 **Community Hall – Services**
Q1 Includes gas bill of Q3 and Q4 of 2010-11 (£3,191)
- 2 **Allnatt Pavilion – Scheduled Maintenance**
Q1 Includes ADT Redcare contract for 2010-11 (£305)
- 3 **Allnatt Pavilion – Unscheduled Maintenance**
Q1 Includes repair and replacement of vent in Pav Café (£361)

APPENDIX 3**Winnersh Fete 2011**

Monies Received	2011 £	2011 £	2010 £	2010 £
Bytomic Tae Kwon Do	10.00			
Carol Baker			15.00	
Citrus Studio	10.00		25.00	
Cirves Lower earley	10.00			
Everything I Love	10.00			
Frutti Jams & Chili Pili			30.00	
Happitots	10.00			
Mini IQ			15.00	
Mrs Stevens			35.00	
MumDad Antenatal			10.00	
Neals Yard	10.00			
Only A Hobby	5.00			
Phoenix Cards	10.00		10.00	
photoART			10.00	
Plants & Gardens	15.00			
Plum Pudding Pig Company	32.00			
Premier Sports	10.00			
Reading Info	10.00		10.00	
Steve Herbert			10.00	
Tailor Made Chef			10.00	
Teds in the Shed	10.00			
The Finishing Touch			10.00	
Usborne Books	12.00		11.00	
Events & Leisure Ice Cream	75.15		60.20	
Candy Floss Vendor			35.00	
Bar	22.92		27.56	
Pavilion Café (est)	37.00	299.07	46.40	370.16
Raffle		73.30		74.40
Donations (Bric-A-Brac stall)		72.55		55.44
		444.92		500.00
Expenses				
Inflatables and surfboard simulator		630		775
Circus Workshop		180		200
Feathers & Fur birds of prey display		300		300
Hurdy-gurdy organ				100
Band		150		350
FM107				100
Printing of flyers and posters		225		367
Banners		120		100
First Aid ambulance		200		230
Marking out site		100		50
Arena setup & dismantling		250	est	250
Generator		130		125
PA system cables		45		
Temporary event notice		21		21
Misc expenses (incl lunch vouchers)		99		18
		2,450		2,986

To the Chairman, Winnersh Parish Council

Report on the Internal Audit of Winnersh Parish Council 2010-2011

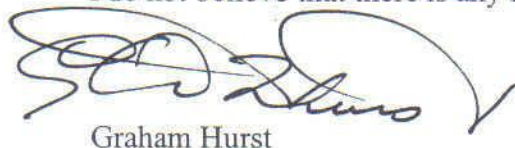
I have examined the Income and Expenditure account and Balance Sheet for the year to 31st March 2011 and found these accounts to be correct.

The audit has been carried out according to the plan agreed and implemented for 2010-2011.

Items referred to in the 2009-2010 internal and external audit reports have been checked to ensure that action has been taken.

I have examined the internal controls that the Council operates and found these to be effective and in line with Financial Regulations. The Health and Safety Risk Assessments policy was reviewed in October 2010 and accepted by the Council.

A new venture commenced in 2010, 'The Pavilion Café' providing a food and drink service. Council income from this venture has a link to its Sales and an 'Open Book' agreement is in place. An initial attempt to examine financial information was unsuccessful as information previously agreed to be provided, was not available. A Councillor was contacted by the ladies running the facility and a series of meetings involving 4 Councillors took place (including the then Chair of the Council and the Chair of Recreation & Amenities). The role of the Internal Auditor was queried and some of their actions clearly interfered with the audit of the Café. The Council has and is taking action to deal with this matter. The financial contribution from the Café is approximately 1% of income. Till rolls covering Jan and Feb 2011 have since been provided and where checked are correct. I do not believe that there is any financial risk.



Graham Hurst

Internal Auditor

14.6.2011