



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 Monday 28 November 2011 at 7.45 pm.**

PRESENT: Cllr J Southgate, (Chairman), P Bray, F Breedlove, D Green, J Leask.

In Attendance: Mr C Hudson – Parish Clerk, Miss A Lambourne – Finance & Administration Officer.

1 APOLOGIES

1.1 Apologies for absence: none

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26.7.11

2.1 Item 10.1;

The Clerk confirmed that water tank chlorination takes place every 2 years. Investigations into the maintenance of street lights are ongoing.

ACTION: Clerk, Cllr Green

The usual contractor for carpet cleaning has ceased business. It may be possible to do the work in-house. The Committee asked R&A to consider this. **ACTION: Clerk**

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant has been received from Keep Mobile. A grant has already been given to this organisation in the current financial year. The Clerk will write to Keep Mobile. **ACTION: Clerk**

3.2 A request for a grant for 2012-13 has been received from Wokingham & District CAB. The Clerk will write confirming that the request will be retained for consideration next year. **ACTION: Clerk**

3.3 A request for a grant has been received from St Catherine's Church, Bearwood. The Committee **RESOLVED** that £100 would be donated.

3.4 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	
St Catherine's Church	28.11.11	£100	13.12.11
Totals		£1250	£500

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

3.5 There were no referrals from other committees.

4 CORRESPONDENCE

4.1 Item 3; The Committee discussed the post of Internal Auditor for 2012-13. The Clerk was asked to get recommendations from other local councils.

4.2 Item 5; The Committee noted that a review of the Council's insurance is due next year. This information will be filed. **ACTION: Clerk**

4.3 Item 8; The Committee noted the receipt of the initial information regarding the 2012-13 precept. The Clerk will forward this information to Cllr Southgate. **ACTION: Clerk**

5 REVIEW OF ACCOUNTS FOR QUARTER 2 2011-12

5.1 **Income:**

The Committee noted the incomplete Franchise fees.

The Clerk confirmed the delay caused by AVC's re-structure.

The Committee noted that the Pavilion Café contract is being re-written. The Committee asked Cllr Southgate to speak to the Café and the Clerk to write to them requiring payment in line with the current contract until a new contract is in place.

ACTION: Cllr Southgate, Clerk

The FAO explained that the Pavilion hiring figures are low during the summer because it is the football close season.

The FAO explained the Sundry Income figure. The Committee asked that this be added as a note. **ACTION: FAO**

Fete 2011: The Committee noted the payments already made to charities. Cllr Southgate will follow up the Pavilion Café's donation. The FAO was asked to raise a cheque to cover the residual amount, made out to Help For Heroes. **ACTION: FAO**

5.2 Expenditure to September 2011, p1

The Committee noted the change of energy suppliers this year and the estimated readings. The FAO was asked to check the actual figures and the proportionate allocation to the Main Hall and Pavilion. **ACTION: FAO**

5.3 Expenditure to September 2011, p2

The Committee asked the FAO to review the proportioned figures for the allocation of Employment Costs between the Main Hall and Pavilion. **ACTION: FAO**
The Committee noted that the Planning Committee is expecting its tree husbandry expenditure to fall into the second half of the year.

5.4 Capital & Major Projects

There were no questions raised.

5.5 The Committee **RECOMMENDED** acceptance of the Income, Expenditure and Capital Projects accounts for quarter 2, 2011-12, subject to the caveats raised above.

6 REVIEW OF SCOPE OF PROCEDURAL DOCUMENTS

6.1 Financial Regulations:

Cllr Breedlove reported to the Committee. The Committee discussed ideas, including Committee responsibility for budgets, Contingency, preparation of Annual Budget/Precept figures. The Committee agreed to revise the wording relating to the Major Schemes Fund; the details to be confirmed. **ACTION: Cllr Southgate**

6.2 Employment:

Cllr Breedlove reported to the Committee that he considered the regulations to be fit for purpose. The Committee asked Cllr I Shepherd-Dubey to review the E07 Electronic Mail and Internet P&P document. **ACTION: Cllr I Shepherd-Dubey**

6.3 Standing Orders:

Cllr Bray reported to the Committee. She queried the provision in paragraph 6 regarding the signing of ballot papers. Cllr Bray noted the absence of specific reference to Declarations of Interest and Matters Arising. She also queried the need for the prescriptive wording regarding the running of Council meetings, paras 16-20 and 50-57. Cllr Bray also noted the following:

- the responsibility of the Chairman to decide the 'Communications' to be put before the Council (11.f).
- there is no provision for removal of the public from meetings (para 15).
- Review of wording of para 23b to be undertaken by **Cllr Bray**.
- Review of the Committees' delegated power of spending.
- Para 36d: check accuracy of cross-reference to 41(c).
- Para 37; update facilities
- Update all references to Wokingham District Council or District, to be

Cllr Southgate was asked to revise the Standing Orders C01, with regard to the items above and the recently published national Model Standing Orders.

ACTION: Cllr Southgate

6.4 Planning:

The Clerk reported that the Planning Committee had reviewed P01 Planning Guidance.

6.5 General:

Cllr Bray reported to the Committee. She suggested that G01, Equal Opportunities, be simplified and widened, and that the wording relating to councillors and employees be clarified. Cllr Bray will produce a revised version for circulation to the F&GP members.

ACTION: Cllr Bray

6.6 Co-option of Councillors:

The Clerk presented a document for consideration. The Committee discussed the document and asked the Clerk to include the following items;

- An introductory pack for prospective councillors
- The names of candidates for co-option to be published on the agenda
- The option for Co-opted councillors to join the meeting immediately after their co-option

The Clerk was asked to revise the draft document accordingly. **ACTION: Clerk**

7 RISK MANAGEMENT POLICY AND RISK ASSESSMENT

- 7.1** The Clerk reported on these documents. The Committee asked that all references to Inland Revenue and Customs & Excise be brought up to date.
Para 4.1.d; delete the reference to professional HR membership.
Para 4.2.o; delete “all necessary procedures are computerised”.
Para 4.2.q; insert at end “Personal data is not copied onto removable media”.

ACTION: Clerk

It was noted that para 3.2.a will have to be updated once the review of Standing Orders and Financial Regulations is complete.

The Committee agreed that, having been thoroughly revised in recent years, and with the updates noted above, the Risk Management Policy and Risk Assessments are fit for purpose.

8 OFFICE COMPUTER SYSTEM

- 8.1** The Clerk reported on the progress of the changeover of ISP provider and associated services.

- 8.2** The Committee reviewed the report on the office computer system provided by Cllr I Shepherd-Dubey. The Committee made the following observations and recommendations:

- 1) to complete the changeover of ISP provider as soon as possible
- 2) to use the commercial AVG virus checker on both machines
- 3) VPOP3, along with its specialist support, will no longer be needed

- 4) to back up both machines to a remote site
- 5) enable print to the photocopier, if possible
- 6) review the size of the new laptop storage up to 500Gb within a £400 total budget limit for the laptop

The Committee **RESOLVED** to authorise the update of the office computer system as set out in the report. Cllr I Shepherd-Dubey is to oversee the project. Costs will be taken from the F&GP Miscellaneous budget.

The Committee expressed its thanks to Cllr I Shepherd-Dubey for the thorough report which had been presented.

8.3 The new FAO reported on the quarter end reporting and the problems faced using the old and updated versions of Sage and 'The Clerk'. She explained the benefits in terms of staff time and ease of reporting if all the work could be done on Sage. The Committee **RESOLVED** to upgrade Sage to Sage Line50. The one-off charge and additional annual cover are to be taken from the Computer Maintenance budget. The FAO was asked to implement the change at her discretion and in awareness of the changes to the computer system authorised in 8.2 above. **ACTION: FAO**

8.4 The Clerk reported on the ongoing problems with the office telephone system. The Committee **RESOLVED** to upgrade the office telephone system, the costs to be taken from the F&GP Miscellaneous budget. **ACTION: Clerk & FAO**

8.5 Cllr Southgate reported on the need to upgrade the website software. The Committee **RESOLVED** that Cllr Southgate should update the website software, at a maximum cost of £82. **ACTION: Cllr Southgate**

9 COUNCIL BANK ACCOUNTS

9.1 The Clerk reported that a small residual amount remains in the redundant Capital Reserve Account. The Committee **RESOLVED** to close the Capital Reserve Account. **ACTION: Clerk**

9.2 The Clerk reported on the change of signatories on the Council's bank accounts. All the relevant documentation is now available.

The Committee **RESOLVED** to authorise the following changes to the signatory list for the Council's Nat West bank accounts:

Removals:

Cllr M Armstrong, Cllr D Jupp, Cllr J Peffers, Cllr E Siggery,
Cllr J Wakefield, Mrs S De Groot.

Additions:

Cllr L Lainsbury, Cllr J Leask, Cllr I Shepherd-Dubey,
Cllr R Shepherd-Dubey, Miss A Lambourne.

Note: Miss Lambourne, as RFO, is authorised only for the receipt and movement of documents and information and the movement of money between the Council's bank accounts.

10 WINNERSH MATTERS NEWSLETTER

- 10.1** Cllr Bray reported on the progress of the autumn edition of Winnersh Matters. She is awaiting final confirmation of details from advertisers and will be contacting Cllr Grimson regarding the distribution of the copies.

The Committee expressed its thanks to Cllr Bray for producing this edition of Winnersh Matters.

11 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 11.1** Cllr Southgate requested photographs of the new Caretaker and FAO for use on the website. **ACTION: Clerk**

12 NEXT MEETING OF THE F&GP COMMITTEE

- 12.1** The provisional date of the next meeting was agreed as **Tuesday 31 January 2012 at 7.45pm.**

PART 2

13 OUTSTANDING DEBTS

- 13.1 The FAO reported that, other than the outstanding franchise fees reported in 5.1 above, there are no outstanding debts.

14 STAFFING MATTERS

- 14.1 The Clerk reported on the progress of the recently appointed Caretaker, Relief Caretaker and FAO.
- 14.2 The Clerk reported that he had undertaken initial reviews with the Caretaker and Relief Caretaker and would hold a review with the FAO once quarter end was complete.

The staff had suggested the provision of WPC ID cards. The Committee asked the Clerk to look into providing ID cards for all the staff. **ACTION: Clerk**

Cllr Green confirmed that he intends to undertake a review with the Clerk in the near future.

- 14.3 The Clerk reported on the overtime worked by the caretaker during his recent holiday. The Committee noted the extraordinary nature of this overtime and **RESOLVED** to approve 4.5 hours overtime to the Caretaker, without precedent for future events. The Committee **RESOLVED** to authorise the payment of £120 for the removal of rubbish from the Pavilion House garden.

The Clerk reported that at the end of August the former FAO had been owed 8 hours leave by the Council. The Clerk and FAO reported on the time and difficulties faced by the current and former FAOs in producing the quarter end reports. The Committee noted that overtime for this purpose had been previously agreed for the former FAO.

The Committee **RESOLVED** to approve 20 hours overtime and 8.5 hours time off in lieu for Miss Lambourne, the FAO.

The Committee **RESOLVED** to approve the payment of 33.5 hours overtime and 8 hours leave for Mrs S De Groot.

There being no further business the committee meeting closed at 11.26pm

APPENDIX 1

CORRESPONDENCE

Requests for grants

- G1 Keep Mobile; request for grant
- G2 St Catherine's Church; request for grant
- G3 Wokingham & District CAB; request for grant

Other correspondence

- 1 WBC; revised Business Rates; October 2011 – January 2012
 - 2 HMCE; latest VAT notes, 1 October 2011
 - 3 IAC Ltd; introductory letter re Internal Audit services
 - 4 CCLA; booklet 'The Public Sector Deposit Fund'
 - 5 Came & Co; parish council insurance newsletter
 - 6 TalkTalk Business; acknowledgement of complaint
 - 7 ICO; confirmation of Data Protection renewal
 - 8 WBC; confirmation of precept procedure for 2012-13
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- N1 Nat West; change of signatory forms
 - N2 Redstone Computers; renewal of support for 'The Clerk' software

WINNERSH PARISH COUNCIL
Income (All sources)
To September 2011

	Last Year	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	24,747	27,500	5,407	13,245	-14,255	20%	48%
Allnatt Pavilion Lettings	3,329	3,000	303	366	-2,634	10%	12%
John Grobler Room Lettings	193	1,000	375	460	-540	38%	46%
Sindlesham room lettings	758	1,000	216	567	-433	22%	57%
Community Halls sub-total	29,027	32,500	6,301	14,638	-17,862	19%	45%
Allotment Rents	1,412	1,500	15	50	-1,451	1%	3%
Bearwood Recreation Ground	6,001	5,000	270	620	-4,380	5%	12%
Franchise Fee Bar	1,813	2,000	0	69	-1,931	0%	3%
Franchise fee Pavilion	902	1,500	300	600	-900	20%	40%
Other Income sub-total	10,128	10,000	585	1,339	-8,662	6%	13%
TOTAL GENERAL INCOME	39,155	42,500	6,885	15,976	-26,524	16%	38%
OTHER INCOME							
Precept	105,360	105,880	0	52,940	-52,940	0%	50%
S106 Income	5,278	0	0	0	0		
Interest	25	50	6	20	-30	11%	39%
Fete Income for Donation	0	0	0	385	385		
Sundry Income	0	200	863	873	673	431%	436%
Insurance claim refund	0	0	0	0	0		
Winnersh Matters Advertising	0	0	0	350	350		
TOTAL OTHER INCOME	110,663	106,130	868	54,567	-78,086	1%	51%
Total Income	149,818	148,630	7,754	70,544	-78,086	5%	47%

**Winnersh Parish Council
Expenditure
To September 2011**

	Last Year	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	14,998	13,500	3,901	7,246	-6,254	29%	54%
Services	5,706	7,500	1,268	4,712	-2,788	17%	63%
Scheduled Maintenance	7,205	8,200	1,880	3,495	-4,705	23%	43%
Unscheduled Maintenance	1,992	2,500	344	875	-1,625	14%	35%
Rates	2,265	2,400	246	491	-1,909	10%	20%
Refunds	50	0	0	0	0		
Community Hall - Total Costs	32,216	34,100	7,639	16,819	-17,281	22%	49%
Allnatt Pavilion							
Employment Costs	4,999	4,500	745	1,860	-2,640	17%	41%
Services	2,412	2,500	91	802	-1,698	4%	32%
Scheduled Maintenance	849	750	0	305	-445	0%	41%
Unscheduled Maintenance	548	750	0	445	-305	0%	59%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	8,808	8,500	837	3,413	-5,087	10%	40%
Allotments							
Water & Maintenance	1,603	1,000	229	554	-446	23%	55%
Rent to WBC	0	730	0	730	0	0%	100%
Sundries	88	100	0	20	-80	0%	20%
Refund	0	0	0	0	0		
Allotments - Total costs	1,691	1,830	229	1,304	-526	12%	71%
Recreation Grounds							
Bearwood Rec. - Scheduled Maint.	11,111	13,400	3,272	6,903	-6,497	24%	52%
Bearwood Rec. - Unscheduled Maint	2,201	1,000	495	582	-418	50%	58%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Rec. Grounds - Total Costs	13,312	14,400	3,767	7,485	-6,915	26%	52%
Pavilion House							
Pavilion House maintenance	447	350	0	0	-350	0%	0%
Pavilion House - Total costs	447	350	0	0	-350		

**Winnersh Parish Council
Expenditure
To September 2011**

	Last Year	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
Office & General Expenses							
Employment Costs	35,822	38,000	7,891	17,056	-20,944	21%	45%
Stationery	539	500	82	140	-360	16%	28%
Computer Maintenance	818	700	45	277	-423	6%	40%
Copier Lease	517	550	78	156	-394	14%	28%
Insurances	6,615	7,000	0	7,087	87	0%	101%
Training Councillors	135	250	0	160	-90	0%	64%
Training Staff	90	500	0	25	-475	0%	5%
Parish Expenses	374	400	66	191	-209	17%	48%
Employment Advertising	0	0	298	596	596		
Sundries	279	500	0	22	-478	0%	4%
Election expenses	0	4,170	0	0	-4,170	0%	0%
NALC/BALC Subscription	1,154	1,200	0	0	-1,200	0%	0%
Subscriptions	817	800	35	195	-605	4%	24%
Professional Fees	1,000	1,000	910	910	-90	91%	91%
Bank Charges	32	50	29	61	11	59%	123%
Telephone	875	1,240	218	420	-820	18%	34%
Post	365	400	0	105	-295	0%	26%
Travel & Subsistance	205	400	0	90	-310	0%	23%
Total General Costs	49,637	57,660	9,653	27,492	-30,168	17%	48%
Street Lights	646	850	90	525	-326	11%	62%
Other Expenditure							
Grants	2,000	2,000	150	550	-1,450	8%	28%
Community Transport	4,400	4,500	2,250	4,500	0	50%	100%
Bad Debt W/O, etc.	0	0	0	0	0		
Other Costs - Total	6,400	6,500	2,400	5,050	-1,450	37%	78%
Total Running Expenditure	113,157	124,190	24,614	62,087	-62,103	20%	50%
Major & Capital Projects							
Major Schemes Fund	24,860	0	0	0	0		
R&A	15,316	23,100	5,216	6,083	-17,017	23%	26%
F&GP	3,751	5,000	106	2,956	-2,044	2%	59%
Planning	2,693	2,200	0	0	-2,200	0%	0%
				0			
Contingency	1,343	19,640	0	0	-19,640	0%	0%
S106 Expenditure	5,270	0	0	0	0		
TOTAL EXPENDITURE	166,390	174,130	29,936	71,126	-103,004	17%	41%

**Winnersh Parish Council
Capital & Major Projects
To September 2011**

	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
Recreation & Amenities Committee						
R&A - Bar and Pavilion internal de	7,000	5,216	5,216	-1,784	75%	75%
R&A - Notice boards and signage 11-	2,000	0	0	-2,000	0%	0%
R&A - Winnersh Meadows improvement	9,000	0	0	-9,000	0%	0%
R&A - Path fire exit 11-12	1,600	0	0	-1,600	0%	0%
R&A - Energy efficient control syst	1,000	0	0	-1,000	0%	0%
R&A - Pavilion electric upgrade an	500	0	254	-246	0%	51%
R&A - Miscellaneous 11-12	2,000	0	613	-1,387	0%	31%
R&A - Total inc misc.	23,100	5,216	6,083	-17,017	23%	26%
Finance & General Purposes Committe						
F&GP - Winnersh Matters Newsletter	1,000	0	795	-205	0%	80%
F&GP - Winnersh Parish Fete 2011	3,500	106	2,055	-1,445	3%	59%
F&GP - Miscellaneous 2011-2012	500	0	0	-500	0%	0%
F&GP - Total inc misc.	5,000	106	2,850	-2,150	2%	57%
Planning Committee						
Planning - Tree Husbandry & replace	2,000	0	0	-2,000	0%	0%
Plan - Misc	200	0	0	-200	0%	0%
Planning - Total inc misc.	2,200	0	0	-2,200	0%	0%
Major Schemes Fund						
Major Schemes Fund - Balance	0	0	0	0		
MSF - Total inc misc.	0	0	0	0		

APPENDIX 1

Notes for F & GP meeting of 28 November 2011

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)
- 3 **Sundry Income – £863 from Southern Electric, resulting from change of contract/account and the balance from direct debit payments being refunded.**

EXPENDITURE 2011-12

- 1 Community Hall – Services
Q1 Includes Gas bill of Q3 and Q4 of 2010-11 (£3,191)
- 2 Community Hall – Rates
Q1 Reduced Council tax
(Small business Relief – April to Sept @ £82 – Sept to Jan @ £292)
- 3 **Allnatt Pavilion – Services**
Q2 Change in supplier for gas and electricity currently resulting in lower expenditure
- 4 Allnatt Pavilion – Scheduled Maintenance
Q1 Includes ADT red care contract for 10 – 11. (£305)
- 5 Allnatt Pavilion – Unscheduled Maintenance
Q1 Includes repair and replacement of vent in Pav Café (£361)