



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 30 January 2012 at 7.45 pm.**

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

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 28.11.11

2.1 Item 7.1;
The Clerk confirmed that the Risk Management documentation will be updated. The Clerk reported that section 3.2.a will need to be updated once the Standing Orders and Financial Regulations are approved. **ACTION: Clerk**

2.2 Item 8.2;
Cllr Southgate requested that a brief plan for the computer upgrade be presented, including dates / timescale. **ACTION: Clerk, Cllrs R & I Shepherd-Dubey**

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 The Committee noted that there had not been many requests for grants in this financial year.

3.2 A request for a grant has been received from the MS Therapy Centre. The Committee **RESOLVED** that £200 would be donated.

3.3 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
MS Therapy Centre	30.1.12	£200	14.2.12
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		£1450	£700

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

3.4 There were no referrals from other committees.

4 CORRESPONDENCE

4.1 Item 1; The Committee noted the principles of 'excessive' council tax increases.

4.2 Item 4; The Clerk reported on the changes to pension provision which may affect the Council in a few years time.

5 REVIEW OF ACCOUNTS FOR QUARTER 3 2011-12

5.1 **Income:**

The Committee noted the reduction in the Allnatt Pavilion lettings compared with previous years.

The Committee noted that the John Grobler room is being used only for occasional bookings.

The Committee noted that the Pavilion Café have been issued with an invoice for the variable element of their hiring charges.

The Committee asked the Clerk to follow up AVC for their outstanding fees.

ACTION: Clerk

5.2 **Expenditure to December 2011, p1**

The FAO presented a breakdown of unscheduled works. Committee noted that more long term problems with the buildings are being discovered and repaired.

5.3 Expenditure to December 2011, p2

The Committee noted that the Computer Maintenance expenditure is higher because of the changes to the broadband supply and the SAGE upgrade and maintenance. There will be no further bank charges in the next financial year.

5.4 Capital & Major Projects

The Committee noted that the Winnersh Meadows expenditure should be included in the R&A figures. **ACTION: FAO**

5.5 The Committee **RECOMMENDED** acceptance of the Income, Expenditure and Capital Projects accounts for quarter 3, 2011-12, subject to the change in 5.4 above.

6 CHAIRMAN'S ALLOWANCE

6.1 The Committee discussed the Chairman's Allowance. Cllr Green, 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 2012-13.

The Committee **RESOLVED** that an amount of £200 be allocated for the year 2012-13 for the performance of public duties. The Chairman will tender receipts for any expenses claimed against this allowance.

7 REVIEW OF REVENUE BUDGET ITEMS 2012-13

7.1 Income

The Clerk reported that some hirers were now using the Sindlesham Room instead of the John Grobler room. He explained the S106 allocation for the previous year and that S106 is not normally included as projected income.

The Committee asked the FAO to remove the BLF line since this is now out of date.

ACTION: FAO

7.2 Expenditure

7.2.1 Page 1

Cllr Southgate explained the differences to the Caretakers' salaries compared to previous years. He explained the necessity of an election expenses budget. The Professional Fees are for the Internal and External audits.

7.2.2 Page 2

The Committee discussed options for the reduction of the street lighting costs. These would not be easy to achieve given the small number of street lights run by the Council.

8 REVIEW OF CAPITAL AND SPECIAL PROJECTS BUDGETS 2012-13

8.1 F&GP Committee

The Committee noted that the Winnersh Matters budget is a net amount after advertising income is allowed for.

The Committee discussed and confirmed the F&GP Committee budget.

8.2 **Planning Committee**

The Committee noted the increase in tree work now that more trees are in decline. The Committee discussed and confirmed the Planning Committee budget.

8.3 **R&A Committee**

The Committee noted the allowance for the grass mat repairs. The Committee discussed and confirmed the R&A Committee budget.

9 **REVIEW OF BUDGET AND PRECEPT FOR 2012-13**

9.1 The Contingency budget was increased to £30,000 to comply with the recommendation of 3 months' running expenses in reserve and to allow for extra reserves recommended by the R&A Committee for emergency work to ageing facilities. £40,000 is estimated to be brought forward.

9.2 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 2012-13 be set at £107,881.

10 **REVIEW OF PROCEDURAL DOCUMENTS**

10.1 **Financial Regulations:**

Cllr Breedlove reported to the Committee. He will email the revised documents to the Committee members and staff. The Clerk and FAO will review the revised document.

ACTION: Cllr Breedlove, Clerk, FAO

The Committee discussed the Budget regulations, particularly relating to the wording of Major Schemes and Reserved Items. Cllr Southgate will draft a revision for approval at the next F&GP meeting.

ACTION: Cllr Southgate

10.2 **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**
Cllr Southgate will circulate a copy of this document to the Committee.

ACTION: Cllr Southgate

10.3 **Standing Orders:**

Cllr Southgate reported that he had viewed the new Model Standing Orders and recommended that the Council stays with the current version including the improvements suggested by Cllr Bray at the previous meeting. The Committee **RECOMMENDED** that each of the Council's committees should review the section relating to their powers in sections 37-39. Cllr Southgate will then incorporate their suggestions into the final draft version. Cllr Southgate will email the relevant sections to the committees.

ACTION: Cllr Southgate

10.4 **Planning:**

The Clerk presented a copy of the document P01 Planning Guidance, as revised by the Planning Committee. The Committee **NOTED** that it had been updated.

10.5 Equal Opportunities:

Cllr Bray presented her revised version to the Committee.

The Committee asked that the final paragraph in section 2, Aims, should include the words 'perceived sex' after 'age, gender, sex'.

The Committee **RESOLVED** to adopt the revised Equality, Policy and Procedure document, G01, as presented, with the addition outlined above.

10.6 Co-option of Councillors:

The Clerk presented the document with the wording as approved by the Full Council.

The Committee decided to name it C03 Co-Option of Councillors and **RESOLVED** to accept the document as presented.

10.7 General:

The Committee discussed the General Procedures G01 to G10.

The Committee asked the Clerk to circulate the current versions to the Committee members. These procedures will be reviewed at the next F&GP meeting.

ACTION: Clerk

11 INTERNAL AUDIT

- 11.1** The Committee discussed the options for the appointment of the Internal Auditor for 2012-13. The Committee asked the Clerk to enquire of the plans of the current internal auditor and, if he is not available, to contact Mr Alan Harland.

ACTION: Clerk

12 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 12.1** Cllr Bray reported on the opening of Winnersh Meadows. The Committee considered that news of this project and other events justified bringing forward the next edition to March 2012. Cllr Bray informed the Committee that she is willing to edit the newsletter but that she will need help with the advertising.

The Clerk was asked to make this an agenda item for approval at the next Full Council meeting.

ACTION: Clerk

13 NEXT MEETING OF THE F&GP COMMITTEE

- 13.1** The provisional date of the next meeting was agreed as **Tuesday 24 April 2012 at 7.45pm.**

PART 2

14 STAFF

- 14.1** The Clerk reported on the intermediate reviews undertaken with the probationary FAO, Caretaker and Relief Caretaker. The Committee discussed the long-term problems faced by the office staff in taking TOIL and holidays.

The Committee **RESOLVED** to confirm the appointment of Miss Amanda Lambourne as Finance & Administration Officer.

The Committee **RESOLVED** to confirm the appointment of Mr Chris Fazey as Caretaker and Ms June Mullar as Relief Caretaker, both subject to final review and confirmation by the Clerk at the end of their probationary periods.

- 14.2** Cllrs Green and Southgate reported on the Clerk's annual appraisal.

15 OFFICE TIDY

- 15.1** The Clerk and FAO reported that they would like to close the office on 21-22 February in order to review and archive the contents of the office filing cupboards. The Committee approved the office closure.

- 15.2** After discussion the Committee **RESOLVED** that £200 be approved for the use of temporary office staff, if necessary.

There being no further business the committee meeting closed at 10.20pm

APPENDIX 1

CORRESPONDENCE

- 1 NALC; notes re excessive council tax rises
- 2 SAGE; year end notes 2011-12
- 3 HMRC; Employer Payment Booklet for Income Tax 2012-13
- 4 Berkshire Pension Fund; Employer Bulletin, January 2012
Including Auto-Enrolment in the pension scheme
- 5 HMRC; VAT Notes 4, 2011

Grant Applications

- G1 MS Therapy Centre; request for grant, 2011-12

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

	Last Year	Budget	Qtr 3	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	24,747	27,500	7,857	21,102	-6,398	29%	77%
Allnatt Pavilion Lettings	3,329	3,000	604	970	-2,030	20%	32%
John Grobler Room Lettings	193	1,000	0	460	-540	0%	46%
Sindlesham Room Lettings	758	1,000	351	918	-82	35%	92%
Community Halls sub-total	29,027	32,500	8,812	23,450	-9,050	27%	72%
Allotment Rents	1,412	1,500	1,782	1,831	331	119%	122%
Bearwood Recreation Ground	6,001	5,000	1,713	2,333	-2,667	34%	47%
Franchise Fee Bar	1,813	2,000	0	69	-1,931	0%	3%
Franchise Fee Pavilion	902	1,500	300	900	-600	20%	60%
Other Income sub-total	10,128	10,000	3,795	5,133	-4,867	38%	51%
TOTAL GENERAL INCOME	39,155	42,500	12,606	28,583	-13,917	30%	67%
OTHER INCOME							
Precept	105,360	105,880	52,940	105,880	0	50%	100%
S106 Income	5,278	0	0	0	0		
Interest	25	50	9	28	-22	17%	57%
Fete Income for Donation	0	0	0	385	385		
Sundry Income	0	200	0	873	673	0%	436%
Insurance claim refund	0	0	0	0	0		
Winnersh Matters Advertising	0	0	0	350	350		
TOTAL OTHER INCOME	110,663	106,130	52,949	107,516	-12,531	50%	101%
Total Income	149,818	148,630	65,555	136,099	-12,531	44%	92%

**Winnersh Parish Council
Expenditure
To December 2011**

	Last Year	Budget	Qtr 3	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	14,998	13,500	2,691	9,937	-3,563	20%	74%
Services	5,706	7,500	1,400	6,113	-1,387	19%	82%
Scheduled Maintenance	7,205	8,200	1,657	5,152	-3,048	20%	63%
Unscheduled Maintenance	1,992	2,500	3,616	4,491	1,991	145%	180%
Rates	2,265	2,400	548	1,039	-1,361	23%	43%
Refunds	50	0	0	0	0		
Community Hall - Total Costs	32,216	34,100	9,912	26,732	-7,368	29%	78%
Allnatt Pavilion							
Employment Costs	4,999	4,500	897	2,757	-1,743	20%	61%
Services	2,412	2,500	324	1,126	-1,374	13%	45%
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	1,221	4,633	-3,867	14%	55%
Allotments							
Water & Maintenance	1,603	1,000	538	1,092	92	54%	109%
Rent to WBC	0	730	0	730	0	0%	100%
Sundries	88	100	80	100	-0	80%	100%
Refund	0	0	0	0	0		
Allotments - Total costs	1,691	1,830	617	1,921	91	34%	105%
Recreation Grounds							
Bearwood Rec. - Scheduled Maint.	11,111	13,400	3,025	9,928	-3,472	23%	74%
Bearwood Rec. - Unscheduled Maint	2,201	1,000	127	709	-291	13%	71%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Rec. Grounds - Total Costs	13,312	14,400	3,152	10,637	-3,763	22%	74%
Pavilion House							
Pavilion House maintenance	447	350	143	143	-208	41%	41%
Pavilion House - Total costs	447	350	143	143	-208		

**Winnersh Parish Council
Expenditure
To December 2011**

Office & General Expenses

Employment Costs	35,822	38,000	10,648	27,704	-10,296	28%	73%
Stationery	539	500	333	473	-27	67%	95%
Computer Maintenance	818	700	1,603	1,879	1,179	229%	268%
Copier Lease	517	550	283	439	-111	51%	80%
Insurances	6,615	7,000	0	7,087	87	0%	101%
Training Councillors	135	250	75	235	-15	30%	94%
Training Staff	90	500	25	50	-450	5%	10%
Parish Expenses	374	400	107	298	-102	27%	75%
Employment Advertising	0	0	0	596	596		
Sundries	279	500	87	109	-391	17%	22%
Election expenses	0	4,170	498	498	-3,672	12%	12%
NALC/BALC Subscription	1,154	1,200	0	0	-1,200	0%	0%
Subscriptions	817	800	89	284	-516	11%	36%
Professional Fees	1,000	1,000	0	910	-90	0%	91%
Bank Charges	32	50	20	81	31	39%	162%
Telephone	875	1,240	236	656	-584	19%	53%
Post	365	400	182	287	-113	45%	72%
Travel & Subsistence	205	400	78	168	-232	19%	42%
Total General Costs	49,637	57,660	14,262	41,754	-15,906	25%	72%

Street Lights

	646	850	73	597	-253	9%	70%
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Other Expenditure

Grants	2,000	2,000	263	813	-1,187	13%	41%
Community Transport	4,400	4,500	0	4,500	0	0%	100%
Bad Debt W/O, etc.	0	0	0	0	0		
Other Costs - Total	6,400	6,500	263	5,313	-1,187	4%	82%

Total Running Expenditure

	113,157	124,190	29,643	91,730	-32,460	24%	74%
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Major & Capital Projects

Major Schemes Fund	24,860	0	0	0	0		
R&A	15,316	23,100	1,402	7,485	-15,615	6%	32%
F&GP	3,751	5,000	795	3,751	-1,249	16%	75%
Planning	2,693	2,200	250	250	-1,950	11%	11%
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	32,090	103,216	-70,914	18%	59%
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**Winnersh Parish Council
Capital & Major Projects
To December 2011**

	Budget	Qtr 3	YTD	Variance	% Qtr	%YTD
Recreation & Amenities Committee						
R&A - Bar and Pavilion internal de	7,000	1,343	6,559	-441	19%	94%
R&A - Notice boards and signage 11-	2,000	0	0	-2,000	0%	0%
R&A - Winnersh Meadows improvement	9,000	9,000	9,000	0	100%	100%
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	59	672	-1,328	3%	34%
R&A - Total inc misc.	23,100	10,402	16,485	-6,615	45%	71%
Finance & General Purposes Committe						
F&GP - Winnersh Matters Newsletter	1,000	795	1,590	590	80%	159%
F&GP - Winnersh Parish Fete 2011	3,500	0	2,161	-1,339	0%	62%
F&GP - Miscellaneous 2011-2012	500	0	0	-500	0%	0%
F&GP - Total inc misc.	5,000	795	3,751	-1,249	16%	75%
Planning Committee						
Planning - Tree Husbandry & replace	2,000	250	250	-1,750	13%	13%
Plan - Misc	200	0	0	-200	0%	0%
Planning - Total inc misc.	2,200	250	250	-1,950	11%	11%
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 30 January 2012

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)

**Widdersh Parish Council
Budget Estimates 2012/2013**

INCOME

	Actual 2010/11	Q1, Q2, Q3 2011/12	Q4 Est. 2011/12	Total est. 2011/12	Budget 2011/12	Budget 2012/13	
Widdersh Hall Lettings	24,747	21,102	7,417	28,519	27,500	28,000	a
Allnatt Pavilion Lettings	3,329	970	600	1,570	3,000	1,800	b
John Grobler Room Lettings	193	460	35	495	1,000	1,000	c
Sindlesham Room Lettings	758	918	460	1,378	1,000	2,500	d
Community Halls sub-total	29,027	23,450	8,512	31,962	32,500	33,300	
Allotment Rents	1,412	1,831	40	1,871	1,500	1,940	e
Bearwood Recreation Ground	6,001	2,333	1,500	3,833	5,000	4,500	f
Franchise Fee bar	1,813	69	1,500	1,569	2,000	2,000	g
Franchise Fee Pavilion	902	900	1,200	2,100	1,500	2,800	h
Other Income sub-total	10,128	5,133	4,240	9,373	10,000	11,240	
Interest	25	28	10	38	50	50	i
Sundry Income	0	873	0	873	200	200	j
General Income Total	39,180	29,484	12,762	42,246	42,750	44,790	
S106 Income	5,278	0	0	0			
BLF Fund	0	0	0	0			
Precept	105,360	105,880	0	105,880			
Insurance claim refund	0	0	0	0			
TOTAL INCOME	149,818	135,364	12,762	148,126			

**Winnersh Parish Council
Budget Estimates 2012/2013**

EXPENDITURE

	Actual 10/11	Q1 11/12	Q2 11/12	Q3 11/12	Q4 Est 11/12	Total Est 11/12	Budget 11/12	Budget 12/13	
Community Hall									
Employment Costs	14,998		9,937		3,007	12,944	13,500	11,500	a
Services	5,706		6,113		1,030	7,143	7,500	7,000	b
Scheduled Maintenance	7,205		5,152		3,483	8,635	8,200	7,330	c
Unscheduled Maintenance	1,992		4,491		1,615	6,106	2,500	3,000	d
Rates	2,265		1,039		123	1,162	2,400	1,200	e
Refunds	50		0		0	0	0	0	
Community Hall - Total Costs	32,216		26,732		9,258	35,990	34,100	30,030	
Allnatt Pavilion									
Employment Costs	4,999		2,757		1,001	3,758	4,500	4,000	f
Services	2,412		1,126		221	1,347	2,500	2,000	g
Scheduled Maintenance	849		305		206	511	750	750	h
Unscheduled Maintenance	548		445		0	445	750	750	i
Refunds	0		0		0	0	0	0	
Allnatt Pavilion - Total Costs	8,808		4,633		1,428	6,061	8,500	7,500	
Allotments									
Water & Maintenance	1,603		1,092		0	1,092	1,000	1,300	j
Rent to WBC	0		730		0	730	730	730	k
Sundries	88		100		0	100	100	100	l
Refund	0		0		0	0	0	0	
Allotments - Total costs	1,691		1,922		0	1,922	1,830	2,130	
Recreation Grounds									
Bearwood Rec. - Scheduled Maint.	11,111		9,928		2,500	12,428	13,400	13,400	m
Bearwood Rec. - Unscheduled Maint	2,201		709		0	709	1,000	1,000	n
Sundries	0		0		0	0	0	0	
Refunds	0		0		0	0	0	0	
Rec. Grounds - Total Costs	13,312		10,637		2,500	13,137	14,400	14,400	
Pavilion House maintenance	447		143		0	143	350	350	o

**Winnersh Parish Council
Budget Estimates 2012/2013**

EXPENDITURE

	Actual 10/11	Q1 Q2 11/12	Q3 Q4 Est 11/12	Total Est 11/12	Budget 11/12	Budget 12/13	
Office & General Expenses							
Employment Costs	35,822	27,704	9,436	37,140	38,000	38,000	p
Stationery	539	473	150	623	500	600	q
Computer Support	818	1,879	54	1,933	700	930	r
Copier Lease	517	439	0	439	550	440	s
Insurances	6,615	7,087	0	7,087	7,000	7,300	t
Training Councillors	135	235	75	310	250	250	u
Training Staff	90	50	25	75	500	500	v
Parish Expenses	374	298	100	398	400	400	w
Sundries	279	109	0	109	500	250	x
Employment Advertising		596	0	596	0	0	
Election expenses	0	498	0	498	4,170	3,319	y
NALC/BALC Subscription	1,154	0	1,200	1,200	1,200	1,250	z
Other Subscriptions	817	284	350	634	800	800	aa
Professional Fees	1,000	910	0	910	1,000	1,200	bb
Bank Charges	32	81	30	111	50	0	cc
Telecoms	875	656	111	767	1,240	700	dd
Post	365	287	164	451	400	450	ee
Travel & Subsistance	205	168	100	268	400	300	ff
Office & General - Total Costs	49,637	41,754	11,795	53,549	57,660	56,689	
Street Lights	646	597	65	662	850	700	gg
Other Expenditure							
Grants	2,000	813	400	1,213	2,000	2,000	hh
Community Transport	4,400	4,500	0	4,500	4,500	4,500	ii
Other - Total Costs	6,400	5,313	400	5,713	6,500	6,500	
Total Running Expenditure	113,157	91,731	25,446	117,177	124,190	118,299	
Major & Capital Projects							
Major Schemes Fund	24,860	0	0	0			
R&A	15,316	7,485	2,700	10,185			
F&GP	3,751	3,751	1,550	5,301			
Planning	2,693	250	2,080	2,330			
Contingency	1,343	0	0	0			
S106 Expenditure	5,270	0	0	0			
BLF Grant	0	0	0	0			
TOTAL EXPENDITURE	166,390	103,217	31,776	134,993	124,190		

Notes on 2012/13 Budget Estimate

Income

a Estimate based on the following hirers:

Briscoe Yoga	1,267
Bytomic Taekwondo	1,404
Little Kickers	1,311
Optalis	2,400
The Dance Zone	3,697
Tumbletots	1,560
Wargames	6,188
Winnersh Ballroom	1,890
Zumbafit4all (Finlay)	1,950
Casual hirers	7,000
	<u>£28,667</u>

b Estimate based on the following hirers:

WRFC	1,818
	<u>£1,818</u>

c Estimated.

d Estimate based on the following hirers:

Weight Watchers	1,377
W Hamilton Pilates	546
Casual	600
	<u>£2,523</u>

e Estimate based on letting 56 full plots and 32 half plots, 2 being unworkable.

f Estimate based on 2011/12 actual. (WRFC & Fast Track Fitcamp)

g Estimate based on 2011/12 actual.

h Estimate based on 2011/12 actual.

i Estimate based on 2011/12 actual.

j Estimated.

Notes on 2012/13 Budget Estimate

Expenditure

a Estimate based on 2011/12 actual, including holiday cover for the caretakers.

b Estimate based on 2011/12 actual.

c Estimates as follows:

Waste services	3000.00
Window cleaning	850.00
Janitorial supplies	400.00
Hoover/buffer/Karcher service	180.00
Heating service	400.00
Emergency lighting/PAT	180.00
Cooker Service	120.00
Fire extinguisher	200.00
Floor/Carpet Cleaning Materials	250.00
Alarm maintenance renewal	600.00
Cannon Hygiene	150.00
Water tank cleaning	0
SMS Environmental	1000.00

	7330.00

d Estimate based on 2011/12 budget.

e Estimate based on 2011/12 actual.

f Estimate based on 2011/12 actual, including holiday cover for the caretakers.

g Estimate based on 2011/12 actual.

h Estimate as follows:

Window cleaning	270.00
Alarm maintenance renewal	450.00
Fire extinguisher	30.00

	750.00

i Estimate based on 2011/12 budget.

j Estimate based on 2011/12 actual.

- k Fixed lease fee from WBC.
- l £100.00 Competition costs.
- m Estimate as follows:
- | | |
|--------------------------|--------|
| Basic ground maintenance | 11,000 |
| Playground inspection | 1,250 |
| Extra ground works | 1,000 |
| Bollards maintenance | 150 |
| | ----- |
| | 13,400 |
- n Based on 2011/12 budget.
- o Estimate based on 2011/12 budget.
- p Estimate based on CH salary & pension and ADL salary.
- q Based on 2011/12 actual.
- r Estimate as follows:
- | | |
|----------------------|--------|
| Sage Accounts cover | 450.00 |
| Sage Payroll cover | 90.00 |
| Back up | 240.00 |
| Computer maintenance | 150.00 |
| | ----- |
| | 930.00 |
- s Based on 2011/12 actual.
- t Based on 2011/12 budget.
- u Estimate based on 2011/12 budget.
- v Based on 2011/12 budget.
- w Based on 2011/12 budget.
- x Based on 2011/12 budget.
- y Based on figures from WBC. This amount excludes cost for polling cards.
- z Estimate based on 2011/12 budget +3%.

aa Estimate as follows:

Premises licence	180.00
(ICO - CCB)	100.00
Performing Right Society	300.00
DIS membership	90.00
SLCC membership	130.00

	800.00

bb Estimate based on 2011/12 actual.

cc Bank Charges waived by Natwest on the Societies & Charities Accounts.

dd Estimate based on actual 2011/12.

ee Estimate based on 2011/12 actual.

ff Estimate based on 2011/12 actual.

gg Estimate based on £65.00 quarterly maintenance charge, repairs and electricity.

hh Estimate based on 2011/12 budget.

ii Estimate based on 2011/12 budget.

WINNERSH PARISH COUNCIL
BUDGET SUMMARY 2012/13
Recommendation to Council
from F&GP meeting held on 30th January 2012

	2012/13 £	2011/12 £
Expenditure excluding Capital/Special Projects	118,299	124,190
Income excluding Precept	44,790	42,750
Excess of Expenditure over Income	73,509	81,440
Contingency	30,000	19,640
Balance Brought Forward	40,000	25,500
Balance to be Funded	63,509	75,580
Capital / Special Projects (see below)	35,550	30,300
Other Projects	8,822	0
Total for Funding by Precept	107,881	105,880
<i>Change from Previous Year</i>	<i>+1.9%</i>	<i>+0.5%</i>
<i>Tax Base (nominal number of Band D properties)</i>	<i>3,935.0</i>	<i>3,862.0</i>
Council Tax Charge for Band D Property	27.42	27.42
<i>Change from Previous Year</i>	<i>0%</i>	<i>0%</i>
CAPITAL / SPECIAL PROJECTS		
F&GP		
Winnersh Matters newsletter	1,000	
Winnersh Parish Fete	3,500	
Miscellaneous	500	
Total	5,000	5,000
Planning		
Tree husbandry / replacement	2,500	
Miscellaneous	200	
Total	2,700	2,200
R&A		
External decoration	4,000	
Main hall chair refurbishment	5,300	
Drain repairs	550	
Energy efficiency control systems	1,000	
External toilets	8,000	
Play area grass mat repairs	7,000	
Miscellaneous	2,000	
Total	27,850	23,100
Total Capital / Special Projects	35,550	30,300