



## Winnersh Parish Council

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**Minutes of a meeting of the  
FINANCE & GENERAL PURPOSES COMMITTEE  
held in the John Grobler Room on Tuesday 24 April 2012 at 7.45 pm.**

**PRESENT:** Cllr J Southgate, (Chairman), D Green, J Leask.

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

**1 APOLOGIES**

**1.1** Apologies for absence: Cllr Breedlove

**2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30.1.12**

None.

**3 REVIEW OF ACCOUNTS FOR QUARTER 4 2011-12**

**3.1 Income:**

The Committee requested that the interest from previous years be shown as a separate item. The figures from the Fete should be shown as 'Fete Income Balance'.

**ACTION: FAO**

The Q1 Franchise Fee of £231.81 for the Bar was not received until April 2012 and will therefore appear in the 2012-13 reports. The Committee queried the reduction in Bar franchise receipts compared with the increase in the takings for Community Hall lettings. A comparison of 2010-11 functions and 2011-12 functions was requested.

The FAO was also asked to present a comparison of Q4 hall lettings and AVC Q4 figures to the next F&GP meeting.

**ACTION: FAO**

The Committee **REFERRED** the arrangements for bar provision for smaller parties to the Business Ventures sub-Committee.

**ACTION: Clerk**

The Committee **REFERRED** the marketing and advertising of the Community Centre, particularly regarding special events (eg weddings) and the website, to the R&A Committee. The Committee suggested a half-page advert in *Winnersh matters*.

**ACTION: Clerk**

### **3.2 Expenditure: p1**

The Committee asked the FAO to cross-reference the notes to the spreadsheet where possible.

Allotments: expenditure on the new allotments taps and keys was considered a one-off item and the Committee asked the FAO to move this item into R&A

Miscellaneous for reporting purposes.

Recreation Ground: the Committee noted that the expenditure for improving drainage was included under scheduled maintenance.

### **3.3 Expenditure: p2**

The change of bank accounts had left some residual bank charges. The service for which these charges were being made has now been cancelled.

### **3.4 Capital & Major Projects**

The Committee noted that authorisation had been given to vire £1000 from the Energy Efficiency Control Systems, but this had not been needed.

The Clerk explained the work which had been carried out to the path near the community hall.

The Committee noted that the *Winnersh Matters* costs had been offset by £475 and asked the FAO to include a note to that effect.

**ACTION: FAO**

### **3.5**

The FAO explained that there was a difference on the expenditure reports between the Sage generated reports and the manually prepared spreadsheets. She explained some of the anomalies on the spreadsheet reports.

The Committee discussed the amounts involved and the probability of reconciling the two reports. The Committee asked the FAO to continue her investigations and get advice from the Internal Auditor.

**ACTION: FAO**

### **3.6**

The Committee **RECOMMENDED** acceptance of the Income, Expenditure and Capital & Major Projects accounts for quarter 4 2011-12, as presented, with a willingness to write-off a minor discrepancy up to £200 in the Expenditure account.

## **4 YEAR END ACCOUNTS**

### **4.1**

The Committee noted the difference in the Hall Expenditure figures between the Expenditure account and the draft Year End figure. The Committee asked the FAO to continue to review the accounts before presenting a final version.

## **5 REVIEW OF INTERNAL AUDIT**

### **5.1**

The Clerk reported that the Internal Auditor had reviewed invoices, financial transactions and minutes earlier in the financial year. The Committee considered the Internal Audit to be satisfactory up to mid-year. Due to a serious illness the Internal Auditor has not yet been able to complete the process.

### **5.2**

The Clerk reported that Mr Hurst had confirmed that he would not be available to act as Internal Auditor in 2012-13.

- 5.3 The Committee discussed options for the position of Internal Auditor for 2012-13. The Committee **RESOLVED** to appoint Claire Connell as Internal Auditor for 2012-13, at a cost of £500. The Clerk will take references from Parish Councils she has worked for previously.
- 5.4 Cllr Southgate will contact the Internal Auditor in the first instance, and the Clerk will formulate the completion of the Internal Audit 2011-12 by Claire Connell if necessary. The Committee **RESOLVED** to allocate up to £500 for the purposes of completing the Internal Audit 2011-12.

## 6 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

- 6.1 The Clerk confirmed that a pre-authorised grant to Relate had been paid in February 2012.

### 6.2 Final 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	14.2.12
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	£800

### 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

- 6.3 A request for a grant had been received from the Wokingham & District Citizens Advice Bureau. The Committee **RESOLVED** that £500 would be donated.
- 6.4 A request for a grant had been received from the Berkshire Blind Society. The Committee **RESOLVED** that £100 would be donated.
- 6.5 A request for a grant had been received from the Wokingham Job Support Centre.. The Committee **RESOLVED** that £100 would be donated.

6.6 A request for a donation had been received from the Open Spaces Society. The Committee considered that it was not appropriate to award a grant to this national appeal.

6.7 The Committee **RESOLVED** to pre-authorise grants to the following organisations:  
1) Wokingham Volunteer Centre - £100  
2) Relate - £100  
3) WBC Match Funding - £200

### 6.8 Table of grants authorised for 2012/13

Organisation	Date authorised	Amount authorised	Paid/to pay
W&D Citizens Advice Bureau	24.4.12	£500	10.5.12
Berkshire County Blind Society	24.4.12	£100	10.5.12
Wokingham Job Support Centre	24.4.12	£100	10.5.12
WBC Match Funding	24.4.12	£200	
Wokingham Volunteer Centre	24.4.12	£100	
Relate	24.4.12	£100	
Totals		£1100	£700

6.9 There were no referrals from other committees.

## 7 CORRESPONDENCE

7.1 The Committee looked at all the items of correspondence. There were no questions arising from them.

## 8 REVIEW OF PROCEDURAL DOCUMENTS

### 8.1 **Financial Regulations F02:**

The Clerk and FAO will review the draft document and circulate to F&GP members.  
**ACTION: Clerk, FAO**

### 8.2 **Employment:**

The Committee asked Cllr I Shepherd-Dubey to review the draft of 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**

### 8.3 **Standing Orders C01:**

The Clerk reported that the Planning and R&A Committees had reviewed the sections of C01 Standing Orders relevant to the responsibilities of these committees. The Clerk presented a copy of the F&GP responsibilities from this document. The Committee reviewed the document and made recommendations for the following changes:  
Section 38, c.v; to be changed to '.... a limit of **£1000** per occasion'.  
Section 38, e.iii; to be changed to 'To keep **Policies & Procedures** under review...'.  
**ACTION: Cllr Southgate**

Cllr Southgate will now incorporate all the proposed changes into a revised Standing Orders document for presentation to Full Council. **ACTION: Cllr Southgate**

## **8.4 The Committee considered the General Procedures G01-G10**

### **8.4.1 Equal Opportunities:**

The Committee **RESOLVED** to present to Full Council the revised Equality, Policy and Procedure document, G01, as agreed at the previous meeting.

**8.4.2** The Committee **RECOMMENDED** that the paper document G02 Health & Safety is now covered by the separate Risk Assessment documents and should be withdrawn.

**8.4.3** The Committee **RECOMMENDED** that the current practice of calling council meetings is adequate and that the document G07, Procedure for Calling & Recording Council Meetings is out of date and should be withdrawn.

**8.4.4** The Committee **RECOMMENDED** that the document G08 Procedure for Handling Casual Vacancies is out of date and should be withdrawn.

**8.4.5** The Committee **RECOMMENDED** that the document G09 Procedure for Council Correspondence is out of date and should be withdrawn.

**8.4.6** The Committee **RECOMMENDED** that the following documents are fit for purpose:  
G04 Freedom of Information Act Publication Scheme  
G06 Document Management Procedures  
G10 File Naming Procedures

[Clerk's note: a new Co-option Procedure was agreed at the previous F&GP meeting and numbered C03.]

## **9 PARISH COUNCIL INSURANCE**

**9.1** The Clerk reported that the current insurance agreement with Zurich is due for review later this year. The Committee considered the Zurich quotation and proposal for 2012-13 and **RESOLVED** to accept this offer.

## **10 UTILITY USAGE**

**10.1** The Clerk presented gas and electricity consumption figures for the last 2 years. A significant saving has been made by the Council by joining the WBC bulk purchase scheme. The Committee **RESOLVED** to continue with the new WBC contract for energy suppliers from April 2012.

## **11 FINANCE COURSE**

**11.1** Cllr Leask and the FAO presented topics for discussion arising from the BALC Finance Course.

**11.1.1** Credit Card. The Clerk presented a summary of the safeguards for use of the Council credit card. The Committee considered that the limited use of the credit card was justified.

**11.1.2** The FAO requested the use of a Petty Cash system in the office. The Committee asked her to take further advice from BALC and to report to the next F&GP meeting.

**ACTION: FAO**

**11.1.3** The Committee discussed the use of Standing Orders for bank payments. The Committee **RECOMMENDED** the use of Standing Orders for the payment of the basic pay for salaried staff, subject to the approval of the Internal Auditor. The FAO was asked to follow this up and report to the Full Council.

**ACTION: FAO**

**11.1.4** The Committee discussed the checking of Bank Receipts. The FAO was asked to prepare information about the reporting of variable direct debits to Full Council, in relation to the possibility of them being raised and debited before they can be presented to Full Council. This information will be presented at the next F&GP meeting.

**ACTION: FAO**

**11.1.5** Chairman's Box; this will be a discussion point at the next F&GP meeting.

**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 24 July 2012 at 7.45pm.**

## **PART 2**

### **14     STAFFING MATTERS**

- 14.1** The Clerk reported that he and the FAO had not yet taken any holidays in the current financial year. The Clerk and FAO reported on the problems faced preparing the Quarter and Year End accounts. The FAO reported that she hopes to be able to produce more reports from Sage in the future. The Committee noted the exceptional circumstances faced in the preparation of these reports and **RESOLVED** to pay the FAO 30 hours overtime.
- 14.2** The FAO reported on the valuable advice and assistance received from the former FAO in producing the Year End reports. The Committee **RESOLVED** to authorise payment to the previous FAO, on a self-employed basis, up to an amount of £200 as agreed at the previous meeting.

There being no further business the committee meeting closed at 11.40pm

## **APPENDIX 1**

### **CORRESPONDENCE**

- 1 BALC; clarification on generic FOI request
- 2 Berks Pensions; LGPS Employee Contribution Rates, 2012-13
- 3 Berks Pensions; benefits of being a scheme member
- 4 Wokingham Clerks' Forum; clarification of publication of spend over £500
- 5 NALC; notification of External Auditors for Parish Councils
- 6 Mazars; notice of Audit for Year End 31 March 2012
- 7 Zurich Insurance; renewal terms, 2012-13
- 8 HMRC; VAT notes 1, 2012
- 9 WBC; update, 2012-13 gas and electricity prices

Correspondence received since the issue of the agenda

- N1 Internal Audit & Compliance Ltd; letter of introduction
- N2 Claire Connell; quote for provision of Internal Audit services
- N3 NALC; Audit Commission's website is live

Grants

- G1 W&D CAB
- G2 Berks County Blind Society
- G3 Wokingham Job Support Centre
- G4 Open Spaces Society; request donation to "Octavia's legacy" appeal