



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 Tuesday 24 July 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 APPOINTMENT OF F&GP COMMITTEE VICE-CHAIRMAN

2.1 Cllr Southgate **PROPOSED** and the Committee **RESOLVED** to appoint Cllr Breedlove as Vice-Chairman of the F&GP Committee.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 24.4.12

3.1 The Committee discussed the progress of the office computer upgrade. The Committee re-confirmed £750 for laptop, software, anti-virus and sundries.

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 The Committee discussed pre-authorising grants. The Clerk was asked to obtain further information about Keep Mobile. **ACTION: Clerk**

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

4.3 A request for a grant had been received from Winnersh Primary School. The Committee **RESOLVED** that £150 would be donated.

- 4.4 A request for a grant had been received from Home-Start. The Committee **RESOLVED** that £250 would be donated.
- 4.5 A request for a grant had been received from Berks/Bucks/Oxon Air Ambulance. The Committee requested further information regarding activities within the parish in the previous 5 years. **ACTION: Clerk**
- 4.6 A request for a grant had been received from Me2. The Committee requested further information of activities within the parish. **ACTION: Clerk**
- 4.7 A request for a grant had been received from Changing Faces. The Committee requested further information of activities within the parish. **ACTION: Clerk**

4.8 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
Winnersh Primary School	24.7.12	£150	21.8.12
Home-Start	24.7.12	£250	21.8.12
WBC Match Funding	24.4.12	£200	
Wokingham Volunteer Centre	24.4.12	£100	
Relate	24.4.12	£100	
Totals		£1500	£1100

4.8.1 Table of Grants for Transport 2012/13

Organisation	Date authorised	Amount authorised	Paid/to pay
Readibus	24.7.12	£2250	21.8.12
Totals		£2250	

- 4.9 There were no referrals from other committees.

5 CORRESPONDENCE

- 5.1 item 14; The Committee discussed the implications of benefit changes on precept income.

Item 15; The Committee noted the information on Insurance.

Item 18; The Committee noted the information regarding bank accounts.

Item 19; The Clerk presented the latest information regarding problems at Pavilion House. The Committee asked the Clerk to get further information regarding boilers and repairs. **ACTION: Clerk**

Item 21; The Committee queried the necessity of the council registering the allotments with the Land Registry. **ACTION: Clerk**

Item N2; The Committee **RESOLVED** to authorise £350 towards the cleaning of the Main Hall boiler and central heating system. **ACTION: Clerk**

6 REVIEW OF ACCOUNTS FOR QUARTER 1 2012-13

6.1 Income

The Committee noted the AVC figures for Q4 are still outstanding. The Clerk was asked to write to AVC and send an estimated invoice. **ACTION: Clerk**

The Committee noted the small number of bookings for the bar in Q1 and consequently the reduced income from AVC. The Committee suggested that the AVC contract should be checked to clarify the situation with AVC's management.

ACTION: Cllr Southgate

The Committee noted that there has been no increase in the hiring charges for the Pavilion Café in this financial year.

The Committee asked that a new account code should be added for 'fete sponsorship'.

ACTION: FAO

6.2 Expenditure, p1

The Committee discussed the Pavilion services bills.

Expenditure, p2

The Committee noted the expenditure on printer inks.

6.3 Capital & Major Projects

The Committee reviewed projected expenditure before the October precept payment and considered this to be acceptable and within the 40% recommended figure.

6.4 The Committee **RECOMMENDED** that the Q1 accounts for 2012-13 attached to these minutes be accepted by Full Council.

7 REVIEW OF INTERNAL AUDITOR'S REPORT 2011-12

7.1 The Internal Auditor's Report attached at Appendix 2 was noted and the proposed changes to procedures discussed.

7.2 The FAO reported that she had been contacted by the External Auditor and that all was in order. The External Auditor had asked for one piece of supporting documentation in order to complete the audit.

7.3 The FAO reported that the bank reconciliations are now being produced by Sage, as per the internal audit recommendations. These reconciliations are to be signed by two councillors.

7.4 The Internal Audit report had proposed financial reports to be produced from Sage only. The FAO presented a draft Budget report from Sage as an example of the style of report which could be produced. The Committee asked the FAO to produce the Q2 reports in Excel and Sage so that they could compare the formats and figures.

ACTION: FAO

7.5 The FAO reported that she had produced Sage documentation to report VAT returns for year end 2011-12 and Q1 2012-13, as per the Internal Audit recommendations.

7.6 The FAO reported that the Pension Contributions for 2012-13 have been corrected, as per the Internal Audit recommendations.

7.7 The Committee discussed the signing and reporting of bank reconciliation details by Full Council. The FAO was asked to present the details from Sage from the September 2012 Full Council meeting.

ACTION: FAO

8 WINNERSH FETE 2012

8.1 The Committee noted the Fete Expenditure report attached at Appendix 3.

8.2 The Committee confirmed that after the donations already confirmed for the Scouts and ATC the remaining amount was £532.68, to be donated to Barnado's. Cllr Southgate was asked to invite a representative of Barnardo's to the September 2012 Full Council meeting to receive the cheque.

ACTION: Cllr Southgate

9 WINNERSH MATTERS

9.1 The Committee consider the cost and advertising income for the recent edition. The Committee noted that fliers are not necessary if Winnersh Matters is published just before the Fete. Cllr Bray will investigate alternative printers for the autumn edition.

ACTION: Cllr Bray

9.2 The Committee considered the problems faced when including adverts from outside sources. The Committee recommended that adverts would only be accepted in Word or PDF formats.

9.3 The Committee asked the Clerk to make the expenditure and arrangements for the autumn edition an agenda item for the October F&GP Committee meeting.

ACTION: Clerk

10 FINANCE COURSE

10.1 The Committee discussed the practicalities of a Chairman's Box. The Committee asked the Clerk and Chairman to consider the most essential items and report back to the Committee.

ACTION: Clerk & Cllr Green

10.2 The FAO reported on the problems of reporting direct debits to the Full Council meeting. The Committee asked her to investigate the details of the telephone suppliers' bills and the reclaim of VAT.

ACTION: FAO & Clerk

- 10.3** The Committee considered the benefits of having an Imprest petty cash account in the office. The FAO confirmed that such an account could be run on Sage. The Committee **RESOLVED** to authorise the setting up of an Imprest account with £100 cash and a limit of £20 per transaction. **ACTION: FAO**

11 COUNCIL BANK ACCOUNTS

- 11.1** The Clerk reported that there was no news on the progress of the change of signatories at Nat West. The FAO reported that she had been informed of another Council which ran an account with Nat West in the format desired by WPC. She was asked to get more information. **ACTION: FAO**
- 11.2** The Clerk and FAO were asked to investigate the services supplied by other banks. **ACTION: Clerk & FAO**

12 POLICIES AND PROCEDURES

12.1 Code of Conduct

The Committee considered the draft version of the Code of Conduct based upon that supplied by Wokingham Borough Council. Minor amendments were discussed:
6; delete duplicate wording “Interest and”
8.3; correction “Register of Members...”
5.3.a.iv; insert additional bullet point at end “information is already in the public domain, or”
12; replace “Monitoring Officer” with “Proper Officer” (twice)
15.1.a and b; to refer to paragraphs “14 or 14.2”.

The Committee **RECOMMENDED** the acceptance of the Code of Conduct, version 2.0, with the amendments listed in 12.1 above.

12.2 Standing Orders C01:

The Committee discussed the wording of the draft Standing Order C01 (including amendments recommended at the previous F&GP meeting). The Committee asked the Clerk to confirm with WBC whether there are any additional clauses regarding the exclusion of members declaring a prejudicial interest. **ACTION: Clerk**

12.3 Financial Regulations F02:

The Committee discussed possible amendments to the document. Major changes to sections 6, 7 & 10 were considered. The suggested changes for section 9 were considered practical.

The Clerk and FAO were asked to draw up a revised version including the changes to financial procedures recently agreed and distribute it to members ready for discussion as an agenda item at the next F&GP meeting. **ACTION: Clerk & FAO**

12.4 Electronic Mail and Internet Use

Cllr R Shepherd-Dubey was asked to distribute draft versions of these procedures to Committee members ready for discussion as an agenda item at the next F&GP meeting. **ACTION: Cllr R Shepherd-Dubey, Clerk**

13 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

13.1 None.

14 NEXT MEETING OF THE F&GP COMMITTEE

14.1 The provisional date of the next meeting was agreed as **Tuesday 30 October 2012 at 7.45pm.**

PART 2

15 STAFFING MATTERS

15.1 The Clerk reported on the overtime of the FAO and Clerk.

15.2 The meeting discussed options for the Caretaker's salary/rental payments. The Committee confirmed that in principle any changes should be in accordance with the minimum wage levels due to be set in October 2012. The Clerk was asked to report on staff appraisals due to take place in August and September before a decision is taken. A review of the Caretaker's salary/rental payments is to be an agenda item for the September 2012 Full Council meeting. **ACTION: Clerk**

There being no further business the Committee meeting closed at 11.48pm.

APPENDIX 1

CORRESPONDENCE

Requests for grants

- 1 Readibus
- 2 Berks/Oxon/Bucks Air Ambulance
- 3 Me2 Club
- 4 Changing Faces
- 5 Winnersh Primary School
- 6 Home-Start Wokingham

Other correspondence

- 7 The Clerk magazine, July 2012, minuting of meetings
 - 8 HMRC; information re VAT online
 - 9 LGPS Berks; employer consultation on proposed reforms
 - 10 NALC; LTN 80; guidance on members conduct and disclosure of interests
 - 11 HMCE; Certificate of Registration for VAT, 2012-13
 - 12 HMRC; VAT Annual Accounting Scheme renewal, 2012-13
 - 13 NALC DIS 788; council tax reforms information
 - 14 SLCC briefing notes on council tax reforms
 - 15 AON; discount on Local Council insurance
 - 16 Nat West; unarranged overdraft fees
 - 17 WBC; Br Gas electricity contract details
 - 18 RBS; banking details
 - 19 Archibald Shaw; initial observations re Pavilion House
 - 20 WBC; draft Code of Conduct
 - 21 WBC; allotment lease; registration with Land Registry
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- N1 Swallowfield PC; comments re banking
 - N2 H Marley; quote for works to improve boiler and heating efficiency
 - N3 WBC; Code of Conduct correspondence

APPENDIX 2

Report on the Internal Audit for the year ended 31st March 2012

I have now completed my review of the financial systems and internal controls for the year ended 31st March 2012. My audit has been carried out according to the audit plan agreed in 2010/11 and with reference to "Governance and Accountability for Local Councils: A Practitioners' Guide".

(1) Matters arising from earlier audit reports

Items referred to in the internal and external audit reports for 2010/11 have been checked and no further action is required.

(2) Internal controls

I have examined the internal controls that the Council operates and found these to be effective and in line with Financial Regulations.

(3) Review of the financial statements

During my review of the financial statements for 2011-12 I did not find any amendments that are necessary to be made.

(4) Duplication of data

The Council is currently running a cashbook in both Excel and Sage and thus all financial transactions are duplicated in both cashbooks. As the Council has now upgraded the Sage accounting package to Sage Line 50, it should be possible to create reports which replicate those currently produced in Excel. This would allow the amount of information entered in Excel to be reduced and would thus free up administrative time, whilst maintaining the same level of reporting.

(5) Review of bank reconciliations

(a) At present, the bank summary produced in the Council minutes is obtained from the Excel cashbook but the balances reported sometimes vary slightly from the actual bank reconciliation at the month end (for example February 2012). This summary is therefore not quite providing the review of the bank reconciliation as envisaged by section 3.2g of the Risk Management Policy.

(b) The bank statement file contains a bank reconciliation produced in Excel on a monthly basis. Whilst two cashbooks continue to be maintained, I suggest that the bank reconciliation from Sage should also be included to provide evidence that both cashbooks are up-to-date.

(6) VAT Returns

The file of VAT returns did not include any backing documentation from Sage. When the Sage VAT return is run, the Sage data should be reconciled and a report printed detailing the transactions included in the return. This will enable a simple check of the data before the return is submitted.

(7) Payroll – Pension contributions

During the payroll testing it was noted that the employer's pension contributions were not being deducted at the correct rate in 2012-13, although they had been deducted at the correct rate in 2011-12. The Finance and Administration Officer has a copy of the current rates so that the underpayment can be adjusted and Sage Payroll updated to calculate the relevant payments in future months.

Claire Connell
29th May 2012

APPENDIX 3

WINNERSH JUBILEE FETE EXPENSES

	2012	2011
Inflatables	840	630
Circus Scene	250	180
Organ (C D Seamark)	100	
Feathers & Fur birds of prey display		300
Band	150	150
Yateley Morris Men	95	
Printing of flyers and posters	319	225
Banners	30	120
First Aid Ambulance	200	200
Marking out site		100
Arena setup & dismantling (est)	250	250
Generator		130
PA System	288	45
Temporary Events Notice	21	21
Gazebo	44	
Stationery (Laminates/cable ties etc)	61	
"Where's Wally" Lollipops	24	
Misc expenses (lunch vouchers)	30	99
Gross Expenditure	2,702	2,450
Less Sponsorship		
SEGRO Sponsorship	-300	
Prospect Sponsorship	-200	
Net Expenditure	2,202	2,450

**Winnersh Parish Council
Income (all sources)
To June 2012**

	Last Year	Budget	Qtr 1	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	32,144	28,000	8,758	8,758	-19,242	31%	31%
Allnatt Pavilion Lettings	1,826	1,800	272	272	-1,528	15%	15%
John Grobler Room Lettings	573	1,000	239	239	-762	24%	24%
Sindlesham Room Lettings	1,665	2,500	964	964	-1,536	39%	39%
Community Halls sub-total	36,208	33,300	10,233	10,233	-23,067	31%	31%
Allotment Rents	1,822	1,940	23	23	-1,918	1%	1%
Bearwood Recreation Ground	5,985	4,500	450	450	-4,050	10%	10%
Franchise Fee Bar	557	2,000	0	0	-2,000	0%	0%
Franchise Fee Pavilion	2,160	2,800	414	414	-2,386	15%	15%
Other Income sub-total	10,524	11,240	886	886	-10,354	8%	8%
TOTAL GENERAL INCOME	46,732	44,540	11,119	11,119	-33,421	25%	25%
OTHER INCOME							
Precept	105,880	107,881	53,941	53,941	-53,941	50%	50%
S106 Income	0	0	0	0	0		
Interest Received	27	50	8	8	-42	16%	16%
Fete Income Balance	448	0	499	499	499		
Sundry Income	872	200	300	300	100	150%	150%
Insurance Claim Refund	0	0	0	0	0		
Winnersh Matters Advertising	475	0	0	0	0		
TOTAL OTHER INCOME	107,702	108,131	54,747	54,747	-86,805	51%	51%
Total Income	154,434	152,671	65,866	65,866	-120,226	43%	43%

**Winnersh Parish Council
Expenditure
To June 2012**

	Last Year	Budget	Qtr 1	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	12,254	11,500	2,678	2,678	-8,822	23%	23%
Services	7,715	7,000	2,040	2,040	-4,960	29%	29%
Scheduled Maintenance	7,243	7,330	2,367	2,367	-4,963	32%	32%
Unscheduled Maintenance	6,184	3,000	595	595	-2,405	20%	20%
Rates	1,162	1,200	275	275	-925	23%	23%
Refunds	0	0	0	0	0		
Community Hall - Total Costs	34,558	30,030	7,955	7,955	-22,075	26%	26%
Allnatt Pavilion							
Employment Costs	4,074	4,000	893	893	-3,107	22%	22%
Services	1,898	2,000	822	822	-1,178	41%	41%
Scheduled Maintenance	305	750	0	0	-750	0%	0%
Unscheduled Maintenance	369	750	0	0	-750	0%	0%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	6,646	7,500	1,715	1,715	-5,785	23%	23%
Allotments							
Water & Maintenance	3,154	1,300	0	0	-1,300	0%	0%
Rent to WBC	730	730	730	730	0	100%	100%
Sundries	100	100	0	0	-100	0%	0%
Refund	0	0	0	0	0		
Allotments - Total costs	3,984	2,130	730	730	-1,400	34%	34%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	12,069	13,400	3,168	3,168	-10,232	24%	24%
Bearwood Rec - Unscheduled Maint	1,474	1,000	911	911	-89	91%	91%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	13,543	14,400	4,079	4,079	-10,321	28%	28%
Pavilion House							
Pavilion House Maintenance	354	350	240	240	-110	69%	69%
Pavilion House - Total costs	354	350	240	240	-110	69%	69%

Office & General Expenses

Employment Costs	37,042	38,000	10,301	10,301	-27,699	27%	27%
Stationery	552	600	377	377	-223	63%	63%
Computer Maintenance	1,554	930	232	232	-698	25%	25%
Copier Lease	517	440	78	78	-362	18%	18%
Insurances	7,087	7,300	7,257	7,257	-43	99%	99%
Training Councillors	280	250	0	0	-250	0%	0%
Training Staff	50	500	25	25	-475	5%	5%
Parish Expenses	453	400	162	162	-238	41%	41%
Employment Advertising	596	0	0	0	0		
Sundries	199	250	0	0	-250	0%	0%
Election expenses	498	3,319	0	0	-3,319	0%	0%
NALC/BALC Subscription	1,203	1,250	0	0	-1,250	0%	0%
Subscriptions	970	800	70	70	-730	9%	9%
Professional Fees	945	1,200	500	500	-700	42%	42%
Bank Charges	127	0	32	32	32		
Telecoms	1,228	700	224	224	-476	32%	32%
Post	407	450	83	83	-367	18%	18%
Travel & Subsistence	231	300	40	40	-260	13%	13%
Total General Costs	53,939	56,689	19,381	19,381	-37,308	34%	34%

Street Lights

727	700	441	441	-259	63%	63%
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Other Expenditure

Grants	800	2,000	787	787	-1,213	39%	39%
Community Transport	4,500	4,500	0	0	-4,500	0%	0%
Bad Debt W/O	0	0	0	0	0		
Other Costs - Total	5,300	6,500	787	787	-5,713	12%	12%

Total Running Expenditure

119,051	118,299	35,327	35,327	-82,972	30%	30%
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Major & Capital Projects

Other Projects	0	8,822	0	0	-8,822		
R&A	17,147	27,850	6,543	6,543	-21,307	23%	23%
F&GP	3,951	5,000	3,063	3,063	-1,937	61%	61%
Planning	2,325	2,700	0	0	-2,700	0%	0%
Contingency	0	30,000	0	0	-30,000		
S106 Expenditure	0	0	0	0	0		

TOTAL EXPENDITURE

142,474	192,671	44,933	44,935	-147,736	23%	23%
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**Winnersh Parish Council
Capital & Major Projects
To June 2012**

	Budget	Qtr 1	YTD	Variance	% Qtr	%YTD
Recreation & Amenities Committee						
R&A - External Toilets	8,000	0	0	-8,000	0%	0%
R&A - External Decorations	4,000	0	0	-4,000	0%	0%
R&A - Refurbishment of Main Hall Chairs	5,300	5,310	5,310	10	100%	100%
R&A - Drain Repairs	550	0	0	-550	0%	0%
R&A - Repair to Play Area Grass Mat	7,000	0	0	-7,000	0%	0%
R&A - Energy Efficiency Control System	1,000	0	0	-1,000	0%	0%
R&A - Miscellaneous	2,000	1,233	1,233	-767	62%	62%
R&A - Total Including Miscellaneous	27,850	6,543	6,543	-21,307	23%	23%
Finance & General Purposes Committee						
F&GP - Winnersh Matters Newsletter	1,000	933	933	-67	93%	93%
F&GP - Winnersh Parish Fete	3,500	2,130	2,130	-1,370	61%	61%
F&GP - Miscellaneous	500	0	0	-500	0%	0%
F&GP - Total Including Miscellaneous	5,000	3,063	3,063	-1,937	61%	61%
Planning Committee						
Planning - Tree Husbandry & Replacement	2,500	0	0	-2,500	0%	0%
Planning - Miscellaneous	200	0	0	-200	0%	0%
Planning - Total Including Miscellaneous	2,700	0	0	-2,700	0%	0%
Other Projects						
Other Projects - Balance	8,822	0	0	-8,822	0%	0%
MSF - Total Including Miscellaneous	0	0	0	0		