



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 30 October 2012 at 7.45 pm.**

PRESENT: Cllrs J Southgate, (Chairman), P Bray, 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: Cllr F Breedlove.

2 QUESTIONS ON MINUTES OF LAST MEETING

2.1 None.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 27.4.12

3.1 The FAO reported that VAT invoices for telecoms are being received.

3.2 The FAO gave an update on the limited options for online banking.
Cllr Tilbe is to be added as a bank signatory. The FAO now gets a paper bank
statement once per week.

3.3 Chairman's Box. Ongoing for the next F&GP meeting.

ACTION: Clerk & Cllr Green

3.4 Office Computer Upgrade:

The Committee confirmed the need to upgrade the FAO's computer to Windows 7.

ACTION: Cllr R & I Shepherd-Dubey

The office printers can be upgraded to a photocopier – to be considered by the next
R&A Meeting.

3.5 The Clerk confirmed the need to register the allotment lease with the Land Registry.
ACTION: Clerk

3.6 The Committee discussed the need to re-write the bar contract with AVC. The Clerk was asked to confirm the current status of the bar licence.
ACTION: Clerk

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 A request for a grant had been received from the Open Spaces Society. The Committee **RESOLVED** not to give a grant to this national organisation.

4.2 A request for a grant had been received from Me2. The Committee **RESOLVED** that £50 would be donated.

4.3 A request for the Council to double its match funding had been received from WBC. The Clerk was asked to reply that in principle the Council would do this.
ACTION: Clerk

4.4 A request for a grant for 2013-14 had been received from Wokingham & District CAB. This request will be held over to next financial year.
ACTION: Clerk

4.5 A request for a grant had been received from Keep Mobile. This request will be held over until the January 2013 F&GP meeting. The Clerk was asked to write to Keep Mobile.
ACTION: Clerk

4.6 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	
Me2	30.10.12	£50	13.11.12
Totals		£1550	£1150

4.6.1 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	

4.7 There were no referrals from other committees.

5 **CORRESPONDENCE**

5.1 item 3; The Committee noted the successful completion of the 2011-12 external audit and thanked the FAO for her work.

Item 4; The Committee noted the insurance review with Zurich.

Item 5; The Committee noted that outstanding Q4's figures are the responsibility of AVC/SBS. The Clerk was asked to invoice them with a reasonable estimate of Q4's figures. **ACTION: Clerk & FAO**

Item 7; The Committee noted that there is a 0% change to national pay scales in 2012.

Item 8; The Committee noted that the adoption of pensions for Council staff is due in March 2016.

Item 9; The Committee discussed the need for councillors to apply for a dispensation in order to consider Council Tax changes. The Committee **RECOMMENDED** that all Winnersh Parish councillors should apply for a dispensation.

ACTION: Clerk / All Councillors

Item 14; The Committee noted the HMRC request to report PAYE details monthly.

ACTION: FAO

Item 15; The Committee asked the Clerk to complete the NALC survey with a 'zero increase' response. **ACTION: Clerk**

6 **REVIEW OF ACCOUNTS FOR QUARTER 2 2012-13**

6.1 **Income**

The FAO reported on the increase in the number of hirings of the facilities. The Q1 figures for AVC were noted. The Q2 figures are expected to be much better. The Q2 figures for the Pavilion Café are overdue. The FAO has included lines of information to show VAT recovered and Fete Sponsorship. She was asked to remove the £200 budget for Fete Sponsorship. There is 68p balance on the Fete Income balance. **ACTION: FAO**
£120 compensation from Nat West is included in Sundry Income.

6.2 **Expenditure, p1**

The FAO was asked to include an explanation of the breakdown of water bills in the notes.

The FAO gave a summary of stationery supplies. It is expected that expenditure on printer cartridges will decrease once the new photocopier is installed.

The Chairman's Allowance for Q2 is yet to be paid.

Expenditure, p2

The Telecoms bill included domain registration. The FAO was asked to include this under Computer Maintenance & Support, which is to be renamed IT Infrastructure. The FAO was asked to check the level of BT bills for the security system.

ACTION: FAO

The Street Lights figures include repairs.

The WFAT expenditure includes the cost of Companies House registration.

The FAO was asked to include a note for the cost of the adult gym repair in Contingency.

ACTION: FAO

The FAO was asked to chase the S106 payment from WBC if it did not arrive over the month end.

ACTION: FAO

6.3 Capital & Major Projects

The FAO was asked to include a separate line for Computer Upgrades, with a zero budget, and to include a separate line for Signage within R&A.

ACTION: FAO

- 6.4** The Committee **RECOMMENDED** that the Q2 accounts for 2012-13 attached to these minutes be accepted by Full Council.

7 WINNERSH MATTERS

- 7.1** Cllr Bray reported on the estimated costs and delivery date of a 4-page edition. She requested that an update of the schedule for the Christmas Lights event should be given to her after the next R&A Committee meeting.

ACTION: Cllr Plant

8 REVIEW OF POLICIES & PROCEDURES

- 8.1** Cllr Southgate summarised the changes to C01 Standing Orders, including the revised input from the committees.

- 8.1.1** The Committee **RECOMMENDED** that C01 Standing Orders, as revised, be accepted by Full Council.

- 8.2** The Clerk reported on proposed revisions to the F02 Financial Regulations document which were agreed by the Committee. He was asked to circulate an updated version ready for recommendation to Full Council.

ACTION: Clerk, FAO

- 8.2.1** The Committee **RECOMMENDED** that F02 Financial Regulations, as revised, be accepted by Full Council.

- 8.3** The Committee considered the draft E07 Electronic Mail and Internet Use procedure. It proposed minor changes to p1, para2; changes to the wording regarding SPAM emails; changes to the heading re Retention and Purging; enhanced wording for email footers; clarification of the sealing of contracts by email; clarification of reasonable use of the internet for personal use by council staff.

- 8.3.1** The Committee **RECOMMENDED** that the E07 Electronic Mail and Internet Use procedure, as revised, be accepted by Full Council.

8.4 The Committee considered the LGPS Employer Discretion procedure. The Committee considered that the additional sections should be completed upon the default principle of the original document, that WPC will authorise the taking of benefits provided that no additional costs are incurred by the Council.

8.4.1 There was a query regarding identifying a “specified person” for the first stage of the Internal Disputes Resolution Procedure. The Clerk was requested to clarify this and report back to the next meeting. **ACTION: Clerk**

9 **REVIEW OF RISK MANAGEMENT PROCEDURES**

9.1 The Clerk presented minor changes to G03 Risk Management. Several of these changes will only be applicable once other procedures are formally accepted by the Council.

9.1.1 The Committee **RECOMMENDED** that the G03 Risk Management procedure, as revised, be accepted by Full Council.

9.2 The Clerk reported on proposed minor changes to the Risk Assessments. The Committee discussed the changes. Updates to the terminology regarding current gas and electrical certification and clarification of Lone Working / Petty Cash handling were accepted.

9.2.1 The Committee **RESOLVED** that the Risk Assessment documents, with the changes summarised in 9.2 above, be accepted as fit for purpose.

10 **ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

10 Reporting from Sage: The FAO reported to the Committee the problems faced in producing reports in Sage in the formats currently used by the Council. Some reporting information is available which may be downloadable to the excel spreadsheets. The Committee asked the FAO to produce some sample reports, with data downloaded from Sage, for the next F&GP meeting.

ACTION: FAO

11 **NEXT MEETING OF THE F&GP COMMITTEE**

11.1 The provisional date of the next meeting was agreed as **Tuesday 29 January 2013 at 7.45pm.**

PART 2

12 STAFFING MATTERS

12.1 The Clerk and FAO reported on the time constraints faced by the office staff. The Chairman and Vice-Chairman will meet with the Clerk to discuss the detail of the situation. **ACTION: Cllrs Green & Southgate, Clerk**

An Extraordinary meeting of the F&GP Committee will be called if necessary.

12.2 The Clerk reported on the FAO's first annual review. The Committee noted the completion of a successful first year at the Council.

12.3 The Committee **RECOMMENDED** that the FAO be granted an additional salary increment, backdated to 1 October 2012.

13 INSURANCE CLAIM

13.1 The Clerk reported that the claim against the Council has been accepted by the insurance company. He has a meeting booked with their representative.

There being no further business the Committee meeting closed at 11.36pm.

APPENDIX 1

CORRESPONDENCE

Requests for grants

- G1 Open Spaces Society; request for grant to Legal Fund
- G2 Me2; request for grant
- G3 Cllr Angus Ross, WBC; request to double match funding
- G4 W&D CAB; request for grant
- G5 Keep Mobile; request for grant

Other correspondence

- 1 Audit Commission; appointment of Mazars as External Auditor, 5 years from 2012-13
 - 2 WBC; Localisation of Council Tax Support
 - 3 Mazars; External Auditor's Certificate for 2011-12
 - 4 Zurich; confirmation of insurance cover
 - 5 AVC; response re Q4 figures
 - 6 SLCC; Public Service Pensions Bill published
 - 7 SLCC; NJC Pay Update, September 2012
 - 8 LGPS; re auto-enrolment
 - 9 WBC; draft dispensation for setting of Council Tax / Precept
 - 10 LGPS; review of employer policy statement
 - 11 Zurich; confirmation of receipt of claim
 - 12 BALC; Berkshire Communicator, October 2012
 - 13 LGPS; factsheet re auto-enrolment
 - 14 HMRC; monthly electronic payment of PAYE, 2013-14
 - 15 NALC; survey of Larger Council precept increases, 2013-14
 - 16 IAC LTD; offer of Internal Audit services
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- N1 LCR article; mental health
 - N2 LCR feature; banking options
 - N3 LGPS; Berkshire Pension Fund AGM, 27 November 2012

**Winnersh Parish Council
Income (all sources)
Q2 - July to September 2012**

	Last Year	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
GENERAL INCOME							
Community Hall Lettings	32,144	28,000	7,454	16,211	-11,789	27%	58%
Allnatt Pavilion Lettings	1,826	1,800	718	990	-810	40%	55%
John Grobler Room Lettings	573	1,000	544	783	-218	54%	78%
Sindlesham Room Lettings	1,665	2,500	520	1,484	-1,016	21%	59%
Community Halls sub-total	36,208	33,300	9,236	19,468	-13,832	28%	58%
Allotment Rents	1,822	1,940	1,511	1,511	-429	78%	78%
Bearwood Recreation Ground	5,985	4,500	2,354	2,354	-2,146	52%	52%
Franchise Fee Bar	557	2,000	5	5	-1,995	0%	0%
Franchise Fee Pavilion	2,160	2,800	553	553	-2,247	20%	20%
Other Income sub-total	10,524	11,240	4,424	4,424	-6,816	39%	39%
TOTAL GENERAL INCOME	46,732	44,540	13,659	23,892	-20,648	31%	54%
OTHER INCOME							
Precept	105,880	107,881	53,941	107,881	0	50%	100%
S106 Income	0	0	0	0	0		
Interest Received	27	50	9	17	-33	17%	34%
VAT Recovered			1,662	1,662			
Fete Sponsorship			200	500			
Fete Income Balance	448	0	1	1	1		
Sundry Income	872	200	120	120	-80	60%	60%
Insurance Claim Refund	0	0	0	0	0		
Winnersh Matters Advertising	475	0	0	0	0		
TOTAL OTHER INCOME	107,702	108,131	55,932	110,181	-18,598	52%	102%
Total Income	154,434	152,671	69,592	134,073	-39,246	46%	88%

**Winnersh Parish Council
Expenditure
Q2 July to September 2012**

	Last Year	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
Community Hall							
Employment Costs	12,254	11,500	2,895	5,573	-5,927	25%	48%
Services	7,715	7,000	1,369	3,408	-3,592	20%	49%
Scheduled Maintenance	7,243	7,330	1,838	4,205	-3,125	25%	57%
Unscheduled Maintenance	6,184	3,000	663	1,258	-1,742	22%	42%
Rates	1,162	1,200	273	548	-652	23%	46%
Refunds	0	0	0	0	0		
Community Hall - Total Costs	34,558	30,030	7,037	14,992	-15,038	23%	50%
Allnatt Pavilion							
Employment Costs	4,074	4,000	965	1,858	-2,142	24%	46%
Services	1,898	2,000	497	1,319	-681	25%	66%
Scheduled Maintenance	305	750	0	0	-750	0%	0%
Unscheduled Maintenance	369	750	38	38	-712	5%	5%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	6,646	7,500	1,501	3,216	-4,284	20%	43%
Allotments							
Water & Maintenance	3,154	1,300	-268	-268	-1,568	-21%	-21%
Rent to WBC	730	730	0	730	0	0%	100%
Sundries	100	100	0	0	-100	0%	0%
Refund	0	0	0	0	0		
Allotments - Total costs	3,984	2,130	-268	462	-1,668	-13%	22%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	12,069	13,400	3,583	6,751	-6,649	27%	50%
Bearwood Rec - Unscheduled Maint	1,474	1,000	0	911	-89	0%	91%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	13,543	14,400	3,583	7,662	-6,738	25%	53%
Pavilion House							
Pavilion House Maintenance	354	350	388	628	278	111%	179%
Pavilion House - Total costs	354	350	388	628	278	111%	179%
Office & General Expenses							
Employment Costs	37,042	38,000	9,209	19,510	-18,490	24%	51%
Stationery/Office Supplies	552	600	147	524	-76	24%	87%
Computer Maintenance & Support	1,554	930	197	430	-500	21%	46%
Copier Lease	517	440	78	156	-284	18%	35%
Insurances	7,087	7,300	0	7,257	-43	0%	99%
Training Councillors	280	250	0	0	-250	0%	0%
Training Staff	50	500	0	25	-475	0%	5%
Parish Expenses/Chairman's Allown	453	400	0	162	-238	0%	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	0	70	-730	0%	9%
Professional Fees	945	1,200	550	1,050	-150	46%	88%
Bank Charges	127	0	0	32	32		
Telecoms	1,228	700	250	474	-226	36%	68%
Post	407	450	160	243	-207	36%	54%
Travel & Subsistance	231	300	0	40	-260	0%	13%
Total General Costs	53,939	56,689	10,591	29,972	-26,717	19%	53%

Street Lights	727	700	65	506	-194	9%	72%
Other Expenditure							
S137 / WFAT			14	14			
Grants / Donations	800	2,000	400	1,187	-813	20%	59%
Community Transport	4,500	4,500	2,250	2,250	-2,250	50%	50%
Bad Debt W/O	0	0	0	0	0		
Other Costs - Total	5,300	6,500	2,664	3,451	-3,049	41%	53%
				0			
Total Running Expenditure	119,051	118,299	25,561	60,889	-57,410	22%	51%
Major & Capital Projects							
Other Projects	0	8,822	0	0	-8,822		
R&A	17,147	27,850	3,279	9,822	-18,028	12%	35%
F&GP	3,951	5,000	580	3,642	-1,358	12%	73%
Planning	2,325	2,700	0	0	-2,700	0%	0%
Contingency *	0	30,000		1,450	-28,550		
* Replacement Exercise Bike			1,450				
S106 Expenditure	0	0	16,965	16,965	16,965		
TOTAL EXPENDITURE	142,474	192,671	47,835	92,768	-99,903	25%	48%

Capital & Major Projects
Q2 July to September 2012

	Budget	Qtr 2	YTD	Variance	% Qtr	%YTD
Recreation & Amenities Committee						
R&A - Noticeboard & Signage		29	29	29		
R&A - External Decorations	4,000	3,250	3,250	-750	81%	81%
R&A - Refurbishment of Main Hall Chairs	5,300	0	5,310	10	0%	100%
R&A - Drain Repairs	550	0	0	-550	0%	0%
R&A - Energy Efficiency Control System	1,000	0	0	-1,000	0%	0%
R&A - External Toilets	8,000	0	0	-8,000	0%	0%
R&A - Repair to Play Area Grass Mat	7,000	0	0	-7,000	0%	0%
R&A - Miscellaneous	2,000	0	1,233	-767	0%	62%
R&A - Total Including Miscellaneous	27,850	3,250	9,793	-18,057	12%	35%
Finance & General Purposes Committee						
F&GP - Winnersh Matters Newsletter	1,000	0	933	-67	0%	93%
F&GP - Winnersh Parish Fete	3,500	25	2,155	-1,345	1%	62%
F&GP - Christmas Lights		0	0			
F&GP - New Laptop		555	555	555		
F&GP - Miscellaneous	500		0	-500	0%	0%
F&GP - Total Including Miscellaneous	5,000	580	3,642	-1,358	12%	73%
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		

Notes for F & GP Meeting of 30 September 2012

INCOME 2012/2013

Quarter 1 – April – June

1. Franchise Fee Bar – awaiting Q4 2011/12 figures from AVC. SBS cannot supply this information. AVC has been chased on many occasions; have been informed they are waiting for their end of year completion. Q1 2012/13 now received - £5.42 banked 23 July.
2. Franchise Fee Pavilion – £114 Q4 commission has been received.
3. Fete Income Balance - £528.85 taken for donation. £499 banked in Q1. Balance to be put through Sage in Q2.
4. Sundry Income £300 SEGRO Fete Sponsorship. £200 outstanding from Prospect.

Quarter 2 – July – September

1. Lettings – During Q2 I have taken on 2 new regular hirers in the WH, an additional class every Saturday in the WH, 1 new hirer in the SR and WR are running a soccer school on the field every Sunday. We have had increased bookings in the JG room from what is now a regular hirer. In addition I am currently working with 2 new hirers due to start in the WH shortly. As a result we are benefiting from increased lettings.
2. Franchise Fees – Q1 commission has been received from the Bar (£5.42) and Pavilion (£252.70). Q2 commission has been banked from the Bar (£452.74). Awaiting figures from the Pavilion.
3. VAT Recovered – New line item added as this contributes to the total income received in Q2. When we move across to only Sage reporting this item will automatically be included, therefore I have included it now.
4. Fete Sponsorship – The total of £500 has now been received.
5. Sundry Income - £120 compensation received from NatWest.

EXPENDITURE 2012/13

Quarter 1 – April – June

- 1 Bearwood Rec – Unscheduled Maintenance - £911 repairs to top hat in play area.
- 2 Allnatt Pavilion – Services - £822 Gas / Electric – high for end of Q1.
- 3 Pavilion House Maintenance - £240 internal doors and dressings / new concrete driveway.
- 4 Stationery - £377 high for end of Q1 due to replacement colour inks.

Quarter 2 – July – September

1. Stationery/Office Supplies – 87% YTD Reviewed expenditure and over one third of the budget has been spent on Laser Toner / Colour Ink.
2. Parish Expenses/Chairman’s Allowance – Q2 £50 Chairman’s Allowance missed therefore will be incurred during Q3.
3. Contingency – new line item added for the purchase of the replacement exercise bike.
4. R&A – Noticeboard & Signage – Line item added from last year.
5. F&GP – New Laptop – New item added.