



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 April 2013 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 D Green.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29.1.13

2.1 The Chairman's Box is ongoing. **ACTION: Clerk & Cllr Green**

2.2 Office Computer Upgrade:
The Committee asked the Clerk and FAO to continue with the upgrade of the FAO's
computer to Windows 7.
ACTION: Clerk & FAO
The clearing of computer background tasks has been completed.

2.3 The registration of the Allotments with the Land Registry is complete.

2.4 The transfer of the bar licence to Peter Francis of SBS is complete.

2.5 The FAO was asked to reverse the signage on the "Remaining" (variance) section of
the Income reports. **ACTION: FAO**

2.6 The monitoring of the allotment water bills is ongoing. **ACTION: Clerk & FAO**

- 2.7 The Employment Costs will no longer be split between the Community Centre and Allnatt Pavilion for 2013-14. **ACTION: FAO**
- 2.8 The renewal of the Council's insurance is complete.
- 2.9 The Community Centre rates and discount have been confirmed for 2013-14.
- 2.10 The Q3 Employment costs were confirmed.
- 2.11 The Relief Caretaker has been appointed.

3 REVIEW OF ACCOUNTS FOR QUARTER 4 2012-13

3.1 Income, p1

John Grobler room income has fallen because one casual hirer has reduced their usage.

The Clerk was asked to confirm with WBC's Brian Grady whether he still needs the use of the John Grobler Room, **ACTION: Clerk**

The FAO will monitor SBS returns for the inclusion of Wednesday evenings. An increase in Saturday evening bookings is anticipated during Q1 2013-14.

The FAO confirmed that the final figures from AVC, to be shown as Q1 2012-13, have not been received. The Committee **RESOLVED** to waive the estimated amounts outstanding.

3.2 Expenditure, p1

The FAO confirmed the breakdown of the Unscheduled Maintenance figure. Telecoms included the final bill from Talk Talk and the Domain Name registration with Plusnet.

(Cllr Bray joined the meeting)

The reduced expenditure on Community Transport grants was noted.

3.3 Capital & Major Projects

3.3.1 R&A

The Kompan Elements grassmat replacement is expected to be completed soon. There are still drainage issues to be resolved for the field and play areas.

3.3.2 F&GP

The Fete Sponsorship figures were noted.

3.3.3 Contingency

Includes boiler and exercise bike replacement costs.

3.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q4 accounts for 2012-13.

4 YEAR END 2012-13

4.1 The Committee received the draft year end Income and Expenditure reports. Cashbook figures were presented from the manual cashbook and from Sage.

The FAO reported on the reporting of bank charges and the completion of the VAT return.

The FAO reported that the manual and Sage Balance Sheets matched.

The Year End manual balance sheet balances. The Sage balance sheet contains details of 2 direct debits to be paid in April and 2 small historical variances.

The Committee **RESOLVED** to authorise the adjustment of Sage to remove the £2.60 and £0.03 variances.

The allotment deposits have been moved out of the customer accounts.

The Committee asked that a note be included to show petty cash. **ACTION: FAO**

4.2 The Committee **RECOMMENDED** to Full Council the 2012-13 Year End accounts as presented and attached to these minutes.

4.3 The Committee recorded its thanks to the FAO for her hard work in preparing all the completed figures in time for this F&GP meeting.

5 REVIEW OF INTERNAL AUDIT

5.1 The Committee considered the effectiveness of the internal audit. It noted that the audit was on track but that the year end is still to be done.

5.2 The Committee **RESOLVED** to invite Claire Connell to act as Internal Auditor for 2013-14. **ACTION: Clerk**

5.3 The Committee reviewed the actions from the intermediate audit report, 2012-13:

1. The Clerk reported that he could not obtain confirmation from SLCC that the signing of the front sheet was sufficient record of the signing of cheques. The Committee reluctantly noted that the cheque stubs will have to be signed as well.
2. The FAO has resolved the differences in the direct debit reporting.
3. The management reports need further formal investigation and the layout to be finalised. **ACTION: FAO & Cllr Southgate**
4. The VAT on booking deposits has been resolved. An invoice including VAT is now being raised for the initial booking fee.
5. The VAT refund line has been removed.
6. Deposits: the work on the recording of deposits is nearly complete.
7. The monies held for the NAG and Fete are being recorded correctly.

6 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

6.1 A request for a grant had been received from Victim Support Thames Valley. The Clerk was asked to write to request confirmation of the organisations work within the parish. **ACTION: Clerk**

6.2 A request for a grant had been received from Wokingham & District CAB. The Committee **RESOLVED** that £600 would be donated.

6.3 A request for a grant had been received from the Berkshire County Blind Society. The Committee **RESOLVED** that £100 would be donated.

Item 3; The Clerk has contacted WBC regarding the transfer of the WPC street lights. Cllr R Shepherd-Dubey was asked to follow this up with WPC.

ACTION: Cllr R Shepherd-Dubey

Item 9; The Committee noted this item of correspondence.

Item 10; The Clerk confirmed that the changes to minimum wage agreements did not impact upon the Council's staff.

Item N2; The Committee noted the national salary scales for 2013-14 which are under negotiation.

8 REVIEW OF PROCEDURAL DOCUMENTS

8.1 The Committee noted that the procedural documents had been thoroughly reviewed in the previous year and were fit for purpose. The Clerk and Cllr Southgate were asked to review the numbering of the Co-Option procedure and the Index of Procedural Documents.
ACTION: Clerk & Cllr Southgate

8.2 The Committee **RESOLVED** that the next review of Procedural Documents should take place after the election of a new council in 2015. **ACTION: Clerk**

8.3 E09, LGPS Employer Discretion Policy

The Clerk reported on the feedback he had received from Berkshire Pensions regarding the completion of item 10 of the revised E09, LGPS Employer Discretion Policy. It is advised that for item 10 the Clerk is the nominated person to bring staff pension issues before the Council. The remainder of this policy had been reviewed at the previous meeting.

The Committee **RESOLVED** to accept the revised E09, LGPS Employer Discretion Policy, with the Clerk as nominated person in item 10.

9 UTILITY USAGE

9.1 The Clerk reported on the current electricity fees for 2013-14. The gas charges are still awaited.

The Clerk reported that since the Council's review of utility charges 3 years ago and the introduction of further insulation and energy saving measures, the Council's utility charges had fallen by more than 30%.

10 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

10.1 none.

11 NEXT MEETING OF THE F&GP COMMITTEE

11.1 The provisional date of the next meeting was agreed as **Tuesday 30 July 2013 at 7.45pm.**

There being no further business the Committee meeting closed at 9.55pm.

APPENDIX 1

CORRESPONDENCE

- 1 HMRC; Employment Payment Booklet, 2013-14
- 2 WBC; Rate demand, 2013-14
- 3 SSE; street light charges, 2013-14
- 4 Berks Pensions; contribution rates, 2013-14
- 5 SAGE 2012-13 payroll and RTI pack
- 6 Cllr Angus Ross; acknowledge dual sports funding
- 7 Mazars; 2012-13 Audit return details
- 8 WBC; 'Smart' meter installations
- 9 NALC; Ten Minute Motion to cap town/parish precepts
- 10 SLCC; minimum wage scales, 2013-14
- 11 Berks Pensions; clarification of Employer Policy, item 10
- 12 Southern Bar Services; transfer of bar licence complete

- N1 BALC; cheque lost in post
N2 SLCC; 2013 salary negotiations update
N3 Came & Co.; new insurance policy declaration and long term agreement

Grants

- G1 W&D CAB
G2 Berks County Blind Society
G3 1st Winnersh Rainbows
G4 Winnersh Brownies
G5 Victim Support
G6 Wokingham Job Support Centre