



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone/Fax 0118 978 0244
finance@winnersh.gov.uk
www.winnersh.gov.uk

**Minutes of a meeting of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the John Grobler Room on Wednesday 31 July 2013 at 7.45 pm.**

PRESENT: Cllrs J Southgate, (Chairman), F Breedlove, D Green, J Leask, C Taylor.

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

1 APOLOGIES

1.1 Apologies for absence: Cllrs P Bray, R Shepherd-Dubey.

2 ELECTION OF VICE-CHAIRMAN

2.1 Cllr Southgate **PROPOSED** and Cllr Green **SECONDED** Cllr Taylor as Vice-Chairman of the F&GP Committee and this was **RESOLVED**.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30.4.13

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

3.2 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**

3.3 The changes to the signage on the "Remaining" (variance) section of the Income reports is complete

3.4 The allotment water bills are now being made against actual meter readings and are being monitored.

3.5 Management reports are now being produced from information from Sage.

- 3.6 The Policies & Procedures documentation is up to date, following the comprehensive review. The Clerk will present minor changes to the Risk Management procedure to the September Full Council meeting. **ACTION: Clerk**

DONATIONS AND REFERRALS FROM OTHER COMMITTEES

- 4.1 A request for a grant had been received from Readibus. The Committee **RESOLVED** that £2,250 would be donated.
- 4.2 The Committee noted the correspondence from Keep Mobile and that no request for a grant had been received and that no information update had been received from them.
- 4.3 The Committee noted that the request for a grant from the Centre Forward group had been withdrawn.
- 4.4 The Committee discussed the pre-authorisation of grants. The Committee **RESOLVED** to pre-authorise the following grants:
- | | |
|-------------------|------|
| Homestart | £250 |
| WBC Match funding | £200 |
| Relate | £100 |

4.5 Table of grants authorised for 2013/14

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	30.4.13	£600	14.5.13
Berkshire County Blind Society	30.4.13	£100	14.5.13
Wokingham Job Support Centre	30.4.13	£125	14.5.13
Winnersh Rainbows	30.4.13	£50	14.5.13
Winnersh Brownies	30.4.13	£50	14.5.13
Homestart	31.7.13	£250	
WBC Match Funding	31.7.13	£200	
Relate	31.7.13	£100	
Totals		£1475	£925

4.5.1 Table of Grants for Transport 2013/14

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	31.7.13	£2,250	20/8/13
Totals		£2,250	£2,250

- 4.6 There were no referrals from other committees.

CORRESPONDENCE

- 5.1 Items 4, 5, 11, 12, 13, N1 & N2 were discussed elsewhere.

- 5.2 Items 8&10; The Clerk gave a brief summary of the pensions information.
- 5.3 Item N3; the Clerk reported on the quotation for the proposed sign at the wooden bridge on Bearwood Road. The Committee **RESOLVED** that £195 be allocated from the R&A Miscellaneous budget. **ACTION: Clerk**

6 REVIEW OF ACCOUNTS FOR QUARTER 1 2013-14

6.1 Income, p1

The Pavilion income is down because the café is no longer trading and the facility has been used temporarily for Council purposes.

The John Grobler room income is down because a regular hirer has stopped attending. The FAO was asked to contact the hirer. **ACTION: FAO**

The hall lettings were seen to be on target.

The Sindlesham Room income is down because a regular hirer has stopped attending. The FAO reported that there are other contacts interested in using the room.

The Recreation Ground bookings are holding up well. The Clerk reported that the WRFC pitch usage income for 2013-14 will fall again. The Committee confirmed that in principle it would consider Sunday hiring to other football clubs. **ACTION: Clerk**
Figures for Q4 2012-13 and Q1 2013-14 had been received from SBS (AVC), along with a cheque.

The Committee confirmed that the reporting of the Precept and Tax Support Grant together was acceptable.

The income balance for Fete Sponsorship is to be taken out of the Income figures and reported separately. **ACTION: FAO**

6.2 Expenditure, p1

The Committee commended the clarification of Caretaker cost reporting.

The FAO confirmed that refunds were the return of a regular hirer's deposit.

The FAO explained the joint invoicing of the three water services received by the Council.

The emergency fencing for the play area was confirmed as Unscheduled Maintenance.

Expenditure, p2

The Salary figure included staff overtime payment from 2012-13.

The Committee asked the FAO to move the expenditure on a computer screen from Office Supplies to IT Infrastructure. **ACTION: FAO**

The reduced expenditure on Community Transport grants was noted.

The Committee asked for the Copier Lease to be re-named to Copier.

The reduced expenditure on Insurance for the next 3 years was noted with approval.

Councillor Training includes recent BALC Planning training for 4 councillors.

Staff training: the Committee noted that the FAO would like additional VAT training when it becomes available locally. **ACTION: FAO**

The Committee asked for Parish Expenses and Chairman's Allowance to be reported under Chairman's Allowance. **ACTION: FAO**

The FAO reported that last year's BALC subscription had fallen into the current financial year.

The FAO reported on the Telecoms usage.

The FAO confirmed the Street Lights figures included repairs and one quarter's rental.

The 'Mispostings' line was suggested by the Internal Auditor to balance the Sage bank reconciliation.

6.3 Capital & Major Projects

- 6.3.1 The Kompan Elements grassmat replacement cost was discussed. This had been completed in the current financial year (but budgeted in the previous year).

The Committee **RECOMMENDED** that the current year's budget be revised

- to include £8000 for Play area grass mat replacement
- to increase the BALC subscription budget to £2,500 to allow for the payment of the last year's and current year's subscriptions in the current financial year
- to reduce the car park fence budget to £1500 to reflect the quote received
- to include the agreed increase in the boiler budget to £11,500

Cllr Southgate will present a Revised Budget recommendation document to the September Full Council meeting.

ACTION: Cllr Southgate

The Committee asked for the WRFC payment of £60 to be shown in Sundry Income.

ACTION: FAO

- 6.3.2 The Other Projects budget will be used for the additional expenditure for the hall boiler replacement.

- 6.4 The Committee **RECOMMENDED** to Full Council, with the adjustments specified above, the acceptance of the Q1 accounts for 2013-14.

7 REVIEW OF INTERNAL AUDIT REPORT 2012-13

- 7.1 The Committee discussed the details of the report for the year ending 31 March 2013. Item 1 Final Accounts: the Committee noted the correction applied.

Item 2 Internal Controls: the Committee noted the adjustment in the presentation of debtor figures.

Item 3 Commission from the Bar:

- a) The accounting of VAT on commission income has been corrected.
- b) The Commission charges error has been noted and has been corrected for future invoices.
- c) The FAO will contact SBS (AVC) for clarification of the sales figure adjustment which caused the apparent imbalance in the cross-casting of the spreadsheet.

ACTION: FAO

- d) The Committee noted that the sales figure in c) above was not clear and that the figures for the Wednesday evening bar for Wargames was not included in the summary. The Committee asked the FAO to request a full breakdown of the sales and expenditure figures for May 2013, in accordance with the open book agreement, as recommended by the Internal Auditor.

ACTION: FAO

Item 4 Matters raised at the Interim Visit:

- a) Payment by Cheque; the Committee requested that a notice sheet be included on the inside cover of the invoice folder asking councillors to sign both the cheque stubs and summary sheet, and reminding councillors to sign with the same signature as used on the bank mandate sheet.

ACTION: FAO, Clerk

- b) Duplication of data; the FAO explained the measures taken to export figures from Sage onto the excel spreadsheets, thereby reducing the manual calculations made previously.

- 7.2 The Clerk was asked to make a review of the Internal Auditor's brief an agenda item for the next F&GP Committee meeting. **ACTION: Clerk**

8 **WINNERSH FETE 2013**

- 8.1 The FAO presented the account figures for the 2013 Fete. The Committee noted that the expenditure figure was slightly higher and that there was less sponsorship this year. The income figures were slightly higher. The Committee noted that currently the figure for donation to charities is £586.79. The Committee **RESOLVED** that £50 would be donated to the ATC, with the remainder to be split equally between Cancer Research UK and Wokingham District Cancer Care Trust. **ACTION: FAO**

9 **COUNCIL BANK ACCOUNTS**

- 9.1 The Committee discussed the limitations of the Nat West service and the FAO's need for an internet banking facility. The Clerk reported that Lloyds indicate that they will be able to provide the Council with the service it requires. The Committee asked the Clerk to make further investigations into Lloyds banking facilities with a view to recommending to Full Council the transfer of accounts. The Committee asked for clarification of the effect of the split of Lloyds and TSB upon the services proposed. **ACTION: Clerk**
- 9.2 The Committee discussed the Council's Petty Cash provision. The monitoring of the receipts and the topping up of the cash was discussed. The FAO was asked to present a summary of the items approved to all members at the Full Council meetings on the reverse of the account sheet. **ACTION: FAO**

The Committee discussed the float level and individual item limit for the petty cash account. The Committee **RESOLVED** to set the petty cash float limit as £150 and the individual item limit as £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 29 October 2013 at 7.45pm.**

PART 2

12 STAFFING MATTERS

12.1 National Salary awards:

The Committee noted the 1% recommended increase in salary levels for 2013-14.

The Committee **RESOLVED** to increase the Clerk's and FAO's salaries by 1%, according to the National Joint Council Payscale, backdated to April 2013.

The Committee **RESOLVED** to increase the Relief Caretaker payscale by 1% from July 2013.

12.2 The Committee discussed the levels of staff overtime.

The Committee **RECOMMENDED** that the FAO's hours be increased to 26 hours per week from August 2013 and that 60 hours overtime be paid.

The Committee asked the Chairman, Vice-Chairman and Clerk to meet urgently to discuss personnel matters. **ACTION: Cllrs Green, Southgate & Clerk**

There being no further business the Committee meeting closed at 11.10pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 31 July 2013

- 1 Open Spaces Society; Greens, What Next campaign
 - 2 Came & Co; Parish Matters magazine, Spring 2013
 - 3 Came & Co; Insurance Policy, May 2013-16
 - 4 Elle Ford; query re funding for Community Residents Group at Rainbow Park
 - 5 Claire Connell; internal audit report, 2012-13
 - 6 Gov.UK; CCTV surveillance Code of Conduct
 - 7 SLCC; link to guidance on filming (principal) council meetings
 - 8 Berks Pensions; Pensions briefing notes
 - 9 HMCE; VAT notes
 - 10 Berkshire Pensions; discussion re collaborative working
 - 11 Thames Water; credit for allotment water bill
 - 12 Keep Mobile; query re grant application dates
 - 13 BALC; confirmation of Pay Scales, 2013-14
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- N1 HSBC; info re new bank account
 - N2 Lloyds; info re new bank account
 - N3 Thrower Signs; revised quote for bridge sign
 - N4 IAC; Internal Audit introductory letter
 - N5 Planet IT; IT support services

Winnersh Parish Council
Income (all sources) - 2013 / 2014
Q1 - April to June 2013

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	33,149	34,000	9,707	9,707	24,293	29%	29%
Allnatt Pavilion Lettings	2,225	2,400	22	22	2,378	1%	1%
John Grobler Room Lettings	1,265	1,400	145	145	1,255	10%	10%
Sindlesham Room Lettings	4,077	7,000	1,190	1,190	5,810	17%	17%
Community Centre Sub-Total	40,716	44,800	11,064	11,064	33,736	25%	25%
Allotment Rents	2,009	2,000	46	46	1,954	2%	2%
Bearwood Recreation Ground	6,531	5,000	1,211	1,211	3,789	24%	24%
Franchise Fee Bar	638	700	0	0	700	0%	0%
Other Income Sub-Total	9,178	7,700	1,257	1,257	6,443	16%	16%
TOTAL GENERAL INCOME	49,894	52,500	12,321	12,321	40,179	23%	23%
OTHER INCOME							
Precept / WBC Tax Support Grant	107,881	109,719	57,416	57,416	52,303	52%	52%
S106 Income	16,965	2,675	2,675	2,675	0	100%	100%
Interest Received	36	40	11	11	29	28%	28%
Fete Sponsorship	500		200	200	-200		
Fete Income Balance	1	0	581	581	-581		
Sundry Income	120	150	0	0	150	0%	0%
Winnersh Matters Advertising	0	0	0	0	0		
TOTAL OTHER INCOME	125,503	112,584	60,883	60,883	51,701	54%	54%
Total Income	175,397	165,084	73,204	73,204	91,880	44%	44%

**Winnersh Parish Council
Expenditure - 2013 / 14
Q1 - April to June 2013**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker	16,533	18,700	3,385	3,385	13,564	27%	27%
Relief Caretaker			1,751	1,751			
Gas/Elec/Water/Waste Services	6,308	7,000	1,634	1,634	5,366	23%	23%
Scheduled Maintenance	8,212	7,500	1,952	1,952	5,548	26%	26%
Unscheduled Maintenance	2,523	2,500	136	136	2,364	5%	5%
Rates	1,092	2,200	278	278	1,922	13%	13%
Refunds	0	0	167	167	-167		
Community Centre - Total Costs	34,668	37,900	9,303	9,303	28,597	25%	25%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	2,198	2,500	151	151	2,349	6%	6%
Scheduled Maintenance	0	1,000	252	252	749	25%	25%
Unscheduled Maintenance	246	500	106	106	394	21%	21%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	2,444	4,000	508	508	3,492	13%	13%
Allotments							
Water & Maintenance	588	1,000	84	84	916	8%	8%
Rent to WBC	730	1,000	1,000	1,000	0	100%	100%
Sundries	90	100	33	33	67	33%	33%
Refunds	86	0	14	14	-14		
Allotments - Total costs	1,494	2,100	1,131	1,131	969	54%	54%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	11,498	13,000	3,849	3,849	9,151	30%	30%
Bearwood Rec - Unscheduled Maint	2,299	1,000	480	480	521	48%	48%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	13,797	14,000	4,328	4,328	9,672	31%	31%
Pavilion House							
Pavilion House Maintenance	868	350		0	350	0%	0%
Pavilion House - Total costs	868	350	0	0	350	0%	0%
Office & General Costs							
Employment Costs	38,592	42,000	11,582	11,582	30,418	28%	28%
Stationery/Office Supplies	715	450	188	188	262	42%	42%
IT Infrastructure	975	1,000	207	207	793	21%	21%
Copier Lease	631	750	240	240	510	32%	32%
Insurances	7,333	5,500	3,639	3,639	1,861	66%	66%
Training Councillors	115	200	280	280	-80	140%	140%
Training Staff	680	500	40	40	460	8%	8%
Parish Expenses		240	78	78	162	32%	32%
Chairman's Allowance	403	160	53	53	108	33%	33%
Employment Advertising	0	0	0	0	0		
Sundries	111	200	0	0	200	0%	0%
Election expenses	0	3,319	0	0	3,319	0%	0%
NALC/BALC Subscription	0	2,500	1,223	1,223	1,277	49%	49%
Subscriptions	955	1,100	45	45	1,055	4%	4%
Professional Fees	1,175	1,200	500	500	700	42%	42%
Bank Charges (Credit Card Fee)	32	0	32	32	-32		
Telecoms	1,509	700	229	229	471	33%	33%
Post	416	400	67	67	333	17%	17%
Travel & Subsistence	262	300	2	2	298	1%	1%
Total Office & General Costs	53,904	60,519	18,405	18,405	42,114	30%	30%
Street Lights	635	600	441	441	159	74%	74%

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Other Expenditure							
S137 / WFAT	14	0	0	0			
Grants	1,587	2,000	925	925	1,075	46%	46%
Community Transport	2,250	4,500		0	4,500	0%	0%
Mispostings	0	0	3	3	-3		
Bad Debt W/O	0	0	0	0	0		
Total Other Expenditure	3,851	6,500	928	928	5,572	14%	14%
Sub-Total Expenditure							
	111,661	124,769	35,045	35,045	89,724	28%	28%
Major & Capital Projects							
Other Projects	0	5,640	0	0	5,640	0%	0%
R&A	21,145	21,300	9,958	9,958	11,342	47%	47%
F&GP	4,005	5,500	3,019	3,019	2,481	55%	55%
Planning	2,045	4,200	0	0	4,200	0%	0%
Contingency	10,758	30,000	15,153	15,153	14,847	51%	51%
S106 Expenditure	16,965	0	2,675	2,675	-2,675		
Major & Capital Projects Costs	54,918	66,640	30,805	30,805	35,835	46%	46%
TOTAL EXPENDITURE							
	166,579	191,409	65,850	65,850	125,559	34%	34%

Winnersh Parish Council
Capital & Major Projects - 2013 / 14
Q1 - April to June 2013

	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - 2012-13 Noticeboard & Signage	0	-60	-60	60		
R&A - 2012-13 Play Area Grass Mat Repairs	8,000	7,940	7,940	60	99%	99%
R&A - Basketball Boards & Net Renewal	800	0	0	800	0%	0%
R&A - Car Park Fence Renewal	2,000	0	0	2,000	0%	0%
R&A - Christmas Lights Event	500	0	0	500	0%	0%
R&A - Fire & Intruder Alarm Upgrade	5,000	0	0	5,000	0%	0%
R&A - Goalpost Renewal	1,000	0	0	1,000	0%	0%
R&A - Miscellaneous	2,000	0	0	2,000	0%	0%
R&A - Play Area Repairs	3,000	2,078	2,078	922	69%	69%
R&A - Re-marking of Car Park	500	0	0	500	0%	0%
R&A - Replacement Boiler(s) in CC	11,500	0	0	11,500	0%	0%
R&A - Total	26,300	2,078	2,078	24,222	8%	8%
Finance & General Purposes Committee						
F&GP - Winnersh Matters Newsletter	1,500	0	0	1,500	0%	0%
F&GP - Winnersh Parish Fete	3,500	3,019	3,019	481	86%	86%
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Total Including Miscellaneous	5,500	3,019	3,019	2,481	55%	55%
Planning Committee						
Planning - Tree Husbandry / Replacement	4,000	0	0	4,000	0%	0%
Planning - Miscellaneous	200	0	0	200	0%	0%
Planning - Total Including Miscellaneous	4,200	0	0	4,200	0%	0%
Other Projects						
Other Projects - Balance	0	0	0	0		
Other - Total Including Miscellaneous	0	0	0	0		
Contingency						
Contingency - Balance	24,940	15,153	15,153	9,787	61%	61%
Contingency - Total	24,940	15,153	15,153	9,787	61%	61%