



## 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 Sindlesham Room on Tuesday 29 October 2013 at 7.45 pm.

**PRESENT:** Cllrs J Southgate, (Chairman), D Green, R Shepherd-Dubey, C Taylor.

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

#### 1 APOLOGIES

1.1 Apologies for absence: Cllrs F Breedlove, P Bray, J Leask.

#### 2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30.7.13

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**

2.3 John Grobler Room income: The FAO reported on the changes in the companies hiring the room.

2.4 The Clerk confirmed that a new adult team had started hiring the football pitch on some Sunday mornings.

2.5 The FAO is still awaiting suitable VAT training to be made available locally.

2.6 The anomalies in the SBS figures are due to an unreported VAT amount. Further investigations will need to be made regarding WPC's reporting of this amount. The figure involved is small. **ACTION: FAO**  
The FAO also explained the reporting procedure for SBS opening the bar on Wednesday evenings.

The FAO will request sales figures from SBS as requested by the Internal Auditor.

**ACTION: FAO**

### **3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES**

**3.1** A request for a grant had been received from Keep Mobile. The Committee discussed the audit report presented with the request. The Committee **RECOMMENDED** that a grant be made representing 72% of Keep Mobile's estimated local costs. A progress report would be expected from Keep Mobile before a grant would be issued for 2014-15.

**3.2** A request for a grant had been received from Sue Ryder Care. The Committee noted that a benefit to Winnersh residents could not be identified within the application data. The Clerk was asked to inform Sue Ryder and request further information.

**ACTION: Clerk**

**3.3** A request for a grant had been received from Winnersh Ecclesiastical Parish. The Committee **RESOLVED** that £100 would be donated. **ACTION: FAO**

#### **3.4 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	12.11.13
WBC Match Funding	31.7.13	£200	
Relate	31.7.13	£100	
Winnersh Church Parish	29.10.13	£100	12.11.13
Totals		£1575	£1275

#### **3.4.1 Table of Grants for Transport 2013/14**

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

**3.5** There were no referrals from other committees.

### **4 CORRESPONDENCE**

**4.1** Items 5 & 7; the creation of a CCTV policy will be an agenda item for the next F&GP meeting. **ACTION: Clerk**

- 4.2 Item N1; Cllr Taylor volunteered to attend the BALC Finance training on Wednesday 4 December 2013. **ACTION: Clerk**

## 5 **REVIEW OF ACCOUNTS FOR QUARTER 2 2013-14**

### 5.1 **Income, p1**

The Committee noted that the Pavilion income is picking up and is acceptable overall. The Sindlesham Room income is down because a regular hirer has stopped attending. The SBS Franchise Fee is acceptable.

### 5.2 **Expenditure, p1**

The Committee noted the expenditure on the showers and heating system in the Pavilion unscheduled maintenance costs.

The Committee discussed the possible long-term effects on Allotment income and expenditure if the N Wokingham Distributor Road is located through the allotments.

### **Expenditure, p2**

The expenditure on Councillor Training and on the Chairman's Allowance was noted as acceptable.

The Committee noted the street light costs and the problems experienced in getting parts. The Committee discussed whether replacing the light heads with modern LED parts was becoming advisable.

The FAO was asked to bring the Major & Capital Projects figures into line with those on the Capital & Major Projects report. **ACTION: FAO**

### 5.3 **Capital & Major Projects**

- 5.3.1 The Committee noted that expenditure on the Full Tree Survey was expected soon. The Clerk reported that the R&A Committee will be considering repairs to the alarm systems at its next meeting.

- 5.4 The Committee **RECOMMENDED** to Full Council, with the adjustments to the Major & Capital Projects figures specified above, the acceptance of the Q2 accounts for 2013-14.

## 6 **INTERNAL AUDIT 2013-14**

- 6.1 The Committee discussed the details of the Internal Auditor's brief. Minor changes were made to the wording and layout. The Committee considered it appropriate that the Internal Auditor's brief be included in the Council's Policies & Procedures documentation.

The Committee **RECOMMENDED** that the Council adopts the draft document WPC F03 Internal Audit Plan v2.0.

## 7 **BANK ACCOUNT REPORTING**

- 7.1 The FAO presented the folder containing the current year's bank accounts and reconciliations. The Committee noted the revised layout of the information and asked that an explanatory index be placed inside the front cover to direct councillors in the procedure for checking and signing the figures. **ACTION: FAO**

## **8 COUNCIL BANK ACCOUNTS**

- 8.1** The Clerk reported that at the end of the procedure for setting up a new account, Lloyds had reported previously unexplained charges on the account. The Committee discussed the charges in relation to the additional benefit of the new account. The Committee considered that there was insufficient information available to make a decision on whether to go ahead with the account transfer and that the transfer of accounts to Lloyds bank should be suspended. The Clerk and FAO were asked to prepare a clear statement of the benefits and costs of transferring accounts to the next meeting and to investigate whether HSBC could offer the facilities that the council requires.

**ACTION: Clerk & FAO**

*[Clerk's note: HSBC had been previously contacted and discounted because of their charging structure.]*

## **9 WINNERSH MATTERS**

- 9.1** The Committee discussed the possibility of producing the next edition by the end of November 2013. This was considered impractical and a target date of the end of February 2014 was agreed.  
Cllrs Green, Taylor, Southgate and Harper were confirmed as the editorial committee.

## **10 F&GP BUDGET 2014-15**

- 10.1** The Committee discussed projects to be included in the F&GP budget for 2014-15. Topics included Newsletter (Winnersh Matters), Fete, Miscellaneous, Office Chairs.

## **11 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

- 11.1** The FAO reported on the usefulness of a remote log-in service. The Committee **RESOLVED** that she could renew the licence for the Log-Me-In service if necessary.

## **12 NEXT MEETING OF THE F&GP COMMITTEE**

- 12.1** The provisional date of the next meeting was agreed as **Tuesday 28 January 2014 at 7.45pm.**

There being no further business the Committee meeting closed at 9.32pm.

## **APPENDIX 1**

### **CORRESPONDENCE**

#### **Correspondence received before the issue of the agenda for the meeting of 29 October 2013**

- 1 Came & Co Insurance; Parish Matters newsletter
- 2 Office for National Statistics; Business Register & Employment Survey
- 3 HMRC; research into VAT on leasing commercial property
- 4 BALC; newsletter
- 5 NALC; e-bulletin, CCTV guidelines
- 6 Berkshire Pensions; change of manager
- 7 SLCC; link to CCTV guidelines
- 8 SBS; clarification of VAT on sales
- 9 HMRC; confirmation of VAT Online Enrolment

#### **Correspondence received since the issue of the agenda for the meeting of 29 October 2013**

- N1 BALC; training courses  
N2 Lloyds; account opening details

#### **Grant Applications:**

- G1 Keep Mobile  
G2 Sue Ryder  
G3 Ecclesiastical Parish of Winnersh

**Winnersh Parish Council**  
**Income (all sources) - 2013 / 2014**  
**Q2 - July to September 2013**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>GENERAL INCOME</b>							
Winnersh Hall Lettings	33,149	34,000	9,760	19,467	14,533	29%	57%
Allnatt Pavilion Lettings	2,225	2,400	944	965	1,435	39%	40%
John Grobler Room Lettings	1,265	1,400	488	633	767	35%	45%
Sindlesham Room Lettings	4,077	7,000	1,026	2,216	4,784	15%	32%
<b>Community Centre Sub-Total</b>	<b>40,716</b>	<b>44,800</b>	<b>12,218</b>	<b>23,281</b>	<b>21,519</b>	<b>27%</b>	<b>52%</b>
Allotment Rents	2,009	2,000	1,785	1,831	170	89%	92%
Bearwood Recreation Ground	6,531	5,000	1,423	2,635	2,365	28%	53%
Franchise Fee Bar	638	700	536	536	164	77%	77%
<b>Other Income Sub-Total</b>	<b>9,178</b>	<b>7,700</b>	<b>3,744</b>	<b>5,001</b>	<b>2,699</b>	<b>49%</b>	<b>65%</b>
<b>TOTAL GENERAL INCOME</b>	<b>49,894</b>	<b>52,500</b>	<b>15,961</b>	<b>28,283</b>	<b>24,217</b>	<b>30%</b>	<b>54%</b>
<b>OTHER INCOME</b>							
Precept / WBC Tax Support Grant	107,881	109,719	52,303	109,719	-0	48%	100%
S106 Income	16,965	2,675	0	2,675	0	0%	100%
Interest Received	36	40	9	20	20	22%	50%
Fete Sponsorship	500		0	200	-200		
Sundry Income	120	150	2	62	88	1%	41%
Winnersh Matters Advertising	0	0	0	0	0		
<b>TOTAL OTHER INCOME</b>	<b>125,502</b>	<b>112,584</b>	<b>52,314</b>	<b>112,676</b>	<b>-92</b>	<b>46%</b>	<b>100%</b>
<b>Total Income</b>	<b>175,396</b>	<b>165,084</b>	<b>68,275</b>	<b>140,959</b>	<b>24,125</b>	<b>41%</b>	<b>85%</b>

**Winnersh Parish Council**  
**Expenditure - 2013 / 14**  
**Q2 - July to September 2013**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>Community Centre</b>							
Employment Costs - Caretaker	16,533	18,700	3,012	6,397	9,700	21%	48%
Relief Caretaker			851	2,603			
Gas/Elec/Water/Waste Services	6,308	7,000	1,211	2,845	4,155	17%	41%
Scheduled Maintenance	8,212	7,500	1,620	3,572	3,928	22%	48%
Unscheduled Maintenance	2,523	2,500	365	501	1,999	15%	20%
Rates	1,092	2,200	282	560	1,640	13%	25%
Refunds	0	0	250	417	-417		
<b>Community Centre - Total Costs</b>	<b>34,668</b>	<b>37,900</b>	<b>7,591</b>	<b>16,894</b>	<b>21,006</b>	<b>20%</b>	<b>45%</b>
<b>Allnatt Pavilion</b>							
Gas/Elec/Water/Waste Services	2,198	2,500	312	463	2,037	12%	19%
Scheduled Maintenance	0	1,000	0	252	749	0%	25%
Unscheduled Maintenance	246	500	1,200	1,306	-806	240%	261%
Refunds	0	0	0	0	0		
<b>Allnatt Pavilion - Total Costs</b>	<b>2,444</b>	<b>4,000</b>	<b>1,512</b>	<b>2,020</b>	<b>1,980</b>	<b>38%</b>	<b>51%</b>
<b>Allotments</b>							
Water & Maintenance	588	1,000	40	125	875	4%	12%
Rent to WBC	730	1,000	0	1,000	0	0%	100%
Sundries	90	100	0	33	67	0%	33%
Refunds	86	0	0	14	-14		
<b>Allotments - Total costs</b>	<b>1,494</b>	<b>2,100</b>	<b>40</b>	<b>1,171</b>	<b>929</b>	<b>2%</b>	<b>56%</b>
<b>Recreation Grounds</b>							
Bearwood Rec - Scheduled Maint	11,498	13,000	3,509	7,358	5,642	27%	57%
Bearwood Rec - Unscheduled Maint	2,299	1,000	470	950	50	47%	95%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
<b>Recreation Grds - Total Costs</b>	<b>13,797</b>	<b>14,000</b>	<b>3,980</b>	<b>8,308</b>	<b>5,692</b>	<b>28%</b>	<b>59%</b>
<b>Pavilion House</b>							
Pavilion House Maintenance	868	350	127	127	223	36%	36%
<b>Pavilion House - Total costs</b>	<b>868</b>	<b>350</b>	<b>127</b>	<b>127</b>	<b>223</b>	<b>36%</b>	<b>36%</b>

**Winnersh Parish Council**  
**Expenditure - 2013 / 14**  
**Q2 - July to September 2013**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>Office &amp; General Costs</b>							
Employment Costs	38,592	42,000	10,776	22,359	19,641	26%	53%
Stationery/Office Supplies	715	450	71	176	274	16%	39%
IT Infrastructure	975	1,000	61	351	649	6%	35%
Copier	631	750	240	480	270	32%	64%
Insurances	7,333	5,500	0	3,639	1,861	0%	66%
Training Councillors	115	200	0	280	-80	0%	140%
Training Staff	680	500	25	65	435	5%	13%
Chairman's Allowance / Parish Expenses	403	400	170	300	100	43%	75%
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	0	1,223	1,277	0%	49%
Subscriptions	955	1,100	30	75	1,025	3%	7%
Professional Fees	1,175	1,200	400	900	300	33%	75%
Bank Charges (Credit Card Fee)	32	0	0	32	-32		
Telecoms	1,509	700	258	488	212	37%	70%
Post	416	400	163	231	169	41%	58%
Travel & Subsistence	262	300	144	146	154	48%	49%
<b>Total Office &amp; General Costs</b>	<b>53,904</b>	<b>60,519</b>	<b>12,339</b>	<b>30,745</b>	<b>29,774</b>	<b>20%</b>	<b>51%</b>
<b>Street Lights</b>	<b>635</b>	<b>600</b>	<b>65</b>	<b>506</b>	<b>94</b>	<b>11%</b>	<b>84%</b>
<b>Other Expenditure</b>							
S137 / WFAT	14	0	13	13			
Grants	1,587	2,000	0	925	1,075	0%	46%
Community Transport	2,250	4,500	2,250	2,250	2,250	50%	50%
Mispostings	0	0	0	3	-3		
Bad Debt W/O	0	0	0	0	0		
<b>Total Other Expenditure</b>	<b>3,851</b>	<b>6,500</b>	<b>2,263</b>	<b>3,191</b>	<b>3,309</b>	<b>35%</b>	<b>49%</b>
<b>Sub-Total Expenditure</b>	<b>111,661</b>	<b>125,969</b>	<b>27,917</b>	<b>62,962</b>	<b>63,007</b>	<b>22%</b>	<b>50%</b>
<b>Major &amp; Capital Projects</b>							
Other Projects	0	0	0	0	0	0%	0%
R&A	21,145	33,800	2,195	12,153	21,647	6%	36%
F&GP	4,005	5,500	200	3,219	2,281	4%	59%
Planning	2,045	4,200	50	50	4,150	1%	1%
Contingency	10,758	24,940	0	15,153	9,787	0%	61%
S106 Expenditure	16,965	0	0	2,675	-2,675		
<b>Major &amp; Capital Projects Costs</b>	<b>54,918</b>	<b>68,440</b>	<b>2,445</b>	<b>33,250</b>	<b>35,190</b>	<b>4%</b>	<b>49%</b>
<b>TOTAL EXPENDITURE</b>	<b>166,579</b>	<b>194,409</b>	<b>30,362</b>	<b>96,211</b>	<b>98,198</b>	<b>16%</b>	<b>49%</b>



**Winnersh Parish Council**  
**Capital & Major Projects - 2013 / 14**  
**Q2 - July to September 2013**

	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>Recreation &amp; Amenities Committee</b>						
R&A - 2012-13 Play Area Grass Mat Repairs	8,000	0	7,940	60	0%	99%
R&A - Basketball Boards & Net Renewal	800	0	0	800	0%	0%
R&A - Car Park Fence Renewal	1,500	1,394	1,394	106	93%	93%
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	801	801	199	80%	80%
R&A - Miscellaneous	2,000	0	0	2,000	0%	0%
R&A - Play Area Repairs	3,000	0	2,078	922	0%	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%
<b>R&amp;A - Total</b>	<b>33,800</b>	<b>2,195</b>	<b>4,273</b>	<b>21,587</b>	<b>6%</b>	<b>13%</b>
<b>Finance &amp; General Purposes Committee</b>						
F&GP - Winnersh Matters Newsletter	1,500	0	0	1,500	0%	0%
F&GP - Winnersh Parish Fete	3,500	200	3,219	281	6%	92%
F&GP - Miscellaneous	500	0	0	500	0%	0%
<b>F&amp;GP - Total Including Miscellaneous</b>	<b>5,500</b>	<b>200</b>	<b>3,219</b>	<b>2,281</b>	<b>4%</b>	<b>59%</b>
<b>Planning Committee</b>						
Planning - Tree Husbandry / Replacement	4,000	50	50	3,950	1%	1%
Planning - Miscellaneous	200	0	0	200	0%	0%
<b>Planning - Total Including Miscellaneous</b>	<b>4,200</b>	<b>50</b>	<b>50</b>	<b>4,150</b>	<b>1%</b>	<b>1%</b>
<b>Other Projects</b>						
Other Projects - Balance	0	0	0	0	0%	0%
<b>Other - Total Including Miscellaneous</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0%</b>
<b>Contingency</b>						
Contingency - Balance	24,940	0	15,153	9,787	0%	61%
<b>Contingency - Total</b>	<b>24,940</b>	<b>0</b>	<b>15,153</b>	<b>9,787</b>	<b>0%</b>	<b>61%</b>