



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 29 April 2014 at 7.45 pm.**

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

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 28.1.14

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 The FAO and Clerk are now booked on a local VAT training course.

2.4 Sample sales figures from SBS have been received and verified.

2.5 A cheque for the donation to Keep Mobile has been raised.

2.6 The office chair upgrade is complete.

2.7 The R&A Committee has reviewed the relative cost of providing football facilities on
the Recreation Ground.

2.8 The alarm system upgrade is complete and the Redcare facility in the Pavilion has
been replaced by a DualCom system.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant had been received from the Wokingham & District CAB. The Committee **RESOLVED** that £700 would be donated. The Clerk was asked to inform the CAB that this was a generous proportion of the grants budget.

ACTION: Clerk & FAO

3.2 A request for a grant had been received from the Berkshire County Blind Society. The Committee **RESOLVED** that £120 would be donated.

ACTION: FAO

3.3 A request for a grant had been received from Winnersh Primary School PTA. The Committee **RESOLVED** that £100 would be donated.

ACTION: FAO

3.4 A request for a grant had been received from the Green N Tidy scheme. The Committee **RESOLVED** that £50 would be donated.

ACTION: FAO

3.5 The Committee decided not to pre-authorise grants this year.

3.6 Table of grants authorised for 2014/15

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	29.4.14	£700	13.5.14
Berkshire County Blind Society	29.4.14	£120	13.5.14
Winnersh Primary School PTA	29.4.14	£100	13.5.14
Green N Tidy	29.4.14	£50	13.5.14
Totals		£970	£970

3.6.1 Table of Grants for Transport 2014/15

Organisation	Date authorised	Amount Authorised	Paid/to pay
Totals		£0	£0

3.7 There were no referrals from other committees.

4 CORRESPONDENCE

- 4.1** Item 4; The Committee noted the employees contribution towards pensions. The Committee asked the Clerk to present the employers contribution figures to the next meeting. **ACTION: Clerk**
- 4.2** Item 6; The Clerk confirmed that the reporting of the Precept and Grant to the external auditors was being carried out correctly.
- 4.3** Item 8; The Committee discussed the street lighting charges. A discussion took place regarding whether WBC might take over the street lights. The Borough Councillors will monitor the situation. **ACTION: Cllrs Bray & R Shepherd-Dubey**

5 REVIEW OF ACCOUNTS FOR QUARTER 4 2013-14

5.1 Income, p1

The FAO apologised that the notes had not been updated for the meeting. The Committee noted that irregular bookings had affected the John Grobler room income figures. The income figures for the Sindlesham Room had been boosted by a regular hirer. The FAO was asked to include in the notes that the Fete Sponsorship figures had been removed from General Income and that the Winnersh Matters income would be reported in quarter 1 of 2014-15.

5.2 Expenditure, p1

The Committee noted the reduction in the Pavilion utility costs. The allotment costs were summarised.

Expenditure, p2

The Employment Costs had increased due to the FAO's overtime and increased working hours. The Committee noted the Telecom charges and asked for these to be monitored. The fee for the business credit card was noted. The copier budget for 2014-15 has been revised to the correct amount. The decreased insurance costs were noted.

5.3 Capital & Special Projects

The Alarm System upgrade took place in April and has been carried forward into the 2014-15 budget. The Winnersh Matters printing costs are provisionally placed in the Qtr 4 figures.

- 5.4** The Committee **RECOMMENDED** to Full Council the acceptance of the Q4 accounts for 2013-14.

6 YEAR END ACCOUNTS 2013-14

- 6.1** The FAO presented provisional figures to the Committee and explained the items still outstanding. The Committee asked the FAO to prepare the final figures for presentation to Full Council. **ACTION: FAO**

7 REVIEW OF INTERNAL AUDIT 2013-14

7.1 The Committee noted that the interim audit had been carried out and that the Internal Auditor had contacted the staff regarding dates for the final audit. The Committee **RECOMMENDED** that the review of the Internal Audit process should take place once the audit was complete.

7.2 The Committee asked the Clerk to ascertain the Internal Auditor's fees and willingness to serve for 2014-15. **ACTION: Clerk**

8 REVIEW OF BANKING / INTERNET SERVICES

8.1 The Committee noted item 1 of Correspondence regarding the repeal of the requirement to make payments by cheque and that the payment of accounts was now possible online. The Clerk reported that that the update of the new signatories at Nat West was now complete.
The Committee discussed the need to maintain internal controls over banking procedures. The Committee decided to await further guidelines regarding internet banking and asked the Clerk to make this an agenda item for the next F&GP Committee meeting. **ACTION: Clerk**

9 REVIEW OF PROCEDURAL DOCUMENTS

9.1 The Clerk reported on the changes to the LGPS pension scheme made in April 2014. These necessitate decisions to be made on the Council's policy towards certain discretionary functions.
The Clerk presented the policy statements to be reviewed. The Committee discussed each in turn and suggested a response consistent with reviewing the situation on a case by case basis and not incurring additional costs to the Council.
The Committee also discussed the Council's response to the option of providing additional cover for staff in the case of injury. The Committee considered that this would place a potentially unacceptable burden upon the Council's resources and **RECOMMENDED** not to adopt the discretionary options regarding staff injury.

9.2 The Clerk was asked to prepare a revised version of the E09 LGPS Employer Discretion Policy. The Committee **RECOMMENDED** the acceptance of the E09 policy consistent with the principles outlined in 9.1 above.

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 22 July 2014 at 7.45pm.**

There being no further business the Committee meeting closed at 9.02pm.

APPENDIX 1

CORRESPONDENCE

- 1 NALC; repeal of legislation relating to cheque signatories
- 2 IAC Ltd; introductory letter re internal audit services
- 3 A&T Insurance Services; introductory letter
- 4 Berks Pension Fund; scheme charges for 2014-15
- 5 Shared Legal Solutions; local government legal services
- 6 SLCC; Year End treatment of Council Tax Support Grant
- 7 HMCE; Vat Notes 2014-15
- 8 SSE; review of street lighting contract and charges
- 9 Came & Co; confirm receipt of insurance premium payment 2014-15, plus policy schedule

Grants

- | | |
|----|---|
| G1 | W&D CAB |
| G2 | Berks County Blind Society |
| G3 | Winnersh Primary PTA; request for grant |
| G4 | Wokingham Volunteer Centre |

Winnersh Parish Council
Income (all sources) - 2013 / 2014
Q4 - January to March 2014

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME										
Winnersh Hall Lettings	33,149	34,000	9,707	9,748	7,068	8,525	35,047	-1,047	25%	103%
Allnatt Pavilion Lettings	2,225	2,400	22	944	1,220	1,167	3,352	-952	49%	140%
John Grobler Room Lettings	1,265	1,400	145	488	60	40	733	667	3%	52%
Sindlesham Room Lettings	4,077	7,000	1,190	1,026	1,208	1,703	5,127	1,873	24%	73%
Community Centre Sub-Total	40,716	44,800	11,064	12,205	9,556	11,434	44,259	541	26%	99%
Allotment Rents	2,009	2,000	46	1,785	458	48	2,337	-337	2%	117%
Bearwood Recreation Ground	6,531	5,000	1,211	1,423	1,620	1,398	5,652	-652	28%	113%
Franchise Fee Bar	638	700	0	536	0	768	1,305	-605	110%	186%
Other Income Sub-Total	9,178	7,700	1,257	3,744	2,077	2,215	9,294	-1,594	29%	121%
TOTAL GENERAL INCOME	49,894	52,500	12,321	15,949	11,633	13,650	53,553	-1,053	26%	102%
OTHER INCOME										
Precept / WBC Tax Support Grant	107,881	109,719	57,416	52,303	0	0	109,719	-0	0%	100%
S106 Income	16,965	2,675	2,675	0	680	0	3,355	-680	0%	125%
Interest Received	36	40	11	9	11	8	39	1	19%	97%
Sundry Income	120	150	60	2	0	0	62	88	0%	41%
Winnersh Matters Advertising	0	0	0	0	0	0	0	0		
TOTAL OTHER INCOME	125,002	112,584	60,162	52,314	691	8	113,175	-591	0%	101%
Total Income	174,896	165,084	72,483	68,263	12,324	13,657	166,728	-1,644	8%	101%

Note

Fete Sponsorship	500		200	0	0	0	200			
Fete Income Balance	1		581	0	0	0	581			

**Winnersh Parish Council
Expenditure - 2013 / 14
Q4 - January to March 2014**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	% YTD
Community Centre										
Employment Costs - Caretaker	16,533	18,700	3,385	3,012	3,012	3,081	12,490	703	26%	96%
Relief Caretaker			1,751	851	1,081	1,824	5,508			
Gas/Elec/Water/Waste Services	6,308	7,000	1,634	1,211	916	842	4,604	2,396	12%	66%
Scheduled Maintenance	8,212	7,500	1,952	1,620	1,606	1,699	6,878	622	23%	92%
Unscheduled Maintenance	2,523	2,500	136	365	1,225	69	1,794	706	3%	72%
Rates	1,092	2,200	278	282	282	94	936	1,264	4%	43%
Refunds	0	0	0	250	30	0	280	-280		
Community Centre - Total Costs	34,668	37,900	9,137	7,591	8,153	7,609	32,490	5,410	20%	86%
Allnatt Pavilion										
Gas/Elec/Water/Waste Services	2,198	2,500	151	312	382	413	1,258	1,242	17%	50%
Scheduled Maintenance	0	1,000	252	0	0	0	252	749	0%	25%
Unscheduled Maintenance	246	500	106	1,200	74	0	1,379	-879	0%	276%
Refunds	0	0	0	0	0	0	0	0		
Allnatt Pavilion - Total Costs	2,444	4,000	508	1,512	456	413	2,889	1,111	10%	72%
Allotments										
Water & Maintenance	588	1,000	84	40	735	302	1,161	-161	30%	116%
Rent to WBC	730	1,000	1,000	0	0	0	1,000	0	0%	100%
Sundries	90	100	33	0	0	0	33	67	0%	33%
Refunds	86	0	14	0	0	58	72	-72		
Allotments - Total costs	1,494	2,100	1,131	40	735	360	2,266	-166	17%	108%
Recreation Grounds										
Bearwood Rec - Scheduled Maint	11,498	13,000	3,849	3,509	2,529	1,593	11,479	1,521	12%	88%
Bearwood Rec - Unscheduled Maint	2,299	1,000	480	470	13	0	963	37	0%	96%
Sundries	0	0	0	0	0	0	0	0		
Refunds	0	0	0	0	0	0	0	0		
Recreation Grds - Total Costs	13,797	14,000	4,328	3,980	2,541	1,593	12,442	1,558	11%	89%
Pavilion House										
Pavilion House Maintenance	868	350	0	127	0	90	217	133	26%	62%
Pavilion House - Total costs	868	350	0	127	0	90	217	133	26%	62%

**Winnersh Parish Council
Expenditure - 2013 / 14
Q4 - January to March 2014**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	% YTD
Office & General Costs										
Employment Costs	38,592	42,000	11,582	10,776	12,633	11,375	46,367	-4,367	27%	110%
Stationery/Office Supplies	715	450	94	8	179	163	444	6	36%	99%
IT Infrastructure	975	1,000	290	61	389	163	903	97	16%	90%
Copier	631	750	240	240	280	240	1,000	-250	32%	133%
Insurances	7,333	5,500	3,639	0	0	0	3,639	1,861	0%	66%
Training Councillors	115	200	280	0	40	0	320	-120	0%	160%
Training Staff	680	500	40	25	0	80	145	355	16%	29%
Chairman's Allowance	403	400	130	80	110	59	379	21	15%	95%
Employment Advertising	0	0	0	0	0	0	0	0		
Sundries	111	200	63	36	0	75	174	27	38%	87%
Election expenses	0	3,319	0	0	0	0	0	3,319	0%	0%
NALC/BALC Subscription	0	2,500	1,223	0	0	1,239	2,463	37	50%	99%
Subscriptions	955	1,100	45	30	371	506	952	148	46%	87%
Professional Fees	1,175	1,200	500	400	0	0	900	300	0%	75%
Bank Charges (Credit Card Fee)	32	0	32	0	0	0	32	-32		
Telecoms	1,509	700	229	258	255	264	1,008	-308	38%	144%
Post	416	400	67	163	50	54	335	65	14%	84%
Travel & Subsistence	262	300	2	144	0	146	292	8	49%	97%
Total Office & General Costs	53,904	60,519	18,457	12,222	14,308	14,364	59,351	1,168	24%	98%
Street Lights	635	600	441	65	115	65	686	-86	11%	114%
Other Expenditure										
S137 / WFAT	14	0	0	13	0	0	13			
Grants	1,587	2,000	925	0	350	325	1,600	400	16%	80%
Community Transport	2,250	4,500		2,250	0	850	3,100	1,400	19%	69%
Mispostings	0	0	3	0	0	0	3	-3		
Bad Debt W/O	0	0	0	0	0	0	0	0		
Total Other Expenditure	3,851	6,500	928	2,263	350	1,175	4,716	1,784	18%	73%
Sub-Total Expenditure	111,661	125,969	34,930	27,799	26,658	25,670	115,056	10,913	20%	91%
Capital & Special Projects										
Other Projects	0	0	0	0	0	0	0	0		
R&A	21,145	33,800	10,018	2,253	12,596	2,814	27,681	6,119	8%	82%
F&GP	4,005	5,500	3,019	200	287	625	4,131	1,369	11%	75%
Planning	2,045	4,200	0	50	1,470	0	1,520	2,680	0%	36%
Contingency	10,758	24,940	15,153	0	0	951	16,104	8,836	4%	65%
S106 Expenditure	16,965	0	2,675	0	680	0	3,355	-3,355		
Capital & Special Projects Costs	54,918	68,440	30,865	2,503	15,032	4,390	52,791	15,649	6%	77%
TOTAL EXPENDITURE	166,579	194,409	65,795	30,302	41,690	30,060	167,847	26,562	15%	86%

**Winnersh Parish Council
Capital & Special Projects - 2013 / 14
Q4 - January to March 2014**

	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee									
R&A - 2012-13 Play Area Grass Mat Repairs	8,000	7,940	0	0	0	7,940	60	0%	99%
R&A - Basketball Boards & Net Renewal	800	0	0	0	755	755	45	94%	94%
R&A - Car Park Fence Renewal	1,500	0	1,394	0	0	1,394	106	0%	93%
R&A - Christmas Lights Event	500	0	0	272	0	272	228	54%	54%
R&A - Fire & Intruder Alarm Upgrade	5,000	0	0	0	0	0	5,000	0%	0%
R&A - Goalpost Renewal	1,000	0	121	125	0	246	754	12%	25%
R&A - Miscellaneous	2,000	0	213	99	0	312	1,688	5%	16%
R&A - Play Area Repairs	3,000	2,078	0	0	974	3,052	-52	0%	102%
R&A - Re-marking of Car Park	500	0	525	0	0	525	-25	0%	105%
R&A - Replacement Boiler(s) in CC	11,500	0	0	12,100	1,085	13,185	-1,685	105%	115%
R&A - Total	33,800	10,018	2,253	12,596	2,814	27,681	6,119	8%	82%
Finance & General Purposes Committee									
F&GP - Winnersh Matters Newsletter	1,500	0	0	0	625	625	875	42%	42%
F&GP - Winnersh Parish Fete	3,500	3,019	200	287	0	3,506	-6	0%	100%
F&GP - Miscellaneous	500	0	0	0	0	0	500	0%	0%
F&GP - Total Including Miscellaneous	5,500	3,019	200	287	625	4,131	1,369	11%	75%
Planning Committee									
Planning - Tree Husbandry / Replacement	4,000	0	50	1,470	0	1,520	2,480	0%	38%
Planning - Miscellaneous	200	0	0	0	0	0	200	0%	0%
Planning - Total Including Miscellaneous	4,200	0	50	1,470	0	1,520	2,680	0%	36%
Special Projects									
Special Projects - Balance	0	0	0	0	0	0	0	0%	0%
Other - Total Including Miscellaneous	0	0	0	0	0	0	0	0%	
Contingency									
Contingency - Balance	24,940	15,153	0	0	951	16,104	8,836	0%	65%
Contingency - Total	24,940	15,153	0	0	951	16,104	8,836	0%	65%