



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 Monday 21 July 2014 at 2.00 pm.**

PRESENT: Cllrs F Breedlove (Chairman), P Bray, G Harper, R Shepherd-Dubey, J Southgate.

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

1 APOLOGIES

1.1 Apologies for absence: Cllrs D Green, C Taylor.

2 VICE-CHAIRMAN OF THE F&GP COMMITTEE

2.1 The Chairman **PROPOSED** and the Committee **RESOLVED** to appoint Cllr Harper as Vice-Chairman of the F&GP Committee.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29.4.14

3.1 Office Computer Upgrade:
The FAO reported that the Windows 7 upgrade has been purchased but not yet installed. The Committee discussed the level of in-house expertise necessary to maintain the system. The Committee asked the Clerk to investigate professional computer support for the ongoing maintenance of the system. **ACTION: Clerk**
The Clerk was also asked to enquire how other parishes support their computer systems. **ACTION: Clerk**

3.2 The Clerk reported on the LGPS employer contribution figures for this year and the next 2 years.

3.3 Cllr Bray will follow up the query regarding the possibility of WBC taking over the Parish Council's street lights. **ACTION: Cllr Bray**

4 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. **ACTION: FAO**

4.2 A request for a grant had been received from the Salvation Army. The Committee **RESOLVED** that £50 would be donated. **ACTION: FAO**

4.3 A request for a grant had been received from the Open Spaces Society. (Cllr Bray declared an interest.) The Committee noted that the appeal had no direct benefit to Winnersh and declined to award a grant.

4.4 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
Salvation Army	21.7.14	£50	12.8.14
Totals		£1020	£1020

4.4.1 Table of Grants for Transport 2014/15

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	21.7.14	£2,250	12.8.14
Totals		£2,250	£2,250

4.5 There were no referrals from other committees.

5 CORRESPONDENCE

5.1 Item 1; see 3.2 above

5.2 Item 2; The Council is up to date with 2014 pension arrangements.

6 REVIEW OF ACCOUNTS FOR QUARTER 4 2013-14

6.1 Income, p1

The FAO confirmed that the 1st half of the precept and all of the support grant had been received.

5.2 Expenditure, p1

No questions.

Expenditure, p2

The BALC subscription was confirmed as being for the current year only.

5.3 Capital & Special Projects

The Winnersh Matters advertising revenue from the March edition was received in Qtr 1.

5.4 The Committee **RECOMMENDED to Full Council the acceptance of the Q1 accounts for 2014-15.**

6 INTERNAL AUDIT REPORT 2013-14

- 6.1** The Committee reviewed the Internal Auditor's Interim & Final reports. The Committee requested that a P11D dispensation be requested from HMRC.
ACTION: Clerk & FAO

7 WINNESH FETE 2014

- 7.1** The Committee reviewed the income and expenditure figures for the Fete. The expenditure figure was below budget. The FAO reported a total of £1169.64 as being received from the raffle and donations and the residue from last year. The Committee **RESOLVED** that the amount should be split equally between the two nominated fete charities, the Thames Valley Air Ambulance and Berkshire Age Concern.
- 7.2** The Committee **RESOLVED** to authorise up to £250 expenditure from this year's budget for deposits for next year's fete.

8 REVIEW OF BANKING / INTERNET SERVICES

- 8.1** The Clerk summarised the internet services and charges available from Nat West and from Lloyds. He introduced the possibility of the Unity Bank being able to provide a suitable cost-efficient service. The FAO described the increased pressure on the office which would be eased by internet access. The Committee considered the options available and discussed in more detail the possibility of using Unity Bank.

The Committee asked the Clerk to make detailed investigations into the suitability of the Unity Bank service and **RECOMMENDED** a change to Unity Bank subject to a satisfactory Clerk's report; the report to be made to the September Full Council meeting if possible.
ACTION: Clerk

10 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 10.1** The Clerk reported that the timings of the internal and external decorations had fallen out of sequence. The Committee discussed this matter and confirmed in principle that the Main Hall and Sindlesham Room decorations should in future be scheduled together and the timing of the other decorations be adjusted to fit around this. The Clerk will present a revised 6-year schedule to the next F&GP Committee.

ACTION: Clerk

The Committee suggested that this summer's decorations could be adjusted to be for the Main Hall and Sindlesham Room, if possible. **ACTION: Clerk & FAO**

- 10.2** The Committee discussed the preparations for the September/October edition of Winnersh Matters. Any input and advertising is to be sent to Cllrs Southgate and Taylor asap please. **ACTION: All Councillors**

11 NEXT MEETING OF THE F&GP COMMITTEE

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

There being no further business the Committee meeting closed at 3.20 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 21 July 2014

- 1 Berks Pensions; Employee and Employer contribution rates
- 2 BALC; re revised pension arrangements
- 3 HMRC; VAT notes 2, 2014-15

Correspondence received since the issue of the agenda for the meeting of 21 July 2014

N1 Plusnet; renewal of domain complete

Grant Applications:

G1 Readibus

G2 Salvation Army; follow up to grant request

G3 Open Spaces Society; request to support 'save threatened greens'

Winnersh Parish Council
Income (all sources) - 2014 / 2015
Q1 - April to June 2014

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	35,047	32,000	8,611	8,611	23,389	27%	27%
Allnatt Pavilion Lettings	3,352	3,200	311	311	2,889	10%	10%
John Grobler Room Lettings	733	800	367	367	433	46%	46%
Sindlesham Room Lettings	5,127	6,000	1,723	1,723	4,277	29%	29%
Community Centre Sub-Total	44,259	42,000	11,012	11,012	30,988	26%	26%
Allotment Rents	2,337	2,500	61	61	2,439	2%	2%
Bearwood Recreation Ground	5,652	5,500	688	688	4,812	13%	13%
Franchise Fee Bar	1,305	1,000	159	159	841	16%	16%
Other Income Sub-Total	9,294	9,000	908	908	8,092	10%	10%
TOTAL GENERAL INCOME	53,553	51,000	11,921	11,921	39,079	23%	23%
OTHER INCOME							
Precept / WBC Tax Support Grant	109,719	110,876	56,976	56,976	53,901	51%	51%
S106 Income	3,355		0	0	0		
Interest Received	39	40	10	10	30	25%	25%
Sundry Income	62	100	0	0	100	0%	0%
Winnersh Matters Advertising	0	0	0	0	0		
TOTAL OTHER INCOME	113,175	111,016	56,985	56,985	54,031	51%	51%
Total Income	166,728	162,016	68,906	68,906	93,110	43%	43%

Note

Fete Sponsorship	200			0			
Fete Income Balance	581		1,170	1,170			

**Winnersh Parish Council
Expenditure - 2014 / 15
Q1 - April to June 2014**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker	17,992	18,300	3,522	3,522	13,982	24%	24%
Relief Caretaker			797	797			
Gas/Elec/Water/Waste Services	4,604	5,500	1,587	1,587	3,913	29%	29%
Scheduled Maintenance	6,819	6,700	1,594	1,594	5,106	24%	24%
Unscheduled Maintenance	1,794	2,500	385	385	2,115	15%	15%
Rates	936	1,500	290	290	1,210	19%	19%
Refunds	280	0	0	0	0		
Community Centre - Total Costs	32,425	34,500	8,174	8,174	26,326	24%	24%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,258	1,400	216	216	1,184	0%	15%
Scheduled Maintenance	252	800	0	0	800	0%	0%
Unscheduled Maintenance	1,379	500	65	65	435	13%	13%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	2,889	2,700	281	281	2,419	10%	10%
Allotments							
Water & Maintenance	1,161	1,300	120	120	1,180	9%	9%
Rent to WBC	1,000	1,000	1,000	1,000	0	100%	100%
Sundries	33	200	33	33	167	17%	17%
Refunds	72	0	0	0	0		
Allotments - Total costs	2,266	2,500	1,154	1,154	1,347	46%	46%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	10,954	12,500	3,698	3,698	8,802	30%	30%
Bearwood Rec - Unscheduled Maint	750	1,000	0	0	1,000	0%	0%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	11,703	13,500	3,698	3,698	9,802	27%	27%
Pavilion House							
Pavilion House Maintenance	217	350	0	0	350	0%	0%
Pavilion House - Total costs	217	350	0	0	350	0%	0%

**Winnersh Parish Council
Expenditure - 2014 / 15
Q1 - April to June 2014**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	46,367	46,000	11,034	11,034	34,966	24%	24%
Stationery/Office Supplies	444	500	59	59	441	12%	12%
IT Infrastructure	903	1,500	217	217	1,283	14%	14%
Copier	1,000	1,120	276	276	844	25%	25%
Insurances	3,639	3,700	3,577	3,577	123	97%	97%
Training Councillors	240	240	105	105	135	44%	44%
Training Staff	105	500	25	25	475	5%	5%
Chairman's Allowance	379	400	99	99	301	25%	25%
Employment Advertising	0	0	0	0	0		
Sundries	193	200	0	0	200	0%	0%
Election expenses	0	3,400	0	0	3,400	0%	0%
NALC/BALC Subscription	2,463	1,250	0	0	1,250	0%	0%
Subscriptions	1,067	1,125	25	25	1,100	2%	2%
Professional Fees	900	900	500	500	400	56%	56%
Bank Charges (Credit Card Fee)	32	32	32	32	0	100%	100%
Telecoms	1,008	700	258	258	442	37%	37%
Postage	335	400	62	62	338	16%	16%
Travel & Subsistance	292	300	0	0	300	0%	0%
Total Office & General Costs	59,365	62,267	16,268	16,268	45,999	26%	26%
Street Lights	686	700	438	438	262	63%	63%
Other Expenditure							
S137 / WFAT	13	0	0	0			
Grants	1,600	2,000	970	970	1,030	49%	49%
Community Transport	3,100	3,500	0	0	3,500	0%	0%
Mispostings	0	0	0	0	0		
Bad Debt W/O	0	0	0	0	0		
Total Other Expenditure	4,713	5,500	970	970	4,530	18%	18%
Sub-Total Expenditure	114,265	122,017	30,983	30,983	91,034	25%	25%
Capital / Special Projects							
Other Projects	0	15,000	0	0	15,000	0%	0%
R&A	27,681	27,800	6,199	6,199	21,601	22%	22%
F&GP	3,631	5,000	2,444	2,444	2,556	49%	49%
Planning	1,520	2,200	0	0	2,200	0%	0%
Contingency	16,104	35,000	0	0	35,000	0%	0%
S106 Expenditure	3,355	0	0	0	0		
Capital & Special Projects Costs	52,291	85,000	8,643	8,643	76,357	10%	10%
TOTAL EXPENDITURE	166,555	207,017	39,625	39,625	167,392	19%	19%

Winnersh Parish Council
Capital / Special Projects - 2014 / 15
Q1 - April to June 2014

	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - Miscellaneous	2,000	541	541	1,459	27%	27%
R&A - Christmas Lights Event	300	0	0	300	0%	0%
R&A - Replacement Benches on BR	1,500	1,689	1,689	-189	113%	113%
R&A - Fire & Intruder Alarm Renewal	7,000	4,395	4,395	2,605	63%	63%
R&A - WH / JG / Office Redecoration	4,000	0	0	4,000	0%	0%
R&A - Play Area Repairs	2,000	115	115	1,885	6%	6%
R&A - Recreation Ground Drainage	10,000	0	0	10,000	0%	0%
R&A - Fixed Wiring Survey	1,000	0	0	1,000	0%	0%
R&A - Total	25,500	6,199	6,199	19,301	24%	24%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	2,704	2,704	796	77%	77%
F&GP - Winnersh Matters Newsletter	1,000	-260	-260	1,260	-26%	-26%
F&GP - Total Including Miscellaneous	5,000	2,444	2,444	2,556	49%	49%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	0	0	2,000	0%	0%
Planning - Miscellaneous	200	0	0	200	0%	0%
Planning - Total Including Miscellaneous	2,200	0	0	2,200	0%	0%
Special Projects						
Special Projects - Balance	15,000	0	0	15,000	0%	0%
Other - Total Including Miscellaneous	15,000	0	0	15,000	0%	0%
Contingency						
Contingency - Balance	35,000	0	0	35,000	0%	0%
Contingency - Total	35,000	0	0	35,000	0%	0%