



## 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 28 October 2014 at 7.45 pm.**

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

**In Attendance:** Mr C Hudson – Parish Clerk, Miss A Lambourne – Finance & Administration Officer, 2 members of the public.

### **1 APOLOGIES**

1.1 Apologies for absence: Cllr C Taylor.

### **2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 21.7.14**

2.1 Office Computer Upgrade:  
The FAO reported that the Windows 7 upgrade has been installed. Professional computer support has been acquired. Problems with the backup of data are still being resolved.

2.2 Cllr Bray reported on the possibility of WBC taking over the Parish Council's street lights.

2.3 The FAO will complete the P11D Dispensation forms after consulting the Internal Auditor.

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

3.1 A request for a grant had been received from Keep Mobile. The Committee **RESOLVED** that £1,005 would be donated. **ACTION: FAO**

3.2 A request for a grant had been received from the MS Therapy Centre. The Committee **RESOLVED** that £120 would be donated. **ACTION: FAO**

- 3.3 A request for a grant had been received from Sue Ryder. The Committee asked the Clerk to request details of the benefits to Winnersh residents before a grant could be considered. **ACTION: Clerk**

**3.4 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
MS Therapy Centre	28.10.14	£120	11.11.14
Totals		£1140	£1140

**3.4.1 Table of Grants for Transport 2014/15**

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	21.7.14	£2,250	12.8.14
Keep Mobile	28.10.14	£1,005	11.11.14
Totals		£3,255	£3,255

- 3.5 There were no referrals from other committees.

**4 CORRESPONDENCE**

- 4.1 Item 2; Cllr Bray will supply additional information regarding the filming of council meetings. **ACTION: Cllr Bray**

**5 REVIEW OF ACCOUNTS FOR QUARTER 2 2014-15**

**5.1 Income, p1**

The increase in the John Grobler room lettings and the decrease in the Pavilion lettings was noted and discussed.

The FAO will review the advertising for the small rooms. **ACTION: FAO**

**5.2 Expenditure, p1**

The Recreation Ground expenditure, although higher than expected, was noted as being lower than for the equivalent time last year.

The utility costs were noted.

The BT budget was calculated against the previous year's budget. The notes are to be updated to include details of the items included within this budget. **ACTION: FAO**

## **Expenditure, p2**

See 5.3 below.

### **5.3 Capital & Special Projects**

The FAO was asked to match the details of the R&A budget against those in Expenditure p2.

**ACTION: FAO**

- 5.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q2 accounts for 2014-15, with the adjustment requested in 5.3 above.

## **6 EXTERNAL AUDIT REPORT 2013-14**

- 6.1 The Committee reviewed the External Auditors report. The Committee asked for the Asset Register value to be taken from the adjusted Cost Value line of the Asset Register, after consultation with the Internal Auditor.

**ACTION: FAO**

## **7 REVIEW OF BANKING / INTERNET SERVICES**

- 7.1 The Clerk reported on the progress of the account change to Unity Trust bank. He reported on the proposed options for internet banking and the role of the staff and councillors in setting up and authorising transactions respectively.

The Committee considered the safeguards necessary to retain the integrity of the online payment system. Changes to the Council's Financial Regulations and to the Standing Orders were discussed and **RECOMMENDED** to Full Council, subject to the agreement of the Internal Auditor.

**ACTION: Clerk**

## **8 SIX YEAR SCHEDULE**

- 8.1 The Clerk explained recent changes to the scheduling of redecorations to the Community Centre complex. He explained the benefits and budgeting implications of the proposed revisions to the six year schedule.

The Committee **RESOLVED** to adopt the revised Six Year Schedule.

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

- 9.1 None

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

- 10.1 The provisional date of the next meeting was agreed as **Tuesday 27 January 2015 at 7.45pm.**

Two members of the public left the meeting.

## **PART 2**

### **11 STAFFING MATTERS**

- 11.1** The Clerk reported on the staff overtime worked following the problems with the computer system.

The Committee **RESOLVED** to award the FAO 15 hours overtime payment.

- 11.2** The Committee considered the National Joint Council for Local Government Services Local Council Pay Consultation document (Correspondence item 5).

The Committee **RECOMMENDED** that, upon confirmation of the proposed pay settlement, the FAO and Clerk's salaries should be increased in line with the relevant SCP revision agreed.

The Committee discussed the Caretaker's salary.

The Committee **RECOMMENDED** that, upon confirmation of the proposed pay settlement, the Caretaker's salary should increase by 2.2% from January 2015 and then be set to SCP 9 with effect from April 2015.

There being no further business the Committee meeting closed at 9.48 pm.

## **APPENDIX 1**

### **CORRESPONDENCE**

#### **Correspondence received before the issue of the agenda for the meeting of 28 October 2014**

- 1 Readibus; Review and Financial Statement
- 2 BALC; info re filming council meetings
- 3 HMRC; VAT notes 3 of 2014
- 4 Age Concern; Annual and Progress Report, August 2014
- 5 BALC - National Joint Council for Local Government Services; Local Government Pay Consultation

#### **Grant Applications:**

- G1 Keep Mobile
- G2 MS Therapy Centre
- G3 Sue Ryder, Duchess of Kent Hospice

**Winnersh Parish Council**  
**Income (all sources) - 2014 / 2015**  
**Q2 - July to September 2014**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>GENERAL INCOME</b>							
Winnersh Hall Lettings	35,047	32,000	8,496	17,107	14,893	27%	53%
Allnatt Pavilion Lettings	3,352	3,200	829	1,140	2,060	26%	36%
John Grobler Room Lettings	733	800	638	1,004	-204	80%	126%
Sindlesham Room Lettings	5,127	6,000	1,297	3,020	2,980	22%	50%
<b>Community Centre Sub-Total</b>	<b>44,259</b>	<b>42,000</b>	<b>11,259</b>	<b>22,272</b>	<b>19,728</b>	<b>27%</b>	<b>53%</b>
Allotment Rents	2,337	2,500	1,897	1,958	542	76%	78%
Bearwood Recreation Ground	5,652	5,500	1,766	2,454	3,046	32%	45%
Franchise Fee Bar	1,305	1,000	0	159	841	0%	16%
<b>Other Income Sub-Total</b>	<b>9,294</b>	<b>9,000</b>	<b>3,663</b>	<b>4,571</b>	<b>4,429</b>	<b>41%</b>	<b>51%</b>
<b>TOTAL GENERAL INCOME</b>	<b>53,553</b>	<b>51,000</b>	<b>14,922</b>	<b>26,843</b>	<b>24,157</b>	<b>29%</b>	<b>53%</b>
<b>OTHER INCOME</b>							
Precept / WBC Tax Support Grant	109,719	110,876	53,901	110,876	0	49%	100%
S106 Income	3,355			0	0		
Interest Received	39	40	13	22	18	32%	56%
Sundry Income	62	100	0	0	100	0%	0%
Winnersh Matters Advertising	0	0	0	260	-260		
Winnersh Summer Fete	200	0	250	250	0		
<b>TOTAL OTHER INCOME</b>	<b>113,375</b>	<b>111,016</b>	<b>53,913</b>	<b>111,159</b>	<b>-142</b>	<b>49%</b>	<b>100%</b>
<b>Total Income</b>	<b>166,928</b>	<b>162,016</b>	<b>68,835</b>	<b>138,001</b>	<b>24,015</b>	<b>42%</b>	<b>85%</b>

Note

Fete Monies for Charity	581	0	0	1,170			
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**Winnersh Parish Council**  
**Expenditure - 2014 / 15**  
**Q2 - July to September 2014**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>Community Centre</b>							
Employment Costs - Caretaker	17,992	18,300	3,522	7,043	9,038	27%	51%
Relief Caretaker			1,423	2,219			
Gas/Elec/Water/Waste Services	4,604	5,500	1,410	2,997	2,503	26%	54%
Scheduled Maintenance	6,819	6,700	1,509	3,103	3,597	23%	46%
Unscheduled Maintenance	1,794	2,500	10	395	2,105	0%	16%
Rates	936	1,500	285	575	925	19%	38%
Refunds	280	0	0	0	0		
<b>Community Centre - Total Costs</b>	<b>32,425</b>	<b>34,500</b>	<b>8,158</b>	<b>16,331</b>	<b>18,169</b>	<b>24%</b>	<b>47%</b>
<b>Allnatt Pavilion</b>							
Gas/Elec/Water/Waste Services	1,258	1,400	232	448	952	17%	32%
Scheduled Maintenance	252	800	105	105	695	13%	13%
Unscheduled Maintenance	1,379	500	50	115	385	10%	23%
Refunds	0	0	0	0	0		
<b>Allnatt Pavilion - Total Costs</b>	<b>2,889</b>	<b>2,700</b>	<b>387</b>	<b>668</b>	<b>2,032</b>	<b>14%</b>	<b>25%</b>
<b>Allotments</b>							
Water & Maintenance	1,161	1,300	190	370	930	15%	28%
Rent to WBC	1,000	1,000	0	1,000	0	0%	100%
Sundries	33	200	0	33	167	0%	17%
Refunds	72	0	0	0	0		
<b>Allotments - Total costs</b>	<b>2,266</b>	<b>2,500</b>	<b>190</b>	<b>1,404</b>	<b>1,096</b>	<b>8%</b>	<b>56%</b>
<b>Recreation Grounds</b>							
Bearwood Rec - Scheduled Maint	10,954	12,500	3,571	7,209	5,291	29%	58%
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		
<b>Recreation Grds - Total Costs</b>	<b>11,703</b>	<b>13,500</b>	<b>3,571</b>	<b>7,209</b>	<b>6,291</b>	<b>26%</b>	<b>53%</b>
<b>Pavilion House</b>							
Pavilion House Maintenance	217	350	105	105	245	30%	30%
<b>Pavilion House - Total costs</b>	<b>217</b>	<b>350</b>	<b>105</b>	<b>105</b>	<b>245</b>	<b>30%</b>	<b>30%</b>

**Winnersh Parish Council**  
**Expenditure - 2014 / 15**  
**Q2 - July to September 2014**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>Office &amp; General Costs</b>							
Employment Costs	46,367	46,000	11,034	22,068	23,932	24%	48%
Stationery/Office Supplies	444	500	18	77	423	4%	15%
IT Infrastructure	903	1,500	172	389	1,111	11%	26%
Copier	1,000	1,120	240	516	604	21%	46%
Insurances	3,639	3,700	0	3,577	123	0%	97%
Training Councillors	240	240	0	105	135	0%	44%
Training Staff	105	500	0	25	475	0%	5%
Chairman's Allowance	379	400	90	189	211	23%	47%
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	0	25	1,100	0%	2%
Professional Fees	900	900	400	900	0	44%	100%
Bank Charges (Credit Card Fee)	32	32	0	32	0	0%	100%
Telecoms	1,008	700	231	489	211	33%	70%
Postage	335	400	106	168	232	27%	42%
Travel & Subsistance	292	300	0	0	300	0%	0%
<b>Total Office &amp; General Costs</b>	<b>59,365</b>	<b>62,267</b>	<b>12,291</b>	<b>28,559</b>	<b>33,708</b>	<b>20%</b>	<b>46%</b>
<b>Street Lights</b>	<b>686</b>	<b>700</b>	<b>55</b>	<b>493</b>	<b>207</b>	<b>8%</b>	<b>70%</b>
<b>Other Expenditure</b>							
S137 / WFAT	13	0	0	0			
Grants	1,600	2,000	50	1,020	980	3%	51%
Community Transport	3,100	3,500	2,250	2,250	1,250	64%	64%
Mispostings	0	0	0	0	0		
Bad Debt W/O	0	0	0	0	0		
<b>Total Other Expenditure</b>	<b>4,713</b>	<b>5,500</b>	<b>2,300</b>	<b>3,270</b>	<b>2,230</b>	<b>42%</b>	<b>59%</b>
<b>Sub-Total Expenditure</b>	<b>114,265</b>	<b>122,017</b>	<b>27,056</b>	<b>58,038</b>	<b>63,979</b>	<b>22%</b>	<b>48%</b>
<b>Capital / Special Projects</b>							
Other Projects	0	15,000	0	0	15,000	0%	0%
R&A	27,681	27,800	15,712	22,451	5,349	57%	81%
F&GP	3,631	5,000	241	2,945	2,055	5%	59%
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		
<b>Capital &amp; Special Projects Costs</b>	<b>52,291</b>	<b>85,000</b>	<b>15,953</b>	<b>25,396</b>	<b>59,604</b>	<b>19%</b>	<b>30%</b>
<b>TOTAL EXPENDITURE</b>	<b>166,555</b>	<b>207,017</b>	<b>43,009</b>	<b>83,435</b>	<b>123,582</b>	<b>21%</b>	<b>40%</b>

Note

Fete Donations to Charities	581	0	1,170	1,170	0		
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**Winnersh Parish Council**  
**Capital / Special Projects - 2014 / 15**  
**Q2 - July to September 2014**

	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
<b>Recreation &amp; Amenities Committee</b>						
R&A - Miscellaneous	2,000	743	1,283	717	37%	64%
R&A - Christmas Lights Event	300	0	0	300	0%	0%
R&A - Replacement Benches on BR	1,500	0	1,689	-189	0%	113%
R&A - Fire & Intruder Alarm Renewal	7,000	0	4,395	2,605	0%	63%
R&A - WH / JG / Office Redecoration	4,000	4,400	4,400	-400	110%	110%
R&A - Play Area Repairs	2,000	0	115	1,885	0%	6%
R&A - Recreation Ground Drainage	10,000	9,779	9,779	221	98%	98%
R&A - Fixed Wiring Survey	1,000	790	790	210	79%	79%
<b>R&amp;A - Total</b>	<b>27,800</b>	<b>15,712</b>	<b>22,451</b>	<b>5,349</b>	<b>57%</b>	<b>81%</b>
<b>Finance &amp; General Purposes Committee</b>						
F&GP - Miscellaneous	500	153	153	347	31%	31%
F&GP - Winnersh Parish Fete	3,500	87	2,791	709	2%	80%
F&GP - Winnersh Matters Newsletter	1,000	0	0	1,000	0%	0%
<b>F&amp;GP - Total Including Miscellaneous</b>	<b>5,000</b>	<b>241</b>	<b>2,945</b>	<b>2,055</b>	<b>5%</b>	<b>59%</b>
<b>Planning Committee</b>						
Planning - Tree Husbandry / Replacement	2,000	0	0	2,000	0%	0%
Planning - Miscellaneous	200	0	0	200	0%	0%
<b>Planning - Total Including Miscellaneous</b>	<b>2,200</b>	<b>0</b>	<b>0</b>	<b>2,200</b>	<b>0%</b>	<b>0%</b>
<b>Special Projects</b>						
Special Projects - Balance	15,000	0	0	15,000	0%	0%
<b>Other - Total Including Miscellaneous</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0%</b>	<b>0%</b>
<b>Contingency</b>						
Contingency - Balance	35,000	0	0	35,000	0%	0%
<b>Contingency - Total</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>0%</b>	<b>0%</b>