



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 27 January 2015 at 7.45 pm.**

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

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 28.10.14

2.1 none

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant had been received from Sue Ryder. The Committee **RESOLVED** that £200 would be donated. **ACTION: FAO**

3.2 A request for a grant had been received from ARC. (Cllr R Shepherd-Dubey declared an interest.) The Committee **RESOLVED** that £200 would be donated. **ACTION: FAO**

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

3.4 A request for a grant had been received from Cruse Bereavement Care. The Committee **RESOLVED** that £100 would be donated. **ACTION: FAO**

3.5 A request for a grant had been received from Alexander Devine Children’s Hospice Service. The Committee asked for further information from this organisation.
ACTION: Clerk

3.6 A request for a grant had been received from the CAB. This will be reviewed at the next F&GP meeting.
ACTION: Clerk

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
Salvation Army	21.7.14	£50	12.8.14
MS Therapy Centre	28.10.14	£120	11.11.14
Sue Ryder	27.1.15	£200	10.2.15
ARC	27.1.15	£200	10.2.15
Relate	27.1.15	£100	10.2.15
Cruse	27.1.15	£100	10.1.15
Totals		£1740	£1740

3.6.1 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

3.7 There were no referrals from other committees.

4 CORRESPONDENCE

4.1 Item 1; The new salary scales had been presented to Full Council for approval.

4.2 Items 3&4; will be considered under agenda item 9 below.

4.3 Items 5; will be considered under agenda item 10 below.

4.4 Item N1; the Committee discussed possible dates for the next F&GP meeting and decided to keep to the provisional date of 28 April 2015.

5 REVIEW OF ACCOUNTS FOR QUARTER 3 2014-15

5.1 Income, p1

The decrease in the Bar Franchise fee is because of the decrease in large family party bookings requiring a bar.

The Committee **REFERRED** Community Centre advertising to the R&A Committee. The John Grobler Room figures are up because of an additional long term hirer. The recording of allotment refunds was clarified.

5.2 Expenditure, p1

The low level of unscheduled maintenance so far this year was confirmed. A large amount of unscheduled maintenance is envisaged for the final quarter. The rate rebate was not known when the original budget was set. The Pavilion budget included items for Redcare and the alarm contract, which are reduced.

Expenditure, p2

There have been fewer local staff training events this year. Telecoms: this includes the BT line rentals, which will be closed soon. IT Infrastructure: includes computer support and a broadband upgrade.

5.3 Capital & Special Projects

none

5.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q3 accounts for 2014-15.

6 CHAIRMAN'S ALLOWANCE 2015-16

6.1 The Committee discussed the Chairman's Allowance.

The Committee **RESOLVED** that the Chairman should be paid a reasonable allowance towards his duties arising from the ordinary business of the Council. This was set up as £40 per quarter for 2015-16.

The Committee **RESOLVED** that an amount of £240 be allocated for the year 2015-16 for the performance of public duties. Receipts will be required for any expenses claimed against this allowance.

7 REVIEW OF REVENUE BUDGET ITEMS 2015-16

7.1 Income:

The FAO confirmed that the Qtr 4 estimates are based upon bookings accepted and firm enquiries.

The Committee discussed raising estimates in line with inflation.

The Committee raised the Winnersh Hall Lettings budget to £35,000.

7.2 Expenditure, p1;

£1500 was added to the Unscheduled Maintenance estimate for Qtr 4 for repair work on the kitchen extractor fan and security lights.

The Committee **RESOLVED** to create a new project within the 2014-15 R&A Capital programme for repairs to the CCTV system.

The Committee **RESOLVED** to vire £2605 from the R&A Fire & Intruder alarm upgrade budget to the new CCTV system repair budget.

The Committee noted that the CCTV budget has an expected overspend and that this should be permitted.

The Rates budget has been set with an assumption of a Small Business Rebate included.

Pavilion: the utilities budget has been reduced reflecting current usage and reduced fuel charges.

Expenditure, p2;

Office & General:

The salary budget reflects the recent salary increase and an allowance for staff overtime.

Election expenses were discussed for the May elections and possible additional elections. The Election Expenses budget was increase to £4,900.

Subscriptions were discussed and the budget was increased to £1,150.

The reduced usage of postal services was noted.

Other Expenditure:

The Committee discussed the Grants budget.

The Committee **RESOLVED** to increase the Grants budget to £3,000. (The Community Transport grant budget will remain unchanged.)

8 REVIEW OF CAPITAL AND SPECIAL PROJECTS BUDGET 2015-16

- 8.1** The Committee considered the requests for budgets from the Committees. The budgets recommended by the Planning and R&A Committees were confirmed without change.

The F&GP Committee agreed that the following also be included in the budget for 2015/16:

- | | |
|-------------------------------|--------|
| • Winnersh Matters Newsletter | £1,000 |
| • Winnersh Parish Fete | £3,500 |
| • Miscellaneous | £500 |

The Committee asked the R&A Committee to consider replacing the Pavilion flat roof in 2015-16.

9 REVIEW OF BUDGET AND PRECEPT FOR 2015-16

- 9.1** The Committee discussed possible future projects, the level of Contingency and the cessation of the Support Grant next year. The Committee discussed possible options for the precept figure.
- 9.2** The Committee **RECOMMENDED** that the Revenue Budget attached to and forming part of these minutes and the Project Budgets as above be agreed by the Council and that the precept for 2015-16 be set at £107,801. A summary of the overall budget position will be presented to full council before this recommendation is considered.

10 INTERNAL AUDIT REPORT 2014-15

- 10.1** The Committee reviewed the Internal Auditor's Interim report. The document had already been presented to Full Council.
The Clerk confirmed that the Asset Register had been reviewed with the Internal Auditor and a revised copy will be sent to Mazars.
The FAO confirmed that a P11D dispensation form has been sent to HMRC.

11 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 11.1** None

12 NEXT MEETING OF THE F&GP COMMITTEE

- 12.1** The provisional date of the next meeting was agreed as **Tuesday 28 April 2015 at 7.45pm.**

There being no further business the Committee meeting closed at 9.30 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 27 January 2015

- 1 NALC/SLCC confirmation of salary scales 2015-16
- 2 HMCE; VAT notes 4 of 2014
- 3 WBC; confirm parishes to budget for provision of election costs in 2015-16
- 4 WBC; details of precept and council tax for 2015-16
- 5 Claire Connell; internal auditor's interim report

N1 Cllr F Breedlove; request to move next F&GP meeting date

Grant Applications:

- G1 Sue Ryder, Duchess of Kent Hospice
- G2 ARC Youth Counselling
- G3 Wokingham CAB
- G4 Relate
- G5 Cruse Bereavement Care
- G6 Alexander Devine Children's Hospice Service

**Winnersh Parish Council
Income (all sources) - 2014 / 2015
Q3 - October to December 2014**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	YTD	Remaining	%	Qtr %	YTD
GENERAL INCOME										
Winnersh Hall Lettings	35,047	32,000	8,611	8,496	8,467	25,574	6,426	26%	80%	
Allnatt Pavilion Lettings	3,352	3,200	311	829	1,070	2,211	989	33%	69%	
John Grobler Room Lettings	733	800	367	638	493	1,497	-697	62%	187%	
Sindlesham Room Lettings	5,127	6,000	1,723	1,297	1,440	4,460	1,540	24%	74%	
Community Centre Sub-Total	44,259	42,000	11,012	11,259	11,471	33,743	8,257	27%	80%	
Allotment Rents	2,337	2,500	61	1,897	377	2,335	165	15%	93%	
Bearwood Recreation Ground	5,652	5,500	688	1,766	1,738	4,192	1,308	32%	76%	
Franchise Fee Bar	1,305	1,000	159	0	377	536	464	38%	54%	
Other Income Sub-Total	9,294	9,000	908	3,663	2,492	7,063	1,937	28%	78%	
TOTAL GENERAL INCOME	53,553	51,000	11,921	14,922	13,963	40,806	10,194	27%	80%	
OTHER INCOME										
Precept / WBC Tax Support Grant	109,719	110,876	56,976	53,901	0	110,876	0	0%	100%	
S106 Income	3,355		0	0	0	0	0			
Interest Received	39	40	10	13	13	35	5	32%	88%	
Sundry Income	62	100	0	0	0	0	100	0%	0%	
Winnersh Matters Advertising	0	0	260	0	300	560	-560			
Winnersh Summer Fete	200	0	0	250	0	250	-250			
TOTAL OTHER INCOME	113,375	111,016	57,245	53,913	313	111,471	-705	0%	100%	
Total Income	166,928	162,016	69,166	68,835	14,276	152,277	9,739	9%	94%	

Note

Fete Monies for Charity	581	0	1,170	0	0	1,170	0			
Christmas Lights Monies for Major's Charity			0	0	52	52	0			

**Winnersh Parish Council
Expenditure - 2014 / 15
Q3 - October to December 2014**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	YTD	maining %	Qtr	YTD
Community Centre									
Employment Costs - Caretaker Relief Caretaker	17,992	18,300	3,522	3,522	3,349	10,392	5,518	19%	70%
Gas/Elec/Water/Waste Services	4,604	5,500	1,587	1,410	719	3,716	1,784	13%	68%
Scheduled Maintenance	6,819	6,700	1,594	1,509	1,903	5,006	1,694	28%	75%
Unscheduled Maintenance	1,794	2,500	385	10	669	1,064	1,436	27%	43%
Rates	936	1,500	290	285	285	860	640	19%	57%
Refunds	280	0	0	0	0	0	0		
Community Centre - Total Costs	32,425	34,500	8,174	8,158	7,096	23,428	11,073	21%	68%
Allnatt Pavilion									
Gas/Elec/Water/Waste Services	1,258	1,400	216	232	359	806	594	26%	58%
Scheduled Maintenance	252	800	0	105	0	105	695	0%	13%
Unscheduled Maintenance	1,379	500	65	50	0	115	385	0%	23%
Refunds	0	0	0	0	0	0	0		
Allnatt Pavilion - Total Costs	2,889	2,700	281	387	359	1,026	1,674	13%	38%
Allotments									
Water & Maintenance	1,161	1,300	180	190	340	710	590	26%	55%
Rent to WBC	1,000	1,000	1,000	0	0	1,000	0	0%	100%
Sundries	33	200	33	0	0	33	167	0%	17%
Refunds	72	0	0	0	0	0	0		
Allotments - Total costs	2,266	2,500	1,214	190	340	1,743	757	14%	70%
Recreation Grounds									
Bearwood Rec - Scheduled Maint	10,954	12,500	3,638	3,571	3,122	10,331	2,169	25%	83%
Bearwood Rec - Unscheduled Main	750	1,000	0	0	0	0	1,000	0%	0%
Sundries	0	0	0	0	0	0	0		
Refunds	0	0	0	0	0	0	0		
Recreation Grds - Total Costs	11,703	13,500	3,638	3,571	3,122	10,331	3,169	23%	77%
Pavilion House									
Pavilion House Maintenance	217	350	0	105	0	105	245	0%	30%
Pavilion House - Total costs	217	350	0	105	0	105	245	0%	30%

**Winnersh Parish Council
Expenditure - 2014 / 15
Q3 - October to December 2014**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	YTD	maining %	Qtr	YTD
Office & General Costs									
Employment Costs	46,367	46,000	11,034	11,034	12,067	34,135	11,865	26%	74%
Stationery/Office Supplies	444	500	59	18	71	148	352	14%	30%
IT Infrastructure	903	1,500	217	172	825	1,214	287	55%	81%
Copier	1,000	1,120	276	240	245	761	359	22%	68%
Insurances	3,639	3,700	3,577	0	0	3,577	123	0%	97%
Training Councillors	240	240	105	0	0	105	135	0%	44%
Training Staff	105	500	25	0	0	25	475	0%	5%
Chairman's Allowance	379	400	99	90	100	289	111	25%	72%
Employment Advertising	0	0	0	0	0	0	0		
Sundries	193	200	0	0	0	0	200	0%	0%
Election expenses	0	3,400	0	0	0	0	3,400	0%	0%
NALC/BALC Subscription	2,463	1,250	0	0	0	0	1,250	0%	0%
Subscriptions	1,067	1,125	25	0	374	399	726	33%	35%
Professional Fees	900	900	500	400	0	900	0	0%	100%
Bank Charges (Credit Card Fee)	32	32	32	0	0	32	0	0%	100%
Telecoms	1,008	700	258	231	223	713	-13	32%	102%
Postage	335	400	62	106	115	283	117	29%	71%
Travel & Subsistence	292	300	0	0	0	0	300	0%	0%
Total Office & General Costs	59,365	62,267	16,268	12,291	14,020	42,580	19,687	23%	68%
Street Lights	686	700	438	55	106	598	102	15%	85%
Other Expenditure									
S137 / WFAT	13	0	0	0	0	0			
Grants	1,600	2,000	970	50	120	1,140	860	6%	57%
Community Transport	3,100	3,500	0	2,250	1,005	3,255	245	29%	93%
Mispostings	0	0	0	0	0	0	0		
Bad Debt W/O	0	0	0	0	0	0	0		
Total Other Expenditure	4,713	5,500	970	2,300	1,125	4,395	1,105	20%	80%
Sub-Total Expenditure	114,265	122,017	30,983	27,056	26,167	84,206	37,811	21%	69%
Capital / Special Projects									
Other Projects	0	15,000	0	0	0	0	15,000	0%	0%
R&A	27,681	27,800	6,739	15,712	1,999	25,556	2,244	7%	92%
F&GP	3,631	5,000	2,704	241	790	3,735	1,265	16%	75%
Planning	1,520	2,200	0	0	295	295	1,905	13%	13%
Contingency	16,104	35,000	0	0	0	0	35,000	0%	0%
S106 Expenditure	3,355	0	0	0	0	0	0		
Capital & Special Projects Costs	52,291	85,000	9,443	15,953	3,084	29,586	55,414	4%	35%
TOTAL EXPENDITURE	166,555	207,017	40,426	43,009	29,251	113,792	93,225	14%	55%

Note

Fete Donations to Charities	581	0	0	1,170	0	1,170	0		
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Winnersh Parish Council
Capital / Special Projects - 2014 / 15
Q3 - October to December 2014

	Budget	Qtr 1	Qtr 2	Qtr 3	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee								
R&A - Miscellaneous	2,000	541	743	703	1,986	14	35%	99%
R&A - Christmas Lights Event	300	0	0	403	403	-103	134%	134%
R&A - Replacement Benches on BR	1,500	1,689	0	0	1,689	-189	0%	113%
R&A - Fire & Intruder Alarm Renewal	4,395	4,395	0	0	4,395	0	0%	100%
R&A - WH / JG / Office Redecoration	4,000	0	4,400	0	4,400	-400	0%	110%
R&A - Play Area Repairs	2,000	115	0	1,427	1,542	458	71%	77%
R&A - Recreation Ground Drainage	10,000	0	9,779	0	9,779	221	0%	98%
R&A - Fixed Wiring Survey	1,000	0	790	572	1,362	-362	57%	136%
R&A - CCTV	2,605	0	0	0	0	2,605	0%	0%
R&A - Total	27,800	6,739	15,712	1,999	25,556	2,244	7%	92%
Finance & General Purposes Committee								
F&GP - Miscellaneous	500	0	153	165	318	182	33%	64%
F&GP - Winnersh Parish Fete	3,500	2,704	87	0	2,791	709	0%	80%
F&GP - Winnersh Matters Newsletter	1,000	0	0	625	625	375	63%	63%
F&GP - Total Including Miscellaneous	5,000	2,704	241	790	3,735	1,265	16%	75%
Planning Committee								
Planning - Tree Husbandry / Replacement	2,000	0	0	295	295	1,705	15%	15%
Planning - Miscellaneous	200	0	0	0	0	200	0%	0%
Planning - Total Including Miscellaneous	2,200	0	0	295	295	1,905	13%	13%
Special Projects								
Special Projects - Balance	15,000	0	0	0	0	15,000	0%	0%
Other - Total Including Miscellaneous	15,000	0	0	0	0	15,000	0%	0%
Contingency								
Contingency - Balance	35,000	0	0	0	0	35,000	0%	0%
Contingency - Total	35,000	0	0	0	0	35,000	0%	0%

**Winnersh Parish Council
Budget Estimates for 2015-16**

INCOME

	Actual 2013/14	Q1 Q2 Q3 2014/15	Q4 Est 2014/15	Total Est 2014/15	Budget 2014/15	Budget 2015/16
Winnersh Hall Lettings	35,047	25,574	9,380	34,954	32,000	35,000
Allnatt Pavilion Lettings	3,352	2,211	1,108	3,319	3,200	3,200
John Grobler Room Lettings	733	1,497	450	1,947	800	1,500
Sindlesham Room Lettings	5,127	4,460	1,770	6,230	6,000	6,000
Community Halls sub-total	44,259	33,742	12,708	46,450	42,000	45,700
Allotment Rents	2,337	2,335	50	2,385	2,500	2,300
Bearwood Recreation Ground	5,652	4,192	1,554	5,746	5,500	5,600
Franchise Fee bar	1,305	536	197	733	1,000	750
Other Income sub-total	9,294	7,063	1,801	8,864	9,000	8,650
Interest	39	35	35	70	40	50
Sundry Income	62	0	0	0	100	0
General Income Total	53,654	40,840	14,544	55,384	51,140	54,400
S106 Income	3,355	0	0	0		
Precept	109,719	110,876	0	110,876		
Winnersh Matters Advertising	0	560	0	560		
TOTAL INCOME	166,728	152,276	14,544	166,820		
Fete Sponsorship	200	0	0	0		

**Winnersh Parish Council
Budget Estimates for 2015-16**

EXPENDITURE

	Actual 2013/14	Q1 Q2 Q3 2014/15	Q4 Est 2014/15	Total Est 2014/15	Budget 2014/15	Budget 2015/16
Community Centre						
Employment Costs - Caretaker	17,992	10,392	3,121	13,513	18,300	16,060
Relief Caretaker		2,390	1,366	3,756		4,360
Gas/Elec/Water/Waste Services	4,604	3,716	1,400	5,116	5,500	5,100
Scheduled Maintenance	6,819	5,006	1,695	6,701	6,700	6,700
Unscheduled Maintenance	1,794	1,064	1,500	2,564	2,500	2,400
Rates	936	860	95	955	1,500	975
Refunds	280	0	0	0	0	0
Community Centre - Total Costs	32,425	23,428	9,177	32,605	34,500	35,595
Allnatt Pavilion						
Gas/Elec/Water/Waste Services	1,258	806	300	1,106	1,400	1,000
Scheduled Maintenance	252	105	0	105	800	150
Unscheduled Maintenance	1,379	115	0	115	500	250
Refunds	0	0	0	0	0	0
Allnatt Pavilion - Total Costs	2,889	1,026	300	1,326	2,700	1,400
Allotments						
Water / Pest Control	1,161	710	300	1,010	1,300	1,000
Rent to WBC	1,000	1,000	0	1,000	1,000	1,000
Maintenance / Sundries	33	33	0	33	200	200
Refund	72	0	0	0	0	0
Allotments - Total costs	2,266	1,743	300	2,043	2,500	2,200
Recreation Ground						
Bearwood Rec. - Scheduled Maint.	10,954	10,331	2,600	12,931	12,500	13,000
Bearwood Rec. - Unscheduled Maint	750	0	0	0	1,000	500
Sundries	0	0	0	0	0	0
Refunds	0	0	0	0	0	0
Rec Ground - Total Costs	11,704	10,331	2,600	12,931	13,500	13,500
Pavilion House Maintenance	217	105	0	105	350	350

**Winnersh Parish Council
Budget Estimates for 2015-16**

EXPENDITURE

	Actual 2013/14	Q1 Q2 Q3 2014/15	Q4 Est 2014/15	Total Est 2014/15	Budget 2014/15	Budget 2015/16
Office & General Expenses						
Employment Costs	46,367	34,135	11,827	45,962	46,000	48,250
Stationery / Office Supplies	444	148	178	326	500	400
IT Infrastructure	903	1,214	90	1,304	1,500	1,300
Copier	1,000	761	265	1,026	1,120	1,100
Insurances	3,639	3,577	0	3,577	3,700	3,600
Training Councillors	240	105	0	105	240	240
Training Staff	105	25	0	25	500	500
Chairman's Allowance	379	289	40	329	400	400
Election expenses	0	0	0	0	3,400	4,900
NALC/BALC Subscription	2,463	0	1,240	1,240	1,250	1,250
Subscriptions	1,067	399	600	999	1,125	1,150
Professional Fees	900	900	0	900	900	900
Bank Charges (Credit Card Fee)	32	32	0	32	32	32
Telecoms	1,008	713	223	936	700	700
Post	335	283	0	283	400	300
Travel & Subsistence	292	0	150	150	300	300
Office & General - Total Costs	59,174	42,581	14,613	57,194	62,067	65,322
Street Lights	686	598	55	653	700	700
Other Expenditure						
S137 / WFAT	13	0	0	0	0	0
Grants	1,600	1,140	600	1,740	2,000	3,000
Community Transport	3,100	3,255	0	3,255	3,500	3,500
Mispostings	0	0	0	0	0	0
Other - Total Costs	4,713	4,395	600	4,995	5,500	6,500
Total Running Expenditure	114,074	84,207	27,645	111,852	121,817	125,567
Major / Special Projects						
Other Projects	0	0	0	0		
R&A	27,681	25,556	3,500	29,056		
F&GP	3,631	2,945	200	3,145		
Planning	1,520	295	500	795		
Contingency	16,104	0	0	0		
S106 Expenditure	3,355	0	0	0		
Major & Capital Projects	52,291	28,796	4,200	32,996		
TOTAL EXPENDITURE	166,365	113,003	31,845	144,848		