



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 April 2015 at 7.45 pm.**

PRESENT: Cllrs G Harper (Chairman), D Green, P Ray, J Southgate.

In Attendance: Mr C Hudson – Parish Clerk.

1 APOLOGIES

1.1 Apologies for absence: Cllrs P Bray, F Breedlove, R Shepherd-Dubey, C Taylor, Miss A Lambourne (FAO).

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26.1.15

2.1 There has been no further response from the Alex Devine Children's Hospice.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant had been received from the Citizens Advice Bureau. The Committee discussed the request for an increased grant. The Committee **RESOLVED** that £1000 would be donated. **ACTION: FAO**

3.2 A request for a grant had been received from Wokingham Job Support Centre. The Committee noted that this organisation had not requested a grant in 2014-15. The Committee **RESOLVED** that £300 would be donated. **ACTION: FAO**

3.3 A letter requesting help had been received from Transition Wokingham. The Committee decided to await a full application for a grant from this organisation.

3.4 Table of grants authorised for 2015/16

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	28.4.15	£1000	12.5.15
Wokingham Job Support Centre	28.4.15	£300	12.5.15
Totals		£1300	£1300

3.4.1 Table of Grants for Transport 2015/16

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus			
Keep Mobile			
Totals			

3.5 There were no referrals from other committees.

4 **CORRESPONDENCE**

4.1 Item 1; The Committee noted the updated information from Keep Mobile.

4.2 Item 7; The details of the insurance claim were discussed.

4.3 Item 5; The Clerk explained the status of Came & Co as insurance brokers.

4.4 Item N2; the Committee decided that no action was necessary.

5 **REVIEW OF ACCOUNTS FOR QUARTER 4 2014-15**

5.1 **Income, p1**

The Committee examined the carry-over figures for the previous years, noting the decrease in Contingency spending in the last financial year.

The Committee commended the efforts of the FAO in achieving an income level above budget.

5.2 **Expenditure, p1**

The Committee noted that the Insurance Premium for 2015-16 had fallen into Qtr4.

The Committee queried the Rates payment for Qtr 4. The FAO will look into this.

ACTION: FAO

The Committee noted that the actual spend on the Pavilion Maintenance was well below budget.

Expenditure, p2

The BT lines have been closed recently.

The cost of postage is under control.

Further news is awaited from WBC regarding them taking over responsibility for the parish street lights.

The level of grants for Community Transport was confirmed.

5.3 Capital & Special Projects

The R&A spending was noted. The Committee commended the success of the play area drainage project.

5.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q4 accounts for 2014-15, with the clarification mentioned in 5.2 above.

6 YEAR END 2014-15

6.1 The Committee received the draft year end Income and Expenditure reports. The Committee discussed the increased carry forward figure. This was considered to be consistent with the non-use of the Other Projects and Contingency budgets. The Committee noted the discrepancy of the income figures between the Qtr 4 and Year End reports. The Committee queried the £32 discrepancy in the expenditure figures.

6.2 The Committee **RECOMMENDED** to Full Council the 2014-15 Year End accounts as presented and attached to these minutes, subject to the discrepancies noted in 6.1 above having been resolved.

6.3 The Committee accepted the Bank Reconciliation as presented.

7 INTERNAL AUDIT REPORT 2014-15

7.1 The Committee had already reviewed the Internal Auditor's Interim report. The Internal Auditor will undertake a final audit of the Year End.

7.2 The Committee asked the Clerk to get a quotation from the Internal Auditor to undertake the 2015-16 internal audit. **ACTION: Clerk**

7.3 The review of the effectiveness of the Internal Audit process will take place at the F&GP July meeting once the 2014-15 audit is completed.

8 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

8.1 None

9 NEXT MEETING OF THE F&GP COMMITTEE

9.1 The provisional date of the next meeting was agreed as **Tuesday 21 July 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 28 April 2015

- 1 Keep Mobile; audit information
- 2 IAC; offer of internal audit services
- 3 Berks LGPS; Pension Year End guidance
- 4 The Pensions Regulator; pensions staging date compliance information
- 5 Mazars; change of contact details
- 6 Nat West; Business credit card insurance
- 7 Zurich; completion of claim, August 2012
- 8 Berks LGPS; Spring bulletin 2015
- 9 NALC; Spring newsletter 2015
- 10 Came & Co; Spring Council Matters newsletter

N1 Came & Co; renewal documents May 2015 to May 2016

N2 CCB; invitation to become a member

Grant Applications:

G1 Wokingham & District CAB

G2 Transition Wokingham

G3 Wokingham Job Support Centre

Provisional Figures – see notes above

**Winnersh Parish Council
Income (all sources) - 2014 / 2015
Q4 - January to March 2015**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME										
Winnersh Hall Lettings	35,047	32,000	8,611	8,419	8,467	9,354	34,851	-2,851	29%	109%
Allnatt Pavilion Lettings	3,352	3,200	311	829	1,070	1,024	3,235	-35	32%	101%
John Grobler Room Lettings	733	800	367	638	493	683	2,180	-1,380	85%	273%
Sindlesham Room Lettings	5,127	6,000	1,723	1,297	1,440	1,952	6,412	-412	33%	107%
Community Centre Sub-Total	44,259	42,000	11,012	11,182	11,471	13,013	46,678	-4,678	31%	111%
Allotment Rents	2,337	2,500	61	1,897	377	176	2,511	-11	7%	100%
Bearwood Recreation Ground	5,652	5,500	688	1,766	1,738	1,678	5,870	-370	31%	107%
Franchise Fee Bar	1,305	1,000	159	0	377	164	700	300	16%	70%
Other Income Sub-Total	9,294	9,000	908	3,663	2,492	2,018	9,081	-81	22%	101%
TOTAL GENERAL INCOME	53,553	51,000	11,921	14,844	13,963	15,031	55,759	-4,759	29%	109%
OTHER INCOME										
Precept / WBC Tax Support Grant	109,719	110,876	56,976	53,901	0	0	110,876	0	0%	100%
S106 Income	3,355		0	0	0	0	0	0		
Interest Received	39	40	10	13	13	11	46	-6	26%	114%
Sundry Income	62	100	0	0	0	0	0	100	0%	0%
Winnersh Matters Advertising	0	0	260	0	300	0	560	-560		
Winnersh Summer Fete	200	0	0	250	0	0	250	-250		
TOTAL OTHER INCOME	113,375	111,016	57,245	53,913	313	11	111,482	-716	0%	100%
Total Income	166,928	162,016	69,166	68,757	14,276	15,041	167,241	-5,224	9%	103%

Note

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

Winnersh Parish Council
Expenditure - 2014 / 15
Q4 - January to March 2015

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	YTD
Community Centre										
Employment Costs - Caretaker	17,992	18,300	3,004	3,004	3,349	3,326	12,683	2,068	25%	89%
Relief Caretaker			797	1,423	171	1,160	3,549			
Gas/Elec/Water/Waste Services	4,604	5,500	1,587	1,410	719	811	4,527	973	15%	82%
Scheduled Maintenance	6,819	6,700	1,594	1,689	1,903	2,207	7,393	-693	33%	110%
Unscheduled Maintenance	1,794	2,500	385	10	669	317	1,381	1,119	13%	55%
Rates	936	1,500	290	285	285	1,068	1,927	-427	71%	128%
Refunds	280	0	0	0	0	0	0	0		
Community Centre - Total Costs	32,425	34,500	7,656	7,820	7,096	8,889	31,462	3,038	26%	91%
Allnatt Pavilion										
Gas/Elec/Water/Waste Services	1,258	1,400	216	232	359	274	1,081	319	20%	77%
Scheduled Maintenance	252	800	0	105	0	0	105	695	0%	13%
Unscheduled Maintenance	1,379	500	65	50	0	14	129	371	3%	26%
Refunds	0	0	0	0	0	0	0	0		
Allnatt Pavilion - Total Costs	2,889	2,700	281	387	359	289	1,315	1,385	11%	49%
Allotments										
Water & Maintenance	1,161	1,300	120	190	340	663	1,313	-13	51%	101%
Rent to WBC	1,000	1,000	1,000	0	0	0	1,000	0	0%	100%
Sundries	33	200	33	0	0	0	33	167	0%	17%
Refunds	72	0	0	0	0	0	0	0		
Allotments - Total costs	2,266	2,500	1,154	190	340	663	2,346	154	27%	94%
Recreation Grounds										
Bearwood Rec - Scheduled Maint	10,954	12,500	3,698	3,571	3,122	1,916	12,307	193	15%	98%
Bearwood Rec - Unscheduled Main	750	1,000	0	0	0	50	50	950	5%	5%
Sundries	0	0	0	0	0	0	0	0		
Refunds	0	0	0	0	0	0	0	0		
Recreation Grds - Total Costs	11,703	13,500	3,698	3,571	3,122	1,966	12,357	1,143	15%	92%
Pavilion House										
Pavilion House Maintenance	217	350	0	105	0	0	105	245	0%	30%
Pavilion House - Total costs	217	350	0	105	0	0	105	245	0%	30%

**Winnersh Parish Council
Expenditure - 2014 / 15
Q4 - January to March 2015**

	Last Year	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	YTD
Office & General Costs										
Employment Costs	46,367	46,000	11,552	11,552	12,067	11,856	47,027	-1,027	26%	102%
Stationery/Office Supplies	444	500	59	18	71	200	348	152	40%	70%
IT Infrastructure	903	1,500	217	172	990	171	1,550	-50	11%	103%
Copier	1,000	1,120	276	240	245	240	1,001	119	21%	89%
Insurances	3,639	3,700	3,577	0	0	3,525	7,102	-3,402	95%	192%
Training Councillors	240	240	105	0	0	0	105	135	0%	44%
Training Staff	105	500	25	0	0	0	25	475	0%	5%
Chairman's Allowance	379	400	99	90	100	80	369	31	20%	92%
Employment Advertising	0	0	0	0	0	0	0	0		
Sundries	193	200	0	0	0	0	0	200	0%	0%
Election expenses	0	3,400	0	0	0	0	0	3,400	0%	0%
NALC/BALC Subscription	2,463	1,250	0	0	0	1,226	1,226	24	98%	98%
Subscriptions	1,067	1,125	5	0	374	967	1,346	-221	86%	120%
Professional Fees	900	900	500	400	0	0	900	0	0%	100%
Bank Charges (Credit Card Fee)	32	32	32	0	0	0	32	0	0%	100%
Telecoms	1,008	700	258	231	223	194	907	-207	28%	130%
Postage	335	400	62	106	115	0	283	117	0%	71%
Travel & Subsistence	292	300	0	0	0	162	162	138	54%	54%
Total Office & General Costs	59,365	62,267	16,766	12,809	14,186	18,622	62,383	-116	30%	100%
Street Lights	686	700	438	55	106	55	653	47	8%	93%
Other Expenditure										
S137 / WFAT	13	0	0	0	0	0	0			
Grants	1,600	2,000	970	50	120	600	1,740	260	30%	87%
Community Transport	3,100	3,500	0	2,250	1,005	0	3,255	245	0%	93%
Mispostings	0	0	0	0	0	0	0	0		
Bad Debt W/O	0	0	0	0	0	0	0	0		
Total Other Expenditure	4,713	5,500	970	2,300	1,125	600	4,995	505	11%	91%
Sub-Total Expenditure	114,265	122,017	30,963	27,236	26,333	31,083	115,615	6,402	25%	95%
Capital / Special Projects										
Other Projects	0	15,000	0	0	0	0	0	15,000	0%	0%
R&A	27,681	27,800	6,739	15,712	1,999	3,662	29,218	-1,418	13%	105%
F&GP	3,631	5,000	2,718	241	625	183	3,767	1,233	4%	75%
Planning	1,520	2,200	0	0	295	500	795	1,405	23%	36%
Contingency	16,104	35,000	0	0	0	0	0	35,000	0%	0%
S106 Expenditure	3,355	0	0	0	0	0	0	0		
Capital & Special Projects Costs	52,291	85,000	9,457	15,953	2,919	4,345	33,780	51,220	5%	40%
TOTAL EXPENDITURE	166,555	207,017	40,420	43,189	29,251	35,429	149,395	57,622	17%	72%

Note

Fete Donations to Charities	581	0	0	1,170	0	0	1,170	0		
Christmas Lights Monies for Mayor's Charity			0	0	52	0	52	0		

Winnersh Parish Council
Capital / Special Projects - 2014 / 15
Q4 - January to March 2015

	Budget	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee									
R&A - Miscellaneous	2,000	541	743	703	67	2,053	-53	35%	103%
R&A - Christmas Lights Event	300	0	0	403	26	429	-129	134%	143%
R&A - Replacement Benches on BR	1,500	1,689	0	0	0	1,689	-189	0%	113%
R&A - Fire & Intruder Alarm Renewal	4,395	4,395	0	0	0	4,395	0	0%	100%
R&A - WH / JG / Office Redecoration	4,000	0	4,400	0	0	4,400	-400	0%	110%
R&A - Play Area Repairs	2,000	115	0	1,427	0	1,542	458	71%	77%
R&A - Recreation Ground Drainage	10,000	0	9,779	0	0	9,779	221	0%	98%
R&A - Fixed Wiring Survey	1,000	0	790	572	0	1,362	-362	57%	136%
R&A - CCTV	2,605	0	0	0	3,570	3,570	-965	0%	137%
R&A - Total	27,800	6,739	15,712	1,999	3,662	29,218	-1,418	7%	105%
Finance & General Purposes Committee									
F&GP - Miscellaneous	500	0	153	0	0	153	347	0%	31%
F&GP - Winnersh Parish Fete	3,500	2,718	87	0	183	2,989	511	0%	85%
F&GP - Winnersh Matters Newsletter	1,000	0	0	625	0	625	375	63%	63%
F&GP - Total Including Miscellaneous	5,000	2,718	241	625	183	3,767	1,233	13%	75%
Planning Committee									
Planning - Tree Husbandry / Replacement	2,000	0	0	295	500	795	1,205	15%	40%
Planning - Miscellaneous	200	0	0	0	0	0	200	0%	0%
Planning - Total Including Miscellaneous	2,200	0	0	295	500	795	1,405	13%	36%
Other Projects									
Other Projects - Balance	15,000	0	0	0	0	0	15,000	0%	0%
Other - Total Including Miscellaneous	15,000	0	0	0	0	0	15,000	0%	0%
Contingency									
Contingency - Balance	35,000	0	0	0	0	0	35,000	0%	0%
Contingency - Total	35,000	0	0	0	0	0	35,000	0%	0%

BALANCE SHEET
as at 31 March 2015

2013/2014		2014/2015
	LONG TERM ASSETS	
	Long Term Debts	
	CURRENT ASSETS	
6,222.35	Debtors	7,692.45
5,828.60	VAT Recoverable	841.19
56,398.61	Cash in Hand	77,602.26
<u>68,449.56</u>		<u>86,135.90</u>
<u>68,449.56</u>	TOTAL ASSETS	<u>86,135.90</u>
	CURRENT LIABILITIES	
3,830.83	Creditors (Deposits)	4,548.33
8,753.57	Creditors (Services)	7,624.19
0.00	VAT to be Paid	0.00
<u>12,584.40</u>		<u>12,068.22</u>
<u>55,865.16</u>	ASSETS LESS LIABILITIES	<u>74,067.68</u>
<u>55,865.16</u>	Represented by:	<u>74,067.68</u>
<u>55,865.16</u>	General Fund	<u>74,067.68</u>

Signed:
Chairman

Signed:
Responsible Finance Officer