



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 21 July 2015 at 7.45 pm.

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

In Attendance: Mr C Hudson – Parish Clerk, Miss A Lambourne - FAO.

1 APOLOGIES

1.1 Apologies for absence: Cllr D Green.

2 ELECTION OF F&GP COMMITTEE VICE-CHAIRMAN

2.1 Cllr Southgate **PROPOSED** and Cllr Harper **SECONDED** Cllr P Ray as Vice-Chairman of the F&GP Committee and this was **RESOLVED**.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 28.4.15

3.1 None.

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 A request for a grant had been received from the Readibus. The Committee **RESOLVED** that £2250 would be donated. **ACTION: FAO**

4.2 A request for a grant had been received from Keep Mobile. The Committee requested a copy of the latest set of audited accounts.
The Committee **RESOLVED** that £1250 would be donated. **ACTION: FAO**

4.3 A request for a grant had been received from the Berkshire Vision. The Committee **RESOLVED** that £120 would be donated. **ACTION: FAO**

4.4 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
Berkshire Vision	21.7.15	£120	18.8.15
Totals		£1420	£1420

4.4.1 Table of Grants for Transport 2015/16

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	21.7.15	£2250	18.8.15
Keep Mobile	21.7.15	£1250	18.8.15
Totals		£3500	£3500

4.5 Referrals from other committees:

4.5.1 Code of Conduct / Declarations of Interest

The Committee discussed the wording of the revised versions used by WBC. The Declarations of Interest form has only slight changes. The Code of Conduct document is simplified but largely unchanged in principle.

The Committee **RECOMMENDED** that in principle WPC should adopt the new wording of the Code of Conduct and Declarations of Interest. Cllr Southgate will draft the new versions.
ACTION: Cllr Southgate

4.5.2 Complaints Procedure

The Committee discussed the complaints procedure. Complaints fall into two categories, complaints against a councillor and service complaints. The Committee discussed the principles to follow in the event of a complaint.

Cllr Curtis will create a Complaints Procedure for presentation to the September Full Council meeting, draft copies to be circulated to F&GP members for comment prior to the Full Council meeting.
ACTION: Cllr Curtis

Cllr Southgate will supply Cllr Curtis with a WPC procedures template.

ACTION: Cllr Southgate

5 CORRESPONDENCE

- 5.1** Item 2; The Committee discussed the recent communications from WBC regarding CIL. The differences between CIL and S106 were discussed.
Cllr Ray volunteered to attend the WBC CIL training session on 28 July 2015.

ACTION: Cllr Ray

- 5.2** Item 7; The Clerk updated the Committee with the latest information regarding the Council's insurance brokers.

- 5.3** Item N1; The Committee was updated with the latest information regarding DES.

6 REVIEW OF ACCOUNTS FOR QUARTER 1 2015-16

6.1 Income, p1

The FAO explained the pro rata charges for new allotment holders.

The FAO explained the level of usage of the Recreation Ground during the football close season.

The Council Tax Support Grant has not yet been received from WBC.

ACTION: FAO

The FAO explained the increased income for the smaller rooms at the Community Centre. There has been a recent increase in Friday evening bookings, but Saturday evening bookings are still slow.

It is now unlikely that a café will be run this summer.

6.2 Expenditure, p1

The Committee discussed the level of scheduled maintenance, noting the one-off annual payments already made.

The FAO reported on the unscheduled maintenance undertaken.

Expenditure, p2

The Committee discussed the reporting of the Winnersh Matters income and expenditure.

6.3 Capital & Special Projects

None.

- 6.4** The Committee **RECOMMENDED** to Full Council the acceptance of the Q1 accounts for 2015-16.

7 INTERNAL AUDIT

- 7.1** The Committee noted the Interim and Final Internal Audit reports. No additional actions are required.

- 7.2** The Committee **RESOLVED** to appoint Claire Connell as Internal Auditor for 2015-16.

8 FETE 2015

- 8.1** Cllr Southgate presented a report on the finances for the 2015 Fete. Expenditure was £2895, which was slightly down on last year. The income received for donations to charities was increased to £1241.

The Committee **RESOLVED** to authorise the booking of Tim Valentine to supply music for the 2016 fete. **ACTION: Cllr Southgate**

The Committee **RESOLVED** to authorise the booking of Lands End ponies for the 2016 fete. **ACTION: Cllr Southgate**

The Committee **RESOLVED** to authorise the use of the residual fete budget for 2015-16 for deposits for the 2016 fete.

9 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 9.1** The Clerk reported that a gas engineer is being called out to review the siting of the gas meter in the hall kitchen. The Committee confirmed that the meter is redundant and can be removed. **ACTION: Clerk**

10 NEXT MEETING OF THE F&GP COMMITTEE

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

PART 2

11 BAD DEBTS

- 11.1** The FAO reported on 2 bad debts currently outstanding. One involves a cheque not honoured by the bank. The FAO was asked to contact Nat West for clarification of why the cheque was returned unpaid. **ACTION: FAO**
The FAO was asked to send a recorded delivery letter giving final notice of the commencement of proceedings to both debtors. **ACTION: FAO**

There being no further business the Committee meeting closed at 9.15 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 21 July 2015

- 1 AON; introductory letter re Local Council insurance
- 2 WBC; CIL questionnaire
- 3 NALC; Small Local Authority investments guaranteed up to £85,000
- 4 HMCE; VAT notes 2015-16
- 5 NALC; information re Display Energy Certificates (DECs)
- 6 Claire Connell; quotation for Internal Audit services 2015-16
- 7 Came & Co; important client announcement

- N1 BALC; Display Energy Certificates (DES)
N2 NALC; Financial Services Compensation Scheme
N3 TV Air Ambulance; thanks re takings at fete

Grant Applications:

- G1 Readibus
G2 Keep Mobile
G3 Berkshire Vision

Winnersh Parish Council
Income (all sources) - 2015 / 2016
Q1 - April to June 2015

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	35,047	35,000	9,101	9,101	25,899	26%	26%
Allnatt Pavilion Lettings	3,352	3,200	185	185	3,015	6%	6%
John Grobler Room Lettings	733	1,500	605	605	895	40%	40%
Sindlesham Room Lettings	5,127	6,000	1,709	1,709	4,291	28%	28%
Community Centre Sub-Total	44,259	45,700	11,601	11,601	34,099	25%	25%
Allotment Rents	2,337	2,300	16	16	2,284	1%	1%
Bearwood Recreation Ground	5,652	5,600	717	717	4,883	13%	13%
Franchise Fee Bar	1,305	750	124	124	626	17%	17%
Other Income Sub-Total	9,294	8,650	857	857	7,793	10%	10%
TOTAL GENERAL INCOME	53,553	54,350	12,458	12,458	41,892	23%	23%
OTHER INCOME							
Precept / WBC Tax Support Grant	109,719	110,877	53,901	53,901	56,977	49%	49%
S106 Income	3,355	0	0	0	0		
Interest Received	39	50	13	13	37	26%	26%
Sundry Income	62	0	0	0	0		
Winnersh Matters Advertising	0	0	400	400	-400		
Winnersh Summer Fete	200	0	0	0	0		
TOTAL OTHER INCOME	113,375	110,927	54,314	54,314	56,613	49%	49%
Total Income	166,928	165,277	66,772	66,772	98,505	40%	40%

Note

Fete Monies for Charity	1,241	1,241	0
Christmas Lights Monies for Mayor's Charity	0	0	0

**Winnersh Parish Council
Expenditure - 2015 / 16
Q1 - April to June 2015**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	YTD
Community Centre							
Employment Costs - Caretaker	16,232	16,060	3,143	3,143	16,310	20%	26%
Relief Caretaker		4,360	967	967			
Gas/Elec/Water/Waste Services	4,527	5,100	1,376	1,376	3,724	27%	27%
Scheduled Maintenance	7,366	6,700	2,627	2,627	4,073	39%	39%
Unscheduled Maintenance	1,418	2,400	1,304	1,304	1,096	54%	54%
Rates	955	975	294	294	681	30%	30%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	30,498	35,595	9,711	9,711	25,884	27%	27%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,081	1,000	354	354	646	35%	35%
Scheduled Maintenance	105	150	0	0	150	0%	0%
Unscheduled Maintenance	129	250	0	0	250	0%	0%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	1,315	1,400	354	354	1,046	25%	25%
Allotments							
Water & Maintenance	1,313	1,000	0	0	1,000	0%	0%
Rent to WBC	1,000	1,000	1,000	1,000	0	100%	100%
Sundries	33	200	25	25	175	12%	12%
Refunds	0	0	0	0	0		
Allotments - Total costs	2,346	2,200	1,025	1,025	1,175	47%	47%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	12,307	13,000	4,102	4,102	8,898	32%	32%
Bearwood Rec - Unscheduled Main	50	500	0	0	500	0%	0%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	12,357	13,500	4,102	4,102	9,398	30%	30%
Pavilion House							
Pavilion House Maintenance	105	350	0	0	350	0%	0%
Pavilion House - Total costs	105	350	0	0	350	0%	0%

**Winnersh Parish Council
Expenditure - 2015 / 16
Q1 - April to June 2015**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	YTD
Office & General Costs							
Employment Costs	47,026	48,250	11,836	11,836	36,414	25%	25%
Stationery/Office Supplies	338	400	11	11	389	3%	3%
IT Infrastructure	1,550	1,300	225	225	1,075	17%	17%
Copier	1,006	1,100	257	257	843	23%	23%
Insurances	3,577	3,600	3,525	3,525	75	98%	98%
Training Councillors	105	240	120	120	120	50%	50%
Training Staff	25	500	0	0	500	0%	0%
Chairman's Allowance	329	400	94	94	306	24%	24%
Sundries	0	0	0	0	0		
Election expenses	0	4,900	0	0	4,900	0%	0%
NALC/BALC Subscription	1,226	1,250	0	0	1,250	0%	0%
Subscriptions	1,346	1,150	0	0	1,150	0%	0%
Professional Fees	900	900	0	0	900	0%	0%
Credit Card Annual Fee	32	32	32	32	0	100%	100%
Telecoms	910	700	149	149	551	21%	21%
Postage	283	300	0	0	300	0%	0%
Travel & Subsistence	162	300	0	0	300	0%	0%
Total Office & General Costs	58,817	65,322	16,249	16,249	49,073	25%	25%
Street Lights	653	700	439	439	261	63%	63%
Other Expenditure							
S137 / WFAT	0	0	0	0			
Grants	1,740	3,000	1,300	1,300	1,700	43%	43%
Community Transport	3,255	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	4,995	6,500	1,300	1,300	5,200	20%	20%
Sub-Total Expenditure	111,086	125,567	33,180	33,180	92,387	26%	26%
Capital / Special Projects							
Other Projects	0	39,810	0	0	39,810		
R&A	29,218	23,700	0	0	23,700	0%	0%
F&GP	3,836	5,000	3,576	3,576	1,424	0%	72%
Planning	795	2,200	0	0	2,200	0%	0%
Contingency	0	35,000	0	0	35,000	0%	0%
S106 Expenditure	0	0	0	0	0		
Capital & Special Projects Costs	33,849	105,710	3,576	3,576	102,134	0%	3%
TOTAL EXPENDITURE	144,935	231,277	36,756	36,756	194,521	0%	16%

Note

Fete Donations to Charities			1,241	1,241	0		
Christmas Lights Monies for Mayor's Charity			0	0	0		

Winnersh Parish Council
Capital / Special Projects - 2015 / 16
Q1 - April to June 2015

	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - Miscellaneous	2,000	0	0	2,000	0%	0%
R&A - Christmas Lights Event	500	0	0	500	0%	0%
R&A - Replacement Benches on BR	1,700	0	0	1,700	0%	0%
R&A - AP / JG & Office Redecoration	5,000	0	0	5,000	0%	0%
R&A - Play Area Repairs	2,000	0	0	2,000	0%	0%
R&A - New Office Window	2,500	0	0	2,500	0%	0%
R&A - Kitchen Area & Lobby Upgrade	5,000	0	0	5,000	0%	0%
R&A - Car Park Improvements	5,000	0	0	5,000	0%	0%
R&A - Total	23,700	0	0	23,700	0%	0%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	2,711	2,711	789	77%	77%
F&GP - Winnersh Matters Newsletter	1,000	865	865	135	87%	87%
F&GP - Total Including Miscellaneous	5,000	3,576	3,576	1,424	72%	72%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000		0	2,000	0%	0%
Planning - Miscellaneous	200		0	200	0%	0%
Planning - Total Including Miscellaneous	2,200	0	0	2,200	0%	0%
Other Projects						
Other 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%