



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 October 2015 at 7.45 pm.**

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

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

1 APOLOGIES

1.1 Apologies for absence: Cllr F Breedlove.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 21.7.15

2.1 Receipt of the Council Tax Support Grant is still awaited.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant had been received from ARC. The Committee **RESOLVED** that £250 would be donated. **ACTION: FAO**

3.2 A request for a grant had been received from the Link Visiting Scheme. The Committee **RESOLVED** that £100 would be donated. **ACTION: FAO**

3.3 A request for a grant had been received from the MS Therapy Centre. The Committee **RESOLVED** that £130 would be donated. **ACTION: FAO**

3.4 A request for a grant had been received from CAB. The Clerk was asked to inform them that they had already received a grant for this financial year. **ACTION: Clerk**

3.5 A request for a grant had been received from Sue Ryder. This request is for a national charity. The Clerk was asked to request details of their work locally. **ACTION: Clerk**

5 INFORMATION UPDATE

- 5.1** The FAO explained that there was a small anomaly with the banking of a Petty Cash cheque. The Committee asked the FAO to discuss this with the Internal Auditor and follow the advice given. **ACTION: FAO**
- 5.2** The Clerk explained that an invoice from our gas supplier (Corona) had been paid by WBC in error. Cllr P Bray will discuss this with the WBC Finance Department. **ACTION : Cllr P Bray**
- 5.3** The Clerk explained that there was a discrepancy in the reading of one of the Council's gas meters. Cllr Bray will discuss this with the WBC Energy Officer. **ACTION : Cllr P Bray**

6 REVIEW OF ACCOUNTS FOR QUARTER 2 2015-16

6.1 Income, p1

The Pavilion income does not have any WRFC income during the summer. Additional new hirers are expected over the winter. The Franchise Fee for Q2 is still awaited. The FAO was asked to request the information and payment urgently. **ACTION: FAO**

6.2 Expenditure, p1

The FAO was asked to confirm the Community Centre figures. **ACTION: FAO**

Expenditure, p2

None.

6.3 Capital & Special Projects

The FAO was asked to include the Solar Panelling project in the R&A budget and adjust the vired flat roof, Capital/Special projects, Other Projects figures accordingly. **ACTION: FAO**

- 6.3.1** The Clerk confirmed that the Office Window and Internal Decoration were scheduled for Qtr 4.
- 6.4** The Committee **RECOMMENDED** to Full Council the acceptance of the Q2 accounts for 2015-16, with the amendments as specified in 6.2 and 6.3 above.

7 ELECTRONIC BANKING

- 7.1** The Committee discussed and confirmed the Council's decision to open a Unity Trust bank account, which includes online viewing and payment capability. The Clerk confirmed that it is now the Select Account which is available to the Council. This account requires an initial deposit of £500. The Committee asked the Clerk to call an Executive Committee meeting to raise the cheque in order to speed up the application process. **ACTION: Clerk**
- 7.2** The Committee discussed the internal controls for online banking. The Clerk and FAO will produce guide lines for the online payment of accounts once the account is opened. **ACTION: Clerk & FAO**

- 7.2.1** The Committee discussed the minor amendments to F02 Financial Regulations necessary in order to accommodate online payments.
The Committee **RESOLVED** to change Section 5 heading to Banking Arrangement and paragraph 3 to read “Payments from the Current bank account in accordance with the schedule referred to in the previous paragraph shall be made by cheque or by online payment, signed or authorised by the two members of the council who proposed and seconded the resolution to approve the payments.”.

8 POLICIES AND PROCEDURES

- 8.1** Cllr Southgate presented an ambiguity in the draft wording of the C06 Absence Policy, section 4.
The Committee suggested a change of wording to:
“Please note that the Clerk should inform the Chair or Vice Chair of Council of his/her absence and expected return date, and the Chair or Vice Chair will monitor all other employee absence during the Clerk’s absence.”.
The Committee also suggested a one word change within section 4, to read
“All employees are **required** to notify the Clerk....” .

The Committee discussed the options for the Sickness/Self Certification Form and suggested keeping the current version. The Committee did not consider it necessary to include the details of the form in the Absence Policy.

- 8.2** The Committee **RESOLVED** to adopt the C06 Absence Policy, with the amendments specified in 8.1 above.
- 8.3** The Committee reviewed the draft C04 Complaints Policy.
The Committee suggested the correction of a typing error, changing ‘who’ to ‘how’.
The Committee suggested the addition in section 7 that a complaint about the Chair should be referred to the Vice Chair.
The Committee suggested the amendment that the Clerk, not Chair, should reply to complaints. Cllr Curtis will adapt the Policy to include these changes.

ACTION: Cllr Curtis

- 8.4** The Committee **RECOMMENDED** to Full Council to adopt the C04 Complaints Policy, with the amendments specified in 8.3 above.
- 8.5** The Clerk presented to the Committee some minor changes to bring the G03 Risk Management Policy up to date:
- 2.2.d Aviva insurance
 - 3.1.2 to read “2 members to sign cheques or authorise payments online”
 - 3.1.9 to read “ 2 members to authorise all payments”
 - 3.2.a Standing Orders last updated Nov 2014 and
Financial Regulations last update Oct 2015
(see 7.2.1.above)
 - 3.2.f to read ‘authorising signatories’
 - 4.2 Code of Conduct last updated in October 2015
- In addition the Committee suggested changing the impact in 3.1.9 (banking) to ‘high’.

- 8.6** The Committee **RESOLVED** to adopt G03 Risk Management Policy, with the changes specified in 8.5 above.

9 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 9.1** The Clerk presented to the Committee a summary of minor changes to the Risk Assessment documents.
A review of Risk Assessments, including a new section for the solar panels, will be an agenda item for the next Committee meeting. **ACTION: Clerk**
- 9.2** The Clerk presented to the Committee an initial draft of the new CCTV policy. The Committee discussed the principles of the policy and asked that a final draft should be brought to the next Full Council meeting. **ACTION: Clerk**
- 9.3** The Committee **RESOLVED** to authorise £395 toward the printing of Winnersh Matters.

10 NEXT MEETING OF THE F&GP COMMITTEE

- 10.1** The provisional date of the next meeting was agreed as **Tuesday 26 January 2016 at 7.45pm.**

PART 2

11 BAD DEBTS

- 11.1** The FAO reported on 2 bad debts currently outstanding.
One is being actioned through the courts.
The second person is untraceable. The Committee asked the Clerk to report the fraud to the police. **ACTION: Clerk**
The Committee **RESOLVED** to write off the £72 debt. **ACTION: FAO**

12 CORRESPONDENCE:

- 12.1** The Committee asked the Clerk to complete a WBC questionnaire. **ACTION: Clerk**

There being no further business the Committee meeting closed at 10.17 pm.

APPENDIX 1

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

- 1 Relate; Annual Report and Accounts, 2014-15
- 2 Readibus; Financial Statements, 2014-15
- 3 Claire Connell; acceptance of role of Internal Auditor 2015-16
- 4 Claire Connell; confirmation of Intermediate Audit dates, 5&11 November 2015
- 5 BALC; temporary cover for its staff
- 6 Clerks & Councils Direct; extract on Freedom of Information
- 7 Nat West; FSCS deposit limit change - £75,000
- 8 NALC; Nalc to lead procurement of external auditors
- 9 BALC; update on pensions auto enrolment
- 10 HMCE; VAT notes 2015-16

Correspondence received following the issue of the agenda for the meeting of 27 October 2015

None.

Grant Applications:

- G1 Duchess of Kent Hospice
- G2 ARC
- G3 The Link Visiting Scheme
- G4 MS Therapy Centre
- G5 CAB

Winnersh Parish Council
Income (all sources) - 2015 / 2016
Q2 - July to September 2015

| | Last Year | Budget | Qtr 2 | YTD | Remaining | % Qtr | % YTD |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|------------|------------|
| GENERAL INCOME | | | | | | | |
| Winnersh Hall Lettings | 35,047 | 35,000 | 11,093 | 20,194 | 14,806 | 32% | 58% |
| Allnatt Pavilion Lettings | 3,352 | 3,200 | 620 | 805 | 2,395 | 19% | 25% |
| John Grobler Room Lettings | 733 | 1,500 | 381 | 987 | 513 | 25% | 66% |
| Sindlesham Room Lettings | 5,127 | 6,000 | 1,813 | 3,552 | 2,448 | 30% | 59% |
| Community Centre Sub-Total | 44,259 | 45,700 | 13,908 | 25,539 | 20,161 | 30% | 56% |
| | | | | | | | |
| Allotment Rents | 2,337 | 2,300 | 55 | 71 | 2,229 | 2% | 3% |
| Bearwood Recreation Ground | 5,652 | 5,600 | 1,810 | 2,527 | 3,073 | 32% | 45% |
| Franchise Fee Bar | 1,305 | 750 | 0 | 124 | 626 | 0% | 17% |
| Other Income Sub-Total | 9,294 | 8,650 | 1,865 | 2,722 | 5,928 | 22% | 31% |
| TOTAL GENERAL INCOME | 53,553 | 54,350 | 15,773 | 28,261 | 26,089 | 29% | 52% |

OTHER INCOME

| | | | | | | | |
|---------------------------------|----------------|----------------|---------------|----------------|--------------|------------|------------|
| Precept / WBC Tax Support Grant | 109,719 | 110,877 | 53,901 | 107,801 | 3,076 | 49% | 97% |
| S106 Income | 3,355 | 0 | 0 | 0 | 0 | | |
| Interest Received | 39 | 50 | 13 | 26 | 24 | 27% | 53% |
| Sundry Income | 62 | 0 | 0 | 0 | 0 | | |
| Winnersh Matters Advertising | 0 | 0 | 0 | 400 | -400 | | |
| Winnersh Summer Fete | 200 | 0 | 300 | 300 | -300 | | |
| TOTAL OTHER INCOME | 113,375 | 110,927 | 54,214 | 108,527 | 2,400 | 49% | 98% |

| | | | | | | | |
|---------------------|----------------|----------------|---------------|----------------|---------------|------------|------------|
| Total Income | 166,928 | 165,277 | 69,987 | 136,788 | 28,489 | 42% | 83% |
|---------------------|----------------|----------------|---------------|----------------|---------------|------------|------------|

Note

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

Winnersh Parish Council
Expenditure - 2015 / 16
Q2 - July to September 2015

| | Last Year | Budget | Qtr 2 | YTD | Remaining | % Qtr | % YTD |
|---------------------------------------|---------------|---------------|--------------|---------------|---------------|------------|------------|
| Community Centre | | | | | | | |
| Employment Costs - Caretaker | 16,232 | 16,060 | 3,143 | 6,286 | 12,085 | 21% | 41% |
| Relief Caretaker | | 4,360 | 1,081 | 2,048 | | | |
| Gas/Elec/Water/Waste Services | 4,527 | 5,100 | 1,152 | 2,528 | 2,572 | 23% | 50% |
| Scheduled Maintenance | 7,366 | 6,700 | 2,088 | 4,714 | 1,986 | 31% | 70% |
| Unscheduled Maintenance | 1,418 | 2,400 | 241 | 1,545 | 855 | 10% | 64% |
| Rates | 955 | 975 | 291 | 585 | 390 | 30% | 60% |
| Refunds | 0 | 0 | 0 | 0 | 0 | | |
| Community Centre - Total Costs | 30,498 | 35,595 | 7,996 | 17,707 | 17,888 | 22% | 50% |
| Allnatt Pavilion | | | | | | | |
| Gas/Elec/Water/Waste Services | 1,081 | 1,000 | 35 | 389 | 611 | 3% | 39% |
| Scheduled Maintenance | 105 | 150 | 0 | 0 | 150 | 0% | 0% |
| Unscheduled Maintenance | 129 | 250 | 48 | 48 | 202 | 19% | 19% |
| Refunds | 0 | 0 | 0 | 0 | 0 | | |
| Allnatt Pavilion - Total Costs | 1,315 | 1,400 | 83 | 437 | 963 | 6% | 31% |
| Allotments | | | | | | | |
| Water & Maintenance | 1,313 | 1,000 | 200 | 200 | 800 | 20% | 20% |
| Rent to WBC | 1,000 | 1,000 | 0 | 1,000 | 0 | 0% | 100% |
| Sundries | 33 | 200 | 62 | 87 | 113 | 31% | 44% |
| Refunds | 0 | 0 | 0 | 0 | 0 | | |
| Allotments - Total costs | 2,346 | 2,200 | 262 | 1,287 | 913 | 12% | 58% |
| Recreation Grounds | | | | | | | |
| Bearwood Rec - Scheduled Maint | 12,307 | 13,000 | 3,170 | 7,272 | 5,728 | 24% | 56% |
| 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 | 3,170 | 7,272 | 6,228 | 23% | 54% |
| Pavilion House | | | | | | | |
| Pavilion House Maintenance | 105 | 350 | 263 | 263 | 88 | 75% | 75% |
| Pavilion House - Total costs | 105 | 350 | 263 | 263 | 88 | 75% | 75% |

Winnersh Parish Council
Expenditure - 2015 / 16
Q2 - July to September 2015

| | Last Year | Budget | Qtr 2 | YTD | Remaining | % Qtr | % YTD |
|---|----------------|----------------|---------------|---------------|----------------|------------|------------|
| Office & General Costs | | | | | | | |
| Employment Costs | 47,026 | 48,250 | 13,584 | 25,419 | 22,831 | 28% | 53% |
| Stationery/Office Supplies | 338 | 400 | 105 | 116 | 284 | 26% | 29% |
| IT Infrastructure | 1,550 | 1,300 | 177 | 402 | 898 | 14% | 31% |
| Copier | 1,006 | 1,100 | 240 | 497 | 603 | 22% | 45% |
| Insurances | 3,577 | 3,600 | 0 | 3,525 | 75 | 0% | 98% |
| Training Councillors | 105 | 240 | 0 | 120 | 120 | 0% | 50% |
| Training Staff | 25 | 500 | 0 | 0 | 500 | 0% | 0% |
| Chairman's Allowance | 329 | 400 | 40 | 134 | 266 | 10% | 34% |
| 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 | 540 | 540 | 360 | 60% | 60% |
| Credit Card Annual Fee | 32 | 32 | 0 | 32 | 0 | 0% | 100% |
| Telecoms | 910 | 700 | 130 | 280 | 420 | 19% | 40% |
| Postage | 283 | 300 | 115 | 115 | 185 | 38% | 38% |
| Travel & Subsistence | 162 | 300 | 0 | 0 | 300 | 0% | 0% |
| Total Office & General Costs | 58,817 | 65,322 | 14,931 | 31,180 | 34,142 | 23% | 48% |
| Street Lights | 653 | 700 | 55 | 493 | 207 | 8% | 70% |
| Other Expenditure | | | | | | | |
| S137 / WFAT | 0 | 0 | 0 | 0 | | | |
| Grants | 1,740 | 3,000 | 120 | 1,420 | 1,580 | 4% | 47% |
| Community Transport | 3,255 | 3,500 | 3,500 | 3,500 | 0 | 100% | 100% |
| Mispostings | 0 | 0 | 0 | 0 | 0 | | |
| Bad Debt W/O | 0 | 0 | 0 | 0 | 0 | | |
| Total Other Expenditure | 4,995 | 6,500 | 3,620 | 4,920 | 1,580 | 56% | 76% |
| Sub-Total Expenditure | 111,086 | 125,567 | 30,379 | 63,559 | 62,008 | 24% | 51% |
| Capital / Special Projects | | | | | | | |
| Other Projects | 0 | 17,875 | 0 | 0 | 17,875 | | |
| R&A | 29,218 | 45,635 | 1,329 | 1,329 | 44,306 | 3% | 3% |
| F&GP | 3,836 | 5,000 | 9 | 3,585 | 1,415 | 0% | 72% |
| Planning | 795 | 2,200 | 0 | 0 | 2,200 | 0% | 0% |
| Contingency | 0 | 35,000 | 63 | 63 | 34,937 | 0% | 0% |
| S106 Expenditure | 0 | 0 | 0 | 0 | 0 | | |
| Capital & Special Projects Costs | 33,849 | 105,710 | 1,401 | 4,977 | 100,733 | 1% | 5% |
| TOTAL EXPENDITURE | 144,935 | 231,277 | 31,780 | 68,535 | 162,742 | 14% | 30% |

Note

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

Winnersh Parish Council
Capital / Special Projects - 2015 / 16
Q2 - July to September 2015

| | Budget | Qtr 2 | 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 | 1,329 | 1,329 | 371 | 78% | 78% |
| 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 - Replacement of Flat Roof | 0 | 0 | 0 | 0 | | |
| R&A - Solar Energy | 21,935 | 0 | 0 | 21,935 | 0% | 0% |
| R&A - Total | 45,635 | 1,329 | 1,329 | 44,306 | 3% | 3% |
| Finance & General Purposes Committee | | | | | | |
| F&GP - Miscellaneous | 500 | 0 | 0 | 500 | 0% | 0% |
| F&GP - Winnersh Parish Fete | 3,500 | 9 | 2,720 | 780 | 0% | 78% |
| F&GP - Winnersh Matters Newsletter | 1,000 | 0 | 865 | 135 | 0% | 87% |
| F&GP - Total Including Miscellaneous | 5,000 | 9 | 3,585 | 1,415 | 0% | 72% |
| 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% |
| Other Projects | | | | | | |
| Other Projects - Balance | 17,875 | 0 | 0 | 17,875 | 0% | 0% |
| Other - Total Including Miscellaneous | 17,875 | 0 | 0 | 17,875 | 0% | 0% |
| Contingency | | | | | | |
| Contingency - Balance | 35,000 | 63 | 63 | 34,937 | 0% | 0% |
| Contingency - Total | 35,000 | 63 | 63 | 34,937 | 0% | 0% |