



## 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 26 April 2016 at 7.45 pm.**

**PRESENT:** Cllrs F Breedlove (Chairman), P Bray, J Curtis, 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: Cllrs D Green, P Ray.

### **2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26.1.16**

2.1 Grants approved at the January meeting have not yet been paid. FAO to action at the next Full Council meeting. **ACTION: FAO**

2.2 The Pension documentation is up to date. The Clerk will notify the Pension Regulator. **ACTION: Clerk**

2.3 Some progress appears to have been made recently on the hall gas meter query.

2.4 The Bad Debt reported in January has been written off.

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

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

3.2 A request for a grant had been received from Cruse. The Committee **RESOLVED** that £100 would be donated.

3.3 A request for a grant had been received from Wokingham Job Support Centre. The Committee **RESOLVED** that £400 would be donated. **ACTION: FAO**

**3.4** A request for a grant had been received from Open Spaces Society. Cllr P Bray declared an interest. The Committee noted that this grant request was not specifically for the benefit of Winnersh residents. No grant was awarded.

**3.5** The Committee received details of WBC match funding for 2 Winnersh residents. In accordance with the WPC policy of like-for-like grants for match funding the Committee **RESOLVED** to authorise grants of £200 and £400 to these sportspeople.  
**ACTION: Clerk/FAO**

**3.6** The Committee discussed the pre-authorisation of grants and decided not to pre-authorise and to consider each grant application when it is presented to an F&GP meeting.

**3.7 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
ARC	27.10.15	£250	10.11.15
Link	27.10.15	£100	10.11.15
MS Therapy Centre	27.10.15	£130	10.11.15
Home Start	26.01.16	£250	10.5.16
Relate	26.01.16	£250	10.5.16
Totals		£2400	£2400

**3.7.1 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



- 4.4 Items 9; The recommendations for the upgrade of the Council's computers was reported. The Committee asked for this to be made an agenda item for the next F&GP Committee meeting. **ACTION: Clerk**
- 4.4 Item 12; The Committee **RESOLVED** to authorise the Clerk to purchase a copy of the latest edition of 'Local Council Administration'. **ACTION: Clerk**
- 4.5 Item 15; A request for the Council to fund a youth worker at the Rainbow Centre was discussed. The Committee was sympathetic towards the idea in principle. The Committee was uncertain as to the employment status of the youth worker, and who would be responsible for the recruitment, management and payment of the person appointed. The Clerk was asked to request clarification on these points. **ACTION: Clerk**
- 4.6 Items N2; The Clerk presented information regarding the Public Contracts Regulations 30 day payment rule. The Committee noted that payments of invoices could extend beyond 30 days during the summer holidays and the occasions when Full Council meetings are 5 weeks apart. The Committee **RECOMMENDED** that where these circumstances are envisaged the payment of the urgent invoices should be delegated to a forthcoming Committee meeting. **ACTION: Clerk & FAO**

## **5 REVIEW OF ACCOUNTS FOR QUARTER 4 2015-16**

### **5.1 Income, p1**

The hall income from hirers was noted and the different type of bookings, particularly for weekends, was discussed.

The recording of the donation from the Winnersh Historical Society was discussed. The Committee discussed the possibility of using part of the money for a project to display items discovered at the recent archaeological dig at Hatch Farm Dairies.

### **5.2 Expenditure, p1**

The Committee discussed the above budget figures for the Pavilion utilities. The Clerk and FAO were asked to check the figures against the historical usage and report back to the next F&GP meeting. **ACTION: Clerk & FAO**

#### **Expenditure, p2**

The inconsistency in the dating of BALC annual subscriptions was noted.

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

A minor inconsistency in the totals line was noted. The FAO was asked to correct this. **ACTION: FAO**

- 5.4 The Committee **RECOMMENDED** to Full Council, with the correction noted in 5.3 above, the acceptance of the Q4 accounts for 2015-16.

## **6 YEAR END ACCOUNTS 2015-16**

- 6.1 The FAO presented the Bank Reconciliation 2015-16. She confirmed that the major unrepresented cheque was for the solar panels project. She also explained the Sage current account deficit in relation to the reporting of an account which holds a daily balance of £2500.

The FAO reported a small known difference of £1.73 in the draft figures and other minor discrepancies.

The Committee discussed the figures as indicative. The Committee considered them to be 'nearly there' and asked the FAO to present the final figures to the Full Council.

**ACTION: FAO**

(Cllr P Bray left the meeting)

## **7 REVIEW OF THE BUDGET ITEMS FOR 2016-17**

**7.1** Cllr Southgate presented information relating to projects carried forward from 2015-16.

He explained the possible higher charges for the external decoration and the expectation to replace the battens. He suggested an increase in the budget from £5000 to £7500.

He explained that R&A had been conducting a trial period with the use of the existing warm-air hand dryers. It was considered that additional hand dryers were not required and could be removed from the budget.

**7.2** The Committee **RECOMMENDED** to Full Council the revisions to the 2016-17 Budget proposed in 7.1 above.

Cllr Southgate will prepare a revised Budget Summary 2016-17 to present to Full Council.

**ACTION: Cllr Southgate**

## **8 POLICIES AND PROCEDURES**

### **8.1 Fire Risk Assessment:**

The Clerk presented the revised Fire Risk Assessment form.

The Committee asked for the note explaining the current number of people requiring a PEEP assessment to be removed.

The Committee asked Cllr Harper and the Clerk to review the risk levels of the hazards.

**ACTION: Clerk & Cllr Harper**

**8.2** The Committee **RESOLVED** that, with the minor changes reported in 8.1 above, the Fire Risk Assessment is fit for purpose.

### **8.3 Fire Emergency Plan:**

The Clerk presented the draft Fire Emergency Plan and explained the background of the hazards identified. The Committee discussed the plan.

The Committee **RESOLVED** to accept the Fire Emergency Plan as fit for purpose.

### **8.4 Unity Bank payments procedure:**

The FAO reported that the first full online authorisation of payments run had been completed. She will now prepare guidelines for the process.

The FAO informed the Committee that many councillors had not yet completed their registration for online banking.

**ACTION: All Councillors**

(Cllr Curtis left the meeting)

**9 COUNCIL INSURANCE RENEWAL 2016**

- 9.1** The Clerk presented the quotes from Came & Co. He also presented a quote from AON which had arrived shortly before the meeting.  
The Committee considered the four quotes. The Committee considered that there had been insufficient time to evaluate the details of the AON quote against the others. The Clerk will clarify further details with Came & Co and circulate the details of the AON quote to councillors. The information can then be reviewed at Full Council and a decision made. **ACTION: Clerk & F&GP Councillors**

**10 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

- 10.1** none

**11 NEXT MEETING OF THE F&GP COMMITTEE**

- 11.1** The provisional date of the next meeting was agreed as **Tuesday 19 July 2016 at 7.45pm.** This change of date will require the Planning Committee meeting arranged for that date to be moved to Monday 18 July 2015.

**PART 2**

**12 STAFFING MATTERS**

- 12.1** The Clerk reported on the progress of the Relief Caretaker's probationary period. He reported on the implications for the taking of holidays of the Relief Caretaker's contract. He will check the right to payment of sick pay. **ACTION: Clerk**
- 12.2** The Committee passed the other staffing matters across to the Executive Committee, as authorised by Full Council meeting of April 2016.

There being no further business the Committee meeting closed at 10.20 pm.

## **APPENDIX 1**

### **CORRESPONDENCE**

#### **Correspondence received before the issue of the agenda for the meeting of 26 April 2016**

- 1 Came & Co; insurance renewal quotations
- 2 Pensions Regulator; automatic enrolment update
- 3 Relate; apologies for incorrect postage on letters
- 4 Nat West; savings interest now paid without tax
- 5 Mazars; 2015-16 Year End submission schedule
- 6 Came & Co; confirmation of inclusion of solar panels on insurance
- 7 WBC; business rate demand, 2016-17
- 8 NALC; referendum principles NOT applied to parishes
- 9 T Smith-Crallan; suggestions for computer upgrades
- 10 Came & Co; Spring Council Matters newsletter
- 11 LGPS; Inscribe newsletter
- 12 NALC; new edition of CA Baker's 'Local Council Administration' available
- 13 LGPS; employer's conference 16-18 May 2016
- 14 HMCE; Vat Notes 1 of 2016
- 15 Rainbow Centre; request for WPC to fund a youth worker

#### **Correspondence received following the issue of the agenda for the meeting of 26 April 2016**

- N1 Wellers; quote for works
- N2 SLCC forum; Public Contracts Regulations 2015, 30 day payment rule
- N3 Corona; update on gas meter query
- N4 AON; insurance renewal quote

#### **Grant Applications:**

- G1 Wokingham & District CAB
- G2 Cruse Bereavement Care
- G3 Open Spaces Society; request for fighting fund
- G4 Wokingham Job Support Centre
- G5 WBC Match funding

**Winnersh Parish Council**  
**Income (all sources) - 2015 / 2016**  
**Q4 - January to March 2016**

	Last Year	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
<b>GENERAL INCOME</b>							
Winnersh Hall Lettings	35,047	35,000	10,623	39,319	-4,319	30%	112%
Allnatt Pavilion Lettings	3,352	3,200	1,325	3,337	-137	41%	104%
John Grobler Room Lettings	733	1,500	45	1,098	402	3%	73%
Sindlesham Room Lettings	5,127	6,000	2,475	7,575	-1,575	41%	126%
<b>Community Centre Sub-Total</b>	<b>44,259</b>	<b>45,700</b>	<b>14,467</b>	<b>51,330</b>	<b>-5,630</b>	<b>32%</b>	<b>112%</b>
Allotment Rents	2,337	2,300	156	2,464	-164	7%	107%
Bearwood Recreation Ground	5,652	5,600	1,322	5,558	42	24%	99%
Franchise Fee Bar	1,305	750	0	559	191	0%	74%
<b>Other Income Sub-Total</b>	<b>9,294</b>	<b>8,650</b>	<b>1,478</b>	<b>8,581</b>	<b>69</b>	<b>17%</b>	<b>99%</b>
<b>TOTAL GENERAL INCOME</b>	<b>53,553</b>	<b>54,350</b>	<b>15,945</b>	<b>59,911</b>	<b>-5,561</b>	<b>29%</b>	<b>110%</b>
<b>OTHER INCOME</b>							
Precept / WBC Tax Support Grant	109,719	110,877	0	110,876	1	0%	100%
S106 Income	3,355	0	0	0	0		
Interest Received	39	50	16	61	-11	31%	121%
Sundry Income	62	0	0	2,424	-2,424		
Winnersh Matters Advertising	0	0	0	400	-400		
Winnersh Summer Fete	200	0	0	300	-300		
<b>TOTAL OTHER INCOME</b>	<b>113,375</b>	<b>110,927</b>	<b>16</b>	<b>114,061</b>	<b>-3,134</b>	<b>0%</b>	<b>103%</b>
<b>Total Income</b>	<b>166,928</b>	<b>165,277</b>	<b>15,961</b>	<b>173,972</b>	<b>-8,695</b>	<b>10%</b>	<b>105%</b>

Note

Fete Monies for Charity	0	1,241	0
Christmas Lights Monies for Mayor's Charity	0	75	0



**Winnersh Parish Council**  
**Expenditure - 2015 / 16**  
**Q4 - January to March 2016**

	Last Year	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
<b>Community Centre</b>							
Employment Costs - Caretaker	16,232	16,060	3,527	13,522	3,815	22%	81%
Relief Caretaker		4,360	864	3,083			
Gas/Elec/Water/Waste Services	4,527	5,100	849	4,740	360	17%	93%
Scheduled Maintenance	7,366	6,700	1,785	8,153	-1,453	27%	122%
Unscheduled Maintenance	1,418	2,400	673	3,012	-612	28%	126%
Rates	955	975	97	973	2	10%	100%
Refunds	0	0	12	12	-12		
<b>Community Centre - Total Costs</b>	<b>30,498</b>	<b>35,595</b>	<b>7,807</b>	<b>33,495</b>	<b>2,100</b>	<b>22%</b>	<b>94%</b>
<b>Allnatt Pavilion</b>							
Gas/Elec/Water/Waste Services	1,081	1,000	530	1,469	-469	53%	147%
Scheduled Maintenance	105	150	0	113	38	0%	75%
Unscheduled Maintenance	129	250	0	48	202	0%	19%
Refunds	0	0	0	0	0		
<b>Allnatt Pavilion - Total Costs</b>	<b>1,315</b>	<b>1,400</b>	<b>530</b>	<b>1,629</b>	<b>-229</b>	<b>38%</b>	<b>116%</b>
<b>Allotments</b>							
Water & Maintenance	1,313	1,000	744	1,153	-153	74%	115%
Rent to WBC	1,000	1,000	0	1,000	0	0%	100%
Sundries	33	200	0	112	88	0%	56%
Refunds	0	0	0	32	-32		
<b>Allotments - Total costs</b>	<b>2,346</b>	<b>2,200</b>	<b>744</b>	<b>2,297</b>	<b>-97</b>	<b>34%</b>	<b>104%</b>
<b>Recreation Grounds</b>							
Bearwood Rec - Scheduled Maint	12,307	13,000	1,072	10,575	2,425	8%	81%
Bearwood Rec - Unscheduled Main	50	500	0	18	482	0%	4%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
<b>Recreation Grds - Total Costs</b>	<b>12,357</b>	<b>13,500</b>	<b>1,072</b>	<b>10,593</b>	<b>2,907</b>	<b>8%</b>	<b>78%</b>
<b>Pavilion House</b>							
Pavilion House Maintenance	105	350	0	263	88	0%	75%
<b>Pavilion House - Total costs</b>	<b>105</b>	<b>350</b>	<b>0</b>	<b>263</b>	<b>88</b>	<b>0%</b>	<b>75%</b>

**Winnersh Parish Council**  
**Expenditure - 2015 / 16**  
**Q4 - January to March 2016**

	Last Year	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
<b>Office &amp; General Costs</b>							
Employment Costs	47,026	48,250	11,920	49,541	-1,291	25%	103%
Stationery/Office Supplies	338	400	132	433	-33	33%	108%
IT Infrastructure	1,550	1,300	284	1,516	-216	22%	117%
Copier	1,006	1,100	249	1,026	74	23%	93%
Insurances	3,577	3,600	0	3,525	75	0%	98%
Training Councillors	105	240	10	170	70	4%	71%
Training Staff	25	500	0	730	-230	0%	146%
Chairman's Allowance	329	400	40	303	97	10%	76%
Sundries	0	0	0	0	0		
Election expenses	0	4,900	498	498	4,402	10%	10%
NALC/BALC Subscription	1,226	1,250	0	0	1,250	0%	0%
Subscriptions	1,346	1,150	552	587	563	48%	51%
Professional Fees	900	900	350	1,250	-350	39%	139%
Bank Charges			10	15			
Credit Card Annual Fee	32	32	0	32	0	0%	100%
Telecoms	910	700	161	653	47	23%	93%
Postage	283	300	117	236	64	39%	79%
Travel & Subsistence	162	300	135	135	165	45%	45%
<b>Total Office &amp; General Costs</b>	<b>58,817</b>	<b>65,322</b>	<b>14,458</b>	<b>60,649</b>	<b>4,673</b>	<b>22%</b>	<b>93%</b>
<b>Street Lights</b>	<b>653</b>	<b>700</b>	<b>55</b>	<b>685</b>	<b>15</b>	<b>8%</b>	<b>98%</b>
<b>Other Expenditure</b>							
S137 / WFAT	0	0	0	0			
Grants	1,740	3,000	0	1,900	1,100	0%	63%
Community Transport	3,255	3,500	0	3,500	0	0%	100%
Mispostings	0	0	0	0	0		
Bad Debt W/O	0	0	72	72	-72		
<b>Total Other Expenditure</b>	<b>4,995</b>	<b>6,500</b>	<b>72</b>	<b>5,472</b>	<b>1,028</b>	<b>1%</b>	<b>84%</b>
<b>Sub-Total Expenditure</b>	<b>111,086</b>	<b>125,567</b>	<b>24,737</b>	<b>115,084</b>	<b>10,483</b>	<b>20%</b>	<b>92%</b>
<b>Capital / Special Projects</b>							
Other Projects	0	17,875	0	0	17,875		
R&A	29,218	45,635	24,599	27,109	18,526	54%	59%
F&GP	3,836	5,000	125	4,096	904	3%	82%
Planning	795	2,200	935	1,418	783	43%	64%
Contingency	0	35,000	0	63	34,937	0%	0%
S106 Expenditure	0	0	0	0	0		
<b>Capital &amp; Special Projects Costs</b>	<b>33,849</b>	<b>105,710</b>	<b>25,659</b>	<b>32,685</b>	<b>73,025</b>	<b>24%</b>	<b>31%</b>
<b>TOTAL EXPENDITURE</b>	<b>144,935</b>	<b>231,277</b>	<b>50,397</b>	<b>147,769</b>	<b>83,508</b>	<b>22%</b>	<b>64%</b>

Note

Fete Donations to Charities	0	1,241	0
Christmas Lights Monies for Mayor's Charity	0	75	0

**Winnersh Parish Council**  
**Capital / Special Projects - 2015 / 16**  
**Q4 - January to March 2016**

	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
<b>Recreation &amp; Amenities Committee</b>						
R&A - Miscellaneous	2,000	0	410	1,590	0%	20%
R&A - Christmas Lights	500	125	599	-99	25%	120%
R&A - Replacement Benches on BR	1,700	0	1,529	171	0%	90%
R&A - AP / JG & Office Redecoration	5,000	5,500	5,500	-500	110%	110%
R&A - Play Area Repairs / Maintenance	2,000	1,016	1,016	985	51%	51%
R&A - New Office Window	2,500	0	98	2,403	0%	4%
R&A - Kitchen Area & Lobby Upgrade	5,000	0	0	5,000	0%	0%
R&A - Car Park Improvements	5,000	225	225	4,775	5%	5%
R&A - Replacement of Flat Roof	0	0	0	0		
R&A - Solar Energy	21,935	17,734	17,734	4,202	81%	81%
<b>R&amp;A - Total</b>	<b>45,635</b>	<b>24,599</b>	<b>27,109</b>	<b>18,526</b>	<b>54%</b>	<b>59%</b>
<b>Finance &amp; General Purposes Committee</b>						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	125	2,836	664	4%	81%
F&GP - Winnersh Matters Newsletter	1,000	0	1,260	-260	0%	126%
<b>F&amp;GP - Total Including Miscellaneous</b>	<b>5,000</b>	<b>125</b>	<b>4,096</b>	<b>904</b>	<b>3%</b>	<b>82%</b>
<b>Planning Committee</b>						
Planning - Tree Husbandry / Replacement	2,000	935	1,230	770	47%	62%
Planning - Miscellaneous	200	0	188	13	0%	94%
<b>Planning - Total Including Miscellaneous</b>	<b>2,200</b>	<b>935</b>	<b>1,418</b>	<b>783</b>	<b>43%</b>	<b>64%</b>
<b>Other Projects</b>						
Other Projects - Balance	17,875	0	0	17,875	0%	0%
<b>Other - Total Including Miscellaneous</b>	<b>17,875</b>	<b>0</b>	<b>0</b>	<b>17,875</b>	<b>0%</b>	<b>0%</b>
<b>Contingency</b>						
Contingency - Balance	35,000	0	63	34,937	0%	0%
<b>Contingency - Total</b>	<b>35,000</b>	<b>0</b>	<b>63</b>	<b>34,937</b>	<b>0%</b>	<b>0%</b>