



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 19 July 2016 at 7.45 pm.**

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

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

1 APOLOGIES

1.1 Apologies for absence: Cllr P Ray.

2 ELECTION OF F&GP COMMITTEE VICE-CHAIRMAN

2.1 Cllr Breedlove **PROPOSED** and Cllr Southgate **SECONDED** Cllr J Curtis as Vice-Chairman of the F&GP Committee and this was **RESOLVED**.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 26.4.16

3.1 The purchase of the latest edition of Charles Arnold-Baker is ongoing.

ACTION: Clerk

3.2 The Clerk and Cllr Harper will complete the final version of the fire risk assessment.

ACTION: Clerk & Cllr Harper

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 A request for a grant had been received from Keep Mobile.
The Committee **RESOLVED** that £1515 would be donated.

ACTION: FAO

4.2 A request for a grant had been received from Readibus.
The Committee **RESOLVED** that £2250 would be donated.

ACTION: FAO

- 5.6 Items N4&N7; The Clerk updated the meeting on the progress of the Pavilion re-roofing project. The Committee noted the necessity of having structural repairs to the glazed entrance to the Pavilion. There is provision within the R&A budget for the structural engineer's specification.

6 REVIEW OF ACCOUNTS FOR QUARTER 1 2016-17

6.1 **Income, p1**

The FAO explained that the hall letting figures are down on last year and that a regular hirer has cancelled an afternoon booking. It is expected that a replacement booking can be found.

The FAO explained that a regular hirer of the Pavilion has cancelled and that another has moved to the Sindlesham Room. The Pavilion will now be out of action until the structural repairs are complete.

The FAO explained that one class has cancelled for the Sindlesham Room and that the budget was raised for this year.

The Clerk was asked to check the Bar Franchise fete donation for next year.

The Committee **REFERRED** this topic to the R&A Committee. **ACTION: Clerk**

6.2 **Expenditure, p1**

The Committee noted the high level of expenditure on Community Centre unscheduled maintenance. The security lights expenditure is to be moved to R&A Miscellaneous. The Clerk was asked to check when the previous replacement of the gents toilets cisterniser took place. **ACTION: Clerk**

The FAO reported that the annual service charge for the Pavilion fire alarm had not been included in the scheduled maintenance budget.

The Caretaker has taken holiday in this quarter resulting in an increase in the Relief Caretaker charges.

The FAO reported on the items included in the Community Centre scheduled maintenance figures. She was asked to move the SCS figures to the R&A grounds maintenance budget.

Expenditure, p2

The FAO was asked to clarify the spending on the Recreation Ground unscheduled maintenance. **ACTION: FAO**

Spending on the Pavilion House and Sindlesham Room doors was noted.

The Committee noted that the new insurance deal had come in below budget.

The FAO explained that professional fees included Internal Audit fees and solicitor's fees.

The FAO explained the Street Light fees; Councillor Bray confirmed that we have not yet been given notification of the WBC repair and takeover of the WPC lights.

6.3 **Capital & Special Projects**

The Committee noted that the Winnersh Matters expenditure looked high compared with budget. Income from advertising fees are not shown against expenditure.

- 6.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q1 accounts for 2016-17, with the changes specified in section 6.2 above.

7 INTERNAL AUDIT

- 7.1 The Committee noted the Final Internal Audit report.
- 7.2 The Committee discussed the recommendation to change the Financial Regulations to permit projects procured under due diligence by other Local Authorities to be accepted by the Parish Council in place of the 3 quotes normally required by the Parish Council.

The Committee asked the Clerk to present a copy of the relevant section of the NALC model standing orders to the next Committee meeting. **ACTION: Clerk**

- 7.3 The Committee discussed the Internal Auditor's suggestion to consider alternative means of account management and report production. The Committee asked the Clerk and FAO to look at RBS and also to look at Sage to get the best use out of its reporting capability. The Clerk will make this an agenda item for the next meeting. **ACTION: FAO & Clerk**
- 7.4 The Committee **RESOLVED** to appoint Claire Connell as Internal Auditor for 2016-17.

8 POLICIES AND PROCEDURES

- 8.1 see 7.2 above for the discussion on the topic of procurement.

The Committee **RESOLVED** to insert the following wording into F02 Financial Regulations section 11:

“Where the procurement has been organised in conjunction with another Local Authority then their procurement process may be taken to satisfy the Parish Council's own procurement regulations.”

- 8.2 The R&A Committee had asked the Clerk and Internal Auditor to review the receiving of Damage Deposits for bookings. The Committee noted that deposits by cheque are now impractical.

The Committee **RESOLVED** to approve the acceptance of cash or bank transfers for damage deposits and confirmed that repayment should be raised by the FAO as a bank transfer against the Unity Bank account to be confirmed by two councillors.

The FAO will update the hiring Terms & Conditions. **ACTION: RFO**

The Committee **RESOLVED** to include the repayment authorisation in R02 Financial Regulations section 9 Casual Hirers. **ACTION: Clerk**

- 8.3 The Committee discussed the requirement to pay accounts within 30 days of receipt. The Committee noted that this could only happen rarely within the Council's year and that any non-compliance would be reported. A revision of Financial Regulations was not considered appropriate.

9 OFFICE COMPUTERS

- 9.1** Discussions took place regarding the update of the computers to Windows 10 and the loss of the scanning option on the photocopier. The Committee asked the FAO to check the compatibility of Sage to Windows 10. The Committee considered alternative sourcing of computer expertise.

The Committee **RESOLVED** to authorise the payment for the upgrade to Windows 10 for the computer and the upgrade of the scanning facility on the photocopier if these were to become necessary. **ACTION: FAO**

10 FETE 2016

- 10.1** A review of the fete had been presented to the July Full Council meeting. Cllr Southgate presented the revised figures for the fete. £696.93 had been raised by stallholder donations, franchises and raffles, and this figure has been topped up to £1000 for donation to charities. Total expenditure is £2665.36, with £1300 being received from sponsorship.

Abbeyfield and Reading Family Aid will receive £500 each. It was noted that raising cheques for these organisations had been authorised at the July Full Council meeting. Their cheques were signed by the Chairman and Vice-Chairman of the Council.

- 10.2** The Committee asked the Clerk to arrange for an alternative source of 1st Aid provision next year. **ACTION: Clerk**

11 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 11.1** The Clerk reported that the gas and electric usage in the Pavilion has stabilised.
- 11.2** The Clerk reported that an EPC certificate is required to complete the registration of the Feed in Tariff for the solar panels. We are awaiting further news from SPSEnergy.
- 11.3** The Clerk reported that the gas billing query with Corona is still outstanding with WBC. We have recently received a final electricity bill from British Gas. The Clerk has contacted WBC to find out the current status of the account.

12 NEXT MEETING OF THE F&GP COMMITTEE

- 12.1** The provisional date of the next meeting was agreed as **Tuesday 25 October 2016 at 7.45pm.**

PART 2

11 STAFFING MATTERS

- 11.1** The Clerk reported on the BALC HR representative's report on Bank Holiday provision for 2016-17. The Committee noted that 3 members of staff will be below the statutory 28 days holiday provision for 2016-17.

The Committee **RESOLVED** to give the Caretaker, Relief Caretaker and RFO an additional day's holiday for 2016-17, pro-rata for part-time employees.

11.2 The Clerk reported on the progress of the Relief Caretaker's probation period.

There being no further business the Committee meeting closed at 10.06 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 19 July 2016

- 1 SLCC National Forum; information re calculation of salaries
- 2 Valuation Office Agency; updating rateable values of business properties
- 3 T Smith-Crallon; suggestions for computer upgrade
- 4 SLCC National Forum; wording for 30-day payment amendment
- 5 CCB; invitation for Council to become a member
- 6 PRS; consultation on tariff review
- 7 Claire Connell; Internal Audit report, 2015-16
- 8 NALC/SLCC/NJC; 2016-18 National Salary Award
- 9 Came & Co; updated trading information
- 10 LGPS; Inscribe newsletter, summer 2016

Correspondence received since the issue of the agenda for the meeting of 19 July 2016

- N1 Claire Connell; fees for 2016-17 Internal Audit services
- N2 Claire Connell; comments on damage deposits
- N3 WBC; Community Infrastructure Delivery workshop, 17 October
- N4 Ridd Wood; initial observations re pavilion roof
- N5 BALC; staffing update, including Bank Holiday provision
- N6 Pensions Regulator; completion of Automatic Enrolment
- N7 Ridd Wood; quote for specification of supports at Pavilion

Grant Applications:

- G1 Keep Mobile
- G2 Readibus
- G3 Berkshire Vision

Winnersh Parish Council
Income (all sources) - 2016 / 2017
Q1 - April to June 2016

	Last Year	Budget	Qtr 1	YTD	Remaining %	Qtr %	YTD
GENERAL INCOME							
Winnersh Hall Lettings	39,247	38,000	8,123	8,123	29,878	21%	21%
Allnatt Pavilion Lettings	3,303	4,000	140	140	3,860	3%	3%
John Grobler Room Lettings	1,098	500	193	193	307	39%	39%
Sindlesham Room Lettings	7,575	8,000	1,517	1,517	6,483	19%	19%
Community Centre Sub-Total	51,223	50,500	9,972	9,972	40,528	20%	20%
Allotment Rents	2,444	2,500	67	67	2,433	3%	3%
Bearwood Recreation Ground	5,558	5,000	205	205	4,795	4%	4%
Franchise Fee Bar	559	750	109	109	641	15%	15%
Other Income Sub-Total	8,561	8,250	381	381	7,869	5%	5%
TOTAL GENERAL INCOME	59,784	58,750	10,353	10,353	48,397	18%	18%
OTHER INCOME							
Precept / WBC Tax Support Grant	110,876	110,261	53,901	53,901	56,361	49%	49%
S106 Income	0	0	0	0	0		
Interest Received	61	50	15	15	35	30%	30%
Sundry Income	2,424	0	0	0	0		
Winnersh Matters Advertising	400	0	33	33	-33		
Winnersh Summer Fete	300	0		0	0		
TOTAL OTHER INCOME	114,061	110,311	53,949	53,949	56,362	49%	49%
Total Income	173,845	169,061	64,302	64,302	104,759	38%	38%

Note

Fete Monies for Charity	697	697	0
Christmas Lights Monies for Mayor's Charity	0	0	0

**Winnersh Parish Council
Expenditure - 2016 / 17
Q1 - April to June 2016**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker	16,605	16,100	6,029	6,029	16,071	37%	37%
Gas/Elec/Water/Waste Services	4,740	4,800	322	322	4,478	7%	7%
Scheduled Maintenance	8,155	8,500	2,436	2,436	6,064	29%	29%
Unscheduled Maintenance	3,012	2,000	680	680	1,320	34%	34%
Rates	973	3,800	294	294	3,506	8%	8%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	33,485	41,200	9,761	9,761	31,439	24%	24%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,469	1,200	74	74	1,126	6%	6%
Scheduled Maintenance	113	150	315	315	-165	210%	210%
Unscheduled Maintenance	48	250	0	0	250	0%	0%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	1,629	1,600	389	389	1,211	24%	24%
Allotments							
Water & Maintenance	1,153	1,000	372	372	628	37%	37%
Rent to WBC	1,000	1,000	1,000	1,000	0	100%	100%
Sundries	112	200	50	50	150	25%	25%
Refunds	32	0	0	0	0		
Allotments - Total costs	2,297	2,200	1,422	1,422	778	65%	65%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	10,575	13,000	2,011	2,011	10,989	15%	15%
Bearwood Rec - Unscheduled Main	18	500	0	0	500	0%	0%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	10,593	13,500	2,011	2,011	11,489	15%	15%
Pavilion House							
Pavilion House Maintenance	263	350	320	320	30	91%	91%
Pavilion House - Total costs	263	350	320	320	30	91%	91%

**Winnersh Parish Council
Expenditure - 2016 / 17
Q1 - April to June 2016**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	49,541	48,500	12,548	12,548	35,952	26%	26%
Stationery/Office Supplies	433	400	80	80	320	20%	20%
IT Infrastructure	1,516	1,450	245	245	1,205	17%	17%
Copier	1,026	1,100	249	249	851	23%	23%
Insurances	3,525	3,700	2,657	2,657	1,043	72%	72%
Training Councillors	170	240	40	40	200	17%	17%
Training Staff	730	300	40	40	260	13%	13%
Chairman's Allowance	303	400	91	91	309	23%	23%
Sundries	0	0	0	0	0		
Election expenses	498	3,800	0	0	3,800	0%	0%
NALC/BALC Subscription	0	1,500	1,464	1,464	36	98%	98%
Subscriptions	587	1,200	90	90	1,110	8%	8%
Professional Fees	1,250	1,000	1,110	1,110	-110	111%	111%
Bank Charges	15	68	15	15	53	22%	22%
Credit Card Annual Fee	32	32	32	32	0	100%	100%
Telecoms	653	700	122	122	578	17%	17%
Postage	236	250	0	0	250	0%	0%
Travel & Subsistance	135	200	0	0	200	0%	0%
Total Office & General Costs	60,649	64,840	18,784	18,784	46,056	29%	29%
Street Lights	685	700	440	440	260	63%	63%
Other Expenditure							
S137 / WFAT	0	0	0	0			
Grants	1,900	3,000	1,800	1,800	1,200	60%	60%
Community Transport	3,500	3,500	0	0	3,500	0%	0%
Mispostings	0	0	0	0	0		
Bad Debt W/O	72	0	0	0	0		
Total Other Expenditure	5,472	6,500	1,800	1,800	4,700	28%	28%
Sub-Total Expenditure	115,074	130,890	34,927	34,927	95,963	27%	27%
Capital / Special Projects							
Other Projects	17,875	17,875	0	0	17,875	0%	0%
R&A	18,526	69,720	1,919	1,919	67,801	3%	3%
F&GP	904	5,000	3,192	3,192	1,808	64%	64%
Planning	783	2,200	307	307	1,893	14%	14%
Contingency	34,937	35,000	0	0	35,000	0%	0%
S106 Expenditure	0	0	0	0	0		
Capital & Special Projects Costs	73,025	129,795	5,417	5,417	124,377	4%	4%
TOTAL EXPENDITURE	147,759	260,685	40,344	40,344	220,340	15%	15%

Note

Fete Donations to Charities	697	697	0
Christmas Lights Monies for Mayor's Charity	0	0	0

Winnersh Parish Council
Capital / Special Projects - 2016 / 17
Q1 - April to June 2017

	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - External Decoration	5,000	0	0	5,000	0%	0%
R&A - New Office Window	4,500	200	200	4,300	4%	4%
R&A - Office Redecoration	420	0	0	420	0%	0%
R&A - CC Fire Door Replacement	2,000	0	0	2,000	0%	0%
R&A - CC Street Lights Upgrade	3,000	0	0	3,000	0%	0%
R&A - Kitchen Area & Lobby Upgrade	5,000	0	0	5,000	0%	0%
R&A - Pavilion House Repairs	3,000	0	0	3,000	0%	0%
R&A - Play Area Maintenance	2,000	297	297	1,703	15%	15%
R&A - Christmas Lights	500	0	0	500	0%	0%
R&A - Miscellaneous	2,000	1,422	1,422	578	71%	71%
R&A - New Benches	1,700	0	0	1,700	0%	0%
R&A - Teenage Equipment Refurbishment	600	0	0	600	0%	0%
R&A - Car Park Upgrade	20,000	0	0	20,000	0%	0%
R&A - Allnatt Pavilion Flat Roof Replacement	20,000	0	0	20,000	0%	0%
R&A - Total	69,720	1,919	1,919	67,801	3%	3%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	2,305	2,305	1,195	66%	66%
F&GP - Winnersh History Project	2,400	21	21	2,379	1%	1%
F&GP - Winnersh Matters Newsletter	1,000	865	865	135	87%	87%
F&GP - Total Including Miscellaneous	7,400	3,192	3,192	4,208	43%	43%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	0	0	2,000	0%	0%
Planning - Equipment for Paperless Planning	1,000	307	307	693	31%	31%
Planning - Miscellaneous	200	0	0	200	0%	0%
Planning - Total Including Miscellaneous	3,200	307	307	2,893	10%	10%
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	0	0	35,000	0%	0%
Contingency - Total	35,000	0	0	35,000	0%	0%