



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 25 October 2016 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 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 19.7.16

2.1 The fire risk assessment is complete. Cllr Harper reported on Government guidelines for fire doors for upstairs offices. The Committee discussed this briefly and **REFERRED** the topic to the R&A Committee. **ACTION: Clerk**

2.2 Details of the latest cisterniser. Ongoing. **ACTION: Clerk**

2.3 Annual account details from charities are to be requested to be sent by email. Ongoing. **ACTION Clerk & FAO**

2.4 The relevant information for procurement in the NALC Model Standing Orders is not accessible.

2.5 The Committee cancelled the request to investigate RBS.

2.6 The Clerk presented a brief addition to section 9 of the standing orders to permit the return of damage deposits via Unity bank on-line. The Committee **RESOLVED** to accept this minor change to F02 Financial Regulations. The FAO has already amended the conditions of hire.

- 5.3** The final paperwork and current meter readings for the Feed in Tariff have been sent to British Gas. The first FIT payment is expected in the next few weeks.

6 **REVIEW OF ACCOUNTS FOR QUARTER 2 2016-17**

6.1 **Income, p1**

The FAO explained that the pavilion lettings are down, partly because the football season has only just started and partly because we have no regular hirers at the moment.

The casual hirer bookings for the hall have increased.

The Sindlesham Room has extra hirers in for the autumn only.

6.2 **Expenditure, p1**

The Rates figures do not include the final repayments to balance out the amounts debited in error because of the solar panels installation.

The Rates budget is set at a figure before any small business discount is applied.

A rebate from Nat West is included in Bank Charges.

Professional Fees include the fees for solicitors advice.

R&A Miscellaneous includes expenditure on the hall chair feet and the EPC.

The Fete expenditure includes linemarking, lay-by clearance and the TEN.

Expenditure, p2

The Committee confirmed that the recent expenditure on computer hardware should be put under IT Infrastructure.

6.3 **Capital & Special Projects**

The Committee confirmed that the additional grant to the 2 fete charities should be included in Winnersh Parish Fete expenditure.

- 6.4** The Committee **RECOMMENDED** to Full Council the acceptance of the Q2 accounts for 2016-17.

7 **OFFICE COMPUTERS**

- 7.1** The FAO explained the need for the recent replacement of computer hardware and problems associated with the reinstallation of data and software. The problems break down into Sage-related and non-Sage-related issues.

The Committee discussed the options faced with retrieving data and re-installing software. Retention of the current Sage data was considered important whilst software is being updated. Cllr Breedlove was asked to investigate finding software houses or consultants with Sage expertise. The Clerk will contact the Local Clerks Forum for recommendations of computer expertise and maintenance.

ACTION: Cllr Breedlove & Clerk

The Committee **RESOLVED** to authorise £1000 for the diagnosis and correction of the problems.

ACTION: Clerk

8 WINNERSH MATTERS

8.1 The Committee discussed whether to publish an edition of Winnersh Matters in November and, if so, what format it should take. The Committee decided that the next edition of Winnersh Matters would be published in the Spring of 2017. This will be an agenda item for the Full Council meeting of January 2017. **ACTION: Clerk**

8.2 The Committee discussed how best to advertise the Christmas Lights event. The Committee suggested that posters and fliers could be designed and delivered to the schools taking part. The Committee **REFERRED** this topic to the R&A Committee. **ACTION: Clerk**

9 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

9.1 none

10 NEXT MEETING OF THE F&GP COMMITTEE

10.1 The provisional date of the next meeting was agreed as **Tuesday 31 January 2016 at 7.45pm.**

There being no further business the Committee meeting closed at 9.07 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 25 October 2016

- 1 Readibus; accounts and review of 2015/16
- 2 Nat West; changes to interest rates
- 3 Mazars; invoice for completion of audit
- 4 Cllr P Bray; confirmation of rates for 2017-18
- 5 Valuation Office Agency; final revision of rates for 2016-17

Correspondence received after the issue of the agenda for the meeting of 25 October 2016

- N1 Corona; revised hall gas bills 2012-2016
- N2 Corona; notification of upgrade of hall gas meter

Grant Applications:

G1 none

Winnersh Parish Council
Income (all sources) - 2016 / 2017
Q2 - July to September 2016

	Last Year	Budget	Qtr 2	YTD	Remaining %	Qtr %	YTD
GENERAL INCOME							
Winnersh Hall Lettings	39,247	38,000	10,063	20,467	17,533	26%	54%
Allnatt Pavilion Lettings	3,303	4,000	562	739	3,261	14%	18%
John Grobler Room Lettings	1,098	500	415	630	-130	83%	126%
Sindlesham Room Lettings	7,575	8,000	1,950	3,994	4,006	24%	50%
Community Centre Sub-Total	51,223	50,500	12,990	25,830	24,670	26%	51%
Allotment Rents	2,444	2,500	293	350	2,150	12%	14%
Bearwood Recreation Ground	5,558	5,000	1,103	1,868	3,132	22%	37%
Franchise Fee Bar	559	750	323	432	318	43%	58%
Other Income Sub-Total	8,561	8,250	1,718	2,649	5,601	21%	32%
TOTAL GENERAL INCOME	59,784	58,750	14,708	28,479	30,271	25%	48%

OTHER INCOME

Precept / WBC Tax Support Grant	110,876	110,261	56,361	110,261	-0	51%	100%
S106 Income	0	0	0	0	0		
Interest Received	61	50	9	24	26	17%	47%
Sundry Income	2,424	0	0	0	0		
Winnersh Matters Advertising	400	0	0	293	-293		
Winnersh Summer Fete	300	0	950	950	-950		
TOTAL OTHER INCOME	114,061	110,311	57,319	111,528	-1,217	52%	101%

Total Income	173,845	169,061	72,027	140,007	29,054	43%	83%
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Note

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

Winnersh Parish Council
Expenditure - 2016 / 17
Q2 - July to September 2016

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker	16,605	16,100	4,472	10,501	11,599	28%	65%
Gas/Elec/Water/Waste Services	4,740	4,800	110	432	4,368	2%	9%
Scheduled Maintenance	8,155	8,500	2,126	4,562	3,938	25%	54%
Unscheduled Maintenance	3,012	2,000	171	851	1,149	9%	43%
Rates	973	3,800	5,474	5,768	-1,968	144%	152%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	33,485	41,200	12,353	22,114	19,086	30%	54%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,469	1,200	43	117	1,083	4%	10%
Scheduled Maintenance	113	150	100	415	-265	67%	277%
Unscheduled Maintenance	48	250	85	85	165	34%	34%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	1,629	1,600	228	617	983	14%	39%
Allotments							
Water & Maintenance	1,153	1,000	351	723	277	35%	72%
Rent to WBC	1,000	1,000	0	1,000	0	0%	100%
Sundries	112	200	40	105	95	20%	53%
Refunds	32	0	0	0	0		
Allotments - Total costs	2,297	2,200	391	1,828	372	18%	83%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	10,575	13,000	4,170	6,270	6,730	32%	48%
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	4,170	6,270	7,230	2%	46%
Pavilion House							
Pavilion House Maintenance	263	350	125	445	-95	36%	127%
Pavilion House - Total costs	263	350	125	445	-95	36%	127%

**Winnersh Parish Council
Expenditure - 2016 / 17
Q2 - July to September 2016**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	49,541	48,500	13,391	25,939	22,561	28%	53%
Stationery/Office Supplies	433	400	108	223	177	27%	56%
IT Infrastructure	1,516	1,450	689	933	517	47%	64%
Copier	1,026	1,100	240	489	611	22%	44%
Insurances	3,525	3,700	0	2,657	1,043	0%	72%
Training Councillors	170	240	0	40	200	0%	17%
Training Staff	730	300	30	70	230	10%	23%
Chairman's Allowance	303	400	40	222	178	10%	55%
Sundries	0	0	0	0	0	0%	
Election expenses	498	3,800	0	0	3,800	0%	0%
NALC/BALC Subscription	0	1,500	0	1,464	36	0%	98%
Subscriptions	587	1,200	0	90	1,110	0%	8%
Professional Fees	1,250	1,000	400	1,510	-510	40%	151%
Bank Charges	15	68	73	88	-20	107%	129%
Credit Card Annual Fee	32	32	0	32	0	0%	100%
Telecoms	653	700	260	397	303	37%	57%
Postage	236	250	2	9	241	1%	3%
Travel & Subsistance	135	200	0	0	200	0%	0%
Total Office & General Costs	60,649	64,840	15,233	34,164	30,676	23%	53%
Street Lights	685	700	55	494	206	8%	71%
Other Expenditure							
S137 / WFAT	0	0	0	0			
Grants	1,900	3,000	120	2,220	780	4%	74%
Community Transport	3,500	3,500	3,765	3,765	-265	108%	108%
Mispostings	0	0	0	0	0		
Bad Debt W/O	72	0	0	0	0		
Total Other Expenditure	5,472	6,500	3,885	5,985	515	60%	92%
Sub-Total Expenditure	115,074	130,890	36,439	71,916	58,974	28%	55%
Capital / Special Projects							
Other Projects	17,875	17,875	0	0	17,875	0%	0%
R&A	18,526	69,720	22,504	24,423	45,297	32%	35%
F&GP	904	7,400	616	4,070	3,330	8%	55%
Planning	783	2,200	0	307	1,893	0%	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	132,195	23,120	28,800	103,395	17%	22%
TOTAL EXPENDITURE	147,759	263,085	59,559	100,716	162,369	23%	38%

Note

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

Winnersh Parish Council
Capital / Special Projects - 2016 / 17
Q2 - July to September 2016

	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - External Decoration	5,000	6,258	6,258	-1,258	125%	125%
R&A - New Office Window	4,500	3,744	3,944	556	83%	88%
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	54	351	1,649	3%	18%
R&A - Christmas Lights	500	0	0	500	0%	0%
R&A - Miscellaneous	2,000	635	2,057	-57	32%	103%
R&A - New Benches	1,700	0	0	1,700	0%	0%
R&A - Teenage Equipment Refurbishment	600	103	103	497	17%	17%
R&A - Car Park Upgrade	20,000	0	0	20,000	0%	0%
R&A - Allnatt Pavilion Flat Roof Replacement	20,000	11,711	11,711	8,290	59%	59%
R&A - Total	69,720	22,504	24,423	45,297	32%	35%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	616	3,184	316	18%	91%
F&GP - Winnersh History Project	2,400	0	21	2,379	0%	1%
F&GP - Winnersh Matters Newsletter	1,000	0	865	135	0%	87%
F&GP - Total Including Miscellaneous	7,400	616	4,070	3,330	8%	55%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	0	0	2,000	0%	0%
Planning - Equipment for Paperless Planning	1,000	0	307	693	0%	31%
Planning - Miscellaneous	200	0	0	200	0%	0%
Planning - Total Including Miscellaneous	3,200	0	307	2,893	0%	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%