



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 31 October 2017 at 7.45 pm.**

PRESENT: Cllrs F Breedlove (Chairman), P Bray, S Hanna, G Harper, J Southgate.

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

1 APOLOGIES

1.1 Apologies for absence: Cllr R Shepherd-Dubey, Mrs L Wooldridge.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 18.7.17

2.1 A date has been booked for the review of the RBS system.

3.2 The FAO will request detailed invoices from Castle Water and will request final meter readings and bills from Thames Water. Ongoing. **ACTION: FAO**

3.3 The Clerk reported that an error has been identified on the Npower registration details of the hall gas meter. Npower have suspended further invoices until the matter can be resolved.

3.4 The Clerk and FAO are booked on the ‘meet the external auditor’ course.

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 A request for a grant had been received from Keep Mobile.
The Clerk has requested more information, but none has been forthcoming.

4.2 A request for a grant had been received from Home Start.
The Committee **RESOLVED** that £400 would be donated. **ACTION: FAO**

4.3 A request for a grant had been received from ARC. The Committee **RESOLVED** that £300 would be donated. **ACTION: FAO**

4.4 The Committee noted that a grant had been awarded to MS Therapy Centre at the April 2017 meeting.

4.5 The Committee discussed the increased number of requests for grants expected for this financial year.

The Committee **RECOMMENDED** that the budget for Grants should be increased from £3000 to £4000.

4.6 Table of grants authorised for 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	25.4.17	£1000	9.5.17
Wokingham Job Support Centre	25.4.17	£400	9.5.17
WBC Match Funding	25.4.17	£550	9.5.17
MS Therapy Centre	25.4.17	£120	9.5.17
Me2	25.4.17	£100	9.5.17
Victim Support	18.7.17	£120	8.8.17
Berkshire Vision	18.7.17	£120	8.8.17
Home Start	31.10.17	£400	14.11.17
ARC	31.10.17	£300	14.11.17
Totals		£3110	£3110

4.6.1 Table of Grants for Transport 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	18.7.16	£2250	8.8.17
Totals		£2250	£2250

4.7 Referrals from other committees:

The Committee discussed the details of the proposed Deposit Fund with CCLA. Cllr Breedlove reported on investigations he had made into the security of the company, the liquidity of funds, the charging structure of the Fund and the procedure for Council employees to transfer the funds to the Unity current account.

The Committee discussed the risks and benefits of the Fund.

The Committee **RECOMMENDED** that a Deposit Fund should be opened with CCLA.

For information, Cllr Breedlove will distribute a copy of Hargreaves Landon's guide to investing in funds. **ACTION: Cllr Breedlove**

5 CORRESPONDENCE

- 5.1** Item 2; The Clerk confirmed that the Council complies with minimum employer contributions for pensions.
- 5.2** Items 3,8, N1,N2; The Committee discussed the implications of the implementation of GDPR next year. It was noted that there may be a significant impact upon the Council. The Clerk is booked to attend a GDPR course and will report back to the Council. **ACTION: Clerk**

6 REVIEW OF ACCOUNTS FOR QUARTER 2 2017-18

6.1 Income, p1

The Committee noted the increase in Pavilion income for the autumn, due to an extra booking for the autumn term. Sindlesham Room income is down because of two cancellations by regular hirers.
Allotment renewals are coming in and will be recorded in the Qtr 3 figures.

6.2 Expenditure, p1

The FAO was asked to clarify the breakdown of the utility charges. **ACTION: FAO**
The WBC council tax was noted.

Expenditure, p2

The Committee asked for the one-off charges for the implementation of the computer system and the purchase of the new photocopier to be recorded under the 'Other Projects' budget.

6.3 Capital & Special Projects

The Committee discussed the expenditure incurred against the R&A Building Survey project and the potential costs for some of the repairs recommended. These will be monitored.

The Clerk presented estimates for the R&A Kitchen and Lobby upgrade. The Committee considered it appropriate to try to do the works to both areas at the same time.

The Committee therefore **RECOMMENDED** that £3000 be vired from the Play Area Feasibility Study budget and £2000 from the Allotment Transitioning budget to the Kitchen and Lobby budget to enable these works to go ahead.

6.4 Cllr Harper presented an update on the R&A Youth Worker project.

6.5 The Committee discussed the possibility of preparing a November edition of Winnersh Matters, but this was considered impractical.

6.6 The Committee **RECOMMENDED** to Full Council the acceptance of the Q2 accounts for 2017-18.

7 POLICIES AND PROCEDURES

7.1 The Committee reviewed the Policies and Procedures.

The Committee noted that the P01 Planning Policy is reviewed annually by the Planning Committee.

The Committee noted that the R01 Lettings/Conditions of Hire and R02 Bar Policy are reviewed annually by the R&A Committee.

The S01 Strategic Aims Policy is currently under consideration by Full Council.

The Committee noted that the C04 Complaints Policy needs a reporting structure including and other minor updates. This policy will be reviewed at the next F&GP meeting. **ACTION: Clerk**

Cllr Bray presented her recommendations for changes to the Financial Regulations based upon the NALC Model Financial Regulations. These include minor changes to sections 3, 4, 7, 8, 9, 10, 11, 14 and the introduction of new sections and renumbering to cover Assets, Properties & Estates; Funds Held for Other Bodies; Risk Management.

The Committee **RESOLVED** to adopt the new version of F02 Financial Regulations with the changes specified above.

7.2 The Committee **RESOLVED** that all other Policies and Procedures not mentioned in 7.1 above are fit for purpose.

7.3 The Committee asked that a separate column be included in the Policies & Procedures Index document to show the 'Last Reviewed' date. **ACTION: Clerk**

8 RISK ASSESSMENTS

8.1 Cllr Harper reported on the current Risk Assessments. He considered that they are fit for purpose but recommended minor changes to Lone Working, Contractors, Cash Handling and Stress at Work. The Committee discussed these recommendations. The Christmas Lights risk assessment will be reviewed by Cllr Harper to accommodate the requirements for this year's event.

8.2 The Committee **RESOLVED** that the Risk Assessments, with the minor changes specified in 8.1 above, are fit for purpose.

9 BERKSIRE PENSIONS

9.1 The Committee considered the request from Berkshire Pensions for additional details for the Register of Employer Contacts.

The Committee considered that the FAO should be the contact for Financial information and the Clerk should be the first contact for all other matters.

The Clerk will liaise with Berkshire Pensions to confirm that this is acceptable.

ACTION: Clerk

10 OFFICE MATTERS

10.1 Computer Support:

The Clerk reported on the changeover to the computer support and software implementation by ITQED. The transition had gone well, with some teething problems still to be resolved.

10.2 Photocopier Renewal:

The Clerk reported that the new photocopier had been installed alongside the computer upgrade. Further refinements with the machine have taken place. The Clerk reported that the lease on the previous copier will expire at the end of the year.

10.3 GDPR:

The implications of GDPR were discussed in item 5.2 above.

11 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 11.1** The Clerk reported that the Relief Caretaker has resigned. He is trying to get Commercial over for Thursdays organised in the short term. The Committee asked the Clerk to advertise locally for a replacement Relief Caretaker. **ACTION: Clerk**

12 NEXT MEETING OF THE F&GP COMMITTEE

- 12.1** The provisional date of the next meeting was agreed as **Tuesday 28 January 2018 at 7.45pm.**

There being no further business the Committee meeting closed at 10.05 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 31 October 2017

- 1 Cllr P Bray; suggested changes to Financial Regulations
- 2 Pensions Regulator; increase in minimum pension contributions
- 3 SLCC; comments on GDPR
- 4 CCLA; account documentation
- 5 SBS; Qtr1 commission figures
- 6 NALC; benefits of membership notes
- 7 BALC; link to Good Councillor Guide to Finance and Transparency
- 8 SLCC; article on GDPR
- 9 Cllr F Breedlove; document on CCLA investment
- 10 Came & Co; new photocopier on insurance policy
- 11 Wokingham Without; appointment to view RBS, 23 Nov 2017
- 12 Berkshire Pension Fund; register of Responsible Persons
- 13 Berkshire Vision; update on AGM 2017

Correspondence received following the issue of the agenda for the meeting of 31 October 2017

- N1 NALC; update on Annual Return and GDPR
N2 BALC; briefing on GDPR
N3 Npower; update on gas meter query

Grant Applications:

- G1 Home Start
G2 ARC
G3 MS Therapy Centre

Info; Cruse Bereavement will send grant request later in year
Wokingham Volunteer Centre will send grant request later in year

APPENDIX 2

Winnersh Parish Council Income (all sources) - 2017 / 2018 Q2 - July to September 2017

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	41,196	40,000	10,250	21,816	18,184	26%	55%
Allnatt Pavilion Lettings	2,194	2,000	874	1,297	703	44%	65%
John Grobler Room Lettings	1,159	1,100	88	224	876	8%	20%
Sindlesham Room Lettings	8,151	8,000	1,615	3,649	4,351	20%	46%
Community Centre Sub-Total	52,700	51,100	12,826	26,986	24,114	25%	53%
Allotment Rents	2,121	2,400	130	211	2,189	5%	9%
Bearwood Recreation Ground	4,393	4,400	207	1,113	3,287	5%	25%
Franchise Fee Bar	856	500	227	295	205	45%	59%
Other Income Sub-Total	7,370	7,300	564	1,619	5,681	8%	22%
TOTAL GENERAL INCOME	60,070	58,400	13,390	28,605	29,795	23%	49%
OTHER INCOME							
Precept / WBC Tax Support Grant	110,261	110,527	57,106	112,366	-1,839	52%	102%
S106 Income	0	0	0	0			
Interest Received	31	40	2	5	35	6%	11%
Sundry Income	52	0	0	0			
FIT	201	0	133	133			
Winnersh Matters Advertising	260	0	230	230			
Winnersh Summer Fete	950	0	300	300			
TOTAL OTHER INCOME	111,755	110,567	57,771	113,034	-2,467	52%	102%
Total Income	171,825	168,967	71,161	141,638	27,329	42%	84%

Note

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

**Winnersh Parish Council
Expenditure - 2017 / 18
Q2 - July to September 2017**

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretakers	22,714	26,077	5,278	10,773	15,304	20%	41%
Gas/Elec/Water/Waste Services	7,621	5,000	394	969	4,031	8%	19%
Scheduled Maintenance	8,466	8,500	1,434	3,730	4,770	17%	44%
Unscheduled Maintenance	2,584	2,000	3,303	3,923	-1,923	165%	196%
Rates	981	1,000	0	0	1,000	0%	0%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	42,366	42,577	10,409	19,395	23,182	24%	46%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	478	1,400	112	158	1,242	8%	11%
Scheduled Maintenance	415	450	113	113	338	25%	25%
Unscheduled Maintenance	85	100	0	0	100	0%	0%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	978	1,950	224	271	1,679	12%	14%
Allotments							
Water & Maintenance	400	1,000		67	933	0%	7%
Rent to WBC	1,000	1,000		1,000	0	0%	100%
Sundries	65	150		0	150	0%	0%
Refunds	0	0	0	0	0		
Allotments - Total costs	1,465	2,150	0	1,067	1,083	0%	50%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	13,391	13,000	2,787	6,200	6,800	21%	48%
Bearwood Rec - Unscheduled Maint	0	250	9	9	241	3%	3%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	13,391	13,250	2,796	6,209	7,041	21%	47%
Pavilion House							
Pavilion House Maintenance	2,587	350	113	113	238	32%	32%
Pavilion House - Total costs	2,587	350	113	113	238	32%	32%

Winnersh Parish Council
Expenditure - 2017 / 18
Q2 - July to September 2017

	Last Year	Budget	Qtr 2	YTD	Remaining	% Qtr	% YTD
Recreation Grounds							
Bearwood Rec - Scheduled Maint	13,391	13,000	2,787	6,200	6,800	21%	48%
Bearwood Rec - Unscheduled Maint	0	250	9	9	241	3%	3%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	13,391	13,250	2,796	6,209	7,041	21%	47%
Pavilion House							
Pavilion House Maintenance	2,587	350	113	113	238	32%	32%
Pavilion House - Total costs	2,587	350	113	113	238	32%	32%
Office & General Costs							
Employment Costs	52,020	52,325	13,276	26,472	25,853	25%	51%
Stationery/Office Supplies	325	400	173	253	147	43%	63%
IT Infrastructure	2,590	1,500	508	757	743	34%	50%
Copier	1,048	1,100	205	505	595	19%	46%
Insurances	2,657	2,657	0	2,595	62	0%	98%
Training Councillors	225	160	0	0	160	0%	0%
Training Staff	70	300	0	0	300	0%	0%
Chairman's Allowance	352	400	40	214	186	10%	54%
Sundries	0	0	0	0	0		0%
Election expenses	0	3,794	0	0	3,794	0%	0%
NALC/BALC Subscription	1,464	1,580	0	1,599	-19	0%	101%
Subscriptions	453	1,200	90	90	1,110	8%	8%
Professional Fees	1,510	1,250	0	510	740	0%	41%
Bank Charges	-22	72	18	74	-2	25%	103%
Credit Card Annual Fee	32	32	0	32	0	0%	100%
Telecoms	709	750	209	331	419	28%	44%
Postage	133	250	127	127	123	51%	51%
Travel & Subsistance	0	150	0	0	150	0%	0%
Total Office & General Costs	63,567	67,920	14,646	33,559	34,361	22%	49%
Street Lights	681	700	0	463	237	0%	66%
Other Expenditure							
S137 / WFAT	0	0	0	0	0	0%	
Grants	2,270	3,000	240	2,460	540	8%	82%
Community Transport	3,765	3,800	2,250	2,250	1,550	59%	59%
Mispostings	0	0	0	0	0	0%	
Bad Debt W/O	125	0	0	0	0	0%	
Total Other Expenditure	6,160	6,800	2,490	4,710	2,090	37%	69%
Sub-Total Expenditure	131,196	135,697	30,678	65,786	69,911	23%	48%
Capital / Special Projects							
Other Projects	0	2,311	0	0	2,311	0%	0%
R&A	43,357	74,850	3,633	5,281	69,569	5%	7%
F&GP	3,770	7,379	177	2,690	4,689	2%	36%
Planning	1,871	2,311	0	0	2,650	0%	0%
Contingency	0	35,000	0	0	35,000	0%	0%
S106 Expenditure	0	0	0	0	0		
Capital & Special Projects Costs	48,998	121,851	3,810	7,971	113,880	3%	7%
TOTAL EXPENDITURE	180,193	257,548	34,488	73,757	183,791	13%	29%

Note

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

Winnersh Parish Council
Capital / Special Projects - 2017 / 18
Q2 - July to September 2017

	Budget	Qtr 1	Qtr 2	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee							
R&A - CC Tables & Chairs	1,250	700		700	550	0%	56%
R&A - CC Fire Door Replacement	3,000	0		0	3,000	0%	0%
R&A - Pavilion House Internal Fixtures	3,000	0		0	3,000	0%	0%
R&A - Kitchen Area & Lobby Upgrade	5,000	0		0	5,000	0%	0%
R&A - Street Lights Upgrade	3,000	0		0	3,000	0%	0%
R&A - Play Area Maintenance	2,000	318		318	1,683	0%	16%
R&A - Internal Lights Upgrade	3,500	0		0	3,500	0%	0%
R&A - Christmas Lights	500	0		0	500	0%	0%
R&A - Building Survey - 5 Year Work Plan	5,000	0	2,185	2,185	2,815	44%	44%
R&A - Play Areas Feasibility Study	3,000	0		0	3,000	0%	0%
R&A - Allotment Transitioning	3,000	0		0	3,000	0%	0%
R&A - Youth Club Worker & Training	4,000	0		0	4,000	0%	0%
R&A - Pavilion Fence Replacement	1,600	0	1,448	1,448	152	91%	91%
R&A - Car Park Upgrade	35,000	0		0	35,000	0%	0%
R&A - Miscellaneous	2,000	630		630	1,370	0%	32%
R&A - Total	74,850	1,648	3,633	5,281	69,569	5%	7%
Finance & General Purposes Committee							
F&GP - Winnersh Matters Newsletter	1,000	882		882	118	0%	88%
F&GP - Winnersh Parish Fete	3,500	1,631	177	1,808	1,692	5%	52%
F&GP - Winnersh History Project	2,379	0		0	2,379	0%	0%
F&GP - Miscellaneous	500	0		0	500	0%	0%
F&GP - Total Including Miscellaneous	7,379	2,513	177	2,690	4,689	2%	36%
Planning Committee							
Planning - Tree Husbandry / Replacement	2,000	0		0	2,000	0%	0%
Planning - Emergency Planning Goods	400	0		0	400	0%	0%
Planning - Miscellaneous	250	0		0	250	0%	0%
Planning - Total Including Miscellaneous	2,650	0	0	0	2,650	0%	0%
Other Projects							
Other Projects	2,311	0	0	0	2,311	0%	0%
Other - Total Including Miscellaneous	2,311	0	0	0	2,311	0%	0%
Contingency							
Contingency - Balance	35,000	0	0	0	35,000	0%	0%
Contingency - Total	35,000	0	0	0	35,000	0%	0%