



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone/0118 978 0244  
clerk@winnersh.gov.uk  
www.winnersh.gov.uk

### **Minutes of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held in the John Grobler Room on Tuesday 29 January 2019**

**PRESENT:** Cllrs J Southgate (Chairman), P Fishwick, G Harper and R Shepherd-DuBey.

**In Attendance:** Mr P Stoneman (Parish Clerk) and Miss A Lambourne (Responsible Finance Officer - RFO).

#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs F Breedlove, P Bray and R Holdstock

#### **2 DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary and non-pecuniary interest in relation to any items on the agenda.

#### **3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE 30 OCTOBER 2018**

3.1 The minutes of the meeting held on 30 October 2018 were received by the meeting of Full Council on 13 November 2018 and were approved as an accurate record and signed as such by Cllr Breedlove.

3.2 The RFO advised that Castle Water had been asked why a duplicate payment had been requested by them, as a final payment had already been taken by direct debit from Thames Water when the service transferred to Castle Water. Evidence of the duplicate payment had been sent to Castle Water who had agreed to investigate and resolve the matter.

3.3 The RFO updated the Committee on the outstanding debt referred to under Item 3.3 advising that the debtor had been declared bankrupt. The Committee **RESOLVED** to write off the debt for which £750 would be included in the budget. **ACTION: RFO**

3.4 The RFO advised that most financial reporting was now running through the SAGE software system.

3.5 The way VAT was to be submitted had now changed and it was necessary to process that through an accounts package. The RFO had spoken with the SAGE support team who advised that the software would need to be upgraded and training provided. The cost of training would be £299 and the Committee **RESOVED** to purchase the software upgrade and training that would take place at the end of February.  
**ACTION: RFO**

3.6 The Clerk advised that he had been in contact with other Parish and Town Councils about their websites and was creating a list of companies that could provide website design and support. Cllr Harper offered to speak to Shinfield Parish Council about the company they had used to create their website.

**ACTION: CLERK/CLLR HARPER**

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

There had been no requests for donations since the last meeting.

#### **5 INTERIM INTERNAL AUDIT REPORT**

5.1 Members considered the internal audit report and agreed that it was a good report. The following points were discussed: -

##### 5.2 Financial Reporting

It was agreed that the financial report produced through SAGE for Full Council contained too much detail that was not necessary. It was **RESOLVED** to revert to the original way of reporting

5.3 Cllr Fishwick asked if the RFO could liaise with other Parish and Town Councils to establish what type of reports they were able to generate through SAGE. There was agreement that if SAGE reports could be produced, containing only the information required, without the need for entering figures manually then that should be introduced.

**ACTION: RFO**

##### 5.4 Annual Risk Assessments

It was agreed that annual risk assessments for the range of services and facilities provided by the Parish Council should be reviewed at the next meeting.

**ACTION: CLERK**

##### 5.5 Review of Financial Regulations

It was agreed that the Financial Regulations covering quotations and tenders should be reviewed at the next meeting

**ACTION: CLERK**

## 6 CORRESPONDENCE

A list of correspondence was tabled and considered at the meeting, shown in Appendix 1.

## 7 ACCOUNTS

### 7.1 Quarter 3 (2018/19)

#### **Income**

7.2 Cllr. Fishwick raised the issue of Winnersh Hall lettings that appeared to be much lower than in previous quarters and against budget. The RFO advised that bookings had been much slower than in previous years. There had been a lot of enquiries but many of these had not yet been converted into bookings. Consideration would be given to why the bookings had slowed down. **ACTION: RFO**

7.3 The RFO advised that the NHS had signed up for six weekly classes for the remainder of the calendar year and these would take place in the Allnatt Pavilion.

7.4 Cllr Harper advised that income from the solar panels was less than expected and this would be monitored more closely when the real time data recording could be sent direct to the Parish Office.

7.5 The RFO advised that the Community Infrastructure Levy (CIL) had been removed from the income side of the accounts and was ringfenced for future projects.

#### **Expenditure**

7.6 Cllr. Southgate advised that most expenditure items were on target. It was also explained that expenditure for Professional Fees was high given the need to employ Locum Clerks throughout much of 2018 and for professional advice around staffing matters.

7.7 Cllr Southgate proposed, and it was agreed, that the fees to cover the cost of Locum Clerks should be taken from the contingency fund. **ACTION: RFO**

7.8 Some concern was expressed about the cost of the printer/copier and ways to reduce the amount of paperwork were discussed including only printing agendas and minutes when necessary as some Members were content to use digital devices.

7.9 The RFO advised that Bank charges had increased and this was unforeseen.

#### **Capital/Special Projects**

7.10 The R&A miscellaneous costs included additional costs incurred for a range of projects. It was agreed that these should be reallocated where possible against the specific project code. **ACTION: RFO**

7.11 The RFO tabled the P&L account and proposed that the Excel spreadsheet be sent to SAGE to determine if that could be produced directly from SAGE without the need to enter figures manually. That was agreed and Cllr Southgate offered to look at the SAGE software with the RFO. **ACTION: RFO/CLLR SOUTHGATE**

7.12 **Quarter 4 (2018/19) (estimated) and the projected outturn at 31 March 2019**

It was agreed that Item 7.12 would be discussed together with Item 9.

**8 CHAIRMANS ALLOWANCE**

It was **RESOLVED** to set the Chairman's allowance at £160 for 2019/20.

**9 DRAFT REVENUE BUDGET FOR 2019/20**

9.1 Cllr Southgate advised that the draft revenue budget for 2019/20 was not significantly different to 2018/19.

9.2 Some issues were raised including the water consumption in the Community Centre that was being investigated. Cllr Harper agreed to turn off the water at the allotments and take a final meter reading.

9.3 Cllr Harper advised that the employment costs would need to increase in line with the nationally agreed figure of 2% and these should be reflected in the budget as currently only 1% had been allowed for. This would increase employment costs to £62,000.

9.4 The following changes to the draft revenue budget were agreed:-

9.41 IT Infrastructure budget be increased to £3,000

9.42 Subscriptions to NALC and BALC subscriptions budget be increased to £1,700

9.43 Travel & Subsistence budget be increased to £75

9.44 Miscellaneous budget be increased from £1,000 to £2,000

9.45 The payment to PPL/PRS had been paid but would be investigated as the costs appeared to be calculated on historical usage data. It was agreed to make provision of £1300 in the draft budget.

9.46 It was agreed to take out £350 and £1900 from the grants and community transport budgets in the Q4 estimate and increase the community transport budget from £3,800 to £4,000 in 2019/20.

- 9.47 Deposits - It was agreed that Cllr Harper, the Clerk and RFO would review the list of deposits from allotment holders to agree which could be returned and which, due to the condition in which an allotment had been left, would be retained. It was also agreed that deposits relating to the hire of the Community Centre and Allnatt Pavilion would similarly be reviewed. In the meantime, the budget would be adjusted to show a £3,000 liability for deposits. **ACTION: CLERK, RFO, CLLR HARPER**

## **10 DRAFT CAPITAL AND MAJOR PROJECTS BUDGET FOR 2019/20**

- 10.1 The committee considered the range of projects put forward for 2019/20 and recommended the following changes: -

### **10.2 R&A**

10.21 Youth Club Worker and Training - reduce the budget from £4,000 to £2,000.

10.22 Concern was raised by Cllr Fishwick that whilst R&A had not shown the Community Centre lighting project as a high priority if the obsolete lighting tubes began to fail this could impact our ability to hire out the facility with a consequential loss of income. It was agreed to recommend to R&A and Full Council that the Lighting project be viewed as high priority.

### **10.3 Planning**

10.31 Emergency Planning Goods - that no further budget provision to be made.

### **10.4 F&GP**

10.41 The Winnersh Parish Fete budget be reduced from £5,000 to £3,250.

10.42 The Winnersh Matters magazine was discussed and it was agreed that there was a need to explore how income could be increased, particularly for the 8-page edition. It was **RESOLVED** that the production and costs should be referred for consideration at the next meeting of Full Council with the recommendation that one edition be produced in May with possibly a flyer replacing the Christmas edition.

10.43 The Winnersh History Project budget to be ring-fenced.

## **11 PRECEPT**

- 11.1 Members, having considered the detail of the draft budget, the need to deliver high priority projects and to create a contingency fund of £35,000, **RESOLVED** to recommend to Full Council the provisional precept of £137,325, representing an increase of £4.99 per household.

- 11.2 Cllr Southgate advised that this figure may change a little when all the budget adjustments recommended by the Committee had been taken into account.

**12 REVIEW OF POLICIES AND PROCEDURES**

There were no policies or procedures to review but it was agreed that Financial Procedures including quotations and tenders would be reviewed at the next meeting.

**ACTION: CLERK**

**13 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

There were no urgent items.

**14 DATE OF NEXT MEETING - TUESDAY 30 APRIL 2019**

**15 STAFFING**

The meeting **RESOLVED** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

The discussions held at this part of the meeting are recoded in a Confidential Minute.

There being no further business the meeting closed at 23:00

**CORRESPONDENCE**

**1. 5/12/18 - Email from WBC**

A letter explaining the details about precepts.

**2. 11/1/19 - Email from WBC**

Confirmation of no change to the provisional tax base figures provided by email on 4/12/18.

**3. 25/1/19 and 28/1/19 - Email from WBC and Clerk to Wokingham Without PC  
Election briefing dates.**

**4. 27/1/19 - Email from WBC**

Request for provisional precept figure by 4 February 2019.

**5. 28/1/19 - Email from ARD Playgrounds**

Quotation for the repair of the zip wire/cableway in Bearwood Recreation Ground play area.

**6. 28/1/19 - Email from Royal Borough of Windsor & Maidenhead (LGPS)**

Details of Berkshire Pension Fund Employer meeting – 7 March 2019.

**7. 29/1/19 - Email from WBC**

Estimate of costs for the forthcoming elections.