



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 4 JUNE 2019

PRESENT: Cllrs F Breedlove, J Southgate, G Harper, R Shepherd-DuBey, P Bray and P Fishwick (ex officio).

In Attendance: Mr P Stoneman (Parish Clerk) and Miss A Lambourne (RFO).

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR THE YEAR

1.1 Cllr Breedlove opened the meeting and invited nominations for Chairman and Vice-Chairman.

1.2 Cllr Bray **PROPOSED** and Cllr Fishwick **SECONDED** that Cllr Breedlove be elected Chairman for the forthcoming year and this was **RESOLVED**.

1.3 Cllr Breedlove **PROPOSED** and Cllr Harper **SECONDED** that Cllr Southgate be elected Vice-Chairman for the forthcoming year and this was **RESOLVED**.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs A Caston and B Krauze.

3. DECLARATIONS OF INTEREST

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

4. PUBLIC SESSION - there were no members of the public in attendance.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30 APRIL 2019

(3.2) Cllr Harper advised that he, the Clerk and RFO had reviewed the deposits and from an initial review it appeared that the council had a liability for 32 allotment plots. Cllr Harper agreed to carry out a more detailed review. **ACTION: CLLR HARPER**

6. DONATIONS AND REFERRALS FROM OTHER COMMITTEES

A grant application had been received from Wokingham Job Support Centre (WJSC) for a contribution of £500. The applicant advised that in 2018 the WJSC had supported 11 Winnersh residents and 3 Sindlesham residents to get back into work at a cost to the organisation of £2,300. Cllr Harper proposed that a grant of £500 be awarded and this was unanimously agreed.

There were no referrals from other committees.

7. REVIEW OF POLICIES

The Risk Management Policy and Financial Regulations Policy were both reviewed and, subject to some minor changes, it was agreed they would be presented to the meeting of Full Council on the 11 June with a recommendation that they be adopted.

**ACTION:
CLERK**

8. COUNCILLOR E-MAIL ACCOUNTS

8.1 The Clerk presented a proposal that all councillors use Winnersh Parish Council e-mail addresses rather than personal email accounts. A discussion took place about the importance of complying with data protections laws and GDPR and the need for the council to be compliant.

8.2 The Clerk advised that the licence fee would be £3.30 per month for each email account and with 15 councillors that would amount to £594/year.

8.3 Whilst the principle of using WPC email accounts was agreed, concerns were expressed about the cost being quoted by the council's IT provider. Cllr Southgate advised that free to use email accounts could be provided by the council's broadband provider and that should be investigated further.

ACTION: CLERK

9. ACCOUNTING SOFTWARE

9.1 The RFO advised that Cllr Obileye had visited the Parish Office and had attempted to find a solution to SAGE providing the reports required by the council. Whilst some progress had been made Cllr Obileye agreed to spend more time trying to resolve the problem.

9.2 A discussion took place about the various accounting software packages available and it was agreed that the Clerk, RFO and Cllr Breedlove would visit other Town and Parish Councils to gather evidence of what RBS could provide and what reports other councils use. It was suggested that the council may have to compromise on how the accounts are

presented in the future and a further update would be given at the next meeting.

10. QUARTER 4 AND YEAR END ACCOUNTS

10.1 The RFO presented the Quarter 4 and Year End accounts and responded to questions.

10.2 Members asked that meter readings for water usage be reviewed as the costs had appeared relatively high over the past few months. The Clerk advised that water consumption should now decrease following the replacement of a sensor in the toilets in the community centre.

10.3 The RFO updated the committee on the issue relating to the pension payment of a former employee and that a recalculation and refund had been made by Berkshire Pensions LGPS.

10.4 Cllr Harper **PROPOSED** and Cllr Bray **SECONDED**, and it was **RESOLVED** that the Year End accounts and AGAR be recommended to Full Council for approval and signing.

11. REVIEW OF BUDGET 2019/20

It was agreed to defer this item to the next meeting.

12. CORRESPONDENCE

12.1 Members reviewed the Internal Audit report that had been received from Claire Connell. Members noted the report and raised concerns about why SAGE had not provided advice about the correct timing for 'TAX made digital' as it wasn't necessary to register this year. The RFO was asked to write to SAGE about this, expressing the concerns of the Council.

ACTION: RFO

12.2 Cllr Bray suggested that payroll, that was currently processed manually, should be automated from April 2020 when all the accounting issues around pensions had been resolved.

12.3 It was noted that the Council would be subject ed to an intermediate external audit as expenditure in 2018/19 had exceeded £200,000. This would mean that additional information regarding risk assessments would need to be submitted with the AGAR.

13. ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

There were no urgent items.

14. DATE OF NEXT MEETING - TUESDAY 30 JULY 2019

There being no further business the meeting closed at 21:35