



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 the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held remotely on **Monday 26 OCTOBER 2020**.

PRESENT: Cllrs J. Southgate (Chairman); L. Wooldridge; P Bray; P. Fishwick; A. Greenwood; G. Harper.

IN ATTENDANCE: P Stoneman (Parish Clerk); Kate Lang (Assistant Parish Clerk).

- 1 APOLOGIES FOR ABSENCE** - None
- 2 DECLARATIONS OF INTEREST** - None
- 3 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 8 JULY 2020**
 - 3.1 (Item 4.1) Cllr Shepherd-DuBey was now able to access her Winnersh Parish Council email account.
 - 3.2 (Item 4.2) The allotment agreements had been issued and the allotment deposits were shortly to be returned to allotment holders. **ACTION: CELO/APC**
 - 3.3 (Item 4.3) The provision of a UNITY bank debit card would be applied for. **ACTION: CLERK/APC**
 - 3.4 (Item 4.4) The CIL report had been uploaded to the website and the Clerk was asked to check that it was now on the new WPC website **ACTION: CLERK**
 - 3.5 (Item 4.5) It was agreed that Policies would be covered later in the agenda
 - 3.6 (Item 4.6) The existing payroll had been moved to SAGE Business Cloud Payroll that would result in savings of £160/year, and there would be no charge for the first three months. It would also enable data to be held in, and accessed from, the cloud with easier facilities for payments to HMRC and the LGPS. The committee **RESOLVED** to formally approve the use of SAGE Business Cloud Payroll.

3.7 (Item 7.2) The committee formally **RESOLVED** to approve the quotation of £620 from Claire Connell for the provision of internal audit services.

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

5 **DONATIONS AND REFERRALS**

5.1 The Clerk advised that he had received an enquiry from Berkshire Vison about the process for applying for a grant and was asked to send details including the councils grant application form.

5.2 There were no referrals from Committee's.

5.3 The budget was showing a payment of £500 to WADE. It was explained that this had been miscoded and would be moved to FETE expenditure from which it had been agreed a donation would be made despite the summer Fete not progressing due to coronavirus. **ACTION: APC**

6 **RESPONSIBLE FINANCIAL OFFICER**

6.1 The committee considered a proposal that, following the departure of the FAO, the role of Responsible Financial Officer (RFO) move to the Parish Clerk and it was **RECOMMENDED** for approval.

7 **POLICIES AND PROCEDURES**

7.1 **Annual Budget Procedure (F01)**. The Clerk had updated the procedure to reflect the previously agreed position on contingency funding. The Committee **RECOMMENDED** adoption of the revised procedure (version 2.0).

7.2 The Committee reviewed the **Financial Regulations Policy (F02 v6)** and **RECOMMENDED** its adoption.

7.3 The Committee reviewed the **Internal Audit Plan (F03 v4.0)** and **RECOMMENDED** its adoption.

7.4 It was agreed that following the UK's departure from the European Union in 2021, and when there was clarity about how that would impact the Parish Council, that policies that referred to the EU would be further reviewed. **ACTION: CLERK**

7.5 There were no further policies to review at the meeting and the Clerk and APC were asked to consider the existing list and identify further updates and any new polices that may be required. **ACTION: CLERK/APC/CLLR SOUTHGATE**

8 **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2020-21**

8.1 The Clerk had circulated in advance of the meeting details of the National Salary Award 2020-21. The committee **RESOLVED** to formally **APPROVE** the revised salaries for staff and the additional days annual leave that would increase the minimum leave entitlement from 21 days to 22 days. The salary increases and leave entitlement would be backdated to April 2020 and pro-rated where appropriate. **ACTION: CLERK/APC**

9 QUARTER 2 (2020/21) ACCOUNTS

- 9.1 The committee received an update from the Clerk and Assistant Clerk on the preparation of the draft Q2 accounts. It was explained that there were still a number of outstanding issues to be investigated and resolved, including invoices from utility providers. It was **RESOLVED** that Cllr Southgate would liaise with the Clerk and Assistant Clerk in approximately one month's time so that an update could be prepared for consideration by Full Council in December.

ACTION: CLLR SOUTHGATE/CLERK/APC

- 9.2 It was **RESOLVED** that a review of Utility providers payments and invoices would be made at the next meeting.

ACTION: CLERK/APC

- 9.3 In response to the COVID -19 pandemic, the committee requested that it be noted that the council appreciated the work the staff were doing to mitigate the loss in income from hirers by negotiating terms to make using the facilities financially viable, particularly for regular and longstanding customers. It was also appreciated that a small business grant of £10,000 had been obtained by the Clerk from Wokingham Borough Council.

10 SOLAR

- 10.1 Cllr Harper circulated a report in advance of the meeting (Appendix 1) setting out the performance of the roof mounted solar panels. It was confirmed that these had generated total savings of £942 between 1 April and 30 September 2020. The committee welcomed the report and thanked Cllr Harper for his continued interest in, and support of, the solar project.

- 10.2 Cllr Harper agreed to provide a further report for the next meeting.

ACTION: CLLR HARPER

11 CORRESPONDENCE

There were no items of correspondence.

12 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

There were no urgent items.

13 DATE OF NEXT MEETING

The provisional date of the next meeting is **TUESDAY 26 JANUARY 2021**.

There being no further business the meeting closed at 20:25

APPENDIX 1

SOLAR ENERGY REPORT for F&GP COMMITTEE 26th October 2020 for the period 1st April 2020 - 30th Sept 2020

Solar Energy generated	11940Kwh		
Total Internal Consumption	3145Kwh		
Own solar energy consumption	1980Kwh		
Imported Energy	1165Kwh		
Revenue from	11940Kwh X 0.97p	+ 5970Kwh X 5.5p	£444
British Gas			
Savings from using own energy	X1980Kwh X 23.64p	XKwh	£468
		<u>Total Savings</u>	<u>£942</u>

There are 67 solar panels on the Community Centre roof in three banks each connected to an inverter. There had been no inverter outages in the period.

The energy generated in the first quarter was much higher than the same quarter last year. However, the energy generated in the second quarter was slightly lower than the same period last year.

There are now four solar panels not working according to the Solaredge monitoring system. Another failed recently.

Cllr Geoff Harper
26 October 2020