



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the Informal **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held remotely on **Tuesday 25 May 2021.**

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

IN ATTENDANCE: P. Stoneman (Parish Clerk) (attended from Item 8); K. Lang (Assistant Parish Clerk).

1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

- 1.1 Cllr Southgate opened the meeting and sought nominations for the election of Chairman for this meeting only. Cllr Bray nominated Cllr Southgate, seconded by Cllr Wooldridge and unanimously agreed.
- 1.2 The election of a permanent Chairman and Vice-Chairman for the 2021/22 year would be considered at the next meeting.

2 APOLOGIES FOR ABSENCE - Cllr R. Shepherd-DuBey

3 DECLARATIONS OF INTEREST - None.

4 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 26 JANUARY 2021

- 4.1 (Item 7.6) The APC advised that the new SMART meter (electricity to the community centre) had been installed.

5 PUBLIC SESSION - There were no members of the public or press in attendance.

6 DONATIONS AND REFERRALS

- 6.1 Three grant applications had been received and the following grants would be recommended for approval at the next meeting of Full Council:-

- 1) CAB - £1,000.
- 2) Wokingham Job support Club - £500
- 3) Me2 Club - £500

ACTION: CLLR SOUTHGATE

7 INTERNAL AUDIT

- 7.1 The committee noted the Internal Audit letter that had been circulated in advance.
- 7.2 The APC advised that payroll issues had been resolved and petty cash would be banked and removed from within Rialtas. The newly acquired Commercial Multipay card removed the requirement to hold petty cash.
- 7.3 The APC and CELO had gone through the aged debtors and creditors report and those remaining unresolved were being investigated. The APC would complete that work and recommend any action required, including any write off, in due course.
- 7.4 The APC was thanked for assisting Claire Connell with the internal audit.

ACTION: APC

8 YEAR END ACCOUNTS AND AGAR

- 8.1 The committee received an update on the year end Q4 accounts, and these had been circulated in advance of the meeting (Appendix 1).
- 8.2 Cllr Bray queried the copier underspend. The APC explained that this was due to limited use during coronavirus lockdown and that the company had not sent regular invoices. This was now resolved.
- 8.3 The overspend on IT was discussed, and the APC explained why we were overspent, including the purchase of additional equipment to enable home working, and how this year IT codes were split (hardware/software), rather than it being shown in one code.
- 8.4 The spend on street lighting at the community centre was questioned and the Clerk explained that only one lighting column (in the car park) was fed from an unmetered supply. The Clerk advised that he would confirm why there was an overspend of 29.9% given that only one column was being billed for. The other two columns (on the footpath in front of the buildings) were fed and metered from the Community Centre and Allnatt Pavilion. The lack of a maintenance contract was also discussed but as there were only 3 columns with long lasting LED lighting it was considered unnecessary.
- 8.5 The committee agreed that this was a true reflection of the council's financial position, and the accounts be recommended for approval at the next meeting of Full Council.

ACTION: CLERK

ACTION: CLLR SOUTHGATE

9 POLICIES AND PROCEDURES

- 9.1 Standing Orders (C01) and the Risk Management and Risk Assessment Policy (G03) were circulated in advance of the meeting. The committee agreed that any suggested amendments should be sent to Cllr Southgate and the Clerk for consideration at the next meeting. Cllr Harper offered to review the Risk Management and Risk Assessment Policy (G03) in liaison with the Clerk.

ACTION: CLLR SOUTHGATE/CLLR HARPER / CLERK

- 9.2 The Policies and Procedures Index (A01) was in need of review and the Clerk, APC and CELO would review this and make suggestions about any additional policies and procedures that may be required.

ACTION: CLERK/APC/CELO

10 STAFF SALARIES

- 10.1 The committee agreed that a recommendation be made to Full Council that salary increments be made to eligible staff. This to be a PART II item on the next meeting of Full Council.

11 CORRESPONDENCE

- 11.1 An email and grant application had been received from the operator of the Readibus service and this would be presented to the next meeting of Full Council.

ACTION: CLERK

12 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

- 12.1 It was suggested that a review of social media, including website and apps traffic and analysis should be presented to the next meeting.

ACTION: CELO

13 DATE OF NEXT MEETING: Tuesday 20 July at 19.30

There being no further business the meeting closed at 21:10

APPENDIX 1

ACCOUNTS TO BE ADDED