



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the Informal **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held remotely on **Tuesday 26 October 2021**.

PRESENT: Cllrs J. Southgate (Chairman); P. Bray; P. Fishwick; D. Green; G. Harper; R. Shepherd-DuBey; L. Wooldridge.

IN ATTENDANCE: P. Stoneman (Parish Clerk); Cllr J Boadu (observing).

1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

- 1.1 Cllr Bray proposed, and it was agreed, that Cllr Southgate be elected Chairman and Cllr Wooldridge be elected Vice-Chairman for this meeting and until the next meeting on the 25 January. At that time nominations would again be invited for the positions that would run until May 2022.

2 APOLOGIES FOR ABSENCE - None

3 DECLARATIONS OF INTEREST - None.

4 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 25 MAY 2021

- 4.1 The minutes of the last meeting held on the 25 May 2021, approved at Full Council on 22 June, 2021, were noted and the following matters were discussed.

(Item 8.4) The expenditure on the one lighting column in the community centre car park would need further investigation. **ACTION: CLERK**

(Item 11.1) The Clerk explained that a formal application had not been received from Readibus and that an update on whether financial assistance was required had been sought.

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

6 DONATIONS AND REFERRALS

6.1 One grant application had been received from Keep Mobile. The committee agreed to recommend to Full Council that a grant of £2,000 be awarded.

ACTION: CLLR SOUTHGATE

The following grants had already been awarded in the 2021/22 financial year:-

- 1) CAB - £1,000.
- 2) Wokingham Job support Club - £500
- 3) Me2 Club - £500
- 4) Link Visiting - £290
- 5) Greenwood Pre-School - £250
- 6) 175th Anniversary of St Catherine's church - £50

7 INTERNAL AUDIT 2021/22

7.1 The committee considered a quotation for internal audit services (2021/22) from Claire Connell (Internal Auditor) at £620 and agreed to recommend to Full Council that the quotation be accepted.

ACTION: CLLR SOUTHGATE

8 DEBTORS AND CREDITORS

8.1 The Clerk explained that the APC and CELO had been through the list of aged debtors and creditors and had resolved many of the outstanding issues. There were still a number of items being investigated and it was agreed that the Clerk would liaise with the Internal Auditor and produce a final list for consideration at the next meeting.

ACTION: CLERK

9 QUARTER 2 ACCOUNTS

9.1 The Clerk presented the Q2 accounts (Appendix 1) that, subject to the following adjustments, would be recommended to Full Council for approval.

1) Virement of an element of the current annual budget from N/C 4064 (IT Rialtas/SAGE) to N/C 4062 (IT Support).

2) Clarify how the pension payment in N/C 5515 affects the budget.

3) Street lighting (N/C 4230), confirm the variance currently standing at 73.4%.

4) Fete (N/C 1605) there appeared to be a discrepancy of £37.50 between the amount reported as being collected from stallholder donations and that shown in the accounts.

5) Earmarked Reserves (EMR) Allotment Transitioning (Account 323) – it was agreed to move the cost of the two new noticeboards from the R&A budget to EMR account 323.

6) EMR Covid Grant (Account 324) - the remaining £9,961 to be moved into general reserves.

- 9.2 A discussion took place about how the earmarked reserves related to the budget and a clarification about what ‘indirect expenditure’ shown at various points in the budget meant. The Clerk would clarify and advise the committee.

ACTION: CLERK

- 9.3 The Clerk gave an update on the income from the Community Infrastructure Levy (CIL) that was shown as £45,283.03 in EMR accounts 320 and 330. It was explained that an adjustment of £3,633 was necessary (transfer from reserves) to align with total payments received from WBC since April 2018 of £48,916.67.
- 9.4 Cllr Harper advised that as WPC had not received any water bills for allotment garden that it would be prudent to be aware of the liability that could be around £4,000. The Clerk advised that he had contacted Thames Water who referred him to Castle Water who were responsible for the two supplies. In turn, Castle Water advised that Scottish Water and Sutton & East Surrey Water each had taken on the two separate accounts. POST MEETING NOTE: Sutton & South East Water responded saying they had no information about an account with WPC and suggested the account may be with South East Water.
- 9.5 The relatively high water consumption shown against the Allnatt Pavilion budget was discussed and the Clerk explained that this included water usage at Pavilion House. It was agreed that usage between the Allnatt Pavilion and Pavilion House would be calculated and split between the two properties, and the tenant of Pavilion House would be billed for water usage with effect from 1 January 2022. **ACTION: CLERK**

10 POLICIES AND PROCEDURES

- 10.1 The Clerk had circulated a list of all existing policies and a list of suggested policies for consideration.
- 10.2 Cllr Harper advised that he had looked at the Risk Management Policy (G03) and as it had recently been reviewed, he considered it fit for purpose. The only suggested amendment was to include the risk of pandemic or similar major disruption to council business. Cllr Harper offered to provide some wording to include in the policy.

ACTION: CLLR HARPER

- 10.3 The Standing Orders (C01) were discussed and it was noted that references to the Planning Committee needed to be changed to reflect the renaming to Planning & Transport Committee.
- 10.4 The Clerk had recommended that consideration be given to changing the quorum for standing committees from one half of members to a third, or a minimum of three members. The committee felt this was not necessary and agreed that para 6f on page 9 would remain to show that the quorum would be one half of members.
- 10.5 Cllr Fishwick recommended prioritising the review of policies and that GDPR and Health & Safety be the highest priority. It was recommended that Policy P01 (Planning Guidance) be referred to Planning & Transport Committee for review and policy R01 (Lettings Policy and Conditions of Hire) be referred to Recreation & Amenities Committee for review.

ACTION: CLERK

- 10.6 Cllr Green suggested that a working group be established to review policies and this was agreed with the membership including Cllr Green, Cllr Southgate, Cllr Harper, Clerk and CELO.
- 10.7 The Clerk advised that the Fire Safety Inspecting Officer had been invited to review the WPC facilities and in particular the type of external doors to the community centre that needed replacement. The Clerk shared the response from BF&RS in which it was recommended that the council appoint a specialist Fire Risk Assessor, to thoroughly review the facilities and processes and conduct a fire risk assessment. It was agreed that this be referred to Recreation & Amenities Committee to progress.

ACTION: CLERK

11 WEBSITE SUPPORT

- 11.1 The Clerk had circulated a proposal to extend the current arrangement for website support, using Web Marketing Matters, and it was recommended that this would continue for a further two years at a cost of £147.60 per month.

ACTION: CLERK

12 STAFFING

- 12.1 The Clerk provided an update on the recruitment process for a Finance and Assistant Clerk with the closing date for applications being noon on 15 November. Cllr Fishwick and Cllr Wooldridge had reviewed the post with the Clerk and agreed to introduce 'Finance' into the job title to emphasise that finance/accounts was a key part of the role.

13 SOLAR

- 13.1 Cllr Harper had produced a report, circulated in advance of the meeting that showed solar generation between 1 April 2021 and 30 September 2021 was 10328 Kwh of which WPC consumed 2696 Kwh. This resulted in total savings of £790.
- 13.2 Cllr Harper advised that 5 solar panels had failed and as a result the council may want to consider including provision in the 2022/23 budget for repair/replacement.
- 13.3 Cllr Fishwick asked if some information on the annual carbon saving could be provided which Cllr Harper agreed to provide.
- 13.4 Cllr Green asked if consideration could be given to battery storage of electricity, and it was agreed this should part of the facilities review.

ACTION:CLLR HARPER

14 CORRESPONDENCE - There were no items of correspondence.

15 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN - None

16 DATE OF NEXT MEETING: Tuesday 25 January at 19.30

There being no further business the meeting closed at 21:30

APPENDIX 1

Q2 ACCOUNTS TO BE ADDED