



## **Winnersh Parish Council**

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Minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Winnersh Community Centre on **Tuesday 26<sup>th</sup> July 2022.**

**PRESENT:** Cllrs D. Green (Chairman); P. Fishwick; G. Harper;

**IN ATTENDANCE:** K. Simpson (Assistant Parish Clerk); Cllr J. Southgate (remotely)

- 1. APOLOGIES FOR ABSENCE** - Cllr R Nicholson; P Bray; R Shepherd-DuBey
- 2. DECLARATION OF INTEREST** - None
- 3. MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING HELD ON THE 24 MAY 2022.**
  - 3.1 The minutes of the last meeting held on 24 May 2022, approved at Full Council on 12 July 2022, were noted and the following matters were raised.
  - 3.2 Matters arising: -
    - 3.2.1 Item 7.2: The committee noted receipt of the written final audit report and there were no actions arising.
    - 3.2.2 Item 8.4: The APC confirmed Annual Governance and Accountability Return (AGAR) was submitted to PKF Littlejohn LLP.
    - 3.2.3 Item 8.5: The APC confirmed that Account 325 (Full Council Projects) and Account 326 (R&A Projects) have been removed from the Earmarked Reserve (EMR) list.
    - 3.2.4 Item 10.2: The APC confirmed an email had been sent to Jenna Williams, CIL Team Leader, Community Infrastructure Delivery at Wokingham Borough Council to advise WPC have agreed a 50% (£5,150) contribution towards the cost of footpath enhancements works.

4. **PUBLIC SESSION** – There were no members of the public or press in attendance.

5. **DONATIONS AND REFERRALS**

5.1 The committee noted that £200 budget was remaining. A **RECOMMENDATION** would be made to Full Council to transfer the remaining Transport budget to the Grant Account.

5.1.2 One grant application had been received and considered. It was **RESOLVED** to make the following award:

1) Link Visiting Scheme - £640

5.2 There were no referrals from other Committees.

6. **DEBTORS AND CREDITORS.**

6.1 The APC informed the committee that £2,514 had been recovered to date. The APC will continue to work through the list of aged debtors and creditors. The committee noted the progress made

6.1.1 The APC referred a specific aged debtor to the committee. Due to the amount outstanding and the lack of contact from the hirer, the committee agreed for the APC to send a registered letter to the hirer. The committee would consider a repayment plan however, if no further contact is made the committee would consider legal action to recover the debt. The APC confirmed any future bookings will be declined until the money is recovered and full payment would be required in advance.

**ACTION: APC**

6.1.2 The APC advised the committee of an unpaid invoice that was linked to a charity for £26.50. It was **RESOLVED** to write off this debt. The APC has noted the charity and future bookings will have to be paid in advance.

**ACTION: APC**

6.1.3 The committee agreed to review individual cases that are six months and older at each F&GP meeting.

7. **QUARTER 1 ACCOUNTS 2022/23:**

7.1 The APC presented the Q1 accounts ([Appendix 1](#)) to the committee for approval. The below points were noted. Once actioned, revised accounts to be circulated to the committee which would then be recommended to Full council for approval.

**ACTION: APC**

**Income and Expenditure: -**

Cllr Southgate raised the following points:

7.1.1 Salary, National Insurance and Pension all vary in percentages. The APC will review and ensure everything has been coded correctly.

**ACTION: APC**

7.1.2 IT support was at 49% spent. The APC advised the 12-month Licence Fee was paid in

March and may have been processed in April. The APC will review to ensure the correct code has been used.

**ACTION: APC**

- 7.1.3 Community Centre bookings were still low. The APC advised the Community Centre was closed for bookings over the Jubilee Bank Holiday weekend. The APC will check that the correct code has been used.

**ACTION: APC**

- 7.1.4 The maintenance costs were high for the Community Hall, Allnatt Pavilion, Recreation Ground and Play Area. The APC advised the disabled toilet had been repaired as well as the gate to the playground which was a significant cost. The APC advised the wildflower seeds at Hatch Farm had been miscoded to the recreation ground and this would be moved to the correct climate change account. It was also noted the fete markings were coded under the recreation ground instead of the designated fete code.

**ACTION: APC**

- 7.1.5 Playground Equipment – Group Swing Seat.

The APC explained that following the Playground Inspection we were advised to remove the swing seat immediately as both suspension mechanisms have worn out of alignment with indications of sever wear ([Appendix 2](#)). This was immediately removed and is currently being stored in the Caretakers garage. The committee were keen to have this piece of equipment reinstated in a timely manner following complaints from residents. Email to be sent to the Executive Committee for approval of the repairs.

**ACTION: APC**

- 7.1.6 Waste management was high. The APC explained that the expenditure for the service relating to Initial Hygiene had been miscoded to the waste management instead of the scheduled maintenance. This would be corrected by the APC.

**ACTION: APC**

- 7.1.7 Fete Summary figures do not match, The APC explained that this was still work in progress and would be circulated once completed and reconciled.

**ACTION: APC**

- 7.1.8 Newsletter cost seemed high. The APC will check to ensure the newsletter was coded correctly.

**ACTION: APC**

- 7.1.9 Cllr Paul Fishwick noted the gas seemed high on 4235. The APC confirmed monthly gas readings were submitted.

- 7.1.10 Cllr Paul Fishwick asked the question, Is the caretaker paying for all of the utilities at Pavilion House?

The APC informed the committee the caretaker is paying for gas and electric but not water. Cllr Green advised the committee agreed that the caretaker would pay for water from January 2022.

**ACTION: INTERIM CLERK/APC**

- 7.1.11 Cllr Geoff Harper reported that the APC and CELO had not received First Aid or Fire Training. Recommendation to Full Council to book the courses using budget from account

4080 staff training. The Caretaker's training file is to be checked to ensure training is up to date including Manual Handling.

**ACTION: INTERIM CLERK/APC**

**Balance Sheet: -**

- 7.1.12 Cllr Geoff Harper has previously raised the Allotment deposits held (£3119) should be moved to the general reserves account. The Committee agreed and the **RECOMMENDATION** is to transfer the funds to the Long-Term Facility Agreement account and draw upon them when there is a specific project.

**ACTION: APC**

- 7.1.13 Cllr Geoff Harper noted the general reserves account was £30,502 but thought it was previously agreed at £40,000. Cllr John Southgate confirmed this was approved. APC to review the report on account general reserves (310) and confirm any spends.

**ACTION: APC**

**8. POLICIES AND PROCEDURES WORKING GROUP**

- 8.1 Cllr David Green confirmed there had been two formal meetings of which the last one was documented and recommended the notes are submitted as a record. (Appendix 3)

- 8.2 Cllr Geoff Harper created a new Health and Safety document and confirmed he had reviewed the Risk Assessment with the APC and were updated accordingly. Cllr Harper reviewed the Christmas Light and Firework Risk Assessments and now updated.

- 8.3 Cllr David Green highlighted on the electronic communications that our footer needs updating E07. Cllr Geoff Harper agreed to review and update.

**ACTION: CLLR HARPER**

- 8.4 Cllr David Green noted the Data Protection Policy was to be reviewed as a formal document reference needs to be agreed. The Tracker also needs to be brought up to date.

**ACTION: CLLR HARPER**

- 8.5 Cllr David Green with the support of the committee made a recommendation that the versioning is done on the year the document is published. Additional publication or changes within the year will include the year and then a dash.

- 8.6 Cllr David Green asked a question about the Health and Safety agreement. Where we engage a company to carry out an activity on our behalf, i.e., repairs, should we be giving them a brief of our Health and Safety policy? Cllr Geoff Harper will check to ensure this is included within our policies.

**ACTION: CLLR HARPER**

- 8.7 It was **RECOMMENDED** that the updated Policies and Procedures are adopted by Full Council

**9. RECRUITMENT OF A CLERK**

- 9.1 Cllr Harper advised the deadline for applications was 26 July 2022 at noon. No applications received but one application still on hold.

A discussion took place about the hours/salary/barriers. Cllr Harper had done research into other Parish job advertisements and shared his findings.

The APC shared the overall cost for the job adverts through Jobsgopublic, NALC and SLCC.

Cllr Harper to refer to NALC to review our job advert.

**ACTION: CLLR HARPER**

The committee recommended not to readvertise until the hours/salary had been reviewed with NALC and a comparison made with other Parish job advertisements.

The committee were informed the Interim Clerk support was due to expire at the end of August. The committee recommended the support from the Interim Clerk is extended on the same terms. An email is to be sent to the Executive Committee seeking approval of the extension.

**ACTION: APC**

The committee agreed to send an email to the applicant on hold.

**ACTION: APC**

The committee recommend the Executive Committee meet at the end of August to agree next steps.

**ACTION: EXECUTIVE COMMITTEE**

## **10. FETE SUMMARY**

10.1 The Fete Income and Expenditure was circulated in advance of the meeting ([Appendix 4](#))

10.2 Cllr John Southgate proposed the below donations and the committee agreed recommendation to full council:

- 1) Early Cadets - £50
- 2) Saxophone Octet - £50
- 3) WADE - £500.
- 4) The Princes Trust - £500

10.3 Cllr Paul Fishwick asked the question, did you manage to get the medals for Bearwood school? The APC would check with the CELO and order accordingly.

**ACTION: APC/CELO**

10.4 Cllr John Southgate requested to have the Fete added to the agenda for the next meeting in September.

**ACTION: APC**

10.5 The committee noted the Fete was a success and thanked everyone for their support.

**11. PAYMENTS TO SES BUSINESS FOR THE ALLOTMENT SITE:**

- 11.1 The APC confirmed the ongoing issue with waste water charges had now been resolved. The most recent bill is accurate and has been authorised at Full Council. Due to an issue with Unity Bank not accepting the SES account number, a cheque was issued for payment which was signed by Cllr Harper and Cllr Fishwick.  
The committee recommend to Full Council that future payments are paid by direct debit.  
**ACTION: APC**

**12. SOLAR:**

- 12.1 Cllr Harper had produced a report ([Appendix 5](#)) covering the period from 1 April 2022 to 30 June 2022. This showed that 5806 Kwh of solar energy had been generated with WPC consuming 1560 Kwh.
- 14.2 The revenue from the Feed in Tarif (FIT) was £218 with savings from using own energy of £364. This resulted in total savings of £582.
- 14.3 There are 64 solar panels on the Community Centre roof. There were no inverter outages in the period. To improve the use of the solar energy generated the solar electricity is now used to assist in heating hot water for the Community Centre via an electricity cable connection.
- 14.4 The committee thanked Cllr Harper for his report and noted the findings.
15. **CORRESPONDENCE:** There were no items of correspondence.
14. **ANY OTHER MATTERS CONSIDERED URGENT BY THE CHAIRMAN -** None
15. **DATE OF NEXT MEETING:** Tuesday 25 October 2022 at 19:30.