



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone 0118 978 0244
e-mail clerk@winnersh.gov.uk
www.winnersh.gov.uk

Minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Winnersh Community Centre on **Tuesday 25th October 2022.**

PRESENT: Cllrs D. Green; J. Southgate; G. Harper; P. Bray; R. Shepherd-DuBey

IN ATTENDANCE: K. Simpson (Assistant Parish Clerk); Amanda Gee (Member of Public.)

1. **APOLOGIES FOR ABSENCE** - Cllr P. Fishwick; R. Nicholson
2. **DECLARATION OF INTEREST** – Cllr P. Bray; R. Shepherd-DuBey declared an interest in item 5
3. **MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING HELD ON THE 26 June 2022.**
 - 3.1 The minutes of the last meeting held on 26 June 2022, approved at Full Council on 11 October 2022, were noted and the following matters were raised.
 - 3.2 Matters arising: -
 - 3.2.1 Item 5.1: Transport budget to be moved following Approval at full Council.
ACTION: APC
 - 3.2.2 Item 5.1.2 Following approval at Full Council it was **RESOLVED** to make the payment to Link Visiting Scheme.
 - 3.2.3 Item 6.1.1 The committee noted the Remote-Control Cars invoices remain outstanding. The APC updated the committee on the actions taken to recover the debt. A **RECOMMENDATION** would be made to Full Council to write off the debt.
 - 3.2.4 Item 6.1.2 The committee noted the bike ride charity event had been written off.
 - 3.2.5 Item 7.1 Q1 accounts. The committee took note and will review within the agenda

3.2.6 Item 7.1.1 Salary, National Insurance and Pensions. The APC advised the committee this will be reviewed by Rialtas.

ACTION: APC

3.2.7 Item 7.1.2 The APC advised that all items had been coded correctly.

3.2.8 Item 7.1.3 The APC informed the committee that the community centre bookings were all coded correctly at the time of booking.

3.2.9 Item 7.1.4 The wildflower seeds and the fete markings are now coded correctly.

3.2.10 Item 7.1.5 The parts for the Seat Swing are now in stock and the work is planned for this week. The APC will keep the committee updated on the repairs.

3.2.11 Item 7.1.6 Initial hygiene (Waste Management) now coded correctly

3.2.12 Item 7.1.7 Fete to be reviewed by the APC once the charity donations have been made.

3.2.13 Item 7.1.8 Newsletter for fete now coded correctly.

3.2.14 Item 7.1.10 Have requested Castle Water to arrange for a separate meter to be installed to Pavilion House.

3.2.15 Item 7.1.11 First aid and Fire Training booked for end of November and early December

3.2.16 Item 7.1.12. Allotment deposit moved to General Reserve

3.2.17 Item 7.1.13 The APC advised the general reserve account of £30,502 is calculated through Rialtas. It depends on the income and expenditure throughout the year. We can amend at the end of year to show a holding balance of £40k if required.

3.2.18 Item 8.3 Policies and Procedures email footer. Reviewed by Cllr Harper.

3.2.19 Item 8.4 Policies and Procedures Data protection. A **RECOMMENDATION** would be made to Full Council for approval.

3.2.20 Item 8.6 Policies and Procedures Health and safety policy. **APPROVED** and adopted at Full Council Meeting.

3.2.21 Item 10.3 Medals for Bearwood school. The APC advised the committee that the medals were not ordered. Due to timescales, it was agreed to order in advance when preparing the Fete 2023.

3.2.22 Item 10.4 Fete has been added to the agenda.

The Finance and General Purposes Committee are happy to **RESOLVE** the above matters arising.

4. **PUBLIC SESSION** – One member of the public was present - Amanda Gee.

5. **DONATIONS AND REFERRALS**

5.1.1 Three grant applications had been received and considered. It was **RESOLVED** to make the following award:

- 1) First Days Children - £250
- 2) ARC Youth Counselling - £250
- 3) Keep Mobile - £2500

6. **DEBTORS AND CREDITORS.**

6.1 The APC referred a case to the committee regarding unpaid invoices from a regular hirer. It was agreed for the APC to send an email to request payment in full otherwise all future bookings will be suspended.

ACTION: APC

6.1.2 The committee noted that all future bookings should include the hirers address. If invoices are unpaid, then future bookings should be suspended immediately.

ACTION: APC

7. **QUARTER 1 and 2 ACCOUNTS 2022/23:**

7.1 The APC presented the Q1 and Q2 accounts 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: -

7.1.1 National Insurance. The APC will review with Rialtas to ensure correct.

ACTION: APC

8. **POLICIES AND PROCEDURES WORKING GROUP**

8.1 Cllr Harper confirmed the Risk assessments have been reviewed and are now up to date. The Committee thanked the working group and confirmed the policies and procedures would be reviewed again in 2023.

9. **RECRUITMENT OF A CLERK**

9.1 Cllr Southgate advised that 3 candidates would be interviewed on 27th October 2022.

9.1 **INTERIM PARISH CLERK: EXTENSION**

9.1.1 The committee were informed the Interim Clerk support was due to expire at the end of

October. The committee **RESOLVED** that the support from the Interim Clerk is extended on the same terms.

10. **FETE SUMMARY**

- 10.1 Cllr John Southgate confirmed he would send further information to the councillors once the date has been agreed.

ACTION: CLLR SOUTHGATE

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

- 11.1 The APC confirmed the payments can now be made online. Whilst the committee agreed to pay by direct debit. It was **RESOLVED** that future payments are paid online.

12. **SOLAR:**

- 12.1 Cllr Harper had produced a report covering the period from 1 April 2022 to 30 Sep 2022. This showed that 10915Kwh of solar energy had been generated with WPC consuming 3006Kwh.
- 12.2 The revenue from the Feed in Tariff (FIT) was £412 with savings from using own energy of £708. This resulted in total savings of £1120.
- 12.3 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.
- 12.4 The committee thanked Cllr Harper for his report and noted the findings.
13. **STAFF PENSION:** The committee **RESOLVED** to pay the backdated employers pension contribution.
14. **KARCHER FLOOR CLEANER:** The committee **APPROVED** the service call out charge.
15. **Budget 2023/2024:** The committee agreed to review this at the next meeting.
16. **CORRESPONDENCE:** There were no items of correspondence.
17. **ANY OTHER MATTERS CONSIDERED URGENT BY THE CHAIRMAN** - None
15. **DATE OF NEXT MEETING:** Tuesday 24 January 2022 at 19:30.

There being no further business the meeting closed at 21:00