



Winnersh Parish Council

Winnersh Community Centre
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Minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held at Winnersh Community Centre on **Tuesday 17th January 2023**.

PRESENT: Cllrs J. Southgate (Chair); D. Green; P Fishwick; G. Harper; P. Bray

IN ATTENDANCE: K. Simpson (Assistant Parish Clerk)

1. **APOLOGIES FOR ABSENCE** - Cllr R. Shepherd-DuBey
2. **DECLARATION OF INTEREST** – None
3. **MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING HELD ON THE 25 OCTOBER 2022.**
 - 3.1 The minutes of the last meeting held on 25 October June 2022, approved at Full Council on 13 December 2022, were noted and the following matters were raised.
 - 3.2 Matters arising: -
 - 3.2.1 Item 5.1: Transport budget has been moved following Approval at Full Council.
 - 3.2.2 Item 6.1.1 The committee noted the Remote-Control Cars invoices remain outstanding. A **RECOMMENDATION** would be made to Full Council to write off the debt.
 - 3.2.3 Item 7.1 Q1 accounts. The committee noted the Q1 accounts.
 - 3.2.4 Item 7.1.1 Salary, National Insurance and Pensions. The APC advised the committee the figures include the combined Employees and Employers contribution. The committee noted this however, **AGREED** to revert to splitting the cost for 2023/2024.
 - 3.2.5 Item 6.1 The APC referred a case to the committee regarding unpaid invoices from a regular hirer. The APC confirmed this had been **RESOLVED** and the invoice had been paid.
 - 3.2.6 Item 6.1.2 The APC confirmed all future bookings include the hirers address.

4. **PUBLIC SESSION** – No members of the public were present.

5. **DONATIONS AND REFERRALS**

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

- 1) Home-Start Wokingham District - £500
- 2) Citizens Advice Wokingham - £1000. To be paid from 2023/2024 Budget

5.2. No referrals were received from other committees.

6. **DEBTORS AND CREDITORS.**

6.1 The APC advised the Committee that due to the current workload, actions to recover this have not taken place but hope to do so once newly appointed Clerk is in post.

ACTION: APC

7. **QUARTER 3 ACCOUNTS:**

7.1 The APC presented the Q3 accounts (Appendix A).

7.2 A discussion took place about the Bank Interest. It was agreed to review the interest rates for balances held.

ACTION: APC

7.3 It was noted the expenditure to Castle Water was high. It was **AGREED** that the APC would contact Castle Water to discuss installing a separate meter in Pavilion House. Alternatively, the APC will request an unmetered house calculation.

ACTION: APC

7.4. It was noted there was no spend under Pest Control Allotments (Account 340 4450). The APC advised the invoice had been paid and coded correctly. The APC will investigate further through Rialtas.

ACTION: APC

7.5 A discussion took place regarding the Allotment Expense (340/4250). It was **RESOLVED** to rename the account to Allotment Association.

ACTION: APC

7.6 The committee noted there had been no spend on the Pavilion House. The APC will chase the quote for the works prioritised following the house inspection.

ACTION: APC

The committee **AGREED** the Q3 accounts were a true and accurate reflection and **RECOMMENDED** to Full Council for approval.

8. CHAIRMAN'S ALLOWANCE

- 8.1 The committee agreed to leave the chairman's allowance at the current level of £160/year.

9. BUDGET 2023/24

- 9.1 The committee received a draft budget for consideration and made the following adjustments: -

100/1090 Bank Interest – Increase to £5000

140/4270 Grants Made – Increase to £6000

140/4290 Youth Club – Increase to £6000

910/1600 Fete Sponsorship – Decrease to £300

320/4230 Allnatt Pavilion Electricity budget of £850 move to 300/4230 Community Centre Electricity.

- 9.2 A list of potential capital projects was circulated, and the committee agreed these and added further items for Hall Curtains and for Refurbishment of Pavilion House, increasing the total budget for Projects to £161,000.

- 9.3 When considering the changes, the precept would increase by 3% from £41.86 (2022/23) to £43.12 (23/24) for a Band D property.

- 9.4 The committee agreed to **RECOMMEND** the budget with the above changes to Full Council on the 24 February 2023. A revised budget statement will be circulated to all councillors before that date.

ACTION: CLLR SOUTHGATE

10. INTERNAL AUDIT 2022/2023

- 10.1 The committee received the Internal Auditor's interim report (circulated in advance) and was pleased to note that despite the absence of a Parish Clerk the accounts are in good order.

- 10.2 The committee noted the recommendation that the bank reconciliations should be reviewed by the chair of F&GP on a quarterly basis when the quarterly accounts are presented. The committee **AGREED** for this to be reviewed each quarter.

- 10.3 The committee noted that no appraisals have been given to staff this year and none were given last year. This will be discussed with the Parish Clerk once in role.

ACTION: PARISH CLERK

11. POLICIES AND PROCEDURES

- 11.1 A discussion took place following a concern raised by a resident. It was **AGREED** for the hirers terms and conditions to be amended to ensure Animal Welfare is incorporated within the policies and procedures.

ACTION: CELO

12. INTERIM PARISH CLERK

- 12.1 The APC advised the interim Parish Clerk's last day at Winnersh Parish Council will be 31st January 2023.

13. FETE SUMMARY

- 13.1 Cllr Southgate confirmed he would send a date to the councillors to commence the Fete working group.

ACTION: CLLR SOUTHGATE

- 13.2 The committee **AGREED** to invite the Saxophone Octet group to perform at the Fete.

14. SOLAR PANELS

- 14.1 Cllr Harper had produced a report covering the period from 1 April 2022 to 31 December 2022. This showed that 12578Kwh of solar energy had been generated with WPC consuming 3705Kwh.

- 14.2 The revenue from the Feed in Tarif (FIT) was £474 with savings from using own energy of £872. This resulted in total savings of £1346.

- 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 the hot water for the Community Centre and for lighting the Allnatt Pavilion via a simple electricity cable connection. The streetlamp in the carpark is now also powered by solar energy when possible.

- 14.4 The committee thanked Cllr Harper for his report and noted the findings.

15. **CORRESPONDENCE:** There were no items of correspondence.

16. **ANY OTHER MATTERS CONSIDERED URGENT BY THE CHAIRMAN** - None

17. **DATE OF NEXT MEETING:** Tuesday 24 April 2023 at 19:30.

There being no further business the meeting closed at 21:33

APPENDIX A 2022/23 QUARTER 3 ACCOUNTS

16/01/2023		Winnersh Parish Council					Page 1		
14:01		Detailed Income & Expenditure by Budget Heading 31/12/2022							
Month No: 9		Cost Centre Report							
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Office & General</u>									
1076	Precept	174,675	186,917	186,917	0			100.0%	
1090	Bank Interest	3	65	30	(35)			217.4%	
1100	FIT	494	0	450	450			0.0%	
1130	CIL Income	10,790	26,862	0	(26,862)			0.0%	
1200	CCTV Grant	0	1,840	0	(1,840)			0.0%	
1452	Misc Income	1,034	3,119	0	(3,119)			0.0%	
Office & General :- Income		186,996	218,804	187,397	(31,407)			116.8%	0
4000	Salaries Net	66,802	43,989	73,480	29,491		29,491	59.9%	
4020	PAYE & NI	3,804	9,195	4,420	(4,775)		(4,775)	208.0%	
4025	Pension	16,203	15,625	17,165	1,540		1,540	91.0%	
4055	Stationery/Office Supplies	670	408	600	192		192	68.0%	
4060	IT Infrastructure (Hardware)	169	61	500	439		439	12.2%	
4062	IT Support (itQED)	3,116	2,599	3,300	701		701	78.8%	
4063	Web Hosting & Support	1,875	1,328	1,875	547		547	70.8%	
4064	IT Rialtas/SAGE	2,702	899	2,700	1,801		1,801	33.3%	
4065	Copier	256	194	350	156		156	55.5%	
4070	Insurances	3,386	4,004	3,400	(604)		(604)	117.8%	
4075	Training - Councillors	0	0	300	300		300	0.0%	
4080	Training Staff	1,615	963	1,500	537		537	64.2%	
4085	Chairman's Allowance	160	0	160	160		160	0.0%	
4086	Parish Expenses	0	43	100	57		57	43.4%	
4090	Employment Advertising	369	2,400	200	(2,200)		(2,200)	1200.0%	
4100	Subscriptions	2,455	2,318	2,500	182		182	92.7%	
4115	Professional Fees	1,010	1,530	1,500	(30)		(30)	102.0%	
4120	Bank Charges	228	178	250	72		72	71.4%	
4125	Credit Card Fee	18	24	50	26		26	48.0%	
4130	Telecoms	764	409	750	341		341	54.5%	
4135	Postage	0	0	50	50		50	0.0%	
4140	Travel & Subsistence	0	0	75	75		75	0.0%	
4145	Health & Safety	0	0	200	200		200	0.0%	
4200	Scheduled Maintenance	100	24	200	176		176	12.0%	
4410	Cleaning	9	0	0	0		0	0.0%	
5515	Write off old pension b/f 2018	1,151	0	0	0		0	0.0%	
Office & General :- Indirect Expenditure		106,863	86,193	115,625	29,432	0	29,432	74.5%	0
Net Income over Expenditure		80,134	132,611	71,772	(60,839)				
6000	plus Transfer from EMR	1,211	0						
6001	less Transfer to EMR	9,579	0						
Movement to/(from) Gen Reserve		71,766	132,611						

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Street Lights								
4230 Electricity	767	571	700	129		129	81.6%	
Street Lights :- Indirect Expenditure	<u>767</u>	<u>571</u>	<u>700</u>	<u>129</u>	<u>0</u>	<u>129</u>	<u>81.6%</u>	<u>0</u>
Net Expenditure	(767)	(571)	(700)	(129)				
140 Other Expenditure								
4270 Grants Made	3,090	4,190	5,000	810		810	83.8%	
4280 Community Transport	2,000	2,500	2,500	0		0	100.0%	
4290 Youth Club	2,250	0	4,500	4,500		4,500	0.0%	
4900 Bad debt w/o	0	0	300	300		300	0.0%	
Other Expenditure :- Indirect Expenditure	<u>7,340</u>	<u>6,690</u>	<u>12,300</u>	<u>5,610</u>	<u>0</u>	<u>5,610</u>	<u>54.4%</u>	<u>0</u>
Net Expenditure	(7,340)	(6,690)	(12,300)	(5,610)				
200 Major/Special Projects								
4300 R&A	69,844	11,221	88,000	76,779		76,779	12.8%	
4350 F&GP	499	0	500	500		500	0.0%	
4360 FC	6,247	1,805	16,100	14,295		14,295	11.2%	
Major/Special Projects :- Indirect Expenditure	<u>76,589</u>	<u>13,027</u>	<u>104,600</u>	<u>91,573</u>	<u>0</u>	<u>91,573</u>	<u>12.5%</u>	<u>0</u>
Net Expenditure	(76,589)	(13,027)	(104,600)	(91,573)				
6000 plus Transfer from EMR	5,837	0						
Movement to/(from) Gen Reserve	(70,753)	(13,027)						
300 Community Centre								
1300 Bookings-Winnersh Hall	37,780	28,512	40,000	11,488			71.3%	
1310 Bookings-Sindlesham Room	7,767	4,502	10,000	5,498			45.0%	
Community Centre :- Income	<u>45,547</u>	<u>33,014</u>	<u>50,000</u>	<u>16,986</u>			<u>66.0%</u>	<u>0</u>
4110 Licence Fees	497	291	500	209		209	58.1%	
4145 Health & Safety	187	0	200	200		200	0.0%	
4195 COVID & WFH Expenses	885	0	0	0		0	0.0%	
4200 Scheduled Maintenance	1,273	6,687	4,350	(2,337)		(2,337)	153.7%	
4205 Unscheduled Maintenance	1,541	389	1,000	611		611	38.9%	
4215 Waste Management	816	825	1,000	175		175	82.5%	
4230 Electricity	1,533	1,409	2,000	591		591	70.5%	
4235 Gas	4,183	2,815	2,500	(315)		(315)	112.6%	
4240 Water	354	336	750	414		414	44.8%	
4410 Cleaning	2,008	0	0	0		0	0.0%	
Community Centre :- Indirect Expenditure	<u>13,278</u>	<u>12,751</u>	<u>12,300</u>	<u>(451)</u>	<u>0</u>	<u>(451)</u>	<u>103.7%</u>	<u>0</u>
Net Income over Expenditure	32,269	20,263	37,700	17,437				
6000 plus Transfer from EMR	885	0						

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	33,154	20,263						
320 Allnatt Pavilion								
1315 Bookings-Allnatt Pavilion	3,606	3,937	2,500	(1,437)			157.5%	
Allnatt Pavilion > Income	3,606	3,937	2,500	(1,437)			157.5%	0
4200 Scheduled Maintenance	0	325	200	(125)		(125)	162.5%	
4205 Unscheduled Maintenance	247	0	200	200		200	0.0%	
4230 Electricity	538	628	500	(128)		(128)	125.7%	
4235 Gas	704	814	750	(64)		(64)	108.6%	
4240 Water	470	591	400	(191)		(191)	147.7%	
Allnatt Pavilion > Indirect Expenditure	1,959	2,358	2,050	(308)	0	(308)	115.0%	0
Net Income over Expenditure	1,647	1,579	450	(1,129)				
340 Allotments								
1450 Allotment Income	3,005	2,758	2,900	143			95.1%	
Allotments > Income	3,005	2,758	2,900	143			95.1%	0
4205 Unscheduled Maintenance	286	237	1,000	763		763	23.7%	
4240 Water	2,000	107	3,000	2,893		2,893	3.6%	
4250 Allotment Expense	1,241	957	1,500	543		543	63.8%	
4400 Sundries	0	999	0	(999)		(999)	0.0%	999
4450 Pest Control	1,033	0	750	750		750	0.0%	
4455 Rent to WBC	0	1,000	1,000	0		0	100.0%	
Allotments > Indirect Expenditure	4,560	3,301	7,250	3,949	0	3,949	45.5%	999
Net Income over Expenditure	(1,555)	(543)	(4,350)	(3,807)				
6000 plus Transfer from EMR	398	999						
Movement to/(from) Gen Reserve	(1,157)	456						
360 Bearwood Recreation Ground								
1320 Bookings-Bearwood Rec. Ground	7,704	5,338	7,600	2,262			70.2%	
Bearwood Recreation Ground > Income	7,704	5,338	7,600	2,262			70.2%	0
4200 Scheduled Maintenance	8,833	9,226	10,000	774		774	92.3%	
4205 Unscheduled Maintenance	592	0	1,000	1,000		1,000	0.0%	
4210 Play Area Repairs & Maintenance	1,436	2,900	3,000	100	736	(636)	121.2%	
4500 Tree Husbandry	55	857	2,500	1,643		1,643	34.3%	
Bearwood Recreation Ground > Indirect Expenditure	10,916	12,983	16,500	3,517	736	2,781	83.1%	0
Net Income over Expenditure	(3,212)	(7,646)	(8,900)	(1,254)				

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Pavilion House								
4200 Scheduled Maintenance	225	0	250	250		250	0.0%	
4205 Unscheduled Maintenance	0	0	1,000	1,000		1,000	0.0%	
Pavilion House :- Indirect Expenditure	225	0	1,250	1,250	0	1,250	0.0%	0
Net Expenditure	(225)	0	(1,250)	(1,250)				
910 Fete								
1600 Fete Sponsorship	200	825	200	(625)			412.5%	
1605 Fete Stallholders Donations	476	492	500	8			98.5%	
1610 Fete Raffle	500	389	300	(89)			129.7%	
Fete :- Income	1,176	1,706	1,000	(706)			170.6%	0
5000 Fete Expenditure	4,872	3,026	4,500	1,474		1,474	67.2%	
Fete :- Indirect Expenditure	4,872	3,026	4,500	1,474	0	1,474	67.2%	0
Net Income over Expenditure	(3,697)	(1,319)	(3,500)	(2,181)				
920 Winnersh Newsletter								
1700 Newsletter Income	160	0	0	0			0.0%	
Winnersh Newsletter :- Income	160	0	0	0				0
5010 Newsletter Expenditure	805	550	300	(250)		(250)	183.3%	
Winnersh Newsletter :- Indirect Expenditure	805	550	300	(250)	0	(250)	183.3%	0
Net Income over Expenditure	(645)	(550)	(300)	250				
Grand Totals:- Income	248,194	265,557	251,397	(14,160)			105.6%	
Expenditure	228,174	141,450	277,375	135,925	736	135,189	51.3%	
Net Income over Expenditure	20,019	124,107	(25,978)	(150,085)				
plus Transfer from EMR	8,331	999						
less Transfer to EMR	9,579	0						
Movement to/(from) Gen Reserve	18,772	125,106						