



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone 0118 978 0244  
e-mail: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)  
[www.winnersh.gov.uk](http://www.winnersh.gov.uk)

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting  
held on **Tuesday 25<sup>TH</sup> JULY 2023 at 7.30pm**  
at the Winnersh Community Centre

**Councillors Present:** Cllrs Southgate (Chairman), Bray, Fishwick, Giacon, Harper, Shepherd-DuBey

**Officers:** Marcia Milsom, Parish Clerk  
Kerry Simpson, Assistant Parish Clerk

As previous Chairman, it was AGREED for Cllr John Southgate to open the meeting.

### **1. ELECTION OF CHAIRMAN**

It was proposed by Cllr Bray, seconded by Cllr Fishwick and with no other nominations, **RESOLVED** that Cllr John Southgate be elected as Chairman of the Finance & General Purposed Committee for 2023/24.

### **2. ELECTION OF VICE CHAIRMAN**

It was proposed by Cllr Fishwick, seconded by Cllr Bray and with no other nominations, **RESOLVED** that Cllr Paulo Giacon be elected as Vice Chairman of the Finance & General Purposes Committee for 2023/24.

Cllr Giacon noted his preference to be referred to as Vice Chair of the Finance & General Purposes Committee for 2023/24.

### **3. APOLOGIES FOR ABSENCE**

None received.

### **4. DECLARATIONS OF INTEREST**

None.

## 5. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25<sup>th</sup> January 2023 had been approved at the Council meeting on 16<sup>th</sup> May 2023. The minutes were signed by the Chairman.

**Noted**

The Assistant Parish Clerk's report with updates on matters arising from previous meetings was attached at Appendix 1. **Noted**

## 6. DONATIONS AND REFERRALS

i. Four grant applications had been received and considered. The committee Agreed and it was **RESOLVED** to award the following donations:

- a. Parenting Special Children attached at Appendix 2a - £500
- b. Me2 Club attached at Appendix 2b - £500
- c. Link Visiting Scheme attached at Appendix 2c - £500
- d. Wokingham Job Support Centre attached at Appendix 2d - £500

Cllr Giacon requested information regarding the previous grant donations. The APC will action.

**ACTION: APC**

ii. There were no referrals from other committees.

## 7. DEBTORS

An update on the outstanding balances was attached at Appendix 3. **Noted**

The Committee noted the following accounts, Mansoorqureshi (balance of 0.22) and Siddharthverma (balance -0.01).

It was **RESOLVED** to recommend that both amounts be written off.

## 8. Q1 ACCOUNTS

The income and expenditure and balance sheet reports to 30/06/2023 were attached at Appendix 4. **Noted**

Cllr Harper queried the budget for Allotment Association (4250). The APC will check this is correct.

**ACTION: APC**

It was **RESOLVED** to recommend that the Q1 accounts be accepted.

## 9. POLICIES AND PROCEDURES

The current Financial Regulation was attached at Appendix 5. **Noted**

A draft document (as per the NALC model) was attached at Appendix 5a. **Noted**

The committee requested to see sight of the three-year forecast routine. The Clerk will circulate to the Committee members.

**ACTION: Clerk**

The committee noted in order to present the draft budget to Council, the dates of the meetings will need to be amended. It was agreed to Recommend to Full Council that the Finance & General Purposes meeting will be on 16<sup>th</sup> January 2024 and Full Council will be on 23<sup>rd</sup> January 2024. This change will need to be implemented annually.

It was **RESOLVED** to recommend that pending the slight adjustment to the budget setting dates, the Council adopt the new Financial Regulations.

#### **10. NATWEST ACCOUNT**

In October 2019, it was agreed that the two accounts held with Natwest would be closed and funds transferred to Unity account. To date this had not been actioned.

The committee Agreed to continue with the closure of both the NatWest accounts and transfer the funds to Unity Bank.

#### **11. BANK INTEREST**

The current account information was attached at Appendix 7. **Noted**

It was **RESOLVED** to recommend that the below accounts be opened for investment:

- CCLA - £100,000
- United Trust 3-month bond - £85,000

#### **12. FETE**

The Fete income and expenditure was attached at Appendix 8. **Noted**

#### **13. SOLAR**

A report from Cllr Harper was circulated prior to the meeting. **Noted**

#### **14. CORRESPONDENCE**

None received.

#### **11. DATE AND TIME OF THE NEXT MEETING**

The next meeting was **AGREED** as Tuesday 24<sup>th</sup> October 2023 at 7.30pm.

The meeting closed at 8.40pm.

## F&amp;GP Assistant Clerk's Report - July 2023

Meeting Action Point	Minute ref	Date Decision Ratified	Action by	Notes	Status
Grant application - Parenting Special Children (£500)	4.i	25.04.23	APC	Earley TC have made a grant (Unsure of amount). Finchampstead received an application however, deferred pending further investigation. Councillors to decide.	In progress
Q4 accounts	6	25.04.23	APC	Amended Q4 accounts circulated and approved ta Full Council.	<b>Complete</b>
<b>Grants made:</b>					
Citizens Advice Wokingham	£1000 paid 19/07/2023				

<b>Winnersh Parish Council Policies and Procedures</b>	
<b>Grants Policy</b>	
Document ref:	F05
Version:	1
Version date:	12 November 2019



**Winnersh Parish Council**

## **1. Introduction**

- 1.1 The Grants Policy was adopted at the Winnersh Parish Council Meeting held on 12th November 2019.
- 1.2 Winnersh Parish Council ('The Council') has a small budget for the award of grants, currently £5,000. The Council can only award grants using certain legal powers. Where there is no statutory power the Council may use Section 137 of the Local Government Act 1972 to give grants to community organisations. This power may only be used if its use will benefit some or all of its residents, or some or all of the area, and where the benefit obtained is commensurate with expenditure incurred.
- 1.3 There is only a limited amount of money available and there are many deserving causes, so the Council is not able to contribute to them all. All requests are assessed on an individual basis against guidelines set out below.
- 1.4 Commercial organisations are not eligible to receive grants.
- 1.5 Specific projects are generally considered more favourably than contributions to running costs and that will be at the discretion of the Council (see para 2.2).
- 1.6 Applications for grants will be considered by the Finance and General Purposes Committee (F&GP) that has delegated authority to determine whether to award a grant and the amount to be awarded.
- 1.7 Applications will be considered throughout the year and can be submitted at any time. Applications will be presented to meetings of the F&GP at the end of January, April, July and October.

## **2. CRITERIA**

- 2.1 Applications must be made on the grant application form together with financial information, normally a balance sheet and profit & loss account, showing levels of reserves and commitments.

- 2.2 All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will only award grants towards running costs or salaries in exceptional circumstances.
- 2.3 The purpose for which the grant is made must be in the interest of Winnersh residents.
- 2.4 Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the Winnersh area.
- 2.5 The Council will take into account any previous grants made to an organisation or group when considering a new application.
- 2.6 The amount of the grant will be at the discretion of the Council.
- 2.7 Retrospective applications will not be funded where the expenditure has been incurred, the project has been carried out or the event has taken place.
- 2.8 Payments for grants will normally only be paid to an organisation or group and not to individuals.
- 2.9 All grant payments will be conditional upon submission of your most recent audited accounts. Supporting documentation, including any estimates or quotations for projects or events would help support your application.
- 2.10 All grant recipients are required to provide the Council with a brief report, including photographs (if applicable) of how the grant has been utilised, how it has assisted the organisation and the community and what it has achieved. This may appear in the Winnersh Newsletter and/or website.
- 2.11 Recognition of the grant from the Council should, whenever possible, be made in any publicity material.
- 2.12 If the grant is used for purposes, other than those for which it was awarded, without the prior approval of the Council, the recipient organisation will be required to repay the grant to the Council.

### **3. HOW APPLICATIONS WILL BE ASSESSED**

- 3.1 Each application will be assessed on its merits and will be considered alongside any other applications. To ensure as fair a distribution as possible, the F&GP Committee will take into account the amount and frequency of previous grants.
- 3.2 Applicants will also need to demonstrate:-
- How well the grant will meet the needs of the community;
  - How effectively the group will use the grant;
  - Whether the costs are appropriate and realistic; and
  - What other contributions have been, or will be, raised in addition to the grant.

# WINNERSH PARISH COUNCIL

## GRANT APPLICATION FORM

### Conditions of Funding

The Parish Council will only consider grants to projects specifically designed to benefit Winnersh residents. Applications will not be considered from any organisation intending to support any political party or that may discriminate on the grounds of race, gender, age or religion.

Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

*Name of Organisation:*

Parenting Special Children

1) Is the organisation a Registered Charity \*YES/NO (\*please delete as appropriate)  
If yes, please indicate the Charity Number: Yes (Charity Number 1141172)

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

2) Objects and aims of your organisation

*Please provide a brief summary:*

Parenting Special Children (PSC) is a Berkshire-based charity which provides specialist support services to vulnerable families of children and young people with special needs, disabilities and early life trauma. The families we support care for children who face complex challenges, disability, neurodiversity, physical and mental health diagnoses, neglect, abuse and other adverse childhood experiences (ACEs). Our aim is to improve the well-being of parents/carers so they are better able to support their children. We also work directly with the children and deliver training to the professionals that work with them.

3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area? Winnersh only / Winnersh and wider area\* (\*please delete as appropriate)

How many residents of Winnersh do you anticipate will benefit from the project? 52

We have 13 families on our database who are residents of Winnersh Parish who have accessed our services over the last 12 months, thus the total number would be much higher as it includes the child, their siblings, parents/carers and often extended family members. All of these families would be able to benefit from all of the services that we offer, as well as any other families who live in the parish who may need the charity's support.

4) Is the grant requested for a specific project? \*YES/~~NO~~ (\*please delete as appropriate)

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

- a) Cost of activity/project    £ 500
- b) Funds Raised                £
- c) Funds Promised            £
- d) Balance                      £
- e) Grant Requested           £ 500

A grant of £500 would provide funding for 4 x 1:1 Specialist support sessions for up to 2 families, as well as on average an hour 1-2-1 time with a specialist helpline advisor for 10 families.

4 x 1:1 Specialist support sessions of 1 hr per family = £150 x 2 families = £300 (including PAYE/Ni/Pension cost)

Travel costs and mileage expense = £40 (based on 1 x face to face session and 3 x online)  
10 hrs x Specialist Triage helpline advisor = £160 (including PAYE/Ni/Pension cost)

5) What is the commencement date of the activity/project?

We have experienced unprecedented demand for our 1:1 family support service, which was a new project created by the significant challenges of the covid pandemic, however we have found that the demand of this service, and the highly complex needs of the families we support has remained extremely high. Therefore, we will continue to seek funding in order to help as many families as we can, both locally and nationally.

6) What is the completion date of activity/project?

As a charity we are constantly applying for funding to ensure that we meet the growing need from families for specialist support. We have had a long waiting list for this service for a long time, and we will therefore be applying for funding from a range of local and national funders.

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

.....

8) Is there any other information you would wish the Council to consider in support?



*Additional Information:*

If we were successful in this grant application, the funding will enable the charity to provide specialist parenting support to families of children/young people with special educational needs and disabilities including children in foster care and adopted who have faced early life trauma:

- A triage service staffed by specialist parenting practitioners, the first step when a family is in crisis with nowhere to turn, for example suicidal thoughts and children who are self harming
- One to one Specialist Support for families facing more complex challenges relating to trauma for example Adverse Childhood Experiences, mental health and wellbeing, domestic abuse, poverty, challenging behaviour, self harm

A grant of £500 would provide funding for 4 x 1:1 Specialist support sessions for up to 2 families, as well as on average an hour 1-2-1 time with a specialist helpline advisor for 10 families.

Name of Applicant [Joanna Lavelle](#)

Position within the organisation/group [Finance Manager](#)

Address [The Arcade, 11 Glebe Road, Reading, RG2 7AG](#)

.....

Signed [Joanna Lavelle](#)

Date [13/3/23](#)

Please return your application to the Parish Clerk by email or post.

Email: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)

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<b>Winnersh Parish Council Policies and Procedures</b>	
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- 1.3 There is only a limited amount of money available and there are many deserving causes, so the Council is not able to contribute to them all. All requests are assessed on an individual basis against guidelines set out below.
- 1.4 Commercial organisations are not eligible to receive grants.
- 1.5 Specific projects are generally considered more favourably than contributions to running costs and that will be at the discretion of the Council (see para 2.2).
- 1.6 Applications for grants will be considered by the Finance and General Purposes Committee (F&GP) that has delegated authority to determine whether to award a grant and the amount to be awarded.
- 1.7 Applications will be considered throughout the year and can be submitted at any time. Applications will be presented to meetings of the F&GP at the end of January, April, July and October.

## **2. CRITERIA**

- 2.1 Applications must be made on the grant application form together with financial information, normally a balance sheet and profit & loss account, showing levels of reserves and commitments.

- 2.2 All applications will be considered on their merits but in general, grants will be awarded for specific projects or events. The Council will only award grants towards running costs or salaries in exceptional circumstances.
- 2.3 The purpose for which the grant is made must be in the interest of Winnersh residents.
- 2.4 Groups from outside the Parish can apply for a grant but must be able to demonstrate direct benefit to the Winnersh area.
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### **3. HOW APPLICATIONS WILL BE ASSESSED**

- 3.1 Each application will be assessed on its merits and will be considered alongside any other applications. To ensure as fair a distribution as possible, the F&GP Committee will take into account the amount and frequency of previous grants.
- 3.2 Applicants will also need to demonstrate:-
- How well the grant will meet the needs of the community;
  - How effectively the group will use the grant;
  - Whether the costs are appropriate and realistic; and
  - What other contributions have been, or will be, raised in addition to the grant.

# WINNERSH PARISH COUNCIL

## GRANT APPLICATION FORM

### Conditions of Funding

The Parish Council will only consider grants to projects specifically designed to benefit Winnersh residents. Applications will not be considered from any organisation intending to support any political party or that may discriminate on the grounds of race, gender, age or religion.

Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

*Name of Organisation:*

Me2 Club

1) Is the organisation a Registered Charity \*YES (\*please delete as appropriate)  
If yes, please indicate the Charity Number: 1140812

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

2) Objects and aims of your organisation

Me2 Club support, include and inspire children and young people aged 5-19 with additional needs and disabilities to achieve equal opportunities, develop new skills and participate in mainstream activities whilst tackling social isolation, exclusion, low confidence and long-term health inequalities by allowing them to fully access our community.

We recruit, provide specialist training and support volunteers. We carefully match our volunteers to individual children, who need direct help to access opportunities within their chosen weekly mainstream activity. Without our unique support many are unable to take part in wide-ranging youth activities. With our help, children are given the chance to enjoy all the benefits of play, movement and development promoting increased confidence and self-esteem, independence, new friendships and most importantly fun!

Physical activity and play are essential to a child's development. Regular physical activity is associated with better physiological, psychological, and psychosocial health. However, many children and young people with disabilities are excluded as they may struggle to participate. These reduced opportunities in activity are showing that health inequalities in disabled people do exist and need addressing.

Me2 Club offers a chance for children no matter what their ability to be included.

3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area?

Winnersh only

How many residents of Winnersh do you anticipate will benefit from the project?

6 children directly and their families indirectly

4) Is the grant requested for a specific project? \*YES (\*please delete as appropriate)

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

a) Cost of activity/project	£3,000
b) Funds Raised	£2,500
c) Funds Promised	£ 0
d) Balance	£500
e) Grant Requested	<b>£500</b>

5) What is the commencement date of the activity/project?

Ongoing

6) What is the completion date of activity/project?

Ongoing

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

N/A.....

8) Is there any other information you would wish the Council to consider in support?

Me2 Club was set up in 2003 by a group of parents who wanted the same opportunities for their disabled children.

*Me2 Club is there when on one else is and they enable your child to have what other children have and why shouldn't they? (parent).*

In the last 12 months we have supported 125 children and 145 local volunteers.  
*"As a family we rely on Me2 Club for her social development, fun, adventure and our respite."*

One of our strategic objectives, includes co-production. As part of this commitment, we deliver a range of activities which meaningfully involve beneficiaries in decision making and shaping the support they receive, including:

- Special Educational Needs and Disabilities (SEND) Forums
- A co-produced teens activity group
- Takeover Days
- Children involved in developing their own personal support plans

Our Chief Executive works in partnership with Wokingham Borough Council Co-production subgroup of the SEND Innovation and Improvement Programme. This group is tasked with increasing children's participation in decision making with statutory agencies.

We seek regular feedback from children, families, volunteers, activity leaders and other professionals. We gather quantitative and qualitative feedback using feedback forms, informal conversations, observations and stakeholder consultations.

We support 6 children from Winnersh who have been able to join in with local activities including: swimming, drama, gymnastics, Beavers, Scouts and an after-school club. We currently have more children from Winnersh on our waiting list who are urgently in need of our unique support.

*"Me2 Club are an essential part of our Scout evenings; without them it would be difficult to enable the young people who need a Me2 Club helper to connect with the evening fully and get the most enjoyment out of it that they can. They are a great support system to help the young person reach their full potential in their Scouting adventure and are a great support for enabling Scouts to be an inclusive environment."*

**Dan Robinson and Niki Brakspear, Group Scout Leader 1st Winnersh Scout Group**

I have included:

- A case study to illustrate the difference we make.
- Annual report and accounts for 2021/22.

Name of Applicant Mrs Jo Ramsay.....

Position within the organisation/group Senior Fundraising & Development Coordinator

Address Unit 9, Indigo House, Fishponds Road, Wokingham RG41 2GY

Signed *J Ramsay* (type signed)..... Date 27/04/2023

Please return your application to the Parish Clerk by email or post.

Email: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)

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# WINNERSH PARISH COUNCIL

## GRANT APPLICATION FORM

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*Name of Organisation:*

**Link Visiting Scheme**

1) Is the organisation a Registered Charity **\*YES** (\*please delete as appropriate)  
If yes, please indicate the Charity Number: 1139248

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

2) Objects and aims of your organisation

*Please provide a brief summary:*

***"I can't possibly tell you how amazing Link have been at making sure I don't feel so alone"***

The Link Visiting Scheme is a highly regarded local charity serving older residents in Wokingham Borough. Our mission is to reduce chronic loneliness and social isolation in Wokingham Borough, to promote friendship and improve the health, well-being, and independence of our older residents. We celebrate and honour our senior citizens and offer a range of friendship services enabling them to establish new relationships and feel they can be an integral, important part of the community again.

Our core service is in-home befriending where we carefully pair an older person with a volunteer to form a meaningful and lasting friendship. We also provide group and community-based activities and events designed to enable older people to broaden their friendship networks and connections with the wider community. Our services are available to any older Winnersh Parish residents who would benefit from friendship-based support. We currently support 31 clients who are Winnersh residents and have safely recruited and supported 29 volunteer befrienders.

We have a long and successful track record having started our work in 1998. We have been nationally recognised for our work, receiving the Queen's Award for Voluntary Service, the highest award given to volunteer groups across the UK.

3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area? **Winnersh and wider Wokingham area\*** (\*please delete as appropriate)

How many residents of Winnersh do you anticipate will benefit from the project? **60+ (including 29 volunteers)**

4) Is the grant requested for a specific project? **NO** (\*please delete as appropriate)

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

a) Cost of activity/project	£
b) Funds Raised	£
c) Funds Promised	£
d) Balance	£
e) Grant Requested	£

5) What is the commencement date of the activity/project?

6) What is the completion date of activity/project?

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

Costings of service

Ongoing monitoring and supervision of befriending - 30 minutes per volunteer, per month, for 12 months = 6 hours x £23 = £138

For the 31 Winnersh Parish residents, supported weekly throughout the year = £4,278.

Approximately one third of our costs are funded by Wokingham Borough Council and we rely on donations and grants for the balance of our income. Given the total budget that Winnersh Parish has available for grants, we'd like to request a contribution **of £30 per client ie £930**. This year we are focusing on supporting our clients and volunteers who are struggling with the rising cost of living crisis and along with one-to-one support, we will be ensuring that Winnersh residents have access to vital extra support and information.

Through community-based friendship, we improve and restore confidence and wellbeing and with an increased zest for life, our clients are better able to remain independent for longer – good for them, their loved ones, and the wider community.

8) Is there any other information you would wish the Council to consider in support?

*Additional Information:*

We apply for grants from all Parish and Town councils within Wokingham Borough in line with their grant giving schedules.

We are proud to have a varied calendar of local activities and events for our Link Friends. Social connections are key to our wellbeing and having something fun in the diary to look forward to can make all the difference.

Name of Applicant **Liz McDaniel**

Position within the organisation/group: Senior Fundraising Manager

Address  
The Link Visiting Scheme  
Charity and Community Hub  
Waterford House  
Erftstadt Court  
Wokingham  
RG40 2YF

Signed 

Date ...21/06/2023.....

Please return your application to the Parish Clerk by email or post.

Email: [clerk@winnersh.gov.uk](mailto:clerk@winnersh.gov.uk)

Winnersh Parish Council  
Winnersh Community centre  
New Road  
Sindlesham  
Wokingham  
Berkshire  
RG41 5DU

Tel: 01189 978 0244

Website: [www.winnersh.gov.uk](http://www.winnersh.gov.uk)

<b>Winnersh Parish Council Policies and Procedures</b>	
<b>Grants Policy</b>	
Document ref:	F05
Version:	1
Version date:	12 November 2019



**Winnersh Parish Council**

## **WINNERSH PARISH COUNCIL**

### **GRANT APPLICATION FORM**

#### **Conditions of Funding**

The Parish Council will only consider grants to projects specifically designed to benefit Winnersh residents. Applications will not be considered from any organisation intending to support any political party or that may discriminate on the grounds of race, gender, age or religion.

Only one grant will be considered for an organisation during the year unless there are exceptional circumstances.

The Parish Council reserves the right to refuse any grant application which they consider to be inappropriate or against the objectives of the Parish Council.

*Name of Organisation:*

Wokingham Job Support Centre

- 1) Is the organisation a Registered Charity **\*YES** (\*please delete as appropriate)  
If yes, please indicate the Charity Number: 1039801

Some organisations are entitled to Charity Status through membership of a national organisation. If this applies to you please name the national organisation.

- 2) Objects and aims of your organisation

To advance the education and training of persons in Wokingham Borough and Bracknell who are in need or unable to gain employment, through the supervised provision of services and facilities not otherwise provided by the employment Services.

- 3) Is the grant for the benefit solely of the parishioners of Winnersh or for a wider area? **Winnersh and wider area\*** (\*please delete as appropriate)

How many residents of Winnersh do you anticipate will benefit from the project?

In the fiscal year ending 31<sup>st</sup> March 2022 we helped 4 Winnersh residents back in to work, at a cost to us of approx. £1000. Fiscal Year to Date July 2022-2023 we have help 1 new Winnersh resident back into work.



4) Is the grant requested for a specific project? NO (\*please delete as appropriate)

If no, please proceed to Q7

If yes, please give details of the project – detailed estimated/breakdown of costs should be provided.

- a) Cost of activity/project £
- b) Funds Raised £
- c) Funds Promised £
- d) Balance £
- e) Grant Requested £

5) What is the commencement date of the activity/project?

6) What is the completion date of activity/project?

7) If the grant is not for a specific purpose e.g. revenue/running costs, please state the amount requested and describe how it will be used

We are requesting **£500** as a contribution to our running costs and the support we are providing to Winnersh residents and the wider Community. Your contribution will enable us to keep this important local service available. Despite the effects of Covid, and the disjointed employment market, in the financial year to end March '22 we had 95 new clients making several hundred visits to our Centre

8) Is there any other information you would wish the Council to consider in support?

Additional Information: Attached our most recent Annual Financial Accounts for the financial year 2021-2022. However, our costs and income are very similar to last year. We estimate that getting residents back into work, or into better jobs, has a substantial beneficial effect on them, their families, the community and the local economy. We have changed our support to more on-line job searching and continue to provide an important face to face service, especially for lower skilled and older clients, including skills workshops.

Name of Applicant ...David Newbold

Position within the organisation/group: Trustee and Treasurer

Address: ...WJSC, Cornerstone Building, Norrey's Avenue, Wokingham, RG40 1UE

Signed:  D Newbold

Date: 30<sup>th</sup> August 2022

20/07/2023		Winnersh Parish Council				Page 1	
10:03		Sales Ledger Aged Account Balances				User: KERRY	
Outstanding Balances by Month as at 20/07/2023							
A/C Code	Customer Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
Ledger No 1, Debtors							
1STWINNER	1STWINNERSHBROWNIES	76.16	76.16	0.00	0.00	0.00	0.00
AGEUK	AGEUKBERKSHIRE	114.00	114.00	0.00	0.00	0.00	0.00
BYTOMIC001	BYTOMIC	473.87	473.87	0.00	0.00	0.00	0.00
DANCE	DANCE ZONE	105.76	0.00	0.00	105.76	0.00	0.00
FOUCOLPRI	FOUNDRYCOLLEGEPRIMAR	676.88	676.88	0.00	0.00	0.00	0.00
FOUNDRYC	FOUNDRYCOLLEGE	222.04	222.04	0.00	0.00	0.00	0.00
GOALSEEKE	GOALSEEKERS	54.72	54.72	0.00	0.00	0.00	0.00
KELLYDACR	KELLY DACRE	136.00	136.00	0.00	0.00	0.00	0.00
LINEDANCI	LINE DANCING	176.74	176.74	0.00	0.00	0.00	0.00
MANSOORQ	MANSOORQURESHI	0.22	0.00	0.00	0.00	0.22	0.00
MUSICWITHM	MUSICWITHMUMMY	545.20	310.20	235.00	0.00	0.00	0.00
NIKKIRIDDE	NIKKIRIDDELL	124.80	0.00	0.00	0.00	124.80	0.00
ROSSWHITB	ROSSWHITBY	264.56	169.20	0.00	95.36	0.00	0.00
SEWING	SEWING	54.72	54.72	0.00	0.00	0.00	0.00
SIDDAHART	SIDDHARTHVERMA	-0.01	0.00	0.00	0.00	-0.01	0.00
SOUTH	DEREK SOUTH	672.33	0.00	672.33	0.00	0.00	0.00
SWR	SOUTHWESTERNRAILWAY	90.00	0.00	0.00	90.00	0.00	0.00
VOYAGECA	VOYAGECARE	79.50	0.00	0.00	0.00	79.50	0.00
WARGAMES	WAR GAMES	694.80	694.80	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		4,562.29	3,159.33	907.33	291.12	204.51	0.00
TOTAL SALES LEDGER BALANCES		4,562.29	3,159.33	907.33	291.12	204.51	0.00

Dance Zone – Email sent 04.07.23 & 19.07.23.

Music with Mummy – Hard copy hand delivered 12.07.23 and email sent 19.07.23

Nikki Riddell – Repayment plan accepted 18.07.23. Should be clear end of September - £40 per month.

Ross Whitby – email sent 26.06.23 & 19.07.23. Holding deposit held from 2020. Transfer to account to clear.

Derek South – Cheque to be paid in to the bank.

South West Trains Railway – Fete Sponsor. Email sent 04.07.23. Reply to state in hand

Voyage Care – Called 27.06.23, follow up email sent 19/07/23

20/07/2023

Winnersh Parish Council

Page 1

10:43

**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 20/07/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	2,822	
105	VAT Control A/c	6,711	
110	Prepayments	2,674	
200	Unity Trust Account	218,889	
205	Natwest Current	2,500	
210	Natwest Reserve	49,499	
	<b>Total Current Assets</b>		<b>283,095</b>
	<u>Current Liabilities</u>		
500	Creditors	100	
510	Accruals	1,983	
530	Pension Liability	(18)	
565	Holding Deposits	(20)	
	<b>Total Current Liabilities</b>		<b>2,046</b>
	<b>Net Current Assets</b>		<b>281,049</b>
	<b>Total Assets less Current Liabilities</b>		<b>281,049</b>
	<u>Represented by :-</u>		
300	Current Year Fund	34,946	
310	General Reserves	148,796	
320	EMR - CIL	67,186	
322	EMR - Hlstory project	2,379	
323	EMR - Allotment Transitioning	27,743	
	<b>Total Equity</b>		<b>281,049</b>



20/07/2023

## Winnersh Parish Council

Page 1

12:24

## Detailed Income &amp; Expenditure by Budget Heading 20/07/2023

Month No: 3

## 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
<b>100 Office &amp; General</b>								
1076 Precept	186,917	95,583	191,166	95,583			50.0%	
1090 Bank Interest	196	129	5,000	4,871			2.6%	
1100 FIT	657	0	450	450			0.0%	
1130 CIL Income	26,862	6,098	0	(6,098)			0.0%	
1200 CCTV Grant	5,000	0	0	0			0.0%	
1452 Misc Income	3,119	0	0	0			0.0%	
<b>Office &amp; General :- Income</b>	<b>222,751</b>	<b>101,810</b>	<b>196,616</b>	<b>94,806</b>			<b>51.8%</b>	<b>0</b>
4000 Salaries	72,984	22,037	85,000	62,963		62,963	25.9%	
4020 PAYE & NI	4,803	1,983	5,500	3,517		3,517	36.1%	
4025 Employers Pension	17,377	5,534	22,000	16,466		16,466	25.2%	
4055 Stationery/Office Supplies	739	36	600	564		564	6.0%	
4060 IT Infrastruture (Hardware)	61	0	250	250		250	0.0%	
4062 IT Support (itQED)	3,082	491	3,700	3,209		3,209	13.3%	
4063 Web Hosting & Support	1,919	295	1,900	1,605		1,605	15.5%	
4064 IT Rialtas/SAGE	1,211	1,795	2,000	205		205	89.7%	
4065 Copier	252	0	300	300		300	0.0%	
4070 Insurances	4,004	3,562	4,004	442		442	89.0%	
4075 Training - Councillors	0	0	300	300		300	0.0%	
4080 Training Staff	1,478	10	1,000	990		990	1.0%	
4085 Chairman's Allowance	80	0	160	160		160	0.0%	
4086 Parish Expenses	33	74	100	26		26	74.1%	
4090 Employment Advertising	3,045	0	200	200		200	0.0%	
4095 Election Expenses	0	0	5,400	5,400		5,400	0.0%	
4100 Subscriptions	2,760	1,917	2,500	583		583	76.7%	
4115 Professional Fees	1,530	895	1,650	755		755	54.2%	
4120 Bank Charges	232	53	275	222		222	19.3%	
4125 Credit Card Fee	33	9	40	31		31	22.5%	
4130 Telecoms	567	136	550	414		414	24.8%	
4140 Travel & Subsistance	0	2	75	73		73	2.7%	
4200 Scheduled Maintenance	24	0	0	0		0	0.0%	
<b>Office &amp; General :- Indirect Expenditure</b>	<b>116,215</b>	<b>38,829</b>	<b>137,504</b>	<b>98,675</b>	<b>0</b>	<b>98,675</b>	<b>28.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>106,537</b>	<b>62,981</b>	<b>59,112</b>	<b>(3,869)</b>				
<b>120 Street Lights</b>								
4230 Electricity	1,330	0	0	0		0	0.0%	
<b>Street Lights :- Indirect Expenditure</b>	<b>1,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(1,330)</b>	<b>0</b>	<b>0</b>	<b>0</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 20/07/2023

## Month No: 3

## 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
<b>140 Other Expenditure</b>								
4270 Grants Made	4,940	0	6,000	6,000		6,000	0.0%	
4280 Community Transport	2,500	0	4,500	4,500		4,500	0.0%	
4290 Youth Club	1,556	0	6,000	6,000		6,000	0.0%	
Other Expenditure :- Indirect Expenditure	<b>8,996</b>	<b>0</b>	<b>16,500</b>	<b>16,500</b>	<b>0</b>	<b>16,500</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(8,996)</b>	<b>0</b>	<b>(16,500)</b>	<b>(16,500)</b>				
<b>200 Major/Special Projects</b>								
4300 R&A	0	1,450	0	(1,450)		(1,450)	0.0%	
4301 RA CH toilet refurbishment	0	650	30,000	29,350		29,350	2.2%	
4302 RA CH floor	0	0	10,000	10,000		10,000	0.0%	
4303 RA Footpath renewal & ramp	0	0	15,000	15,000		15,000	0.0%	
4304 RA CH dimmable lighting	0	0	5,000	5,000		5,000	0.0%	
4305 RA SR/JGR access	0	0	25,000	25,000		25,000	0.0%	
4306 RA Car park levelling	0	0	10,000	10,000		10,000	0.0%	
4307 RA PlayArea equipment replace	0	16,857	20,000	3,143		3,143	84.3%	
4308 RA CH curtains	0	0	5,000	5,000		5,000	0.0%	
4309 RA PH refurbishment	0	6,143	28,344	22,201		22,201	21.7%	
4310 RA MH new tables	0	1,274	1,656	382		382	76.9%	
4350 F&GP	121	0	500	500		500	0.0%	
4360 FC	11,471	304	10,500	10,196		10,196	2.9%	
4361 Coronation	0	787	1,000	213		213	78.7%	
Major/Special Projects :- Indirect Expenditure	<b>11,592</b>	<b>27,465</b>	<b>162,000</b>	<b>134,535</b>	<b>0</b>	<b>134,535</b>	<b>17.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,592)</b>	<b>(27,465)</b>	<b>(162,000)</b>	<b>(134,535)</b>				
6000 plus Transfer from EMR	7,826	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(3,765)</b>	<b>(27,465)</b>						
<b>300 Community Centre</b>								
1300 Bookings-Winnersh Hall	37,653	7,829	40,000	32,171			19.6%	
1301 Access Control fob	0	145	0	(145)			0.0%	
1310 Bookings-Sindleshams Room	7,112	1,720	6,000	4,280			28.7%	
Community Centre :- Income	<b>44,765</b>	<b>9,694</b>	<b>46,000</b>	<b>36,306</b>			<b>21.1%</b>	<b>0</b>
4110 Licence Fees	857	11	600	590		590	1.8%	
4200 Scheduled Maintenance	6,910	1,831	5,000	3,169		3,169	36.6%	
4205 Unscheduled Maintenance	2,405	1,498	1,200	(298)		(298)	124.8%	
4215 Waste Management	1,187	227	1,300	1,073		1,073	17.5%	
4230 Electricity	2,245	426	3,050	2,624		2,624	14.0%	

## Detailed Income &amp; Expenditure by Budget Heading 20/07/2023

Month No: 3

## 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
4235 Gas	8,190	1,033	8,500	7,467		7,467	12.2%	
4240 Water	987	285	500	215		215	57.1%	
4400 Sundries	0	0	0	0	1,845	(1,845)	0.0%	
Community Centre :- Indirect Expenditure	<b>22,781</b>	<b>5,311</b>	<b>20,150</b>	<b>14,839</b>	<b>1,845</b>	<b>12,994</b>	<b>35.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,984</b>	<b>4,383</b>	<b>25,850</b>	<b>21,467</b>				
<u>320 Allnatt Pavilion</u>								
1315 Bookings-Allnatt Pavilion	6,998	2,106	3,800	1,694			55.4%	
Allnatt Pavilion :- Income	<b>6,998</b>	<b>2,106</b>	<b>3,800</b>	<b>1,694</b>			<b>55.4%</b>	<b>0</b>
4200 Scheduled Maintenance	325	0	240	240		240	0.0%	
4205 Unscheduled Maintenance	0	0	240	240		240	0.0%	
4230 Electricity	699	38	0	(38)		(38)	0.0%	
4235 Gas	1,501	574	1,600	1,026		1,026	35.9%	
4240 Water	346	491	750	259		259	65.5%	
Allnatt Pavilion :- Indirect Expenditure	<b>2,870</b>	<b>1,103</b>	<b>2,830</b>	<b>1,727</b>	<b>0</b>	<b>1,727</b>	<b>39.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,128</b>	<b>1,003</b>	<b>970</b>	<b>(33)</b>				
<u>340 Allotments</u>								
1450 Allotment Income	2,978	60	2,900	2,840			2.1%	
Allotments :- Income	<b>2,978</b>	<b>60</b>	<b>2,900</b>	<b>2,840</b>			<b>2.1%</b>	<b>0</b>
4205 Unscheduled Maintenance	237	0	500	500		500	0.0%	
4240 Water	801	(216)	2,000	2,216		2,216	(10.8%)	
4250 Allotment Association	532	2,280	1,500	(780)		(780)	152.0%	
4400 Sundries	999	0	0	0		0	0.0%	
4450 Pest Control	472	0	750	750		750	0.0%	
4455 Rent to WBC	1,000	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	<b>4,041</b>	<b>2,063</b>	<b>5,750</b>	<b>3,687</b>	<b>0</b>	<b>3,687</b>	<b>35.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,063)</b>	<b>(2,003)</b>	<b>(2,850)</b>	<b>(847)</b>				
6000 plus Transfer from EMR	999	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(64)</b>	<b>(2,003)</b>						
<u>360 Bearwood Recreation Ground</u>								
1320 Bookings-Bearwood Rec. Ground	7,208	1,664	7,600	5,936			21.9%	
Bearwood Recreation Ground :- Income	<b>7,208</b>	<b>1,664</b>	<b>7,600</b>	<b>5,936</b>			<b>21.9%</b>	<b>0</b>
4200 Scheduled Maintenance	11,036	2,243	11,000	8,757		8,757	20.4%	
4205 Unscheduled Maintenance	582	29	1,000	971		971	2.9%	

## Detailed Income &amp; Expenditure by Budget Heading 20/07/2023

Month No: 3

## 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
4210 Play Area Repairs & Maintenan	4,683	1,745	3,500	1,756		1,756	49.8%	
4400 Sundries	0	480	0	(480)		(480)	0.0%	480
4500 Tree Husbandry	857	0	2,000	2,000		2,000	0.0%	
Bearwood Recreation Ground :- Indirect Expenditure	<b>17,159</b>	<b>4,496</b>	<b>17,500</b>	<b>13,004</b>	<b>0</b>	<b>13,004</b>	<b>25.7%</b>	<b>480</b>
<b>Net Income over Expenditure</b>	<b>(9,951)</b>	<b>(2,833)</b>	<b>(9,900)</b>	<b>(7,067)</b>				
6000 plus Transfer from EMR	0	480						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,951)</b>	<b>(2,353)</b>						
<u>400 Pavilion House</u>								
4200 Scheduled Maintenance	0	0	250	250		250	0.0%	
4205 Unscheduled Maintenance	0	0	1,000	1,000		1,000	0.0%	
Pavilion House :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,250</b>	<b>1,250</b>	<b>0</b>	<b>1,250</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,250)</b>	<b>(1,250)</b>				
<u>910 Fete</u>								
1600 Fete Sponsorship	825	375	300	(75)			125.0%	
1605 Fete Stallholders Donations	492	503	500	(3)			100.6%	
1610 Fete Raffle	389	550	400	(150)			137.5%	
Fete :- Income	<b>1,706</b>	<b>1,428</b>	<b>1,200</b>	<b>(228)</b>			<b>119.0%</b>	<b>0</b>
5000 Fete Expenditure	3,026	2,547	4,000	1,453		1,453	63.7%	
Fete :- Indirect Expenditure	<b>3,026</b>	<b>2,547</b>	<b>4,000</b>	<b>1,453</b>	<b>0</b>	<b>1,453</b>	<b>63.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,319)</b>	<b>(1,120)</b>	<b>(2,800)</b>	<b>(1,680)</b>				
<u>920 Winnersh Newsletter</u>								
5010 Newsletter Expenditure	755	0	250	250		250	0.0%	
Winnersh Newsletter :- Indirect Expenditure	<b>755</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(755)</b>	<b>0</b>	<b>(250)</b>	<b>(250)</b>				
Grand Totals:- Income	<b>286,406</b>	<b>116,761</b>	<b>258,116</b>	<b>141,355</b>			<b>45.2%</b>	
Expenditure	<b>188,763</b>	<b>81,816</b>	<b>367,734</b>	<b>285,918</b>	<b>1,845</b>	<b>284,073</b>	<b>22.8%</b>	
<b>Net Income over Expenditure</b>	<b>97,643</b>	<b>34,946</b>	<b>(109,618)</b>	<b>(144,564)</b>				
plus Transfer from EMR	<b>8,826</b>	<b>480</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>106,469</b>	<b>35,426</b>						

<b>Winnersh Parish Council Policies and Procedures</b>	
<b>Financial Regulations</b>	
Document ref:	F02
Version:	6.0
Version date:	10 November 2020



**Winnersh Parish Council**

## **1. General**

- 1.1. These financial regulations shall govern the conduct of the financial transactions of the council and may only be amended or varied by resolution of the council.
- 1.2. The Clerk shall be the Responsible Financial Officer (RFO). In the absence of the Clerk the Assistant Clerk can act as the RFO.
- 1.3. The Clerk under the policy direction of the council shall be responsible for the proper administration of the council's financial affairs.
- 1.4. The Clerk shall be responsible for the production of financial management information.

## **2. Annual Budgets**

- 2.1. The Council shall formulate annual estimates of expenditure including all capital programmes, in accordance with the *Procedure for Agreeing the Annual Budget* (ref WPC F01).
- 2.2. Detailed estimates of income and expenditure on revenue services, receipts and payments on the capital account, shall be prepared each year by the Clerk for inclusion the Annual Budget.
- 2.3. The Council shall review the estimates and resolve the precept to be levied for the ensuing financial year, at its February meeting of Full Council. The Clerk shall supply each Council member with a copy of the approved budget.
- 2.4. The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

## **3. Budgetary Control**

- 3.1. Expenditure on the revenue account may be incurred up to the amounts included in each approved budget heading.
- 3.2. No expenditure may be incurred which cannot be met from the amount provided in the appropriate revenue budget heading unless approved by the Full Council.
- 3.3. Transactions may not be disaggregated in order to avoid controls included in these Regulations.
- 3.4. The Assistant Clerk shall periodically provide the Council with a statement of income and expenditure to date under each heading of the approved annual revenue and capital budgets.

- 3.5. The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000 per transaction.
- 3.6. The Clerk may, after consultation with and the approval of the Chairman or Vice Chairman of the Council incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500 per transaction.
- 3.7. The Clerk shall report the action to the Full Council as soon as practicable thereafter and where the sum required cannot be met from savings made elsewhere within the Council's approved budget, it shall be subject to the provision of a supplementary estimate approved by the Full Council.
- 3.8. Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
- 3.9. No expenditure shall be incurred in relation to any capital project, no contract entered into or tender accepted involving expenditure on capital account, unless the Council is satisfied that it is contained in the capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.10. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

## **4. Accounting and Audit**

- 4.1. All accounting procedures and financial records shall be in accordance with current Accounts and Audit Regulations which are the Accounts and Audit Regulations 2015 (2015 SI No 234) made in accordance with the Local Audit and Accountability Act 2014.
- 4.2. The Clerk shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Full Council.
- 4.3. The following principles shall be observed in connection with accounting duties:
- 4.4. The duty of providing information, calculating, checking and recording sums due to, and from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them.
- 4.5. Any person charged with the duty of examining and checking financial transactions should not be engaged in any of those transactions as far as is practical.
- 4.6. The Clerk shall be responsible for maintaining a complete and effective system of internal control of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations. Any member of the Council shall, if the Clerk requires, make available such documents of the Council which relate to their accounting and other records, as appear to be necessary for the purpose of the audit trail, and shall supply the Clerk with such information and explanation as considered necessary for that purpose.

- 4.7. The Assistant Clerk shall be responsible for ensuring that VAT is correctly accounted for.

## **5. Banking Arrangements**

- 5.1. The Council's banking arrangements shall be made by the Clerk and approved by the Full Council. One current account and at least one savings account shall be maintained at the bank.
- 5.2. A monthly schedule of payments due shall be prepared by the Assistant Clerk and together with the relevant supporting documentation presented to the Full Council, for their approval and authorisation. Cheque payments shall be signed by the two members of the council who proposed and seconded that item. A schedule of online payments shall be signed by the two councillors who proposed and seconded the payments. The payments are then to be authorised online by the two councillors.
- 5.3. Payments from the Current bank account in accordance with the schedule referred to in the previous paragraph shall be made by cheque or by online payment, signed or authorised by the two members of the council who proposed and seconded the resolution to approve the payment.

## **6. Payment of Accounts**

- 6.1. Apart from petty cash payments, all payments shall be made by cheque, credit card, secure online submission or other order drawn on the Council's bankers.
- 6.2. All invoices for payment shall be examined, verified and certified by the Assistant Clerk. Before certifying an invoice, the Assistant Clerk should be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3. Duly certified invoices shall be processed by the Assistant Clerk. They will be examined in relation to arithmetical accuracy and authorisation and shall be coded to the appropriate expenditure heading. All possible steps will be taken to settle all invoices submitted, and which are in order, by their due date.

All processed invoices will be entered into the computerised accounts system. All duly certified invoices will then be entered on the schedule referred to in section 5.

## **7. Payment of Salaries and Wages**

- 7.1. The payment of all salaries shall be made by secure online payment and presented to the Full Council in the normal way.
- 7.2. The Council will make arrangements to meet fully the statutory requirements placed on it as an employer by PAYE, National Insurance and Pension Contributions and other legislation. No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the prior consent of the Council, which may delegate this matter to an appropriate committee.

- 7.3. A supplementary payment sheet showing individual payments and certified as to accuracy will be presented to the Chairman and Vice-Chairman of Council and the cheque signatories.

## **8. Loans and Investments**

- 8.1. All loans and investments shall be negotiated by the Clerk in the name of the Council and shall be for a set period of time in accordance with Council policy. Changes to loans and investments should be reported to the Full Council at the earliest opportunity.
- 8.2. All investments of money under the control of the Council shall be in the name of the Council.
- 8.3. All borrowings shall be made in the name of the Council after obtaining permission to borrow from the Full Council, who may delegate the decision to the appropriate committee
- 8.4. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.

## **9. Income**

- 9.1. The collection of all sums due to the Council shall be the responsibility of the Assistant Clerk.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Assistant Clerk who shall be ultimately responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges annually, following a report from the Clerk.
- 9.4. All sums received on behalf of the Council shall be banked by the Assistant Clerk.
- 9.5. A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.
- 9.6. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.7. New Regular Hirers shall be required to pay a deposit of £200.00 prior to their first booking. This acts as a payment guarantee and damage deposit. The deposit is refundable when they terminate their hiring agreement.
- 9.8. When any payment remains outstanding after 28 days from date of invoice, the hirer is to be contacted by telephone to request immediate payment and/or explanation and/or agreement on a timescale for payment.
- 9.9. Failing a satisfactory response, the Council shall decide on further actions to be taken.
- 9.10. Casual Hirers shall be required to pay a deposit and the hire fee prior to the date of the hire. The hirer is to be informed that they will not be able to use the hall unless and until payment is received in full.
- 9.11. The Assistant Clerk shall raise a Unity bank payment for the repayment of a deposit to a Casual Hirer, which can be authorised online immediately by two councillors.



- 9.12. Where a sum of cash exceeding £500 is received by the Council, the Clerk shall ensure that more than one person is present when the cash is counted in the first instance and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for Work, Goods and Services**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared in the form of a Purchase Order. Copies of purchase orders issued shall be maintained and controlled by the Assistant Clerk.
- 10.2. All officers and councillors are responsible for obtaining best value at all times.
- 10.3. In exceptional circumstances, due to urgent need, a Councillor may pay for goods or services and be reimbursed by the Council provided that such payments are reported to the following Full Council meeting, and
- 10.3.1. for payments of £50 or less, this is first authorised by the Chairman or Vice-Chairman of Full Council or one of its Standing Committee Chairmen.
  - 10.3.2. for payments greater than £50 and less than £750 this is first authorised by the Chairman or Vice Chairman of Full Council or by the Chairman of the Finance & General Purposes Committee.
  - 10.3.3. for payments greater than £750, this is first authorised by the Executive Committee.
  - 10.3.4. a valid invoice for the goods or services is presented to the Assistant Clerk together with a written request for reimbursement signed by the Councillor to be reimbursed.

## **11. Procurement and Contracts**

- 11.1. Where the Council intends to procure or amend a contract which is valued at £25,000 or more, the Council will comply with any applicable provisions of The Public Contracts Regulations 2015, including those covering contracts exceeding additional thresholds set by the Public Contracts Directive 2014/24/EU.
- 11.2. Where it is expected that the procurement for the supply of goods or materials, or the execution of works, will exceed £3,500 but less than £25,000 in value, quotations will be sought where possible from at least three suitable sources.
- 11.3. Any notice or invitation to tender shall state the general nature of the intended contract and shall in addition state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
- 11.4. Tenders pursuant to contracts expected to exceed £25,000 in value shall be opened, in the presence of at least one Council member, by the Clerk or other person to whom tenders are required to be addressed on the date specified in the invitation to tender and shall be reported by the person who opened them to the Full Council, or where the tenders have been sought by a committee or sub-committee to that committee or sub-committee.

- 11.5. If fewer than 3 or no tenders are received, or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- 11.6. Neither the Council nor any committee or sub-committee is bound to accept the lowest price tender.
- 11.7. Where the procurement has been organised in conjunction with another Local Authority then their procurement process may be taken to satisfy the Parish Council's own procurement regulations.

## **12. Stores and Equipment**

- 12.1. All staff shall be responsible for the care and custody of stores and equipment under their jurisdiction.
- 12.2. Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regard quality at the time delivery is made.
- 12.3. Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4. The Clerk shall be responsible for an annual check of all stocks and stores or more frequently as required.

## **13. Assets, Properties and Estates**

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Clerk shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in

the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **14. Insurance**

- 14.1. The Clerk shall keep a record of all insurance held by the Council and the property and risks covered thereby and annually review it.
- 14.2. The Clerk shall negotiate all loss claims on the council's insurer.
- 14.3. The Clerk shall be notified of any loss, liability, damage or any event likely to lead to a claim.
- 14.4. All employees of the council shall be included in a fidelity guarantee insurance.

## **15. Other bodies**

- 15.1. Where the council handles money on behalf of other bodies, including registered charities, the Clerk shall ensure that such funds are separately identifiable and separate financial reports made in such form as shall be appropriate.

## **16. Risk Management**

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

## **17. Suspension and Revision of Financial Regulations**

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time and to make such changes as the Council considers are required.
- 17.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

<b>Winnersh Parish Council Policies and Procedures</b>	
<b>Financial Regulations</b>	
Document ref:	F02
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**Winnersh Parish Council**

1. General	2
2. Accounting and audit (internal and external)	4
3. Annual estimates (budget) and forward planning	5
4. Budgetary control and authority to spend	5
5. Banking arrangements and authorisation of payments	6
6. Instructions for the making of payments	7
7. Payment of salaries	9
8. Loans and investments	10
9. Income	11
10. Orders for work, goods and services	11
11. Contracts	12
12. Payments under contracts for building or other construction works]	13
13. Stores and equipment	13
14. Assets, properties and estates	14
15. Insurance	14
16. Charities	14
17. Risk management	15
18. Suspension and revision of Financial Regulations	15

These Financial Regulations were adopted by the Council at its meeting held on [enter date].

## **1. General**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly. In the absence of the Clerk, the Assistant Parish Clerk (APC) can act as the RFO.
- 1.9. The RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the financial decision making, management or control of the Council
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

- 3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of [November] each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £2,500;
  - a duly delegated committee of the Council for items over £1,000; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').



- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
  - c) fund transfers within the Councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## **6. Instructions for the making of payments**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

- 6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council,]in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or other officer shall be refunded on a regular basis, at least quarterly.

## **7. Payment of salaries**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or

discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council must consider a full business case.

## **8. Loans and investments**

- 8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.

- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for work, goods and services**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be

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<sup>1</sup> The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a) For public supply and public service contracts £213,477
- b) For public works contracts £5,336.937

supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 20 and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,500 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. Stores and equipment**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.



## **14. Assets, properties and estates**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **16. Charities**

- 16.1. Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity

Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk management**

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18. Suspension and revision of Financial Regulations**

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

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## 9 FINANCE & GENERAL PURPOSES COMMITTEE

9.1 The minutes of the meeting of 29 October 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

9.2 Cllr Breedlove highlighted the following matters:-

9.2.1 (Minute 6.1) The Internal Audit Plan had been reviewed and it was considered fit for purpose. The Council **RESOLVED** to adopt the Internal Audit Plan.

9.2.2 (Minute 7) The Grants Policy was approved, and the Council **RESOLVED** to adopt it.

9.2.3 (Minute 13.1) The Council **RESOLVED** to approve Quarter 1 Accounts as recommended by F&GP.

9.2.4 (Minute 13.2) The Council **RESOLVED** to approve Quarter 2 Accounts, as recommended by F&GP, subject to some adjustments to the report. It was explained that when converting from SAGE to EXCEL the project lines for Planning, F&GP and R&A were now incorrectly shown. Cllr Southgate would be asked to help correct report.

**ACTION: CLLR**

**SOUTHGATE**

**9.2.5 (Minute 14) F&GP had approved that the two NATWEST accounts be closed and all funds moved to UNITY bank. A corporate debit card, with a £150 limit, would be obtained for use by the Clerk and RFO. It was agreed that the limit could be increased as required subject to the authorisation of two councillors in accordance with the Councils Financial Regulations.**

9.2.6 (Minute 15) F&GP had approved the quotation from the Internal Auditor and the Clerk had arranged for the interim audit to be carried out.

## 10 PLANNING COMMITTEE MEETING

10.1 The minutes of the meeting of 15 October 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Fishwick highlighted the following matters:-

10.2.1 (Minute 8.2) Comments were made on application 192231 about the number of parking spaces.

10.3 The minutes of the meeting of 4 November 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

10.3.1 (Minute 5.6) Comments were made on application 191347 about the impact the development would have on trees.

**Current funds allocation**

<b>Account</b>	<b>Balance @ 30.06.23</b>	<b>Interest Rate</b>
Unity Trust Current A/C	218,889	0%
Natwest Current A/C	2,500	0%
Natwest Business Reserve	49,499	1.35%
<b>Investment Accounts Options</b>		
		<b>Gross Interest Rate</b>
<b>Bank</b>	<b>Account Name</b>	
United Trust	Business 3 month bond	4.00%
United Trust	Business 6 month bond	4.05%
United Trust	Business 1 year bond	4.75%
Virgin	6 month Business Term deposit	3.17%
Virgin	12 month Business Term deposit	4.15%
Redwood	35 Day Business Savings	2.85%
Redwood	95 Day Business Savings	3.75%
Redwood	1 Year Business Savings Bond	4.80%
CCLA	Public Sector Deposit	4.90%

2023 Winnersh Fete		
Expenditure		
Payee	Description	Amount
Amazon	Cable ties	£ 12.98
A Star Signs	Banners	£ 715.00
Beyond First Aid	2 x medics	£ 270.00
Big on Bouncing	Bouncy Castle	£ 325.00
Circus Scene	Circus for fete	£ 485.00
Geoff Harper	Bottled water	£ 7.00
Kallkwick	Leaflets	£ 251.00
Nick Robins	Markings for Fete	£ 380.00
Online Trophies	Trophies	£ 74.09
Sound & Lighting	PA Hire	£ 360.00
Wokingham Borough Council	Temp Event Licence	£ 21.00
1st Winnersh Scouts	BBQ Vouchers	£ 70.00
Ropes Direct	Tug of war rope	£ 138.90
Screw Fix	Paint and screws	£ 19.39
<b>Sub-total</b>		<b>£ 3,116.38</b>
<b>LESS</b>		
Roywood	Fete Sponsorship - Silver	£ 150.00
Legacy Law	Fete Sponsorship - Silver	£ 150.00
South Western Railway	Fete Sponsortship - Bronze	£ 75.00
<b>Sub-total</b>		<b>£ 375.00</b>
<b>TOTAL EXPENDITURE</b>		<b>£ 2,741.38</b>

Income		
Name	For	Amount
Colour 4 You	Stallholder	£ 25.00
Curious Little Monkey Books	Stallholder	£ 10.00
Flamingo Paperie	Stallholder	£ 15.00
Gorilla Bakes	Stallholder	£ 100.00
Jane Allum Knitted Goods	Stallholder	£ 18.50
Happitots Day Nursery	Stallholder	£ 10.00
Mayfair Toys	Stallholder	£ 60.00
Skin Kind - Tropic with Barbara	Stallholder	£ 10.00
Stepping Out	Stallholder	£ 16.00
Utility Warehouse	Stallholder	£ 30.00
Fudgelicious	Stallholder	£ 15.00
Ice Cream	Franchisee	
Candy Floss	Franchisee	£ 142.50
Peter Francis	Bar	£ 110.25
Raffle	Raffle	£ 550.00
Manju Kak	Charity Donation	£ 40.56
<b>TOTAL INCOME</b>		<b>£ 1,152.81</b>

#### Proposed Donations

Earley Air Cadets	£ 75.00	Paid 19/07
Saxophone Octet	£ 75.00	Paid 19/07

Link Visiting Scheme	£	500.00	Paid 19/07
First Days Charity	£	500.00	Paid 19/07
<b>Total</b>	<b>£</b>	<b>1,150.00</b>	