



**Winnersh Parish Council**  
Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
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Finance & General Purposes Committee Members:

Cllrs J. Southgate (Chairman); P. Bray; P Fishwick; G. Harper; R. Shepherd-DuBey.

Dear Councillor,

You are summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** of Winnersh Parish Council to be held at Winnersh Community Centre on **Tuesday 23<sup>rd</sup> April 2024 at 7.30pm.**

*M Milsom*

Marcia Milsom  
Clerk to the Council

18th April 2024

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

To Receive apologies for absence.

Members are reminded that apologies must be submitted to the Clerk by 12pm on the day of the meeting.

**2. DECLARATIONS OF INTEREST**

To Receive any personal or prejudicial interests in relation to any items on the agenda.

**3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16<sup>th</sup> January 2024 (attached) were approved and signed at Full Council on 23<sup>rd</sup> January 2024.

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

#### **4. DONATIONS AND REFERRALS**

- i. To Consider the following applications for donations/grants. The Grant summary report is attached at Appendix 2.
  - a. Citizens Advice Bureau - £1000.00. Attached at Appendix 3.
  - b. Assisting Berkshire Children to Read - £500.00. Attached at Appendix 4.
  - c. Life Education – up to £840.00. Formal application form awaited.
- ii. To Consider any referrals from other committees

#### **5. DEBTORS**

A sales ledger outstanding balances report is attached at Appendix 5.

#### **6. Q4 ACCOUNTS**

The income and expenditure and balance sheet reports are attached at Appendix 6. NB - these are subject to minor amendments prior to the year end close down.

To Review the Q4 accounts and make a recommendation for approval to Full Council.

If you have any queries on the income and expenditure report, please submit by 12pm on Tuesday 23<sup>rd</sup> April to ensure sufficient time for officer investigation.

#### **7. POLICIES**

- i. Code of Conduct

The Code of Conduct is designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government. WPC adopted the previous Code of Conduct in October 2015.

The Local Government Authority (LGA) published a new Model Code of Conduct in 2021 which was adopted by Wokingham Borough Council (WBC) in July 2021.

WBC fulfils the monitoring role for the Town and Parish Councils so there is logic in adopting the same code as WBC, but this is at WPC's discretion and down to each individual Council to consider.

The Clerk has prepared a draft of the Code of Conduct for Winnersh Parish Council based on the LGA's model – attached at Appendix 7.

To Consider recommending that Winnersh Parish Council formally adopts the Model Code of Conduct.

- ii. Risk Management Policy

The Clerk has reviewed the current Risk Management Policy and made some suggested amendments – attached at Appendix 8.

To Review the draft Risk Management Policy.

## **8. BANK INVESTMENTS**

- i. The application with CCLA is now complete. The account was opened on 5<sup>th</sup> March 2024. *For noting.*
- ii. The Unity Trust Current Account has a balance of £68,215.72 at 18<sup>th</sup> April 2024. This includes the initial 10% Precept payment with the next 40% payment (£79,536.92) due to be made on 19<sup>th</sup> April 2024. The final 50% is paid in September. No interest is offered on the current account.

The Council currently has £85,000 invested in a 1-year Fixed Term Deposit Account with Redwood Bank and £100,000 invested in a Public Sector Deposit Fund account with CCLA. The average monthly expenditure is £15,000 and the average monthly income from hirers is £5,500.

An Instant Access Unity Trust Business Savings Account is currently offering 2.75% interest with no restrictions on deposits/withdrawals.

To Consider opening a Unity Trust Business Savings Account to utilise short term savings, with delegated authority given to the Clerk to arrange transfers between accounts as required.

## **9. SOLAR**

A report from Cllr Harper will be circulated prior to the meeting. *For noting.*

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

To Agree the date and time of next meeting as Tuesday 23<sup>rd</sup> July 2024 at 7.30pm.