



Winnersh Parish Council

Winnersh Community Centre
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**Minutes of a meeting of the
FINANCE & GENERAL PURPOSES COMMITTEE
held in the John Grobler Room on Tuesday 26 January 2016 at 7.45 pm.**

PRESENT: Cllrs F Breedlove (Chairman), J Curtis, D Green, G Harper, P Ray,
R Shepherd-Dubey, J Southgate.

In Attendance: Mr C Hudson – Parish Clerk, Miss A Lambourne - FAO.

1 APOLOGIES

1.1 Apologies for absence: Cllr P Bray.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 27.10.15

2.1 Petty Cash has been reviewed by the Internal Auditor and adjustments have been made.

2.2 A copy of the Practitioners Guide has been downloaded and printed.

2.3 The Committee asked Cllr P Bray to follow up the query regarding the hall gas meter.
ACTION: Cllr P Bray

2.4 The internal safeguards for Internet Banking are ongoing. **ACTION: Clerk & FAO**

2.5 A risk assessment for the solar panels is ongoing. **ACTION: Clerk**

2.6 The bad debts have been written off.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant had been received from Relate. The Committee **RESOLVED**
that £250 would be donated. **ACTION: FAO**

3.2 The request from 99th Reading Scouts has been withdrawn.

- 3.3** A request for a grant had been received from Home Start. The Committee **RESOLVED** that £250 would be donated. **ACTION: FAO**
- 3.3** The request from 99th Reading Scouts has been withdrawn.
- 3.4** A request for a grant had been received from Deaf Positives Action. The Committee requested further information regarding the benefits to Winnersh residents. **ACTION: Clerk**
- 3.5** The Committee asked the Clerk to make pre-authorisation of grants an agenda item for the next F&GP Committee meeting. **ACTION: Clerk**

3.6 Table of grants authorised for 2015/16

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	28.4.15	£1000	12.5.15
Wokingham Job Support Centre	28.4.15	£300	12.5.15
Berkshire Vision	21.7.15	£120	18.8.15
ARC	27.10.15	£250	10.11.15
Link	27.10.15	£100	10.11.15
MS Therapy Centre	27.10.15	£130	10.11.15
Home Start	26.01.16	£250	9.2.16
Relate	26.01.16	£250	9.2.16
Totals		£2400	£2400

3.6.1 Table of Grants for Transport 2015/16

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	21.7.15	£2250	18.8.15
Keep Mobile	21.7.15	£1250	18.8.15
Totals		£3500	£3500

3.7 Referrals from other committees:

3.7.1 none

4 CORRESPONDENCE

- 4.1** Item 1&2; The LGPS information was noted.
- 4.2** Item 5; The Clerk summarised the standard information from WBC regarding the precept.
- 4.3** Items 6&8; The quotations from Binfield Electrical were noted.

- 4.4 Item N1; The ICO has confirmed that the Council's registration details are correct.
- 4.5 Item N3; The proposed External Audit charges for 2017-18 were noted.
- 4.6 Items N4&9; The Clerk will monitor any actions regarding the Pensions Administration Strategy. **ACTION: Clerk**
- 4.7 Item N5; The WBC CIL agreement document will be presented to Full Council **ACTION: Clerk**

5 REVIEW OF ACCOUNTS FOR QUARTER 3 2015-16

5.1 Income, p1

The FAO was asked to delete redundant items from the accompanying notes.

ACTION: FAO

5.2 Expenditure, p1

The breakdown of Scheduled Maintenance charges was included in the notes.

The cost of services for the three boilers was discussed.

The unscheduled expenditure on the extractor fan and Karcher machine was noted.

Expenditure, p2

The IT costs include the increased annual SAGE premium.

Clarification of the Bad Debt write-off was requested.

ACTION: FAO

5.3 Capital & Special Projects

The limited spend on R&A projects was noted. The proposed expenditure on major projects in Q4 was noted.

- 5.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q3 accounts for 2015-16.

6 CHAIRMAN'S ALLOWANCE 2016-17

- 6.1 The Committee discussed the Chairman's Allowance.

The Committee **RESOLVED** that the Chairman should be paid a reasonable allowance towards his duties arising from the ordinary business of the Council. This was set up as £40 per quarter for 2016-17.

The Committee **RESOLVED** that an amount of £240 be allocated for the year 2016-17 for the performance of public duties. Receipts will be required for any expenses claimed against this allowance.

7 REVIEW OF REVENUE BUDGET ITEMS FOR 2016-17

7.1 Income:

The strong regular hirer income was noted.

No increase in allotment fees was assumed.

The reduced income from football matches was noted.

The hiring of the John Grobler Room was discussed. The Committee **REFERRED** to R&A the questions of competitive pricing, the practicality of the room, and marginal costs.
ACTION: Clerk

7.2 Expenditure p1:

The Caretaker's pension costs are still included temporarily. A new nominal code for the Caretaker's salary, pension and NI contributions will be created in the new financial year.
ACTION: FAO

The estimates for the Q4 caretaker costs were noted as being at commercial rates. The estimated building Rate charges are the gross figures – any rebates by WBC are as yet unconfirmed.

7.3 Expenditure p2:

The employment costs are down, reflecting the caretaker's pension being reported elsewhere.

Street Lights; a full year's costs are budgeted – the date of a WBC takeover of some lights is still to be confirmed.

The BALC subscription was discussed and the budget increased to £1500.

The Subscriptions line was discussed and the budget increased by £200.

Grants were discussed and the budget figure was kept unchanged.

Major Projects: the R&A Q4 estimate was increased to £32,075.

8 REVIEW OF CAPITAL AND MAJOR PROJECTS BUDGETS 2016-17

8.1 F&GP:

The Fete and Winnersh Matters budgets were confirmed.

R&A:

The hand-dryer budget was increased to £1500. The Committee **RECOMMENDED** a trial period without paper towels before additional hand-dryers are installed.

The other budget requests were noted.

Planning:

The tree husbandry and miscellaneous budget requests were noted.

8.2 The Committee approved the committee budget requests as presented, with the change noted for R&A in 8.1 above.

9 REVIEW OF THE BUDGET AND PRECEPT FOR 2016-17

9.1 The brought forward figure was adjusted to £92,000 to reflect the changes to the Q4 estimated expenditure and the other projects figure was increased to £20,621.

9.2 The Committee discussed the possibility of the cascade of services by WBC and how to budget for them. No increase in the precept was proposed.

9.3 The Committee **RECOMMENDED** that the proposed budget for 2016-17 attached to and forming part of these minutes be agreed by the Council and that the precept for 2016-17 be set at £107,801.

10 INTERNAL AUDITOR'S REPORT 2015-16

- 10.1** The Committee discussed the Internal Auditor's interim report. It had already been presented to Full Council. The Committee noted the comments on internet banking and the employment status of a relief caretaker.
The report was accepted, with no additional measures to be taken.

11 POLICIES AND PROCEDURES

- 11.1** The Clerk presented a summary of the Policies & Procedures which had undergone major revisions in the last 2 years and proposed that they were still fit for purpose.
- 11.2** The Clerk presented a summary of the Policies & Procedures which had not changed since the last full review and proposed that they were still fit for purpose.

The Committee **RECOMMENDED** that the policy S01 Strategic Aims should be presented to Full Council.

The Committee **RECOMMENDED** that the policy P01 Planning Guidelines should be reviewed by the Planning Committee.

The Committee **RECOMMENDED** that the policies R01 Lettings and R02 Bar Procedure should be reviewed by the R&A Committee.

- 11.3** The Committee **RESOLVED** to accept the Policies and Procedures as fit for purpose, with the proviso of those policies listed in 8.2 above being presented elsewhere.

The Committee asked the Clerk and Cllr Southgate to revise the Policy & Procedure Index document (A01) and distribute it to all councillors.

ACTION: Clerk & Cllr Southgate

12 RISK ASSESSMENTS

- 12.1** The Clerk presented a summary of the Council's Risk Assessments. He recommended a revision of the Fire Risk assessment to include new information, as indicated on a recent fire marshal course. The Committee asked for a revised assessment to be provided to the next F&GP Committee meeting. **ACTION: Clerk**
The Committee confirmed that there is still the need for a small amount of petty cash to be held by the Council.
The Clerk suggested that the additional line markings around the permanent bollards should be included in the Car Park assessment.
The Clerk suggested that the reference to the treatment of the water tanks should be deleted from the Legionnaires risk assessment following the removal of the loft tanks.
The Clerk suggested that staff now have access to panic alarms and this should be added to the Lone Working assessment.

- 12.2** The Committee **RESOLVED** to accept the Clerk's recommendation that, with the provisions listed in 12.1 above, the Risk Assessments are fit for purpose.

13 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

- 13.1** none

14 NEXT MEETING OF THE F&GP COMMITTEE

- 14.1** The provisional date of the next meeting was agreed as **Tuesday 26 April 2016 at 7.45pm.**

There being no further business the Committee meeting closed at 10.23 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 26 January 2016

- 1 LGPS; Pension Fund Pooling
- 2 LGPS; changes to State Pension April 2016
- 3 WBC; precept and council tax 2016-17
- 4 WBC; update on Corona gas account query
- 5 WBC; update on 2016-17 energy procurement process
- 6 Binfield electrical; quote for LED security lights
- 7 HMCE; VAT Notes 5 of 2015
- 8 Binfield electrical; estimate for hand dryers
- 9 LGPS; Inscribe winter bulletin 2015

- N1 ICO; confirmation of registration details
N2 SLCC Forum; National Living Wage
N3 NALC; External Audit charges, 2017 onwards
N4 LGPS; Pension Administration Strategy
N5 WBC; Joint Working of the Management of CIL

Grant Applications:

- G1 Wokingham & District CAB 2016-17,
G2 99th Reading Scouts
G3 Relate
G4 Deaf Positives Action
G5 Home Start

Winnersh Parish Council
Income (all sources) - 2015 / 2016
Q3 - October to December 2015

	Last Year	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	35,047	35,000	8,115	28,978	6,022	23%	83%
Allnatt Pavilion Lettings	3,352	3,200	169	1,234	1,966	5%	39%
John Grobler Room Lettings	733	1,500	67	1,054	446	4%	70%
Sindlesham Room Lettings	5,127	6,000	1,558	5,111	889	26%	85%
Community Centre Sub-Total	44,259	45,700	9,910	36,376	9,324	22%	80%
Allotment Rents	2,337	2,300	2,497	2,568	-268	109%	112%
Bearwood Recreation Ground	5,652	5,600	309	3,186	2,414	6%	57%
Franchise Fee Bar	1,305	750	434	559	191	58%	74%
Other Income Sub-Total	9,294	8,650	3,240	6,312	2,338	37%	73%
TOTAL GENERAL INCOME	53,553	54,350	13,149	42,689	11,661	24%	79%
OTHER INCOME							
Precept / WBC Tax Support Grant	109,719	110,877	3,075	110,876	1	3%	100%
S106 Income	3,355	0	0	0	0		
Interest Received	39	50	19	45	5	37%	90%
Sundry Income	62	0	2,424	2,424	-2,424		
Winnersh Matters Advertising	0	0		400	-400		
Winnersh Summer Fete	200	0		300	-300		
TOTAL OTHER INCOME	113,375	110,927	5,518	114,045	-3,118	5%	103%
Total Income	166,928	165,277	18,667	156,734	8,543	11%	95%

Note

Fete Monies for Charity	0	1,241	0
Christmas Lights Monies for Mayor's Charity	75	75	0

Winnersh Parish Council
Expenditure - 2015 / 16
Q3 - October to December 2015

	Last Year	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker	16,232	16,060	3,894	10,180	8,021	20%	61%
Relief Caretaker		4,360	171	2,219			
Gas/Elec/Water/Waste Services	4,527	5,100	1,277	3,891	1,209	25%	76%
Scheduled Maintenance	7,366	6,700	1,766	6,480	220	26%	97%
Unscheduled Maintenance	1,418	2,400	795	2,340	60	33%	97%
Rates	955	975	291	876	99	30%	90%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	30,498	35,595	8,193	25,986	9,609	23%	73%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,081	1,000	550	939	61	55%	94%
Scheduled Maintenance	105	150	0	0	150	0%	0%
Unscheduled Maintenance	129	250	0	48	202	0%	19%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	1,315	1,400	550	987	413	39%	70%
Allotments							
Water & Maintenance	1,313	1,000	202	410	591	20%	41%
Rent to WBC	1,000	1,000	0	1,000	0	0%	100%
Sundries	33	200	25	112	88	13%	56%
Refunds	0	0	32	32	-32		
Allotments - Total costs	2,346	2,200	259	1,554	646	12%	71%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	12,307	13,000	2,230	9,503	3,497	17%	73%
Bearwood Rec - Unscheduled Main	50	500	0	18	482	0%	4%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	12,357	13,500	2,230	9,521	3,979	17%	71%
Pavilion House							
Pavilion House Maintenance	105	350	0	263	88	0%	75%
Pavilion House - Total costs	105	350	0	263	88	0%	75%

Winnersh Parish Council
Expenditure - 2015 / 16
Q3 - October to December 2015

	Last Year	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	47,026	48,250	11,972	37,391	10,859	25%	77%
Stationery/Office Supplies	338	400	194	326	74	49%	81%
IT Infrastructure	1,550	1,300	831	1,289	11	64%	99%
Copier	1,006	1,100	280	777	323	25%	71%
Insurances	3,577	3,600	0	3,525	75	0%	98%
Training Councillors	105	240	40	160	80	0%	67%
Training Staff	25	500	730	730	-230	146%	146%
Chairman's Allowance	329	400	129	263	137	32%	66%
Sundries	0	0	0	0	0		
Election expenses	0	4,900	0	0	4,900	0%	0%
NALC/BALC Subscription	1,226	1,250	0	0	1,250	0%	0%
Subscriptions	1,346	1,150	215	215	935	19%	19%
Professional Fees	900	900	0	900	0	0%	100%
Credit Card Annual Fee	32	32	0	32	0	0%	100%
Telecoms	910	700	155	435	265	22%	62%
Postage	283	300	2	119	181	1%	40%
Travel & Subsistence	162	300	0	0	300	0%	0%
Total Office & General Costs	58,817	65,322	14,548	46,162	19,160	22%	71%
Street Lights	653	700	137	630	70	20%	90%
Other Expenditure							
S137 / WFAT	0	0	0	0			
Grants	1,740	3,000	480	1,900	1,100	16%	63%
Community Transport	3,255	3,500	0	3,500	0	0%	100%
Mispostings	0	0	0	0	0		
Bad Debt W/O	0	0	0	0	0		
Total Other Expenditure	4,995	6,500	480	5,400	1,100	7%	83%
Sub-Total Expenditure	111,086	125,567	26,397	90,502	35,065	21%	72%
Capital / Special Projects							
Other Projects	0	17,875	0	0	17,875		
R&A	29,218	45,635	1,201	2,530	43,105	3%	6%
F&GP	3,836	5,000	395	3,971	1,029	8%	79%
Planning	795	2,200	483	483	1,718	22%	22%
Contingency	0	35,000	0	63	34,937	0%	0%
S106 Expenditure	0	0	0	0	0		
Capital & Special Projects Costs	33,849	105,710	2,079	7,046	98,664	2%	7%
TOTAL EXPENDITURE	144,935	231,277	28,475	97,547	133,730	12%	42%

Note

Fete Donations to Charities			0	1,241	0		
Christmas Lights Monies for Mayor's Charity			75	75	0		

Winnersh Parish Council
Capital / Special Projects - 2015 / 16
Q3 - October to December 2015

	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - Miscellaneous	2,000	410	410	1,590	20%	20%
R&A - Christmas Lights Event	500	449	449	51	90%	90%
R&A - Replacement Benches on BR	1,700	200	1,529	171	12%	90%
R&A - AP / JG & Office Redecoration	5,000	0	0	5,000	0%	0%
R&A - Play Area Repairs	2,000	0	0	2,000	0%	0%
R&A - New Office Window	2,500	143	143	2,358	6%	6%
R&A - Kitchen Area & Lobby Upgrade	5,000	0	0	5,000	0%	0%
R&A - Car Park Improvements	5,000	0	0	5,000	0%	0%
R&A - Replacement of Flat Roof	0	0	0	0		
R&A - Solar Energy	21,935	0	0	21,935	0%	0%
R&A - Total	45,635	1,201	2,530	43,105	3%	6%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	0	2,711	789	0%	77%
F&GP - Winnersh Matters Newsletter	1,000	395	1,260	-260	40%	126%
F&GP - Total Including Miscellaneous	5,000	395	3,971	1,029	8%	79%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	295	295	1,705	15%	15%
Planning - Miscellaneous	200	188	188	13	94%	94%
Planning - Total Including Miscellaneous	2,200	483	483	1,718	22%	22%
Other Projects						
Other Projects - Balance	17,875	0	0	17,875	0%	0%
Other - Total Including Miscellaneous	17,875	0	0	17,875	0%	0%
Contingency						
Contingency - Balance	35,000	0	63	34,937	0%	0%
Contingency - Total	35,000	0	63	34,937	0%	0%

WINNERSH PARISH COUNCIL
BUDGET SUMMARY 2016/17
Recommendation to Council
from F&GP meeting held on 26th January 2016

	2016/17 £	2015/16 £
Expenditure excluding Capital/Special Projects	130,940	125,567
Income excluding Precept	58,800	54,400
Excess of Expenditure over Income	72,140	71,167
Contingency	35,000	35,000
Balance Brought Forward	92,000	66,000
Balance to be Funded excluding Projects	15,140	40,167
Capital / Special Projects (see below)	74,500	49,900
Other Projects	20,621	20,810
Council Tax Support Scheme grant	2,460	3,076
Total for Funding by Precept	107,801	107,801
<i>Change from Previous Year [incl grant -0.6%]</i>	<i>0%</i>	<i>0%</i>
<i>Tax Base (nominal number of Band D properties)</i>	<i>3,801.3</i>	<i>3,800.7</i>
Council Tax Charge for Band D Property	28.36	28.36
<i>Change from Previous Year</i>	<i>0%</i>	<i>0%</i>
CAPITAL / SPECIAL PROJECTS		
F&GP		
Winnersh Matters newsletter	1,000	
Winnersh Parish Fete	3,500	
Miscellaneous	500	
Total	5,000	5,000
Planning		
Tree husbandry / replacement	2,000	
Miscellaneous	200	
Total	2,200	2,200
R&A		
Community Centre external decoration	5,000	
Community Centre fire door replacement	2,000	
Community Centre street lights upgrade	3,000	
Community Centre kitchen/lobby upgrade	5,000	
Pavilion House repairs	3,000	
Play area maintenance	2,000	
John Grobler Room business equipment	1,000	
Christmas lights	500	
Warm air hand dryers	1,500	
Miscellaneous	2,000	
New benches	1,700	
Teenage equipment refurbishment	600	
Car park upgrade	20,000	
Pavilion flat roof replacement	20,000	
Total	67,300	42,700
Total Capital / Special Projects	74,500	49,900