



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 31 January 2017 at 7.45 pm.**

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

In Attendance: Mr C Hudson – Parish Clerk.

1 APOLOGIES

1.1 Apologies for absence: Cllrs D Green, P Ray; Miss A Lambourne - FAO.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 25.10.16

2.1 Details of the latest cisterniser. Ongoing. **ACTION: Clerk**

2.2 Office-IT have indicated that they will not be able to continue offering computer support. The Clerk was asked to investigate alternative sources of support.
ACTION Clerk

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

3.1 A request for a grant had been received from Wokingham District Veteran Tree Association. The Committee **RESOLVED** that £50 would be donated.
ACTION: FAO

5.3 WBC will not be continuing the option for WPC to be part of their energy contract from April 2017. The Committee asked the Clerk to investigate the costs of alternative suppliers. **ACTION: Clerk**

5.4 The Committee asked the Clerk to investigate changes to the siting of the hall water meter to make it more accessible in wet weather. **ACTION: Clerk**

6 **REVIEW OF ACCOUNTS FOR QUARTER 3 2016-17**

6.1 **Income, p1**

The Pavilion income is down because of the loss of a regular hirer and closures because of roof works. Some hirers have moved to the Sindlesham Room instead, therefore the Sindlesham Room shows a large increase in takings.

The Committee noted that we have not received any S106 money recently.

6.2 **Expenditure, p1**

The Pavilion House has had extra unscheduled work during the autumn. Further work is currently being undertaken.

The Thames Water figures were noted. (see also 5.4 above)

Expenditure, p2

Professional fees include Internal Audit and HR advice.

IT infrastructure include IT hardware replaced in the autumn.

The Chairman's Allowance spending was confirmed.

6.3 **Capital & Special Projects**

The Committee noted that major work for the car park has been carried over to 2017-18.

6.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q3 accounts for 2016-17.

7 **CHAIRMAN'S ALLOWANCE**

7.1 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 2017-18.

The Committee **RESOLVED** that an amount be allocated for the year 2017-18 for the performance of public duties. Receipts will be required for any expenses claimed against this allowance.

8 **REVIEW OF REVENUE BUDGET ITEMS FOR 2017-18**

8.1 **Income, p1**

The FAO was asked to chase the franchise fees.

ACTION: FAO

The reduced pavilion income was noted (see also 6.1 above). The WRFC usage was considered to be stable at the moment.

The Committee discussed whether the room rates charged for the Pavilion were appropriate.

8.2 Expenditure, p1

The Committee considered the employment budget. The Committee requested an increase of 1% on the budget to cover the salary increase, plus £500.

The budget figure shown includes the extraordinary gas and electricity charges expected (see Item 5 above).

IT Infrastructure shows a credit against the Sage support renewal.

The Election Expenses were clarified.

The final figure for BALC/NALC renewal is awaited. It is expected to be higher to reflect the increased population of the parish. The Committee discussed the value of this membership to the parish and noted that NALC has enhanced its activity at national level to represent smaller parishes such as Winnersh and BALC has supplied local help to the parish when needed.

The post budget was discussed and retained.

9 REVIEW OF CAPITAL AND MAJOR PROJECTS BUDGETS FOR 2017-18

9.1 F&GP:

The Fete, Winnersh Matters and History Project budgets were discussed.

The F&GP project budgets were confirmed as requested.

Planning:

The tree husbandry and emergency planning budgets were discussed.

The Planning project budgets were confirmed as requested.

R&A:

The Clerk presented the latest estimate for replacing the pavilion fence.

The Pavilion Fence budget was increased to £1600.

The teenage equipment refurbishment line was removed.

All other R&A project budget requests were confirmed as requested.

10 REVIEW OF THE BUDGET AND PRECEPT FOR 2017-18

10.1 The Committee discussed the budget for 2017-18. It was assumed that the takeover of WBC Play Areas would not take place in 2017-18 and no provision for maintenance has been included.

10.2 The Expenditure excluding Capital/Special projects line will be increased as per the request in 8.1 above and the balances adjusted accordingly.
The Capital/Special projects will be adjusted with the changes specified in 9.1 above.
The Other Projects line will be adjusted to accommodate these changes and for the precept to be set as suggested. **ACTION: Cllr Breedlove**

10.3 The Committee **RECOMMENDED** that the proposed budget for 2017-18 attached to and forming part of these minutes be agreed by the Council and that the precept for 2017-18 be set at £110,522.

11 INTERNAL AUDITOR'S REPORT

11.1 The Committee considered the Internal Auditor's interim report. The Committee considered this to be satisfactory.

The Committee considered the suggestion that alternative accounting software should be considered. The Committee asked that the Clerk and FAO should arrange to see a demonstration of an alternative package. **ACTION: Clerk & FAO**

(Cllrs P Bray and J Curtis left the meeting)

12 POLICIES AND PROCEDURES

12.1 The Council has been testing the draft Payment Authorisation Procedure and a final version has been presented for approval.

The Committee **RESOLVED** to adopt F04 Payment Authorisation Procedure as presented.

13 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

13.1 The car park street light has failed. The Committee discussed the requirement for overnight lighting of the car park and suggested this was advisable on the grounds of security.

14 NEXT MEETING OF THE F&GP COMMITTEE

14.1 The provisional date of the next meeting was agreed as **Tuesday 25 April 2017 at 7.45pm.**

There being no further business the Committee meeting closed at 9.37 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 31 January 2017

- 1 WBC; update on EDF electricity supply
- 2 BALC; benefits of NALC membership
- 3 HMRC; Vat Notes 4 of 2016
- 4 LGPS; Berkshire Pension Investment strategy
- 5 NALC; Benefits of membership newsletter
- 6 SAAA; notification of External Auditor 2017-22
- 7 WBC; update on Street Lights upgrade schedule
- 8 BALC; nominations for Royal Garden Party
- 9 Jonah & Connie McCafferty; sports update
- 10 British Gas; FIT payment Oct 2016 - January 2017
- 11 SLCC/NALC; Pay increase 2017-18

Correspondence received following the issue of the agenda for the meeting of 31 January 2017

- N1 Corona; revised invoices 2012-17
- N2 WBC; re 2016-17 electricity invoices
- N3 Crown Commercial; to take on gas and electricity accounts

Grant Applications:

- G1 Wokingham District Veteran Tree Association
- G2 Wokingham CAB; request for 2017-18

Widdersh Parish Council
Income (all sources) - 2016 / 2017
Q3 - October to December 2017

	Last Year	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Widdersh Hall Lettings	39,247	38,000	10,303	30,770	7,230	27%	81%
Allnatt Pavilion Lettings	3,303	4,000	770	1,509	2,491	19%	38%
John Grobler Room Lettings	1,098	500	407	1,037	-537	81%	207%
Sindlesham Room Lettings	7,575	8,000	2,100	6,063	1,937	26%	76%
Community Centre Sub-Total	51,223	50,500	13,579	39,379	11,121	27%	78%
Allotment Rents	2,444	2,500	1,407	1,757	743	56%	70%
Bearwood Recreation Ground	5,558	5,000	1,260	3,127	1,873	25%	63%
Franchise Fee Bar	559	750		432	318	0%	58%
Other Income Sub-Total	8,561	8,250	2,667	5,316	2,934	32%	64%
TOTAL GENERAL INCOME	59,784	58,750	16,246	44,695	14,055	28%	76%
OTHER INCOME							
Precept / WBC Tax Support Grant	110,876	110,261	0	110,261	-0	0%	100%
S106 Income	0	0	0	0	0		
Interest Received	61	50	5	29	21	10%	58%
Sundry Income	2,424	0	0	0	0		
Widdersh Matters Advertising	400	0	-33	260	-260		
Widdersh Summer Fete	300	0	0	950	-950		
TOTAL OTHER INCOME	114,061	110,311	-28	111,500	-1,189	0%	101%
Total Income	173,845	169,061	16,218	156,196	12,865	10%	92%

Note

Fete Monies for Charity	0	697	0
Christmas Lights Monies for Mayor's Charity	0	0	0

**Winnersh Parish Council
Expenditure - 2016 / 17
Q3 - October to December 2016**

	Last Year	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker	16,605	16,100	6,724	16,481	-381	42%	102%
Relief Caretaker		6,000	1,272	3,471	2,529	21%	58%
Gas/Elec/Water/Waste Services	4,740	4,800	1,111	1,543	3,257	23%	32%
Scheduled Maintenance	8,155	8,500	2,462	6,977	1,523	29%	82%
Unscheduled Maintenance	3,012	2,000	95	946	1,054	5%	47%
Rates	973	3,800	-5,474	981	2,819	-144%	26%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	33,485	41,200	6,189	30,398	10,802	15%	74%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,469	1,200	244	360	840	20%	30%
Scheduled Maintenance	113	150		415	-265	0%	277%
Unscheduled Maintenance	48	250		85	165	0%	34%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	1,629	1,600	244	860	740	15%	54%
Allotments							
Water & Maintenance	1,153	1,000	250	-433	1,433	25%	-43%
Rent to WBC	1,000	1,000	0	1,000	0	0%	100%
Sundries	112	200	0	65	135	0%	33%
Refunds	32	0	0	0	0		
Allotments - Total costs	2,297	2,200	250	632	1,568	11%	29%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	10,575	13,000	3,085	9,354	3,646	24%	72%
Bearwood Rec - Unscheduled Main	18	500	0	0	500	0%	0%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	10,593	13,500	3,085	9,354	4,146	23%	69%
Pavilion House							
Pavilion House Maintenance	263	350	2,142	2,587	-2,237	612%	739%
Pavilion House - Total costs	263	350	2,142	2,587	-2,237	612%	739%

**Winnersh Parish Council
Expenditure - 2016 / 17
Q3 - October to December 2016**

	Last Year	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	49,541	48,500	12,191	36,674	11,826	25%	76%
Stationery/Office Supplies	433	400	55	278	122	14%	70%
IT Infrastructure	1,516	1,450	1,528	2,461	-1,011	105%	170%
Copier	1,026	1,100	301	790	310	27%	72%
Insurances	3,525	3,700		2,657	1,043	0%	72%
Training Councillors	170	240		40	200	0%	17%
Training Staff	730	300		70	230	0%	23%
Chairman's Allowance	303	400	90	312	88	23%	78%
Sundries	0	0		0	0		
Election expenses	498	3,800		0	3,800	0%	0%
NALC/BALC Subscription	0	1,500		1,464	36	0%	98%
Subscriptions	587	1,200	212	302	898	18%	25%
Professional Fees	1,250	1,000		1,510	-510	0%	151%
Bank Charges	15	68	-73	-40	108	-107%	-59%
Credit Card Annual Fee	32	32		32	0	0%	100%
Telecoms	653	700	151	549	151	22%	78%
Postage	236	250	125	133	117	50%	53%
Travel & Subsistence	135	200		0	200	0%	0%
Total Office & General Costs	60,649	64,840	14,580	47,233	17,607	22%	73%
Street Lights	685	700	0	494	206	0%	71%
Other Expenditure							
S137 / WFAT	0	0	0	0			
Grants	1,900	3,000	0	2,220	780	0%	74%
Community Transport	3,500	3,500	0	3,765	-265	0%	108%
Mispostings	0	0	0	0	0		
Bad Debt W/O	72	0	176	176	-176		
Total Other Expenditure	5,472	6,500	176	6,161	340	3%	95%
Sub-Total Expenditure	115,074	130,890	26,665	97,720	33,170	20%	75%
Capital / Special Projects							
Other Projects	17,875	17,875	0	0	17,875	0%	0%
R&A	18,526	69,720	4,865	29,288	40,432	7%	42%
F&GP	904	7,400	-300	3,770	3,630	-4%	51%
Planning	783	3,200	485	792	2,408	15%	25%
Contingency	34,937	35,000	0	0	35,000	0%	0%
S106 Expenditure	0	0	0	0	0		
Capital & Special Projects Costs	73,025	133,195	5,050	33,850	99,345	4%	25%
TOTAL EXPENDITURE	147,759	264,085	31,715	131,570	132,515	12%	50%

0

Note

Fete Donations to Charities			0	697	0		
Christmas Lights Monies for Mayor's Charity				0	0		

Winnersh Parish Council
Capital / Special Projects - 2016 / 17
Q3 - October to December 2016

	Budget	Qtr 3	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - External Decoration	5,000		6,258	-1,258	0%	125%
R&A - New Office Window	4,500		3,944	556	0%	88%
R&A - Office Redecoration	420	450	450	-30	107%	107%
R&A - CC Fire Door Replacement	2,000		0	2,000	0%	0%
R&A - CC Street Lights Upgrade	3,000		0	3,000	0%	0%
R&A - Kitchen Area & Lobby Upgrade	5,000		0	5,000	0%	0%
R&A - Pavilion House Repairs	3,000	988	988	2,012	33%	33%
R&A - Play Area Maintenance	2,000	1,787	2,137	-137	89%	107%
R&A - Christmas Lights	500	144	144	356	29%	29%
R&A - Miscellaneous	2,000	1,022	3,079	-1,079	51%	154%
R&A - New Benches	1,700		0	1,700	0%	0%
R&A - Teenage Equipment Refurbishment	600	474	577	23	79%	96%
R&A - Car Park Upgrade	20,000		0	20,000	0%	0%
R&A - Allnatt Pavilion Flat Roof Replacement	20,000		11,711	8,290	0%	59%
R&A - Total	69,720	4,865	29,288	40,432	7%	42%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500		0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	-300	2,884	616	18%	82%
F&GP - Winnersh History Project	2,400		21	2,379	0%	1%
F&GP - Winnersh Matters Newsletter	1,000		865	135	0%	87%
F&GP - Total Including Miscellaneous	7,400	-300	3,770	3,630	-4%	51%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	485	485	1,515	24%	24%
Planning - Equipment for Paperless Planning	1,000		307	693	0%	31%
Planning - Miscellaneous	200		0	200	0%	0%
Planning - Total Including Miscellaneous	3,200	485	792	2,408	15%	25%
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	0	35,000	0%	0%
Contingency - Total	35,000	0	0	35,000	0%	0%

**Winnersh Parish Council
Budget Estimates for 2017-18**

INCOME

	Actual 2015/16	Q1 Q2 Q3 2016/17	Q4 Est 2016/17	Total Est 2016/17	Budget 2016/17	Budget 2017/18
Winnersh Hall Lettings	39,247	30,770	9,334	40,104	38,000	40,000
Allnatt Pavilion Lettings	3,303	1,509	770	2,279	4,000	2,000
John Grobler Room Lettings	1,098	1,037	105	1,142	500	1,100
Sindlesham Room Lettings	7,575	6,063	2,093	8,156	8,000	8,000
Community Halls sub-total	51,223	39,379	12,302	51,681	50,500	51,100
Allotment Rents	2,444	1,757	200	1,957	2,500	2,400
Bearwood Recreation Ground	5,558	3,127	1,278	4,405	5,000	4,400
Franchise Fee bar	559	432		432	750	500
Other Income sub-total	8,561	5,316	1,478	6,794	8,250	7,300
Interest	61	29	15	44	50	40
Sundry Income	2,424	0	0	0	0	0
General Income Total	62,269	44,724	13,795	58,519	58,800	58,440
S106 Income	0	0	0	0		
Precept	110,876	110,261	0	110,261		
Council Tax Support Grant		0	0	0		
Winnersh Matters Advertising	400	260	0	260		
Fete Sponsorship	300	950	0	950		
TOTAL INCOME	173,845	156,196	13,795	169,990		

**Winnersh Parish Council
Budget Estimates for 2017-18**

EXPENDITURE

	Actual 2015/16	Q1 Q2 Q3 2016/17	Q4 Est 2016/17	Total Est 2016/17	Budget 2016/17	Budget 2017/18
Community Centre						
Employment Costs - Caretaker	16,605	16,481	4,767	21,248	16,100	21,460
Relief Caretaker		3,471	1,100	4,571	6,000	4,617
Gas/Elec/Water/Waste Services	4,740	1,543	6,300	7,843	4,800	5,000
Scheduled Maintenance	8,155	6,977	450	7,427	8,500	8,500
Unscheduled Maintenance	3,012	946	0	946	2,000	2,000
Rates	973	981	0	981	3,800	1,000
Refunds	0	0	0	0	0	0
Community Centre - Total Costs	33,485	30,399	12,617	43,016	41,200	42,577
Allnatt Pavilion						
Gas/Elec/Water/Waste Services	1,469	360	1,000	1,360	1,200	1,400
Scheduled Maintenance	113	415	0	415	150	450
Unscheduled Maintenance	48	85	0	85	250	100
Refunds	0	0	0	0	0	0
Allnatt Pavilion - Total Costs	1,630	860	1,000	1,860	1,600	1,950
Allotments						
Water / Pest Control	1,153	-433	1,500	1,067	1,000	1,000
Rent to WBC	1,000	1,000	0	1,000	1,000	1,000
Maintenance / Sundries	112	65	0	65	200	150
Refund	32	0	0	0	0	0
Allotments - Total costs	2,297	632	1,500	2,132	2,200	2,150
Recreation Ground						
Bearwood Rec. - Scheduled Maint.	10,575	9,354	2,700	12,054	13,000	13,000
Bearwood Rec. - Unscheduled Maint	18	0	750	750	500	250
Sundries	0	0	0	0	0	0
Refunds	0	0	0	0	0	0
Rec Ground - Total Costs	10,593	9,354	3,450	12,804	13,500	13,250
Pavilion House Maintenance	263	2,587	0	2,587	350	350

**Winnersh Parish Council
Budget Estimates for 2017-18**

EXPENDITURE

	Actual 2015/16	Q1 Q2 Q3 2016/17	Q4 Est 2016/17	Total Est 2016/17	Budget 2016/17	Budget 2017/18
Office & General Expenses						
Employment Costs	49,541	39,119	12,190	51,309	48,500	52,325
Stationery / Office Supplies	433	278	100	378	400	400
IT Infrastructure	1,516	2,461	-357	2,104	1,450	1,500
Copier	1,026	790	240	1,030	1,100	1,100
Insurances	3,525	2,657	0	2,657	3,700	2,657
Training Councillors	170	40	0	40	240	160
Training Staff	730	70	0	70	300	300
Chairman's Allowance	303	312	40	352	400	400
Election expenses	498	0	0	0	3,800	3,794
NALC/BALC Subscription	0	1,464	0	1,464	1,500	1,580
Subscriptions	587	302	594	896	1,200	1,200
Professional Fees	1,250	1,510	0	1,510	1,000	1,250
Bank Charges	15	-40	18	-22	68	72
Credit Card Fee	32	32	0	32	32	32
Telecoms	653	549	190	739	700	750
Post	236	133	85	218	250	250
Travel & Subsistance	135	0	150	150	200	150
Office & General - Total Costs	60,650	49,677	13,250	62,927	64,840	67,920
Street Lights	685	494	165	659	700	700
Other Expenditure						
S137 / WFAT	0	0	0	0	0	0
Grants	1,900	2,220	50	2,270	3,000	3,000
Community Transport	3,500	3,765	0	3,765	3,500	3,800
Mispostings	0	0	0	0	0	0
Bad Debt Write Off	72	176	0	176	0	0
Other - Total Costs	5,472	6,161	50	6,211	6,500	6,800
Total Running Expenditure	115,075	100,164	32,032	132,196	130,890	135,697
Major / Special Projects						
Other Projects	17,875	0	0	0	17,875	
R&A	18,526	29,288	15,833	45,121	69,720	
F&GP	904	3,770	0	3,770	7,400	
Planning	783	792	1,800	2,592	2,200	
Contingency	34,937	0	0	0	35,000	
S106 Expenditure	0	0	0	0	0	
Major & Capital Projects	73,025	33,850	17,633	51,483	132,195	
TOTAL EXPENDITURE	188,100	134,014	49,665	183,679	263,085	

WINNERSH PARISH COUNCIL

BUDGET SUMMARY 2017/18

**Recommended to Council
from F&GP meeting held on 31 January 2017**

		2017/18 £	2016/17 £
a	Expenditure excluding Capital/Special Projects	135,697	130,940
b	Income excluding Precept	58,440	58,800
c=a-b	Excess of Expenditure over Income	77,257	72,140
d	Contingency	35,000	35,000
e	Balance Brought Forward	87,081	104,000
f=c+d-e	Balance to be Funded excluding Projects	25,176	3,140
g	Capital / Special Projects (see below)	84,879	80,320
h	Other Projects	2,311	26,801
i	Council Tax Support Scheme grant	1,845	2,460
j=f+g+h-i	Total for Funding by Precept	110,521	107,801
	<i>Change from Previous Year</i>	<i>+2.5%</i>	<i>0%</i>
k	<i>Tax Base (nominal number of Band D properties)</i>	<i>3,897.1</i>	<i>3,801.3</i>
m=j/k	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	
	Winnersh History Project	2,379	
	Miscellaneous	500	
n	Total	7,379	7,400
Planning			
	Tree husbandry / replacement	2,000	
	Emergency planning goods	400	
	Miscellaneous	250	
p	Total	2,650	3,200
R&A			
	Community Centre tables & chairs	1,250	
	Community Centre fire door replacement	3,000	
	Pavilion House internal fixtures	3,000	
	Community Centre kitchen/lobby upgrade	5,000	
	Street Light upgrade	3,000	
	Play Area maintenance	2,000	
	Internal Lights upgrade	3,500	
	Christmas Lights	500	
	Building Survey - 5 year work plan	5,000	
	Play Areas feasibility study	3,000	
	Allotment transitioning	3,000	
	Youth Club worker & training	4,000	
	Pavilion Fence replacement	1,600	
	Car Park upgrade	35,000	
	Miscellaneous	2,000	
q	Total	74,850	69,720
g=n+p+q	Total Capital / Special Projects	84,879	80,320