



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 25 April 2017 at 7.45 pm.**

PRESENT: Cllrs F Breedlove (Chairman), P Bray, G Harper, P Ray,
J Southgate.

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

1 APOLOGIES

1.1 Apologies for absence: Cllrs D Green, R Shepherd-Dubey.

2 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 25.1.17

2.1 The research into Cisterniser costs is ongoing. **ACTION: Clerk /FAO**

2.2 Investigations into alternative computer support are ongoing. The photocopier upgrade and Sage query are ongoing. **ACTION: Clerk /FAO**

2.3 Energy supplies: Cllr Harper has investigated alternative energy suppliers and the transfer of the gas and electricity supplies to Npower, as approved by R&A, will be completed next week.

2.4 Castle Water has taken over the supply of water from Thames Water. The Clerk will contact them regarding the siting of the hall water meter.

2.5 The bar franchise receipt details have been presented to R&A. Recent figures are consistent with previous years.

2.6 Investigations into alternative accounting packages are ongoing.
ACTION: Clerk /FAO

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

- 3.1** A request for a grant had been received from the Citizens Advice Bureau.
The Committee **RESOLVED** that £1000 would be donated. **ACTION: FAO**
- 3.2** A request for a grant had been received from Wokingham Job Support Centre.
The Committee **RESOLVED** that £400 would be donated. **ACTION: FAO**
- 3.3** A request for a grant had been received from the MS Therapy Centre.
The Committee **RESOLVED** that £120 would be donated. **ACTION: FAO**
- 3.4** A request for a grant had been received from the Me2.
The Committee **RESOLVED** that £150 would be donated. **ACTION: FAO**
- 3.5** The Committee received details of WBC match funding for 3 Winnersh residents.
In accordance with the WPC policy of like-for-like grants for match funding the Committee **RESOLVED** to authorise grants of £200, £200 and £150 to these sportspeople. **ACTION: Clerk/FAO**

3.6 Table of grants authorised for 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
W&D Citizens Advice Bureau	25.4.17	£1000	9.5.17
Wokingham Job Support Centre	25.4.17	£400	9.5.17
WBC Match Funding	25.4.17	£550	9.5.17
MS Therapy Centre	25.4.17	£120	9.5.17
Me2	25.4.17	£100	9.5.17
Totals		£2170	£2170

3.6.1 Table of Grants for Transport 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
Totals			

3.7 Referrals from other committees:

none

4 CORRESPONDENCE

- 4.1 Item 2; The Zurich offer to tender for insurance was noted. (see item 7 below)
- 4.2 Item 6; The Committee noted the Unity proposals to change the security login procedure for online banking.
- 4.3 Item 7; The Clerk reported on the notice period for the ending of the photocopier lease.

5 REVIEW OF ACCOUNTS FOR QUARTER 4 2016-17

5.1 Income, p1

No questions.

5.2 Expenditure, p1

The final figures for qtr 4 need confirming by Thames Water, following the transfer of the account to Castle Water. **ACTION: Clerk & FAO**

Corona: The FAO was asked to include a note to explain the payment of outstanding amounts for 2012-17 and also to note the actual figures for 2016-17. **ACTION: FAO**

It was agreed that the FAO could show gas, electric and water charges separately on the quarter end reports. **ACTION: FAO**

Allotments: the quarter water credits for the allotments are included in the aggregated invoice.

Expenditure, p2

No questions.

5.3 Capital & Special Projects

The undertaking of the street lights upgrade, carried forward from last year, is dependent on WBC.

- 5.4 The Committee compared the actual Income and Expenditure for Qtr 4 against the Qtr 4 budget estimate and noted that the figures matched closely.

- 5.5 The Committee **RECOMMENDED** to Full Council the acceptance of the Q4 accounts for 2016-17.

6 YEAR END ACCOUNTS 2016-17

- 6.1 The FAO presented the Bank Reconciliation 2016-17.

She confirmed that there were 2 unrepresented cheques for petty cash.

The Committee **RESOLVED** to cancel these two Unity bank cheques and issue a new cheque for the total amount on the Nat West account dated in 2017-18.

- 6.2 A 47p difference in the petty cash is to be corrected in the bank reconciliation.

There is a difference of £36.84 in the Income/Expenditure report.

The balance sheet shows a £7.22 discrepancy between Sage and the balance sheet.

The Nat West bank charges are to be checked.

- 6.3 The Committee **RECOMMENDED** to Full Council the acceptance of the Year End Accounts for 2016-17, with the corrections noted in 6.2 above.

7 COUNCIL INSURANCE RENEWAL 2017-18

7.1 The Clerk presented the renewal details for the insurance. The Committee noted that this is year 2 of a 3-year deal.

The Committee **RESOLVED** to renew the Council insurance policy for 2017-18.

ACTION: Clerk & FAO

8 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

8.1 none

9 NEXT MEETING OF THE F&GP COMMITTEE

9.1 The revised date of the next meeting was agreed as **Tuesday 18 July 2017 at 7.45pm.** This change of date will require the Planning Committee meeting arranged for that date to be moved to Monday 17 July 2017.

PART 2

10 STAFFING MATTERS

10.1 The Clerk reported that the FAO had completed 5 years' service and is entitled to 25 days annual leave from 2017-18.

There being no further business the Committee meeting closed at 9.20 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 25 April 2017

- 1 CAB; new contact details
 - 2 Zurich; query re insurance renewal
 - 3 HMRC; delivery of P60 forms
 - 4 Came & Co; insurance renewal forms 2017-18
 - 5 LGPS; forms for 2016-17 pension completion
 - 6 Unity Bank; changes to internet banking
 - 7 De Lage Landen; notification of end of photocopier lease, Jan 2018
 - 8 Npower; confirmation of electricity supply contract
 - 9 WBC; statement of EDF electricity supplies, April 2016 – 1 Feb 2017
 - 10 LGPS; employee contributions 2017-18
 - 11 National Living Wage, April 2017
 - 12 Npower; start date of electricity supply
 - 13 Corona; Deemed contract supply from 1 April 2017
 - 14 WBC; information re March 2017 EDF electricity invoices
 - 15 Npower; confirmation of gas supply contract
 - 16 Castle Water; taking over Thames Water supply contract
- N1 Corona; date for transfer of gas contract to Npower

Grant Applications:

- G1 Wokingham & District CAB
- G2 Wokingham Job Support Centre
- G3 WBC Match funding
- G4 MS Therapy Centre
- G5 Me2 Club

Winnersh Parish Council
Income (all sources) - 2016 / 2017
Q4 - January to March 2017

	Last Year	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	39,247	38,000	10,441	41,211	-3,211	27%	108%
Allnatt Pavilion Lettings	3,303	4,000	820	2,329	1,671	20%	58%
John Grobler Room Lettings	1,098	500	75	1,112	-612	15%	222%
Sindlesham Room Lettings	7,575	8,000	2,088	8,151	-151	26%	102%
Community Centre Sub-Total	51,223	50,500	13,424	52,803	-2,303	27%	105%
Allotment Rents	2,444	2,500	364	2,121	379	15%	85%
Bearwood Recreation Ground	5,558	5,000	1,266	4,393	607	25%	88%
Franchise Fee Bar	559	750	108	539	211	14%	72%
Other Income Sub-Total	8,561	8,250	1,737	7,054	1,196	21%	85%
TOTAL GENERAL INCOME	59,784	58,750	15,161	59,857	-1,107	26%	102%
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	2	31	19	4%	62%
Sundry Income	2,424	0	52	52	-52		
Winnersh Matters Advertising	400	0	0	260	-260		
Winnersh Summer Fete	300	0	0	950	-950		
TOTAL OTHER INCOME	114,061	110,311	54	111,554	-1,243	0%	101%
Total Income	173,845	169,061	15,215	171,410	-2,349	9%	101%

Note

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

**Winnersh Parish Council
Expenditure - 2016 / 17
Q4 - January to March 2017**

	Last Year	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretaker		16,100	4,055	20,535	-4,435	25%	128%
Relief Caretaker	16,605	6,000	1,152	4,623	1,377	19%	77%
Gas/Elec/Water/Waste Services	4,740	4,800	1,881	3,424	1,376	39%	71%
Scheduled Maintenance	8,155	8,500	1,489	8,466	34	18%	100%
Unscheduled Maintenance	3,012	2,000	1,638	2,584	-584	82%	129%
Rates	973	3,800	0	981	2,819	0%	26%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	33,485	41,200	10,216	40,614	586	25%	99%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	1,469	1,200	297	658	542	25%	55%
Scheduled Maintenance	113	150	0	415	-265	0%	277%
Unscheduled Maintenance	48	250	0	85	165	0%	34%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	1,629	1,600	297	1,158	442	19%	72%
Allotments							
Water & Maintenance	1,153	1,000	731	299	701	73%	30%
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	731	1,364	836	33%	62%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	10,575	13,000	4,037	13,391	-391	31%	103%
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	4,037	13,391	109	30%	99%
Pavilion House							
Pavilion House Maintenance	263	350	0	2,587	-2,237	0%	739%
Pavilion House - Total costs	263	350	0	2,587	-2,237	0%	739%

Winnersh Parish Council
Expenditure - 2016 / 17
Q4 - January to March 2017

	Last Year	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	49,541	48,500	12,902	49,577	-1,077	27%	102%
Stationery/Office Supplies	433	400	47	325	75	12%	81%
IT Infrastructure	1,516	1,450	129	2,590	-1,140	9%	179%
Copier	1,026	1,100	258	1,048	52	23%	95%
Insurances	3,525	3,700	0	2,657	1,043	0%	72%
Training Councillors	170	240	185	225	15	77%	94%
Training Staff	730	300	0	70	230	0%	23%
Chairman's Allowance	303	400	40	352	48	10%	88%
Sundries	0	0	0	0	0		
Election expenses	498	3,800	0	0	3,800	0%	0%
NALC/BALC Subscription	0	1,500	0	1,464	36	0%	98%
Subscriptions	587	1,200	151	453	747	13%	38%
Professional Fees	1,250	1,000	0	1,510	-510	0%	151%
Bank Charges	15	68		-40	108	0%	-59%
Credit Card Annual Fee	32	32	0	32	0	0%	100%
Telecoms	653	700	160	709	-9	23%	101%
Postage	236	250	0	133	117	0%	53%
Travel & Subsistence	135	200	0	0	200	0%	0%
Total Office & General Costs	60,649	64,840	13,872	61,105	3,735	21%	94%
Street Lights	685	700	187	681	19	27%	97%
Other Expenditure							
S137 / WFAT	0	0	0	0			
Grants	1,900	3,000	50	2,270	730	2%	76%
Community Transport	3,500	3,500	0	3,765	-265	0%	108%
Mispostings	0	0	0	0	0		
Bad Debt W/O	72	0	0	119	-119		
Total Other Expenditure	5,472	6,500	50	6,154	346	1%	95%
Sub-Total Expenditure	115,074	130,890	29,391	127,054	3,836	22%	97%
Capital / Special Projects							
Other Projects	17,875	17,875	0	0	17,875	0%	0%
R&A	18,526	69,720	14,449	43,737	25,983	21%	63%
F&GP	904	7,400	0	3,770	3,630	0%	51%
Planning	783	3,200	0	1,871	1,329	0%	58%
Contingency	34,937	35,000	0	0	35,000	0%	0%
S106 Expenditure	0		0	0	0		
Capital & Special Projects Costs	73,025	133,195	14,449	49,378	83,817	11%	37%
TOTAL EXPENDITURE	147,759	264,085	43,840	176,432	87,652	17%	67%

Note

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

Winnersh Parish Council
Capital / Special Projects - 2016 / 17
Q4 - January to March 2017

	Budget	Qtr 4	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - External Decoration	5,000	0	6,258	-1,258	0%	125%
R&A - New Office Window	4,500	0	3,944	556	0%	88%
R&A - Office Redecoration	420	0	450	-30	0%	107%
R&A - CC Fire Door Replacement	2,000	0	0	2,000	0%	0%
R&A - CC Street Lights Upgrade	3,000	0	0	3,000	0%	0%
R&A - Kitchen Area & Lobby Upgrade	5,000	0	0	5,000	0%	0%
R&A - Pavilion House Repairs	3,000	1,425	2,413	587	48%	80%
R&A - Play Area Maintenance	2,000	0	2,137	-137	0%	107%
R&A - Christmas Lights	500	0	144	356	0%	29%
R&A - Miscellaneous	2,000	0	3,079	-1,079	0%	154%
R&A - New Benches	1,700	1,357	1,357	343	80%	80%
R&A - Teenage Equipment Refurbishment	600	0	577	23	0%	96%
R&A - Car Park Upgrade	20,000	0	0	20,000	0%	0%
R&A - Allnatt Pavilion Flat Roof Replacement	20,000	11,667	23,378	-3,378	58%	117%
R&A - Total	69,720	14,449	43,737	25,983	21%	63%
Finance & General Purposes Committee						
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Winnersh Parish Fete	3,500	0	2,884	616	0%	82%
F&GP - Winnersh History Project	2,400	0	21	2,379	0%	1%
F&GP - Winnersh Matters Newsletter	1,000	0	865	135	0%	87%
F&GP - Total Including Miscellaneous	7,400	0	3,770	3,630	0%	51%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	1,079	1,564	436	54%	78%
Planning - Equipment for Paperless Planning	1,000	0	307	693	0%	31%
Planning - Miscellaneous	200	0	0	200	0%	0%
Planning - Total Including Miscellaneous	3,200	1,079	1,871	1,329	34%	58%
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%