



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 18 July 2017 at 7.45 pm.

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

In Attendance: Mr C Hudson – Parish Clerk, Miss A Lambourne – FAO, one member of the public.

1 APOLOGIES

1.1 Apologies for absence: none

2 ELECTION OF F&GP COMMITTEE VICE-CHAIRMAN

2.1 Cllr Holdstock **PROPOSED** and Cllr Harper **SECONDED** Cllr J Southgate as Vice-Chairman of the F&GP Committee and this was **RESOLVED**.

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 25.4.17

3.1 The FAO reported on the repair and purchase dates of the hall cisterniser.

3.2 The FAO gave an update on the takeover of the water service from Thames Water by Castle Water. The FAO will request detailed invoices from Castle Water and will request final meter readings and bills from Thames Water. **ACTION: FAO**

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 A request for a grant had been received from Keep Mobile.
The Committee noted that no summary of services to parishioners had been included.
The Committee asked the Clerk to request more information. **ACTION: Clerk**

4.2 A request for a grant had been received from Readibus.
The Committee **RESOLVED** that £2250 would be donated. **ACTION: FAO**

4.3 A request for a grant had been received from Berkshire Vision. The Committee **RESOLVED** that £120 would be donated. **ACTION: FAO**

4.4 A request for a grant had been received from Victim Support. The Committee **RESOLVED** that £120 would be donated. **ACTION: FAO**

The Committee noted that a grant had been awarded to Citizens Advice at the April 2017 meeting.

4.5 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
Victim Support	18.7.17	£120	8.8.17
Berkshire Vision	18.7.17	£120	8.8.17
Totals		£2410	£2410

4.5.1 Table of Grants for Transport 2017/18

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus	18.7.16	£2250	8.8.17
Totals		£2250	£2250

4.6 Referrals from other committees:

The Committee discussed the parameters for Fault/Complaints Logging on the Full Council agenda. The Committee noted the wording for the item in Standing Orders. The Committee discussed whether it would be beneficial to further define the faults/complaints for consideration, but concluded that the facility for reporting items to the Council was adequate and that items reported could be dealt with on an individual basis.

5 CORRESPONDENCE

5.1 Items 1 & 3; The Committee decided not to subscribe to CCB or CBAS membership.

- 5.2 Item 2; The FAO reported that the Sage support renewal charges were as expected.
- 5.3 Items 5 & N1; The Committee noted that changes to Data Protection requirements are being introduced. The Clerk was asked to make this an agenda item for the October meeting. **ACTION: Clerk**
- 5.4 Item 10; The revised charges for Unity Bank were noted.
- 5.5 Item 16; The opening of the market for water suppliers was noted.
- 5.6 Item 17; The Clerk will send out details of the meeting with the new External Auditor when they become available. **ACTION: Clerk**

6 **REVIEW OF ACCOUNTS FOR QUARTER 1 2017-18**

6.1 **Income, p1**

The FAO explained that the hall letting figures are up due to an increase in casual bookings for the hall.

The FAO confirmed that all the invoices have been sent out for the Winnersh Matters advertising.

Cllr Southgate and Cllr Green will follow up Prospect regarding Fete sponsorship.

The Fete invoice from the Yateley Morris Men is still awaited.

6.2 **Expenditure, p1**

The Committee noted the unscheduled maintenance on the CCTV system and the hall windows.

The FAO confirmed that she will split the reporting of the utilities in future.

The final EDF electricity bill has been received from WBC.

Initial invoices have been received from Npower. The Clerk and FAO will attempt to rationalise future invoices.

Expenditure, p2

The BALC/NALC subscription was noted.

The grants for Qtr1 were confirmed.

6.3 **Capital & Special Projects**

The Committee noted the expenditure against the R&A budget and the payments expected in Qtr 2.

The Committee asked for the Fete flyer charges to be removed from the Winnersh Matters expenditure. **ACTION: FAO**

The Committee queried why the quarter end reports were being sent out in pdf format. The FAO confirmed that she will send them out in excel format in future.

ACTION: FAO

- 6.4 The Committee **RECOMMENDED** to Full Council the acceptance of the Q1 accounts for 2017-18, with the changes specified in section 6.3 above.

7 **INTERNAL AUDIT**

- 7.1 The Committee noted the Final Internal Audit report.

7.2 The FAO confirmed that some improvements to the Excel reporting had already been implemented and that the quarter end reporting had been linked to the Year End reporting for automatic updates.
The Committee discussed RBS reporting and asked the FAO to visit another parish where this system is used. **ACTION: Clerk/FAO**

7.3 The Committee discussed the Internal Auditor's suggestion to consider changes to Financial Regulations for the placement of orders (see item 8 below).
The Committee noted the recommendation to compare the Council's Financial Regulation with the NALC model regulations. The Clerk was asked to make this an agenda item for the October meeting. Also to be considered are online transactions by BACS, including the return of damage deposits, and updating to the latest Audit Accountability Act. **ACTION: Clerk**

7.4 The Committee **RESOLVED** to appoint Claire Connell as Internal Auditor for 2017-18.

7.5 The Committee reviewed the Internal Audit Plan.
The Committee considered that the Internal Audit Plan is fit for purpose and no changes were suggested.

8 **POLICIES AND PROCEDURES**

8.1 The Committee discussed the authorised levels of emergency expenditure for the Clerk and the thresholds for quotations and tenders.

The Committee **RESOLVED** to make the following changes to the F02 Financial Regulations section 3:

The emergency expenditure limit for the Clerk is raised from £750 to £1000.

The emergency expenditure limit for the Clerk plus Chairman or Vice-Chairman is raised from £1500 to £2500.

The Committee **RESOLVED** to make the following changes to the F02 Financial Regulations section 11:

The limit above which three quotations are to be sought is raised from £2500 to £3500.

The Committee retained the threshold of £10000 for tenders and asked the Clerk to make the review of the tender process an agenda item for the October meeting.

ACTION: Clerk

9 **OFFICE MATTERS**

9.1 **Computer Support:**

The Clerk reported on the necessity to find a new supplier of computer support. He presented summaries of proposals from the suppliers who had responded. The Committee discussed the requirements for computer support and noted that a rationalisation of the computers and the ongoing support is necessary. The Committee was mindful to accept the proposal from ITQED subject to confirmation of the details of the Council's requirements. The Committee confirmed that an outside advisor could visit to give an independent assessment of the Council's needs and the company's proposals.

In order to move this project on quickly the Committee asked the Clerk to report to the Executive Committee which could make a final decision on the details of the contract.

ACTION: FAO / Clerk

9.2 Photocopier Renewal:

The Clerk reported that the photocopier lease will expire at the end of the year. He presented 3 quotes for a replacement machine.

The Committee discussed the costs and benefits associated with the three quotes. The Committee asked the Clerk to get all three companies to quote for a triple-cassette machine along with options to purchase or lease the machine.

In order to move this project on quickly the Committee asked the Clerk to report to the Executive Committee which could make a final decision on the details of the new contract.

ACTION: FAO / Clerk

(One member of the public left the meeting)

9.3 Risk Assessments:

The Clerk reported that from September 2017 WRFC are proposing to use portable goal posts with permanent sockets. This combination of goal posts is not included in the Council's risk assessments.

The Clerk and Cllr Harper presented an addition to the Football Posts and Installation risk assessment to cater for Portable Goal Posts, storage, installation and use.

The Committee **RESOLVED** to adopt the addition to the Football Posts and Installation risk assessment, as presented.

The Clerk was asked to confirm with WRFC their responsibility for ensuring that their goalposts are properly maintained and erected.

ACTION: Clerk

9.4 Council Investments:

The Clerk presented details of the CCLA Deposit Account scheme.

The Committee discussed the benefits and safeguards for this account and the process for transferring money between the Council's accounts.

The Committee **RESOLVED** to open a Deposit Account with CCLA.

ACTION: Clerk & FAO

9.5 Council Insurance:

The Clerk reported that Loss Recovery was now included in the Came & Co service, so no separate cover had been taken out.

10 FETE 2017

10.1 A review of the fete had been presented to the July Full Council meeting.

Cllr Southgate presented the latest figures for the fete.

£713 has been raised so far by stallholder donations, franchises and raffles, and this figure has been topped up to £1000 for donation to charities. Total expenditure is £1992, with an additional invoice still awaited.

Cllr Southgate extended his thanks to the FAO.

11 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT

11.1 none

12 NEXT MEETING OF THE F&GP COMMITTEE

- 12.1** The provisional date of the next meeting was agreed as **Tuesday 31 October 2017 at 7.45pm.**

There being no further business the Committee meeting closed at 10.20 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 18 July 2017

- 1 CCB; invitation to become a member
- 2 SAGE; Instant Payroll licence renewal
- 3 CCB; invitation to join Community Buildings and Advice Service (CBAS)
- 4 AON; Council insurance renewal
- 5 BALC; newsletter, changes to data protection
- 6 De Lage Landen; confirmation of notice of termination of photocopier lease agreement
- 7 Nat West; T&Cs for new credit card
- 8 CCLA; Public Sector Deposit Fund information
- 9 Citizens Advice; summary of services to Winnersh residents
- 10 Unity Trust Bank; charges from 5 September 2017
- 11 Claire Connell; quote for Internal Audit services 2017-18
- 12 SLCC National Forum; RBS Alpha
- 13 BALC; 'Meet the new auditors' course, date tbc
- 14 Earley Crescent Community Association; cessation of Mobile Information Service (MICE)
- 15 Came & Co; clarification of Insurance details
- 16 NALC; water market opens up for Local Councils
- 17 BALC; Budget Training Course, 2018-19, 12 Sep 2017 at Calcot Centre
Good Councillors Guide to Finance & Transparency
- 18 HMRC; VAT notes 2 of 2017

N1 NALC; data protection update

Grant Applications:

- G1 Readibus
- G2 Keep Mobile
- G3 Berkshire Vision
- G4 Victim Support

Quotations received:

- Q1 ITQED; computer support
- Q2 Waterman Solutions; computer support
- Q3 Copyrite; photocopier quotation
- Q4 IBS; photocopier quotation
- Q5 Triumph Adler; photocopier quotation

Winnersh Parish Council
Income (all sources) - 2017 / 2018
Q1 - April to June 2017

	Last Year	Budget	Qtr 1	YTD	Remaining %	Qtr	% YTD
GENERAL INCOME							
Winnersh Hall Lettings	41,196	40,000	11,568	11,568	28,433	29%	29%
Allnatt Pavilion Lettings	2,194	2,000	423	423	1,577	21%	21%
John Grobler Room Lettings	1,159	1,100	136	136	964	12%	12%
Sindlesham Room Lettings	8,151	8,000	2,034	2,034	5,966	25%	25%
Community Centre Sub-Total	52,700	51,100	14,161	14,161	36,939	28%	28%
Allotment Rents	2,121	2,400	81	81	2,319	3%	3%
Bearwood Recreation Ground	4,393	4,400	524	524	3,876	12%	12%
Franchise Fee Bar	856	500	0	0	500	0%	0%
Other Income Sub-Total	7,370	7,300	605	605	6,695	8%	8%
TOTAL GENERAL INCOME	60,070	58,400	14,766	14,766	43,634	25%	25%
OTHER INCOME							
Precept / WBC Tax Support Grant	110,261	110,527	55,261	55,261	55,267	50%	50%
S106 Income	0	0	0	0	0		
Interest Received	31	40	2	2	38	6%	6%
Sundry Income	52	0	0	52	-52		
FIT	201	0	0	201			
Winnersh Matters Advertising	260	0	0	0	0		
Winnersh Summer Fete	950	0	0	0	0		
TOTAL OTHER INCOME	111,755	110,567	55,263	55,516	55,051	0%	50%
Total Income	171,825	168,967	70,029	70,281	98,686	0%	42%

Note

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

**Winnersh Parish Council
Expenditure - 2017 / 18
Q1 - April to June 2017**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Community Centre							
Employment Costs - Caretakers	22,714	26,077	5,495	5,495	20,582	0%	21%
Gas/Elec/Water/Waste Services	7,621	5,000	576	576	4,424	0%	12%
Scheduled Maintenance	8,466	8,500	2,295	2,295	6,205	0%	27%
Unscheduled Maintenance	2,584	2,000	620	620	1,380	0%	31%
Rates	981	1,000	0	0	1,000	0%	0%
Refunds	0	0	0	0	0		
Community Centre - Total Costs	42,366	42,577	8,986	8,986	33,591	0%	21%
Allnatt Pavilion							
Gas/Elec/Water/Waste Services	478	1,400	46	46	1,354	0%	3%
Scheduled Maintenance	415	450	0	0	450	0%	0%
Unscheduled Maintenance	85	100	0	0	100	0%	0%
Refunds	0	0	0	0	0		
Allnatt Pavilion - Total Costs	978	1,950	46	46	1,904	0%	2%
Allotments							
Water & Maintenance	400	1,000	67	67	933	0%	7%
Rent to WBC	1,000	1,000	1,000	1,000	0	0%	100%
Sundries	65	150	0	0	150	0%	0%
Refunds	0	0	0	0	0		
Allotments - Total costs	1,465	2,150	1,067	1,067	1,083	0%	50%
Recreation Grounds							
Bearwood Rec - Scheduled Maint	13,391	13,000	3,413	3,413	9,587	0%	26%
Bearwood Rec - Unscheduled Maint	0	250	0	0	250	0%	0%
Sundries	0	0	0	0	0		
Refunds	0	0	0	0	0		
Recreation Grds - Total Costs	13,391	13,250	3,413	3,413	9,837	0%	26%
Pavilion House							
Pavilion House Maintenance	2,587	350	0	0	350	0%	0%
Pavilion House - Total costs	2,587	350	0	0	350	0%	0%

**Winnersh Parish Council
Expenditure - 2017 / 18
Q1 - April to June 2017**

	Last Year	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Office & General Costs							
Employment Costs	52,020	52,325	13,196	13,196	39,129	0%	25%
Stationery/Office Supplies	325	400	80	80	320	0%	20%
IT Infrastructure	2,590	1,500	248	248	1,252	0%	17%
Copier	1,048	1,100	300	300	800	0%	27%
Insurances	2,657	2,657	2,595	2,595	62	0%	98%
Training Councillors	225	160	0	0	160	0%	0%
Training Staff	70	300	0	0	300	0%	0%
Chairman's Allowance	352	400	106	106	294	0%	27%
Sundries	0	0	0	0	0	0%	0%
Election expenses	0	3,794	0	0	3,794	0%	0%
NALC/BALC Subscription	1,464	1,580	1,599	1,599	-19	0%	101%
Subscriptions	453	1,200	0	0	1,200	0%	0%
Professional Fees	1,510	1,250	510	510	740	0%	41%
Bank Charges	-22	72	24	24	48	0%	33%
Credit Card Annual Fee	32	32	32	32	0	0%	100%
Telecoms	709	750	122	122	628	0%	16%
Postage	133	250	0	0	250	0%	0%
Travel & Subsistance	0	150	0	0	150	0%	0%
Total Office & General Costs	63,567	67,920	18,813	18,813	49,107	0%	28%
Street Lights	681	700	77	77	623	0%	11%
Other Expenditure							
S137 / WFAT	0	0	0	0	0	0%	
Grants	2,270	3,000	2,220	2,220	780	0%	74%
Community Transport	3,765	3,800	0	0	3,800	0%	0%
Mispostings	0	0	0	0	0	0%	
Bad Debt W/O	125	0	0	0	0	0%	
Total Other Expenditure	6,160	6,800	2,220	2,220	4,580	0%	33%
Sub-Total Expenditure	131,196	135,697	34,622	34,622	101,075	0%	26%
Capital / Special Projects							
Other Projects	0	2,311	0	0	2,311	0%	0%
R&A	43,357	74,850	1,648	1,648	73,202	0%	2%
F&GP	3,770	7,379	2,513	2,513	4,866	0%	34%
Planning	1,871	2,311	0	0	2,311	0%	0%
Contingency	0	35,000	0	0	35,000	0%	0%
S106 Expenditure	0	0	0	0	0		
Capital & Special Projects Costs	48,998	121,851	4,161	4,161	117,690	0%	3%
TOTAL EXPENDITURE	180,193	257,548	38,783	38,783	218,765	0%	15%

Note

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

Winnersh Parish Council
Capital / Special Projects - 2017 / 18
Q1 - April to June 2017

	Budget	Qtr 1	YTD	Remaining	% Qtr	% YTD
Recreation & Amenities Committee						
R&A - CC Tables & Chairs	1,250	700	700	550	56%	56%
R&A - CC Fire Door Replacement	3,000	0	0	3,000	0%	0%
R&A - Pavilion House Internal Fixtures	3,000	0	0	3,000	0%	0%
R&A - Kitchen Area & Lobby Upgrade	5,000	0	0	5,000	0%	0%
R&A - Street Light Upgrade	3,000	0	0	3,000	0%	0%
R&A - Play Area Maintenance	2,000	318	318	1,683	16%	16%
R&A - Internal Lights Upgrade	3,500	0	0	3,500	0%	0%
R&A - Christmas Lights	500	0	0	500	0%	0%
R&A - Building Survey - 5 year work plan	5,000	0	0	5,000	0%	0%
R&A - Play Areas Feasibility Study	3,000	0	0	3,000	0%	0%
R&A - Allotment Transitioning	3,000	0	0	3,000	0%	0%
R&A - Youth Club Worker & Training	4,000	0	0	4,000	0%	0%
R&A - Pavilion Fence Replacement	1,600	0	0	1,600	0%	0%
R&A - Car Park Upgrade	35,000	0	0	35,000	0%	0%
R&A - Miscellaneous	2,000	630	630	1,370	32%	32%
R&A - Total	74,850	1,648	1,648	74,220	2%	2%
Finance & General Purposes Committee						
F&GP - Winnersh Matters Newsletter	1,000	882	882	118	88%	88%
F&GP - Winnersh Parish Fete	3,500	1,631	1,631	1,869	47%	47%
F&GP - Winnersh History Project	2,379	0	0	2,379	0%	0%
F&GP - Miscellaneous	500	0	0	500	0%	0%
F&GP - Total Including Miscellaneous	7,379	2,513	2,513	4,866	34%	34%
Planning Committee						
Planning - Tree Husbandry / Replacement	2,000	0	0	2,000	0%	0%
Planning - Emergency Planning Goods	400	0	0	400	0%	0%
Planning - Miscellaneous	250	0	0	250	0%	0%
Planning - Total Including Miscellaneous	2,650	0	0	2,650	0%	0%
Other Projects						
Other Projects	2,311	0	0	2,311	0%	0%
Other - Total Including Miscellaneous	2,311	0	0	2,311	0%	0%
Contingency						
Contingency - Balance	35,000	0	0	35,000	0%	0%
Contingency - Total	35,000	0	0	35,000	0%	0%