



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 24th April 2018 at 7.45 pm.

PRESENT: Cllrs F Breedlove (Chairman), S Hanna, G Harper, B Krauze, R Shepherd-Dubey (from 8.30pm), J Southgate.

In Attendance: Mr B Gibbs – locum Parish Clerk, Miss A Lambourne – Finance and Administration Officer (FAO).

1 APOLOGIES

- 1.1 Apologies for absence: none
- 1.2 Apologies for lateness: Cllr R Shepherd-Dubey

2 MATTERS ARISING FROM THE MEETING OF 30th JANUARY 2018

- 2.1 The CCLA registration is ongoing. **ACTION: Clerk**
- 2.2 The Utilities investigations are ongoing. **ACTION: FAO**
- 2.3 S106 Allocations from outstanding developments. The final totals remain unknown. Cllr Bray has been asked to obtain details. **ACTION: Cllr Bray**
- 2.4 The Relief Caretaker has now been recruited. Mr John Rees commenced work on the 15th March 2018.
- 2.5 Cllr Wooldridge's proposals remain under consideration although a multi-agency and multi parish project is more likely to be able to deliver this project.

3 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

- 3.1 A request for a grant had been received from Me2 Club in Woodley.

The Committee **RESOLVED** that £100 would be donated. **ACTION: FAO**

3.2 Table of grants authorised for 2018/19

Organisation	Date authorised	Amount Authorised	Paid/to pay
Me2	24.04.2018	£100	8.05.2018
Totals		£100	£100

3.5.1 Table of Grants for Transport 2018/19

Organisation	Date authorised	Amount Authorised	Paid/to pay
Readibus			
Keep Mobile			
Totals		£0	£0

3.3 Referrals from other committees:

None.

4 CORRESPONDENCE

4.1 The Clerk informed the Council of all items of correspondence. There were no questions

5 REVIEW OF ACCOUNTS FOR QUARTER FOUR 2017-18

5.1 Income statement. Page One.

Cllr Breedlove began the discussion by inviting comments from other councillors. Cllr Harper commented about the Community Infrastructure Levy receipt of £5,249 and said that there would be another significant amount to be paid across in the very near future.

The total income for the year was £178,838. This was £9,871 above the budgeted amount.

There were no other comments received.

5.2 Expenditure statement. Page One

Cllrs Breedlove and Harper asked some questions about the underspend in caretaker costs with the Community Centre heading. It was agreed that the discrepancy in the caretaker costs was simply due to over budgeting due to an ex-gratia payment been made in 2016-17. Comments were made about scheduled and unscheduled maintenance costs as there was an overspend of £2,178 in unscheduled maintenance and an underspend of £1,102 in scheduled maintenance. Some comments were also made about the business rates payable on the Community Centre.

There were no other comments received on any other cost centres.

5.3 Expenditure statement. Page Two

Cllr Southgate asked about the Stationery/ Office Supplies cost code as this was underspent. The Clerk replied that an order for stationery had been placed in early April. All Councillors noted that the professional fees costs had increased considerably due to the need to hire a locum Clerk and to engage the services of a Human Resources advisor.

Further down the page comments were received regarding the Community Transport cost code as the fund was underspent. This was due to an error assigning the spend to an incorrect cost code namely the Grants cost code.

Cllr Southgate asked if the FAO could look at these figures so they are corrected in a timely fashion.

5.3 Capital & Special Projects. Page One

Cllr Breedlove began the discussion on the Recreation & Amenities cost centre by highlighting the fact that the Car Park project budget was reduced from £35,000 to £30,000. £5,000 was to be vired to the Play Area Maintenance budget to meet the costs of the replacement matting at the climbing wall.

Several further adjustments were made to the final budgets so that the correct amounts could be carried forward into 2018-19.

These included the following cost codes:

- Play Area feasibility
- Youth Club worker.
- Allotment transition.
- Kitchen Area & Lobby upgrade.

A discussion took place regarding the fact that an invoice for the Car Park project has been received and entered the 2017-18 accounts but had not been paid. The discussion was mainly centred on how this should be reflected in the accounts.

6 REVIEW OF ACCOUNTS YEAR END 2017-18

6.1 Bad Debts

The FAO spoke about three bad debts. The figures are as follows.

£167.47

£293.16 (less the retention of a £200 damage deposit)

£804.05

The Committee **RESOLVED** to issue two credit notes totalling £167.47 and £93.16 so that these amounts can be written off. **ACTION: FAO**

The Committee **RESOLVED** to try to recover the full amount of £804.05 from the debtor. **ACTION: FAO**

The Committee **RESOLVED** to instruct the FAO to correspond with the debtor so that a schedule of repayments can be agreed. A figure of £50 per month was proposed. **ACTION: FAO**

It was noted that the debtor's equipment was currently being stored at the Community Centre.

The Committee asked the FAO to report back to the July meeting. At that time a decision to seek a judgement via the Small Claims Court will be made if no money has been received. **ACTION: FAO**

- 6.2** Cllr Southgate commented that the Income and Expenditure figures presented to the Committee did not appear to match between the Q4 report and the Year End figures.

The Committee **RESOLVED** to approve the draft accounts for 2017/18 subject to the agreed revisions being undertaken by the FAO. **ACTION: FAO**

7 REVIEW OF THE 2018-19 BUDGET

- 7.1** The committee agreed that it was too early to adjust the 2018-19 budgets. However, comments were made about the potential to review the car park improvement project and the kitchen area improvement project considering fresh information received after the Quarter Four Accounts 2017-18 had been discussed.

The FAO was asked to review these figures and make any adjustments if necessary.

8 PARISH COUNCIL INSURANCE RENEWAL

- 8.1** The Committee noted the fact that the Parish Council's current insurance policy was on a three-year deal from Came & Co. 2018-19 will be the second year of three and that no action is required.

9 GDPR

- 9.1** The Clerk reported that the General Data Protection Regulations will come into force on the 25th May 2018.

- 9.2** The Royal Berkshire Pension Fund is seeking to enter into a memorandum of understanding in order to manage the Parish Council employees' data moving forward.

The Committee **RESOLVED** to empower Cllr Harper to work with the Clerk in order to read the document and understand the commitment. **ACTION: Cllr Harper**

- 9.3** A brief discussion took place regarding the role of the Data Protection Officer and whether it was prudent to appoint an employee of the Parish Council to undertake this role or whether or not it was prudent to outsource this role to another organisation such as the Berkshire Association of Local Councils.

- 9.4 Cllr Harper said that BALC was promoting a GDPR introduction course over the next few weeks and said that members and employees of the council could benefit from attending.

The locum Clerk was asked to progress this item by speaking to the Clerk to the Council.

10 **WINNERSH COMMUNITY AWARDS**

- 10.1 The Committee **RESOLVED** to promote the Winnersh Community Awards as they have been in previous years. **ACTION: The Council.**

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 24 JULY 2018 at 7.45pm.**

PART 2

12 STAFFING MATTERS

12.1 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

13.2 Staff matters.

Cllr Harper reported that Mr Clive Hudson has returned to work at the Parish Office on light duties.

There being no further business the Committee meeting closed at 9.44 pm.

APPENDIX 1

CORRESPONDENCE

Correspondence received before the issue of the agenda for the meeting of 24th April 2018

- 1 BALC: Winter 2018 bulletin, including subscription rates 2018-19.
- 2 BALC: Members Area re-launch 03/2018.
- 3 Berkshire Pension Fund: Inscribe newsletter.
- 4 Berkshire Pension Fund: Memorandum of Understanding concerning the GDPR
- 5 Came & Co: Insurance renewal documentation.
- 6 NALC: Chief Executive's Bulletins Feb-Apr 2018 (ten in total).
- 7 BALC: 2018 newsletters (five in total)
- 8 NALC: DIS 625 & 626

Grant Applications:

G1 Me2 Club Woodley.