



## **Winnersh Parish Council**

Winnersh Community Centre  
New Road, Sindlesham, Wokingham  
Berkshire RG41 5DU  
Phone/Fax 0118 978 0244  
clerk@winnersh.gov.uk  
www.winnersh.gov.uk

### **Minutes of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held in the John Grobler Room on Wednesday 18 July 2018 at 7.45 pm.**

**PRESENT:** Cllrs F Breedlove (Chairman), P Bray, P Fishwick, R Shepherd-Dubey, J Southgate.

**In Attendance:** Mrs L Steele – Locum Parish Clerk, Miss A Lambourne – Finance and Administration Officer (FAO).

#### **1 APOLOGIES**

1.1 Apologies for absence were received from Cllr Harper.

#### **2 ELECTION OF VICE CHAIRMAN OF F&GP COMMITTEE**

2.1 Upon the proposal of Cllr Bray, seconded by Cllr Fishwick, Cllr Southgate was elected as Vice-Chairman of the Finance & General Purposes Committee.

#### **3 DECLARATIONS OF INTEREST**

3.1 Councillors made no declarations of disclosable pecuniary and non-pecuniary interest in relation to any items on the agenda.

#### **4 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 24<sup>TH</sup> APRIL 2018**

4.1 The minutes of 24th April 2018 having been agreed, and signed, as an accurate record at the Full Council meeting held on 12<sup>th</sup> June 2018 were reviewed.

4.2 CCLA registration is not completed and at the current time there are no funds to invest.

4.3 Utilities investigation remain ongoing

**ACTION FAO**

4.4 Bad Debts – the debt of £804.05 remains outstanding with the individual defaulting on the very first payment of the agreed schedule of repayments. It was agreed that the FAO should make an application to Money Claim Online.

**ACTION FAO**

#### **5 DONATIONS AND REFERRALS FROM OTHER COMMITTEES**

5.1 There were no requests or referrals to be considered at this point on the agenda.

## **6 CORRESPONDENCE**

- 6.1 There were no items of correspondence to be considered.

## **7 2018-19 BUDGET MONITORING**

- 7.1 The Committee considered a budget monitoring statement for expenditure for the first quarter of the financial year to 30 June 2018 (attached to these minutes). Concerns about the accuracy of some of the figures entered into the spreadsheet were to be dealt with in the future by the implementation plan at minute 8 below.
- 7.2 It was noted that income from lettings was less than that anticipated for first quarter of the year and below that for the same time last year. It was agreed to monitor income levels carefully. **ACTION FAO**
- 7.3 Utility bills for the Community Centre and the Allnatt Pavilion were higher than anticipated for the time of year and it was agreed to provide more information on these at the next Committee meeting. **ACTION FAO**
- 7.4 It was noted that Special Project expenditure described as “Building Survey – 5 Year Work Plan” related to a number of projects for which no separate codes have yet been created. This will be amended before the next Committee meetings **ACTION FAO**
- 7.5 The Locum Clerk expressed her concerns about the apparently low level of the Council’s reserves, noting that the Council had budgeted to use £100,000 of £112,000 reserves during the course of the year. Further that, at current levels of expenditure, the Council was at risk of running out of funds before the next tranche of precept is paid in September/October. Finally that the revenue budget included Community Infrastructure Levy which should be ring-fenced and accounted for separately. The FAO indicated that total funds were estimated to be £51,000 at the end of July and the Committee Vice-Chairman assured the meeting that there was not a problem.
- 7.6 Recognising that there were insufficient funds in the current account to meet all payments authorised by Full Council on 10 July 2018 it was agreed to transfer £25,000 from the NatWest Business Reserve Account to the Unity Trust Bank Current Account.
- 7.7 It was agreed not to start any new projects until the second tranche of precept was received in September/October with the exception that as per the resolution of Council guttering repairs should proceed as soon as possible.

## **8 IMPLEMENTATION PLAN FOLLOWING THE CHAIRMAN’S REPORT ON FINANCE & ADMINISTRATION**

- 8.1 The Locum Clerk and the FAO circulated a draft implementation plan resulting from the Chairman’s report to Full Council on Finance & Administration. The plan contains steps towards changing financial reporting. Discussion focussed on prioritising the actions in the plan. The plan, amended to include the suggestions made at the meeting is attached to these minutes. **ACTION CLERK & FAO**

## **9 GDPR**

- 9.1 Councillors noted that on 16<sup>th</sup> June 2018 Full Council delegated authority to this Committee to appoint a Data Protection Officer (DPO) after consideration of an offer from BALC to provide this service. Councillors considered the latest briefing from the National Association of Local Councils on the subject (L07-18) noting that it explained that, very late in the progress of the Bill, a change was made such that Parish Councils are not required to appoint a DPO. The Committee RESOLVED to make no appointment.

## **10 RISKS TO USERS OF THE COMMUNITY CENTRE CAR PARK**

- 10.1 Full Council had requested the Committee to consider the matter of risk to users of the Community Centre car park in the event of ice forming on the surface. The Locum Clerk was asked to write a risk assessment that deals with the issue before 1 October 2018.

**ACTION CLERK**

## **11 REVIEW OF STANDING ORDERS**

- 11.1 Councillors noted the fact that NALC published new model Standing Orders in April 2018 and agreed that the Parish Council's Standing Orders should be reviewed to ensure their compliance with legislation and asked the Locum Clerk and Cllr Bray to undertake that review in the first instance with a view to reporting back to the next meeting of the Committee.

**ACTION CLERK & CLLR BRAY**

## **12 ANY OTHER ITEMS THE CHAIRMAN CONSIDERS URGENT**

- 12.1 The matter of bank reconciliations had not been included on the agenda and the meeting agreed that the Chairman and Vice Chairman should examine and sign the bank reconciliations up to 30 June 2018. Bank balances as at 30 June were as follows:

Unity Trust Bank	£27,443.82
NatWest Current A/c	£2,500.00
NatWest Business Reserve A/c	£39,693.85

## **13 PROVISIONAL DATE OF NEXT MEETING**

- 13.1 The provisional date of the next meeting was agreed as Tuesday 30<sup>th</sup> October 2018 at 7.45pm.

## **CONFIDENTIAL SESSION**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 Members RESOLVED 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.

## **14 STAFFING MATTERS**

- 14.1 Although this matter was considered in confidential session the resulting minute need not be considered confidential.
- 14.2 There was discussion about working hours and workload for the FAO with the officer indicating that she was unhappy about continuing to work hours in excess of her contracted hours. It was agreed to review the position after the implementation of the action plan minuted above at 8.1.

There being no further business the Committee meeting closed at 9.38 pm.

## Implementation Plan – Changes to Financial Reporting

Priority	What?	Ref (FB Report)	Who?	When?	Comments
1.	Change to quarterly VAT returns. Use the full VAT accounting from the Sage 50 package	4.4 4.4	RFO RFO	ASAP – ideally by 26 July 2018	Implementation for June Quarter..
2.	Discontinue monthly Winnersh Parish Council Salaries Journal & post directly from Sage Payroll to Sage 50  Produce reports for authorisation by Councillors direct from Sage Payroll And,one further report on Pension Contributions from Sage? .	4.2 4.3	RFO RFO	ASAP – hopefully for September Payroll  ASAP – hopefully for September Payroll	FB - Having spoken to Sage, they have forwarded an easy step-by-step guide to linking the payroll to nominal ledger and have offered to talk the operator through the process if there are any questions
3.	Discontinue Excel generated Financial reporting Sage to write budget monitoring report.	4.1 4.1	RFO Sage	ASAP but in any event by 30/09/18	

	<b>What?</b>	<b>Ref (FB Report)</b>	<b>Who?</b>	<b>When?</b>	<b>Comments</b>
4.	Use the Purchase ledger on Sage 50 to generate the schedule of payments for authorisation by Full Council..	4.3	RFO	October 2018	Use the Sage report that lists invoices that need to be paid. Not all suppliers have their payment terms loaded into Sage so quite a lot of work is required in the supplier records.
5.	Sage to write report for AGAR	4.1	Sage	Before 31/03/19	
6.	Discontinue monthly bank reconciliation statements to Full Council..	4.3	RFO	Immediately	
7.	Present quarterly bank reconciliation statements to F&GP Committee	4.3	RFO	Immediately	Make a Standing Item on F&GP agendas
8.	Discontinue the manual diary system	4.5	RFO	Done	No further changes are required