



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 Wednesday 30th October 2018 at 7.45 pm.

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

In Attendance: Mrs L Steele – Locum Parish Clerk, Miss A Lambourne – Responsible Finance Officer (RFO).

1 APOLOGIES

1.1 Apologies for absence were received from Cllr Harper.

2 DECLARATIONS OF INTEREST

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

3 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 18TH JULY 2018

3.1 The minutes of 18th July 2018 having been agreed, and signed, as an accurate record at the Full Council meeting held on 11th September 2018 were reviewed.

3.2 The Utilities investigation by the RFO remains ongoing

3.3 The RFO has made an application to Money Claim Online in an attempt to recover the bad debt previously reported. The debtor has not responded and the RFO has confirmed with Money Claim Online that the Parish Council requires a County Court judgement to be made.

3.4 The Chairman reported on the considerable progress made against the implementation plan for changes to financial reporting.

3.5 The risk assessment for the Community Centre car park was table and the Committee agreed to refer the purchase of the necessary equipment to the Recreation & Amenities Committee.

4 DONATIONS AND REFERRALS FROM OTHER COMMITTEES

4.1 Members considered a request for match funding for a Sports Award made to an individual young athlete by Wokingham Borough Council and agreed a grant of £175.

- 4.2 Members further considered tabled applications from Wokingham Volunteer Centre and Woking Job Support Centre and awarded grants of £300 and £400 respectively.

4.3 Table of grants authorised for 2018/19

Organisation	Date authorised	Amount Authorised	Paid/to pay
Me2	24.04.2018	£100	8.05.2018
WBC Match Funding	30.10.2018	£175	
Wokingham Volunteer Centre	30.10.2018	£300	
Wokingham Job Support Centre	30.10.2018	£400	
Totals		£975	£100

5 CORRESPONDENCE

- 5.1 Newsletter 1 on the Lower Earley Way Dualling was tabled. Members were reminded that if they would like to receive ongoing e-newsletters on this project they should send their details to wrr@balfourbeatty.com

6 REVIEW OF ACCOUNTS FOR QUARTER 2 2018-19

- 6.1 The Committee considered accounts information that had been circulated by the RFO.
 6.2 The RFO further reported that £378.74 had been received from the community centre bar franchisee and that a further £8,344.26 of Community Infrastructure Levy had been received. It was agreed to create an earmarked reserve for CIL

ACTION RFO

- 6.3 Bank reconciliations as at 31 July 2018, 31 August 2018, and 30 September 2018 were received and approved. and the meeting agreed that the Chairman and Vice Chairman should examine and sign the bank reconciliations. Bank balances as at 30 September were reported as follow:

Unity Trust Bank	£64,101.41
NatWest Current A/c	£2,500.00
NatWest Business Reserve A/c	£18,303.08

7 REVIEW OF STANDING ORDERS

- 7.1 Members noted that the Locum Clerk and Cllr Bray had reviewed the Parish Council's Standing Orders against the NALC model Standing Orders published in April 2018 (and updated in July 2018) to ensure the Parish Council's compliance with legislation. Members welcomed the new draft Standing Orders and subject to some minor amendments recommended them to Full Council for adoption.
 7.2 Members also agreed that the Financial Regulations should be reviewed and form an agenda item for the next meeting of the Committee. The Locum Clerk and RFO were asked to ensure that the review addressed the relevant recommendations of the last Internal Audit report.

8 FUTURE OF THE COUNCIL'S WEBSITE

- 8.1** Cllr Southgate reported that the software behind the Parish Council's website was no longer being supported and the Committee discussed the prospect of replacing the website. The Locum Clerk was asked to ask other parish clerks who provides their website and what platform is used.

9 **PRECEPT 2019-20**

- 9.1** Members considered the principles behind and the timetable for setting the precept for 2019-20. The Locum Clerk was informed that a policy document for setting the budget existed and the Chairman undertook to supply the Locum Clerk with a copy of the document. **ACTION Cllr Breedlove**

10 **URGENT ITEMS**

- 10.1** The Committee was reminded that the three year grounds maintenance contract was up for renewal. The matter should be referred to the Recreation and Amenities Committee.

11 **PROVISIONAL DATE OF NEXT MEETING**

- 11.1** The provisional date of the next meeting was agreed as Tuesday 29th January 2019 at 7.45pm.

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	

	What?	Ref (FB Report)	Who?	When?	Comments
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