



## **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 30 JULY 2019**

**PRESENT:** Cllrs F Breedlove, J Southgate, G Harper, P Bray and P Fishwick (ex officio).

**In Attendance:** Mr P Stoneman (Parish Clerk) and Miss A Lambourne (RFO).

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs R Shepherd-DuBey.

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of disclosable pecuniary and non-pecuniary interest in relation to any items on the agenda.

**3. PUBLIC SESSION -** there were no members of the public in attendance.

#### **4. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 30 APRIL 2019**

(5) Cllr Harper advised that whilst some initial work had been done on allotment deposits thus would be completed following a more detailed review.

**ACTION: CLLR HARPER /**

**RFO**

(8) The Clerk and Cllr Southgate would discuss options for providing each councillor with a Parish Council email address, such as 'a.councillor@winnersh.gov.uk'.

**ACTION: CLLR SOUTHGATE/CLERK**

(12.1) The RFO to follow up with SAGE about the advice given about 'TAX made digital' when appeared unnecessary to complete and pay for the work well in advance of the required date.

**ACTION:**

**CLERK**

## 5. DONATIONS AND REFERRALS FROM OTHER COMMITTEES

5.1 Three grant application had been received and the Committee **RESOLVED** to award the following:-

- 1) CAB £1,000
- 2) Berkshire Vision £150 subject to confirmation of the number Winnersh PC residents being assisted
- 3) Wokingham Veteran Tree Association £100

Cllr Southgate requested that a running total of grants be recorded in the minutes -

| <b>Organisation</b>                | <b>Award</b>                                  | <b>Date Awarded</b> |
|------------------------------------|---|---------------------|
| ReadiBus                           | £2250   | 30/4/2019           |
| Keep Mobile                        | £1750   | 30/4/2019           |
| <b>Total (Community Transport)</b> | <b>£4,000</b><br><b>(19/20 budget £4,000)</b> |                     |
| Home Start                         | £400  | 30/4/2019           |
| Me2                                | £100  | 30/4/2019           |
| Wokingham Job support Centre       | £500  | 4/6/2019            |
| CAB                                | £1,000  | 30/7/2019           |
| Berkshire Vision                   | £150  | 30/7/2019           |
| Wokingham Veteran Tree Association | £100  | 30/7/2019           |
| <b>Total (Grants)</b>              | <b>£2,250</b><br><b>(19/20 budget £3,000)</b> |                     |

There were no referrals from other committees.

## 6. REVIEW OF POLICIES

6.1 The Committee had received all policies in advance of the meeting and whilst Cllr Harper advised, having read all the policies, that most appeared fit for purpose it was agreed that all policies of 5-years or older should be reviewed

6.2 The Clerk was asked to review the index and version numbers to ensure they were all up to date and to add Policy FO3 Internal Audit Plan to the agenda for review at the next meeting.

**CLERK**

**ACTION:**

6.3 The Clerk was asked to draft a grants policy for consideration at the next meeting.

**CLERK**

**ACTION:**

## 7. PUBLICATION SCHEME

7.1 The Committee requested that the publication scheme be made clear on the Parish Council website and when the new website is developed that all appropriate policies be accessible from the website. It was agreed that Standing Orders would be added to the new website when it was created.

7.2 The committee discussed the need for a GDPR policy and requested that the Clerk carry out a comprehensive analysis of the data being held by the Parish Council.

**ACTION:**

**CLERK**

## **8. ACCOUNTING SOFTWARE**

8.1 Cllr Southgate advised that he had been working on the SAGE report and subject to some minor changes it should provide the financial reports required by the Council.

8.2 The Clerk advised that on-line demonstrations for the RBS Omega finance software package and facilities bookings package had been arranged and invited the committee to attend the demonstrations in the parish office.

## **9. QUARTER 1 ACCOUNTS**

The RFO presented the Quarter 1 accounts and responded to the following questions and observations.

- 1) Winnersh Matters Advertising - why was the income not shown in the accounts as it had been entered in to SAGE?
- 2) The Caretaker to be asked to provide monthly meter readings for all services that the RFO would pass on to the energy provider
- 3) NPower energy – the RFO was asked to investigate accessing the energy providers website to ensure that meter readings would be provided on a monthly basis.
- 4) Allotment transitioning costs compensation claim to be submitted to Wokingham Borough Council by the end of December 2019.
- 5) What were the sundries costs of £333 for the Winnersh Hall and Allotments?
- 6) Salaries & Wages appeared not to include costs for May and June in the report.

In view of the number of corrections required it was agreed that the RFO would run the account again and send it to Cllr Southgate to review before circulating it to the committee.

## **10. REVIEW OF BUDGET 2019/20**

The Clerk presented a proposal from Allcott Associates to provide building surveyor advice on the replacement of the curtain wall/cladding to the Community Centre (Winnersh Hall) at a cost of £1,350 + VAT. The proposal included visiting and inspecting the site, preparing a feasibility report, outlining the options, budget costs and timescales.

Cllr Harper proposed, seconded by Cllr Southgate, that the proposal be accepted, and this was **RESOLVED**, the cost being absorbed within the budget that had already been allocated for 2019/20.

#### **11. CORRESPONDENCE**

There were no items of correspondence.

#### **12. ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

Cllr Southgate gave a brief update on the budget for the 2019 Fete and tabled a list of payments and receipts advising that the net cost to the Council would be circa £500.

It was agreed that a recommendation would be made to Full Council requesting that the remaining budget, taking into account all the income (including sponsorship and donations) and expenditure, be ringfenced for use as deposits for the 2020 Summer Fete.

#### **13. DATE OF NEXT MEETING - TUESDAY 29 OCTOBER 2019**

There being no further business the meeting closed at 22:00