



## **Winnersh Parish Council**

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### **Minutes of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held in the John Grobler Room on Tuesday 28 JANUARY 2020**

**PRESENT:** Cllrs F Breedlove; P Fishwick; G Harper; R Shepherd-DuBey and J Southgate.

P Stoneman (Clerk) and A Lambourne (Admin and Finance Officer - RFO).

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

Apologies were received from Cllrs. P Bray.

#### **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 HELD ON THE 29 OCTOBER 2020**

Item 8: Email - Cllr Shepherd-DuBey advised that she had been unable to change her password without IT QED being involved. The Clerk advised that he would speak with IT QED as it was expected that all Councillors should be able to change their own passwords.  
**ACTION: CLERK**

Item 10: Allotment Deposits - The FAO to arrange for deposits to be returned to allotment holders and for F&GP to be provided with transitioning costs.  
**ACTION: FAO**

Item 14.2: UNITY bank debit cards to be obtained for use by the Clerk and FAO.  
**ACTION: FAO**

## **5 DONATIONS AND REFERRALS**

- 5.1 There were no applications for grants.
- 5.2 There were no referrals from other Committees.

## **6 INTERNAL AUDIT PLAN**

- 6.1 The Committee reviewed the Internal Audit Letter from Claire Connell and agreed with the recommendation that competitive quotes should be obtained for projects/purchases up to the value of £25,000 and that above £25,000 competitive tenders should be obtained. The Financial policy to be changed to reflect the change.  
**ACTION: CLERK**

- 6.2 The Clerk advised that the CIL report had been published on the website and that it was a requirement to publish the report for the previous year also. The Clerk to seek guidance from WBC on the requirement.  
**ACTION: CLERK**

## **7 ACCOUNTING SOFTWARE**

- 7.1 The Clerk updated the Committee on the purchase of RBS OMEGA software and confirmed that training had taken place. RBS had transferred some data and the income matched exactly with SAGE.
- 7.2 There were some items on the P&L account that couldn't be reconciled, and the FAO was asked to work with RBS to get an agreed balance.  
**ACTION: FAO**
- 7.3 As it was not possible to transfer all the financial history from SAGE to OMEGA the Council would need to ensure the history on SAGE was retained and protected.
- 7.4 One of the time-consuming and manual tasks was to populate OMEGA with supplier and customer details. The FAO was asked to enquire if RBS could do this on behalf of the council.  
**ACTION: FAO**

## **8 ACCOUNT FOR QUARTER 3 (2019/20)**

- 8.1 A Quarter 3 report was not available given the transition from SAGE to OMEGA. It was agreed that a report would be produced in OMEGA that Cllr Breedlove would review before it was circulated to F&GP.  
**ACTION: FAO**

## **9 CHAIRMAN'S ALLOWANCE**

- 9.1 It was agreed that the Chairman's allowance would be set at £160/year for 2020/21.

**10 DRAFT BUDGET 2020/21**

10.1 The Clerk advised that recommended good practice was for the reserves to be set at between 3 and 12 months of annual expenditure. The Clerk was asked to confirm that with the auditor and, if necessary, the budget setting policy should be modified.

**ACTION: CLERK**

10.2 Cllr Fishwick requested that provision be made in the budget for Climate Change Emergency projects/initiatives identified by the working Group and this was agreed.

10.3 The committee agreed that provision should be made in the budget for the replacement or repair of boundary fences to Bearwood Recreation Ground.

**11 REVIEW OF POLICIES AND PROCEDURES**

11.1 The committee agreed that policy F02 should be amended to take account of the Internal Auditors recommendation about the threshold, between Quotes and Tenders, be changed to £25,000.

**ACTION: CLERK**

**12 CORRESPONDENCE**

12.1 The Clerk provided a quotation for potentially outsourcing the payroll. Cllr Breedlove offered to provide details of another company so that a comparative cost could be considered.

**ACTION: CLLR BREEDLOVE**

**13 ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

There were no urgent items.

**14 DATE OF NEXT MEETING - TUESDAY 28 APRIL 2020**

There being no further business the meeting closed at 21:55