



## **Winnersh Parish Council**

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Minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE** meeting held remotely on **Wednesday 8 JULY 2020**.

**PRESENT:** Cllrs J. Southgate; L. Wooldridge; P Bray; P. Fishwick; A. Greenwood. and G. Harper.

**IN ATTENDANCE:** P Stoneman (Clerk).

### **1 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Cllr Southgate opened the meeting and sought nominations for the election of the Chairman and Vice-Chairman.

**Election of Chairman:** Cllr Harper proposed Cllr Southgate as Chairman. This was seconded by Cllr Wooldridge and was **AGREED**.

**Election of Vice-Chairman:** Cllr Fishwick proposed Cllr Wooldridge as Vice-Chairman. This was seconded by Cllr Bray and was **AGREED**.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr A. Caston and Cllr R. Shepherd-DuBey.

### **3 DECLARATIONS OF INTEREST**

Cllr Fishwick declared an interest in the grant application from Verity Harper (WBC) (Item 6.1) for the summer lunch club project, and would not take part in the discussion or decision.

### **4 MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 29 OCTOBER 2020**

- 4.1 Item 8: Email - Cllr Shepherd-DuBey had now been able to set up her email account. The Clerk advised that he would speak with IT QED as a request had been received to establish if forced password changes could be stopped. **ACTION:**  
**CLERK**
- 4.2 Item 10: The draft allotment agreement had been approved by R&A Committee and the allotment deposits would now be returned to allotment holders. **ACTION:**  
**FAO**
- 4.3 Item 14.2: There had been some difficulty applying to UNITY bank for a debit card and the issue would be investigated. **ACTION: FAO**
- 4.4 Item 6.2: It was agreed that the CIL report for the year ending 2019/20 be uploaded to the website. **ACTION:**  
**CLERK**
- 4.5 Item 11.1: The Clerk advised that he had amended the Financial Regulations Policy (FO2) and that would be brought to the next F&GP Committee meeting for approval. **ACTION:**  
**CLERK**
- 4.6 Item 12.1: It was agreed that the potential outsourcing of payroll would be considered at the next meeting.

## **5 PUBLIC SESSION**

There were no members of the public in attendance.

## **6 DONATIONS AND REFERRALS**

- 6.1 Applications for grants had been received from four organisations and the following awards were made:-
- Wokingham CAB - £1,000
  - Me2 Club - £150
  - Wokingham Job Support Club - £500
  - WBC Social Bites (Summer lunch club) Project - £250
- 6.2 There were no referrals from Committee's other than a recommendation from R&A Committee to support the WBC Social Bites Project.

## **7 INTERNAL AUDIT PLAN**

- 7.1 The Committee received and noted the Internal Audit Letter from Claire Connell and were pleased that the audit reflected well on the Council.

- 7.2 The Clerk was asked to seek a quotation from Claire Connell for a continuation of her work in auditing the 2020/21 accounts. The Clerk was also asked to put the Internal Audit Plan on the agenda for the next meeting.

**ACTION:**

**CLERK**

## **8 YEAR END ACCOUNTS FOR (2019/20)**

- 8.1 The committee received the draft Annual Governance and Accountability Return (AGAR) and subject to an explanation about the variance in carry forward balances between 2018/19 and 2019/20 this would be recommended to Full Council for approval. It was agreed that Cllr Southgate, Cllr Wooldridge and the Clerk would consider the reason for the variance before presenting the recommendation to Full Council.

## **9 QUARTER 1 ACCOUNTS**

- 9.1 The committee reviewed the Q1 accounts but due to a number of anomalies that needed further explanation it was agreed that these would not be presented to Full council until the accounts had been referred back to F&GP.

## **10 COVID-19**

- 10.1 The Clerk explained that as a result of closing the community centre, due to Coronavirus, income in 2020/21 would be down by approximately £25,000 and potentially more depending upon what arrangements would need to be put in place to ensure the safe opening of the community centre facilities in due course.

## **11 REVIEW OF POLICIES AND PROCEDURES**

- 11.1 It was agreed to defer a review of policies and procedures until the next meeting.

## **12 CORRESPONDENCE**

- 12.1 The Clerk read out an email from WADE who were very grateful for the donation of £500 made by the council. It had been agreed that the donation be awarded despite the Summer Fete being cancelled for which they were a nominated charity to receive proceeds.

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

There were no urgent items.

## **14 DATE OF NEXT MEETING - TUESDAY 27 OCTOBER 2020**

There being no further business the meeting closed at 21:20