



Winnersh Parish Council

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

MINUTES OF THE MEETING OF WINNERSH PARISH COUNCIL HELD IN THE SINDLESHAM ROOM ON TUESDAY 11 JUNE 2019

PRESENT: Cllrs P Fishwick (Chairman), P Bray, F Breedlove, A Caston, S Hanna, G Harper, R Shepherd-DuBey and L Wooldridge.

In attendance: P Stoneman (Clerk) and A Lambourne (RFO).

1. APOLOGIES FOR ABSENCE

Cllrs C Taylor, F Obileye, B Krauze and J Southgate.

2. DECLARATIONS OF INTEREST – None.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 May 2019 were **AGREED**, and the Parish Council **RESOLVED** to sign them as a true record.

4. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

It was **RESOLVED** by the Parish Council that Minute 8.2 (publication of Standing Orders) and Minute Item 8.3 (review of all Policies, Procedures and Schedules) would be referred to F&GP on the 30 July 2019. **ACTION: CLERK**

5. PUBLIC SESSION - There were three members of the public in attendance.

5.1 Question: Could a sign be put up warning motorists, using the allotments, of the proximity of the school and cyclists riding by from Forest School?

Answer: the Clerk advised that he had spoken with WBC and they were reluctant as it would add to the proliferation of signs. Cllr Shepherd-DuBey agreed to follow up the request with WBC. It was agreed that if WBC were still unwilling to put up a sign that WPC would arrange for a sign to be placed on the access track, with funding from R&A Committee. **ACTION: CLLR SHEPHERD -DUBEY**

It was agreed that the Clerk would raise concerns about cycle safety with Forest School with the problem extending to other locations including Roundabout Lane, Stevens Court, Forest Road and Reading Road. **ACTION: CLERK**

5.2 Question: What was happening with vacant plots?

Answer: the Clerk advised that there were very few vacant plots and with promotion through Winnersh Matters and social media, it was expected these would be taken very quickly.

5.3 Question: Could consideration be given to planting trees on the uneven ground adjacent to the car park, just outside the allotment garden boundary?

Answer: It was agreed that the Clerk would write to WBC to encourage them to plant trees as part of the Climate Emergency. **ACTION: CLERK**

6. REPORTS FROM BOROUGH COUNCILLORS

6.1 Cllr Bray reported that:-

6.1.1 Cllr John Halsall was now the Leader of Wokingham Borough Council.

6.1.2 Children's Services were having a full inspection following an inspection in March that hadn't gone well. The focus for the inspection would be the Child Protection Register.

6.1.3 Network Rail would be meeting on site to view the embankment behind Pheasant Close where some of the gardens were being lost to erosion. WBC were planning to accompany Network Rail on the visit.

6.1.4 Cllr Bray advised that she was the Lib-Dem Lead on Children's Services and Social Housing and Deputy Lead on Finance and Corporate Resources.

6.2 Cllr Shepherd-DuBey reported that:-

6.2.1 Flooding had been a problem in the local area particularly from the River Emmbrook, and that Sylvester Close could benefit from a bund but that WBC were not showing support for that.

6.2.2 Some of the works/repairs on Balfour Beatty's list had not been carried out and this was causing on-going problems.

6.2.3 Cllr Shepherd-DuBey advised that she was the Lib-Dem Lead on Planning and Enforcement and Deputy Lead on Highways & Transport and Local Plan.

6.3 Cllr Fishwick reported that:-

6.3.1 Church Close, Mole Road, Welby Crescent and surrounding areas had all been badly affected by flooding. Sand bags had been delivered by WBC to the most affected areas.

6.3.2 Cllr Fishwick advised that he was the Lib-Dem Lead on Highways & Transport and Deputy Lead on Environment, Sport & Leisure and Equality, Diversity and Inclusivity

7. **QUESTIONS FROM PARISH COUNCILLORS** - None.

8. **PARISH QUESTIONS ON PARISH MATTERS** - None.

9. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES** - None.

10. **PLANNING COMMITTEE MEETING**

10.1 The minutes of the meeting of 20 May 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

10.2 Cllr Fishwick who chaired the meeting on the 10 June advised that only he and Cllr Wooldridge were in attendance as members of the Planning Committee. However, Cllr Hanna was also in attendance and the decision was taken to run the meeting.

10.3 Cllr Fishwick explained that with fewer members on the Planning Committee it may be difficult to ensure the meetings were quorate. Cllr Fishwick **PROPOSED** that the Standing Orders be suspended to allow Cllr Hanna to be the substitute for the meeting held on the 10 June 2019, and that Chairmen of Standing Committees be substitutes for Standing Committees. Cllr Bray **SECONDED** the proposal as it was **RESOLVED** that the amendments be made at the next meeting of F&GP on the 30 July 2019.

ACTION: CLERK

11. **RECREATION AND AMENITIES COMMITTEE**

11.1 The minutes of the meeting of 21 May 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

11.2 Cllr Hanna provided an update on the items discussed at the meeting including on the recently formed Youth Club operating out of the Rainbow Centre. Some concerns had been raised by the Rainbow Centre Management Committee and these had been responded to by Ms Dina Humphries from WBC and it had been agreed that WPC would be kept informed.

11.3 Ms Humphries was arranging for a professional Youth Worker to be employed for which WPC had some budget provision. Cllr Hanna reinforced the point that WPC remained fully supportive of youth provision and wanted the youth club to be successful.

11.4 Cllr Bray offered to support Kirsty Ross by accompanying her to any meetings that may be necessary with the Rainbow Centre Management Committee and the Clerk was asked to inform Mrs Ross of the offer. **ACTION: CLLR BRAY/CLERK**

12. **F&GP COMMITTEE**

12.1 The minutes of the meeting of 4 June 2019 were agreed and the Parish Council **RESOLVED** to sign them as a true record.

12.2 Cllr Breedlove explained that as the 2019/20 budget was unlikely to have changed by much that the budget, alongside Q1 Accounts, would be considered at the next meeting on the 30 July 2019.

- 12.3 The Clerk had been asked by the Wokingham Job Support Centre (WJSC) to pass on sincere thanks to WPC for awarding a grant of £500, to assist with getting local residents back into work, and this had been gratefully received by WJSC.

13. POLICIES

Cllr Breedlove informed Members that F&GP had undertaken a thorough review of the Risk Management & Risk Assessment Policy and the Financial Regulations, and these had been circulated to all Members in advance of the meeting. Cllr Harper **PROPOSED** that the policies be adopted, and this was **SECONDED** by Cllr Bray and **RESOLVED** by the Parish Council.

14. INTERNAL AUDIT

Cllr Breedlove informed Members that Claire Connell had completed her Internal Audit and the report had been circulated in advance of the meeting. It was felt that the audit reflected well on the Parish Council with no significant issues.

15. YEAR END ACCOUNTS AND AGAR

- 15.1 Cllr Breedlove and the RFO presented the Year End Accounts (Appendix 1) and took questions. The RFO explained the bank reconciliation and significant variances and that the carry forward figure for 2019/20 of £48,960 had been adjusted to take account of CIL and other ring-fenced projects, including the History Project, resulting in the opening balance being adjusted to £8,456.

- 15.2 Cllr Breedlove **PROPOSED** that the Annual Governance and Accountability Return be agreed and signed and this was **SECONDED** by Cllr Shepherd-DuBey and **RESOLVED** by the Parish Council.

- 15.3 Cllr Bray raised an issue about Castle Water with the payment appearing to be quite high. Cllr Harper confirmed that he had provided a final meter reading for the former allotment site and this would then enable a final bill to be produced. It was agreed that the RFO would inform Castle Water that the allotment site was no longer in use and that the supply was no longer required. **ACTION: RFO**

- 15.4 It was agreed that monthly meter readings for the Community Centre and Allnatt Pavilion should be provided by the Caretaker. It was also agreed that, given the difficulties with invoicing and payment, that Direct Debits to Castle Water would be cancelled, and future payments would be made by BACS. **ACTION: RFO**

16. ACCOUNTS

A schedule of payments, due since the last meeting, was tabled and upon the **PROPOSAL** of Cllr Harper, **SECONDED** by Cllr Bray, the Parish Council **RESOLVED** to make payments totalling £15,483.61 shown in Appendix 2. Bank balances at 31 May 2019 were confirmed as £86,065.51.

17. WINNERSH FETE 2019

- 17.1 In the absence of Cllr Southgate, Cllr Harper reported that preparations were going well but there were concerns about the weather. An inspection of the recreation Ground would take place on the Friday before the Fete to assess the condition of the ground.
- 17.2 Cllr Krauze reported on the arena programme that contained an exciting range of entertainment. The dog agility display would not take place as the organisers had committed to another event and there had been a mix up by them with their dates.
- 17.3 Cllr Fishwick reported that income from sponsorship and donations was standing at £1775.
- 17.4 The nominations for the Community Award were unanimously agreed as David Baker (Adopt-a-Street) and Neil Graham (Scouts) and both had accepted and confirmed that they would be at the Fete to receive their awards.
- 17.5 Cllr Caston requested that the companies offering sponsorship be provided with invoices and the RFO advised these were being processed. **ACTION: RFO**

18. COUNCILLOR VACANCIES

- 18.1 Cllr Fishwick updated Members on the process for filling councillor vacancies through co-option. The advert had been posted on the WPC website, noticeboard and social media inviting potential candidates to apply for which an application form was available from the Clerk.
- 18.2 Cllr Fishwick advised that the deadline for applications was the 2 July 2019 and applicants would be invited to attend the next Full Council meeting on the 9 July when individual presentations would be given. It was **RESOLVED** that Cllr Fishwick, Cllr Wooldridge and the Clerk would review the applications and create a shortlist.
ACTION: CLLR FISHWICK / CLLR WOOLDRIDGE / CLERK

19. CORRESPONDENCE

- 19.1 Wokingham Job Centre AGM (Wednesday 17 July 2019 at 18:30) – Cllr Wooldridge volunteered to attend, subject to confirming availability. In the event that Cllr Wooldridge was unavailable Cllr Harper would attend.
ACTION: CLLR WOOLDRIDGE / CLLR HARPER
- 19.2 The Police and Crime Commissioner Bulletin and list of training courses from HALC/BALC would be circulated. **ACTION: CLERK**

20. ANY OTHER ITEMS CONSIDERED URGENT BY THE CHAIRMAN

- 20.1 The Clerk reminded Members of their need to complete a Register of Interests Form that would be copied to the Monitoring Officer at Wokingham Borough Council. The Clerk was asked to circulate the electronic version that had been provided by WBC.
ACTION: CLERK
- 20.2 The Clerk reminded Members of the importance of submitting their election expenses forms, even if that was for a zero amount. It was noted that it was a criminal offence to not return the form by the required date.

20.3 Cllr Caston raised concerns about the noise being generated by Balfour Beatty whilst breaking out concrete in the early hours of the morning as part of the M4 Smart Motorway project. Cllr Caston informed Members that she had sent an email to Balfour Beatty expressing concerns about the levels of noise and the disturbance being caused.

21. TIME AND DATE OF NEXT PARISH COUNCIL MEETING

The next meeting of the Parish Council would be held on Tuesday 9 July 2019 at 19:45 in the Sindlesham Room.

There being no further business the meeting closed at 21:25.

APPENDIX 1

| Winnersh Parish Council | | | |
|---|--|------------|--|
| BANK RECONCILIATION - 2018 / 2019 | | | |
| Financial Year Ending 31 March 2019 | | | |
| Prepared by Amanda Lambourne - RFO | | Date: | |
| <hr/> | | | |
| Balance per Bank Statements at 31 March 2019 | | | |
| Unity Trust Bank | | £21,991.23 | ✓ |
| Current Account | | £2,500.00 | ✓ |
| Business Reserve Account | | £17,999.75 | ✓ |
| | | | £42,490.98 ✓ |
| Less Unpresented Payments at 31 March 2019 | | | |
| | | £813.95 | ✓ |
| | | | £813.95 |
| Plus Unpresented Receipts at 31 March 2019 | | | |
| | | £1,232.39 | ✓ |
| | | | £1,232.39 |
| Add un-banked cash at 31 March 2019 | | | |
| | | £0.00 | ✓ |
| | | | £42,909.42 |
| Petty Cash In Hand at 31 March 2019 | | | |
| | | £5.98 | ✓ |
| | | | £42,915.40 B |
| <hr/> | | | |
| Sage Closing Balances at 31 March 2019 | | | |
| N/C 1200 - Bank - Current A/C | | £2,500.00 | ✓ |
| N/C 1210 - Bank - Business Reserve A/C | | £17,999.75 | ✓ |
| N/C 1211 - Unity Trust Bank Current A/C | | £22,409.67 | ✓ |
| N/C 1250 - Petty Cash | | £5.98 | |
| | | | £42,915.40 B |
| Difference | | | |
| | | | £0.00 |

| Winnersh Parish Council | | | |
|---|--|---|-------------------|
| Income & Expenditure Account | | | |
| For the year ended March 2019 | | | |
| 2017/2018 | | | 2018/2019 |
| | | <u>INCOME</u> | |
| 110,521.00 | | Precept | 113,760.00 |
| 1,845.08 | | Precept Support Grant | 1,230.05 |
| 23.47 | | Interest Received | 33.54 |
| 53,748.79 | | Income from Bookings | 48,979.37 |
| 6,158.40 | | Allotment Rents, Recreation Ground Hire | 5,124.18 |
| 741.52 | | Franchise Fee | 1,119.27 |
| 133.48 | | Feed in tariff | 256.07 |
| 530.00 | | Sundry Income | 1,805.00 |
| 5,249.18 | | CIL Income | 20,218.96 |
| | | S106 Income | |
| | | Previous Year Adj | |
| 178,950.92 | | TOTAL INCOME | 192,526.44 |
| | | VAT on Income (info only - not in calcs) | |
| | | <u>EXPENDITURE</u> | |
| 69,102.58 | | General Admin., Insurances, etc. | 75,597.06 |
| 29,266.63 | | Capital & Major Projects | 90,444.56 |
| 7,260.00 | | Grants | 975.00 |
| 42,278.01 | | Hall Costs | 45,298.73 |
| 163.49 | | Pavilion House | 0.00 |
| 13,841.92 | | Allotments / Recreation Ground | 14,580.77 |
| 692.71 | | Street Lights | 549.74 |
| 0.00 | | S106 Expenditure | 0.00 |
| 162,605.34 | | Sub-total | 227,445.86 |
| 0.00 | | Expenditure from Contingency Budget | 27,588.82 |
| 0.00 | | SUSPENSE (Write-back/Write-off) | 628.37 |
| 162,605.34 | | TOTAL EXPENDITURE | 255,663.05 |
| 147.95 | | BANK CHARGES | 210.85 |
| 14,662.95 | | VAT on Expenditure (info only - not in calcs) | |
| | | Excess of income over expenditure | -63,347.46 |
| | | FUND BALANCES AND MOVEMENT | |
| 96,110.55 | | General Fund O/Balance | 112,308.18 |
| 178,950.92 | | Income | 192,526.44 |
| | | Balancing item | |
| 275,061.47 | | Sub total | 304,834.62 |
| 162,605.34 | | Expenditure | 255,663.05 |
| 147.95 | | Direct Expense | 210.85 |
| 112,308.18 | | Previous Year Adjustment | 48,960.72 |
| | | 8 | |

| 2017/2018 | | | 2018/2019 | |
|-------------------|--|------------------------------------|------------------|------------------------------------|
| | | LONG TERM ASSETS | | |
| | | Long Term Debts | | |
| | | | | |
| | | CURRENT ASSETS | | |
| 12,150.60 | | Debtors | 11,028.53 | Aged debtors analysis (detailed) |
| | | Berkshire Pensions | 2,368.03 | |
| 0.00 | | Prepayments | | from Trial Balance |
| 5,422.57 | | VAT Recoverable | | from VAT Return |
| 109,937.36 | | Cash in Hand | 42,915.40 | (B) Bank Rec balance |
| | | | | |
| <u>127,510.53</u> | | | <u>56,311.96</u> | |
| | | | | |
| <u>127,510.53</u> | | TOTAL ASSETS | <u>56,311.96</u> | |
| | | | | |
| | | CURRENT LIABILITIES | | |
| 6,612.33 | | Creditors (Deposits) | 6,577.33 | Regular Hirer's & Allotments |
| 0.00 | | Creditors (Services) | -884.85 | Aged creditors analysis (detailed) |
| | | VAT to be Paid | 855.37 | |
| | | Net wages | 612.22 | |
| | | HMRC | 191.17 | |
| | | | | |
| | | Accruals | | |
| <u>6,612.33</u> | | | <u>7,351.24</u> | |
| | | | | |
| <u>120,898.20</u> | | ASSETS LESS LIABILITIES | <u>48,960.72</u> | |
| | | Represented by: | | |
| 120,898.20 | | General Fund | 23,492.58 | |
| | | CIL EMR | 25,468.14 | |
| <u>120,898.20</u> | | | <u>48,960.72</u> | A |
| | | | | |
| | | Signed: | | |
| | | Chairman | | |
| | | | | |
| | | Signed: | | |
| | | Responsible Finance Officer | | |

Annual Internal Audit Report 2018/19

This authority's Internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The Internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the Internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed: Please tick one of the following | | |
|--|--|----|---------------------|
| | Yes | No | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by Invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and Investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority exempted itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>) | | | ✓ |
| L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations. | | | Not applicable ✓ |
| M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed)

Date(s) internal audit undertaken

19/11/18 20/11/18 20/05/19

Name of person who carried out the internal audit

CLAIRE CONNELL

Signature of person who carried out the internal audit

Claire Connell

Date

13/06/19

* If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent Internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual Internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

WINNERSH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

| | Agreed | | Yes means that the authority |
|---|--------|----|---|
| | Yes | No | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to ensure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | ✓ | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including (where applicable) in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/vests, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a trust or trusts. |
| | | ✓ | |

Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2019

and recorded as minute reference:

15.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

P.M. Forhead

Clerk

P. Stammers

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address


www.winnerish.gov.uk

Section 2 – Accounting Statements 2018/19 for

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2019 £ | 31 March 2018 £ | |
| 1. Balances brought forward | 96,111 | 112,308 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 110,521 | 113,760 | Total amount of precept (or for IDEs rates and levies) received or receivable in the year. Explain any grants received. |
| 3. (+) Total other receipts | 68,430 | 78,766 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 75,324 | 83,834 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | — | — | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 87,430 | 172,040 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 112,308 | 48,960 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 109,937 | 42,915 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 412,073 | 413,348 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | — | — | The outstanding capital balance as at 31 March of all loans from third parties (including PVLB). |
| 11. (For Local Councils Only) Disclosure note re Trust Funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority

Signed by Responsible Financial Officer before being presented to the authority for approval


Date 11 June 2019

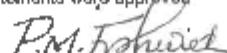
I confirm that these Accounting Statements were approved by this authority on this date:

11 June 2019.

as recorded in minute reference:

15-2

Signed by Chairman of the meeting where the Accounting Statements were approved



APPENDIX 2

| WINNERSH PARISH COUNCIL MEETING 11 June 2019 | | | | |
|---|---|------------------|------------|---------|
| SCHEDULE OF PAYMENTS - June 2019/20 | | | | |
| Payee | Description | Amount | Ref | |
| Salaries (CH-AL-CF-JR) | June Salaries | 4,095.42 | BACS | B |
| HM Revenue & Customs Only | Tax & NI - Month 3 Year 2019/20 | 1,302.47 | | B |
| The Berkshire Pension Fund | Pension | 1,465.08 | | B |
| | | | | |
| Biffa Waste Services Limited | Trade Waste Service 29/6 - 27/9 (91 days) | 1,522.78 | 300155 | Q |
| Bowak Limited | Blk Sacks/Zfold/Trols/Cleaners/Mop Heads | 399.76 | | B |
| Circus Scene | Fete - Skills Workshop, Kids Zone, Stilt Walker | 470.00 | | B |
| Dave Knight | Window Cleaning June19 | 90.00 | | B |
| Geoff Harper | Allotments - Padlock, Keys, Toilet Supplies | 210.19 | | B |
| | FETE - New Gazebo £99.99 | | | |
| itQED Business Solutions | SKYKICK Office 365 BackUps May19 - £16.80 | 934.12 | | B |
| | Supply new PC for Parish Clerk £732.00 | | | |
| | Monthly Support Contract June19 - £98.80 | | | |
| | MS 365 Enterprise E3 Monthly Charge - £46.44 | | | |
| | Prior Month AV, BackUp, PC Monitoring - £23.28 | | | |
| | SKYKICK Office 365 BackUps June19 - £16.80 | | | |
| Nick Robins Limited | Grounds Maintenance for May19 | 1,188.00 | | B |
| Paul Fishwick | Q1 Chairman's Allowance | 40.00 | | B |
| Ray Prior Falconry | FETE - Falconry Display | 325.00 | 300156 | Q |
| Viking | Paper / laminated pouches / cable ties / stamps | 189.87 | | B |
| Wokingham Job Support Centre | Grant | 500.00 | | B |
| | | | | |
| Castle Water | CC 1/5 - 31/5 £963.88 | 2,615.72 | DD 13/6 | |
| | AP/PavHse 1/4 - 30/4 £85.51 | | | |
| | Allotments 1/12/148 - 31/3/19 £733.66 | | | |
| | Allotments 1/4 - 30/4/19 £832.67 | | | |
| Daisy | 9082140 Caretaker Mobile Phone to 31/5 | 11.50 | | DD 15/6 |
| Plusnet | 1718336-014 Telecoms Charges to 10 June19 | 51.70 | | DD 17/6 |
| Sage UK | Sage 50 Cloud - CoverExtra | 72.00 | | DD 16/6 |
| Total Expenditure for the month | | 15,483.61 | | |
| | | | | |
| Payments made after last meeting | | | | |
| Jay Printers Limited | INV48141 Winnersh Matters Printing | 428.00 | 505759993 | B |
| Jay Printers Limited | FETE Flyers, Posters | 306.00 | 542329749 | B |
| | | 734.00 | | |
| | | | | |
| Financial Position as at 31 May 2019 | | | | |
| Bank Balance | £ | 86,065.51 | | |