

# 11<sup>th</sup> September 2018

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7.30pm to 9.05pm.

## **PRESENT**

Chairman: DOH Davies  
Councillors: Mrs G Hewetson, S Gurney, D Lee.

## **IN ATTENDANCE**

Town Clerk: Jan Nowecki  
RFO: Nicky Harmsworth

## **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies for absence were received and accepted from Cllr N Campbell-White J P Mirfin, A Waters and M Monk

## **MEMBERS' INTERESTS (Agenda Item 2)**

No members interests were declared.

## **QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

There were no questions from Council Members or members of the Public.

## **MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 4)**

It was proposed by Cllr DOH Davies and seconded by Cllr S Gurney and it was

**RESOLVED  
29803**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 17<sup>th</sup> July 2018 (pages 15632 to 15639) be received as a true and correct record and that they be signed by the Chairman.

## **ATTENDANCE (Agenda Item 5)**

The RFO advised that Cllr N Campbell-White had been absent from the previous three meetings as he had personal holiday commitments. Cllr N Campbell White had indicated that he would like to remain a member of the F & P Committee.

The RFO also advised that following Cllr M Monk's absence from this evening's meeting he had also now missed three consecutive meetings. The Chairman advised that he would discuss attendance with both Cllrs. This was accepted by the Committee.

## **ACCOUNTS PAYABLE (Agenda Item 6)**

The list of payments from the Clerk's Drawing Account and the F&P Account were received.

It was proposed by Cllr D Lee and seconded by Cllr Mrs G Hewetson and the following was

### **(a) F & P ACCOUNT**

**RESOLVED  
29804**

(i) that the list of costs for payment (page 15665) covering the period from 1<sup>st</sup> July 2018 to 31<sup>th</sup> July 2018 totalling the sum of £345,009.14 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £40,000 was a transfer to the Clerk's A/c, and;

**(b) CLERK'S ACCOUNT**

(i) that the list of costs for payment (page 15666) covering the period from 1<sup>st</sup> July 2018 to 31<sup>st</sup> July 2018 totalling the sum of £36,502.42 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

**FINANCIAL REPORTS (Agenda Item 7)**

The following were received and noted;

(a) the Income and Expenditure report containing actual expenditure to 31<sup>st</sup> July 2018 (page 15667-15668)

(b) the Balance Sheet as at 31<sup>st</sup> July 2018 (page 15669)

(c) the Revenue monitoring report to 31<sup>st</sup> July 2018

**INTERNATIONAL STREET CONCERT 2019 (Agenda Item 8)**

The Town Clerk's report 07/2018, which had previously been presented to the Arts & Culture Committee on 16<sup>th</sup> July, was received and considered.

It was proposed by Cllr D Davies and seconded by Cllr D Lee and it was

**RESOLVED  
29805**

that an additional £10,000 be agreed for the 2019/2020 International Street concert.

This was to enable a thorough tendering process to take place although it was recognised that the final resolution for the 2019-20 budget would be taken at Full Council.

**RISK MANAGEMENT (Agenda Item 9)**

Following the last meeting the risk register had been updated under the strategic section to cover events. The RFO to send a copy of the updated risk register to the Committee.

**ACTION: RFO**

**DATA PROTECTION STATEMENT (Agenda Item 10)**

Following the updated requirements of the General Data Protection Regulation which came into effect on 25 May 2018 and the introduction of a Wokingham Town Council Privacy Policy, the previous data protection policy was outdated. The RFO advised that the Privacy Policy is now the key document and therefore the statement had been altered to reflect this.

**FOR INFORMATION (Agenda Item 11)**

It was noted that the conclusion of the March 2018 External Audit had not yet been received back from the new external auditors PKF Littlejohn but was expected before 30<sup>th</sup> September.

The Local Authority Property fund prices and dividend yield were noted. Cllr Lee requested that this be amended to remind Cllrs how many units WTC had purchased and show the current valuation each time this was presented.

**ACTION: RFO**

**COMMITTEE INFORMATION (Agenda Item 12)**

Cllr Mrs G Hewetson advised that Cllr Wyatt had now left the RBH and was residing at West Oak Nursing home. He appears in good spirits and would welcome visitors.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)**

It was proposed by Cllr D Davies and seconded by Cllr D Lee and it was

**RESOLVED  
29806**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

**TOWN HALL TENANTS (Agenda Item 14)**

The Town Clerk gave a verbal update on discussions which had taken place with a tenant in early August where they had advised of the continued challenges they face owing to the disruption caused by the Market Place refurbishment.

As this was in early August and owing to low numbers of Cllr attendance at this meeting, the Chairman advised that he would contact other members of the committee to seek their views and asked that the Town Clerk request further information from the tenants. Rent reviews would be discussed at a future meeting.

**ACTION: CHAIRMAN/TOWN CLERK**

**STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 15)**

The Town Clerk's report 09/2018 was received and noted.

It was proposed by Cllr D Davies and seconded by Cllr S Gurney and it was

**RESOLVED  
29807**

that the range for PRP for the appraisal year 2018-19 should be within the range 0-3.5%

**STAFFING MATTER (Agenda Item 16)**

The Town Clerk's report 10/2018 was received and noted.

It was proposed by Cllr D Davies and seconded by Cllr G Hewetson and it was

**RESOLVED  
29808**

that the small alteration in working hours for the Buildings & Grounds Officer be accepted.

**STAFFING UPDATE (Agenda Item 17)**

The Town Clerk updated the Committee:

- Interest in the Information Centre post is very positive
- WTC will need to consider any future recommendations in respect to the Living Wage.

**CHAIRMAN**

At : 10:41

## F &amp; P and Current Accounts

## List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2018	Wokingham Borough Council	Std Ord	2,638.00		Town Hall Rates 2104329
04/07/2018	Total Gas & Power Ltd	DDR040718	45.20		172003067/18/31.05.18- 03.06.1
04/07/2018	Treasury Deposit 78677755	DDR040718	250,000.00		Treasury Deposit 78677755
05/07/2018	O2	DDR050718	276.92		8445763/STAFF/MOBILES/O2
06/07/2018	Google Ireland Limited	DDR0607	142.89		Purchase Ledger Payment
10/07/2018	BACS B/L Pymnt Page 3269	BACS Pymnt	10,728.00		BACS B/L Pymnt Page 3269
10/07/2018	Barclaycard	DDR100718	57.08		Barclaycard charges
11/07/2018	BACS B/L Pymnt Page 3268	BACS Pymnt	9,556.53		BACS B/L Pymnt Page 3268
12/07/2018	Clerk's Drawings Account	Imprest	40,000.00		Imprest
14/07/2018	SAGE (UK) limited	Std Ord	102.00		Sage Payroll
14/07/2018	AVIVA CREDIT SERVICES UK LIMIT	Std Ord	1,717.74		WTC INSURANCE
16/07/2018	AVIVA	DDR160718	51.03		standing order WTC insurance
18/07/2018	Barclaycard Commercial	DDR180718	1,520.24		bcard/mount and frame
19/07/2018	BACS B/L Pymnt Page 3274	BACS Pymnt	3,107.25		BACS B/L Pymnt Page 3274
20/07/2018	Total Gas & Power Ltd	1045312	480.90		172468026/18/31.05.18 to 30.06
23/07/2018	SOUTH EAST WATER LTD	61301001ox	972.97		water 23.11.17 to 16.05.18
23/07/2018	SOUTH EAST WATER LTD	6403370501	9.37		17WOOSEHILL/30.04.18-30.06.18
24/07/2018	Total Gas & Power Ltd	1045466	13.74		172844886/18/31.05.18 to 30.06
26/07/2018	BACS B/L Pymnt Page 3282	BACS Pymnt	2,472.00		BACS B/L Pymnt Page 3282
26/07/2018	RTF Networks	DDR260718	69.78		6731024/LINE/CALLS TO 30.06
26/07/2018	RTF Networks	DDR260718	193.22		6731395/LINE/CALLS TO 30.06
26/07/2018	HMRC	DDR260718	7,165.38		HMRC NDDS
27/07/2018	BACS B/L Pymnt Page 3281	BACS Pymnt	3,917.40		BACS B/L Pymnt Page 3281
31/07/2018	BACS B/L Pymnt Page 3283	BACS Pymnt	9,771.50		BACS B/L Pymnt Page 3283
<b>Total Payments</b>			<b>345,009.14</b>		

## List of Payments made between 01/07/2018 and 31/07/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2018	Wokingham Borough Council	Std Ord	215.00		Office 3 a/c 2239762
01/07/2018	Wokingham Borough Council	Std Ord	293.00		Woosehill 101493X
01/07/2018	wokingham borough council	Std Ord	230.00		OFFICE 1 2035191
01/07/2018	wokingham borough council	Std Ord	293.00		Information Centre 1045161
01/07/2018	wokingham borough council	Std Ord	603.00		Market Tolls 1016075
01/07/2018	wokingham borough council	Std Ord	33.30		garage rent
01/07/2018	Peninsula	Std Ord	150.00		Personnel contract
04/07/2018	Rotary Club	302502	100.00		Rotary Club
09/07/2018	staff	BX13249944	155.23		expenses
10/07/2018	Petty Cash	302512	50.23		Imprest
11/07/2018	BACS B/L Pymnt Page 3267	BACS Pymnt	4,011.19		BACS B/L Pymnt Page 3267
11/07/2018	Invoice 18200	302504	200.00		Invoice 18200 deposit/goodwill
12/07/2018	Staff	BX13587554	11.59		expenses
12/07/2018	John Lewis	302505	100.00		John Lewis Inv 18336
13/07/2018	Payflow	DDR130718	20,868.36		July Salary
17/07/2018	BACS B/L Pymnt Page 3273	BACS Pymnt	3,874.90		BACS B/L Pymnt Page 3273
18/07/2018	Inv 18249	302503	100.00		Inv 18249
18/07/2018	Rainbow Social Cre Ltd	302513	100.00		Rainbow Social Cre Ltd
18/07/2018	Invoice 18333	302514	100.00		Invoice 18333
19/07/2018	Holt Copse Conservation Volunt	BX14019851	155.60		Insurance
19/07/2018	Neopost Limited	DDR190718	200.00		170718/TOP UP/FRANKING/Neopost
23/07/2018	SOUTH EAST WATER LTD	0061510700	55.23		17ORMONDE/04.05.18 to 30.06.18
23/07/2018	SOUTH EAST WATER LTD	DCR230718	19.52		17GYPSYALLOT 01.05.18-30.06.18
23/07/2018	SOUTH EAST WATER LTD	DDR230718	46.40		17LATIMER/ALLOT/04.05.18-30.06
24/07/2018	staff/public	BX14679106	169.41		expenses/bloom
25/07/2018	Burford Court c/o Cleaver Prop	302516	100.00		Burford Court c/o Cleaver Prop
25/07/2018	Confucius	302517	100.00		Confucius
26/07/2018	Invoice 18131	302515	300.00		Invoice 18131 damage deposit
27/07/2018	Sally Salon Services	BX14794997	100.00		Sally Beaut
27/07/2018	BACS B/L Pymnt Page 3280	BACS Pymnt	2,052.39		BACS B/L Pymnt Page 3280
27/07/2018	Mayor	BX14803276	875.00		Civic Allowance
31/07/2018	Staff	BX15344936	21.99		expenses
31/07/2018	BACS B/L Pymnt Page 3284	BACS Pymnt	818.08		BACS B/L Pymnt Page 3284
<b>Total Payments</b>			<b>36,502.42</b>		

## Summary Income &amp; Expenditure by Budget Heading 31/07/2018

Month No : 4

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>AMENITIES</u></b>							
101 Allotments and Amenities	Expenditure	53,728	6,898	60,960	54,062		54,062
	Income	10,693	192	9,250	-9,058		
102 Market & Bloom	Expenditure	12,440	8,266	23,150	14,884		14,884
	Income	21,585	2,510	40,800	-38,290		
103 Parks	Expenditure	57,071	10,232	60,600	50,368		50,368
	Income	5,843	1,809	1,950	-141		
104 Woosehill	Expenditure	22,633	5,110	22,650	17,540		17,540
	Income	41,757	16,506	40,810	-24,304		
106 Town Hall	Expenditure	96,427	25,183	98,580	73,397		73,397
	Income	118,374	27,001	137,300	-110,299		
120 Amenities Capital	Expenditure	1,156,115	376,977	440,000	63,023		63,023
	AMENITIES Expenditure	1,398,414	432,667	705,940	273,273	0	273,273
	Income	198,252	48,018	230,110	-182,092		
	Net Expenditure over Income	1,200,162	384,649	475,830	91,181		
<b><u>FINANCE &amp; PERSONNEL</u></b>							
201 Personnel	Expenditure	414,104	145,060	440,770	295,710		295,710
	Income	15,586	25	0	25		
301 F & P Administration	Expenditure	107,537	94,833	282,245	187,412		187,412
	Income	2,312,013	730,862	1,350,195	-619,333		
302 Civic	Expenditure	17,293	8,215	22,610	14,395		14,395
303 Grants	Expenditure	65,025	62,396	76,690	14,294		14,294
	FINANCE & PERSONNEL Expenditure	603,960	310,503	822,315	511,812	0	511,812
	Income	2,327,599	730,887	1,350,195	-619,308		
	Net Expenditure over Income	-1,723,639	-420,384	-527,880	-107,496		
<b><u>PLANNING &amp; TRANSPORTATION</u></b>							
401 Highways and Planning	Expenditure	1,921	0	3,100	3,100		3,100
	Income	0	0	1,000	-1,000		
	PLANNING & TRANSPORTATION Expenditure	1,921	0	3,100	3,100	0	3,100
	Income	0	0	1,000	-1,000		
	Net Expenditure over Income	1,921	0	2,100	2,100		

Continued on Page 2

## Summary Income &amp; Expenditure by Budget Heading 31/07/2018

Month No : 4

## Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>ARTS &amp; CULTURE</u></b>							
304 Arts & Culture	Expenditure	50,288	42,064	52,700	10,636		10,636
	Income	6,285	3,642	2,750	892		
	ARTS & CULTURE Expenditure	50,288	42,064	52,700	10,636	0	10,636
	Income	6,285	3,642	2,750	892		
	Net Expenditure over Income	44,003	38,422	49,950	11,528		
<b><u>RESERVES</u></b>							
	RESERVES Expenditure	0	0	0	0	0	0
	Income	0	0	0	0		
	Net Expenditure over Income	0	0	0	0		
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
	Expenditure	2,054,583	785,234	1,584,055	798,821	0	798,821
	Income	2,532,135	782,548	1,584,055	-801,507		
	Net Expenditure over Income	-477,552	2,687	0	-2,687		

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 4

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	23,132	
104	Hire Deposits Town Hall	100	
105	VAT Control Account	2,060	
199	PayPal Receipts Account	2,671	
201	F & GP + Current Account	606,724	
202	Clerk's Drawings Account	46,144	
205	Treasury Deposit	400,000	
208	Courtyard Restaurant	6,681	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	804	
	<b>Total Current Assets</b>		<b>1,088,516</b>
<u>Current Liabilities</u>			
501	Creditors	12,520	
502	Receipts in Advance	5,971	
505	Courtyard Restaurant Creditor	6,681	
508	Office 2 Michael Cragg	804	
510	Accruals	1,483	
561	Hire Deposits Town Hall	2,000	
562	Hire Deposits Woosehill	1,400	
564	Long Term Key & Damage Deposit	3,125	
599	Suspense Account	1	
	<b>Total Current Liabilities</b>		<b>33,986</b>
	<b>Net Current Assets</b>		<b>1,054,530</b>
	<b>Total Assets less Current Liabilities</b>		<b>1,054,530</b>
<u>Represented By :-</u>			
301	Current Year Surplus/Deficit	-2,687	
310	General Reserve	136,473	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
322	Special Projects Market Place	583,223	
324	Election Reserve	13,200	
325	Asset Revaluation Reserve	4,000	
360	Capital Projects	70,320	
	<b>Total Equity</b>		<b>1,054,530</b>