

18th July 2017 – draft

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 8.55pm.

PRESENT

Chairman: DOH Davies

Councillors: M Bishop, N Campbell-White, S Gurney, J P Mirfin, R J Wyatt.

IN ATTENDANCE

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllr C Bowring, G S Hewetson, M Monk

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Bishop stated that he sits on the Scouts Executive Committee

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 P Mirfin and seconded by Cllr S Gurney and it was

**RESOLVED
29577**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 13th June 2017 (pages 15379 to 15390) be received as a true and correct record and that they be signed by the Chairman.

ACCOUNTS PAYABLE (Agenda Item 5)

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

It was proposed by Cllr R J Wyatt and seconded by Cllr M Bishop and the following was

**RESOLVED
29578**

(a) F & P ACCOUNT

(i) that the list of costs for payment (page 15406) covering the period from 1st June 2017 to 30th June 2017 totalling the sum of £89,501.11 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £35,000 was a transfer to the Clerk's A/c, and;

(b) CLERK'S ACCOUNT

(i) that the list of costs for payment (page 15407) covering the period from 1st June 2017 to 30th June 2017 totalling the sum of £31,979.93 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 6)

The following were received and noted;

- (a) the Income and Expenditure report containing actual expenditure to 30th June 2017 (page 15408-15409)
- (b) the Balance Sheet as at 30th June 2017 (page 15410)
- (c) the Revenue monitoring report to 30th June 2017

RISK MANAGEMENT (Agenda Item 7)

The updated risk register, which had been to relevant committees for consideration, for the Town Council was received and discussed. A question was asked if WTC had a lock down procedure. The Town Clerk agree to discuss with the Buildings and Grounds Officer who also has the responsibility for Health and Safety.

Action: Town Clerk

TOWN COUNCIL CCLA INVESTMENT (Agenda Item 8)

Discussions were held concerning the update received from the CCLA on the local authority property and the change being made by some Authorities to invest in property as a long term investment. It was noted that the initial investment of £200,000 on 31 August 2015 had been valued at £191,122 at 31 March 2017. It was noted that dividends of £17,700 have been received to date on the investment.

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

**RESOLVED
29579**

that the £200,000 investment made in August 2015 would continue in the fund and regular monitoring would be continued.

INSURANCE RENEWAL (Agenda Item 9)

The Town Clerk advised the committee that a meeting had been held with Steve Harvey from WPS Insurance in June where he had advised that WPS had undertaken a Town Council Scheme tender review and had reported that Aviva our current insurer had been shortlisted. Aviva have offered a three year extension to WTC and although a price has not been confirmed, it is expected to be no more than £500.

It was proposed by Cllr P Mirfin and seconded by Cllr N Campbell-White and it was

**RESOLVED
29580**

that the three year early extension offered by Aviva be accepted if the price is within £500 of last years' price.

GRANTS POLICY (Agenda Item 10)

It was proposed by Cllr D O H Davies and seconded by Cllr M Bishop and it was

**RESOLVED
29581**

- a) that the Organisations which had been designated as service providers in 2017-18 remain service providers in 2018-19.
- b) for 2018-2019 the budget will be set at a maximum of £76,690 and;
- c) the grants application process for 2018-19 will open on 24th July 2017.

WOKINGHAM TOWN MOBILITY (Agenda Item 11)

The Chairman advised the Committee of the decision made by the Trustees of Wokingham Town Mobility to close the scheme owing to the decrease in numbers using the service and the resignation of the scheme manager at the end of July. Councillors were advised that the scooters would be gifted to the 14 clients after a full service of the scooters and chargers. Any unused grant funding would be returned to WTC.

MARKET RELOCATION FEES (Agenda Item 12)

It was noted that the Amenities Committee had resolved to reduce the existing market fees by 50% whilst the markets were relocated from the Market Place but would return to their original fee when they return to the Market Place. The RFO confirmed that in the 2017-18 budget this had already been approved.

POLICY UPDATES (Agenda Item 13)

The Social Media Policy and Data Protection Policy were received. It was noted that the social media policy would need constant refreshing as technology moves on. The RFO advised that the introduction of General Data Protection Regulations in April 2018 will require a change to the Data Protection policy.

COMMITTEE INFORMATION (Agenda Item 14)

No information was shared

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 15)

It was proposed by Cllr DOH Davies and seconded by Cllr M Bishop and it was

**RESOLVED
29582**

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.

SCOUT HUT LEASE (Agenda Item 16)

The Town Clerk's gave a verbal report advising that she had spoken to the Scout Association and had on behalf of the Council offered a 30 year lease with a mutual break point at 15 years. This had not been accepted. The Committee discussed various options that had been suggested by the Association. The Town Clerk was asked to provide a summary memo of the discussions and contact the Association to advise that the committee were not mindful to agree to any suggestions they had made and that this would be brought back to a future meeting in September.

Action: Town Clerk

The RFO left the meeting at 20.40

STAFFING UPDATE (Agenda Item 17)

The Town Clerk's report was received and noted discussed.

It was proposed by Cllr DOH Davies and seconded by Cllr N Campbell-White and it was

**RESOLVED
29583**

that the recommendations be accepted in relation to the terms and conditions of the Events Coordinator which will be implemented from the next financial year

The Town Clerk updated the committee in terms of general staffing matters including fact that the window for applications for the Market and Bloom Officer post had closed, shortlisting to take place later in the week. In addition the temperature within the Town Hall offices was discussed and consideration will be given to how this can be improved.

CHAIRMAN

List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2017	Wokingham Borough Council	Std Ord	2,376.14		Town Hall Rates 2104329
01/06/2017	SOUTH EAST WATER LTD	DDR010617	26.00		langborough Rd 16.11.16 to 08.
01/06/2017	S E Water	DDR010617	-26.00		S E Water
05/06/2017	TalkTalk Business	DDR050617	26.34		Purchase Ledger Payment
06/06/2017	O2	ddr060617	150.79		96767975/ Staff mobile phones
07/06/2017	BACS B/L Pymnt Page 2946	BACS Pymnt	2,632.50		BACS B/L Pymnt Page 2946
07/06/2017	SOUTH EAST WATER LTD	DDR070617	89.88		woosehill water 03.11 to 03.05
08/06/2017	Google Ireland Limited	DDR080617	46.20		4521110799633866-22/google aps
12/06/2017	SAGE (UK) limited	Std Ord	77.00		Sage Payroll
12/06/2017	Barclays Merch Charges	DDR120617	53.14		Barclays Merch Charges
12/06/2017	HMRC VAT	DDR120617	3,742.43		HMRC VAT
12/06/2017	Sage	STD ORD	0.02		Sage
14/06/2017	AVIVA CREDIT SERVICES UK LIMIT	Std Ord	1,773.50		WTC INSURANCE
14/06/2017	Mainstream Digital Ltd	DDR1406201	752.37		808917/SWITCHBOAR/01189783185/
15/06/2017	BACS B/L Pymnt Page 2950	BACS Pymnt	11,557.78		BACS B/L Pymnt Page 2950
15/06/2017	Yes Events Ltd	BX76919658	5,746.89		4575/3644/staging etc
16/06/2017	Total Gas & Power Ltd	DDR160717	765.41		149944921/17/28.04.17 to 30.05
21/06/2017	Clerk's Drawings Account	imprest	35,000.00		Imprest 21.06.17
22/06/2017	Total Gas & Power Ltd	DDR2206	45.35		150613424/17/30.04.17 to 31.05
22/06/2017	Npower	DDR220617	303.57		0906/S04C53299/21.03 -08.06.17
23/06/2017	BACS B/L Pymnt Page 2962	BACS Pymnt	14,806.49		BACS B/L Pymnt Page 2962
27/06/2017	BNP Paribas Leasing Solutions	DDR270617	399.53		FLGA4834640/RENTAL/27.06.17 TO
29/06/2017	HMRCNDDS	DDR290617	5,766.38		HMRC NDDS
30/06/2017	RTF Networks	DDR300617	17.99		Woosehill Internet
30/06/2017	Npower	ddr300617	3,371.41		CHAMB/D01C12918/28.02-13.06
Total Payments			89,501.11		

Clerk's Drawings Account

List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2017	Wokingham Borough Council	Std Ord	196.97		Office 3 a/c 2239762
01/06/2017	Wokingham Borough Council	Std Ord	284.00		Woosehill 101493X
01/06/2017	wokingham borough council	Std Ord	209.86		info centre 2035191
01/06/2017	wokingham borough council	Std Ord	270.46		Jubilee room 1045161
01/06/2017	wokingham borough council	Std Ord	544.00		Market Tolls 1016075
01/06/2017	wokingham borough council	Std Ord	33.30		garage rent
01/06/2017	Peninsula	Std Ord	190.32		Personnel contract
01/06/2017	Autism	302328	100.00		Autism
01/06/2017	Water	DDR010617	26.00		creditor
06/06/2017	M Haller	302329	100.00		M Haller
07/06/2017	BACS B/L Pymnt Page 2945	BACS Pymnt	2,550.19		BACS B/L Pymnt Page 2945
07/06/2017	Luke Banks	302331	100.00		Luke Banks
07/06/2017	Dr Felicity Haworth	302332	100.00		HAWORTH
07/06/2017	SOUTH EAST WATER LTD	DDR070617	430.82		14/Latimer Rd/15.11.16 to 27.0
13/06/2017	Marie Taylor	302330	100.00		TAYLORG
15/06/2017	BACS B/L Pymnt Page 2949	BACS Pymnt	3,437.97		BACS B/L Pymnt Page 2949
15/06/2017	staff	BX76921967	17.30		expenses
15/06/2017	Payflow	DDR150617	17,114.37		June Salary
23/06/2017	BACS B/L Pymnt Page 2961	BACS Pymnt	3,997.75		BACS B/L Pymnt Page 2961
26/06/2017	BACS B/L Pymnt Page 2964	BACS Pymnt	1,676.62		BACS B/L Pymnt Page 2964
26/06/2017	Sen Sabyasachi	302333	100.00		S Sabyasachi deposit refund
26/06/2017	Mr R Ramgobin	302334	100.00		Mr R Ramgobin damage dep
26/06/2017	South East Water	302335	100.00		South East Water damage refund
26/06/2017	Burford Court c/o Cleaver Prop	302336	100.00		Burford Court - damage deposit
26/06/2017	Jo Chesser	302337	100.00		Jo Chesser - damage refund
Total Payments			31,979.93		

Summary Income & Expenditure by Budget Heading 30/06/2017

Month No : 3

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>AMENITIES</u>							
Allotments and Amenities	Expenditure	57,413	7,669	65,260	57,591		57,591
	Income	10,685	244	8,770	-8,526		
Market	Expenditure	9,717	2,384	14,850	12,466		12,466
	Income	40,012	9,934	32,000	-22,066		
Parks	Expenditure	52,115	2,675	58,600	55,925		55,925
	Income	2,556	639	1,700	-1,061		
Woosehill	Expenditure	20,751	5,507	21,790	16,283		16,283
	Income	41,389	11,604	38,260	-26,656		
Town Hall	Expenditure	93,692	19,447	92,580	73,133		73,133
	Income	141,339	36,964	127,530	-90,566		
Amenities Capital	Expenditure	158,740	0	1,180,000	1,180,000		1,180,000
	AMENITIES Expenditure	392,428	37,683	1,433,080	1,395,397	0	1,395,397
	Income	235,981	59,385	208,260	-148,875		
	Net Expenditure over Income	156,447	-21,702	1,224,820	1,246,522		
<u>FINANCE & PERSONNEL</u>							
Personnel	Expenditure	368,594	94,127	395,870	301,743		301,743
	Income	0	200	0	200		
F & P Administration	Expenditure	89,656	18,951	628,000	609,049		609,049
	Income	772,497	523,534	2,388,250	-1,864,716		
Civic	Expenditure	21,282	5,373	19,710	14,337		14,337
Grants	Expenditure	66,095	67,325	71,000	3,675		3,675
	FINANCE & PERSONNEL Expenditure	545,627	185,777	1,114,580	928,803	0	928,803
	Income	772,497	523,734	2,388,250	-1,864,516		
	Net Expenditure over Income	-226,870	-337,958	-1,273,670	-935,712		
<u>PLANNING & TRANSPORTATION</u>							
Highways and Planning	Expenditure	9,386	86	2,600	2,514		2,514
	Income	3,985	0	0	0		
	PLANNING & TRANSPORTATION Expenditure	9,386	86	2,600	2,514	0	2,514
	Income	3,985	0	0	0		
	Net Expenditure over Income	5,401	86	2,600	2,514		

Continued on Page 2

Summary Income & Expenditure by Budget Heading 30/06/2017

Month No : 3

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>ARTS & CULTURE</u>							
Arts & Culture	Expenditure	43,892	31,313	52,350	21,037		21,037
	Income	17,028	3,888	6,100	-2,212		
	ARTS & CULTURE Expenditure	43,892	31,313	52,350	21,037	0	21,037
	Income	17,028	3,888	6,100	-2,212		
	Net Expenditure over Income	26,863	27,425	46,250	18,825		
<u>RESERVES</u>							
	RESERVES Expenditure	0	0	0	0	0	0
	Income	0	0	0	0		
	Net Expenditure over Income	0	0	0	0		
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	991,333	254,858	2,602,610	2,347,752	0	2,347,752
	Income	1,029,491	587,007	2,602,610	-2,015,603		
	Net Expenditure over Income	-38,158	-332,149	0	332,149		

Date :- 12/07/2017

Wokingham Town Council

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Time :- 08:35

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30 June 2017

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	6,127	
105	VAT Control Account	3,687	
199	PayPal Receipts Account	286	
201	F & GP + Current Account	743,655	
202	Clerk's Drawings Account	52,391	
205	Treasury Deposit	150,000	
208	Courtyard Restaurant	6,673	
210	Petty Cash	350	
211	Office 2 (Michael Cragg)	803	
	Total Current Assets		963,972
<u>Current Liabilities</u>			
501	Creditors	29,651	
502	Receipts in Advance	9,565	
505	Courtyard Restaurant Creditor	6,673	
508	Office 2 Michael Cragg	803	
510	Accruals	1,483	
515	PAYE/NI Control A/C	-3,742	
561	Hire Deposits Town Hall	3,200	
562	Hire Deposits Woosehill	1,300	
564	Long Term Key & Damage Deposit	3,225	
	Total Current Liabilities		52,158
	Net Current Assets		911,814
	Total Assets less Current Liabilities		911,814
<u>Represented By :-</u>			
301	Current Year Surplus/Deficit	332,150	
310	General Reserve	119,098	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
322	Special Projects Market Place	199,966	
324	Election Reserve	6,600	
325	Asset Revaluation Reserve	4,000	
	Total Equity		911,814

NB The balance sheet does not shown investments other than in interest bearing savings account as these are identified as Long Term Investments for Town and Parish Councils and appear on the Fixed Asset Register. As at 31 March 2017 the value of investments was £238,190.