

19th July 2016

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 9.00pm.

PRESENT

Chairman: DOH Davies

Councillors: M Bishop, N Campbell-White, S C Gurney, Mrs G Hewetson, J P Mirfin, M Monk, 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 Cllrs C Bowring. Cllr D Lee was also absent as he was attending a Corporate Parenting Board Meeting at Wokingham Borough Council. Cllr S Gurney advised she was on route but had been delayed owing to train issues.

MEMBERS' INTERESTS (Agenda Item 2)

No 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.

OVERVIEW OF ROLE OF PCSO (Agenda Item 4)

This item was moved to later in the meeting.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 5)

It was proposed by Cllr D Davies and seconded by Cllr R J Wyatt and it was

**RESOLVED
29412**

that the Minutes of the proceedings at the meeting of the Finance & Personnel Committee held on 14th June 2016 (pages 15176 to 15188) be received as a true and correct record and that they be signed by the Chairman.

ACCOUNTS PAYABLE (Agenda Item 6)

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

It was proposed by Cllr R J Wyatt and seconded by Cllr P Mirfin and the following was

**RESOLVED
29413**

(a) F & GP ACCOUNT

(i) that the list of costs for payment (page 15209) covering the period from 1st June 2016 to 30th June 2016 totalling the sum of £100,074.58 be approved for payment as well as the respective cheques and bacs paid from the F&GP 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 15210) covering the period from 1st June 2016 to 30th June 2016 totalling the sum of £35,213.50 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

BUDGET REPORTS (Agenda Item 7)

The budget reports for the period to end 30th June 2016 were received and noted. Cllrs asked various questions on expenditure which were answered by the RFO.

FINANCIAL REPORTS (Agenda Item 8)

The following were received and noted;

- (a) the Income and Expenditure report containing actual expenditure to 30th June 2016 (pages 15211 to 15212)
- (b) the Balance Sheet as at 30th June 2016 (page 15213)
- (c) the Revenue Monitoring report to 30th June 2016

RISK MANAGEMENT (Agenda Item 9)

The updated risk register, which had been to relevant committees for consideration, for the Town Council was received and discussed. After some deliberation around how the scoring process worked, the register was approved.

TOWN COUNCIL CCLA INVESTMENT (Agenda Item 10)

Discussions were held concerning the update received from the CCLA on the local authority property fund in light of recent political events.

It was proposed by Cllr P Mirfin and seconded by Cllr Mrs S Hewetson and it was

**RESOLVED
29414**

that the £200,000 investment made in August 2015 would continue in the fund but that this would be reviewed through regular monitoring.

INSURANCE RENEWAL (Agenda Item 11)

The RFO advised the committee that the current insurance contract with Aviva was due to end on 14th July 2017 and that a meeting had been held with Steve Harvey from WPS Insurance to confirm cover to that date. Steve had also advised that as a broker they had carried out their yearly appraisal of the markets to ensure best value and had no hesitation in recommending our current provider Aviva, who were offering a 3 year early extension with a 5% discount per year. Cllrs asked whether the premium is fixed and the RFO has subsequently spoken to WPS who have advised that the premium is not fixed but will qualify for a 5% discount on a yearly basis.

It was proposed by Cllr D Davies and seconded by Cllr Mrs S Hewetson and it was

**RESOLVED
29415**

that the three year early extension offered by Aviva be accepted and that the RFO confirm this to WPS.

ACTION: RFO

LIVE NATIVITY (Agenda Item 12)

A recommendation had been received from the Arts & Culture committee concerning the £2,000 funding of the Live Nativity. The Committee noted that the grants process for 2016-17 was closed and that this activity was one element of the Living Advent Calendar, the delivery of which was through the partnership arrangement with Cultural Partnership: More Arts. The Committee were mindful

of the Standing Financial Regulations but felt that the additional sum of £2,000 should be transferred directly from the Arts and Culture budget to the Cultural Partnership as part of the delivery program for 2016. In future years the full delivery of the Living Advent Calendar would be through the grants process.

ACTION: RFO/A&CO

OVERVIEW OF ROLE OF PCSO (Agenda Item 4)

John Donachy, Neighbourhood Inspector for Wokingham Police joined the meeting to update Councillors on current issues within Wokingham. He thanked Wokingham Town Council for their continued 50% contribution to the cost of one PCSO in the town. John advised that since attending the meeting last year:

- Bracknell and Wokingham Police had merged making it the biggest area in the Thames Valley but this enabled more flexibility for using the staffing resources across the area.
- Despite undertaking a priority based budgeting exercise last year more funding cuts were being sought.
- Wokingham remained a safe place for its residents but that owing to changes recording practices statistics showed an increase in overall crime rate, assaults and sexual offences. Reports of burglary offences were down.
- Wokingham police are pleased to be part of the new multi-agency safeguarding hub (MASH) which had been set up earlier this year.
- The key priorities for the neighbourhood team were visibility, engagement, problem solving and building resilience throughout the area.

Cllr Sally Gurney joined the meeting 8.15pm

Cllrs asked how the current issue of graffiti in the town was being monitored and John advised that offences are logged and they work closely with schools and other young people associations to see if they can obtain any insight to the perpetrators. Cllrs also asked about sexting and whether this was an issue for Wokingham, John advised that it was an issue in this area along with other parts of the Country and that they were working with the Home Office on how this is reported and were trying to educate young people of the consequences of this activity, not only whilst they are young but the future consequences that would follow. A further question was raised concerning speeding along Langborough Road and whether this would increase when the Market Place was being developed. The Town clerk replied that the project would have a traffic management plan drawn up which the police would be party to.

The Chairman thanked John for coming along to the meeting and providing an insight into the valuable work that the police do in the area.

GRANTS POLICY (Agenda Item 13)

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

**RESOLVED
29416**

- a) that a maximum of 10% of the precept budget be set as the grants budget unless otherwise agreed by the Finance & Personnel Committee and ;
- b) for 2017-2018 this will be set at a maximum of £71,000 and;
- c) to create a Service Provider Category;
- d) to establish a four year funding cycle for the Service Provider Category;
- e) to agree the service provider allocation, if any, will not exceed 50% of the full grants budget;
- f) to adopt the updated grants policy dated June 2016;
- g) to note the grants application process for 2017-18 will open on 21st July 2016.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)

It was proposed by Cllr D O H Davies and seconded by Cllr R J Wyatt and it was

**RESOLVED
29417**

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.

The RFO left the meeting.

TOWN CLERK REPORT 09/2016 (Agenda Item 15)

The Town Clerk was thanked for her report. The committee reiterated its support for increasing staffing where appropriate but accepted all the recommendations that any appointments should only be made when further discussions and research have taken place which will inform the job description of any new appointee.

- A six month trial period of five additional hours per week for the Civic Officer was agreed.

CHAIRMAN

List of Payments made between 01/06/2016 and 30/06/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 02/06/2016 | BACS B/L Pymnt Page 2663 | BACS Pymnt | 6,878.00 | | BACS B/L Pymnt Page 2663 |
| 06/06/2016 | BACS B/L Pymnt Page 2657 | BACS Pymnt | 13,428.12 | | BACS B/L Pymnt Page 2657 |
| 06/06/2016 | Virgin Media | dcr060616 | 13.00 | | Purchase Ledger Payment |
| 06/06/2016 | TalkTalk Business | dcr060616 | 24.60 | | Purchase Ledger Payment |
| 07/06/2016 | SOUTH EAST WATER LTD | DDR0706 | 203.90 | | woosehill water 11.11.15 to 03 |
| 08/06/2016 | Clerk's Drawings Account | Imprest | 40,000.00 | | Imprest |
| 09/06/2016 | Google Ireland Limited | DDR090616 | 38.50 | | Purchase Ledger Payment |
| 10/06/2016 | Barclay | DDR100616 | 46.86 | | Merchant Charges |
| 10/06/2016 | HMRC | DDR100616 | 1,125.61 | | VAT payment |
| 13/06/2016 | SAGE | S/O SAGE | 0.01 | | Standing order |
| 14/06/2016 | Aviva Credit Services UK Ltd | Std Ord | 1,582.51 | | Ins policy CCI 24706663/14/07 |
| 14/06/2016 | Mainstream Digital Ltd | DDR140616 | 723.83 | | 744067/01189783185/SWITCHBOARD |
| 14/06/2016 | AVIVA | DDR140616 | 273.75 | | Insurance Int Street Concert |
| 15/06/2016 | SOUTH EAST WATER LTD | DDR150616 | 57.41 | | st pauls allotments |
| 17/06/2016 | BACS B/L Pymnt Page 2670 | BACS Pymnt | 12,154.24 | | BACS B/L Pymnt Page 2670 |
| 23/06/2016 | Total Gas & Power Ltd | DDR230616 | 968.03 | | 131680972/30.04 to 31.05.16 |
| 24/06/2016 | Npower | DDR240616 | 4,924.75 | | 0803-0906/GIPSY LANE/L67C07582 |
| 27/06/2016 | SAGE (UK) limited | Std Ord | 73.30 | | Sage Payroll |
| 28/06/2016 | RTF Networks | DDR280616 | 16.79 | | Woosehill internet |
| 29/06/2016 | BACS B/L Pymnt Page 2684 | BACS Pymnt | 11,320.81 | | BACS B/L Pymnt Page 2684 |
| 30/06/2016 | BNP Paribas Leasing Solutions | DDR270616 | 399.53 | | FLGA3625643/Photocopier lease |
| 30/06/2016 | HMRC NDDS | DDR300616 | 5,821.03 | | PAYE |
| Total Payments | | | <u>100,074.58</u> | | |

List of Payments made between 01/06/2016 and 30/06/2016

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|-------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/06/2016 | The Cultural Partnership | 302144 | 100.00 | | INVOLVE (Cultural Partnership) |
| 01/06/2016 | I MARSH | 302143 | 100.00 | | I MARSH |
| 01/06/2016 | ETHERINGTON | 302142 | 100.00 | | ETHERINGTON |
| 01/06/2016 | Wokingham Borough Council | Std Ord | 182.00 | | Office 3 a/c 2239762 |
| 01/06/2016 | Wokingham Borough Council | Std Ord | 115.00 | | Public Toilet 2238683 |
| 01/06/2016 | Wokingham Borough Council | Std Ord | 295.00 | | Woosehill 101493X |
| 01/06/2016 | wokingham borough council | Std Ord | 194.00 | | info centre 2035191 |
| 01/06/2016 | wokingham borough council | Std Ord | 247.00 | | Jubilee room 1045161 |
| 01/06/2016 | wokingham borough council | Std Ord | 508.00 | | Market Tolls 1016075 |
| 01/06/2016 | wokingham borough council | Std Ord | 32.61 | | garage rent |
| 01/06/2016 | Peninsula | Std Ord | 190.32 | | Personnel contract |
| 01/06/2016 | Wokingham District Council | DDR010616 | 0.69 | | Increase in garage rent |
| 02/06/2016 | Wokingham Dry Cleaning | 302145 | 49.80 | | 12/2280/Wokingham Dry Cleaning |
| 06/06/2016 | BACS B/L Pymnt Page 2655 | BACS Pymnt | 4,459.22 | | BACS B/L Pymnt Page 2655 |
| 06/06/2016 | A Jeffries & Holt Copse | BX45539795 | 172.97 | | Bloom Plants & Insurance |
| 07/06/2016 | Staff | BX45819324 | 19.99 | | mobile phone |
| 07/06/2016 | SOUTH EAST WATER LTD | DDR070616 | 290.09 | | Latimer Rd/26.11.15 - 30.09.16 |
| 09/06/2016 | Cameron | 302150 | 100.00 | | Cameron |
| 09/06/2016 | Mohamed-Ah | 302149 | 100.00 | | Mohamed-Ah |
| 09/06/2016 | Anna Galati | 302147 | 100.00 | | GALATI |
| 09/06/2016 | Manoj Datta | 302148 | 100.00 | | DATTA |
| 09/06/2016 | J Gilbert | 302146 | 48.73 | | Plants for Bloom |
| 09/06/2016 | Staff | BX46035727 | 256.52 | | water, fruit, nibbles |
| 10/06/2016 | Virgin Media | FA61923814 | 5.00 | | Purchase Ledger Payment |
| 13/06/2016 | D Thurgood | BX46036872 | 10.00 | | strawberry plants |
| 14/06/2016 | Vodafone | DDR030616 | 9.50 | | B4-154379983/caretaker mobile |
| 15/06/2016 | Payflow | BX46036920 | 16,779.35 | | June Salaries |
| 16/06/2016 | RIBI | 302151 | 85.00 | | Purple crocus corns |
| 17/06/2016 | BACS B/L Pymnt Page 2669 | BACS Pymnt | 3,369.83 | | BACS B/L Pymnt Page 2669 |
| 17/06/2016 | Alison Louise Beaumont | BX46338736 | -57.60 | | corr Beaumont Fencing |
| 17/06/2016 | staff | BX46338583 | 7.50 | | mobile phone topup |
| 21/06/2016 | Wokingham District Scout Asso | 302152 | 100.00 | | Marquee hire, setup/deconstruc |
| 22/06/2016 | Vodafone | DDR220616 | 18.50 | | B5-159916263/TC MOBILE |
| 23/06/2016 | A Ellis | 302153 | 100.00 | | ELLIS damage deposit |
| 23/06/2016 | Mr V Navaneethakrishnan | 302154 | 100.00 | | Mr V Navaneethakrishnan |
| 23/06/2016 | Laly & Wade | BX6900055 | 673.00 | | goodwill/deposit/tea time |
| 29/06/2016 | BACS B/L Pymnt Page 2683 | BACS Pymnt | 5,699.48 | | BACS B/L Pymnt Page 2683 |
| 29/06/2016 | Winter Carnival | BX47332576 | 352.00 | | Reimbursement for lost banners |
| 29/06/2016 | Lianne Leach | 302155 | 100.00 | | Lianne Leach deposit refund |
| 29/06/2016 | G Hobbs | 302156 | 100.00 | | Biscotti (G Hobbs) refund |
| Total Payments | | | 35,213.50 | | |

Summary Income & Expenditure by Budget Heading 30/06/2016

Month No : 3

Committee Report

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|---|---------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| <u>AMENITIES</u> | | | | | | |
| Allotments and Amenities | Expenditure | 11,754 | 59,760 | 48,006 | | 48,006 |
| | Income | 1,562 | 8,570 | -7,008 | | |
| Market | Expenditure | 2,433 | 11,250 | 8,817 | | 8,817 |
| | Income | 12,628 | 40,200 | -27,572 | | |
| Parks | Expenditure | 20,690 | 56,600 | 35,910 | | 35,910 |
| | Income | 1,087 | 3,030 | -1,943 | | |
| Woosehill | Expenditure | 4,192 | 21,740 | 17,548 | | 17,548 |
| | Income | 12,459 | 37,190 | -24,731 | | |
| Town Hall | Expenditure | 23,668 | 89,380 | 65,712 | | 65,712 |
| | Income | 33,843 | 124,830 | -90,987 | | |
| Amenities Capital | Expenditure | -600 | 1,160,000 | 1,160,600 | | 1,160,600 |
| | | | | | | |
| | AMENITIES Expenditure | <u>62,137</u> | <u>1,398,730</u> | <u>1,336,593</u> | <u>0</u> | <u>1,336,593</u> |
| | Income | <u>61,579</u> | <u>213,820</u> | <u>-152,241</u> | | |
| | Net Expenditure over Income | <u>558</u> | <u>1,184,910</u> | <u>1,184,352</u> | | |
| <u>ESTABLISHMENT</u> | | | | | | |
| Personnel | Expenditure | 91,615 | 376,370 | 284,755 | | 284,755 |
| | | | | | | |
| | ESTABLISHMENT Expenditure | <u>91,615</u> | <u>376,370</u> | <u>284,755</u> | <u>0</u> | <u>284,755</u> |
| | Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| | Net Expenditure over Income | <u>91,615</u> | <u>376,370</u> | <u>284,755</u> | | |
| <u>FINANCE & PERSONNEL</u> | | | | | | |
| F & GP Administration | Expenditure | 17,080 | 199,570 | 182,490 | | 182,490 |
| | Income | 370,744 | 1,914,700 | -1,543,956 | | |
| Civic | Expenditure | 7,928 | 24,660 | 16,732 | | 16,732 |
| Grants | Expenditure | 64,100 | 68,290 | 4,190 | | 4,190 |
| | | | | | | |
| | FINANCE & PERSONNEL Expenditure | <u>89,108</u> | <u>292,520</u> | <u>203,412</u> | <u>0</u> | <u>203,412</u> |
| | Income | <u>370,744</u> | <u>1,914,700</u> | <u>-1,543,956</u> | | |
| | Net Expenditure over Income | <u>-281,636</u> | <u>-1,622,180</u> | <u>-1,340,544</u> | | |
| <u>PLANNING & TRANSPORTATION</u> | | | | | | |

Continued on Page 2

Summary Income & Expenditure by Budget Heading 30/06/2016

Month No : 3

Committee Report

| | | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available |
|------------------------------------|-----------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|
| Highways and Planning | Expenditure | 7,398 | 13,150 | 5,752 | | 5,752 |
| | Income | 3,479 | 1,000 | 2,479 | | |
| PLANNING & TRANSPORTATION | | <u>7,398</u> | <u>13,150</u> | <u>5,752</u> | <u>0</u> | <u>5,752</u> |
| | Income | <u>3,479</u> | <u>1,000</u> | <u>2,479</u> | | |
| | Net Expenditure over Income | <u>3,919</u> | <u>12,150</u> | <u>8,231</u> | | |
| ARTS & CULTURE | | | | | | |
| Arts & Culture | Expenditure | 28,517 | 48,850 | 20,333 | | 20,333 |
| | Income | 15,183 | 100 | 15,083 | | |
| ARTS & CULTURE | | <u>28,517</u> | <u>48,850</u> | <u>20,333</u> | <u>0</u> | <u>20,333</u> |
| | Income | <u>15,183</u> | <u>100</u> | <u>15,083</u> | | |
| | Net Expenditure over Income | <u>13,334</u> | <u>48,750</u> | <u>35,416</u> | | |
| RESERVES | | | | | | |
| RESERVES | Expenditure | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| | Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| | Net Expenditure over Income | <u>0</u> | <u>0</u> | <u>0</u> | | |
| INCOME - EXPENDITURE TOTALS | | | | | | |
| | Expenditure | <u>278,774</u> | <u>2,129,620</u> | <u>1,850,846</u> | <u>0</u> | <u>1,850,846</u> |
| | Income | <u>450,984</u> | <u>2,129,620</u> | <u>-1,678,636</u> | | |
| | Net Expenditure over Income | <u>-172,210</u> | <u>0</u> | <u>172,210</u> | | |

Date :- 13/07/2016

Wokingham Town Council

Page No: 1

Time :- 10:37

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30 June 2016

| <u>A/c</u> | <u>Account Description</u> | <u>Actual</u> | |
|------------|--|---------------|----------------|
| | <u>Current Assets</u> | | |
| 101 | Debtors | 13,831 | |
| 105 | VAT Control Account | 4,423 | |
| 199 | PayPal Receipts Account | 60 | |
| 201 | F & GP + Current Account | 554,196 | |
| 202 | Clerk's Drawings Account | 31,341 | |
| 205 | Treasury Deposit | 150,000 | |
| 208 | Courtyard Restaurant | 6,671 | |
| 210 | Petty Cash | 350 | |
| 211 | Office 2 (Michael Cragg) | 803 | |
| | Total Current Assets | | 761,674 |
| | <u>Current Liabilities</u> | | |
| 501 | Creditors | 13,493 | |
| 502 | Receipts in Advance | 12,341 | |
| 505 | Courtyard Restaurant Creditor | 6,671 | |
| 508 | Office 2 Michael Cragg | 803 | |
| 510 | Accruals | 2,855 | |
| 561 | Hire Deposits Town Hall | 3,300 | |
| 562 | Hire Deposits Woosehill | 600 | |
| 564 | Long Term Key & Damage Deposit | 2,850 | |
| 599 | Suspense Account | 5,046 | |
| | Total Current Liabilities | | 47,958 |
| | Net Current Assets | | 713,716 |
| | Total Assets less Current Liabilities | | 713,716 |
| | <u>Represented By :-</u> | | |
| 301 | Current Year Surplus/Deficit | 172,210 | |
| 310 | General Reserve | 37,506 | |
| 320 | Self Insurance Fund | 50,000 | |
| 321 | Emergency Provision | 200,000 | |
| 322 | Special Projects Market Place | 250,000 | |
| 325 | Asset Revaluation Reserve | 4,000 | |
| | Total Equity | | 713,716 |