

11th June 2019

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 9.40pm.

PRESENT

Chairman: M Gee

Councillors: R Bishop-Firth, N Campbell-White, P Cunnington, N Fox, S Gurney, D Lee, K Malvern and I Shepherd-Dubey.

IN ATTENDANCE

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Jamie Herridge – The Emmbrook School student participation project.

Jacob Cutting – The Emmbrook School student participation project.

The Chairman welcomed Councillors to the first meeting and everyone introduced themselves including the two students from The Emmbrook school, who are attending meetings to learn about local government and the work of the Committee.

APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies for absence were received.

FINANCE & PERSONNEL OBJECTIVES (Agenda Item 2)

The RFO advised that the objectives were set by the previous committee and were linked to the previous Council's Vision. It was noted that the strategy working party would be discussing potential changes to the Vision and direction of travel for Wokingham Town Council therefore this item would be reviewed at a later meeting.

ACTION: RFO

MEMBERS' INTERESTS (Agenda Item 3)

Cllr R Bishop-Firth declared a prejudicial interest because Michael Cragg, Envoy Associates, is a family friend.

Cllr Nick Fox declared an interest in that he is employed by Thames Water, who own Castle Water, WTC utility providers.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 4)

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

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

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

CHAIRMANS INITIALS _____



**RESOLVED
29950**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 30th April 2019 (pages 15800 to 15807) be received as a true and correct record and that they be signed by the Chairman.

MONITORING REPORT (Agenda Item 6)

The Monitoring Report dated June 2019 was received and considered. The RFO advised that the CCLA investment had been added to the monitoring report as it had been a different approach to how money had historically been invested. It was suggested that the purchase price and latest valuation be added to the report and that the other long term investment treasury stock also be added.

ACTION: RFO

ACCOUNTS PAYABLE (Agenda Item 7)

The RFO gave a brief verbal overview of the procedures for ordering by WTC Officers in accordance with the Standing Financial Regulations and advised that the main bank account used for everyday payments of up to £1,000 and salaries was called the Clerks account. Imprest was received from the F&GP account which balanced to £1 daily. Most payments were made under one BACS entry which was shown on the list of payments. Supporting back up papers are available at each meeting and Cllrs were welcome to scrutinise these either at the meeting or at another convenient time.

The list of payments from the Clerk's Drawing Account and the F&P Account were received. Cllrs and both students asked about various payments which were answered by the RFO. The Town Clerk gave the background behind why a grant payment was made to St Catherine's Church for graveyard maintenance.

It was proposed by Cllr S Gurney and seconded by Cllr I Shepherd-Dubey and the following was

(a) F & P ACCOUNT

(i) that the list of costs for payment (page 15850) covering the period from 1st April 2019 to 31st May 2019 totalling the sum of £280,226.89 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £78,000 was a transfer to the Clerk's A/c, and;

(b) CLERK'S ACCOUNT

(i) that the list of costs for payment (page 15851-52) covering the period from 1st April 2019 to 31st May 2019 totalling the sum of £76,344.11 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

Cllr Lee asked if it was possible to have a consolidated report showing opening and closing balances with receipts and payments made, the RFO advised that this is not something that is available directly from the finance package used so would have to be manually added which was possible but would prove to be time consuming. The Chairman and RFO to discuss outside of the meeting

ACTION: CHAIRMAN AND RFO

FINANCIAL REPORTS (Agenda Item 8)

The following were received and noted;

**RESOLVED
29951**

CHAIRMANS INITIALS _____



- (a) the Income and Expenditure report containing actual expenditure to 31st May 2019 (pages 15853-54).
- (b) the Balance Sheet as at 31st May 2019 (page 15855).
- (c) the revenue monitoring report dated 31st May 2019.

The RFO advised that the Income and Expenditure report gave a breakdown of actual income and expenditure at cost centre level but that commitments were not shown on the report. The Chairman gave an explanation of the balance sheet to the students and drew their attention to the fact that Wokingham Town Council had over £1m in its bank accounts.

The RFO explained that the revenue monitoring report was a manual report that she produced showing the current variances vs the profiled budget. This had been well received by the previous committee.

Cllrs asked more questions about the income and expenditure and a discussion was held about the precept and how WTC received this from WBC, the principal authority. Further discussions were held regarding Cil future projections and potential boundary changes. Any revisiting of boundary changes would be undertaken by Strategy.

Jamie Herridge and Jacob Cutting left the meeting at 8.20pm

BANK MANDATE CHANGE (Agenda Item 9)

The RFO advised that historically all members of the F&P Committee had been required to complete a bankers mandate to ensure they became authorised signatories for the signing of cheques. As most payments are now made via Bacs, with the internal control of the finance assistant adding the payments to the payment run and being authorised by both the RFO and Town Clerk, very few cheque payments are being made. It was noted that most cheque payments were for the repayment of the £100 damage deposits held for room bookings. More customers were now willing to provide bank details therefore it is expected that the requirement for cheques will become less and less. The Chairman explained that she had a fundamental issue with Cllrs signing cheques as they are not employees of WTC. Discussions were held, and it was acknowledged that a 3rd signatory would be needed to cover absence etc and it was felt that the Finance Assistant could provide cover for signing cheques to the value of £100, with this being made very clear on the mandate.

Those Cllrs who were no longer on the Committee should be removed from the mandate but the Cllrs who had previously been on the committee and still remained felt they were happy to remain. The wording of the Standing Financial Regulations was also discussed as these would need to reflect any changes to practice. The Chairman, Town Clerk and RFO agreed to discuss the wording of the Standing Financial Regulations outside the meeting and bring back to the next meeting.

ACTION: CHAIRMAN/TOWN CLERK/RFO

FOR INFORMATION (Agenda Item 10)

The Q1 2019 Local Authority Property Fund Fact Sheet was received and noted. The Town Clerk advised that it would be possible to invite the CCLA to come to a future meeting if they wanted to hear about the project in more detail. Cllrs were asked to let the Chairman know if they felt this would be useful.

CHAIRMANS INITIALS _____



COMMITTEE INFORMATION (Agenda Item 11)

The Town Clerk advised that she has been approached by Christ Church Wokingham to help with funding for the fitting out of the new Community Centre on Montague Park. A formal request would be coming to the next meeting. WTC had been approached by WBC previously about taking over the community centre themselves but this had not been seen as a viable option by the previous Council.

Cllr N Campbell White advised that the tenders received for the boiler replacement project were higher than the budget and that an urgent request for more capital funding was required to come back to F&P.

Cllr Lee suggested that a further induction into Finance and the role of the Committee should be prepared for new Cllrs, the Chairman suggested that Cllr Lee should work with the RFO to prepare this potentially as a training session before the next meeting on 16th July.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

It was proposed by Cllr N Campbell White and seconded by Cllr S Gurney and it was

**RESOLVED
29952**

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.

FUNDING REQUESTS (Agenda Item 13)

The Amenities Officer report 01/2019 was received and noted.

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

**RESOLVED
29953**

that an additional budget of £18,000 for the refurbishment of Joel Park be approved with funding being taken from the Capital Projects' reserve.

ACTION: RFO

WTC TENANTS (Agenda Item 14)

The Town Clerk's report 05/2019 was received and noted giving the background to current leasing arrangements.

STAFFING UPDATE (Agenda Item 15)

The Town Clerk updated the Committee that some staff were facing significant personal issues. Workload was being managed effectively at the moment but there may be points when work has to be re-prioritised and the Town Clerk requested Council's understanding and support if this became necessary.

Early planning is underway as a member of staff has indicated their intention to retire. The Town Clerk will keep the Committee updated as appropriate

CHAIRMAN

CHAIRMANS INITIALS _____



At : 11:37

F & P and Current Accounts

List of Payments made between 01/04/2019 and 31/05/2019

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
01/04/2019	Wokingham Borough Council	Std Ord	2,700.00		Town Hall Rates 2104329
04/04/2019	O2	DDR040419	254.72		23910383/STAFF/MOBILES/O2
05/04/2019	Google Ireland Limited	DDR050419	151.80		3568638317/2671/google apps
10/04/2019	Barclaycard	DDR100419	85.04		Barclaycard PDQ
12/04/2019	BACS B/L Pymnt Page 3495	BACS Pymnt	7,842.59		BACS B/L Pymnt Page 3495
14/04/2019	AVIVA CREDIT SERVICES UK LIMIT	Std Ord	1,812.60		WTC INSURANCE
16/04/2019	Clerk's Drawings Account	imprest	36,000.00		Imprest
16/04/2019	Barclaycard Commercial	DCR160419	1,017.83		CCard/kettle
18/04/2019	Total Gas & Power Ltd	DCR180419	139.20		188136041/19/3003108372/28.02-
18/04/2019	Total Gas & Power Ltd	Ddr180419	1,386.46		188136052/19/3003108383/CHAMBE
22/04/2019	BACS B/L Pymnt Page 3499	BACS Pymnt	20,502.99		BACS B/L Pymnt Page 3499
23/04/2019	Castle Water Limited	DDR230419	34.59		1857309/TW990056/WOOSEHILL/Cas
24/04/2019	Various	BX38592534	79,763.00		2019/2020 Grants
24/04/2019	Total Gas & Power Ltd	DDR240419	35.84		188408038/19/E17BG13884/04.01-
25/04/2019	Sally Associates	9856	2,550.00		250519/5203/fun fair
25/04/2019	HMRC	DDR250419	7,109.00		HMRC NDDS
25/04/2019	Focus Group	DDr250419	64.01		6742516/PHONES/CALLS TP 31.03/
25/04/2019	Focus Group	DDR250419	198.71		6742875/PHONES/CALLS TOM 29.03
29/04/2019	BACS B/L Pymnt Page 3508	BACS Pymnt	1,236.00		BACS B/L Pymnt Page 3508
01/05/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
08/05/2019	Castle Water Limited	DDR080519	1,015.22		01860770/TW7164120/01.03.19-31
08/05/2019	O2	dcr080519	257.54		29076152/Staff mobile phones
08/05/2019	Google Ireland Limited	ddr080519	189.15		3580930543/2671/google apps
10/05/2019	BACS B/L Pymnt Page 3515	BACS Pymnt	9,711.60		BACS B/L Pymnt Page 3515
10/05/2019	Barclaycard	DDR100519	71.97		barclaycard PDQ
14/05/2019	AVIVA CREDIT SERVICES UK LIMIT	Std Ord	1,812.60		WTC INSURANCE
15/05/2019	Payflow	BX9402148C	-21,023.32		wrong bank account corr
15/05/2019	Public Works Loan	DDR150519	29,526.59		Public Works Loan repayment
17/05/2019	BACS B/L Pymnt Page 3523	BACS Pymnt	6,726.90		BACS B/L Pymnt Page 3523
17/05/2019	Total Gas & Power Ltd	DDR170519	112.72		189865032/19/31.03-30.0
17/05/2019	Total Gas & Power Ltd	DDr170519	1,086.81		Purchase Ledger Payment
20/05/2019	Payflow	BX09402148	21,023.32		May salaries
20/05/2019	Clerk's Drawings Account	Imprest	42,000.00		Imprest
20/05/2019	Barclaycard Commercial	DDR200519	1,340.46		Bcard/SIM crd
20/05/2019	Castle Water Limited	TW75990056	34.59		Purchase Ledger Payment
23/05/2019	BACS B/L Pymnt Page 3528	BACS Pymnt	9,057.09		BACS B/L Pymnt Page 3528
23/05/2019	HMRC	DDR230519	6,519.81		HMRC NDDS
29/05/2019	Focus Group	ddr290519	269.33		6743784/TELEPHONE/APRIL CALLS/
31/05/2019	BACS B/L Pymnt Page 3533	BACS Pymnt	4,842.17		BACS B/L Pymnt Page 3533
31/05/2019	Twofold Limited	DDR310519	71.96		140703/FRANKING/RENTAL/TwoFold
Total Payments			280,226.89		

CHAIRMANS INITIALS _____



At : 11:43

Clerk's Drawings Account

List of Payments made between 01/04/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	wokingham borough council	Std Ord	33.30		garage rent
01/04/2019	Peninsula	Std Ord	150.00		Personnel contract
01/04/2019	wokingham borough council	Std Ord	258.20		OFFICE 1 2035191
01/04/2019	Wokingham Borough Council	Std Ord	295.10		Woosehill 101493X
01/04/2019	wokingham borough council	Std Ord	324.60		Information Centre 1045161
01/04/2019	Wokingham Borough Council	Std Ord	244.03		Office 3 a/c 2239762
01/04/2019	wokingham borough council	Std Ord	636.90		Market Tolls 1016075
05/04/2019	staff	BX37464848	38.10		expenses
08/04/2019	staff	BX37435691	28.98		expenses
10/04/2019	Inv 18820	302612	100.00		Inv 18820 deposit refund
10/04/2019	Inv 18816	302613	100.00		Inv 18816 deposit refund
11/04/2019	athlete	302615	150.00		sports donation
11/04/2019	athlete	302616	150.00		sports sponsorship
11/04/2019	athlete	302614	150.00		sports donation
11/04/2019	athlete	302617	150.00		sports donation
11/04/2019	athlete	302618	150.00		sports donation
11/04/2019	athlete	302619	175.00		sports donation
12/04/2019	BACS B/L Pymnt Page 3494	BACS Pymnt	5,535.95		BACS B/L Pymnt Page 3494
12/04/2019	Inv 18916 replaces chq 302609	BX37826800	127.00		Inv 18916 replaces chq 302609
15/04/2019	April salaries	BX37758772	21,329.61		April salaries
16/04/2019	Inv 18901	302620	100.00		Inv 18901 damage deposit
22/04/2019	BACS B/L Pymnt Page 3498	BACS Pymnt	4,720.49		BACS B/L Pymnt Page 3498
23/04/2019	Castle Water Limited	DDr230419	91.48		1884308/TW9367171/ORMONDE/Cast
23/04/2019	Castle Water Limited	DDR230419	16.50		Purchase Ledger Payment
24/04/2019	BACS B/L Pymnt Page 3500	BACS Pymnt	211.20		BACS B/L Pymnt Page 3500
24/04/2019	Petty Cash	302611	100.64		Imprest
24/04/2019	Inv 18675	302621	100.00		Inv 18675
24/04/2019	Inv 18445	302622	100.00		Inv 18445
25/04/2019	Parish of Winnersh	BX38704216	600.00		St Catherines 2019/20 Grant
25/04/2019	Honorary Constable	302623	16.48		suit clean
29/04/2019	BACS B/L Pymnt Page 3507	BACS Pymnt	2,125.45		BACS B/L Pymnt Page 3507
29/04/2019	BACS B/L Pymnt Page 3509	BACS Pymnt	726.78		BACS B/L Pymnt Page 3509
01/05/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/05/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/05/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/05/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/05/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/05/2019	wokingham borough council	Std Ord	33.30		garage rent
01/05/2019	Peninsula	Std Ord	150.00		Personnel contract
07/05/2019	Mayor	BX39715238	875.00		Mayoral Allowance
08/05/2019	Inv 19073	302624	100.00		Inv 19073
08/05/2019	Invoice 18895	302628	100.00		Invoice 18895
10/05/2019	BACS B/L Pymnt Page 3514	BACS Pymnt	2,821.63		BACS B/L Pymnt Page 3514
13/05/2019	BACS B/L Pymnt Page 3518	BACS Pymnt	150.00		BACS B/L Pymnt Page 3518
15/05/2019	Mr Neil Paterson	302630	104.50		140519/5378/mayoral board etch
15/05/2019	Lex Autolease Ltd	DDR150519	761.11		IRIN656645/VAN/RENTAL/Lex Auto
15/05/2019	Payflow	BX09402148	21,023.32		may salaries

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CHAIRMANS INITIALS _____



At : 11:43

Clerk's Drawings Account

List of Payments made between 01/04/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2019	Camera Club	302631	100.00		Camera Club deposit refund
16/05/2019	Inv 18610	302632	100.00		Inv 18610 deposit refund
16/05/2019	Honorary constable	302633	25.13		uniform dry clean hon constabl
17/05/2019	BACS B/L Pymnt Page 3522	BACS Pymnt	2,973.35		BACS B/L Pymnt Page 3522
22/05/2019	staff	BX41016245	36.10		expenses
22/05/2019	Castle Water Limited	ddr 220519	92.62		1930450/ORMONDE/APRIL/Castle W
23/05/2019	BACS B/L Pymnt Page 3527	BACS Pymnt	2,966.90		BACS B/L Pymnt Page 3527
29/05/2019	Inv 18925	302635	100.00		Inv 18925
29/05/2019	Inv 18921	302636	100.00		Inv 18921
29/05/2019	Inv 19131	302637	100.00		Inv 19131
31/05/2019	BACS B/L Pymnt Page 3532	BACS Pymnt	2,561.36		BACS B/L Pymnt Page 3532
31/05/2019	inv 18977,19131,18923	BACS	280.00		inv 18977,19131,18923
Total Payments			76,344.11		

CHAIRMAN'S INITIALS _____



Summary Income & Expenditure by Budget Heading 11/06/2019

Month No : 2

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>AMENITIES</u>							
101 Allotments and Amenities	Expenditure	50,891	5,901	68,360	62,459		62,459
	Income	10,531	145	9,600	-9,455		
102 Market & Bloom	Expenditure	22,583	2,154	21,160	19,006		19,006
	Income	23,865	9,669	40,800	-31,131		
103 Parks	Expenditure	60,352	-686	62,600	63,286		63,286
	Income	7,501	523	1,950	-1,428		
104 Woosehill	Expenditure	17,284	3,726	22,200	18,474		18,474
	Income	44,255	8,931	41,210	-32,279		
106 Town Hall	Expenditure	102,885	19,486	93,830	74,344		74,344
	Income	94,933	31,629	140,640	-109,011		
120 Amenities Capital	Expenditure	723,546	4,191	117,000	112,809		112,809
	AMENITIES Expenditure	977,542	34,772	385,150	350,378	0	350,378
	Income	181,086	50,897	234,200	-183,303		
	Net Expenditure over Income	796,456	-16,124	150,950	167,074		
<u>FINANCE & PERSONNEL</u>							
201 Personnel	Expenditure	432,633	75,441	450,500	375,059		375,059
	Income	221	0	0	0		
301 F & P Administration	Expenditure	825,426	33,941	516,900	482,959		482,959
	Income	1,765,022	824,145	1,283,770	-459,625		
302 Civic	Expenditure	22,510	9,063	23,880	14,817		14,817
	Income	723	4,168	0	4,168		
303 Grants	Expenditure	64,196	80,363	76,490	-3,873		-3,873
	FINANCE & PERSONNEL Expenditure	1,344,765	198,808	1,067,770	868,962	0	868,962
	Income	1,765,966	828,313	1,283,770	-455,457		
	Net Expenditure over Income	-421,201	-629,505	-216,000	413,505		
<u>PLANNING & TRANSPORTATION</u>							
401 Highways and Planning	Expenditure	625	0	4,300	4,300		4,300
	Income	996	0	0	0		
	PLANNING & TRANSPORTATION Expenditure	625	0	4,300	4,300	0	4,300
	Income	996	0	0	0		
	Net Expenditure over Income	-371	0	4,300	4,300		

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CHAIRMAN'S INITIALS _____



Summary Income & Expenditure by Budget Heading 11/06/2019

Month No : 2

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>ARTS & CULTURE</u>							
304 Arts & Culture	Expenditure	62,196	5,353	67,500	62,147		62,147
	Income	13,403	2,189	6,750	-4,561		
	ARTS & CULTURE Expenditure	62,196	5,353	67,500	62,147	0	62,147
	Income	13,403	2,189	6,750	-4,561		
	Net Expenditure over Income	48,793	3,163	60,750	57,587		
<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	2,385,127	238,933	1,524,720	1,285,787	0	1,285,787
	Income	1,961,450	881,399	1,524,720	-643,321		
	Net Expenditure over Income	423,677	-642,466	0	642,466		

CHAIRMAN'S INITIALS _____



Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2 31st May 2019

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	23,903	
105	VAT Control Account	-161	
110	Prepayments	5,415	
199	PayPal Receipts Account	373	
201	F & GP + Current Account	973,148	
202	Clerk's Drawings Account	53,714	
205	Treasury Deposit	250,000	
208	Courtyard Restaurant	6,691	
210	Petty Cash	156	
211	Office 2 (Michael Cragg)	805	
	Total Current Assets		1,314,045
<u>Current Liabilities</u>			
501	Creditors	16,696	
502	Receipts in Advance	6,319	
505	Courtyard Restaurant Creditor	6,691	
508	Office 2 Michael Cragg	805	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,300	
562	Hire Deposits Woosehill	820	
564	Long Term Key & Damage Deposit	3,025	
	Total Current Liabilities		38,039
	Net Current Assets		1,276,006
	Total Assets less Current Liabilities		1,276,006
<u>Represented By :-</u>			
301	Current Year Surplus/Deficit	642,466	
310	General Reserve	163,035	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
322	Cil Reserve	90,000	
324	Election Reserve	19,800	
325	Asset Revaluation Reserve	4,000	
360	Capital Projects	106,705	
	Total Equity		1,276,006

CHAIRMAN'S INITIALS _____

