

16th July 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 10.00pm.

PRESENT

Chairman: M Gee

Councillors: R Bishop-Firth, 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 (JH) – The Emmbrook School student participation project.

Mayor: Lynn Forbes

Cllr P Dennis

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllr N Campbell-White and student representative Jacob Cutting.

MONTAGUE PARK COMMUNITY CENTRE (Agenda Item 2)

Ellen Crewe and Mark Huddleston from Christ Church Wokingham, gave a presentation on plans for the Community Centre. The Chairman thanked them for the presentation and advised that they would be discussing the presentation later on in the meeting.

FINANCE & PERSONNEL OVERVIEW (Agenda Item 3)

Following Cllr Lee's suggestion made at the previous meeting, the RFO gave a presentation on the role of the Committee.

MEMBERS' INTERESTS (Agenda Item 4)

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.

Cllr M Gee declared a prejudicial interest because she is a WBC Cllr for Wescott Ward

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 5)

Cllr Malvern asked a question about Wokingham Library that follows on from resolution 29519 (meeting held on 28th of March 2017).

'In that resolution it says "...if it is proposed to move a plaque acknowledging the £55k contribution to the existing library be installed in the new building. In addition to request that display space be offered within the new library for community arts purposes, free of charge" have either of the requests been agreed to?

CHAIRMANS INITIALS _____



The Town Clerk advised that following the meeting in March she had discussion and this would be on her agenda to talk to WBC when the library move happens which is a number of years' ahead.

The Chairman asked that this be kept in mind moving forward.

**MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING
(Agenda Item 6)**

It was proposed by Cllr S Gurney and seconded by Cllr K Malvern and it was

**RESOLVED
29956**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 11th June 2019 (pages 15846 to 15855) be received as a true and correct record and that they be signed by the Chairman.

BANK MANDATE CHANGE (Agenda Item 7)

Following the last meeting the Chairman had met with the RFO and Town Clerk on suggested wording.

It was proposed by Cllr S Gurney and seconded by Cllr P Cunnington and it was

**RESOLVED
29957**

that following the change in Council, only Cllr D Lee, S Gurney and N Campbell-White to remain signatories on the bank mandate and the amended changes in section 3 of the Standing Financial Regulations be agreed.

ACTION: RFO

ACCOUNTS PAYABLE (Agenda Item 8)

The list of payments from the Clerk's Drawing Account and the F&P Account were received. Cllrs and JH asked about various payments which were answered by the RFO.

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

(a) F & P ACCOUNT

**RESOLVED
29958**

(i) that the list of costs for payment (page 15865) covering the period from 1st June 2019 to 30th June 2019 totalling the sum of £117,473.82 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £33,000 was a transfer to the Clerk's A/c, and;

(b) CLERK'S ACCOUNT

(i) that the list of costs for payment (page 15866) covering the period from 1st June 2019 to 30th June 2019 totalling the sum of £33,094.90 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

The Chairman suggested that JH work with the RFO to provide a graph on how the money in the bank has fluctuated over the past year.

FINANCIAL REPORTS (Agenda Item 9)

The following were received and noted;

(a) the Income and Expenditure report containing actual expenditure to 30th June 2019 (pages 15867-15867).

CHAIRMANS INITIALS _____



- (b) the Balance Sheet as at 30th June 2019 (page 15869).
- (c) the revenue monitoring report dated 30th June 2019.

Jamie Herridge and the Mayor left the meeting at 8.45pm

INSURANCE (Agenda Item 10)

The RFO's memo dated 9th July was discussed concerning the run off by Aviva of our current insurance policy and an early transfer to a new scheme provider Royal & Sun Alliance. The cost has come in at a similar level and also provides an increase to our Public Liability Limit of Indemnity from £10m to £15m. The Town Clerk advised that Elms Park would be officially handed over and therefore also under the new cover. Cllrs were happy with the transfer but asked if they could see a full copy of the cover that is provided.

ACTION: RFO

GRANTS POLICY (Agenda Item 11)

The Chairman advised that the grants policy was linked to the strategic plan and vision of the previous Council. As this was currently under review it seemed sensible to continue on a "business as usual" approach for the next round of grants. Cllrs discussed this and how it might work in the future.

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr D Lee and it was

**RESOLVED
29959**

- a) to continue using the existing grants policy for the 2020-21 grant funding cycle.
- b) to set the grants budget for 2020-21 at a maximum of £85,330.
- c) to extend the funding cycle for the current Service Providers for a further year to allow the grants policy to be reviewed in line with the new strategic plan which is currently being reviewed.
- d) to note the grants application process for 2020-21 will open on 29th July 2019.

Once the Strategic Plan was agreed the grants policy would be reviewed. The Chairman suggested that a working meeting may be required prior to this being added to a future agenda.

ACTION: RFO

COMMITTEE INFORMATION (Agenda Item 12)

The Town Clerk advised that she had been approached by May Fayre who were suggesting they host a VE Concert the day after the May Fayre with funding of £15k - £20k required from the Town Council.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)

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

**RESOLVED
29960**

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 REQUEST FOR MONTAGUE PARK COMMUNITY CENTRE (Agenda Item 14)

CHAIRMANS INITIALS _____



The letter from Christ Church Wokingham for funding to fit out Montague Park Community Centre was received and noted. The Chairman asked for individual Cllr views on the presentation that was held at the beginning of the meeting. These included:

- Requesting a site visit with a small group of Cllrs from the Committee and the Church to better understand the issues and view paperwork from David Wilson Homes and WBC
- Obtaining a copy of the business plan
- What are minimum fit out costs which are required to get the community centre up and running

The Committee would like to support the group but felt that further discussions were needed before any decision could be made. Cllrs D Lee, M Gee, P Dennis, I Shepherd-Dubey, P Cunnington and R Bishop-Firth expressed an interest in being part of the group that attended the site. The RFO to contact Ellen Crewe to arrange a meeting.

ACTION: RFO

ADDITIONAL FUNDING REQUEST FOR BOILER (Agenda Item 15)

The BGO report 06/2018/19 was received and noted.

It was proposed by Cllr D Lee and seconded by Cllr I Shepherd-Dubey and it was

RESOLVED

that an additional contingency budget of £10,000 for the Town Hall boiler replacement scheme be approved with funding being taken from the Capital Projects' reserve.

ACTION: RFO

STAFFING UPDATE (Agenda Item 15)

The Town Clerk updated the Committee that some staff were continuing to face significant personal issues.

CHAIRMAN

CHAIRMANS INITIALS _____



At : 14:26

F & P and Current Accounts

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
04/06/2019	BACS B/L Pymnt Page 3538	BACS Pymnt	40,800.00		BACS B/L Pymnt Page 3538
05/06/2019	O2	DR0519	256.56		31869535/STAFF/MOBILES/O2
06/06/2019	BACS B/L Pymnt Page 3544	BACS Pymnt	6,561.00		BACS B/L Pymnt Page 3544
07/06/2019	Google Ireland Limited	DDR070619	190.44		3591918102/MAY 2019 G SUITE/Go
10/06/2019	Castle Water Limited	ddr100619	1,015.22		01860770/TW7164120/01.03.19-31
10/06/2019	Barclaycard PDQ	DDR100619	49.76		Barclaycard PDQ
10/06/2019	BNP Paribas Leasing Solutions	DDR100619	456.07		FLGA7456438/COPIER/LEASE/BNP P
11/06/2019	BACS B/L Pymnt Page 3546	BACS Pymnt	12,354.21		BACS B/L Pymnt Page 3546
12/06/2019	HMRC	DDR120619	1,784.44		HMRC VAT repay
14/06/2019	Clerk's Drawings Account	Imprest	33,000.00		Imprest
14/06/2019	AVIVA CREDIT SERVICES UK LIMIT	Std Ord	1,812.60		WTC INSURANCE
17/06/2019	Castle Water Limited	1706637171	95.71		1979154/TW2769367171/Castle Wa
17/06/2019	Castle Water Limited	1709663308	19.23		Purchase Ledger Payment
17/06/2019	castle water	1706 CASTL	-19.23		account corr
17/06/2019	castle	1706 CASTL	-95.74		account corr
17/06/2019	castle	1706CASTLE	0.03		corr
17/06/2019	Barclaycard Commercial	ddr170619	2,137.15		bark & plants
17/06/2019	sage	STANDING O	276.35		Payroll subscription
19/06/2019	Total Gas & Power Ltd	ddr1045312	874.38		191686115/19/21300602/30.04 TO
19/06/2019	Total Gas & Power Ltd	DDR1045466	72.01		Purchase Ledger Payment
21/06/2019	BACS B/L Pymnt Page 3558	BACS Pymnt	5,514.00		BACS B/L Pymnt Page 3558
21/06/2019	Total Gas & Power Ltd	DDR1129926	20.29		Purchase Ledger Payment
21/06/2019	Total Gas & Power Ltd	DDR210619	12.50		Purchase Ledger Payment
21/06/2019	Total Gas & Power Ltd	DDR5355931	20.29		Purchase Ledger Payment
21/06/2019	Total Gas & Power Ltd	52500	341.82		Purchase Ledger Payment
21/06/2019	Total Gas & Power Ltd	DDR53524	75.07		Purchase Ledger Payment
27/06/2019	HMRC NDDS	DDR270619	6,897.80		HMYC NDDS
27/06/2019	Focus Group	DDr270619	55.58		6745056/PHONE/CALLS TO 17.05.1
27/06/2019	Focus Group	DDR270619	200.28		6745409/PHONE/CALLS TO 31.05.1
Total Payments			117,473.82		

CHAIRMANS INITIALS _____



At : 14:30

Clerk's Drawings Account

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/06/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/06/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/06/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/06/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/06/2019	wokingham borough council	Std Ord	33.30		garage rent
01/06/2019	Peninsula	Std Ord	150.00		Personnel contract
03/06/2019	MACE BEARER	BX19053041	149.00		MACE BEARER SUIT
03/06/2019	Lex Autolease Ltd	DDR030619	253.70		MR18716771/5171/Lex Autolease
05/06/2019	Workbooks on line	COUNTER CR	-100.00		deposit refund workbooks
06/06/2019	inv 19103	302638	100.00		inv 19103 damage refund
06/06/2019	inv18725	302639	100.00		inv18725 damage refund
06/06/2019	BACS B/L Pymnt Page 3542	BACS Pymnt	3,587.62		BACS B/L Pymnt Page 3542
06/06/2019	invoice 19103	302638	-100.00		invoice 19103 damage refund
10/06/2019	SLCC	302640	10.00		Annual Training Day
11/06/2019	BACS B/L Pymnt Page 3550	BACS Pymnt	3,979.26		BACS B/L Pymnt Page 3550
11/06/2019	BACS B/L Pymnt Page 3552	BACS Pymnt	300.00		BACS B/L Pymnt Page 3552
11/06/2019	bacs invoice 19103	BACS190613	100.00		bank payment 19103
11/06/2019	staff	BX19061342	8.00		reme room key bac 108
14/06/2019	Payflow	BXBX190611	21,298.06		June salaries
17/06/2019	castle water	DDR170619	114.94		castle water
18/06/2019	LONEA	302641	100.00		damage deposit
19/06/2019	inv 19077	302643	100.00		damage deposit
21/06/2019	BACS B/L Pymnt Page 3557	BACS Pymnt	1,057.89		BACS B/L Pymnt Page 3557
21/06/2019	satfff/mayor	BX43608894	99.13		dry cleaning/DBS/travel
Total Payments			<u>33,094.90</u>		

CHAIRMANS INITIALS _____



Summary Income & Expenditure by Budget Heading 09/07/2019

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>							
101 Allotments and Amenities	Expenditure	50,891	7,652	68,360	60,708		60,708
	Income	10,531	184	9,600	-9,416		
102 Market & Bloom	Expenditure	22,583	4,923	21,160	16,237		16,237
	Income	23,865	14,302	40,800	-26,499		
103 Parks	Expenditure	60,352	8,997	64,700	55,703		55,703
	Income	7,501	523	1,950	-1,428		
104 Woosehill	Expenditure	17,284	5,167	22,200	17,033		17,033
	Income	44,255	12,396	41,210	-28,814		
106 Town Hall	Expenditure	102,885	31,870	93,830	61,960		61,960
	Income	94,933	35,176	140,640	-105,464		
120 Amenities Capital	Expenditure	723,546	4,191	135,000	130,809		130,809
	AMENITIES Expenditure	977,542	62,800	405,250	342,450	0	342,450
	Income	181,086	62,580	234,200	-171,620		
	Net Expenditure over Income	796,456	220	171,050	170,830		
<u>FINANCE & PERSONNEL</u>							
201 Personnel	Expenditure	432,633	112,786	450,500	337,714		337,714
	Income	221	0	0	0		
301 F & P Administration	Expenditure	825,426	43,021	516,900	473,879		473,879
	Income	1,765,022	827,926	1,283,770	-455,844		
302 Civic	Expenditure	22,510	12,705	23,880	11,175		11,175
	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	248,875	1,067,770	818,895	0	818,895
	Income	1,765,966	832,094	1,283,770	-451,676		
	Net Expenditure over Income	-421,201	-583,220	-216,000	367,220		
<u>PLANNING & TRANSPORTATION</u>							
401 Highways and Planning	Expenditure	625	0	2,200	2,200		2,200
	Income	996	0	0	0		
	PLANNING & TRANSPORTATION Expenditure	625	0	2,200	2,200	0	2,200
	Income	996	0	0	0		
	Net Expenditure over Income	-371	0	2,200	2,200		

Continued on Page 2

CHAIRMANS INITIALS _____



Summary Income & Expenditure by Budget Heading 09/07/2019

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>							
304 Arts & Culture	Expenditure	62,196	41,165	67,500	26,335		26,335
	Income	13,403	3,916	6,750	-2,834		
	ARTS & CULTURE Expenditure	62,196	41,165	67,500	26,335	0	26,335
	Income	13,403	3,916	6,750	-2,834		
	Net Expenditure over Income	48,793	37,249	60,750	23,501		
<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	352,840	1,542,720	1,189,880	0	1,189,880
	Income	1,961,450	898,590	1,524,720	-626,130		
	Net Expenditure over Income	423,677	-545,750	18,000	563,750		

CHAIRMAN'S INITIALS _____



Date :- 09/07/2019

Wokingham Town Council

Page No: 1

Time :- 14:38

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 3 30 June 2019

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
101	Debtors	24,038	
105	VAT Control Account	9,308	
110	Prepayments	5,415	
199	PayPal Receipts Account	398	
201	F & GP + Current Account	872,644	
202	Clerk's Drawings Account	53,619	
205	Treasury Deposit	250,000	
208	Courtyard Restaurant	6,691	
210	Petty Cash	72	
211	Office 2 (Michael Cragg)	805	
	Total Current Assets		1,222,989
<i>Current Liabilities</i>			
501	Creditors	22,104	
502	Receipts in Advance	5,991	
505	Courtyard Restaurant Creditor	6,691	
508	Office 2 Michael Cragg	805	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,100	
562	Hire Deposits Woosehill	1,600	
564	Long Term Key & Damage Deposit	3,025	
	Total Current Liabilities		43,700
	Net Current Assets		1,179,290
	Total Assets less Current Liabilities		1,179,290
<i>Represented By :-</i>			
301	Current Year Surplus/Deficit	563,750	
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	88,705	
	Total Equity		1,179,290

CHAIRMAN'S INITIALS _____

