

## 21<sup>st</sup> January 2020

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 8.50pm.

### **PRESENT**

Chairman: M Gee

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

### **IN ATTENDANCE**

Mayor: Lynn Forbes

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Jamie Herridge (JH) – The Emmbrook School student participation project.

Jacob Cutting (JC) – The Emmbrook School student participation project.

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

Apologies for absence were received and accepted from Cllr N Campbell-White.

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

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

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

No questions were received.

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

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

**RESOLVED  
30084**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 19<sup>th</sup> November 2019 (pages 15969 to 15981) be received as a true and correct record and that they be signed by the Chairman.

### **PRECEPT 2020/21 (Agenda Item 5)**

It was proposed by Cllr D Lee and seconded by Cllr K Malvern and it was

**RESOLVED  
30085**

that the Provisional Budgets for the Financial Year 2020/2021 and the expenditure to 31<sup>st</sup> December 2019 be received and noted, and;

that the RFO's report 5 dated 6<sup>th</sup> January 2020, giving information relating to the increase to overall precept was noted and it was agreed that the following recommendation be forwarded to Full Council for approval:

that a precept level of £921,552.38 and proposed budgets for the year ending 31<sup>st</sup> March 2021 be presented for approval by Full Council on Tuesday 28<sup>th</sup> January 2020.

CHAIRMANS INITIALS \_\_\_\_\_



### **EARLY REPAYMENT OF PUBLIC WORKS LOAN BOARD (Agenda Item 6)**

The RFO's report 6 dated 8<sup>th</sup> January 2020 giving information relating to the early repayment of the remainder of the public works loan board was discussed in detail.

It was proposed by Cllr M Gee and seconded by Cllr D Lee and it was

**RESOLVED  
30086**

that the existing Cil Reserve of £90,000 and the further £360,560 2019/20 budgeted Cil funding be used to pay off the remainder of the public works loan taken out to fund the Market Place works. As the final redemption amount would only be confirmed on the date of repayment any additional funds required would be taken from general reserves.

**ACTION: RFO**

### **INTERNAL AUDIT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020 – INTERIM REPORT (Agenda Item 7)**

The Internal Auditor's report dated 13<sup>th</sup> January 2020 was received and discussed. The Chairman advised that as a previous auditor herself she was very happy with the information shown.

### **RISK REGISTER (Agenda Item 8)**

The RFO advised that following comments made at the September meeting about the length and information contained in the register, Cllr Fox had met with the Town Clerk and RFO to work through suggestions. Cllr Fox advised that he was happy with the changes and suggested that this was reviewed every 6 months by the relevant committees. The Chairman asked for the Committee responsible to be named more clearly on the document.

**ACTION: RFO**

### **ACCOUNTS PAYABLE (Agenda Item 9)**

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

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

**30087**

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

(i) that the list of costs for payment (page 16011) covering the period from 1<sup>st</sup> November 2019 to 31<sup>st</sup> December 2019 totalling the sum of £285,457.84 be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £84,000 was a transfer to the Clerk's A/c, and;

#### **(b) CLERK'S ACCOUNT**

(i) that the list of costs for payment (pages 16012-13) covering the period from 1<sup>st</sup> November 2019 to 31<sup>st</sup> December 2019 totalling the sum of £80,194.92 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

CHAIRMANS INITIALS \_\_\_\_\_



### **FINANCIAL REPORTS (Agenda Item 10)**

The following were received and noted;

- (a) the Income and Expenditure report containing actual expenditure to 31<sup>st</sup> December 2019 (pages 16014-16015).
- (b) the Balance Sheet as at 31<sup>st</sup> December 2019 (page 16016).
- (c) the revenue monitoring report dated 31<sup>st</sup> December 2019.

### **COMMITTEE INFORMATION (Agenda Item 11)**

No information was raised.

The RFO asked if any specific items from the meeting should be made available for marketing purposes and it was agreed that a statement concerning the repayment of the PWLB loan would be made available to the Marketing Co-ordinator.

**ACTION: RFO**

### **EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)**

It was proposed by Cllr I Shepherd Dubey and seconded by Cllr N Fox and it was

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.

Jacob Cutting, Jamie Herridge and the RFO left the meeting at 8.40pm

### **RECRUITMENT UPDATE (Agenda Item 13)**

The Town Clerk confirmed that the recruitment process for a new Amenities Officer would go live this week. An interview date of 26<sup>th</sup> February has been agreed and the Chairman of the Amenities committee will be involved.

### **STAFFING UPDATE (Agenda Item 14)**

The Town Clerk confirmed that the new arrangements in the Information Centre are working well.

### **CHAIRMAN**

CHAIRMANS INITIALS \_\_\_\_\_



## List of Payments made between 01/11/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2019	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
01/11/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
06/11/2019	BACS P/L Pymnt Page 3670	BACS Pymnt	1,072.50		BACS P/L Pymnt Page 3670
06/11/2019	O2	DDR0611201	258.92		staff mobile ophones
07/11/2019	Google Ireland Limited	DDR0711201	190.44		GOOGLE APS
08/11/2019	Castle Water Limited	DDR081119	1,015.22		01860770/TW7164120/01.03.19
08/11/2019	Grenkeleasing	GRENKLEASE	39.35		Insurance to be paid back
11/11/2019	Barclaycard	DDR111119	91.24		Barclaycard PDQ machine
12/11/2019	Clerk's Drawings Account	Imprest	40,000.00		Imprest
15/11/2019	BACS P/L Pymnt Page 3672	BACS Pymnt	2,538.00		BACS P/L Pymnt Page 3672
15/11/2019	Public Works Loan	DDR151119	29,526.59		Public Works Loan
16/11/2019	sage software limited	Std Ord	44.10		payroll services
18/11/2019	Barclaycard Commercial	ddr1811201	2,207.03		october credit card statement
20/11/2019	Total Gas & Power Ltd	ddr201119	110.99		200841613/19/OCT GAS/Total
20/11/2019	Total Gas & Power Ltd	ddr2011201	587.44		August GAs
20/11/2019	Castle Water Limited	DDR2011201	34.59		Purchase Ledger Payment
20/11/2019	Inv 19406	302684	100.00		Inv 19406
20/11/2019	Inv 19406 wrong bank ac	302684	-100.00		Inv 19406 wrong bank ac
26/11/2019	BACS P/L Pymnt Page 3676	BACS Pymnt	27,371.90		BACS P/L Pymnt Page 3676
28/11/2019	Twofold Limited	DDR2811201	71.96		Franking machine
28/11/2019	HMRC NDDS	DDR281119	6,853.01		HMRC NDDS
29/11/2019	Focus Group	DDR291119	214.44		telephone rental
29/11/2019	Focus Group	ddr291119	79.43		Telephone
01/12/2019	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
01/12/2019	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
03/12/2019	BACS P/L Pymnt Page 3687	BACS Pymnt	71,803.63		BACS P/L Pymnt Page 3687
05/12/2019	O2	05122019	258.34		Purchase Ledger DDR Payment
06/12/2019	Google Ireland Limited	06122019	190.44		google apps
09/12/2019	Castle Water Limited	1015.22	1,015.22		01860770/TW7164120/01.03.19-
09/12/2019	BNP Paribas Leasing Solutions	dcr0912201	408.07		rental
10/12/2019	Clerk's Drawings Account	imprest	44,000.00		Imprest
10/12/2019	Barclaycard	DDR1012201	105.22		Barclaycard PDQ
10/12/2019	BNP Paribas Leasing Solutions	ddr1012201	-408.07		08.12.19 to 07.03.20
16/12/2019	sage software limited	Std Ord	44.10		payroll services
17/12/2019	Petty Cash	302686	129.58		Imprest
18/12/2019	Barclaycard Commercial	DDR1812201	1,831.33		November statement
19/12/2019	BACS P/L Pymnt Page 3693	BACS Pymnt	30,820.16		BACS P/L Pymnt Page 3693
19/12/2019	staff	BX59794629	25.19		expenses
20/12/2019	Total Gas & Power Ltd	dcr2012201	145.67		31.10 to 30.11
20/12/2019	Total Gas & Power Ltd	DDR2012201	1,143.19		Purchase Ledger Payment
20/12/2019	Castle Water Limited	tw10759900	34.59		Purchase Ledger Payment
21/12/2019	BOOKING CUSTOMERS	BX59978227	200.00		BOOKING CUSTOMERS
23/12/2019	HMRC NDDS	DDR2312201	6,902.49		HMRC NDDS
30/12/2019	BACS P/L Pymnt Page 3699	BACS Pymnt	5,657.98		BACS P/L Pymnt Page 3699
30/12/2019	Focus Group	30122019	212.41		calls/rental
30/12/2019	Focus Group	ddr3012201	79.43		calls & line rental
		<b>Total Payments</b>	<b>285,457.58</b>		

CHAIRMAN'S INITIALS \_\_\_\_\_



## Clerk's Drawings Account

## List of Payments made between 01/11/2019 and 31/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2019	Peninsula	Std Ord	150.00		Personnel contract
01/11/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/11/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/11/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/11/2019	wokingham borough council	Std Ord	33.30		garage rent
01/11/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/11/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
06/11/2019	Inv 302682 deposit refund	302682	100.00		Inv 302682 deposit refund
06/11/2019	epenses, deposit	BX56100384	178.68		epenses, deposit
08/11/2019	Inv 19011 deposit refund	BX56150795	100.00		Inv 19011 deposit refund
08/11/2019	BACS P/L Pymnt Page 3667	BACS Pymnt	4,492.07		BACS P/L Pymnt Page 3667
13/11/2019	Neopost Limited	DDR1311201	20.00		Purchase Ledger Payment
13/11/2019	Mayor	BX56469572	875.00		Mayoral allowance
14/11/2019	Neopost Limited	DDR1411201	180.00		machine top up
15/11/2019	BACS P/L Pymnt Page 3671	BACS Pymnt	295.00		BACS P/L Pymnt Page 3671
15/11/2019	Payflow	BX56458484	21,671.62		November salaries
18/11/2019	Castle Water Limited	TW963308	9.77		Purchase Ledger Payment
18/11/2019	Castle Water Limited	DDR181119	251.79		Purchase Ledger Payment
19/11/2019	Windmill Primary School	302683	100.00		Windmill Primary School deposi
20/11/2019	Inv 19406 deposit refund	302684	100.00		Inv 19406 deposit refund
21/11/2019	various	BX57218800	409.90		deposits/expenses
25/11/2019	Lex Autolease	DD	253.70		Monthly van leasing charge
26/11/2019	BACS P/L Pymnt Page 3673	BACS Pymnt	5,274.73		BACS P/L Pymnt Page 3673
26/11/2019	BACS P/L Pymnt Page 3677	BACS Pymnt	300.00		BACS P/L Pymnt Page 3677
26/11/2019	booking customers	BX7587600	400.00		deposit refunds
28/11/2019	Castle Water Limited	se92716	664.93		Purchase Ledger Payment
01/12/2019	Peninsula	Std Ord	150.00		Personnel contract
01/12/2019	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/12/2019	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/12/2019	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/12/2019	wokingham borough council	Std Ord	33.30		garage rent
01/12/2019	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/12/2019	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
03/12/2019	Neopost Limited	ddr0312201	200.00		120319/FRANKING/TOPUP/
03/12/2019	BACS P/L Pymnt Page 3694	BACS Pymnt	4,308.58		BACS P/L Pymnt Page 3694
04/12/2019	staff	BX58442543	43.36		expenses
05/12/2019	BACS P/L Pymnt Page 3684	BACS Pymnt	4,891.16		BACS P/L Pymnt Page 3684
05/12/2019	Inv 19516 deposit refund	BX58829983	100.00		Inv 19516 deposit refund
05/12/2019	Peninsula	DDr0512201	570.00		open space safety audit
05/12/2019	Peninsula	PENINSULA	-0.50		adjustment
09/12/2019	Honorary	BX58834716	600.00		Honorary allowances
12/12/2019	Honoraries	BX59157032	800.00		Honoraries allowance
13/12/2019	booking customers	BX59266611	624.00		deposit refunds
13/12/2019	Honorary	BX59258351	200.00		Honorary allowance
13/12/2019	Payflow	DDR131219	22,317.52		December salary
17/12/2019	F & P and Current Accounts	302686	129.58		Petty Cash a/c corr
18/12/2019	Inv 18926	302687	100.00		Inv 18926 deposit refund

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## Clerk's Drawings Account

## List of Payments made between 01/11/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2019	Invoice 19416	302688	100.00		Invoice 19416 damage deposit
19/12/2019	BACS P/L Pymnt Page 3692	BACS Pymnt	2,238.69		BACS P/L Pymnt Page 3692
19/12/2019	BACS P/L Pymnt Page 3696	BACS Pymnt	1,033.20		BACS P/L Pymnt Page 3696
19/12/2019	Castle Water Limited	DDR1912201	115.34		Ormonde water
19/12/2019	Castle Water Limited	DDr1912201	9.46		Lang Rec water
19/12/2019	F & P and Current Accounts	BX59794629	25.19		BX59794629 corr
20/12/2019	F & P and Current Accounts	BX59978227	200.00		BX19121859978227 a/c corr
24/12/2019	Royal Horticultural Society	302689	160.00		Bloom insurance
25/12/2019	Lex Autolease	DD	253.70		Monthly van leasing charge
30/12/2019	Staff	BX60694701	7.79		expenses
30/12/2019	booking customers	`BX6069374	200.00		damage deposits Inv 19486, 195
30/12/2019	BACS P/L Pymnt Page 3698	BACS Pymnt	1,416.06		BACS P/L Pymnt Page 3698
30/12/2019	booking customers	BX60693741	100.00		Deposit refunds
30/12/2019	booking customer	BX6069374	100.00		deposit refund inv 19513
30/12/2019	booking customers	BX60693741	100.00		Everman correction
30/12/2019	booking customer	BX60693741	100.00		BX6069374 correc
30/12/2019	BX60693741 corr of corr	BX6069374	-400.00		BX60693741 corr of corr
		<b>Total Payments</b>	<b>80,194.92</b>		

CHAIRMANS INITIALS \_\_\_\_\_



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## Summary Income &amp; Expenditure by Budget Heading 06/01/2020

Month No: 9

## 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 Amenities	Income	10,531	15,288	9,600	(5,688)		
	Expenditure	50,891	88,790	68,360	(20,430)		(20,430)
	Movement to/(from) Gen Reserve	(40,360)	(73,503)				
102 Market & Bloom	Income	23,865	37,609	40,800	3,192		
	Expenditure	22,583	21,259	21,160	(99)		(99)
	Movement to/(from) Gen Reserve	1,282	16,350				
103 Parks	Income	7,501	1,792	1,950	158		
	Expenditure	60,352	42,115	64,700	22,585		22,585
	Movement to/(from) Gen Reserve	(52,851)	(40,323)				
104 Woosehill	Income	44,255	34,071	41,210	7,139		
	Expenditure	17,284	18,542	22,200	3,658		3,658
	Movement to/(from) Gen Reserve	26,971	15,529				
106 Town Hall	Income	94,933	107,132	140,640	33,508		
	Expenditure	102,885	72,969	93,830	20,861		20,861
	Movement to/(from) Gen Reserve	(7,952)	34,164				
109 Allotments	Income	0	899	0	(899)		
120 Amenities Capital	Expenditure	723,546	131,467	135,000	3,533		3,533
	AMENITIES Income	<b>181,086</b>	<b>196,791</b>	<b>234,200</b>	<b>37,409</b>		
	Expenditure	<b>977,542</b>	<b>375,141</b>	<b>405,250</b>	<b>30,109</b>	<b>0</b>	<b>30,109</b>
	Movement to/(from) Gen Reserve	<b>(796,456)</b>	<b>(178,350)</b>				
<b><u>FINANCE &amp; PERSONNEL</u></b>							
201 Personnel	Income	221	0	0	0		
	Expenditure	432,633	337,789	450,500	112,711		112,711
	Movement to/(from) Gen Reserve	(432,412)	(337,789)				
301 F & P Administration	Income	1,765,022	1,288,412	1,283,770	(4,642)		
	Expenditure	825,426	158,816	536,700	377,884		377,884
	Net Income over Expenditure	939,596	1,129,596	747,070	(382,526)		
	plus Transfer from EMR	0	19,800				
	Movement to/(from) Gen Reserve	939,596	1,149,396				
302 Civic	Income	723	4,668	0	(4,668)		
	Expenditure	22,510	29,332	23,880	(5,452)		(5,452)
	Movement to/(from) Gen Reserve	(21,787)	(24,664)				

CHAIRMAN'S INITIALS \_\_\_\_\_



303 Grants	Expenditure	64,196	81,263	76,490	(4,773)		(4,773)
	FINANCE & PERSONNEL Income	<b>1,765,966</b>	<b>1,293,080</b>	<b>1,283,770</b>	<b>(9,310)</b>		
	Expenditure	<b>1,344,765</b>	<b>607,200</b>	<b>1,087,570</b>	<b>480,370</b>	<b>0</b>	<b>480,370</b>
	Net Income over Expenditure	<b>421,201</b>	<b>685,880</b>				
	plus Transfer from EMR	<b>0</b>	<b>19,800</b>				
	Movement to/(from) Gen Reserve	<b>421,201</b>	<b>705,680</b>				

#### **PLANNING & TRANSPORTATION**

401 Highways and Planning	Income	996	0	0	0		
	Expenditure	625	1,150	2,200	1,050		1,050
	Movement to/(from) Gen Reserve	371	(1,150)				
	PLANNING & TRANSPORTATION Income	<b>996</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Expenditure	<b>625</b>	<b>1,150</b>	<b>2,200</b>	<b>1,050</b>	<b>0</b>	<b>1,050</b>
	Movement to/(from) Gen Reserve	<b>371</b>	<b>(1,150)</b>				

#### **ARTS & CULTURE**

304 Arts & Culture	Income	13,403	7,342	6,750	(592)		
	Expenditure	62,196	61,855	67,500	5,645		5,645
	Movement to/(from) Gen Reserve	(48,793)	(54,513)				
	ARTS & CULTURE Income	<b>13,403</b>	<b>7,342</b>	<b>6,750</b>	<b>(592)</b>		
	Expenditure	<b>62,196</b>	<b>61,855</b>	<b>67,500</b>	<b>5,645</b>	<b>0</b>	<b>5,645</b>
	Movement to/(from) Gen Reserve	<b>(48,793)</b>	<b>(54,513)</b>				

#### **RESERVES**

	RESERVES Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Movement to/(from) Gen Reserve	<b>0</b>	<b>0</b>				
	Grand Totals:- Income	<b>1,961,450</b>	<b>1,497,214</b>	<b>1,524,720</b>	<b>27,506</b>		
	Expenditure	<b>2,385,127</b>	<b>1,045,347</b>	<b>1,562,520</b>	<b>517,173</b>	<b>0</b>	<b>517,173</b>
	Net Income over Expenditure	<b>(423,677)</b>	<b>451,867</b>	<b>(37,800)</b>	<b>(489,667)</b>		
	plus Transfer from EMR	<b>0</b>	<b>19,800</b>				
	Movement to/(from) Gen Reserve	<b>(423,677)</b>	<b>471,667</b>				

CHAIRMAN'S INITIALS \_\_\_\_\_





## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 06/01/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	16,330
105	VAT Control Account	13,055
199	PayPal Receipts Account	2,032
201	F & GP + Current Account	827,725
202	Clerk's Drawings Account	47,260
205	Treasury Deposit	250,000
208	Courtyard Restaurant	6,698
210	Petty Cash	200
211	Office 2 (Michael Cragg)	806
<b>Total Current Assets</b>		<b>1,164,106</b>
<u>Current Liabilities</u>		
501	Creditors	56,419
502	Receipts in Advance	6,692
505	Courtyard Restaurant Creditor	6,698
508	Office 2 Michael Cragg	806
510	Accruals	1,383
561	Hire Deposits Town Hall	2,300
562	Hire Deposits Woosehill	1,076
564	Long Term Key & Damage Deposit	3,325
<b>Total Current Liabilities</b>		<b>78,699</b>
<b>Net Current Assets</b>		<b>1,085,407</b>
<b>Total Assets less Current Liabilities</b>		<b>1,085,407</b>
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	469,867
310	General Reserve	182,835
320	Self Insurance Fund	50,000
321	Emergency Provision	200,000
322	Cil Reserve	90,000
325	Asset Revaluation Reserve	4,000
360	Capital Projects	88,705
<b>Total Equity</b>		<b>1,085,407</b>

NB The balance sheet does not show investments other than in interest bearing savings accounts as these are identified as Long Term investments for Town and Parish Councils and appear on the Fixed Asset Register. As at 31 March 2019 the value of investments was £244,614. Long term liabilities as at 31 March 2019 was £488,192.

CHAIRMANS INITIALS \_\_\_\_\_

