

## 28<sup>th</sup> April 2020

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held virtually.

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held virtually on this day from 7.30pm to 9.50pm.

### **PRESENT**

Chairman: M Gee

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

### **IN ATTENDANCE**

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

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

Cllrs D Hinton and T Lack

One member of the public

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

Apologies for absence were received and accepted from Cllr R Bishop-Firth and Jacob Cutting (JC) – The Emmbrook School student participation project.

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

No interests were declared.

### **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  
30114**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 21<sup>st</sup> January 2020, pages 16008 to 16016 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

### **YEAR END 2019/2020 BUDGET REPORT (Agenda Item 5)**

The RFO's Year End Budget report for the financial year 2019-2020, including the revenue monitoring report to 31<sup>st</sup> March 2020 was received and noted.

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### **AUDIT 2019/2020 (Agenda Item 6)**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and the following was

**RESOLVED  
30115**

- (a) that the Internal Auditor's reports dated 13<sup>th</sup> January 2020 and 15<sup>th</sup> April 2020 respectively, for the Accounts for the year ending 31<sup>st</sup> March 2020 be received,
- (b) that the review of the effectiveness of internal audit performed by this Council for the year end March 2020 be received and
- (c) that Claire Connell be confirmed as the Internal Auditor for this council for the financial year 2020/2021.

The Town Clerk noted that, once again, the internal audit confirmed the strong financial practice of WTC with no areas of concern. The Chairman offered thanks to the RFO and officers and noted that this year had been particularly challenging as this was over the period that the lockdown started.

**ACTION: RFO**

### **ANNUAL RETURN 2019/2020(Agenda Item 7)**

It was proposed by Cllr M Gee and seconded by Cllr D Lee and the following was

**RESOLVED  
30116**

- (a) that the Financial Statements for the year ending 31<sup>st</sup> March 2020 be received and approved.
- (b) that the annual return variance review which accompanies the annual return to the Audit Commission be approved.
- (c) that the Local Councils Annual Return for the year ending 31<sup>st</sup> March 2020 be sent to Full Council for approval.

### **STANDING FINANCIAL REGULATIONS (Agenda Item 8)**

The updated standard financial regulations and addendum to the regulations for the year ended 31<sup>st</sup> March 2021 were received and noted.

Cllr Lack queried the expenditure limit for the Market & Bloom Officer showing as 0.5% which appeared as the same as the RFO and BGO. The RFO advised that discussions had taken place concerning movement of some budgets from the AO which would necessitate a higher approval limit for the MBO but these had been concluded and the limit would be altered to 0.05%

**ACTION: RFO**

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

The list of payments from the Clerk's Drawing Account and the F&P Account were received. Cllr Cunnington asked for actual repayment figures for PWLB loan to include interest and premium paid. The RFO would circulate information to Committee.

It was proposed by Cllr M Gee and seconded by Cllr I Shepherd-Dubey and the following was

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

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



**RESOLVED  
30117**

(i) that the list of costs from 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020 (pages 16058-59) totalling the sum of £804,139.29 paid from the F & GP Account be approved for payment as well as the respective cheques and bacs paid from the F&P account. It was noted that £111,000 was a transfer to the Clerk's A/c, and;

**(b) CLERK'S ACCOUNT**

(i) the list of costs from 1<sup>st</sup> January 2020 to 31<sup>st</sup> March 2020 (pages 16060-61) totalling the sum of £109,977.63 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

**ACTION: RFO**

**COMMITTEE INFORMATION (Agenda Item 10)**

No information was raised.

The use of google hangouts for the virtual meeting was identified as a success story for the Marketing Co-ordinator.

**ACTION: RFO**

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)**

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

**RESOLVED  
30118**

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.

Jamie Herridge and the member of the public left the meeting at 8.15pm

**TOWN HALL TENANTS (Agenda Item 12)**

The Town Clerk's report 02/12 was received and noted.

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

**RESOLVED  
30119**

That a three month deferment of rent from April – June 2020 would be offered to Town Hall Tenants following assurances from the tenants that they had sought all Government help available to them. The Town Clerk was asked to write on behalf of the Committee.

**ACTION: TOWN CLERK**

**IMPACT ON LOCAL CHARITIES (Agenda Item 13)**

The Town Clerk gave a verbal report on the work she is doing for Wokingham Community Response Group. Part of this work is considering the impact the Covid 19 crisis is having on local charities and their future sustainability.

**RESOLVED  
30120**

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

That the Committee is open, in principle, to supporting a strategic approach to any financial support to the Local Charities and voluntary organisations which have been particularly affected by the crisis. The committee would welcome updates on this matter.

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The Town Clerk advised that the Scottish and Southern Electricity Networks (SSEN) had opened a fund to offer grants of up to £3,000 for project that will specifically support community members in vulnerable situations as a consequence of the Covid 19 crisis. Through the Wokingham Community Response Group, working in partnership with The Link Visiting Scheme, a project for wellbeing bags has been suggested. If the bid for the grant is successful WBC have offered to match fund £1500 and the Town Clerk asked if WTC would also be prepared to do the same.

**RESOLVED  
30121**

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

That £1,500 of match funding be available from the grants budget to support a successful bid from SSEN.

The RFO left the meeting at 9.25pm

**STAFFING UPDATE (Agenda Item 14)**

The Town Clerk updated the committee:

- The new Amenities Officer was being successfully inducted, albeit virtually.
- The current Amenities Officer will step into his new part-time Allotments Officer role as of 11<sup>th</sup> May
- Recruitment of the new Information Centre Assistant and Grounds Person will be launched post the lockdown
- The Committee discussed the transfer to remote working. The Town Clerk confirmed that staff are working well and the committee thanked the team for ensuring to the new way of working took place so smoothly.

**CHAIRMAN**

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Date:14/04/2020

## Wokingham Town Council

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Time: 11:07

### F & P and Current Accounts

#### List of Payments made between 01/01/2020 and 31/03/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/01/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
01/01/2020	Wokingham Borough Council	Std Ord	2,696.00		Town Hall Rates 2104329
06/01/2020	O2	ddr060120	256.26		phones
08/01/2020	Google Ireland Limited	dcr080120	193.50		google apps
08/01/2020	Castle Water Limited	Ddr080120	1,015.22		01860770/TW7164120/01.03.19-1
10/01/2020	barclaycard	DDR100120	65.30		barclaycard PDQ
13/01/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
15/01/2020	BACS P/L Pymnt Page 3708	BACS Pymnt	2,927.21		BACS P/L Pymnt Page 3708
15/01/2020	BACS P/L Pymnt Page 3711	BACS Pymnt	4,779.00		BACS P/L Pymnt Page 3711
15/01/2020	staff	BX36180430	38.00		paint
15/01/2020	payflow	BX61662454	21,652.03		January salaries
16/01/2020	sage software limited	Std Ord	44.10		payroll services
16/01/2020	Clerk's Drawings Account	imprest	38,000.00		Imprest
17/01/2020	Barclaycard Commercial	DDR170120	2,342.01		credit card
20/01/2020	Castle Water Limited	DDr200120	34.59		Purchase Ledger Payment
21/01/2020	BACS P/L Pymnt Page 3714	BACS Pymnt	24,399.71		BACS P/L Pymnt Page 3714
21/01/2020	BACS P/L Pymnt Page 3719	BACS Pymnt	42,880.00		BACS P/L Pymnt Page 3719
24/01/2020	Focus Group	DDR 240120	79.43		Purchase Ledger Payment
24/01/2020	Focus Group	Dr240120	205.61		Purchase Ledger Payment
24/01/2020	Total Gas & Power Ltd	DDR240120	206.26		December gas
24/01/2020	Total Gas & Power Ltd	DDr240120	1,796.19		Dec Gas
27/01/2020	BACS P/L Pymnt Page 3720	BACS Pymnt	10,015.30		BACS P/L Pymnt Page 3720
30/01/2020	HMRC NDDS	DD	6,805.87		HMRC NDDS
31/01/2020	BACS P/L Pymnt Page 3724	BACS Pymnt	7,375.80		BACS P/L Pymnt Page 3724
31/01/2020	Total Gas & Power Ltd	ddr3101202	33.75		Gipsy lane toilet to 31/12/19
31/01/2020	Total Gas & Power Ltd	ddr310120	16.07		acc 6438/Th to 31 dec 19
31/01/2020	Total Gas & Power Ltd	DDR310120	157.09		Acc 9856 TH to 31/12/19
31/01/2020	Total Gas & Power Ltd	DDR310120	3,913.11		TH to 31/12/19
31/01/2020	Total Gas & Power Ltd	DdR	871.11		TH to 31.12.2019
31/01/2020	Total Gas & Power Ltd	DDR3101202	19.62		Purchase Ledger Payment
31/01/2020	Total Gas & Power Ltd	DDR310120	91.95		kiosk to 31 Dec 2019
01/02/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
05/02/2020	O2	ddr050220	258.66		Mobile contract for January 20
07/02/2020	Google Ireland Limited	ddr070220	191.24		google apps
10/02/2020	Castle Water Limited	dcr100220	1,015.22		Purchase Ledger Payment
10/02/2020	Barclaycard	DDR100220	54.49		PDQ machine
11/02/2020	Total Gas & Power Ltd	ddr110220	110.32		Woosehill to 31 Oct
12/02/2020	BACS P/L Pymnt Page 3738	BACS Pymnt	3,917.04		BACS P/L Pymnt Page 3738

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13/02/2020	Mayor	BX64352671	975.00	mayoral allowance/ damaged clo
16/02/2020	sage software limited	Std Ord	44.10	payroll services
17/02/2020	Clerk's Drawings Account	Imprest	37,000.00	Imprest
17/02/2020	Barclaycard Commercial	DDR170220	906.11	credit card
20/02/2020	BACS P/L Pymnt Page 3745	BACS Pymnt	9,648.25	BACS P/L Pymnt Page 3745
20/02/2020	(Paypal Receipts) Account	corr	0.50	correction
20/02/2020	PWLB	BACS	466,050.71	Repayment of PWLB loan
20/02/2020	Castle Water Limited	DDR200220	34.59	Purchase Ledger Payment
20/02/2020	PWLB	DDR200220	466,050.71	PWLB repayment

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## F &amp; P and Current Accounts

## List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/02/2020	PWLB	DDR200220	-466,050.71		PWLB entered twice
27/02/2020	Twofold Limited	DDR270220	71.96		Franking Machine
27/02/2020	HMRC NDDS	DDR270220	6,721.38		HMRC NDDS
28/02/2020	BACS P/L Pymnt Page 3755	BACS Pymnt	13,815.00		BACS P/L Pymnt Page 3755
28/02/2020	Focus Group	dcr280220	206.29		line rental
28/02/2020	Focus Group	ddr280220	79.43		line rental
01/03/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
06/03/2020	Google Ireland Limited	DDR060320	190.44		Google apps
06/03/2020	O2	ddr060320	256.60		mobile phones
09/03/2020	BACS P/L Pymnt Page 3764	BACS Pymnt	4,504.95		BACS P/L Pymnt Page 3764
09/03/2020	Castle Water Limited	DDR090320	1,015.22		Purchase Ledger Payment
10/03/2020	Barclaycard	DDR100320	54.51		Barclaycard PDQ
10/03/2020	Clerk's Drawings Account	imprest	36,000.00		Imprest
10/03/2020	BACS P/L Pymnt Page 3772	BACS Pymnt	4,380.00		BACS P/L Pymnt Page 3772
12/03/2020	Total Gas & Power Ltd	DDR120320	151.26		gas 31.12 to 31.01
12/03/2020	Total Gas & Power Ltd	DDr120320	1,705.85		gas 31.12.19 to 31.01.20
12/03/2020	BACS P/L Pymnt Page 3771	BACS Pymnt	11,409.42		BACS P/L Pymnt Page 3771
16/03/2020	sage software limited	Std Ord	44.10		payroll services
19/03/2020	Barclaycard Commercial	DDR190320	2,956.96		Purchase Ledger Payment
20/03/2020	Total Gas & Power Ltd	DDR200320	124.40		208319138/20/31.01 TO 29.02/To
20/03/2020	Total Gas & Power Ltd	DDr200320	1,601.53		Purchase Ledger Payment
20/03/2020	Castle Water Limited	Dcr200320	34.59		Purchase Ledger Payment
23/03/2020	BACS P/L Pymnt Page 3774	BACS Pymnt	11,445.70		BACS P/L Pymnt Page 3774
26/03/2020	HMRC NDDS	DDR 260320	6,531.82		HMRC NDDS
26/03/2020	BACS P/L Pymnt Page 3781	BACS Pymnt	1,499.40		BACS P/L Pymnt Page 3781
26/03/2020	19788 deposit refund	BX68328014	100.00		19788 deposit refund
26/03/2020	Inv 19788 corr	BX6838014C	-100.00		Inv 19788 corr
30/03/2020	Focus Group	DDR3003202	205.36		line rental/calls
30/03/2020	Focus Group	DCR3003202	79.43		Line rental
30/03/2020	Castle Water Limited	DDR3003202	586.48		Purchase Ledger Payment
30/03/2020	Castle Water Limited	DCR3003202	144.38		Purchase Ledger Payment
		<b>Total Payments</b>	<b>804,139.29</b>		

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## Clerk's Drawings Account

## List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2020	Peninsula	Std Ord	150.00		Personnel contract
01/01/2020	wokingham borough council	Std Ord	255.00		OFFICE 1 2035191
01/01/2020	wokingham borough council	Std Ord	324.00		Information Centre 1045161
01/01/2020	wokingham borough council	Std Ord	633.00		Market Tolls 1016075
01/01/2020	wokingham borough council	Std Ord	33.30		garage rent
01/01/2020	Wokingham Borough Council	Std Ord	242.00		Office 3 a/c 2239762
01/01/2020	Wokingham Borough Council	Std Ord	300.00		Woosehill 101493X
01/01/2020	Peninsula	PENINSULA	-0.50		adjustment
13/01/2020	public	BX61512534	123.29		allot rent/ deposit refund
15/01/2020	BACS P/L Pymnt Page 3706	BACS Pymnt	1,971.19		BACS P/L Pymnt Page 3706
15/01/2020	BACS P/L Pymnt Page 3709	BACS Pymnt	16.20		BACS P/L Pymnt Page 3709
15/01/2020	BACS P/L Pymnt Page 3710	BACS Pymnt	819.60		BACS P/L Pymnt Page 3710
15/01/2020	F & P and Current Accounts	payflow	21,652.03		correction
15/01/2020	F & P and Current Accounts	BX 3618043	38.00		correction
16/01/2020	Room hire deposit refunds	BACS	200.00	bx200116621597	inv 19376 and 19608
20/01/2020	Castle Water Limited	DDR200120	9.77		langborough/TW963308
20/01/2020	Castle Water Limited	DDR200120	5.21		ormonde
21/01/2020	BACS P/L Pymnt Page 3715	BACS Pymnt	5,639.45		BACS P/L Pymnt Page 3715
21/01/2020	BACS P/L Pymnt Page 3718	BACS Pymnt	297.09		BACS P/L Pymnt Page 3718
23/01/2020	staff and cllr expenses	BACS	70.99		BX12162539916
25/01/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
27/01/2020	BACS P/L Pymnt Page 3721	BACS Pymnt	733.28		BACS P/L Pymnt Page 3721
27/01/2020	Cllr/staff expenses	BACS	48.00		Cllr/staff expenses
31/01/2020	BACS P/L Pymnt Page 3722	BACS Pymnt	4,053.60		BACS P/L Pymnt Page 3722
31/01/2020	WBC, customer, councillors	BX63644783	285.00		deposit, planning, DBS check
01/02/2020	Peninsula	Std Ord	150.00		Personnel contract
01/02/2020	wokingham borough council	Std Ord	33.30		garage rent
01/02/2020	Peninsula	PENNINSUL	-0.50		personnel contract standing or
04/02/2020	BACS P/L Pymnt Page 3725	BACS Pymnt	354.00		BACS P/L Pymnt Page 3725
06/02/2020	councillors	BX64154105	46.00		DBS checks
12/02/2020	BACS P/L Pymnt Page 3736	BACS Pymnt	2,621.74		BACS P/L Pymnt Page 3736
13/02/2020	F & P and Current Accounts	BX64352671	975.00		posted to wrong account
14/02/2020	Payflow	DD	20,733.68		Feb Salaries
17/02/2020	Inv 19691 deposit refund	302690	100.00		Inv 19691 deposit refund
18/02/2020	Castle Water Limited	DCR180220	9.77		Lang rec wc water
20/02/2020	BACS P/L Pymnt Page 3743	BACS Pymnt	4,805.78		BACS P/L Pymnt Page 3743
20/02/2020	councillors/customers	BX65051682	246.00		DBS/deposit refund
21/02/2020	booking customers	BX65136357	200.00		deposit refund
24/02/2020	customer/town cryer uniform cl	BX65275025	116.95		customer/town cryer uniform cl
25/02/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
28/02/2020	BACS P/L Pymnt Page 3753	BACS Pymnt	2,309.50		BACS P/L Pymnt Page 3753
28/02/2020	deposit refunds	BX65844665	200.00		deposit refunds
01/03/2020	Peninsula	Std Ord	149.50		Personnel contract
01/03/2020	wokingham borough council	Std Ord	33.30		garage rent
05/03/2020	customer/expenses	BX66436344	513.66		customer/expenses
09/03/2020	BACS P/L Pymnt Page 3762	BACS Pymnt	1,981.46		BACS P/L Pymnt Page 3762

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## Clerk's Drawings Account

## List of Payments made between 01/01/2020 and 31/03/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/03/2020	Booking Customer	BX66658462	100.00		Deposit refund Inv 19731
09/03/2020	SEAP Inv 19729	BX66668287	137.50		SEAP Inv 19729
09/03/2020	The circle trust	BX66665996	1,000.00		Graffiti project
09/03/2020	Emmbrook and Forest	BX66656796	750.00		Graffiti project
10/03/2020	Petty Cash	302691	57.96		Imprest
12/03/2020	BACS P/L Pymnt Page 3767	BACS Pymnt	3,342.93		BACS P/L Pymnt Page 3767
12/03/2020	customer/staff	BX67036367	108.00		refund/expenses
12/03/2020	BACS P/L Pymnt Page 3770	BACS Pymnt	856.33		BACS P/L Pymnt Page 3770
13/03/2020	Room hirers	BX67115516	200.00		deposit refund Inv 19727, 1949
13/03/2020	Payflow	DDR130320	20,042.67		March salaries
19/03/2020	Inv 19391 refund	BX67685536	279.00		Inv 19391 refund
20/03/2020	Castle Water Limited	DCR2003202	9.14		Purchase Ledger Payment
21/03/2020	BACS P/L Pymnt Page 3773	BACS Pymnt	576.00		BACS P/L Pymnt Page 3773
23/03/2020	BACS P/L Pymnt Page 3775	BACS Pymnt	56.99		BACS P/L Pymnt Page 3775
23/03/2020	BACS P/L Pymnt Page 3776	BACS Pymnt	1,626.24		BACS P/L Pymnt Page 3776
23/03/2020	hirers	BX67911095	862.25		refunds
23/03/2020	bx67911095	BACS	-93.71		inv 19013 & 19720 correct
23/03/2020	19013 & 19720	BACS	93.71		19013 & 19720
26/03/2020	BACS P/L Pymnt Page 3777	BACS Pymnt	711.74		BACS P/L Pymnt Page 3777
26/03/2020	staff	BX68286458	9.99		expenses
26/03/2020	Hirers	BX68292656	1,035.25		Refunds
26/03/2020	BACS P/L Pymnt Page 3782	BACS Pymnt	1,500.32		BACS P/L Pymnt Page 3782
26/03/2020	staff	BX68530649	35.98		printer cartridges
26/03/2020	Inv 19788	BX68328014	100.00		Inv 19788
26/03/2020	BMACA Inv 19713 refund	BX68305119	259.00		BMACA Inv 19713 refund
27/03/2020	Hirer	BX20032768	204.00		Inv 19405 refund
27/03/2020	BACS P/L Pymnt Page 3784	BACS Pymnt	379.14		BACS P/L Pymnt Page 3784
30/03/2020	F & P and Current Accounts	Castle wat	586.48		posted to wrong a/c
31/03/2020	Inv 18895	302628	-100.00		Inv 18895 out of date cheque
31/03/2020	Inv19131	302637	-100.00		Inv19131 out of date cheque
31/03/2020	Inv 19008	302649	-100.00		Inv 19008 out of date cheque
31/03/2020	Inv 19017	302662	-100.00		Inv 19017 out of date cheque
31/03/2020	Honorary constable	302633	-25.13		out of date cheque w/o
31/03/2020	BACS P/L Pymnt Page 3788	BACS Pymnt	939.81		BACS P/L Pymnt Page 3788
31/03/2020	iNV 19373 DEPOSIT REFUND	BX68894272	100.00		iNV 19373 DEPOSIT REFUND
31/03/2020	Inv 19373 18328 wed refund	BX68894272	550.00		Inv 19373 18328 wed refund
		<b>Total Payments</b>	<b>109,977.63</b>		

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