

# 14<sup>th</sup> July 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 9.25pm.

## **PRESENT**

Chairman: M Gee

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

## **IN ATTENDANCE**

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Cllr T Lack

Cllr D Hinton

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

No apologies for absence were received.

## **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 D Lee and seconded by Cllr S Gurney and it was

**RESOLVED  
30153**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 9<sup>th</sup> June 2020, pages 16089 to 16102 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

## **GRANTS POLICY (Agenda Item 5)**

The grants policy and application form was discussed and subject to a correction to show 10% of precept budget in the policy document,

It was proposed by Cllr M Gee and seconded by Cllr N Fox and it was

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



**RESOLVED  
30154**

- a) that the updated grants policy and application form be used the 2021-22 grant funding cycle
- b) the grants budget for 2021-2022 be set at a maximum of £92,150
- c) the grants application process for 2021-22 will open on 27<sup>th</sup> July 2020.

**INSURANCE (Agenda Item 6)**

It was noted that the annual insurance review had taken place with the broker at WPS.

**CCLA INVESTMENT UPDATE (Agenda Item 7)**

The CCLA market report, prices and dividend yields for the Local Authority Property fund was discussed. Although this is a long term investment, owing to the current economic climate and the suspension of trading, the Chairman noted that she would like to monitor this with the RFO and Vice Chairman at each agenda planning meeting and add as a future agenda item if there is any significant change in the market.

**ACTION: RFO/CHAIRMAN**

**ACCOUNTS PAYABLE (Agenda Item 8)**

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

It was proposed by Cllr M Gee and seconded by Cllr N Campbell-White and the following was

**(a) F & P ACCOUNT**

**RESOLVED  
30155**

(i) that the list of costs from 1<sup>st</sup> June 2020 to 30<sup>th</sup> June 2020 (page16117) totalling the sum of £83,493.27 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 £31,000 was a transfer to the Clerk's A/c, and;

**(b) CLERK'S ACCOUNT**

(i) the list of costs from 1<sup>st</sup> June 2020 to 30<sup>th</sup> June 2020 (pages 16118) totalling the sum of £31,517.48 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

**FINANCIAL REPORTS (Agenda Item 9)**

The following were received and noted;

- (a) the Income and Expenditure report containing actual expenditure to 30<sup>th</sup> June 2020 (pages 16119-16120).
- (b) the Balance Sheet as at 30<sup>th</sup> June 2020 (page 16121).
- (c) the revenue monitoring report dated 30<sup>th</sup> June 2020.

**COMMITTEE INFORMATION (Agenda Item 10)**

No information was raised.

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

It was proposed by Cllr M Gee and seconded by Cllr P Cunnington and it was

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**RESOLVED  
30156**

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.

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

Cllr Bishop-Firth noted that she would not comment or vote on this matter owing to the declaration of interest which she had previously advised. The Town Clerk updated the committee on the disappointing news that the Town Council had been notified that Dolce Vita (Wokingham) Limited trading as The Courtyard had gone into voluntary liquidation. The Committee acknowledged how disappointing this was for the Town.

The Town Clerk's report 03/2020 was then discussed at length.

It was proposed by Cllr M Gee and seconded by Cllr N Campbell White and it was

**RESOLVED  
30157**

that for the tenants who had requested assistance in April, the current three month deferral would remain in place with a payment due date of 31 March 2021 and an additional quarter rent holiday would be offered to those tenants.

This would be kept under review.

Cllr P Cunnington left the meeting at 8.30pm

The Town Clerk gave a verbal update on the Courtyard position and the local position for moving forward on re-letting the unit.

**ACTION: TOWN CLERK/RFO**

The RFO left the meeting at 9.15pm

**STAFFING UPDATE (Agenda Item 13)**

The Town Clerk updated the committee:

- Staff have started to return to the office in two separate teams, alternating one week in the office and other week continuing to work remotely. Very early indications are that most are happy to have the opportunity to resume some level of normality
- Interim, mid-year, appraisal meetings are taking place
- Advert for Grounds Person is still live.

The committee offered its thanks to officers for the work they are continuing to undertake under the current challenging circumstances.

**CHAIRMAN**

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## F &amp; P and Current Accounts

## List of Payments made between 01/06/2020 and 30/06/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2020	sage software limited	Std Ord	44.10		payroll services
01/06/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
01/06/2020	O2	02	150.77		Mobile phones
01/06/2020	Google Ireland Limited	DDR0106202	190.44		Google apps
10/06/2020	HMRC	DDR1006	4,728.08		HMRC VAT
11/06/2020	various	BX73887240	1,100.00		sports match funding
11/06/2020	Castle Water Limited	DDR110620	606.97		Purchase Ledger Payment
11/06/2020	Castle Water Limited	DDr110620	22.68		Purchase Ledger Payment
11/06/2020	various	BX73887240	-1,100.00		clerks account
13/06/2020	Just Around The Corner	BX20061174	4,450.00		Just Around The Corner Grant
14/06/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
16/06/2020	Barclacard	DDR	29.76		Barclacard PDQ charge
17/06/2020	Barclaycard Commercial	DDR1706202	1,153.33		Purchase Ledger Payment
18/06/2020	(Paypal Receipts) Account	15032020co	9.41		Allotment rent correction
19/06/2020	Total Gas & Power Ltd	DDR190620	34.37		May gas
19/06/2020	Total Gas & Power Ltd	DDr190620	203.84		May gas
22/06/2020	BACS P/L Pymnt Page 3837	BACS Pymnt	24,903.97		BACS P/L Pymnt Page 3837
23/06/2020	Clerk's Drawings Account	Imprest	31,000.00		Imprest
25/06/2020	HMRC	DDR2506202	7,302.97		HMRC NDDS
26/06/2020	Focus Group	ddr2606202	205.97		elephone
26/06/2020	Focus Group	ddr260620	79.43		telephones
29/06/2020	BACS P/L Pymnt Page 3845	BACS Pymnt	4,058.45		BACS P/L Pymnt Page 3845
		<b>Total Payments</b>	<b>83,493.27</b>		

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Time: 09:50

## Clerk's Drawings Account

## List of Payments made between 01/06/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/06/2020	Peninsula	Std Ord	149.50		Personnel contract
01/06/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/06/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/06/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/06/2020	wokingham borough council	Std Ord	33.30		garage rent
01/06/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/06/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
10/06/2020	Castle Water Limited	DDRTW63308	10.63		langborough/TW63308
10/06/2020	Castle Water Limited	DDR67171	1.05		Purchase Ledger Payment
11/06/2020	staff	BX73883228	140.15		expenses
11/06/2020	Kaleidoscopic UK	BX73901839	835.00		Grant
11/06/2020	sports sponsorship applicants	BX73887240	1,550.00		sports sponsorship applicants
11/06/2020	Quadient was Neopost	930877	100.00		P/Ledger Electronic Payment
15/06/2020	Payflow	BX73903918	22,061.81		June Salaries
17/06/2020	Castle Water Limited	TW963308	10.99		Lang rec WC may
17/06/2020	Castle Water Limited	TW67171	6.02		Purchase Ledger Payment
18/06/2020	Charles Flood	302692	95.00		daffodils and geraniums
22/06/2020	BACS P/L Pymnt Page 3835	BACS Pymnt	2,370.20		BACS P/L Pymnt Page 3835
22/06/2020	BACS P/L Pymnt Page 3839	BACS Pymnt	813.12		BACS P/L Pymnt Page 3839
23/06/2020	staff	BX74598511	17.36		bacterial wipes
29/06/2020	BACS P/L Pymnt Page 3843	BACS Pymnt	1,243.65		BACS P/L Pymnt Page 3843
30/06/2020	staff	BX75338065	40.00		mayors robes cleaning/
		<b>Total Payments</b>	<b>31,517.48</b>		

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12:30

## Summary Income &amp; Expenditure by Budget Heading 30/06/2020

Month No: 3

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Amenities						
	Income	60,425	2,150	13,570	11,420		
	Expenditure	126,474	13,168	82,070	68,902	43,556	25,347
	Net Income over Expenditure	(66,049)	(11,017)	(68,500)	(57,483)		
	plus Transfer from EMR	14,340	0				
	Movement to/(from) Gen Reserve	(51,709)	(11,017)				
102	Market & Bloom						
	Income	43,964	1,990	40,800	38,810		
	Expenditure	22,112	3,864	22,160	18,296		18,296
	Movement to/(from) Gen Reserve	21,852	(1,874)				
103	Parks						
	Income	8,532	388	10,350	9,963		
	Expenditure	64,494	1,460	96,200	94,740	20,592	74,148
	Movement to/(from) Gen Reserve	(55,962)	(1,073)				
104	Woosehill						
	Income	44,683	1,087	41,510	40,423		
	Expenditure	23,771	3,494	24,600	21,106	5,857	15,248
	Movement to/(from) Gen Reserve	20,912	(2,407)				
106	Town Hall						
	Income	143,476	45,478	140,160	94,682		
	Expenditure	102,507	20,644	99,160	78,516	13,880	64,637
	Net Income over Expenditure	40,969	24,835	41,000	16,165		
	plus Transfer from EMR	8,230	0				
	Movement to/(from) Gen Reserve	49,199	24,835				
109	Allotments						
	Income	2,559	37	10,500	10,463		
	Expenditure	0	3,859	9,300	5,441	1,020	4,421
	Movement to/(from) Gen Reserve	2,559	(3,823)				
120	Amenities Capital						
	Expenditure	141,759	0	23,500	23,500	19,830	3,670
	plus Transfer from EMR	2,700	0				
	Movement to/(from) Gen Reserve	(139,059)	0				
201	Personnel						
	Expenditure	448,919	117,717	529,800	412,083	75	412,008
301	F & P Administration						
	Income	1,296,791	480,657	1,075,100	594,443		
	Expenditure	657,790	19,049	278,100	259,051	7,274	251,777
	Net Income over Expenditure	639,001	461,608	797,000	335,392		
	plus Transfer from EMR	109,800	0				
	Movement to/(from) Gen Reserve	748,801	461,608				

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302	Civic	Income	4,668	0	0	0		
		Expenditure	31,367	1,558	27,060	25,502	69	25,433
		Movement to/(from) Gen Reserve	(26,699)	(1,558)				
303	Grants	Expenditure	82,188	57,261	76,490	19,229		19,229
304	Arts & Culture	Income	7,664	1,800	5,750	3,950		
		Expenditure	65,050	14,524	67,100	52,576	1,250	51,326
		Movement to/(from) Gen Reserve	(57,386)	(12,724)				
401	Highways and Planning	Expenditure	1,463	0	2,200	2,200		
		Grand Totals:- Income	<b>1,612,761</b>	<b>533,587</b>	<b>1,337,740</b>	<b>804,153</b>		
		Expenditure	<b>1,767,893</b>	<b>256,597</b>	<b>1,337,740</b>	<b>1,081,143</b>	<b>113,402</b>	<b>967,740</b>
		Net Income over Expenditure	<b>(155,132)</b>	<b>276,990</b>	<b>0</b>	<b>(276,989)</b>		
		plus Transfer from EMR	<b>135,070</b>	<b>0</b>				
		Movement to/(from) Gen Reserve	<b>(20,062)</b>	<b>276,990</b>				

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**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 30/06/2020**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	55,687	
105	VAT Control Account	3,150	
199	PayPal Receipts Account	45	
201	F & GP + Current Account	661,211	
202	Clerk's Drawings Account	58,454	
208	Courtyard Restaurant	6,704	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	807	
<b>Total Current Assets</b>			<b>786,258</b>
<u>Current Liabilities</u>			
501	Creditors	10,191	
502	Receipts in Advance	5,452	
505	Courtyard Restaurant Creditor	6,704	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,100	
562	Hire Deposits Woosehill	700	
564	Long Term Key & Damage Deposit	3,525	
<b>Total Current Liabilities</b>			<b>30,861</b>
<b>Net Current Assets</b>			<b>755,397</b>
<b>Total Assets less Current Liabilities</b>			<b>755,397</b>
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	276,990	
310	General Reserve	160,973	
320	Self Insurance Fund	50,000	
321	Emergency Provision	200,000	
325	Asset Revaluation Reserve	4,000	
360	Capital Projects	63,435	
<b>Total Equity</b>			<b>755,397</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 2020 the value of investments was £234,944. There were no long term liabilities as at 31 March 2020.

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Finance &amp; Personnel Meeting 14/07/2020

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