

29th September 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 9.35pm.

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

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 M Gee and seconded by Cllr D Lee and it was

**RESOLVED
30181**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 14th July 2020, pages 16114 to 16121 and 11th August 2020, pages 16133 to 16134 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

ANNUAL RETURN – CONCLUSION OF AUDIT MARCH 2020 (Agenda Item 5)

The External Auditors certificate and opinion regarding the completion of the annual return for the year ended 31 March 2020 was received and it was noted that the auditors had drawn attention that a wet signature had not been obtained by the RFO before the accounts had been approved at the virtual meeting. The Committee felt that this was a contradiction in the regulations and stated they had full confidence that the RFO had operated within the Covid Government restrictions and thanked the RFO for obtaining a clean audit in very challenging circumstances.

CHAIRMANS INITIALS _____



COVID 19 FINANCIAL POSITION (Agenda Item 6)

The RFO's report 04/2020 which included an update on the CCLA investment and projects previously held since June was received and discussed in detail.

It was proposed by Cllr M Gee and seconded by Cllr S Gurney and it was

**RESOLVED
30182**

that all projects identified previously should be held until the next financial year with the exception of the purchase of Civic award pins and that committees be advised of this.

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

**RESOLVED
30183**

that the CCLA investment remain in the property fund and continued to be monitored.

ACTION: RFO/CHAIRMAN

TOWN COUNCIL RESERVES (Agenda Item 7)

The RFO's report 05/2020 concerning the current financial reserves was received and Cllrs discussed the report in detail. The Community Infrastructure Levy was discussed in detail alongside the planned program for playpark refurbishment. The Town Clerk was asked to speak to WBC to ask about progress with the boundary review.

A member of the public joined the meeting at 8.25pm.

It was proposed by Cllr D Lee and seconded by Cllr N Campbell-White and it was

**RESOLVED
30184**

that in readiness for the next budget setting round the emergency reserve be reduced to £175,000 and £25,000 moved to the capital reserve which would be renamed the Playpark Earmark Reserve and to accept the proposed funding for playpark refurbishment subject to yearly budgetary approval.

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

**RESOLVED
30185**

that the election costs reserve be increased to £8,000 and the asset revaluation be built up yearly by £1,000 subject to yearly budgetary approval at the November meeting of F&P.

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

**RESOLVED
30186**

that the self-insurance reserve remain and be discussed when the insurance review takes place next year.

ACTION: TOWN CLERK

ALLOTMENT RENTAL RATES FOR 1ST NOVEMBER 2021 TO 31ST OCTOBER 2022 (Agenda Item 8)

The allotment officer's report 05/2020-21 was received and noted. Cllrs asked if the income from tenants covered the expenditure, the RFO advised that staffing

CHAIRMANS INITIALS _____



costs are not covered by the allotment rent and the Allotment Officer has suggested that water charges are reviewed as these are escalating. The RFO/Town Clerk to obtain clarification on the allotment law which suggests that charging for allotments should be the same as rate increases in other areas was requested.

It was proposed by Cllr N Campbell–White and seconded by Cllr K Malvern and it was

**RESOLVED
30187**

that the allotment rental rates for 1.11.21 to 31.10.22 be increased by 2%.

ACTION: RFO/TOWN CLERK/ALLOTMENT OFFICER

HIRE CHARGES FOR WOKINGHAM TOWN COUNCIL'S FACILITIES (Agenda Item 9)

The RFO's report 6/2020 was received and noted. Owing to the current Covid Crisis and the uncertainty at this time

It was proposed by Cllr N Campbell- White and seconded by Cllr D Lee and the following was

**RESOLVED
30188**

That no increases are made to any hire charges of Town Council Amenities from January 2021.

The Committee discussed whether a charge should be made for use of our Parks & Open Spaces,

It was proposed by Cllr S Gurney and seconded by Cllr N Campbell-White and the following was

**RESOLVED
30189**

That this decision be deferred until a large scale community event had been held and a full debrief had been obtained.

ACCOUNTS PAYABLE (Agenda Item 10)

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 D Lee and the following was

(a) that the list of costs from 1st July 2020 to 31st August 2020 totalling the sum of £174,314.79 paid from the F & GP Account, this includes £64,000, a transfer to the Clerk's A/c and ;

(b) that the list of costs from 1st July 2020 to 31st August 2020 totalling the sum of £64,606.01 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 11)

The following were received and noted:

(a) Income and Expenditure to 31st August 2020 (copy attached).

(b) Balance Sheet as 31st August 2020 (copy attached).

(c) Revenue monitoring report to 31st August 2020 (copy attached).

CHAIRMANS INITIALS _____



COMMITTEE INFORMATION (Agenda Item 12)

No information was raised.

EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 13)

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

**RESOLVED
30190**

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.

The member of the public left the meeting

THE COURTYARD (Agenda Item 14)

The Town Clerk gave a verbal update on the position of the legal negotiations that are taking place and the hope that the lease would be signed shortly. Discussions had been held with the Local Planning Authority concerning planned refurbishment with the hope that it is opened in time for Christmas

The RFO left the meeting at 9.10 pm

STAFFING PERFORMANCE RELATED PAY AWARDS (Agenda Item 15)

The Town Clerk's Report 06/2020 was received and discussed and it was

**RESOLVED
30191**

that Performance Related awards be agreed in a range of 0-2.75% for the year 2021-2022

STAFFING UPDATE (Agenda Item 16)

The Town Clerk updated the committee:

- Staff are now returning to more remote working with those involved in direct services continuing to be office based or out in the Council's parks and open spaces. Following a question the Town Clerk confirmed that officers have received guidance about workplace assessments and everyone has received equipment to ensure they can work safely and effectively at home. It was suggested that staff should be asked to confirm that this was the case.
- The new Groundsman has settled in very well
- The Town Clerk confirmed that under the current circumstances she would continue to hold the vacant post in the Information Centre

ACTION: TOWN CLERK

TOWN CLERK'S BENCHMARKING REPORT (Agenda Item 17)

The Town Clerk's Report 01/2020 was received and the Town Clerk responded to questions

The Town Clerk left the meeting at 9.20

The committee discussed the report in detail. It was proposed by Cllr Shepherd-Dubey and seconded by Cllr Lee and it was

**RESOLVED
30192**

to accept the recommendation from Councillors Shepherd-Dubey and Lack

CHAIRMAN

CHAIRMANS INITIALS _____



Time: 16:06

F & P and Current Accounts

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	sage software limited	Std Ord	44.10		payroll services
01/07/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
03/07/2020	staff	BX75659231	56.64		expenses
03/07/2020	staff	BX75659231	-56.64		clerks account
07/07/2020	O2	DDR0707	202.59		Staff mobile phones
08/07/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
08/07/2020	Google Ireland Limited	DCR080720	190.44		monthly google aps
10/07/2020	Barclaycard	DDR1007202	29.76		PDQ machine
10/07/2020	Barclaycard	DD10072020	29.76		PDQ charges
13/07/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
13/07/2020	BACS P/L Pymnt Page 3854	BACS Pymnt	1,893.02		BACS P/L Pymnt Page 3854
13/07/2020	Castle Water Limited	DDR130720	22.68		Purchase Ledger Payment
13/07/2020	Castle Water Limited	DDr130720	606.97		Purchase Ledger Payment
14/07/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
20/07/2020	Barclaycard Commercial	20072020	682.19		june state
21/07/2020	Total Gas & Power Ltd	1045466	3.10		June electricity
21/07/2020	Total Gas & Power Ltd	1045312	47.93		June gas
23/07/2020	Clerk's Drawings Account	Imprest	30,000.00		Imprest
24/07/2020	Total Gas & Power Ltd	1129997	21.50		gypsy wc 01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	1129926	20.07		01.04.20 - 30.06.20 Denmark st
24/07/2020	Total Gas & Power Ltd	TGP5355950	22.40		01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	TGP5355931	20.29		used 31.03 to 30.06.20
24/07/2020	Total Gas & Power Ltd	TGP5355922	707.58		01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	TGP5355383	304.84		01.04.20 to 30.06.20
24/07/2020	Total Gas & Power Ltd	tgp5352748	29.09		stuggis 01.04 to 30.06.20
27/07/2020	BACS P/L Pymnt Page 3859	BACS Pymnt	16,905.30		BACS P/L Pymnt Page 3859
27/07/2020	All Saints, Wok Vol	BX77371598	3,000.00		grants
28/07/2020	Barclaycard	DDR1007202	-29.76		PDQ
29/07/2020	Focus Group	290720	211.22		Line rental/calls
29/07/2020	Focus Group	29072020	79.43		Line rental/calls
30/07/2020	HMRC	DDR3007202	7,399.59	July	HMRC NDDS
31/07/2020	BACS P/L Pymnt Page 3862	BACS Pymnt	11,818.99		BACS P/L Pymnt Page 3862
01/08/2020	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
01/08/2020	sage software limited	Std Ord	44.10		payroll services
01/08/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
05/08/2020	O2	05082020	235.13		staff mobile phones
06/08/2020	BACS P/L Pymnt Page 3868	BACS Pymnt	4,377.60		BACS P/L Pymnt Page 3868
07/08/2020	Google Ireland Limited	DDR070820	190.44		google apps
10/08/2020	Barclaycard	DDR1008202	29.76		Barclaycard PDQ
11/08/2020	Castle Water Limited	TW7164120	629.65		Purchase Ledger DDR Payment
11/08/2020	Royal Sun & Alliance Insurance	OREMIUM CR	122.29		Royal Sun & Alliance Insurance
14/08/2020	Premium Credit Limited	04C01129RS	1,579.73		Royal & Sun Alliance Insurance
14/08/2020	BACS P/L Pymnt Page 3872	BACS Pymnt	18,900.92		BACS P/L Pymnt Page 3872
14/08/2020	Premium Credit Ltd	PREMIUM CR	122.29		Royal & Sun Alliance Insurance
17/08/2020	BACS P/L Pymnt Page 3874	BACS Pymnt	29,965.91		BACS P/L Pymnt Page 3874
17/08/2020	WPS	BX79058516	-20,424.28		amendment to BX 79058516
17/08/2020	Barclaycard Commercial	DDR1708202	933.15		Adobe Photoshop

CHAIRMANS INITIALS _____



Date:21/09/2020

Wokingham Town Council

Time: 16:06

F & P and Current Accounts

List of Payments made between 01/07/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/08/2020	Clerk's Drawings Account	Imprest	34,000.00		Imprest
21/08/2020	Total Gas & Power Ltd	DCR210820	2.72		30.06 to 31.07
21/08/2020	Total Gas & Power Ltd	DDR210820	12.03		30.06 to 31.07
21/08/2020	Total Gas & Power Ltd	DDR2108202	1,165.64		Purchase Ledger DDR Payment
24/08/2020	BACS P/L Pymnt Page 3880	BACS Pymnt	29,273.97		BACS P/L Pymnt Page 3880
24/08/2020	Royal County of Berkshire Pens	BX79634535	-19,848.13		August contributions
27/08/2020	Focus Group	DCr270820	230.98		telephone
27/08/2020	Focus Group	DCR270820	79.43		telephone
28/08/2020	HMRC	DDR260820	7,178.19		HMRC NDDS
28/08/2020	BACS P/L Pymnt Page 3887	BACS Pymnt	120.00		BACS P/L Pymnt Page 3887
31/08/2020	BACS P/L Pymnt Page 3886	BACS Pymnt	2,670.50		BACS P/L Pymnt Page 3886
		Total Payments	174,314.79		

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Time: 16:08

Clerk's Drawings Account

List of Payments made between 01/07/2020 and 31/08/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/07/2020	Peninsula	Std Ord	149.50		Personnel contract
01/07/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/07/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/07/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/07/2020	wokingham borough council	Std Ord	33.30		garage rent
01/07/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/07/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
03/07/2020	staff	BX75659231	56.64		expenses
10/07/2020	Barclaycard	DDR1007202	29.76		PDQ machine
10/07/2020	staff expenses	BX76175548	68.18		expenses
10/07/2020	Barclaycard	DDR1007202	-29.76		correction
13/07/2020	BACS P/L Pymnt Page 3852	BACS Pymnt	1,877.94		BACS P/L Pymnt Page 3852
13/07/2020	F & P and Current Accounts	correction	170.00		Sparkle
14/07/2020	F & P and Current Accounts	correction	60.00		Widd
16/07/2020	staff	BX76657702	25.00		deputy mayor robe cleaning
27/07/2020	BACS P/L Pymnt Page 3857	BACS Pymnt	1,798.98		BACS P/L Pymnt Page 3857
27/07/2020	BACS P/L Pymnt Page 3860	BACS Pymnt	153.42		BACS P/L Pymnt Page 3860
28/07/2020	Payflow	BX87620302	22,548.05		July salaries
31/07/2020	BACS P/L Pymnt Page 3861	BACS Pymnt	956.79		BACS P/L Pymnt Page 3861
31/07/2020	staff	BX77846051	22.77		expenses
01/08/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/08/2020	Peninsula	Std Ord	149.50		Personnel contract
01/08/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/08/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/08/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/08/2020	wokingham borough council	Std Ord	33.30		garage rent
01/08/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/08/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
03/08/2020	Castle Water Limited	TW9963308	16.29		01.06.20 to 16.07.20
04/08/2020	staff	BX78332697	15.62		expenses
06/08/2020	BACS P/L Pymnt Page 3867	BACS Pymnt	1,243.65		BACS P/L Pymnt Page 3867
06/08/2020	Mayor	BX78331388	875.00		Civic allowance
14/08/2020	BACS P/L Pymnt Page 3869	BACS Pymnt	4,500.97		BACS P/L Pymnt Page 3869
14/08/2020	BACS P/L Pymnt Page 3873	BACS Pymnt	430.18		BACS P/L Pymnt Page 3873
14/08/2020	staf/West berks	BX78957765	33.47		printing/licence
14/08/2020	Payflow	DDR140820	22,295.14		August Salaries
24/08/2020	BACS P/L Pymnt Page 3879	BACS Pymnt	932.43		BACS P/L Pymnt Page 3879
25/08/2020	Petty Cash	302693	87.97		Imprest
25/08/2020	Castle Water Limited	TW963308	5.32		LANG rD wc 17TH JULY TO 31ST
31/08/2020	BACS P/L Pymnt Page 3885	BACS Pymnt	1,987.20		BACS P/L Pymnt Page 3885
		Total Payments	64,606.01		

CHAIRMANS INITIALS _____



16:13

Summary Income & Expenditure by Budget Heading 21/09/2020

Month No: 5

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	21,614	82,070	60,456	32,866	27,590
	Net Income over Expenditure	(66,049)	(19,463)	(68,500)	(49,037)		
	plus Transfer from EMR	14,340	0				
	Movement to/(from) Gen Reserve	(51,709)	(19,463)				
102	Market & Bloom						
	Income	43,964	8,216	40,800	32,584		
	Expenditure	22,112	5,422	22,160	16,738	227	16,511
	Movement to/(from) Gen Reserve	21,852	2,794				
103	Parks						
	Income	8,532	11,375	10,350	(1,025)		
	Expenditure	64,494	11,777	96,200	84,423	25,721	58,701
	Movement to/(from) Gen Reserve	(55,962)	(402)				
104	Woosehill						
	Income	44,683	2,362	41,510	39,148		
	Expenditure	23,771	8,086	24,600	16,514	4,243	12,272
	Movement to/(from) Gen Reserve	20,912	(5,723)				
106	Town Hall						
	Income	143,476	40,547	140,160	99,613		
	Expenditure	102,507	37,464	99,160	61,696	13,260	48,435
	Net Income over Expenditure	40,969	3,083	41,000	37,917		
	plus Transfer from EMR	8,230	0				
	Movement to/(from) Gen Reserve	49,199	3,083				
109	Allotments						
	Income	2,559	2,327	10,500	8,173		
	Expenditure	0	6,000	9,300	3,300	1,128	2,173
	Movement to/(from) Gen Reserve	2,559	(3,673)				
120	Amenities Capital						
	Expenditure	141,759	20,749	23,500	2,751		2,751
	plus Transfer from EMR	2,700	0				
	Movement to/(from) Gen Reserve	(139,059)	(20,749)				
201	Personnel						
	Expenditure	448,919	196,097	529,800	333,703	98	333,605
301	F & P Administration						
	Income	1,296,791	484,276	1,075,100	590,824		
	Expenditure	657,790	34,654	278,100	243,446	13,011	230,436
	Net Income over Expenditure	639,001	449,623	797,000	347,377		
	plus Transfer from EMR	109,800	0				
	Movement to/(from) Gen Reserve	748,801	449,623				

CHAIRMANS INITIALS _____



302	Civic	Income	4,668	0	0	0		
		Expenditure	31,367	6,521	27,060	20,539		20,539
		Movement to/(from) Gen Reserve	(26,699)	(6,521)				
303	Grants	Expenditure	82,188	60,261	76,490	16,229		16,229
304	Arts & Culture	Income	7,664	1,800	5,750	3,950		
		Expenditure	65,050	15,938	67,100	51,162	2,843	48,319
		Movement to/(from) Gen Reserve	(57,386)	(14,138)				
401	Highways and Planning	Expenditure	1,463	0	2,200	2,200		2,200

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	1,612,761	553,054	1,337,740	784,686		
Expenditure	1,767,893	424,582	1,337,740	913,158	93,397	819,761
Net Income over Expenditure	(155,132)	128,472	0	(128,472)		
plus Transfer from EMR	135,070	0				
Movement to/(from) Gen Reserve	(20,062)	128,472				

CHAIRMANS INITIALS _____



Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 22/09/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	31,819	
105	VAT Control Account	5,740	
199	PayPal Receipts Account	66	
201	F & GP + Current Account	546,768	
202	Clerk's Drawings Account	56,568	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	807	
Total Current Assets			641,968
<u>Current Liabilities</u>			
501	Creditors	17,197	
502	Receipts in Advance	9,376	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	2,200	
562	Hire Deposits Woosehill	600	
564	Long Term Key & Damage Deposit	3,525	
Total Current Liabilities			35,089
Net Current Assets			606,879
Total Assets less Current Liabilities			606,879
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	128,472	
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	
Total Equity			606,879

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.

CHAIRMANS INITIALS _____

Finance & Personnel Meeting 29/09/2020

16163

