

# 19<sup>th</sup> January 2021

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 9.00pm

## **PRESENT**

Chairman: D Lee

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

## **IN ATTENDANCE**

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Cllr T Lack

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

Apologies for absence were received from Cllr M Gee

## **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  
30244**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 17<sup>th</sup> November 2020, pages 16193 to 16204 (copy attached) as a true and correct record and that they be signed by the Chairman once normal office working practices resume.

## **PRECEPT 2021/22 (Agenda Item 5)**

Discussions were held concerning the levels of income that may be received next year owing to the Covid pandemic and the RFO advised that she had only been able to work on actuals received in 2019/20. The Cil income budget shown has been based on the latest forecast from WBC of £105,000. However, the timeline for when this will be received is not confirmed and may be subject to delays as indications show that government regulations will give powers to applicants to

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defer payments so the expectation is that it will take longer for funds to be transferred. Cllrs asked that a formal letter is sent from the Town Clerk to WBC to advise that, as a legal creditor of the Cil income, we would like to be involved in any deferral decisions. The Chairman asked if we could move into part two of the agenda as this may have a bearing on the decision for setting the budget.

**EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 9)**

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

**RESOLVED  
30245**

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 10)**

The Town Clerk's report 01/2021 was received and considered.

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

**RESOLVED  
30246**

that the tenant who had requested assistance for half year rent for the calendar year 2021 and had provided two years' sets of accounts, be supported, and;

that the tenant who had requested a further quarter rent holiday for this financial year be approved in principle, upon production of financial information which would be scrutinised by the Chair Vice-Chair, RFO and Town Clerk.

The Committee then returned to agenda item 5

Further discussions were held around what events may happen in the first part of the new financial year and what income may not be achieved for the first quarter. The RFO agreed that this would be prepared for the next F&P meeting.

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

**RESOLVED  
30247**

that the Provisional Budgets for the Financial Year 2021/2022 and the expenditure to 31<sup>st</sup> December 2020 be received and noted, and;

that the RFO's report 10 dated 6<sup>th</sup> January 2021, 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 £970,731.56 and proposed budgets for the year ending 31<sup>st</sup> March 2022 be presented for approval by Full Council on Tuesday 26<sup>th</sup> January 2021 and that an additional transfer of £12,380 from self-insurance reserves be made to compensate the loss of income agreed in Agenda Item 10.

**ACTION TOWN: CLERK/RFO**

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### **ACCOUNTS PAYABLE (Agenda Item 6)**

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

It was proposed by Cllr D Lee and seconded by Cllr S Gurney and the following was

#### **RESOLVED 30248**

- (a) that the list of costs from 1st November 2020 to 31st December 2020 totalling the sum of £208,846.56 paid from the F & GP Account, this includes £77,700, a transfer to the Clerk's A/c and;
- (b) the list of costs from 1st November 2020 to 31st December 2020 totalling the sum of £75,320.27 paid from the Clerks Drawings account

### **FINANCIAL REPORTS (Agenda Item 7)**

The following were received and noted:

- (a) Income and Expenditure to 31<sup>st</sup> December 2020
- (b) Balance Sheet as 31<sup>st</sup> December 2020
- (c) Revenue monitoring report to 31<sup>st</sup> December 2020

### **COMMITTEE INFORMATION (Agenda Item 8)**

- (a) The CCLA market and dividend reports for December 2020 were received and noted.
- (b) Successful 2021-22 grant recipients' letters were received and it was noted that More Arts do not require their funding as no expenditure had been incurred this financial year and they have carried the funding over to next year.
- (c) No information items were raised by members.
- (d) No specific items were raised for marketing purposes.

The RFO left the meeting at 8.55pm

### **STAFFING UPDATE (Agenda Item 11)**

The Town Clerk updated the committee reporting that, thankfully, all staff remain well. Lockdown, as with all organizations and their employees, is proving challenging but the team continue to work positively.

### **CHAIRMAN**

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## F &amp; P and Current Accounts

## List of Payments made between 01/11/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2020	sage software limited	Std Ord	44.10		payroll services
01/11/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
04/11/2020	BACS P/L Pymnt Page 3932	BACS Pymnt	9,357.20		BACS P/L Pymnt Page 3932
04/11/2020	O2	DCR0411202	231.26		staff mobiles
06/11/2020	Google Ireland Limited	DDR0611202	210.92		Purchase Ledger DDR Payment
10/11/2020	Barclaycard	DDR1011202	49.76		Barclaycard PDQ
11/11/2020	Castle Water Limited	TW90671641	606.97		Purchase Ledger DDR Payment
11/11/2020	Castle Water Limited	TW10759900	22.68		Purchase Ledger DDR Payment
14/11/2020	Premium Credit Limited	04C01129RS	1,702.02		Royal & Sun Alliance Insurance
17/11/2020	Clerk's Drawings Account	Imprest	35,000.00		Imprest
17/11/2020	Barclaycard Commercial	DDR171120	4,565.57		otaldtm
19/11/2020	BACS P/L Pymnt Page 3933	BACS Pymnt	4,179.08		BACS P/L Pymnt Page 3933
19/11/2020	BACS P/L Pymnt Page 3935	BACS Pymnt	25,772.51		BACS P/L Pymnt Page 3935
19/11/2020	staff/booking customers	BX87319399	186.35		espenses/refunds
20/11/2020	Total Gas & Power Ltd	DCR2011	67.88		gas 30.09.20 to 31.10.20
20/11/2020	Total Gas & Power Ltd	DCR2011202	571.84		Gas 30.09.20 to 31.10.20
26/11/2020	HMRC	DDR2611202	7,616.77		HMRC NDDS
27/11/2020	First Days Charity	BX8101559	2,000.00		First Days Charity
30/11/2020	BACS P/L Pymnt Page 3951	BACS Pymnt	11,293.15		BACS P/L Pymnt Page 3951
30/11/2020	Focus Group	DDR301120	1,059.19		telephone lines/calls
30/11/2020	Focus Group	DDR301120	83.00		Line/calls
30/11/2020	Twofold Limited	DDCOLLECTI	71.96		Quarterly rental
01/12/2020	sage software limited	Std Ord	44.10		payroll services
01/12/2020	Wokingham Borough Council	Std Ord	2,739.00		Town Hall Rates 2104329
02/12/2020	staff/allotment holder	BX88560525	229.36		staff/allotment holder
07/12/2020	O2	ddr0712202	216.16		staff mobiles
08/12/2020	Peninsula	DD PENINSU	34.20		Peninsula
08/12/2020	Google Ireland Limited	DDR0812202	211.60		googleapps
10/12/2020	BACS P/L Pymnt Page 3959	BACS Pymnt	4,030.20		BACS P/L Pymnt Page 3959
10/12/2020	Barclaycard	DD10122020	29.76		Barclaycard PDQ
11/12/2020	Castle Water Limited	11122020	22.68		Purchase Ledger DDR Payment
11/12/2020	Castle Water Limited	DDr1112202	606.97		Purchase Ledger DDR Payment
14/12/2020	Premium Credit Limited	04C01129RS	1,702.02		Royal & Sun Alliance Insurance
15/12/2020	(Paypal Receipts) Account	allot recp	142.00		Paypal allot receipts 15.12.20
15/12/2020	(Paypal Receipts) Account	allot reci	142.80		paypal allot receipt
18/12/2020	Barclaycard Commercial	18122020	1,527.71		Purchase Ledger DDR Payment
21/12/2020	Clerk's Drawings Account	Imprest	42,700.00		Imprest
21/12/2020	Alotment	5211-5217	0.04		Alotment cash
22/12/2020	Total Gas & Power Ltd	dcr22.12.2	786.98		31.10.20 to 30.11.20 gas
22/12/2020	Total Gas & Power Ltd	ddr22.12.2	76.46		31.10.20 to 30.11.20
24/12/2020	BACS P/L Pymnt Page 3967	BACS Pymnt	19,724.95		BACS P/L Pymnt Page 3967
24/12/2020	HMRC	DDR2412202	7,821.17	HMRC NDDS	HMRC
30/12/2020	Focus Group	DDR30.12.2	544.19		calls to 30.11.20.
30/12/2020	Focus Group	DDR 0.12.2	83.00		line rental
31/12/2020	DT Brands deposit	RENT DEPOS	18,000.00		DT Brands deposit
		<b>Total Payments</b>	<b>208,846.56</b>		

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## Clerk's Drawings Account

## List of Payments made between 01/11/2020 and 31/12/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/11/2020	Peninsula	Std Ord	149.50		Personnel contract
01/11/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/11/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/11/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/11/2020	wokingham borough council	Std Ord	33.30		garage rent
01/11/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/11/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
02/11/2020	Mayor	BX85792216	875.00		Civic Allowance
06/11/2020	BACS P/L Pymnt Page 3931	BACS Pymnt	666.60		BACS P/L Pymnt Page 3931
06/11/2020	staff	BX86311903	45.46		expenses
13/11/2020	Payflow	BX86286210	24,792.38		November salaries
18/11/2020	Castle Water Limited	TW27693671	18.62		Purchase Ledger DDR Payment
18/11/2020	Castle Water Limited	SE00200927	390.27		Purchase Ledger DDR Payment
19/11/2020	F & P and Current Accounts	corr bank	4,179.08		Daybook 3933 3934
19/11/2020	F & P and Current Accounts	wrong a/c	186.35		Correction
24/11/2020	Castle Water Limited	SE20095357	785.28		Latimer Road Feb 2020
24/11/2020	Castle Water Limited	SE20095357	785.28		Purchase Ledger DDR Payment
24/11/2020	Castle Water Limited	se20095357	-785.28		Purchase Ledger DDR Payment
25/11/2020	Castle Water Limited	dcr251120	110.42		Lang rec WC October 2020
30/11/2020	BACS P/L Pymnt Page 3949	BACS Pymnt	2,338.95		BACS P/L Pymnt Page 3949
01/12/2020	Lex Autolease	DD	253.70		Monthly van leasing charge
01/12/2020	Peninsula	Std Ord	149.50		Personnel contract
01/12/2020	wokingham borough council	Std Ord	259.00		OFFICE 1 2035191
01/12/2020	wokingham borough council	Std Ord	329.00		Information Centre 1045161
01/12/2020	wokingham borough council	Std Ord	644.00		Market Tolls 1016075
01/12/2020	wokingham borough council	Std Ord	33.30		garage rent
01/12/2020	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/12/2020	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
02/12/2020	F & P and Current Accounts	BX88560525	229.36		posted to wrong account
03/12/2020	Quadient was Neopost	DDR0312202	200.00		Purchase Ledger DDR Payment
08/12/2020	F & P and Current Accounts	DCR081220	34.20		Peninsula
10/12/2020	BACS P/L Pymnt Page 3957	BACS Pymnt	4,079.58		BACS P/L Pymnt Page 3957
10/12/2020	Honorary	BX89316529	1,600.00		Honorary allowances
10/12/2020	Petty Cash	302695	102.43		Imprest
15/12/2020	Payflow	BX89377323	24,703.69		December salaries
16/12/2020	Castle Water Limited	DDR1612202	55.89		Ormonde November
21/12/2020	BACS P/L Pymnt Page 3961	BACS Pymnt	3,049.28		BACS P/L Pymnt Page 3961
21/12/2020	hirers	BX90307540	200.00		hirers deposit refund
24/12/2020	BACS P/L Pymnt Page 3966	BACS Pymnt	1,138.23		BACS P/L Pymnt Page 3966
24/12/2020	Invoice 20010	BX90856036	100.00		Invoice 20010 deposit refund
24/12/2020	BACS P/L Pymnt Page 3969	BACS Pymnt	960.00		BACS P/L Pymnt Page 3969
29/12/2020	Penninsula	PENNINSULA	34.20		Penninsula s/o
		<b>Total Payments</b>	<b>75,320.27</b>		

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## Summary Income &amp; Expenditure by Budget Heading 06/01/2021

Month No: 9

## Cost Centre Report

		Actual Year % Spent To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Amenities					
	Income	10,377	13,570	3,193		76.5%
	Expenditure	46,627	82,070	35,443	14,092	21,351
	74.0%					
	Net Income over Expenditure	(36,250)	(68,500)	(32,250)		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(36,250)				
102	Market & Bloom					
	Income	24,228	40,800	16,572		59.4%
	Expenditure	14,190	22,160	7,970	486	7,484
	66.2%					
	Movement to/(from) Gen Reserve	10,038				
103	Parks					
	Income	12,072	10,350	(1,722)		116.6%
	Expenditure	37,196	96,200	59,004	38,369	20,634
	78.6%					
	Movement to/(from) Gen Reserve	(25,125)				
104	Woosehill					
	Income	5,697	41,510	35,813		13.7%
	Expenditure	14,371	24,600	10,229	2,615	7,613
	69.1%					
	Movement to/(from) Gen Reserve	(8,674)				
106	Town Hall					
	Income	36,009	140,160	104,151		25.7%
	Expenditure	65,430	99,160	33,730	15,651	18,079
	81.8%					
	Net Income over Expenditure	(29,421)	41,000	70,421		
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(29,421)				
109	Allotments					
	Income	19,386	10,500	(8,886)		184.6%
	Expenditure	14,589	9,300	(5,289)	2,922	(8,211)
	188.3%					
	Movement to/(from) Gen Reserve	4,798				
120	Amenities Capital					
175.1%	Expenditure	20,749	23,500	2,751	20,402	(17,651)
	plus Transfer from EMR	0				
	Movement to/(from) Gen Reserve	(20,749)				
201	Personnel					
70.1%	Expenditure	370,950	529,800	158,850	574	158,276
301	F & P Administration					
	Income	951,498	1,075,100	123,602		88.5%

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		Expenditure 40.2%	101,096	278,100	177,004	10,638	166,366
		Net Income over Expenditure	850,403	797,000	(53,403)		
		plus Transfer from EMR	0				
		Movement to/(from) Gen Reserve	850,403				
302 Civic 41.5%		Expenditure	10,314	27,060	16,746	916	15,831
303 Grants 81.4%		Expenditure	62,261	76,490	14,229		14,229
304 Arts & Culture		Income	1,866	5,750	3,884		32.5%
		Expenditure 30.5%	19,738	67,100	47,362	728	46,634
		Movement to/(from) Gen Reserve	(17,872)				
401 Highways and Planning 14.2%		Expenditure	313	2,200	1,888		1,888
		Grand Totals:- Income	<b>1,061,134</b>	<b>1,337,740</b>	<b>276,606</b>		<b>79.3%</b>
		Expenditure	<b>777,823</b> <b>66.2%</b>	<b>1,337,740</b>	<b>559,917</b>	<b>107,395</b>	<b>452,522</b>
		Net Income over Expenditure	<b>283,310</b>	<b>0</b>	<b>(283,310)</b>		
		plus Transfer from EMR	<b>0</b>				
		Movement to/(from) Gen Reserve	<b>283,310</b>				

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## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 06/01/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	13,674	
105	VAT Control Account	6,888	
199	PayPal Receipts Account	3,262	
201	F & GP + Current Account	718,726	
202	Clerk's Drawings Account	59,082	
209	RYND	18,000	
210	Petty Cash	200	
211	Office 2 (Michael Cragg)	807	
<b>Total Current Assets</b>			<b>820,639</b>
<u>Current Liabilities</u>			
501	Creditors	6,334	
502	Receipts in Advance	4,190	
504	RYND Creditor	18,000	
508	Office 2 Michael Cragg	807	
510	Accruals	1,383	
561	Hire Deposits Town Hall	1,600	
562	Hire Deposits Woosehill	500	
564	Long Term Key & Damage Deposit	3,425	
<b>Total Current Liabilities</b>			<b>36,239</b>
<b>Net Current Assets</b>			<b>784,400</b>
<b>Total Assets less Current Liabilities</b>			<b>784,400</b>
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	283,310	
310	General Reserve	160,973	
320	Self Insurance Fund	50,000	
321	Emergency Provision	175,000	
324	Election Reserve	6,600	
325	Asset Revaluation Reserve	4,000	
360	Playpark Earmark Reserve	104,517	
<b>Total Equity</b>			<b>784,400</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 19/01/2021

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