

21 March 2023

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 9:25pm

PRESENT

Chair: Cllr D Lee

Councillors: Cllr P Cunnington, N Fox, M Gee, S Gurney, K Malvern.

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr A Mather, T Lack and I Shepherd-Dubey.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Lee declared an interest in agenda item 6 as he is a Trustee.

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 K Malvern and it was

**RESOLVED
30594**

that the Minutes of the proceedings of the meetings of the Finance & Personnel Committee held on 17th January 2023 pages 16675 – 16684 be received as a true and correct record and that they be signed by the Chair.

The Town Clerk advised that she had clarified that her understanding that reasonable childcare expenses could not be claimed was correct and the Independent Remuneration Panel had recently published its review, and this had also been confirmed in the review. The Town Clerk would circulate this to all Councillors and it would be brought to a future meeting for discussion.

The RFO noted that the agreed movement of £30,000 from reserves to allow the completion of the second footpath at King George V playing field in this financial year would not be required as bad weather had forced the contractors to push back the start date to April 2023.

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INTERIM AUDIT REPORT (Agenda Item 5)

The internal auditor's report dated 6th February 2023 was received and noted. The Committee were pleased that internal controls remained strong, and Officers were thanked for their work.

WOKINGHAM IN NEED (Agenda Item 6)

The Town Clerk gave a verbal update that funding had not been released to Wokingham in Need (WIN) for the garden of reflection as an update had not been received. It was noted that the funding of £10k (which included a £5k carry forward from the previous financial year) would revert into general reserves at the end of the financial year.

The Committee asked that Town Clerk formally write to WIN to formally request an update on the project with proposed timelines and drawings. Their response would then be passed to the Amenities Committee for reconsideration in the next round of budgetary requests if they felt it were appropriate.

ACTION: TOWN CLERK

RISK REGISTER (Agenda Item 7)

The grammatical changes to the risk register were received and noted.

CIVIC COMMITTEE FUNDING REQUEST (Agenda Item 8)

This agenda item was deferred to a future meeting.

AMENITIES COMMITTEE PARK YOGA (Agenda Item 9)

The recommendation from the Amenities Committee held on 23 February 2023 was received and considered and Councillors noted that this use of Howard Palmer Gardens had been used as part of the successful bloom entry.

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

**RESOLVED
30595**

that £900 of the unspent funding from 2022-23 be carried forward to allow for the Park Yoga 2023 season to be funded but that any future funding be sought through the normal budget setting process and added to the Amenities priority list.

Cllrs asked that attendance numbers be monitored.

ACTION: RFO/AMENITIES OFFICER

STANDING FINANCIAL REGULATIONS ADDENDUM (Agenda Item 10)

The addendum to the standard financial regulations for the financial year to 31st March 2024 was received and noted. The expenditure limits for the RFO, Grounds and Bloom Officer and Buildings & Market Officer had been raised recognising that approved expenditure budgets had been increasing but limits had not moved with the increase. An amendment was suggested to the approval process for any payments above the Town Clerks limit that it should read "Any

CHAIR INITIALS _____



payments about these limits to be countersigned by the Chair or Vice Chair of F&P and the Mayor”.

ACTION: RFO

ACCOUNTS PAYABLE (Agenda Item 11)

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

- (a) that the list of costs from 1st January 2023 to 28th February 2023 totalling the sum of £240,715.74 paid from the F & GP Account, this includes £85,000, transfers to the Clerk’s A/C and
- (b) that the list of costs from 1st January 2023 to 28th February 2023 totalling the sum of £88,108.31 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 12)

The following Financial Reports were received and noted;

- (a) Income and Expenditure to 28th February 2023
- (b) Balance Sheet as 28th February 2023
- (c) Revenue monitoring report to 28th February 2023

COMMITTEE INFORMATION (Agenda Item 13)

Cllr Gee had agreed to offer feedback to the Independent Remuneration Panel (IRP) from the Town Council and advised that she gave a fair response on information gathered on behalf of Councillors and noted the following points

For a members’ allowance:

- Split views as this is a voluntary role and would affect individual Councillors differently depending on financial circumstances.
- Claims for mileage were unlikely to happen but no specific feedback
- Clarified with IRP that there is no legislation for Childcare or carers costs to be paid but this was a very contentious point with our Cllrs – Cllr Gee agreed that the points she had raised could be taken up with Government.

For Chairmans allowance:

- No distinction between size of Town or Parish Council and engagements they attend

A robust discussion followed, and Cllrs asked that the Town Clerk investigate how the guidance is followed and bring to a future Full Council for discussion.

ACTION: TOWN CLERK

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 14)

It was proposed by Cllr D Lee and seconded by Cllr N Fox and it was

CHAIR INITIALS _____



**RESOLVED
30596**

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 TENANT LEASE (Agenda Item 15)

The Town Clerk's report 08/2023 was received and considered. It was proposed by Cllr D Lee and seconded by Cllr K Malvern and it was

**RESOLVED
30597**

that the rent and service charges for Piccolo Arco remain at the current level but that water charges would become the responsibility of the tenant as a separate water meter was now in situ.

The RFO left the meeting at 8.55pm.

STAFFING REPORT (Agenda Item 16)

The Town Clerk's Report 09/2023 was received and considered. During the discussion, it was agreed that all staff contracts should be consistent and clearly state the staff members' attendance requirements and contracted weekly hours. The Town Clerk was asked to seek clarification from the council's HR service provider over the application of overtime rates.

**RESOLVED
30598**

Following discussion, it was proposed by Cllr S Gurney and seconded by Cllr M Gee and it was

that recommendations 5.1 to 5.4 of the Town Clerk's report 09/2023 be approved and actioned, and that the Town Clerk encourage eligible staff to submit a summary of overtime for the 2021-22 and 2022-23 financial year for payment.

ACTION: TOWN CLERK

STAFFING UPDATE (Agenda Item 17)

The Town Clerk updated members on the start and induction of the Buildings and Markets Officer.

**RESOLVED
30599**

The Town Clerk's Report 05/2023 was received and considered. Following discussion, it was proposed by Cllr S Gurney and seconded by Cllr M Gee and it was

that recommendations 5.1 to 5.4 of the Town Clerk's report 05/2023 be approved and actioned.

ACTION: TOWN CLERK

CHAIR INITIALS _____



Time: 14:46

F & P and Current Accounts

List of Payments made between 01/01/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2023	Wokingham Borough Council	Std Ord	2,739.00		TH chambers rates 2104329
03/01/2023	BNP Paribas Leasing Solutions	DD 0301	1,797.72		9928080/UPFRONT CH/BNP Par
05/01/2023	O2	DDR 0501	274.87		18026985/DEC/O2
08/01/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/01/2023	Google Ireland Limited	DDR 090123	41.40		4636066225/DEC/Google Ireland
10/01/2023	Barclaycard Commercial	DDR 100123	44.00		010034751222/DEC CHARGE/Ba
11/01/2023	BACS P/L Pymnt Page 4607	BACS Pymnt	10,302.64		BACS P/L Pymnt Page 4607
11/01/2023	Clerk's Drawings Account	IMPREST	40,000.00		tx to Clerks
17/01/2023	Barclaycard Commercial	CC 170123	1,254.89		COOP 141222/KB/Barclaycard Co
17/01/2023	Barclaycard Commercial	DD 1701	210.05		CC 1612/HS /Barclaycard
18/01/2023	BACS P/L Pymnt Page 4610	BACS Pymnt	16,308.46		BACS P/L Pymnt Page 4610
20/01/2023	Total Gas & Power Ltd	DDR 2001	270.32		287115262/23/Total Gas & Power
20/01/2023	Total Gas & Power Ltd	DDR 200123	1,730.71		287115273/23/DEC TH/Total Gas
25/01/2023	BACS P/L Pymnt Page 4617	BACS Pymnt	26,731.47		BACS P/L Pymnt Page 4617
25/01/2023	Grant	BACS	15,000.00		Grant
26/01/2023	sage software limited	Std Ord	63.00		payroll services
26/01/2023	HMRC	BACS	13,039.69		HMRC
30/01/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
30/01/2023	ARVAL	DD	599.24		HK72 FNE WO7317
31/01/2023	BACS P/L Pymnt Page 4621	BACS Pymnt	991.12		BACS P/L Pymnt Page 4621
31/01/2023	Focus Group	DDR 2701	104.26		6811954/JAN RF2546/Focus Grou
31/01/2023	Focus Group	270123	670.79		6812166/JAN RF3078/Focus Grou
31/01/2023	Castle Water Limited	DDR 1701	25.37		8314420/Castle Water Limited
31/01/2023	Barclaycard Commercial	ERROR	-3.29		161222 ERR/ERROR/Barclaycard
06/02/2023	O2	DDR 0602	282.92		18563057/JAN/O2
07/02/2023	Google Ireland Limited	DDR 0702	41.40		4656200727/JAN/Google Ireland
08/02/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
08/02/2023	BACS P/L Pymnt Page 4635	BACS Pymnt	7,342.10		BACS P/L Pymnt Page 4635
08/02/2023	BACS P/L Pymnt Page 4640	BACS Pymnt	2,062.00		BACS P/L Pymnt Page 4640
08/02/2023	Clerk's Drawings Account	IMPREST	45,000.00		Tx Main to Clerks
21/02/2023	BACS P/L Pymnt Page 4644	BACS Pymnt	21,884.67		BACS P/L Pymnt Page 4644
22/02/2023	Barclaycard Commercial	DDR 100223	45.36		010034750123/JAN CHARGE/Ba
22/02/2023	Castle Water Limited	DDR 170223	29.92		8474268/Castle Water Limited
22/02/2023	Total Gas & Power Ltd	DDR 2202	6,335.32		290186671/23/TH CHAMBER/Tota
22/02/2023	Total Gas & Power Ltd	DDR 220223	355.92		290186693/23/WH/Total Gas & Po
24/02/2023	Focus Group	DDR 2402	104.26		6812659/RF2546/Focus Group
26/02/2023	sage software limited	Std Ord	63.00		payroll services
28/02/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/02/2023	BACS P/L Pymnt Page 4657	BACS Pymnt	4,118.00		BACS P/L Pymnt Page 4657
28/02/2023	Barclaycard Commercial	DDR 170123	4,402.56		GAIL 120123/Barclaycard Commer
28/02/2023	HMRC	DDR	7,739.86		HMRC
28/02/2023	Total Gas & Power Ltd	DDR 280223	1,824.53		291149831/23/GAS TH/Total Gas
28/02/2023	Focus Group	DDR 2802	670.79		754899/CR 3078/Focus Group
28/02/2023	Twofold Limited	DDR 28 02	71.96		11647/2203 2106/Twofold Limite__
		Total Payments	240,715.74		

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Time: 14:47

Clerk's Drawings Account

List of Payments made between 01/01/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/2023	Peninsula	Std Ord	149.50		Personnel contract
01/01/2023	wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/01/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 a/c 2239762
01/01/2023	Wokingham Borough Council	Std Ord	644.00		market tolls 1016075
01/01/2023	Wokingham Borough Council	Std Ord	304.00		Woosehill 101493X
01/01/2023	Wokingham Town Council	Std Ord	329.00		info centre rates 1045161
04/01/2023	Lex Autolease Ltd	DDR 0401	268.17		Purchase Ledger DDR Payment
11/01/2023	BACS P/L Pymnt Page 4608	BACS Pymnt	2,766.10		BACS P/L Pymnt Page 4608
11/01/2023	110123 DD	BACS	100.00		110123 DD
13/01/2023	Jan Salary	BACS	33,412.27		Jan Salary
13/01/2023	damage deposit	BACS	100.00		damage deposit
17/01/2023	Castle Water Limited	DDR 1701	14.07		8317894/Castle Water Limited
17/01/2023	Castle Water Limited	DDR 170123	25.32		8325651/Castle Water Limited
18/01/2023	BACS P/L Pymnt Page 4611	BACS Pymnt	2,989.21		BACS P/L Pymnt Page 4611
20/01/2023	damage deposit	BACS	100.00		damage deposit
25/01/2023	BACS P/L Pymnt Page 4618	BACS Pymnt	1,224.73		BACS P/L Pymnt Page 4618
25/01/2023	staff	BACS	45.59		staff
25/01/2023	DD mayor allot	BACS	1,119.35		DD mayor allot
26/01/2023	Peninsula	DDR 2601	7.87		U003344548/579649/Peninsula
27/01/2023	Peninsula	DD 2701	34.20		U003334889/Peninsula
31/01/2023	BACS P/L Pymnt Page 4622	BACS Pymnt	3,400.75		BACS P/L Pymnt Page 4622
01/02/2023	Peninsula	Std Ord	149.50		Personnel contract
02/02/2023	310123 STAFF DDR	BACS	16.20		310123 STAFF DDR
02/02/2023	Lex Autolease Ltd	DDR 020223	268.17		EXI2038557/Lex Autolease Ltd
08/02/2023	BACS P/L Pymnt Page 4636	BACS Pymnt	5,175.34		BACS P/L Pymnt Page 4636
08/02/2023	BACS P/L Pymnt Page 4639	BACS Pymnt	-25.00		BACS P/L Pymnt Page 4639
08/02/2023	Lex Autolease Ltd	DDR 0802	520.24		XRIN402458/Lex Autolease Ltd
10/02/2023	DD MARKET STAFF	BACS	326.25		DD MARKET STAFF
15/02/2023	Salary	BACS	25,403.73		Salary
21/02/2023	BACS P/L Pymnt Page 4646	BACS Pymnt	6,500.34		BACS P/L Pymnt Page 4646
22/02/2023	BACS P/L Pymnt Page 4649	BACS Pymnt	100.00		BACS P/L Pymnt Page 4649
22/02/2023	Castle Water Limited	DDR 170223	11.59		8479816/Castle Water Limited
22/02/2023	Book fest charges	BACS	21.00		Book fest charges
23/02/2023	DON DD ALLOT	BACS	447.09		DON DD ALLOT
28/02/2023	BACS P/L Pymnt Page 4656	BACS Pymnt	1,445.62		BACS P/L Pymnt Page 4656
28/02/2023	Peninsula	DDR 280223	34.20		U003389661/Peninsula
28/02/2023	280223 DD	BACS	170.91		280223 DD
		Total Payments	88,108.31		

CHAIR INITIALS _____



14:51

Summary Income & Expenditure by Budget Heading 13/03/2023

Month No: 11

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	80	0	80	80		
	Expenditure	51,050	55,596	71,580	15,984	10,856	5,128
	Net Income over Expenditure	(50,970)	(55,596)	(71,500)	(15,904)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(50,970)	(55,596)				
Market	Income	46,055	38,370	41,500	3,130		
	Expenditure	30,618	13,794	12,010	(1,784)		(1,784)
	Movement to/(from) Gen Reserve	15,436	24,576				
Parks & Bloom	Income	8,459	12,051	6,250	(5,801)		
	Expenditure	117,334	101,271	151,550	50,279	35,329	14,951
	Movement to/(from) Gen Reserve	(108,875)	(89,220)				
Woosehill	Income	16,779	23,425	36,410	12,985		
	Expenditure	19,852	25,513	22,900	(2,613)	645	(3,258)
	Movement to/(from) Gen Reserve	(3,073)	(2,088)				
Town Hall	Income	106,815	124,232	139,260	15,028		
	Expenditure	78,967	82,894	103,260	20,366	14,951	5,415
	Net Income over Expenditure	27,848	41,338	36,000	(5,338)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	27,848	41,338				
Allotments	Income	23,644	72,975	12,150	(60,825)		
	Expenditure	17,527	44,711	13,600	(31,111)	536	(31,647)
	Movement to/(from) Gen Reserve	6,118	28,264				
Amenities Capital	Expenditure	124,536	38,124	83,000	44,876	3,142	41,734
	plus Transfer from EMR	15,047	0				
	Movement to/(from) Gen Reserve	(109,489)	(38,124)				
Personnel	Income	370	0	0	0		
	Expenditure	515,518	547,849	545,670	(2,179)	873	(3,052)
	Movement to/(from) Gen Reserve	(515,148)	(547,849)				
F & P Administration	Income	1,055,131	1,421,647	1,170,910	(250,737)		
	Expenditure	127,551	104,898	275,060	170,162	9,877	160,285
	Net Income over Expenditure	927,580	1,316,749	895,850	(420,899)		
	plus Transfer from EMR	0	3,600				
	less Transfer to EMR	0	393,992				

CHAIR INITIALS _____



	Movement to/(from) Gen Reserve	927,580	926,357				
Civic	Income	800	0	0	0		
	Expenditure	22,722	22,862	26,440	3,578	274	3,303
	Movement to/(from) Gen Reserve	(21,922)	(22,862)				
Grants	Expenditure	78,655	100,669	112,070	11,401		11,401
Arts & Culture	Income	2,315	3,209	4,750	1,541		
	Expenditure	12,842	83,636	90,170	6,534	64,664	(58,130)
	Movement to/(from) Gen Reserve	(10,527)	(80,426)				
Highways and Planning	Income	0	10,000	0	(10,000)		
	Expenditure	625	6,465	2,200	(4,265)	313	(4,577)
	Movement to/(from) Gen Reserve	(625)	3,535				
	Grand Totals:- Income	1,260,447	1,705,910	1,411,310	(294,600)		
	Expenditure	1,197,797	1,228,282	1,509,510	281,228	141,460	139,768
	Net Income over Expenditure	62,651	477,628	(98,200)	(575,828)		
	plus Transfer from EMR	15,047	3,600				
	less Transfer to EMR	0	393,992				
	Movement to/(from) Gen Reserve	77,697	87,236				

CHAIR INITIALS _____



14:55

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 13/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Debtors	18,542	
105	VAT Control Account	9,693	
110	Prepayments	30,188	
201	F & GP + Current Account	763,953	
202	Clerk's Drawings Account	49,573	
205	Treasury Deposit	250,000	
209	RYND	18,002	
210	Petty Cash	191	
211	Office 2 (Michael Cragg)	807	
	Total Current Assets		1,140,949
	<u>Current Liabilities</u>		
501	Creditors	27,582	
502	Receipts in Advance	4,270	
504	RYND Creditor	18,002	
508	Office 2 Michael Cragg	807	
510	Accruals	698	
561	Hire Deposits Town Hall	1,900	
562	Hire Deposits Woosehill	1,400	
564	Long Term Key & Damage	2,825	
565	Allotment key deposit	190	
599	Suspense Account	2	
	Total Current Liabilities		57,676
	Net Current Assets		1,083,272
	Total Assets less Current Liabilities		1,083,272
	<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	477,628	
310	General Reserve	(106,375)	
320	Self Insurance Fund	17,123	
321	Emergency Provision	175,000	
324	Election Reserve	7,500	
325	Asset Revaluation Reserve	400	
360	Playpark Earmark Reserve	511,996	
	Total Equity		1,083,272

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 Term Asset Register. As at 28th February 2023 the value of investments was £191,858. There were no long-term liabilities as at 28th February 2023.

CHAIR INITIALS _____

