

# 3rd May 2022

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 8.20pm

## **PRESENT**

**Chair:** Cllr M Gee

**Councillors:** Cllr N Campbell-White, P Cunnington, N Fox, D Lee and K Malvern.

## **IN ATTENDANCE**

Town Clerk: Jan Nowecki

RFO: Nicky Harmsworth

Cllr A Mather

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

Apologies for absence were received from Cllr P Hornsby, S Gurney and I Shepherd- Dubey

## **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

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on

**RESOLVED  
30433**

16<sup>th</sup> March 2022 pages 16491 to 16500 be received as a true and correct record and that they be signed by the Chair.

## **YEAR END 2021/22 BUDGET REPORT (Agenda Item 5)**

The RFO's Year End Outturn report for the financial year 2021-22, including the revenue monitoring report to 31<sup>st</sup> March 2022 was received and noted.

The chair noted that as inflation was estimated to rise to 10% by the end of the year she would like long term planning for playparks revisited and brought back to a future meeting.

**ACTION: RFO**

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



### **AUDIT 2021/22 (Agenda Item 6)**

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

**RESOLVED  
30434**

- (a) that the Internal Auditor's reports dated 16<sup>th</sup> February 2022 and 20<sup>th</sup> April 2022 respectively, for the Accounts for the year ending 31<sup>st</sup> March 2022 be received,
- (b) that the review of the effectiveness of internal audit performed by this Council for the year end March 2022 be received and
- (c) that Claire Connell be confirmed as the Internal Auditor for this council for the financial year 2022/2023.

Cllrs were reminded of the background concerning the point raised under the minor breach of regulations that had been identified and noted that procedural changes had been implemented to allow additional officers to upload material to the website.

The RFO was thanked for all her work to ensure the Council had received such a positive outcome.

### **ANNUAL RETURN 2021/22(Agenda Item 7)**

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

**RESOLVED  
30435**

- (a) that the Financial Statements for the year ending 31<sup>st</sup> March 2022 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 2022 be sent to Full Council for approval.

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

The addendum to the standard financial regulations had been updated to show new officer job titles for the year ended 31<sup>st</sup> March 2023 were received and noted.

### **INVESTMENT POLICY (Agenda Item 9)**

The RFO advised that the policy had been updated to note the changes in the updated regulations.

The Chair asked the RFO to investigate interest rates in other specified investments and report back to a future meeting.

**ACTION: RFO**

### **TOWN CLERK RECRUITMENT (Agenda Item 10)**

The Town Clerk advised that the advert was now live and that the interviews would be held on the 14<sup>th</sup> June. In order to ratify the interview panel's decision an Extraordinary meeting would be held that day. Timings to be confirmed after shortlisting for the position but likely to be between 5 and 7pm.

**ACTION: TOWN CLERK**

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



**ACCOUNTS PAYABLE (Agenda Item 11)**

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

It was proposed by Cllr N Fox and seconded by Cllr P Cunnington and the following was

**RESOLVED  
30436**

- (a) that the list of costs from 1<sup>st</sup> March 2022 to 31<sup>st</sup> March 2022 totalling the sum of £93,151.23 be approved for payment as well as the respective cheques and bacs paid from the F&P account, this includes £35,000, a transfer to the Clerk's A/c; and
- (b) that the list of costs from 1<sup>st</sup> March 2022 to 31<sup>st</sup> March 2022 totalling the sum of £48,331.50 be approved for payment as well as the respective cheques and bacs paid from the Clerks Drawings account.

**COMMITTEE INFORMATION (Agenda Item 12)**

- (a) No information items were raised by members.
- (b) The Committee asked that the precept statement be prepared.

**EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)**

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

**RESOLVED  
30437**

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.

**WOKINGHAM SPORTS SPONSORSHIP FUNDING (Agenda Item 14)**

The request to match fund two Wokingham Town residents who had recently been awarded a WBC sport's grant to support training, competition and equipment costs was received and considered.

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

**RESOLVED  
30438**

that a grant of £450 each be awarded to both residents.

**ACTION: RFO**

**ENVOY ASSOCIATES LEASE (Agenda Item 15)**

The Town Clerk's report 04/2022 was received and considered.

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

**RESOLVED  
30439**

That the rent be maintained at the current rate and the lease be renewed for a further 3 years, and;

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



That a wider rent review would take place in the autumn to inform next year's reviews.

**ACTION: TOWN CLERK**

**HEALTH & SAFETY UPDATE (Agenda Item 16)**

The Town Clerk updated the Committee that no further action would be taken by the Health & Safety Executive following the incident at Elms Field in May 2020.

The RFO left the meeting at 8.15pm

**STAFFING UPDATE (Agenda Item 17)**

The Town Clerk reported the high incidence of COVID infections in the past month. Staff were now recovered. Councillors thanked staff for effectively maintaining services despite this situation.

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



Time: 08:08

## F &amp; P and Current Accounts

## List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/03/2022	BACS P/L Pymnt Page 4304	BACS Pymnt	13,777.80		BACS P/L Pymnt Page 4304
07/03/2022	BACS P/L Pymnt Page 4307	BACS Pymnt	1,632.00		BACS P/L Pymnt Page 4307
07/03/2022	allotment payment	BACS	16.24		allotment payment
07/03/2022	allotment payment	BACS	-16.24		allotment payment
08/03/2022	Hiscock	direct deb	2,656.40		Hiscock WTC insurance
08/03/2022	BACS P/L Pymnt Page 4309	BACS Pymnt	2,293.34		BACS P/L Pymnt Page 4309
09/03/2022	Google Ireland Limited	DDR 0903	71.62		4075786646/Google Ireland Limi
09/03/2022	O2	DDR 090322	211.22		11024676/O2
10/03/2022	Clerk's Drawings Account	tx main-cl	35,000.00		tx main to clerks
10/03/2022	Barclaycard Commercial	DDR 1003	44.21		10034750222/Barclaycard Com
15/03/2022	BACS P/L Pymnt Page 4312	BACS Pymnt	2,744.37		BACS P/L Pymnt Page 4312
15/03/2022	refunds	BACS	387.34		refunds
15/03/2022	Salary	BACS	25,623.42		Salary
15/03/2022	Clerk's Drawings Account	Salary	25,623.42		Monthly tx to Clerks
15/03/2022	refunds	BACS	-387.34		refunds
15/03/2022	Salary	BACS	-25,623.42		Salary
15/03/2022	Salary	BACS	-25,623.42		Salary
22/03/2022	BACS P/L Pymnt Page 4319	BACS Pymnt	12,195.75		BACS P/L Pymnt Page 4319
22/03/2022	Castle Water Limited	DDR 1503	38.91		6924790/Castle Water Limited
22/03/2022	Refunds	BACS	121.17		Refunds
22/03/2022	refunds	BACS	-121.17		refunds
24/03/2022	HMRC	BACS	8,412.42		HMRC
28/03/2022	BACS P/L Pymnt Page 4324	BACS Pymnt	4,548.00		BACS P/L Pymnt Page 4324
29/03/2022	Total Gas & Power Ltd	DDR 2203	1,672.78		260035528/22/Total Gas & Power
29/03/2022	sage software limited	Std Ord	48.00		payroll services
29/03/2022	BACS P/L Pymnt Page 4328	BACS Pymnt	1,884.45		BACS P/L Pymnt Page 4328
31/03/2022	BACS P/L Pymnt Page 4330	BACS Pymnt	5,214.00		BACS P/L Pymnt Page 4330
31/03/2022	Focus Group	DCR 300322	705.96		6801401/Focus Group
31/03/2022	refunds	BACS	410.00		refunds
31/03/2022	refunds	BACS	-410.00		refunds
<b>Total Payments</b>			<b>93,151.23</b>		

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



Time: 08:20

## Clerk's Drawings Account

## List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2022	Lex Autolease	DD	253.70		Monthly van leasing charge
01/03/2022	Peninsula	Std Ord	149.50		Personnel contract
01/03/2022	wokingham borough council	DD696654	39.77		garage rent direct debit
07/03/2022	BACS P/L Pymnt Page 4305	BACS Pymnt	1,634.43		BACS P/L Pymnt Page 4305
08/03/2022	slcc	CHQ	10.00		SLCC cheque for branch meeting
08/03/2022	BACS P/L Pymnt Page 4308	BACS Pymnt	1,647.07		BACS P/L Pymnt Page 4308
15/03/2022	BACS P/L Pymnt Page 4313	BACS Pymnt	2,746.97		BACS P/L Pymnt Page 4313
15/03/2022	Castle Water Limited	DDR 1503	6.33		6923146/Castle Water Limited
15/03/2022	refunds	BACS	387.34		refunds
15/03/2022	Salary	BACS	25,623.42		Salary
22/03/2022	BACS P/L Pymnt Page 4317	BACS Pymnt	2,748.25		BACS P/L Pymnt Page 4317
22/03/2022	refunds	BACS	121.17		refunds
28/03/2022	Peninsula	DD	34.20		EAP provision
28/03/2022	BACS P/L Pymnt Page 4322	BACS Pymnt	2,190.26		BACS P/L Pymnt Page 4322
28/03/2022	BACS P/L Pymnt Page 4325	BACS Pymnt	1,026.65		BACS P/L Pymnt Page 4325
29/03/2022	BACS P/L Pymnt Page 4327	BACS Pymnt	767.77		BACS P/L Pymnt Page 4327
30/03/2022	BACS P/L Pymnt Page 4329	BACS Pymnt	4,990.22		BACS P/L Pymnt Page 4329
31/03/2022	BACS P/L Pymnt Page 4331	BACS Pymnt	1,677.60		BACS P/L Pymnt Page 4331
31/03/2022	BACS P/L Pymnt Page 4333	BACS Pymnt	1,866.85		BACS P/L Pymnt Page 4333
31/03/2022	refunds	BACS	410.00		refunds
		<b>Total Payments</b>	<b>48,331.50</b>		

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

