

25 April 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 8.50pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllr P Cunnington, T Lack, D Lee, K Malvern and I Shepherd-Dubey.

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr A Mather and S Gurney. Cllr Lee was running late therefore it was agreed that Cllr Gee would take the Chair.

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 P Cunnington and seconded by Cllr K Malvern and it was

**RESOLVED
30607**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 21st March 2023 pages 16709 to 16717 be received as a true and correct record and that they be signed by the Chair.

YEAR END 2022/23 BUDGET REPORT (Agenda Item 5)

The RFO's Year End Outturn report for the financial year 2022-23, including the revenue monitoring report to 31st March 2023 was received and noted. Discussions were held around the under and overspends of each Committee.

Cllr Lee joined the meeting and Cllr Gee asked if he wished to take over the Chair but Cllr Lee declined as the meeting was already in progress.

CHAIR INITIALS _____



AUDIT 2022/23 (Agenda Item 6)

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

**RESOLVED
30608**

- (a) that the Internal Auditor's reports dated 6th February 2023 and 18th April 2023 respectively, for the Accounts for the year ending 31st March 2023 be received,
- (b) that the review of the effectiveness of internal audit performed by this Council for the year end March 2023 be received and
- (c) that Claire Connell be confirmed as the Internal Auditor for this council for the financial year 2023/2024.

The RFO noted that a full review of the transparency disclosure would be undertaken during this financial year to ensure that all disclosures are easily locatable on the website.

ANNUAL RETURN 2022/23 (Agenda Item 7)

It was proposed by Cllr D Lee and seconded by Cllr T Lack and the following was

**RESOLVED
30609**

- (a) that the Financial Statements for the year ending 31st March 2023 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 31st March 2022 be sent to Full Council for approval.

It was noted that the boxes on the guidance notes for completion of the Annual Return had not been completed but the Town Clerk advised this was very much an administrative tool to confirm the necessary information was included prior to the file being sent off to External Audit and the RFO would complete this in due course.

The Committee expressed confidence that the boxes in Section 1 – Annual Governance Statement 2022/23 could be marked as yes by members of Full Council in May.

FUNDING REQUEST FOR TRAMPOLINE AT ELMS FIELD (Agenda Item 8)

The Town Clerk's report 10 was received and considered. Discussions were held around costings for the different options open to the Amenities Committee.

**RESOLVED
30610**

It was proposed by Cllr D Lee and seconded by Cllr T Lack and it was

that all options be open to the Amenities Committee using the Self Insurance Earmarked Reserve of £17,123 in the first instance with any additional funding above this, to a maximum of £7,877, be taken out of general reserves. It was noted that funding may be re-allocated from CIL reserves once the project is completed.

CHAIR INITIALS _____



ACCOUNTS PAYABLE (Agenda Item 9)

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

- (a) the list of costs from 1st March 2023 to 31st March 2023 totalling the sum of £124,419.14 paid from the F & GP Account, this includes £41,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st March 2023 to 31st March 2023 totalling the sum of £88,108.31 paid from the Clerks Drawings account.

COMMITTEE INFORMATION (Agenda Item 10)

No information was shared.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)

It was proposed by Cllr M Gee and seconded by Cllr T Lack and it was

**RESOLVED
30611**

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 12)

The Town Clerk gave a verbal report on the lease and a potential issue with the service charge.

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

**RESOLVED
30612**

That the Town Clerk's recommendations on service charges be approved.

The RFO left the meeting at 8.40pm.

STAFFING UPDATE (Agenda Item 13)

The Town Clerk gave a verbal update on staffing matters.

CHAIR INITIALS _____



Date: 18/04/2023

Wokingham Town Council

Page 1

Time: 15:05

F & P and Current Accounts

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Wokingham Borough Council	007370707	55.90		Hawkins Way Garage
04/03/2023	Total Gas & Power Ltd	DDR 04 MAR	0.30		293220768/23/GAS WH/Total Gas
07/03/2023	BACS P/L Pymnt Page 4669	BACS Pymnt	35,427.78		BACS P/L Pymnt Page 4669
08/03/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
08/03/2023	BACS P/L Pymnt Page 4670	BACS Pymnt	4,307.00		BACS P/L Pymnt Page 4670
08/03/2023	O2	DDR 0803	277.87		19107862/FEB/O2
08/03/2023	Clerk's Drawings Account	IMPREST	41,000.00		Tx Main to Clerks
10/03/2023	Google Ireland Limited	DCR 1003	41.40		4671162932/FEB/Google Ireland
14/03/2023	BACS P/L Pymnt Page 4674	BACS Pymnt	1,680.00		BACS P/L Pymnt Page 4674
15/03/2023	Barclaycard Commercial	DDR 1003	51.22		010034750223/FEB ARGE/Barcla
15/03/2023	Castle Water Limited	DDR 1503	66.36		CR 859430/ERR/Castle Water Lim
17/03/2023	Castle Water Limited	DDR 1703	43.66		8617904/Castle Water Limited
21/03/2023	BACS P/L Pymnt Page 4681	BACS Pymnt	18,720.73		BACS P/L Pymnt Page 4681
21/03/2023	Total Gas & Power Ltd	DDR 2103	224.13		293220768/23/GAS WH/Total Gas
21/03/2023	Total Gas & Power Ltd	DDR 210323	1,340.37		293147915/23/FEB TH/Total Gas
26/03/2023	sage software limited	Std Ord	63.00		payroll services
28/03/2023	ARVAL	DD	599.24		HK72 FNE WO7317
30/03/2023	HMRC	DD	8,115.91		HMRC
31/03/2023	BACS P/L Pymnt Page 4689	BACS Pymnt	8,941.10		BACS P/L Pymnt Page 4689
31/03/2023	Castle Water Limited	DDR 1703	61.36		8619237/Castle Water Limited
31/03/2023	Focus Group	DDR 3103	740.21		6814415/RF3078 MAR/Focus
Group					
31/03/2023	Focus Group	DDR 310323	122.15		6813917/RF2546 MAR/Focus
Group					
		Total Payments	124,419.14		

CHAIR INITIALS _____



Time: 15:06

Clerk's Drawings Account

List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Peninsula	Std Ord	149.50		Personnel contract
07/03/2023	BACS P/L Pymnt Page 4667	BACS Pymnt	3,693.64		BACS P/L Pymnt Page 4667
08/03/2023	BACS P/L Pymnt Page 4671	BACS Pymnt	208.45		BACS P/L Pymnt Page 4671
08/03/2023	GOPLASTIC Ltd	BACS	604.42		GOPLASTIC Ltd
14/03/2023	BACS P/L Pymnt Page 4673	BACS Pymnt	660.00		BACS P/L Pymnt Page 4673
14/03/2023	BACS P/L Pymnt Page 4675	BACS Pymnt	2,783.11		BACS P/L Pymnt Page 4675
14/03/2023	140323 DD	BACS	300.00		140323 DD
15/03/2023	Castle Water Limited	DDR 1503	684.64		8595052/Castle Water Limited
15/03/2023	March salary	BACS	25,799.89		March salary
17/03/2023	Castle Water Limited	DDR 1703	15.43		8613247/Castle Water Limited
20/03/2023	Castle Water Limited	DDR 2003	66.42		8624154/Castle Water Limited
21/03/2023	BACS P/L Pymnt Page 4682	BACS Pymnt	2,000.09		BACS P/L Pymnt Page 4682
23/03/2023	210323 DD DON	BACS	350.00		210323 DD DON
28/03/2023	BACS P/L Pymnt Page 4687	BACS Pymnt	2,879.45		BACS P/L Pymnt Page 4687
28/03/2023	2803 COR DD	BACS	350.00		2803 COR DD
31/03/2023	BACS P/L Pymnt Page 4690	BACS Pymnt	2,007.15		BACS P/L Pymnt Page 4690
31/03/2023	WTC staff	BACS	124.37		WTC staff
		Total Payments	42,676.56		

CHAIR INITIALS _____

