

19th July 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 10.25pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), R Comber, M Lucey, T Lack, A Mather, H Richards and I Shepherd-Dubey, S Gurney (ex-officio).

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr B Callender

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Shepherd-Dubey declared she was the Executive Member for Finance at Wokingham Borough Council.

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 H Richards and seconded by Cllr A Mather and it was

**RESOLVED
30678**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 13th June 2023 pages 16766 to 16775 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and this was unanimous.

GRANTS POLICY (Agenda Item 5)

The Town Clerk gave an overview of her report 20/2023 and the Mayor gave some background into the grants policy as she sat on the grants working party when it was last renewed. The Town Clerk advised that the strategy working party would be reviewing the vision later this month for final approval at Full Council and any changes would be updated in the policy.

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

CHAIR INITIALS _____



**RESOLVED
30679**

that the grants program be opened on 31st July 2023 using the existing grant application, asking applicants to detail how their funding supports the current vision and that the budget be set at a maximum of £111,820.

The Town Clerk then gave an overview on the information shown in her report 19/2023 on developing a small grants program from the councils existing grants budget ready for the 2024 financial year.

It was proposed by Cllr B Alvi and seconded by Cllr R Comber and it was

**RESOLVED
30680**

that the Town Clerk meet with representatives from Wokingham United Charities and Berkshire Community Foundation to identify the most appropriate threshold for small grant applications and use that information to draft a small grants policy that covers when and how this grant program would be used.

INSURANCE (Agenda Item 6)

It was noted that the Annual Insurance review has taken place with Kevin Millard, WTCs contact at Gallagher insurance and we remain in a fixed term deal.

INVESTMENT UPDATE (Agenda Item 7)

Prior to this meeting a presentation had been given by CCLA on the Local Authorities Property fund and Councillors discussed at length the information given at that presentation and options shown in the RFO report for investing money in other places.

It was proposed by Cllr M Gee and seconded by Cllr H Richards and it was

**RESOLVED
30681**

that £350k be invested in The CCLA Public Sector Deposit Fund.

A vote was taken and this was unanimous.

Councillors were concerned about the liquidity of the CCLA Local Authority Property Fund and discussions were held around why holding money when inflation is high. Earmark reserves were available to cover planned future expenditure. The risk of this type of fund was discussed at great length.

It was proposed by Cllr M Gee and seconded by Cllr M Lucey and it was

**RESOLVED
30682**

that notice be given to sell half of the units currently held in CCLA Local Authority Property Fund noting that the market value of those units would not be known until 180 days. Cllrs requested that further discussions are held in January 2024 as to whether the rest of the units remain in this fund.

A vote was taken with 7 councillors in favour and 1 councillor abstaining.

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ARTS & CULTURE ADDITIONAL FUNDING FOR 2024/25 (Agenda Item 8)

The Mayor gave an overview on the recommendation from the Arts & Culture Committee held on 17th July 2023 noting that this fell outside of the normal budget setting cycle for contract purposes.

It was proposed by Cllr A Mather and seconded by Cllr T Lack and it was

**RESOLVED
30683**

that a 15% increase (£2,100) be included for the overall Fun Day budget for the 2024 event and also to agree an additional £1,400 for an alternative or expansion to an existing ride to facilitate additional capacity, and ;
to extend Yes Events contract and approve an increase to the Concert budget of £7,245.

The RFO noted that the final decision for budget setting would be taken by Full Council in January 2024.

A vote was taken and this was unanimous.

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 June 2023 to 30th June 2023 totalling the sum of £213,766.25 paid from the F & GP Account, this includes £50,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st June 2023 to 30th June 2023 totalling the sum of £47,705.74 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 10)

The following financial reports were received and noted

- (a) Income and Expenditure to 30th June 2023.
- (b) Balance Sheet as 30th June 2023.
- (c) Revenue monitoring report to 30th June 2023.

The RFO was thanked for including the year end forecast position on the Revenue monitoring.

COMMITTEE INFORMATION (Agenda Item 11)

- (a) no information was raised by members
- (b) The grants process to be publicised.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

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

CHAIR INITIALS _____



**RESOLVED
30684**

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.

GRANT FUNDING (Agenda Item 13)

The request for an alternative use of the Woosehill and Emmbrook Speedwatch grant funding was received and considered.

It was proposed by Cllr T Lack and seconded by Cllr H Richards and it was

**RESOLVED
30685**

that the alternative use of £349.99 be approved.

A vote was taken, 3 councillor's were against.

TOWN HALL TENANT OVERVIEW (Agenda Item 14)

The Town Clerk gave a verbal report on a telephone conversation with Rob Taylor from Timpson. They are requesting a 5 year fixed rent lease with a break clause at 3 year.

The Committee were comfortable that the Town Clerk continue the negotiations on this basis.

The RFO left the meeting at 9.40pm

STAFFING UPDATE (Agenda Item 15)

The Town Clerk gave a verbal report on report TC-17/2023. Following extensive discussions, members indicated an acceptable range for the Town Clerk to develop PRP proposals, to be brought to the next meeting.

It was proposed by Cllr Gee and seconded by Cllr Richards and members

**RESOLVED
30686**

that the meeting continue beyond 10pm

Cllr Shepherd-Dubey left the meeting at 10pm

Cllr Mather left the meeting at 10pm

The Town Clerk gave a summary of report TC-18/2023. Following discussion, it was proposed by Cllr Gee, seconded by Cllr Lack and

**RESOLVED
30687**

that a bonus sum amounting to £250 after taxes and deductions are made, be paid.

The Town Clerk reported the resignation of the RFO and noted that an extraordinary meeting will be called to review and resolve plans to recruit a new RFO.

CHAIR INITIALS _____



The Town Clerk reported that, due to new car park charges after 6pm in local car parks, staff attending evening council meetings will be able to have evening parking costs reimbursed.

The meeting ended at 10.25pm

Date:11/07/2023

Wokingham Town Council

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Time: 12:00

F & P and Current Accounts

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	SAGE	Std Ord	63.00		Payroll
01/06/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/06/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
06/06/2023	BACS P/L Pymnt Page 4743	BACS Pymnt	2,970.00		BACS P/L Pymnt Page 4743
06/06/2023	O2	DDR 060623	320.96		20939573/MAY/O2
07/06/2023	Google Ireland Limited	DDR 070623	41.40		4730942297/Google Ireland Limi
08/06/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/06/2023	BACS P/L Pymnt Page 4747	BACS Pymnt	37,681.04		BACS P/L Pymnt Page 4747
09/06/2023	BACS P/L Pymnt Page 4748	BACS Pymnt	2,599.20		BACS P/L Pymnt Page 4748
09/06/2023	Clerk's Drawings Account	IMPREST	50,000.00		Transfer to Clerks
12/06/2023	Barclaycard Commercial	DDR 120623	44.00		010034750523/Barclaycard Com
13/06/2023	HMRC	DDR	8,975.62		HMRC
16/06/2023	Castle Water Limited	DDR 160623	50.44		9092867/Castle Water Limited
19/06/2023	Castle Water Limited	DDR 190623	36.05		9127888/Castle Water Limited
19/06/2023	Barclaycard Commercial	DDR 1906	-99.98		Purchase Ledger DDR Payment
19/06/2023	Barclaycard Commercial	DDR 190623	10.50		Purchase Ledger DDR Payment
19/06/2023	Barclaycard Commercial	DDR 1906	3,749.08		CAFFE NERO 1305/Barclaycard C
21/06/2023	BACS P/L Pymnt Page 4749	BACS Pymnt	17,624.69		BACS P/L Pymnt Page 4749
23/06/2023	BACS P/L Pymnt Page 4754	BACS Pymnt	6,166.00		BACS P/L Pymnt Page 4754
26/06/2023	ARVAL	DD	599.24		HK72 FNE WO7317
27/06/2023	Total Gas & Power Ltd	DDR 2706	503.23		302959827/23/Total Gas & Power
27/06/2023	Total Gas & Power Ltd	DDR 270623	32.39		302959816/23/GAS WH/Total Gas
28/06/2023	Focus Group	DDR 2806	821.42		6816987/Focus Group
28/06/2023	Focus Group	DDR 280623	122.15		6816793/Focus Group
29/06/2023	HMRC	DDR	9,967.63		HMRC
30/06/2023	BACS P/L Pymnt Page 4759	BACS Pymnt	2,060.10		BACS P/L Pymnt Page 4759
30/06/2023	BACS P/L Pymnt Page 4762	BACS Pymnt	59,518.27		BACS P/L Pymnt Page 4762
30/06/2023	BACS P/L Pymnt Page 4764	BACS Pymnt	4,462.19		BACS P/L Pymnt Page 4764
30/06/2023	Barclaycard Commercial	DDR 010523	-44.62		Purchase Ledger DDR Payment
		Total Payments	213,766.25		

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Time: 12:02

Clerk's Drawings Account

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/06/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/06/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/06/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/06/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/06/2023	MAYOR STAFF	BACS	1,154.76		MAYOR STAFF
03/06/2023	Peninsula	Std Ord	167.44		HR support
06/06/2023	BACS P/L Pymnt Page 4742	BACS Pymnt	1,872.13		BACS P/L Pymnt Page 4742
06/06/2023	060623 ALLOTMENT	BACS	10.00		060623 ALLOTMENT
08/06/2023	Castle Water Limited	DDR 080623	142.63		9037094/Castle Water Limited
09/06/2023	BACS P/L Pymnt Page 4744	BACS Pymnt	5,306.40		BACS P/L Pymnt Page 4744
09/06/2023	DD WBC staff	BACS	698.81		DD WBC staff
13/06/2023	DAMAGEDEP130623	BACS	200.00		DAMAGEDEP130623
15/06/2023	Salary	BACS	29,824.63		Salary
16/06/2023	Castle Water Limited	DDR 160623	26.13		9091493/Castle Water Limited
19/06/2023	Castle Water Limited	DDR 190623	19.09		9125871/Castle Water Limited
21/06/2023	BACS P/L Pymnt Page 4750	BACS Pymnt	2,221.52		BACS P/L Pymnt Page 4750
21/06/2023	210623 DD	BACS	200.00		210623 DD
23/06/2023	BACS P/L Pymnt Page 4753	BACS Pymnt	349.56		BACS P/L Pymnt Page 4753
30/06/2023	BACS P/L Pymnt Page 4760	BACS Pymnt	2,545.03		BACS P/L Pymnt Page 4760
30/06/2023	BACS P/L Pymnt Page 4765	BACS Pymnt	393.28		BACS P/L Pymnt Page 4765
30/06/2023	DD FUN SPORTS	BACS	950.00		DD FUN SPORTS
30/06/2023	040723 STAFF	BACS	129.33		040723 STAFF
		Total Payments	47,705.74		

CHAIR INITIALS _____



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Summary Income & Expenditure by Budget Heading 11/07/2023

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	0	0	30	30		
	Expenditure	58,855	16,093	87,500	71,407	39,972	31,435
	Net Income over Expenditure	(58,855)	(16,093)	(87,470)	(71,377)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(16,093)				
Market	Income	41,860	11,360	41,700	30,340		
	Expenditure	12,902	1,746	13,110	11,364	1,257	10,107
	Movement to/(from) Gen Reserve	28,958	9,614				
Parks & Bloom	Income	13,835	388	5,650	5,263		
	Expenditure	146,772	24,749	168,700	143,951	96,363	47,588
	Movement to/(from) Gen Reserve	(132,937)	(24,362)				
Woosehill	Income	26,011	7,064	36,410	29,346		
	Expenditure	28,177	6,277	28,300	22,023	11,889	10,134
	Movement to/(from) Gen Reserve	(2,166)	788				
Town Hall	Income	128,646	32,847	140,360	107,513		
	Expenditure	92,967	16,599	109,960	93,361	29,450	63,911
	Net Income over Expenditure	35,679	16,248	30,400	14,152		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	16,248				
Allotments	Income	64,502	10,164	13,400	3,236		
	Expenditure	57,592	20,319	10,780	(9,539)	7,572	(17,110)
	Movement to/(from) Gen Reserve	6,910	(10,155)				
Amenities Capital	Expenditure	41,951	26,764	55,900	29,136		29,136
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	0				
Personnel	Expenditure	598,626	148,958	577,170	428,212	993	427,219
F & P Administration	Income	1,428,940	663,401	1,327,020	663,619		
	Expenditure	121,865	30,184	297,160	266,976	21,495	245,481
	Net Income over Expenditure	1,307,075	633,217	1,029,860	396,643		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	633,217				

CHAIR INITIALS _____



Civic	Expenditure	26,071	8,801	41,300	32,499	1,226	31,274
Grants	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	87,889	102,520	14,631		14,631
	Movement to/(from) Gen Reserve	(100,669)	(85,889)				
Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	76,526	103,650	27,124	13,591	13,532
	Movement to/(from) Gen Reserve	(83,068)	(74,206)				
Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	71	5,340	5,269	625	4,644
	Movement to/(from) Gen Reserve	(1,977)	5,129				
	Grand Totals:- Income	1,711,804	734,744	1,572,310	837,566		
	Expenditure	1,379,503	464,976	1,601,390	1,136,414	224,432	911,982
	Net Income over Expenditure	332,301	269,769	(29,080)	(298,849)		
	plus Transfer from EMR	15,000	26,764				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	(46,691)	296,533				

CHAIR INITIALS _____



12:35

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 11/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	14,271	
105	VAT Control Account	20,212	
201	F & GP + Current Account	892,029	
202	Clerk's Drawings Account	52,487	
205	Treasury Deposit	250,000	
209	RYND	18,041	
210	Petty Cash	72	
211	Office 2 (Michael Cragg)	810	
Total Current Assets			1,247,921
<u>Current Liabilities</u>			
501	Creditors	4,939	
502	Receipts in Advance	7,915	
504	RYND Creditor	18,041	
508	Office 2 Michael Cragg	810	
510	Accruals	698	
561	Hire Deposits Town Hall	3,300	
562	Hire Deposits Woosehill	1,300	
564	Long Term Key & Damage	2,825	
565	Allotment key deposit	380	
Total Current Liabilities			40,207
Net Current Assets			1,207,714
Total Assets less Current Liabilities			1,207,714
<u>Represented by :-</u>			
301	Current Year Surplus/Deficit	269,769	
310	General Reserve	224,340	
320	Self Insurance Fund	17,123	
321	Emergency Provision	175,000	
324	Election Reserve	25,500	
360	Playpark Earmark Reserve	474,232	
370	Town Hall Maintenance Reserve	21,750	
Total Equity			1,207,714

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 30th June 2023 2023 the value of investments was £190,823. There were no long-term liabilities.

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16801

