

13 June 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 10.00pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Lucey, A Mather, H Richards 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 T Lack

MEMBERS' INTERESTS (Agenda Item 2)

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

FINANCE & PERSONNEL OVERVIEW (Agenda Item 3)

The RFO's report 01/2023-24 was received and considered. As this was the first meeting with new committee membership, members asked various questions which were answered by the RFO. The RFO offered a 1-1 with any councillors to gain an insight into the operational workings of the financial procedures of the Council and advised that all paperwork is available for review during her working hours.

ACTION: Cllrs to contact RFO

COMMITTEE OBJECTIVES AND MONITORING REPORT (Agenda Item 4)

The Committee objectives and monitoring report dated 1st July 2022 was received and discussed. It was noted that the strategic principles were those of the previous council and would be reviewed by Strategy in July.

The success criteria on two of the objectives were discussed in detail and Cllrs were requested to advise the RFO of any changes they felt appropriate to be made.

The monitoring report was discussed and as noted in the RFO's report in agenda item 3, the CCLA investment would be discussed at the July meeting, noting that both the RFO and Town Clerk were not qualified to give financial advice but would research investment opportunities. Cllrs were asked to let the RFO know if they were aware of any institution that would accept investments from Town & Parish Councils.

ACTION: Cllrs to contact RFO

CHAIR INITIALS _____



QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 5)

No questions were received. The Town Clerk advised that an FOI in relation to the council's finances had been received and responded to.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 6)

It was proposed by Cllr I Shepherd Dubey and seconded by Cllr Gee and it was

**RESOLVED
30653**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 25th April 2023 pages 16731 to 16735 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and new members of the committee chose to abstain.

ACCOUNTS PAYABLE (Agenda Item 7)

Discussions were held about how the information was shown on the payments report and the RFO again advised that any member was welcome to come into the accounts office to review the payment information in detail.

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 April 2023 to 31st May 2023 totalling the sum of £323,782.15 paid from the F & GP Account, this includes £88,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st April 2023 to 31st May 2023 totalling the sum of £85,832.80 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 8)

The following financial reports were received and noted

- (a) Income and Expenditure to 31st May 2023.
- (b) Balance Sheet as 31st May 2023.
- (c) Revenue monitoring report to 31st May 2023.

A request for a year end forecast position on the revenue monitoring was requested and the RFO agreed to look at this ready for the July meeting.

IN YEAR FUNDING REQUEST (Agenda Item 9)

A recommendation from the Arts & Culture Committee held on 5th June 2023 for an additional £6,800 for the Lunar New Year Event was received. The Committee considered the different options which had been discussed by the Arts & Culture Committee for the event.

It was proposed by Cllr Comber and seconded by Cllr Richards and it was

CHAIR INITIALS _____



**RESOLVED
30654**

that £6,800 be taken out of general reserves to fund this year's additional funding request. It was noted that should the Arts & Culture committee wish to continue with the project at this level they would have to add it to their list of projects in the Autumn.

COMMITTEE INFORMATION (Agenda Item 10)

The RFO asked for confirmation of meeting dates, the only change to that shown on the municipal calendar being the next meeting moving from Tuesday 18th July to Wednesday 19th July. The RFO advised that meeting requests would be sent out.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)

It was proposed by Cllr Gee and seconded by Cllr Callender and it was

**RESOLVED
30655**

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 OVERVIEW (Agenda Item 12)

The RFO's report 2/ 2023-24 was received and considered.

The Town Clerk gave a verbal report on the upcoming renewal of the Timpson lease and discussions were held around the rent review.

It was proposed by Cllr Gee and seconded by Cllr Mather and it was

**RESOLVED
30656**

that the Town Clerk begins negotiations with the tenant on the recommendation given by the committee and the lease document be sealed at the appropriate time.

MORE ARTS GRANT FUNDING (Agenda Item 13)

The request for an alternative use of the Living Advent Calendar element of the 21-22 service provider grant funding for More Arts was received and considered. The Live Nativity funding of £2k had already been agreed to be returned.

Cllrs were concerned about the venue, and timing of the event, the potential for it to impact other events of a similar nature held locally around this time of year and how the organisation could attract a higher attendance. They also noted that More Arts had agreed to return any underspend of the remaining £2.7k grant allocation should it not be required.

**RESOLVED
30657**

It was proposed by Cllr Lucey and seconded by Cllr Avir and it was

that the Town Clerk and Chair of F&P would meet with the provider to discuss the concerns and suggestions made and to delegate authority to them to agree to the alternative use if they were satisfied it would be money well spent.

CHAIR INITIALS _____



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.

**RESOLVED
30658**

It was proposed by Cllr Comber and seconded by Cllr Richards
that both residents each receive £350 match funding.

The RFO left the meeting at 9.40pm.

STAFFING UPDATE (Agenda Item 15)

The Town Clerk reported on a written summary of staffing information circulated with the agenda pack.

The Town Clerk reported that the recruitment of an additional part time role to the grounds team had not been successful, and that temporary grounds contractors were being used to catch up on a backlog of grounds works over the next six weeks. A further recruitment will be carried out after the summer.

Cllr Lucey asked whether the team had all the necessary equipment to carry out their roles as effectively as possible. The Town Clerk reported that it was felt the team were suitably equipped, but that she would liaise with the Grounds and Bloom Officer and report back at the next meeting.

Cllr Mather noted discussions and actions of the committee over the past 18-months, and re-iterated the council's wish to be a good employer.
It was noted that the Town Clerk will be bringing a report to the next meeting in relation to ONS median salary levels.

The meeting ended at 10pm

CHAIR INITIALS _____



Time: 17:09

F & P and Current Accounts

List of Payments made between 01/04/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2023	Wokingham Borough Council	Std Ord	2,891.00		Th chambers 2104329
03/04/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/04/2023	O2	DDR 0504	303.90		19696709/MAR/O2
08/04/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
11/04/2023	Barclaycard Commercial	DDR 1104	44.00		010034750323/MAR 23/Barclaycar
11/04/2023	Google Ireland Limited	DDR 1104	41.40		4693342962/MAR 23/Google Irela
12/04/2023	BACS P/L Pymnt Page 4698	BACS Pymnt	3,580.47		BACS P/L Pymnt Page 4698
12/04/2023	Clerk's Drawings Account	Imprest	43,000.00		tx main to clerks
14/04/2023	BACS P/L Pymnt Page 4699	BACS Pymnt	2,400.60		BACS P/L Pymnt Page 4699
17/04/2023	Barclaycard Commercial	DDR 1704	2,866.29		SUTTONS 050423/Barclaycard Co
17/04/2023	Castle Water Limited	DDR 1704	32.82		8746266/Castle Water Limited
17/04/2023	Castle Water Limited	170423	44.47		8743184/Castle Water Limited
25/04/2023	BACS P/L Pymnt Page 4703	BACS Pymnt	33,886.51		BACS P/L Pymnt Page 4703
26/04/2023	sage software limited	Std Ord	63.00		payroll services
26/04/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
27/04/2023	HMRC	BACS	11,093.54		HMRC
28/04/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/04/2023	Total Gas & Power Ltd	DDR 2604	1,291.15		297092339/23/310323 TH/Total G
28/04/2023	Total Gas & Power Ltd	DDR 260423	220.93		297092328/23/310323 WH/Total G
30/04/2023	BACS P/L Pymnt Page 4713	BACS Pymnt	16,200.00		BACS P/L Pymnt Page 4713
01/05/2023	SAGE	Std Ord	63.00		Payroll
01/05/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/05/2023	Focus Group	DDR 0205	122.15		6814933/RF2546 APR/Focus Grou
02/05/2023	Focus Group	DDR 020523	822.11		6815137/RF3078 APR/Focus Grou
03/05/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/05/2023	O2	DDR 0505	321.41		20268995/APR/O2
08/05/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/05/2023	BACS P/L Pymnt Page 4718	BACS Pymnt	14,224.18		BACS P/L Pymnt Page 4718
09/05/2023	Clerk's Drawings Account	IMPREST	45,000.00		tx transfer to Clerks
09/05/2023	Google Ireland Limited	DD 090523	41.40		4710588878/APR/Google Ireland
11/05/2023	Grants 1	BACS	12,314.00		Grants 1
11/05/2023	Service Event Prov	BACS	48,100.00		Service Event Prov
11/05/2023	Grants 3	BACS	7,275.00		Grants 3
11/05/2023	Grants 2	BACS	16,500.00		Grants 2
16/05/2023	BACS P/L Pymnt Page 4723	BACS Pymnt	16,663.94		BACS P/L Pymnt Page 4723
17/05/2023	Barclaycard Commercial	DDR 1105	51.44		10034750423/APR 23/Barclaycard
17/05/2023	Castle Water Limited	DDR 1705	32.73		8890069/Castle Water Limited
17/05/2023	Castle Water Limited	DDR 170523	52.95		8895455/Castle Water Limited
18/05/2023	Barclaycard Commercial	DDR 180524	5,270.88		YUMPU APR/Barclaycard
18/05/2023	Grants 4	BACS	3,000.00		Grants 4
23/05/2023	BACS P/L Pymnt Page 4728	BACS Pymnt	4,026.00		BACS P/L Pymnt Page 4728
23/05/2023	BACS P/L Pymnt Page 4729	BACS Pymnt	6,752.00		BACS P/L Pymnt Page 4729
25/05/2023	Total Gas & Power Ltd	DDR 2505	302.39		299178313/23/Total Gas & Power
25/05/2023	Total Gas & Power Ltd	DDR 250523	31.35		299178280/23/Total Gas & Power
26/05/2023	ARVAL	DD	599.24		HK72 FNE WO7317
31/05/2023	BACS P/L Pymnt Page 4733	BACS Pymnt	1,074.00		BACS P/L Pymnt Page 4733
31/05/2023	BACS P/L Pymnt Page 4737	BACS Pymnt	6,345.28		BACS P/L Pymnt Page 4737
31/05/2023	Total Gas & Power Ltd	DDR MAY	6,663.15		299178291/23/Total Gas & Power
31/05/2023	Focus Group	DDR 3105	821.30		6816081/RF3078 MAY/Focus Gr
31/05/2023	Focus Group	310523	122.15		6815880/RF2546 MAY/Focus Gr

CHAIR INITIALS _____



31/05/2023 Twofold Limited

DDR 31MAY

71.96

12957/Twofold Limited

Total Payments

323,782.15

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16771



Time: 17:10

Clerk's Drawings Account

List of Payments made between 01/04/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2023	Wokingham Borough Council	Std Ord	245.00		Office 3 2239762
01/04/2023	Wokingham Borough Council	Std Ord	335.25		Market tolls 1016075
01/04/2023	Wokingham Borough Council	Std Ord	263.80		Office 1 2035191
01/04/2023	Wokingham Borough Council	Std Ord	316.10		Woosehill 101493X
01/04/2023	Wokingham Borough Council	Std Ord	332.40		Info Centre 1045161
03/04/2023	Peninsula	Std Ord	167.44		HR support
12/04/2023	BACS P/L Pymnt Page 4696	BACS Pymnt	3,423.87		BACS P/L Pymnt Page 4696
13/04/2023	Quadient was Neopost	DDR 1304	10.00		93087793/Quadient was Neopo
14/04/2023	BACS P/L Pymnt Page 4700	BACS Pymnt	1,627.82		BACS P/L Pymnt Page 4700
14/04/2023	APR Salary	BACS	30,711.51		APR Salary
17/04/2023	Castle Water Limited	DDR 1704	24.01		8749017/Castle Water Limited
18/04/2023	140423 DD	BACS	352.42		140423 DD
25/04/2023	BACS P/L Pymnt Page 4701	BACS Pymnt	3,392.05		BACS P/L Pymnt Page 4701
25/04/2023	BACS P/L Pymnt Page 4704	BACS Pymnt	2,321.82		BACS P/L Pymnt Page 4704
27/04/2023	DD DON STAFF	BACS	319.03		DD DON STAFF
30/04/2023	BACS P/L Pymnt Page 4714	BACS Pymnt	1,671.97		BACS P/L Pymnt Page 4714
30/04/2023	Quadient was Neopost	DD 280423	190.00		Purchase Ledger DDR Payment
01/05/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/05/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/05/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/05/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/05/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/05/2023	STAFF EXPENSES	BACS	95.40		STAFF EXPENSES
03/05/2023	Peninsula	Std Ord	167.44		HR support
09/05/2023	BACS P/L Pymnt Page 4719	BACS Pymnt	3,183.68		BACS P/L Pymnt Page 4719
11/05/2023	DD Staff	BACS	118.00		DD Staff
15/05/2023	MAY SALARY	BACS	27,988.16		MAY SALARY
16/05/2023	BACS P/L Pymnt Page 4724	BACS Pymnt	1,443.47		BACS P/L Pymnt Page 4724
17/05/2023	Castle Water Limited	DDR 1705	25.65		8892467/Castle Water Limited
18/05/2023	180523 DD STAFF	BACS	386.00		180523 DD STAFF
23/05/2023	BACS P/L Pymnt Page 4730	BACS Pymnt	798.05		BACS P/L Pymnt Page 4730
23/05/2023	DD ALLOT	BACS	217.00		DD ALLOT
31/05/2023	BACS P/L Pymnt Page 4734	BACS Pymnt	3,887.77		BACS P/L Pymnt Page 4734
31/05/2023	Castle Water Limited	DDR 3105	22.69		8934528/Castle Water Limited
Total Payments			85,532.80		

CHAIR INITIALS _____



11:30

Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

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	13,607	87,500	73,893	42,865	31,029
	Net Income over Expenditure	(58,855)	(13,607)	(87,470)	(73,863)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(13,607)				
Market	Income	41,860	7,275	41,700	34,425		
	Expenditure	12,902	1,099	13,110	12,011	240	11,771
	Movement to/(from) Gen Reserve	28,958	6,176				
Parks & Bloom	Income	13,835	388	5,650	5,263		
	Expenditure	146,772	6,780	168,700	161,920	92,839	69,081
	Movement to/(from) Gen Reserve	(132,937)	(6,393)				
Woosehill	Income	26,011	4,693	36,410	31,717		
	Expenditure	28,177	3,038	28,300	25,262	9,935	15,327
	Movement to/(from) Gen Reserve	(2,166)	1,654				
Town Hall	Income	128,646	27,695	140,360	112,665		
	Expenditure	92,967	9,792	109,960	100,168	25,947	74,221
	Net Income over Expenditure	35,679	17,903	30,400	12,497		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	17,903				
Allotments	Income	64,502	10,110	13,400	3,290		
	Expenditure	57,592	12,178	10,780	(1,398)	5,228	(6,626)
	Movement to/(from) Gen Reserve	6,910	(2,068)				
Amenities Capital	Expenditure	41,951	0	55,900	55,900	25,000	30,900
	plus Transfer from EMR	11,000	0				
	Movement to/(from) Gen Reserve	(30,951)	0				
Personnel	Expenditure	598,626	96,480	577,170	480,690	1,384	479,305
F & P Administration	Income	1,428,940	661,275	1,327,020	665,745		
	Expenditure	121,865	18,044	297,160	279,116	22,440	256,676
	Net Income over Expenditure	1,307,075	643,231	1,029,860	386,629		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	643,231				

CHAIR INITIALS _____



Civic	Expenditure	26,071	4,018	41,300	37,283	6,751	30,531
Grants	Expenditure	100,669	87,189	102,520	15,331		15,331
Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	32,801	103,650	70,849	57,138	13,711
Movement to/(from) Gen Reserve		(83,068)	(30,481)				
Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	71	5,340	5,269		5,269
Movement to/(from) Gen Reserve		(1,977)	5,129				
Grand Totals:- Income		1,711,804	718,955	1,572,310	853,355		
Expenditure		1,379,503	285,098	1,601,390	1,316,292	289,768	1,026,525
Net Income over Expenditure		332,301	433,858	(29,080)	(462,938)		
plus Transfer from EMR		15,000	0				
less Transfer to EMR		393,992	0				
Movement to/(from) Gen Reserve		(46,691)	433,858				

CHAIR INITIALS _____



11:31

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2023**

A/c	Description	Actual
<u>Current Assets</u>		
101	Debtors	25,767
105	VAT Control Account	7,158
201	F & GP + Current Account	1,070,014
202	Clerk's Drawings Account	50,192
205	Treasury Deposit	250,000
209	RYND	18,041
210	Petty Cash	72
211	Office 2 (Michael Cragg)	810
Total Current Assets		1,422,054
<u>Current Liabilities</u>		
501	Creditors	4,518
502	Receipts in Advance	9,194
504	RYND Creditor	18,041
508	Office 2 Michael Cragg	810
510	Accruals	698
515	PAYE/NI Control A/C	8,976
561	Hire Deposits Town Hall	3,400
562	Hire Deposits Woosehill	1,400
564	Long Term Key & Damage	2,825
565	Allotment key deposit	390
Total Current Liabilities		50,251
Net Current Assets		1,371,803
Total Assets less Current Liabilities		1,371,803
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	433,858
310	General Reserve	197,576
320	Self Insurance Fund	17,123
321	Emergency Provision	175,000
324	Election Reserve	25,500
360	Playpark Earmark Reserve	500,996
370	Town Hall Maintenance Reserve	21,750
Total Equity		1,371,803

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 31st May 2023 2023 the value of investments was £191,705. There were no long-term liabilities.

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16775

