



Mrs Annemarie Edwards
Clerk of the Council

15th November 2016

To: All Members of the Finance and General Purposes Committee

Councillors:

N Atkinson

O Barreto

R D R Berry (Chairman)

Mrs D A S Hayes

Mrs A Michie

D Parkin

G Paxton

Mrs S Phillips

S Tarrant

D Wall

C Yates

Copy to all other Members of the Council for information.

Dear Councillor

Your attendance is requested at a Meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** of WINKFIELD PARISH COUNCIL to be held in Carnation Hall, Chavey Down Road, Winkfield Row on **Tuesday 22nd November 2016 at 7.30pm** when it is proposed to transact the business specified in the Agenda hereto.

Yours sincerely



Clerk of the Council

AGENDA

This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in February 2015. In particular, all Councillors are reminded to acquaint themselves with paragraphs 11 (Rules of Debate) and 14 (Respect for the Chair).

In order to avoid interruptions to the business of the Council, Councillors, officers and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.

Prior to the commencement of the meeting a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the lounge door or through the kitchen and out through the door to the grounds and make their way to the fire assembly point (the part of the car park near the pedestrian access to Chavey Down Road/Mushroom Castle Lane).

Winkfield Parish Council

Council Offices Fernbank Road Ascot Berkshire SL5 8JW
tel 01344 885110 fax 01344 885113 info@winkfieldparishcouncil.gov.uk

1. APOLOGIES FOR ABSENCE

It would be helpful if Councillors could personally notify the Clerk of the Council by midday of the meeting of any intended absence along with the reason. Apologies for absence with the reason will be noted in the subsequent minutes of the meeting.

2. DECLARATION OF INTEREST

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

3. MINUTES OF THE PREVIOUS MEETING

To sign as a correct record the minutes of the meeting held on 20th September 2016, ratified at Council on 4th October 2016 (attached).

4. INVESTMENT

The following sum is invested on a 6 month term:

Lloyds	£100,000.00	0.65%	<i>Matures 13/03/17</i>
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The following sum is currently invested in a Money Market Call account:

HSBC	£100,000.00	0.15%
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The following sum is currently invested on a 95 day notice deposit:

Nationwide	£100,000.00	0.85%
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The following sum is currently invested in a Liquidity Manager 95 Day account:

NatWest	£100,363.23	0.25%
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The office is continuing the process of opening a further deposit account with Santander to invest £100,000.00.

i. To consider re-investing the deposit held with Lloyds Bank on maturity.

5. REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is now £9,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants plus £2,000 for Minor Community Grants (Total £11,000)

Details of donations made in 2013/14, 2014/15, 2015/16 & 2016/17 are given in **Appendix 1**.

a) To consider new applications received:

i) Home-Start Bracknell Forest

Application form, Statement of Financial Activities and Balance Sheet attached as **Appendix 2. Grant requested – £600.00 towards providing support to families in Winkfield and support/supervision to volunteers.**

ii) Sue Ryder Duchess of Kent Hospice

Application form, covering letter, Statement of Financial Activities and Balance Sheet attached as **Appendix 3. Grant requested - £200.00 towards running costs of the Hospice and the services provided.**

Winkfield Parish Council

iii) Bracknell & District Parkinson's Branch

Application form and Receipts/Payments report are attached as **Appendix 4.**

Grant requested – up to £500.00 to help provide services to members such as hydrotherapy and physiotherapy.

iv) Youthline

Application form, Statement of Financial Activities and Balance Sheet are attached as **Appendix 5.**

Grant requested - £1,000.00 towards the core running costs to ensure they continue to provide

v) Any other urgent grant applications received.

Additional information from applicants is held in the Parish office for viewing prior to the meeting and will also be available at the meeting.

Letters of thanks have been received from MS Therapy Centre and Deaf Positives Action.

6. SOUTH HILL PARK

It was previously agreed that WPC would make a contribution over the next 3 years (subject to WPC's financial position) to a new telephone system at South Hill Park. Quotations have been sought and the proposed expenditure is now lower than originally envisaged - see original request and email as **Appendix 6.**

To confirm the payment of £3,333.00 to South Hill Park as an initial contribution towards the new telephone system.

7. LILY HILL PARK

A request for contribution to the running costs of Lily Hill Park has been received. The amount requested is £3,020.00 as **Appendix 7.** The current budget is set as £3,000.00

To consider the contribution request to Lily Hill Park.

8. ACCOUNTS AND FINANCIAL ESTIMATES

1. An updated position of 2016-17 capital projects is attached as **Appendix 8.**
2. The comparison of actual expenditure against budget up to 12th September 2016 is attached as **Appendix 9.**

Please advise the office prior to the meeting of any queries on the accounts so that the relevant information can be brought to the meeting.

3. Draft estimates for 2016-17, proposed capital projects and proposed additions/usage to Earmarked Reserves are attached as **Appendix 10.**
 - i. To consider the draft operating expenditure/income for 2016-2017
 - ii. To consider the proposed F&GP projects for 2016-17
 - iii. To consider the proposed additions/usage to Earmarked Reserves for 2016-17

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9. FINANCIAL REGULATIONS

As part of the Audit Regulations, a formal review of the Financial Regulations is required to be carried out. The current adopted Financial Regulations were circulated with the previous agenda. A Working Party met to carry out a review and the draft Regulations are attached as **Appendix 11**.

To review and accept the proposed changes to the Financial Regulations.

10. GRANT POLICY REVIEW

The current adopted Grant Policy was circulated with the previous agenda. A Working Party met to carry out a review and the draft policy is attached as **Appendix 12**.

To review and accept the proposed changes to the Grant Policy.

11. BUS SHELTER PERCH SEATING

A list of bus shelters with either no seat or a seat outside the shelter is attached as **Appendix 13**.

To consider installing perch seating in up to 3 bus shelters.

12. COMPUTER EQUIPMENT

The existing server has developed a fault and could fail at any time. The Clerk has obtained a quote to replace the server and upgrade our systems as a matter of urgency. There are currently funds available in Earmarked Reserves for Computer Equipment.

To consider moving £5,500 from Earmarked Reserves to the operating budget to cover the cost of the replacement server and upgrade of systems.

13. ASCOT JUBILEE CCTV

The current CCTV system at Ascot Jubilee is no longer effective as the system is very old and the Clerk has obtained a quote for replacing the system in the sum of £3,409.

To consider moving £3,409 from Earmarked Reserves to the operating budget to allow for the CCTV system at Ascot Jubilee to be updated.