



Minutes of the Meeting of the  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
of Winkfield Parish Council

held in Carnation Hall, Chavey Down Road, Winkfield Row  
on Tuesday 22<sup>nd</sup> November 2016 from 7.30pm – 9.19pm

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**Those present:**

**Councillors:**

Cllr N Atkinson  
Cllr Mrs D Hayes  
Cllr G Paxton

Cllr O Baretto  
Cllr Mrs A Michie  
Cllr C Yates

Cllr R Berry (*Chairman*)  
Cllr D Parkin

**Officers:**

Mrs Marcia Milsom, Deputy Clerk

**F2069 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mrs Phillips and Tarrant. The Deputy Clerk noted that notification had been received from Cllr Mrs Phillips that she wished to resign from the Committee.

**F2070 DECLARATION OF INTEREST**

None.

**F2071 MINUTES OF THE PREVIOUS MEETINGS**

It was proposed by Cllr Parkin, seconded by Cllr Mrs Michie and with 1 abstention

**RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> September 2016, ratified at Council on 4<sup>th</sup> October 2016 and previously circulated, be signed as a correct record.

**F2072 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 Deputy Clerk was still progressing the opening of a further account with Santander to invest £100,000.00.

It was proposed by Cllr Berry, seconded by Cllr Paxton and unanimously

**RECOMMENDED** to re-invest £100,000.00 with Lloyds Bank on maturity assuming there were no significant changes in the interest rate.

## F2073 REQUEST FOR FINANCIAL ASSISTANCE

- a) The Budget for General Donations and Village Hall Grants for the current year is £8,000. £2,000 is available for Minor Community Grants. £1,000 is available for the two Churchyard Maintenance Grants. The total combined budget is £11,000.

Details of donations made in 2012/13, 2013/14, 2014/15 and 2016/17 were given in Appendix 1.

### Consideration was given to new applications received:

#### i) Home-Start Bracknell Forest

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

It was proposed by Cllr Parkin, seconded by Cllr Atkinson and unanimously

**RECOMMENDED** that Winkfield Parish Council make a grant of £600.00 to Home-Start Bracknell Forest towards its services.

#### ii) Sue Ryder Duchess of Kent Hospice

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

It was proposed by Cllr Paxton, seconded by Cllr Mrs Michie and unanimously

**RECOMMENDED** that Winkfield Parish Council make a grant of £250.00 to Sue Ryder Duchess of Kent Hospice towards its services in line with the donation made in 2015/16.

Cllrs Mrs Hayes and Yates joined the meeting.

#### iii) Bracknell & District Parkinson's Branch

Application form and Receipts/Payments report were attached as Appendix 4. **Grant requested – £500.00 to help provide services to members such as hydrotherapy and physiotherapy.**

It was proposed by Cllr Parkin, seconded by Cllr Paxton and with 1 abstention

**RECOMMENDED** that Winkfield Parish Council make a grant of £500.00 to Bracknell & District Parkinson's Branch towards its services

#### iv) Youthline

Application form, Statement of Financial Activities and Balance Sheet were attached as Appendix 5. **Grant requested - £1,000.00 towards the core running costs to ensure they continue to provide the service to young people.**

It was proposed by Cllr Mrs Michie, seconded by Cllr Parkin and unanimously

**RECOMMENDED** that Winkfield Parish Council make a grant of £500.00 to Youthline towards its services.

- v) Any other urgent grant applications received. **None received.**

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

#### **F2074 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 had been sought and the proposed expenditure was now lower than originally envisaged – original request and subsequent email were attached as Appendix 6.

It was proposed by Cllr Paxton, seconded by Cllr Parkin and unanimously

**RECOMMENDED** that Winkfield Parish Council make an initial payment of £3,333.00 towards the new telephone system.

It was proposed by Cllr Parkin, seconded by Cllr Berry and unanimously

**RECOMMENDED** that Winkfield Parish Council advise South Hill Park that it was willing to consider further support in 2017-18 if a presentation were given to Full Council during 2017 to demonstrate how the project was progressing and how successful it was.

#### **F2075 LILY HILL PARK**

A request for a contribution to the running costs of Lily Hill Park had been received in the sum of £3,020.00 as attached as Appendix 7. The current budget was set as £3,000.00

It was proposed by Cllr Berry, seconded by Cllr Barreto and unanimously

**RECOMMENDED** that a contribution of £3,000.00 be given to BFC towards the running costs of Lily Hill Park.

#### **F 2076 ACCOUNTS AND FINANCIAL ESTIMATES**

1. An updated position of 2016-17 capital projects was attached as Appendix 8.

The Deputy Clerk was asked to amend the headings of the columns to improve clarity.

**Noted.**

2. The comparison of actual expenditure against budget up to 16<sup>th</sup> November 2016 was attached as Appendix 9.

The Deputy Clerk clarified items that were over the agreed budget.

**Noted.**

3. Draft estimates for 2017-18 and proposed capital projects were attached as Appendix 10. The proposed additions/usage to Earmarked Reserves were circulated at the meeting.

- i. It was proposed by Cllr Berry, seconded by Cllr Mrs Hayes and unanimously

**RECOMMENDED** that the draft operating expenditure/income for 2017-18 be accepted.

- ii. Cllr Paxton advised that he had identified a company to provide bus shelter perch seating at a much lower cost than the previous year. It was agreed that the Deputy Clerk would investigate this supplier and if all the bus shelters could be furnished with perch seating from the current year budget then no allowance would be made in 2017/18. The matter would be discussed at the joint Leisure and F&GP meeting on 13<sup>th</sup> December.

It was agreed that a budget of £3,333.00 be set aside for South Hill Park and a decision on the level of donation agreed following the presentation to Full Council in 2017.

It was proposed by Cllr Berry, seconded by Cllr Mrs Michie and unanimously

**RECOMMENDED** that the proposed F&GP projects for 2017-18 be accepted.

- iii. It was proposed by Cllr Berry, seconded by Cllr Mrs Hayes and unanimously

**RECOMMENDED** that the proposed additions/usage to Earmarked Reserves for 2017-18 be accepted.

### **F2077 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 were attached as Appendix 11.

It was proposed by Cllr Parkin, seconded by Cllr Mrs Hayes and unanimously

**RECOMMENDED** that the revised Financial Regulations be adopted.

### **F2078 GRANT AID POLICY REVIEW**

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

It was noted that there might be occasions in exceptional circumstances where WPC wished to make more than one grant to an organization in one financial year and this provision should therefore be added to the policy.

It was proposed by Cllr Berry, seconded by Cllr Mrs Michie and unanimously

**RECOMMENDED** that with the addition of “except in exceptional circumstances” to the final sentence in item 4. of the Application Process Section the revised Grant Aid Policy be adopted.

### **F2079 BUS SHELTER PERCH SEATING**

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

It was proposed by Cllr Mrs Michie, seconded by Cllr Paxton and unanimously

**RECOMMENDED** that the Deputy Clerk arrange for as many shelters as possible to be furnished with perch seating from the current year budget after investigating the possible use of the new supplier identified by Cllr Paxton.

## **F2080 COMPUTER EQUIPMENT**

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

It was proposed by Cllr Mrs Hayes, seconded by Cllr Atkinson and unanimously

**RECOMMENDED** that the Clerk purchase the new server and systems upgrade as soon as possible, the funds to be transferred from Earmarked Reserves.

## **F2081 ASCOT JUBILEE CCTV**

The current CCTV system at Ascot Jubilee is no longer effective as the system is very old and the Clerk had obtained a quote for replacing the system in the sum of £3,409.00.

It was proposed by Cllr Berry, seconded by Cllr Parkin and unanimously

**RECOMMENDED** that a replacement CCTV system be installed at Ascot Jubilee, the funds to be transferred from Earmarked Reserves.

Cllr R Berry  
Chairman