



**Mrs Annemarie Edwards**  
Clerk of the Council

15<sup>th</sup> March 2017

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**

**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 21<sup>st</sup> March 2017 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

## **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.

### **1. DECLARATION OF INTEREST**

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

### **2. MINUTES OF THE PREVIOUS MEETING**

To sign as a correct record the minutes of the meeting held on 22<sup>nd</sup> November 2016, ratified at Council on 6<sup>th</sup> December 2016 (attached).

### **3. INVESTMENT**

The following sum is invested on a 6 month term:

Lloyds	£100,000.00	0.6%	<i>Matures 15/09/17</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	£100,450.56	0.10%
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The office is continuing the process of opening a further deposit account with Santander to invest £100,000.00.

### **4. REQUESTS FOR FINANCIAL ASSISTANCE**

The budget for Donations for the current year is now £8,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants plus £2,000 for Minor Community Grants (Total £10,000)

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) 2<sup>nd</sup> Ascot Guides**

Application form, covering letter and income & expenditure statement attached as **Appendix 2. Grant requested – £500.00 towards community project travel expenses.**

**ii) 4<sup>th</sup> Ascot Brownies**

Application form, covering letter and income & expenditure statement attached as **Appendix 3. Grant requested - £315.00 towards storage boxes and racking.**

**iii) Sunningdale Bowling Club**

Application form and covering letter are attached as **Appendix 4**. Financial information has been requested.

**Grant requested – any contribution towards the cost of mobile steps to aid access to the bowling green.**

## **Winkfield Parish Council**

**iv) Red Diamond Disabled Sports Club**

Application form, covering letter and Income and Expenditure statement are attached as **Appendix 5**.

**Grant requested - £500.00 - £750.00 towards tickets and travel for members to the World Para Athletics Championships.**

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 Youthline, Duchess of Kent Hospice, Home-Start Bracknell Forest, Bracknell & District Parkinson's, South Hill Park, Bracknell & District CAB and South East Berks Gang Show.

**5. ACCOUNTS AND FINANCIAL ESTIMATES**

1. An updated position of 2016-17 capital projects is attached as **Appendix 6**.
2. The comparison of actual expenditure against budget up to 14<sup>th</sup> March 2017 is attached as **Appendix 7**.

***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.***

**6. FINANCIAL REGULATIONS**

It was highlighted during the internal audit process that the revised Governance and Accountability Practitioner's Guide places heavier emphasis on the need for more than one person to be involved in the bank reconciliation process. It was therefore suggested that the Clerk and Chairman of F&GP should review the bank reconciliations on a monthly basis and the procedure be formalised within the Financial Regulations.

To confirm the addition of the following procedure to the Financial Regulations:

"The Clerk and Chairman of F&GP will review the bank reconciliations on a monthly basis and initial the documents when the review takes place".

**7. SALES LEDGER WRITE-OFF**

An account balance of £86.00 remains outstanding from a past football team. The Deputy Clerk has been chasing this since September 2015 and has managed to reduce the balance down from £549.00 but has not been successful in clearing the total amount. The Deputy Clerk therefore requests that authorisation be given to write-off the outstanding balance.

To agree that the Deputy Clerk write off the balance of £86.00.

**8. BUS SHELTER PERCH SEATING**

A list of bus shelters with either no seat or a seat outside the shelter is attached as **Appendix 8**. Paul Craven has identified that using the proposed seating suggested by Cllr Paxton, the project budget allows for perch seating to be installed in 5 shelters.

To prioritise which bus shelters should have perch seating installed.