



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 21st March 2017 from 7.30pm – 8.40pm

Those present:

Councillors:

Cllr N Atkinson
Cllr D Parkin

Cllr O Baretto
Cllr G Paxton

Cllr R Berry (*Chairman*)

Officers:

Mrs Marcia Milsom, Deputy Clerk

F2087 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Hayes, Mrs Michie and Yates.

F2088 DECLARATION OF INTEREST

None.

F2089 MINUTES OF THE PREVIOUS MEETINGS

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

RESOLVED that the minutes of the meeting held on 22nd November 2016, ratified at Council on 6th December 2016 and previously circulated, be signed as a correct record.

F2090 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 Parkin and unanimously

RECOMMENDED that the Deputy Clerk transfer funds from the HSBC Money Market account to open the Santander deposit. The balance of the HSBC Money Market account would then be increased when the first Precept payment was received.

F2091 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) 2nd Ascot Guides

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

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

RECOMMENDED that Winkfield Parish Council decline to make a grant to 2nd Ascot Guides.

ii) 4th Ascot Brownies

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

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

RECOMMENDED that Winkfield Parish Council make a grant of £315.00 to 4th Ascot Brownies towards the purchase of storage boxes and racking.

Cllr Atkinson joined the meeting.

iii) Sunningdale Bowling Club

Application form, covering letter and income & expenditure statement were attached as Appendix 4. **Grant requested – any contribution towards the cost of mobile steps to aid access to the bowling green.**

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

RECOMMENDED that Winkfield Parish Council make a grant of £349.00 Sunningdale Bowling Club towards the purchase of one set of mobile steps.

It was noted that the organization was out of the Parish but that it was used by a significant amount of Winkfield residents. A suggestion would be made to Sunningdale Bowling Club to apply to other neighbouring parishes if it had not already done so.

iv) Red Diamond Disabled Sports Club

Application form, covering letter and income & expenditure statement were attached as Appendix 5. **Grant requested - £500.00 - £750.00 towards tickets and travel for members to attend the World Para Athletics Championships.**

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

RECOMMENDED that Winkfield Parish Council make a grant of £250.00 to Red Diamond Disabled Sports Club as a contribution towards the tickets and travel for members to attend the World Para Athletics Championships.

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

Letters of thanks had 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.

F 2092 ACCOUNTS AND FINANCIAL ESTIMATES

1. An updated position of 2016-17 capital projects was attached as Appendix 6.

Noted.

2. The comparison of actual expenditure against budget up to 14th March 2017 was attached as Appendix 7.

Noted.

F2093 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.

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

RECOMMENDED that the following procedure be added 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'.

F2094 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 requested that authorization be given to write-off the outstanding balance.

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

RECOMMENDED that the outstanding Sales Ledger balance of £86.00 be written off.

The Deputy Clerk noted that the procedure for collecting football fees had now been amended to avoid this situation arising again.

F2095 BUS SHELTER PERCH SEATING

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

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

RECOMMENDED that perch seating be installed in the following bus shelters:

Fernbank Road (outside Fernbank Place)
Fernbank Road (opposite Ascot Tool Hire)
Savernake Way (near Savernake Park)
Savernake Way (adjacent to Micheldever Way)
North Street (opposite Crouch Lane)

It was noted that the brick shelter on Savernake Way had a lot of moss on the roof and the Deputy Clerk was asked to liaise with the Grounds Team to ensure this was cleared and ensure that the stability of the shelters was incorporated into the shelter inspection programme.

Cllr R Berry
Chairman