



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Tel: 01276 471675
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S FINANCE & GENERAL PURPOSES COMMITTEE

Held on Tuesday 8th September 2020 at 8.00pm by Zoom videoconferencing

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Hartshorn	P	Goodman	P
Gordon	PA	Malcaus Cooper	P		
Trentham	A				

In the Chair: Councillor Goodman
In attendance: Sarah Walker – Clerk to the Council
Councillor White as substitute for Councillor Trentham

P - present A – apologies PA – part of meeting - no information

.....

FGP/20/01 To elect the Chairman and Vice-Chairman of the Committee for the ensuing year

Cllr White nominated, Cllr Hartshorn seconded and **all agreed to elect Cllr Goodman as Chairman of the Committee.**

After discussion and agreement of exceptional circumstances due to committee membership and attendance, Cllr Goodman nominated, Cllr White seconded and **all agreed to elect Cllr Hartshorn as Vice-Chairman of the Committee.** (Note: Cllr Hartshorn already holds the position of Vice Chair of the Civic Amenities and Recreation Committee).

FGP/20/02 Apologies for absence

Apologies were received and accepted from Cllrs Trentham and Bakar. Cllr White attended the meeting as substitute for Cllr Trentham. Cllr Gordon was noted absent without apologies.

FGP/20/03 To review and agree the terms of reference for the Committee

The terms of reference circulated (as at Appendix A) were **noted and agreed.**

FGP/20/04 Declarations of Interest

No declaration of interest were made.

FGP/20/05 Public question time

No public questions were raised.

FGP/20/06 Exclusion of the press and public.

There were no matters to be dealt with after exclusion of the Press and Public.

FGP/20/07 Payments for Approval and Sign Off

The Clerk presented a list of expenditure transactions for approval (Appendix B) in the sum of **£11,479.45**

The Committee agreed the proposed payments in the total sum of £11,479.45 and agreed the Chairman would sign the Expenditure Transactions Approval List on the Committee's behalf at a later date.

FGP/20/08 Review of Bank Reconciliations

The Clerk had circulated bank reconciliations for November 2019 – January 2020. Reconciliations presented were as below

April Reconciliations

Santander 30 day 04/15/20 £196,998.03
RBS Settlement a/c 30/04/20 £45,822.13
Barclays Current a/c 30/04/20 £237,210.28

May Reconciliations

Santander 30 day 03/06/2020 £197,094.91
RBS Settlement a/c 31/05/20 £45,829.41
Barclays Current a/c 31/05/20 £228,966.83
Skipton a/c 31/05/2020 £64,472.22 * interest paid once annually on 17th May

June Reconciliations

Santander 30 day 03/07/2020 £197,195.07
RBS Settlement a/c 30/06/2020 £45,829.81
Barclays Current a/c 30/06/2020 £305,737.73

July Reconciliations

Santander 30 day 03/08/2020 £197,292.05
RBS Settlement a/c 31/01/2020 £45,830.20
Barclays Current a/c 31/07/2020 £250,157.40
Cambridge and Counties 31/07/2020 £205,572.08

Overall Cash Position

Total cash held by the Council as at 31/7/2020 totals £765,739 – see attached balance sheet. Of this, £402,490 is held in ear-marked reserves.

The Committee noted the reconciliations and agreed Cllr Goodman would review in detail and sign off the reconciliations on behalf of the Committee.

FGP/20/09 Budget Monitoring and virements report

Councillors were provided with a report from the Council's finance system, showing budget against expenditure as at 21st August 2020. Councillors were asked to note the single overspent budget line:

244/4060 – Lightwater Pavilion – maintenance.

This is due to the cost of the roof repair following break-in and it is expected that insurance will cover this cost (less the excess). Therefore any virement needed will not be known until the insurance claim is settled.

Year-end Projections

The budget is underspent to 21st August 2020 to the value of £68,003 against the original budget deficit of £14,692.

Members were asked to note the following:

- Not all precept income has been received – 50% is still to be paid by end of September
- Some larger transaction items are still to be decided/paid as below:
 - a) Grants to be decided (total budget is £36,000)
 - b) No community pride grants have been paid (budget £18,000)
 - c) Annual insurance bill is due in October – c. £4,500
 - d) Audit costs not yet paid - £1,000

Members noted the budget monitoring report.

Virements

Virements required to the 2020-21 budget are set out in the table below. The net effect for these virements are to increase the deficit on the budget by £21,360 to £36,052.

Proposed virements September 2020

Summary of proposed virements		
Cost centre	Description	£
260/4650 – Section 137 grants	Increase expenditure by £21,360 to fund agreed grant to Chapel Lane Action Group. Funded from Bagshot Village reserve (£15K) and General reserve (£6,360)	(21,360)
Net effect of proposed virements	Increase planned deficit.	21,360

It was also agreed to move £6,360 to each of the Windlesham and Lightwater reserves to “balance out” the payment made from general reserves towards the Chapel Lane grant.

Reserve projections from 31.3.21 are set out below:

Reserve	Balance 1.4.20	Movement in year	Projection 31.3.21
General Reserve	£276.5K	(£19K)	£257.5K
Windlesham Village	£0	£6,360	£6,360
Bagshot Village	£17.9K	(£15K)	£2.9K
Lightwater Village	£23K	£6.3K	£29.3K

Other Earmarked Reserves	£361.5K	0	£361.5K
--------------------------	---------	---	---------

Members approved the virements as listed above.

There being no further business, the meeting closed at 20.23.

Windlesham Parish Council

Finance and General Purposes Committee – Terms of Reference

The role of the Finance & General Purposes Committee is to ensure the smooth management of the Council's finances.

1. Membership of the committee will consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.
2. The Chairman and Vice-Chairman, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.
4. Non-members of the Council may not be members of the committee.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Provide advice & guidance, as required, to the Chairs of all other committees and working parties on all aspects of financial management.
- c) Delegate authority for the setting of the annual budget to a finance working group (which shall consist of the Chair of Finance & General Purpose, the Chairs of all other Committees and the Chairman and Vice Chairman of the Council) and reviewing the subsequent recommendations of the finance working group prior to submission to Full Council.
- d) Develop, maintain and monitor the policy on the management of reserves.
- e) Monitor purchasing decisions to ensure a value for money approach on all aspects of Council activity in accordance with Financial Regulations.
- f) Monitor financial performance against budgets and agree virements for resolution by Full Council.
- g) Make recommendations to the Council on the implications of applying for a Public Works Loan.
- h) Review the investment strategies of the Council and advise accordingly.
- i) The committee shall have spending powers to a maximum of £2,000 per agenda item. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- j) Appoint sub-committees or working parties to undertake any specific project work as required.
- k) Undertake project work outside of the above remit as directed by Full Council.
- l) Review the Terms of Reference annually and make recommendations to Full Council.

The Chairman of the Committee shall:

- a) Agree the minutes of the Finance and General Purposes Committee at Full Council meetings, subject to approval.

Appendix B

20/08/2020		Windlesham Parish Council								Page 113	
17:23		PRELIMINARY PURCHASE DAYBOOK								User: SKW	
Purchase Ledger for Month No 5				Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/08/2020	2030384	5801	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GROUNDS MAINTENANCE AUG 2020
19/08/2020	36959350	5802	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION AUG 2020
19/07/2020	31856627	5803	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION JUL 2020
21/07/2020	32130655	5804	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION JUL 2020
29/07/2020	15284	5805	FORAMAFLOW	FORA	1,030.00	206.00	1,236.00	4150	120	1,030.00	W CEM MAINTENANCE JULY 2020
31/07/2020	131166	5806	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	SKIP RENTAL JULY 2020
26/07/2020	130072	5807	SHORTS	SHORT	5.00	1.00	6.00	4405	220	5.00	SKIP HIRE LIGHTWATER REC
26/07/2020	130073	5808	SHORTS	SHORT	313.20	62.64	375.84	4405	220	313.20	SKIP EMPTY HMLD
10/08/2020	1041A	5809	BUCKLAND HOMES	BUCKLA	410.00	82.00	492.00	4060	244	410.00	PAVILION ROOF REPAIR
28/07/2020	14191	5810	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	WEBINAR CLLR GALLIFORD
19/08/2020	14259	5811	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	CLLR KMC WEBINAR
18/08/2020	14251	5812	SSALC	SSA01	90.00	18.00	108.00	4505	230	90.00	SG UT KMC WEBINAR TRAINING
17/08/2020	14233	5813	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	UT WEBINAR TRAINING
13/08/2020	205-7406656-	5814	AMAZON	AMAZ	99.95	0.00	99.95	4350	200	99.95	REFERENCE BOOK
TOTAL INVOICES					8,495.87	1,679.19	10,175.06			8,495.87	
VAT ANALYSISCODE					OTS @ 0.00%	99.95	0.00	99.95			
VAT ANALYSISCODE					S @ 20.00%	8,395.92	1,679.19	10,075.11			
TOTALS					8,495.87	1,679.19	10,175.06				

08/09/2020		Windlesham Parish Council								Page 114	
16:55		PRELIMINARY PURCHASE DAYBOOK								User: SKW	
Purchase Ledger for Month No 6				Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/09/2020	3847	5815	WELDERS INC	WELDE	580.00	112.00	672.00	4060	120	580.00	HEIGHT BARRIER REPAIR
17/09/2020	14316	5816	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	CLLR TRAINING
11/08/2020	133402	5817	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	HMLD SKIP
11/08/2020	133401	5818	SHORTS	SHORT	200.00	40.00	240.00	4405	220	200.00	SKIP HIRE LWATER REC
11/09/2020	14311	5819	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	CLLR TRAINING
14/08/2020	15298	5820	FORAMAFLOW	FORA	1,030.00	206.00	1,236.00	4150	120	1,030.00	WIND CEM MAINTENANCE AUG 2020
11/08/2020	INV37239660	5821	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION AUG 2020
18/09/2020	EXPSSEPT20	5824	SARAH WALKER	SARAH	70.09	0.00	70.09	4435	220	70.09	EXPENSES AUG-SEP 2020
TOTAL INVOICES					1,947.58	375.50	2,323.08			1,947.58	
VAT ANALYSISCODE					OTS @ 0.00%	70.09	0.00	70.09			
VAT ANALYSISCODE					S @ 20.00%	1,877.49	375.50	2,252.99			
TOTALS					1,947.58	375.50	2,323.08				

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
11/08/2020	14278	5822	SSALC	SSA01	36.00	0.00	36.00	4505	230	36.00	CLLR TRAINING
11/07/2020	SB20200183	5823	PKF LITTLEJOHN	PKFL	1,000.00	200.00	1,200.00	4445	220	1,000.00	EXTERNAL AUDIT FEE
TOTAL INVOICES					<u>1,036.00</u>	<u>200.00</u>	<u>1,236.00</u>			<u>1,036.00</u>	
VAT ANALYSISCODE S @ 20.00%					1,000.00	200.00	1,200.00				
VAT ANALYSISCODE Z @ 0.00%					36.00	0.00	36.00				
TOTALS					<u>1,036.00</u>	<u>200.00</u>	<u>1,236.00</u>				