



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 16th March 2021 at 7.45pm by Zoom videoconferencing

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Hartshorn	P	Goodman	P
Gordon	P	Malcaus Cooper	P		

In the Chair: Councillor Goodman
In attendance: Sarah Walker – Clerk to the Council
 Councillor Willgoss
 Councillor Galliford
 Councillor White
 Councillor Hansen-Hjul
 Councillor Halovsky-Yu (part of meeting)
 Councillor Stacey (part of meeting)
 Gavin McLaughlin - resident
 Philip Richardson - resident

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

FGP/20/19 Apologies for absence

All Committee members were present.

FGP/20/20 Declarations of Interest

No declarations of interest were made.

FGP/20/21 Public question time

No public questions were raised.

FGP/20/22 Exclusion of the press and public.

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

FGP/20/23 Payments for Approval and Sign Off

The Clerk presented a list of expenditure transactions for approval (Appendix A) in the sum of **£5,444.00**

The Committee agreed the proposed payments in the total sum of £5,444.00 and agreed the Chairman would sign the Expenditure Transactions Approval List on the Committee's behalf at a later date.

FGP/20/24 Review of Bank Reconciliations

The Clerk had circulated bank reconciliations for November 2020 – February 2021. Reconciliations presented were as below.

November Reconciliations

Santander 30 day 03/12/20 £197,301.86
RBS Settlement a/c 30/11/20 £45,831.73
Barclays Current a/c 30/11/20 £331,514.69

December Reconciliations

Santander 30 day 04/01/2021 £197,303.48
RBS Settlement a/c 31/12/20 £45,832.12
Barclays Current a/c 31/12/20 £281,818.21

January Reconciliations

Santander 30 day 03/02/2021 £197,305.15
RBS Settlement a/c 31/01/2021 £45,832.48
Barclays Current a/c 31/01/2021 £284,934.31

February Reconciliations

Santander 30 day 03/03/2021 £197,306.83
RBS Settlement a/c 28/02/2021 £45,832.83
Barclays Current a/c 28/02/2021 £227,801.48
Cambridge and Counties 28/02/2021 £207,251.99

The Clerk informed Members the two new bank accounts agreed in December are now open but the credits to them (£62,500 to each account) were processed at the start of March. The movement from the current account will therefore show in the March reconciliation which will be reported as part of the year end process.

Current levels of interest

Cllr Galliford asked for the current levels of interest on each of the accounts held by the Council. These are as follows:

Santander 0.01%
RBS 0.01%
Barclays Current account 0%
Cambridge and Counties 0.99%
Skipton 0.05%
Redwood Bank 1%
Hampshire Trust Bank 1%

Overall Cash Position

Total cash held by the Council as at 28/02/2021 is £747,236 of which £400,210 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.

Budget Monitoring and virements report

FGP/20/25 Councillors were provided with a report from the Council's finance system, showing budget against expenditure as at 4th March 2021. Councillors were asked to note the following overspent budget lines:

260/4650 – Section 137 grants £5,859 (with a further £2,500 yet to be posted) Total £8,359.

The overspend for S137 grants was agreed at the Full Council meeting in November. All other budget lines are at or under budget.

Year-end Projections

The budget is underspent to 4th March 2021 to the value of £68K against an original forecast deficit of £43K. Current estimates are that the Council will end with of a surplus of c. £30K.

This improvement on the planned deficit is due to better than expected burial income (currently £14K over the forecast budget) and due to underspends across a large number of cost centres, the main ones detailed below:

Playground repairs and renewals	£13K
Trees	£5K
Greenspace contingency	£4.5K
ICT costs	£2.5K
Pavilion project	£4.8K
Village event grants	£5.7K
CGR	£4K

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 is £0.

Proposed virements March 2021

Summary of proposed virements		
Cost centre	Description	Cost centre
260/4650 – Section 137 grants	Increase expenditure by £9,000 – grant process now complete for 2020/21	260/4650 – Section 137 grants
120/4200 Open spaces grants	Reduce expenditure by £3,500 – grant process now complete for 2020/2	120/4200 Open spaces grants
100/4060 Village events grants	Reduce expenditure by £5K as remaining budget not required	100/4060 Village events grants
Net effect of proposed virements		0

20.02 – Cllr Halovsky-Yu joined the meeting

Members approved the virements as listed above.

FGP/20/26 Reserves Policy

20.05 – Cllr Stacey joined the meeting

A draft reserve policy prepared by Cllr Goodman had been circulated to Members for consideration.

It was resolved that the policy would be taken to Full Council to consider and discuss, alongside other Council policies, by May.

FGP/20/27 Direct Debit Payments for 2021-2022

The RFO presented a list of regular payments that are made by Direct Debit each month. These are listed below:

- British Gas – electricity bills
- Affinity Water – has now transferred to Castle Water
- Surrey Heath Borough Council – rates
- BT – quarterly line rental
- Full payment each month of Barclaycard payment card linked to current account (expenditure of individual items are approved on the regular payment approval lists)
- Freedom IT – monthly payments for email hosting/back up etc
- DR Communications – Phone and broadband monthly charge

In addition to these, there is a new DD account required for the new financial year:

- HR Dept – Cost of retained HR contract

Members approved the above list of direct debit payments for the year 2021/22.

The RFO also presented the transaction listing of direct debit payments from 1st April 2020 – 28th February 2021, made in line with authorisation given at the FGP meeting held on 3rd March 2020.

Members approved the transaction list.

FGP/20/28 Review of effectiveness of internal audit

Members were presented with a report from the RFO that reviewed the Councils current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.

- the scope of internal audit;
- independence;
- competence;
- relationships with the clerk and the authority; and
- audit planning and reporting

The result of the review concluded that proper internal audit arrangements are in place.

The RFO made one recommendation – that the services of the current internal auditor are retained during the period of transition to the new committee system and for at least one audit cycle, post transition.

Members considered the report and agreed the recommendation made by the RFO and further resolved to invite the internal auditor, Mark Mulberry, to carry out a “training” for Members so they can understand the internal audit process and establish what the responsibilities of Council are, compared to his audit responsibilities. This would be arranged for some time after the May election.

There being no further business, the meeting closed at 20.18.

Purchase Ledger for Month No 12

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	
23/02/2021	JHYPRIDE FEB21	5930	LIGHTWATER VILLAGE	HSHEN	50.00	0.00	50.00	4655	260	50.00	PRIDE GRANT PAYMENT	
23/02/2021	HHHPRIDE	5931	WINDLESHAM FIELD	WINDLESH	420.00	0.00	420.00	4655	260	420.00	PRIDE GRANT	
28/02/2021	146776	5932	SHORTS	SHORT	14.00	2.80	16.80	4405	220	14.00	SKIP HMLD	
22/02/2021	14722	5933	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	TRAINING COURSE HHH	
25/02/2021	1181	5934	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4150	120	2,130.00	WIND CEM MAINTENANCE FEB 2021	
23/02/2021	HHHPRIDE	5935	VILLAGE FETE	WVFETE	1,050.00	0.00	1,050.00	4655	260	1,050.00	PRIDE GRANT	
23/02/2021	OSMG GRANT	5936	LIGHTWATER FC	LUFC	1,750.00	0.00	1,750.00	4200	120	1,750.00	OPEN SPACES GRANT	
TOTAL INVOICES					5,444.00	434.80	5,878.80			5,444.00		
VAT ANALYSISCODE					OTS @ 0.00%	2,800.00	0.00	2,800.00				
VAT ANALYSISCODE					S @ 20.00%	2,174.00	434.80	2,608.80				
VAT ANALYSISCODE					Z @ 0.00%	470.00	0.00	470.00				
TOTALS					5,444.00	434.80	5,878.80					

