

WOKINGHAM TOWN COUNCIL



Mr K J Abnett
Town Clerk

Town Hall
Market Place
WOKINGHAM
Berkshire
RG40 1AS

Tel: (0118) 978 3185

Fax: (0118) 979 2335

E-mail rfo@wokingham-tc.gov.uk

22nd November 2006

Dear Councillor,

You are hereby summoned to attend the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** on **Tuesday 28th November 2006 at 7.30 pm** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours faithfully

K J Abnett
Town Clerk

Contact Officer : Jackie King, Responsible Finance Officer (0118 974 0883)

A G E N D A

1. APOLOGIES FOR ABSENCE

2. MEMBERS INTERESTS

To receive any declaration of interests from Members on the business about to be transacted.

3. THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING MINUTES

To receive and approve the Minutes of the proceedings at the Meeting of the Finance & General Purposes Committee held on the 19th September 2006 as a true and correct record and to be signed by the Chairman (**pages 12072 to 12082 copy attached**).

4. PUBLIC QUESTION TIME

The Chairman to answer any questions raised by the public.

5. OUTSTANDING MATTERS

To receive and consider the Outstanding Matters report dated 20th November 2006 continued from the previous F & G P Meeting (copy attached).

6. ACCOUNTS PAYABLE

- (a) To approve the list of costs totalling the sum of £46,083.93 paid from the Clerks Drawings account dated 20th November 2006 (copy attached).
- (b) To approve the list of costs totalling the sum of £376,129.96 paid from the F&GP Account dated 20th November 2006 (copy attached). This amount includes a transfer to the Clerk's Account of £41,147.97 and a Treasury Deposit of £275,000.

7. FINANCIAL REPORTS

To receive and consider the following Financial Reports:

- (a) Income and Expenditure to 31st October 2006 (copy attached).
- (b) Balance Sheet as at 31st October 2006 (copy attached).

8. BUDGETS 2006/2007

To receive and approve for recommendation to Full Council

- (a) Actual Expenditure to 31st October 2006 (copy attached)
- (b) Budget notes to be read in conjunction with the Budget Report above.
Please note that the Establishment figures (page 9) include November payroll and this therefore shows expenditure to 31st November 2006.

9. REVIEW OF FINAL ACCOUNTS – INTERNAL AUDIT

To receive and consider the Internal Auditors report regarding the Review of the Final Accounts for the Financial Year 2005/06.

- (a) Auditors Report (copy attached).
- (b) The total value of Treasury Stock as at 14th November is £61392.76

10. ANNUAL RETURN – EXTERNAL AUDIT

To receive and consider for recommendation to Full Council

- (a) The Annual Return
- (b) Explanation of significant variances
- (c) Year End Bank Reconciliation and Statements
- (d) Balance Sheet and Income and Expenditure extracts from final Accounts
- (e) Risk Management Schedule
- (f) Documentation relating to actions taken by RFO and Council to address issues raised in Internal and External Audit Reports

All the above documents are enclosed with this agendas – pink paper

11. FUNDING FOR LAPTOP COMPUTER WITH PROJECTOR FACILITY

To receive and consider a recommendation from the Planning and Transport Committee that the F & G P Committee investigate the purchase of a laptop computer that has a projector facility.

12. BUDGET PROVISIONS FOR 2007/2008

To consider request for additional monies required over and above the uplifted budget for the financial year 2007/2008 in readiness for the preparation of the forthcoming Precept.

Amenities:

Playground Upgrade 2007/2008	£55,000
Playground Upgrade 2008/2009	£56,000

Civic:

Town Twinning 30 th Anniversary	4360/302	Increase by	£3,000
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Planning and Transportation:

Additional installation costs for bench	£500
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Establishment

Increase in Pension costs	4003/201	£1,400
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Finance and General Purposes:

Fun Day	4603/301 (Animal Farm)	Increase by	£1,000
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THDC

Relocate Information Centre	£45,000
Renovation of Stairway Banisters	£5,000

TCM

Operating Costs	To Be Agreed
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13. SPORTS SPONSORSHIP FUND

To receive and consider a letter from Wokingham District Council dated 26th September 2006 regarding sports sponsorship funding (copy attached).

14. SKATEPARK – ALL RISKS COVER

To receive and consider a letter from Zurich Municipal dated 27th September 2006 regarding premium charges for All Risk cover for the Skateboard Park (copy attached).

15. TOWN GUIDE PUBLICATION

To receive and consider a report from the Planning and Transportation Officer dated 24th October 2006 regarding the publication of the next Town Guide (copy attached).

16. LIONS CLUB – MAY FAYRE GRANT 2007/2008

To receive and consider an application for grant funding from the Lions Club dated 13th November 2006 requesting a grant of £9,250 toward the cost of the May Fayre 2007 (copy attached).

17. RESIGNATION FROM WOKINGHAM TOWN CENTRE STEERING GROUP

To receive and consider the following:

- Cllr Mrs L Barnes resignation (copy attached).
- Cllr Mrs L Barnes report to F & GP dated 1st November 2006 (copy attached).
- To review the status and terms of reference of the Town Council's position with the Town Centre Steering Group.

18. BOUNDARIES

To receive and consider the letter from Barkham Parish Council dated 19th September 2006 regarding moving the parish boundary between Barkham and Wokingham (copy attached).

A map will be on display at the meeting.

19. ANY OTHER BUSINESS

The procedure file will be available for inspection and comment.

'In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting is being tape-recorded. The purpose of taping is that recordings act as an aide-memoire to assist the clerk in the compilation of minutes. The tapes are held in a secure location and overwritten once it has been resolved that the minutes are a true and correct record'.

Committee members:

Cllrs. A Barber, J L Earnshaw, C W Facey, L T Gordon-Walker, C P Hudson, Mrs D M King, P M Lucey (Chairman), J P McGhee-Sumner, H D Miller, J P Mirfin, B J Willis, R J Wyatt.

Backing Papers to: Cllrs. Mrs L Barnes, C J Bowring, R F Eke, D G Lee, Mrs T Marinos.