

WOKINGHAM TOWN COUNCIL



Town Hall
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WOKINGHAM
Berkshire
RG40 1AS

Mr K J Abnett
Town Clerk

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3rd June 2008

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 10th June 2008 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 18th March 2008 as a true and correct record and to be signed by the Chairman (pages 12565 to 12577 copy attached).
- 4. PUBLIC QUESTION TIME**
The Chairman to answer any questions raised by the public.

5. OUTSTANDING MATTERS

To receive and consider the following

- a) To set the objectives for the F & GP Committee for the year 2008/2009
- b) The Outstanding Matters report dated 11th March 2008 continued from the previous F & G P Meeting (copy attached)

6. ACCOUNTS PAYABLE

- (a) To approve the list of costs from 1st April 2008 to 31st May 2008, totalling the sum of £45,070.19 paid from the Clerks Drawings account printed 2nd June 2008 (copy attached).
- (b) To approve the list of costs from 1st April 2008 to 31st May 2008 the sum of £134,072.15 paid from the F&GP account printed 2nd June 2008 (copy attached). This amount includes transfers to the Clerk's Account of £38,279.92.
- (c) To received a detailed print of all cheques issued from the Purchase Ledger over the period 1st April 2008 to 31st May 2008.

7. FINANCIAL REPORTS

To receive and consider the following Financial Reports:

- (a) Income and Expenditure to 31st May 2008 (copy attached).
- (b) Balance Sheet as at 31st May 2008 (copy attached).

8. TOWN CENTRE MANAGEMENT

To receive an update regarding the Town Centre Management from the Town Centre Steering Group.

9. FINANCIAL REPORTS FOR THE YEAR ENDING 31st MARCH 2008

To receive and consider the following

- a) The closing budget reports for Wokingham Town Council
- b) The RFO's accompanying Memo regarding the expenditure for the year to 31st March 2008 and the budgets carried forward to 2008/2009

10. TRANSFER OF FUNDS TO SPECIAL PROJECTS RESERVE

After consideration of the above reports to determine an amount if any that should be transferred from the General Reserve to the Special Projects Reserve.

11. AUDITORS COMMENT FOR THE YEAR ENDING 31st MARCH 2008

To receive and consider a letter from the Internal Auditor giving comments and recommendations following the 2007/2008 Internal Audit and also seeking his approval as our Internal Auditor for the coming year 2008/2009.

12. FINAL ACCOUNTS FOR THE YEAR ENDING 31st MARCH 2008

To receive and consider the Final Accounts for the year ending March 2008, as verified by the Internal Auditor.

13. ALLOTMENT GRASS CUTTING BUDGET 2008-2009

To receive and consider a request for additional funding of £500 for the Allotments Grass Cutting Budget as minuted under Recommendation 26863 of the Amenities meeting held on 27th May 2008.

14. POST OFFICE CLOSURES

To receive the relevant extract from The Post office Limited Area Plan Supplementary Decision Booklet dated 7th April 2008 concerning the closure of both the Barkham Road and London Road branches (copy attached).

15. SECTION 106 MONIES

- (a) To received and consider a letter dated 8th April 2008 from Paul Turrell of Wokingham Borough Council regarding Section 106 funding.
- (b) To receive a spreadsheet copy giving Section 106 general details as at February 2008. To note the Wokingham area criteria was selected having obtained it from the Wokingham Borough Council website (copy attached).

16. F & GP MEETING SCHEDULED FOR 25th NOVEMBER 2008

To receive and consider a request from the RFO to re-schedule the date of the above meeting to **WEDNESDAY 19th November 2008.**

17. OFFICE 2 AND 3 – LEASE

- (a) To consider the re-letting of office 2 & 3 as an entity noting that the lease expires on the 30th June 2008 (to also note that our advisors had recommended that letting both offices together would be more marketable and viable option).
- (b) To consider that the minimum lease period is five years with a three year breakpoint.
- (c) In accordance with Standing Financial Instruction para. 6.4 to utilise ROMANS as the commercial agent to market office 2 & 3 as the most cost effective route to take in light of their historical knowledge, experience and subsequent low fees.

18. UNIT 3

To receive and consider the Report dated 20th May 2008 from ROMANS Surveyors & Valuers on their recommendations following the marketing of UNIT 3 (copy enclosed).

19. GRANT RECEIPIENT THANK YOU LETTERS (Information only)

Thank you letters from the following recipients will be on display

All Saints
ARC
Berkshire County Blind Society
Cruse
Pinewood Gymnastic Club re: Shaun Gregory
Red Diamonds
Readibus
St Catherine's Church
Thames Valley Air Ambulance
Wokingham Volunteer Centre

20. ANY OTHER BUSINESS

The fact 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. Mrs L Barnes, C J Bowring, D Carver, Mrs UK Clarke, P A Houldsworth, C P Hudson, M J Hughes, Mrs D M King, J P McGhee-Sumner (Chairman), I Milne, J P Mirfin, B J Willis,

Backing Papers to: Cllrs. D G Lee, H D Miller, R J Wyatt