

# WOKINGHAM TOWN COUNCIL



Mr K J Abnett  
Town Clerk

9<sup>th</sup> June 2009

Dear Councillor,

You are hereby summoned to the meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the **COUNCIL CHAMBER, TOWN HALL WOKINGHAM** on **Tuesday 16<sup>th</sup> June 2009 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 AND GENERAL PURPOSES COMMITTEE MEETING MINUTES

To receive and approve the Minutes of the proceedings at the Finance & General Purposes Committee held on the 17<sup>th</sup> March 2009 as a true and correct record and to be signed by the Chairman (pages 12864 - 12876 copy attached).

### 4. TOWN CENTRE MANAGEMENT SUB-COMMITTEE MINUTES

- (a) To receive and adopt the Minutes of the proceedings at the Town Centre Management – Sub Committee meeting held on 4<sup>th</sup> April 2009 (pages 12892 – 12894 copy attached).
- (b) To receive and adopt the Minutes of the proceedings at the Town Centre Management – Sub Committee meeting held on 18<sup>th</sup> May 2009 (pages 12925 – 12926 copy attached).

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**5. PUBLIC QUESTION TIME**

The Chairman to answer any questions raised by the public.

**6. OUTSTANDING MATTERS**

To receive and consider the following

- (a) To set the objectives for the F&GP Committee for the year 2009/2010
- (b) The Outstanding Matters report dated 5<sup>th</sup> June 2009 continued from the previous F&GP Meeting (copy attached).

**7. ACCOUNTS PAYABLE**

- (a) To approve the list of costs from 1<sup>st</sup> March to 31<sup>st</sup> May 2009 totalling the sum of £398,479.34 paid from the F & GP account (copy attached). (This figure includes a transfer to the Clerks account of £96,116.65 and transfer to the treasury of £150,000).
- (b) To approve the list of costs from 1<sup>st</sup> March to 31<sup>st</sup> May 2009, totalling the sum of £76,922.96 paid from the Clerks Drawings account (copy attached).

**8. FINANCIAL REPORTS**

To receive and consider the following Financial Reports:

- (a) Income and Expenditure to 31<sup>st</sup> May 2009 (copy attached).
- (b) Balance Sheet as at 31<sup>st</sup> May 2009 (copy attached).

**9. TOWN CENTRE MANAGEMENT – RESIDUE MONEY**

To receive and consider the letter dated 11<sup>th</sup> May 2009 and supporting correspondence from the head of WBC's Head of Strategic Partnership on the distribution of the residue Town Centre Management funds (copy attached).

**10. AUDIT 2008/2009**

- (a) To receive and consider the Internal Auditor's report for the Accounts for 2008/2009.
- (b) To review the Town Council's Risk Management Schedule at 11<sup>th</sup> June 2008 (copy attached).

**11. ANNUAL RETURN 2008-2009**

- (a) To receive and approve the Statement of Accounts for the financial year ending 31<sup>st</sup> March 2009
- (b) To receive and approve for recommendation to Full Council the Local Councils Annual Return for the year ending 31<sup>st</sup> March 2009.
- (c) To receive and approve the annual return variance review which accompanies the annual return to the Audit Commission.

**12. YEAR END 2008-2009 BUDGET MEMO**

To receive the RFO's Year End Budget memo for 2008-2009.

- 13. FUNDING REQUEST FROM THE AMENITIES COMMITTEE-  
RESOLUTION 27156 – CAR PARK AT LESLIE SEARS PLAYING FIELDS**
- (a) To receive and consider the Amenities Officers Report 08/2009 regarding funding for the removal of tarmac from Howard Palmer Gardens, and upgrade to the Car Park and footpath at Leslie Sears Playing Fields.
- (b) To receive the minute from the Amenities meeting 19<sup>th</sup> May 2009 Resolution 27156.
- 14. FUNDING REQUEST FROM CHRISTMAS LIGHTS SUB-COMMITTEE -  
RESOLUTION 27107**
- To consider a funding request of £825 from the Christmas Lights Sub Committee to purchase and install 4 outdoor speakers to be used for broadcasting music from the Town Hall to the Market Place (copy attached)
- 15. FUNDING FOR ADDITIONAL PLAY EQUIPMENT AT JOEL PARK**
- To consider providing funds from reserves to the Amenities Committee in order to purchase additional play equipment should it decide to install such equipment following its meeting on 11<sup>th</sup> June 2009 to make a final decision with regard to selecting a contractor (details to follow).
- 16. ATTENDANCE RECORD REVIEW**
- To receive the 2008/2009 Attendance Record as presented to the Annual Council Meeting and to consider what changes to make following comments made at that meeting (copy attached).
- 17. ASSOCIATION OF LARGER LOCAL COUNCILS**
- To receive a letter dated 6<sup>th</sup> April 2009 from the Association of Larger Local Councils regarding the cessation of the Association's affairs.
- 18. BUSINESS RATES DEFERRAL SCHEME 2009/2010**
- To receive a letter dated 8<sup>th</sup> April 2009 from Wokingham Borough Council regarding the Business Rates Deferral Scheme 2009-2010.
- 19. SPORTS SPONSORSHIP FUND GRANTS**
- To receive and consider a letter dated 23<sup>rd</sup> September 2009 from Wokingham Borough Council regarding sports sponsorship funding for young people of the town.
- 20. UNIT 3**
- To receive and consider a letter dated 11<sup>th</sup> May 2009 from Mrs Sandra Chin the leaseholder of Unit 3 (copy attached).
- 21. REDLANDS FARM**
- To receive a copy letter from Clifton Ingram Solicitors to Wokingham Borough Council dated 19<sup>th</sup> May 2009.
- 22. ANY OTHER BUSINESS**
- 23. EXCLUSION OF THE PRESS & PUBLIC**
- In view of the confidential nature of the business about to be transacted, eg: commercial contract matters, it is advisable in the public interest that the press and public be temporarily excluded and that they are instructed to withdraw.

## **PART II**

### **24. TOWN COUNCIL INSURANCE COVER & PREMIUM**

To receive and consider a verbal report from the Town Clerk regarding the renewal of the Town Council's insurance cover.

### **25. TOILETS**

To receive and consider the Town Clerk's Briefing Paper 1/2009 dated 1<sup>st</sup> June 2009 (copy attached).

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*'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. C J Bowring, Mrs UK Clark, M J Hughes, J P McGhee-Sumner (Chairman), H D Miller, J P Mirfin, B J Willis, C J Singleton, R J Wyatt**

Backing Papers to: Cllrs. D G Lee, Mrs D M King