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| Minutes approved on: | |
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 24 May 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs A Grimes, C Hughes, P Hughes, D Peer and R Pike
Attending: S Roberts (Clerk), K Hughes (Deputy Clerk)

16/FGP/60 **Public Questions**
There were none.

16/FGP/61 **Apologies and declarations of members' interests**
61.1 Apologies were received and accepted from Cllr I Clarke.
61.2 There were no declarations of members' interests.

16/FGP/62 **Minutes of 04 January 2017 meeting**
62.1 It was proposed and **RESOLVED** that the minutes of the meeting of 08 February 2017 were a correct record of the meeting, and these were signed by Cllr Grimes.

Matters arising:

- 62.2 Deardon Field accounts
The Clerk reported that separate accounts for Deardon Field are still work in progress. Following discussion, the Deputy Clerk was asked to create a new Omega code to show the Deardon Field Section 106 income for spending from the previous year.
- 62.3 Internal checker
The Clerk reported on liaison with BALC over the role of an internal checker. A report was circulated to members, highlighting a number of areas where internal processes could be improved by spot checks. Members discussed the matter, but further discussion was deferred until to agenda item 5.
- 62.4 Credit Card application
The Clerk reported that, owing to a number of issues, the original application for a credit card has now expired, and a new process will need to be initiated. Following discussion, members **RESOLVED** to proceed again with applying for a credit card for the Clerk and Deputy Clerk, with a joint credit limit of £1,000
- 62.5 Grants working party
The Clerk requested permission, and members **RESOLVED** to approve, for the nomination of members to the 2017-18 grants working party to be referred back to the June council meeting. In addition, members **RESOLVED** to approve an additional meeting of the Finance and General Purpose Committee to be called in early July, in order for the grants working party to meet and review grant applications, and for the committee to review the recommendations, ahead of the July council meeting.

16/FGP/63 **Financial Reports:**

- 63.1 The Clerk reported on the end of year financial statement.
- 63.2 Following extensive discussion, members requested the following information be provided for the next meeting:
- A separation of the costs of the hall between administration and commercial business.
 - A separation of the costs of staffing between administration and commercial business.
 - Documentation showing actual spend against planned spend.
- At the Clerk's request, Cllrs C Hughes and A Grimes agreed to meet with the Clerk and Deputy Clerk to agree the detail required.
- 63.3 Members requested that the earmarked reserves currently identified as 'Astro Turf project' be re-allocated to 'Community Development Projects'.
- 63.4 Members requested that the Recreation and Amenities Committee consider hire rates following the planned hall refurbishment.

16/FGP/64 **Bank Reconciliation:**

- 64.1 The account balances and reconciliations were reviewed and confirmed by Cllr A Grimes, with the exception of the RBS account, for which an updated statement is yet to be received.
- 64.2 The Deputy Clerk reported a need to update the bank mandate for the RBS Account, to remove John Heggadon as a signatory on the RBS account.
Members **RESOLVED** that the authorised signatures in the current mandate, for the Parish Council's account held at RBS, to be updated to remove John Martin Heggadon, and that the current mandate will continue as amended.
- 64.3 The Clerk reported on a presentation received at a recent SLCC training day, from CCLA, an organisation which provides deposit investment opportunities for churches, charities and local authorities. Following discussion, members agreed to receive a presentation on the opportunities that the organisation could provide for the Parish Council.
- 64.4 The Clerk reported on correspondence received from the external auditors Mazars setting out the requirements for the 2016-17 external audit and Annual Return.

16/FGP/65 **Internal audit**

The Clerk gave a verbal report on the recent visit by the council's internal auditor. She noted that an official report from the auditor is yet to be received, but that no issues had been identified during the visit. Members thanked the staff for their successful management of the council's internal processes during the year.

16/FGP/66 **Standing Orders**

The Clerk reported on the proposed changes to Standing Orders. Members **RESOLVED** to recommend the changes for approval at the June Council meeting, and noted that the Clerk had not identified any changes to legislation that required significant updates to the Standing Orders.

16/FGP/67 **Financial Regulations and Financial Risk Management**

- 67.1 The Clerk reported on the proposed changes to the council's Financial Regulations. She noted changes to:
- Petty cash holding limits
 - Petty cash vouchers and the signing off of expenses from the Clerk
 - Wording relating to bank mandates and sizes of payments that can be authorised.

Members **RESOLVED** to recommend the changes for approval at the June Council meeting, and noted that the publication of 'Governance and Accountability for Smaller Authorities in England' in March 2016 had resulted in a need to adopt these changes.

67.2 The Clerk reported on the proposed changes to the council's Financial Risk Management documentation. She noted changes to the following:

- Page 5, to reflect new security arrangements for Shinfield Parish Hall
- Page 10, to reflect the new IT support contract
- Page 11, to review the councils fund holdings

Members requested a cover note to summarise all the changes, to go to the June council meeting.

Members again discussed the role of an internal checker, and identified the need to mitigate issues flagged up as red in the report circulated by the Clerk, following liaison with BALC. The Clerk was asked to consider these items, and how additional measures can be introduced into the Financial Regulations to mitigate these.

Members noted the need to consider a 3 year financial forecast, particularly in light of CIL receipts.

16/FGP/68 **Correspondence**

There was none

16/FGP/69 **Date of next meeting**

A date for an additional meeting, to review grant recommendations made by the grants working party, will be circulated by the Clerk in due course.

The meeting ended at 21:55 hrs

List of actions

| Ref | Action | Action by |
|------------|---|----------------------|
| 62.2 | Establish a new income code in Omega for Deardon Field S106 income for the previous year | Deputy Clerk |
| 62.4 | Re-apply for a council credit card | Clerk |
| 62.5 | Add formation of grants working party to the June council agenda | Clerk |
| 63.2 | Arrange a meeting with Cllrs C Hughes and A Grimes to discussed requirements for financial information relating to council business | Clerk |
| 63.3 | Reallocate earmarked reserves | Deputy Clerk |
| 63.4 | Add review of hire charges to the R&A agenda | Clerk |
| 64.1 | Request an updated account statement from RBS | Clerk / Deputy Clerk |
| 64.2 | Action RBS bank mandate change | Clerk / Deputy Clerk |
| 64.3 | Arrange a presentation from CCLA | Clerk |
| 67.2 | Provide a summary list of changes to the Standing Orders, Financial Regulations and Financial Risk Management documents, to accompany the June council meeting papers | Clerk |
| 67.2 | Consider additions to the Financial Regulations that can help to mitigate issues identified in the Internal Checker list | Clerk |
| 69 | Circulate a date for a meeting of the grants working party, and an additional meeting of the committee ahead of the July council meeting | Clerk |