

Minutes approved on:	
----------------------	--



Clerk: Mrs S E Roberts  
Shinfield Parish Hall  
School Green  
Shinfield  
Reading  
RG2 9EH  
Tel: (0118) 988 8220  
E-mail: [clerk@shinfieldparish.gov.uk](mailto:clerk@shinfieldparish.gov.uk)  
[www.shinfieldparish.gov.uk](http://www.shinfieldparish.gov.uk)

**DRAFT**

## **Minutes of a meeting of the Finance and General Purposes Committee held on Monday 26 June 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.00 hrs.**

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

### **17/FGP/01 Election of Chairman**

Cllr A Grimes was confirmed as Chairman of the committee for the ensuing year, in accordance with the council's adopted Standing Orders, item 15 E.

### **17/FGP/02 Election of Vice-Chairman**

Cllr R Pike was proposed by Cllr Peer, seconded by Cllr Grimes and duly elected as Vice-Chairman

### **17/FGP/03 Public Questions**

There were none.

### **17/FGP/04 Apologies and declarations of members' interests**

- 4.1 Apologies were received and accepted from Cllr Clarke
- 4.2 There were no declarations of members' interests.

### **17/FGP/05 Terms of Reference and committee priorities**

- 5.1 Members reviewed the Terms of Reference and **RESOLVED** to adopt the updated Terms of Reference.
- 5.2 Members reviewed the committee priorities and **RESOLVED** to adopt them.
- 5.3 Cllr Grimes asked the Deputy Clerk to confirm the contract value that requires the use of Contracts Finder.

### **17/FGP/06 Report from Grants Working Party**

- 6.1 Cllr Pike reported on a recent meeting of the Grants Working Party held on 20 June 2017.
- 6.2 Cllr Pike reported that he had been selected as Chairman for the grants working party.
- 6.3 Cllr Pike noted that the committee had reviewed its Terms of Reference and chosen to remove bullet point 2 ("that up to 75% of the grants budget be allocated in the first round of grants").
- 6.4 Cllr C Hughes reported that the committee had chosen to remove the requirement "to use the assistance of some of the borough wide bodies that can assist with reviewing local organisations for their suitability to receive a grant, and for the council itself to apply for community funding" as it was deemed too onerous for the working group to carry out this role.
- 6.5 Following discussion, members **RESOLVED** to adopt the updated Terms of Reference for the Grants Working Party.
- 6.6 Following discussion, members requested that the grant allocation for Citizens Advice Wokingham be ring fenced, subject to a further conversation around the location of service provision.

- 6.7 Members discussed the school prizes and requested the working group to consider, at the next working party meeting, extending the prizes to cover all the schools located within the parish.
- 6.8 Members reviewed the grant application decisions and proposed to **RECOMMEND** them for approval at the July council meeting.
- 6.9 Cllr Pike reported that it is anticipated that the working party will meet again later in the year, following the advertisement of a second round of grant applications.

17/FGP/07 **Date of next meeting**

The date for the next meeting of the Finance and General Purpose Committee was confirmed as Thursday 27 July 2017.

*The meeting ended at 19:37 hrs*

**List of actions**

<b>Ref</b>	<b>Action</b>	<b>Action by</b>
5.3	Determine the point at which the Parish Council is required to advertise contracts on Contracts Finder	Clerk / Deputy Clerk
6.7	Add a request to consider extending the school prizes to cover all schools within the parish to the next grants working party agenda	Clerk