

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 27 July 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

17/FGP/08 **Public Questions**

There were none.

17/FGP/09 **Apologies and declarations of members' interests**

- 9.1 There were no apologies for absence as all members were present
- 9.2 Cllr C Hughes declared her interest as a governor of Shinfield Infant and Nursery School for one correspondence item.

17/FGP/10 **Minutes of 24 May 2017 meeting**

- 10.1 It was proposed and **RESOLVED** that the minutes of the meeting of 24 May 2017 were a correct record of the meeting and these were signed by the Chair.

17/FGP/11 **Minutes of 26 June 2017 meeting**

- 11.1 It was proposed and **RESOLVED** that the minutes of the meeting of 26 June 2017 were a correct record of the meeting and these were signed by the Chair.

Matters arising:

11.2 Establish a new income code in Omega for Deardon Field Section 106 receipts

The Deputy Clerk confirmed that this was done, and the code is 1042/207

11.3 Council credit card

The Clerk reported that, following discussions with other local Town and Parish Councils, she had applied successfully for a John Lewis business card in the name of Shinfield Parish Council which had subsequently been issued; and had also been recommended to consider applying for a Barclaycard. Following discussion, Cllr Clarke proposed, Cllr Peer seconded and members **RESOLVED** to enter into a credit agreement with Barclaycard and John Lewis to enable the Parish Clerk and Deputy Clerk to purchase items over the internet using a council credit card, subject to an annual review.

11.4 Add formation of grants working party to the June council agenda

The Clerk confirmed that this was done

11.5 Arrange a meeting to discuss requirements for financial information relating to council business

The Clerk confirmed that this was done

11.6 Reallocate earmarked reserves

The Deputy Clerk confirmed that the balance for Astro Turf has been moved into an earmarked reserve entitled 'Community Development Funds'

11.7 Add review of hire charges to the R&A agenda

Cllr Clark confirmed that the R&A committee will review hire charges once the refurbishments works are completed.

11.8 Request an updated account statement from RBS

The Clerk confirmed that this was done

11.9 RBS bank mandate change

The Deputy Clerk reported that this is work in progress.

11.10 CCLA presentation

The Clerk reported that a presentation has been arranged for 7.30 pm on 30th August, which members agreed to attend.

11.11 Summary of proposed changes

The Clerk confirmed that a summary of recommended changes to the Standing Orders, Finance Regulations and Financial Risk Management documents were circulated to members. The updated Financial Regulations and Financial Risk Management documents had been approved for 2017-18 by Council at its June meeting. The Standing Orders will be reviewed by the Communications and Policies Committee at the next meeting, scheduled for 3rd August.

11.12 Financial Regulations and Internal Checker list

The Clerk reported that a list of internal process checks had been circulated, and asked the committee to consider how to take this forward. Following discussion, members agreed to appoint a member who is not on the F&GP committee, who could report to the F&GP committee, if a problem is identified.

11.13 Additional meetings to review and recommend grant payments

Members noted that an additional meeting of the Grants Working Party, and of the committee, were held prior to the July council meeting.

11.14 Annual Return

The Clerk reported that the Annual Return was sent to Mazaars in the required timeframe. The Clerk reported that one member of the public had been in to see the financial records, and that the Deputy Clerk had answered all their questions. The Clerk reported that Mazaars had requested additional information, most of which were included within the original submission.

11.15 Contracts Finder

The Clerk reported on the level at which tenders are required to be reported on Contract Finder, which is £25,000, and that an account for the Parish Council had been set up to report the refurbishment contract. She noted that for the parish hall refurbishment works, there had been no requirement to advertise the contract on Contracts Finder, as this had been an invitation to tender process; however the outcome of the process should be published.

11.16 Grants – School prizes

The Clerk confirmed that an item to consider extending the provision of school prizes to all the schools within the parish will be added to the agenda for the next Grants Working Party meeting.

17/FGP/12 **Financial Reports and bank reconciliation**

12.1 The Clerk reported on the income and expenditure reports for the first quarter, and members **RESOLVED** to accept them.

12.2 Members noted that it is too early to identify any significant underspends or overspends, and that income and expenditure at this stage were in line with expectations.

12.3 The Clerk noted the likely impact on the parish hall income of the refurbishment works currently taking place. Members noted that this has been incorporated into the budget.

12.4 The bank balances were reviewed, approved and signed off by Cllr C Hughes.

17/FGP/13 **Future Financial Reporting**

13.1 Members reviewed a report on the council's costs, apportioning the council's costs by asset and function. Members noted that this would be provided along with the financial reports each quarter, and gave a clearer idea of the costs of running each asset, which should be used by the committees when undertaking their annual budgeting process.

13.2 Members discussed the costs and income for Spencers Wood Pavilion, and following discussion, members **RESOLVED** to request a survey be carried out on the building, ahead of the next R&A Committee meeting in September, in order to make longer term plans about the site.

- 13.3 Members discussed a recommendation to consult with residents at the Spencers Wood Carnival on 16th September over the longer term development of community facilities within Spencers Wood.

17/FGP/14 **Correspondence**

- 14.1 The Clerk reported on correspondence from the council's accountant, Mr Alan Harland, regarding his work over this financial year. She reported that Alan has proposed to spend 10 days over this financial year to provide the management accounting information and assist with the management of, and reporting of, S106 and CIL monies; an increase of 2 days. Following discussion, this was proposed by Cllr C Hughes, seconded by Cllr P Hughes and members **RESOLVED** to approve it.
- 14.2 The Clerk reported on correspondence from the council's Internal Auditor, Mrs Claire Connell. She reported that the fees for internal audit worked had been pegged to the existing price of £450. Cllr P Hughes proposed that the council re-appoint Mrs Connell as the council's internal auditor for 2017/18, this was seconded by Cllr Peer and members **RESOLVED** to approve it.
- 14.3 The Clerk reported receipt of the latest CIL report, listing funds expected to be paid to the parish council in October. Members discussed CIL projects and the Clerk noted that a report on the process for approving CIL spending will be brought to the September council meeting.
- 14.4 The Clerk reported on a letter received from Shinfield Infant and Nursery School, requesting assistance to fund urgent repairs to the clock tower. Following discussion, members requested that a grant application be formally submitted to the council for consideration.

17/FGP/15 **Date of next meeting**

The date for the next meeting of the Finance and General Purposes Committee was confirmed as Thursday 26 October 2017. Members noted that Cllr Clarke, as Chair of the R&A Committee will be absent, and requested that the Vice-Chair of the committee be asked to attend in his place.

The meeting closed at 21:20 hrs

List of actions

Ref	Action	Action by
11.3	Progress applications for a council Barclaycard	Clerk
11.12	Identify an appropriate councillor to regularly check the council's internal processes and report any issues to the committee.	Clerk
13.2	Arrange a survey of Spencers Wood Pavilion	Clerk
14.4	Invite Shinfield Infant and Nursery School to submit a grant application for clock tower repair funding	Clerk
15	Invite the Vice-Chair of R&A to attend the 26 October F&GP meeting	Clerk