

Minutes approved on:	
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**DRAFT**

## **Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 26 October 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.**

Present: Cllrs N Boyer, A Grimes (Ch), P Hughes, D Peer  
Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), Mr L James (Resident)

17/FGP/16 **Public Questions**

There were none.

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

17.1 Apologies were received and accepted from Cllr Clarke and Cllr C Hughes. Members noted that Cllr Boyer was attending in place of Cllr Clarke, to represent the Recreation and Amenities Committee.

17.2 There were no declarations of members' interests.

17/FGP/18 **Minutes of 27 July 2017 meeting**

18.1 It was proposed and **RESOLVED** that the minutes of the meeting of 27 July 2017 were a correct record of the meeting and these were signed by the Chair.

**Matters arising:**

18.2 Business Credit Card

The Clerk confirmed that the business Barclaycard is now in use. She noted that she will liaise with the council's internal auditor over the internal process for using and recording usage of the card.

18.3 Internal Checker

The Clerk noted that Mr Laurie James, who is considering joining the council, may be interested in taking on the role of the internal checker. The Clerk will discuss this proposal with him further once he is co-opted onto the council.

18.4 Pavilion survey

The Clerk noted that the survey has been carried out, and the report received.

18.5 Shinfield Infant and Nursery School clock tower repairs

The Clerk confirmed that a grant request has been received.

18.6 Grants committee

The Clerk noted that, following the death of Cllr Pike, a vacancy has arisen on the grants working party. Following discussion, members agreed to leave the committee as it is, as the first round of grants has already been considered and paid, and the committee will only need to meet once again this civic year. Members noted that the committee will still be quorate, and membership can be considered again in May 2018.

18.7 CCLA

Members discussed the CCLA presentation received at the previous meeting. Members noted that the option needs to be reviewed by a member with greater expertise in the matter, before the option is progressed any further.

18.8 Annual Audit

The Clerk confirmed that the annual audit process was completed, as reported at the October council meeting. The notice of the return was published on 11 August and these were displayed until 2 October.

17/FGP/19 **Financial Reports and bank reconciliation**

- 19.1 The Clerk reported on the income and expenditure reports for the second quarter, and members **RESOLVED** to accept them.
- 19.2 Members noted a report on overspends.
- 19.3 The Deputy Clerk noted that the CIL income had been incorrectly coded and was not showing correctly on the six month report. This will be corrected.
- 19.4 Members noted that the items listed under 'rent' included the purchase of land to the rear of the parish hall, and the associated legal costs.
- 19.5 The council's bank balances were reviewed, approved and signed off by Cllr Boyer.
- 19.6 Members **RESOLVED** to approve the request to approve to spend £500 to upgrade the Deputy Clerk's laptop and provide an additional screen.

17/FGP/20 **2018/19 budget preparation**

- 20.1 Members discussed the precept and noted that in principal, and subject to the receipt of the tax base information from Wokingham Borough Council, that the precept level for a band D property should remain the same as 2017/18.
- 20.2 Cllr Grimes noted the need to budget the final 2.5 percent of the refurbishment cost into the next budget, as this will be payable in April 2018.
- 20.3 Cllr Grimes noted the need to consider the RIBA competition costs for the 2018/19 budget.
- 20.4 The Clerk noted the need to await the outcome of the VAT letter to the Inland Revenue, to know whether the VAT costs for the refurb will be reimbursed. The Clerk was asked to investigate options for professional VAT advice for the parish council.

17/FGP/21 **Correspondence**

- 21.1 The Clerk reported on correspondence from Wokingham Borough Council reporting the CIL revenue due to be received at the end of October.

17/FGP/22 **Date of next meeting**

The date for the next meeting of the Finance and General Purposes Committee was confirmed as Thursday 30 November 2017

*The meeting closed at 20:40 hrs.*

**List of actions**

Ref	Action	Action by
18.2	Liaise with internal auditor over the process for using and recording use of the business credit card.	Clerk
18.3	Speak to Mr James about the role of the internal checker following his co-option on the council	Clerk
19.3	Correct the recording of the CIL receipts in Omega	Deputy Clerk
19.6	Order upgrade for Deputy Clerk's laptop	Clerk / Deputy Clerk
20.2/20.3	Ensure final refurb cost and RIBA costs are factored into the 2018/19 budget	Clerk / Deputy Clerk
20.4	Investigate options for professional VAT advice for the parish council	Clerk