

| | |
|----------------------|--|
| 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
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 08 February 2017 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

16/FGP/51 **Public Questions**

There were none.

16/FGP/52 **Apologies and declarations of members' interests**

- 52.1 Apologies were received and accepted from Cllr I Clarke and Cllr P Hughes.
- 52.2 There were no declarations of members' interests.

16/FGP/53 **Minutes of 04 January 2017 meeting**

- 53.1 It was proposed and **RESOLVED** that the minutes of the meeting of 04 January 2017 were a correct record of the meeting, and these were signed by Cllr Grimes.

Matters arising:

53.2 Community Infrastructure Levy

Cllr Grimes reported that the Neighbourhood Plan was officially 'made' by Wokingham Borough Council and came into legal force on Friday 3rd February. Cllr Pike asked whether the council is likely to receive any further S106 moneys. The Deputy Clerk noted that, other than for Deardon Field, it is not anticipated.

53.3 Additional bank signatories

Cllr Peer reported that she needs to go into the RBS branch to complete and verify her signatory form.

53.4 Corporate credit card

The Clerk reported that she has a call arranged with Lloyds to confirm the final details on Friday 10th February.

53.5 Council costs information

Cllr Pike asked about the cost analysis for the growth of the parish and the likely impact on the council, and whether the council was formulating a three year plan. The Clerk reported that a meeting to consider a longer term business plan for the council, and to identify and prioritise capital projects for CIL revenue has been proposed. A date of 23rd March has been suggested for this meeting. Cllr Pike asked how this work will co-ordinate with that of the Development Board. Cllr Grimes noted that the F&GP committee will review the financial elements, and the Development Board will be tasked with delivering the projects that the Full Council has agreed on.

53.6 Budget 2017/18

The Clerk reported that the budget was agreed and the figures have been sent to Wokingham Borough Council for the precept.

16/FGP/54 **Financial Reports:**

- 54.1 The Clerk reported on the income and expenditure for the third quarter.
The Deputy Clerk reported that the council is underspent, predominantly for three larger items:
- LED street lighting project – the instructions for column and lantern replacement have been agreed and sent to Wokingham Borough Council. It is unlikely that the works will be carried out in this financial year, so the money will be put into earmarked reserves, as the works will be completed before March 2018.
 - Parish Hall refurbishment project – subject to the approval of Full Council, the process of going out to tender should be initiated shortly, but it is anticipated that little of the budget will be spent in the current financial year, so the remaining funds will be moved into earmarked reserves, as the works are likely to be carried out during the next financial year.
 - New community Centre Project – these funds have not been spent to date and will remain in earmarked reserves until such time as they are required.
- 54.2 Members requested a commentary to accompany budget reports, highlighting the key issues.
- 54.3 Members reviewed the budget codes which were more than 75% overspent, and the Deputy Clerk gave an explanation for these items.
- 54.4 Members discussed the Deardon Field expenditure. It was noted that the invoices are collated at the end of the financial year, and are sent to Wokingham Borough Council for reimbursement. Members noted a request to reflect this situation somewhere in the accounts or in an accompanying report.
- 54.5 The Clerk reported on her attendance at a recent BALC training course for the year end processes, along with the Deputy Clerk and Cllr Peer. She reported on a recommendation for an internal checker, to review the work of the Clerk and Deputy Clerk. Following discussion, Cllr Grimes asked the Clerk to bring a proposal report on the matter to the next committee meeting, detailing further details on the requirement, along with some guidance from BALC on the issue.

16/FGP/55 **Bank Reconciliation:**

The account balances and reconciliations were reviewed and confirmed by Cllr C Hughes.

16/FGP/56 **Grants Working Party**

Members received the minutes of the Grants Working Party held on 17 January 2017.
Members reviewed and **RECOMMENDED** the following grant awards for 2016/17 in the second round of grant applications which will be subject to approval by Full Council:

| Organisation | Purpose of Grant | 2016-17 Grant Award |
|---|---|---------------------|
| Reading Citizens Advice Bureau | Contribution to service for Shinfield residents | £700 |
| Berkshire Multiple Sclerosis Therapy Centre | Contribution to running costs of centre for Shinfield members | £600 |
| Pearmans' Croft Residents Association | Contribution to set- up costs including initial meetings and welcome pack for new residents | £200 |
| ReadiBus | Contribution to service for Shinfield Parish residents | £2,000 |
| Shinfield Parish Volunteer Group | One-off amount to construct footpath from existing public right of way (public footpath 30) between Grazeley Church and Old Vicarage into former Grazeley Church grounds (goodwill gesture) | £1,830 |
| Shinfield North Community Group | Contribution to costs of 2-day community development drama project at Shinfield Parish Hall (15-16 Feb) for young people in partnership with The Challenge social integration charity for up to 25 National Citizen Service | £416 |

| | | |
|---|---|---------------|
| | graduates. | |
| Wokingham District Veteran Trees Association | Contribution to celebrate 10 th anniversary of Association in 2017 | £50 |
| Cruse Bereavement | Contribution to bereavement support service | £500 |
| Shinfield Voluntary Car Service | Rent for one year at Spencers Wood Pavilion for 4 mornings per week x 50 weeks p.a. based on current rates agreed | £2,504 |
| 2 nd Shinfield Brownies | Contribution towards Girl Guiding Association HQ annual subscription | £0 |
| Total spend 2nd round grants budget | | £8,800 |

16/FGP/57 **Annual Report and Priorities 2017/18:**

Members noted that due to the absence of Cllrs Clarke and P Hughes, that this item should be deferred until the next meeting.

16/FGP/58 **Correspondence**

There was none

16/FGP/59 **Date of next meeting**

The date of the next meeting was confirmed as Wednesday 26 April 2017 at 19:30 hrs.

The meeting ended at 20:57 hrs

List of actions

| Ref | Action | Action by |
|------------|--|------------------|
| 54.2 | Produce a written report to accompany the quarterly financial report, detailing any significant budget variances | Clerk |
| 54.4 | Discuss with the accountant how best to show Deardon Way income and expenditure in the financial reports | Clerk |
| 54.5 | Liaise with BALC and produce a report for the April meeting, detailing the requirement for an internal checker | Clerk |