

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 04 January 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 20.50 hrs.

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

17/FGP/23 **Public Questions**

There were none.

17/FGP/24 **Apologies and declarations of members' interests**

- 24.1 There were no apologies for absence as all members were present.
- 24.2 There were no declarations of members' interests.

17/FGP/25 **Minutes of 26 October 2017 meeting**

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

Matters arising:

25.2 Business Credit Card

The Clerk confirmed that she will liaise with the council's internal auditor over the internal process for using and recording usage of the card when the internal auditor visits later in February.

25.3 Internal Checker

The Clerk confirmed that Cllr James has agreed to take on the role of the internal checker. Members noted a wish to review a signed check sheet at the next meeting.

25.4 Community Infrastructure Levy (CIL)

The Clerk confirmed that CIL receipts are being shown as an earmarked reserve in Omega.

25.5 Update for Deputy Clerk's laptop

The Clerk confirmed that this work had been done.

25.6 RIBA and refurb costs

The Clerk confirmed that the expected RIBA costs and final refurb retention have been factored into the budget proposals for 2018/19

25.7 VAT advice

The Clerk reported that this is still to be actioned. It was noted that BALC now have a VAT specialist, and the Clerk confirmed that she will contact BALC to arrange a meeting. It was noted that the council has not yet heard from the Inland Revenue regarding the VAT for the hall refurbishment.

17/FGP/26 **Report from grants working party**

- 26.1 Members reviewed and accepted a report from the grants working party. The recommendations were noted and these will be put to the January council meeting.

- 26.2 Cllr C Hughes expressed disappointment at the time taken between reviewing the grants applications and confirming the payments. Members noted that this was partly due to the amendment of the date of this meeting.
- 26.3 Members noted the need to review committee structures, timeframes and committee's authorisation to spend budgets.

17/FGP/27 **Shinfield Parish Council Strategy**

- 27.1 Members noted that the strategy has been discussed at an earlier meeting, that a number of updates to the wording will be requested.
- 27.2 Following discussion, members requested that any further comments be sent to Cllr P Hughes. Cllr P Hughes, Cllr Peer and Cllr Clarke will meet to discuss the proposed amendments on Thursday 11th January, and a final draft of the strategy will be put to the 25th January meeting of this committee, in order for a final version to be put to the February council meeting.

17/FGP/28 **Budget 2018/19**

- 28.1 Members reviewed the proposed budget figures for the committee for 2018/19 and these were agreed.
- 28.2 Cllr P Hughes requested that the budget for electricity for the parish hall be increased to £5,000 and that repairs and maintenance be reduced to £5,000.
- 28.3 Cllr Clarke noted that a funding request has been received from Shinfield Cricket Club, and requested that some financial contributions be made to local sports groups. Following extensive discussion, it was recommended that a business case be formed by the Recreation and Amenities Committee, to take this suggestion forward.

Cllr Grimes sought permission from members to continue beyond 10pm

- 28.4 Members noted the need to understand the reserves balances, and the projected year end outturn.
- 28.5 Members noted the principle that revenue costs should be met from income, and capital costs from reserves or CIL.
- 28.6 Following discussion, members requested additional papers be circulated, following a meeting with the accountant on 9 January, before final approval of the budget can be made at the 25 January committee meeting, and approval at council in February.

17/FGP/29 **Correspondence**

There were no correspondence items.

17/FGP/30 **Date of next meeting**

The date for the next meeting of the Finance and General Purposes Committee was confirmed as Thursday 25 January 2018

The meeting closed at 22:25 hrs

List of actions

Ref	Action	Action by
25.2	Liaise with auditor over process for recording credit card purchases.	Clerk
25.3	Arrange for a meeting with Cllr James for an internal check	Clerk / Deputy Clerk
25.7	Contact BALC regarding specialist VAT advise for the parish council	Clerk
27.2	Meet on Thursday 11 January to discuss changes to the strategy document	Cllrs I Clarke, P Hughes & D Peer and Clerk.
28.3	Prepare a business case for financial support to the local cricket club.	Recreation and Amenities Committee
28.6	Circulate additional financial details, including reserves balances, in advance of the 25 January 2018 meeting	Clerk / Deputy Clerk