

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 25 January 2018 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
Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), Cllr L James.

17/FGP/31 **Public Questions**

There were none.

17/FGP/32 **Apologies and declarations of members' interests**

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

17/FGP/33 **Minutes of 04 January 2018 meeting**

- 33.1 It was proposed and **RESOLVED** that the minutes of the meeting of 04 January 2018 were a correct record of the meeting and these were signed by the Chair.

Matters arising:

33.2 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.

33.3 Internal Checker

The Clerk confirmed that Cllr James met with the Deputy Clerk and a list of items to review has been drawn up. Cllr James reported that he will carry out the check two weeks prior to each quarterly committee meeting.

33.4 VAT on the parish hall refurbishment

The Deputy Clerk reported on a telephone conversation with the Inland Revenue. She reported that the adviser had noted that HMRC had misplaced the initial letter sent to them, but that following their conversation, they will write to Shinfield Parish Council seeking some further clarifications on the request.

33.5 Strategy document review

The Clerk confirmed that this work had been done.

33.6 Business case for financial support for the local cricket club

The Clerk confirmed that this will be added to the agenda for the next meeting of the Recreation and Amenities Committee.

33.7 Additional budget papers

The Clerk confirmed that these additional papers were circulated, and she noted that Cllr James was present to assist during the budget discussion.

17/FGP/34 **Bank reconciliations and balances**

The bank account balances to 31st December 2017 were reviewed, confirmed and signed off by Cllr P Hughes.

17/FGP/35 **2017/18 Year end Forecast**

- 35.1 Members reviewed the final quarter estimates and the projected end of year positions, and noted a number of underspends.
- 35.2 Following discussion, members **RESOLVED** to propose the following additional items, before the end of this financial year:

Item	Cost
Additional Fire assessment items, identified during the fire risk assessment on the parish hall	£3,000
Upgrade to the printer	Net cost of zero, as the additional quarterly rental will be offset by a reduced print charge.
Hearing loop reinstallation for the hall	£1,500
Additional equipment for the hall and kitchen	£10,500

- 35.3 Following a review of the projected year end reserves position, members requested an additional Earmarked Reserve be created for 'Working Capital' with a sum of £150,000 moved into this reserve.

17/FGP/36 **Budget 2018/19**

- 36.1 Members reviewed the overall budget figures for the committees for 2018/19
- 36.2 Cllr James reported on the work carried out to prepare the budget papers, and noted a shortfall of £6,090 between the parish council's income, and the proposed revenue expenditure. Following discussion, members **RESOLVED** to propose, subject to the approval of the full council, that the precept remain as it is, at £66.30 per band D dwelling, and agreed to reduce the proposed variable expenditure by £6,090.
- 36.3 The Clerk was asked to review the 2018/19 reserves figures in light of the amendments to the budget and proposed additional current year spends, and report back to the next meeting.
- 36.4 Cllr Grimes thanked Cllr James for his input into the process.

Cllr James left the meeting at 21.05 hrs

- 36.5 Members noted the valuable input from Cllr James, and his experience and expertise in this area, and it was proposed by Cllr Clarke, and seconded by Cllr Peer, that Cllr James be invited to join the committee as a co-opted member.

17/FGP/37 **Shinfield Parish Council Strategy**

- 37.1 Cllr Grimes noted that a revised version of the strategy document has been circulated to all members, with tracked changes.
- 37.2 Members agreed that the document represented a final version that was ready to be put to the next full council meeting, and it was agreed that Cllr P Hughes would propose its adoption at the February council meeting.

17/FGP/38 **VAT advice**

Cllr Grimes proposed that, following a review of the VAT situation highlighted in a letter from the parish council's accountant, Mr Alan Harland, regarding the option to tax on the new Community Centre, some financial modelling, expert advice and guidance on the council's options on VAT would be welcomed. The Clerk was asked to identify options for further VAT advice on this matter for the council.

17/FGP/39 **Correspondence**

There were no correspondence items.

17/FGP/40 **Date of next meeting**

The date for the next meeting of the Finance and General Purposes Committee was confirmed as Thursday 19 April 2018

The meeting closed at 21:35 hrs

List of actions

Ref	Action	Action by
35.3	Update Earmarked Reserves to create a reserve for Working Capital	Deputy Clerk
36.3	Report back on the reserves position at the next meeting	Clerk / Deputy Clerk
36.5	Invite Cllr James to join the F&GP committee	Clerk
37	Propose adoption of the Council Strategy 2018-2022 at the February council meeting	Cllr P Hughes
38	Review options for VAT advice	Clerk