

To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on Wednesday 21st August 2024 at School Green Centre, at 19.30



Bruce Winton, Clerk
15th August 2024
Issued on behalf of the Clerk by
Finance Manager

Members: I Clarke, A Grimes, L James (Ch), N Masseron, Z Matic, I Montgomery & D Peer

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions.

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence.
2.2 To **RECEIVE** members' declarations of interest.

3. Minutes of the meeting on 19th June 2024

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 19th June 2024 as a correct record of the meeting*
3.2 To **CONSIDER** matters arising from the meeting on 19th June 2024.

4. Corporate Governance Working Party

- 4.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk.

5. Risk Register

- 5.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the Shinfield Parish Council Risk Register.
5.2 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding the insurance renewal for 2024/2025.

6. Financial reports

- 6.1 To **RECEIVE** and **NOTE** a report on the bank reconciliation at 31st July 2024*
6.2 To **RECEIVE** and **NOTE** an update on the current year budget (2024/2025).

7. Financial Reserves and CIL

- 7.1 To **RECEIVE** and **NOTE** an update on CIL*
7.2 To **RECEIVE** and **NOTE** an update on Reserves *

- 7.3 To **RECEIVE** and **CONSIDER** a verbal update on the Major Repairs Reserve.
- 7.4 To **RECEIVE** and **CONSIDER** an update on historic S106 funds from the parish**

8. Land Issues

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update on Land Registrations including list of properties.
- 8.2 To **RECEIVE** and **CONSIDER** a verbal update regarding lease of Ryeish playing fields and Deardon Way Fields.
- 8.3 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding provision of community space in the north of the parish.
- 8.4 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding Ryeish Green Pavilion.
- 8.5 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding the Parish Hall Lease.
- 8.6 To **RECEIVE** and **CONSIDER** areas of land potentially suitable for acquisition.

9. Live Project Teams

- 9.1 To **RECEIVE** and **CONSIDER** a summary of the current position of live project teams/working parties**

10. Other Matters

- 10.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk regarding microgeneration.

11. Dates of future Meetings

- 11.1 To **NOTE** the date of the next meeting which is 16th October 2024.

* Paper attached/** Paper to follow

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 19th June 2024
At School Green Centre commencing at 18.30

Present: Cllrs Clarke, Grimes, James (Chair), Masseron, Matic, Montgomery & Peer

Attending: B Winton (Clerk), J Mason (Finance Manager)

24/FGP/31 Confirmation of Chair of Committee

- 31.1 In accordance with Standing Orders, Cllr James as Vice-Chair (Finance & Staffing) will chair this committee.
- 31.2 Cllr James confirmed acceptance of office as Chairman of the Finance and General Purposes Committee and duly signed the acceptance of office form

24/FGP/32 Election of Vice-Chair of Committee

- 32.1 Cllr Grimes was nominated as Vice-Chair of this committee by Cllrs Clarke & Montgomery.
- 32.2 Cllr Grimes was elected as Vice-Chair of the Finance and General Purposes Committee for 2024/25
- 32.3 Cllr Grimes accepted the position of Vice-Chair of the Finance and General Purposes Committee for 2024/25 and duly signed the declaration of acceptance of office

24/FGP/33 Public Questions

- 33.1 There were no public questions.

24/FGP/34 Apologies and declarations of Members' Interest

- 34.1 There were no apologies for absence.
- 34.2 There were no declarations of members' interests.

- 35.1 The minutes of the committee meeting of 17th April 2024 were approved as a correct record and signed by Cllr. James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Clarke
Approved: Unanimously

35.2 **Actions and Matters Arising**

- 24/FGP/20.2 Clerk and Facilities Manager to continue to develop a long-term
23/FGP/60 maintenance plan and seek professional advice.

The Facilities Manager has arranged the oakleaf group to carry out a condition survey of the council's estate. This was provisionally booked for the summer holidays on the basis that the new Facilities Manager would have been in attendance. As that is no longer possible this has been deferred until a later date when a replacement for the Facilities Manager was in post.

- 24/FGP/20.2 Clerk to instigate the school prize scheme at the start of the next
23/FGP/60 academic year

The Clerk has now written to all primary schools in the parish to offer the scheme to them. As discussed previously, this would start with the new academic year in September 2024.

- 24/FGP/20.2 Clerk to arrange a budget process briefing session for all councillors in
24/FGP/8.1 October 2024

The Clerk proposed scheduling this meeting for Thursday 17th October which would be the day after the October F&GP meeting.

ACTION – Clerk to schedule budget process meeting for all members of Council for 17th October 2024

- 24/FGP/21.1 Clerk to add the 'Risk Register' to the agenda of the Annual Council
meeting in May 2024

This had been done.

- 24/FGP/23.1 Clerk to add a regular item to the agenda to discuss the potential
acquisition of land

This was on the agenda at item 11.6

- 24/FGP/23.1 Cllr Clarke to provide the name of a potential land agent to assist in a review of identifying potential land

Cllr Clarke provided a name and contact details to the Clerk.

- 24/FGP/23.3 Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield

This was on the agenda at Item 10.3.

- 24/FGP/25.3 Clerk to add provision of community space in the north of the parish to the next agenda

This was on the agenda at Item 11.3.

- 24/FGP/23.3 Clerk to report back to the committee regarding a community bus once he had further information

This was on the agenda at Item 11.3.

- 24/FGP/25.4 Clerk to continue to establish access requirements to Ryeish Green Pavilion

This was on the agenda at Item 11.4.

- 24/FGP/25.5 Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry

This was on the agenda at Item 11.5

- 24/FGP/26.1 Clerk to add the Public Arts Project Group to the list of live project teams

This has been done.

- 24/FGP/26.1 Chairman of Committee and the Clerk to produce a project programme

It was agreed that when a working party has identified when it would like to bring items to Full Council these would be included in the Project Team list to assist with planning the overall workflow of Full Council.

- 24/FGP/27.1 Clerk to add Annual Grant Awards Scheme to the agenda of the Full Council Meeting

This had been done and approved. The Clerk advised that the closing date for applications was the end of July 2024 and F&GP would need to convene a special meeting to consider applications after that date.

ACTION – Clerk to arrange a special meeting of the Finance & General Purposes Committee in August to review applications submitted.

24/FGP/28.1 Clerk to arrange a list of questions and actions for borough councillors to be produced following each Full Council meeting

This will be done as questions are logged with Borough Councillors.

24/FGP/28.1 Clerk to draft an induction programme for new Borough Councillors

The Clerk had provided an induction for BCllr Bell.

24/FGP/29.1 Clerk to add PV Panels to the agenda of the Facilities Committee Meeting

This had been done.

24/FGP/36 Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2024

36.1 Members **NOTED** the report of the Internal Auditor. In particular they noted the additional information for assertion M relating to the exercise of public rights. Cllr James invited Cllr Masseron to attend future meetings with the Internal Auditor.

36.2 Members **NOTED** the notes to the Financial Statements for the year ended 31st March 2024.

36.3 Members voted to recommend Full Council approve the signing of Section 1 of the Annual Governance Statement 2023/24.

36.4 Members voted to recommend Full Council approve the signing of Section 2 of the Accounting Statements 2023/24.

36.5 Members **NOTED** the draft Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.

The Clerk advised that this was scheduled to be placed on noticeboards and the website on Friday 28th June.

36.6 Members agreed to reappoint Claire Connell as Internal Auditor for 2024/25

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

24/FGP/37

Corporate Governance

- 37.1 It was agreed that Cllr Masseron would chair a working party to look at the council's corporate governance including:

- Standing Orders
- Financial Regulations
- Terms of Reference
- Transparency (as noted by the Internal Auditor, the council publishes most of the required information but there were gaps, and it was not easy to find all the information)

The objective would be to ensure that the above are effective and compliant with current legislation and published guidance

The working Party would comprise

- Cllr Masseron
- Other interested members of the council
- The Clerk
- The Deputy Clerk
- The Finance Manager

Cllr Masseron would provide a monthly update on the working party at Full Council, but proposed changes would be reviewed by Finance & General Purposes Committee at their regular meetings to allow a recommendation to be made to Full Council.

In a similar manner to the special meeting to be arranged on the budget process, it would be possible to arrange special meetings to ensure that all members were fully aware of all aspects of Standing Orders.

It was agreed that Cllr Masseron would circulate to members of the committee a proposed schedule for the Working Party's outputs.

ACTION – Cllr Masseron to provide a proposed schedule of outputs from the Corporate Governance Working Party

24/FGP/38

Risk Register

- 38.1 This had been approved at the Annual Full Council on 22nd May. The Clerk had no recommended changes to the Register.

24/FGP/39

Financial Reports

- 39.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of May 2024 on 18th June and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement.

Members **NOTED** the report.

Financial Reserves & CIL

- 40.1 The Clerk took members through the current CIL position. To date CIL receipts were £3,749,220 with only a further £367,448 anticipated from known developments. The council had therefore received 91.1% of total anticipated CIL. £710,000 of the total anticipated CIL was yet to be assigned to a project.

Members **NOTED** the report.

- 40.2 The Finance Manager presented the current earmarked reserves balances as at 31st May 2024. These comprised CIL of £1,572.8k (following a receipt of CIL in April of £280.4k) and other reserves of £263.7k giving a total of £1,836.5k.

Members **NOTED** the report.

- 40.3 The process of untangling what the historic S106 commitments were and where funds had been applied was ongoing.

ACTION - Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish

Land Issues

- 41.1 Land Registrations

There had been no change to the status of any of the land registrations since the last meeting.

- 41.2 The Clerk had chased WBC for a progress report on the reciprocal leases for Ryeish Green playing fields and Deardon field.

ACTION – Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

- 41.3 Provision of Community Space in the North of the Parish

The Clerk proposed that, taking into account comments from Cllr Masseron and others, there should be more discussion with residents to establish their needs and preferences before there is any commitment to acquiring assets of any description. This could commence with the council's involvement with the HAF event on Frensham Green on 1st August. Cllr Montgomery advised that engagement should also be carried out in other parts of the parish north of the M4.

ACTION – Clerk to develop proposals for engagement with residents in the north of the parish to establish their needs and preferences

41.4 **Future of Ryeish Green Pavilion**

The Clerk reported that he had chased for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to continue to establish access requirements to Ryeish Green Pavilion

41.5 **Parish Hall Lease**

The Clerk had not progressed this item

ACTION – Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry

41.6 **Acquisition of Land**

Cllr Clarke advised members of a discussion with Chris Howard, WBC regarding Nullis Farmhouse.

24/FGP/42

Live Project Teams

- 42.1 The Clerk provided an updated list of the live project teams. This now contained details on any budgets that related to the project team and would in due course provide information on when matters were expected to be presented to Full Council.

24/FGP/43

Other Items

43.1 **Microgeneration**

The Clerk had met with a company, but they were primarily an installer and not able to give the initial assessment of our estate on what is possible. They would however be happy to suggest potential consultants to undertake that element of work.

ACTION – Clerk to follow up with potential microgeneration consultants

43.2 **High Copse Pavilion**

The Clerk referred members to the paper setting out the position regarding High Copse. Cllrs Clarke and James are on the working party and supported the recommendation to make a contribution of £9,000 + VAT towards the cost of the kitchen at High Copse.

Proposed: Cllr Clarke
Seconded: Cllr Matic
Approved: Unanimously

43.3 Accessible plots and smaller sized plots at all council allotment sites

It was agreed that this matter would be referred back to the Facilities Committee for further discussion.

Cllr Clarke raised a question regarding allotment plot inspections and the Clerk advised that he would also add this to the same agenda.

ACTION – Clerk to add Accessible/Smaller sized allotment plots to the agenda for the next Facilities Meeting

ACTION – Clerk to add allotment plot inspections to the agenda for the next Facilities Meeting

43.4 Public Art Expenditure

Cllr James had requested an analysis of expenditure on community assets at the May ACE Meeting and this was reported back to the June meeting of that committee. The Clerk thought it would be useful to share the figures with the F&GP committee. Members **NOTED** the expenditure on assets in the parish including the relatively small percentage of the total on Arts related items.

43.5 Co-Funding CIL requests from Wokingham Borough Council

Two requests had been received from WBC for co-funding from CIL. Both were requests for 100% of the cost of the works involved and there had been no prior discussion with the council on either item. One was resurfacing of part of the path in front of Shinfield Infants and Nursery School (£7,000) and the other for replacement equipment in Pippin Grove playground (£26,000) which is a playground maintained by WBC.

Members felt that neither project should be supported on the basis of the requests received. The Clerk advised that the WBC approach was consistent across all Town and Parish Councils with no prior discussions and no additional information being provided when requested. This was consistent with requests received in 2023.

43.6 Oakbank School

Cllr Tatla had indicated that she no longer wished to join the Oakbank Anthem Community Council. There was a discussion on the response from the Department for Education regarding Oakbank School and it was agreed that the Clerk would prepare a follow up letter to the DfE Regional Director.

ACTION – Clerk to draft a letter to the DfE Regional Director

24/FGP/44

Date of Next Meeting

44.1 Next meeting was scheduled for 21st August 2024.

The meeting ended at 20.15

DRAFT

List of Actions

24/FGP/20.2	Clerk to schedule budget process meeting for all members of Council for 17 th October 2024	Clerk
24/FGP/27.1	Clerk to arrange a special meeting of the Finance & General Purposes Committee in August to review applications submitted	Clerk
24/FGP/37.1	Cllr Masseron to provide a proposed schedule of outputs from the Corporate Governance Working Party	Cllr Masseron
24/FGP/40.3	Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish	Clerk
24/FGP/41.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
24/FGP/41.3	Clerk to develop proposals for engagement with residents in the north of the parish to establish their needs and preferences	Clerk
24/FGP/41.4	Clerk to continue to establish access requirements to Ryeish Green Pavilion	Clerk
24/FGP/41.5	Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry	Clerk
24/FGP/43.1	Clerk to follow up with potential microgeneration consultants	Clerk
24/FGP/43.3	Clerk to add Accessible/Smaller sized allotment plots to the agenda for the next Facilities Meeting	Clerk
24/FGP/43.3	Clerk to add allotment plot inspections to the agenda for the next Facilities Meeting	Clerk
24/FGP/43.6	Clerk to draft a letter to the DfE Regional Director	Clerk

As at 31st July 2024

Account	Statement Date	Balance Statement	Payments Pending/Cqs Clearing	To be Banked	Reconciled Balance	Financial System Omega	Signed Off (Initials)
		£	£	£	£	£	
Lloyds Bank Current	31/07/2024	15,231			15,231	15,231	
Lloyds Instant Access Account	31/07/2024	268,174			268,174	268,174	
NS&I	31/07/2024	1,000,000			1,000,000	1,000,000	
Petty Cash/Cash In Hand	31/07/2024	178			178	178	
Lloyds Bank Fixed Term Investments	31/07/2024	800,000			800,000	800,000	
CCLA Public Sector Deposit	31/07/2024	103,000			103,000	103,000	
Barclaycard Commercial	31/07/2024	-771			-771	-771	
Trade UK	31/07/2024	-166			-166	-166	
Total "Cash"		2,185,647	0	0	2,185,647	2,185,646	

Signed

(Chairman F & GP)

Dated

148/22.

Notes:

Debtors

Debtors is Sales Ledger and Prepayments

Sales- VAT inclusive

Prepayments

VAT Claim is July 2024

Creditors

Suppliers (Invoices)

HMRC (PAYE & NI Contributions)

Reconciliation to Reserves

Debtors	16,383
VAT Claim	6,210
Accruals	696
Creditors	-11,054
Hire Deposits	-3,405
Allotment Key Deposits	-460

Net Current Assets 2,194,016

Balance on Reserves	2,194,016
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0

Item 7.1

	Check
Balance of Received	342,544
Confirmed Future	140,198
Estimated	227,250
Total	709,992
	ok

**Update Reserves - Balances held at 31st July
2024**

Item 7.2

Reserve	Balance B/Fwd 1st April 2024	Expenditure in Year	Receipts	Balance as at 31st July 2024	Committee	Purpose	Est Life	Source of Funds -
Community Infrastructure Levy	1,302,282	-31,820	280,395	1,550,857	F & GP	Infrastructure Schemes		Developers Contributions - CIL
Deardon Allotments	70,000	0	0	70,000	Facilities	Sum deposited by Reading University if demand for allotments requires an extension to Deardon Way site	10 Years	University £70,000 (2022)
Major Repairs Fund	103,059	0	38,753	141,812	F & GP	Funds set aside to fund future planned maintenance for buildings as set out in the approved programme.		Annual Contribution from Revenue and Interest on Investment paid direct to Lloyds Bank
Planning	25,068	0	0	25,068	P & H	Unexpected Costs incurred for planning advice and contribution to appeals	Ongoing	Revenue Underspend 2020/21
Website	10,000	0	0	10,000	F & GP	Further Development of Website required for expanding the Parish and rebranding.	1 Year	Revenue Underspend 2020/21
Youth Initiatives	10,090	0	0	10,090	F & GP	To fund one off initiatives to educate and support the youth population - paid for coach trip	1 Year	Revenue Underspend in 2019/20
Parish Election	8,000	0	0	8,000	Full Council	To be reviewed as part of the budget process	Ongoing	Increased in 2022/2023 based on Estimated Cost
Total	1,528,499	-31,820	319,148	1,815,828				