

Minutes approved on:	
-------------------------	--



Clerk: Mr M. Balbini
 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 (F&GP) Committee held on Thursday 10 December 2020 by zoom videoconference commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer,
 Attending: Jane Mason (Finance Manager), Mike Balbini (Clerk)

Ref: Minutes
 20/FGP/34 **Public Questions**
 There were no public questions.

20/FGP/35 Apologies and declarations of members' interests

35.1 There were no apologies received.

35.2 There were no changes to members' declarations of pecuniary interests

20/FGP/36 36.1 Minutes of the previous meeting

The minutes of the previous meeting 11 November 2020 were **AGREED** as a correct record of the meeting and signed by Cllr. James.

Proposed: Cllr. Peer Seconded: Cllr. Clarke Unanimously agreed

36.2 Actions

29.1 Noncommercial organisations and groups listed previously in the Loddon Reach to be added to SPC website if not already.
 This item was noted as complete.

30 Clerk to obtain more information on relationship between Holden Project Services and third parties regarding payments.
 This item was noted as complete.

31.5 Clerk to identify alternative surveyor to assist with consideration of purchase of community asset.
 This item was noted as complete.

31.6 Development Board to be recommissioned to consider issues relating to relationship building and parish development
 This item was noted as complete.

15.3 Matters Arising

There were no further matters arising.

20/FGP/37 Financial Reports

37.1 Bank reconciliations as at end of 30 November 2020

Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. The report was **NOTED**.

37.2.1 Shinfield Community Centre

Cllr. Grimes gave an update on the new community centre highlighting the following points:

- Progress was on programme
- Re-phasing of the old hall roof has been completed
- Fiscal year spend on target
- Risk negligible and bringing forward procurement from EU to avoid possible delays
- Consortium issued consultation on the integration of the housing/foodstore development and the Community Centre. Cllr Grimes collating feedback.
- SPC are seeking a meeting with the consortium to discuss

37.2.2 Spencers Wood Pavilion Refurbishment

Cllr. Clarke gave an update on the Spencers Wood Pavilion refurbishment and highlighted the following points:

- Pre school very happy with the facility
- Finance Manager and the Clerk are arranging a meeting to finalise the Pre school new contract, rent and contribution.
- Facility being used for meetings and feedback very good
- Working Party set up to look at the redevelopment of the Spencers Wood Recreation Ground
- The Chair of F&GP thanked Cllr. Clarke for his efforts in bringing the Spencers Wood Pavilion in on time.

37.2.3 Millworth Lane

Cllr. Clarke confirmed that he and Cllr. Emmet has walked the area and that there was a substantial amount of work to do and they would produce a plan of action

Awaiting the disconnection of the electricity supply by SSE before the caravan can be removed

The Clerk confirmed that once the engrossed lease is received from the University of Reading it can be signed as previously approved.

37.3 Completion of External Audit

The Clerk showed the Completion of External Audit Certificate and letter which said that we had passed the audit. The completion of the Audit letter and certificate was **NOTED**.

37.4 CIL Report month end October 2020

Cllr. James provided an overview of the CIL spend module circulated prior to the meeting and confirmed council was in a very good position. The report was **NOTED**.

20/FGP/38

Financial Reports

38.1 Actual vs Budget vs Forecast as of Nov 30th 2020

Cllr. James gave an overview of the report circulated prior to meeting highlighting the following:

- There was a projected 45K underspend for the current year which would be carried forward as earmarked reserves against future expenditure.
- The Finance and General Purposes committee and Planning and Highways committee had projected underspends which could be attributable to the closure of the hall and pavilion and the COVID situation
- The Recreation and Amenities Committee had an overspend due in large to the allotments

The report on the Actual vs Budget vs Forecast as of Nov 30th, 2020 was **NOTED**.

38.2 Forecast Reserves at end March 2022

Cllr. James gave a commentary on the forecast reserve position report which showed a very healthy reserve position. The report was **NOTED**.

38.3 Preliminary Budget per committee for 2021/22

The current year budget, forecast and suggested budget for next year for each committee was thoroughly reviewed and **APPROVED**.

Proposed: Cllr. Grimes Seconded: Cllr. Peer Unanimously agreed

38.4 Overall Budget for 2021/22 for approval and then as a recommendation to the next Full Council meeting

The overall budget was reviewed and **APPROVED** and to be recommended to the next Full Council for approval

Proposed: Cllr. Grimes Seconded: Cllr. Montgomery Unanimously agreed

38.5 Forecast Reserves at end March 2021

Cllr. James gave a commentary on the forecast reserve position report which showed a very healthy reserve position. The report was **NOTED**.

38.6 Precept level and effect on Band D properties

The precept as recommended by F&GP for 2021/22 will mean that there would be no increase in the tax paid by Band D properties.

The precept at £488,797 was **APPROVED** and to be recommended to the next Full Council for approval

Proposed: Cllr. Grimes Seconded: Cllr. Clarke Unanimously agreed

20/FGP/39 Investment Policy

Cllr. Grimes introduced the Investing Shinfield Parish Council Funds Policy which had been circulated to the Full Council and F&GP members.

Following discussions the policy dated 10 December 2020 was **APPROVED** and to be recommended to the next Full Council for approval

Proposed: Cllr. Peer Seconded: Cllr. Montgomery Majority vote

20/FGP/40 Option to Tax (VAT) Millworth Lane

It was **APPROVED** that following completion of the lease for Millworth Lane the Parish Council would opt to Tax Millworth Lane.

Proposed: Cllr. Peer Seconded: Cllr. Montgomery Unanimously agreed

20/FGP/41 Date of next meeting

The next meeting will be Wednesday 13 January 2021

The meeting closed at 20:55pm

List of actions

Ref	Action	Action by
38.4	Clerk to place the budget of 2021/22 on the next	Clerk

	FC meeting for consideration	
38.6	Clerk to place the Precept level of £488.797 for 2021/22 on the next FC meeting for consideration	Clerk
39	Clerk to place the Investing Shinfield Parish Council Funds Policy (10 Dec 2020) on the next FC meeting for consideration	Clerk
40	The Finance Manager to Opt to Tax Millworth Lane once the lease is signed	Clerk and Finance Manager

DRAFT