

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 12th August 2026
At School Green Centre commencing at 19.45

Present: Cllrs L James (Chair), B Johnson, Z Matic, I Montgomery, D Peer & A Pollock

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

26/FGP/50 Public Questions

50.1 There were no public questions.

26/FGP/51 Apologies and declarations of Members' Interest

51.1 Approval of apologies for absence.

Apologies from had been received from Cllr Boyer

51.2 There were no declarations of members' interests or related person interests.

26/FGP/52 Minutes of the Previous Meeting on 17th June 2026

52.1 The minutes of the committee meeting of 17th June 2026 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Montgomery

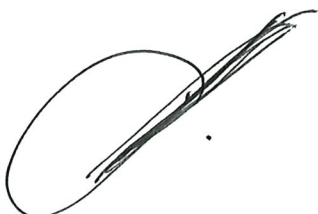
Seconded: Cllr A Pollock

Approved: Unanimously

52.2 Actions and Matters Arising

25/FGP/45.1 Arrange a meeting with WBC Finance officers to discuss how the parish council could have more input to decisions regarding the application of s106 funds.

The Clerk has written to WBC and is awaiting a response



26/FGP/25.3 Obtain a debit card for the purposes of drawing petty cash.

The Finance Manager has an interim arrangement and will be contacting the bank in August.

26/FGP/38.3 Add the signing of Section 1 of the Annual Governance Statement to the agenda for Full Council.

This had been done.

26/FGP/38.4 Add the signing of Section 2 of the Annual Governance Statement to the agenda for Full Council.

This had been done.

26/FGP/38.6 Inform Claire Connell of the decision of the Committee.

This had been done.

26/FGP/38.7 Add the draft IT Policy to the agenda for Full Council.

This had been done and was agreed at the June Full Council Meeting.

26/FGP/38.7 Create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.

This was in progress with a view to presenting a first draft to October Committee meeting. The intention, as decided by Full Council, would be to have a review of Standing Orders and Financial Regulations in the first quarter of 2027 and the four-year cycle starting from June 2027 (after May elections).

ACTION – Clerk to create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.

26/FGP/39.1 Add the committee Terms of Reference to the agenda for Full Council.

This had been done.

26/FGP/41.1 Arrange the transfer of £300,000 to the council's 95-day Notice account.

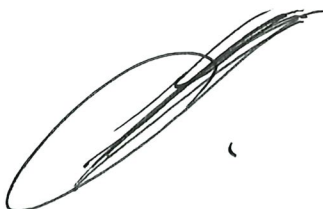
To ensure cash availability, the Finance Manager and Clerk felt it prudent to only move £200,000.

26/FGP/41.2 Arrange the next meeting of the Catering Working Party.

This had been done and the recommendations were approved by Full Council at their July meeting.

26/FGP/43.1 Arrange for a visit by Cllrs James and Pollock to Shinfield Players Theatre.

This had been done.



26/FGP/44.1.1 Add the procurement of an electric tricycle for staff transport to the agenda for Full Council.

This had been done and approved by Full Council.

26/FGP/44.1.2 Add the procurement of two public noticeboards to the agenda for Full Council.

This had been done and approved by Full Council.

26/FGP/44.1.3 Add the procurement of two picnic benches to the agenda for Full Council.

This had been done and approved by Full Council.

26/FGP/44.1.3 Add provision of benches in public spaces to the agenda for the Facilities Committee.

This will be done.

26/FGP/44.1.4 Add funding for the provision of shade to the agenda for Full Council.

The provision of an awning had been discussed at Full Council in June, and the decision was to replace the previous parasols with new larger items which are now in place.

26/FGP/44.1.4 Add decision on the form of shading for the patio to the agenda for the Facilities Committee.

See previous item.

26/FGP/44.2.1 Add funding for the renewal of the Neighbourhood Plan to the agenda for Full Council.

This had been done and approved by Full Council.

26/FGP/44.3.1 Instruct the Facilities Manager to implement the redecoration works to Pound Green and Three Mile Cross Rooms.

The Facilities Manager has made bookings in the diary to allow this work to take place.

26/FGP/44.3.1 Instruct the Facilities Manager to recycle display cabinets where possible.

This was included in the work being planned.

26/FGP/44.3.2 Investigate potential use of Yeoman Shield for corridor areas.

This was with the Facilities Manager to consider.

26/FGP/45.2 Initiate the review of High Copse Pavilion business rates.

This was on the agenda at Item 59.2

26/FGP/45.2 Utilise AI for an initial assessment of the business rates valuation.

This has been done.

26/FGP/46.1.3 Send Cllr A Pollock the papers from the Ryeish Green Working Party.

This had been done.

26/FGP/46.1.3 Arrange a site visit for Cllrs Johnson and A Pollock.

This visit had not yet taken place.

26/FGP/53 Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2026

53.1 Completion of the public rights of inspections period.

Members **NOTED** that the public rights of inspection period had ended on 10th August (at end of office opening hours).

26/FGP/54 Risk Register

54.1 An update on the Shinfield Parish Council Risk Register

The Clerk advised that he had no updates to the Risk Register. He advised that he had used the latest review to cross check against existing list of policies and to identify gaps as part of the process of creating a four-year cycle of policy reviews.

The Clerk has also created a simplified summary of the Risk Register. Members asked if this could be added to the council's website.

ACTION – Clerk to add one page summary of the Risk Register to the website

Financial Reports

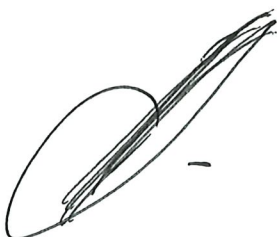
26/FGP/55

55.1 Bank Reconciliation Statement at 31st July

The Chair of the Committee confirmed that he had reviewed the bank reconciliations at the end of July 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

NS&I only provide a statement annually or when the balance of the account changes. The Finance Manager was asked to request an up-to-date statement for the October meeting.

ACTION – Finance Manager to obtain an up-to-date statement for the NS&I account for the October meeting



55.2 Current financial position for financial year 2026/27

The current position is that the forecast shows a potential £77.3k adverse variance for 2026/27 compared to a budget of £26.0k adverse. This is a worsening of £51.4k.

Of this, as has previously been reported to Full Council, the café accounts for £29.8k (a switch from £16.0k favourable to £13.8k adverse). IT includes £13.0k for Cloudy IT previously approved, £10.0k increased charges from Air IT and £4.0k for renewal of laptops. Across the accounts there are multiple smaller over/under variances. Income and expenditure will continue to be closely monitored.

Members **NOTED** the current financial position.

26/FGP/56

Financial Reserves and CIL

56.1 Update on Community Infrastructure Levy (CIL)

The Chair and the Clerk provided an update on CIL figures. There was a discussion on ensuring that CIL funds were used in a timely fashion noting that the major item was the planned expenditure on Millworth Lane.

Members **NOTED** the current and projected balances for CIL.

56.2 Reserves

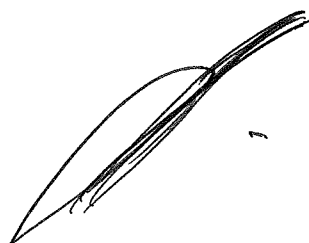
The Chair provided an update on reserves as at 31st July 2026. The General Reserve was currently £263.3k.

As part of the 2026/27 budget, provision has been made to add £40k to Long-Term Maintenance Reserve, £5k to Planning Reserve and £20k to Parish Elections Reserve (in anticipation of May 2027 elections).

Members **NOTED** the report.

56.3 Long-Term Maintenance Reserve

The Clerk advised that he was meeting with the Facilities Manager on 14th August to continue to refine the current long-term maintenance plan. This will help establish the best level of contributions to the reserve in coming years.



56.4 Potential release of funds to support Padel development and Sport Master Planning

Members recognised the need for potential funds to help progress discussions on padel (e.g. noise assessment, pre-planning application) and the sports masterplan (e.g. topographical study of Millworth Lane).

The Clerk advised that the £1.5m allocated to the overall Millworth Lane project included £129.5k for the delivery of padel courts, £70k for Fees and planning and £145k for "future proofing".

Members approved the use of up to £10k for each of these two elements (£20k in total) from the overall £1.5m allocation.

56.5 Adequate irrigation of the playing fields at High Copse had become a major concern and members agreed to approve up to £45k from CIL for the installation of such a system. This would use the existing borehole and be subject to the limit of 20,000 litres per day.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Facilities Manager to obtain three quotes for irrigation and progress installation

56.6 Wokingham Borough Council consultation on CIL draft Charging Schedule.

Members considered the proposed changes to CIL particularly creating a zero rate for the Loddon Valley Garden Village area. Shinfield Parish Council's experience is that there are "gaps" in what is provided by s106 funding that merit the retention of a CIL element e.g. High Copse Pavilion was provided through s106 but still required fitting out with dressing room benches etc.

There was no agreement on the amount of CIL that should be retained but members were in agreement that Arborfield & Newland Parish Council should be encouraged to retain CIL funding for LVGV. The Clerk was asked to write to their Clerk offering Shinfield Parish Council's support.

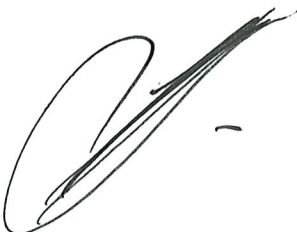
ACTION – Clerk to write to Arborfield & Newland Parish Council Clerk offering the council's support in relation to CIL contributions for Loddon Valley Garden Village

26/FGP/57

Budget 2027/28

57.1 Timetable for budget process

Members agreed to the timetable set out in the papers for the 2027/28 budget cycle for Full Council approval in January 2027.



57.2 The core assumptions for the budget setting process

Members were asked to consider the parameters to be applied to the budget setting process e.g. pay award assumption for 2027/28.

57.3 The process for the involving each Council committee in the budget setting process.

Members agreed that a specific budget setting discussion should be arranged to include the Chair and Vice-Chair of each committee to allow more time for discussion than could be allowed for in a normal committee meeting.

ACTION – Clerk to arrange a budget discussion meeting for September 2026

26/FGP/58

Sports Provision within the Parish

58.1 Current position on Sports Provision

The Clerk had provided a paper summarising the current position regarding sports provision within the parish. Members felt that given the comments from various padel companies who had visited High Copse Pavilion and Millworth Lane that the preference would be for courts at High Copse. This would also be guided by the survey on the sport that was about to be opened.

This led to a discussion on a wider distribution of sports facilities within the parish rather than concentrating at these two locations. As a result, the Clerk was asked to investigate whether the sports master planners that had been contacted could be given a different remit to consider an overall plan for the parish.

ACTION – Clerk to task Sports Masterplanners with an overall sports strategy for the parish



58.2 Draft licence for field next to the Manor Ground

The Chair and Cllr Johnson had seen the draft licence from the University of Reading and had agreed with the suggested amendments proposed by the Clerk.

Subject to him being satisfied with the revised version from the University the Clerk was authorised to sign the licence.

Members also agreed to set aside up to £10k from CIL reserves to facilitate the effective use of the licence. The Clerk advised that the pins and mesh for temporary fencing, required to delineate the area, had cost £600.

Proposed: Cllr Pollock
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading

ACTION – Facilities Manager to install temporary fencing and identify any other necessary works to the field

26/FGP/59

VAT Advice and Business Rates Appeal

59.1 Update from the Finance Manager regarding seeking VAT advice and potential costs

The Finance Manager gave an update on the discussions to obtain VAT advice. A quote for the work had been received for £3,250 + VAT. Members approved the quote and asked the Finance Manager to proceed.

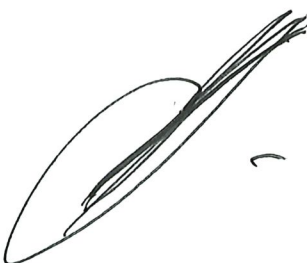
Proposed: Cllr Pollock
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Finance Manager to proceed with obtaining specialist VAT advice for the council

59.2 Business Rates valuation for High Copse

The Finance Manager was in the process of identifying someone to make an application to review the business rates for High Copse Pavilion.

ACTION – Finance Manager to progress an application to review the business rates for High Copse Pavilion



26/FGP/60

Land Issues

60.1 A verbal update was received on the following Issues

60.1.1 Land Registrations including list of properties

There were no updates on the Land Registrations

60.1.2 Lease of Ryeish playing fields and Deardon Way Fields

There were no updates on the leases.

60.1.3 Ryeish Green Pavilion

It was agreed that Ryeish Green Pavilion and playing fields should be considered as potential options for the sports strategy discussed at 58.1 and therefore any decision on the pavilion should be deferred until that had been resolved.

60.1.4 Parish Hall Lease

There were no updates on the parish hall lease.

60.1.5 Assets of Community Value

There were no updates on Assets of Community Value.

60.1.6 Millworth Lane

There were no further updates on Millworth Lane.

26/FGP/61

Live Project Teams

61.1 Summary of Live Project Teams/Working Parties

Members **NOTED** the update and that the Corporate Governance and Ryeish Green Pavilion Working Parties had completed their objectives.

26/FGP/62

Renewable Energy Project

62.1 A verbal update on the provision of PV panels for Manor Ground and SCG in 2026

The Clerk advised that the timetable for installation was as follows:

- Specification by the end of August
- Procurement framework tendering to end of November
- Appointment of contractor by end of December
- Installation at School Green Centre and Manor Ground by end of February 2027
- Installation at Spencers Wood Pavilion and High Copse Pavilion by May 2027

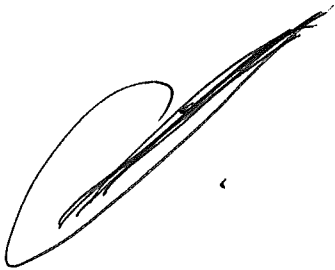


26/FGP/63

Date of Next Meeting

63.1 Next meeting was scheduled for 14th October 2026

The meeting ended at 21.20

A handwritten signature in black ink, consisting of a large, stylized 'C' or 'G' shape followed by a series of diagonal strokes.

List of Actions

Reference	Action	Person to action
26/FGP/38.7	Create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.	Clerk
26/FGP/54.1	Add one page summary of the Risk Register to the website.	Clerk
26/FGP/55.1	Obtain an up-to-date statement for the NS&I account for the October meeting.	Finance Manager
26/FGP/56.5	Obtain necessary quotes for irrigation and progress installation.	Facilities Manager
26/FGP/56.6	Write to Arborfield & Newland Parish Council Clerk offering the council's support in relation to CIL contributions for Loddon Valley Garden Village.	Clerk
26/FGP/57.3	Arrange a budget discussion meeting for September 2026.	Clerk
26/FGP/58.1	Task Sports Masterplanners with an overall sports strategy for the parish.	Clerk
26/FGP/58.2	Sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading.	Clerk
26/FGP/58.2	Install temporary fencing and identify any other necessary works to the field.	Facilities Manager
26/FGP/59.1	Proceed with obtaining specialist VAT advice for the council.	Finance Manager
26/FGP/59.2	Progress an application to review the business rates for High Copse Pavilion.	Finance Manager

