

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 8 December 2021 at School Green Centre commencing 19.30 hrs.

Present: Cllrs I Clarke, L James (Ch), D Peer

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary) Jane Mason (Finance Manager)

Ref: Minutes

21/FGP/52 **Public Questions**

There were no public questions.

21/FGP/53 **Apologies and declarations of members' interests**

53.1 Apologies were received from Cllr. Montgomery and Grimes.

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

21/FGP/54 **54.1 Minutes of the previous meeting**

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

Proposed: Cllr. Peer

Seconded: Cllr. Clarke

Unanimously agreed

54.2 Actions

4.4.1.3 Cllr. Grimes to discuss options for external storage at the new community centre with AOC.

The Clerk noted that an external storage solution for the Facilities Manager's tools had been costed and approved and would be located behind the old parish hall.

4.4.3.4 Cllr Clarke/Clerk and Deputy Clerk to discuss planning permission for shipping containers on Millworth Lane

Cllr Clerk advised this was subject to receiving a detailed plan of the position of the containers as thus would be required for planning permission.

4.4.4 Clerk to write to SPC solicitor to request that the land swap documents were expedited.

The Clerk confirmed that a valuer would be assessing the Century Drive playground in order for SPC to assess whether it would balance the value of the proposed land swap with WBC.

9 Cllr James to consider options for land purchase in the parish with a view to developing community assets.

It was confirmed that this was now being dealt with through the Development Board.

34.1.2 Cllr. Grimes to obtain information from Lifebuild on when access for SPC staff to the community centre might be possible.

This item was noted as complete.

46.1.2 Deputy Clerk to provide minute approving the holding of the general CIL fund from previous committee meeting

The Clerk undertook to circulate a note of the investment spread used by CCLA and to place it on the next FC meeting.

46.1.3 Cllr Peer to research possible costs involved for the installation of underground bottlebanks at School Green

This item was noted as complete.

46.1.4 Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset

This item was noted as ongoing.

54.3 Matters Arising

There were no further matters arising.

21/FGP/55 Financial Reports

55.1 Bank reconciliations as at end of 31 October 2021

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

55.2 School Green Centre LifeBuild Contract

55.2.1 It was confirmed that payment had been made for most of the building work at the School Green Centre but acknowledged that some payment was outstanding.

55.2.2 The Clerk confirmed that - several aspects of the work were yet to be completed. These included installation of the gates to the rear of the centre, turfing of the courtyard and commissioning of the kitchen. Weekly contact with the Project Manager was taking place but no commitment had been made to completing the work to date. It was requested that AOC provide an estimate for the remaining work. The Clerk undertook to contact Cllr. James by the end of the week if no progress had been made who would then follow up with AOC.

20/FGP/56 Financial Forecast and Planning

56.1 Actual vs Budget vs Forecast expenditure as at 31 October

56.1.1 Cllr James gave an overview of the expenditure forecast report circulated prior to the meeting highlighting the following points:

- Work at Millworth Lane and School Green Centre had been delayed which had affected income.
- There had been an underspend in areas such as youth provision due to the pandemic which helped to offset some of the loss of income.
- An increase in running costs mostly due to the opening of the School Green Centre was likely to see an increase in the precept. The number of new houses in the parish which would help determine the precept was as yet unknown.

It was **PROPOSED** that the Actual vs Budget vs Forecast expenditure Report was **APPROVED**.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

56.2 Budget per committee 2022/23 for recommendation to Full Council

Cllr. James gave an overview of the report detailing the proposed budget for each committee for 2022/2023 circulated prior to the meeting.

It was **PROPOSED** that the budget per committee be recommended to Full Council.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

56.3 Overall budget for 2022/2023 for recommendation to the Full Council

56.3.1 Cllr. James gave an overview of the proposed full budget as circulated prior to the meeting.

56.3.2 It was **PROPOSED** that the full budget be recommended to Full Council.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

56.3.3 Thanks was given to the Finance Manager for her work in compiling the budgets.

56.4 Forecast Reserves to 31 March 2022

56.4.1 Cllr. James gave an overview of the reserves document circulated prior to the meeting highlighting the following:

- Reserves were expected to be in the region of £1.59m by year end.
- Earmarked reserves included items such as repairs and renewals, highways improvements, elections, and general planning issues.
- It was anticipated that there would be £1.6m of unallocated CIL funds available. There were four years in which to spend this. It was not known whether more CIL funding would become available given the expansion of AWE's Emergency Planning Zone which had impacted the opportunity for development in the area.

56.4.2 Cllr. Clarke acknowledged the possible impact of reduced income from CIL on plans for the Spencers Wood recreation ground redevelopment. It was **AGREED** that this

would be kept under review ensuring that expenditure was in line with best interests of residents.

55.4.3 It was **PROPOSED** that the Reserves Forecast was **APPROVED**.

Proposer: Cllr. Peer Second: Cllr. Clarke Unanimously Agreed

56.5 Notice of Band D Equivalent Properties for 2022/2023

The Clerk stated that the notice of Band D equivalent properties detailing how many new houses had been occupied had not yet been received but was due by the end of the week in time for consideration at Full Council.

21/FGP/57 Correspondence

There were no items of correspondence received.

21/FGP/58 Date of Next Meeting: TBC

The meeting closed at 21:05.

List of Actions

4.4.3.4	Cllr Clarke/Clerk to discuss planning permission for shipping containers on Millworth Lane	Cllr. Clarke/Clerk/Deputy Clerk
4.4.4	Options for resolving land swap issues around equity of value under discussion.	Clerk /Cllr Grimes
46.1.2	Clerk to place the CCLA spread of investments on the next Full Council Meeting	Clerk
46.1.1	Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset	Cllr Grimes
55.2.2	Clerk to contact Cllr. James by the end of the week if no progress had been made who would then follow up with AOC regarding outstanding work on School Green Centre.	Clerk