

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 2 February 2022 at School Green Centre commencing 19.30 hrs.

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

Attending: Nina Villa (Locum Clerk), Jo Skidmore (Committee Secretary), Jane Mason (Finance Manager)

Ref: Minutes

22/FGP/1 **Public Questions**

There were no public questions.

22/FGP/2 **Apologies and declarations of members' interests**

2.1 There were no apologies.

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

22/FGP/3 **3.1 Minutes of the previous meeting**

The minutes of the previous meeting of 8 December were **AGREED** as a correct record of the meeting and signed by Cllr. James.

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

3.2 Actions

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

Cllr Clarke advised that BDS had been contracted to project manage Millworth Lane and outlined the sporting facilities planned for the site. The estimated cost was £345k or around £200k if a skate park was excluded from plans. The quote included £20k for a refurbishment of the pavilion on site. BDS would begin by getting the appropriate planning in place. The project would be funded by a combination of reserves and CIL.

The locum Clerk and Cllr Clarke undertook to find out whether shipping containers were required for storage on site. If so, Cllr Clarke would discuss obtaining planning for the containers with BDS.

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

Cllr Grimes confirmed that no response had been received from WBC in respect of the suggested inclusion in the swap of land at century drive and a maintenance fee from WBC to make the swap equitable.

Cllr Clarke confirmed that he had met with WBC to discuss play equipment. WBC had indicated that Century Drive would be transferred to Shinfield and confirmed that it would be upgraded before the transition was made.

46.1.2 Clerk to place the CCLA spread of investments on the next Full Council Meeting

Cllr James confirmed that this would be presented at the next Full council meeting.

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

Cllr. Grimes noted that he had not yet ascertained ownership of the land and that this remained in progress.

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.

Cllr James noted that he had contacted AOC to discuss work that remained outstanding. Progress had been slow to date. The locum Clerk confirmed that the previous Clerk had recently met with AOC and that she was in possession of the list of jobs for completion which she would follow up.

3.3 Matters Arising

Cllr. Clarke noted that the Deardon Lane allotments were taken on from the University of Reading on a 50-year lease for peppercorn rent. A payment of £70k to SPC had been promised by UoR towards costs and Cllr Clarke sought confirmation on whether this had been received. Cllr James undertook to check.

22/FGP/4 Financial Reports

4.1 Bank reconciliations as at end of 31 January 2022

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

4.2 Submission of Precept/Budget to WBC

Cllr James gave an overview of how the precept figure had been arrived at. The submission to WBC, which had been circulated to members prior to the meeting, was **NOTED**.

22/FGP/5 Financial Forecast and Planning

5.1 Actual vs Budget vs Forecast expenditure as at 31 January 2022

5.1.1 Cllr James gave an overview of the expenditure forecast report circulated prior to the meeting.

5.1.2 An overspend for the year of approximately £1.8k had been expected, however this had risen to £11k. This was due to:

- the late opening of the School Green Centre
- loss of room hire income from the Spencers Wood pavilion due to closures during the pandemic.

5.1.3 It was noted that the budget did not reflect the costs associated with the Clerks departure and need to hire a locum Clerk at a higher salary rate. In addition, new grounds would become the responsibility of SPC during the year and SPC would need to recruit a Facilities Manager to manage them. The Staffing committee had agreed a Job description for the role and approval would be sought for it at Full Council.

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

Proposer: Cllr. Peer

Seconder: Cllr. Clarke

Unanimously Agreed

5.2 Forecast Reserves to 31 January 2022

5.2.1 Cllr James noted that the reserves balance at end of March would be £1.8m of which £1.4 million related to CIL. £200k of CIL was outstanding, there was the possibility of an additional £200k in the future but no further CIL income beyond that was expected. Members were asked to consider this when project planning.

5.2.2 An overview of the breakdown of the reserves was given.

5.2.3 Members **NOTED** the report.

22/FGP/6 **Insurance**

6.1 Cllr James gave an overview of the report from SPC's insurers following a site visit to School Green Centre which highlighted the following points:

- Consideration should be given to installing bollards in front of the building to offer protection to pedestrians and the building. This was being addressed.
- Risk assessments were needed to be completed for the School Green Centre and Spencers Wood Pavilion.
- An issue with the alarm systems connecting to the remote monitoring centre needed to be resolved.

6.2 Members **NOTED** the insurance report.

22/FGP/7 **Correspondence**

7.1 **Berkshire Pension Fund Actuarial Report**

The Berkshire Pension Fund actuarial report was **NOTED**.

7.2 **Exit from Local Government Pension Scheme**

7.2.1 Cllr. James confirmed that there was no further liability for SPC after exiting the local government pension scheme.

7.2.2 The Staffing committee had agreed that in order to recruit a suitably qualified Clerk consideration may need to be given to maintaining their membership of the local government pension scheme. Whilst other staff should not receive the same pension, options should be kept open as to what other benefits were given and posts should be aligned.

7.3 **letter from our Internal Auditor re an audit performed 01 and 02 Feb 2022**

The locum Clerk summarised the letter from the internal auditor. The letter confirmed that overall, the financial records continued to be well maintained and appeared complete and fit for purpose. Some sets of minutes had not been available on the website at the time of the auditors visit and the financial regulations on the site were not the latest version. The CIL report for 2020/21 was also unavailable. The importance of keeping the website up to date was emphasised. The Financial Regulations needed to be reviewed to ensure they reflected current practices at Shinfield Parish Council.

22/FGP/8 **Date of Next Meeting:** 13 April 2022

A request was made for diary invites to be sent for all meetings.

The meeting closed at 20:10

List of Actions

4.4.3.4	Cllr Clarke/Clerk to discuss whether storage was required at Millworth Lane. Cllr Clarke to discuss planning permission for shipping containers with BDS if so.	Cllr. Clarke/locum Clerk
4.4.4	Options for resolving land swap issues around equity of value under discussion.	Clerk /Cllr Grimes
46.1.1	Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset	Cllr Grimes
55.2.2	Locum Clerk to oversee the work that remained outstanding to ensure completion.	Locum Clerk
3.3	Cllr James to check whether a payment of £70k had been made to SPC from UoR in respect of the Deardon allotments.	Cllr James