

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 16th April 2025
At School Green Centre commencing at 19.30

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

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

25/FGP/17 Public Questions

17.1 There were no public questions.

25/FGP/18 Apologies and declarations of Members' Interest

18.1 Apologies had been received from Cllr Matic

18.2 There were no declarations of members' interests.

25/FGP/19 Minutes of the Previous Meeting

19.1 The minutes of the committee meeting of 19th February 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

19.2 Actions and Matters Arising

62.4 Facilities Manager to create a Long-Term Maintenance plan for the Council estate

This was ongoing.

66.3 Facilities Manager to arrange installation of defibrillators



18/4/25.

This was ongoing.

- 76.3 Cllrs Montgomery and Matic to report back post the meeting with RBC councillors

Cllr Montgomery provided an update of the most recent meeting with RBC councillors.

Members **NOTED** the update.

25/FGP/

- 7.2 Cllr Matic and the Clerk to review potential suitable options and consider the form of a survey of local residents in Shinfield North

This was on the Agenda at 9.1

- 7.3 Clerk to ensure that the contributions to the Major Repairs Reserve are reviewed when the Facilities Manager has completed his review

This will be done.

- 7.4 Clerk to arrange the meeting with Cllr James and WBC Officers to discuss the historic S106 funds generated within the parish

The meeting took place on 4th March. WBC had indicated that in future all details of S106 would be available via a portal and provided a link to Milton Keynes equivalent. Most of the apparent shortfall has been identified as expenditure on the Sports Hub and housing elsewhere in Wokingham. A reconciliation schedule will be prepared for the next F&GP meeting. The Chair advised that there would be a future meeting with WBC on the subject.

ACTION – Clerk to arrange a reconciliation schedule for S106 historic funds to be presented to the June committee meeting

- 8.1 Clerk to include such a discussion in the July committee cycle to allow consideration of the issue and sufficient time to be fed into the budget process

This will be to ensure that each committee has an agenda item to consider what specific provisions they wish to see in the next budget cycle

ACTION – Clerk to include an agenda item for each July committee to allow the committee to consider what items they would like to see included in the next budget round

- 10.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon

The Clerk had spoken to SPC's solicitor prior to the meeting and asked her to pick up again with WBC.

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

- 10.4 Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force

The Clerk was awaiting a formal response from ACF on this issue.

ACTION – Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force

- 10.5 Clerk to ensure the completion of the process to extinguish the Parish Hall lease

There was no further update on this.

ACTION – Clerk to ensure the completion of the process to extinguish the Parish Hall lease

- 10.6 Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane

Having assigned this role to Richard Alexander, he was now reporting that there was "some ongoing discussion at WBC re where that may finally site within teams/structures – once that resolved, then I will, as promised, aim to get the responsible officer along to meet with you and advise/guide re way forward"

ACTION – Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane

- 12.1 Finance Manager to set aside £300k of CIL reserves for Microgeneration projects

This had been done (Item 7.1 on the agenda relates)

- 13.1 Clerk to notify the contractor to proceed with the installation of hybrid cricket strips

This had been done, and the work had taken place.

- 13.2 Facilities Manager to arrange the completion of the installation of the toilet block at the tennis club
- Arrangements were in place for the final elements of work to take place by the mid-May.
- 14.1 Finance Manager to notify the energy provider regarding the new fixed-term electricity contract
- This had been done.
- 15.1 Clerk to identify potential invitees and arrange a date for the reception
- This was in respect of a fundraising business breakfast for the public art project. Once the timeline was confirmed for the overall project it is expected that this date will be confirmed at the next working party meeting.

ACTION – Clerk to identify potential invitees and arrange a date for the reception

25/FGP/20

Corporate Governance

- 20.1 The working party was now meeting weekly to meet the target of tabling at the draft to Full Council in May. As stated previously, there were no significant policy changes coming forward, rather the work was aimed at removing ambiguity from the document.

We are now nearly at the end of the process of considering every word in the document. Following that the remaining steps are:

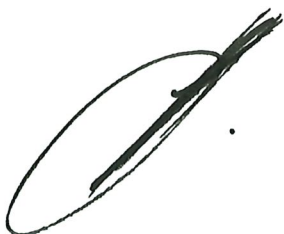
- Ensure consistency in style, font, layout, use of terminology
- Ensure that all items are in the most logical place within the overall document
- Add a glossary for additional clarity
- Add references to relevant legislation again for clarity
- Circulate a marked-up draft for consideration by F&GP with special attention to any recommended changes to the intent of the Standing Orders (most changes are however clarifying language)
- Subject to F&GP approval, the draft will be included with the Agenda for May Full Council

Members **NOTED** the update

25/FGP/21

Risk Register

- 21.1 The Clerk advised that he had no recommendations for any changes to the risk register. As agreed by Full Council, the Annual Council meeting has a standing item to formally review the risk register



25/FGP22

Financial Reports

22.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of March 2025 on 15th April 2025 and that all was in order. A copy of the signed reconciliation was presented to members.

Members **NOTED** the report.

22.2 Current Year Financial Performance (2024/2025)

The Chair and Finance Manager provided an update on the final outturn for the Financial Year ending 31st March 2025 and answered questions from members on the figures provided.

Members **NOTED** the report.

25/FGP/23

Financial Reserves & CIL

23.1 CIL update

The Chair and Clerk took members through the current position on CIL and noted receipt of an additional CIL receipt of £23,147 for April 2025.

Members **NOTED** the report.

23.2 Long-term planning options for CIL

The Chair introduced a summary of items identified as potential uses of CIL funds and also potential future CIL receipts from developments currently under consideration.

Members considered the items on the list and agreed to include a provision for the proposed community garden at High Copse.

The University of Reading had proposed some parcels of land that SPC may wish to consider purchasing.

There were no decisions on the items on the list

ACTION – Community Garden to be included on the list and also added to the items for consideration at the next joint meeting with the University of Reading



23.3 Reserves

The Chair provided an update on reserves as at 31st March 2025.

£43,538 had been added to the General Reserve. Earmarked Reserves (up £17,716 from £1,921,194 to £1,938,909). This included £10,000 for allotment clearances to be carried out in April 2025 and £7,500 to a named reserve for the Defibrillator project

Members **NOTED** the report.

23.4 Major Repairs Reserve

The Major Repairs Reserve included a £7,500 reimbursement from WBC for a Bus Shelter on Hollow Lane.

Members **NOTED** the report.

25/FGP/24

Millworth Sports Park and High Copse

24.1 Redevelopment of Millworth Sports Park

The Clerk summarised the discussions which had followed the planning application submitted for Millworth Lane. These had resulted in a modified set of proposals for the site. The changes recommended were:

- Delete the 3G 5aside court and return to a proposal with four rather than two multi-use sports courts
- Move the Fitness Centre to the north of the site and expedite delivery through a separate planning application

Any loss of pitches at Millworth would require compensating provision of facilities elsewhere which realistically meant a full sized 3G pitch at High Copse in addition to the two grass pitches due to be available in September.

This would lead to a strategy of “court sports” at Millworth and major team sports at High Copse.

Members discussed the proposals and asked that:

- The risks set out in the document tabled include a risk rating using the Corporate Risk Register criteria
- While the costings were correct at current rates, the contingency be set at 10% of the project cost
- There should also be an element of future proofing against further cost increases by increasing an additional provision within the total project cost
- The total project cost including the 3G pitch at High Copse and both contingency and future proofing provision should be set at £1,500,000 (VAT ex)
- There should be a clear requirement in the proposal that once all permissions and consents had been achieved the matter would



need to receive further approval from Full Council before appointing any contractors

It was agreed that the Fitness Centre element should proceed as a standalone project while the remainder of the work at Millworth Lane and the 3G pitch were pursued as two linked projects.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to update the proposals on the basis of discussions and submit an Outline Business Case to the April Full Council meeting

25/FGP/25

Facilities for Shinfield North

25.1 Shinfield North – potential sites for facilities

There were no obvious sites within the means of SPC presenting themselves within Shinfield North.

25.2 Shinfield North – consultation with residents

There was a brief discussion on how effective consultation with residents in Shinfield North could be carried out and it was agreed to table draft proposals at the next meeting.

ACTION – Clerk to add Shinfield North consultation to the agenda for the June meeting

25/FGP/26

Minibus

26.1 Members noted the potential costs associated with the potential acquisition of a minibus for the council. It was agreed however to defer any further consideration until the Shinfield North consultation with residents had been carried out and the results considered.

ACTION – Clerk to schedule further discussion regarding acquiring a minibus at an appropriate future meeting

25/FGP/27

Annual Grant Scheme

27.1 Scope and priorities for the 2025 Annual Grant Scheme

Members agreed the proposed timetable for the 2025 Annual Grant Scheme which would see applications considered in early July.

ACTION – Clerk to add to agenda for Full Council for formal approval of the timetable

27.2 Awards to Private Individuals

The Clerk reported that a request to consider making an award to a young sportsperson had been received. Grants to private individuals were currently not allowed under the rules of the scheme. After discussion, members agreed to recommend to Full Council a limited scheme of up to five awards not to exceed £150 each for residents under the age of 18 in support of sporting or cultural activities.

ACTION – Clerk to add to agenda for Full Council for formal approval of the proposal to allow a limited number of grants to private individuals

25/FGP/28

Land Issues

28.1 There were no updates on the Land Issues listed on the agenda.

25/FGP/29

Live Project Teams

29.1 The Clerk provided an updated list of the live project teams.

Members **NOTED** the report.

25/FGP/30

Public Art

30.1 The Clerk advised that there is now an established pattern of internal meetings (SPC) and external (with Arts4Wokingham). A timetable had been established with a target to launch on the on 31st May and formal unveiling of the finished artwork exactly two years later.

Members **NOTED** the update.

25/FGP/31

Microgeneration

31.1 Microgeneration

It had not been possible to make arrangements to work with WBC on this project. The Clerk was now following up possible assistance from the Centre for Sustainable Energy who may be able to help.

The Clerk had also identified other professional institutions that may be able to help, and he would follow these up.

ACTION – Clerk to report further on microgeneration at the next meeting

25/FGP/32

Date of Next Meeting

32.1 Next meeting was scheduled for 18th June 2025

The meeting ended at 21.30



List of Actions

25/FGP/7.4	Clerk to arrange a reconciliation schedule for S106 historic funds to be presented to the June committee meeting	Clerk
25/FGP/8.1	Clerk to include an agenda item for each July committee to allow the committee to consider what items they would like to see included in the next budget round	Clerk
25/FGP/10.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon	Clerk
25/FGP/10.4	Clerk to follow up potential interest in Ryeish Green Pavilion with the Army Cadet Force	Clerk
25/FGP/10.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
25/FGP/10.6	Clerk to request that WBC provide a formal decision with respect to the Asset of Community Value application submitted in respect of Hyde End Lane	Clerk
25/FGP/15.1	Clerk to identify potential invitees to a business breakfast and arrange a date for the reception	Clerk
25/FGP/23.2	Clerk to ensure Community Garden is included on the long-term CIL items list and also added to the items for consideration at the next joint meeting with the University of Reading	Clerk
25/FGP/24.1	Clerk to update the proposals for Millworth Lane and High Copse pavilion on the basis of discussions and submit an Outline Business Case to the April Full Council meeting	Clerk
25/FGP/25.2	Clerk to add Shinfield North consultation to the agenda for the June meeting	Clerk
25/FGP/26.1	Clerk to schedule further discussion regarding acquiring a minibus at an appropriate future meeting	Clerk
25/FGP/27.1	Clerk to add Annual Grant Scheme timetable to agenda for Full Council for formal approval of the timetable	Clerk
25/FGP/27.2	Clerk to add to agenda for Full Council for formal approval of the proposal to allow a limited number of grants to private individuals	Clerk
25/FGP/31.1	Clerk to report further on microgeneration at the next meeting	Clerk

