

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 11 August 2021 at Spencers Wood Pavilion commencing 19.30 hrs.

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

Ref:	Minutes
21/FGP/40	Public Questions
	There were no public questions.
21/FGP/41	Apologies and declarations of members' interests
	41.1 There were no apologies received.
	41.2 There were no changes to members' declarations of pecuniary interests
21/FGP/42	42.1 Minutes of the previous meeting
	The minutes of the previous meeting 18 Aug were AGREED as a correct record of the meeting and signed by Cllr. James.
	Proposed: Cllr. Peer Seconded: Cllr. Montgomery Unanimously agreed
	42.2 Actions
	4.4.1.3 Cllr. Grimes to discuss options for external storage at the new community centre with AOC. Cllr Grimes advised that two locations have been identified, but there is an issue of access. This issue will need to be taken into consideration along with the total storage space that will be needed. This will be ongoing.
	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 ongoing and is to be discussed as part of the next Sports Strategy meeting.
	4.4.4 Clerk to write to SPC solicitor to request that the land swop documents were expedited.

	SPC had put forward three options of taking over ownership of Century Drive playground, a portion of Pearmans Copse or the School Green car park in order to balance the value of the land swap.
	9 Cllr James to consider options for land purchase in the parish with a view to <u>developing community assets</u> . This is noted as ongoing.
	34.1.2 Cllr. Grimes to obtain information from Lifebuild on when access for SPC staff to <u>the community centre might be possible</u> . See item 41.1.1
	34.3.3 Clerk to contact Nigel Frankland to obtain details of the solicitor dealing with the <u>Millworth Lane lease to ascertain its status</u> . This item was noted as complete.
	34.7.2 <u>Restart campaign to be added to June Full Council agenda</u> This item was noted as complete.
	35.6 Clerk to circulate <u>breakdown of investments recommended by CCLA for consideration by members</u> This item was noted as complete.
	42.3 Matters Arising There were no further matters arising.
21/FGP/43	Financial Reports
	43.1 Bank reconciliations as at end of 31 March 2021 Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. The report was NOTED .
21/FGP/44	Major Project Update
	44.1 Shinfield Community Centre 44.1.1 Cllr. Grimes gave an update on the new community centre highlighting the following points: • There is an issue regarding the lack of labour due to the school holidays, Brexit and the Covid-19 pandemic. • Cllrs Grimes and James meet with AOC and Lifebuild on Tuesday 10th August 2021 and a handover date of 11th October 2021 was given. • Work regarding the installation of the retention tank has re-commenced as of 11th August 2021 • Requests have been made by SPC for the old Parish Hall to be made fit for storage by 21st September 2021 • BT Wayleave has been agreed between the Consortium and BT • The build is currently on contract value

	Request for early access to the Café kitchen has been made prior to completion in order to implement the kitchen fit out.
	44.2 Spencers Wood Recreation Ground Refit Cllr Clerk had calculated an estimated cost of installing new gym equipment and the building of a new MUGA to be approx. £104,932.
	44.3 Millworth Lane Millworth Lane was discussed at the recent Sports Strategy meeting (minutes to be provided at Full Council). The Sports Strategy working group were due to meet on site on Tuesday 17 th August to discuss possible options and ideas for the grounds.
	44.4 Deardon Allotments and Field Swap This was noted as having being dealt with.
	44.5 The Sports Strategy Working Party The first meeting has been had, minutes to be presented at Full Council on 16 th August 2021
	44.6 Future of the Parish Working Party - Cllr McDowell to present his findings in September 2021. - Cllrs Peer, O'Brien and Montgomery to attend Future Communities 2021 in December and Cllrs Peer and Montgomery to attend Locality Seminar in November - Cllr Montgomery to make recommendation at Full Council as to the whether the group is terminated, membership changed, or to continue as is
20/FGP/45	Insurance Brokers 45.1 A meeting with insurance brokers has been conducted. It was emphasised that if SPC did not operate within the Standing Orders, SPC would not be insured. 45.2 It was PROPOSED by Cllr James that a recommendation for SPC to continue with their current insurance broker be made to Full Council Proposed: Cllr Peer Seconded: Cllr Clarke Unanimously Agreed
20/FGP/46	Financial Forecast and Planning
	46.1 Options for the holding of general and CIL funds
	46.1.1 Cllr Peer to investigate the costs of installing underground bottle banks. Cllr Grimes to include the feasibility of this facility into the PD report to be issued at Full Council on 16 th August 2021. 46.1.2 It was noted that the options for the holding of the general CIL funds had already previously been approved. Deputy Clerk to provide the minutes for this approval
	46.2 Actual vs Budget vs Forecast
	The Budget Monitoring Report was NOTED

	46.3 Forecast Position on Reserves
	The Forecast Position on Reserves was NOTED
	46.4 Budget Timetable for 2022/23
	It was PROPOSED that the budget timetable for 2022/23 was APPROVED . Proposed: Cllr James Seconded: Cllr Montgomery Unanimously Agreed
21/FGP/47	Correspondence There were no items of correspondence received.
21/FGP/48	Tea Bar Grant as recommended by the R&A of 29 July 2021
	48.1 It was PROPOSED that the grant applications for £500 to set up and stock the tea bar was APPROVED. Proposed: Cllr Clarke Seconded: Cllr Peer Unanimously Agreed 48.2 It was NOTED that approval for an amount of £37.50 per hire for three months at the Spencers Wood Pavilion Community Hall was given at R&A on 24th June 2021 minute: 21/RA/55: 48.3 It was PROPOSED that a start-up grant for £500 and rental grant at £37.50 per hire for three months at the Spencers Wood Pavilion be APPROVED subject to the provision of appropriate bank details. 48.4 The amount provided on the application form was for a total of £540. It was proposed that this amount be APPROVED Proposed: Cllr Clarke Seconded: Cllr Montgomery Unanimously Agreed
21/FGP/49	Letter from Accountant
	The letter from the accountant advising SPC of future scope of involvement was NOTED .
21/FGP/50	Shinfield Tennis Club
	The letter from the Shinfield Tennis Club thanking SPC for the loan and them issuing the final payment was NOTED .
21/FGP/51	Date of Next Meeting: 13 October 2021

The meeting closed at 21:15pm

List of Actions

4.4.1.3	Cllr. Grimes to discuss options for external storage at the new community centre with AOC	Cllr. Grimes
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 swop issues around equity of value under discussion.	Clerk /Cllr Grimes
9	Cllr James to consider options for land purchase in the parish with a view to developing community assets.	Cllr James
34.1.2	Cllr. Grimes to obtain information from Lifebuild on when access for SPC staff to the community centre might be possible	Cllr. Grimes
46.1.2	Deputy Clerk to provide minute approving the holding of the general CIL fund from previous committee meeting	Deputy Clerk
46.1.1	Cllr Peer to research possible costs involved for the installation of underground bottlebanks at School Green	Cllr Peer
46.1.1	Cllr Grimes to look into possible available farm land to be purchased by SPC as community asset	Cllr Grimes