

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 11th December 2024
At School Green Centre commencing at 19.30

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

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

24/FGP/68 Public Questions

68.1 There were no public questions.

24/FGP/69 Apologies and declarations of Members' Interest

69.1 All members were present for this meeting.

69.2 There were no declarations of members' interests.

24/FGP/70 Minutes of the Previous Meeting

70.1 The minutes of the committee meeting of 16th October 2024 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimous

70.2 Actions and Matters Arising

24/FGP/43.6 Clerk to follow up the letter to the DfE Regional Director sent on 28th July 2024.

A response had been received from the DfE Regional Director which did not add greatly to the current understanding of the work taking place. Yuan Yang, MP for Earley and Woodley would be meeting the Regional Director in the next week to discuss issues with secondary schools in her constituency, and Cllr Grimes would be providing an input to the meeting.



19/2/25.

- 24/FGP/62.4 Facilities Manager to create a Long-Term Maintenance plan for the council estate

This would be an ongoing requirement.

ACTION - Facilities Manager to create a Long-Term Maintenance plan for the council estate

- 24/FGP/62.5 Clerk to write to Wokingham Borough Council (WBC) Finance Department regarding S106 funding for the parish.

The Clerk had written to WBC Finance Department and was waiting a response regarding S106 funding.

ACTION – Clerk to report back when a response was received from WBC regarding historic S106 funding for the parish

- 24/FGP/64.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

This was still being pursued.

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

- 24/FGP/64.3 Clerk to arrange meeting with Reading Borough Councillors

Minutes 24/FGP/76.3 refers

- 24/FGP/64.4 Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion

Minutes 24/FGP/76.4 refers

- 24/FGP/64.6 Clerk to investigate ownership of the plot of land between Greenwich Road and the A327 Shinfield Road and report back to the next meeting

Minutes 24/FGP/76.6 refers

- 24/FGP/66.1 Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

Minutes 24/FGP/78.1 refers

- 24/FGP/66.2 Clerk and Facilities Manager to arrange procurement of the required items for High Copse

These had been ordered.

- 24/FGP/66.3 Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators.

This has not been progressed as yet.

ACTION - Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators.

24/FGP/71 Corporate Governance

- 71.1 The work on reviewing the Standing Orders for the Council was continuing with four lengthy meetings having been held since the last committee meeting. The intention was to move to fortnightly meetings from January to ensure that the work was completed before the end of the council year.

24/FGP/72 Risk Register

- 72.1 The Clerk advised that he had no recommendations for any changes to the risk register.

24/FGP/73 Financial Reports

- 73.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of November 2024 on 10th December 2024 and that all was in order. A copy of the reconciliation was presented to members.

Members **NOTED** the report.

- 73.2 Current Year Financial Performance (2024/2025)

The Chair and Finance Manager provided an update on current year financial performance.

Members **NOTED** the report.



24/FGP/74

Financial Reserves & CIL

74.1 CIL update

The changes from the previous report were that:

- £140,198 had been received in October in respect of CIL
- There has been some additional expenditure on Millworth Lane and the installation of toilets for the tennis club
- Future CIL reduced to reflect latest figures from WBC (and do not include Dobbies redevelopment)

Members **NOTED** the report.

74.2 Reserves

The Chair provided an update on reserves.

Other than changes to CIL reported in the previous item there were no changes to the Reserves.

Members **NOTED** the report.

74.3 Major Repairs Reserve

The budgeted contribution to the fund for 2024/25 was secure and the budgets still recognise an eventual increase to the long-term target of £75.0k p.a. However, due to delays with Millworth Lane this would now be achieved a year later (in 2028/29).

74.4 Update on S106 historic funds

A letter had been submitted to WBC asking for their assistance in completing the S106 spreadsheet. For the avoidance of doubt it had been stipulated that this was a Freedom of Information request.

24/FGP/75

Budget Planning

75.1 Provisional Budgets for 2025/26 to 2028-29

The Chair and the Clerk set out the key assumptions (including Precept, staffing, interest, room bookings and capital projects) made in arriving at the current draft budget.

The projection for 2025/26 was currently a deficit of £33.8k (compared to a planning assumption when the 2024/25 budget was set that the deficit would be £53.5k).

For future years the projection was now that each year was in surplus.



The intention was to include the draft budgets as an item on the agenda for each committee meeting in January and submit the final budget for approval at the January Full Council meeting.

The Chairman thanked the Finance Manager for all her work on budget preparation.

75.2 Band D Equivalent Properties

WBC had not yet notified SPC of the figures for the Precept Calculation for 2024/26, therefore we included a planning assumption of 185 additional Band D equivalents from 2024/25 numbers as a cautious figure.

24/FGP/76

Land Issues

76.1 Land Registrations

There was nothing to report.

76.2 Ryeish Green playing fields and Deardon Field

There was nothing to report.

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

76.3 Provision of Community Space in the North of the Parish

Members of SPC had met with Reading Borough Councillors to discuss partnership working across the boundaries. RBC have been investing in the Whitely Wood Community Centre (between Whitley Wood Road and Lexington Gardens) and discussions considered how best this could be made more accessible to Shinfield residents.

There was also a discussion as how it may be possible to provide a capability in the north of the parish and whether WBC may be able to provide land in support of any initiative.

ACTION – Clerk and SPC to continue to discuss options with Reading Borough Councillors

76.4 Future of Ryeish Green Pavilion

The Clerk reported that he was continuing to chase for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion



76.5 Parish Hall Lease

There was nothing to report.

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

76.6 Acquisition of Land

There was nothing further to report at the current time.

24/FGP/77 Live Project Teams

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

Members **NOTED the report.**

24/FGP/78 Other Items

78.1 Microgeneration

The Clerk had met with Ian Gough from WBC on 20th November. Ian was very keen to help but was currently going through WBC's process as support for parish councils had not been done before. He had also included Gemma Plowright who is WBC's Commercialisation Manager.

ACTION – Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

24/FGP/79 Proposed Revision to Meetings Schedule

79.1 The Clerk had circulated a proposal to reduce the number of formal council meetings during a year.

Members were keen to ensure that any changes did not reduce the level of effectiveness of the council or curtail contributions from members. The consensus was to ask each individual committee to consider the number of meetings required during the year.

ACTION – Clerk to add to the agenda of the Full Council meeting



24/FGP/80

Joint Meeting with University of Reading (UoR)

- 80.1 SPC had met with the UoR on 4th December. The following items had been discussed:-
- High Copse
 - Floodlighting – permanent floodlighting was not permitted
 - Length of Lease - 60 years, with the right of renewal at the end of the 60 years
 - potential for covered storage area
 - UoR were unlikely to object to a rigid marquee style structure or similar
 - Pitches to the north of Bus Lane – currently no funding available. Planning permission was for 2 x 11 aside U13/14 pitches (82.5m by 50m) – Ideally these would be full sized i.e. 100.6mm by 64m)
 - SPC to develop a Sports Strategy
 - Freehold for School Green Centre - SPC would need to put forward a proposal which as a minimum would need to cover UoR purchase cost, legal costs & inflation and provide a covenant about future use
- 80.2 UoR proposed dates for next meeting

ACTION – Clerk to inform UoR that the preferred date would be 5th March at 17:30

24/FGP/81

Correspondence

- 81.1 There were no items of correspondence

24/FGP/82

Date of Next Meeting

- 82.1 Next meeting was scheduled for 19th February 2025.

The meeting ended at 21:23



List of Actions

24/FGP/70.2

24/FGP/62.4	Facilities Manager to create a Long-Term Maintenance plan for the Council estate	Facilities Manager
24/FGP/62.5	Clerk to report back when a response was received from WBC regarding historic S106 funding for the parish	Clerk
24/FGP/64.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
24/FGP/66.3	Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators	Clerk and Facilities Manager
24/FGP/76.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon	Clerk
24/FGP/76.3	Clerk and SPC to continue to discuss options with Reading Borough Councillors	Clerk
24/FGP/76.4	Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion	Clerk
24/FGP/76.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
24/FGP/78.1	Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate	Clerk
24/FGP/79.1	Clerk to add proposed revision to meetings schedule to the agenda of the Full Council meeting	Clerk
24/FGP/80.2	Clerk to inform UoR that the preferred date would be 5 th March at 17:30	Clerk