

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 8th June 2022
At School Green Centre commencing at 19.30

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

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

22/FGP/15 Election of Chair of Committee

15.1 It was proposed that Cllr James be elected as Chair of the Finance & General Purposes Committee

Proposed: Cllr Grimes
Seconded: Cllr Montgomery
Approved: Unanimously

22/FGP/16 Election of Vice Chair of Committee

16.1 It was resolved that there would be no formal nomination of a Vice Chair of the Finance & General Purposes Committee.

22/FGP/17 Public Questions

17.1 There were no public questions.

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

18.1 There were no apologies for this meeting.

18.2 There were no declarations of members' interests.

22/FGP/19

Minutes of the Previous Meeting

- 19.1 The minutes of the committee meeting of 6th April 2022 were approved as a correct record and signed by Cllr. James.

Proposed: Cllr Montgomery
Seconded: Cllr Grimes
Approved: Unanimously

22/FGP/20

Actions and Matters Arising

- 4.4.3.4 Storage at Millworth Lane

There were no immediate plans to provide storage at Millworth Lane, but this was under consideration for the longer-term project for the site.

- 4.4.4 Options for Land Swap

This had stalled with Wokingham Borough Council. The Clerk was asked to obtain an up-to-date copy of the WBC asset register.

ACTION – Clerk to obtain up to date WBC asset register

- 46.1.1 Possible available farmland

The amount of land already built on and the restrictions of the Strategic Development Location Plan and the Detailed Emergency Planning Zone meant that it was proving difficult to identify potential opportunities.

- 55.2.2 Outstanding works for School Green Centre

Work continues on the snagging list. All items should be completed by December 2022.

- 3.3 Review of Financial Regulations

The Clerk intended to arrange a review of financial regulations in the next 3-4 months

ACTION – Clerk to arrange a review of financial regulations

22/FGP/21

Risk Register

21.1 Current Risk Register

The committee reviewed the current Risk Register and agreed that it covered all significant risk factors.

Proposed: Cllr Grimes
Seconded: Cllr Peer
Approved: Unanimously

21.2 New format Risk Register

The Clerk outlined proposals for a new format risk register which would better present the risks that the council is exposed to (split amongst five main areas), how these are currently mitigated and identifying potential future actions to further mitigate risk.

It was proposed that a working party of two councillors, the Clerk and two members of staff was formed to meet monthly to consider each of the areas in turn and make recommendations to Finance & General Purposes Committee and from there to Full Council. It was hoped to conclude the project over 6 months.

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimously

ACTION – Clerk to arrange Working Party

22/FGP/22

**Annual Accounts and Annual Governance and Accountability
Return for Year Ending 31st March 2022**

22.1 Report from the Internal Auditor

The report from the Internal Auditor was discussed with specific attention being brought to the fact that the Council had not conducted a formal review of its Risk Register in FY 21/22. Members **NOTED** the report.

22.2 Notes to the Financial Statements

The notes to the Financial Statements for the year ended 31st March 2022 were discussed. Members **NOTED** the content of the notes.

22.3 Section 1 - Annual Governance Statement 2021/22

It was agreed that Section 1 - Annual Governance Statement 2021/22 was approved

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

22.4 Section 2 – Accounting Statements 2021/22

It was agreed that Section 2 – Accounting Statements 2021/22 was approved

Proposed: Cllr Montgomery
Seconded: Cllr Grimes
Approved: Unanimously

22.5 Notice of Public Rights

The contents and format of the Notice of Public Rights and Publication of Unaudited Governance & Accountability Return was discussed. Members **NOTED** the content.

22/FGP/23

Financial Reports

23.1 Bank Reconciliations

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

23.2 Potential Cost Increases not recognised in the budget for 2022/23

Cllr James gave members of the committee an update on items which had arisen since the budget for the year had been set which may have a material impact on the financial outturn. These included potential income shortfall for School Green Centre, additional staffing costs (Locum Clerk and Facilities Manager), IT support, electricity, cleaning and security. Members **NOTED** the report.

22/FGP/24 Financial Reserves & CIL

24.1 121B Monitoring Report

The contents of the council's Regulation 121B Monitoring Report was discussed. Members **NOTED** the contents of the report.

24.2 CIL Time Limitation

Cllr James gave an update on CIL time limitations. All CIL income up to April 2021 has been expended. There was £215k of the April 2021 CIL receipt yet to be allocated. The total CIL reserve stood at £1,425k. Members **NOTED** the contents of the report.

22/FGP/25 Date of Next Meeting

25.1 The next meeting will take place on Thursday 25th August 2022

The meeting ended at 20.38

List of Actions

4.4.3.4	Storage requirements for Millworth Lane	Cllr Clarke/Clerk
4.4.4	Options for resolving land swap issues around equity of values under discussion	Cllr Grimes/Clerk
	Clerk to obtain copy of WBC Asset Register	Clerk
4.1.1	Cllr Grimes to investigate possible available farmland to be purchased by SPC as community asset	Cllr Grimes
55.2.2	Clerk to oversee SGC snagging list	Clerk
3.3	Review of Financial Regulations	Cllr James/Clerk
22/FGP/21.2	Clerk to arrange Working Party for new format Risk Register	Clerk