

Minutes approved on:	
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Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 12 May 2021 at Spencers Wood Pavilion commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes, L James (Ch), I Montgomery, D Peer,
 Attending: Jane Mason (Finance Manager), Mike Balbini (Clerk), Jo Skidmore (Committee Secretary)

Ref: Minutes
 21/FGP/20 **Public Questions**
 There were no public questions.

21/FGP/21 **Apologies and declarations of members' interests**

- 21.1 There were no apologies received.
- 21.2 There were no changes to members' declarations of pecuniary interests

21/FGP/22 **22.1 Minutes of the previous meeting**

The minutes of the previous meeting 10 March 2021 were **AGREED** as a correct record of the meeting and signed by Cllr. James.

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

12.2 Actions

4.3 Cllr James to research suitable options for the holding of funds from CIL income awaiting expenditure.
 See agenda item 34.6

4.4.1.3 Cllr. Grimes to discuss options for external storage at the new community centre with AOC.
 This matter was noted as ongoing.

4.4.3.4 Cllr Clarke/Clerk and Deputy Clerk to discuss planning permission for shipping containers on Millworth Lane
 See agenda item 34.3

4.4.4 Clerk to write to SPC solicitor to request that the land swap documents were expedited.
 See agenda item 34.5

9 Cllr James to consider options for land purchase in the parish with a view to developing community assets.

See agenda item 34.7

15.3 Fees and Charges policy to incorporate schedule on concessions and requirements for deposits

This item was noted as complete.

15.4.2 Notice of rate being hourly to be added to the hire rate schedule

This item was noted as complete.

18.4 Clerk to write to Shinfield players offering grant on match funding basis

See agenda item 18

22.3 Matters Arising

There were no further matters arising.

21/FGP/33 Financial Reports

13.1 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/34 Major Project Update

34.1 Shinfield Community Centre

34.1.1 Cllr. Grimes gave an update on the new community centre highlighting the following points:

- There was currently a five-week delay on the build.
- The roof was now complete.
- Discussions had been held with the consortium and plans for the village centre were progressing in line with expectations from SPC.
- Work was taking place to install a temporary fire escape in the community centre for the first two years whilst the building works on the village centre progressed.
- The target handover date of the building to SPC was 6 September.
- Plans have been submitted for the village centre housing but not including the new foodstore which will be submitted later in the year

34.1.2 It was noted that SPC would require access to the building in order to prepare it for room hire and confirmed that Lifebuild would be consulted on when that might be possible.

34.1.3 Cllr James noted that he would be requesting additional budget of circa £20k for the catering heavy equipment at the June Full Council meeting.

34.2 Spencers Wood Recreation Ground

34.2.1 Cllr. Clarke noted that SPC staff had been meeting with contractors to discuss indicative budgets for possible improvements to the Spencers Wood Recreation Ground.

A simple questionnaire was being launched on the 13th May to the residents asking what improvements they wished to see in the SW Recreation Ground.

34.3 Millworth Lane

34.3.1 Cllr. Clarke noted that Chris Young, Shinfield Association had been in touch regarding limited funds available to the Association to meet the ongoing costs of Millworth Lane. There were a substantial number of tasks that needed to be carried out for which a plan was in place, however a decision needed to be made on what would be required there taking into account other facilities due to be available from 2022.

34.3.2 Cllr. James suggested that the Recreation & Amenities committee consider what was required in the parish and which stakeholders should be consulted. Cllr. Clarke noted that the committee was already managing a significant workload with limited capacity. Cllr. Grimes reminded the committee that a request had been made at Full Council for a paper outlining the scope of the work and associated issues so that resourcing issues could be addressed.

34.3.3 The Clerk undertook to request contact details of the solicitor dealing with the Millworth Lane lease from Nigel Frankland, UoR, in order to ascertain its status.

34.5 Deardon Field and Ryeish Pitch Swop

Cllr. Grimes reminded the committee of the issue concerning the difference in value of the land parcels and confirmed that a solution was still being sought. The Clerk and Finance Manager agreed to work together to resolve the issue.

34.6 The Manor

Cllr. James gave an overview of the facilities that would become available at the Manor which would become the responsibility of SPC together with a financial commitment from the end of 2021 and thereafter.

34.7 Future of the Parish Working Party

34.7.1 Cllr. Montgomery confirmed that the working party were working on the pillars allocated to them as part of the project. Members reminded Cllr. Montgomery that the working party had been asked to consider new assets for the community.

34.7.2 Cllr. Grimes requested that a Restart Campaign to be added to the Full Council agenda for June part of which would consider how SPC would engage with the community going forward.

20/FGP/35 Financial Reports

35.1 Financial Statements Year ended 31st March 2021

Cllr. James confirmed that the financial statements had been approved by the internal auditors.

It was **PROPOSED** that the financial statements for the year ending 31 March 2021 were **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Clarke Unanimously Approved

35.2 Statement and Purpose of Reserves

Cllr. James gave an overview of the schedule of reserves shared with members prior to the meeting.

It was confirmed that a sinking fund had been created which would be funded by 1% of cost of buildings being put away each year to build up maintenance funds.

It was **PROPOSED** that the statement and purpose of reserves be **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Peer Unanimously Approved

35.3 Procurement Policy

Cllr James noted the revised procurement policy which members had previously had the opportunity to comment on.

It was **PROPOSED** that the procurement policy be **RECOMMENDED** to Full Council.

Proposed: Cllr Grimes Seconded: Cllr Peer Unanimously Approved

35.4 List of Approved Suppliers

It was noted that the list of suppliers was a pool of suppliers that could be used within the boundaries of the Procurement Policy.

It was **PROPOSED** that the list of approved suppliers circulated to members prior to the meeting be **APPROVED**.

Proposed: Cllr Grimes Seconded: Cllr Peer Unanimously Approved

35.5 Investment Policy

Cllr. James noted that the Investment strategy and reserves policy was guided by regulation and based on security, liquidity and return. The policy would be reviewed annually as part of the budget process.

It was **PROPOSED** that the Investment Policy be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Montgomery Seconded: Cllr Peer Unanimously Approved

35.6 Proposed Investment Spread

Cllr. James gave an overview of the proposed investment spread circulated to members prior to the meeting. It was thought that the level of investment would reduce over the next six years in line with the reduction of CIL income.

The Clerk undertook to circulate details of the investment fund to members for consideration.

It was **PROPOSED** that on receipt of agreement of the list of Investments used by CCLA the investment spread be **RECOMMENDED** to Full Council for approval.

Proposed: Cllr Grimes

Seconded: Cllr Peer

Unanimously Approved

35.7 Statement of CIL funded projects and balance

Cllr. James confirmed that all CIL money currently due to SPC would be received by October.

The statement of CIL funded projects and balance which was slightly amended from the statement circulated to members prior to the meeting was **NOTED**.

21/FGP/36 Correspondence

There were no items of correspondence received.

21/FGP/37 Shinfield Players Grant

It was **PROPOSED** that the grant application for £20k from Shinfield Players for updating the toilet facilities at the theatre was **APPROVED** noting their agreement to match fund it.

Proposed: Cllr Peer

Seconded: Cllr Grimes

Unanimously Approved

21/FGP/38 Date of Next Meeting: 11 August 2021 July. It was **AGREED** that the subsequent meetings would be held on `13 October and 8 December.

21/FGP/39 The meeting closed at 21:10pm

List of Actions

4.3	Cllr James to research suitable options for the holding of funds from CIL income awaiting expenditure	Cllr. James
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 and Deputy 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
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 the community centre would be open for business so that the SPC staff can agree bookings and when other trades can enter to complete the migration to opening day.	Cllr. Grimes / Clerk

34.3.3	Clerk to contact Nigel Frankland to obtain details of the solicitor dealing with the Millworth Lane lease to ascertain its status.	Clerk
34.7.2	Restart campaign to be added to June Full Council agenda	Clerk
35.6	Clerk to circulate breakdown of investments recommended by CCLA for consideration by members	Clerk

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