

To all members of the Finance and General Purposes Committee

Notice is hereby given and you are summoned to attend a meeting of the Finance and General Purposes Committee on 12 February 2020 at Shinfield Parish Hall, commencing 19.30 hrs.

M. Balbini

Mike Balbini, Clerk
05 February 2020

Members: I Clarke, A Grimes, L James (Ch), I Montgomery, and D Peer.

Agenda

1. Public questions

- 1.1 To receive and consider public questions and comment

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **NOTE** apologies.
- 2.2 To **RECEIVE** members declarations of interest relating to the business of the meeting
- 2.3 To **RECEIVE** changes to members' declarations of pecuniary interests.

3. Minutes of meeting on 11 December 2020

- 3.1 To **APPROVE** the minutes of the Finance and General Purposes Committee meeting on 11 December 2020 as a correct record of the meeting (attached)
- 3.2 To **CONSIDER** matters arising from the meeting on 11 December 2020

4. Financial update on Major Projects within the parish.

- 4.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr James regarding the CIL and projected spend.
- 4.2 To **RECEIVE** a verbal update on progress of the following major projects in the parish:
 - 4.2.1 The Shinfield Community Centre
 - 4.2.2 Purchase of SUC Land.
 - 4.2.3 The Spencers Wood Pavilion Refurbishment.
 - 4.2.4 Millworth Lane Transfer of Lease and Improvements to Facilities.
 - 4.2.5 To **RECEIVE** and **CONSIDER** Footpath 11 Refurbishment.

5. Financial reports

- 5.1 To **NOTE** the Bank Reconciliation Report as at the end of January 2020 as signed by Cllr James on 12 February 2020 (provided at meeting)
- 5.2 To **REVIEW** and **CONSIDER** the actual vs budget vs forecast expenditure to end January 2020. (attached).
- 5.3 Statement of expenditure on the Community Centre (attached)

6. Precept 2020/21 and Annual Budget Preparation

- 6.1 To **RECEIVE** and **NOTE** that the Council Tax Provisional Notification 2020/21 has been sent and received at Wokingham Borough Council. This information will also be placed on the website at the legislated time.

7. Financial Reserves and CIL

- 7.1 To **REVIEW** and **CONSIDER** the Shinfield Parish Council's schedule of CIL forecast/expenditure
- 7.2 To **REVIEW** and **CONSIDER** the latest position on CIL (attached)

8. Grant Applications

- 8.1 To **RECEIVE** and **CONSIDER** the following grant applications:
- 8.1.1 A grant for £4,000.00 from Shinfield Association (attached)
- 8.1.2 To **RECEIVE** and **NOTE** the grants budget tracker (attached)

The next meeting date is TBD in 2020 schedule of meeting at the Shinfield Parish Hall from 7:30pm.

Exclusion of the Press and the Public

To **CONSIDER** and **RESOLVE** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

9. Correspondence

- 9.1 To **RECEIVE** and **CONSIDER** that pursuant to our Financial Regulations 5.6 "For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as salaries, NI, etc) for which council (or a duly authorized committee) may authorize payment for the year provided that a list of such payments shall be submitted to the next appropriate meeting of council.



Clerk: Mr M. Balbini
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 11 December 2019 at Shinfield Parish Hall, Clerks Office commencing 19.30 hrs.

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

Ref: Minutes
19/FGP/32 **Public Questions**
There were no public questions.

19/FGP/33 **Apologies and declarations of members' interests**

33.1 There were no apologies received.

33.2 There were no changes to members' declarations of pecuniary interests

19/FGP/34 **34.1 Minutes of the previous meeting**

The minutes of the previous meeting of 9 October 2019 were **AGREED** as a correct record of the meeting and signed by Cllr. James subject to the following amendments:

- Cllr. Darley to be recorded as in attendance
- 15.2 The underspend should be recorded as 14k not 100k

34.2 Actions

6.7 Cllr. James to support Cllr. Clarke with the business case for the Spencers Wood pavilion

This item was noted as ongoing. Cllr. Clarke confirmed that he was waiting for quotes from three companies.

14.3 Clerk to co-ordinate all existing SPC decision making documents for discussion at the next F&GP meeting for review

This item was noted as completed.

14.4 Clerk to amend the wording of the penultimate bullet point on the Planning and Highways committee Terms of Reference to read 'Reviewing of' the neighborhood development plan and not 'overseeing'

This item was noted as complete

15.2 Pride in our Parish expenditure to be discussed at next Recreation and Amenities meeting

This item was noted as ongoing. Cllr. Clarke noted his frustration at not receiving a response regarding the license to cultivate from Andy Glencross, WBC. Cllr. Grimes stressed the need for authority to be given before carrying out work on the land.

The Clerk confirmed that he had spoken with Andy Glencross regarding the possibility of using contractors however members **AGREED** that this was not an appropriate solution. The Clerk undertook to discuss further with Andy Glencross.

15.2 Planning and Highways to consider 14k underspend on budget for action against speeding

This item was noted as ongoing

15.2.5 It was requested that the Clerk add air quality monitoring to the Planning and Highways agendas as a standing item.

It was confirmed that the Clerk had spoken with TRL who were working on a way of getting the data on a regular basis into a useable format for SPC.

18.2 Complete breakdown and running total of costs associated with the community hall be presented at each F&GP meeting supplied by the Finance Manager.

See item 35.1

24.4 Cllrs. Clarke and James to speak with Nigel Frankland regarding the tenanted caravan at Millworth Lane

See agenda item 35.4

25.0 Scheme of delegation to be recommended to Council

This item was noted as complete.

26.2 Finance Manager to set up meetings with Chairs regarding budgets

This item was noted as complete.

29.1 Clerk to contact Anchor Hanover to discuss sponsorship possibilities

The Clerk confirmed that he had contacted Anchor Hanover with potential meeting dates and was awaiting a response.

34.3 **Matters Arising**

There were no further matters arising.

19/FGP/35 **Financial update on major projects within the parish**

35.1 CIL report and projected spend.

Members **NOTED** a verbal report on CIL and projected spend given by Cllr. James.

35.1 Shinfield Community Centre

Cllr. Grimes confirmed that the deadline for tenders for construction of the community centre was noon on 18 December. The Clerk and Cllr. Grimes would record receipt of their submissions. A meeting would take place on 10 January arranged by Cllr. Grimes at which the bids would be scored. A recommendation would then be made at the Joint Steering Group meeting taking place on 23 January. Once approved, recommendations to proceed to full contract with an aim to start construction work on 1 April would be made to Full Council and WBC.

The Finance Manager confirmed that £313k had been spent by SPC on the community centre with £194k reimbursed by WBC. The schedule of money spent to date on the community centre was **NOTED**.

35.2 Purchase of SUC Land

Cllr. Grimes confirmed that SUC and SPC had now agreed wording in the contract to purchase land. It was anticipated that the purchase would be completed in December or January.

35.3 Spencers Wood Pavilion Refurbishment

Cllr. James noted that he had spoken to Nigel Frankland, University of Reading, regarding project management of the refurbishment who had suggested holding a selection process in order to recruit a suitable project manager.

Cllr. Grimes requested the provision of a brief for the role of the project manager. Cllr. James agreed to work with Cllr. Grimes to prepare the document. Cllr. Grimes undertook to send a project template to Cllr. James to assist with this.

Proposed: Cllr. Clarke Seconded: Cllr. Peer Unanimously Agreed

35.4 Millworth Lane

Cllr. James noted that the Shinfield Association would be meeting on 18 December 2019 and that Cllr. James and Cllr. Clarke would attend the meeting. A report would be generated for review at next R&A.

35.5 Footpath 11

The Clerk confirmed that the University of Reading were in the process of scheduling a time to carry out work required on footpath 11. SPC would be asked for payment on completion of the work.

19/FGP/36 Financial Reports

36.1 Bank reconciliations as at end of November 2019

Cllr. James confirmed that he had reviewed the bank reconciliation and that all was in order. The report was **NOTED**.

37.1 Consider Council Tax Provisional notification 20/21 from WBC

Cllr. James noted the significant growth of Shinfield Parish as detailed in Appendix A of the Council Tax notification from WBC. He advised members that the Staffing Committee had met that week and made recommendations to address the issue of SPC being under resourced. This included planned recruitment in 2020 of a Deputy Clerk.

The Council Tax notification was **NOTED**

37.2 Latest forecast expenditure 19/20 and consider budget for committees for 20/21

The Finance Manager presented the proposed budget for 20/21 as set out in the paper circulated prior to the meeting. The committee considered the individual budgets proposed by each committee. The following points were highlighted.

- Development Board:
15k would be allocated to a project manager for the Spencers Wood pavilion project.
- Planning and Highways:
15k to be set aside for the maintenance of footpaths subject to confirmation from WBC of whose responsibility it was to maintain them.
- Recreation and Amenities:
Grant budget (2020) to be increased to 30k and an agreed overspend of the 2019 grant budget of £10K A deficit of £9k estimated in respect of Millworth Lane

It was **AGREED** that the facilities team would identify repairs and maintenance required in local playgrounds and a budget set aside for work to be carried out.

It was **AGREED** that the budget for youth services should be increased to £15k

37.3 Determine budget for 20/21 for recommendation to Council

It was **AGREED** that the proposed budget be recommended to Council in January 2020.

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

Thanks was extended to the Finance Manager for her excellent work in preparing the budget.

37.4 Precept Charge for 20/21 arising from budget recommendations

Members considered a precept charge for 2020/21 arising from the budget recommendations and determined the budget requirement for 2020/2021 for recommendation to Council.

It was **AGREED** that the precept charge should remain the same for 2020/21

Proposed: Cllr. Grimes

Seconded: Cllr. Montgomery

Unanimously Agreed

19/FGP/38 Financial Reserves and CIL

38.1 Financial Reserves

An overview of the financial reserves report circulated prior to the meeting was given.

The report on financial reserves was **NOTED**.

38.2 Latest position on CIL

Cllr. James provided an overview of the CIL spend module circulated prior to the meeting. The report was **NOTED**.

19/FGP/39 Grant Applications

There were no grant applications received since the last meeting.

19/FGP/40 Correspondence

There were no items of correspondence

19/FGP/41 Date of next meeting: 12 February 2020

The meeting closed at 21:35pm

List of actions

Ref	Action	Action by
6.7	Cllr. James to support Cllr. Clarke with the business case for the Spencers Wood pavilion.	Cllr. James
14.3	Clerk to co-ordinate all existing SPC decision making documents for discussion at the next F&GP meeting for review	Clerk
15.2	Clerk to speak with Andy Glencross regarding Pride in our Parish and the license to cultivate and confirm that contractors are not to be used.	Clerk
15.2	Planning and Highways to consider 14k underspend on budget for action against speeding	Cllr. Peer
18.2	Finance Manager to provide complete breakdown and running total of costs associated with the community hall at each F&GP meeting	Finance Manager
29.1	Clerk to contact Anchor Hanover to discuss sponsorship possibilities	Clerk

35.3	Cllr. Grimes and James to write brief for Project Manager. Cllr. Grimes to provide Cllr. James with template for brief.	Cllr. Grimes/Cllr. James
37.2	Facilities to identify repair and maintenance work required in playgrounds and budget set aside accordingly.	Clerk/Facilities/Cllr. James