

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 12 August 2020 at Shinfield Parish Hall, Clerks Office commencing 19.30 hrs.

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

Ref: Minutes
 20/FGP/13 **Public Questions**
 There were no public questions.

20/FGP/14 Apologies and declarations of members' interests

14.1 There were no apologies received.

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

20/FGP/15 15.1 Minutes of the previous meeting

The minutes of the previous meeting 12 February 2020 were **AGREED** as a correct record of the meeting and signed by Cllr. James.

15.2 Actions

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

This item was noted as complete.

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.

This item was noted as ongoing.

4.2 Cllr Grimes to write to Susan Tildsley regarding the delay in the community centre project.

This item was noted as complete.

4.5 Clerk to obtain 3 quotes for work to maintain footpath 11

This item was noted as complete.

8.1 Clerk to amend wording on grant application form (declaration) for the Shinfield Association as proposed.

This item was noted as complete.

11 Finance Manager to produce annual schedule of standard payments and monthly schedule of variables

This item was noted as complete.

12 VAT advice to be sought in relation to Spencers Wood Pavilion and pre-school

Cllr. James confirmed that advice had been received and appropriate arrangements were now in place.

15.3 **Matters Arising**

There were no further matters arising.

20/FGP/16 **Financial update on major projects within the parish**

16.1 **CIL and Projected Spend**

Cllr. James gave an overview of the reserves schedule circulated prior to the meeting and highlighted the following:

- At the start of the financial year SPC had held a total of £1.6 million in reserves with CIL reserves representing £900k of the total.
- It was expected that a further £92k would be added to the general reserves and that a further £1.35 million would be added to CIL reserves by March 2021.
- Total expenditure in the year was expected to be approximately £793k which would leave a balance of reserves of approximately £2.25 million.
- By March 2022 it was expected that general reserves would be £328k and that CIL reserves would reach £2.5 million

The Finance Manager undertook to circulate details of the developments in the parish generating CIL money.

In response to questions from members it was confirmed that:

- Expenditure for the new community centre in the first year would be taken from s106 money provided by WBC.
- SPC would aim to keep 250k as working capital in line with best practice guidance for parish councils.
- Almost all reserves held were liquid and could be accessed quickly.

16.2 **Shinfield Community Centre**

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

- Demolition of the current building on site had commenced.
- A contract with the contractors would be signed within the next two weeks

- once insurance arrangements had been finalised.
- The contractors were now authorized to act on behalf of SPC in respect of removing utilities.

16.3 Spencers Wood Pavilion Refurbishment

Cllr. Clarke have an update on the Spencers Wood Pavilion refurbishment and highlighted the following points:

- The site at Spencers Wood had been cleared in preparation for the pavilion.
- The new building was being constructed and would be delivered on 25 August.
- The pavilion was expected to be handed over to SPC at the end of September once construction work had completed.
- A few minor issues had arisen such as adherence to specific cycle rack requirements however work was underway to resolve them.
- Support would be given to the pre-school management team that would be taking space in the building.

16.4 Millworth Lane

Cllr. Clarke confirmed that the tenants had moved out of the mobile home located on the Millworth Lane site at the end of July however the issue of removal of the mobile home was ongoing. The Shinfield Association was working to find a solution.

The Shinfield Association was also working with the Cricket Club to resolve a health and safety matter that had arisen caused by cricket balls falling outside of its boundary. It was noted that a lack of cricket facilities in the parish continued to cause concern as new facilities delivery by the University of Reading had been delayed by one year, possibly two.

20/FGP/17 Financial Reports

17.1 Bank reconciliations as at end of July 2020

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

It was confirmed that the current balance of unspent precept funds was £103k.

17.2 Budget versus Forecast expenditure to end of January 2020

Cllr. James gave an overview of the report circulated prior to meeting highlighting the following:

- The overall position was a forecast surplus of £92,200. It was acknowledged that an allowance should be made for transactional costs and that the actual surplus may be closer to £85k
- The pandemic had resulted in an underspend in areas such as recruitment, cancellation of events and legal advice.
- Approximately £30k had been lost in hall rental income due to the pandemic.

17.3 Clerk status Report on AGAR

The Clerk's status report on AGAR was **NOTED**.

17.4 VAT Payment receipt

It was **NOTED** that the VAT payment status was monthly.

17.5 Review of Financial Regulations

It was **NOTED** that recommended updates SPC's financial regulations would be presented at the next meeting.

20/FGP/18 Current Preferred Providers and Supplier Contracts

The schedule of council contracts and preferred suppliers was **NOTED** and requested that Witchalls Fencing was added to it.

20/FGP/19 Financial Reserves and CIL

19.1 Financial Reserves

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

19.2 Latest position on CIL and forecast of CIL expenditure

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

19.3 CIL Annual Reporting Requirements

Cllr. James stated that under regulation 121B it was now mandatory to publish a monitoring report on parish council websites providing details of CIL receipts and expenditure for the year. It was confirmed that this was being progressed.

19.4 Review of further Infrastructure Investment

It was confirmed that a grants and loans paper was currently being drafted. The possibility of including a process which would enable residents to propose community projects for SPC to carry forward under a predetermined budget.

20/FGP/20 Committee Budgets 2021/22

20.1 Cllr. James noted that he had asked committee Chairs to consider budgets for 2021/22 with a view to developing budgets in the Autumn.

20.2 Members discussed how communication between residents and SPC could improve to ensure that they were kept informed about projects in the parish. It was **AGREED** that a newsletter should be published to coincide with the opening of Spencers Wood pavilion and that other PR opportunities should be sought. To assist with this it was **AGREED** that the Clerk would be asked to obtain three quotes from PR companies.

20/FGP/21 Community Development Strategy Budget

It was **AGREED** that the F&GP committee would hold a budget for community development PR.

20/FGP/22 **Correspondence**

There were no items of correspondence

20/FGP/23 **Date of next meeting: 14 October 2020**

The meeting closed at 20:55pm

List of actions

Ref	Action	Action by
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
16.1.1	Finance Manager to circulate details of the developments in the parish generating CIL money.	Finance Manager
18	Witchalls Fencing to be added to preferred suppliers list	Clerk
20.2	Clerk to obtain three quotes from PR companies to assist with newsletters and promotion of projects in the area	Clerk