



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

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on **MONDAY 17th May** at the Spencers Wood Pavilion, commencing **19.30 hrs.**

Mike Balbini, Clerk
 10 May 2021

Members: Cllrs N Boyer, E Brown, I Clarke, P Alexander, P Emmet, A Grimes, P Jahromi, L James, D Lias, M McDowell, I Montgomery, A, Narayanan, M O'Brien, and D Peer.

Agenda

1. **Public Questions**
 - 1.1 To **RECEIVE** and consider public questions
2. **Apologies and declarations of members' interests**
 - 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
3. **Minutes of Meeting on 19 April 2021**
 - 3.1 To **APPROVE** the minutes of the Full Council meeting on 19 April 2021 as a correct record of the meeting (attached)
 - 3.2 To **RECEIVE** information on matters arising
4. **Reports**
 - 4.1 To **NOTE** the minutes of the Recreation and Amenities committee 29 April 2021 (attached)
 - 4.2 To **NOTE** the minutes of the Planning and Highways committee 06 May 2021 (attached)
 - 4.3 To **RECEIVE** and **NOTE** reports from Working Parties.
 - 4.4 To **RECEIVE** a report from the Chairman.
 - 4.5 To **RECEIVE** a report from the Clerk (attached)
 - 4.6 To **RECEIVE** reports from the Borough Councillors.
 - 4.7 To raise any questions to WBC via the Borough Councillors.
 - 4.8 To **RECEIVE** reports from outside bodies.

5. Annual Accounts and Annual Governance and Accountability Return – Year ending 31 March 2021

5.1 To **NOTE** the Internal Audit Report (attached)

5.2 To **APPROVE** the Financial Statement for year ended 31 March 2021 (attached)

5.3 To **APPROVE** Section 1 – Annual Governance Statement 2020/21 (attached) and below:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Members response
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Members response
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Members response
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Members response
We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Members response
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Members response
We took appropriate action on all matters raised in reports from internal and external audit	Members responded
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Members responded
(For local council only) Trust funds including charitable. In our capacity as the sole managing trustees we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit	This item is not applicable

5.4 To **APPROVE** Section 2 – Accounting Statements 2020/21 (attached)

5.5 To **NOTE** Notice of public access to AGAR (attached)

6. Neighbourhood CIL proportion report from WBC

6.1 To **NOTE** the CIL allocation report for March (attached)

7 New Community Centre

7.1 To **RECEIVE** and **CONSIDER** a report from Cllr Grimes on the New Community Centre

8. Invoices for Payment

8.1 To **CONSIDER** and **RESOLVE** payment of invoices up to 10 July 2020 (attached)

8.2 To **CONSIDER** and **RESOLVE** Barclaycard payment of invoices up to 31/03/2021 (attached)

8.3 To **CONSIDER** and **RESOLVE** payment of Invoice No 9 for the New Community Centre (attached)

8.4 To **CONSIDER** and **NOTE** the Contract Register, tracking the payments for
8.4.1 Lifebuild and the New Community Centre (attached)

9 Recommendations from F&GP of 12 May 2021

9.1 To **RECEIVE** and **CONSIDER** a recommended Investment Policy (attached)

9.2 To **RECEIVE** and **CONSIDER** a recommended Procurement Policy (attached)

9.3 To **RECEIVE** and **CONSIDER** a recommended Grant Application from the Shinfield Players (attached)

10 Correspondence

10.1 To **RECEIVE** and **NOTE** a letter of appreciation from Keep Mobile (attached)

10.2 To **RECEIVE** and **CONSIDER** a request to hold a Shinfield Festival on Deardon Fields (attached)

11. Date of next meeting

11.1 **21 June 2021 at Spencers Wood Pavilion**