

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 18th February 2026
At School Green Centre commencing at 19.30

Present: Cllrs N Boyer, L James (Chair), N Masseron, Z Matic, I Montgomery & D Peer

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

26/FGP/1

Public Questions

- 1.1 There were no public questions.

26/FGP/2

Apologies and declarations of Members' Interest

- 2.1 Approval of apologies for absence.

Apologies had been received from Cllr Johnson.

- 2.2 There were no declarations of members' interests.

The Clerk drew members attention to the email exchange circulated earlier in the day regarding a potential breach of the Code of Conduct. After discussion it was agreed that the Clerk would refer the matter to Andrew Moulton, Service Director Governance for Wokingham Borough Council (WBC Monitoring Officer) for advice and guidance on the appropriate steps.

ACTION – Clerk to refer the potential breach of the code of conduct to WBC's Monitoring Officer

26/FGP/3

Minutes of the Previous Meeting

- 3.1 The minutes of the committee meeting of 10th December 2025 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously



3.2 Actions and Matters Arising

25/FGP/45.1 Clerk to arrange a follow up meeting with WBC Finance Officers regarding parish council involvement in future S106 agreements

This has not yet been arranged.

ACTION - Clerk to arrange a follow up meeting with WBC Finance Officers regarding future S106 agreements

25/FGP/70.3 Clerk to amend the Risk Register to include reference to the Cafe

This had been done and was on the agenda at Item 4.1

25/FGP/72.3 Clerk to progress the list of major repair items with the Facilities Manager

This was on the agenda at Item 6.3

25/FGP/72.4 Finance Manager to arrange for Cllr Boyer to become a signatory to CCLA

This had been done

25/FGP/72.5 Clerk to make the application to the Football Foundation for a grant for fencing at High Copse

The application cannot be progressed until High Copse has been verified as a venue on Football Foundation website. This is still showing as pending although should have been completed. The Clerk will chase the status of High Copse.

ACTION - Clerk to make the application to the Football Foundation for a grant for fencing at High Copse

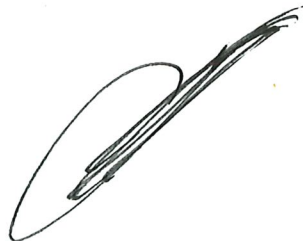
25/FGP/72.6 Clerk to proceed with relocation of recycling bins at School Green in conjunction with WBC

The Clerk will notify WBC that the funding is in place and ask the Facilities Manager to handle the arrangements

ACTION – Clerk to confirm arrangements for the relocation of recycling bins at School Green with WBC

25/FGP/72.7 Clerk to arrange to proceed with both consultants to prepare a response to PA 252498

This is in progress with the deadline for responses being agreed as 20th March 2026



25/FGP/73.1 Clerk to arrange proposed new Financial Regulations to be on the agenda for next F&GP meeting

This was on the agenda at Item 7.1

25/FGP/74.2 Clerk to arrange IT Working Party Meeting

This has not been progressed

ACTION – Clerk to arrange IT Working Party Meeting

25/FGP/75.1.2 Clerk to follow up with SPC's solicitor regarding reciprocal leases

This was still with the various solicitors

ACTION – Clerk to expedite the reciprocal leases

25/FGP/75.1.5 Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease

This was still in progress

ACTION - Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease

25/FGP/75.1.6 Clerk to follow up on Assets of Community Value

Drafts were almost complete for High Copse Pavilion and the Manor Ground

ACTION – Clerk to complete and submit applications for Assets of Community Value for The Manor Ground and High Copse Pavilion

25/FGP/76.1 Clerk to bring forward rationalisation of Working Parties to next meeting

This was on the agenda at Item 11.2

25/FGP/77.1 Clerk to add to agenda for Full Council meeting on 17th December 2025

The Capital grant application had been added to the Full Council meeting agenda in December 2025

25/FGP/79.1 Clerk to report back on the results of the Microgeneration inspections

This was on the agenda at Item 14.1

26/FGP/4

Risk Register

4.1

A verbal update from the Clerk on the Shinfield Parish Council Risk Register

The Clerk confirmed that a specific reference to the café at School Green Centre had been added to the Risk Register. He advised that he had no further recommendations for amendments to the Risk Register.

Members NOTED the update.

26/FGP/5

Financial Reports

5.1

A Booking Report to 31st January 2026

For School Green Centre the forecast outturn for Bookings was £147.0k VAT Inc) against a budget of £144.0k (Up £3k – 2.1%). The strongest upturn in bookings had been for the Tower Room with some regular corporate training now taking place.

Spencers Wood was now forecasting £54.7k against a budget of £51.0k (Up £3.7k – 7.25%)

The Manor Ground was recently hired out for Special Educational Needs support which had not been budgeted for (£6.5k for second half of the year).

High Copse Pavilion has taken a cautious approach to non-sport related bookings but now forecasting £14.6k from three regular weekday hirers and ad hoc bookings at the weekend in addition to the Dementia Care hire daytime Monday to Thursday.

5.2

Bank Reconciliation at 31st January 2026

The Chair of the Committee confirmed that he had reviewed the bank reconciliations as at the end of January 2026 on 16th February 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

Members NOTED the report.

Cllr Pollock asked that the notice period and interest rates for the accounts appeared on the reconciliation.

ACTION – Finance Manager to include notice period and interest rates with future reconciliations

Cllr James requested that permission be granted to the Chair of the committee, Clerk and Finance Manager to move up to £200,000 to a 95-day notice account to obtain a better rate of interest.

Proposed: Cllr Montgomery
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Finance Manager to arrange the transfer of funds

5.3 Current Year Financial Performance (2025/2026)

There were no significant changes to the Forecast of Outturn provided to Full Council on 28th January 2026.

The council would now need to pay for a further byelection in March 2026.

It was noted that the future of the café was up for discussion in March at Full Council.

Members **NOTED** the report.

26/FGP/6

Financial Reserves & CIL

6.1 CIL update

The Chair and Clerk took members through the current position on CIL which is as for Full Council in January 2026. If all items identified as potential CIL use were applied, then there would be a shortfall of £194k (before any new developments were taken into account). Cllr Boyer noted that provision should be made work any work required on the renewal of the Neighbourhood Development Plan.

Members **NOTED** the report.

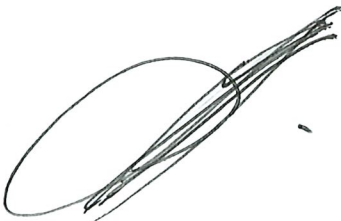
ACTION – Clerk to include in CIL projection and element for renewal of the Neighbourhood Development Plan.

6.2 Update on reserves

The Chair provided an update on reserves as at 31st January 2026. The General Reserve was currently £368.4k.

As previously reported, the Parish Elections (£8k) and Planning (£25k) were expected to be depleted due to the December by-elections and the response to Loddon Garden Village.

Members **NOTED** the report.



6.3 Update on the Long-Term Maintenance Plan

The Facilities Manager has now prepared a first draft of the LTMP, which lists 342 items for inclusion, ranging from flooring, lighting and lifts. Each has had an initial assessment of when it will need to be done and a range of potential cost and related expenditure e.g. hiring a scaffold.

For the purpose of forecasting the highest-level figure has been used to provide a worst case example.

These have then been used to create initial projections on when funds may need to be drawn down. This includes initial estimates of how often items may recur within the 20-year range considered.

The next stage will be to refine the initial list further e.g. narrowing down time frames, costs and likelihood of recurrence.

In addition to this, projections of the required contribution to the LTMP have been made. At this stage contributions would need to rise to £150,000 p.a. all other things being equal.

It is essential that the council keeps on top of routine maintenance as this will help extend the life of all assets and equipment.

Members **NOTED** the report

ACTION – Clerk and Facilities Manager to develop more refined version of the LTMP

26/FGP/7

Corporate Governance Working Party

7.1 A verbal update from Corporate Governance Working Party in respect of the Financial Regulations

Cllr Masseron advised that the financial regulations would be ready for consideration at the April meeting of the committee.

ACTION – Clerk to add the draft Financial Regulations as an agenda item for the April Finance & General Purposes Committee meeting

- 7.2 A paper with clarifications to the Standing Orders and the consequent confirmation of councillors to committees

Members considered proposals from the Clerk for amendments to the Standing Orders.

It was proposed to strike out Recommendation 2 in the report

Proposed: Cllr Boyer
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to strike out Recommendation 2 of proposed updates to Standing Orders

It was proposed that Recommendation 3 was amended to clarify that Full Council may remove a councillor from membership of a specific committee for a breach of the code of conduct or where necessary to balance the number of members on committees

Members agreed to recommend the report to Full Council as amended

Proposed: Cllr Boyer
Seconded: Cllr Matic
Approved: Unanimously

Cllr James invited Cllr Pollock to join the committee as the terms of reference allow up to two members to be appointed for the experience in finance and accountancy. Cllr Pollock accepted.

ACTION – Clerk to add the amended recommendations on updates to the Standing Orders to the agenda for Full Council

ACTION – Clerk to add the ratification of councillors to committees to the agenda for Full Council

26/FGP/8

Land Issues

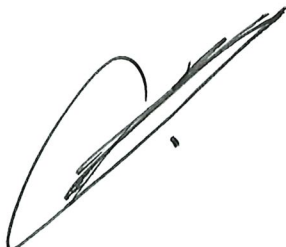
- 8.1 The Clerk provide an update as follows:

8.1.1 – Land Registration.

There were no updates on the Land Registrations

8.1.2 – Leases for Ryeish Playing Fields and Deardon Way Fields. The Clerk would expedite this matter

8.1.3 – Community Space in the North. St Barnabas were delighted with the award of the capital grant and thanked the council for their support.



8.1.4 – **Ryeish Green Pavilion Working Party.** Cllr Masseron advised that the work was progressing steadily.

8.1.5 – **Extinguishing of Parish Hall Lease.** There was no update on this matter.

8.1.6 – **Assets of Community Value.** The applications for the Manor Ground and High Copse Pavilion were almost ready to be submitted. These sites were only vulnerable if there was a break in the current leases between University of Reading and Shinfield Parish Council.

8.1.7 – **Fitness Centre element at Millworth Lane.** The planning approval for this work requires an archaeological investigation of the site which is scheduled to take place in March 2026 after which the build could start.

8.2 Any areas of land potentially suitable for acquisition

Nothing to add. It was agreed that this item would be dropped from the agenda for future meetings.

ACTION – Clerk to remove the recurring item “Any areas of land potentially suitable for acquisition” from the agenda for future meetings

26/FGP/9

School Green Centre

9.2 Quotes for installation of microphones and cameras for remote meetings in Tower room and mobile use in other room in the centre

The total request for Tower Room and mobile equipment for ground floor was £11,800 based on a November 2025 quote. This would facilitate the ability to stream meetings and hold hybrid meetings as and when they were permitted for council meetings. It would also be possible to charge for the equipment when used by room hirers.

It was agreed to make available up to £15,000 from General Reserves to acquire this equipment.

Proposed: Cllr Matic
Seconded: Cllr Boyer
Approved: Unanimously

9.3 Potential costs of remedial work to fire doors at School Green Centre

The Clerk advised that an audit on fire doors in the School Green Centre had identified up to £15,000 of remedial work that may be required. The Clerk had commissioned the work on the door leading to Pound Green corridor as this was marked as an immediate risk (assessed as “Door failed” bottom of page 2 of contractor’s report).

The other work was being followed up with the supplier and the architects as these doors should not be in this condition after only 5 years of use.

Members **NOTED** the potential call on the LTMP.

ACTION – Clerk and Facilities Manager to follow up repairs to the School Green Fire Doors

26/FGP/10

WBC request for funding for Bus Services

10.1 A request from WBC for funding towards bus services within the parish

Members considered the request for additional funding from bus services within the parish and consider existing utilisation rates provided by WBC for the #600 service. Members felt that there was very little justification for the additional funding being suggested for the #600. The matter would be referred to Full Council on 25th February, but the recommendation of F&GP was not to support funding.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

26/FGP/11

Live Project Teams

11.1 A summary of the current position of the live project teams.

Members **NOTED** the update

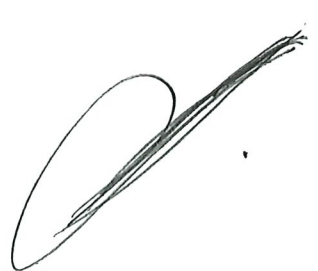
11.2 Potential rationalisation of Working Party list

The Clerk proposed the following rationalisation of Working Parties:

- Art Exhibition - Largely run without a WP input this year
- Shinfield North – Defer until Community Engagement Officer is in post
- School Green – Will be completed once the relocation of bins has been completed
- Engagement – Defer until Community Engagement Officer is in post

Also to add Allotments Working Party when active

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously



26/FGP/12**Grants**

- 12.1 Arrangements for grant application scheme for 2026

Members agreed to repeat the process used in 2025 and approved the suggested timetable.

Proposed: Cllr James
Seconded: Cllr Boyer
Approved: Unanimously

26/FGP/13**Public Art**

- 13.1 A Verbal update on the Public Art Project.

Three shortlisted artists have been invited to carry on the next stage (2 have accepted and waiting to hear from the third).

SPC will go public with the shortlisted items as part of the art exhibition

A selection panel was scheduled for the end of April 2026

26/FGP/14**Microgeneration**

- 14.1 The Clerk advised that the last inspection had taken place the previous Friday and he expected to receive the first buildings report shortly.

ACTION – Clerk to report back on the results of the Microgeneration inspections.

26/FGP/15**Communication**

- 15.1 National Association of Local Council had reported that parish and town councils are excluded from referendum principles on excessive council tax.
- 15.2 Peninsula as part of their Health & Safety support to the council conducted an audit of School Green Centre last week. They reported no "Red" (immediate action) items and 69 Green (no action) items. Of the remaining 19 items marked Amber they mostly related to being able to easily access the paperwork evidence inspections etc. In other words not showing our workings. The Finance Manager has been instructed to resolve these in the next 4 weeks (ahead of a 6-week period set by the H&S Auditor).

26/FGP/16**Date of Next Meeting**

- 16.1 Next meeting was scheduled for 15th April 2026

The meeting ended at 21.25

List of Actions

25/FGP/45.1	Clerk to arrange a follow up meeting with WBC Finance Officers regarding future S106 agreements	Clerk
25/FGP/72.5	Clerk to make the application to the Football Foundation for a grant for fencing at High Copse	Clerk
25/FGP/72.6	Clerk to confirm arrangements for the relocation of recycling bins at School Green with WBC	Clerk
25/FGP/74.2	Clerk to arrange IT Working Party Meeting	Clerk
25/FGP/75.1.2	Clerk to expedite the reciprocal leases	Clerk
25/FGP/75.1.5	Clerk to follow up with SPC's solicitor the extinguishing of the Parish Hall Lease	Clerk
25/FGP/75.1.6	Clerk to complete and submit applications for Assets of Community Value for The Manor Ground and High Copse Pavilion	Clerk
26/FGP/2.2	Clerk to Refer the potential breach of the Code of Conduct to WBC's Monitoring Officer	Clerk
26/FGP/5.2	Finance Manager to include notice period and interest rates with future reconciliations	Finance Manager
26/FGP/5.2	Finance Manager to arrange the transfer of funds	Finance Manager
26/FGP/6.1	Clerk to include in CIL projection and element for renewal of the Neighbourhood Development Plan	Clerk
26/FGP/6.3	Clerk and Facilities Manager to develop more refined version of the LTMP	Clerk Fac. Mgr
26/FGP/7.1	Clerk to add the draft Financial Regulations as an agenda item for the April Finance & General Purposes Committee meeting	Clerk
26/FGP/7.2	Clerk to strike out Recommendation 2 of proposed updates to Standing Orders	Clerk
26/FGP/7.2	Clerk to add the amended recommendations on updates to the Standing Orders to the agenda for Full Council	Clerk
26/FGP/7.2	Clerk to add the ratification of councillors to committees to the agenda for Full Council	Clerk
26/FGP/8.2	Clerk to remove the recurring item "Any areas of land potentially suitable for acquisition" from the agenda for future meetings	Clerk
26/FGP/9.3	Clerk and Facilities Manager to follow up repairs to the School Green Fire Doors	Clerk Fac. Mgr
26/FGP/14.1	Clerk to report back on the results of the Microgeneration inspections	Clerk

