

|                         |  |
|-------------------------|--|
| Minutes<br>approved on: |  |
|-------------------------|--|



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 Thursday 10 March 2021 by zoom videoconference 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), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary)

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ref:      | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 21/FGP/10 | <b>Public Questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
|           | There were no public questions.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 21/FGP/11 | <b>Apologies and declarations of members' interests</b>                                                                                                                                                                                                                                                                                                                                                                                      |
|           | 11.1 There were no apologies received.                                                                                                                                                                                                                                                                                                                                                                                                       |
|           | 11.2 There were no changes to members' declarations of pecuniary interests                                                                                                                                                                                                                                                                                                                                                                   |
| 21/FGP/12 | <b>12.1 Minutes of the previous meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                  |
|           | The minutes of the previous meeting 11 February 2021 were <b>AGREED</b> as a correct record of the meeting and signed by Cllr. James.<br><br>Proposed: Cllr. Peer      Seconded: Cllr. Clarke      Unanimously agreed                                                                                                                                                                                                                        |
|           | <b>12.2 Actions</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
|           | 4.3 <u>Cllr James to research suitable options for the holding of funds from CIL income awaiting expenditure.</u><br>Cllr. James confirmed that he and the Finance Manager had carried out research into this matter and that they intended to contact CCLA Investment Managers for advice, given their specialism in investing for the Public Sector. A policy on investing funds was almost complete and would be circulated for approval. |
|           | 4.4.1.3 <u>Cllr. Grimes to discuss options for external storage at the new community centre with AOC.</u><br>This matter was noted as ongoing.                                                                                                                                                                                                                                                                                               |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <p><u>4.4.3.2 Clerk to write to Charity Commission to request that they authorise the transfer of land from the Shinfield Association to SPC</u></p> <p>Cllr. James confirmed that he and the Clerk had attended a meeting with Shinfield Association. Governance arrangements were now in place which were acceptable to the Charity Commission which would enable the transfer of land at Millworth Lane to SPC.</p> <p>It was noted that the Shinfield Association intended to formerly change the purpose of the charity which would be to raise money for the benefit of the Shinfield Parish.</p>                                |
|           | <p><u>4.4.3.3 Deputy Clerk to research options for the removal of the caravan from the Millworth Lane site</u></p> <p>It was noted that this was complete, had come in under budget and that no damage had been caused to the site during the process.</p>                                                                                                                                                                                                                                                                                                                                                                             |
|           | <p><u>4.4.3.4 Cllr Clarke/Clerk and Deputy Clerk to discuss planning permission for shipping containers on Millworth Lane</u></p> <p>It was confirmed that this would be taken forward on completion of the lease.</p>                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           | <p><u>4.4.4 Clerk to write to SPC solicitor to request that the land swop documents were expedited.</u></p> <p>Cllr. Grimes confirmed that he had spoken to SPC's solicitors. An issue had arisen as no proof of value for money had been provided by WBC. A valuation had now been provided of £55k for the land at Ryeish and £29k for Deardon Field. The difference in value meant that SPC would not be compliant with due diligence. Options to resolve the issue were under discussion.</p>                                                                                                                                      |
|           | <p><u>9 Cllr James to consider options for land purchase in the parish with a view to developing community assets.</u></p> <p>Cllr. James noted that he had discussed the issue with Cllr. Grimes and that they were awaiting feedback from the future of Shinfield working party to understand what might be required.</p> <p>Cllr. Montgomery noted that the working party had discussed ideas but that it was not yet in a position to share ideas that would assist decision making on land purchases.</p> <p>It was <b>AGREED</b> that a discussion would take place at Full Council about the progress of the working party.</p> |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|           | <p><b>12.3 Matters Arising</b></p> <p>There were no further matters arising.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 21/FGP/13 | <b>Financial Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | <p><b>13.1 Bank reconciliations as at end of 28 February 2021</b></p> <p>Cllr. James confirmed that he had reviewed the bank reconciliations earlier that day and that all was in order. The report was <b>NOTED</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                              |
|           | <p><b>13.2 Fund Transfer</b></p> <p>The transfer of £400k from Bonds to SPC's easy access account to ensure liquidity for the Community Centre Build to SPC's current account was <b>NOTED</b>. It was confirmed that</p>                                                                                                                                                                                                                                                                                                                                                                                                              |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | WBC had agreed to advance the payments of £300k prior to receipt of the confirmed monthly amount. .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21/FGP/14 | <b>Major Project Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | <p><b>14.1 Shinfield Community Centre</b></p> <p>14.1.1 Cllr. Grimes gave an update on the new community centre highlighting the following points:</p> <ul style="list-style-type: none"> <li>• There was currently a risk of a 15-day delay on the build.</li> <li>• The fiscal year spend remained on target.</li> <li>• A topping off ceremony would be taking place on 19 March during the Council tour of the site at 4pm.</li> <li>• A site visit for staff was scheduled to take place on 26 March at 4pm.</li> </ul> <p>14.1.2 It was confirmed that visits to the site would be taking place in line with pandemic restrictions.</p> <p>14.1.3 The progress report circulated to members earlier in the day was <b>NOTED</b>.</p> |
|           | <p><b>14.2 Spencers Wood Recreation Ground</b></p> <p>14.2.1 Cllr. James confirmed that meetings had taken place with the pre-school regarding their rent and bill contributions. The rent had been increased as all cleaning and utilities were now being paid for by SPC.</p> <p>14.2.2 Cllr. Grimes confirmed that work was taking place to ensure compliance with the Local Government Act 1972 in respect of the lease.</p> <p>14.2.3 Cllr. Clarke confirmed that 3 quotes for the MUGA, Skate Park and Gym were being obtained and would be presented to Council at an appropriate time.</p>                                                                                                                                         |
|           | <p><b>14.4 Deardon Allotments and Field Swap</b></p> <p>See item 12.2 action 4.4.4</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | <p><b>14.5 Procurement Framework</b></p> <p>Cllr. James confirmed that this would be presented to the May F&amp;GP committee for approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 20/FGP/15 | <p><b>Financial Reports</b></p> <p><b>15.1 Actual vs Budget vs Forecast as of 28 February 2021</b></p> <p>Cllr. James gave an overview of the report circulated prior to meeting. He noted that there was now a projected underspend of approximately £79k for the current year as work on the water supply at Deardon Allotments had been postponed.</p> <p>The report on the Actual vs Budget vs Forecast as of 28 February 2021 was <b>NOTED</b>.</p>                                                                                                                                                                                                                                                                                   |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | <p><b>15.2 Forecast Reserves at end March 2021</b></p> <p>Cllr. James gave a commentary on the forecast reserve position report which showed a very healthy reserve position. It was noted that CIL income had slowed with income expected in April now possibly delayed until October. The report was <b>NOTED</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|           | <p><b>15.3 Fees and Charges Policy</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           | <p>15.3.1 Cllr. James noted that a fees and charges policy had been produced in order to establish hire rates for facility hire for the new Community Centre and Spencers Wood Pavilion.</p> <p>15.3.2 In response to queries from members the following points were made:</p> <ul style="list-style-type: none"> <li>• Local organisations would be able to apply for grants from SPC to support room hire costs.</li> <li>• Concessions may be available at the discretion of SPC and a concession process and schedule would be produced.</li> <li>• The policy would be updated to ensure that a deposit was requested where appropriate.</li> </ul> <p>It was <b>PROPOSED</b> that subject to the above additions the fees and charges policy be presented to Council for approval.</p> <p>Proposer: Cllr. Grimes                      Second: Cllr. Peer                      Unanimously Agreed</p> |
|           | <p><b>15.4 Hire Rates Community Hall and Spencers Wood Pavilion</b></p> <p>15.4.1 Cllr. James noted the schedule circulated before the meeting noting the comparisons with other hall hires. The Finance Manager described how hire rate was calculated based on space being hired and market rates.</p> <p>15.4.2 The Finance Manager undertook to ensure that the schedule noted that the rates were hourly.</p> <p>15.4.3 It was <b>PROPOSED</b> that the room hire cost schedule starting from August 2021 and being subject to an annual review thereafter was presented to Council for approval.</p> <p>Proposer: Cllr. Peer                      Second: Cllr. Grimes                      Unanimously Agreed</p>                                                                                                                                                                                   |
| 21/FGP/16 | <p><b>Correspondence</b></p> <p>There were no items of correspondence received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 21/FGP/17 | <p><b>Date of Next Meeting:</b> 12 May 2021</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|           | <p><b>Part 2</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|           | <p><b>Exclusion of the Press and the Public:</b> It was <b>RESOLVED</b> that, in view of the confidential nature of the business transacted in relation to personal and business information,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <b>public interest that the public and press were excluded and asked to withdraw from the next items on the agenda.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|           | Proposed: Cllr Grimes                      Seconded: Cllr Clarke                      Unanimously Approved                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 21/FGP/18 | <p><b>Shinfield Players Grant</b></p> <p>18.1 Cllr. James confirmed that he and the Clerk had met with representatives of the Shinfield Players who had requested financial assistance for new toilet facilities in the theatre which would cost £27k to build. The theatre has existed for over 50 years and the group hoped to buy the site from the MoD in the future. It provided significant community benefit.</p> <p>18.2 SPC had offered an interest free loan for 20 years for the full amount however the Shinfield Players had asked whether a grant might be possible instead.</p> <p>18.3 The theatre was hoping to build an extension in the future and SPC confirmed that receiving a grant or loan now would not exclude them from requesting further financial assistance.</p> <p>18.4 It was <b>AGREED</b> that a grant of £14.5k be offered if match funding could be secured from elsewhere. The Clerk undertook to write to the group with the offer and ask them to complete a grant application form.</p> |
| 21/FGP/19 | The meeting closed at 21:27pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

#### List of Actions

|         |                                                                                                                                            |                                 |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 4.3     | Cllr James to research suitable options for the holding of funds from CIL income awaiting expenditure – discussion to take place with CCLA | 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                      |
| 15.3    | Fees and Charges policy to incorporate schedule on concessions and requirements for deposits                                               | Cllr James                      |
| 15.4.2  | Notice of rate being hourly to be added to the hire rate schedule                                                                          | Finance Manager                 |
| 18.4    | Clerk to write to Shinfield players offering grant on match funding basis                                                                  | Clerk                           |