

Minutes approved on:	
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Minutes of a meeting of the Finance and General Purposes (F&GP) Committee held on Wednesday 12 February 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
20/FGP/1 **Public Questions**
There were no public questions.

20/FGP/2	Apologies and declarations of members' interests
	2.1 There were no apologies received.
	2.2 There were no changes to members' declarations of pecuniary interests
19/FGP/3	3.1 Minutes of the previous meeting
	The minutes of the previous meeting of 9 December 2019 were AGREED as a correct record of the meeting and signed by Cllr. James.
	3.2 Actions
	6.7 <u>Cllr. James to support Cllr. Clarke with the business case for the Spencers Wood pavilion</u> See agenda item 4.3
	14.3 <u>Clerk to co-ordinate all existing SPC decision making documents for discussion at the next F&GP meeting for review</u> This item was noted as complete.
	15.2 <u>Pride in our Parish expenditure to be discussed at next Recreation and Amenities meeting</u> This item was noted as complete. Cllr. Clarke noted that he would be meeting with Emma Pilgrim, WBC next week to discuss Hollow Lane.

	<u>15.2 Planning and Highways to consider 14k underspend on budget for action against speeding</u> This item was noted as complete.
	<u>29.1 Clerk to contact Anchor Hanover to discuss sponsorship possibilities</u> The Clerk confirmed that he had spoken to Anchor Hanover and that they had agreed to contact one another as and when a potential sponsorship opportunity arose.
	<u>35.3 Cllr. Grimes and James to write brief for Project Manager. Cllr. Grimes to provide Cllr. James with template for brief</u> Cllr. James confirmed that MEA, the project manager for the Shinfield Community Centre would also project manage the Spencers Wood Pavilion project.
	<u>37.2 Facilities to identify repair and maintenance work required in playgrounds and budget set aside accordingly</u> This item was noted as complete.
	3.3 Matters Arising There were no further matters arising.
20/FGP/4	Financial update on major projects within the parish
	4.1 CIL and Projected Spend Cllr. James confirmed that he had not yet collated the CIL schedule as he was awaiting final costs for the Shinfield Community Centre and Spencers Wood Pavilion construction projects.
	4.2 Shinfield Community Centre 4.2.1 Cllr. Grimes confirmed that five bids for construction of the community centre had been received by the closing date for tenders. The lowest quotes had been approximately 15% higher than expected possibly due to a rise in labour and materials costs. 4.2.2 It had been requested that AOC and MEA start value engineering the project in an attempt to reduce costs to approximately £2.6m. Options were being considered and would be discussed at a meeting on 21 February to enable interviews to take place with the two lowest bidders and a final proposal to be put forward. 4.2.3 Cllr. Grimes stated that one of the largest items of expenditure was the programme length. Ways of shortening it were being considered whilst ensuring that the Council remained protected. 4.2.4 It was anticipated that any changes would be within the remit of the current planning consent to avoid further delay to the project. 4.2.5 It was AGREED that Cllr. Grimes would write to Susan Tildsley, Marketing Consultant to inform her of the delay.

	4.2.6 Cllr. Grimes confirmed that several parties had expressed an interest in running a café in the new centre. 4.2.7 Cllr. Clarke noted that business rates on the vacant site had cost SPC 18k to date. It was agreed that consideration should be given to ongoing costs should the project be delayed further.
	4.2 Purchase of SUC Land Cllr. Grimes confirmed that the purchase of land on which the parish hall was located was complete meaning that the freehold was now owned by SPC. The relevant paperwork would be submitted to land registry by the end of the week.
	4.3 Spencers Wood Pavilion Replacement Cllr. Clarke confirmed that he was in receipt of three quotes for the Spencers Wood Pavilion. MEA, as project managers, were in receipt of the quotes and were in the process of producing a project programme. This was based on a construction start date of 24 July to ensure that it could be constructed during school holidays. Cllr. Clarke stated his intention to invite WBC representatives on site to discuss the plan. It was hoped that a planning application could be submitted by the end of April.
	4.4 Millworth Lane Cllr. Clarke gave an overview of the current position regarding the caravan at Millworth Lane which was leased by the Shinfield Association and sub-let by the lessee and reminded members that SPC had agreed not to take the site on until this issue had been resolved. A meeting had been held with Shinfield Association representatives who had been encouraged to apply for a grant from SPC to enable them to continue to manage the site in the meantime. A contract for site maintenance with Spacecare was due to expire in March and a review taking place.
	4.5 Footpath 11
	Members discussed the refurbishment of a stretch of footpath 11 to upgrade the surface from Hoggins to Tarmac to ensure it remained passable. The path was well used, particularly by parents and schoolchildren to access schools. The Clerk confirmed that any costs incurred would be a one-off cost for SPC and that going forward responsibility for maintenance of the path would be with the University of Reading who owned the land. Planned work would require approval from WBC. It was PROPOSED that the scheme continued as previously approved at Full Council for expenditure of up to 25k authorized for the upgrade of the path. Proposer: Cllr. Grimes Seconder: Cllr. Peer Unanimously Agreed. The Clerk undertook to ensure that a temporary sign would be affixed to the fence notifying residents that SPC had arranged the upgrade and to include it in the next

	newsletter.
20/FGP/5	Financial Reports
	5.1 <u>Bank reconciliations as at end of January 2020</u> Cllr. James confirmed that he had reviewed the bank reconciliations and had signed that they were correct and accurate and that all was in order. The report was NOTED.
	5.2 <u>Budget versus Forecast expenditure to end of January 2020</u> The Finance Manager gave an overview of the report circulated prior to meeting highlighting the following areas of concern: • Spencers Wood Pavilion: 15k had been allocated for project management costs but none had been committed at this stage. It was AGREED that this would be carried forward as an earmarked reserve. • Website development: 15k had been set aside for website development but only £900 had been spent to date. It was AGREED that this would be carried forward as an earmarked reserve. • Speeding Restrictions: 20k had been set aside for the purchase of gates. It was noted that no expenditure was expected to be committed in this year and AGREED that it would be carried forward as an earmarked reserve with an additional 5k being committed based on approximate costings. • Consultancy Services: Only 8k of the 44k set aside had been committed. It was AGREED that unspent budget would go forward as an earmarked reserve and added to a budget of 60k which had been allocated for the next financial year. • Planning Committee: It was noted that there maybe an abnormal spend during the next financial year due to the plans for development at Grazely.
	5.3 <u>Statement of expenditure on the Community Centre</u> Jane Mason gave overview of the report circulated prior to the meeting. It was NOTED that the net cost to SPC to date was approximately 90k.
20/FGP/6	Precept 2020/21 and Annual Budget Preparation
	6.1 Council Tax Provisional notification 20/21 from WBC It was confirmed that the council tax provisional notification had been sent and received by WBC. The information would be placed on the website at the legislated time and published in the newsletter.
20/FGP/7	Financial Reserves and CIL
	7.1 <u>Financial Reserves</u> The report on financial reserves was NOTED.

	7.2 <u>Latest position on CIL and forecast of CIL expenditure</u> Cllr. James provided an overview of the CIL spend report circulated prior to the meeting. The report was NOTED.
20/FGP/8	Grant Applications Cllr. Peer discussed her concerns about SPC focus on supporting sports groups as opposed to other groups in the parish. This was acknowledged by members
	8.1 <u>Shinfield Association</u> The Clerk confirmed that the bank account figure stated in the grant application had reduced significantly since the application had been made. It was proposed that the application for 4k was granted to Shinfield Association subject to the addition of the following wording to the declaration page: I undertake, on behalf of the organization, any grant or such part as Shinfield Parish Council may determine, will be repaid if: • The organization is found to be in breach of the criteria or conditions applied to the grant. Proposer: Cllr Clarke Seconded: Cllr Peer Unanimously AGREED
	8.2 <u>Grants budget tracker</u> The grants budget tracker was NOTED as complete.
20/FGP/9	Correspondence
	There were no items of correspondence
20/FGP/10	Date of next meeting: 15 April 2020 The meeting closed at 21:25pm
	Part 2
20/FGP/11	It was PROPOSED that the Finance Manager produce an annual schedule of payments, as per our Financial regulations 5.6, of recurring or standard items for approval annually and continue with the monthly list of the variable items for approval. Proposer: Cllr Grimes Seconded: Cllr Peer Unanimously AGREED
20/FGP/12	It was PROPOSED that VAT advice be sought in relation to the Spencers Wood Pavilion and pre-school.

	Proposer: Cllr Grimes Seconded: Cllr James Unanimously AGREED.
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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
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
4.2.	Cllr Grimes to write to Susan Tildsley regarding the delay in the community centre project.	Cllr Grimes
8.1	Clerk to amend wording on grant application form (declaration) for the Shinfield Association as proposed.	Clerk
11	Finance Manager to produce annual schedule of standard payments.	Finance Manager
12	VAT advice to be sought in relation to Spencers Wood Pavilion and pre-school following a meeting between the pre-school and Cllr James	Cllr. James/Clerk