

Minutes approved on:	
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Clerk: Mrs S E Roberts
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 Committee held on Thursday 19 April 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes (Ch), C Hughes, P Hughes, D Peer
Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), Cllr L James.

17/FGP/41 **Public Questions**
There were none.

17/FGP/42 **Co-option of Cllr James**
Cllr James proposed, Cllr C Hughes seconded, and members **RESOLVED** to approve the co-option of Cllr James to the committee.

17/FGP/43 **Apologies and declarations of members' interests**
43.1 There were no apologies for absence as all members were present.
43.2 There were no declarations of members' interests.

17/FGP/44 **Minutes of 04 January 2018 meeting**
44.1 It was proposed and **RESOLVED** that the minutes of the meeting of 25 January 2018 were a correct record of the meeting and these were signed by the Chair.

Matters arising:

44.2 Updates to Earmarked Reserves
The Clerk confirmed that the Earmarked Reserves will be updated by the accountant when the Year End is carried out, in early May, and will be brought to the next meeting.

44.3 Reserves Position
The Clerk confirmed that the Reserves Position will be updated by the accountant when the Year End is carried out, in early May, and will be brought to the next meeting.

44.4 Adoption of council strategy
The Clerk confirmed that this had been completed.

44.5 Options for VAT advice
The Clerk circulated a letter from the council's accountant, Alan Harland, regarding the VAT position for the council in relation to the new community centre. Following discussion, the Clerk was asked to investigate whether the larger town councils charge VAT on their services such as hall hire.
Cllr Grimes asked the Clerk to add procurement and VAT to the agenda for the next joint management committee meeting.

The Clerk confirmed that HMRC has refunded the VAT for the parish hall refurbishment.

44.6 Internal Checker
Cllr James reported that he has carried out the first internal check, a process which is principally to protect the council's employees. He reported that some additional measures were identified as necessary, which the Deputy Clerk has actioned.

He noted that he was unsure about checking salary payments, as these are monitored by the Staffing Committee and reviewed by Cllr Montgomery. Following discussion, Cllr James agreed to check that payment made via BACS match the figures generated by the 12Pay reports.

17/FGP/45 Bank reconciliations and balances

- 45.1 Members received a report of income and expenditure to date, running to 31st March. Members noted that until the year end is completed, these figures are not finalised. Members noted a sheet explaining the significant overspends and underspends. Members noted that the explanation for the parish hall refurbishment is somewhat confusing, since part of the budget was held in Earmarked reserves.
- 45.2 The bank account balances to 31st March 2018 were reviewed, confirmed and signed off by Cllr C Hughes.
- 45.3 Members received and noted the report from the internal auditor. The Clerk reported on the position regarding the external audit.
- 45.4 The Clerk circulated an initial draft of the council's annual report for 2017/18, which is due to be circulated at the Annual Parish Meeting on 26 April. Following discussion, members were asked to give feedback to the Clerk by Tuesday, to allow for printing on Wednesday.

17/FGP/46 Standing Orders

- 46.1 The Clerk reported that the council's Standing Orders are reviewed and updated, where necessary, each year. She reported that the National Association of Local Councils (NALC) has recently published the model standing orders.
- 46.2 The Clerk noted that the recently adopted Council Vision 2022 included a report on the council's committee structures, and asked members to consider whether they were comfortable with the proposed changes. Following discussion, members agreed to review the individual position of committees at their next meetings, and report back to the next F&GP committee meeting with their views. It was noted that, at the May council meeting, the committees will be appointed as they currently are. Cllr Grimes requested to ensure that the R&A Committee is comfortable with the role division between it and the newly proposed Community Services Committee.

17/FGP/47 Financial Regulations

- 47.1 The Clerk reported that this item is a recommendation from the Development Board, and noted that Cllr Grimes will report any views and feedback from this committee back to the Development Board.
- 47.2 Members discussed the principle of the council providing grants and loans, and reviewed an application form.
- 47.3 Members noted that the council would aspire to support local organisations to become self-sufficient.
- 47.4 Following discussion, it was proposed that the CIL application form be merged with the loan application form, to create one form, for any amount over the proposed grants committee limit of £2,000, and the Clerk and Deputy Clerk were asked to action this.

17/FGP/48 Correspondence

There were no correspondence items.

17/FGP/49 Date of next meeting

The date for the next meeting of the Finance and General Purposes Committee was confirmed as Thursday 7 June 2018

The meeting closed at 21:15 hrs

List of actions

Ref	Action	Action by
44.5	Investigate whether the town councils charge VAT on their services	Clerk
44.5	Add discussion on procurement and VAT to the agenda for the	Clerk

	next joint management committee meeting	
45.4	Provide feedback on the draft annual report by Tuesday 24 April	All members
46.2	Discuss committee changes at individual committees and report back to next F&GP meeting	Committee Chairs.
47.4	Merge loans and CIL application form	Clerk / Deputy Clerk