

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 07 June 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.40 hrs.

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

17/FGP/50 **Public Questions**
There were none.

17/FGP/51 **Apologies and declarations of members' interests**
51.1 There were no apologies for absence as all members were present.
51.2 There were no declarations of members' interests.

17/FGP/52 **Minutes of 19 April 2018 meeting**
52.1 It was proposed and **RESOLVED** that the minutes of the meeting of 19 April 2018 were a correct record of the meeting and these were signed by the Chair.

Matters arising:

- 52.2 VAT charging
The Clerk confirmed that other local town councils, including Woodley and Wokingham Town are VAT registered, as are some parish councils.
- 52.3 VAT registration for the new community centre
The Clerk confirmed that a discussion on procurement and VAT will be added to the agenda for the next Joint Management Committee, which is scheduled for 19 June.
- 52.4 Annual Report
Members noted that the Annual Report has now been published.
- 52.5 Committee changes
The Clerk noted that the new committees have not yet met to elect Chairmen, but that the committees can report back at the next scheduled F&GP Committee meeting on 26 July.
- 52.6 Loans and grants application form
The Clerk reported that Cllr Hughes had summarised his thoughts on this proposal and read this to members.

The Deputy Clerk noted that the council would need to be mindful of Section 137 expenditure limitations.

Following discussion, the Clerk was asked to circulate the comments to members for review, and to add the item to the agenda for the next meeting.

The Deputy Clerk will forward the draft form to Cllr Hughes for review.

Members noted that smaller grants (Up to £2,000) will be reviewed by the new Community Services Committee, Applications would be invited on a rolling programme, and reviewed at

each meeting, rather than twice annually. Council would confirm the arrangements at its June meeting

17/FGP/53 **Financial Report at 31 March 2018**

53.1 Members received the end of year financial and annual accounts to 31st March, which have been produced by the council's accountant, and reviewed by the council's Internal Auditor.

Members **RECOMMENDED** the accounts for approval by the full council.

Cllr Hughes reported that he had queried the operating income, which showed the council's precept and CIL income combined. The Clerk noted that the report included an explanation of this.

Cllr James noted that the final year end figures showed a £50,000 underspend compared to the projected year end figures, produced in late 2017, and noted that this was due to the lower cost of the LED street lighting project, and the budgeted figure for professional planning consultancy, which had not been spent.

Cllr James expressed concern over the need to identify specific projects for the CIL revenue and the council's reserves. Following a discussion, it was proposed that committees review their CIL spending proposals, with a view to the council producing a draft report to allocate CIL spending by 1st October 2018. The Clerk was asked to add this proposal to committee agendas.

Cllr James noted that the council is looking to recruit a finance manager and asked the committee to consider re-forecasting the budget once the recruitment is completed and the post is in place.

Cllr James asked the committee to consider closing the council's unused account with the Co-op Bank. Following discussion, it was proposed and members **RESOLVED** to action this request.

Cllr James asked the committee to consider moving a sum of money from the council's main account into National Savings Bonds. It was proposed and members **RESOLVED** to move a sum of £600,000 into National Savings.

Members discussed the council's account with RBS, and the Deputy Clerk noted the need to follow up on the position with regard to electronic banking for this account.

53.2 Members noted the report from the internal auditor, and members **RECOMMENDED** the internal audit report for approval by the full council.

53.3 The Clerk noted the statements for the Annual Governance and Accountability Return, which will be completed at the June council meeting.

53.4 The Clerk reported that there are no bank balances to confirm, as the balances at 31st March were confirmed at the previous meeting.

17/FGP/54 **Standing Orders**

54.1 The Clerk reported on required changes to the Standing Orders and highlighted that a report of the proposed amendments to last year's s had been circulated with the committee papers, and summarised these with members. She noted that the changes incorporate relevant legislation introduced over the last 5 years plus mirror drafting improvements.
The committee noted the changes and **RECOMMENDED** the Standing Orders for approval by the full council.

17/FGP/55 **Financial Regulations**

55.1 The Clerk noted and highlighted the changes to the Financial Regulations document.

Members noted the need for contracts over £25,000 to be advertised on Contracts Finder unless the council has issued an invitation to tender process.

Members noted the need for the council to annually approve its use of BACS, Direct Debits and the use of a corporate credit card for making payments.

The committee noted the changes and **RECOMMENDED** the Financial Regulations document for approval by the full council.

- 55.2 The Clerk noted the changes to the Financial Risk Assessment document and highlighted the changes.

She noted the inclusion of the insurance claim for the graffiti on the skate ramp at Spencers Wood Recreation Ground, and that by having a procedure in place, the issue was dealt with quickly.

Members discussed item 2A, and it was proposed and **RESOLVED** to amend the wording to 'An annual inspection of all properties is undertaken in July of each year by The Clerk and another member of staff'

Cllr Grimes proposed, and members **RESOLVED** to amend the wording on item 3AH to remove the first part of the sentence, so the item reads 'the Council has appointed a Data Protection Officer at its Annual Meeting on 21st May to ensure best practice policies and guidance are followed'

The committee noted the changes and **RECOMMENDED** the Financial Risk Assessment document for approval by the full council.

17/FGP/56 **Correspondence**

There were no correspondence items.

17/FGP/57 **Date of next meeting**

The date for the next meeting of the Finance and General Purposes Committee was confirmed as Thursday 26 July 2018

The meeting closed at 20:40 hrs

List of actions

Ref	Action	Action by
52.3	Add VAT registration (and procurement) to the agenda for the next Joint Management Committee meeting	Clerk
52.5	Committee chairs to report back on committee changes at the July F&GP meeting	Committee Chairs
52.6	Circulate comments on grant and loan proposal to members, and place on agenda for July meeting.	Clerk
52.6	Forward draft grant & loan form to Cllr Hughes	Deputy Clerk
53.1	Add review of CIL projects to committee agendas, with a view to producing a draft report of CIL priorities by 1 st October 2018	Clerk / Deputy Clerk
53.1	Close Co-operative account	Clerk / Deputy Clerk
53.1	Move funds into NS&I	Clerk / Deputy Clerk
53.1	Follow up on electronic banking for the RBS account	Clerk / Deputy Clerk
55.2	Make recommended changes to Financial Risk Assessment document	Clerk / Deputy Clerk