

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 26 July 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes, P Hughes, I Montgomery, L James and D Peer
Attending: Mrs. S Roberts (Clerk), Mrs. J Mason (Finance Manager), Mr. E Brown (Resident)

18/FGP/01 Election of Chairman

1.1 Cllr Grimes was confirmed as Chairman of the committee for the ensuing year, in accordance with the council's adopted Standing Orders.

18/FGP/02 Election of Vice-Chairman

2.1 Cllr Clarke was proposed by Cllr Peer, seconded by Cllr Grimes and duly elected as Vice-Chairman

18/FGP/03 Public Questions

3.1 There were none. Cllr Grimes welcomed Mrs. Mason to her first meeting as the parish council's appointed Finance Manager, and to Mr. Brown, who was observing the meeting. The committee introduced themselves.

18/FGP/04 Co-option

4.1 Cllr Clarke proposed, Cllr Hughes seconded and it was agreed unanimously that Cllr James be co-opted onto the committee.

18/FGP/05 Apologies and declarations of members' interests

5.1 There were no apologies.
5.2 There were no declarations of members' interests.

18/FGP/06 Terms of reference and committee priorities

6.1 Members reviewed the committee's 2017 Terms of Reference, and in particular the reference to the allocation and monitoring of the council's grants budget and grant application process under delegated powers. It was noted that at the Council meeting on 9th July 2018 Council had resolved that the small grants process for grants up to £3,000 would now be managed by the newly-established Community Services Committee on a rolling basis throughout the year until the budget is spent. Larger grant applications/loans over £3K will be reviewed by the Committee.

6.2 The committee therefore agreed to delete the section relating to grants in the 2017 terms of reference and for 2018 replace with wording to this effect. With this amendment, the committee **RESOLVED** to adopt the revised terms of reference for 2018.

6.2 Members reviewed the committee priorities and **RESOLVED** to adopt them.

18/FGP/07 Minutes of the previous meeting

- 7.1 Members reviewed the minutes of the previous committee meeting held on 7 June 2018 (previously circulated).
- 7.2 It was proposed and **RESOLVED** that the minutes of the meeting of 7 June 2018 were a correct record of the meeting, and these were signed by Cllr Grimes.
- 7.3 Matters arising:
- 7.3.1 VAT charging
The matter of VAT registration and procurement for the new community centre would be considered by the newly-constituted Community Centre project board.
- 7.3.2 Update on committees
Members noted that all the committees had met once, specific matters highlighted as follows:
- A new Community Services Committee had been established chaired by Cllr Montgomery and work programme agreed for the year;
 - A joint working group had been set up by the Recreation and Amenities Committee and Development Board to consider different options for community facilities in Spencers Wood;
 - Following the resignation of the former Deputy Clerk and to achieve SMARTer working, the Planning Committee was considering different ways of working, including recruiting a student placement from the University of Reading to support the committee;
 - The Staffing Committee was in the process of revising the council's workforce plan.
- 7.3.4 Council grants and loans
A draft application form for larger grants and loans had been prepared by the former Deputy Clerk and Cllr Hughes and circulated for comment. Members agreed a number of further changes, including adding in a requirement for grant applicants to submit supporting information on the basis of "due diligence", and also changing the reference to the upper limit for smaller grants from £2,000 to £3,000. Members felt the process should remain as flexible as possible at this stage, depending upon the requests coming forward from community groups for larger grants or loans. Following a discussion, members **RESOLVED** that once these changes had been finalized, the revised form should be published on the website and then piloted for one month. All requests for funding would be considered by the Finance and General Purposes Committee.
- 7.3.5 The Finance Manager suggested there should be further clarification and guidance on funding incurred under the 1972 Local Government Act (Power of local authorities to incur expenditure for certain purposes not otherwise authorised). Members requested this should be added to the agenda for the next meeting.
- 7.3.6 Cllr James reminded members that a review of CIL projects should be included on all committee agendas with a view to producing a draft report of the council's CIL priorities by 1st October 2018.
- 7.3.7 The Clerk confirmed a statement and cheque book had been requested from the Co-operative bank with a view to closing the account.
- 7.3.8 The Clerk confirmed that a cheque for £600,000 had been deposited with the NS&I bonds.
- 7.3.9 The Clerk confirmed that electronic banking for the RBS account would be initiated once the new signatories had been added following on from July Council.

7.3.10 The Clerk confirm the various changes to the Financial Risk Assessment had been approved by full Council.

18/FGP/08 Financial report at 30 June 2018

- 8.1 The Finance Manager introduced a report on the council’s receipts and payments at 30 June 2018 (previously circulated). Members noted the key points, and that various other reports would be produced for the next meeting, including: a financial forecast for the year, and general statements on reserves and CIL.
- 8.2 Members noted that a number of major items would be coming forward for consideration by full council in the near future: namely, the refurbishment of Millworth Lane playground; and the official appointment of AOC Architecture Ltd as official architects for the new Shinfield Community Centre. It was agreed that an extraordinary meeting of full Council should be called for Thursday 16th August 2018.
- 8.2 The Finance Manager presented the bank reconciliations and bank balances for the council as at 30 June 2018, and these were signed by Cllr Hughes as accurate.

18/FGP/09 Standing Orders

- 9.1 This item was not discussed as it was deemed unnecessary.

18/FGP/10 Hosted VOIP Proposal

- 10.1 Members considered a proposal prepared by the council’s IT provider for the provision of a new telephony/communications service for the council (previously circulated). Given the additional members of staff anticipated in the near future, the Clerk presented an updated quote which would accommodate 5 new users.
- 10.2 Following a discussion, members supported the concept in principle, but wanted more information on the overall costs and technical details before making a final decision. Cllr Hughes and the Clerk agreed to meet with MFG to review the quote and report back to the committee.

18/FGP/11 Correspondence

- 11.1 Members considered and approved the letter from Alan Harland (previously circulated) regarding accountancy and financial management services Mr. Harland would provide for 2018-19. It was noted this would include training on the RBS Omega financial package for the Finance Manager.
- 11.2 Members considered and approved the letter from Claire Connell (previously circulated) regarding internal audit services to be provided for 2018-19.

The meeting ended at 20:59 hrs.

List of actions

Ref	Action	Action by
7.3.5	Provide further guidance on s.137 expenditure	Finance Manager
7.3.6	Consider CIL priorities at next meeting	All
8.2	Call extraordinary meeting of full Council for 16 th August 2018	Clerk
10.2	Meet with MFG to review VOIP proposal	Clerk and Cllr Hughes