



*Clerk: Mrs. J Barnes, Shinfield Parish Hall, School Green, Shinfield, Berkshire. RG2 9EH
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MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON
29 APRIL 2010 AT SHINFIELD PARISH HALL MEETING ROOM COMMENCING 19.30 HRS.

PRESENT: Cllrs M Bisset, I N Clarke, J Heggadon, R Pike, P Ratcliffe, A Seville (Ch).
ATTENDING: J Barnes (Clerk).

09/FGP/43 PUBLIC QUESTIONS – There were none.

09/FGP/44 APOLOGIES AND DECLARATIONS OF INTEREST
There were no apologies for absence.
There were no declarations of members' interest.

09/FGP/45 MINUTES

45.1 The minutes of the meeting of 11 January 2010 were approved as a correct Record.

45.2 MATTERS ARISING

45.2.1 Cllr Pike volunteered to assist the PCSO in arranging coach hire for a forthcoming summer outing, if required.

45.2.2 The Clerk reported that a meeting with Assura had not been arranged and was asked to pursue.

45.2.3 Cllr Heggadon complimented Cllr Bisset on the production of the 20010/11 Tax Demand leaflet.

09/FGP/46 FINANCE REPORT

46.1 A receipts and payments report was noted.
The following matters arising were noted:

46.1.1 Members expressed concern at the delay in publication of the Parish Plan.

46.1.2 It was noted that the sum of £2,831 would be carried forward under Parish Plan budget for printing costs in 2010/11.

46.1.3 It was noted that after allocation of earmarked reserves from 2009/10 budget, there would be a 2009/10 surplus figure of £10,810.

46.2 The following budget movements were proposed and RECOMMENDED:

46.2.1 2010/11 CCTV budget figure increased to £10,000 (expenditure increased by £4,000)

46.2.1 The 'met from balances' (income) sum be increased from £15,900 to £20,000. (income sum increased by £4,100)

46.2.2 A sum of £47,000 arising from 2009/10 budget (previously mentioned in 46.1.3 above) is to be added to current earmarked reserves.

46.3 The Clerk was asked to confirm the rate of interest of National Savings Investments and subject to confirmation of the rate being greater than Lloyds TSB 30 day account interest, a sum of £30,000 be transferred to NS&I Savings Bonds. A fuller review of allocation of earmarked reserves to maximize return would be considered at the next meeting.

46.4 The Clerk reported on notice of Audit 2009/10 which was noted.

*Shinfield Parish includes the rural communities of Grazeley, Ryeish Green,
School Green Shinfield Rise, Spencers Wood and Three Mile Cross*

- 46.5 There was discussion on potential new business ventures and future management of Ryeish Green Leisure Centre. Cllr Heggadon reported on discussion with the Wokingham District Sports Council, confirming the topic was on the agenda of their next meeting.

- 09/FGP/47 **POLICY REVIEWS**
 The following policy reviews were deferred to a working group (comprising Cllr Pike, Ratcliffe and Bisset) recommendation to the meeting after next:
 47.1.1 Grievance and Disciplinary Policy.
 47.1.2 NALC revised Standing Orders.

The meeting was closed to consider Personnel Issues as follows:

- 09/FGP/48 **PERSONNEL ISSUES**
 48.1 It was proposed and RESOLVED that the hourly rate of pay for the council's Admin Assistant be increased by 4% with effect from 1 April 2010.
 48.2 It was proposed and RESOLVED that the hours of work for the council's admin. Assistant be increased to a 3.5 hrs day (17.5 hr week) with effect from 1 April 2010 (to reflect actual time worked).
 48.3 It was proposed and RECOMMENDED that the Clerk's paid hours of work be increased to full time (37 hrs per week) with effect from 1 April 2010 (to reflect actual hours worked).

- 09/FGP/49 **FUTURE MEETINGS**
 7 June 2010 at 7 pm (short meeting)
 26 July 2010.

APPENDIX 1 - ACTION LIST

<i>Issue</i>	<i>Action</i>
MA. Bank Signatory	Clerk
MA Policy documents	Cllr Bisset, Cllr Pike & Cllr Seville. To arrange meeting
38.2.1 Assura	Clerk to arrange a meeting with Assura re medical centre.