

## Minutes of a meeting of the Finance and Staffing committee held on Thursday 28 January 2016 at Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs A Grimes, I Montgomery (Ch), C Moore, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk).

15/FS/28 **Public questions**  
There were none.

15/FS/29 **Apologies and declarations of members' interests**  
29.1 Apologies were received and accepted from Cllr Clarke.  
29.2 There were no declarations of members' interest.

15/FS/30 **Finance and Staffing Committee Minutes**

30.1 Members **RESOLVED** that the minutes of the 07 December 2015 meeting were a correct record of the meeting and these were signed by the Chair.

### Matters arising:

#### 30.1.1 Staffing subcommittee

Members discussed the update to the Terms of Reference, which members agreed will be updated in May, when all the Committee Terms of Reference are reviewed.

#### 30.1.2 Mileage claims

Members discussed mileage claims for members' travel and noted that currently, in standing orders, members are unable to claim mileage for journeys of less than five miles. Following discussion, members agreed to review the issue at a future Finance and Staffing Committee meeting, and asked the Clerk to investigate how other local parishes manage this.

#### 30.1.3 Tablets for members

Members noted that this will be reviewed as part of a wider review of the council's IT support contract, which comes up in April. The Clerk asked for members' support in establishing a working group to review the current contract. Cllr Grimes noted the need to understand and define the Council's requirements for IT support, in order to understand whether the council is obtaining value for money.

#### 30.1.4 Budget meeting

Members noted that a budget meeting for committee Chairs had gone ahead.

#### 30.1.5 Budget line for Section 106 funds

The Clerk confirmed that a separate line for Section 106 spending has been included in the budget. Following discussion, Cllr Grimes requested that the expenditure to date for Deardon Field be included in the 'Rest of Year' calculation.

15/FS/31 **Financial Reports - Income and Expenditure to 31<sup>st</sup> December 2015**

31.1.1 The Clerk reported on a projected underspend of £118,000. It was noted that £18,000 of this will move into earmarked reserves for buildings renewal. The remaining underspend is made up of:

- Salary underspends for office staff and youth staff (due to vacant posts)
- Unspent elections costs, due to seats not being contested
- Millworth Lane playground flooring repairs have not yet been carried out. This money will be moved into earmarked reserves for Millworth Lane playground.

- Funds budgeted for the printing and distribution of the Neighbourhood Development Plan were not required, as this was covered by a grant which was not anticipated at the time of planning the budget.
- An underspend on training, IT (no separate server has been required) and on printing (no new photocopying has been ordered)
- Lower than anticipated insurance costs for the Royal British Legion building
- Unspent grants budget
- Other smaller underspends on general administration costs

31.1.2 Members noted the greater than anticipated income.

31.1.3 Members discussed an overspend on general buildings repairs for the parish hall, Spencers Wood Pavilion and Ryeish Pavilion. Members noted that an overall buildings repairs budget of £15,000 has been established for the 2016/17 financial year.

31.1.4 Members discussed where the reserves funding for the Community Centre will be taken from. It was noted that, whilst a sum of £262,000 has been earmarked to be spent on the community centre from reserves, it is unclear when these funds will need to be spent.

31.1.5 Members discussed reducing the balance of the Lloyds Account to around six months' of working capital, and considering moving the balance into an interest paying account. The Clerk and Assistant Clerk were asked to consider the options for this.

*Cllr Moore joined the meeting at 20:20 hrs.*

31.1.6 Following discussions, members agreed to close the Bank of Ireland account and review the status of the RBS and Barclays account, and seek advice from the accountant on where the funds can be better invested.

#### 31.2 **Financial Reports – Bank reconciliation**

A bank reconciliation at 31 December was received, noted and approved. The balances were confirmed as correct by Cllr Peer.

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#### **Grants working party**

Cllr Pike confirmed that the grants process for the current financial year has now been closed.

The working party recommended the following grants, for approval:

Reading Road Runners	£200 for portable toilets for the Shinfield 10K
Cruse bereavement care	£250
Shinfield Community Flat	£500 for pantomime trip
Shinfield Infant and Nursery School	£250 for a new bench
Swallowfield Community responders	£250
Heart start Swallowfield	£250

Members agreed these grant requests, and recommended them for approval by council.

Members discussed the toilets for the Shinfield 10K and noted that, due to issues with the car park surface at the Royal British Legion, the toilets will need to be sited elsewhere.

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#### **Annual Report**

Members discussed the annual report and the Clerk asked the committee to consider the items for the committee's report. Following discussion, the Clerk was asked to draft text, and work with the committee Chairs to finalise.

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#### **Correspondence**

The Clerk reported receipt of official notification for the council's staging date for auto-enrollment, which will be 1<sup>st</sup> February 2017. Members discussed the pension issue and noted that there is a training session in March which the Clerk and Assistant Clerk will attend, to determine what actions the council is required to take.

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#### **Date of next meeting**

The date of the next meeting was confirmed as Wednesday 27 April 2016.

The meeting closed at 21:10hrs

Action points:

<b>Reference</b>	<b>Detail</b>	<b>By whom</b>
30.1.2	Investigate members' mileage policies for other local parish councils	Clerk
30.1.3	Consider IT support needs for the council with a view to reviewing the currently IT support contract	Clerk / Assistant Clerk and all members
30.1.5	Display rest of year expenditure for Deardon Field in the correct expenditure column	Clerk / Assistant Clerk
31.1.5 and 31.1.6	Liaise with accountant to consider options for moving funds from RBS and Barclays account and for investing part of the funds currently held in the Lloyds account, to achieve a better return	Clerk / Assistant Clerk
33	Draft F&S committee report for the annual report and liaise with Cllr Montgomery	Clerk
34	Attend training on Pensions Auto enrollment in March	Clerk and Assistant Clerk