

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purpose Committee held on Thursday 28 July 2016 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes, C Hughes, P Hughes, D Peer and R Pike.

Attending: S E Roberts (Clerk), K Hughes (Deputy Clerk).

16/FGP/10 Election of Chairman

Cllr Grimes was proposed, seconded and duly elected as Chair for the ensuing year.

16/FGP/11 Election of Vice-Chairman

Cllr Pike was proposed, seconded and duly appointed Vice-Chairman, of the committee for the ensuing year.

16/FGP/12 Public Questions

There were none.

16/FGP/13 Apologies and declarations of members' interests

13.1 There were no apologies for absence as all members were present.

13.2 There were no declarations of members' interest.

16/FGP/14 Minutes of the Previous Finance and Staffing Committee Meeting

14.1 It was proposed and **RESOLVED** that the minutes of the Finance and Staffing Committee meeting of 01 June 2016 were a correct record of the meeting, and these were signed by Cllr Grimes.

14.2 Matters arising:

14.2.1 Mileage payments

The Clerk spoke about the report circulated to members with the papers. The Clerk confirmed that following on from the 2003 Local Authorities (Members' Allowances) (England) Regulations, which had introduced the power to pay a "Parish Basic Allowance" each year to either its chairman **only**, or to each of its elected members, all town and parish councils in Wokingham Borough had opted to pay a Chairman's Allowance, rather than an allowance for all members. The other town and parish councils, therefore, only pay members' mileage for travel outside the parish, for journeys over 5 miles, at a rate of 45ppm. The Clerk noted that the travel policy for members, adopted in February 2012, has also been re-circulated to members.

14.2.2 Terms of Reference

The Clerk confirmed that the proposed Terms of Reference for the new committees (F&GP and Staffing) had been considered at the June council meeting.

14.2.3 Standing Orders

The Clerk confirmed that the 2016 Standing Orders were approved at the June council meeting

14.2.4 Financial Regulations

The Clerk confirmed that the 2016 Financial Regulations have been approved.

All other action items are on the agenda for further discussion at this meeting.

16/FGP/15 **Terms of Reference**

Members noted that these have been reviewed at full council. Cllr Peer proposed, Cllr P Hughes seconded, and members **RESOLVED** to approve the Terms of Reference for the committee for the ensuing year.

16/FGP/16 **Grants Working Party**

16.1 Terms of Reference

16.1.1 Members reviewed the Terms of Reference for the Grants Working Party.

16.1.2 Cllr Hughes asked about item 3, bullet point 2. Members noted that the text confirmed that 'up to 75% of the budget' could be allocated in the first round of grant applications.

16.1.3 Cllr Peer asked about the wording for item 4. Following discussion, members proposed that item 4 be amended to read:
'To present a list of all grant applications and decisions to the F&GP committee for approval, and for note by the full council'

16.1.4 Members **RESOLVED** to approve the updated Terms of Reference for the working party for the ensuing year.

16.2 Membership

16.2.1 Membership was proposed and **RESOLVED** as: Cllrs C Hughes, I Montgomery, D Peer and R Pike.

16.2.2 Members noted that the Chair of the working party will present the recommendations to the F&GP committee.

16.3 Date for the next meeting

16.3.1 Members agreed a date for the next meeting of the grants working party as Wednesday 10th August at 13:00 hrs.

16.3.2 Members agreed a date for an additional Finance and General Purpose committee meeting as Wednesday 7th September at 18:00 hrs, ahead of the meeting with Mr Andy Couldrick and Mr Keith Baker. Members noted that the only item on the agenda will be the review and approval of the grant recommendations.

16/FGP/17 **Financial Report**

17.1 Receipts and Payments at 30 June 2016

17.1.1 Members reviewed the annual report for the first financial quarter.

17.1.2 Cllr P Hughes asked why the nominal code for Deardon Field was in credit. The Deputy Clerk confirmed that the receipt for the 2015/16 expenditure for Deardon Field had been received from Wokingham Borough Council.

17.1.3 Members noted the need for a brief report into any balances that vary from the expected level of expenditure at this stage in the financial year.

17.1.4 Members thanked the Clerk and Deputy Clerk for their hard work in migrating to the new financial system, Omega, and for producing the report.

17.2 Bank reconciliation and confirmation of balances

17.2.1 The bank reconciliations and balances were confirmed by Cllr C Hughes.

17.2.2 Members requested that a sum of up to £200,000 be moved into interest bearing National Savings and Investment bonds.

16/FGP/18 Future Financial Reporting

- 18.1 Members reviewed the proposed new cost centre and nominal code information. The Deputy Clerk reported that the current year's budget will be run against the proposed new codes, and a selection of invoices will be checked against them. It is hoped that, working alongside the Accountant, the new codes will be uploaded and in place ready for the second quarter reporting, for the October 2016 meeting.
- 18.2 Members requested the Clerk and Deputy Clerk consider how the report will show the CIL balances.
- 18.3 Members noted the inclusion of a proposed new cost centre for the parish council. Cllr Grimes noted the need to add a proportion of the costs of the parish hall to the council's administration.

16/FGP/19 Priorities

- 19.1 Cllr Grimes asked members to consider how the council will spend its money over the next year, and asked the committee chairs to meet with their committees and consider spending priorities for the coming year.
- 19.2 Cllr Clarke asked members to consider an option for leasing land for the parish council for recreation space. Following discussion, members agreed to write to the University of Reading to ask about availability for land to lease.

16/FGP/20 Additional IT support for members

- 20.1 The Clerk reported on a piece of work to achieve all parish council business being transacted via parish council email accounts, rather than personal email accounts.
- 20.2 Members discussed the potential for the council to provide tablets for members to use for council business, including receipt of electronic meeting agendas, minutes and papers.
- 20.3 Following extended discussion, members recommended that the clerk trial tablets with two members, and bring a report on the trial to full council.

16/FGP/21 Correspondence

- 21.1 The Clerk reported receipt of correspondence from the accountant, Alan Harland, and from the internal auditor, Claire Connell. Members proposed and **RESOLVED** to continue with the accountant and internal auditor's services for the 2016/17 municipal year.

16/FGP/22 Date of next meeting

- 22.1 The date of the next meeting was confirmed as Thursday 27 October 2016

The meeting ended at 21:50 hrs

List of actions

Ref	Action	Action by
16.1.3	Update the wording for item 4 on the draft Terms of Reference for the grants working party	Clerk
17.1.3	Establish a report detailing any significant overspends, to accompany each quarterly financial report	Clerk / Deputy Clerk
17.2.2	Proceed with moving funds into NS&I bonds	Clerk / Deputy Clerk
18.1	Continue the work on the new financial codes	Clerk / Deputy Clerk
18.2	Consider how to display CIL balances on the quarterly financial report	Clerk / Deputy Clerk
19.1	Committee Chairs to consider spending priorities for the 2017/18 municipal year	All committee Chairs

19.2	Write to the University of Reading to ask about the availability of land to lease	Clerk
20.3	Report to council on a trial of a council tablet for two members	Clerk, plus relevant members