

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 05 December 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, A Grimes, C Hughes, P Hughes and R Pike
 Attending: S Roberts (Clerk), K Hughes (Deputy Clerk)

16/FGP/38 **Public Questions**

There were none.

16/FGP/39 **Apologies and declarations of members' interests**

- 39.1 Apologies were received and accepted from Cllr D Peer.
- 39.2 There were no declarations of members' interest.

16/FGP/40 **Minutes of 19 October 2016 meeting**

- 40.1 It was proposed and **RESOLVED** that the minutes of the meeting of 19 October 2016 were a correct record of the meeting, and these were signed by Cllr Grimes.

Matters arising:

40.2 Community fund item

Members noted that the Development Board had discussed the matter, and recommended that this was not an item that would be precepted for, but that it could be funded through CIL monies, subject to approval by council. Members noted that the Development Board is receiving the monthly CIL reports from Wokingham Borough Council.

40.3 Additional bank signatories

The Clerk confirmed that this work is underway.

40.4 University of Reading land lease request

Cllr P Hughes reported that the council has heard back verbally from the University regarding the potential of leasing some land for the parish council to use for recreation space. He reported that a meeting with David Savage is planned for the early 2017.

40.5 Rates on the RBL site

Cllr Pike asked about the rates costs for the RBL site. Cllr P Hughes reported that this is being covered by the overall development budget for the site.

16/FGP/41 **Budget 2017/18:**

- 41.1 Members reviewed the project spend figures for the rest of the financial year.
- 41.2 Underspend items were noted as:

Item	Expected Underspend	Explanation
LED street lighting project	£40,000	This money will be moved into reserves as the work will be carried out in the next financial year
Parish Hall Refurbishment project	£15,000	Project planning work is underway, but most of the works are now expected to be carried out in the next financial year

Website upgrade project	£5,000	Work carried out to date has been completed within the existing website maintenance costs. Money will be moved to reserves to cover any additional upgrade costs.
Grants	£7,000	Grants budget not all allocated
Salaries	£9,000	Scope added to the budget for additional administrative staff hours not utilized
Millworth Lane Playground	£10,000	This money will be moved into reserves to fund the cost of

41.3 The following recommendations were made for the 2017/18 budget:

Detail	Budget 17/18
Salaries	£80,000
Employers NIC	£6,800
Employers Pension Contribution	£14,500
Mileage	£1,000
Conferences and training	£4,000
General admin costs	£3,000
Bank charges	£500
IT support and services	£8,000
Office equipment	£1,000
Postage	£1,000
Printing & Stationary	£4,000
Subscriptions & Publications	£4,000
Telephone	£4,500
Internal audit	£1,200
HR, H&S services	£3,000
Insurance	£8,000
Chairman's allowance	£800
Grants	£20,000
TOTAL	£165,300

Members noted that the committee budget for the 2016/17 financial year was £166,600. Members reviewed the budget requests for the committees. Following discussion, the committee recommended that the budget for parish hall refurbishment and LED street lighting upgrade be met from reserves.

16/FGP/42 **Credit card**

Members APPROVED a request to proceed with applying for a credit card for the Clerk and Deputy Clerk, with a joint credit limit of £1,000

16/FGP/43 **Correspondence**

There was none

16/FGP/44 **Date of next meeting**

The date of the next ordinary meeting was confirmed as Thursday 26 January 2017 at 19:30 hrs
There will be a further budget meeting on Wednesday 4 January 2017 at 19:30 hrs

The meeting ended at 21:55 hrs

List of actions - There were no action items