

Minutes approved on:	
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DRAFT

Minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 19 October 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

16/FGP/27 **Public Questions**
There were none.

16/FGP/28 **Apologies and declarations of members' interests**
28.1 Apologies were received and accepted from Cllr P Hughes.
28.2 Cllr Clarke declared an interest in item 30.2, as Chairman of the Three Mile Cross bowling club.

16/FGP/29 **Minutes of 28 July 2016 meeting**
29.1 It was proposed and **RESOLVED** that the minutes of the meeting of 28 July 2016 were a correct record of the meeting, and these were signed by Cllr Grimes.
29.2 Cllr Pike reported that he had received multiple copies of the minutes and requested to only receive a single copy.

Matters arising:

- 29.3 Terms of reference
Members noted that the updated Terms of Reference was approved at council. Updated copies were circulated to members.
- 29.4 Report on overspends
The Clerk noted that there are no significant overspends, so there is no report.
- 29.5 Bonds
The Clerk confirmed that a sum of money has been moved into bonds
- 29.6 Financial Codes
The Clerk noted that a significant amount of work has been undertaken to update codes, which members will be able to review once they review the quarterly report.
- 29.7 CIL balances
The Clerk reported that this will be considered when the quarterly reports are reviewed, and the Clerk and Deputy Clerk will liaise with the accountant on the best way to report the CIL income.
- 29.8 University land lease request
The Clerk confirmed that a letter has been sent to the University of Reading.
- 29.9 Report on a trial tablet
The Clerk reported that, following a trial of a tablet, members did not want to use them, so no further action will be taken on this request.

16/FGP/30 **Minutes of 7 September 2016 meeting**

30.1 It was proposed and **RESOLVED** that the minutes of the meeting of 07 September 2016 were a correct record of the meeting, and these were signed by Cllr Grimes. Cllr Grimes thanked Cllr Pike for chairing the meeting in his absence.

Matters arising:

30.2 Grants

Cllr Pike gave a verbal report on the discussions relating to grants. Members noted that further information had been requested on two grant applications:

Spencers Wood History Group

The Clerk noted that the requested information has not been received, and as such, the committee concluded that no grant can be given, as the application fails to meet the grants criteria.

Following a discussion, members noted that the group could be invited to write a business plan and apply for a loan from the Parish Council, in addition to seeking alternative sources of funding.

Three Mile Cross Bowling Club

Cllr Clarke left the meeting at 20:05 hrs

Cllr Pike reported that the grants working party had received the additional information requested, and following a review against the grants criteria, recommended the grant be paid.

Following a discussion, members of the committee accepted the revised position of the grants working party.

Cllr Clarke re-joined the meeting at 20:15 hrs

16/FGP/31 **Annual Audit**

The Clerk reported that the annual audit was completed and the necessary notices were posted on the noticeboards for a period of six weeks.

16/FGP/32 **Financial Reports**

The Clerk noted that the members have received a report for the first six months of the financial year.

The Clerk noted that a significant amount of the re-coding work has been done, and that due to the changes, the comparative costs to the previous financial year are difficult to produce.

It was noted that this more detailed information will assist the individual committees to budget for the next financial year.

The Deputy Clerk noted that, other than the rates for the RBL site, which include a belated charge for the period from November 2015 to April 2016, and therefore appears as overspent, the budget was underspent in the previous financial year.

16/FGP/33 **Bank Reconciliation:**

Balances were reviewed and confirmed by Cllr Grimes.

16/FGP/34 **Precept and annual budget preparations**

Members reviewed the council priorities set for 2016.

Cllr C Hughes asked for a summary of the council's reserves at the next meeting.

Members discussed setting up a new budget for a community fund. Following discussion, members noted that the request should come directly from the development board, along with further details on what the budget would cover and how it would be administered.

16/FGP/35

RBS account – additional signatories

The Clerk asked the committee to consider a request to add additional signatories to the council's Royal Bank of Scotland account.

Following discussion, the committee approved a request to add the Deputy Clerk, in order to administer the account, and Cllr Peer as an additional signatory.

16/FGP/36

Correspondence

There was none

16/FGP/37

Date of next meeting

The date of the next meeting was confirmed as Monday 5 December 2016

The meeting ended at 21:35 hrs

List of actions

Ref	Action	Action by
34	Produce a proposal for a community fund budget	Development Board / Clerk
35	Arrange for additional signatories for the Royal Bank of Scotland account	Clerk