

FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
7.30 PM on 6 APRIL 2016
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE

PRESENT: Cllr Woof, Chair.
Cllrs Bromley, Cundy, Veitch.

Mrs Dagnall, Clerk.

140/2016 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Markham, May and Rampton.

141/2016 DECLARATIONS OF INTEREST

No declarations were received.

142/2016 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12 January 2016 were agreed as a true record.

143/2016 MATTERS ARISING FROM THE MINUTES

16/2016 LOCAL COUNCIL AWARD SCHEME

As previously agreed, Cllrs Cundy, Woof and the Clerk will use the Scheme criteria as the basis for a self-assessment of the Council and its activities. The Clerk will arrange a meeting.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

144/2016 I&E REVIEW

An income and expenditure report showing the position at the end of 2015/16 was circulated, together with a draft balance sheet.

Total expenditure is approximately £5000 over budget, due to the contribution to the recreational facilities at the FBC Centre playing fields.

Again due to this contribution, reserves at the end of the year are less than forecast and are now around £54,000, with an additional £12,500 in earmarked reserves.

It was agreed that the Ear Marked Reserve for footpath equipment should be retained for 2016/17 and increased to £500.

It was agreed that £5000 should be put in Ear Marked Reserves in 2016/17 for the Avery Corner car park / California Crossroads.

It was noted that the first stage of the internal audit is complete. The Clerk is meeting the Accountant on 11 April 2016 to finalise the 2015/16 accounts.

145/2016 COMPLIANCE WITH FINANCIAL REGULATIONS

The Council's Financial Regulations 6.7, 6.9 and 6.10 require the use of Direct Debits, BACS payments and internet bank transfers to be reviewed at least every two years and approved by the Council.

It was agreed that the use of these methods of payment should continue and that this would be recommended to the next meeting of Main Council for approval.

The Clerk will circulate the current Financial Regulations to the Committee.

146/2016 PAYMENT REPORTING

At present the payment schedule reported to Main Council each month does not include small amounts of expenditure made through the petty cash account or the prepaid debit cards held by the Clerk and the Footpath Warden. Larger items are included at the Clerk's discretion.

It was agreed that payments of over £50 should be reported separately on the payment schedule presented to Main Council each month, and that a summary of petty cash expenditure and expenditure on each prepaid card would also be included.

147/2016 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Terms of Reference for joint working with Wokingham Borough Council (WBC) over CIL were approved by the Council in February 2016. In accordance with the Agreement, an update on projects and any CIL income is expected from WBC this month.

The Clerk and Cllr Woof will discuss the project list and potential priorities for Council expenditure, and then a meeting of the CIL Working Group will be arranged to discuss this further. The potential priority projects will be included in the planned community consultation exercise.

The CIL funds received in 2015/16 have been coded to a specific Ear Marked Reserve.

148/2016 EMERGENCY PLANNING

Cllr Woof advised that he and the Clerk had made initial comments on a proforma Business Continuity Plan and this was reviewed with Cllr Bromley on 1 April 2016. Cllr Woof will be writing up the meeting findings for review against the proforma Plan, and to identify actions required and procedures to be put in place. Cllr Cundy offered to assist with the Plan.

The Finchampstead Emergency Response scheme (FER) initially set up through the Finchampstead Neighbourhood Action Group is now being run by the Council. Cllrs Pearce and Weeks and the Clerk met on 8 March 2016 and agreed various actions including maintaining communication with Early Responders and Refuges, and continued promotion of the Scheme to raise awareness and encourage additional involvement.

149/2016 CORRESPONDENCE

- The Unity Trust Bank will be introducing a monthly charge of £6 and a fee of £0.15 per transaction from June 2016. Banking to date has been free of charge and the account has generated a small amount of interest. The Council is happy with the service offered by the Bank, which is efficient and easy to communicate with.

It was agreed that services and related fees offered by other banks would be looked into for comparison, and that BALC should be contacted for its view on the significant changes to the Unity Trust Bank terms and conditions.

It was agreed that the Council's banking arrangements should be reviewed annually.

- WBC has advised that two Finchampstead residents have received Sports Sponsorship Awards of £300 each, and has asked that the Council consider match funding the Awards.

It was agreed that the Council would not provide match funding, in accordance with its policy not to provide grants to individuals. The support provided by the Council for community focused recreational and sporting projects and activities was noted. The Clerk will respond to WBC, and will also contact the applicants with an explanation and offering to promote their activities and successes through appropriate means.

- Came & Company Local Council Insurance 'Council Matters' newsletter.

150/2016 FORUM

- Leaving arrangements for Cllr Chapman were discussed.
- The Clerk advised that expenditure on the 90th birthday celebrations for Her Majesty Queen Elizabeth II is likely to be up to £350, to cover a donation to Morris dancers, beacon related expenditure, tableware and also plaques for the 3 commemorative trees. The Finchampstead Community Trips Group has contributed £250 to cover the cost of the shuttle bus.

151/2016 – DATE OF NEXT MEETING

Wednesday 29 June 2016

The meeting closed at 8.35pm

These minutes are subject to final approval at the next meeting of the Committee

MEETING OF THE HR SUBCOMMITTEE

Under the Local Government Act 1972 & Public Bodies (Admission to Meetings) Act 1960 it was resolved that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed the press and public would be excluded from this meeting.
