

**FINCHAMPSTEAD PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**7.30 PM on 12 OCTOBER 2016**  
**FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

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

Mrs Dagnall, Clerk.

**383/2016 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Markham and May.

**384/2016 DECLARATIONS OF INTEREST**

Non pecuniary declarations of interested were received as follows.

California Ratepayers Association: Cllrs Bromley and Cundy.

Blackwater Valley Countryside Partnership: Cllr Woof.

Keep Mobile: Cllr Rampton.

Finchampstead C of E Primary School: Cllr Cundy.

Gorse Ride Infant and Junior Schools: Cllr Rampton.

Finchampstead Neighbourhood Action Group: Cllrs Bromley, Rampton and Woof.

Finchampstead Memorial Park Management Committee: Cllrs Bromley and Cundy.

**385/2016 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 29 June 2016 were agreed as a true record.

**386/2016 MATTERS ARISING FROM THE MINUTES**

**274/2016 LOCAL COUNCIL AWARD SCHEME**

Cllrs Cundy and the Clerk have started to look at the criteria to identify areas where work may be required to fulfil the requirements for the Foundation level. This will continue, with the aim of addressing any gaps identified. A decision on whether to apply for an award will be made in due course.

**274/2016 EMERGENCY PLANNING / BUSINESS CONTINUITY**

There has been no further progress with the Business Continuity Plan. Cllrs Bromley, Woof and the Clerk will meet to identify priorities and work out a timed action plan.

**274/2016 UNITY TRUST BANK CHARGES**

Following the introduction of charges the Clerk has looked into alternatives and to date has not found a more suitable provider.

**279/2016 MULTIPAY CARD**

The Clerk and the Footpath Warden now have Unity Corporate Multi Pay cards.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**387/2016 I&E REVIEW**

An income and expenditure report was circulated showing the current position. It was noted that this does not reflect the income from the allotment rents which are currently being paid. No issues were raised.

It was agreed that £25,000 should be transferred to the CCLA Deposit Fund, subject to approval by Main Council.

### **388/2016 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Wokingham Borough Council (WBC) is now forwarding monthly reports showing the potential and actual CIL funds, together with infrastructure project updates.

The latest report indicates that just under £30,000 is due to the Council, and under the terms of the agreement this will be paid at the end of October 2016. At the same time WBC will indicate which infrastructure projects the Council may wish to contribute to.

The Clerk and Cllr Woof have refined the Council's project list and the WBC infrastructure project list. These lists, and how the CIL receipt may be utilised will be discussed at the meeting of the CIL Working Group on 3 November 2016.

The Council will need to report annually on CIL funds received and how they have been utilised. It is proposed that Ear Marked Reserves will be used to separate the funds from the main accounts. The Clerk will ask WBC how it manages CIL funds for accounting purposes, and also when the 5 year period within which the funds must be spent commences.

### **389/2016 GRANTS AND DONATIONS**

Information on grant applications was circulated prior to the meeting. Grants and donations were agreed as follows, and will be recommended to Main Council for approval.

<b>Organisation</b>	<b>Grant requested £</b>	<b>Grant agreed £</b>
Berkshire MS Therapy Centre	938	938
Berkshire Vision	260	260
Citizens Advice Bureau	2000	2000
Cruse Bereavement Care	500	500
Deaf Positives Action	100	0
Finchampstead Neighbourhood Action Group	250	250
Finchampstead Womens Group (Gorse Ride summer trip)	250	250 (previously approved)
South East Berks Gang Show	250	0
1 <sup>st</sup> Sebastian Scout Group	200	200
Home Start Wokingham	700	700
Keep Mobile	11933	3500
Me2 Club	500	500
Relate	1980	1000
Wokingham Job Support Centre	600	600
Wokingham Volunteer Centre	600	600

<b>Category</b>	<b>Organisation</b>	<b>Donation agreed £</b>
HALLS	California Ratepayers Hall	1000
	Memorial Hall	400
	Village Club	308 (previously approved)
CHURCHES	St James' Churchyard extension	8000 (previously approved)
SCHOOLS *	Nine Mile Ride Primary School (roll 344)	2580
	Gorse Ride Infant School	1313

	(roll 175)	
	Gorse Ride Junior School (roll 236)	1770
	Finchampstead Primary School (roll 113)	900
OTHER	Blackwater Valley Countryside Partnership	4000
	FBC Youth activities	9000

\* School donations were calculated at £7.50 per pupil, with the exception of Finchampstead Primary School.

It was agreed that the Clerk would advise the local Schools that they should provide information on how any donation made in 2017/18 would be utilised in order that this can be considered when preparing the Council's budget for next year.

Total grants and donations for 2016/17 to be recommended to Main Council for approval are summarised below.

Grants	£7798	(Budget £9500)
Community Transport	£3500	(Budget £3000)
Halls and Churches	£9708	(Budget £2500)
Schools	£6563	(Budget £6750)
Blackwater Valley	£4000	(Budget £4000)
Youth activities	£9000	(Budget £9000)

### **390/2016 ASSET INSPECTION**

The inspection was largely completed in June 2016. No significant risks were identified but a number of assets required repair or refurbishment .

All repair / refurbishment works are now complete or in hand. The Clerk will be updating the asset register file with inspection reports and asset additions/deletions.

### **391/2016 POLICIES AND PROCEDURES**

A list of the current policies and procedures was circulated. It was agreed that all policies would be checked, but the Email Policy; Publication Scheme; Code of Conduct and the Social Media Policy should have a more detailed review.

It was agreed who would review each policy or procedure, the Clerk will email the relevant documents to those Cllrs involved.

### **392/2016 CORRESPONDENCE**

There was no correspondence to report.

### **393/2016 FORUM**

Cllr Rampton advised that WBC believes that the Council owns land around the FBC Centre. Cllr Cundy and the Clerk are meeting WBC shortly regarding progress with its asset review, and will raise the matter then.

### **394/2016 DATE OF NEXT MEETING**

11 January 2017 – to be confirmed.

The meeting closed at 9.40pm.

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