

FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30 PM on 26 JUNE 2017
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE

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

Mrs Dagnall, Clerk.

255/2017 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Driver.

256/2017 DECLARATIONS OF INTEREST

No interests were declared.

257/2017 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 26 April 2017 were agreed as a true record.

258/2017 MATTERS ARISING FROM THE MINUTES

171/2017 ASSET REVIEW

There has been no further progress with the Wokingham Borough Council (WBC) Asset Review or the related lease for the Allotment Site.

171/2017 LONDON BRIDGE

Arrangements will be put in place in relation to the death of a senior member of the Royal Family. The Clerk will be purchasing books of condolence and a statement from the Chair of the Council will be prepared.

172/2017 Accounts

Cllr Cundy verified the April 2017 bank reconciliations and this process will be repeated by Cllr Cundy or another Committee Member at least every 3 months in accordance with Financial Regulation 2.2.

173/2017 Policies and Procedures

The Training and Development Policy was finalised and adopted by the Council in May 2017. The Grants Policy has also been updated.

180/2017 Emergency Planning / Business Continuity

There has been some progress with the Business Continuity Plan – Cllr Woof has prepared an action plan which will be circulated to Cllr Bromley and the Clerk.

Cllr Bromley has purchased an additional Cloud Station Drive and this will be put into operation in due course.

There has been no further progress with Finchampstead Emergency Response. The Clerk will follow up outstanding actions with Cllrs Pearce, Pittock and Weeks.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

259/2017 INCOME & EXPENDITURE 2017/18

A report showing the current position was circulated prior to and at the meeting.

Overspends on some lines were explained. The overall position is in order for the time of year.

260/2017 CCLA PROPERTY FUND

The Council currently holds funds in the CCLA Public Sector Deposit Fund. These funds are easily accessible but the Fund provides a nominal return.

Details of the CCLA Property Fund, a longer term investment bringing a higher return, were circulated prior to the meeting. Cllr Woof reported that advice has also been sought from former Cllr Geoff Markham.

It was agreed that £25,000 should be invested in the Property Fund. The Clerk will progress this.

261/2017 FUNDING FOR YOUTH ACTIVITIES

The FBC Team has provided some information on additional activities which may be run should the Council increase the level of funding for youth activities from £9000 to £12,000 per annum. This information was circulated prior to the meeting.

The Clerk advised that further information on the total cost of the additional activities has been provided. Additional funds would be used to subsidise the cost of participating in activity weeks in Snowdonia for young people who would not otherwise be able to attend, and to support a new youth club for young people in school years 9 to 13.

The additional funding was agreed in principle, subject to the number of young people involved being confirmed.

It was also agreed that regular reports of activities supported by the Council's funding should be provided, including numbers of participants. The Clerk will request this information.

Grant application

A grant application has been received from the Finchampstead Women's Group for funds towards the cost of coach travel for a trip to the coast in August 2017, aimed primarily at residents of the Gorse Ride Estate.

A grant of £500 towards the total cost of £800 was agreed. The balance will be met from 'ticket' sales and fund raising by the Group.

262/2017 FORWARD PLANS

The Council has a Forward Plan for the period from 2013 -2018.

Further to previous discussions and a meeting held on 14 June 2017 it has been agreed that each Committee should update its section of the Plan with progress from 2013 to date, and then a brief action plan for 2017/18 should be drawn up against the current objectives.

The Clerk will circulate a draft of the update and 2017/18 action plan prepared for the Committee. Comments should be forwarded to the Clerk by 7 July 2017.

A separate draft action plan has been prepared for the Consultation and Communications Working Group and this will also be circulated for comment.

A visioning session for around 10 Cllrs is planned for autumn 2017 to start the process of developing a new Forward Plan or Strategy for 2018 onwards.

263/2017 RISK MANAGEMENT & ASSET INSPECTION

The asset inspection is now complete and all required refurbishment and repair works are in hand. The Allotment Inspection took place on 20 June 2017.

The California Crossroads defibrillator is beyond repair and the cabinet is also damaged, all apparently due to water ingress. This is being followed up. The Clerk will also check if an insurance claim is appropriate.

It was agreed that a new defibrillator and cabinet should be purchased and installed as soon as possible. The Clerk will arrange this.

The red telephone box at the California Crossroads has been added to the Asset Register and the insurance policy.

264/2017 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Council currently holds CIL funds of approximately £24,000. £5000 has been spent on play area works and the remaining funds are committed in principle to the Green Way and to works at the Avery Car Park.

WBC provides monthly CIL reports, the latest report showing potential funds of around £118,000 was circulated.

265/2017 CONSULTATION AND COMMUNICATIONS

As noted above a draft action plan for the Working Group has been drawn up and will be circulated.

It was agreed that a meeting of the Working Group will be held on Tuesday 4 July 2017 at 4.30pm at the FBC Centre.

A household consultation is planned for autumn 2017, based around priorities for projects to be funded by CIL receipts.

266/2017 CORRESPONDENCE

There was no correspondence to report.

267/2017 FORUM

- Cllr Bromley advised that the Office printer is not working well. It will be checked but a replacement may be required at a cost of around £250.00. It was agreed that this is within budget and should be progressed if necessary.

268/2017 DATE OF NEXT MEETING

The next meeting will be held on 11 October 2017.

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