

**FINCHAMPSTEAD PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE**  
**7.00 PM on 9 JANUARY 2018**  
**FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

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**PRESENT:** Cllr Woof, Chair. Cllr Bromley, Vice Chair.  
Cllrs Cornish, Cundy, Mrs Driver, Mrs Eytle, May, Rampton and Veitch.

Mrs Dagnall, Clerk.

**01/2018 APOLOGIES FOR ABSENCE**

All Members were present.

**02/2018 DECLARATIONS OF INTEREST**

Non pecuniary interests were declared as follows:

Cllr Rampton: Gorse Ride Infant and Primary Schools.

Cllr Mrs Eytle: Gorse Ride Infant and Primary Schools.

**03/2018 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 11 October 2017 were agreed as a true record.

**04/2018 MATTERS ARISING FROM THE MINUTES**

**390/2017 ASSET REVIEW**

There has been no further progress with the Wokingham Borough Council (WBC) Asset Review – the main areas of concern are the lease for the allotment site and the lease for the Scout Hut at the California Country Park. This was raised again in the recent meeting with the WBC Interim Chief Executive.

**390/2017 Forum – office printer**

A new printer has been leased for a 3 year term and was installed in December 2017.

**394/2017 RISK MANAGEMENT & ASSET INSPECTION**

As reported at Main Council the grant application for 2 defibrillators and cabinets was successful. These have now been purchased and one has been installed to date with the other to be installed shortly.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**05/2018 INCOME & EXPENDITURE 2017/18**

A report showing the current position was circulated prior to and at the meeting. Current or potential overspends on some lines were explained. There were no concerns with the overall position.

**06/2018 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Council currently has a balance of £4858 which is committed to the Avery Car Park project.

WBC provides monthly CIL reports. The latest report indicates that the Council will receive £48,266 in April 2018, with a further £98,000 potential CIL.

The contribution of £20,000 to the Green Way project was released in October 2017.

### **07/2018 GRANTS AND DONATIONS**

Grant applications and donations for 2017/18 were considered at a previous meeting but 3 additional applications have come forward. A summary of the applications together with supporting information was circulated prior to the meeting.

The following grants and donations were agreed, subject to approval by the full Council at its meeting on 18 January 2018.

<b>Organisation</b>	<b>Grant requested £</b>	<b>Grant agreed £</b>
Gorse Ride Schools - Restorative Practice scheme	1000.00 <sup>1</sup>	1000.00
Finchampstead Netball Club – support for fees and equipment for those in need.	600.00 <sup>2</sup>	600.00
First Days – support for children living in poverty	4200.00 <sup>3</sup>	0.00

- 1 The Gorse Ride Schools will be requested to provide evidence that the funding has been spent on this specific project.
- 2 The Netball Club will be advised that the funds may only be used for the benefit of members living in the Parish.
- 3 The First Days organisation has been referred to the Wokingham United Charities (WUC) as the Charities appear better placed to support the organisation. First Days will be advised that if its approach to WUC is unsuccessful it may submit a further application to the Parish Council.

These and future grant recipients will be asked to publicly acknowledge the support of the Parish Council. It was noted that some organisations already do this.

### **08/2018 BUDGET AND PRECEPT DEMAND FOR 2018/19**

The draft budget for 2018/19 incorporating Committee proposals was circulated prior to the meeting. The Human Resources (HR) Sub Committee had met to discuss staff related costs.

A budget of £145,750 was agreed, with a precept demand of £139,638 equating to a Band D figure of £24.20. This is a 10% increase on the 2017/18 precept. It was agreed that this budget would be recommended for approval by Main Council at its meeting on 18 January 2018.

Reserves to carry forward at the end of 2017/18 are expected to be around £70,000 including a total of £25,300 held in Ear Marked Reserves for Parish Elections; Allotment maintenance and site improvements; rights of way maintenance equipment; rights of way improvements and work associated with the Arborfield Development. This leaves available reserves of around £44,700 of which £6112 will be used to offset the deficit in the 2018/19 budget.

This excludes the CIL receipt of £4858 referred to under 06/2018 above.

### **09/2018 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES** **Emergency Plan and Business Continuity**

Cllr Woof has identified the priorities for action – the main concerns are the temporary or permanent absence of the Clerk or Cllr Bromley. A number of measures are being put into place to address this but this is ongoing work.

### **Finchampstead Emergency Response**

There has been no action since the meeting with Early Responders and Refuge representatives in January 2017. A trial call out may be being arranged.

### **Forward Plan 2013-18 and development of the next Plan**

The Clerk is preparing a summary update on the agreed 2017/18 action plans to complete the 2013-2018 Forward Plan.

The 'visioning session' held in November 2017 started the process to develop the next forward plan or strategy for the Council. Cllrs Bromley, Cundy and Woof and the Clerk are meeting on 23 January 2018 for an initial discussion on how the Council should take this forward to the next stage.

### **Communications and consultation Working Group**

The Group is meeting on 10 January 2018 to discuss the consultation response, the next stages and how we communicate findings and our initial plans to residents. This includes through presentation(s) at the Annual Gathering. The Group will report to Main Council next week.

### **Risk Management Working Group**

There are a number of activities which should have risk assessments in place, including Speed Watch, the Traffic Data Logger scheme and the Annual Gathering. The Clerk will identify additional areas where assessments are needed and will progress this with relevant Cllrs.

### **Optional paperless working for Councillors**

Several Cllrs no longer require hard copies of Council minutes, and potentially other hard copy information. It was agreed that this and the possible use of electronic devices in meetings should be discussed by Main Council at its February 2018 meeting.

### **Business cards**

It was agreed that individual business cards were unnecessary but that the Clerk should look into costs for a generic business card for Cllrs and staff.

### **10/2018 CORRESPONDENCE**

There was no correspondence to report.

### **11/2018 FORUM**

Cllr Woof formally welcomed Cllr Mrs Eytley to the Committee.

### **12/2018 DATE OF NEXT MEETING**

The next meeting will be held on 11 April 2018.

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