

FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30 PM on 11 APRIL 2018
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE

PRESENT: Cllr R. Woof, Chair. Cllr S. Bromley, Vice Chair.
Cllrs D. Cornish, Mrs. B. Eytel, G. Jukes OBE, J. May and R. Rampton.
and G. Veitch.

Mrs. Dagnall, Clerk.

130/2018 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs. Driver and Cllr Veitch.

131/2018 DECLARATIONS OF INTEREST

No declarations were received.

132/2018 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9 January 2018 were agreed as a true record.

133/2018 MATTERS ARISING FROM THE MINUTES

04/2018 Asset Review

There has been no further progress with the Wokingham Borough Council (WBC) Asset Review. This will continue to be raised with WBC at every opportunity including in forthcoming meetings with the Interim Chief Executive.

07/2018 Grants and donations

The Gorse Ride Schools have sent a letter of thanks for the funding provided towards the Restorative Practice Scheme.

The First Days organisation has successfully secured funding from the Wokingham United Charities (WUC). The Parish Council declined their application on the basis that WUC was better placed to assist the organisation.

08/2018 Budget and Precept Demand for 2018/19

A number of queries have been received from residents about the precept and the increase for the coming year. The Clerk has responded and no further issues have been raised.

The Clerk will include an item about the precept in the next e newsletter.

09/2018 Paperless working

This was due to be discussed at the February Main Council meeting but has been deferred to a future meeting.

09/2018 Business cards

The Clerk will look into costs for generic business cards for Councillors and staff.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

134/2018 ACCOUNTS FOR 2017/18

A budget report and balance sheet were circulated with the agenda and at the meeting.

It was noted that the end of year accounts will not be finalised until next week but only minor changes to the figures are expected. The end of year balance will be approximately £69,000 including £39,000 general reserves. This includes £25,000 invested with the CCLA Property Fund.

The Internal Auditor has provided an interim report confirming all affairs are in order.

The Accountant is visiting on 16 April 2018 to assist with the completion of the Annual Return and the end of year close down. The Annual Return will be presented to Main Council at the meeting on 17 May 2018.

Authorised signatories

CCLA Deposit Fund: Current signatories are Cllrs Bromley, Cundy and Woof. It was agreed that Cllr Veitch should be added as a signatory.

CCLA Property Fund: Current signatories are Cllrs Bromley, Veitch and Woof. It was agreed that Cllr Cundy should be added as a signatory.

Unity Trust Bank current account: Currently Cllrs Bromley, Cundy, Mrs Driver, Veitch and Woof can view the account and authorise electronic payments. Cllrs Cundy and Woof can also raise payments and it was agreed that Cllr Bromley should also be given authority to raise payments. The Clerk can view the account and raise payments.

The above changes are subject to approval by Main Council.

135/2018 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Council currently has a balance of £4859 of which £4300 is committed to the Avery Car Park project. This project is almost complete.

WBC provides monthly CIL reports. The latest report indicates that the Council will receive around £56,000 in April 2018, with a further £98,000 potential CIL.

WBC will also forward a list of projects which the Council may consider contributing CIL funds to. It is understood that the April 2018 list will include the California Country Park boardwalk, a health and wellbeing related project and potentially other projects.

It was agreed that subject to receipt of the expected CIL and sight of the final list of suggested projects a contribution of £25,000 would be offered towards the California Country Park boardwalk. This will also be subject to approval by Main Council.

The path linking Gorse Ride North and the new Greenway is the responsibility of the FBC Centre. The path is in poor condition but the Centre is not planning improvements pending possible changes to parking arrangements for the Centre. The Centre has however agreed to share the cost of interim improvements to the path, arranged by the Parish Council. It was agreed that the Council should make a contribution of £750 (50% of the project cost) to the work, funded by CIL receipts.

The Council will develop its own list of projects for potential CIL funding with or without WBC. This is part of the strategy development referred to under agenda item 137/2018 below.

136/2018 GENERAL DATA PROTECTION REGULATIONS

The General Data Protection Regulations come in to force on 25 May 2018. Some progress has been made towards compliance including the completion of a data audit and the

provisional appointment of a Data Protection Officer.

Other requirements are being prioritised and progressed including information and guidance for Councillors.

137/2018 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. It was agreed that Cllrs Bromley and Woof and the Clerk would meet to discuss IT support requirements.

Finchampstead Emergency Response

There has been no action since the meeting with Early Responders and Refuge representatives in January 2017.

Cllr Woof agreed to contact the current Working Group (Cllrs Pearce, Pittock and Weeks) to discuss the next stage. Cllr Jukes expressed interest in becoming involved.

Forward Plan 2013-2018 and development of the next Plan

The Clerk has completed a summary update on the 2017/18 action plans and will circulate this to all Councillors. This will be the last work on the 2017/18 Forward Plan.

It has been agreed that the household consultation responses need to be analysed before moving on to the next stage with the development of a new strategic plan. Cllrs Jukes and Woof and the Clerk met to discuss this and Cllr Jukes is leading on the first stage which is grouping comments in to general / thematic/ specific categories.

It has also been agreed that Neighbourhood Development Plans should be looked in to further to establish if the Council should have a Plan. Cllrs Cornish, Marshallsay and Pearce are progressing this and will report progress at Main Council meetings.

Additional resources are likely to be needed to draw the household consultation results and comments, the Neighbourhood Development Plan research and the outcome of the Council's 'Visioning' session together to form the basis of a new strategic plan for the Council. Cllr Woof will consider how to take this forward.

Communications and Consultation Working Group

The consultation responses are being analysed as noted above.

The PowerPoint presentation developed for the Annual Gathering can now be modified for use for other presentations about the work of the Council if required.

The 2017/18 Annual Report is being distributed to all households and businesses in the Parish this week.

It was agreed that the Communications and Consultation Working Group meetings should be scheduled rather than arranged on an ad hoc basis. The Clerk will arrange 3 meetings per year.

Risk Management Working Group

Risk assessments have been updated and / or drafted for a number of activities and a summary of action required to complete the assessments has been produced. In addition to being good practice, the assessments are an internal audit and insurance requirement.

The asset inspection is due. A meeting of the Risk Management Working Group (Cllrs Pittock, Rampton and Woof) will be arranged to discuss this and to review the Risk Management Policy. It was suggested that Cllr Cundy may join the Group.

138/2018 GRANT APPLICATION

The Moor Green Lakes Group has submitted an application for £6000 towards an extension to the Moor Green Lakes car park. The total project cost is estimated at £13,000 to £15,000.

Grant applications are generally considered in October each year, with a budget of £9500 for 2018/19. In view of the sum requested Cllr Woof suggested that the project could be considered for potential CIL funding rather than for a grant.

It was agreed CIL funding of £4000 should be awarded to the project subject to receipt of CIL and confirmation of any projects proposed by WBC. This is also subject to the approval of Main Council.

It was noted that the Royal Society for the Protection of Birds (RSPB) is likely to take over the new nature reserves at Fleet Hill and Manor Farms. If this takes place it will also take over the Moor Green Lakes site but this will remain under the management of the Moor Green Lakes Group, a voluntary group.

The new nature reserves will only have one small car park located off Longwater Road. The Council has commented on the proposals for the reserves at various stages and has expressed the view that the parking will be insufficient, but no changes have been made to the proposals. It was agreed that when the sites are under the management of the RSPB and open to the public the parking will be monitored to see if it proves adequate, and this will be followed up as appropriate.

139/2018 CORRESPONDENCE

There was no correspondence to report.

140/2018 FORUM

Cllr Bromley advised that some disruption to Councillor email is likely over the next 10 days during the transfer to a new system.

141/2018 DATE OF NEXT MEETING

The next meeting will be held on 4 July 2018.

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