

**FINCHAMPSTEAD PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE**  
**7.30 PM on 4 JULY 2018**  
**FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

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**PRESENT:** Cllr R. Woof, Chair.  
Cllrs R. Cundy, G. Jukes OBE, R. Rampton and G. Veitch.

Mrs. Dagnall, Clerk.

**264/2018 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Bromley and Mrs Eytle.

**265/2018 DECLARATIONS OF INTEREST**

No declarations were received.

**266/2018 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 11 April 2018 were agreed as a true record.

**267/2018 MATTERS ARISING FROM THE MINUTES**

**133/2018 Asset Review**

There has been some progress with resolving the issues over tenure of the Scout Hut in the California Country Park but no progress with other aspects of the Wokingham Borough Council (WBC) Asset Review. This will be raised at the forthcoming meeting with the WBC Interim Chief Executive.

**133/2018 Budget and Precept Demand for 2018/19**

As agreed the May 2018 e newsletter included an explanation of the Council's budget and precept demand.

**133/2018 Paperless working**

This item will be included on the agenda for a future Main Council meeting.

**133/2018 Business cards**

It was agreed that generic business cards should be purchased for Councillors and staff at a cost of up to £50.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**268/2018 FINANCIAL POSITION OF THE COUNCIL / INCOME AND EXPENDITURE 2018/19**

**CCLA Property Fund**

£25,000 was invested in the Fund in August 2017. The current yield is 4.56%. Quarterly statements were circulated.

Dividends are shown separately to other income on the Income and Expenditure report.

**CCLA Public Sector Deposit Fund**

£91,061 is currently held in the Fund.

## **Income and Expenditure**

A report was circulated with the agenda and at the meeting. The report shows Ear Marked Reserves (EMR) as part of the annual budget – the Clerk will circulate a list of the EMR.

The Community Health budget is overspent due to the purchase of a new defibrillator cabinet to replace the faulty cabinet at the Memorial Hall, and the training session run in March 2018.

The Training budget will be overspent this year as a number of useful events have arisen for Councillors and staff.

## **269/2018 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Information was tabled at the meeting.

The current CIL balance is £54,269 but £4600 is committed to the Avery Corner Car Park works and £25,000 to the California Country Park boardwalk.

At present a further £15,000 is expected in October 2018 with additional potential funds at a later stage.

WBC has suggested that the Council contributes £9000 to a project involving the integration of NHS Health professionals with the Children's Centre at the FBC Centre to provide one point of contact for children and parents or carers of young children. Wokingham Without Parish Council has been asked to contribute the balance of £5437.

It was noted that similar projects are proposed for 3 further Children's Centre's across the Borough and that other Parish and Town Councils have been asked to contribute to these projects.

It was agreed that a contribution of £9000 would be made to the project, subject to confirmation that there are no plans to reduce the service for at least 2 years and that if contributions do not come forward from other Parishes and funding has to be found from operational budgets this will not result in any cuts to services provided at Finchampstead Children's Centre.

## **270/2018 POLICIES AND PROCEDURES**

A summary of current policies was circulated. Those requiring review are as follows:

### **Business continuity**

Work is underway on this new policy.

### **Document Management**

The Clerk will review this to ensure procedures comply with the new General Data Protection Regulations (GDPR).

### **Email and Social Media**

These policies require review and incorporation in to a new IT and Communications Policy in order to comply with the new General Data Protection Regulations. The Clerk will progress this.

### **Financial Regulations**

Cllr Woof will review the Regulations.

## **Grants**

The Clerk will review the policy to ensure compliance with the new General Data Protection Regulations (GDPR).

## **Planning guidelines and guidelines for pre application meetings with Developers**

The Planning Committee will review these at its August meeting.

## **Standing Orders**

NALC has issued revised Model Standing Orders. The changes are minor and it was agreed that a full review would take place in 2019 and the recommended changes would be considered then.

## **271/2018 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 Main Council for approval.

## **272/2018 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Progress has been made towards full compliance with the new Regulations which were introduced in May 2018. Those on the e distribution list have recently been contacted for their consent to continue to receive information and very few have unsubscribed.

The next priorities are to issue staff with privacy notices, to review policies as noted above and to continue to work on document management.

## **273/2018 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES**

### **Business Continuity**

Progress is being made with streamlining the IT systems used by the Council and the FBC Centre. Once this is in place both Cllr Bromley and the Centre's Facilities Manager will be able to offer support, together with a third party as required.

The Clerk has listed tasks which would need to be dealt with in her absence. Details of the various tasks need to be produced and procedures put in place.

### **Finchampstead Emergency Response**

A meeting with Early Responders and Refuge representatives was held in January 2017 but there has been no activity since then. Cllr Woof will follow this up with the Working Group.

### **Communications and Consultation Working Group**

The Clerk will be scheduling 3 meetings per year for the Group. The next meeting will be in September 2018 – the date will be confirmed in due course.

Items on the previous action plan have been completed or are ongoing with the exception of plans for a new website. This will need research by November 2018 in order to make recommendations for inclusion in the 2019/20 budget and will therefore be the main topic of discussion at the September meeting.

### **Risk Management Working Group**

The Group met in May 2018. Several new risk assessments for Council activities are now in place, two require further work and this is in progress.

The asset inspection is underway. No major issues have been identified to date or are

expected. It was agreed that the Clerk would complete the 2018 Allotment Inspection report.

The Dodswell Stone and the Land near the War Memorial will be added to the Asset Register.

### **Strategic Plan**

This will be based on findings from the household consultation, the Neighbourhood Development Plan research and the Visioning session and will take account of CIL funds.

Considerable background work has now taken place. The Clerk will arrange a meeting for Cllrs Cornish, Jukes and Woof to discuss the next stage.

### **274/2018 COUNCILLOR ALLOWANCES**

Town and Parish Councils are permitted to issue annual allowances to Councillors, subject to seeking recommendations from the Principal Council. In practice Town and Parish Councils generally offer an allowance to the Chair or Mayor but not to other Councillors.

The reimbursement of travel or subsistence expenses relating to meetings or training attended is a separate matter and these expenses can be claimed by Councillors on an adhoc basis.

It was agreed that the Clerk would seek further clarification on who may receive an allowance and what any allowance can be used for.

### **275/2018 CORRESPONDENCE**

There was no correspondence to report.

### **276/2018 FORUM**

- The Clerk advised that one grant application has been received to date, from ARC Youth Counselling.
- Cllr Jukes queried the WBC plans for community based officers and / or community hubs as mentioned by WBC Cllr Margetts at the June 2018 Main Council meeting. Details of the proposals have not been confirmed to date, the topic is raised with WBC at every opportunity.

### **277/2018 DATE OF NEXT MEETING**

The date of the next meeting will be confirmed – this will not be on 3 October 2018 as planned.

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