

FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30 PM on 23 OCTOBER 2018
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE

PRESENT: Cllr R. Woof, Chair. Cllr S. Bromley, Vice Chair.
Cllrs D. Cornish, R. Cundy, G. Jukes OBE, R. Rampton and G. Veitch.

Mrs. Dagnall, Clerk.

388/2018 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Eytle.

389/2018 DECLARATIONS OF INTEREST

Non pecuniary declarations were received as follows:

Cllr Bromley: California Ratepayers Association; Finchampstead Park Management Committee.

Cllr Cornish: Berkshire MS Therapy Centre.

Cllr Cundy: California Ratepayers Association; Finchampstead Primary School; Finchampstead Park Management Committee.

Cllr Jukes: ARC.

Cllr Rampton: Keep Mobile.

Cllr Woof: Blackwater Valley Countryside Partnership.

390/2018 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4 July 2018 were agreed as a true record.

391/2018 MATTERS ARISING FROM THE MINUTES

267/2018 Asset Review

There has been some progress with the Wokingham Borough Council (WBC) Asset Review in relation to the new lease for the allotment site. There have also been some developments relating to the tenure of the Scout Hut in the California Country Park. Other aspects of the review have not progressed and this will continue to be raised with WBC, including through the consultation process over the new Borough Plan.

267/2018 Business cards

Generic business cards are now available for Councillors and staff.

274/2018 Councillor allowances

Additional information was circulated following discussion at the previous meeting. It was agreed that Councillor allowances would not be introduced, but that Councillors could continue to claim expenses for attendance at training courses or other meetings.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

392/2018 FINANCIAL POSITION OF THE COUNCIL / INCOME & EXPENDITURE 2018/19

Income and Expenditure

Reports showing Income and Expenditure and Ear Marked Reserves (EMR) were circulated prior to and at the meeting.

Allotment rents have now been paid and banked but have not yet been entered on the system so do not appear on the report.

Legal expenses are being incurred in relation to the new allotment site leases and the budget will be overspent.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The current yield is 4.27%.

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

CCLA Public Sector Deposit Fund

£56,194 is currently held in the Fund.

Work on preparing the draft budget for 2019/20 will commence shortly.

393/2018 COMMUNITY INFRASTRUCTURE LEVY (CIL)

Information was tabled at the meeting.

The current CIL balance is approximately £15,000 as funds have now been utilised for a number of projects.

A further £15,000 is expected in October 2018 with additional potential funds at a later stage. Alongside the transfer of funds in October 2018 WBC is also expected to suggest projects the Council may wish to contribute to.

As reported at Main Council the CIL Working Group met recently to review the WBC Infrastructure Project List and the Council's own project list. Information will be circulated shortly.

394/2018 GRANTS AND DONATIONS

A summary of grant applications was circulated prior to the meeting. The full applications including financial information were available from the Clerk if required.

Cllr Woof advised that the current grant process is not appropriate to some of the applications being received and that the policy should be reviewed. It was suggested that a threshold of £2000 should be set for grant applications, and any applications for larger amounts should be considered as part of the budget setting process for the following year. These larger applications could be for capital projects involving facilities important to the Parish and its residents.

It was agreed that a separate meeting would be arranged to discuss the new policy, and how the Community Infrastructure Levy (CIL) funds may be used towards the larger applications, with a proportion of the funds retained for this purpose.

It was agreed that the accounts provided by applicants should be looked at in detail in future and a summary of the financial position of the organisation presented to the meeting to assist with the the decision making process. Cllrs Cornish and Woof agreed to work with the Clerk to prepare this.

The following grants and donations were agreed, subject to approval by the Council.

Organisation	Grant requested £	Grant agreed £
ARC	2000	2000
Berkshire MS Therapy Centre	1200	1200
California Ratepayers Association	6000	See note below
Citizens Advice Bureau	2964	2964
FBC Centre	6880	See note below
Finchampstead Community Trips		200
2 nd Finchampstead Scout Group	461	460
Finchampstead Womens Group	290	See note below
Home Start Wokingham	800	800
Keep Mobile	5564	3500
Me2 Club	500	500
School Days by First Days	1500	1500 / see note below
South East Berks Gang Show	250	0
Wokingham Job Support Centre	2000	1000
Wokingham Poppy Appeal		300 (previously approved by Council)
Wokingham Volunteer Centre	1200	1200

Category	Organisation	Donation agreed £
HALLS	California Ratepayers Hall	1000
	Memorial Hall	400
	Village Club	728 (previously approved by Council)
CHURCHES	St James' Churchyard Trust	800
SCHOOLS (See note below)	Nine Mile Ride Primary School (roll 345)	2674
	Gorse Ride Infant School (roll 180)	1395
	Gorse Ride Junior School (roll 230)	1783
	Finchampstead Primary School (roll 114)	884
OTHER	Blackwater Valley Countryside Partnership	4000

- California Ratepayers Association – application for £6000 for car park improvements. It was agreed that CIL funds could be used to fund the project, subject to consideration of the projects put forward by Wokingham Borough Council (WBC) for potential funding.
- FBC Centre – application for £6880 for repair/ refurbishment of floors in the Loft and the sports hall. It was agreed that more information should be requested on alternative funding such as from the sinking fund held by the Centre which lessees

including the Parish Council contribute to. Cllr Cundy agreed to follow this up.

- Finchampstead Women's Group – application for £290 towards a Christmas pantomime trip. It was agreed that the Clerk would request further information on the status of the Group and its financial position.
- School days by First Days – a grant was recommended but the Clerk would advise the Group to contact Wokingham United Charities for an additional grant.
- Donations to schools are based on £7.75 per pupil and are to enable all pupils to participate in extra curricular activities, whether on or off the school site.

Total grants and donations for 2018/19 to be recommended to Main Council for approval are summarised below.

Grants	£11,924	(Budget £9500)
Community Transport	£3700	(Budget £3500)
Halls and Churches	£2928	(Budget £2500)
Schools	£6736	(Budget £8000)
Blackwater Valley	£4000	(Budget £4000)

395/2018 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Business Continuity

Some progress has been 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. This is outstanding.

Finchampstead Emergency Response

The Working Group met in August 2018 and the Clerk is following up actions from the meeting.

Communications and Consultation Working Group

The Group met in September 2018 as reported at Main Council. The main current project is considering a new website and the Group will be meeting again in November to discuss this.

Risk Management Working Group

Risk assessments have been completed although follow up work is required in some areas. The Community Litter Pick assessment will be completed when it has been decided how the event will be run in 2019, the Finchampstead Neighbourhood Action Group and the Parish Council will be jointly organising the event.

Cllr Cornish mentioned the speedwatch scheme and the installation of the post mounted speed indicator devices. A risk assessment is in place and it was agreed that this should be reviewed. Cllrs Bromley, Cornish and the Clerk will progress this.

The asset inspection is complete, no major issues have been identified and some minor repair and refurbishment works are in hand.

A new 'Asset Inventory Management' software package has been developed. It was agreed that the Clerk would arrange a demonstration and subject to this and final approval the package should be purchased at a maximum cost of £225 plus the annual support fee.

Strategic Plan

Work on the first stage of the Neighbourhood Development Plan is progressing.

Cllr Cundy advised that the workloads of the Clerk and Assistant to the Clerk have increased and additional resources may be required to progress specific projects on a short term basis. This could be linked to the staff resource required to assist with the Neighbourhood Development Plan.

Office space is limited and working patterns would have to be carefully planned. Cllr Cundy advised that initial discussions have taken place with the FBC Centre and an architect over the potential for extending the Parish Office or making alternative arrangements to increase the space available.

It was agreed that potential projects and the resource requirements associated with delivering them should be considered in detail.

396/2018 POLICIES AND PROCEDURES

Progress continues to be made towards full compliance with the new General Data Protection Regulations which were introduced in May 2018. A new IT and Communications Policy has been adopted by the Council and incorporates the former email and social media policies. This Policy will be further reviewed by Cllrs Bromley and Cornish and a revised version presented to the Council in December 2018 or January 2019.

The next priorities are to review the Document Management Policy and to issue staff with privacy notices.

Cllr Woof and the Clerk are reviewing the Financial Regulations and minor updates may be required.

397/2018 CORRESPONDENCE

There was no correspondence to report.

398/2018 FORUM

399/2018 DATE OF NEXT MEETING

The next meeting will be held in January 2019, the date will be confirmed as soon as possible.

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

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
393/2018	Complete notes and update Parish Council project list from CIL Working Group meeting 15/10/18	Clerk
394/2018	Arrange meeting to discuss new grant policy and use of CIL for larger applications	Clerk / all
394/2018	Seek more information on the FBC Centre hall and loft floor refurbishment project including the Centre's sinking fund.	RC
394/2018	Advise First Days by School Days to contact WUC	Clerk

394/2018	Seek additional information on the Finchampstead Women's Group	Clerk
395/2018	Business continuity – IT Business continuity – Clerks role	SPB Clerk
395/2018	Actions from FER Working Group meeting	Clerk
395/2018	Arrange meeting of Communications and Consultation Working Group to discuss new website	Clerk/all
395/2018	Arrange meeting to discuss plans for 2019 Litter Pick and prepare risk assessment	Clerk/??
395/2018	Review speedwatch risk assessment	DC/SPB/Clerk
395/2018	Request demonstration of Asset Management Inventory software	Clerk
395/2018	Additional staff resources - consider potential projects and the resource requirements to deliver them	Clerk / ??
396/2018	Review IT and Communications policy Review document management policy Prepare and issue privacy notices for staff Review Financial Regulations	DC/SPB Clerk Clerk RW/Clerk