

FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30 PM on 8 JANUARY 2019
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE

PRESENT: Cllr R. Woof, Chair.
Cllrs R. Cundy, J. May, R. Rampton and G. Veitch.

Mrs. Dagnall, Clerk.

01/2019 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S. Bromley, D. Cornish, B. Eytley and G. Jukes OBE.

02/2019 DECLARATIONS OF INTEREST

No declarations were received.

03/2019 MINUTES OF THE PREVIOUS MEETING

The minutes of the meetings held on 23 October and 18 December 2018 were agreed as a true record.

04/2019 MATTERS ARISING FROM THE MINUTES

391/2018 Asset Review

There has been further progress with the new lease for the allotment site but other aspects of the Review have not progressed.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

05/2019 FINANCIAL POSITION OF THE COUNCIL / INCOME & EXPENDITURE 2018/19
Income and Expenditure

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

No issues were raised.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The September 2018 yield was 4.27%. Cllr Woof advised that he reviewed the investment in November 2018 and that further reviews will now take place quarterly with Cllr Bromley and the Clerk. Any concerns will be raised with the Committee.

CCLA Public Sector Deposit Fund

£76,260.69 is currently held in the Fund. The current yield is 0.7671%.

06/2019 BUDGET AND PRECEPT DEMAND FOR 2019/20

The draft budget was discussed in detail at the meeting held on 18 December 2018. A further draft has been circulated.

It was agreed that a budget of £159,698 and a precept demand of £153,698 would be recommended to the Council for approval. This gives a Band D figure of £25.90.

Subject to Council approval the Clerk will submit the precept demand to Wokingham Borough Council (WBC) by the deadline of 4 February 2019.

It was noted that staff appraisals will not be completed until late January and the budget therefore includes a nominal figure for salary increases.

07/2019 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Committee had previously agreed that the CIL Working Group was no longer required and that CIL matters would be dealt with by the Committee in future. The April 2019 Committee meeting will include a briefing on how CIL and the related processes have been managed to date.

A report was circulated showing the current CIL balance of £24,791.46, and that a further £22,000 is expected in April 2019.

The FBC Centre has submitted a grant application for £6880 towards a £13,671 project to refurbish the hall and loft floors at the Centre. The Committee considered this in October 2018 but deferred a decision pending more information coming forward on the need for the work and other potential sources of funding.

Further information has now been provided and it was agreed that the sum of £6880 should be allocated to the project, subject to final approval by the Council

In October 2018 the former CIL Working Group deferred a decision on a request from Wokingham Borough Council (WBC) for £5840 to cover the cost of the installation of a path from the Green Way to the FBC Playing Fields play area.

It was agreed that there was insufficient justification for the project given the other routes to the play area, and that there were other existing paths and routes in the vicinity which require improvement and which should be given priority. The Clerk will advise WBC of this decision.

08/2019 POLICIES AND PROCEDURES

IT and Communications Policy

This new policy was adopted by the Council in October 2018. The policy has been reviewed by Cllrs Bromley and Cornish and the Clerk and a revised version has been circulated.

It was agreed that the policy was fit for purpose and should be recommended for adoption by the Council. It was also agreed that the policy should be reviewed again in January 2020.

Financial Regulations

The Regulations have been reviewed by Cllr Woof and the Clerk in accordance with the requirement for annual review.

Details of proposed amendments were circulated and tabled at the meeting. Further minor amendments were incorporated and it was agreed that the revised Regulations should be recommended for approval by the Council.

Financial Regulation 8.3 requires that all loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy. The Committee agreed that this period should be a term of 10 years.

Other policies

Further work is required to fully comply with the General Data Protection Regulations. This includes review of the Document Management Policy and the preparation of privacy notices for staff.

Cllr Woof and the Clerk will review the grants policy to ensure this reflects the change of approach agreed by the Committee on 18 December 2018.

09/2019 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Business Continuity

There has been some further progress with streamlining the IT systems used by the Council and the FBC Centre.

Proposed changes to the storage of passwords have been agreed as part of the update to the Financial Regulations.

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 held a further meeting with the WBC Emergency Planning Officer.

A meeting for all current Early Responders and any new or potential volunteers will be arranged for Spring 2019.

Communications and Consultation Working Group

The Group met in November 2018 and agreed to progress towards a new website for the Council. Three companies were shortlisted and have been approached for proposals and quotations.

Risk Management Working Group

A meeting will be arranged with Finchampstead Neighbourhood Action Group representatives to agree how the 2019 Community Litter Pick will be co-ordinated, and a risk assessment will then be completed.

The Speedwatch risk assessment requires review as previously agreed.

The Clerk has had a demonstration of the new 'Asset Inventory Management' software as discussed at the previous meeting. It was agreed that the package should be purchased at a cost of £217.50 plus the annual support fee of £119.

Strategic Plan

The Neighbourhood Development Plan (NDP) is progressing as reported at Main Council meetings.

Further work on a Strategic Plan is on hold pending progress with the NDP, the new website project and other projects.

10/2019 CORRESPONDENCE

There was no correspondence to report.

11/2019 FORUM

12/2019 DATE OF NEXT MEETING

The next meeting will be held on 24 April 2019.

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

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
05/2019	Review CCLA Property Fund February 2019	RW/SPB/Clerk
06/2019	Seek Council approval of budget and precept demand and submit precept demand to WBC by 4 February 2019	Clerk
06/2019	Undertake staff appraisals by end January 2019	Clerk/RC/RW
07/2019	FBC Centre hall and loft floor refurbishment project – seek Council approval and advise FBC	Clerk
07/2019	WBC request for funds for Green Way to play area path. Advise WBC of decision.	Clerk
08/2019	IT and Communications Policy – seek Council approval and subject to that publish document.	Clerk
08/2019	Financial Regulations – seek Council approval and subject to that publish document and print copies for all Cllrs	Clerk
08/2019	Review document management policy Prepare and issue privacy notices for staff Review grants policy	Clerk Clerk RW/KD
09/2019	Business continuity – IT Business continuity – Clerks role	SPB Clerk
09/2019	Arrange FER meeting for responders and new volunteers. Include WBC Emergency Planning Officer	Clerk
09/2019	Progress new website project	Clerk
09/2019	Community Litter Pick – arrange meeting with NAG representatives and complete risk assessment	Clerk/SPB/RR/
09/2019	Review Speedwatch risk assessment	SPB/DC/Clerk
09/2019	Purchase Asset Management Inventory software Undertake training and populate package	Clerk