

FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30 PM on 24 APRIL 2019
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE

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

Mrs Dagnall, Clerk.

151/2019 APOLOGIES FOR ABSENCE

All Committee members were present.

152/2019 DECLARATIONS OF INTEREST

No declarations were received.

153/2019 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8 January 2019 were agreed as a true record.

154/2019 MATTERS ARISING FROM THE MINUTES

04/2019 Wokingham Borough Council (WBC) Asset Review

The new lease for the WBC owned part of the allotment site is almost finalised. Other aspects of the Review have not progressed and this continues to be raised with WBC.

09/2019 Asset Management software

The software has been purchased and basic information on all assets has been entered. More details will be added in due course.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

155/2019 FINANCIAL POSITION OF THE COUNCIL

A balance sheet showing the position at 31 March 2019 was circulated prior to and at the meeting. It was noted that the CCLA Property Fund investment is viewed as a Fixed Asset and as such does not appear on the balance sheet.

General reserves at the end of the 2018/19 financial year were adequate but at the minimum level desirable.

An income and expenditure report was circulated prior to the meeting. No issues were raised.

CCLA Public Sector Deposit Fund

£46,413 is currently held in the Fund. The current yield is 0.7908%.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The current yield is 4.26%. Cllr Woof and the Clerk review the investment at regular intervals and any issues will be raised with the Committee.

156/2019 COMMUNITY INFRASTRUCTURE LEVY (CIL)

Reports and documents relating to CIL were circulated prior to the meeting.

Cllr Woof provided a briefing on how CIL and the related processes have been managed to date.

To date the Parish Council has received £101,000 and has spent £76,000. This includes contributions to projects led by Wokingham Borough Council, the Parish Council and local organisations.

The current CIL balance is £24,791.46. £6880 is committed to the FBC Centre project to repair and refurbish floors at the Centre.

A further £8500 is expected in April 2019 and £614,000 in October 2019.

It was agreed that a CIL policy is needed to cover how the Parish Council will manage CIL going forward. Cllr Woof will draft a policy for consideration.

It was agreed that the current Parish Council project list should be reviewed, updated and prioritised. Selected projects will then be developed further to include outline proposals and cost estimates.

The current project list will be circulated for all Cllrs to consider and a further meeting will be arranged in 4 to 6 weeks to discuss the next stages.

157/2019 POLICIES AND PROCEDURES

Standing Orders

The Clerk will review the Standing Orders and will draft a revised version including changes recommended by the National Association of Local Councils (NALC).

Risk Management

The annual review of the policy is due. Cllr Woof will progress this through the Working Group (see agenda item 158/2019 below).

Document Management

The Clerk will review the policy to ensure it ties in with the requirements of the General Data Protection Regulations.

Business continuity

This new policy is under development, it needs to tie in with the Risk Management and Document Management policies. See also agenda item 158/2019 below.

General Data Protection Regulations

In addition to the Document Management policy review noted above some further work is required towards compliance. The Clerk will progress this.

Grants

The Clerk has reviewed and updated the policy and will discuss this with Cllr Woof.

158/2019 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Finchampstead Emergency Response

As reported at Main Council a meeting was held in early April for Early Responders and Refuge representatives. The Working Group is now planning the next stages which include a further meeting for Responders and Refuges in June 2019.

Communications and Consultation Working Group

As reported at Main Council a company has been appointed to develop a new website for the Council.

The current Parish Council email system is not sufficiently robust. The web site company has provided initial alternative options for consideration but Cllr Bromley is now progressing this with another company.

Further meetings of the Working Group will be arranged to tie in with the stages of the new web site development, with other matters discussed at the same meeting if required.

It was agreed that any Neighbourhood Development Plan consultation proposals would not require involvement from the Working Group but would need ratification by Main Council.

Emergency Planning and Business Continuity

Further work is required on this area.

Neighbourhood Development Plan

Updates on progress with the Plan are provided at Main Council meetings.

Risk Management Working Group

- **Risk assessments**
Cllr Woof and the Clerk are working on the Rights of Way assessment.
Cllr Bromley and the Clerk will review the Speedwatch assessment.
All other assessments are in place with further assessments produced as required.
- **Risk Management Policy**
The annual review is due as noted in agenda item 157/2019 above. Cllr Woof will progress this with the Risk Management Working Group.
- **Asset inspections**
Cllr Woof will organise the annual inspections with the Working Group and the Clerk.
The inspection record sheet will be reviewed and improved.

Strategic Plan

Cllr Woof and the Clerk will produce a brief document including priorities for 2019/20 for discussion at the next meeting of the Committee.

159/2019 CORRESPONDENCE

There was no correspondence to report.

160/2019 FORUM

161/2019 DATE OF NEXT MEETING

The next meeting will be held on 3 July 2019.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 24 APRIL 2019

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
154/2019	Asset Management software – add more details on assets (eg photos, serial numbers, suppliers)	Clerk
155/2019	Review CCLA Property Fund regularly	RW/Clerk
156/2019	Draft CIL policy	RW
156/2019	Consider current project list	All
156/2019	Arrange additional meeting end May / early June to discuss project list	Clerk
157/2019	Review Standing Orders	Clerk
157/2019 158/2019	Review Risk Management Policy Complete rights of way risk assessment Review speedwatch risk assessment Asset inspections and update to inspection report sheets	RW/Working Group RW/Clerk SPB/Clerk RW/Working Group / Clerk
157/2019	Review Document Management Policy	Clerk
157/2019	GDPR compliance	Clerk
157/2019	Finalise grants policy	RW/Clerk
157 & 158/2019	Business continuity – IT including email system Business continuity – Clerks role Business continuity policy/other	SPB Clerk/ RW RW/Clerk
158/2019	Monitor new website project and arrange C & C Working Group meetings as appropriate	Clerk
158/2019	Strategic Plan – produce brief document for 2019/20	RW/Clerk