

**FINCHAMPSTEAD PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE FINANCE & GENERAL MANAGEMENT COMMITTEE**  
**7.30 PM on 3 JULY 2019**  
**FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

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

Mrs Dagnall, Clerk.

**266/2019 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs S. Bromley, D. Cornish, Mrs B. Eytley and G. Veitch.

**267/2019 DECLARATIONS OF INTEREST**

No declarations were received.

**268/2019 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 12 June 2019 were agreed as a true record.

**269/2019 MATTERS ARISING FROM THE MINUTES**

**Meeting held on 24 April:**

**154/2019 Wokingham Borough Council (WBC) Asset Review**

As reported at Main Council in June the new lease for the WBC owned part of the allotment site has been finalised. Other aspects of the Review have not progressed and this continues to be raised with WBC.

**157/2019 Policies and procedures**

The review of the document management policy and further work relating to the General Data Protection Regulations is outstanding and will be progressed by the Clerk as soon as possible.

The Clerk has reviewed and updated the grant policy. Cllr Woof will check that this meets requirements.

**Meeting held on 12 June:**

**239/2019 Grant application**

The Committee approved a grant for the provision of summer activities for young people on the Gorse Ride Estate. The Community Development Worker has confirmed that the project will now cater for 10 – 12 young people. This number is limited by the required staffing ratios and the desire to work closely with the participants to build an ongoing relationship for ongoing projects.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**270/2019 FINANCIAL POSITION OF THE COUNCIL**

An income and expenditure report was circulated with the agenda and tabled at the meeting. No issues were raised.

**CCLA Public Sector Deposit Fund**

£106,474.29 is currently held in the Fund. The current yield is 0.754%.

### **CCLA Property Fund**

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

### **Community Infrastructure Levy**

Current funds amount to £33,299.28. Approximately £650,000 is due to be paid to the Council in October 2019.

### **271/2019 COUNCIL FUNDS – FUTURE INVESTMENTS AND INVESTMENT STRATEGY**

Where investments are £100,000 or over at any point in a financial year a Local Council must follow Government advice on investments. This includes a need for an investment strategy.

Cllrs Cundy and May agreed to look in to potential investment opportunities for the Council.

It was noted that since 2015 Local Councils with a budget up to €500,000 are eligible depositors under the Financial Services Compensation Scheme.

### **272/2019 COMMUNITY INFRASTRUCTURE LEVY (CIL) POLICY AND DECISION MAKING PROCESS**

A draft Policy and notes on the decision making process were circulated with the agenda and tabled at the meeting.

The CIL Policy was approved and subject to Main Council approval will be published on the Council's website.

The decision making process was also agreed and will be retained for internal use only.

### **273/2019 PROJECT LIST**

A revised project list was circulated with the agenda and tabled at the meeting. It was noted that the list was limited to those projects which are currently in progress, known to be viable or considered potentially viable and worth looking in to further.

The list will be reviewed by the Committee at least twice a year. New projects are likely to come forward including through the Neighbourhood Development Plan process and from Wokingham Borough Council.

The list was approved and the Clerk will circulate it to all Councillors.

Cllr Woof and the Clerk will suggest a lead Councillor or Committee for each project in order that these can be taken forward.

### **274/2019 STRATEGIC PRIORITIES**

It has been agreed that the Council will not develop a strategy until current projects including the Neighbourhood Development Plan have progressed further. However, the priorities identified through the household consultation and by the Council itself are still valid and a brief update on progress against each priority was circulated with the agenda and tabled at the meeting.

It was agreed that a further project should be added relating to services which could potentially be taken over from Wokingham Borough Council.

The document was approved and will be circulated to all Councillors. The Clerk will update the document at least every 6 months and will seek to use it as a reference point for e newsletter items.

## **275/2019 REVIEW OF THE PROCESS FOR APPOINTMENT TO COUNCIL ROLES AND UPDATE TO STANDING ORDERS**

The National Association of Local Councils (NALC) produced an update to the model Standing Orders in 2018. The changes relate mainly to legislation including requirements around transparency, procurement and data protection.

It was agreed that Cllrs Jukes, Woof and the Clerk would produce a draft update for consideration by the Committee. Main Council approval will be required for the final version.

A document relating to the review of the process for appointment to Council roles, Councillor responsibilities and the structure of the Council was circulated with the agenda and tabled at the meeting.

Cllr Woof and the Clerk will collate the agreed points for further discussion at the next Main Council meeting. Once approved by Main Council the amendments will be incorporated in the revised Standing Orders noted above.

## **276/2019 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES Finchampstead Emergency Response (FER)**

A report from Councillor Jukes was circulated prior to the meeting, along with the recently produced Finchampstead Emergency Plan.

A meeting for Early Responders and Refuge representatives was held on 1 July and was attended by the local Emergency Planning Officer. The Emergency Plan was approved at the meeting.

Emergency scenarios were discussed at the meeting and clarified roles and responsibilities and how FER would work as a formal part of Wokingham's emergency response system.

FER is now considered to be live.

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

The Clerk has just received an outline version of the new website and will circulate this for comments.

### **Emergency Planning and Business Continuity**

The FBC Centre Facilities Manager has implemented improvements to the broadband system now used by both the Parish Council and the FBC. This is now more resilient with a back up line in place.

Further work is needed on other areas including the email system and back up for the Clerk.

### **Neighbourhood Development Plan**

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

A process for authorisation of expenditure has been agreed. Cllr Woof signed the contract with the appointed consultant, Bell Cornwell LLP.

### **Risk Management Working Group**

- **Risk Management Policy**

Councillor Woof and the Clerk have reviewed the Policy and the updated version will be presented to Main Council for approval.

- **Asset inspections**

Cllr Woof will organise the annual inspections with the Working Group and the Clerk. Cllr Woof and the Clerk will review and improve the inspection record sheet.

The asset management software is proving to be helpful but more information on and images of the assets need to be entered when resources are available.

The Council's insurers have recommended that the Council's assets are revalued every 5 years to ensure that appropriate cover is in place.

- **Risk assessments**

Cllr Woof and the Clerk are reviewing 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

- The Working Group will meet when further progress has been made on the above items.

### **277/2019 CORRESPONDENCE**

There was no correspondence to report.

### **278/2019 FORUM**

- Councillor Woof advised that the next Main Council agenda will include a proposal to modify future Main Council agendas by reducing the time spent on committee reports and so allowing time for additional agenda items for discussion.

### **279/2019 DATE OF NEXT MEETING**

The next meeting will be held on 9 October 2019. A further meeting will be held on 27 November or 4 December primarily to discuss the 2020/21 budget.

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

## **FINANCE & GENERAL MANAGEMENT COMMITTEE 3 JULY 2019**

### **SUMMARY OF ACTIONS**

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
269/2019	Review Document Management Policy	Clerk
269/2019	GDPR compliance	Clerk
269/2019	Finalise grants policy	RW/Clerk
271/2019	Research potential investments	RC/JM
272/2019	CIL Policy – circulate for Main Council approval and publish	Clerk
273/2019	Project list – circulate to all Cllrs Allocate lead Cllr or Committee Committee to review November/December 2019	Clerk RW/Clerk Clerk
274/2019	Strategic priorities update – circulate to all Cllrs Committee to review November/December 2019	Clerk Clerk

275/2019	Standing Orders update Main Council agenda item re Council roles and responsibilities	Clerk/RW/GJ Clerk
276/2019	Communications and consultation – web site project Circulate latest information for comments Review website map	Clerk/Working Gp Clerk
276/2019	Business continuity – email system Business continuity – Clerks role Business continuity policy/other	SPB Clerk/ RW RW/Clerk
276/2019	Review Risk Management Policy for Main Council approval  Complete rights of way risk assessment Review speedwatch risk assessment  Asset inspections Update to inspection report sheets  Risk Management Working Group meeting	RW/Clerk  RW/Clerk SPB/Clerk  RW/RC/RR/Clerk RW/Clerk
276/2019	Asset Management software – add more details on assets (eg photos, serial numbers, suppliers)	
276/2019	Asset revaluation for insurance purposes	
278/2019	Agenda item for Main Council re changes to reports and agenda content	Clerk
279/2019	Confirm date for additional committee meeting 27 November or 4 December	Clerk/ All