

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSE COMMITTEE
7.30 PM, 7 JULY 2011
FBCENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

PRESENT: Cllrs Markham, Chairman, Woof, Vice Chairman
Cllrs May, Mrs Newcombe, Rampton.

Mrs Katy Dagnall, Clerk.

239/2011 - APOLOGIES FOR ABSENCE

Cllr Cundy, Cllr Mayne, Cllr Pittock.

240/2011 - MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meetings held on 26 April 2011 and 19 May 2011 were signed as a true record.

241/2011 - MATTERS ARISING FROM THE MINUTES

137/2011 - New Parish Office - Legal Agreement with Baptist Community Centre

The solicitor has advised that the title is still being registered - the Land Registry has raised queries over the transfer.

137/2011 - Internal Auditor - Review & Re-Appointment for 2010-11

The audit papers have now been sent to the external auditor. The public inspection period ends on 22 July 2011.

137/2011 - Annual donations to Churches

The Section 769 Monies (£4414) arising from the sale of the old Finchampstead Baptist Church have now been received by the Parish. These will be used for the current play area improvement works at the Memorial Park.

137/2011 - Salary expenses

The Clerk has written to Anna Kent advising of the small increase in salary from 1/4/11.

137 2011 - Parish Hardship Fund

The existing Grant /Donation form has been amended to include mention of the Parish Hardship Fund.

242/2011 I & E REVIEW - Q1 2011/2012

Reports for the first quarter of 2011/12 have been circulated. Expenditure to date is £18401.

£70k has been invested in a 6 month Bond through Clydesdale Bank, to December 2011.

The Clerks salary is currently at 35% of budget. This includes March hours and overtime and training. No time has been allocated to training or 'extra staff costs' to date.

Legal fees are at 76% of budget due to SPPG expenses. These expenses are likely to be reimbursed.

Fuel Allotment (4330) should be renamed Parish Hardship.

Keep Mobile (4322) has not yet requested a grant for 2011/12.

243/ 2011 - DONATIONS AND PROJECTS REVIEW FOR 2011/2012

YOUTH WORK @ FBC (£9k)

No invoice has been received to date. There is a query over whether activities taking place are in line with the proposal on which the funding was based. The Clerk will make enquiries.

CONTINGENCY FUND (£1k)

This has been allocated to the Memorial Park play area improvements, currently underway.

PARISH WALKS INITIATIVE (FORMERLY INTERPRETIVE PANELS)(£3k)

The production of downloadable walks information similar to that produced by Shinfield Parish Council has been agreed. Cllr Woof will be contacting WBC to establish what assistance with mapping is available. Subject to that, production of copy and work on design/layout will commence. Cllr Veitch has provided an old walks leaflet, Cllr Mrs Newcombe has an old Finchampstead Society booklet which may also be helpful for copy.

GORSE RIDE SAFETY ZONE PROJECT (£5250)

No progress to report.

BLACKWATER VALLEY C/P (£4000)

A report has recently been received but this does not include any financial information. Cllr Woof will follow this up. The Clerk will forward a grant application form to BVCP.

244/ 2011 -APPLICATIONS FOR DONATIONS RECEIVED (S137)

The following applications were considered and the Committee recommendations will be put before Main Council on 21 July 2011.

<u>Organisation</u>	<u>11-12 request</u>	<u>Committee decision</u>
1. RELATE	£900	£500
2. FINCHAMPSTEAD GUIDES	£UP TO 1000	£500

It was noted that Relate had not applied for a grant in 2010/11.

The Finchampstead Guides would be asked to keep FPC informed of progress with the project.

It was noted that due to timing of meetings and the nature of the project a grant of £250 for Gorse Ride in Bloom had been approved by Main Council on 15 June 2011.

245/2011 RISK ASSESSMENT - Working Group Report

Cllr Woof reported that the Group had updated the Terms of Reference, and the Risk Management Policy. These had been circulated to the Committee for comment.

A number of actions have been identified which the Group will follow up.

It was agreed that the documents be circulated to all Councillors, and that the Policy be presented to Main Council on 21 July 2011 for approval of the updated Policy as a working document.

246/2011 CORRESPONDENCE AND FORUM

Correspondence

1. Letter from Alan Harland, Internal Auditor, offering services for 2011/12 at same fee as for 2010/11. £475. Agreed.
2. Wokingham Clerks Forum - Earley Town Council suggested pooling resources of surplus cash with WBC to attract higher bank interest rates on short term investments. Views sought on this. Agreed this was not appropriate for FPC.
3. Training offered on Alpha financial software. Agreed that the Clerk would undertake training at the appropriate stage.

Forum

Cllr Rampton queried the many lines on the nominal ledger report which are now redundant. Updating of the Alpha records will address this in due course.

Cllr Woof queried expenditure on dues and subscriptions. This is mainly for BALC membership.

247/2011 - DATE OF NEXT MEETING

Thursday 13th October 2011 at 7.30pm, FBCentre.

The meeting closed at 8.20pm.