

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30 PM on 7 JANUARY 2020
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

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

Mrs Dagnall, Clerk.

01/2020 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D. Cornish and Mrs B. Eytle.

02/2020 DECLARATIONS OF INTEREST

No declarations were received.

03/2020 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 November 2019 were agreed as a true record.

04/2020 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

466/2019 Standing Orders update

The Clerk has started to review the Standing Orders. Cllrs Jukes and Woof will be assisting with the review.

General Data Protection Regulations

The Information Commissioners Office has provided an update on the top three challenges facing the sector.

- Holding personal data on personal laptops or mobile telephones, and the use of non – Council email addresses by Councillors.
- Data audits – the retention of information ‘just in case’ it could be useful does not mean it is necessary or proportionate to hold on to it. Councils and Councillors should regularly check and clear their records.
- The sharing of data appropriately with other services.

It was noted that while Wokingham Borough Council (WBC) has offered to act as the Data Protection Officer for the Parish Council, no formal agreement is in place. The Clerk will contact WBC again.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

05/2020 FINANCIAL POSITION OF THE COUNCIL

An income and expenditure report was circulated. There are no issues at present. The end of year projection shows an overspend of approximately £1000.

CCLA Public Sector Deposit Fund

£556,848 is currently held in the Fund. The current yield is 0.7093%.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The current yield is 4.33%.

06/2020 DRAFT BUDGET AND PRECEPT DEMAND FOR 2020/21

A further version of the draft budget prepared by Cllr Woof and the Clerk was circulated.

It was agreed that a budget of £172,800 and a precept demand of £162,600 would be recommended to the Council for approval. This gives a Band D figure of £26.96.

Subject to Council approval on 15 January 2020 the precept demand will be submitted to WBC by the deadline of 3 February 2020.

The budget circulated included Ear Marked Reserves (EMR) for 2020/21, excluding the EMR for Community Infrastructure Levy (CIL) receipts. Several EMR have been removed as the projects are likely to be funded through CIL receipts.

07/2020 COMMUNITY INFRASTRUCTURE LEVY (CIL)

Current funds total £498,906.39. A further payment of approximately £150,000 is due to the Council in late April 2020 and additional funds may accrue in the interim period.

WBC had provided outline information about a project to create new public open space to encourage biodiversity, linked to future requirements the Government may impose on developers. The Clerk advised that this is linked to a new Environment Bill published in October 2019 which requires developers to deliver a minimum of 10% biodiversity net gain on housing and other developments, and requires local planning authorities to create local nature recovery strategies to map out current biodiversity levels and identify opportunities for enhancement.

The Clerk will contact WBC regarding its proposals for complying with the new legislation, and how this ties in with projects to be CIL funded.

Cllr Woof advised that two path improvement projects at Briarwood and BW24 are proposed, at a cost to the Council of £2750 and £3000 respectively. It was agreed that CIL funds should be used for these projects.

It was agreed that the Clerk would re circulate the current project list and that the next meeting should focus on which projects are to be actively taken forward, including identifying a Councillor or Councillors to lead on each project. Suggestions for additional projects should be forwarded to the Clerk.

The annual CIL monitoring report will also be reviewed at the next meeting, and thereafter on an annual basis at the first meeting of the financial year. This report is a legal requirement and is submitted to WBC and published on the Parish Council's website annually.

08/2020 FINANCIAL REGULATIONS

- The Council is required to review its Financial Regulations annually. A full review took place in 2019 and the revised Regulations were adopted by the Council in January 2019. Only minor amendments are expected to be needed, the Regulations will be fully reviewed and a revised version presented to the next meeting of the Committee.
- In accordance with Financial Regulations 6.7 and 6.9 the Council is required to confirm its approval of the continued use of Direct Debits, BACS and CHAPS payments. It was agreed that these payment methods should continue.
- A new direct debit is proposed for SSE for the period from 1/1/20 to 31/12/20 for energy for the Council's 6 street lights. The expected total cost is £300. It was agreed that the new direct debit should be set up.

- It was agreed that the current authorised signatories should continue in this role. These are Councillors Woof; Cundy; Veitch; Bromley and Mrs Driver.

09/2020 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Business Continuity

Cllr Bromley advised that some progress has been made. The current focus is on changing the way of sharing information across the office computers and upgrading the hardware.

Finchampstead Emergency Response (FER)

There were no issues to report. A Working Group meeting is being arranged for late January 2020.

Communications and Consultation Working Group

There were no issues to report. A meeting will be arranged for February 2020.

Neighbourhood Development Plan

An update on progress with the Plan is provided at Main Council meetings.

Risk Management Working Group

- **Assets**

Additional information and images of assets need to be added to the asset management software. The Clerk will complete this in due course.

The Council's insurers have recommended that the Council's assets are revalued every 5 years to ensure that appropriate cover is in place. Cllrs Bromley and Cundy are working on the revaluation.

- **Risk assessments**

The Rights of Way assessment is complete apart from the checking of the instructions for the three circular walks – one has now been checked by Cllr Woof and the remaining two walks will be checked in due course.

Cllr Bromley and the Clerk will review the Speedwatch assessment.

All other assessments are in place with further assessments produced as required.

Human Resources Sub Committee

- A consultant from the Local Government Resource Centre visited the Council on 3 December and met staff and several Councillors. A report on options for the future staffing structure of the Council is being produced.

10/2020 CORRESPONDENCE

- There was no correspondence to report.

11/2020 FORUM

- No items were raised.

12/2020 DATE OF NEXT MEETING

The next meeting will be held on 10 March 2020.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 7 JANUARY 2020

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
04/2020	Continue to progress GDPR compliance including DPO role and subject access requests	Clerk
04/2020	GDPR / Document management	All
04/2020	Standing Orders update	Clerk/GJ/RW
06/2020	Budget and precept recommendation to Council 15/1/20. Precept Demand to WBC by 3/2/20	Clerk
07/2020	Biodiversity proposal – more information on WBC approach	Clerk
07/20	Circulate projects list Submit additional project suggestions	Clerk All
08/2020	Financial Regulations review	Clerk / RW
09/2020	Business continuity / IT	SPB
09/2020	Arrange FER Working Group meeting	Clerk
09/2020	Arrange Communications & Consultation Working Group meeting	Clerk
09/2020	Complete rights of way risk assessment Review speedwatch risk assessment	RW/Clerk SPB/Clerk
09/2020	Add information to asset management software	Clerk
09/2020	Revalue assets for insurance purposes	SPB/RC