

**FINCHAMPSTEAD PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & GENERAL MANAGEMENT COMMITTEE  
7.30 PM ON 10 MARCH 2020  
FBC CENTRE, GORSE RIDE NORTH, FINCHAMPSTEAD, BERKSHIRE**

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**PRESENT:** Cllr R. Woof, Chair. Cllr S. Bromley, Vice Chair.  
Cllrs D. Cornish, R. Cundy, Mrs B. Eytel, G. Jukes OBE, J. May & G. Veitch.

Mrs Dagnall, Clerk.

**101/2020 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr R. Rampton.

**102/2020 DECLARATIONS OF INTEREST**

No declarations were received.

**103/2020 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 7 January 2020 were agreed as a true record.

**104/2020 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS**

**04/2020 General Data Protection Regulations**

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.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**105/2020 FINANCIAL POSITION OF THE COUNCIL**

An income and expenditure report was circulated. There are no issues at present.

**Unity Trust Bank current account**

The current balance is £25,726.

**CCLA Public Sector Deposit Fund**

£522,431 is currently held in the Fund. The current yield is 0.7214%.

**CCLA Property Fund**

£25,000 was invested in the Fund in August 2017. The current yield is 4.36%.

**106/2020 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

A report on funds received and expected was circulated along with the draft CIL Monitoring Report for 2019/20. The Monitoring Report is a legal requirement and has to be submitted to WBC and published on the Parish Council's website by the end of December following the reported year. In future the Report will be reviewed by the Committee each January.

Current funds total £498,906.39. A further payment of approximately £155,000 is due to the Council in late April 2020.

Two projects have been completed in 2019/20 utilising CIL funds, at a total cost of £7545. A further £6880 is provisionally committed to a FBC Centre project pending further information coming forward.

### **107/2020 PROJECTS**

It was noted that WBC is likely to come forward with requests for contributions towards larger projects relating to the infrastructure for the Arborfield Green / Finchwood Park developments.

The project list was discussed with a view to identifying the priority projects to be taken forward. This will be updated and circulated separately.

### **108/2020 OPERATION LONDON BRIDGE**

This refers to procedures for marking the death of a senior member of the Royal Family. Condolence books have already been purchased but a report was circulated regarding additional arrangements which could be put in place for this eventuality.

It was agreed that no further action was required at this stage. It was noted that in the event of the death of a senior Royal it would be appropriate for the Parish Council to write a letter to the Royal Family expressing its condolences.

### **109/2020 FINCHAMPSTEAD COMMUNITY TRIPS**

A grant application from the Finchampstead Community Trips Group was circulated. Trips run every two weeks, taking elderly people to various locations for shopping or social events. At present the trips are self funding but the Group's funds have decreased and additional funds are sought to ensure that trips can continue this year.

It was agreed that a grant of £250 should be awarded to the Group and that the Group should be advised to put in a further request should it need funds in the future. It was noted that the Group has also submitted a grant application to the Wokingham United Charities.

### **110/2020 FINANCIAL REGULATIONS AND STANDING ORDERS**

Updated versions of the Financial Regulations and Standing Orders were circulated. Minor amendments have been made to the Financial Regulations but the Standing Orders have been more extensively reviewed in line with the Model Standing Orders published by the National Association of Local Councils (NALC) in 2018.

Subject to minor amendments relating to European legislation the documents were approved by the Committee and will be recommended to the Council for approval at its meeting on 18 March 2020.

### **111/2020 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES** **Business Continuity**

Discussions have taken place over IT support and three companies will be approached for quotations for the service.

It was agreed that a laptop should be purchased for the Clerk at a cost of up to £650. This will replace the existing ageing hardware.

Cllrs Jukes and Woof and the Clerk will meet as soon as possible to discuss arrangements should the FBC Centre close due to the Coronavirus (COVID-19) outbreak or staff become unwell.

### **Finchampstead Emergency Response (FER)**

The Working Group met in January 2020 and is planning a meeting for the volunteers in September 2020.

*Post meeting note: The Working Group will be meeting on 13 March to discuss the Coronavirus (COVID-19) outbreak.*

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

There were no issues to report. A meeting took place in February 2020 and the updated action plan has been circulated to all Councillors.

### **Climate Change Working Group**

The first meeting of the new Working Group took place in February. Notes will be circulated in due course.

### **Neighbourhood Development Plan**

Regular updates are provided at Main Council meetings. Cllr Cornish advised that stakeholder consultations have now started and useful meetings have already been held with local farmers and with local churches.

### **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.

Cllrs Bromley and Cundy have completed the revaluation of the Council's assets as recommended by the Council's insurers.

- **Risk assessments**

The Rights of Way assessment is complete apart from the checking of the instructions for two of the three circular walks – these will be checked by Cllr Woof 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 has been circulated. The HR sub-committee will meet to discuss the next stage.
- It was noted that Thames Valley Police have relocated to an alternative office in the FBC Centre and the Council now has the whole office.

### **112/2020 CORRESPONDENCE**

- There was no correspondence to report.

### **113/2020 FORUM**

- The Clerk will look in to whether CIL funds could be used for capital projects within schools.
- Cllr Jukes will look in to air quality monitoring equipment as discussed by the Climate Change Working Group. The equipment could potentially be purchased with CIL funds.

### **114/2020 DATE OF NEXT MEETING**

The next meeting will be held on 6 May 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)
104/2020	Continue to progress GDPR compliance including DPO role and subject access requests	Clerk
106/2020	CIL Complete monitoring report for 2019 Look in to use of CIL funds for school projects Look in to air quality monitoring equipment Additional information ref FBC Centre project which funds are provisionally committed to	Clerk Clerk GJ  Clerk
107/2020	Projects – update and circulate project list	Clerk
109/2020	Finchampstead Community Trips – advise Group of grant	Clerk
110/2020	Financial Regulations and Standing Orders – amend ref EU regs and include on agenda for Main Council 18 March	Clerk
111/2020	Business continuity / IT Contact companies reference IT support Meet reference Coronavirus implications Purchase laptop for Clerk	Clerk/SPB/RW Clerk / GJ/RW SPB
111/2020	Write up Climate Change Working Group notes	Clerk
111/2020	Complete rights of way risk assessment Review speedwatch risk assessment	RW/Clerk SPB/Clerk
111/2020	Add information to asset management software	Clerk
111/2020	Review insurance cover reference revaluation of assets	Clerk
111/2020	Arrange meeting of HR sub committee	Clerk for RW/GV/RC/SPB