

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
4 PM ON 6 MAY 2020
By Zoom video conference**

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.

170/2020 APOLOGIES FOR ABSENCE

Apologies were received from Cllr R. Rampton.

171/2020 DECLARATIONS OF INTEREST

No declarations were received.

172/2020 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10 March 2020 were agreed as a true record. These will be signed retrospectively as soon as circumstances allow.

173/2020 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

104/2020 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.

Keep Mobile newsletter

A recent newsletter from Keep Mobile has been circulated. The Organisation is continuing to provide a service and the Clerk has thanked them for the newsletter and for their continued support for residents.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

174/2020 FINANCIAL POSITION OF THE COUNCIL

The Statutory Income and Expenditure report for the year ended 31 March 2020 was circulated.

Unity Trust Bank current account

The current balance is £270,250.06. This includes 50% of the precept for 2020/21 and a recent Community Infrastructure Levy payment (see agenda item 175/2020 below).

It was agreed that £150,000 should be transferred to the Public Sector Deposit Fund.

CCLA Public Sector Deposit Fund

£503,064 is currently held in the Fund. The current yield is 0.3790%.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The yield at 31 March 2020 was 4.41%.

The investment will continue to be reviewed regularly.

175/2020 COMMUNITY INFRASTRUCTURE LEVY (CIL)

The CIL Monitoring Report for 2019/20 was circulated. In accordance with legislation the Report has been submitted to Wokingham Borough Council and published on the Parish Council's website.

Current CIL funds total £663,200 which includes £174,839 received on 30 April 2020.

A guidance note was circulated on infrastructure which can be funded by the Levy, and the relevant legislation.

176/2020 PROJECTS

The updated project list was circulated.

Cllr Cornish presented a draft project evaluation method based on a list of criteria weighted for their importance. This was developed following discussions between Cllrs Cornish, Jukes and Woof and has been tested on a small number of projects.

It was agreed that the document should be circulated and that comments on the questions / criteria should be sent to Cllr Cornish. The importance of cross referencing with the guidance on which projects can be funded by CIL was noted.

When the questions / criteria have been refined the weighting will be reviewed, and all projects will then be evaluated using the method. A lead Councillor or Committee will then be nominated for the projects which are to be taken forward.

177/2020 GRANTS FOR 2020/21

The Council agreed at its meeting on 16 April 2020 that in view of the Coronavirus situation normal procedures would be amended to allow grant applications to be considered on an adhoc basis throughout 2020/21. It also agreed that this should be kept under review.

To date no applications have been received although an application form has been requested by one group.

A co-ordinated approach to identifying needs amongst local groups, organisations and charities is under discussion as part of the partnership working over the Coronavirus situation.

It was noted that while the demand on funds will be high, significant new funding streams have come forward as a result of the current situation.

178/2020 COUNCIL POLICIES

Policies requiring review are as follows:

- **Business continuity** – this policy is under development. It was agreed that the Council should develop a 'scheme of delegation' which would be read alongside Standing Orders and Financial Regulations.
- **Complaints procedure** – a minor update will be due after the Annual Meeting in May.
- **Data Protection / General Data Protection Regulations** – the subscription to the Information Commissioners Office has been renewed. Some further work is required in order to fully comply with the Regulations.

- **Planning Committee Guidelines** – the annual review is due in October 2020 and is in hand.
- **Planning Committee Guidelines for pre application meetings with developers** – the current version is dated 2017. A review of the guidelines is in hand.
- **Power of Competence** – the Council is required to consider the re-adoption of this Power every four years and this will be included on the agenda for the Annual Meeting on 20 May 2020.
- **Risk Management Policy** – the annual review of the policy is due.
- **Standing Orders** – these have been extensively updated and were adopted by the Council in March 2020. A further clause should now be added to reflect the change in legislation which now permits virtual meetings. When a scheme of delegation is adopted this should also be referred to in Standing Orders.

179/2020 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Risk Management Working Group

- **Business Continuity**

The policy is under development as noted above.

Potential providers of IT support have been identified and three companies will be approached for quotations for the service when circumstances allow.

It was agreed that a further account signatory should be nominated when circumstances allow this to be progressed.

- **Assets**

The software package has now been fully updated with information on assets and all heritage items have been added. Images will be added in due course.

- **Risk Assessments**

The assessments for two of the circular walks will be reviewed by Cllr Woof when circumstances allow.

Cllr Bromley and the Clerk will review the Speedwatch assessment.

Finchampstead Emergency Response (FER)

- The Working Group met in January 2020 and if circumstances allow a meeting for the volunteers will be held in September 2020.
- The Group also met on 13 March to discuss the potential implications of the Coronavirus outbreak, following a discussion with the local Emergency Planning Officer. FER volunteers were contacted regarding their availability to support if needed but no assistance has been required to date. Communications with the volunteers will be maintained.
- It was noted that the Parish Council and local volunteers distributed leaflets about the Coronavirus situation and the support available to all households in the Parish.

Communications and Consultation Working Group

- It was noted that use of the website continues to increase.

Climate Change Working Group

- The first meeting of the new Working Group took place in February. An action plan has been drafted using a template provided by WBC and has been circulated to the

Group. The Clerk is in discussion with WBC over the format and content, and how this will be incorporated in the Borough wide action plan. A report on the Carbon Footprint of the Parish is expected shortly.

Neighbourhood Development Plan

- The current position has been reported at Main Council meetings. Work on the Plan continues with the intention of it going to referendum as soon as possible when permitted by legislation. At present this is May 2021. It was noted that the completed Plan will carry some weight in the planning process even before a referendum has taken place.

Human Resources Sub Committee

- A meeting will be arranged in late May / early June to discuss the report on staffing structure options produced by the Local Government Resource Centre, and other relevant matters.

180/2020 CORRESPONDENCE

- There was no correspondence to report.

181/2020 FORUM

- The pros and cons of virtual meetings were discussed. At present the legislation permits Local Councils to hold virtual meetings until May 2021.

182/2020 DATE OF NEXT MEETING

The next meeting will be held on 1 July 2020.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 6 MAY 2020

SUMMARY OF ACTIONS

| MINUTE REFERENCE | ACTION | RESPONSIBLE PERSON(S) |
|------------------|-------------------------------------------------------------------------------------------|-------------------------------------|
| 173/2020 | Contact WBC regarding DPO role | Clerk |
| 174/2020 | Transfer money to the CCLA Deposit Fund | Clerk |
| 174/2020 | Regularly review the CCLA Property Fund | RW/ All |
| 176/2020 | Send comments to DC on the draft project evaluation criteria | All/ DC |
| 178/2020 | Policies – Business continuity including new scheme of delegation | Risk Management Working Group/Clerk |
| 178/2020 | Policies – complaints procedure | Clerk |
| 178/2020 | Policies – GDPR compliance esp subject access requests | Clerk |
| 178/2020 | Policies – Planning Committee Guidelines and Guidelines for pre app meetings | Clerk/Assistant to Clerk |
| 178/2020 | Policies – Power of Competence | Clerk |
| 178/2020 | Policies – Risk Management | RW |
| 178/2020 | Policies – SO ref virtual meetings / new scheme of delegation | Clerk |
| 179/2020 | Contact companies reference IT support Additional account signatory | Clerk/SPB/RW Clerk |
| 179/2020 | Add images to asset management software | Clerk |
| 179/2020 | Complete rights of way risk assessment Review speedwatch risk assessment | RW/Clerk SPB/Clerk |
| 179/2020 | FER – maintain communications. Meeting for volunteers/ other actions from January meeting | Clerk |
| 179/2020 | Arrange meeting of HR sub committee | Clerk |