

**FINCHAMPSTEAD PARISH COUNCIL  
MINUTES OF THE MEETING OF THE  
FINANCE & GENERAL MANAGEMENT COMMITTEE  
4 PM ON 1 JULY 2020  
By Zoom video conference**

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**PRESENT:** Cllr R. Woof, Chair. Cllr R. Cundy, Vice Chair.  
Cllrs S. Bromley, D. Cornish, G. Jukes OBE, Mrs S. McDonald,  
G. Veitch & S. Weeks.

Mrs Dagnall, Clerk.

**251/2020 APOLOGIES FOR ABSENCE**

No apologies were received.

**252/2020 DECLARATIONS OF INTEREST**

No declarations were received.

**253/2020 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 6 May 2020 were agreed as a true record. These will be signed retrospectively as soon as circumstances allow.

**254/2020 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS**

**173/2020 General Data Protection Regulations**

The Clerk has contacted Wokingham Borough Council (WBC) regarding its offer to act as the Data Protection Officer for the Parish Council. WBC is still willing to undertake this role and a formal agreement will be drawn up in due course.

**PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**255/2020 FINANCIAL POSITION OF THE COUNCIL**

Income and expenditure reports were circulated. It was noted that report formats are being looked at in relation to the disclosure of personal information about members of staff.

The Clerk will look at different report formats to establish if projections could be shown.

**Unity Trust Bank current account**

The current balance is £113,560.

**CCLA Public Sector Deposit Fund**

£653.487 is currently held in the Fund. The current yield is 0.2992%.

**CCLA Property Fund**

£25,000 was invested in the Fund in August 2017. The yield at 31 May 2020 was 4.56%.

It was noted that dealing in the Fund is currently suspended. The investment will continue to be reviewed regularly.

**256/2020 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Current CIL funds total £653,326 which includes £174,839 received on 30 April 2020.

WBC has submitted an outline bid for funds towards a study of the Nine Mile Ride from its junction with the A321 Sandhurst Road to the Gorrick Plantation in relation to a potential cycle route to Wokingham. Further information on the proposed study has been requested.

### **257/2020 PROJECTS**

The current Project List was circulated.

Cllr Cornish gave an update on progress with the draft project evaluation method which is being developed. It was noted that this is intended to provide guidance for the decision making process, and that other factors will also need to be taken in to account.

It was agreed that Cllrs Bromley Cundy, Jukes, Mrs McDonald and Weeks should test the evaluation method - Cllr Woof suggested four specific projects but the method can also be tested on others.

The updated matrix with the four nominated projects will be circulated.

Comments on the format and content of the Project List will be incorporated and a revised version circulated. Lead Councillors will be suggested for each project.

The updated List will also be circulated to all Parish Councillors.

### **258/2020 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.

Three applications have been received to date and details were circulated. It was agreed that the following grants would be awarded, subject to approval by Main Council at its meeting on 15 July 2020.

<b>Organisation</b>	<b>Sum requested</b>	<b>Grant awarded</b>
Berkshire MS Therapy Centre	£1000	£1000
Citizens Advice Wokingham	£3300	£3300
WBC Localities Gorse Ride picnic project	£500	£500

A coordinated 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.

### **259/2020 COUNCIL POLICIES**

Progress on the review/ update of policies was reported as follows:

- **Business continuity** – ongoing.
- **Complaints procedure** – review and update complete.
- **Data Protection / General Data Protection Regulations** – ongoing.
- **Planning Committee Guidelines** – review and update complete.
- **Planning Committee Guidelines for pre application meetings with developers** – review and update complete.
- **Power of Competence** – re-adopted by the Council on 20 May 2020.
- **Risk Management Policy** – review and update complete and approved by the Council on 18 June 2020.

- **Standing Orders** – addition of clause to reflect the change in legislation which now permits virtual meetings. Outstanding.
- **Scheme of delegation** – to be developed and referred to in Standing Orders. Outstanding.

## **260/2020 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES**

### **Risk Management Working Group**

- **Business Continuity**  
The position is as reported at the previous meeting.
- **Assets**  
The annual asset inspection is now due. Cllrs Bromley, Cundy, Jukes and Woof offered to assist with the inspections. Cllr Woof and the Clerk will review the asset list and allocate items to be inspected.
- **Risk Assessments**  
The review of the Speedwatch assessments is completed. Assessments for two circular walks are still to be checked.
- The Clerk will arrange a meeting of the Working Group.

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

- The position is as reported at the previous meeting.

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

- It was noted that use of the website continues to increase.
- A meeting will be arranged for September 2020. Topics will include an update on the website and proposals for consultation on the Neighbourhood Development Plan.

### **Climate Change Working Group**

- The position is as reported at the previous meeting although some progress has been made with refining the Action Plan format, and with developing content for the web page.
- Cllr Cundy is attending a meeting of the WBC Climate Emergency Group in July.

### **Neighbourhood Development Plan**

- The current position has been reported at Main Council meetings.

### **Human Resources Sub Committee**

- A meeting was held on 23 June. Various matters were discussed and it was agreed that the Council should appoint a Deputy Clerk. Preparatory work will be undertaken so that recruitment can take place when the Office reopens. The Sub Committee will be meeting again on 28 July.

## **261/2020 CORRESPONDENCE**

- There was no correspondence to report.

## **262/2020 FORUM**

- No matters were raised.

## **263/2020 DATE OF NEXT MEETING**

The next meeting was due to be held on 7 October 2020. It was agreed that this should be brought forward to mid September and would take place at 4pm on the agreed day.

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

## FINANCE & GENERAL MANAGEMENT COMMITTEE 1 JULY 2020

### SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
254/2020	WBC regarding DPO role	Clerk
255/2020	Look at I & E report format options ref projections Look at report formats ref personal information	Clerk RW/Clerk
256/2020	Information from WBC on project for CIL funding ref cycle route	Clerk
257/2020	Update and circulate evaluation matrix and project list	DC/Clerk
257/2020	Test project evaluation method on projects nominated by RW	RW to nominate projects SPB/RC/GJ/SM to test method
258/2020	Grants to Main Council for approval Inform recipients of decision	Clerk
259/2020	Policies – Business continuity	Risk Management Working Group/Clerk
259/2020	Policies – GDPR compliance esp subject access requests	Clerk
259/2020	Policies – SO ref virtual meetings / new scheme of delegation	Clerk
260/2020	Arrange Risk Management WG meeting	Clerk
260/2020	Add images to asset management software	Clerk
260/2020	Arrange asset inspections and provide checklist	Clerk/RW SPB/RC/GJ/RW & KD
260/2020	Complete rights of way risk assessment	RW
260/2020	FER – maintain communications. Meeting for volunteers/ other actions from January meeting	Clerk
260/2020	Arrange Consultation and Communications WG meeting for September	Clerk
260/2020	HR sub committee actions	Clerk
263/2020	Arrange September meeting date (to replace 7 October)	Clerk