

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
4 PM ON 7 OCTOBER 2020
By Zoom video conference**

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.

350/2020 APOLOGIES FOR ABSENCE

No apologies were received.

351/2020 DECLARATIONS OF INTEREST

Non pecuniary declarations were received as follows:

Cllr Bromley: California Ratepayers Association; Finchampstead Park Management Committee.

Cllr Cundy: California Ratepayers Association; Finchampstead Primary School; Finchampstead Park Management Committee.

Cllr Weeks: Finchampstead Park Management Committee; Friends of Finchampstead Ridges.

352/2020 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 1 July 2020 were agreed as a true record. These will be signed retrospectively as soon as circumstances allow.

353/2020 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

254/2020 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. Carry forward.

259/2020 Policy updates

A number of policy updates are outstanding as detailed in the previous minutes. Carry forward.

260/2020 Assets

Images are still to be added to the Asset Management software.

The annual asset inspections are almost complete and the Clerk will collate the outcomes and details of required works. No major issues have been identified.

260/2020 Consultation and Communications Working Group

A meeting will be arranged for late October or November.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

354/2020 FINANCIAL POSITION OF THE COUNCIL

An income and expenditure report was circulated. No issues were raised.

It was noted that amendments to the software and report formats are being looked at in relation to the disclosure of personal information about members of staff. The possibility of showing commitments and projections on reports is also being looked at.

Unity Trust Bank current account

The current balance is £157,499 and includes the final payment of the 2020/21 precept from Wokingham Borough Council (WBC). It was agreed that £60,000 should be transferred to the CCLA Deposit Fund.

CCLA Public Sector Deposit Fund

£653, 918 is currently held in the Fund. The current yield is 0.1253%.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The yield at 30 September 2020 was 4.26%. It was noted that dealing in the Fund was suspended due to the pandemic but resumed on 30 September. Six months' notice is now required for withdrawals from the Fund. The investment will continue to be reviewed regularly.

Community Infrastructure Levy (CIL)

The current balance is £661,468. A report showing received and potential CIL funds at 31 August 2020 was circulated.

WBC is expected to submit several project bids in early November and these will be considered at the next Committee meeting on 25 November 2020.

355/2020 PROJECTS AND PROJECT EVALUATION / PRIORITISATION

The current Project List and the evaluation matrix were circulated. It was noted that the evaluation matrix is only a guide to assist with project prioritisation and other factors may also be taken into account.

Modifications to the Project List were suggested including the addition of the date a project was added to the list, and whether implementation is expected in the short, medium or longer term.

It was agreed that Cllrs Cornish and Woof would review the format of the Project List, and that a separate meeting should be arranged to discuss the List and to evaluate/ prioritise the projects.

War Memorial relocation project

Potential locations in and adjacent to the Memorial Park were discussed by the Council on 17 September. Cllrs Cundy and Weeks agreed to lead on the project, with the next stage being to discuss the shortlisted locations with the Finchampstead Park Management Committee.

356/2020 GRANTS AND DONATIONS 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.

Grants to three organisations were agreed by the Committee in July 2020 and were ratified by the Council. Three further applications have been received to date and details were circulated.

It was agreed that the following grants and donations would be awarded, subject to approval by Main Council at its meeting on 22 October 2020.

Organisation	Sum requested	Grant awarded
Friends of the Finchampstead Ridges	£2300	£2300 (to be CIL funded)
Me 2 Club	£500	£500
Wokingham Job Support Centre	£1000	£1000

Category	Organisation	Donation agreed
Halls	California Ratepayers Hall	£1000
	Memorial Hall	£400
Churches	St James' Churchyard	£800
Schools Donations based on £8/pupil	Nine Mile Ride Primary (roll 350)	£2800
	Gorse Ride Infants (roll 175)	£1400
	Gorse Ride Junior (roll 227)	£1813
	Finchampstead Primary (roll 114)	£912

Other grants and donations

- Demand for grants was expected to be high due to the COVID-19 pandemic but fewer applications have been received than in previous years. Other Local Councils have also experienced this and the Wokingham Community Response Group has been informed of the situation as the Group was developing a coordinated approach to identifying needs amongst local groups, organisations and charities, and identifying the various sources of funding available.
- It was agreed that the position would be reviewed at the Committee meeting on 25 November and consideration would be given to allocating further sums to the local schools.
- The current budget includes provision for awards to the Blackwater Valley Countryside Partnership and to Keep Mobile. It was agreed that the Clerk would contact the organisations to establish whether applications would be submitted.
- The current budget also includes provision for supporting youth work provided through the FBC Centre. A report on activities between March and September 2020 was circulated and monthly reports will be submitted by the FBC Centre from now on.

357/2020 FINCHAMPSTEAD VILLAGE CLUB

The Parish Council is now the sole Trustee to the Village Club. The Scout Group still occupy the premises and a new licence is being drafted between the Parish Council and the Scout Group.

It was agreed that two Councillors should lead on monitoring matters relating to the Club. Expressions of interest in the role will be invited at Main Council on 22 October 2020.

358/2020 TERMS OF REFERENCE APPROVAL

Terms of reference for the Risk Management Sub Committee have been updated and terms of reference drafted for the Human Resources Sub Committee. The documents were circulated and were approved by the Committee.

359/2020 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Risk Management Working Group

- **Business Continuity / IT Support**

At the Committee meeting held on 10 March it was agreed that 3 companies should be approached for a quotation to provide IT support for the Council. This was put on hold due to the COVID-19 pandemic but it was agreed that this should now be taken forward.

The Clerk has recently contacted two of the companies for an initial discussion and will report the outcomes to Cllrs Bromley and Woof for discussion over the next stages. Cllr Veitch agreed to assist as required.

Human Resources Sub Committee

- The new post of Deputy Clerk will be advertised from 19 October with a view to the post holder commencing work in January 2021.

Neighbourhood Development Plan

- The latest version of the Plan has been circulated to all Councillors for comments. In order to meet the planned timescale for the required Regulation 14 and Regulation 16 public consultations the Council will need to sign off the Plan this autumn.
- It was agreed that the Clerk would remind Councillors of the opportunity to comment, and that the Council would be asked to sign off the Plan at its meeting on 22 October 2020.
- It was noted that 'roadshows' will be taking place across the Parish this month to raise awareness of the Plan.

Climate Change Working Group

- WBC is due to be attending the October Council meeting to give a presentation. A briefing note will be circulated to Councillors prior to the meeting.

360/2020 FORUM

- The future of the Greyhound Public House is still uncertain. The Clerk will look into the potential for listing the premises as a Community Asset.

361/2020 DATE OF NEXT MEETING

The next meeting will be held on 25 November 2020.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 7 OCTOBER 2020

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
353/2020	WBC regarding DPO role	Clerk
353/2020	Policies – Business continuity	Risk Management Working Group/Clerk
353/2020	Policies – GDPR compliance esp subject access requests	Clerk
353/2020	Policies – SO ref virtual meetings / new scheme of delegation	Clerk
353/2020	Add images to asset management software	Clerk
353/2020	Collate asset inspections, follow up outstanding items and arrange required works	Clerk
353/2020	Arrange Consultation and Communications WG meeting	Clerk
354/2020	Look at I & E report format options ref projections	Clerk

	Amend software and review report formats ref personal information	Clerk
354/2020	Transfer funds to CCLA Deposit Fund	Clerk/signatories
355/2020	Projects - review format of the Project List	RW/DC
355/2020	Projects and project evaluation – arrange separate meeting	Clerk
355/2020	War Memorial relocation – discuss with FPMC	RC/SW
356/2020	Contact BVCP and Keep Mobile	Clerk. Complete 8/10/20
356/2020	Grants to Main Council 22/10/20 for approval Inform recipients of decision	Clerk
357/2020	Village Club – ask for 2 Cllrs to lead at Main Council 22/10	Clerk
359/2020	External IT support – take forward	Clerk/SPB/RW
359/2020	Neighbourhood Development Plan Recirculate to Cllrs for comments	Clerk. Complete 8/10/20.
359/2020	Climate Change briefing note for Main Council 22/10	Clerk
360/2020	Community Right to Bid / Greyhound	Clerk