

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
4 PM ON 7 JULY 2021
By Microsoft Teams video conference**

PRESENT: Cllr R. Woof, Chair. Cllr G. Jukes OBE, Vice Chair.
Cllrs S. Bromley (part), D. Cornish, S. McDonald, G. Veitch & S. Weeks.

K. Dagnall, Clerk.

295/2021 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs R. Cundy and J. May.

296/2021 DECLARATIONS OF INTEREST

No declarations were received.

297/2021 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 11 May 2021 were agreed as a true record. These will be signed retrospectively as soon as circumstances allow.

298/2021 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

182/2021 Assets

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

The Clerk is seeking quotations for the minor works identified by the 2020 asset inspections. Some works may be delayed as the handyman is moving away and an alternative will need to be found.

The Dozzells stone marking the site of the Dozzells Well was discussed – the Clerk will circulate information on the feature. Cllr Weeks agreed to contact the Wokingham Borough Council (WBC) Conservation Officer regarding maintenance of the feature.

The 2021 asset inspections are now due – the Clerk will circulate the asset list so that Councillors can indicate which inspections they are able to undertake.

182/2021 Financial position / alternative accounts.

Cllr Weeks had made enquiries with WBC regarding alternative deposit or investment accounts but no advice relevant to the local council sector is available.

Other matters

There have been some enquiries about grants from voluntary sector organisations, but no applications have been received to date.

Citizens Advice (CA) Wokingham is purchasing a bus to provide a mobile service around the Borough. Funds have been provided by Wokingham United Charities and Wokingham Borough Council (WUC) and no request has been made to the Parish Council, but CA will be applying for a grant from the Council towards its day-to-day activities in due course.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

299/2021 FINANCIAL POSITION OF THE COUNCIL

Reports showing the current position with income and expenditure and the Council's accounts were circulated.

Unity Trust Bank current account

The current balance is £26,032.

CCLA Public Sector Deposit Fund

£754,272 is currently held in the Fund. The yield on 26 June 2021 was 0.0265%.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The investment continues to be reviewed regularly.

Community Infrastructure Levy (CIL) funds

The current balance is £697,361. Some further funds are due in October 2021.

It was noted that expenditure in 2021/22 will utilise the small amount of CIL remaining from the 2018/19 receipts, with other receipts dating from April 2019 to April 2021, well within the 5 year period for expenditure of the funds.

300/2021 WAR MEMORIAL RELOCATION PROJECT

A report from the Working Group providing an update on the current position was circulated.

Cllr Jukes requested approval of the Terms of Reference drafted for the Working Group and this was granted by the Committee.

The Committee also approved a provisional allocation of £60,000 of CIL funds towards the relocation project, subject to ratification by the Council at its meeting on 21 July.

It was noted that enquiries have been made into grant aid for the project but to date no sources of funds have been identified.

Cllr Jukes provided an update on the current consultation and advised that pre application advice is being sought from WBC. Landscape consultants are being approached in relation to the management of the project.

301/2021 PROJECT LIST

The Project List was circulated and the current position with projects discussed. The Clerk will update and circulate the List.

302/2021 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Council policies and procedures

Several policy updates have been completed and some new policies developed. All have now been approved by the Council and published if required. Those outstanding relate to data protection and HR matters but neither are urgent.

IT support

- Microsoft Teams is now being used successfully for Council and Committee meetings.
- A filing structure has been set up in MS Teams – any problems with using this should be followed up with ASAP Computers and if these cannot be resolved reported to the Clerk so that other assistance / training can be arranged.
- It was agreed that no specific training is required at present but this will be kept under review and arranged as necessary.
- Some work is still required to clear the Cloud stations previously being used.

Neighbourhood Development Plan (NDP)

Cllr Cornish advised that the update to the draft Plan is nearly complete. A full report will be provided to the Council at its July meeting.

The Group may now be eligible for a further grant from the Government through the Locality organisation and will be submitting an application shortly.

Human Resources Sub Committee

- The Sub Committee met on 7 July.
- The Planning Committee Clerk started in post on 2 June.
- Interviews for the Deputy Clerk vacancy will take place on 13 July.
- The Sub Committee discussed arrangements around the return of staff to the Office.
- A mid-year appraisal review for the Clerk has been arranged.

The potential return to in person meetings will be discussed at the Council meeting on 21 July.

303/2021 FORUM

- Cllr McDonald advised that the Amenities Committee will be considering ways to mark the platinum jubilee of Queen Elizabeth II in June 2022, including options for commemorative gifts for local school children. A report will be presented to the Council at its September meeting.

304/2021 DATE OF NEXT MEETING

The next meeting will be held on 29 September 2021.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 7 JULY 2021

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
298/2021	Add images to asset management software	Clerk
298/2021	Arrange minor works to assets	Clerk
298/2021	Circulate information on Dozzells Stone (GJ to produce map showing location)	Clerk/GJ
298/2021	Contact WBC re maintenance of Dozzells Stone	SW
298/2021	Circulate asset list for volunteers to undertake 2021 inspections	Clerk / All
300/2021	War Memorial project – Main Council to approve allocation of CIL at July meeting	Clerk
301/2021	Project List – update and circulate	Clerk
302/2021	Policies - GDPR compliance esp subject access requests - New HR policies	Clerk
302/2021	IT training needs – keep under review	Clerk/all
302/2021	NDP – progress report to July Council	DC