

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
4 PM ON 24 NOVEMBER 2021
By Microsoft Teams video conference**

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

K. Dagnall, Clerk.
C. Warke, Deputy Clerk.

471/2021 APOLOGIES FOR ABSENCE

No apologies were received.

472/2021 DECLARATIONS OF INTEREST

Non pecuniary declarations of interest were received as follows:
Cllrs Weeks and Woof: Blackwater Valley Countryside Partnership.
Cllr McDonald: Keep Mobile.

473/2021 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29 September 2021 were agreed as a true record. These will be signed retrospectively as soon as circumstances allow.

474/2021 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

379/2021 Assets

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

The 2021 asset inspections are complete, the Clerk will be collating the outcomes and details of any minor works required. No major issues have been identified.

The Dozzells stone marking the site of the Dozzells Well was discussed at a previous meeting and the Clerk circulated information on the feature. The Clerk will be contacting the Wokingham Borough Council (WBC) Conservation Officer regarding maintenance of the feature.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

475/2021 FINANCIAL POSITION OF THE COUNCIL

A report showing the current position with income and expenditure was circulated. No issues were raised.

Current projections indicate an underspend of £4000 to £5000 at year end.

Unity Trust Bank current account

The balance is £51,882, not reflecting the November payments.

CCLA Public Sector Deposit Fund

£779,351 is currently held in the Fund. The yield on 13 October 2021 was 0.0248%.

CCLA Property Fund

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

476/2021 BUDGET PROPOSALS FOR 2022/23

A draft version of the budget was circulated. Expenditure after income is likely to be £184,000 to £188,000.

It was agreed that an increase of up to 6% on the 2021/22 precept was acceptable, and that in order to achieve this up to £10,000 would be used from general reserves. It was noted that while reserves were low in 2019, they have since built up.

A further version of the budget will be circulated for approval at the January meeting of the Committee, and subsequently at the January meeting of the Council.

477/2021 COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDS

A report was circulated showing the current funds, expenditure to date this year and current commitments.

The current balance is £695,916. Current commitments total £183,040.

Details of further proposed projects were circulated and the following commitments were agreed, subject to approval by the Council at its December meeting.

- Sentinel digital camera traffic speed detection unit plus tripod and case: £3500
- Allotment site ditch works: £2000.

A further project relating to survey and design work for the War Memorial junction was discussed. It was noted that in the planning process for the Arborfield Strategic Development Location the need for improvements to the junction were highlighted and budgetary provision was made for this. Cllr Weeks agreed to follow this up with WBC to establish the level of funding available for the junction.

Further consideration will then be given to committing Parish Council funds to the project.

The report circulated noted several additional projects which are likely to come forward for consideration in the coming months. In addition, bids are expected from WBC, including proposals for an outdoor gym at the FBC playing fields, and for CCTV cameras for local use to help deal with fly tipping.

478/2021 GRANT APPLICATIONS AND DONATIONS TO LOCAL ORGANISATIONS

The Council previously agreed that as in 2020/21, normal procedures would be amended to allow grant applications to be considered on an adhoc basis throughout 2021/22.

Several grants and donations have already been approved and ratified by the Council. Further applications have now been received 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 December 2021.

Organisation	Sum requested	Grant awarded
Blackwater Valley Countryside Partnership	£4000	£4000
Home Start	£1000	£1000
Wokingham Poppy Appeal / Royal British Legion		£300
Keep Mobile	Up to £6401	£4000
Wokingham Volunteer Centre	£1500	£1500

The Council currently contributes £12,000 per annum to the Finchampstead Baptist Church (FBC) for youth activities for the local community. The funding was initially intended to allow the provision of activities for those in the community who would not otherwise be able to benefit from the service.

It was agreed that the Clerk would draft a letter to the FBC requesting a report on current activities, the added value the Parish Council brings to the service, and future plans. A presentation to the Committee or the Council will also be requested.

479/2021 CODE OF CONDUCT

In July 2021 Wokingham Borough Council (WBC) adopted a new code of conduct based on the Local Government Association model code.

WBC performs the monitoring role for the Parish Council and the Parish Council has previously adopted the same code as that used by WBC.

A copy of the new code was circulated. It was agreed that it should be recommended that the Council adopts the new code. The Code will be cross referenced with existing policies to ensure they are complementary.

It was noted that as with the previous code, there is no detail on sanctions for breach of the code. The Clerk will follow this up with the WBC Monitoring Officer.

480/2021 COUNCIL POLICIES

An updated list of policies including the dates of current versions, next review dates and priorities for action was circulated.

481/2021 FORUM

- Cllr Jukes suggested that a meeting regarding the transfer of the functions of the Public Protection Partnership to WBC would be helpful to establish the impact on the Parish, and to allow the Parish Council to input to plans for the new service.

482/2021 DATE OF NEXT MEETING

The next meeting will be held on 5 January 2022 at 4pm.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 24 NOVEMBER 2021

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
474/2021	Add images to asset management software	Clerk
474/2021	Collate asset inspection outcomes and arrange works	Clerk
474/2021	Contact WBC re maintenance of Dozzells Stone	Clerk
476/2021	Revise budget and circulate	Clerk/RW
471/2021	CIL bids to December Council for approval	Clerk
471/2021	CIL bid for War Memorial junction redesign. SW to contact WBC re funds allocated to the project.	SW
471/2021	WBC bids to be circulated when available and for January meeting. Arrange meeting with WBC re CCTV camera bid.	Clerk
478/2021	Grants and donations to December Council for approval	Clerk
478/2021	Contact Link Visiting re potential applications	Clerk
478/2021	Draft letter re FBC youth work and arrange presentation	

479/2021	Code of Conduct to December Council for adoption Cross ref with existing policies. Contact WBC re processes and sanctions	Clerk
480/2021	Policies - GDPR compliance esp subject access requests - New HR policies	Clerk
480/2021	Policies – Business Continuity	Clerk
481/2021	PPP transfer to WBC. Arrange meeting for GJ/RW/SW/DC/KD with appropriate WBC lead / consultant	Clerk