

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
4.30 PM ON 30 MARCH 2022
By Microsoft Teams video conference**

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

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

633/2022 APOLOGIES FOR ABSENCE

No apologies were received.

634/2022 DECLARATIONS OF INTEREST

No declarations were received.

635/2022 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 January were agreed as a true record. These will be signed retrospectively as soon as circumstances allow.

636/2022 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

522/2022 Public Protection Partnership (PPP)

Wokingham Borough Council (WBC) is taking over the anti-social behaviour functions of the PPP from 1 April and information on this has been circulated.

A meeting was held with the WBC Head of Enforcement and Safety on 30 March to discuss how the other functions of the PPP will be dealt with from 1 April. The full range of functions will continue but delivery arrangements will change.

522/2022 Assets

Details of works identified in the 2021 inspections have been collated. All works are minor, and most are already complete or in hand. The asset management software has been updated with acquisitions and deletions.

There has been some progress towards adding images to the software package and work on this will continue.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

637/2022 FINANCIAL POSITION OF THE COUNCIL

Unity Trust Bank current account

The balance on 29 March 2022 is £11,085.

CCLA Public Sector Deposit Fund

£719,551 is currently held in the Fund. The yield on 4 March 2022 was 0.3731%.

It was agreed that £20,000 should be transferred from the CCLA Deposit Fund to the Unity Trust account.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. Information on current prices and dividend yields was circulated. The investment is stable and continues to be reviewed regularly.

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

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

638/2022 SUPPORT FOR YOUTH WORK ACTIVITIES

The Council currently contributes £12,000 per annum to the Finchampstead Baptist Church (FBC) for the provision of 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.

Following discussion at the November 2021 meeting of the Committee the Clerk wrote to the FBC requesting a report on current activities, the added value the Parish Council brings to the service, and future plans. The report received from the FBC was circulated.

It was agreed that funding for the service should continue. Cllrs McDonald and Woof and the Clerk will meet to discuss additional information required, developing better communications with the FBC over the service, and means of securing an independent view of the needs of the young people of the Parish and whether there are gaps in provision which should be addressed.

639/2022 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 £379,366. Expenditure to date in 2021/22 is £32,909 and current commitments total £179,000.

Details of projects to be considered for funding were circulated:

- Bridlepath 26 drainage improvements: A Parish Council project being proposed with the agreement of WBC. Funding of £5000 was approved.
- Cycle route to Wokingham: A feasibility study on the potential use of Wokingham Foot Path 3 to link Nashgrove Lane with Evendons Lane, to form a section of a cycle route to Wokingham. Funding of £750 was approved.

The above allocations are subject to approval by the Council at its meeting on 21 April.

- Finchampstead Sports Club – application requesting up to £36,000 for improvements to changing facilities and groundman's facilities: The project was supported in principle as the Memorial Park and Sports Club provide valuable facilities for the community. However, the decision was deferred pending receipt of further information regarding the level of local users of the facilities, a breakdown of costs for the project, and confirmation of funding from other sources including from the Sports Club itself. The Clerk will follow this up and a meeting with Sports Club representatives will be arranged if required.
- Gorse Ride Schools – application for £57,500 for play equipment for Junior and Infants playgrounds and two outdoor shelters. The project was supported in principle, but it was noted that the schools have applied for funds from various other sources. It was provisionally agreed that the Council would contribute up to 50% of the project cost, phased over two years, subject to confirmation of sufficient funds being secured from other sources to allow the project to proceed.

Future funding for school projects was discussed. It was agreed that providing support for appropriate projects at local schools would be a good use of CIL funds and that any applications received would be considered on their own merits.

Additional projects which are currently under discussion, and which may come forward for consideration for CIL funding were noted.

The Councils CIL Project List will be reviewed at the next meeting of the Committee.

640/2022 GRANT APPLICATIONS

In 2020/21 and the current year the Council agreed that previous procedures would be amended to allow grant applications to be considered on an adhoc basis throughout the respective year. It was agreed that this approach should continue for 2022/23.

Grant applications received to date and the Committee decision are as follows. Any grant awards are subject to approval by the Council at its meeting on 21 April.

Organisation	Project	Grant requested	Committee decision
1 st Finchampstead Scout Group	Supply and installation of cycle racks at the Scout Hut in the California Country Park.	£986	Decision deferred pending confirmation of security of tenure at the Scout Hut, and consideration of alternative locations for additional cycle racks in the park.
Berkshire Vision	Contribution to support provided for Parish residents	£300	Grant of £300 agreed.

An additional application has been received from the Barkham Hookers Crochet Group for a contribution towards the cost of materials for decorations for the Platinum Jubilee and Remembrance. It was agreed that a payment of £100-£200 should be made from the Jubilee and Community Activities budgets held by the Amenities Committee.

641/2022 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Cllr Woof advised that the Council will be reviewing its working groups, sub committees and representation on various organisations to ensure that what it in place is current and relevant. An initial discussion on this will take place at the Chair and Committee Chairs meeting on 13 April

The review will also consider the best way to take forward the integration of the Neighbourhood Development Plan into the work and strategic planning of the Council, as discussed at the recent Main Council meeting.

HR Sub Committee

- As reported at the March Main Council meeting, staff appraisals are complete.
- Salary awards for the three part time wardens are under discussion.

Risk Management Sub Committee

- The annual review of the Risk Management Policy is due.

Policies

- The annual review of the Financial Regulations is due.
- A meeting will be arranged in April to discuss the next stages with the Business Continuity Plan.
- A revised version of the Code of Conduct was adopted by the Council in December 2021 but the Declaration of Interests form needs review to ensure this aligns with the updated Code.
- Some additional HR policies are required but this is not time critical.

Working Group updates

- **Finchampstead Neighbourhood Development Plan (FNDP)**
A full update was presented to the Council at its March meeting. Cllr Cornish advised that WBC has now provided informal feedback on the draft Plan and supporting documents. Further work is required by the FNDP Group, particularly on the Local Green Spaces and Strategic Gaps and Green Wedges Topic Papers, before the Plan can be submitted to WBC for the Regulation 15 official review.

- **War Memorial Relocation**

Updates have been provided at Main Council meetings. Cllr Jukes advised that the Working Group met on 29 March to review progress. The project is on schedule for completion in July 2022 and an event is being planned to ‘rededicate’ the Memorial in its new setting in early September.

642/2022 FORUM

Cllr Jukes noted that the new WBC Environmental Health Service may be able to assist with enforcing ditch clearance.

643/2022 DATE OF NEXT MEETING

The next meeting will be held on 18 May 2022.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 30 MARCH 2022

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
636/2022	Add images to asset management software	Clerk/Deputy
636/2022	Arrange any outstanding asset works / software updates	Clerk
637/2022	Transfer from CCLA to Unity Trust CCLA Property Fund information	Clerk
638/2022	Youth Work – arrange meeting for RW/SM/KD to discuss next stages SW to make enquiries re other youth service provision within the Borough	Clerk SW
639/2022	CIL bids: Report two decisions to April Council for ratification and progress projects Follow up additional information on Sports Club and Gorse Ride Schools bids	Clerk/Deputy
640/2022	Grants: Report decision to Council for ratification and inform Berkshire Blind. Follow up additional information on Scout Group application. Process Barkham Hookers Crochet Group payment	Clerk/Deputy
641/2022	Warden salary review	Clerk/RW/SM
641/2022	Risk Management Policy review	RW/GJ/SM
641/2022	Financial Regulations review	Clerk/RW
641/2022	Business Continuity Plan – arrange meeting for RW/GJ/SM /KD/CW	Deputy
641/2022	Declaration of Interests form – review and update as required	Deputy
643/2022	Agenda for next meeting – include CIL Project List review.	Clerk