

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
4 PM ON 12 MAY 2022
By Microsoft Teams video conference**

PRESENT: Councillor R. Woof, Chair. Cllr G. Jukes OBE, Vice Chair.
Councillors S. Bromley; R. Cundy; S. McDonald & G. Veitch.

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

45/2022 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D. Cornish and S. Weeks.

46/2022 DECLARATIONS OF INTEREST

Cllr Veitch declared a non-pecuniary interest in the Saving Abandoned Fly-grazing Equines organisation.

47/2022 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 March 2022 were agreed as a true record. These will be signed retrospectively in due course.

48/2022 MATTERS ARISING FROM THE MINUTES / OTHER MATTERS

636/2022 Assets

Details of works identified in the 2021 inspections have been collated. Some minor works are outstanding but are in hand.

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

639/2022 Support for youth work activities

Following discussion at the previous meeting Cllrs McDonald and Woof and the Clerk have met to discuss the next stages. It was agreed that a meeting will be arranged with FBC representatives to clarify certain points and enquiries will also be made regarding other provision in the area.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

49/2022 FINANCIAL POSITION OF THE COUNCIL

Unity Trust Bank current account

The balance on 9 May 2022 is £509,793.21. This includes 50% of the precept paid by Wokingham Borough Council (WBC) and a Community Infrastructure Levy fund receipt, both received during April. It was agreed that £400,000 should be transferred to the CCLA Deposit Fund.

CCLA Public Sector Deposit Fund

£700,022 is currently held in the Fund. The yield on 9 May 2022 was 0.8293%.

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.

Expenditure to date is as reported to and approved at the Main Council meeting on 21 April

50/2022 GRANT AWARDS FOR 2022/23

A grant of £300 to Berkshire Vision was approved at the previous meeting and subsequently ratified by the Council at its meeting on 21 April.

At the previous meeting the Committee deferred a decision on an application from the Finchampstead Scout Group. Additional information to support the application has been requested but has not come forward to date.

A further grant application has been received and is detailed below along with the Committee decision.

Organisation	Project	Grant requested	Committee decision
Saving Abandoned Fly-Grazing Equines (SAFE)	To support the rescue and rehoming of abandoned and neglected horses in Berkshire and Surrey.	£1000	Grant of £250.

The grant award is subject to approval by the Council at its meeting on 25 May.

51/2022 COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDS

The Regulation 62A Monitoring Report for the year 2021/22 was circulated. This will be published on the Parish Council's website and submitted to WBC in accordance with the CIL Regulations.

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

The current balance is £1,076,040. Expenditure to date in 2022/23 is £19,281 and current approved commitments total £168,900.

Other potential projects were noted, including those where additional information has been requested and others which may come forward for consideration in due course.

52/2022 PROJECT LIST

The Council's Project List was circulated.

It was agreed that this is a useful summary of existing and potential projects, and a helpful means of keeping track of these. It was noted that a significant number of projects are dependent on input from Wokingham Borough Council (WBC) which can often take some time to come forward.

At the Parish Council's meeting on 23 March there was an initial discussion about how best to integrate the Neighbourhood Development Plan into the work and future planning of the Council. This may also lead to restructuring of the Council.

It was agreed that a meeting would be arranged to discuss how best to progress this. In the interim examples of Local Council strategic or forward plans demonstrating good practice would be looked into.

53/2022 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Financial Regulations

- The Regulations have been reviewed by Cllrs Jukes and Woof and the Clerk. Regulations 11.1b, 11.1k and 11.1l relating to contracts have been updated to reflect the exit from the European Union and the thresholds now in place for public and utility contracts. A minor amendment has been made to Regulation 4.4 to include reference to the National Joint Council pay scales for Council employees. The updated Regulations were approved.
- Regulations 6.7, 6.8 and 6.9 require the Council to approve the continued use of Direct Debits, Standing Orders, BACS and CHAPS payments. This was approved.

The above will be recommended to the Council for approval at its meeting on 25 May 2022.

Risk Management Policy

- Cllrs Jukes, McDonald and Woof and the Clerk have reviewed the Policy. The Policy has been updated and an additional point 3.1j added to cover the Council's approach to situations bringing an unexpected high level of external engagement. It was agreed that approval of the updated Policy will be recommended to the Council at its meeting on 25 May 2022.

Other policies

- A meeting is being arranged to progress the Business Continuity Plan.
- Updating of the Declaration of Interests Form to align it with the new Code of Conduct is in hand.

HR Sub Committee

- One of the two part time Litter Wardens has resigned with effect from mid June 2022. The post will be advertised in due course.

Other matters

- The Annual Report for 2021/22 is being prepared for distribution at the Annual Gathering on 31 May 2022. It was agreed that the Report should be distributed to all households in the Parish in June, at an estimated cost of £1500 including printing.

The draft Report includes a summary of plans for 2022/23. The Clerk will review the format of this to ensure it is as prominent as possible.

It was agreed that building communications with residents remains a priority and that all opportunities should be considered including developing the relationship with local media.

- The Planning Committee Clerk's laptop is faulty. As the equipment is over 4 years old it was agreed that it should be replaced.

Working Group updates

- **Finchampstead Neighbourhood Development Plan (FNDP)**

A full update was presented to the Council at its April meeting. The FNDP Group is updating and amending the Plan and associated documents following the initial feedback from WBC.

The Strategic Environmental Assessment and Habitat Regulation Assessment required by WBC is underway. This is being undertaken by Locality at no cost to the Parish Council. The need for the Assessments will cause a further delay and it is now unlikely that the Plan will be submitted to WBC for the Regulation 15 official review until autumn 2022.

- **War Memorial Relocation**

The project is progressing, and an Extraordinary Meeting of the Council is being held on 13 May to consider tenders received for the contract.

54/2022 FORUM

- Cllr Bromley advised that the first roadside Community Speed Watch session under the new Thames Valley Police scheme will be taking place on 13 May 2022.

55/2022 DATE OF NEXT MEETING

The next meeting will be held on 27 July 2022.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 12 MAY 2022

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
48/2022	Add images to asset management software	Clerk/Deputy
48/2022	Arrange any outstanding asset works / software updates	Clerk
48/2022	Youth Work – arrange meeting with FBC / other follow ups	Clerk
49/2022	Transfer from CCLA to Unity Trust	Clerk
50/2022	SAFE grant application to Main Council for approval 25 May	Clerk
51/2022	Publish CIL monitoring report and submit to WBC	Clerk
51/2022	CIL bids: Follow up additional information on bids and other potential bids	Clerk/Deputy
52/2022	Project List and strategy Arrange meeting RW, GV, DC, RC, GJ. Others tbc Look for examples of other Local Council strategies	Clerk/Deputy
53/2022	Risk Management Policy to Council for approval 25 May	RW/GJ/SM
53/2022	Financial Regulations to Council for approval 25 May And approval for Direct Debits etc	Clerk/RW
53/2022	Business Continuity Plan – arrange meeting for RW/GJ/SM /KD/CW	Deputy
53/2022	Declaration of Interests form – review and update as required	Deputy
53/2022	Litter Warden vacancy	Clerk
53/2022	Annual Report. Complete including review of inclusion of plans for 2022/23. Arrange household distribution.	Clerk
53/2022	IT equipment – purchase new laptop for Planning Committee Clerk	Clerk