

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30PM ON 4 JANUARY 2023
At the FBC Centre, Gorse Ride North, Finchampstead**

PRESENT: Councillor R. Woof, Chair. Councillor G. Jukes OBE, Vice Chair.
Councillors S. Bromley; D. Cornish; R. Cundy; G. Evans; G. Veitch & S. Weeks.

K. Dagnall, Clerk.

320/2023 APOLOGIES FOR ABSENCE

Apologies were received from Councillor McDonald.

321/2023 DECLARATIONS OF INTEREST

Cllr Cundy declared an interest in the Finchampstead Primary School grant application.

322/2023 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 30 November 2022 were agreed as a true record and were signed by Cllr Woof.

323/2023 MATTERS ARISING FROM THE MINUTES

280/2022 Asset inspections and asset management software updates

The main assets have been inspected. Other inspections and the software updates will be carried forward.

280/2022 Support for youth work activities

Cllrs McDonald and Woof and the Clerk have now held several meetings with Finchampstead Baptist Church (FBC) representatives to discuss the current youth activities and how the support provided by the Parish Council is utilised.

A new format for regular reports has been agreed with the FBC and a report to cover 2022 is expected shortly, with termly reports to follow.

Regular meetings with the FBC representatives will continue, and an annual presentation to the Council is proposed.

280/2022 Declaration of Interests form

Updating of the Declaration of Interests form to align it with the new Code of Conduct adopted in 2021 will be progressed when resources allow.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

324/2023 FINANCIAL POSITION OF THE COUNCIL

Unity Trust Bank current account

The balance on 29 December 2022 was £92,846.35

CCLA Public Sector Deposit Fund

The balance on 21 December 2022 was £1,357,523.67. The yield on 22 December 2022 was 3.3087%.

CCLA Property Fund

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

Income and Expenditure to date

A report was circulated. No issues were raised. The current projection for the end of the current year 2022/23 indicates that the budget may be approximately £13,000 underspent.

325/2023 PARISH COUNCIL BUDGET FOR 2023/24

A draft budget for 2023/24 was circulated showing a net budget of £187,535. It was agreed that the budget should be increased to £196,035 to cover Neighbourhood Development Plan costs and to allow an increase in the grants budget.

It was further agreed that the sum of £3881 should be utilised from the Council's general reserves to give a net budget of £192,154 which will equate to the Precept Demand for 2023/24.

With the proposed Precept of £192,154 the tax levied on a Band D property in 2023/24 will be £29.32, the same as in 2022/23.

The proposed budget for 2023/24 includes a total of £11,500 in Ear Marked Reserves.

It was noted that the Council has an appropriate level of reserves and will continue to rely on Community Infrastructure Levy (CIL) funds for expenditure on capital projects and infrastructure projects.

The draft budget will be presented to the Main Council meeting on 25 January with a recommendation for approval. The Precept Demand has to be submitted to WBC in the first week of February.

326/2023 INVESTMENT STRATEGY AND RESERVES POLICY

A draft document was circulated. It was noted that the Parish Council is not required to have such a policy given its low level of actual investments, but that given the level of funds held by the Council this is considered good practice.

The document was approved by the Committee and will be presented to the Council on 25 January with a recommendation for approval.

327/2023 GRANT AWARDS FOR 2022/23

There is £2075 remaining in the grants budget for 2022/23. It was noted that several organisations which would normally submit an application have not done so to date.

An application for a grant of £1000 has been received from the Link Visiting Scheme. It was agreed that a grant of £1000 should be awarded, subject to approval by the Council on 25 January.

Larger grant applications

If approved, any large grants are likely to be CIL funded.

- **Finchampstead Primary School**

An outline application from the school for funds towards multi-use games areas and a trim trail was previously considered by the Committee and was supported in principle. It was noted that the facilities will also serve users of a popular holiday club run at the school, catering for young people from both Finchampstead Primary School and other schools.

Further details of the project have now been received and were circulated. The school has secured three quotations and subject to funding being secured the project can be implemented in the 2023 easter holiday.

It was agreed that subject to Main Council approval the sum of £40,000 should be awarded on the basis of a total project cost of around £100,000.

Grant applications have been received for the following projects and have previously been considered by the Committee. The projects are supported in principle, but further information is needed before full consideration can be given to any funding award.

- **Gorse Ride Schools**
Play equipment and outdoor shelters.
- **Finchampstead Sports Club**
Improvements to the officials' changing rooms and the grounds man's facilities.

328/2023 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 £1,350,298. Expenditure to date in 2022/23 is £104,258.

Current approved commitments include:

- Bridlepath 24 drainage improvements (works completed December 2022)
- Rooks Nest access improvements (underway)
- California Country park improvements (provisional allocation)
- California Crossroads improvements
- War Memorial relocation project (final items)
- War Memorial junction concept designs (complete)
- War Memorial junction improvements (provisional allocation)
- Parish gateway signs (complete)

Potential projects were noted as follows.

- **Gorse Ride Schools** – outdoor facilities. Refer to agenda item 327/2023 above.
- **Finchampstead Sports Club** – changing and groundman's facilities. Refer to agenda item 327/2023 above.
- **Screens / portable television at the FBC Centre** - the Clerk will ask the FBC if they have any plans to replace all or some of the equipment.

It was agreed that the Council's CIL Project List should be updated and circulated for discussion at the next Committee meeting.

329/2023 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

HR Sub Committee

- A meeting of the Sub Committee has provisionally been arranged for 25 January prior to the Main Council meeting and will be confirmed in due course.
- Two applications for the Deputy Clerk vacancy have been received to date.
- Staff appraisals are due in February / March.

Business Continuity

- A meeting of the Group will be arranged to review the current position.

Council Strategy / Forward Plan

- An initial meeting was held on 20 October. Points raised at the meeting will be collated and research will be undertaken into community demographics before the group meets again.

Finchampstead Emergency Response

- Cllr Jukes has started to review the Emergency Plan; a meeting of the Working Group will be arranged for late January / early February. Former volunteers and refugees will be contacted in due course to see if they are still willing to be involved.

330/2023 FORUM

- The Annual Gathering – the annual meeting for Parishioners – will take place on 8 March. Potential speakers were discussed.

331/2023 DATE OF NEXT MEETING

The next meeting will be held on 16 March 2023.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 4 JANUARY 2023

SUMMARY OF ACTIONS

MINUTE REFERENCE	ACTION	RESPONSIBLE PERSON(S)
323/2023	Add images to asset management software	Clerk
323/2023	Circulate information on asset inspections needed	Clerk
323/2023	Youth Work – continue to liaise with FBC and ensure regular reports on activities and future plans are received	Clerk/RW/SM
323/2023	Update Declaration of Interests form	Clerk
325/2023	Draft budget for 2023/24 to January Council meeting for approval	Clerk/RW
326/2023	Investment Strategy and Reserves Policy to January Council meeting for approval	Clerk
283/2022	Grant recommendations to January Council meeting for approval Link Visiting Scheme Finchampstead Primary School (CIL)	Clerk
328/2023	CIL projects Screens / TV at FBC Centre – speak to FBC	Clerk
328/2023	CIL project list – update and circulate for discussion at next meeting	Clerk
329/2023	HR sub-committee meeting – 25 January. Briefing note.	Clerk
329/2023	Business Continuity Plan – arrange review meeting Book RBS software for support with year-end accounts – bookings open 1 February	Clerk Clerk
329/2023	Strategy / forward plan – research. Arrange further meeting when resources allow. Include communications strategy as priority.	Clerk
329/2023	FER - Review Emergency Plan and meet to discuss - Contact volunteers and refuges	Working Group Clerk
330/2023	Consider speaker for Annual Gathering 2023	Clerk/all