

**FINCHAMPSTEAD PARISH COUNCIL
MINUTES OF THE MEETING OF THE
FINANCE & GENERAL MANAGEMENT COMMITTEE
7.30PM ON 11 OCTOBER 2023
At the FBC Centre, Gorse Ride North, Finchampstead**

PRESENT: Councillor R. Woof, Chair. Councillor G. Jukes OBE, Vice Chair.
Councillors E. Allen; S. Bromley; R. Cundy; A. Grimshaw.
& S. Weeks.

K. Lang, Deputy Clerk.

207/2023 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Cornish; Evans; McDonald & Veitch.

208/2023 DECLARATIONS OF INTEREST

Non-pecuniary declarations of interest were received as follows:

Cllr Bromley: California Ratepayers Association; Finchampstead Park Management Committee.

Cllr Cundy: California Ratepayers Association; Finchampstead Park Management Committee;
Finchampstead Primary School.

Cllr Woof: Blackwater Valley Countryside Partnership.

Cllr Weeks: Blackwater Valley Countryside Partnership; Finchampstead Park Management Committee.

209/2023 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 July 2023 were agreed as a true record and were signed by Cllr Woof.

210/2023 MATTERS ARISING FROM THE MINUTES

26/2023 Asset inspections and asset management software updates

The asset inspections are almost complete, and a list of required works finalised. The asset management software has been updated, but the uploading of photographs of various items remains outstanding. Asset list to be circulated to committee members.

32/2023 Council Management Matters

Policy reviews: The revised Disciplinary Policy was approved by committee members.

The review of Standing Orders remains outstanding. Deputy Clerk to investigate and confirm if NALC have published a new Standing Orders model.

121/2023 Financial Position of the Council

The CCLA property fund remains stable, the interest gained is around 4%. The committee agreed to leave this investment.

126/2023 Forum

The Cyber essentials security audit has been investigated and quotes obtained. The committee requested the Deputy Clerk to get further expert advice from ASAP and confirm if it is required.

The investigation into the full functionality of MS teams and Office 365 has been delayed.

The Committee agreed to use calendar invites as well as emails for all meetings. The invitations will include agendas and supporting documentation.

PUBLIC PARTICIPATION SESSION

No members of the public were present.

211/2023 FINANCIAL POSITION OF THE COUNCIL

Unity Trust Bank current account

The balance on 11 October 2023 was £101,409.88.

CCLA Public Sector Deposit Fund

The balance on 30 September 2023 was £1,809,257.59.

CCLA Property Fund

£25,000 was invested in the Fund in August 2017. The investment remains stable.

Income and Expenditure to date

Spend is on track at around 50% for the year.

The cost for Rice Associates, the new payroll provider, was not budgeted for but will need to be included in the expenditure report.

The insurance costs have increased due to claims made. The amount will be over budget by about £400.

Budget for 2024/25

Committees are currently being asked to consider budget requirements. The Deputy Clerk and Cllr Woof will work on other aspects of the budget in consultation with Councillors.

A draft budget will be presented to the Finance & General Management Committee at its meeting on 22 November followed by a final budget and precept proposal at the January Committee meeting.

The Council will be asked to approve the budget at its January meeting, and the Precept Demand is due to be sent to WBC in the first week of February.

212/2023 GRANT AWARDS FOR 2023/24

Grant applications were considered, and the following awards agreed, subject to approval from the Council at its meeting on 25 October 2023.

Organisation	Project	Grant requested	Committee recommendation
Keep Mobile	Keep mobile are a transport service for those unable to use mainstream transport due to disability or age.	TBC	Grant of £4,000 recommended. A report explaining why a significant number of requests from Finchampstead residents could not be accommodated to be requested and a further grant to be considered in January.
Wokingham Job Support Centre	To advance the education and training of persons in Wokingham Borough and Bracknell who are in need or unable to gain employment, in particular through the supervised provision of services and facilities not otherwise provided by the employment Services	£1,000	Grant of £1,000 recommended. WJSC will be asked to confirm the total number of Finchampstead residents that used the service last year.

Grants for 23/24

The committee agreed to change the process for Grant Applications. From April 2024 applications will be reviewed once a year at the Finance meeting in October. This will be communicated on the Parish website where applicants will be able to download the new application form.

FBC Youth Work activities

The Parish Council provides its largest single grant to the FBC towards the provision of youth activities. Two reports were circulated to the Councillors, covering activities provided from Jan - April and May to September 2023.

It was agreed that the report provided sufficient information. The Deputy Clerk will continue to liaise with the FBC representatives to ensure that the agreed quarterly reports are provided on time.

Amenities Donations

Requests have been received from the Amenities Committee for the Remembrance Day service and parade:

- British Legion £400 for the wreath– The committee unanimously approved the full amount requested.
- Barkham Hookers £100 for the displays at the Crossroads – The committee unanimously approved the full amount requested.

213/2022 DONATIONS FOR 2022/23

- Donations to local schools, halls and the St James' Churchyard were discussed and agreed as follows, subject to the approval of the Council at its October meeting.

Category	Organisation	Donation agreed
Halls	California Ratepayers Hall	£1200
	Memorial Hall	£500
Churchyards	St James' Churchyard	£800
Schools*	Nine Mile Ride Primary	£3077
	Gorse Ride Infants	£1284
	Gorse Ride Junior	£1862
	Finchampstead Primary	£952

214/2023 COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDS

The current balance is £1,739,902

Expenditure to date

- War Memorial relocation project (final payment) £7645.
- War memorial junction improvements - Surveys £35,000.

Current approved commitments include:

- Waverley Way play area
- California Country park improvements (provisional allocation)
- California Crossroads improvements
- War Memorial junction improvements (provisional allocation)

California Country Park Lakeside Regeneration Revised Plans

- The Committee reviewed and are happy with the revised plans from WBC.
- The funding will be phased, and final costs are not yet confirmed.
- Finchampstead Parish Council are the largest contributor, and the Committee would like to ensure that our views are taken into consideration throughout the project.

The following applications were considered for CIL funding:

- **Gorse Ride Schools – £57,500**
The School have asked for a contribution towards new outdoor shelters and play equipment. The total cost is £62,500. £5,000 has been raised by the PTA. The committee recommended a grant is approved for £42,500 but that a suggestion is made to look at alternative grants that are available from WUC and Waites to fund the Kitchen Gazebo. Deputy Clerk to arrange a visit to the school.
- **Finchampstead Sports Club** – changing and groundsman's facilities A grant application was submitted in 2022 and a provisional allocation of £36,000 was made. The committee agreed to a

donation of up to £36,000 subject to the submission of further information including details of the full grant funding program.

- **Nine Mile Ride Primary School – £10,000**

An application has been received for a donation towards the provision of play equipment. The school have match funded this project with fundraising and other grants. The committee unanimously approved the full amount requested.

- **FPC Plaque at Waverley Way play area**

A payment of up to £200 was approved for the Amenities Committee.

215/2023 COUNCIL MANAGEMENT MATTERS AND WORKING GROUP ACTIVITIES

Insurance

A revised quote has been received and the Committee agreed to proceed for 1 year only.

216/2023 FORUM

217/2023 DATE OF NEXT MEETING

The next meeting will be held on 22 November 2023.

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

FINANCE & GENERAL MANAGEMENT COMMITTEE 11 OCTOBER 2023

SUMMARY OF ACTIONS

MINUTE REFERENC E	ACTION	RESPONSIBLE PERSON(S)
211/2023	Budget – A draft budget for 34/24 will be prepared and presented at the next meeting.	RW/Deputy Clerk
212/2023	Grant Applications - changes to be communicated on the Parish website.	Deputy Clerk
212/2023	Youth Work - Reports from FBC need to be submitted each quarter.	Deputy Clerk
212/2023	Amenities committee to be informed of funding awards.	Deputy Clerk
212/2023	Contact Blackwater Valley Country Park regarding a grant application.	RW
215/2023	Proceed with Insurance renewal for 1 year only.	Deputy Clerk
FROM PREVIOUS MEETINGS		
26/2023	Circulate Asset list to Committee Members.	Deputy Clerk
32/2023	Standing Orders - Deputy Clerk to confirm if NALC have published a new Standing Orders model for 23/24.	Deputy Clerk
126/2023	Further advice is needed on Cyber essentials audit.	Deputy Clerk
126/2023	Calendar invites to be used for all meetings.	Deputy Clerk