

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 16th April 2019 at 7.45pm.

Present: - Mr D Fergusson (Chairman), Mr J Bowley, Mrs B Ditcham, Mr R Mantel & Mr T Winchester.

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr J Jarvis.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting held on 19th March 2019** Approval of the minutes as a true and accurate record. Proposed Mr T Winchester, seconded Mrs B Ditcham, carried unanimously.
6. **Matters arising and action points** None.
7. **Clerk's Report**
 - VAT return for February 2019 £207.38.
 - Bank balances as at the end of March 2019. Current account £23,499.32, deposit account £91,349.31, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,012.43.
 - VAT return for March 2019 £1099.17.
 - Astra Zeneca dividend £807.40. Noted.
 - SSE Wayleave £12.00. Noted.
 - Annual Accounts and Annual Audit Return (to be approved at Full Council). Noted.
 - Annual Parish Meeting financial information. Noted.
 - Phone line update (Assistant Clerk). Mr Bowley has a headset that can be used.
 - Data Protection Regulations update – no report.
 - Website update – the neighbourhood plan page has been updated and the grant policy and form is now available on the site.
 - Lease agreement – Wargrave Road. The solicitor has checked the standing orders and notes that the licence was signed under hand rather than by deed. There is no need to amend the completed licence.
 - Risk Assessments – no reports.
8. **Existing & new councillor training** Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** approval of £300 for a Councillor training session. Motion carried unanimously. Agreed to pencil in for Tuesday 15th October subject to emailing the new councillors on 7th May.
Proposed Mrs B Ditcham, seconded Mr T Winchester to **RECOMMEND to Full Council** approval of £300 for a facilitated planning session (aspirations for the four year councillor term). Motion carried unanimously. [Consider booking 29th October (5th Tuesday after half term week)]
9. **Review of Policies** – carried forward.
10. **Grant Requests** – none to consider.
11. **Correspondence circulated by email:**
 - 11.1 WBC request Sports Sponsorship Fund. Noted.
 - 11.2 Zurich Parish Council Insurance renewal. Insurance is due for renewal on 27th May. Due to the elections the meeting schedule does not allow for this item to be published on the Finance agenda for approval. Therefore agreed to make a recommendation to Full Council even though the expenditure is within budget. Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** to renew the insurance at a cost of £1,986.95 Motion carried unanimously.
14. **Items to be considered from other Committees**
 - 14.1 Fete Committee – no meeting
 - 14.2 Planning and Amenities 02.04.19 – no items
 - 14.3 Parish Lands 09.04.19 – no items

15.0 Staffing matters – Assistant Clerk jury service

The assistant clerk has been called up for jury service at the end of May.

First motion: Proposed Mr T Winchester to pay the assistant clerk throughout her jury service.
Seconded Mrs B Ditcham.

Amendment to first motion: Mr R Mantel proposed to make an amendment to this proposal saying that payment less expenses from the jury will be paid. There was no seconder.

Second motion: Mr J Bowley proposed to pay the assistant clerk, to be reviewed after a month, motion seconded Mrs B Ditcham and carried 4 in favour, 1 against.

16.0 Date of next meeting - Tuesday 18th June 2019

The meeting closed at 20:14 pm.