

# TWYFORD PARISH COUNCIL

## Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 21<sup>st</sup> January 2020 at 7.45pm.

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

**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 10<sup>th</sup> December 2019** Approval of the minutes as a true and accurate record. Proposed Mr T Winchester, seconded Mr R Mantel, carried nem con.
  6. **Budgets & Precept** – To consider the budgets and precept for 2020-21 (circulated 16.01.0) Proposal to **RECOMMEND to Full Council** a budget of £132,620 for 2020/21. Proposed Mrs B Ditcham, seconded Mr J Bowley. Motion carried unanimously.  
Proposal to **RECOMMEND to Full Council** a precept of £107,620 for 2020/21. Proposed Mr J Bowley, seconded Mrs B Ditcham. Motion carried unanimously.  
[Note: £3,000 ringfenced funds for Planning & Amenities gateway signage & £22,000 to be taken from reserves and paid back on a capital account basis for: CCTV £9500; KGV new hedge £2,500; Stanlake Copse £5,500; Stanlake Copse lectern £2,000; Stanlake hedge laying £2,500.]
  7. **Clerk's Report**
    - Bank balances as at the end of December 2019. Current account £55,241.73, deposit account £96,859.99, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,016.48.
    - VAT return for December 2019 – £627.22.
    - Budget and capital statement to 31.12.19 (circulated 21.01.20) Noted.
    - Blackrock Greater Europe Investment Trust plc dividend £1065.18. Noted.
    - Blackrock Greater Europe Investment Trust plc dividend £67.82. Noted.
    - Edge 5 year contract – annual fee £349. Approved.
    - Almshouse enquiry. Noted.
    - Data Protection Regulations update – no items to update.
    - Website update & Accessibility requirements – quote received from Ginger Stag to be considered next meeting.
    - Annual Parish Meeting agreed to invite Fiona Hower, Founder of Wild Maidenhead to talk.
    - Twyford in bloom - hanging basket VAT – the clerk reported the advice received from HALC and the internal auditor. Agreed to charge £70 per basket. Those attached to business premises or a house will be charged £70 plus vat.
    - Risk Assessments – no reports.
  8. **Staffing Matters** (email circulated 11.10.19)
    - job evaluation for the Clerk – to agree to a named councillor responsible and signature of the Job Evaluation application and declaration. The committee, whilst in favour of the evaluation, were not minded to sign the declaration saying that they would be bound by the NALC/SLCC board decision. Agreed for Mr T Winchester to contact NALC/SLCC to ask if the service is available without signing the declaration.
    - job evaluation for the and Assistant Clerk – to be conducted after Clerk evaluation (to carry forward)
    - Assistant Clerk annual review to be discussed under Part 2 – confidential item
- Part 2 Confidential Information**  
Item 8.0 discussion – Assistant Clerk Annual Review.  
The Council agreed that as confidential items were to be discussed the Chairman invoked Standing Order 1C "That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw". Proposed Mrs B Ditcham, seconded Mr T Winchester, carried unanimously. The public left the meeting.  
A resolution on the Assistant Clerk Salary was made and will be recommended to full council.

Proposed Mrs B Ditcham, seconded Mr T Winchester, carried unanimously to revert back into public session of the meeting.

- 9. Internal Controls** (email dated 28.11.19) The clerk had circulated details of the controls in place and the committee agreed that these are sufficient subject to periodic checking agreed in the next agenda item.

**10. Item from Full Council meetings:**

- 10.1 Propose a motion at the Finance & General Purposes committee to appoint 1-2 councillors from the whole council to carry out regular periodic checking on payments and income to the Council (JJ)

Mr T Winchester proposed, Mr J Bowley seconded to **RECOMMEND to Full Council** that the Council appoint 2 people (one Finance committee member and one other) to conduct an end to end review of a sample of payments 4 times a year. Process to be agreed at a later date.

Motion carried 3 in favour. 1 against.

- 10.2 Consideration to conduct paperless meetings (SW) – discussion took place. Agreed to carry forward in order that further discussions can be had.

**11. Review of Policies**

- 11.1 Investment policy (JJ) – carried forward.

- 11.2 Procedure for making payments (circulated 02.01.20) – agreed to **RECOMMEND to Full Council** that the Council approve the amended procedure for making payments. Motion carried unanimously.

- 11.3 Publishing Policy (circulated 02.01.20) – agreed to **RECOMMEND to Full Council** that the Council approve the amended Publishing Policy. Motion carried unanimously.

- 11.4 Risk Management Policy (circulated 02.01.20) - agreed to **RECOMMEND to Full Council** that the Council approve the amended Risk Management Policy. Motion carried unanimously.

**12. Grant Requests**

- 12.1 Citizens Advice – Wokingham branch (circulated 30.12.19) Proposed Mr J Bowley, seconded Mr T Winchester to **Recommend to Full Council** a grant of £550 to Citizens Advice – Wokingham branch. Motion carried unanimously.

**13. Correspondence circulated by email:**

- 13.1 Action for All E-Bulletin (circulated 12.12.19). Noted.

- 13.2 involve Funding Alert (circulated 23.12.19). Noted.

- 13.3 CIL & Infrastructure information sharing between WBC & Parishes (circulated 27.12.19). Noted

- 13.4 The Chain Newsletter (circulated 27.12.19). Noted.

- 13.5 BALC Training Sessions 2020 – to suggest courses (circulated 27.12.19). Noted.

- 13.6 The Chain Newsletter (circulated 06.01.20)

- 13.7 CIL & Infrastructure information sharing between WBC & Parishes (circulated 07.01.19)

**15. Items to be considered from other Committees**

- 15.1 Planning and Amenities 07.01.20 – no items.

- 15.2 Parish Lands 14.01.20 – no items.

- 15.3 Fete – 28.01.20 – no items.

- 16. Date of next meeting - 18<sup>th</sup> February 2020**

**The meeting closed at 21:45 pm.**