

# TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 18<sup>th</sup> April 2017 at 7.45pm.

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

1. **Public Questions** – none.
2. **Apologies** – No apologies.
3. **Declaration of interest in items on the agenda** – none.
4. **Minutes of the meeting held on 21<sup>st</sup> February 2017** Proposed Mr T Winchester, seconded Mrs B Ditcham, carried unanimously. **Minutes of the meeting held on 21<sup>st</sup> March 2017** Proposed Mr T Winchester, seconded Mrs B Ditcham, carried unanimously.
5. **Matters arising and action points** – none.
6. **Clerk's Report**
  - Bank balances as at the end of February 2017. Current account £38,851.18, deposit account £75,091.32, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,007.90.
  - VAT return for February 2017 £573.83.
  - Bank balances as at the end of March 2017. Current account £36,854.52, deposit account £75,091.32, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,007.90.
  - VAT return for March 2017 £1028.50.
  - Expenditure against Budget and Capital Statement as at 31st March 2017. Figures examined and noted. Agreed Mr Fergusson will look at the format of the report along with copies of the automatic reports from the financial package.
  - Appointment of internal auditor – Proposed Mr T Winchester, seconded Mr R Mantel to appoint Mr C Gilson as internal auditor. Motion carried unanimously. Agreed to consider booking a more rigorous audit next financial year.
  - Astra Zeneca AGM. Noted.
  - BT dividend £50.44. Noted.
  - Astra Zeneca dividend £826.10. Noted.
  - SSE Wayleave £12. Noted.
  - Henderson investment Statement. Noted.
  - Thames Water changes to business account. Noted.
  - NS&I change of interest rates. Noted.
  - Staff Pensions & notification of minimum contribution increase – Two members of staff have asked to join the pension scheme. The clerk reported on the options. The Berkshire Pension Scheme would require the Council to contribute 20.4%. The alternative is for the Council to join the NEST scheme. As the members of staff do not earn the qualifying earnings the Council do not have to make contributions. There is an annual management fee of 0.3% of the members retirement pot and 1.8% is taken from each contribution. Proposed Mrs B Ditcham, seconded Mr J Bowley to join the Nest pension scheme. 4 in favour, 1 against. Motion carried.
  - The Pensions Regulator – Acknowledgement of declaration of compliance noted.
  - Edge Finance Package – Allotment / Minutes package – carried forward.
  - Rate demand notice – Stanlake Pavilion. No payment to be made as the £582 is covered by Small Business Relief.
  - Clerk – approval of extra hours – no extra hours.

- Loddon Hall – Constituent body fee £25. Noted.
- Insurance renewal – Proposed Mr T Winchester, seconded Mr J Bowley to accept the 3 year agreement at an annual premium of £1889.11. Motion carried unanimously.
- Charity Commission Annual Return – return complete. Noted.
- Refund of councillor car parking fee / fine – Advice from BALC has been sought. Proposed Mr T Winchester, seconded Mr J Bowley not to consider refunding the fee. 3 in favour, 1 against, 1 abstained. Motion carried.
- Risk Assessments – no reports.

**7. Twyford Library and Community Hub** – no notification of any meetings held.

**8. Twinning Project** – meeting 20.04.17

**9. Photocopier** – Clerk to obtain differential in costings for a printer that will accommodate the following: A4/A3 (enquire about footprint difference), colour/B&W, must be able to duplex print from a network & scan.

**10. Recruitment of Assistant Clerk – contract, references, feedback request from one of the applicants** The Assistant Clerk contract was reviewed and amendments made. Mr Mantel reported satisfactory references on the new Assistant Clerk. One of the applicants interviewed had requested interview feedback and a response was agreed.

**11. To review / update standing orders** – carried forward.

**12. Twyford Citizen of the year** – discussed under part 2 at the end of the meeting.

**13. Annual Parish Meeting** – Mr Mantel had been attempting to arrange a speaker to talk on the Local Plan. It was agreed that he would approach Mr Jarvis in his capacity as Borough Councillor on the WBC planning committee. Annual report figures were approved and it was agreed that Mr Fergusson will report on capital income and expenditure in his report. Mr Bowley agreed to help and Mr Mantel will ask Mrs Mantel to organise refreshments.

**14. Grant requests**

**14.1** Citizens Advice - Wokingham – carried forward.

**15. Correspondence circulated by email:**

15.1 Advance notice of temporary library closures in March 2017. Noted.

15.2 Whats on? Berkshire Youth. Noted.

15.3 Princess Diana's Legacy Charity and Feel Inspired Golf Academy. Noted.

15.4 Pension Fund Valuation and New Employer Rates - Wokingham Borough Council. Noted.

15.5 Invitation to the Royal County of Berkshire Pension Fund Employer Meeting 2017. Noted.

15.6 London Bridge updated March 2017. Noted.

15.7 BALC March 2017 eNewsletter inc Training Courses. Noted.

15.8 INVOLVE March 2017 Newsletter. Noted.

15.9 Me2 Club charity. Noted.

15.10 Veteran Tree Society – Letter of thanks. Noted.

15.11 Wokingham Borough Council Adult Voluntary Sector Review. Noted.

15.12 CIL & Infrastructure information sharing between WBC & Parishes. Noted.

15.13 Wokingham Borough Libraries Easter Promotion. Noted.

15.14 Water safety. Noted.

15.15 Action for All E-Bulletin. Noted.

15.16 Twyford Together - Scientist and broadcaster Prof. Heinz Wolff to speak at AGM. Noted.

15.17 Berkshire Health Network newsletter - March 2017. Noted.

15.18 Berkshire Youth - April Issue of 'What's On'. Noted.

15.19 Duchess of Kent hospice. Noted.

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

**16.1** Planning and Amenities 04.04.17

16.2 Parish Lands 11.04.17

**Part 2 Confidential Information**

Item 16.2 discussion – Staff salaries.

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 Mr J Bowley, seconded Mrs B Ditcham, carried unanimously. The public left the meeting.

Discussion took place on the staff salaries.

**12. Twyford Citizen of the year**

**Part 2 Confidential Information**

Item 12 discussion – Twyford Citizen of the Year.

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.

Discussion took place on the Twyford Citizen of the Year.

**17. Date of next meeting - Tuesday 16<sup>th</sup> May 2017.**

**The meeting closed at 9:54 pm.**