

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 12th December 2017 at 7.45pm.

Present: - Mr D Fergusson (Chairman), Mr J Bowley, Mr R Mantel & Mr T Winchester.
In attendance: **Minutes:** Mrs L Moffatt (clerk)

1. **Public Questions** – none.
2. **Apologies** – Mrs B Ditcham.
3. **Declaration of interest in items on the agenda** – none.
4. **Dispensations** – none.
5. **Minutes of the meeting held on 21st November 2017** Approval of the minutes
Proposed Mr T Winchester, seconded Mr R Mantel, carried unanimously.
6. **Matters arising and action points** – none.
7. **Twinning** Mr J Jarvis reported that information on the schedule for the Cuincy visit and a copy of the video message will be forwarded to the clerk in due course.
8. **Budgets and Precept** - figures were examined and noted. A discussion took place on budgeting for CPRW funding. Agreed to raise with the Planning & Amenities committee.
9. **Clerk's Report**
 - Bank balances as at the end of November 2017. Current account £20,285.22, deposit account £143,530.34, income bonds £37,000, national savings account £1,955.75 and Twycombe Lodge tenants deposit account £3,008.21.
 - VAT return for November 2017 £452.71.
 - Clerk – approval of extra hours – none to report.
 - Cheque signatories – forms were signed to remove Mr C Smith and add Mr T Winchester.
 - Investments - feedback from clerk on WBC investments. WBC response awaited. Agreed to add as an agenda item for discussion at the next meeting.
 - Computer support – carried forward.
 - Preparing for Data Protection Regulations (GDPR) – Mr T Winchester and the clerk had attended the training. Mr Winchester gave a brief resume. The clerk and Mr Winchester will write some notes for circulation.
 - Risk Assessments – some of the risk assessment have been completed and shared with the Parish Lands committee. They will be discussed in the January meeting.
10. **Twyford Library and Community Hub [Letter from JJ & Financial information circulated 30/10/17]** Mr J Jarvis reported that WBC do not wish to invest in the Community Hub. He has a meeting arranged with the WBC Chief Executive and will report further at the Full Council meeting. Mr Jarvis reported that Polehampton Charities don't have enough applicants applying for grants.
11. **To review / update standing orders** – carried forward.
12. **Social media** – hours required for forms – website updating – carried forward.
13. **Review of Policies (listed in date order)**

Electronic Mail Policy and Procedure adopted 14.07.12 – circulated for review along with two sets of alternative policies. Agreed adjustments will need to be made with the introduction of GDPR. Item carried forward.
14. **Meet Your Councillor sessions** – to review location of meetings and consider purchasing a new 'A Frame'. The clerk had circulated costings of frames. Waitrose have authorised use of their A frame for the days of the 'Meet your Councillor' sessions. Mr Fergusson will arrange for 2 A2 posters which can be slipped into the frame. An alternative plan could be for the Ranger to make an A frame.

15. Grant requests

15.1 Twyford Youth and Community Centre. Proposed Mr T Winchester to **RECOMMEND to Full Council** to make a grant of £500 towards funding additional Youth Worker sessions. Mr J Jarvis seconded the motion which was carried with 2 in favour, 1 against, 2 abstained.

15.2 Twyford Duke of Edinburgh training. Proposed Mr T Winchester to **RECOMMEND to Full Council** a grant of £550 to the Youth Centre to fund half the cost of running the Duke of Edinburgh scheme for a year. Motion seconded Mr R Mantel. Motion carried nem con.

16. Correspondence circulated by email:

16.1 Involve-November 2017 Part 2 Chain Newsletter. Noted.

16.2 Involve – Newsletter December 2017. Noted.

16.3 News and Events from Wokingham Borough Libraries December 2017. Noted.

16.4 Council Tax Base Provisional Notification 2018-19. Noted.

16.5 Action for All E-Bulletin. Noted.

16.6 CIL Co-funding / funding suggestions - December 2017. A discussion took place on adding two projects to the joint funding list. Suggestion of Stanlake Pavilion extension £500,000 and Stanlake Meadow car parking £80,000. Figures to be considered further in the January meeting and then the January Full Council meeting.

17. Items to be considered from other Committees

17.1 Planning and Amenities 05.12.17 – no items.

17.2 Parish Lands 07.12.17 – no items.

18. Staffing Matters

Part 2 Confidential Information

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 T Winchester, seconded Mr J Bowley, carried unanimously. The public left the meeting. Discussion took place on Staffing matters.

Report on discussions to Full Council to be made under PART 2.

19. Date of next meeting - Tuesday 23rd January 2018.

The meeting closed at 9.20 pm.