

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 21st February 2017 at 7.45pm.

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

In attendance: Mr M Bray.

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 17th January 2017.** Proposed Mr T Winchester, seconded Mrs B Ditcham, carried nem con.
5. **Matters arising and action points** – none.
6. **Clerk's Report**
 - Bank balances as at the end of December 2016. Current account £14,905.87, deposit account £95,089.76, income bonds £37,000, national savings account £1,527.67 and Twycombe Lodge tenants deposit account £3,007.85.
 - VAT return for December 2016 £624.66.
 - Bank balances as at the end of January 2017. Current account £14,478.65, deposit account £95,089.76, income bonds £37,000, national savings account £1,527.67 and Twycombe Lodge tenants deposit account £3,007.85.
 - VAT return for January 2016 £365.50.
 - Expenditure against Budget and Capital Statement as at 31st December 2016. Figures were examined and noted.
 - The Pensions Regulator – confirmation that the 'Automatic Enrolment Declaration' has been made and letters sent to all staff. Noted.
 - CIL – Regulation 62A Monitoring report – confirmation that the report is displayed on the website. Noted.
 - Edge Finance Package – Allotment / Minutes package – carried forward.
 - WBC Asset Review – List of Twyford assets circulated – agreed no action.
 - Clerk – approval of extra hours. Clerk's hours for attending the Parking Advisory Committee meeting & writing/circulating minutes was approved.
 - Clerk remuneration – to consider approval of the NALC payscales wef 1st April 2017. Proposed Mr R Mantel, seconded Mrs B Ditcham to approve the NALC payscales. Motion carried unanimously.
 - Operation Bridge – proposed Mr T Winchester, seconded Mrs B Ditcham to purchase a book of condolence at a cost of £65. Motion carried unanimously.
 - Risk Assessments -no report.
7. **Twyford Library and Community Hub** Mr Turner had enclosed the proposal for the Library Project. He was asking if the Council would be prepared to pay rent for the area and to pay towards the building costs. After some discussion the committee agreed to respond asking for clarification on the following points:
 - Is this the most up to date scheme? Are the police still interested?
 - Confirmation is required of the ownership of the final project asset. Will the existing school building and freehold be owned by the limited company?
 - Why are all rents not commercial and equal (based on square footage).
 - Explanation required as to the budget cost from £989,300 (budget estimate) to £1.25M (expected total build cost)
 - Detailed explanation of how the ownership percentages have been arrived at.

8. Correspondence circulated by email:

8.1 CIL & Infrastructure information sharing between WBC & Parishes & report. Noted.

8.2 Berkshire Youth What's on. Noted.

8.3 Royal County of Berkshire Pension Fund Employer Newsletter - Inscribe, Winter 2016/2017. Noted.

8.4 BALC eNewsletter - January 2017. Noted.

8.5 Moving Ahead - Crossrail's quarterly update. Noted.

8.6 Action for All E-Bulletin. Noted.

8.7 CCB Training Events in February/March - Funding & Defibrillator. Noted.

8.8 Royal County of Berkshire Pension Fund Investment Strategy Statement. Noted.

9. Twinning Project – meeting 21.03.17 and visit 18/19 March or 25/26th March. The Committee agreed that it is too early to receive a visit from the Cuincy Twinning project. The meeting on the 21st March will establish if we have the start of a Twinning Association. Agreed for the clerk to respond to Cuincy.

10. Grant requests – no requests to consider.

11. Photocopier- carried forward.

12. Recruitment of Assistant Clerk – to agree a recruitment working group to carry out interviews and make a recommendation. The interview panels were agreed as follows:

Welcome Panel: (2 from) Mr J Bowley, Mrs B Ditcham, Mr T Winchester

Interview panel: (2 from) Mr R Mantel, Mr D Fergusson, Clerk

Clerk to provide a list of questions.

Interviews to be held on the evenings of 8/9th March at 7pm and 8pm.

Agreed that if required a Finance meeting will be held on 21st March at 9pm in order to Make any decisions required n this one agenda item.

13. To review / update standing orders – carried forward.

14. Items to be considered from other Committees

14.1 Planning and Amenities 07.02.17

14.2 Parish Lands 14.02.17

Recommendation: to accept a quote for £800 on ex hire Heras fencing. Motion carried unanimously.

Agreed there are sufficient funds.

15. Date of next meeting - Tuesday 21st March 2017.

The meeting closed at 9:05 pm.