

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 19th September 2017 at 7.45pm.

Present: - Mr D Fergusson (Chairman), Mr J Bowley, Mrs B Ditcham, Mr J Jarvis (present until item 10), Mr R Mantel & Mr T Winchester.

In attendance: - 1 resident.

1. **Public Questions** – Mr Yeates asked what advantages there are to be twinned with an industrial city of France that we have no history with. This is a question for the Twinning committee – Mr Jarvis advised the next Twinning meeting is 7:30pm, 11th October at Age Concern.
2. **Apologies** – none.
3. **Declaration of interest in items on the agenda** – none.
4. **Dispensations** – none.
5. **Minutes of the meeting held on 20th June 2017** Proposed Mr T Winchester, seconded Mrs B Ditcham, carried unanimously.
6. **Matters arising and action points** – none.
7. **Clerk's Report**
 - Bank balances as at the end of June 2017. Current account £39,402.94, deposit account £97,365.88, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,008.00.
 - VAT return for June 2017 £1569.22.
 - Bank balances as at the end of July 2017. Current account £37,377.23, deposit account £97,365.88, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,008.00.
 - VAT return for July 2017 £717.18.
 - Bank balances as at the end of August 2017. Current account £26,480.92, deposit account £97,366.71, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,008.03.
 - VAT return for August 2017 £513.93.
 - Income Bond rates – 0.75%, Nat West Business Reserve account rate – 0.05%
A short discussion took place as to whether to transfer funds from the Business Reserve to Income Bonds. Add as agenda item next month. Clerk to contact WBC's Graham Ebers asking if the Council can take advantage of their 3-4% investment returns.
 - Expenditure against budget statement and capital account to 30.06.17. Figures examined and noted.
 - Henderson Investment Statement. Noted.
 - CPET Plc – voluntary liquidation report. Noted.
 - Clerk – no additional hours.
 - New printer purchased, with approval of the Chairman, costing £60. Noted.
 - Cheque signatories – agreed to remove Mr C Smith and add Mr T Winchester.
 - Computer Support – agreed for the clerk to obtain quotes. Mr J Jarvis suggested that WBC may offer computer support.
 - Training – Data Protection / Audit / Planning – Agreed for the Assistant Clerk to attend the 'Planning Framework' training course, Clerk to attend the 'Meet the new Auditors and Local Council Finance Update Session' & Clerk plus Mr Fergusson or Mr Winchester to attend the 'Preparing for the General Data Protection Regulation briefing session'. Attendance on courses approved and within budget.

- Preparing for Data Protection Regulations – New regulations come into effect from May 2018. The clerk will report further following the training.
- Risk Assessments – no items to report.

8. Twyford Library and Community Hub Mr Bowley has not received any notifications of any meetings. Mr Jarvis reported on the meetings. A budget and business case has been sent to WBC who are going to assist with obtaining Public Works Loans Board monies. Planned funding is £250,000 WBC, £250,000 Polehampton Trust and the remainder (£700,000) loan. The Committee asked when they would be provided with copies of plans. Clerk to contact Polehampton Charities asking when the next meeting is.

9. Twinning – the committee were concerned that the Twyford Twinning Association has become Twyford & Ruscombe Twinning Association without consultation with the Council. Mr J Jarvis reported that a letter is on its way from the Twinning Association detailing how a joined twinning association might work.

10. To review / update standing orders- carried forward.

11. Social media – policy circulated 21/06/17 to consider a Parish Council Facebook site. Agreed the social media policy needs to be updated. Clerk to circulate the powerpoint on Facebook – social media. Agreed that the priorities are to keep the website updated first. Clerk to advise on man hours to update the forms on the website. Agreed that facebook would be useful if the content can be managed.

12. Review of Policies (listed in date order)

Financial Regulations adopted 23.10.13 – Circulated for review. Proposed Mr T Winchester, seconded Mrs B Ditcham to approve the Financial Regulations as they are. The Committee **RECOMMEND to Full Council** that the Financial Regulations are adopted. Motion carried unanimously.

Electronic Mail Policy and Procedure to be reviewed in October. Policy to be circulated.

13. Meet Your Councillor sessions – to review location of meetings and consider purchasing a new 'A Frame'. Possible locations to meet were discussed and agreed that Emma's Kitchen might work well. Mr J Bowley will check with Emma and as to what time of day would be best suited for the session. Also to discuss storage of 'A' frames. Item carried forward pending further information.

14. CIL – Bid for Parish sponsorship – Air monitoring / Community Hub – as the existing CIL funding has been allocated the Council were not minded to invest in the WBC schemes.

15. Grant requests

15.1 Twyford Comets - Dutch exchange. Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** a grant of £500 to Twyford Comets Dutch exchange. Motion carried 4 in favour, 1 abstained.

15.2 Berkshire Multiple Sclerosis Therapy Centre. Proposed Mr R Mantel, seconded Mrs B Ditcham to **RECOMMEND to Full Council** that no grant be made this year. Motion carried unanimously.

16. Correspondence circulated by email:

16.1 Patient and Public Representatives to the NHS Improvement Patient Safety Team sought. Noted.

16.2 Involve - June 2017 Part 2 Chain Newsletter. Noted.

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

16.4 BALC June 2017 eNewsletter. Noted.

16.5 Wokingham Borough Libraries Newsletter July 2017. Noted.

16.6 SEC - Grants of up to £20,000 for improving community resilience. Noted.

16.7 GWR Customer & Communities Improvement Fund Year 3. Noted.

16.8 BHN Update June 2017. Noted.

16.9 Action for All E-Bulletin. Noted.

16.10 Involve - July 2017 Part 2 Chain Newsletter. Noted.

16.11 Action for All E-Bulletin: Rural Housing Edition. Noted.

- 16.12 Involve - July 2017 Part 1 Chain Newsletter. Noted.
- 16.13 CCB AGM & Training this Summer. Noted.
- 16.14 Involve - Lone Working training. Noted.
- 16.15 CIL & Infrastructure information sharing between WBC & Parishes. Noted.
- 16.16 Me2 Club July Newsletter. Noted.
- 16.17 News and Events from Wokingham Borough Libraries August 2017. Noted.
- 16.18 Marketing training 18th October Community halls. Noted.
- 16.19 Moving Ahead - Crossrail's quarterly update. Noted.
- 16.20 Additional messages not included in The Chain newsletter. Noted.
- 16.21 August 2017 Part 1 Chain Newsletter. Noted.
- 16.22 BALC - Important legislative changes to Data Protection Law. Noted.
- 16.23 BALC 2017 AGM Date 28.11.17 and Advance Notification of Resolutions and Nominations. Noted.
- 16.24 Involve and The People Heath Trust. Noted.
- 16.25 Wokingham CAB - AGM invitation 22.09.17. Noted.
- 16.26 Involve – training. Noted.
- 16.27 Involve - August 2017 Part 2 Chain Newsletter. Noted.
- 16.28 Involve - Networking Event. Noted.
- 16.29 Invitation to Readibus AGM 21.09.17. Noted.
- 16.30 Involve - September 2017 Part 1 Chain Newsletter. Noted.
- 16.31 NHS - BHN Update August 2017. Noted.
- 16.32 Involve - Brighter Berkshire & World Mental Health Day Flyer. Noted.
- 16.33 Involve - ***new date Managing People training ***. Noted.
- 16.34 Review of Citizens Advice – Wokingham 2016-17 for Twyford Parish – carried forward to review with grant application.

17. Items to be considered from other Committees

17.1 Planning and Amenities 05.09.17

Funding for LED lamps £10,177.59 – agreed sufficient funds.

17.2 Parish Lands 12.09.17

18. Clerk's remuneration – carried forward.

19. Date of next meeting - Tuesday 17th October 2017.

The meeting closed at 9.12 pm.