

# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 20<sup>th</sup> June 2017 at 7.45pm.**

**Present:** - Mr D Fergusson (Chairman), Mr J Bowley, Mr J Jarvis, Mr R Mantel, Mr T Winchester.

1. **Public Questions** – none.
2. **Apologies** – Mrs B Ditcham.
3. **Election of Chairman** – Mr D Fergusson proposed to be Chairman by Mr R Mantel, seconded Mr T Winchester, motion carried nem con.
4. **Election of Vice Chairman** – Mr T Winchester proposed to be Vice Chairman by Mr R Mantel, seconded Mr J Bowley, motion carried nem con.
5. **Declaration of interest in items on the agenda** – none.
6. **Dispensations** – none.
7. **Minutes of the meeting held on 16<sup>th</sup> May 2017** Proposed Mr J Bowley, seconded Mr R Mantel, carried nem con.
8. **Matters arising and action points** – none.
9. **Clerk's Report**
  - Bank balances as at the end of May 2017. Current account £24,025.42, deposit account £122,363.78, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,007.95.
  - VAT return for May 2017 £650.34.
  - Income Bond rates – 0.75%. The Clerk will report on the Nat West Business Reserve account rate at the next meeting.
  - Clerk – 21.5 hours reported which included March, April and May Twinning meetings, May Parking Advisory Committee and recruitment. Proposal to approve hours by Mr T Winchester, seconded Mr R Mantel, motion carried unanimously.
  - Resident request for accounts information 2013 onwards and 2017-2018 precept – request has been actioned.
  - Preparing for Data Protection Regulations – New regulations come into effect from May 2018. The clerk will report further at the next meeting.
  - BALC subscription renewal [£1388.09] – Approval proposed Mr R Mantel, seconded Mr T Winchester, motion carried 4 in favour, 1 against.
  - Risk Assessments – no items to report.
10. **Twyford Library and Community Hub** – next meeting to be held on Wednesday 28th June. Mr J Bowley to attend.
11. **Twinning Project** – meeting 19.06.17 Mr Jarvis reported that he had been elected Chairman, Mr Gordon Holmes Vice Chairman & Helen Winder Secretary. Jan Kendal, David Fergusson & David White have been appointed as committee members. Mr Jarvis asked that the committee consider allocating money in the next precept and suggested £250 - £500. It was agreed that Mr Jarvis should complete a grant request on behalf of the Twinning Committee. Agreed to list Twinning on the Full Council agenda so that the Full Council may receive regular reports.
12. **Photocopier** – Details of a new Sharp MXC250 colour, copy, scan & fax were circulated at a cost of £885 upfront and quarterly spend of £7.67 (previously £77.13). Comparisons had been made against purchasing a Samsung which although cheaper upfront was more expensive over 5 years. Proposed Mr T Winchester to purchase the Sharp MXC250, seconded Mr J Bowley, motion carried 4 in favour, 1 against.
13. **Telephone (Email circulated cloud telephone system 6/6/17)** The cloud telephone system will enable the Clerk and Assistant Clerk to pick up phone calls from

their separate offices. They will also be able to transfer calls. The set up costs are £90 for an IP phone and £50 for a second hand smart phone (total £140). Monthly costs are £55.90 for broadband and calls and £11 p/m for sim card for the smart phone (total £66.90). Agreed for the £140 to be funded from the Office Expenses budget. Proposed to **RECOMMEND to Full Council** to increase the telephone budget by £350 in order to cover the increased costs. Proposed Mr R Mantel, seconded Mr T Winchester, motion carried unanimously.

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

**15. Social media** – the clerk reported that she has set up a twitter account for the Village Fete. It is hoped that this might provide some free advertising for the event. A discussion took place on the use of social media to interact with members of the public. Agreed for the Clerk to look into the options for a Parish Council Facebook page as this could be a more appropriate way of interacting with residents. Agreed to list on the agenda at the next meeting.

**16. Review of Policies**

- Bullying and Harassment policy 23.10.12
- CCTV policy adopted 22.10.13
- Code of Conduct adopted 25.09.12
- Complaints Procedure adopted 26.03.13
- Dignity at Work/Bullying and Harassment Policy adopted 23.10.12
- Disciplinary Procedure adopted 27.11.12
- Document Management Procedures adopted 25.09.12
- Electronic Mail Policy and Procedure adopted 14.07.12
- Equal Opportunities Policy adopted 26.03.13
- Financial Regulations adopted 26.04.11
- Health and Safety Policy adopted 24.09.13
- Investment Policy adopted 26.11.13
- Pension Fund Policy adopted 26.03.13
- Publishing Policy 24.03.15
- Risk Management Policy adopted 22.04.14
- Social Media Policy 24.03.15
- Standing Orders adopted 23.04.13

Agreed for the policies to be reviewed in date order one per meeting to be circulated beforehand.

**17. Meet Your Councillor sessions** – It was agreed for the Council to have the discussion of the future of the Meet your Councillor sessions. Proposed Mr J Bowley, seconded Mr T Winchester to **RECOMMEND to Full Council** to stop having regular 'Meet Your Councillor' sessions. Motion carried 3 in favour, 2 against.

**18. Grant requests**

18.1 Twyford Comets - Dutch exchange – awaiting accounts information.

**19. Correspondence circulated by email:**

- 19.1 Wokingham Borough Libraries Newsletter May 2017. Noted.
- 19.2 Invitation to Twyford, Wargrave & District Volunteer Centre's AGM, 24 May. Noted.
- 19.3 CIL & Infrastructure information sharing between WBC & Parishes. Noted.
- 19.4 BALC May 2017 eNewsletter. Noted.
- 19.5 Wokingham Town Council Mayor for 2017/2018. Noted.
- 19.6 CCB Training Events. Noted.
- 19.7 Me2 Club Newsletter May 2017. Noted.
- 19.8 Draft CIL article for Borough News. Noted.
- 19.9 CCB – thanks for renewal. Noted.
- 19.10 Action for all e-bulletin. Noted.

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

20.1 Planning and Amenities 06.06.17

20.2 Parish Lands 13.06.17

Recommendation: to **RECOMMEND to Full Council** to allocate £2,500 to purchase 2 goals from MH goals Ltd.

The Committee agreed there are sufficient funds.

**21. Date of next meeting** - Tuesday 19<sup>th</sup> September 2017.

**The meeting closed at 8:45 pm.**