





# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 11<sup>th</sup> December 2018 at 7.45pm.**

**Present:** - Mr D Fergusson, Mr T Winchester, Mr J Jarvis & Mr R Mantel.

**Minutes:** Mrs L Moffatt (Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr J Bowley, Mrs B Ditcham.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting held on 16th October 2018** Approval of the minutes as a true and accurate record. Proposed Mr T Winchester, seconded Mr R Mantel, carried nem con.
6. **Matters arising and action points** - none.
7. **Budgets and precept** – agreed to lump the gross cost of salaries together including NI & Pension contributions. Parish Lands to consider the same.
8. **Clerk's Report**
  - Bank balances as at the end of October 2018. Current account £39,942.14, deposit account £111,244.31, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,009.47. Noted.
  - VAT return for October 2018 £371.76. Noted.
  - Bank balances as at the end of November 2018. Current account £30,627.66, deposit account £111,281.34, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,010.47. Noted.
  - VAT return for November 2018 £923.23. Noted.
  - Blackrock Greater Europe AGM 06.12.18. Noted.
  - NS&I correspondence – faster cheque clearing times. Noted.
  - Phone line (Assistant Clerk) The clerk reported that the problems with the line remain. Proposed Mr T Winchester, seconded Mr J Jarvis to allocate £100 to employ an expert to diagnose the source of the problem. Motion carried unanimously.
  - To consider a PO box for Council correspondence. Proposed Mr T Winchester, seconded Mr J Jarvis to approve £330 for a mail delivered PO Box. Motion carried unanimously.
  - To consider a change of bank (Cafbank) – agreed for the clerk to investigate alternative online bank providers such as Utility Trust & Cafbank.
  - To consider increasing the credit card limit. Proposed Mr T Winchester, seconded Mr R Mantel that subject to auditor approval the credit card limit be increased to £1000. Motion carried unanimously.
  - Data Protection Regulations update – no report.
  - Data Protection Officer update – BALC £60 charge WBC & ICO membership. Awaiting DPO audit costings from WBC.
  - Risk Assessments – no report.
9. **To customise and approve NALC 2018 standing orders & to consider making changes for the Fete Committee election of Chairman and Vice-Chairman** – carried forward.
10. **Review of Policies**
  - 10.1 Social Media Policy (circulated 06.12.18) - Proposed Mr T Winchester, seconded Mr J Jarvis to **RECOMMEND to Full Council** approval of the amended Social Media Policy. Motion carried unanimously.
11. **Grant Requests**
  - 11.1 Berkshire MS Therapy Centre – Proposed Mr J Jarvis, seconded Mr T Winchester to **RECOMMEND to Full Council** a grant of £110 to Berkshire MS Therapy Centre. Motion carried unanimously.
  - 11.2 ARC youth counselling - Proposed Mr J Jarvis, seconded Mr T Winchester to **RECOMMEND to Full Council** a grant of £275 to ARC youth counselling. Motion carried 3 in favour, 1 against.
12. **Correspondence circulated by email:**
  - 12.1  HALC Chief executive's bulletin (Circulated 12.10.18) Noted.

- 12.2 HALC  NALC Spring Conference 2018 (Circulated 12.10.18) Noted.
- 12.3 BALC training courses (circulated 12.10.18) Noted.
- 12.4 Berkshire Pension Fund - Invitation to the Royal County of Berkshire (circulated 12.10.18) Noted.
- 12.5 Pension Fund Annual Meeting and Pension Surgery Event 2018 – reminder (circulated 12.10.18) Noted.
- 12.6 CCB Accounts 2017-18 & AGM 2018 reminder (circulated 12.10.18) Noted.
- 12.7 NALC AGM Circular 2 - Agenda and Papers, NALC AGM, Wednesday, 31 October 2018 (circulated 12.10.18) Noted.
- 12.8 CCB Training Events (circulated 12.10.18) Noted.
- 12.9 National Assembly Circular 4 - Notice of Vacancy on NALC Policy Committee (circulated 12.10.18) Noted.
- 12.10 The Chain Newsletter (circulated 19.10.18) Noted.
- 12.11 LCAS Risk Topic Update - October 2018 - Tree Liabilities (circulated 19.10.18) Noted.
- 12.12 Cemetery/Memorial Management (circulated 22.10.18) Noted.
- 12.13 NALC Legal Update - October 2018 (circulated 22.10.18) Noted.
- 12.14 Action for All E-Bulletin  (circulated 25.10.18) Noted.
- 12.15 WBC Message from Wokingham Borough Council – Chief Exec (circulated 25.10.18) Noted.
- 12.16 CIL & Infrastructure information sharing between WBC & Parishes (circulated 26.10.18) Noted.
- 12.17 Home-Start Wokingham District AGM 7.11.18 (circulated 29.10.18) Noted.
- 12.18 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and Pension Surgery Event 2018 - one week to go... (circulated 05.11.18) Noted.
- 12.19  NALC Newsletter (circulated 05.11.18) Noted.
- 12.20 Royal County of Berkshire Pension Fund - Inscribe - Autumn 2018 and 12.21 Annual Meeting reminder (circulated 08.11.18) Noted.
- 12.22 Involve - The Chain Newsletter (circulated 08.11.18) Noted.
- 12.23 CIL & Infrastructure information sharing between WBC & Parishes (circulated 09.11.18) Noted.
- 12.24 Royal County of Berkshire Pension Fund Annual Meeting 2018 (circulated 20.11.18) Noted.
- 12.25 Presentation slides (circulated 20.11.18) Noted.
- 12.26 FW: NALC Legal Briefing - The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (circulated 21.11.18) Noted.
- 12.27 The Chain Newsletter (circulated 21.11.18) Noted.
- 12.28 CIL & Infrastructure information sharing between WBC & Parishes (circulated 23.11.18) Noted.
- 12.29 Keep Mobile correspondence in response to grant letter. Noted.
- 12.30 Poppy Appeal letter of thanks for contribution. Noted.

### **13. Items to be considered from other Committees**

13.1 Fete Committee 27.11.18 No items.

13.2 Planning and Amenities 04.12.18

Recommendation: £525 (£175x3) monthly website management & development – agreed sufficient funds.

13.3 Parish Lands 06.12.18

Recommendations:

£235 purchase of scalplings – Hurst Road allotments – agreed sufficient funds.

£800 tree works – London Road allotments and tree by Catholic Church path – agreed sufficient funds.

£220 handrail – scaffolding parts – London Road allotments – agreed sufficient funds.

**14. Date of next meeting - Tuesday 22nd January 2019.**

**The meeting closed at 8:39pm.**