

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 18th February 2020 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions.** None.
2. **Apologies.** Mr J Bowley & Mr C Wickenden.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting held on 21st January 2020** Approval of the minutes as a true and accurate record. Proposed Mrs B Ditcham, seconded Mr R Mantel, carried unanimously.
6. **Matters arising and action points**
7. **Clerk's Report**
 - Bank balances as at the end of January 2020. Current account £50,332.67, deposit account £96,878.18, income bonds £37,000, national savings account £3,128.31 and Twycombe Lodge tenants deposit account £3,017.01. Noted.
 - VAT return for January 2020 - £577.96. Noted.
 - Pension three yearly re-declaration made 05.02.20. Noted.
 - Website update & accessibility requirements – to consider quote circulated 20.01.20 – carried forward.
 - Paper audit - draft questionnaire circulated 03.02.20. The Committee approved the questionnaire which will be circulated to all councillors. The committee will consider the responses when they next meet.
 - Employment Law update - circulated 03.02.20 - template Statement of Employment Particulars requested from NALC - £50 charge. The clerk had written to HALC expressing disappointment that this isn't something provided as standard. Agreed that as the statement isn't required for existing employees the Council consider again at the point that they need to issue one for a new employee.
 - Annual Parish Meeting – guest speaker – waiting to hear from Fiona Hewer, Founder of Wild Maidenhead to talk. Other options could be MP John Howell or Oneill Homer to talk on Neighbourhood Planning.
 - Appoint Internal Auditor – agreed to appoint Mr David Weller with a view to booking a more rigorous audit for 2020-21.
 - To agree capital repayments for the £22,000 taken from reserves for 2020 – carried forward until the year end.
 - Risk Assessments – circulated 18.02.20. Carried forward.
 - Data Protection Regulations update – no items to report.
8. **Staffing Matters** (email circulated 11.10.19) Proposed Mrs B Ditcham, seconded Mr R Mantel to defer discussing this until the next meeting when there will be more councillors in attendance. Motion carried nem con. Item carried forward.
 - job evaluation for the Clerk – feedback from SLCC / NALC & quote from consultant circulated 03.02.20
 - job evaluation for the Assistant Clerk – to be conducted after Clerk evaluation (to carry forward)
 - Following approval of quote to agree meeting room & councillors to be involved with process
 - Assistant Clerk annual review - circulated 03.02.20 – noted.
9. **Operation Bridge** – The clerk has co-ordinated with the St Marys Church and arrangements are in place.
10. **Facilitated action planning session (circulated 27.12.19)** – to provide a steer for the Council. Carried forward.
11. **Item from Full Council meetings:**
 - 11.1 To agree process & system for appointing councillors to carry out regular periodic checking on payments and income to the Council. Mrs B Ditcham proposed to **RECOMMEND to Full Council** Mr R Mantel be appointed as the Finance Committee representative to jointly carry

out the quarterly internal control checks. Seconded by Mr T Winchester. Motion carried unanimously.

Agreed to rotate the appointed councillors annually with effect from May 2021.

Agreed to appoint the second appointed councillor at the Full Council meeting.

Checks to be carried out before or after an agreed meeting – Clerk will attend with laptop, the quarters invoices & bank statements.

11.2 Consideration to conduct paperless meetings – agreed that this will be progressed via the paper audit questionnaire.

12. Review of Policies

12.1 Investment policy (JJ). Carried forward.

12.2 CCTV policy – proposed Mrs B Ditcham, seconded Mr R Mantel to **RECOMMEND to Full Council** to approve the amended CCTV policy. Motion carried unanimously.

12.3 Document Management – proposed Mrs B Ditcham, seconded Mr R Mantel to **RECOMMEND to Full Council** to approve the amended Document Management policy. Motion carried unanimously.

12.4 Snow and Grit - proposed Mrs B Ditcham, seconded Mr R Mantel to **RECOMMEND to Full Council** to approve the unamended Snow and Grit policy. Motion carried unanimously.

12.5 Social Media policy - proposed Mrs B Ditcham, seconded Mr R Mantel to **RECOMMEND to Full Council** to approve the amended Social Media policy. Motion carried unanimously.

13. Grant Requests

13.1 Berkshire Multiple Sclerosis Therapy centre – proposed Mr T Winchester, seconded Mrs B Ditcham to approve a grant of £160. Motion carried unanimously.

14. Correspondence circulated by email:



14.1 Pension Fund Valuations and New Employer Rates 2019 - WBC Designated Bodies (circulated 24.01.20) Noted.

14.2 CIL & Infrastructure information sharing between WBC & Parishes (circulated 31.01.20) Noted.

14.3 Involve - Are you affected by Cancer? We have news! (circulated 05.02.20) Noted.

14.4 Invitation to the Berkshire Pension Fund Employer meeting 2020 (circulated 05.02.20) Noted.

14.5 TVERC News Update - February 2020 (circulated 06.02.20) Noted.

14.6  Citizens Advice Wokingham Community Newsletter  (circulated 10.02.20) Noted.

14.7 Wokingham Borough Sports Council AGM - Monday 2 March (circulated 10.02.20) Noted.

15. Items to be considered from other Committees

15.1 Planning and Amenities 04.02.20

15.2 Parish Lands 11.02.20

£1,900 for Stanlake Meadow copse tree works

£1,891 for Twyford & Ruscombe Horticultural Association fence

£250 for tree works on Jubilee Corner

Agreed there are sufficient funds for these recommendations.

15.3 Fete – no meeting held

16. Date of next meeting - 17th March 2020

The meeting closed at 20:39 pm.