

# TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Zoom on Tuesday 21<sup>st</sup> July 2020 at 7.30pm.

**Present:** - Mr C Wickenden (Vice-Chairman), Mrs B Ditcham, Mr J Bowley & Mr R Mantel.

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

1. **Public Questions** are invited in advance of the meeting via email, telephone or in writing. None.
2. **Apologies.** Mr T Winchester.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes** – none to be authorised.
5. **Matters arising and action points.** None.
6. **Clerk's Report**
  - 6.1 Bank balances as at the end of June 2020 (to note)  
Nat West current account £36,889.91, Unity Trust current account £42,176.39, Deposit account £96,958.68, income bonds £37,000, National Savings account £3,128.31 and Twycombe Lodge tenants deposit account £3,019.52. Noted.  
The Clerk reported on the FSCS compensation scheme limit of £85,000.  
Proposed Mr R Mantel, seconded Mr J Jarvis to move £120,000 into NS&I saving bonds. These pay 1.15% interest gross, are instant access and are 100% covered by the HM Treasury. Motion carried unanimously.  
Agreed to consider Parish Council future spending projects and investment in shares at the next meeting.
  - 6.2 VAT return for June 2020 - £2,000.99. Noted.
  - 6.3 Capital account to 30.06.20 (circulated 13.07.20) Figures were examined and noted.
  - 6.4 CCB membership - £35 – subscription paid. Noted.
  - 6.5 Domain registration with Government Digital Service – completed.
  - 6.6 Paper audit (questionnaire responses). The responded were discussed. Agreed to carry forward until the Council are able to meet in person.
  - 6.7 Correspondence (distribution list to and to consider making available on one drive folder instead). Agreed for general correspondence to be saved into a one drive folder which is accessible by all councillors. Folders also to be used to store documents relevant to the monthly agenda. Clerk to keep these up to date so that they only contain current information.
  - 6.8 To agree capital repayments for the £22,000 taken from reserves for 2020. Carried forward.
  - 6.9 Rate Demand - £623.75 and small business relief for same amount. Noted.
  - 6.10 Quarterly internal checks (RM & JD) – discussion took place as to whether it was feasible to carry this out online or in person under the present circumstances. Agreed, as this is a new process which has not been suggested by the internal auditor, to re-consider next quarter.
  - 6.11 Data Protection Regulations update – no items to report.
  - 6.12 Risk assessment – Covid-19 – the amended risk assessment covers the opening of the playgrounds and sports pavilion for use of the toilet facilities. Noted.
  - 6.13 Receipt of Blackrock Greater Europe Investment Trust dividends £28.94 & £454.65. Noted.
7. **To consider using CIL funds for £750 entrance bollards – Stanlake Meadow** Proposed Mrs B Ditcham, seconded Mr J Bowley to **RECOMMEND to Full Council** to use CIL funds for this purpose. Motion carried unanimously.
8. **Website**
  - 8.1 Website Accessibility update – work will commence on Monday and will be completed in 2-3 weeks.
9. **Citizen of the year award** – carried forward to be discussed under Part 2 at the end of the meeting.

## **10. Review of Policies**

10.1 Investment policy (JJ) - carried forward.

## **11. Grant Requests**

11.1 Twyford Comets application

Mr J Bowley proposed to RECOMMEND to Full Council a grant of £500 to Twyford Comets. There was no seconder.

Proposed Mr C Wickenden, seconded Mr R Mantel to **RECOMMEND to Full Council** a grant of £250 to Twyford Comets. Motion carried 4 in favour, 1 against.

## **12. Proposed item from Full Council meeting** – To consider agreeing a policy concerning the length of time a councillor may serve as Chairman or Vice Chairman to the council or committee.

Proposed Mr J Jarvis, to RECOMMEND to Full Council that for the Chairman and Vice Chairman of the Council the standing orders are changed to limit the consecutive term of office. There was no seconder.

Mr J Jarvis requested that names of the vote were recorded for the following two resolutions:

Proposed Mr R Mantel, seconded Mrs B Ditcham to **RECOMMEND to Full Council** to propose no change to the standing orders and not to limit the term of consecutive office years for Council Chairman and Vice Chairman. Mrs B Ditcham, Mr J Bowley, Mr C Wickenden & Mr R Mantel were in favour. Mr J Jarvis was against. Motion carried.

Proposed Mr J Bowley, seconded Mrs B Ditcham to **RECOMMEND to Full Council** to propose no change to the standing orders and not to limit the term of consecutive office years for Committee Chairman and Vice Chairman. Mrs B Ditcham, Mr J Bowley, Mr C Wickenden & Mr R Mantel were in favour. Mr J Jarvis was against. Motion carried.

## **13. Correspondence** – all correspondence has been circulated to the Full Council

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

14.1 Planning and Amenities 30.06.20 – no items.

14.2 Parish Lands 14.07.20

£2,310 Stanlake Meadow water connection – agreed there are sufficient funds.

Proposed Mr C Wickenden, seconded Mr J Bowley to **RECOMMEND to Full Council** to use CIL funds for the £2,310 Stanlake Meadow water connection. Motion carried 4 in favour, 1 against.

Part 2 Confidential Information

### **Item 9 - Citizen of the year award**

## **15. Item 15 - Staffing Matters**

The Council agreed that as confidential items were to be discussed the Chairman invoked Standing Order 1C “That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw”. Proposed Mr J Bowley, seconded Mrs B Ditcham, carried unanimously. The public left the meeting.

### **Citizen of the year award**

Discussion took place and a recommendation will be made to the Full Council meeting

The clerk then left the meeting

### **Staffing Matters (Part 2)**

The committee discussed staffing matters and will report to the Full Council meeting.

## **16. Date of next meeting** - 15<sup>th</sup> September 2020

**The meeting closed at 21:37 pm.**