

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Zoom on Tuesday 17th November 2020 at 7.45pm.

Present: - Mr T Winchester (Chairman) from item 6 onwards, Mr J Bowley, Mrs B Ditcham, Mr R Mantel & Mr C Wickenden.

Minutes: Mrs L Moffatt (Clerk).

Mr C Wickenden opened and chaired the start of the meeting.

1. **Public Questions are invited in advance of the meeting via email, telephone or in writing.** None.
2. **Apologies.** Mr J Jarvis.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes of the meeting held 20th October 2020** Proposed Mrs B Ditcham, seconded Mr R Mantel to approve minutes as a true and accurate record. Approved nem con.
5. **Budgets and Precept** – figures were examined and reviewed. The committee will look at precept figures for the whole Council in December.

Mr T Winchester took over chairing of the meeting.

6. Matters arising and action points. None.

7. Clerk's Report

7.1 Bank balances as at the end of October 2020

Nat West current account £23,092.88, Unity Trust current account £70,435.62, Deposit account £6,960.14, income bonds £157,000, National Savings account £3,128.31 and Twycombe Lodge tenants deposit account £3,019.62

7.2 VAT return for October 2020 - £496.47

7.3 Henderson Investors tax voucher – noted.

7.4 Blackrock AGM 01.12.20 – noted.

7.5 To consider purchasing a tablet for risk assessment photos & to take photos when on Parish Lands – agreed purchase of a Samsung Galaxy tablet, case and disk card at a cost of £169. Proposed Mrs B Ditcham, seconded Mr C Wickenden, motion carried unanimously.

7.6 Insurance claim – agreed to make claims for the vandalised bin and defibrillator case. Excess of £125 per claim was noted.

7.7 CIL - £2,397.51 – Kingsbridge House, Wargrave Rd – noted.

7.8 Councillor training - Local Council Finance for Councillors 18 November – a free course. Mrs S Wisdom to attend.

7.9 To consider Maidenhead advertiser digital subscription £29.21 p/a – unanimously approved to try for a year.

7.10 Data Protection Regulations update - no items to report.

7.11 Covid-19 risk assessment – no update.

7.12 Display Screen Equipment self-assessment – to review assessments and approve purchases / budget for remedial action. Self-assessments have been carried out by the Clerk and Assistant Clerk. £430.94 approved to purchase laptop height adjusters, wireless keyboards, chairs and a new table. Motion carried unanimously.

7.13 Risk assessments – these are being carried out and will be reported in due course.

8. Website – no items to report.

9. Neighbourhood Plan Grant Application update – Mr Wickenden reported that the grant of £1650 for the visioning exercise has been approved.

10. Review of policies

10.1 Investment policy (JJ) – carried forward.

11. Code of Conduct review (one drive folder) The committee reviewed the proposed changes to WBC's code of conduct:

Best practise principle 1 – agreed

Best practise principle 5 – proposed Mr C Wickenden, seconded Mr J Bowley a £25 value of declarable gifts. Motion carried nem con.

Best practise principle 9 – proposed Mr J Bowley, seconded M C Wickenden to select option 2. Motion carried unanimously.

Best practise principle 11 – approved.

The consultation will be reported to the Full Council before being submitted to Wokingham Borough Council.

12. Grant Requests

12.1 Me2 Club (one drive folder) Proposed Mr C Wickenden, seconded Mrs B Ditcham as grant of £300 to the Me2 Club.

Mr J Bowley proposed, seconded Mr C Wickenden an amendment of the counter proposal to **RECOMMEND to Full Council** a grant of £400 to Me 2 Club. Motion carried nem con.

13. Correspondence

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

14. Items to be considered from other Committees

14.1 Planning and Amenities 03.11.20

14.2 Parish Lands 10.11.20

15. Date of next meeting – Tuesday 8th December 2020

The meeting closed at 20:48 pm.