

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Zoom on Tuesday 19th January 2021 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

- 1. Public Questions are invited in advance of the meeting via email, telephone or in writing.** None.
- 2. Apologies.** None.
- 3. Declaration of interest in items on the agenda.** None.
- 4. Minutes of the meeting held 8th December 2020** Proposed Mr C Wickenden, seconded Mr T Winchester to approve minutes as a true and accurate record. Approved unanimously.
- 5. Matters arising and action points.**
 - 5.1 To give consideration to a Community Engagement policy and return to the next Full Council meeting with proposals. Agreed to carry forward and review the proposal that Mrs A Evans is writing.
- 6. Budgets and Precept**

To consider budgeting for outreach youth work – agreed to use the Council’s reserves if decided.

To finalise the Finance committee budget – agreed a budget of £72,455. Resolved nem con.

The Committee **RECOMMEND to Full Council** a final budget & precept for 2021/22 of £116,140. Resolved nem con.
- 7. Clerk’s Report**
 - 7.1 Bank balances as at the end of December 2020
Nat West current account £27,056.62, Unity Trust current account £31,403.42, Deposit account £6,960.20, income bonds £157,000, National Savings account £3,128.31 and Twycombe Lodge tenants deposit account £3,019.65
 - 7.2 VAT return for December 2020 - £2,692.19
 - 7.3 Budget and capital statement to 31.12.20 - noted
 - 7.4 To appoint an internal auditor – Proposed Mr J Jarvis, seconded Mr C Wickenden to appoint Mr David Weller for the 2020/21 internal audit. Motion carried unanimously.
 - 7.5 Insurance claim update - £284.95 received. Noted.
 - 7.6 LCPD course – Basic planning for Local Councils £45 11th February – Malcolm Bray, Andrea Evans & John Jarvis request to attend. Motion carried nem con.
 - 7.7 Edge Finance hosted services £360 (2nd year of a 5 year contract) – renewal approved.
 - 7.8 Fasthost domain renewal (2 year) £73.20 – renewal approved.
 - 7.9 NHS thank you video – agreed to make a video to record the Council’s thanks and specific to Twyford with mention of the surgeries and pharmacies. Councillors to forward their videos to the Clerk.
 - 7.10 Data Protection Regulations update – no report.
 - 7.11 Risk assessments (one drive folder)
- 8. Citizen of the Year Award** – Mr J Bowley reported on the successful presentation which was shown on social media.
- 9. Website** – copyright email noted & information on number of page hits – carried forward.
- 10. Neighbourhood Plan Grant Application update** Mr C Wickenden reported that a further grant application will be submitted at the end of February / March.
- 11. Review of Policies**
 - 11.1 Investment policy – carried forward.
- 12. Annual Parish Meeting** (April)

To consider holding an online meeting or to discuss alternatives – following a discussion it was unanimously agreed to hold an interactive webinar. Agreed for Mr J Bowley to look at the technology required.

13. Grant Requests

13.1 Citizens Advice – Wokingham. Proposed Mr J Bowley, seconded Mr J Jarvis to **RECOMMEND to Full Council** a grant of £750. Motion carried unanimously.

14. Correspondence

14.1 Berkshire West Joint Health and Wellbeing Strategy Public Engagement Survey (response required by 29.01.21) Mr T Winchester to form a response.

14.3 Me2Club thank you letter for the grant awarded. Noted.

14.4 Rural Community Energy Fund Grants - Information & Deadlines 18.12.20. Noted.

14.5 Wokingham Volunteer Centre Impact Report for 2019-20 30.12.20. Noted.

15. Items to be considered from other Committees

15.1 Planning and Amenities 05.01.21

Recommendation: Gateways £6,194.44 (using £3000 ringfenced funds)

Agreed to use CIL funds.

15.2 Parish Lands 12.01.21

Recommendation: To fund 20 weeks outreach youth work at £60 a session - total of £1,200.

Agreed there are sufficient funds.

16. Staffing matters to include:

16.1 NALC Clerk job evaluation outcome

16.2 Assistant Clerk job evaluation

16.3 Assistant Clerk annual review

Part 2 Confidential Information

Item 16. discussion – 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 R Mantel, seconded Mr C Wickenden, carried unanimously. The public left the meeting. Discussion took place.

17. Date of next meeting - 16th February 2021

The meeting closed at 21:22 pm.