

# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held on Zoom on Tuesday 20<sup>th</sup> April 2021 at 7.45pm.**

**Present:** - Mr T Winchester (Chairman), Mr J Bowley (from item 9.2 onwards), Mrs B Ditcham, Mr J Jarvis, Mr R Mantel (from item 5 onwards) & Mr C Wickenden.

**In attendance:** Mrs A Evans (for item 9.2)

**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 on 16<sup>th</sup> March 2021** Proposed Mr J Jarvis, seconded Mr C Wickenden to approve minutes as a true and accurate record. Approved unanimously.

**Item 9.2 Community Engagement policy** (referred from P&A) was brought forward as Cllr Andrea Evans had attended for this item.

Proposed Mrs B Ditcham, seconded Mr J Jarvis to **RECOMMEND to Full Council** approval of the Community Engagement Policy Statement. Motion carried unanimously.

Note: The approval includes the proposal that a small working group is formed to define the plans and activities for approval by the Full Council.

**5. Matters arising and action points**

5.1 Committee Finance report to the Annual Parish Meeting – approved that the finance figures should now be added to the website. Mr T Winchester to circulate his APM script.

**6. Clerk's Report**

6.1 Bank balances as at the end of March 2021

Nat West current account £10,178.31, Unity Trust current account £17,151.50, Deposit account £6,960.37, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.72.

6.2 VAT return for March 2021 - £1,063.57.

6.3 Receipt of 10% precept £11,614.00. Noted.

6.4 Receipt of a National Lockdown grant £6,810.93 and Local Restriction grant of £2,096.00. Noted.

6.5 Receipt due of £28,646.91 CIL in respect of 163224 – Kingsbridge House, Wargrave Rd, Twyford & 190783 – 57 Wargrave Rd, Twyford. Noted.

6.6 To approve BHIB Insurance renewal £1,288.48 – unanimously approved.

6.7 To consider Edge IT support contract - £340 per year – Mr J Bowley proposed and Mr J Jarvis seconded to approve subject to the contract including due diligence, confidentiality and GDPR compliance. Motion carried unanimously.

6.8 To consider Edge – Allotment 'add on' to administer allotments & link to Finance package £275.30. Motion carried unanimously.

6.9 Councillor training - Knowledge & Core skills course [LA & AE awaiting alternative dates as July course is fully booked]. Noted.

6.10 To approve Assistant clerk overtime – 8 hours – Neighbourhood plan & Twyford in Bloom meetings and invoicing. Carried unanimously.

6.11 Assistant Clerk – agreement of payment of study hours (ILCA) – carried forward.

6.12 Staff ID - to consider options. Proposed Mrs B Ditcham, seconded Mr J Jarvis to organise photo lanyards for all staff and consider quotes for jackets at the next meeting. Motion carried unanimously.

6.13 Purchase of wreath £60 – Prince Phillip. Noted.

6.14 Data Protection Regulations update – no items to report.

6.15 Risk assessments – risk assessment for face to face meetings – noted. Discussion took place on the social distance space required for face to face meetings. *The risk assessment included insurance guidelines, NALC /SLCC checklists, social distancing requirements, sanitising of furniture before and after use, entering and exiting venue, ventilation, use of masks, technical requirements to stream the meetings, track and trace and lateral flow testing.*

- 7. To consider the guidance and make recommendations to the Full Council.**  
**Report dated 13<sup>th</sup> April 2021** – the clerk had circulated a report detailing advice.  
Summary as follows: *The regulations that currently allow local authorities to hold meetings remotely until 6<sup>th</sup> May will not be extended by the Government and so face to face meetings resume from 7<sup>th</sup> May. A legal challenge that seeks a continuation of virtual meetings is being heard in the courts however the outcome is not guaranteed. The outcome of this should be known by the end of April.*  
*NALC's position remains that all local councils should continue to meet remotely while the regulations are in force. HALC recommend holding the Annual Meeting of the Council virtually between 1<sup>st</sup> and 6<sup>th</sup> May. HALC recommends council meetings are kept to a minimum from 7<sup>th</sup> May until 21<sup>st</sup> June. They suggest that Councils may want to review and update their delegation scheme before 7<sup>th</sup> May to ensure that key decisions can be made during this period. Consideration will need to be given to the signing of the AGAR. Government advice recommends providing remote access to the public until at least 21<sup>st</sup> June at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap.*
- Annual Meeting of the Council – date and venue**  
Mr R Mantel proposed, seconded Mr J Jarvis to **RECOMMEND to Full Council** to hold the Annual Meeting of the Council on 25<sup>th</sup> May 2021 in the Loddon Hall main hall. Motion carried 5 in favour, 1 against.  
[Clerk note: (1) Availability of the main hall to be checked. (2) Government advice recommends providing remote access to the public until at least 21<sup>st</sup> June (see report 13.04.21 for link)]
- Face to face meetings – to consider all meetings**  
Proposed Mr C Wickenden, seconded Mr J Bowley to **RECOMMEND to Full Council** to only hold Full Council meetings throughout May and June. Motion carried unanimously.
- Meeting format – no items discussed.**
- Scheme of delegation** – the committee considered that planning applications were the only matter to be delegated. The Planning and Amenities committee are to agree at their meeting on 4<sup>th</sup> May how to delegate plans.
- Signing of AGAR** – these can be approved at the **May or June Full Council meetings.**
- 8. Neighbourhood Plan Grant Application update** Mr C Wickenden reported. Two new grants are available:
- High street regeneration
  - Social Infrastructure
- These will be discussed at the working group.
- 9. Review of Policies**
- 9.1 Investment policy (JJ) – carried forward.
- 9.2 Community Engagement policy (referred from P&A) – item discussed at the start of the meeting.
- 10. Annual Parish Meeting - 21.04.21 - Mr R Mantel gave his report. Noted.**
- 11. Grant Requests**
- 11.1 Promise Inclusion – propose Mr C Wickenden, seconded Mr J Jarvis to ask what specifically they require the grant for. The committee would like more information on the specific projects the grant would contribute to. Motion carried unanimously.
- 11.2 Berkshire MS – Proposed Mrs B Ditcham, seconded Mr J Bowley to **RECOMMEND to Full Council** a grant of £160. Motion carried 5 in favour, 1 against.
- 12. Correspondence**
- 12.1 Inscribe Pension Employers newsletter. Noted.
- 12.2 February CIL report. Noted.
- 12.3 HALC advice note - Convening Meetings during Period of Mourning. Noted.
- 13. Items to be considered from other Committees**
- 13.1 Planning and Amenities 06.04.21- no items.
- 13.2 Parish Lands 13.04.21 – no items.
- 14. Date of next meeting - to be confirmed.**

**The meeting closed at 21:30 pm.**