

# TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Stanlake Pavilion, RG10 0BL on Tuesday 16<sup>th</sup> November 2021 at 7.45pm.

**Present:** - Mr J Bowley (Chairman), Mr R Abeywardana, Mr R Mantel & Mr C Wickenden.

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

1. **Public Questions.** None.
2. **Apologies.** Mrs B Ditcham, Mr J Jarvis & Mr T Winchester.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes of the meeting held on 19<sup>th</sup> October 2021** Approval of the minutes as a true and accurate record proposed Mr C Wickenden, seconded Mr R Mantel, motion carried unanimously.
5. **Matters arising and action points.** None.
6. **Budget & Precept 2022** The budget figures were reviewed and consideration will be given next month as to whether the committees need a steer to reduce the budget / precept.
7. **Clerk's Report**
  - 7.1 Bank balances as at the end of October 2021  
Nat West current account £28,259.28, Unity Trust current account £96,108.65, Deposit account £6,960.84, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.91
  - 7.2 VAT return for September & October 2021  
VAT return for September 2021 - £708.72  
VAT return for October 2021 - £782.36
  - 7.3 To approve Edge package for Finance and Allotments (yr 3 of 5) £754.90 – unanimously approved.
  - 7.4 Microsoft 365 – to consider migrating to Standard Business package
    - 7.4.1 Microsoft Business 365 Business Standard (2 users) £283.20
    - 7.4.2 Migration and set up £360Discussion took place – item carried forward.
  - 7.5 Data Protection Regulations update -no report.
  - 7.6 To review annual risk assessments (circulated 25.10.21) Noted.
8. **Quarterly internal checks**  
(Mrs J Duffield & Mr R Mantel)  
Checks to be carried out on Thursday 18<sup>th</sup> November.
9. **Levels of reserves** – to discuss plans for the increasing levels of reserves. It was noted that the Cashbook balances have been increasing over the years with balances of £221,469 at the start of the financial year. This includes shares at cost value of £23,315.34. Discussion took place.
10. **Citizen of the year award (2021)** – to be considered confidentially under part 2 at the end of the meeting.
11. **Review of Policies**
  - 11.1 Investment policy (JJ) - carried forward.
12. **Grant Requests**
  - 12.1 Me2 – proposed Mr R Mantel, seconded Mr C Wickenden to **RECOMMEND to Full Council** a grant of £400. Motion carried unanimously.
  - 12.2 TRHA – agreed to make contact, enquire about levels of reserves and to ask if they would like to be considered for a loan.
13. **Correspondence** – noted.
  - 13.1 Record of CIL – March & July update
  - 13.2 Inscribe Pension newsletter
  - 13.3 Involve Newsletter – 11th June
  - 13.4 Berkshire Pension Scheme - Employer flexibilities consultation
  - 13.5 Berkshire Pension Fund Inscribe Summer Newsletter
14. **Items to be considered from other Committees**
  - 14.1 Planning and Amenities 02.11.21

- £200 Adopt a Street & Gardener gifts
- 14.2 Parish Lands 09.11.21
  - £1,250 renovation of the ornate brick pillars at the entrance of KGVR
  - £269.36 repairs to Wicksteed spinner
  - £680.00 4 new 9 aside goals

Agreed there are sufficient funds for this expenditure.

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 C Wickenden, seconded Mr R Mantel, carried unanimously. The public left the meeting.

The committee discussed the following matters under part 2. Decisions will be recorded on a confidential set of minutes.

**10. Citizen of the year award (2021)**

**15. Staffing matters**

15.1 Assistant Clerk

- 15.1.1 To consider report with a view to increasing Assistant Clerk hours (circulated 21.10.21)

The clerk was asked to leave the meeting.

15.2 Clerk

- 15.2.1 Clerk annual review

**16. Date of next meeting - Thursday 9<sup>th</sup> December 2021**

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