

# TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Stanlake Pavilion, RG10 0BL on Thursday 9<sup>th</sup> December 2021 at 7.45pm.

**Present:** - Mr C Wickenden (Vice-Chairman), Mr R Abeywardana (from item 6 onwards), Mrs B Ditcham, Mr J Jarvis & Mr R Mantel.

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

1. **Public Questions.** None.
2. **Apologies.** Mr J Bowley.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes of the meeting held on 16<sup>th</sup> November 2021** Approval of the minutes as a true and accurate record proposed Mr R Mantel, seconded Mr C Wickenden, motion carried nem con.
5. **Matters arising and action points** – no items to report.
6. **Budget & Precept 2022**
  - 6.1 To consider budgeting for 'Admin+' Edge module at a cost of £140.40 p/a (on a 5 year contract) plus £76 training & £76 set up. Agreed to budget for.
  - 6.2 To consider budgeting for 'Markets' Edge module for use with the fete at a cost of £120.60 p/a (on a 5 year contract) plus £152 training and £76 set up. Agreed to budget for.
  - 6.3 To review Finance and General Purposes budget & precept – the figures were examined, and amendments made.
  - 6.4 To review the Full Council budget & precept – The committee agreed to ask the other committees to review their budgets due to the impact on the precept. Figures currently stand at a 20% increase – approximate £8 a year per band D council tax payer. The Council could use capita to reduce the precept or the capital expenditure payment.
7. **Clerk's Report**
  - 7.1 Bank balances as at the end of November 2021  
Nat West current account £30,441.64, Unity Trust current account £85,438.52, Deposit account £6,960.90, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.94
  - 7.2 VAT return for November 2021 – Carried forward
  - 7.3 Microsoft 365 – to consider migrating to Standard Business package
    - 7.3.1 Microsoft Business 365 Business Standard (2 users) £283.20  
Agreed to **RECOMMEND to Full Council** to move to Business Microsoft package. Motion carried unanimously.
    - 7.3.2 Migration and set up £360  
Agreed to **RECOMMEND to Full Council** approval of the migration and set up to move to Business Microsoft package. Motion carried unanimously.
  - 7.4 To consider migrating the mailboxes at a cost of £685 for Microsoft 365 business basic. Agreed to **RECOMMEND to Full Council** to migrate the mailboxes. Motion carried unanimously.
  - 7.5 Data Protection Regulations update – no report.
  - 7.6 Risk assessments – no report.
8. **Quarterly internal checks** Checks had been carried out online with Mrs J Duffield, Mr R Mantel and the clerk on 18.11.21. Agreed for future cheque lists to be retained online. No other items to report.
9. **Review of CIL and deadlines for funds to be used by**
  - 9.1 To note the information from WBC on mobile CCTV and a forthcoming request for funding – noted.
10. **Citizen of the year award (2021)** – presentation arrangements. Arrangements were agreed with a view to making the presentation in January.
11. **Review of Policies**
  - 11.1 Investment policy (JJ) – carried forward.

## **12. Grant Requests**

12.1 TRHA - The committee had asked for information on the TRHA finances. Reserves have been kept for repairs, a replacement roof and the reinstatement costs should the Association fold. Agreed for Mr M Bray (Chairman of Parish Lands) and Mr J Jarvis to meet on site to discuss the reinstatement and roofing costs. The Association do not wish to have a loan for the replacement gate. They are seeking a grant for gate repairs of £625.

## **13. Correspondence**

13.1 Berkshire Pension Fund Annual Meeting 2021 and Active member Autumn newsletter – noted.

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

14.1 Planning and Amenities 02.12.21 – no items.

14.2 Parish Lands 07.12.21  
£990 Tennis Court Cleaning  
£1332.09 KGVR gates  
Agreed there are sufficient funds.

## **15. Staffing matters(Part 2)**

15.1 Clerk annual review & annual increment

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 Mrs B Ditcham, seconded Mr J Jarvis, 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.

**16. Date of next meeting - 18<sup>th</sup> January 2022**

**The meeting closed at 21:38 pm.**