

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Loddon Hall, RG10 9JA on Tuesday 19th April 2022 at 7.45pm.

Present: Mr J Bowley (Chairman), Mr M Bray, Mrs B Ditcham, Mr J Jarvis & Mr R Mantel.

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions.** None.
2. **Apologies.** Mr R Abeywardana & Mr C Wickenden.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes of the meeting held on 15th March 2022** Approval of the minutes as a true and accurate record proposed Mr M Bray, seconded Mr R Mantel, motion carried nem con.
5. **Matters arising and action points** – none.
6. **Clerk's Report**
 - 6.1 Bank balances as at the end of March 2022. Noted.
Nat West current account £40,540.68, Unity Trust current account £31,790.40, Deposit account £6,961.07, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,020.02
 - 6.2 VAT return for March 2022 - £5,208.74. Noted.
 - 6.3 Astra Zeneca AGM 2022 – Voting instruction card. Noted.
 - 6.4 Annual Parish Meeting Finance report and figures and agree on refreshments – report to be added to the website and copies to be printed for the APM. Agreed that due to an underspend [no fete was held] the £17,000 spend from capital to reduce the 2022-23 precept will be reduced by £10,000 to £7,000. Agreed for usual refreshments plus wine.
 - 6.5 Quarterly budget statements and capital account – reports were noted.
 - 6.6 To note that invoices have not been received for skate park electricity (since May 2019) and waste collection (since April 2020). The waste cost is anticipated to be £124 per month plus increases – approximately £3,000. Information noted.
 - 6.7 Revised quote to move the Councillor mailboxes - £54p/a per box (previously quoted £45) and £76 per mailbox for migration (£1,140). Agreed for the clerk to ask Edge if once the account is set up can we administer it or will Edge always have to? Carried forward pending a response.
 - 6.8 Internal Audit progress update – phase 1 is complete. Any recommendations will be reported on completion of the internal audit. Noted.
 - 6.8.1 To consider amending the Financial regulations (payments) to include appointment of RFO for credit card usage (one drive folder). Carried forward pending information on trade accounts that the Ranger uses.
 - 6.8.2 To consider adopting a credit card usage policy [one drive folder]. Carried forward pending amendments for trade accounts.
 - 6.8.3 To consider amending the standing orders 18 (a) v contracts for tendering limit from £60,000 to £25,000. (Internal auditor response in one drive folder). Proposed Mrs B Ditcham, seconded Mr J Jarvis to **RECOMMEND to Full Council** amending the standing orders 18 (a) v contracts for tendering limit from £60,000 to £25,000 in order to comply with the Public Contracts Regulations/Procurement Rules. Motion carried unanimously.
 - 6.9 Data Protection Regulations update – no items to report.
 - 6.10 Assistant Clerk additional hours – Neighbourhood plan. Proposed Mrs B Ditcham, seconded Mr M Bray to approve payment of 10 hours training (of the 35 approved in January), 26 hours Neighbourhood plan work and milage payment of 12 miles. Motion carried unanimously.
 - 6.11 Completion of the Neighbourhood Plan grant requirement forms (£10,000 grant) and due diligence for the Neighbourhood Regeneration grant £15,000. Noted.
 - 6.12 Successful award of grant of £15,000 for Twyford centre regeneration. Noted.
 - 6.13 To consider purchasing a TPC set of tables and chairs for our exclusive use at meetings (one drive folder). Agreed for the clerk to firstly look into the health and safety

implications of storing furniture in the Loddon Hall electricity room where there is a 3 phase electricity supply.

6.14 To approve BHIB Insurance renewal £1,363.21 – unanimously approved.

7. Clerk Annual Review

7.1 Draft appraisal policy – Mr Bowley had drafted a process for setting objectives. General agreement was given and Mr Bowley will add the process, using tracked changes, to the draft policy for approval.

8. Documentation of Part 2 (confidential) discussions

8.1 To make a recommendation to approve the amended Standing Orders [one drive folder]. The committee agreed to remove the draft wording “Evidence must be presented to substantiate a point of view and this evidence must also be recorded.” It was agreed to add the remaining draft wording to the standing orders. Proposed Mrs Ditcham, seconded Mr R Mantel to **RECOMMENDED to Full Council**. Motion carried 4 in favour, 1 against.

9. Quarterly internal checks – update on checks carried out on 24.03.22 with Mr Mantel, Mrs Duffield and the clerk. Checks were completed satisfactorily and a signed record has been retained.

10. Review of Policies

10.1 Investment policy (JJ - One Drive Folder) – discussion took place. Adopting this investment policy would result in changes to the share portfolio to ensure that investments are only in AAA bonds /investments. A sample policy provided by the Internal Auditor will be placed in the one drive folder.

10.2 Code of Conduct – to consider adopting the LGA model code 2020 (one drive folder). This has been adopted by WBC. The clerk has not received a response from Neil Carr as to the changes WBC made to the standard document. Agreed for Clerk /Mr Mantel to follow this up.

11. Grant Requests [one drive folder]

11.1 TRHA – report from Mr Jarvis on the roof and discussions on lease. Mr Jarvis reported that the TRHA roof does have leaks and is in need of repair. He will write the report for the next meeting.

11.2 Platinum Jubilee – suggestion to make a contribution in lieu of beacon. Given that the idea of a beacon was proving difficult the committee considered making a grant to Twyford Together to help fund the plans. Clerk to make contact with Twyford Together for specific items that the Council might fund. Proposed Mr R Mantel, seconded Mrs B Ditcham to **RECOMMEND to Full Council** a grant of £500. Motion carried unanimously.

12. Correspondence – all noted.

12.1 LCPD Spring news

12.2 Berkshire Pension Fund - Employers meeting 15.03.22

12.3 Berkshire Pension Fund Employer Meeting 2022 presentation slides

12.4 WBC - New safety and enforcement service

13. Items to be considered from other Committees

13.1 Planning and Amenities 05.04.22 – no items

13.2 Parish Lands 12.04.22 – no items

14. Staffing Matters

14.1 HR advice on staff contracts (one drive folder) – carried forward due to time constraints.

15. Date of next meeting - 17th May 2022

The meeting closed at 9:59 pm.