

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Loddon Hall, RG10 9JA on Tuesday 21st June 2022 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions.** None.
2. **Apologies.** None.
3. **Election of Chairman**
Mr J Jarvis proposed to be Chairman by Mr R Abeywardana, seconded Mr J Jarvis.
Mr J Bowley proposed to be Chairman by Mrs B Ditcham, seconded Mr M Bray.
Voting took place with Mr Jarvis receiving 2 votes, Mr J Bowley 4 votes.
Mr J Bowley was duly elected Chairman.
4. **Election of Vice Chairman**
Mr C Wickenden proposed to be Vice-Chairman by Mr J Bowley, seconded by Mrs B Ditcham.
Mr J Jarvis proposed himself. There was no seconder.
Voting took place with Mr C Wickenden duly being elected Vice-Chairman nem con.
5. **To agree membership of working groups**
5.1 Community Engagement – Mr M Alder, Mrs A Evans, Mr R Mantel & Mr C Wickenden – approved nem con.
6. **Declaration of interest in items on the agenda.** Mr M Bray declared an interest in item 12.1 as a member of TRHA.
7. **Minutes of the meeting held on 19th April 2022** Approval of the minutes as a true and accurate record proposed Mr M Bray, seconded Mr C Wickenden, motion carried nem con.
8. **Matters arising and action points.** None.
9. **Clerk's Report**
 - 9.1 Bank balances as at the end of April 2022 & May 2022 – noted.
Bank balances as at the end of April 2022
Nat West current account £17,149.42, Unity Trust current account £111,727.90, Deposit account £6,961.61, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,020.26

Bank balances as at the end of May 2022
Nat West current account £18,549.42, Unity Trust current account £95,967.00, Deposit account £6,961.61, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,020.26
 - 9.2 VAT return for April 2022 & May 2022 – noted.
VAT return for April 2022 - £362.64
VAT return for May 2022 - £1,613.47
 - 9.3 To consider purchasing Charles Arnold Baker issue 13 - £137 – unanimously approved.
 - 9.4 Notification of Unity Trust Bank charges 05.03.22 – 03.06.22 - £44.25. Noted
 - 9.5 Revised quote to move the Councillor mailboxes - £54p/a per box (£810) and £76 per mailbox for migration (£1,140). It was confirmed that the clerk will have control as Exchange Administrator. Proposed Mrs B Ditcham, seconded Mr M Bray to **RECOMMEND to Full Council** to accept the quote totalling £1,950 for migration and the new mailboxes. Motion carried unanimously.
 - 9.6 Internal Audit progress update
 - 9.6.1 To consider adopting a credit card usage policy [one drive folder] - the clerk reported on trade cards, limits and authorised users. Clerk to draft a condition for the Financial regulations and Credit card policy.
 - 9.7 WBC co-funding – meeting with Jenna Williams 18.05.22

- 9.7.1 April CIL report – noted.
- 9.7.2 To consider co-funding Broad Hinton path - discussion took place. Agreed for the clerk to submit the following questions:
- As this is a co-funding opportunity what contribution will WBC be making?
 - Is the £12,900 the entire cost of the project?
 - The Council would like a cross-section drawing showing the construction of the path.
 - What is the reason for these path works – resident request? complaints?
 - What steps are being taken to ensure accessibility for all users ie wheelchair users.

The committee may be minded to contribute 15% towards the project. Agreed for Mr J Jarvis to walk the length of the path and report back to the committee.

- 9.7.3 Report on discussion of TPC projects: Tennis club / Stanlake Pavilion / Skate Park – noted that these were discussed.

9.8 AGAR submitted to external auditors 30.05.22 – noted.

9.9 Community Infrastructure report 2021-22 on website – noted.

9.10 Data Protection Regulations update – no items to report.

9.11 To consider purchasing a TPC set of tables and chairs for the councils exclusive use at meetings (one drive folder). To consider health and safety implications of storing items in the Loddon Hall electricity room. The clerk had been unable to find specific health and safety information on using plant rooms for storage. Mr Jarvis asked when the electrical connection was last checked. It was agreed to ask Loddon Hall if an alternative storage cupboard might be available for the tables and chairs.

9.12 To approve Assistant Clerk overtime – proposed Mr M Bray, seconded Mr C Wickenden to approve the 28 hours, 45 minutes overtime spent carrying out work for Neighbourhood Plan, Twyford in Bloom, Annual Parish meeting, Hanging baskets, allotments and from 6th April to 10th June. Motion carried unanimously.

9.13 Neighbourhood Plan grant application of £6,000 for the continuation of support from O'Neil Homer and additional items – noted.

10. Clerk Annual Review

10.1 Draft appraisal policy – carried forward pending a draft prepared by Mr J Bowley.

11. Review of Policies

11.1 Investment policy (JJ - One Drive Folder) The clerk reported that should the Council adopt the policy from the internal auditor this states that 'no investment is made in stocks and shares'. The policy drafted by Mr J Jarvis only allows for investments with triple A ratings - currently Johnson and Johnson and Microsoft. Either policy would result in the Councils existing shares being sold. A copy of the 'Guidance on Local Government Investments under the Local Government Act 2003 is available in the one drive folder. Councillors to read the policies and advice before the next meeting.

11.2 Code of Conduct – to consider adopting the LGA model code 2020 (one drive folder) The clerk reported on the alterations made by Wokingham Borough Council. Proposed Mr J Jarvis, seconded Mr C Wickenden to **RECOMMEND to Full Council** to adopt the Code of Conduct without amendments. Motion carried unanimously.

11.3 Clerks report on review of policies (working document – one drive folder). The clerk reported on the document which makes recommendations for each policy. Agreed for the policies to be reviewed on a priority / date order. Mr Abeywardana reported on Workshare / compare software which is useful for comparing policies.

12. Grant Requests [one drive folder]

12.1 TRHA – report from Mr Jarvis on the roof and discussions on lease & correspondence from Diane Thirtle. Mr Jarvis has not completed the report. Agreed this is not within the Council's remit and no further action will be taken.

12.2 Ukrainian Response - There is an interest in holding English language classes in Twyford and Stanlake Pavilion has been offered subject to Council approval and agreement of any charge. A welcome event will be held on Elms Field on 16th July for all new guests and this will include any refugee not just Ukrainian, together with host families. Could the

council consider offering some funding for this? Agreed to refer the suggestion of language classes to Parish Lands.

Proposed Mrs B Ditcham, seconded Mr M Bray to **RECOMMEND to Full Council** £300 to the refugee welcome event on Elms Field. Motion carried unanimously.

13. Correspondence - noted

13.1 CCB annual review

14. Items to be considered from other Committees

14.1 Planning and Amenities 07.06.22 – no items to be considered.

14.2 Parish Lands 14.06.22

Recommendation:

To replace the tyre walk with the all-weather surface option - £3,593 – agreed there are sufficient funds.

15. Staffing Matters

15.1 HR advice on staff contracts (one drive folder) – Proposed Mr J Jarvis, seconded Mr R Abeywardana to approve £250 for review of the staff contracts. Motion carried unanimously.

The committee considered taking on membership of the LCPC (HALC's HR Service).

There are three levels of service with the silver level including a desktop review of the policies and gold including employment templates. Costs are Bronze £237.50, silver £240 and gold £260. Suggested that this should be discussed as part of the action planning.

16. Action planning – to consider any items to be added to the Council Action Planning document in preparation for 28.06.22 – no additional items.

17. Date of next meeting - 19th July 2022

The meeting closed at 9:14 pm.