

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 23rd January 2018 at 7.45pm.

Present: - Mr T Winchester (Vice-Chairman), Mr J Bowley (from item 6 onwards), Mr J Jarvis & Mr R Mantel.

In attendance: Mr D Turner

Minutes: Mrs L Moffatt (Clerk)

1. **Public Questions** – none.

2. **Apologies** – Mrs B Ditcham & Mr D Fergusson.

3. **Declaration of interest in items on the agenda** – none.

4. **Dispensations** – none.

5. **Minutes of the meeting held on 12th December 2017** Approval of the minutes Proposed Mr J Jarvis, seconded Mr R Mantel, carried unanimously.

6. **Matters arising and action points**

6.1 CIL Co-funding /funding suggestions – December 2017

Agreed to request 85% contribution from WBC for the following projects:

Speed indicators £8,000

KGVR footpath lighting £10,000

Broad Hinton rising bollard (bus barrier) £5,000

Stanlake Meadow parking £60,000

Stanlake Pavilion £400,000

Tennis courts, clubhouse, lighting £200,000

Hurst Road allotment road £30,000

Allotment brick built blocks and lock-ups £150,000

Agreed not to request funding for the Gateway Signs and to consider applying for playground funding under the separate scheme.

7. **Twining** Mr J Jarvis reported that the itinerary for the Cuincy visit will be forwarded to the clerk in due course.

8. **Budgets and Precept** – Amendment made to the Planning & Amenities committee budget to include £300 for the website budget. Proposal to **RECOMMEND to Full Council** a budget of £84,645.36 and precept of £81,645.36 for 2018/19. Proposed Mr R Mantel, seconded Mr J Bowley. Motion carried nem con.

9. **Clerk's Report**

- Bank balances as at the end of December 2017. Current account £81,355.27, deposit account £76,534.67, income bonds £37,000, national savings account £1,955.75 and Twycombe Lodge tenants deposit account £3,008.33.
- VAT return for December 2017 £9,121.94.
- Budget and capital statement to 31.12.17. Figures were examined and noted.
- Blackrock Great Europe dividend of £61.19 received. Noted.
- Blackrock Great Europe dividend of £961.26 received. Noted.
- Clerk – approval of extra hours. None to report.
- Cheque signatories - ongoing.
- Investments - feedback from clerk on WBC investments. Information from WBC had been circulated. The clerk gave a summary of the investment account rates available and it was agreed no action at present.
- Computer support – carried forward.
- Preparing for Data Protection Regulations (GDPR)– proposed to approve £30 for the clerk to complete a SLCC webinar on GDPR. Proposed Mr R Mantel, seconded Mr J Bowley, motion carried unanimously. Booked for 13.02.18.
- Risk Assessments – most of the 2017 risk assessments have been completed and have been circulated to the Parish Lands committee. The Stanlake Meadow risk assessments remain outstanding.

10. Twyford Library and Community Hub Mr Turner asked to speak. He asked the Council to support the Community hub project. He reported that he had undertaken a survey at the last Christmas tree festival and 250 people were willing to pay an extra £2 on their council tax towards the community hub. The parish council have not had a formal vote on supporting the project and cannot do so until there is a viable business plan in place. Mr J Bowley, the council's representative, stated that he has not been invited to any meetings and so is not aware of the up to date information. WBC are due to make a decision on funding by June 2018. Agreed that a Community Hub meeting needs to be held. The committee asked the clerk to confirm with Mr Turner that the version 4 financial information is the most recent and then to re-circulate it for discussion at the next meeting.

11. To review / update standing orders – carried forward.

12. Social media – hours required for forms – website updating. Hosting is currently being changed and then the forms can be added to the site.

13. Review of Policies (listed in date order)

Electronic Mail Policy and Procedure adopted 14.07.12 – It was agreed to review this after the introduction of GDPR. Agreed to review the Code of Conduct at the next meeting.

14. Meet Your Councillor sessions – A frame Mr R Mantel is arranging for the new poster to be laminated ready to slot into the Waitrose A frame.

15. Grant requests

15.1 Resident application - World Scout Jamboree Fundraising – proposed Mr R Mantel, seconded Mr J Bowley to **RECOMMEND to Full Council** to make no grant. Motion carried nem con. The Council do not make grants to individuals however the resident has been referred to Polehampton Charities.

15.2 Prince Harry & Meghan Markle Wedding Celebrations – the committee requested information on the charge for entry and the capacity for the event.

16. Correspondence circulated by email:

16.1 CIL & Infrastructure information sharing between WBC & Parishes. Noted.

16.2 Action for All E-Bulletin. Noted.

16.3 Zurich Insurance - A quick guide to winter health and safety | Talking. Noted.

16.4 Point | News & Views | UK | Zurich Insurance. Noted.

16.5 BALC Winter 2017 e-bulletin Newsletter. Noted.

16.6 The Canal & River Trust - Your waterways – applications open until 31st January 2018. Noted.

16.7 Wokingham Borough Sports Council AGM 30.01.18. Noted.

16.8 Involve - January 2018 Part 1 Chain Newsletter. Noted.

16.9 CCB - FREE Funding Workshop. Noted.

17. Items to be considered from other Committees

17.1 Planning and Amenities 09.01.18. No items.

17.2 Parish Lands 16.01.18. No items.

18. Recruitment of Assistant Clerk To discuss feedback from the informal interview and make a recommendation on recruitment. To consider pension and allowance for broadband.

Part 2 Confidential Information

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 J Jarvis, seconded Mr R Mantel, carried unanimously. The public left the meeting. Discussion took place on recruitment of Assistant Clerk.

Report on discussions to Full Council to be made under PART 2.

19. Date of next meeting - Tuesday 20th February 2018.

The meeting closed at 9.37 pm.

