

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 15th May 2018 at 7.45pm.

Present: - Mr T Winchester (Vice-Chairman), Mr J Bowley, Mrs B Ditcham & Mr R Mantel.

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr J Jarvis & Mr D Fergusson.
3. **Declaration of interest in items on the agenda** – None.
4. **Dispensations** – None.
5. **Minutes of the meeting held on 17th April 2018** Approval of the minutes proposed Mrs B Ditcham, seconded Mr T Winchester, carried nem con.
6. **Matters arising and action points** – none.
7. **Clerk's Report**
 - Bank balances as at the end of April 2018. Current account £28,125.56, deposit account £125,399.83, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,008.84. Noted.
 - VAT return for April 2018. Carried forward.
 - Staff paycales – National Joint Council Review – the committee noted the NALC national salary awards which take effect from April. Given that the Assistant Clerk had been appointed mid scale point it was proposed by Mrs B Ditcham, seconded Mr T Winchester to put the Assistant Clerk on SCP 14. Motion carried unanimously.
 - Phone line (Assistant Clerk) – agreed to carry forward in order that this can be monitored.
 - Blackrock Investment report. Noted.
 - Blackrock tender offer. Noted.
 - Annual Accounts and Annual Audit Return (to be approved at Full Council). Information circulated and noted.
 - Cheque signatories – carried forward.
 - Computer support – carried forward.
 - Data Protection Regulations update – Privacy Notice. Proposed Mrs B Ditcham, seconded Mr T Winchester to approve the Privacy Notice to be displayed on the website. Motion carried nem con.
 - Data Protection Officer (letter from WBC) – WBC's Andrew Moulton, Monitoring Officer, offered the role of DPO to Town and Parishes. Details of the offer and a service level agreement will be sent. The committee asked the clerk to write to Andrew Moulton asking permission to appoint him as DPO with effect from 25th May. [Letter sent 16.05.18]
 - Risk Assessments – the Stanlake Meadow risk assessments have now been completed and will be circulated to the Parish Lands committee members in due course.
8. **Twinning Association** Mrs B Ditcham reported that she and Mrs E Ashley attended the recent meeting. Many changes were agreed to the constitution and the final version will be circulated to the Council to be ratified before being adopted by the Twinning Association in September. Clerk to contact Mr Holmes asking for the revised constitution for the July Finance / Council meetings.
9. **Twyford Library and Community Hub** - Mr C Wickenden to attend the meeting on 16.05.18.

10. To customise and approve NALC 2018 standing orders (circulated 09.05.18)

Following discussion amendments were agreed and a draft will be circulated before the next meeting.

11. Social media – feedback on the facebook page was positive.

12. Review of Policies (listed in date order)

Social Media Policy (circulated 10.05.18) – amendments were made to reflect that the Council hold twitter and facebook accounts. Proposed Mr R Mantel, seconded Mrs B Ditcham to **RECOMMEND to Full Council** approval of the amended Social Media Policy. Motion carried unanimously.

13. Grant Requests

13.1 Twyford Tennis Club – grant considered not appropriate given that the Council will now be applying for the Lawn Tennis Association grant.

14. Correspondence circulated by email:

14.1 Quincy magazine. Noted.

14.2 Involve - April 2018 Part 2 Chain Newsletter (circulated 18.04.18). Noted.

14.3 WBC Parish precept payment dates and grant (circulated 18.04.18). Noted.

14.4 BALC April 2018 e-newsletter/update and new information on GDPR and BALC DPO (circulated 30.04.18). Noted.

14.5 CIL & Infrastructure information sharing between WBC & Parishes (circulated 23.04.18). Noted.

14.6 BALC - IMPORTANT Further - Third April BALC E-Newsletter 27.4.2018 (circulated 30.04.18). Noted.

14.7 Invitation to Twyford Volunteer Drivers' Social & AGM, 23 May (circulated 30.04.18). Noted.

14.8 BALC second April 2018 e-newsletter/update (circulated 30.04.18). Noted.

14.9 News and Events from Wokingham Borough Libraries May 2018 (Circulated 02.05.18). Noted.

14.10 May 2018 Part 1 Chain Newsletter (Circulated 03.05.18). Noted.

15. Items to be considered from other Committees

15.1 Planning and Amenities 01.05.18 – no items.

15.2 Parish Lands 08.05.18 – no items.

16. Date of next meeting - Tuesday 19th June 2018.

The meeting closed at 9.05pm.