

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Loddon Hall, RG10 9JA on Tuesday 15th November 2022 at 7.45pm.

Present: Mr J Bowley (Chairman), Mr R Abeywardana, Mr M Alder, Mr M Bray, Mrs B Ditcham, Mr J Jarvis (until 21:37), Mr R Mantel, Mr C Wickenden & Mr T Winchester.

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions.** None.
2. **Apologies.** None.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes of the meeting held on 18th October 2022** Approval of the minutes as a true and accurate record proposed Mr R Mantel, seconded Mr M Bray, motion carried unanimously.
5. **Matters arising and action points.** None.
6. **Budgets and Precept** The figures were reviewed and amendments made. All Committee budget figures were noted.

7. Staffing Matters - Assistant Clerk – report circulated 06.10.22 (Part 2)

The Finance and General Purposes committee 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 C Wickenden and carried unanimously.

Three recommendations to Full Council were recorded on a confidential set of minutes.

The Finance and General Purposes committee returned to the open meeting.

8. Clerk’s Report - written report circulated to councillors and noted.

8.1 To consider Council reserves and demonstrate that they are appropriate and are not excessive. (Internal Audit report 2022) Mr T Winchester proposed, seconded Mr M Bray that, in light of potential projects and unexpected expenses, the Council’s reserves are not excessive. Motion carried 7 for, 1 against, 1 abstained.

8.2 To consider projects in the pipeline and future funding they might need. The committee discussed projects and will require funding for the following projects: High Street regeneration; Stanlake Pavilion extension; Skate park update; Neighbourhood plan; Library; Regreening/tree canopy; cycleway and pedestrian improvements and Strategic Action Plan actions.

8.3 NALC Salary Award 2022/23 backdated to 01.04.22 (£1,925 annual increase on each scale point) – to note that this will be applied to the Clerk and Assistant Clerk pay. Noted.

8.4 Meet Your Councillor waterproof posters – to consider various options/costings. Agreed to ask Cllr Helen Winder to design a poster. Unanimous approval of £40 expenditure for 2 posters. Delegation of approval of the design to Mr J Bowley and Mr C Wickenden.

9. Cost of Living Crises

9.1 To consider the report (circulated 02.11.22)

Discussion took place with ideas for a resident’s working group. The schedule of locations are to be fed to WBC to be included in their marketing. Agreed to advertise, via social media, for craft workers and helpers to serve refreshments. The initiative should be advertised as a community / social hub. Twyford Together have agreed to fund the leaflet cost and distribution. The leaflet will be double sided A5 with one side dedicated to the hub and the other containing WBC helplines.

Due to Mr J Jarvis needing to leave the meeting it was agreed to bring item 15.1 – Investment policy forward.

The information received from BALC was discussed. Agreed to seek further advice from Steve Parkinson via BALC on the draft Investment policy and suitable wording to include saying that the Council will di-vest shares over a period of time.

Mr J Jarvis left the meeting.

10. Streamlining meetings – to consider feedback from the committees and to make a recommendation to Full Council.

As part of the recommendations, the committee reviewed and updated the Financial Regulations. Proposed Mr M Alder, seconded Mr T Winchester to **RECOMMEND to Full Council** approval of the updated Financial Regulations. Motion carried unanimously.

11. Civility and Respect pledge – to report with a recommendation to Full Council
Following discussion, it was proposed by Mr M Alder, seconded Mr T Winchester to **RECOMMEND to Full Council** agreeing to the statements and signing up to the pledge. Motion carried unanimously.

Due to time constraints items 12 – 17 were carried forward.

12. Cheque List – To consider data protection advice from BALC and the need to group salary payments on future reports.

13. To consider booking a training session for Thursday 25th May 2023 and facilitated Action planning session for 31st October 2023. Response from WBC & NALC. Quote - £840 for the Knowledge and Core skills. BALC are unable to facilitate an action planning session.

14. CIL – to consider request for funding for California Country Park one drive folder)

15. Review of Policies

15.1 Investment policy (Note: Councillors to have read the guidance note and draft policies in the One Drive Folder) To consider response from BALC.

15.2 Election protocol – approve unamended

15.3 Financial Regulations – NALC 2019 version – draft for approval

15.4 Procedure for making payments

15.4.1 To consider adding the requirement to check minutes for authorisation / budgeted funds for each payment

15.5 Draft appraisal policy (JB)

15.6 To consider amending the Standing Order Terms of Reference for the Planning & Amenities and Neighbourhood Plan Committees as detailed in the Planning and Amenities minutes (November 2022).

16. Correspondence

16.1 Royal County of Berkshire Pension Fund - employer newsletter - Autumn 2022

16.2 Royal County of Berkshire Pension Fund Annual Meeting 2022 16.11.22

17. Citizen of the Year Award – to consider nominations

18. Items to be considered from other Committees

18.1 Fete 31.10.22

18.2 Planning and Amenities 01.11.22

18.3 Parish Lands 08.11.22

Recommendations:

➤ approval of the quote of £1,950 for removal of asbestos sheets from both the Hurst Road and London Road allotment sites.

➤ approval of the quotes from Pear and Edge totalling £1,453 and annual costs of £329

18.4 Finance 15.11.22

Agreed there are sufficient funds for the committee recommendations.

19. Date of next meeting - 13th December 2022

November Finance and General Purposes report

All items were noted.

Tuesday 15th November 2022

20. Bank Balances and VAT.

Bank balances as at the end of October 2022

Nat West current account £34,399.35, Unity Trust current account £77,653.27, Deposit account £6,965.23, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,021.83

VAT return for October 2022 - £1,492.26

To note receipt of dividend £420.20 Astra Zeneca 12.09.22

21. CIL Funding

21.1 Reports noted

22. Data Protection Regulations update – no items to report

23. Pensions regulator – re-enrolment complete 17.10.22

The meeting closed at 10:02 pm.