

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Loddon Hall, RG10 9JA on Tuesday 18th July 2023 at 7.45pm.

Present: Mr C Wickenden (Chairman), Mr M Alder, Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr F Newman & Mr T Winchester.

Minutes: Mrs L Moffatt (Clerk).

1. **Election of Chairman** Mr C Wickenden proposed to be Chairman by Mr J Bowley, seconded Mrs B Ditcham, motion carried nem con.
2. **Election of Vice Chairman** Mr T Winchester proposed to be Vice Chairman by Mrs B Ditcham, seconded Mr J Bowley, motion carried unanimously.
3. **Public Questions** – no questions.
4. **Apologies** – Mr J Jarvis.
5. **Declaration of interest in items on the agenda** – Mrs B Ditcham and Mr M Alder declared an interest as executive members of the Twyford Twinning Association. They withdrew from voting on item 15.2.
6. **Minutes of the meeting held on 18th April 2023** Approval of the minutes as a true and accurate record proposed by Mr M Bray seconded by Mrs B Ditcham, motion carried nem con.
7. **Matters arising and action points** – none.
8. **Clerk's Report (written report circulated to councillors)**
 - 8.1 To appoint internal auditor 2023-24 – Mulberry & Co at a cost of £65 p/h – 4- 6 hours expected (within budget) – unanimously approved.
 - 8.2 To consider approving an additional screen for deputy clerk £109.99 (Lenovo L24e-30 23.8" FHD Monitor) – not within budget. Unanimously agreed to **RECOMMEND to Full Council** purchase of an additional screen for the Deputy Clerk at a cost of £109.99. The Clerk expressed a wish for a second large screen - a docking station will also be required. Agreed to carry out a HSE workstation assessment, for both Clerk and Deputy and report back any requirements at the next meeting.
 - 8.3 To consider approving purchase of 2 mobile telephones for the Clerk & Deputy – 2x I phone SE £24.30 p/m x 2 on a 24 month contract from BT – not within budget. Unanimously approved to **RECOMMEND to Full Council** purchase of two mobile phones costing £24.30 each per month.
 - 8.4 To consider purchasing a replacement laptop for the Deputy Clerk £516.49 – not within budget. Unanimously approved to **RECOMMEND to Full Council** purchase of a new laptop for the Deputy Clerk costing £516.46.
 - 8.5 Insurance of properties on Parish Council land – to reaffirm the requirement for the leaseholders to insure the property – noted.
 - 8.6 To review the Internal Audit report – all noted
 - 8.6.1 Draft Website Accessibility Statement to be considered at the next meeting
 - 8.6.2 Standing Orders – these have been updated to include the bold type
 - 8.6.3 Insurance Fidelity Guarantee level has been increased to £250,000 as recommended.
 - 8.7 To note the Deputy Clerk annual review (circulated 06.07.23) – noted.
 - 8.8 Internal Checks – meeting 20.07.23 – noted.
9. **Review of Skate Park tender documents and to consider the funding of the project (Circa £200,000)**

The committee **RECOMMEND to Full Council** to go to tender for the Skate Park subject to feedback from HALC and WBC on the tender documents. Motion carried unanimously. Consideration was given to funding with thought that the project would be funded through CIL (£70,000) and investments (shares of £130,000).
10. **Website**
 - 10.1 Twyfordward page – a minor amendment was agreed. The page will remain as a historic page. In future, a section called Historic Twyford could be added.
 - 10.2 Google Analytics

10.2.1 The report was reviewed with the top pages visited in May being the Coronation event page, Colour Run and What's on event page

10.2.2 There was an increase of visitors to the website from 1,093 in May to 1,621 in June.

10.2.3 There were 999 view to the Neighbourhood Plan page in June.

10.3 Following further .gov domain attacks to consider £55 monthly cost to migrate the site to its own VPS server – not within budget. Agreed no action at present.

11. Investments

11.1 To note the updated information detailed on the 'Investment Timeline' document (Councillor shared folder). Noted.

11.2 To consider the information from HALC / financial adviser. Noted.

11.3 To consider how best to divest the shares – agreed, in principle, to divest the shares for projects. The committee will consider divesting shares for the skate park project at the next stage.

11.4 To note the requirement to spend funds from share sales on capital expenditure – noted.

11.5 To note that Parish Councils' do not have a Capital Gains Tax liability – noted.

11.6 To make a recommendation to Full Council – no recommendation at present.

12. Cost of Living Crisis – no items to report.

13. CIL

13.1 To note the April / May reports £70,248 currently unspent (held in Councils accounts) – noted.

13.2 To consider a request for £2,949.78 towards local bus services – further information required.

14. Review of Policies

14.1 Investment policy – carried forward pending a decision on item 11.

15. Grant Requests

15.1 Parenting Special Children (additional Information) – proposed Mr C Wickenden, seconded Mrs B Ditcham a grant of £400. Motion carried unanimously.

15.2 Twyford Twinning Association - £500 – Proposed Mr T Winchester, seconded Mr C Wickenden a grant of £1,000. Motion carried nem con.
[£1,000 awarded in 2018]

15.3 Link Visiting scheme proposed Mrs B Ditcham, seconded Mr T Winchester a grant of £450. Motion carried unanimously.

16. Correspondence - noted

16.1 Astra Zeneca AGM 27.04.23 – Voting instruction card

16.2 Berkshire Pension Fund Employer Meeting 2023 - recording and slides

17. Items to be considered from other Committees – no items

17.1 Planning and Amenities 07.01.23, 07.03.23 & 04.04.23

17.2 Parish Lands 14.03.23

18. Clerk Remuneration

Part 2 recommendation from the Finance committee

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 Mrs B Ditcham, seconded Mr F Newman and carried unanimously.

A note of the confidential recommendation has been recorded on a separate confidential minute.

Finance and General Purposes committee report

Tuesday 18th July 2023

1. Bank Balances and VAT.

Bank balances as at the end of June 2023

Nat West current account £22,879.99, Unity Trust current account £9,731.84, Deposit account £6,997.19, income bonds £157,000, National Savings account £5,014.51 and Twycombe Lodge tenants deposit account £3,035.70

VAT return for April 2023 - £424.52

VAT return for May 2023 - £6,086.52

VAT return for June 2023 - £4,077.89

2. Budget and statement of affairs to 31.03.23 & 30.06.23 (to note)

3. Bank signatories – Nat West and NS&I pending

4. CIL reports – to note the April & May reports & to note completion of the Financial Year 2022/23 62A Monitoring Report (see website)

5. Grant application

5.1 Neighbourhood Plan – to note a successful application of £2,200 for the examiner clarification note, regulation 16 response & consultants time.

6. Data Protection Regulations update – no items to report

Expenditure approved under Financial Regulation 4			
Description	Budget	Amount	Approval
Training Chairmanship x3	Training	£105	Clerk

19. Date of next meeting - 17th October 2023

The meeting closed at 21.30