

# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held at Loddon Hall, RG10 9JA on Tuesday 17<sup>th</sup> October 2023 at 7.45pm.**

**Present:** Mr M Alder, Mrs B Ditcham & Mr F Newman.

**Minutes:** Mrs L Povey (Deputy Clerk).

In the absence of both the Chairman and Vice-Chairman, it was proposed by Mrs B Ditcham that Mr M Alder takes the chair, seconded by Mr F Newman, and carried unanimously. Mr M Alder then chaired the meeting.

1. **Public Questions** – No questions.
2. **Apologies** – Mr J Bowley, Mr M Bray, Mr C Wickenden & Mr T Winchester.
3. **Declaration of interest in items on the agenda** – None.
4. **Minutes of the meeting held on 18th July 2023** Approval of the minutes as a true and accurate record proposed by Mrs B Ditcham, seconded by Mr F Newman, motion carried nem con.
5. **Matters arising and action points** – None.
6. **Budgets and Precept 2024-25** – one drive folder
  - 6.1 To consider the committee budget for 2024-25. No suggested amendments at present. Item carried forward for further revision and approval.

Mrs B Ditcham advised that the Deputy Clerk's internet phone cuts out whilst on calls and requested that an item is put on the next agenda to discuss the Deputy Clerk obtaining a better package with existing homebased provider to gain better connectivity rather than getting TPCs provider to install secondary broadband (Reference heading 207).

7. **Clerk's Report (written report circulated to councillors)** – The report was Reviewed. It was requested that consideration is given to item 4 with the view of getting the documents scanned and/or stored at the Berkshire Archive facility. All other items were noted (Report can be found after item 19).
8. **To consider adding the Edge – Event software module.** Costings not received, carried forward.
9. **Audit 2022-23**
  - 9.1 To note the external, audit report (sent by email 29.09.23). Noted. Mrs B Ditcham wished to give thanks to all those involved, and requested that the Council adopt the recommendations. Unanimously agreed.
  - 9.2 To note the 'Notice of conclusion of audit' and note its inclusion on the website. Noted.
10. **Audit 2023-24**
  - 10.1 To note that the internal audit stage 1 will take place on 14.11.23. Noted.
11. **Succession planning & business contingency** [referred by Full Council].
  - Councillor – To provide smooth transitions and promote leadership roles.
  - Staff – To consider what might be needed. Carried forward.
12. **What we call ourselves** [referred by Full Council – see NALC LTN 74 – one drive folder]. To use the 'Meet Your Councillor' Sessions to gauge people's understanding of what/who Twyford Parish Council is in the first instance.
13. **Website**
  - 13.1 To consider the Website Accessibility Statement – draft v1. It was unanimously approved for the use and implementation of the accessibility statement.
  - 13.2 Website support & hosting – to renew and consider taking out a 2-year agreement (10% discount) - £265 p/m. It was unanimously agreed to renew and take out a 2-year agreement with the website support & hosting company.
14. **Car Club initiative** [referred by Full Council – information in one drive folder]. Clerk to arrange a meeting with WBC & the car company to discuss further.

- 15. Grant Requests** [information in one drive folder]
- 15.1 Wokingham Job Support Centre [£300 2022] – Proposed Mrs B Ditcham, seconded Mr F Newman a grant of £300. Motion carried unanimously. Mrs B Ditcham requested that TPC promotes the services provided by the Job Support Centre..
- 15.2 CLASP [funding towards a laptop] – Proposed Mrs B Ditcham, seconded Mr F Newman a grant of £100. Motion carried unanimously.
- 16. Strategic Action Plan 2023-2027** – to review committee actions and agree on main focus. Which actions should not be included in the plan? Which councillor will be responsible for the action? Can any information / timescales be added?
- Actions within the Finance & General Purposes committee remit are:**
- 16.1 Acting as an umbrella organisation (page 8) – Retain.
- 16.2 Cost of Living crisis – how to support the community (page 9) – Retain.
- 16.3 Social media presence & use of RG10 (page 10) – Retain.
- 16.4 Website – additional content (page 10) – Retain.
- 16.5 Polling stations – supporting residents having to go to Hurst (page 15) – Remove.
- 16.6 Organisational needs (page 16) – Retain.

The Committee asked for a review of how the noticeboards within the village are used.

Item carried forward to further discussion/allocation.

- 17. Correspondence** – No items.
- 18. Items to be considered from other Committees**
- 18.1 Planning and Amenities – No items.
- 18.2 Parish Lands – No items.
- 18.3 Community Events and Engagement:
- Recommendation:**
- £300 plus mileage for Public Speaking Session (all Councillors) – The Committee agreed there are sufficient funds.
  - To donate £200 Age Concern Twyford & £200 Twyford and District Youth Centre car park funds from the Fete event - The Committee agreed there are sufficient funds.
- 19. Date of next meeting** – 12<sup>th</sup> December 2023. Noted.

### **Finance and General Purposes committee report**

Tuesday 17<sup>th</sup> October 2023

- 1. Bank Balances and VAT.**  
Bank balances as at the end of September 2023  
Nat West current account £40,179.49, Unity Trust current account £84,084.45, Deposit account £7,018.49, income bonds £117,000, National Savings account £5,014.51 and Twycombe Lodge tenants deposit account £3,044.94  
VAT return for July 2023 - £872.13  
VAT return for August 2023 - £890.68  
VAT return for September 2023 - £1,154.88
- 2. Budget and statement of affairs** to 30.09.23 (to note)
- 3. Internal Checks 20.07.23 (HW)** - to note completion
- 4. Nat West Safe Custody** - to note that the Nat West Safe Custody service has closed. Papers are being stored in the office.
- 5. Bank signatories** – Nat West complete and NS&I pending
- 6. CIL reports** – to note the July & August reports. To note that no response has been received from WBC to the request for further information on the bus co-funding bid.
- 7. UK Shared Prosperity Fund**
  - 7.1 To note return of SLA
  - 7.2 To note advice sought from HALC on VAT

- 7.3 To note collation of quotes
8. **Citizen of the Year** – a social media post inviting residents to make their nominations has been published. Nominations will be considered at the December meeting.
  9. **Data Protection Regulations update – no items to report**
  10. **HSE workplace assessment for Clerk & Deputy** – carried forward

Expenditure approved under Financial Regulation 4			
Description	Budget	Amount	Approval
Empowering Young Voices in your Community (HW)	Training	£32.68	Clerk

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Empowering Young Voices in your Community (HW)	Training	£32.68	Clerk

**The meeting closed at 21:06**