

# TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 18<sup>th</sup> October 2016 at 7.45pm.

**Present:** - Mr D Fergusson (Chairman), Mr J Bowley, Mr R Mantel & Mr T Winchester.  
**In attendance:** 3 members of the public.

## 1. Public Questions

2. **Apologies** – Mrs B Ditcham.

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

4. **Minutes of the meeting held on 20<sup>th</sup> September 2016.** Proposed Mr J Bowley, seconded Mr T Winchester, carried unanimously.

## 5. Matters Arising:

5.1 Photocopier / contract – clerk to look into A2 & A3 printer. Carried forward.

5.2 CIL Traded Services Workshop (17<sup>th</sup> October) and request for 2 planned / potential infrastructure projects in the Parish. The Infrastructure project ideas for a Community Hub and extension of the Stanlake Pavilion have been submitted. Mr Mantel reported on the meeting which promoted WBC's Select services.

## 6. Clerk's Report

- Bank balances as at the end of September 2016. Current account £27,111.57, deposit account £95,083.43, income bonds £37,000, national savings account £1,527.67 and Twycombe Lodge tenants deposit account £3,007.65.
- VAT return for September 2016 £390.27
- Expenditure against Budget and Capital Statement as at 30<sup>th</sup> September 2016. Figures were examined and noted subject to several amendments.
- Astra Zeneca dividend received £377.85. Noted.
- Business rates – Stanlake Pavilion's rateable value is £1,250. No change to the small business rate relief is anticipated.
- To approve Clerk's 108 hours overtime for the Family Picnic. Proposed Mr T Winchester, seconded Mr R Mantel, carried unanimously.
- Renewal of SLCC membership £167 – within budget, approved unanimously.
- To purchase Local Council Administration – 10<sup>th</sup> edition £73.60 & The Law of Allotments £24 – within budget, approved unanimously.
- Risk Assessments – none to report.

## 7. Correspondence:

7.1 Royal County of Berkshire Pension Fund publication of 2016 Annual Benefit Statements and Autumn newsletter. Circulated by email. Noted.

7.2 The Chain. Circulated by email. Noted.

7.3 Berkshire Youth AGM – 26/10/16. Circulated by email. Noted.

7.4 CCB Annual General Meeting 2016 & Annual Review 2015-16 26.10.16. Circulated by email. Noted.

7.5 Pension Board nominations required for Employer Representation. Circulated by email. Noted.

7.6 BALC Newsletter – circulated by email. Noted.

7.7 BALC AGM papers – circulated by email. Noted.

8. **Twining Project** - Cuincy – to discuss feedback from Sonning PC. Mr Mantel had spoken to Mr Fisher from Sonning Parish Council. Their twining relationship with Ligure began 20 years ago. They have a membership fee of £10 per annum and have social events. The membership fees pay for a grant and each year anyone under 18 with a connection to Sonning can apply and a bursary of £250 will fund travel to Ligure for the winner and a parent to act as an unofficial ambassador for Sonning. Agreed for the clerk to respond to Cuincy saying that the Council are consulting with members of the community and asking what activities Cuincy can see as being part of the ongoing

twinning program. Discussion took place and it was anticipated that two Councillors could potentially represent the Council in travelling to Quincy at a cost of £600.

Mr Mantel commented that he is against the idea and he could not justify spending the Council's money in this way. His discord was noted.

Agreed for the clerk to contact The Piggott School and Twyford Comets to ask if they would be interested in being involved with an ongoing exchange / relationship with Quincy.

**9. Grant requests** – no requests to consider.

**10. Remembrance Service arrangements & donation for wreath.** Remembrance service arrangements will be circulated on receipt. Proposed Mr Mantel, seconded Mr Winchester to make a donation of £50 for the wreath. Motion carried unanimously.

**11. Recruitment** – feedback from other clerks as to how the role is split, job descriptions, pay difference etc. The clerk summarised feedback from the other Councils that were consulted. Mr Mantel took this away to read. It was agreed that recruiting for 10 – 12 hours a week would be a good starting place. Agreed that the clerk will circulate her job description along with her ideas for a split of responsibilities.

**12. To review / update standing orders** Agreed for the clerk to check if there is an updated version of the model standing orders and to circulate this to the Finance Chairman. Clerk to provide a draft set of updated standing orders making sure references to the Chairman are specific as to Chairman to the Council or Committee Chairman. Cross referencing to be improved and the case of deadlock where there is a stand in chairman / proper officer to have detailed procedures.

**13. Items to be considered from other Committees**

13.1 Planning and Amenities 04.10.16

13.2 Parish Lands 11.10.16

Recommendation - Family Picnic - £8829 less any income. The committee unanimously agreed that there are sufficient funds for this expenditure.

**14. Date of next meeting - Tuesday 15<sup>th</sup> November 2016.**

**The meeting closed at 9pm.**