

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 17th January 2017 at 7.45pm.

Present: - Mr D Fergusson (Chairman), Mr J Bowley, Mr R Mantel & Mr T Winchester.
In attendance: Mr M Bray.

1. **Public Questions** – none.
2. **Apologies** – Mrs B Ditcham.
3. **Declaration of interest in items on the agenda** – none.
4. **Minutes of the meeting held on 15th November 2016.** Proposed Mr R Mantel, seconded Mr T Winchester, carried unanimously.
5. **Matters arising and action points** – none.
6. **Clerk's Report**
 - Bank balances as at the end of November 2016. Current account £18,046.80, deposit account £95,088.98, income bonds £37,000, national savings account £1,527.67 and Twycombe Lodge tenants deposit account £3,007.83.
 - VAT return for November 2016 £443.38.
 - Bank balances as at the end of December 2016 – carried forward.
 - VAT return for December 2016 – carried forward.
 - Expenditure against Budget and Capital Statement as at 31st December 2016 – carried forward.
 - Update on Freedom of Information request – the residents attended the bank with Mr Mantel and took photos of the required information. Agreed to keep copies of the allotment deeds on One drive.
 - Henderson annual short report & AGM admission cards. Noted.
 - Blackrock Dividends £948.27 & £60.37. Noted.
 - Edge Finance Package – Allotment / Minutes package – carried forward.
 - WBC Asset Review – List of Twyford assets circulated. Mr Mantel and Mr Bowley will report back having attended the Borough Parish Liaison Forum.
 - Clerk – payment for hours attending and taking minutes for additional meetings. Agreed that the clerk should be paid for extra hours worked and this will be discussed/approved on a monthly basis.
 - Notice Boards – due to the refurbishment of Waitrose the noticeboard has been removed. Agreed that until a permanent home has been found for the noticeboard the Amberley Drive board will be the main board with agendas on. The other boards will have a notice directing residents to the Amberley Drive board.
 - Risk Assessments – no items to report.
7. **Budgets and Precept**

Budget for 2017/18 agreed. Proposed Mr J Bowley, seconded Mr T Winchester to **RECOMMEND** to Full Council a budget of £77,920.55. Motion carried nem con.

Precept for 2017/18 agreed. Proposed Mr J Bowley, seconded Mr T Winchester to **RECOMMEND** to Full Council a 2017/18 precept of £77,920.55. Motion carried nem con.
8. **Correspondence circulated by email:**
 - 8.1 Royal County of Berkshire Pension Fund Employer Newsletter - Inscribe, Autumn 2016. Noted.
 - 8.2 Action for All E-Bulletin. Noted.
 - 8.3 BALC AGM 3.11.16 Presentation Slides. Noted.
 - 8.4 CIL & Infrastructure information sharing between WBC & Parishes. Noted.
 - 8.5 Involve: 2017 Civic Award process - closing date next Wednesday. Noted.
 - 8.6 Involve Update. Noted.

- 8.7 Wokingham Borough Libraries Newsletter December 2016. Noted.
- 8.8 The Chain. Noted.
- 8.9 Berkshire Youth. Noted.
- 8.10 Involve – Training Schedule. Noted.
- 8.11 Local Council Advisory Service Seminar. Noted.
- 8.12 Wokingham Borough Sports Council AGM - 31 January 2017. Noted.
- 8.13 Whats on – Berkshire Youth. Noted.
- 8.14 WBC Owned Assets. Noted.
- 8.15 Free Love Food Hate Waste Training Session in Wokingham. Noted.
- 8.16 Readibus Financial Statements (received by post)
- 8.17 The Pensions Regulator (received by post)

9. Twinning Project – responses from Twyford organisations. It was agreed that a meeting with Mr Hégo, Mayor of Cuincy could be arranged. Cuincy had confirmed that he would like to visit Twyford. Clerk to respond to Cuincy. Favourable responses of interest were received from a number of Twyford organisations. It was agreed to host a meeting of interested parties and, subject to the availability of a representative from Sonning (to give a short talk on their twinning relationship), the date of 21st March was agreed. Meeting to be held at 7:30pm. Agreed to also invite Twyford Together, Round Table, Bowling Club, Snooker Club, Towns Woman’s Guild, Scouts, Brownies, Twyford Comets etc. If a Finance meeting is to be held it will meet after the Cuincy meeting.

10. Grant requests

10.1 Wokingham Veteran Tree Association - proposed Mr T Winchester to **RECOMMEND to Full Council** to make a grant of £50, seconded Mr J Bowley, carried 2 in favour, 1 against, 1 abstained.

10.2 Home Start - proposed Mr J Bowley to **RECOMMEND to Full Council** to make No grant, seconded Mr R Mantel, carried 3 in favour, 1 against.

11. Photocopier – clerk to obtain prices for a maintained printer / copier. Costs for A4 & A3.

12. Recruitment of Assistant Clerk – to review the job description, agree an advertising budget and to make recommendations to Full Council. The job description and advert were reviewed and amended. Agreed to advertise on noticeboards, social media and within the local community. Proposed Mr T Winchester, seconded Mr R Mantel to **RECOMMEND to Full Council** to advertise and recruit an Assistant Clerk. Motion carried unanimously.

13. To review / update standing orders – carried forward.

14. Items to be considered from other Committees

14.1 Planning and Amenities 03.01.17

14.2 Parish Lands 10.01.17

Twyford in bloom sign –to allocate £400 for the plaque and fitting of a ‘Thames and Chilterns in Bloom’ sign. The committee agreed there were sufficient funds.

15. Date of next meeting - Tuesday 21st February 2017.

The meeting closed at 9:14pm.