

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 21st November 2017 at 7.45pm.

Present: - Mr D Fergusson (Chairman), Mrs B Ditcham, Mr R Mantel & Mr T Winchester.

In attendance: Mr G Holmes (Twinning Association)

Minutes: Mrs L Moffatt (clerk)

1. **Public Questions** – none.
2. **Apologies** – Mr J Bowley.
3. **Declaration of interest in items on the agenda** – none.
4. **Dispensations** – none.
5. **Minutes of the meeting held on 17th October 2017** Approval of the minutes Proposed Mr T Winchester, seconded Mrs B Ditcham, carried unanimously.
6. **Matters arising and action points** – none.
7. **Twinning** Mr Gordon Holmes gave an overview of his and John Jarvis's visit to Cuincy. The joint charter and constitution is due to be formally approved by Cuincy. It was agreed a video will be sent to Cuincy for 12th January 2018. Cuincy plan to visit Twyford in March when a joint signing of the charter will be held. A schedule of activities is planned for the visit. The Twinning Association have submitted a grant request for £1,000 to the Parish Council and will look for further funding from Polehampton Charities as well as carrying out fundraising. Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** that the Twinning Constitution is approved. Motion carried unanimously.
8. **Budgets and Precept** – figures were reviewed and adjusted.
9. **Clerk's Report**
 - Bank balances as at the end of October 2017. Current account £23,037.17, deposit account £137,108.08, income bonds £37,000, national savings account £1955.75 and Twycombe Lodge tenants deposit account £3,008.08.
 - VAT return for October 2017 £823.70.
 - Nat West changes to terms and conditions – noted.
 - Nat West changes to business credit card conditions – noted.
 - CIL – regulation 62A monitoring report – noted.
 - Clerk – approval of extra hours – no hours to report.
 - Cheque signatories - the clerk has obtained the forms which will be completed in due course.
 - Investments - feedback from clerk on WBC investments – carried forward
 - Computer support – carried forward.
 - Preparing for Data Protection Regulations – Mr T Winchester and the clerk will attend the course on Friday.
 - Risk Assessments - some of the Parish Lands risk assessments have been completed and will be presented to Parish Lands at their December meeting.
10. **Twyford Library and Community Hub [Letter from JJ & Financial information circulated 30/10/17]** – carried forward.
11. **To review / update standing orders** – carried forward.
12. **Social media** – hours required for forms – website updating – carried forward.
13. **Review of Policies** - Electronic Mail Policy and Procedure (adopted 14.07.12) – Clerk to obtain an alternative model policy.
14. **Meet Your Councillor sessions** – to review location of meetings and consider purchasing a new 'A Frame'. Emma's Kitchen had been approached about the possibility of hosting the sessions however, there would be a charge for this service. Agreed for the

clerk to obtain quotes for sturdy 'A' frames and Mr R Mantel will approach Waitrose about the possibility of using their 'A' frames.

15. Grant requests

15.1 Twyford Youth and Community Centre – the committee requested details/costings of a specific project that required extra funding.

15.2 Twyford Twinning Association – Proposed Mrs B Ditcham, seconded Mr T Winchester, to **RECOMMEND to Full Council** a grant of £1,000. Motion Carried unanimously.

16. Correspondence circulated by email:

16.1 News and Events from Wokingham Borough Libraries November 2017. Noted.

16.2 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and Pension Surgery Event 2017. Noted.

16.3 Royal County of Berkshire Pension Fund Autumn 2017 publications. Noted.

16.4 Invitation to Youth Centre AGM 14/11/17. Noted.

16.5 Major WBC consultations launch on Monday (Budget). Noted.

16.6 Action for All E-Bulletin. Noted.

16.7 Involve - November 2017 Part 1 Chain Newsletter. Noted.

16.8 Moving Ahead - Crossrail's quarterly update. Noted.

16.9 2018 LCAS Risk Management seminars. Noted.

16.10 Community Hub information from David Turner. Noted.

16.11 CIL & Infrastructure information sharing between WBC & Parishes. Noted.

16.12 Community Hub financial spreadsheet -v4 (via JJ) Noted.

16.13 Twyford District Youth and Community Centre letter of thanks for donation £160 (Fete carparking). Noted.

16.14 Age Concern letter of thanks for donation £160 (Fete carparking). Noted.

17. Items to be considered from other Committees – none.

17.1 Planning and Amenities 07.11.17

17.2 Parish Lands 14.11.17

18. Staffing Matters

Part 2 Confidential Information

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 T Winchester, carried unanimously. The public left the meeting. Discussion took place on Staffing matters.

Report on discussions to Full Council to be made under PART 2.

19. Date of next meeting - Tuesday 12th December 2017.

The meeting closed at 9.06 pm.