

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 20th March 2018 at 7.45pm.

Present: - Mr T Winchester (Vice-Chairman), Mr J Bowley, Mrs B Ditcham, Mr J Jarvis & Mr R Mantel.

In attendance:

Minutes: Mrs L Povey (Assistant Clerk).

1. Public Questions – None.

2. Apologies – Mr D Fergusson.

3. Declaration of interest in items on the agenda – Mr J Jarvis declared an interest in item 7 on the agenda.

4. Dispensations – None.

5. Minutes of the meeting held on 23rd January 2018 Approval of the minutes.

Proposed Mr J Jarvis, seconded Mr R Mantel, carried unanimously.

6. Matters arising and action points

6.1 CIL Co-funding / funding suggestions – submitted & circulated 25.01.18. WBC response circulated 30.01.18. Carried forward as currently no wish to submit any further funding suggestions.

6.2 Twyford Library & Community Hub – for the clerk to check with Mr Turner that the financial information on version 4 is the most recent/up to date information - awaiting response. Moved to point 9 in meeting.

7. Twinning

- Run through of itinerary. Please contact Mr G Holmes should you wish to attend any events.
- Mr J Jarvis stated that due to an interest in this matter, he will not vote.
- Mr J Bowley proposed that the Charter be signed by the Chair of Twyford Parish Council (Mr R Mantel) and the Mayor of Cuincy, seconded by Mrs B Ditcham. 3 in agreement, 2 abstained. Motion carried.
- No proposal for Mr R Mantel, the Mayor of Cuincy & the Chairs of both Twinning Committees to sign the Charter.
- No proposal for Mr R Mantel, the Mayor of Cuincy, the Chairs of both Twinning Committees & the Deputy Mayor of Wokingham Borough Council to sign the Charter.
- Mr J Jarvis proposed to have 2 witnesses for the signing the Charter, seconded by Mr T Winchester. 2 in agreement, 3 against. Not carried.
- Mrs B Ditcham proposed that the Deputy Mayor of Wokingham is invited as a guest to the proceedings but not to wear any regalia, seconded by Mr J Bowley. 3 in agreement, 1 abstain & 1 no vote. Motion carried.
- Mr R Mantel suggested that we give a gift to the Mayor of Cuincy – A commemorative Twyford poster which will be framed, and a plaque placed at the bottom with the wording:

‘To the people of Cuincy, from the people of Twyford.

To commemorate the signing of the Charter on 24th March 2018’

This will be at a cost of £130.

Proposed by Mrs B Ditcham, Seconded by Mr J Bowley, 4 in agreement, 1 no vote.

Mr J Jarvis wished it to be noted that he is unable to accept the decision of the Council regarding this matter.

Mr R Mantel to liaise with Mr G Holmes to provide him with an update on the decisions made in tonight’s meeting.

8. Clerk's Report

- Bank balances as at the end of January 2018. Current account £40,201.86, deposit account £76,534.67, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,008.33. Noted.
- VAT return for January 2018 £9,121.94. Noted.
- Bank balances as at the end of February 2018. Current account £31,930.39, deposit account £76,541.07, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,008.59. Noted.
- VAT return for February 2018 - Carried forward.
- Receipt of BT dividend £50.44. Noted.
- Henderson investment statement to 31.12.17. Noted.
- NS&I changes to terms and conditions. Noted.
- LGPS – contribution table for 2018/19. Noted.
- Cheque signatories – Carried forward.
- Computer support – Carried forward.
- Councillor name badges ordered in preparation of APM. Noted.
- Clerk / Assistant Clerk laptop bags purchased at a total cost of £78.98. Noted.
- To appoint Internal Auditor for 2018 audit. Mr J Bowley proposed using Mr David Weller for the Internal Audit for the stated cost of £50 plus mileage at the approved rate. Seconded by Mrs B Ditcham. Carried unanimously.
- Preparing for Data Protection Regulations – action plan circulated & to appoint a DPO (information circulated 13.03.18). Noted but Clerk asked to make enquiries with WBC with regards to appointing a DPO.
- Risk Assessments – No report.

9. Twyford Library and Community Hub – Mr R Mantel informed the committee that Chief Executive Manjeet Gill will write a report regarding the position of the Library. Mr Mantel informed Manjeet Gill that TPC's participation can only be provided if we have the figures of the cost of works. It was also noted that expenditure/running costs had been previously provided by Mr J Jarvis (approx. Oct 2017). The site for the relocation remains The Old Boys School building. Await report.

10. CPRW – to consider funding and consider advice / information from NALC (re-circulated 14.03.18) – Mr R Mantel proposed that the Clerk submits the standard grant form. Agreed unanimously.

Mr J Jarvis left the meeting at 8.54pm.

11. To review / update standing orders – Carried forward.

12. Social media – awaiting website updating first. Noted.

13. Review of Policies (listed in date order)

To highlight the need for a snow / ice / grit policy – Agreed unanimously for the Clerk to write a No Grit Policy.

Code of conduct – circulated 25.01.18 – Mrs B Ditcham proposed that Twyford Parish Council use the revised version of the Code of Conduct from WBC. Seconded by Mr J Bowley, agreed unanimously.

[Policies to be reviewed in future meetings:

Document Management Procedures adopted 25.09.12 Code of Conduct adopted 25.09.12 Bullying and Harassment policy 23.10.12 Dignity at Work/Bullying and Harassment Policy adopted 23.10.12 Disciplinary Procedure adopted 27.11.12 Pension Fund Policy adopted 26.03.13 Equal Opportunities Policy adopted 26.03.13 Complaints Procedure -adopted 26.03.13 Standing Orders adopted 23.04.13 Health and Safety Policy adopted 24.09.13 CCTV policy adopted 22.10.13 Investment Policy adopted 26.11.13 Risk Management Policy adopted 22.04.14 Publishing Policy 24.03.15 Social Media Policy 24.03.15]

The Committee agreed that the next policy to be reviewed will be 'Document Management Procedures'.

14. Meet Your Councillor sessions – A frame – Mr R Mantel informed the committee that the use of the A Frame outside Waitrose worked, and that the manager has agreed to allow the Council continued use of the A Frame for the sessions.

15. Grant requests

15.1 Prince Harry & Meghan Markle Wedding Celebrations – response circulated 14.03.18. The committee suggested that a grant request is submitted to the Council after the event if a loss is made. The Council will then consider the application at this point. Clerk to advise Mr Bromley.

16. Correspondence circulated by email:

16.1 CCB-NEW Training Topic: The Essential GDPR - what you need to know 22.02.18. Noted.

16.2 CCB - Action for All E-Bulletin. Noted.

16.3 Involve - January 2018 Part 2 Chain Newsletter. Noted.

16.4 Book your place now for our 2018 LCAS Risk Management seminars. Noted.

16.5 Thames Valley Environmental Records Centre newsletter. Noted.

16.6 Zurich - Blurred lines: who owns the risk? Noted.

16.7 Royal County of Berkshire Pension Fund Employer Newsletter - Inscribe, Winter 2017/2018. Noted.

16.8 Royal County of Berkshire Pension Fund Employer meeting 2018. Noted.

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

16.10 Involve - February 2018 Chain Newsletter. Noted.

16.11 Essential GDPR Training - new date announced. Noted.

16.12 LGPS Draft Employee Pension Contribution table 2018/2019. Noted.

16.13 Local Council Public Advisory Service. Noted.

16.14 Parish and Town Council Specific Data Protection Officer Service. Noted.

16.15 Involve - March 2018 Part 1 Chain Newsletter. Noted.

16.16 Royal County of Berkshire Pension Fund Employer meeting 2018 09.03.18. Noted.

16.17 Invite to Keep Mobile AGM 14.04.18 at 2pm. Noted.

17. Items to be considered from other Committees

17.1 Planning and Amenities 07.03.18

17.2 Parish Lands 14.03.18

Recommendations:

12-yard skip for Hurst Road allotments £349

Hurst Road allotment gate key safes (x2) £120

Skate Park LED lighting (x4) £4209

Wargrave Road / Longfield Road car park – tree removal £200

Pavilion extension architect's fees £4500

Discussion for Full Council but noted that funds are available.

18. Assistant Clerk Contract (Due to the confidential nature this will be held under part 2) – Mr J Bowley proposed that the contract be discussed under part 2, seconded by Mrs B Ditcham, agreed unanimously. Mrs L Povey left the room at 9.22pm. Mrs L Povey rejoined the room and was informed that the vote on the contract was passed. It was proposed by Mrs B Ditcham, seconded by Mr J Bowley, agreed unanimously. The contract was signed by Mr R Mantel and Mrs L Povey in front of committee members present.

19. Date of next meeting - Tuesday 17th April 2018.

The meeting closed at 9.29pm.