

# TWYFORD PARISH COUNCIL

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

**Present:** - Mr D Fergusson (Chairman), Mrs B Ditcham, Mr J Jarvis (present until item 10), Mr R Mantel & Mr T Winchester.

1. **Public Questions** – none.

2. **Apologies** – Mr J Bowley.

3. **Declaration of interest in items on the agenda** – Item 9-Twinning –Mr J Jarvis registered an interest and withdrew from voting.

4. **Dispensations** – none.

5. **Minutes of the meeting held on 19th September 2017** Proposed Mr J Jarvis, seconded Mr T Winchester, carried unanimously.

6. **Matters arising and action points** – none.

7. **Clerk's Report**

- Bank balances as at the end of September 2017. Current account £20,552.10, 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 September 2017 £1,076.72.
- Expenditure against budget statement and capital account to 30/09/2017 Figures were examined and noted. On the clerk's request Mr Mantel agreed to verify the share certificate values.
- BT dividend - £109.72. Noted.
- Astra Zeneca dividend £378.95. Noted.
- Nat West information on unarranged overdrafts. Noted.
- Clerk – approval of extra hours. No hours reported.
- Cheque signatories – carried forward.
- Investments - feedback from clerk on WBC investments – carried forward.
- Computer support – carried forward.
- Preparing for Data Protection Regulations – carried forward pending course 23.11.17.
- Poppy Wreath donation. Proposed Mr T Winchester, seconded Mrs B Ditcham to make a donation of £50. Motion carried unanimously.
- Training courses booked (2x planning framework, 2x data protection & New Auditor workshop) Noted.
- Meeting dates – amended dates proposed to **RECOMMEND to Full Council** by Mr T Winchester, seconded Mrs B Ditcham, motion carried 5 in favour, 1 against.
- Christmas do – Agreed for the clerk to check Councillor's and staff availability for 19<sup>th</sup> December. Mr R Mantel agreed to organise.
- Risk Assessments – no reports.

8. **Twyford Library and Community Hub** Mr J Jarvis reported that an application has been submitted to WBC to support an application to the Works Public Loans Board. Email sent asking to be advised of the next meeting date and to be able to view the business plan (sent 18.10.17).

9. **Twinning** – letter from the Twinning Association. Mr J Jarvis reported that a trip to visit Quincy's mayor is planned for 7<sup>th</sup> November. Proposed to **RECOMMEND to Full Council** approval of the Twinning Charter. Proposed Mrs B Ditcham, seconded Mr T Winchester, motion carried unanimously. Mr J Jarvis registered an interest and withdrew from voting. Agreed for the Constitution to be circulated to Councillors for comments by 7<sup>th</sup> November. To be reviewed next month. A discussion took place on the subscription

levels and fees and it was suggested that the Council should be the founding member. A request for finance (grant or loan) will be considered on receipt of a completed grant request form.

**10. To review / update standing orders** – carried forward.

**11. Social media** – hours required for forms – website updating – carried forward.

**12. Review of Policies (listed in date order)**

Electronic Mail Policy and Procedure adopted 14.07.12 – Circulated for review. Clerk to circulate alternative policies.

**13. Meet Your Councillor sessions** – to review location of meetings and consider purchasing a new 'A Frame'. Carried forward pending response from Emma's Kitchen.

**14. Fete charity donation £319.50** – Proposed Mrs B Ditcham, seconded Mr T Winchester to **RECOMMEND to Full Council** to contribute 50% to Age Concern Twyford and 50% to the Twyford Youth and Community Centre. Motion carried unanimously.

**15. Grant requests**

15.1 Twyford Youth and Community Centre – the committee requested information on the balance of the Youth Centre account and as to the membership numbers.

15.2 Citizens Advice Reading - Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** a grant of £200 to Citizens Advice Reading. Motion carried nem con.

15.3 ARC Youth Counselling - Proposed Mr R Mantel, seconded Mr T Winchester to **RECOMMEND to Full Council** a grant of £250 to ARC Youth Counselling. Motion carried unanimously.

15.4 Keep Mobile - Proposed Mr R Mantel, seconded Mrs B Ditcham to **RECOMMEND to Full Council** no grant to Keep Mobile. Motion carried unanimously.

**16. Correspondence circulated by email:**

16.1 Involve - spaces available Managing people. Noted.

16.2 CCB AGM 19.10.17. Noted.

16.3 Wokingham Sports Awards 2017- Nominations now open! Nomination put forward although the closing date has passed. Proposed Mrs B Ditcham, seconded Mr T Winchester to nominate local runner Anna Boniface who this year won the ladies club championship at the London Marathon. Motion carried unanimously. Clerk to contact the Sports Awards organisers.

16.4 An invitation to Twyford Parish Councillors – WDVTA association. Noted.

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

16.6 Countryside Alliance - Nominate now in the 'Rural Oscars' 2017. Noted.

16.7 Twyford Twinning Meeting – agenda 09.10.17. Noted.

16.8 Twyford Twinning Meeting – minutes 11.09.17. Noted.

16.9 Wokingham Sports Council awards – 24.11.17. Noted.

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

17.1 Planning and Amenities 03.10.17

Information from BALC on fighting fund – carried forward

17.2 Parish Lands 10.10.17

**RECOMMEND to Full Council** to purchase the Heras fencing at a cost of £1023. Agreed sufficient funds.

To discuss structure of Fete Committee or sub committee & terms of reference/membership. The committee agreed that the Fete should continue as a sub committee for the 2018 event. Standing Orders need to be reviewed in order to clarify membership of non-councillors in committees. A stand alone Fete committee should be considered for the 2019 event.

**18. Staffing Matters under Part 2 - SW review, CR form & Clerk's remuneration**

**Part 2 Confidential Information**

Item 18. Staffing matters

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 Mr T Winchester, seconded Mrs B Ditcham, carried unanimously. The public left the meeting. Discussion took place on Staffing matters.

**Recommendations to Full Council to be made under PART 2.**

**19. Date of next meeting - Tuesday 21<sup>st</sup> November 2017.**

**The meeting closed at 9.40 pm.**