

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 17th July 2018 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions** – None.

2. **Apologies** – Mr D Fergusson & Mr J Jarvis.

3. **Election of Chairman** Mr D Fergusson proposed to be Chairman by Mr R Mantel, seconded Mr T Winchester. Motion carried unanimously.

4. **Election of Vice Chairman** Mr T Winchester proposed to be Vice-Chairman by Mr R Mantel, seconded Mrs B Ditcham. Motion carried unanimously.

5. **Declaration of interest in items on the agenda.** None.

6. **Dispensations.** None.

7. **Minutes of the meeting held on 15th May 2018** Approval of the minutes.

Proposed Mrs B Ditcham, seconded Mr J Bowley, carried unanimously.

8. **Matters arising and action points** - none.

9. **Clerk's Report**

- Bank balances as at the end of May 2018. Current account £14293.07, deposit account £125,399.83, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,008.84. Noted.
- VAT return for May 2018 £686.67. Noted.
- Bank balances as at the end of June 2018. Current account £9,951.10, deposit account £125,410.14, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,009.09. Noted.
- VAT return for June 2018 £1,167.90. Noted.
- Budget and capital statement to 30.06.18. Figures examined and noted.
- Internal audit feedback – circulated and noted.
- BT AGM 11.07.18. Noted.
- Blackrock dividends £454.65 & £28.95. Noted.
- Phone line (Assistant Clerk) – difficulties continue to be experienced with calls breaking up and going silent. Mr Bowley is assisting with the technical aspects of getting the system working. Agreed to review at the next meeting.
- Bank account / cheque signatories – Mr T Winchester has taken the forms and identification into a branch.
- Computer support – carried forward.
- Data Protection Regulations update – Privacy notices have been sent to councillors, staff and allotment holders. The allotment holder notice is yet to be displayed on the website. The clerk is unable to add this as a new page – expert help is required. The filing cabinets are in the process of being sorted through in order to only keep current papers. 3 councillors with 'forwarder emails' will have new email addresses set up.
- Data Protection Officer update – BALC £60 charge. Agreed to wait until WBC have provided a list of their fees and charges for a similar service.
- GDPR – Councillor membership of ICO – agreed to seek BALC advice on individual councillor membership.
- Risk Assessments – no items to report.

10. **Twinning Association** – revised charter circulated 18.05.18 The committee agreed this should come under the remit of the Full Council meeting. It will be noted as a Full Council agenda item.

11. **Twyford Library and Community Hub** The committee agreed this should come under the remit of the Full Council meeting.

12. **To customise and approve NALC 2018 standing orders** – carried forward.

13. **Review of Policies** – the auditor suggested that the Council could review policies as and when required. The committee agreed that they will continue to review policies on a rolling basis.

14. **Grant Requests**

14.1 Twyford Tennis Club (referred back from the Full Council). Agreed for the clerk to contact Jamie Henderson to say that given that the Council don't meet in August time is running out to form an LTA bid for October.

15. Citizen of the year award – to be listed on the Full Council agenda to obtain delegated powers to approve the Citizen of the Year award recipient at the September Finance meeting.

16. Correspondence circulated by email:

16.1 Royal County of Berkshire Pension Fund Spring 2018 member newsletter - The Quill (circulated 11.05.18)

16.2 Involve - May 2018 Part 2 Chain Newsletter (circulated 04.06.18)

16.3 BALC GDPR DPO Update/Newsletter including DPO info/contract 16 May 2018 (circulated 04.06.18)

16.4 Involve - Spaces available Stress Awareness and Dementia (circulated 04.06.18)

16.5 CIL & Infrastructure information sharing between WBC & Parishes (circulated 04.06.18)

16.6 WBC NOTICE: Celebration of volunteers at Wokingham Library, June 8 (circulated 04.06.18)

16.7 Policing in the Thames Valley May 2018 - Policing the Royal Wedding, Community Policing Awards, Operation Stronghold update... (circulated 04.06.18)

16.8 CCB Annual Review 2017-18 (circulated 07.06.18)

16.9 WBC Promoting the Local Offer (circulated 07.06.18)

16.10 WBC: News and Events from Wokingham Borough Libraries May 2018 (circulated 07.06.18)

16.11 Twyford Together – Make a Difference (circulated 08.06.18)

16.12 Support from CCB (circulated 08.06.18)

16.13 Involve - June 2018 Part 1 Chain Newsletter (circulated 08.06.18)

16.14 Involve - June 2018 Part 2 Chain Newsletter (circulated 02.07.18)

16.15 Local Government Pension Scheme - 'Understanding the Employer role' workshops (circulated 02.07.18)

16.16 CCB - Action for All E-Bulletin (circulated 02.07.18)

16.17 Twyford Area Local Ecumenical Partnership – Festival 21/22nd July (circulated 18.07.18)

15. Items to be considered from other Committees

15.1 Planning and Amenities 03.07.18

Recommendation: Neighbourhood Plan committee budget of £2000. The committee agreed there are sufficient funds.

15.2 Parish Lands 10.07.18

Recommendation: To replace bins at KGVR and Stanlake Meadow £4,200. The committee agreed there are sufficient funds.

15.3 Fete Committee 10.07.18 – no items.

16. Staffing matters – Assistant Clerk probation review (circulated) & Clerk's remuneration. (Due to the confidential nature this will be held under part 2)

Part 2 Confidential Information

Item 16.0 discussion –

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 Mr J Bowley, carried unanimously. The public left the meeting.

Discussion took place on staffing matters.

17. Date of next meeting - Tuesday 18th September 2018.

The meeting closed at 9.00pm.