

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 16th October 2018 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr D Fergusson.
3. **Declaration of interest in items on the agenda.** Mr R Mantel declared that he is a trustee of Twyford Snooker Club (item 12.1).
4. **Dispensations.** None.
5. **Minutes of the meeting held on 18th September 2018** Approval of the minutes as a true and accurate record. Proposed Mrs B Ditcham, seconded Mr J Jarvis, carried unanimously.
6. **Matters arising and action points** - none.
7. **Clerk's Report**
 - Bank balances as at the end of August 2018. Current account £46,914.94, deposit account £70,415.31, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,009.22. Noted.
 - VAT return for August 2018 £1,790.59. Noted.
 - Bank balances as at the end of September 2018. Current account £33,125.59, deposit account £111,244.31, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,009.47. Noted.
 - VAT return for September 2018 £490.78. Noted.
 - BT dividend received £109.72. Noted.
 - Astra Zeneca dividend received £376.20. Noted.
 - Budget & Capital Statement to 30.09.18. Figures examined and noted.
 - Phone line (Assistant Clerk) – problems reported are that the phone isn't holding charge, the line is bad, gets cut off 1-2 times a week and broadband remains a problem with trouble connecting and losing connection. Agreed for the clerk to give Mr J Bowley the BT log on so that he can assess the problems. Thoughts it might be the laptop causing connection issues.
 - To consider computer support quotes – three options were presented. Mrs B Ditcham proposes that subject to due diligence checks to the satisfaction of Mr J Bowley and Mr T Winchester, the £9.99 per laptop per month costing is approved. Motion seconded by Mr T Winchester and carried unanimously. Agreed to be spent from the 'Office Expenses' budget.
 - Meeting dates 2019 – a couple of amendments were made. Proposed to **RECOMMEND to Full Council** amended meeting date schedule. Proposed Mrs B Ditcham, seconded Mr J Arvis, motion carried unanimously.
 - Data Protection Regulations update – no update to report.
 - Data Protection Officer update – BALC £60 charge WBC & ICO membership – costings have not yet been issues by WBC.
 - LinkedIn – to consider having a Neighbourhood Plan/Twyford Parish Council LinkedIn account. The committee unanimously approved use of LinkedIn and will amend the Social Media Policy accordingly.
 - Risk Assessments – no report.
8. **Remembrance day arrangements** – discussion took place on whether the Council should take responsibility for steering the arrangements. Agreed for the clerk to consult other clerks in the area.
9. **Cuincy visit over Remembrance weekend** – discussion was had on the arrangements for the Remembrance in Cuincy. Mrs B Ditcham is the Council's representative and will read the names of Twyford men lost in the war. Mr Jarvis will be giving a speech as Chairman of the Twyford Twinning Association.
10. **To customise and approve NALC 2018 standing orders & to consider making changes for the Fete Committee election of Chairman and Vice-Chairman (DF)** – carried forward.

11. Review of Policies

11.1 Electronic Mail Policy & Procedure – agreed to add one further policy term:

“Councillors should use their Twyford Parish Council email and not their personal email accounts for Council business.”

Approval of the amended policy proposed to **RECOMMEND to Full Council** Mr J Bowley, seconded Mrs B Ditcham, motion carried 4 in favour, 1 against.

Mr J Jarvis requested the option of paper documents through the post instead of receiving emails.

12. Grant Requests

12.1 Twyford Snooker Hall – Proposed Mr J Bowley, seconded Mrs B Ditcham to **RECOMMEND to Full Council** no grant to Twyford Snooker Hall. Motion carried 4 in favour, 1 against.

12.2 Citizens Advice – Wokingham – Proposed Mr J Bowley a grant of £450. Amendment to the proposal proposed by Mr T Winchester to **RECOMMEND to Full Council** to make a grant of £500. Mr T Winchester’s amended proposal was seconded by Mrs B Ditcham. Motion carried 3 in favour, 1 against, 1 abstained.

12.3 Citizens Advice – Reading – Proposed Mr J Bowley to **RECOMMEND to Full Council** a grant of £300. Motion seconded Mr T Winchester, carried unanimously.

12.4 Keep Mobile – proposed Mr J Bowley, seconded Mrs B Ditcham to **RECOMMEND to Full Council** that no grant is made. Motion carried 4 in favour, 1 against.

13. Staffing matters (payment of overtime reported / A/C hours / permission to hold a second job / CiLCA request)

Proposed Mrs B Ditcham, seconded Mr J Bowley to **RECOMMEND to Full Council** payment of staffing overtime: Clerk 10.5 hours, Assistant Clerk 19 hours. Motion carried 4 in favour, 1 against.

Proposed Mr J Bowley, seconded Mrs B Ditcham to approve payment from the Fete budget 22 hours overtime to the Clerk. Motion carried nem con.

Proposed Mr J Jarvis, seconded Mrs B Ditcham to **RECOMMEND to Full Council** to permanently increase the Assistant Clerk hours by 6 hours to a total of 16 hours a week with immediate effect. Motion carried unanimously.

Proposed Mr J Jarvis, seconded Mrs B Ditcham to **RECOMMEND to Full Council** that the additional budget expenditure from the Assistant Clerk increase in hours be taken from capital funds. Motion carried unanimously.

Proposed Mr J Jarvis, seconded Mrs B Ditcham approval that the Assistant Clerk may take on a second employment. Motion carried unanimously.

Proposed Mr J Jarvis, seconded Mr T Winchester to **RECOMMEND to Full Council** to cover the CiLCA course expenditure for the Clerk of a maximum of £740. Approval of 50 hours overtime for the course and study time approved. This will be reviewed when required. Motion carried 4 in favour, 1 against.

14. Correspondence circulated by email:

14.1 Involve - The Chain Newsletter (circulated 01.10.18) Noted.

14.2 Police & Crime Bulletin for September 2018 - £350k to reduce reoffending and protect young people from gangs and more... (circulated 01.10.18) Noted.

14.3 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and Pension Surgery Event 07.11.2018 (circulated 02.10.18) Noted.

14.4 CIL & Infrastructure information sharing between WBC & Parishes (circulated 02.10.18) Noted.

14.5 Involve - The Chain Newsletter (circulated 02.10.18) Noted.

14.6 SGN Annual Stakeholder Event (circulated 04.10.18) Noted.

14.7 Invitation to apply for Customer and Communities Improvement funding (circulated 04.10.18) Noted.

14.8 Bluebird Care - Interested in attending this event? 17.10.18 (circulated 05.10.18) Noted.

14.9 Resident correspondence – noticeboards / website. Noted.

15. Items to be considered from other Committees

15.1 Fete Committee 23.10.18

15.2 Planning and Amenities 07.08.18 & 04.09.18

15.3 Parish Lands 11.09.18

Recommendations:

Quote for mink pest control – £132 – the committee agreed there are sufficient funds for this expenditure.

Silver gilt sign - £144.01 - the committee agreed there are sufficient funds for this expenditure.

16. Date of next meeting - Tuesday 20th November 2018.

The meeting closed at 9.43pm.