

# TWYFORD PARISH COUNCIL

## Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 22<sup>nd</sup> January 2019 at 7.45pm.

**Present:** - Mr D Fergusson (Chairman), Mr T Winchester, Mr J Jarvis & Mr R Mantel.

**Minutes:** Mrs L Moffatt (Clerk).

1. **Public Questions** – None.
2. **Apologies** – Mr J Bowley & Mrs B Ditcham.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting held on 11th December 2018** Approval of the minutes as a true and accurate record. Proposed Mr T Winchester, seconded Mr J Jarvis, carried unanimously.
6. **Matters arising and action points** – None.
7. **Budgets and Precept** - Proposal to **RECOMMEND to Full Council** a budget of £85,360.18 for 2019/20. Proposed Mr T Winchester, seconded Mr J Jarvis. Motion carried unanimously. Proposal to **RECOMMEND to Full Council** a precept of £85,360.18 for 2019/20. Proposed Mr J Jarvis, seconded Mr R Mantel. Motion carried unanimously.  
[Noted £3,000 ringfenced funds for Planning & Amenities gateway signage]
8. **Clerk's Report**
  - Bank balances as at the end of December 2018. Current account £19,475.57, deposit account £111,281.34, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,010.47. Noted.
  - VAT return for December 2018 £546.66. Noted.
  - Budget and capital statement to 31.12.18. Figures examined and noted.
  - Blackrock Greater Europe dividend £1039.20 & £66.16 received. Noted.
  - Filing Cabinets and shredding – agreed for the Ranger to measure up as to whether there is space in the electricity room of the Stanlake Pavilion. Clerk to obtain costs of replacement filing cabinets.
  - Computer hard drive upgrade – estimated costs circa £250. Proposed Mr T Winchester, seconded Mr R Mantel to approve the recommended computer works. Motion carried nem con.
  - Credit card increase update – the clerk reported difficulties with increasing the credit card limit. Carried forward pending new bank account information.
  - CIL report to 2017/18 (circulated 18.12.18). Noted.
  - Phone line (Assistant Clerk) – carried forward pending assistance from computer support.
  - To consider a change of bank (Cafbank) – carried forward.
  - Data Protection Regulations update – no update.
  - Data Protection Officer update – BALC £60 charge WBC & ICO membership – carried forward.
  - Risk Assessments – link circulated 03/01/2019. Noted.
  - Annual Parish Meeting advertisement – Proposed Mr R Mantel, seconded Mr T Winchester to have a pink leaflet within the RG10 magazine at a cost of £230. Motion carried nem con.
  - Website update – good progress has been made with updating the website. Agreed to add the Neighbourhood Plan page. Clerk to contact the Planning & Amenities committee for Neighbourhood Plan information to go on the page.
  - Local Council Review subscription – cost per member £13.50. Agreed for the clerk to enquire at the Full Council meeting as to who would like to receive copies.
9. **To customise and approve NALC 2018 standing orders & to consider making changes for the Fete Committee election of Chairman and Vice-Chairman** (DF & Clerk) Agreed to complete before the elections. Carried forward.
10. **Review of Policies**
  - 10.1 Grant Policy – carried forward.
11. **Grant Requests**
  - 11.1 Loddon Hall – cctv – carried forward pending further information.

11.2 Life Education Wessex and Thames Valley. Proposed Mr R Mantel, seconded Mr T Winchester to **RECOMMEND to Full Council** to make no grant. Motion carried unanimously.

**12. Correspondence circulated by email:**

12.1 Involve - The Chain Newsletter (circulated 11.12.18). Noted.

12.2 CIL & Infrastructure information sharing between WBC & Parishes (circulated 19.12.18). Noted.

12.3 The Chain Newsletter (circulated 24.12.18). Noted.

12.4 Wokingham Borough Sports Council AGM - Tuesday 29 January (circulated 10.01.19). Agreed no one to attend. Noted.

12.5 Involve - The Chain Newsletter (circulated 14.01.19). Noted.

12.6 New Name & Free Training for CCB Members in 2019 (circulated 14.01.19). Noted.

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

13.1 Fete Committee – no meeting

13.2 Planning and Amenities 08.01.19 – no items.

13.3 Parish Lands 15.01.19

**Recommendation:**

To purchase a new mower costing £319

Replacement park signage £766.49

Agreed sufficient funds.

**14.0 Staffing matters**

**Part 2 Confidential Information**

Item 14.0 – 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 R Mantel, seconded Mr T Winchester, carried nem con. The public left the meeting.

Discussion took place on 14.0 – Staffing matters

Confidential minutes will record the discussion / any proposals.

**15.0 Date of next meeting - Tuesday 19<sup>th</sup> February 2019.**

**The meeting closed at 9.13pm.**