

# TWYFORD PARISH COUNCIL

## Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 19<sup>th</sup> March 2019 at 7.45pm.

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

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

1. **Public Questions** – None.
2. **Apologies** – Mr J Jarvis.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Minutes of the meeting held on 22<sup>nd</sup> January 2019** Approval of the minutes as a true and accurate record. Proposed Mrs B Ditcham, seconded Mr T Winchester, carried nem con.
6. **Matters arising and action points** None.
7. **Clerk's Report**
  - Bank balances as at the end of January 2019. Current account £10,700.94, deposit account £111,300.24, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,010.98.
  - VAT return for January 2019 £1758.66.
  - Bank balances as at the end of February 2019. Current account £32,666.45, deposit account £91,334.80, income bonds £37,000, national savings account £2,281.63 and Twycombe Lodge tenants deposit account £3,011.95.
  - VAT return for February 2019 – carried forward.
  - Making Tax Digital deadline – 1<sup>st</sup> October 2019. Noted.
  - BT Dividend £48.04 received. Noted.
  - Henderson Investment Statement to 31<sup>st</sup> December 2018. Noted.
  - Astra Zeneca AGM 26/04/2019. Noted.
  - Gavel arrangements – Proposed Mrs B Ditcham, seconded Mr T Winchester to purchase a second gavel costing under £20 for use at the Planning & Amenities meetings. Agreed within budget. Motion carried unanimously.
  - Internal audit arrangements – Proposed Mr T Winchester, seconded Mrs B Ditcham to appoint Mr David Weller as the internal auditor for 2018/19. Motion carried unanimously.
  - Filing Cabinets – Proposed Mrs B Ditcham, seconded Mr T Winchester to **RECOMMEND to Full Council** to purchase two new filing cabinets at a cost of £390.00. Motion carried unanimously.
  - Scanner – proposed Mrs B Ditcham, seconded Mr T Winchester to purchase a scanner at a cost of £89.99. Motion carried unanimously.
  - Post office PO box error. Noted, agreed no action.
  - Phone line update (Assistant Clerk) – there remain issues with calls being cut off. An ethernet cable has not made a difference. Next plan is to try using a different handset.
  - Nat West changes. Noted.
  - To consider a change of bank/ credit card – a review of the bank account and multi paid card was given along with the account charges and interest on the savings account. Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** to change bank account to Unity Trust Bank. Motion carried unanimously.  
Agreed the safety box can remain with Nat West.  
Unity Trust Bank are FSA regulated. The Financial Services Compensation Scheme protects “Small Local Authorities” for investments up to £85,000.
  - Data Protection Regulations – no further update.
  - Data Protection Officer update – no further information. WBC's Andrew Moulton is DPO for Twyford Parish Council. Agreed to remove from future agendas.
  - Website update – minutes & publishing arrangements. The ICO and transparency guidelines suggest that its good practise for minutes to be published as soon as possible after meetings. Agreed that minutes should be added along with a note saying that minutes are draft until they have been approved at the following meeting.

- Website progress – the fete stall holder form is working and information is being collated on a spreadsheet.
- New legislation – The Public Sector (Websites and Mobile Applications) (no 2) Accessibility Regulations 2018. This stipulates that the councils websites must be ‘accessible by making it perceivable, operable, understandable and robust’. Further guidance from NALC will be circulated as it becomes available.
- Licence agreement – Wargrave Road. Awaiting guidance from the solicitor on signatures on the licence.
- Risk Assessments – no items to report.

#### **8. Existing & new councillor training & copies of NALC Good Councillor Guide for all**

**councillors** Agreed to purchase 15 copies of the NALC Good Councillor Guide at an approximate cost of £4.99 per copy. New councillor training exclusively for Twyford Parish Council was discussed at an approximate cost of £50 per head. Agreed that Tuesday 29<sup>th</sup> October might be a good date. Agreed for the clerk to obtain a quote and check availability for this date.

**9. To customise and approve NALC 2018 standing orders & to consider making changes for the Fete Committee election of Chairman and Vice-Chairman** The committee progressed through Mr Jarvis’s suggested changes. Proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** approval of the final draft. Motion carried unanimously.

#### **10. Review of Policies**

10.1 Grant Policy – proposed Mrs B Ditcham, seconded Mr T Winchester to **RECOMMEND to Full Council** approval of the grant policy. Motion carried unanimously.

#### **11. Grant Requests**

11.1 Loddon Hall – cctv – proposed Mr T Winchester, seconded Mrs B Ditcham to **RECOMMEND to Full Council** no grant. Motion carried unanimously.

11.2 Twyford Youth centre Duke of Edinburgh Scheme – proposed Mrs B Ditcham, seconded Mr T Winchester to **RECOMMEND to Full Council** a grant of £1,100, motion carried 3 in favour, 2 against.

**12. Annual Parish Meeting** – how to engage younger people, suggestion of workshops, refreshments – wine? Proposed Mr T Winchester, seconded Mrs B Ditcham, a budget of £100 for wine & refreshments for the Annual Parish Meeting. Motion carried nem con.


#### **13. Correspondence circulated by email:**

13.1 Action for All E-Bulletin (circulated 18.01.19) Noted.

13.2 The Chain Newsletter (circulated 25.01.19) Noted.

13.3 Berkshire Pension Fund employer newsletter - Inscribe - Winter 2018/19 (circulated 28.01.19) Noted.

13.4 Teenager / Young Person Workshop (circulated 28.01.19) Noted.

13.5  NALC sends an open letter to its 100,000 councillors (circulated 28.01.19) Noted.

13.6 CIL & Infrastructure information sharing between WBC & Parishes (circulated 28.01.19) Noted.

13.7 Pension Scheme Advisory Board (SAB) Recommendations (circulated 01.02.19) Noted.

13.8 Royal County of Berkshire Pension Fund Employer Meeting 2019 (circulated 05.02.19) Noted.

13.9 NALC Loneliness Call for Evidence (circulated 06.02.19) Noted.

13.10 Voluntary Sector Networking Event & Workshop (circulated 06.02.19) Noted.

13.11 MS Therapy – invitation to visit (letter available to read at meeting) Noted.

13.12 The Chain Newsletter – Involve (circulated 20.02.19) Noted.

13.13 LGPS Practitioner Training events and Insight Residential Course (circulated 20.02.19) Noted.

13.14 Royal County of Berkshire Pension Fund Employer Meeting 2019 - Reminder and Agenda (circulated 20.02.2019) Noted.

13.15 Action for All E-Bulletin (circulated 20.02.19) Noted.

13.16 Making Tax Digital (circulated 21.02.19) Noted.

13.17 CIL & Infrastructure information sharing between WBC & Parishes (circulated 26.02.19) Noted.

13.18 The Chain Newsletter (circulated 26.02.19) Noted.

13.19 Connecting Communities in Berkshire is on AmazonSmile (circulated 04.03.19) Noted.

13.20 New Growth Club Dates! (circulated 07.03.19) Noted.

13.21 Berkshire Pension Fund employer meeting 2019 - presentation slides (circulated 11.03.19) Noted.

13.22 The Chain Newsletter (circulated 11.03.19) Noted.

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

14.1 Fete Committee – 26.02.19 – no items.

14.2 Planning and Amenities 05.03.19 – no items.

14.3 Parish Lands 12.03.19 – no items.

**15.0 Staffing matters** – Assistant Clerk annual review noted. Proposed to accept the 2018-19 NALC salary award paycales with effect from 1<sup>st</sup> April. Motion carried unanimously.

**16.0 Localities – to share views on information circulated 24.12.18** [Discussion on managing physical resources in the area, place-shaping ambitions, asset transfer opportunities, joint service provision options and compelling local issues/topics.] No further discussion.

**17.0 Date of next meeting** - Tuesday 16<sup>th</sup> April 2019.

**The meeting closed at 9.59 pm.**