

# TWYFORD PARISH COUNCIL

## Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 18<sup>th</sup> June 2019 at 7.45pm.

**Present:** - Mr T Winchester (Chairman), Mr J Bowley, Mrs B Ditcham, Mr J Jarvis (until 20:03), Mr R Mantel & Mr C Wickenden.

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

1. **Election of Chairman** Mr T Winchester proposed y Mr R Mantel, seconded Mr C Wickenden, motion carried unanimously.
2. **Election of Vice Chairmen** Mr C Wickenden proposed by Mrs B Ditcham, seconded Mr R Mantel, motion carried nem con.
3. **Public Questions** – none.
4. **Apologies** – none.
5. **Declaration of interest in items on the agenda** – Mr J Jarvis declared his connection with Polehampton Swimming Association. Agreed this was not a pecuniary interest.
6. **Dispensations** – none.
7. **Minutes of the meeting held on 16th April 2019** Approval of the minutes as a true and accurate record. Proposed Mrs B Ditcham, seconded Mr R Mantel, carried nem con.
8. **Matters arising and action points** – none.
9. **Clerk's Report**
  - Bank balances as at the end of April 2019. Current account £18,472.98, deposit account £134,047.25, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,012.96.
  - VAT return for April 2019 £482.02.
  - Bank balances as at the end of May 2019. Current account £7,750.25, deposit account £134,047.25, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,012.96.
  - VAT return for May 2019 £717.39.
  - Budget and capital statement to 31.03.19. Figures examined and noted. Agreed for the clerk to obtain an updated re-building cost for Twycombe Lodge.
  - Making Tax Digital deferral until 1<sup>st</sup> October 2019. Noted.
  - Blackrock dividends received £28.94 & £454.65. Noted.
  - Blackrock half yearly financial report. Noted.
  - BT AGM invitation 10.07.19. Noted.
  - Unity Trust Bank Account signatories – Mr J Bowley, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr C Wickenden & Mr T Winchester. Signatories as listed proposed Mrs B Ditcham seconded Mr J Jarvis, motion carried unanimously.
  - Nat west and National Savings signatories – Mr J Bowley, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr C Wickenden & Mr T Winchester. Signatories as listed proposed Mr J Jarvis, seconded Mr C Wickenden, motion carried unanimously.  
Mr J Jarvis left the meeting.
  - Renewal of BT fibre broadband £39.99 p/m 24 month contract. Noted.
  - Mobile phone – Clerk / Assistant clerk / Ranger. The clerk reported that the Assistant Clerk is now using a headset and the telephone is working better. There is no longer a need for the mobile as the clerk and assistant clerk tend to use their own mobiles. Proposed Mrs B Ditcham, seconded Mr C Wickenden, to stop the mobile phone contracts. Motion carried unanimously.
  - Cilca overtime – the clerk is halfway through the Cilca course. She reported 20 hours made up after attending the Cilca course and 26 hours study time. Proposed Mrs B Ditcham, seconded Mr C Wickenden to pay the 46 hours overtime. Motion carried unanimously.
  - Clerk overtime – 11 hours of which 9 hours taken in lieu. Noted.
  - Filing cabinets – awaiting sufficient funds on credit card. Noted.
  - Document Scanner – awaiting sufficient funds on credit card. Noted.

- Internal Audit Report (circulated 20.05.19). Noted.
- Councillor training – Mr J Jarvis had expressed an interest in the Finance course & Chaining of meetings. Agreed to take a holistic approach and review all training courses and the needs of the council. Clerk to add to the July agenda.
- Data Protection Regulations update – no items to report.
- Website update – councillor to consider the next areas to develop on the website. Mr C Wickenden suggested the possibility of streaming videos for the Neighbourhood Plan.
- Risk Assessments – no items to report.

**10. Existing & new councillor training** – 15.10.19 7 – 9.30 pm now firmly booked & possible dates for the facilitated session (12.11.19, 14.11.19 or 19.11.19). Agreed to book the 19<sup>th</sup> November for the strategy / action planning meeting. Finance meeting to be moved to 7pm on 26<sup>th</sup> November if a meeting is required.

**11. APM question** – Suggestion that the Twinning Association should report at the APM. Proposed Mr C Wickenden, seconded Mrs B Ditcham, that the Twinning Association should report at the Annual Parish Meeting. Motion carried unanimously.

**12. To consider purchasing free standing display boards** – boards and costs to be considered. Proposed Mrs B Ditcham, seconded Mr C Wickenden to purchase a 7 panel folding display board kit at a cost of £207. Motion carried unanimously.

Mrs B Ditcham also suggested purchasing a small fold up carry table. Clerk to add to next months agenda and Mrs B Ditcham to investigate table weights.

**13. Citizen of the Year award – to consider nominations and consider gift & presentation on 15<sup>th</sup> July.**

#### **Part 2 Confidential Information**

Item 13.0 discussion – Citizen of the Year Award.

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 Mrs B Ditcham, seconded Mr T Winchester, carried unanimously. The public left the meeting.

The 2019 Twyford Citizen of the Year was unanimously approved.

Proposed Mr C Wickenden, seconded Mr R Mantel to purchase a small gift costing £55 plus engraving and delivery. Motion carried unanimously.

Agreed for Mr John Bowley to make the presentation at the awards ceremony on 15<sup>th</sup> July.

#### **14. Review of Policies**

14.1 Bullying & Harassment policy – policy reviewed and proposed Mrs B Ditcham, seconded Mr C Wickenden to **RECOMMEND to Full Council** to accept the policy with no amendments. Motion carried unanimously.

14.2 Handling complaints Procedure – policy reviewed and proposed Mrs B Ditcham, seconded Mr C Wickenden to **RECOMMEND to Full Council** to accept the policy with no amendments. Motion carried unanimously.

**15. To review asset register** – market value of Twycombe Lodge to be updated and Mrs B Ditcham agreed to look into the term of the King George V Trust.

#### **16. Grant Requests**

16.1 Polehampton Swimming Association £5,000 grant request. Proposed Mrs B Ditcham, seconded Mr C Wickenden to **RECOMMEND to Full Council** a loan of £5,000 to Polehampton Swimming Association. Motion carried unanimously.

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

17.1 The Chain Newsletter (circulated 25.03.19). Noted.

17.2 CIL & Infrastructure information sharing between WBC & Parishes (circulated 25.03.19). Noted.

17.3 Making Tax Digital (circulated 25.03.19). Noted.

17.4 Berkshire Pension Fund Employer newsletter - Spring 2019 (circulated 26.03.19). Noted.

17.5 Involve - The Chain Newsletter (circulated 23.04.19). Noted.

17.6 Action for All E-Bulletin (circulated 30.04.19). Noted.

17.7 The Chain Newsletter (circulated 30.04.19). Noted.

17.8 CIL & Infrastructure information sharing between WBC & Parishes (circulated 02.05.19). Noted.

- 17.9 The Chain Newsletter (circulated 07.05.19). Noted.
- 17.10 ICO factsheet (circulated 31.05.19). Noted.
- 17.11 The Chain Newsletter (circulated 03.06.19). Noted.
- 17.12 CIL & Infrastructure information sharing between WBC & Parishes (circulated 10.06.19).  
Noted.
- 17.13 Polehampton Charity Accounts (letter). Circulated.
- 18. Items to be considered from other Committees**
- 18.1 Planning and Amenities 04.06.19 – no items.
- 18.2 Parish Lands 11.06.19 – no items.
- 18.3 Fete 11.06.19 - no items.
- 19.0 Date of next meeting - Tuesday 16<sup>th</sup> July 2019**

**The meeting closed at 20:51 pm.**