

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 17th September 2019 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

1. **Public Questions** – none.
2. **Apologies** – none.
3. **Declaration of interest in items on the agenda** – Mrs B Ditcham, Mr J Jarvis & Mr R Mantel declared an interest in item 12.2 and withdrew from voting on this item.
4. **Dispensations** – none.
5. **Minutes of the meeting held on 16th July 2019** Approval of the minutes as a true and accurate record. Proposed Mr C Wickenden, seconded Mrs B Ditcham, carried nem con.
6. **Matters arising and action points** – none.
7. **Clerk's Report**
 - VAT return for June 2019 – £1,015.57.
 - Bank balances as at the end of July 2019. Current account £28,754.92, deposit account £94,088.62, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,013.93.
 - VAT return for July 2019 – £337.04.
 - Bank balances as at the end of August 2019. Current account £20,069.70, deposit account £94,123.84, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,014.98.
 - VAT return for August 2019 – £851.40.
 - Unity Trust Bank Update – the signatories have been set up online and agreed 'Whats App' will be used to alert signatories of pending payments with copy invoices. Multipay costs are £50 for a set up fee and £3 per month per card. Mr R Mantel proposed applying for a Multipay card with a limit of £1,500, seconded Mr C Wickenden, motion carried nem con.
 - Budget and capital statement to 30.06.19 (circulated 06.09.19) - noted.
 - Janus Henderson correspondence & investment statement – noted.
 - CIL 2019/19 report (circulated 05.09.19) – noted.
 - CILCA qualification – 14 hours overtime – course completed. Proposed Mrs B Ditcham, seconded Mr C Wickenden to approve payment of 14 hours clerk overtime. Motion carried unanimously. The committee asked that their congratulations are recorded to the clerk for successfully passing CILCA.
 - Clerk & Assistant Clerk overtime – The Assistant Clerk has worked 20.5 hours overtime for Planning & Amenities & Parish Lands Committees. Hours overtime were incurred whilst Clerk was on holiday and over jury service. Proposed Mrs B Ditcham, seconded Mr C Wickenden to **RECOMMEND to Full Council** approval of payment of 21.5 hours costing £214.14. Motion carried unanimously. Agreed that the Finance committee should budget for overtime contingency when budgeting.
 - Computer support – to consider changing to add hoc cover at a charge of £45 per hour (part hours will be taken into consideration). This is as an alternative to the existing £20 per month cover. Proposed Mrs B Ditcham, seconded Mr C Wickenden to approve the add hoc cover. Motion carried nem con.
 - Filing cabinets – delivered to Stanlake Pavilion – awaiting paperwork to be transferred.
 - Free standing display boards – awaiting sufficient funds on credit card.
 - Trello / Councillor access to documents – proposed Mr C Wickenden, seconded Mrs B Ditcham to **RECOMMEND to Full Council** separate TRELLO boards for each committee. Motion carried nem con. Mr J Bowley also expressed a wish to have access to all Council documents that do not include public information. Councillors already have access to the Council's policies however the clerk confirmed that they will eventually be accessible on the website along with hire costs and burial charges etc.

Agreed for the clerk to do a paper audit – each councillor should specify what level of paper they would like to have provided at the meetings in order to avoid unnecessary printing and paper waste.

- Data Protection Regulations update – no update.
- Website update & Accessibility requirements - disproportionate burden. The committee considered whether they would like to spend the contractors time on carrying out an accessibility audit and then on completing the works to make the website accessible in line with the new requirements. The committee are minded to spend money on accessibility and would like to know concrete proposals and how many hours work this will cost.
- Councillor Training 7pm-9:30pm – 15.10.19 & Facilitated session 7pm-9:30pm – 19.11.19 – noted.
- Risk Assessments – no reports.

8. Review of Policies

8.1 Revised NALC Financial Regulations – carried forward.

9. Disciplinary panel - carried forward.

10. To consider RG10 information on new 4 year council whilst the committee liked this idea they felt this wasn't a priority. Agreed no action.

11. Cleaner contract – agreed for the clerk to draft a contract along the same lines as the model contract. To be circulated by email for approval.

12. Grant Requests

12.1 Wokingham District Veteran Tree Association (circulated 16.07.19) Proposed Mr R Mantel, seconded Mr J Bowley to **RECOMMEND to Full Council** a grant of £50. Motion carried unanimously.

12.2 Twyford Twinning Association (circulated 05.09.19) Proposed Mr C Wickenden, seconded Mr J Bowley to **RECOMMEND to Full Council** to underwrite a grant of up to £500 for the Twyford Twinning Association concert. Motion carried nem con.

13. Correspondence circulated by email:

13.1 Private & Confidential Information - NALC Guidance (circulated 26/07/2019) – noted.

13.2 Berkshire Pension Fund employer newsletter - Inscribe - Summer 2019 (circulated 26/07/2019) – noted.

13.3  NALC opens nominations to its Larger Councils Committee (circulated 26/07/19) – noted.

13.4  NALC Star Council Awards 2019 (circulated 26/07/19) – noted.

13.5 NALC Policy E-Briefing PC8-19 – Draft Data Sharing Code of Practice. (circulated 26/07/19) – noted.

13.6 CIL Co-funding Projects (circulated 26/07/19) – noted.

13.7 CIL & Infrastructure information sharing between WBC & Parishes (circulated 26/07/19) – noted.

13.8 The Chain Newsletters (circulated 02.08.19) – noted.

13.9 TVERC News Update – August – noted.

13.10 The Chain Newsletter (circulated 12.08.19) – noted.

13.11 The Chain Newsletter (circulated 29.08.19) – noted.

14. Items to be considered from other Committees

14.1 Planning and Amenities 03.09.19 – no items.

14.2 Parish Lands 10.09.19

Recommendations:

Burial ground – quote to remove the conifer trees - £400.

Burial ground copse – quote to create a layed hedge - £750.

Burial ground – quote to plant hedge along the left hand side of the millennium garden - £200.

Tree risk assessment – quote from tree surveyor - £960.

Skip for the sports club use - £359.

The committee agreed there are sufficient funds for these recommendations.

14.3 Fete – no items.

15. Clerks remuneration

Clerk's remuneration. (Due to the confidential nature this will be held under part 2) The Committee 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, seconded and carried unanimously.

Discussion took place on staffing matters. Resolved unanimously to **RECOMMEND to Full Council** that the clerk be advanced 1 point on her salary scale. Proposed Mr R Mantel, seconded Mr J Bowley.

The committee noted that the Clerk being awarded the CiLCA qualification will also advance her another point as per her contract.

16. Date of next meeting - to be confirmed.

The meeting closed at 21:30 pm.