

# TWYFORD PARISH COUNCIL

## Minutes of a meeting of the Finance and General Purposes Committee held at the Loddon Hall, Twyford on Tuesday 10<sup>th</sup> December 2019 at 7.45pm.

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

**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 17<sup>th</sup> September 2019** Approval of the minutes as a true and accurate record. Proposed Mr J Jarvis, seconded Mr C Wickenden, carried unanimously.
6. **Matters arising and action points** – none.
7. **Budgets & Precept** – agreed to add a line for 'elections' and a nominal sum of £2,000 was agreed. Clerk to check the election costs for the next meeting.
8. **Clerk's Report**
  - Bank balances as at the end of September 2019. Current account £47145.82, deposit account £116,821.58, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,015.49.
  - VAT return for September 2019 – £847.51.
  - Bank balances as at the end of October 2019. Current account £42,018.08, deposit account £116,821.58, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,015.49.
  - VAT return for October 2019 – £341.88.
  - Bank balances as at the end of November 2019. Current account £39,862.46, deposit account £116,859.99, income bonds £37,000, national savings account £2,679.56 and Twycombe Lodge tenants deposit account £3,016.48.
  - VAT return for November 2019 – £1,507.82.
  - Budget and capital statement to 30.09.19 (circulated 17.10.19). Noted.
  - BT dividend - £112.11. Noted.
  - AstraZeneca dividend - £395.45 Noted.
  - Blackrock Greater Europe Investment Trust plc AGM 05.12.19. Noted.
  - Janus Henderson Uk Alpha Fund tax voucher. Noted.
  - Nat West – changes to charges & business account terms. Noted.
  - Conclusion of audit ended 31<sup>st</sup> March 2019 – external auditor comments. Noted.
  - CIL – receipt of £18,819.32, update of unspent CIL. WBC suggested the Parish Council's consider purchasing land for biodiversity space. Noted and agreed to bring to the attention of the Full Council.
  - To consider purchasing Charles Arnold Baker 11<sup>th</sup> edition (£103.99). Unanimously resolved to purchase.
  - To consider purchasing Clerk's Manual (£47.50) Unanimously resolved to purchase.
  - Payment of £250 band costs – Remembrance Day band & wreath £18.50. Noted.
  - Payment of Chairmanship training costs - £158.91. Noted.
  - Free standing display boards – delivered & in use. Noted.
  - Data Protection Regulations update – no items to update.
  - Website update & Accessibility requirements - disproportionate burden. Awaiting information from Ginger Stag as to their estimate of time.
  - Meeting dates (circulated 04.10.19) & APM date. Noted.
  - Trello Board maximum reached. There are insufficient free boards to have one for each committee. Concern that the burden of keeping the boards up to date outweighs the benefits. Suggestion that there should just be a board for the Parish Lands committee.
  - Risk Assessments – the clerk reported that due to time constraints the 2019 Risk Assessment have not yet been completed.
9. **Staffing Matters** (email circulated 11.10.19)
  - To consider increasing hours of work for the Clerk & Assistant Clerk

Proposed Mr T Winchester, seconded Mr C Wickenden to increase the 2020/21 budget and increase the Assistant Clerk's hours by 3 per week (to 19) with effect from April. Motion carried 3 in favour, 1 against.

Assistant Clerk has agreed to increase her hours to work Fridays 9-12 and these extra hours will absorb the Neighbourhood Plan hours currently being claimed separately.

Proposed Mr J Jarvis, seconded Mr T Winchester to increase the 2020/21 budget and increase the Clerk's hours by 6 per week (to 35). Motion carried 3 in favour, 1 against.

Proposed Mr J Jarvis, seconded Mr T Winchester to **RECOMMEND to Full Council** to increase the Clerk's hours by 6 per week (to 35) with immediate effect. Motion carried 3 in favour, 1 against.

- To consider engaging professional job evaluations for the Clerk and Assistant Clerk roles to ensure they are on an equal footing with other local government roles. To consider the job profiles and salary determination for both roles.

Assistant Clerk Job Evaluation from SLCC consultant - £300 estimate

Clerk Job Evaluation from NALC/SLCC - £200

Proposed Mr T Winchester to accept the above quotes for £200 & £300 for professional job evaluations, seconded Mr J Jarvis, motion carried 3 in favour 2 against.

**10. Internal Controls** (email dated 28.11.19) – carried forward to enable councillors to read the information circulated.

### **11. Review of Policies**

11.1 Revised NALC Financial Regulations – to consider whether to adopt the more detailed NALC Financial regulations or to keep the existing Financial Regulations. If the latter is chosen then to consider making minor amendments to the existing Financial Regulations to accommodate the new banking arrangements. Agreed the letter.

Proposed Mr T Winchester, seconded Mr C Wickenden to **RECOMMEND to Full Council** to approve the amended set of Financial Regulations. Motion carried unanimously.

11.2 To consider amending the Standing Orders to include Working Groups – agreed no action.

11.3 Review investment policy – agreed for Mr J Jarvis to review. Clerk to forward sample investment policies to Mr J Jarvis. Item carried forward to February.

11.4 Review CCTV policy – proposed Mr C Wickenden, seconded Mr R Mantel to **RECOMMEND to Full Council** to approve the CCTV policy unchanged. Motion carried nem con.

**12. Disciplinary panel** – agreed that in the event of a disciplinary panel being required it will be set up then.

**13. Cleaner contract** (circulated 27.09.19). Noted.

### **14. Grant Requests**

14.1 Citizens Advice – Reading branch Proposed Mr J Jarvis, seconded Mr C Wickenden to **RECOMMEND to Full Council** a grant of £350 to Citizens Advice Reading. Motion carried unanimously.

14.2 Keep Mobile – Proposed Mr J Jarvis, seconded Mr C Wickenden to **RECOMMEND to Full Council** a grant of £300 to Keep Mobile. Motion carried unanimously.

14.3 Link Visiting Scheme - Proposed Mr J Jarvis, seconded Mr C Wickenden to **RECOMMEND to Full Council** no grant to Link Visiting Scheme. Motion carried unanimously.

14.4 Home Start - Proposed Mr J Jarvis, seconded Mr C Wickenden to **RECOMMEND to Full Council** a grant of £300 to Home Start. Motion carried unanimously.

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

15.1 CIL & Infrastructure information sharing between WBC & Parishes (circulated 13.09.19)

15.2 Sports Awards 2019 (circulated 13.09.19)

15.3 The Chain Newsletter (circulated 13.09.19)

15.4 Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas (circulated 27.09.19)

15.5 The Chain Newsletter (circulated 01.10.19)

15.6 Policy E-Briefing PC11-19 – NAO Audit Code of Practice Part Two. (circulated 02.10.19)

15.7 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and 15.8 Pension Surgery Event 2019 14.11.19 (circulated 01.10.19)

15.9 Policy Consultation E-Briefing 12-19 Independent Review Into Local

15.10 Government Audit Call For Evidence (circulated 08.10.19)

15.11 The Chain Newsletter (circulated 08.10.19)

- 15.12 Invitation to Readibus Annual General Meeting on Monday 28th October 2019 (circulated 14.10.19)
- 15.13 Free PPePCare Training in Child & Young Person Mental Health (circulated 14.10.19)
- 15.14 Berkshire Pension Fund - active member newsletter published - Autumn 2019 (circulated 14.10.19)
- 15.15 Involves Project Awareness (circulated 14.10.19)
- 15.16 CIL & Infrastructure information sharing between WBC & Parishes (circulated 15.10.19)
- 15.17 The Chain Newsletter (circulated 22.10.19)
- 15.18 Citizens Advice Task Force – Offer to visit each Parish twice in next 12 months (circulated 23.10.19)
- 15.19 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and Pension Surgery Event 2019 - Reminder and Agenda (circulated 28.10.19)
- 15.21 Zurich - Are you prepared for winter? (circulated 01.11.19)
- 15.22 CIL & Infrastructure information sharing between WBC & Parishes (circulated 01.11.19)
- 15.23 The Chain Newsletter (circulated 01.11.19)
- 15.24 involve Funding Alert 💰 (circulated 07.11.19)
- 15.25 Berkshire Pension Fund employer newsletter - Inscribe - Autumn 2019 (circulated 19.11.19)
- 15.26 WBC's Angus Ross - Support for Sports Youth – request to consider match funding (circulated 19.11.19)
- 15.27 Royal County of Berkshire Pension Fund Annual meeting 2019 - presentation slides (circulated 29.11.19)
- 15.28 Involve Funding Alert 💰 (circulated 29.11.19)
- 15.29 The Chain Newsletter (circulated 29.11.19)
- 15.30 NALC LTN22 - Grievance and Disciplinary Arrangements - Revised Nov 2019 (circulated 29.11.19)
- 15.31 CIL & Infrastructure information sharing between WBC & Parishes (circulated 02.12.19)
- 15.32 Involve The Chain Newsletter (circulated 02.12.19)
- 15.33 Involve Winter Pressure Pilot (circulated 02.12.19)
- 16. Items to be considered from other Committees**
- 16.1 Planning and Amenities 03.12.19 – no items
- 16.2 Parish Lands 05.12.19 – no items
- 16.3 Fete – 26.11.19 – no items
- 17. Date of next meeting - 21<sup>st</sup> January 2020**

**The meeting closed at 21:11 pm.**