

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Zoom on Tuesday 16th February 2021 at 7.45pm.

Present: - Mr T Winchester (Chairman) Mr J Bowley, Mr J Jarvis, Mr R Mantel & Mr C Wickenden.
Minutes: Mrs L Moffatt (Clerk).

- 1. Public Questions are invited in advance of the meeting via email, telephone or in writing.** None.
- 2. Apologies.** Mrs B Ditcham.
- 3. Declaration of interest in items on the agenda.** None.
- 4. Minutes of the meeting held on 19th January 2021** Proposed Mr J Jarvis, seconded Mr C Wickenden to approve minutes as a true and accurate record. Approved nem con.
- 5. Matters arising and action points**
 - 5.1 To give consideration to a Community Engagement policy and return to the next Full Council meeting with proposals. The engagement policy was reviewed and discussed.
- 6. Clerk's Report**
 - 6.1 Bank balances as at the end of January 2021
Nat West current account £27,056.62, Unity Trust current account £17,552.60, Deposit account £6,960.32, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.70
 - 6.2 VAT return for January 2021 - £884.96.
 - 6.3 Receipt of National Lockdown Grant £567.07. Noted. A further grant application has been submitted.
 - 6.4 Councillor request to attend Finance Course 8/6 £30 & Knowledge & Core Skills 7/7 & 14/7 £95. Approved unanimously.
 - 6.5 Assistant clerk request for unit to place photocopier on £89.99. Approval proposed Mr J Jarvis, seconded Mr C Wickenden. Motion carried unanimously.
 - 6.6 Twyford, Wargrave & District Volunteer Centre (Twyford Volunteer Drivers) request for office space. Noted.
 - 6.7 Data Protection Regulations update – no report.
 - 6.8 Risk assessments – no report.
- 7. Website**
 - 7.1 Twyforward – copyright of music. 11 Twyforward entries have been removed over potential copyright concerns. Agreed for the clerk to request copyright guidance from HALC.
 - 7.2 Analytic information on number of page hits – the Clerk presented analytical information on the website. The information shows that the site is being used as an information hub and the statistics show that there is high engagement via Facebook. A sponsored advert through Facebook would grow Twyford Parish Council on social media and increase hits on the website. The Clerk suggested an advertising budget for Neighbourhood Plan and Annual Parish Meeting engagements. It was also suggested to promote recent news such as the tree planting project and 'Thank You' video. At present when social interaction is so limited Facebook use is increasing and the Council should utilise this to promote the information available on the website.
 - 7.3 Error issues – there has been an error 504 problem which has resulted in web pages timing out. The website consultants have implemented tools to optimise images and optimise page loading times. They have also implemented some code changes to the image stacks so that the images load quicker.
- 8. Neighbourhood Plan Grant Application update (CW)**
 - 8.1 Grant Schedule and Consultancy Expenses – Mr C Wickenden reported on the consultancy proposal which will be circulated. Its possible that more consultancy

services may be required before the next tranche of funding becomes available.
Agreed there is Neighbourhood budget of £1,900.03 which can be used for this purpose with the approval of the Planning & Amenities Committee.

9. Review of Policies

9.1 Investment policy (JJ) – carried forward.

10. Annual Parish Meeting - 21.04.21 – this is being co-ordinated by the Planning & Amenities committee. The Clerk will be attending a Zoom Webinar course.

11. Grant Requests – none to be considered.

12. Correspondence (all noted)

12.1 CIL & Infrastructure information sharing between WBC & Parishes 27.01.21

12.2 Berkshire Pension scheme employee contribution table 2021-22 02.02.21

12.3 HALC - Section 137 limit for 2021-22

13. Items to be considered from other Committees

13.1 Planning and Amenities 02.02.21

Recommendation: £480 for 3 defibrillator batteries

Agreed there are sufficient funds.

13.2 Parish Lands 09.02.21

Recommendation: purchase of two rustic Winson Woodcraft benches £1,020

Agreed there are sufficient funds.

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 C Wickenden, carried nem con. The public left the meeting.

14. Staffing matters to include:

14.1 Assistant Clerk job evaluation – confidential recommendation to be discussed at Full Council.

14.2 Assistant Clerk annual review – carried forward.

15. Date of next meeting - 16th March 2021

The meeting closed at 20:49 pm.