

# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held on Zoom on Tuesday 16<sup>th</sup> March 2021 at 7.45pm.**

**Present:** - Mr T Winchester (Chairman) Mr J Bowley (from item 5 onwards), Mrs B Ditcham, 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.** None.
3. **Declaration of interest in items on the agenda.** None.
4. **Minutes of the meeting held on 16<sup>th</sup> February 2021** Proposed Mrs B Ditcham, seconded Mr J Jarvis to approve minutes as a true and accurate record. Approved unanimously.
5. **Matters arising and action points**
  - 5.1 Committee Finance report to the Annual Parish Meeting – the format of the APM report was agreed.
6. **Clerk's Report**
  - 6.1 Bank balances as at the end of February 2021  
Nat West current account £8,841.27, Unity Trust current account £27,289.02, Deposit account £6,960.37, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.72
  - 6.2 VAT return for February 2021 - £1,878.
  - 6.3 Year End Accounts & Audit Course – LM [attended 2.03.21]. Noted.
  - 6.4 Parish Online training – MB, JJ & LP [scheduled 30.03.21]. Noted.
  - 6.5 COSHH Awareness & IOSH Working Safely online course- SH Completed 03.03.21. Noted.
  - 6.6 Operation London Bridge and Covid – 19 changes were discussed and plans were agreed.  
Proposed Mr R Mantel, seconded Mr C Wickenden to agree that a website statement should be written at the time. Motion carried nem con.  
Proposed Mr R Mantel, seconded Mr C Wickenden to compose a letter of condolence at the time. Motion carried nem con.  
Proposed Mr J Jarvis to agree that flowers can be laid on Jubilee Corner. There was no seconder.  
Proposed Mr J Bowley, seconded Mrs B Ditcham that flowers can be laid at the war memorial. Motion carried 5 for 1 against.  
Proposed Mr J Bowley, seconded Mrs B Ditcham to purchase two black armbands. Motion carried unanimously.
  - 6.7 Dates on files – agreed to no longer save documents using the date.
  - 6.8 Data Protection Regulations update – no report.
  - 6.9 Risk assessments – no report.
7. **Website**
  - 7.1 Twyforward – copyright of music. HALC legal advisers were consulted. The advice was considered and it was agreed that the risk of any infringement being the subject of any enforcement action is very low. Proposed Mr C Wickenden, seconded Mrs B Ditcham to defer to the experts and reinstate the Twyforward videos. Motion carried with 4 in favour, 2 against.
  - 7.2 Social Media activity – the Facebook posts were reviewed and it was noted that the 'report it' posts were well received along with the photographs and videos.
8. **Neighbourhood Plan Grant Application update** Mr C Wickenden reported that a new application will be submitted in April. A closure report has been received for the previous grant.
9. **Review of Policies**

- 9.1 Investment policy (JJ) – carried forward.
- 10. Annual Parish Meeting** - 21.04.21 Agreed to upgrade Zoom for a months use of the webinar facility at a cost of £32. Questions can be submitted via the chat box. Agreed for a social media advertisement publishing the Zoom link. Committees will organise their own content / powerpoints / videos.
- 11. Grant Requests**
- 11.1 Twyford Comets request to carry £500 grant forward for May 2022 tour – Proposed Mr J Jarvis, seconded Mr C Wickenden to **RECOMMEND to Full Council** to extend the timescale for the tour to take place to the end of 2022. Motion carried unanimously.
- 11.2 Twyford Bowling Club – proposed Mr J Bowley, seconded Mr C Wickenden to **RECOMMEND to Full Council** to offer a loan of up to £8,000 over 5 years. Motion carried unanimously.
- 11.3 Keep Mobile – Proposed Mr J Jarvis, seconded Mr J Bowley to **RECOMMEND to Full Council** to make a grant of £350 to Keep Mobile. Motion carried unanimously.
- 12. Correspondence**
- 12.1 CIL reports. Noted.
- 13. Items to be considered from other Committees**
- 13.1 Planning and Amenities 02.03.21 – no items.
- 13.2 Parish Lands 09.03.21 – no items.

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 C Wickenden, seconded Mrs B Ditcham, carried unanimously. 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 – noted.
- 15. Date of next meeting** - 20<sup>th</sup> April 2021

**The meeting closed at 21:15 pm.**