

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Stanlake Pavilion, RG10 0BL on Tuesday 19th October 2021 at 7.45pm.

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

Minutes: Mrs L Moffatt (Clerk).

1. Election of Chairman

Mr J Bowley proposed by Mr C Wickenden, seconded Mrs B Ditcham.

Mr T Winchester proposed by Mr R Abeywardana, seconded Mr J Jarvis.

4 in favour of Mr J Bowley, 2 in favour of Mr T Winchester.

Mr J Bowley was duly elected and took the Chair.

2. Election of Vice Chairman Mr C Wickenden proposed by Mr R Mantel, seconded Mrs B Ditcham, motion carried nem con.

3. Public Questions. None.

4. Apologies. Mr T Winchester.

5. Declaration of interest in items on the agenda. Mr J Jarvis declared an interest in item 15.1.

6. Minutes of the meeting held on 20th April 2021 Approval of the minutes as a true and accurate record proposed Mr J Jarvis, seconded Mr R Mantel, motion carried unanimously.

7. Matters arising and action points. None.

8. Clerk's Report

8.1 Bank balances as at the end of April, May, June, July, August were noted.

Bank balances as at the end of September 2021

Nat West current account £25,695.56, Unity Trust current account £104,647.53, Deposit account £6,960.78, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.89

8.2 VAT return for April, May, June, July, August & September 2021

VAT return for April 2021 - £98.92

VAT return for May 2021 - £689.19

VAT return for June 2021 - £2,385.56

VAT return for July 2021 - £1,091.64

VAT return for August 2021 - £368.85

VAT return for September 2021 - TBC

8.3 Budget & capital statements to 31.03.21, 30.06.21 & 30.09.21 – noted.

Mr C Wickenden asked for 'Levels of reserves – plans' be added to the next agenda.

8.4 Henderson investment statement to 30.06.21 – noted.

8.5 To consider using surplus from 2020-21 to reduce 'project capital repayment'. Agreed to reduce the project capital repayment by the £8,000 2020-21 surplus.

8.6 Internal auditor report & external auditor 'Notice of completion of audit' – noted.

8.7 To appoint internal auditor for 2021/22. Unanimously agreed to appoint IAC.

8.8 Receipt of 40% precept £11,614.00 – noted.

8.9 Receipt of 50% precept £58,070.00 – noted.

8.10 Requirement to upgrade Edge Finance package to band 4 – extra £110 a year – unanimously approved.

8.11 VAT advice on potential Tennis Court project – noted.

8.12 VAT planning on redevelopment of Stanlake pavilion – noted.

8.13 Replacement aerial runway £517.07 – Chairman used powers to approve 02.08.21. Insurance claim submitted and paid for £517.07 less excess of £125 – noted.

8.14 CIL report for 2020/21 – noted.

8.15 Councillor training - Knowledge & Core skills course – Mrs E Ashley & Mrs A Evans attended in July – noted.

- 8.16 Parish Online training – Clerk attended 24.06.21- noted.
- 8.17 Land Registry – updated information £125 solicitor fee – unanimously approved to change every land registry address to the PO Box if possible or alternatively the Clerks address.
- 8.18 Meeting dates 2022/23 – Approval proposed Mrs B Ditcham, seconded Mr C Wickenden to **RECOMMEND to Full Council** meeting dates 2022/23. Motion carried unanimously.
- 8.19 Data Protection Regulations update – no report.
- 8.20 Risk assessments – no report.
- 9. Quarterly internal checks** – agreed to meet on Zoom.
(Mrs J Duffield & Mr R Mantel)
- 10. Election protocol** (circulated 26.04.21) – the committee **RECOMMEND to Full Council** approval with 5 in favour, 1 against. Motion carried.
- 11. Neighbourhood Plan grant application update**
 - 11.1 £10,000 grant received – noted.
- 12. Town Parish Charter** – agreed to request that WDALC is added to the Jargon Buster. Proposed Mr R Mantel, seconded Mr C Wickenden to **RECOMMEND to Full Council** approval of the Town Parish Charter. Motion carried unanimously.
- 13. Citizen of the year award (2021)** agreed to refer to the Full Council for nominations.
- 14. Review of Policies**
 - 14.1 Investment policy (JJ) – carried forward.
 - 14.2 Community Engagement policy statement – to consider forming a small working group to define the plans and activities for approval by the Full Council. Agreed to ask the Full Council to agree a working group and membership.
- 15. Grant Requests**
 - 15.1 TDYC application £1,440 to fund DofE – proposed Mrs B Ditcham, seconded Mr C Wickenden to **RECOMMEND to Full Council** a grant of £1,440. Motion carried unanimously.
- 16. Website** – Council policies and Twyford in Bloom information are available on the website.
- 17. Correspondence**
 - 17.1 Review of parliamentary constituencies – consultation deadline Monday, 2nd August 2021 (circulated 07.07.21). Noted.
- 18. Items to be considered from other Committees**
 - 18.1 Planning and Amenities 05.10.21 – no items.
 - 18.2 Parish Lands 12.10.21
Recommendations:
£1,020 tree risk assessment
£2,620 Stanlake Meadow Hedge Laying
£500.50 for the Hags Dinghy repairs
£1236.49 for the basketball backboards
£840.00 KGVR hedge mulching
£1,170 KGVR wildflower information board
£4,375 Hurst Road allotment hedge laying
Agreed there are sufficient funds for this expenditure.
- 19. Staffing matters**
 - 19.1 Assistant Clerk
 - 19.1.1 To agree payment of Assistant Clerk overtime – 30.5 hours unanimously approved.
 - 19.1.2 To consider report with a view to increasing Assistant Clerk hours – carried forward.
 - 19.1.3 Assistant Clerk – completion of Introduction to Local Council Administration (ILCA) [Study completed within work hours] Noted.
 - 19.1.4 Assistant Clerk request to study ILCA to CILCA bridging course £120 – approved unanimously.
 - 19.2 Clerk
 - 19.2.1 Clerk annual review

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 unanimously. The public left the meeting.

The clerk was asked to leave the meeting.

The committee discussed staffing matters under part 2.

20. Date of next meeting - 16th November 2021

The meeting closed at 21:30 pm.