

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Stanlake Pavilion, RG10 0BL on Tuesday 18th January 2022 at 7.45pm.

Present: - Mr J Bowley (Chairman), Mr R Abeywardana, Mr M Bray, 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.** None.
4. **Minutes of the meeting held on 9th December 2021** Approval of the minutes as a true and accurate record proposed Mr R Mantel, seconded Mrs B Ditcham, motion carried nem con.
5. **Matters arising and action points** – no items to report.
6. **Budget & Precept 2022**
 - 6.1 To review Finance and General Purposes budget & precept – the figures were reviewed and finalised with a total Finance & General Purposes Committee budget & precept of £84,072.
 - 6.2 To review and make a recommendation for the Full Council budget & precept
The £400 budget for street lighting maintenance was reinstated.
The committee agreed that £4,000 could be taken from capital to pay the Parish Lands committee project capital repayment for 2022-23.
Proposed Mr R Mantel to take £19,291 from reserves (in addition to the £4,000 suggested by the Parish Lands committee) so that the residents parish part of the council tax increase is 5.3%. There was no seconder.
Proposed Mr J Bowley, seconded Mr M Bray to **RECOMMEND to Full Council** to use £17,000 from capital funds (this includes the £4,000 suggested by the Parish Lands committee) to reduce the parish budget / precept. Motion carried unanimously.
The committee **RECOMMEND to Full Council** a 2022/23 budget of £131,613. Motion carried unanimously. [Note £4,375 ringfenced capital funds for hedge laying]
The committee **RECOMMEND to Full Council** a 2022/23 precept of £127,238. Motion carried unanimously.
7. **Clerk's Report**
 - 7.1 Bank balances as at the end of December 2021
Nat West current account £32,345.24, Unity Trust current account £73,398.52, Deposit account £6,960.90, income bonds £157,000, National Savings account £3,744.33 and Twycombe Lodge tenants deposit account £3,019.94
 - 7.2 VAT return for November 2021 - £799.82
 - 7.3 VAT return for December 2021 - £444.56
 - 7.4 Quarterly budget statement – the figures were examined and noted.
 - 7.5 To consider £21 charge for video training of I&E accounts end of year - Proposed Mrs B Ditcham, seconded Mr M Bray, approved unanimously.
 - 7.6 Response from WBC – library plans don't include community space at the initial stage however they could be included in a future stage. Noted.
 - 7.7 Assistant Clerk training hours ILCA to CILCA – proposed Mr C Wickenden, seconded Mr M Bray to approve up to 35 training hours of overtime [approximately £400]. Motion carried unanimously.
 - 7.8 Data Protection Regulations update – no items to report.
 - 7.9 Risk assessments – no items to report.
8. **Clerk Annual Review**
 - 8.1 To agree a process for future Clerk Annual Reviews
[Ensuring impartiality of decision making and comments of councillors to be provided by email and not via telephone call and evidence to be provided in support]

8.2 To agree Annual review documentation and process for recording and circulation in accordance with the standing orders

Items 8.1 & 8.2 – a draft Appraisal Policy was reviewed. A discussion took place and it was agreed to amend the policy to include:

- Councillor comments and input for objectives to be received in writing with appropriate evidence.
- Mid year review.
- Process for objectives which are to be agreed between the appraiser and appraisee.
- Process when objectives are met / not met.

Agreed for the item to be carried forward. Finance Chairman and the clerk to meet to make tracked changes to the document for review by the committee.

8.3 Understanding of contractual relationship and terms – Mr R Abeywardana stressed the need for councillors to understand the terms of employment. He also emphasised the need for information produced by councillors to be substantiated by evidence

9. Documentation of Part 2 (confidential) discussions

9.1 Process for recording part 2 discussions

9.2 To agree a process to ensuring decisions are followed through and discussed at Full Council meeting

9.3 Any position presented to be substantiated by evidence

Items 9.1,9.2 & 9.3 – a draft amendment to the standing orders was reviewed. A discussion took place on recording 'Part 2' meetings in the absence of the clerk. Agreed to add to the wording to include:

- In the absence of the clerk a scribe must be appointed.
- Recording the discussions and vote – minute wording, to include discussion, will be agreed at the Part 2 meeting and the vote will be recorded if requested.
- Evidence must be presented to substantiate a point of view and this evidence must also be recorded.
- A record of who is going to carry out any action with a deadline must be recorded.
- An encrypted copy of the minutes will be stored, by the clerk, on the Councils records. All councillors will be able to access this minute, however it will be confidential to the clerk and others.

Discussion took place on the councillor conduct at the December Finance Committee meeting. Agreed councillors would be more respectful in future.

10. Quarterly internal checks (JD & RM) - Date to be arranged for February 2022.

11. Review of CIL and deadlines for funds to be used by The committee noted that £765.82 is to be spent by April 2023.

12. Citizen of the year award (2021) – presentation arrangements agreed for the February Full Council meeting.

13. Review of Policies

13.1 Investment policy (JJ) – carried forward.

14. Grant Requests

14.1 TRHA – carried forward pending last months actions.

15. Correspondence – none.

16. Items to be considered from other Committees

16.1 Planning and Amenities 04.01.22

16.2 Parish Lands 11.01.22

Recommendations:

Platinum Jubilee Gas-Fuelled Beacon Package £490

Replacement posts at Stanlake Meadow entrance £566

Unanimously agreed there are sufficient funds for this expenditure.

17. Date of next meeting - 15th February 2022

The meeting closed at 21:40 pm.