

# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held at Stanlake Pavilion, RG10 0BL on Tuesday 15<sup>th</sup> February 2022 at 7.45pm.**

**Present:** Mr J Bowley (Chairman), Mr M Bray, Mrs B Ditcham, Mr J Jarvis & Mr R Mantel.

**Minutes:** Mrs L Moffatt (Clerk).

- 1. Public Questions.** None.
- 2. Apologies.** Mr R Abeywardana & Mr T Winchester.
- 3. Declaration of interest in items on the agenda.** Mr M Bray declared an interest in item 11.1 as a member of TRHA and withdrew from discussions on the item.
- 4. Minutes of the meeting held on 18<sup>th</sup> January 2022** Approval of the minutes as a true and accurate record proposed Mr M Bray, seconded Mrs B Ditcham, motion carried unanimously.
- 5. Matters arising and action points**
  - 5.1 Annual Parish Meeting – The committee discussed inviting a speaker. It was decided that given the time required to report on the Neighbourhood Plan and the wish to keep the meeting shorter due to Covid-19 no speaker will be invited. Possible speakers for next year could include: Susan Parsonage, Chief Executive WBC; Brian Hoskins, Professor of Meteorology Reading University; representative to talk on the Integrated Carer System, NHS.
- 6. Clerk's Report**
  - 6.1 Bank balances as at the end of January 2022  
Nat West current account £34,187.14, Unity Trust current account £58,129.54, Deposit account £6,960.90, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,019.94
  - 6.2 VAT return for January 2022 £1,369.10
  - 6.3 Blackrock Greater Europe- receipt of dividends £75.25 & £1182.09. Noted.
  - 6.4 Petty Cash £100 – paid into Nat West bank account as petty cash is no longer utilised.
  - 6.5 Councillor 6-month rule – The clerk reported that Mr Winchester has not attended a meeting since September 2021. If a member fails throughout six consecutive months to attend any meetings they cease automatically to be a member of the Council. The Local Government Act 1972 states that the Council can approve, by resolution, a reason for absence however this must be done before the end of the six months. Agreed for Mr Mantel to call Mr Winchester to ask him to attend one of the meetings before the end of the 6 months. Agreed to defer the item until the March Full Council meeting.
  - 6.6 Receipt of £200 playground donation from Ruscombe Parish Council. Noted.
  - 6.7 SSL safety certificate for website £25 – unanimously approved and agreed to budget for future years.
  - 6.8 Data Protection Regulations update – no report.
  - 6.9 Review & approve risks of the Council - (Risk Assessment) & Asset Register  
The committee unanimously approved the risk register (circulated 25.10.21).  
Asset register – carried forward.
  - 6.10 Covid risk assessment – agreed for the Covid risk assessment / use of pavilion and meeting arrangements to be brought in line with the government guidance.
- 7. Clerk Annual Review**
  - 7.1 Draft appraisal policy (JB & Clerk) – carried forward.
- 8. Documentation of Part 2 (confidential) discussions**
  - 8.1 To make a recommendation to approve the amended Standing Orders – carried forward.
- 9. Quarterly internal checks** (JD & RM) – 10.02.22 – carried forward.
- 10. Review of Policies**
  - 10.1 Investment policy – carried forward. Mr J Jarvis to circulate.
- 11. Grant Requests**

11.1 TRHA – Mr J Jarvis visited to review the roof. He will circulate a report. The committee agreed no grant however they would consider a loan should the TRHA wish to be considered.

11.2 Citizen Advice Wokingham £750 – Proposed Mr J Jarvis, seconded Mr M Bray to **RECOMMEND to Full Council** a grant of £750 to Citizens Advice Wokingham. Motion carried unanimously.

**12. Correspondence (noted)**

12.1 Royal County of Berkshire Pension Fund - Employer newsletter - Winter 2021/22

**13. Items to be considered from other Committees**

13.1 Planning and Amenities 01.02.22

**Recommendation:**

£130 for Annual Parish Meeting

Agreed there are sufficient funds.

13.2 Parish Lands 08.02.22 – 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 Mrs B Ditcham, seconded Mr R Mantel, carried unanimously. The public left the meeting.

The committee discussed staffing matters under part 2.

**14. Staffing Matters**

14.1 Assistant Clerk annual review – minutes will be recorded on a confidential set of minutes.

**15. Date of next meeting - 15<sup>th</sup> March 2022**

**The meeting closed at 8:31pm.**