

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at Loddon Hall, RG10 9JA on Tuesday 18th October 2022 at 7.45pm.

Present: Mr J Bowley (Chairman), Mr R Abeywardana, Mr M Alder, 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 21st June 2022** Approval of the minutes as a true and accurate record proposed Mr M Bray, seconded Mrs B Ditcham, motion carried nem con.
5. **Matters arising and action points.** None.
6. **Clerk's Report** (written report circulated to councillors - noted)
 - 6.1 To review bank account signatories (with a view to adding the Chairman and Vice Chairman) Proposed Mrs B Ditcham, seconded Mr J Jarvis to add Mr R Abeywardana and Mr M Alder as signatories on the Unity Trust, National Savings and Nat West Bank accounts. These signatories will be in addition to the existing signatories who are Mr J Bowley, Mr M Bray, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr C Wickenden & Mr T Winchester.
 - 6.2 To consider purchasing a TPC set of tables and chairs for the councils exclusive use at meetings (prices in one drive folder). Loddon Hall have offered use of a shared storage space. Proposed Mr R Mantel seconded Mr R Abeywardana not to purchase a Council set of tables and chairs for use at Loddon Hall. Motion carried 7 in favour, 1 against.
 - 6.3 To consider multi factor authentication – Edge - £7.50 x 2 plus £36 per annual license. Proposed Mr R Mantel, seconded Mr R Abeywardana, to approve up to £100 for multi-factor authentication. Motion carried unanimously.
 - 6.4 To consider setting up a TPC Instagram account – approved nem con.
 - 6.5 To add Assistant Clerk to Unity Trust to be able to add payments – unanimously approved.
 - 6.6 To approve Clerks training - £30 Finance budgets - unanimously approved.
 - 6.7 Edge - Advances in modules – Edge Client portal / world Pay – the clerk reported on an Edge webinar. There are developments in the modules which will be available in due course. Also, the ability to make online World Pay transactions for allotments and fete stalls. There was a presentation from Pear and it was demonstrated how mapping of allotments and burial grounds can be used. The clerk will be asking Parish Lands to re-consider this for the burial ground.
7. **Streamlining meetings** – report circulated 06.10.22 The clerk gave an overview of the report. Agreed to circulate the councillor exit interview notes. Mr Wickenden suggested omitting the recommendations relating to the Neighbourhood Plan committee as its likely that the committee will soon be wound up. Proposed Mr R Mantel, seconded Mr J Jarvis that the committees give their opinion to the report /recommendations so that the Finance and General purposes committee can make recommendations to the Full Council. Motion carried unanimously.
8. **Meeting dates for 2023** – 2 options in one drive folder. Agreed for the meeting room to be booked. The meeting dates will be carried forward for consideration before January 2023.
9. **To consider booking a training session for Thursday 25th May 2023 and facilitated Action planning session for 31st October 2023.** Clerk to check the dates don't clash with WBC new councillor courses and to obtain a quote through HALC.
10. **Website support** – to note notice of existing contractor and consider quotes. Proposed Mr J Jarvis, seconded Mrs B Ditcham to **RECOMMEND to Full Council** to accept the quote for website support at £225 per month and hosting at £35 per month. Note: this is an additional £260.80 over the amount budgeted for the remainder of the financial year. Motion carried unanimously.

- 11. Review of Policies** (11.2 – 11.8 circulated to committee members 08.09.22)
- 11.1 Investment policy (Note: Councillors to have read the guidance note and draft policies in the One Drive Folder) Mr Bowley asked the clerk to ask NALC if the Council are permitted to hold shares.
- 11.2 Anti Harassment and Bullying policy – update to NALC 2019 Version – the committee **RECOMMEND to Full Council** approval of the Anti Harassment and Bullying policy. Motion carried unanimously.
- 11.3 CCTV policy – minor amendments. The committee **RECOMMEND to Full Council** approval of the CCTV policy. Motion carried unanimously.
- 11.4 Community Engagement Policy – approve unamended. The committee **RECOMMEND to Full Council** approval of the Community Engagement Policy. Motion carried nem con.
- 11.5 Data Protection Policy – update to NALC 2019 version. The committee **RECOMMEND to Full Council** approval of the Data Protection Policy. Motion carried unanimously.
- 11.6 Election protocol – approve unamended. Carried forward.
- 11.7 Grant policy – approve unamended. The committee **RECOMMEND to Full Council** approval of the Grant policy. Motion carried unanimously.
- 11.8 Metal detecting policy – approve unamended. The committee **RECOMMEND to Full Council** approval of the Metal detecting policy. Motion carried unanimously.
- 11.9 Snow / Grit policy – approve unamended. The committee **RECOMMEND to Full Council** approval of the Snow / Grit policy. Motion carried unanimously.
- 11.10 Social media policy – 10e amended to add Assistant Clerk and Vice Chair to approve posts. The committee **RECOMMEND to Full Council** approval of the Social Media policy. Motion carried unanimously.
- 11.11 Financial Regulations – NALC 2019 version – notes for discussion. The committee reviewed the new version of the Financial regulations. The clerk will circulate a draft for a recommendation for approval at the next meeting. The process for authorising payments and whether there is a requirement for those authorising to check that the item has been budgeted for was discussed. The clerk reported that this is something that is done as part of the RFO role.
- 11.12 Draft appraisal policy (JB) – carried forward.
- 12. Grant Requests**
- 12.1 Arc £1,500 – proposed Mrs B Ditcham, seconded Mr M Bray to **RECOMMEND to Full Council** a grant of £2,000 to ARC. Motion carried unanimously.
- 12.2 Wokingham Job Support Centre £300 – proposed Mr C Wickenden, seconded Mrs B Ditcham to **RECOMMEND to Full Council** a grant of £300. Motion carried unanimously.
- 12.3 Me 2 Club Grant request £500 – carried forward to December due to the last grant being December 2021.
- 12.4 £300 contribution to the refugee welcome event on Elms Field 16.07.22 – no response – funds not required. Noted.
- 13. Correspondence** – noted.
- 13.1 LCPD (HR) Summer Newsletter 2022
- 14. Citizen of the Year Award** – to be referred to the Full Council for nominations.
- 15. TPC Grant Applications**
- 15.1 Neighbourhood Plan grant application – no application at present.
- 16. Items to be considered from other Committees**
- 16.1 Planning and Amenities 05.07.22, 02.08.22, 06.09.22 & 04.10.22 – none.
- 16.2 Parish Lands 12.07.22, 13.09.22 & 18.10.22 – none.
- 17. Clerk Annual Review / remuneration**
Part 2 recommendation from the Finance committee ``
- 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 and carried unanimously.
- A note of the confidential recommendation has been recorded on a separate confidential minute.
- 18. Assistant Clerk** – report circulated 06.10.22 – carried forward due to time constraints.
- 19. Date of next meeting** - 15th November 2022

October Finance and General Purposes report
All items were noted.

Tuesday 18th October 2022

1. Bank Balances and VAT.

VAT return for April 2022 - £362.64 – to be paid to HMRC

Bank balances as at the end of May 2022

Nat West current account £18,549.42, Unity Trust current account £95,967.00, Deposit account £6,961.61, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,020.26

VAT return for May 2022 - £1,613.47

Bank balances as at the end of June 2022

Nat West current account £20,732.01, Unity Trust current account £77,868.97, Deposit account £6,962.79, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,020.77

VAT return for June 2022 - £1,854.84

Bank balances as at the end of July 2022

Nat West current account £23,986.85, Unity Trust current account £55,457.21, Deposit account £6,963.34, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,021.01

VAT return for July 2022 - £3,124.85

Bank balances as at the end of August 2022

Nat West current account £25,361.85, Unity Trust current account £33,048.67, Deposit account £6,963.34, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,021.01

VAT return for August 2022 - £2,125.93

Bank balances as at the end of September 2022

Nat West current account £32,142.05, Unity Trust current account £92,370.96, Deposit account £6,965.23, income bonds £157,000, National Savings account £3,770.62 and Twycombe Lodge tenants deposit account £3,021.83

VAT return for September 2022 - £857.30

To note receipt of precept instalment £63,619.00

2. Quarterly budget and capital statement to 30.06.22 & 30.09.22

3. Notification of bank charges £40.20 – 04.06.22 – 03.09.22

4. Audit

4.1 Internal Audit report – auditor observations and clerk comments

4.2 External Audit report and Notice of conclusion of audit – to note its inclusion on the website

5. CIL Funding

5.1 To note the reports

5.2 To note no response to email of 22.06.22 – questions on Broad Hinton path co-funding request

5.3 To note to imminent cofunding request for California Country Park

6. Data Protection Regulations update – no items to report



The meeting closed at 9:14 pm.