

## TWYFORD PARISH COUNCIL

### Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday, 9<sup>th</sup> April 2002, at 7.45pm.

Present:- Mr R Mantel(Chairman) Mrs L Dane ,Messrs N Crush, J Fort, D Hymers, M Stillman, R Thomas (Clerk Miss F Penn). Mr J Bowley ( new Councillor).

**1.Apologies** - Mr J Pearce

**2.Declarations of interest**-none

**3.Previous Minutes:** The minutes of the meeting on 12<sup>th</sup> February 2002, were approved and signed.

**4.Matters Arising & Action Points:**

4.1 All action points cleared

**5.Clerk's Report:**

5.1 Bank Balances February: Current Account: £4836.31 : Deposit Account: £157.71 VAT refund:£749.62: National Savings Inv. £50983.79: Income Bonds £80000.00; Investments £5131.62.

5.2 Bank Balances March: Current Account: £-1342.45: Deposit Account: £158.51 VAT refund:£666.22: National Savings Inv. £54976.18: Income Bonds £80000.00; Investments £5761.62.

5.3 Dividend received from Henderson £136.09. Dividend received from Astrazeneca £18.60

5.4 The Clerk reported on the Quarterly Statement and the Capital Account update. The Clerk to prepare the financial statement for the Annual Parish Meeting.

**6.New audit proposals and arrangements for internal audit.**-The Clerk explained the new lighter touch regime and the implications for the Council. The Clerk to clarify how often the internal audit needs to take place and to liaise with other Clerks as to the possibility of a "round robin" approach. In future the Clerk will report on the amount expended each month on petty cash.

**7.Adoption of the new Local code.** The Committee discussed the code and the requirement to fill in various disclosure forms for the Wokingham District Standards Board. The Committee RECOMMEND TO COUNCIL the adoption of the Local Code. The Clerk to clarify when advertising will take place and to circulate the relevant papers to all Councillors for the Council meeting. The Clerk to also query the wording with respect to reporting information about employment and if a Councillor can attend as a member of public if they stand down after declaring a prejudicial interest.

**8.Correspondence:**

8.1 Astrazeneca Annual Review, Circular and notice of AGM 2002 -noted

8.2 Henderson reconstruction of Charter European Trust plc.-the Committee agreed not to take up the cash option but to allow the current shares to be converted to new Pan European Fund shares.

8.3 Henderson Annual Report and Accounts-noted

8.4 Letter of thanks from Wokingham and District Citizens Advice Bureau-noted

**9. Grant requests:**

9.1 –Readibus-The Committee RECOMMEND TO COUNCIL (under section 137 of the Local Government Act 1972) that a grant of £350 be awarded for providing a transport service to local people.

**10. Salary Review**-referred to Parish Lands.

**11. Procedures for co-opting Councillors.** The Committee discussed the current procedures and agreed to review the Standing Orders in the light of this at the next meeting. Mr Hymers to draft suggested wording for insertion and Committee members to consider if they wish any other orders amended.

**Items to be considered from other Committees:**

11.1 Planning and Amenities-none

11.2 Parish Lands –none

**12. The date of the next meeting is 14<sup>th</sup> May 2002.**

The Chairman closed the meeting at 9.30.pm

## **ACTION POINTS FROM FINANCE COMMITTEE 09.04.02**

1. The Clerk to prepare the papers for the Annual Parish Meeting.
2. The Clerk to clarify the requirements for internal audit, and if a round robin approach is possible.
3. The Clerk to clarify when the advertising will take place for the local code and to query the wording re employment and a Councillor having the same rights as a member of the public.
4. Mr Hymers to draft suggested wording for a standing order on co-option and all members to review the current orders.