

## TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 15<sup>th</sup> October 2002, at 7.45pm.**

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

**1.Apologies** – Mr M Garrard, Mr R Thomas

**2. Declarations of interest**-none

**3.Minutes of the meeting held on 10<sup>th</sup> September 2002**- were amended then proposed by Mr Hymers, seconded by Mr Stillman, agreed and signed.

**4.Matters arising and action**

4.1 The Clerk reported on the action she had taken in the light of the Internal Auditor's recommendations. The Clerk to continue to update the new Asset Register and the Quotes Tracking System.

4.2 The Committee considered the draft contracts of employment for the Park Warden and Pavilion Caretaker and approved them. The Clerk to issue them.

**5. Clerks Report**

5.1 Bank balances as at end of September – current account £1165.07:deposit account £29848.69 : Income Bonds £80,000:National Savings account £25234.37

5.2VAT return for September £616.85 claimed

5.3Dividends received- ICI £27 and AstraZeneca £80.85

5.4The Committee reviewed and discussed the Statement of Accounts as at 30 September 2002.

5.5The Committee reviewed and discussed the comparison of actual to budget spend as at 30 September 2002. The Clerk to ensure a detailed analysis of the expenditure incurred by the Ranger is allocated to the relevant budget heading at the year end.

5.6The Clerk reported on the new salary scales for Clerks effective from 1<sup>st</sup> April 2002. The Clerk to implement the changes in her October Salary and circulate copies of the scales to Messrs Mantel,Crush and Hymers.

**6.Freedom of Information Act 2000**-The Clerk advised the Committee of the action required in respect of this latest legislation. The Committee await receipt of the model statement from the Information Commissioner.

**7. Correspondence:**

7.1 Commission for Racial Equality Information- Mr Stillman and Mr Crush to read and report back to the next meeting.

7.2 WDC- Statement of accounts for 2001/2-noted.

7.3 WDLALC-Mr Hymers reported on the meeting held on 3<sup>rd</sup> October 2002, noting the intention to introduce three community wardens focusing on Earley and Tywford. The request to submit questions for the next meeting by early December was noted.

7.4 BALC-agenda for SGM 6<sup>th</sup> December 2002-noted

7.5 Letter from Polehampton Swimming Association re final loan repayment-noted

7.6 Report and Accounts from Henderson Investments-noted

7.7 Letter from Ruscombe Parish Council re £250 donation-noted.

**8. Grant requests:**

- 8.1 Polehampton Junior School-Seeds Challenge Building Project-The Committee turned down the request for a grant as they considered it was the function of the District Council to provide funds for local schools building infrastructure.
- 8.2 Home Start- Wokingham District. The Committee RECOMMEND TO COUNCIL under S.137( Local Government Act 1972) that a grant of £100 be awarded for services to local families.

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

- 9.1 Planning and Amenities-none
- 9.2 Parish Lands – The Committee agreed the expenditure for the playground refurbishment could be funded from Parish Lands budget.

**10. Date of next meeting Tuesday 12<sup>th</sup> November 2002**

The Chairman closed the meeting at 9.05.pm

**ACTION POINTS FROM FINANCE COMMITTEE 15.10.02**

1. The Clerk to issue revised contracts of employment to the Park Warden and Pavilion Caretaker.
2. The Clerk to implement the changes in her October Salary and circulate copies of the scales to Messrs Mantel, Crush and Hymers.
3. Mr Stillman and Mr Crush to read the literature from the Commission for Racial Equality and report to the next meeting.