

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 15th July 2003, at 7.45pm.

Present:- Mr R Mantel(Chairman) Messrs N Crush, D Hymers, A Parkin-White, M Stillman.

In attendance-Clerks Miss F Penn and Mr J March.

1. **Apologies-** Mrs Dane, Miss Lawrence.
2. **Declarations of interest in items on the agenda-none**
3. **Minutes of the meeting held on 10th June 2003-** Mr Crush proposed, Mr Stillman seconded, agreed unanimously.
4. **Matters arising and action points**
 - 4.1 The Clerk confirmed that all the action points from last time had been completed.
 - 4.2 The Committee asked the Clerk to obtain the premium per £1000 insured of the buildings to understand the costs involved. The Clerk to also bring forward to December looking at other quotes for insurance for next year's renewal.
5. **Clerks Report**
 - Bank balances as at end of June 2003-Current account- £1321.93, Deposit account-£6904.30, Income bonds- £60,000, National Savings account-£7199.36.
 - VAT return for June 2003-£164.75
 - Dividends received- £ 3.83 Syngenta-noted
 - Quarterly budget statement and capital account for 30 June 2003 – The Committee discussed the figures for the first quarter. The actual spend is in line with budget, except for three instances where annual charges have already been received.
 - Internal Audit Report-Mr G Weir reported on the internal audit for 2003/3. He noted that his observations from the previous years audit report had been considered by the Committee. His comments for this years audit were:
 1. Sourcing of products and services- He again raised the issue of considering best value for money spent, and asked if in the standing order review the Committee would again consider the rules for obtaining quotations in order to demonstrate that it procures prudently.
 2. Control of Income- He raised the procedures for collecting allotment rents and if this was too onerous a task for a part time Clerk which could be handled by Allotment Committees, The Committee to refer to Parish Lands for consideration.
 - Annual Audit-Further information required by the external auditors-The Clerk explained that the Council had spent over £100,000 in the year to 2002/3 and therefore were required by the external auditors to provide more information and the Council to make further representations on the figures and procedures. (see copy attached to minutes).
6. **New Clerk's appointment and equipment needed.-** The Committee confirmed that Mr John March had been appointed as Clerk, and was already working alongside the current Clerk. The office would move to his house week beginning 28th July 2003. The Clerks to arrange for telephone and office equipment transfer as well as re-direction of post and notices on the noticeboards and to the press. The Committee discussed the need for purchasing computer equipment for the new Clerk, in the light of the

quotations obtained which showed Dell and Packard office computer set ups to be around £750-£850 depending on what offers were available. The Committee RECOMMEND TO COUNCIL the expenditure of up to £1000 for new computer equipment for the Clerk's office.

7. Correspondence:

7.1 BALC AGM 18th July 2003 -noted

7.2 Pricewaterhouse Coopers-Letter re Charter European Trust plc-noted

7.3 MmO2 Annual Review 2003 -noted

7.4 Zurich offer of additional insurance cover- noted

7.5 Letter from Ruscombe Parish Council re £200 donation for KGVF-noted.

8. Grant requests:-none

9. Items to be considered from other Committees

9.1 Planning and Amenities-none

9.2 Parish Lands -none

10. Date of next meeting- Tuesday 10th September 2003

The meeting closed at 9.20pm

ACTION POINTS FROM FINANCE COMMITTEE 15.07.03

B'fwd-for September 2003 Standing order Review

1. The Clerk to obtain the premium per £1000 insured of the buildings. The Clerk to also bring forward to December looking at other quotes for insurance for next year's renewal.
2. The Clerk to arrange for transfer of the office to the new Clerk's house and for re-direction of post and new email etc.