

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 14th September 2004, at 7.45pm.

Present: - Mr R Mantel (Chairman), Mr N Crush, Mr D Hymers, Mr M Stillman, Mr J Fort.

In attendance-Clerk Mr J March.

1. **Apologies-** Mrs L Dane
2. **Declarations of interest in items on the agenda-** none
3. **Minutes of the meeting held on 15th June 2004-** Proposed by Mr D Hymers, seconded by Mr N Crush and agreed unanimously.
4. **Matters arising and action points**
 - 4.1 The Clerk to review banking arrangements. The Clerk has spoken to Nat West, HSBC and Nationwide. Nat West are the only bank that can provide the full range of services the Council require and do not charge for transactions on the current account or for access to stored documents. Agreed the Council continues to use Nat West.
 - 4.2 The Clerk to confirm acceptable level of fidelity guarantee insurance cover with Auditor. The Clerk has discussed this with both the insurers and the auditors. The existing level of £200K more than covers the financial resources at risk. Agreed that this can be reduced to £150K and still provide sufficient cover. The Clerk to contact the insurers.
 - 4.3 The Clerk to add council owned benches to the All Risks section of the insurance cover at a value of £5033. Completed
 - 4.4 The Clerk to circulate details of the Annual Audit with the agenda for the Full Council. Completed
5. **Clerks Report**
 - Bank balances as at end of July 2004
Current account- £2,572.25. Deposit account- £12,871.17. Income bonds- £60,000, National Savings account-£1,592.48
VAT return for July 04 £311.59
 - Bank balances as at end of Aug 2004
Current account- £2,271.92 Deposit account- £10,871.17. Income bonds- £60,000, National Savings account-£1,592.48
VAT return for Aug 04 £318.54
 - Dividends received- Charter Pan European £156.53, Henderson Global £239.42 and BT £55.12
 - Quarterly budget statement and capital account to 30th June 2004. Figures discussed and agreed. Situation satisfactory with expenditure in line with budget.
 - Backing up data on Clerk's computer. Agreed the Clerk to back up financial and administration data on to CD each month and give copy to Council Chairman at the Full Council Meeting.
6. **Comments on Draft Licensing Policy**

Draft policy circulated by WDC discussed. Agreed to **RECOMMEND** to Full Council meeting there are no points that need commenting on other than suggesting that requests for permanent changes to licensing hours or extensions for significant events are notified to the Parish Council.
7. **Policy on putting public questions on the agenda of all committee meetings.**

Discussion held on the merits of doing this. Any questions must relate to the business to be transacted at the committee meeting otherwise it will have to be put on the agenda of the next meeting. Proposed by Mr D

Hymers, seconded by Mr M Stillman to **RECOMMEND** to the Full Council that Public Questions is put on the agenda for all committee meetings.
Carried unanimously.

8. Financing for CCTV scheme.

Figures on costs, sources of funds and additional finance required for the scheme were discussed. Agree the Clerk contacts Ruscombe PC and asks them for a contribution of £1000. Agreed £10,000 is drawn out of income bonds to cover the balance of cost required. The Clerk to arrange giving 3 months notice so there is no loss of interest.

9. Correspondence:

- 9.1 BT Annual Review - noted
- 9.2 Astra Zeneca half-year results - noted
- 9.3 ICI interim report - noted
- 9.4 Readibus Annual Report - noted
- 9.5 WDC Annual Meeting of the Council 01.07.04 - noted
- 9.6 WDC Minutes of committee meetings 13.04.04 – 02.06.04 - noted
- 9.7 WDC Meeting of Licensing and Appeals committee 26.07.04 - noted
- 9.8 Licensee transfer application J W Greens - noted
- 9.9 MMO2 Annual Review - noted
- 9.10 WDC Meeting of the Standards Committee 07.09.04 - noted
- 9.11 The Berkshire Communicator – noted. Copy circulated

10. Grant requests:

- 10.1 Twyford Wargrave and District Volunteer Centre. Proposed by Mr D Hymers, seconded by Mr M Stillman to **RECOMMEND** to Full Council that a section 137 grant of £300 is made. Carried unanimously
- 10.2 Vivace Girl's Choir. Proposed by Mr D Hymers, seconded by Mr J Fort to **RECOMMEND** to Full Council that a section 137 grant of £50 is made. Carried Nem Con
- 10.3 Wokingham and District CAB. Proposed by Mr M Stillman, seconded by Mr J Fort to **RECOMMEND** to Full Council that a section 137 grant of £200 is made. Carried unanimously
- 10.4 Henley and District CAB. Proposed by Mr R Mantel, seconded by Mr M Stillman to **RECOMMEND** to Full Council that a section 137 grant of £100 is made. Carried unanimously
- 10.5 Serinette Ladies Choir. Proposed by Mr J Fort, seconded by Mr D Hymers to **RECOMMEND** to Full Council that no grant is made. Carried 4 for, 1 abstention.
- 10.6 Winged Fellowship Trust. Proposed by Mr D Hymers, seconded by Mr M Stillman to **RECOMMEND** to Full Council that no grant is made. Carried unanimously

11. Items to be considered from other Committees

- 11.1 Planning and Amenities – none
- 11.2 Parish Lands – item 5.2 additional dog waste bin and notices – noted.

12. Date of next meeting- Tuesday 12th October 2004

The meeting closed at 9.38pm.