

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 15th June 2004, at 7.45pm.

Present: - Mr R Mantel (Chairman) Mrs L Dane, Mr N Crush, Mr D Hymers, Mr M Stillman (from 8.15pm.)

In attendance-Clerk Mr J March.

1. Apologies- none

2. Election of Chairman and Vice-Chairman

Mr R Mantel nominated as Chairman by Mr D Hymers, seconded by Mr N Crush – carried unanimously. Mr N Crush nominated as Vice-Chairman by Mr D Hymers, seconded by Mrs L Dane – carried unanimously.

3. Declarations of interest in items on the agenda- none

4. Minutes of the meeting held on 11th May 2004- Proposed by Mrs L Dane seconded by Mr D Hymers, agreed unanimously.

5. Matters arising and action points

- 5.1 The Clerk to review banking arrangements – to be reported on at September meeting.
- 5.2 The Clerk to contact an alternative company for a quote for insurance. Alternative quote obtained from AON but the Council could not comply with the conditions imposed relating to CCTV covering the children's play area so the renewal had to be made with the existing insurers - Zurich
- 5.3 The Clerk to write to TVCMI and request a copy of their annual balance sheet for 2003/4 and for the 2003 Christmas Event. Reply received indicating the relevant information was handed out to Parish Council representatives at the TVCMI AGM who have it available.
- 5.4 The Clerk to write to Readibus regarding the letter received from Age Concern. Satisfactory reply received.

6. Clerks Report

- Bank balances as at end of May 2004
Current account- £10912.73. Deposit account- £19,809.07. Income bonds- £60,000, National Savings account-£697.89.
VAT return for May 04 £744.74
- Dividends received- None
- Annual Audit – Details of audit return discussed including list of significant variations from last year. Agreed copy of figures to be circulated with the agenda for the Full Council meeting
- Insurance/risk assessment. Details of the insurance renewal have been received. There is an additional premium of £170.50 to be paid. The Clerk has confirmed this is the effect of an additional member of staff on the personal accident, fidelity guarantee and employer's liability cover in the policy. The Clerk is investigating the level of cover for the fidelity guarantee with the auditor, as it appears to be higher than necessary. At present the benches owned by the council are not included in the insurance cover. It was agreed to include them in the all risks section with a valuation of £5033. Risk assessment – all other levels of insurance cover are sufficient.

7. Resolution 1/04 raised by Mrs G Wright

“ That the Council will make a financial contribution to the TVCMI for their costs associated with the Christmas Village Event”

Details of the TVCMI current balance, the annual grant made to them by WDC and the cost of the 2003 Christmas event were discussed. The event needs to incur costs to justify the grant award from WDC

and by making a grant towards the costs the Parish Council could jeopardize the award of this grant. It was agreed that TVCMI should work out the budget for the 2004 event, see what grant will be available from WDC and then ask the Parish Council for a grant if there is a net shortfall. It was proposed by Mr D Hymers, seconded by Mr N Crush to **RECOMMEND** to the Full Council not to make a grant to TVCMI for the 2003 Christmas event. Carried unanimously.

8. Correspondence:

- 8.1 National Savings confirmation of changes of signatories – noted.
- 8.2 WDC District Parish Conference – noted.
- 8.3 PricewaterhouseCoopers – Annual Meeting of Members for Charter European Trust plc. - noted

9 Grant requests:

- 9.1 Community Council for Berkshire – invite to take up membership at a cost of £100. Noted, no action taken.

10. Items to be considered from other Committees

- 10.1 Planning and Amenities – none
- 10.2 Parish Lands –Item 12 Skate Park. The financial implications of the recommendations were discussed. It was agreed that the estimated total annual cost to the Council for a skate park will be between £2000 and £3000. If a hard court area is included this will add between £500 and £1000 a year to the cost. If a hard court area is established without a skate park the estimated annual cost will be between £1000 and £1500.

11. Clerk's annual review – The Clerk left the meeting whilst this item was discussed. Proposed by Mr D Hymers, seconded by Mr R Mantel to **RECOMMEND** to the Full Council that the Clerk be advanced on salary scale LC2 one point from SCP22 to SCP23 with effect from 1st July 2004. Carried unanimously.

12. Date of next meeting- Tuesday 13th July 2004

The meeting closed at 9.47pm.