

# TWYFORD PARISH COUNCIL

**Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 11<sup>th</sup> October 2005 at 7.45pm.**

Present: - Mr R Mantel (Chairman), Mr D Hymers, Mr J Fort, Mrs S Harriott – Kerr and Mr N Crush.

In attendance - Clerk Mr J March.

1. **Public questions** - none
2. **Apologies**- Mrs L Dane.
3. **Declarations of interest in items on the agenda**- none
4. **Minutes of the meeting held on September 13<sup>th</sup> 2005.** Proposed by Mr D Hymers seconded by Mrs S Harriott-Kerr Carried unanimously.
5. **Matters arising and action points**
  - 5.1 The Clerk to write to Mrs Wilkinson regarding the rates demand for Stanlake Pavilion. Reply received discussed. Agreed the Clerk writes back to Mrs Wilkinson with a proposal for a settlement.
  - 5.2 The Clerk to renew the electricity contract for Stanlake Pavilion. Completed.
  - 5.3 The Clerk to complete the risk assessment check sheets and draw up recommendations for action for consideration by each committee. Part completed.
  - 5.4 Clerk's Remuneration. The WDALC representative to report back to the meeting after the WDALC meeting on 13<sup>th</sup> October. Carried forward.
6. **Clerks Report**
  - Bank balances as at end of September 2005. Current account £629.15, Deposit account £36,093.86 which includes the second half of the precept and interest of £89.67, Income Bonds £50,000 and National Savings Account £3,937.93.
  - VAT return for September 2005 – Refund of £669.73 claimed.
  - Dividends received. –Astra Zeneca £120.45, BT £67.60 and ICI £33.75.
  - Quarterly budget statement and capital account to 30<sup>th</sup> September 2005. Figures discussed and approved.
  - Dates of meetings 2006. The proposed dates for meetings were discussed and agreed. The Clerk to make the required room bookings.
  - Donations from Ruscombe PC. £200 towards the cost of running KGVR and £250 towards the cost of resurfacing Loddon Hall car park. The Clerk has sent a thank you letter.
7. **Bank Account Signatories** – The signatories need to be changed to take into account changes in councillors. The new signatories will be Mr D Hymers, Mr R Mantel, Mrs L Dane, Mr N Crush and Mr J Bowley. Two signatories required for all payments from the current account. The Clerk is authorised to transfer money from the reserve to the current account and to have access to items held on safe custody. Agreed. The Clerk to complete the required form and submit it to the bank.
8. **Risk Assessment Procedure** – The Clerk is working through the list of possible risks identified in the risk assessment programme. The majority are already covered by the existing procedures detailed in Standing Orders and Job Descriptions. It was agreed the existing debt reporting procedure is robust enough and adequate arrangements are in place to review the staff contracts of employment. He is modifying the Village Ranger and Park Warden reporting sheets to show the

required inspections have been completed. The Clerk now holds an accident book and he is preparing a manual detailing the actions required for the day-to-day operation of the council to cover the situation if the Clerk is not available.

**9. Correspondence:**

- 9.1 WDC Meeting of the Executive 29.09.05 - noted
- 9.2 WDC Meeting of the Personnel Board 27.09.05 – noted.
- 9.3 Blake Laphorn Linnell - Licence transfer application – Waitrose - noted
- 9.4 WDC External Funding Bulletin September 2005 - noted
- 9.5 BBCTP Certificate in Local Council Administration training course – noted
- 9.6 WDC Meeting of the Scrutiny Committee 17.10.05 – noted
- 9.7 WDC Meeting of the Standards Committee 11.10.05 – noted.
- 9.8 TVCMI letter regarding membership of steering group. The Clerk to reply indicating Mr Hymers is the Council nominated representative.

**10. Grant requests:**

- 10.1 1<sup>st</sup> Twyford Scouts – Proposed by Mr D Hymers, seconded by Mrs S Harriott-Kerr to **RECOMMEND** to the Full Council that a grant of £250 be made. Carried unanimously.
- 10.2 Age Concern – Berkshire – as the local organisation is already supported proposed by Mr D Hymers, seconded by Mr J Fort to **RECOMMEND** to the Full Council that no grant is made. Agreed unanimously.

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

- 11.1 Planning and Amenities 03.10.05 - none
- 11.2 Parish Lands 05.10.05 - none

**12. Date of next meeting- Tuesday 15<sup>th</sup> November 2005**

**The meeting closed at 9.40pm.**