

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 12th July 2005 at 7.45pm.

Present: - Mr R Mantel (Chairman), Mr N Crush, Mr J Bowley, and Mrs L Dane.

In attendance - Clerk Mr J March.

1. **Public questions** - none
2. **Apologies**- Mr D Hymers and Mr J Fort.
3. **Declarations of interest in items on the agenda**- none
4. **Minutes of the meeting held on 14th June 2005.** Proposed by Mr N Crush seconded by Mr J Bowley. Carried 2 for, 2 abstentions.
5. **Matters arising and action points**
 - 5.1 The Clerk to continue investigations regarding the rates demand for Stanlake Pavilion. E-mail sent to WDC querying the abatement of the reductions arising from the rating revaluation. Awaiting a reply from WDC.
 - 5.2 The Clerk to purchase Local Council Risk software. Software purchased and installed.
 - 5.3 The Clerk to copy Community First Capital Funding for Local Community Projects to TVCMI and Loddon Hall and make enquires about a grant to replace equipment in the children's play area. Completed.
 - 5.4 The Clerk to put The District/Parish Conference on the Full Council agenda. Completed
 - 5.5 The Clerk to request more information from Vitalise about the service provided to Twyford residents. Request sent and details received
6. **Clerks Report**
 - Bank balances as at end of June – Current account £4,494.03 Reserve account £22,354.19 which includes £240.94 interest received. Income Bonds £50,000 and National Savings £3194.23. The National Savings book has been sent off to update the interest received.
 - VAT return for June £555.31 reclaimed.
 - Dividends received. –none
 - Quarterly budget statement and capital account to 30th June 2005. Figures discussed and agreed. The Clerk to make corrections to the capital account statement for interest received and loan amounts outstanding.
7. **Risk Assessment Procedure.** The Clerk has started working through the check sheets provided in the computer programme to identify the risks relating to the Council's operations. He will then draw up a list of recommended action for consideration.
8. **Correspondence:**
 - 8.1 WDC– Licence application Golden Cross - noted
 - 8.2 WDC– Licence application Waggon and Horses - noted
 - 8.3 WDC Meeting of the Executive 30.06.05 - noted
 - 8.4 WDC Minutes of Committee meetings 27.04.05 – 08.06.05. - noted
 - 8.5 WDC meeting of the Council 30.06.05. - noted
 - 8.6 WDC meeting of the Scrutiny Committee 22.06.05. – noted
 - 8.7 WDC meeting of the Scrutiny Committee 13.07.05. – noted
 - 8.8 WDC meeting of the Standards Board 18.07.05. – noted
 - 8.9 WDC –form to request access to internal phone book on line. Agreed to **RECOMMEND** to the Full Council that all contact is made via the Clerk.

9. Grant requests:

- 9.1 Vitalise. The additional information provided by Vitalise was considered. Proposed by Mrs L Dane, seconded by Mr J Bowley to **RECOMMEND** to the Full Council that a grant of £50 is made. Carried 3 for, 1 abstention.

10. Insurance of CCTV equipment. The Clerk has obtained a quotation from the insurance company to cover the £10,000 estimated cost of the CCTV equipment for all risks cover. The cost will be £39.40 +5% IPT. Agreed the Clerk takes out this additional cover.

The Clerk also pointed out the insurance cost implications for the proposed Skate Park. The premiums quoted of £300 for the first item and £200 for each subsequent item of equipment is just to increase the Public Liability Cover. In addition All Risks Cover against damage to the equipment costs £2.50 per £100 of value. The original proposals from Groundworks gave equipment costs between £15,000 and £25,000. Based on five pieces of equipment the annual insurance premium will be £1,100 + £375 - £625, Total cost between £1475 and £1725. There will be an additional premium to cover the multiplay area.

11. Items to be considered from other Committees

- 11.1 Planning and Amenities 04.07.05. The Woodley Town Clerk has been asked to attend a meeting of the WDC Scrutiny Committee to take part in discussions about the operation of Section 106 agreements. She has asked for comments to take to the meeting. Proposed comments to be sent to her discussed and agreed.

- 11.2 Parish Lands 06.07.05 - none

12. Clerks Remuneration. The Clerk left the meeting during discussions on this item and Standing Order 66 applied in view of the confidential nature. Following the clerk's annual appraisal it was agreed to **RECOMMEND** to the Full Council that the clerk advances to LCP24. The new national model contract was discussed and information received since the last meeting considered. At the next meeting further consideration will be given to the clerk's existing contract, pay scales, population scales and the documentation received with the new model contract.

13. Date of next meeting- Tuesday 13th September 2005

The meeting closed at 9.35pm.