

TWYFORD PARISH COUNCIL

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

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

In attendance - Clerk Mr J March.

1. **Public questions** – none.
2. **Apologies**- Mr J Fort and Mr N Crush.
3. **Declarations of interest in items on the agenda**- none.
4. **Minutes of the meeting held on 14th February 2006.** Proposed by Mrs L Dane seconded by Mr J Bowley. Approved unanimously.
5. **Matters arising and action points**
 - 5.1 Mr D Hymers to report on the discussion paper from the deputy Prime Minister's Office on Standards of Conduct in English Local Government: The Future. The details of this are reported in the Standards Board – Town and Parish Standard 06, which has been copied to councillors.
6. **Clerks Report**
 - Bank balances as at end of February 2006 – Current Account £1,890.13, Reserve Account £25,245.18, Income Bonds £50,000 and National Savings Account £4839.78.
 - VAT return for February 2006 - £410.97 reclaimed.
 - Dividends received. – Henderson Global £199.33
 - Telefonica loan note. Confirmation has been sent that the council are a registered UK taxpayer to avoid paying 15% Spanish Tax.
 - The internal audit has been completed. One issue was raised concerning the signing of cheques. Agreed Standing Order no 39 is reviewed to confirm a robust system is in place. The Clerk to place review of Standing Orders on the agenda of the April meeting.
 - Expenditure to end of financial year. Details of the anticipated expenditure discussed.
7. **Risk Management Policy and Risk Assessment** – The Clerk has drafted a Risk Management Policy and Risk Assessment document which outlines the procedures adopted by the council to cover risk assessment and the actions required. Discussed and a number of amendments agreed. Proposed by Mr J Bowley, seconded by Mr D Hymers to **RECOMMEND** to the Full Council Meeting that this policy document be approved. Carried unanimously.
8. **Correspondence:**
 - 8.1 WDC Meeting of Standards Committee 01.03.06 – noted.
 - 8.2 Henderson UK Equity Fund – Directors Short Report – noted.
 - 8.3 Charter Pan-European Trust Annual Report – noted.
 - 8.4 Standards Board – Town and Parish Standard:06 – noted.
 - 8.5 WDC Meeting of Licensing and Appeals Committee – noted.
 - 8.6 AstraZeneca annual report – noted.
 - 8.7 Parish Council Toolkit – noted.
 - 8.8 WDC Meeting of the Scrutiny Committee 16.03.06 – noted.
 - 8.9 WDC Meeting of the Council Executive Committee 20.03.06 – noted.
 - 8.10 BALC Notification of revised salary scales for Clerks applicable from 01.04.06. Existing scales increased by 2.9% – noted.
9. **Grant requests:**
 - 9.1 Polehampton Swimming Association has requested a loan to cover part of the cost of remedial work on the paved area around the pool. Agreed

the Clerk asks for details of the amount required, the proposed repayment period and their current financial status to confirm they will be able to repay the loan requested.

10. Items to be considered from other Committees

10.1 Planning and Amenities 06.03.06 - none.

10.2 Parish Lands 08.03.06 – none.

11. Date of next meeting- Tuesday 11th April 2006

The meeting closed at 9.18 pm.