

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 10th June 2008 at 7.45pm.

Present: - Mr R Mantel, Mr D Hymers, Mr N Crush and Mr J Bowley and Mrs S Harriott-Kerr.

In attendance - Clerk Mr J March.

1. Public Questions – none.

2. Apologies – Miss C La Trobe and Mr J Jarvis.

3. Election of Chairman. Mr R Mantel nominated by Mr N Crush, seconded by Mr J Bowley. No other nominations. Mr R Mantel elected by a unanimous vote and took the chair for the meeting.

4. Election of Vice-Chairman. Mr N Crush nominated by Mr R Mantel, seconded by Mr D Hymers. No other nominations. Mr N Crush elected by a unanimous vote.

5. Declarations of interests in items on the agenda - None

6. Minutes of the meeting held on 15th April 2008. Proposed Mr D Hymers, seconded Mr J Bowley and approved Nem con.

7. Matters arising and action points –

7.1 Mr D Hymers to consider the changes to the Model Contract of Employment for Clerks. Mr Mantel has contacted BALC offices and is awaiting a reply. Carried forward.

7.2 Mr R Mantel to ask Mr N Crush if he will be a signatory on the proposed stockbroker account. Mr Crush has agreed. The Clerk to complete the account application form to enable the proposed shares to be purchased.

8. Clerks Report

- Bank balances as at end of April 2008 – Current account £2,298.26 Deposit account £38,740.59. Income Bonds £46,000, National Savings Account £4,075.60
- Bank balances as at end of May 2008 – Current account £2,128.94 Deposit account £22,916.84 Income Bonds £46,000, National Savings Account £4,075.6
- VAT return for April 2008 - £761.27 reclaimed.
- VAT return for May 2008 - £496.60 reclaimed.
- Dividends received – None
- Encashment of Telefonica Loan notes and purchase of shares. Purchase of shares in Charter Pan European approved. Mr R Mantel and Mr N Crush to be the main signatories on the purchase/sale account. The Clerk to be nominated to have authority to request the purchase or sale of shares.

9. Insurance cover for skate and ballpark. Discussion held on the need to insure the equipment due to its robust construction. Agreed Public Liability cover must be put in place. Clerk to check if the ballpark price given includes the cost of the tarmac base. Clerk to check the cost of the tarmac base for the skate park and obtain a price for insurance for this. Decision on how much cover to put in place to be made when details of insurance costs are obtained.

10. Risk Management Policy and Risk Assessment. The Clerk detailed the sections of this policy that need changing. There are no policy changes the alterations required are to bring the policy up to date for changes in items such as insurer, code of practice and change from District to Borough Council. Agreed the Clerk updates the policy document and circulates copies to committee members.

11. Correspondence:

11.1 Polehampton Charity – Annual Report. Copy to be circulated round committee members.

11.2 Henderson Global –account summary 06.10.07 – 05.04.08. Noted.

11.3 WBC Extraordinary Meeting of the Executive 22.04.08. Noted.

11.4 WBC Meeting of Audit Committee 22.05.08. Noted.

11.5 WBC Meeting of The Executive 29.05.08. Noted.

- 11.6 WBC Annual Meeting of the Council 22.05.08. Noted.
- 11.7 WBC Meeting of the Licensing and Appeals Committee 10.06.08. Noted.
- 11.8 WBC Meeting of the Scrutiny Committee 11.06.08. Noted.
- 11.9 WBC Meeting of the Standards Committee 16.06.08. Noted.
- 11.10 BT Annual Review and Notice of AGM. Noted.
- 11.11 WBC Meeting of the Special Council Executive Committee 29.05.08. Noted.
- 11.12 WBC draft of Parish/Town Charter. Mr D Hymers to consider and provide the Clerk with comments for discussion at the July meeting

12. Grant requests –

- 12.1 Twyford and Wargrave Volunteer Centre. The Clerk to ask for a copy of the accounts for the last financial year and ask what their policy is in relation to the reserves they are holding.

13. Items to be considered from other Committees

- 13.1 Planning and Amenities 02.06.08. No items requiring consideration.
- 13.2 Parish Lands 04.06.08. Financing of costs for hedge layering at Stanlake Meadow. Following discussions it was proposed by Mr J Bowley, seconded by Mr D Hymers to **RECOMMEND** to the Full Council that the cost be covered by cashing in £10,000 of National Savings Income Bonds. Carried unanimously.

- 14. **Clerk's Remuneration.** The Clerk left the meeting during discussions on this item. Proposed by Mr D Hymers, seconded by Mrs S Harriott Kerr to **RECOMMEND** to the Full Council that the Clerk be advanced from point 28 to point 30 on the NALC salary scale. Carried unanimously. Proposed by Mr J Bowley, seconded by Mr N Crush to **RECOMMEND** to the Full Council that the Clerk's expense allowance be increased to £115 per month. Agreed unanimously.

15. Date of next meeting- Tuesday 15th July 2008

The meeting closed at 9.16 pm