

TWYFORD PARISH COUNCIL

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

Present: - Mr R Mantel (Chairman), Mr D Hymers, Mr N Crush, Mr J Bowley and Mr J Jarvis.

In attendance - Clerk Mr J March.

1. Public Questions – none.

2. Apologies – Mrs S Harriott-Kerr.

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

4. Minutes of the meeting held on 13th January 2009. Proposed Mr J Jarvis, seconded Mr D Hymers and approved Nem Con.

5. Matters arising and action points –

5.1 The Clerk to report the costs for on-line technical support from Edge Design back to the next meeting. Completed.

5.2 Mr Hymers to consider the consultation document on code of recommended practice on local authority publication and report back to the next meeting. Consultation document completed and sent off.

6. Clerks Report

- Bank balances as at end of January: Current Account £1,015.62, Deposit Account £29,810.38, National Savings Account £5,182.30, Income Bonds £33,000. Bank balances as at end of February: Current Account £3,413.36 Deposit Account £29,810.38, National Savings Account £5,182.30, Income Bonds £33,000.
- VAT return for January. £1018.61 reclaimed. VAT return for January. £115.06 reclaimed.
- Dividends received – BT £56.16, Henderson Global - £268.90.
- Killick and Co charges. The Clerk has received the statement of account from Killick and noted there is a £6.50 quarterly custody charge for keeping the share holding details. The Clerk to contact Killick and ask for the share certificates to be forwarded to the parish council for safekeeping to avoid having to pay the custody charge.
- Introduction of compulsory pension arrangements in 2012. From this date the Parish Council must enrol all employees who are paid over £5000 a year and are between the age of 22 and State Pension Age in a pension scheme. This will require the council to make a minimum contribution of 3% contribution to a money purchase pension arrangement. Noted.
- Internal Audit. This has been completed and there were no issues raised.

7. Review of Standing Orders. The Clerk has noticed some cross references in the current version that are not correct due to earlier revisions of paragraph numbers. SO 14 should refer to SO 37. SO 23 (q) should refer to SO 76. SO 37 should refer to SO 66. Clause 68 needs updating to refer to the Freedom of Information Act 2005. Amendments discussed and agreed to **RECOMMEND** to the Full Council that they be adopted.

8. Annual Staff Pay Review Proposed Mr R Mantel seconded Mr D Hymers to **RECOMMEND** to the Full Council that the hourly rate for the Village Ranger, Park Warden and Cleaner be increased by 2.75% from 1st April 2009. Carried 4 for, 1 abstention.

9. Correspondence:

9.1 WBC Meeting of Finance Overview and Scrutiny Committee 12.02.09. Noted.

9.2 WBC Meeting of the Executive 19.02.09. Noted.

9.3 WBC Meeting of the Council 19.02.09. Noted.

- 9.4 WBC Meeting of the Corporate Projects Overview and Scrutiny Panel 03.02.09. Noted.
- 9.5 WBC Meeting of the Service Development Overview and Scrutiny Panel 23.02.09. Noted.
- 9.6 WBC Meeting of the Standards Committee 24.02.09. Noted.
- 9.7 Charter European Trust Annual report and notice of AGM. Noted.
- 9.8 Town and Parish Standard Feb 09. This mentions that the parish council should have grievance and disciplinary procedures in place. The Clerk to draft these from the clauses in the employment contract.
- 9.9 Henderson Global Interim Report and Accounts. Noted.
- 9.10 Mr D Hymers has received an e-mail from a resident suggestion the Parish Council asks to be moved from Wokingham Borough Council to The Royal Borough of Windsor and Maidenhead. Mr Hymers is not sure of the legality of this request but has suggested the resident comes to the Full Council meeting to raise it as a public question

10. Grant requests

- 10.1 Little Acorns Pre-School Proposed Mr R Mantel seconded Mr J Bowley to recommend to the Full Council that a £1000 loan be offered repayable over 2 years. Amendment proposed by Mr J Jarvis, seconded by Mr D Hymers that a £2000 loan be offered repayable over 5 years. Amendment defeated, 2 for against 3. Amendment proposed Mr D Hymers, seconded Mr J Jarvis that a £2000 loan be offered over 4 years. Amendment carried. 3 for, 2 against. Revised proposal to **RECOMMEND** to the Full Council that a loan of £2000 be offered repayable over 4 years carried. 3 for, 2 against.
- 10.2 Berkshire Blind Society. Deferred until May as last grant awarded 06.05.08
- 10.3 Mobile Information Centre. Proposed Mr J Bowley, seconded Mr J Jarvis to **RECOMMEND** to the Full Council to make a section 137 grant of £100. Carried unanimously.

11. Items to be considered from other Committees

- 11.1 Planning and Amenities 02.03.09. The cost of the proposed streetlight in the alley from London Rd to Loddon Hall Rd can be financed from the capital account if approved by the Full Council.
- 11.2 Parish Lands 04.03.09. Noted all proposed items of expenditure will be in the 2009/10 budget.

12. Date of next meeting- Tuesday 14th April 2009.

The meeting closed at 8.50 pm.