

TWYFORD PARISH COUNCIL

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

Present: - Mr R Mantel (Chairman), Mr N Crush, Ms S Doughty and Mr J Jarvis.

In attendance - Clerk Mr J March.

1. Public Questions – none.

2. Apologies – Mr D Hymers.

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

4. Minutes of the meeting held on 10th March 2009. Proposed Mr J Jarvis, seconded Ms S Doughty and approved unanimously.

5. Matters arising and action points –

5.1 The Clerk to ask Killick to send the Henderson share certificates to the Parish Council for safe keeping to save the quarterly holding charge. There is a charge of £12.50 to prepare the paper copy of the certificate. This has been sent off and the certificate requested. The Clerk has requested the account to be held open in case the council wish to purchase any further shares.

5.2 The Clerk to prepare a statement of the council's Grievance and Disciplinary Procedures. Copies provided to the meeting. Proposed by Ms S Doughty, seconded by M N Crush to **RECOMMEND** to the Full Council that they be adopted. Carried 3 for, 1 abstention.

6. Clerks Report

- Bank balances as at end of March. Current Account £2,286.56, Deposit Account £26,810.38 National Savings Account £5,182.30, Income Bonds £33,000.
- VAT return for March £260.11 reclaimed.
- Capital and Budget Statement to 31st March 2009. Figures discussed and approved.
- Dividends received – Astra Zeneca £576.40
- Risk Assessment – insurance renewal and contractors and clubs public liability insurance. The Clerk has written to the contractors regularly used and all sports clubs asking for a copy of their public liability insurance certificate. The renewal invitation for the council's insurance has been received from Came and Company. Cover values have been given an index linked increase of 5% and a no claims bonus of 5% has been awarded. The premium is £3,820.03, which is a slight reduction on last year. Proposed Mr J Jarvis, seconded by Ms S Doughty that the insurance cover be renewed on the terms quoted. Agreed unanimously.
- WBC –request for the council to sign the Parish and Town Councils Charter. The Clerk has received a reminder from WBC that the council has not signed this. Copies of the Charter given to committee members. Discussed and agreed to **RECOMMEND** to the Full Council to adopt the Charter.

7. Chairman's Report to the APM The Chairman will circulate a copy to committee members for comment.

8. Correspondence:

8.1 WBC Meeting of Finance Overview and Scrutiny Committee 19.03.09. Noted.

8.2 WBC Meeting of the Executive 26.03.09. Noted.

8.3 WBC Extraordinary Meeting of the Executive 14.04.09. Noted.

8.4 WBC Meeting of the Service Development Overview and Scrutiny Panel 19.03.09. Noted.

8.5 WBC Meeting of the Service Development Overview and Scrutiny Panel 06.04.09. Noted.

8.6 WBC Meeting of the Overview and Scrutiny Management Committee 16.03.09. Noted.

- 8.7 Astra Zeneca Annual report and notice of AGM. Noted.
- 8.8 WBC Meeting of the Special Council Executive Committee 26.03.09. Noted.
- 8.9 WBC Meeting of the Personnel Board 23.03.09. Noted.
- 8.10 WBC Meeting of the Licensing and Appeals Committee 25.03.09. Noted.
- 8.11 WBC – Application to renew street trading consent. Noted.
- 8.12 WBC Finance and Service Development Scrutiny Panel 20.04.09. Noted.

9. Grant requests

- 9.1. Berkshire Blind Society. Proposed Mr J Jarvis, seconded Ms S Doughty to **RECOMMEND** to the Full Council to make a section 137 grant of £100. Carried unanimously.

10. Items to be considered from other Committees

- 10.1 Planning and Amenities 06.04.09. None.
- 10.2 Parish Lands 08.04.09. None.

11. Date of next meeting- Tuesday 12th May 2009.

The meeting closed at 8.47 pm.