

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Tuesday 9th June at 7.45pm.

Present: - Mr R Mantel (Chairman), Mr D Hymers Ms S Doughty, Mr J Jarvis Mrs S Harriott-Kerr and Mr J Bowley

In attendance - Clerk Mr J March.

1. Public Questions – none.

2. Apologies – Mr N Crush.

3. Election of Chairman Mr N Crush proposed by Mr R Mantel, seconded by Mrs S Harriott-Kerr. No other nominations. Mr N Crush elected by a majority vote, 4 for, 2 abstentions.

4. Election of Vice-Chairman Mr D Hymers proposed by Mr R Mantel, seconded by Mrs S Harriott-Kerr. No other nominations. Mr D Hymers elected by a majority vote 5 for, 1 abstention.

As Mr N Crush was not present the Vice-Chairman Mr D Hymers took the chair for the rest of the meeting.

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

6. Minutes of the meeting held on 14th April 2009. Proposed Mr R Mantel, seconded Ms S Doughty and approved 5 for, 1 abstention.

7. Matters arising and action points –

7.1 Mr R Mantel to circulate a copy of his report to the APM to committee members. Completed.

7.2 The Clerk to renew the insurance policy. Completed.

8. Clerks Report

- Bank balances as at end of April. Current Account £82.36, Deposit Account £46,073.04, National Savings Account £6,054.87, Income Bonds £33,000.
- Bank balances as at end of May. Current Account £1,452.30, Deposit Account £39,238.07, National Savings Account £6,054.87, Income Bonds £33,000.
- VAT return for April £635.59 reclaimed. VAT return for May £635.59 reclaimed. This is an error by the Clerk. The correct amount should be £305.62. This will be corrected on the June claim.
- Henderson Global Valuation Statement – noted.
- Dividends received – Charter European Trust £432.33
- National Savings – notification of change in interest rates – noted.
- Killick and Co – notification of charge of £4.95 to send share certificates and a quarterly charge of £6.25 to keep the account open. Agreed, the Clerk to arrange payment of £4.95 to get the share certificates sent and closes the dealing account to avoid recurring charges.
- New issue of Charles Arnold Baker. The Clerk advised that this could be purchased through the SLCC at a cost of £53.60. Agreed to purchase a copy. The Clerk to check if this can be purchased at a lower cost through Amazon.
- Annual External Audit. Figures circulated to committee members. The Clerk explained the details. No queries raised. These will be submitted to the Full Council for their approval.

9. Disciplinary and Grievance Procedures The Clerk advised that sample Disciplinary and Grievance Procedures applicable under the Employment Act 2008 are given in the ACAS Code of Practice. A copy of this was circulated to committee members. Proposed Mr D Hymers, seconded Mrs S Harriott-Kerr to **RECOMMEND** to the Full Council that the ACAS procedures be adopted as the councils procedures for staff. Carried 5 for, 1 abstention. If approved the Clerk to amend the contracts of employment and inform staff.

10. Correspondence:

- 10.1 WBC Extraordinary Meeting of Finance Overview and Scrutiny Committee 13.05.09. Noted.
- 10.2 WBC Annual Meeting of the Council 14.05.09. Noted.
- 10.3 WBC Extraordinary Meeting of the Service Development Overview and Scrutiny Panel 28.04.09 and 30.04.09. Noted.
- 10.4 WBC Meeting of the Personnel Board 23.04.09. Noted.
- 10.5 WBC Meeting of the Licensing and Appeals Committee 20.05.09. Noted.
- 10.6 WBC Meeting of the Standards Committee 18.05.09. Noted.
- 10.7 WBC Meeting of the Executive 28.05.09. Noted.
- 10.8 BALC Training Needs Assessment – circulated on e-mail. Details of training required discussed and agreed. The Clerk to complete and send off the completed form.
- 10.9 Equality and Human Rights Commission – Public Sector Equality Duties. Details noted.
- 10.10 Polehampton Charity Annual Report. Noted.
- 10.11 Readibus –invite to AGM. Noted.
- 10.12 WBC Meeting of the Personnel Board 11.06.09. Noted.
- 10.13 WBC Meeting of the Overview and Scrutiny Committee 15.06.09. Noted.

11. Grant requests

- 11.1 .WBC Youth Street Worker. Discussed and agreed the Clerk to request more information about the work carried out by the Youth Street Workers during the past year.

12. Items to be considered from other Committees

- 12.1 Planning and Amenities 01.06.09. Item 7.1 recommendation to install a new streetlight at a cost of £2818.72 + VAT. Agreed expenditure can be met from current funds. Proposed by Mr D Hymers, seconded by Mr J Bowley to **RECOMMEND** to the Full Council that the cost of this be recovered via the precept over 2 years commencing with the 2010/2011 precept. Carried 5 for, 1 against.
- 12.2 Parish Lands 03.06.09. Item 7.1 recommendation to clear ground for more allotments at a cost of £6050 + VAT. Agreed expenditure can be met from current funds. Proposed by Mr J Jarvis that this be recovered via the precept over 3 years. Not seconded, proposal failed.

13. Date of next meeting- Tuesday 14th July 2009.

The meeting closed at 8.55 pm.