

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at The Loddon Hall, Twyford on Thursday 8th December 2011 at 7.45pm.

Present: - Mr N Crush (Chairman), Mrs B Ditcham and Messrs D Hymers & R Mantel.

1. Public Questions – None

2. Apologies – Messrs J Bowley, A Dimmock & J Jarvis.

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

4. Minutes of the meeting held on 15th November 2011. Proposed Mr D Hymers, seconded Mrs B Ditcham. Carried unanimously.

5. Matters arising and action points

5.1 Clerk to forward a copy of the Twyford walking map and parish plan to Frances Haywood, WBC. Completed.

5.2 Clerk to look into cost of a photocopier that can be networked. Replacement photocopier would cost £789 and offers colour scanning to pc, printing from pc and double sided printing and copying. The maintenance cost would reduce to £45 per quarter. Clerk to investigate cheaper alternatives.

5.3 Statement of Affairs as at 30th September. Clerk to amend Little Acorns loan expiry to 1.07.12 and long term loans to £4500, general reserve adjusted to take account of this. Completed.

6. Clerk's Report

- Bank balances as at the end of November 2011. Current account £8049.92, deposit account £51,991.06, income bonds £33,000, national savings account £7,449.58 and Twycombe Lodge deposit account £3000.93.
- VAT return for November 2011 £408.62 reclaimed.
- Dividends received - none
- Risk Assessment – Clerk investigating responsibilities with regard Legionella Bacteria under the *Approved Code of practice (L8)*.
- Clerk will be on holiday for a week in February. Clerk to carry forward up to 10 days holiday to the new financial and holiday year, due to exceptional arrangement in Clerk's first year. Proposed Mr R Mantel, seconded Mrs B Ditcham. Approved unanimously.
- WBC Precept and Tax Base information received. WBC precept deadline 10.02.12
- E-mail of thanks received from Loddon Hall in respect of the loan offer. The Committee next meet on 31st January 2012 and will be in touch after that.

7. Precept & Budgets for 2012/2013 – discussed and noted. Committee's to have last re-visit to budgets in the January meetings. Clerk to list on agendas.

8. Correspondence

8.1 Wokingham Link – November Newsletter – circulated by e-mail - noted.

8.2 The Volunteer – November Newsletter – circulated by email - noted.

8.3 The Charity Commission news – circulated by email - noted.

8.4 Action for All News - circulated by email - noted.

8.5 WBC – An Extraordinary Meeting of the Overview and Scrutiny Management Committee 05.12.11 - noted.

8.6 WBC – Meeting of the Personnel Board 12.12.11 - noted.

9. Grant requests

9.1 Twyford Village Partnership – Jubilee Corner Lectern style board. Proposed Mr D Hymers, seconded Mrs B Ditcham to **RECOMMEND** to Full Council a grant of £1000. Carried 3 in favour, 1 abstention.

10. Items to be considered from other Committees

10.1 Planning and Amenities 05.12.11 - none

10.2 Parish Lands 06.12.11 - none

11. Date of next meeting- Tuesday 17th January 2012

The meeting closed at 8:43pm.