

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 10th December 2019 at Loddon Hall, Twyford.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Dispensations**
- 5. Minutes of the meeting held on 17th September 2019**
- 6. Matters arising and action points**
- 7. Budgets & Precept**
- 8. Clerk's Report**
 - Bank balances as at the end of September, October & November 2019 (to note)
 - VAT return for September, October & November 2019 (to note)
 - Budget and capital statement to 30.09.19 (circulated 17.10.19)
 - BT dividend - £112.11 (to note)
 - AstraZeneca dividend - £395.45 (to note)
 - Blackrock Greater Europe Investment Trust plc AGM 05.12.19 (to note)
 - Janus Henderson Uk Alpha Fund tax voucher (to note)
 - Nat West – changes to charges & business account terms (to note)
 - Conclusion of audit ended 31st March 2019 – external auditor comments (to note)
 - CIL – receipt of £18,819.32, update of unspent CIL suggestion for biodiversity space
 - To consider purchasing Charles Arnold Baker 11th edition (£103.99)
 - To consider purchasing Clerk's Manual (£47.50)
 - Payment of £250 band costs – Remembrance Day band & wreath £18.50 (to note)
 - Payment of Chairmanship training costs - £158.91 (to note)
 - Free standing display boards – delivered & in use (to note)
 - Data Protection Regulations update – no items to update
 - Website update & Accessibility requirements - disproportionate burden
 - Meeting dates (circulated 04.10.19) & APM date
 - Trello Board maximum reached
 - Risk Assessments
- 9. Staffing Matters** (email circulated 11.10.19)
 - To consider increasing hours of work for the Clerk & Assistant Clerk
 - To consider engaging professional job evaluations for the Clerk and Assistant Clerk roles to ensure they are on an equal footing with other local government roles. To consider the job profiles and salary determination for both roles. Assistant Clerk Job Evaluation from SLCC consultant - £300 estimate
Clerk Job Evaluation from NALC/SLCC - £200
- 10. Internal Controls** (email dated 28.11.19)
- 11. Review of Policies**
 - 11.1 Revised NALC Financial Regulations – to consider whether to adopt the more detailed NALC Financial regulations or to keep the existing Financial Regulations. If the latter is chosen then to consider making minor amendments to the existing Financial Regulations to accommodate the new banking arrangements.
 - 11.2 To consider amending the Standing Orders to include Working Groups
 - 11.3 Review investment policy
 - 11.4 Review CCTV policy
- 12. Disciplinary panel**
- 13. Cleaner contract** (circulated 27.09.19)
- 14. Grant Requests**

14.1 Citizens Advice – Reading branch

14.2 Keep Mobile

14.3 Link Visiting Scheme

14.4 Home Start

15. Correspondence circulated by email:

15.1 CIL & Infrastructure information sharing between WBC & Parishes (circulated 13.09.19)

15.2 Sports Awards 2019 (circulated 13.09.19)

15.3 The Chain Newsletter (circulated 13.09.19)

15.4 Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas (circulated 27.09.19)

15.5 The Chain Newsletter (circulated 01.10.19)

15.6 Policy E-Briefing PC11-19 – NAO Audit Code of Practice Part Two. (circulated 02.10.19)

15.7 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and

15.8 Pension Surgery Event 2019 14.11.19 (circulated 01.10.19)

15.9 Policy Consultation E-Briefing 12-19 Independent Review Into Local

15.10 Government Audit Call For Evidence (circulated 08.10.19)

15.11 The Chain Newsletter (circulated 08.10.19)

15.12 Invitation to ReadiBus Annual General Meeting on Monday 28th October 2019 (circulated 14.10.19)

15.13 Free PPePCare Training in Child & Young Person Mental Health (circulated 14.10.19)

15.14 Berkshire Pension Fund - active member newsletter published - Autumn 2019 (circulated 14.10.19)

15.15 Involves Project Awareness (circulated 14.10.19)

15.16 CIL & Infrastructure information sharing between WBC & Parishes (circulated 15.10.19)

15.17 The Chain Newsletter (circulated 22.10.19)

15.18 Citizens Advice Task Force – Offer to visit each Parish twice in next 12 months (circulated 23.10.19)

15.19 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and

15.20 Pension Surgery Event 2019 - Reminder and Agenda (circulated 28.10.19)

15.21 Zurich - Are you prepared for winter? (circulated 01.11.19)

15.22 CIL & Infrastructure information sharing between WBC & Parishes (circulated 01.11.19)

15.23 The Chain Newsletter (circulated 01.11.19)

15.24 involve Funding Alert 💰 (circulated 07.11.19)

15.25 Berkshire Pension Fund employer newsletter - Inscribe - Autumn 2019 (circulated 19.11.19)

15.26 WBC's Angus Ross - Support for Sports Youth – request to consider match funding (circulated 19.11.19)

15.27 Royal County of Berkshire Pension Fund Annual meeting 2019 - presentation slides (circulated 29.11.19)

15.28 Involve Funding Alert 💰 (circulated 29.11.19)

15.29 The Chain Newsletter (circulated 29.11.19)

15.30 NALC LTN22 - Grievance and Disciplinary Arrangements - Revised Nov 2019 (circulated 29.11.19)

15.31 CIL & Infrastructure information sharing between WBC & Parishes (circulated 02.12.19)

15.32 Involve The Chain Newsletter (circulated 02.12.19)

15.33 Involve Winter Pressure Pilot (circulated 02.12.19)

16. Items to be considered from other Committees

16.1 Planning and Amenities 03.12.19

16.2 Parish Lands 05.12.19

16.3 Fete – 26.11.19

17. Date of next meeting - 21.01.20