

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 16<sup>th</sup> February 2021 via Zoom (online meeting facility).

Note to residents & members of the press: If you would like to attend this meeting, please contact the Clerk who will send you the relevant link to the Zoom meeting.

**1. Public Questions are invited in advance of the meeting via email, telephone or in writing**

**2. Apologies**

**3. Declaration of interest in items on the agenda**

**4. Minutes of the meeting held on 19<sup>th</sup> January 2021**

**5. Matters arising and action points**

- 5.1 To give consideration to a Community Engagement policy and return to the next Full Council meeting with proposals.

**6. Clerk's Report**

- 6.1 Bank balances as at the end of January 2021 (to note)

- 6.2 VAT return for January 2021 (to note)

- 6.3 Receipt of National Lockdown Grant £567.07 (to note)

- 6.4 Councillor request to attend Finance Course 8/6 £30 & Knowledge &

Core Skills 7/7 & 14/7 £95

- 6.5 Assistant clerk request for unit to place photocopier on £89.99

- 6.6 Twyford, Wargrave & District Volunteer Centre (Twyford Volunteer

Drivers) request for office space

- 6.7 Data Protection Regulations update

- 6.8 Risk assessments (one drive folder)

**7. Website**

- 7.1 Twyforward – copyright of music

- 7.2 Analytic information on number of page hits

- 7.3 Error issues

**8. Neighbourhood Plan Grant Application update (CW)**

- 8.1 Grant Schedule and Consultancy Expenses

**9. Review of Policies**

- 9.1 Investment policy (JJ)

**10. Annual Parish Meeting - 21.04.21**

**11. Grant Requests – none to be considered**

**12. Correspondence**

- 12.1 CIL & Infrastructure information sharing between WBC & Parishes  
27.01.21

- 12.2 Berkshire Pension scheme employee contribution table 2021-22  
02.02.21

- 12.3 HALC - Section 137 limit for 2021-22

**13. Items to be considered from other Committees**

- 13.1 Planning and Amenities 02.02.21

**Recommendation:** £480 for 3 defibrillator batteries

- 13.2 Parish Lands 09.02.21

**Recommendation:** purchase of two rustic Winson Woodcraft benches  
£1,020

**14. Staffing matters to include:**

- 14.1 Assistant Clerk job evaluation

- 14.2 Assistant Clerk annual review (to note)

**15. Date of next meeting - 16<sup>th</sup> March 2021**