

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 21<sup>st</sup> January 2020 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 10<sup>th</sup> December 2019**
- 6. Matters arising and action points**
- 7. Budgets & Precept** – To consider the budgets and precept for 2020-21 (circulated 16.01.0) & make recommendations to Full Council for 2020/21 Budget & 2020-21 Precept.
- 8. Clerk's Report**
  - Bank balances as at the end of December 2019 (to note)
  - VAT return for December 2019 (to note)
  - Budget and capital statement to 31.12.19
  - Blackrock Greater Europe Investment Trust plc dividend £1065.18
  - Blackrock Greater Europe Investment Trust plc dividend £67.82
  - Edge 5 year contract – annual fee £349
  - Almshouse enquiry (to note)
  - Data Protection Regulations update – no items to update
  - Website update & Accessibility requirements - disproportionate burden
  - Annual Parish Meeting - to consider inviting Fiona Hewer, Founder of Wild Maidenhead to talk
  - Twyford in bloom - hanging basket VAT
  - Risk Assessments
- 9. Staffing Matters** (email circulated 11.10.19)
  - job evaluation for the Clerk – to agree to a named councillor responsible and signature of the Job Evaluation application and declaration.
  - job evaluation for the and Assistant Clerk – to be conducted after Clerk evaluation (to carry forward)
  - Assistant Clerk annual review to be discussed under Part 2 – confidential item
- 10. Internal Controls** (email dated 28.11.19)
- 11. Item from Full Council meetings:**
  - 11.1 Propose a motion at the Finance & General Purposes committee to appoint 1-2 councillors from the whole council to carry our regular periodic checking on payments and income to the Council (JJ)
  - 11.2 Consideration to conduct paperless meetings (SW)
- 12. Review of Policies**
  - 12.1 Investment policy (JJ)
  - 12.2 Procedure for making cheque payments (circulated 02.01.20)
  - 12.3 Publishing Policy (circulated 02.01.20)
  - 12.4 Risk Management Policy (circulated 02.01.20)
- 13. Grant Requests**
  - 13.1 Citizens Advice – Wokingham branch (circulated 30.12.19)
- 14. Correspondence circulated by email:**
  - 14.1 Action for All E-Bulletin (circulated 12.12.19)
  - 14.2 involve Funding Alert (circulated 23.12.19)
  - 14.3 CIL & Infrastructure information sharing between WBC & Parishes (circulated 27.12.19)
  - 14.4 The Chain Newsletter (circulated 27.12.19)
  - 14.5 BALC Training Sessions 2020 – to suggest courses (circulated 27.12.19)
  - 14.6 The Chain Newsletter (circulated 06.01.20)

14.7 CIL & Infrastructure information sharing between WBC & Parishes (circulated 07.01.19)

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

15.1 Planning and Amenities 07.01.20

15.2 Parish Lands 14.01.20

15.3 Fete – 28.01.20

**16. Date of next meeting - 18<sup>th</sup> February 2020**