

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Tuesday 18<sup>th</sup> January 2022** at Stanlake Pavilion, Twyford.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Minutes of the meeting held on 9<sup>th</sup> December 2021**
- 5. Matters arising and action points**
- 6. Budget & Precept 2022**
  - 6.1 To review Finance and General Purposes budget & precept
  - 6.2 To review and make a recommendation for the Full Council budget & precept
- 7. Clerk's Report**
  - 7.1 Bank balances as at the end of December 2021 (one drive folder - to note)
  - 7.2 VAT return for November 2021 (one drive folder - to note)
  - 7.3 VAT return for December 2021 (one drive folder - to note)
  - 7.4 Quarterly budget statement
  - 7.5 To consider £21 charge for video training of I&E accounts end of year
  - 7.6 Response from WBC – library plans don't include community space at the initial stage however they could be included in a future stage.
  - 7.7 Assistant Clerk training hours ILCA to CILCA
  - 7.8 Data Protection Regulations update
  - 7.9 Risk assessments
- 8. Clerk Annual Review**
  - 8.1 To agree a process for future Clerk Annual Reviews  
[Ensuring impartiality of decision making and comments of councillors to be provided by email and not via telephone call and evidence to be provided in support]
  - 8.2 To agree Annual review documentation and process for recording and circulation in accordance with the standing orders
  - 8.3 Understanding of contractual relationship and terms
- 9. Documentation of Part 2 (confidential) discussions**
  - 9.1 Process for recording part 2 discussions
  - 9.2 To agree a process to ensuring decisions are followed through and discussed at Full Council meeting
  - 9.3 Any position presented to be substantiated by evidence
- 10. Quarterly internal checks (JD & RM) - Date to be arranged for February 2022**
- 11. Review of CIL and deadlines for funds to be used by**
- 12. Citizen of the year award (2021) – presentation arrangements**
- 13. Review of Policies**
  - 13.1 Investment policy (JJ)
- 14. Grant Requests**
  - 14.1 TRHA
- 15. Correspondence**
- 16. Items to be considered from other Committees**
  - 16.1 Planning and Amenities 04.01.22
  - 16.2 Parish Lands 11.01.22  
Recommendations:  
Platinum Jubilee Gas-Fuelled Beacon Package £490  
Replacement posts at Stanlake Meadow entrance £566
- 17. Date of next meeting - 15<sup>th</sup> February 2022**