

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Tuesday 15th March 2022** at Twyford Room, Loddon Hall, RG10 9JA.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Minutes of the meeting held on 15th February 2022**
- 5. Matters arising and action points**
- 6. Clerk's Report**
 - 6.1 Bank balances as at the end of February 2022 (one drive folder - to note)
 - 6.2 VAT return for February 2022 (one drive folder - to note)
 - 6.3 Henderson Investment Statement (one drive folder – to note)
 - 6.4 Unity Trust – report on charges for a T2 account
[15p per transaction - £26.40 September charge & £53.40 December charge]
 - 6.5 Review of signatory arrangements [note: the current signatories are: Mr J Bowley, Mrs B Ditcham, Mr J Jarvis, Mr R Mantel, Mr T Winchester & Mr C Wickenden]
 - 6.6 Internal Audit progress update
 - 6.6.1 To consider amending the Financial Regulations 11.1 (b) to the NALC recommended £25,000 tender threshold.
 - 6.6.2 To consider amending the Financial regulations (payments) to include appointment of RFO for credit card usage. [one drive folder]
 - 6.6.3 To consider adopting a credit card usage policy [one drive folder]
 - 6.6.4 To consider amending the standing orders 18 (a) v contracts for tendering limit from £60,000 to £25,000.
 - 6.7 NALC Salary Award 2021/22 backdated to 01.04.21 (1.75% increase)
 - 6.8 BT - receipt of dividends £24.03
 - 6.9 SSL safety certificate for website £25 – need to move email accounts and then the package can be upgraded to Ignight Boost package £7 per month which includes a SSL certificate for the first year. [Currently paying £6.14 p/m]
 - 6.10 Data Protection Regulations update
 - 6.11 Review & approve Asset Register (one drive folder)
 - 6.12 Covid risk assessment
 - 6.13 (one drive folder)
- 7. Clerk Annual Review**
 - 7.1 Draft appraisal policy (Sent to JB tracked changes – 14.02.22 & 01.03.22) [One drive folder]
- 8. Documentation of Part 2 (confidential) discussions**
 - 8.1 To make a recommendation to approve the amended Standing Orders [one drive folder]
- 9. Quarterly internal checks (JD & RM) – date to be arranged**
- 10. Review of Policies**
 - 10.1 Investment policy (JJ - One Drive Folder)
 - 10.2 Code of Conduct – to consider adopting the LGA model code 2020 (one drive folder)
- 11. Grant Requests [one drive folder]**
 - 11.1 TRHA
 - 11.2 Keep Mobile *note – second grant application in the year
- 12. Correspondence**
 - 12.1 Royal County of Berkshire Pension Fund - Employer newsletter - Winter 2021/22
 - 12.2 Invitation to the Royal County of Berkshire Pension Fund Employer Meeting 2022

13. Items to be considered from other Committees

13.1 Planning and Amenities 01.03.22

13.2 Parish Lands 08.03.22

14. Staffing Matters

14.1 Assistant Clerk annual review (one drive folder)

14.2 HR advice on staff contracts

15. Date of next meeting - 19th April 2022

Members of the public are entitled to attend all Committee and Full Council meetings.

Lucy Moffatt (Clerk), Twyford Parish Council, PO box 8250, Twyford, Berks, RG6 9SZ.
Telephone 0118 9345444. An answer phone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible.
Associated reports are available from the Clerk on request.