

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.30pm on Tuesday 20th October 2020 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 15th September 2020**
- 5. Matters arising and action points**
 - 5.1 WBC response Community Hub
- 6. Clerk's Report**
 - 6.1 To receive the September Finance and General Purposes report.
 - 6.2 Budget and capital statement to 30.09.20 (one drive folder)
 - 6.3 Lloyds multipay card application (complete)
 - 6.4 NS&I rate reduction notification (to note)
 - 6.5 Review of process for circulating correspondence
 - 6.6 2021/22 meeting dates
 - 6.7 To consider purchasing a tablet for risk assessment photos & to take photos when on Parish Lands
 - 6.8 Covid-19 risk assessment
 - 6.9 Staff training
 - 6.9.1 SLCC conference feedback
 - 6.9.2 HALC An Introduction to VAT feedback
 - 6.9.3 COSHH training request SH (£15)
 - 6.9.4 Health and Safety request SH (£65)
 - 6.9.5 ILCA request LP (£100)
 - 6.10 Data Protection Regulations update
 - 6.11 Risk assessments
- 7. Investments**
 - 7.1 To consider investments (CCLA investments information in one drive folder)
- 8. Citizen of the year award** – presentation in absence of Twyford Together awards ceremony
- 9. Website** – Historical conservation page
- 10. Neighbourhood Plan Grant Application update** (CW)
- 11. Review of Policies**
 - 11.1 Investment policy (JJ)
- 12. To review draft amended standing orders** (one drive folder)
[They now include the Neighbourhood Plan sub committee terms of reference and for the Finance committee to applying for grants and funding]
- 13. Grant Requests**
 - 13.1 ARC application (one drive folder)
- 14. Item from Full Council meeting** – to consider changing the standing orders to limit the length of time a councillor may serve as Chairman or Vice Chairman to the council or committee (information in one drive folder)
- 15. Correspondence**
 - 15.1 Introduction to VAT - Training Course 10.09.20
 - 15.2 CIL & Infrastructure information sharing between WBC & Parishes 29.09.20
 - 15.3 CIL & Infrastructure information sharing between WBC & Parishes 01.10.20

16. Items to be considered from other Committees

16.1 Planning and Amenities 06.10.20

16.2 Parish Lands 13.10.20

16.2.1 £400 London Road allotment tree works

16.2.2 £5,312 Green Prescription project

16.2.3 £1,412.46 supply and installation of permanent goals

16.2.4 £1,051 to replace the Stephen Platt memorial bench

17. Staffing Matters

17.1 Job evaluation

18. Date of next meeting - 17th November 2020