

## Twyford Parish Council

### Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 17<sup>th</sup> October 2017 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 19<sup>th</sup> September 2017**
- 6. Matters arising and action points**
- 7. Clerk's Report**
  - Bank balances as at the end of September 2017
  - VAT return for September 2017
  - Expenditure against budget statement and capital account to 30/09/2017
  - BT dividend - £109.72
  - Astra Zeneca dividend £378.95
  - Nat West information on unarranged overdrafts
  - Clerk – approval of extra hours
  - Cheque signatories
  - Investments - feedback from clerk on WBC investments
  - Computer support
  - Preparing for Data Protection Regulations
  - Poppy Wreath donation
  - Training courses booked (2x planning framework, 2x data protection & New Auditor workshop)
  - Meeting dates
  - Christmas do – Tuesday 19<sup>th</sup> December?
  - Risk Assessments
- 8. Twyford Library and Community Hub**
- 9. Twinning – letter from the Twinning Association**
- 10. To review / update standing orders**
- 11. Social media – hours required for forms – website updating**
- 12. Review of Policies (listed in date order)**

Electronic Mail Policy and Procedure adopted 14.07.12 – Circulated for review

[Policies to be reviewed in future meetings:  
Document Management Procedures adopted 25.09.12 Code of Conduct adopted 25.09.12  
Bullying and Harassment policy 23.10.12 Dignity at Work/Bullying and Harassment Policy adopted 23.10.12  
Disciplinary Procedure adopted 27.11.12 Pension Fund Policy adopted 26.03.13  
Equal Opportunities Policy adopted 26.03.13 Complaints Procedure -adopted 26.03.13  
Standing Orders adopted 23.04.13 Health and Safety Policy adopted 24.09.13  
CCTV policy adopted 22.10.13 Investment Policy adopted 26.11.13 Risk Management Policy adopted 22.04.14  
Publishing Policy 24.03.15 Social Media Policy 24.03.15]
- 13. Meet Your Councillor sessions – to review location of meetings and consider purchasing a new 'A Frame'.**
- 14. Fete charity donation £319.50 – to agree where donations should be allocated**
- 15. Grant requests**
  - 15.1 Twyford Youth and Community Centre
  - 15.2 Citizens Advice Reading
  - 15.3 ARC Youth Counselling

15.4 Keep Mobile

**16. Correspondence circulated by email:**

16.1 Involve - spaces available Managing people

16.2 CCB AGM 19.10.17

16.3 Wokingham Sports Awards 2017- Nominations now open!

16.4 An invitation to Twyford Parish Councillors – WDVTA association

16.5 CIL & Infrastructure information sharing between WBC & Parishes

16.6 Countryside Alliance - Nominate now in the 'Rural Oscars' 2017

16.7 Twyford Twinning Meeting – agenda 09.10.17

16.8 Twyford Twinning Meeting – minutes 11.09.17

16.9 Wokingham Sports Council awards – 24.11.17

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

17.1 Planning and Amenities 03.10.17

Information from BALC on fighting fund

17.2 Parish Lands 10.10.17

**RECOMMEND to Full Council** to purchase the Heras fencing at a cost of £1023.

To discuss structure of Fete Committee or sub committee & terms of reference/membership

**18. Staffing Matters under Part 2 - SW review, CR form & Clerk's remuneration**

**19. Date of next meeting -** Tuesday 21<sup>st</sup> November 2017.