

Twyford Parish Council Annual Meeting of the Council Agenda

To all members of the Council

16th May 2019

You are hereby summoned to attend the Annual Meeting of Twyford Parish Council to be held at 7.45 pm on Tuesday, 21st May 2019 at The Loddon Hall, Twyford for the purpose of transacting the following business:



Lucy Moffatt Clerk to the Council

Presentation of prizes for the Neighbourhood Plan Questionnaire draw (RM & CW)

- 1. Election of Chairman & acceptance of office**
- 2. Election of Vice-Chairman**
- 3. Councillor declaration of interest forms, web permissions and acceptance of office forms**
- 4. Public questions**
- 5. Apologies**
- 6. Review of committee terms of reference**
- 7. Appointment of Councillors to Committees**
- 8. Appointment of Councillor Representatives**

[Existing representatives in brackets]

Age Concern [TR]

BALC AGM representatives [RM & JB]

Community Hub [JB, CW reserve]

Flood Action Group [JJ, LJ & MB]

HBUG [CW & RA]

Hurst Parochial Charities (Almshouses) [TW - appointed in January 2018-22]

Neighbourhood Action Group [EA/TR]

Ruscombe Parish Council [LJ]

TRCA (Loddon Hall) [JB]

Twyford in Bloom [MB]

Twyford Together awards judging panel [JD]

Twyford Together Executive [BD]

Twyford Twinning Association [EA & BD]

WBC Borough / Parish Liaison Forum [RM & JB]

WDALC representatives [RM & JB, BD reserve]

9. Review and adoption of policies:

Policies have been circulated to councillors. Dates show the date adopted / reviewed by the Finance and General Purposes committee.

Policies are reviewed on a rolling basis.

Bullying and Harassment policy 23.10.12

CCTV policy adopted 22.10.13

Code of Conduct adopted 24.04.18

Data Protection policy 25.06.13

Disciplinary Procedure adopted 27.11.12

Document Management Procedures 24.04.18

Electronic Mail Policy and Procedure 23.10.18

Equal Opportunities Policy 26.03.13

Financial Regulations 26.09.17

Grant policy 26.03.19

Handling Complaints Procedure 26.03.13
Health and Safety Policy adopted 24.09.13
Investment Policy adopted 26.11.13
Metal Detecting policy 12.06.18
Pension Fund Policy 26.03.13
Procedure for making cheque payments 18.09.12
Publishing policy 24.03.15
Risk Management Policy adopted 22.04.14
Social Media Policy 13.12.18
Snow/grit policy 24.04.18
Standing Orders 26.03.19

10. Review of the council's subscriptions to other bodies

To approve renewal of Connecting Communities in Berkshire membership £32
To approve membership of Berkshire Association of Local Councils £1,451.40

11. Declarations of interests in items on the agenda

12. Dispensations

13. Minutes of the meeting held on 23rd April 2019

14. Minutes of the Annual Parish Meeting 24.04.19 (to be noted)

15. Matters Arising

16. Borough Council Matters

17. Liaison with Ruscombe Parish Council.

18. Reports:

18.1 Planning and Amenities Committee & Neighbourhood Plan 07.05.19

18.2 Parish Lands Committee - no May meeting held

18.3 Finance Committee – no May meeting held

18.4 Twyford Village Fete – no May meeting held

18.5 Other representatives reports

18.5.1 Meet your councillor – 11.05.19 (BD & JD)

18.5.2 Community Hub

18.5.3 Twyford in Bloom

18.5.4 Twyford Together AGM 04.05.19

18.5.5 Neighbourhood Action Group 16.05.19

19. Clerk's report

20. To approve the Annual Accounts and Annual Audit Return

21. Correspondence

21.1 Twyford Together AGM 04.05.19 agenda (circulated 25.04.19)

21.2 BALC Newsletter - April Edition (circulated 25.04.19)

21.3 QAVS 2020 Queens award for voluntary services 2019 (circulated 25.04.19)

21.4 Borough Parish Liaison Forum - 1 April (circulated 25.04.19)

21.5 Ruscombe Parish Council meeting 1st May 2019 Agenda and April minutes (circulated 25.04.19)

21.6 CCB Training Opportunities in Spring/Summer 2019 (circulated 01.05.19)

21.7 Wokingham Borough Libraries Newsletter May 2019 (circulated 01.05.19)

21.8 Wokingham Borough election results (circulated 03.05.19)

21.9 BALC - May Newsletter (circulated 08.05.19)

21.10 VE Day 75 (circulated 08.05.19)

21.11 Twyford Volunteer Drivers – AGM, 30 May (circulated 08.05.19)

22. Authorisation of payments – list to be circulated at meeting.

23. Dates of meetings:

Fete committee 7pm 28.05.19 (no clerk)

Neighbourhood Plan Working Group 03.06.19 (no clerk)

Neighbourhood Plan Sub committee 7pm 04.06.19

Planning and Amenities Committee 04.06.19

Ruscombe Parish Council meeting 05.06.19

Parish Lands Committee 11.06.19

Finance Committee 18.06.19

Fete Committee 7pm 25.06.19

Meet your councillor 13.07.19 (3-4pm Waitrose café)

Neighbourhood Plan public meeting 12.09.19

24. Date of next meeting 26th June 2018.

Members of the public are entitled to attend all Committee and Full Council meetings. All meetings commence at 7.45pm and are held at the Loddon Hall, Twyford.

Lucy Moffatt (Clerk),

Twyford Parish Council, PO BOX 8250, Reading, RG6 9SZ.

Telephone 0118 9345444 or Mobile 07816 569552. An answer phone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible.