

# Twyford Parish Council - Meeting of the Council

## Agenda

To all members of the Council

09/12/21

**You are hereby summoned to attend the Full Council meeting of Twyford Parish Council, to be held at 7:45pm on Tuesday 14th December 2021, at Stanlake Pavilion, Twyford.  
The purpose is to transact the following business:**



Lucy Moffatt Clerk to the Council

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Dispensations**
- 5. Minutes of the Full Council meeting held on 23<sup>rd</sup> November 2021**
- 6. Matters Arising**
- 7. Borough Council Matters**
- 8. Liaison with Ruscombe Parish Council**
- 9. Reports and to receive any recommendations from committees**
  - 9.1 Planning and Amenities Committee 02.12.21
  - 9.2 Neighbourhood Plan sub committee 02.12.21
  - 9.3 Parish Lands Committee 07.12.21
  - Recommendation**  
Tennis Court cleaning £990  
KGVR gates £1,332.09
  - 9.4 Finance and General Purposes Committee 09.12.21
  - 9.5 Fete Committee – no meeting
- 10. Other representative reports**
- 11. Communication and liaison with other groups in the Parish**
- 12. Clerk's report**
- 13. Councillor items to be discussed**
  - 13.1 Library** – could WBC provide the cost of leasing the community office? (RM)
  - 13.2 Clerk Annual Review (RA)**
    - 13.2.1 Ensuring impartiality of decision making and concerns regarding current process - comments of councillors to be provided by email and not via telephone call and evidence to be provided in support
    - 13.2.2 Annual review documentation
    - 13.2.3 Understanding of contractual relationship and terms
  - 13.3 The documentation of Part 2 (confidential) discussions (RA)**
    - 13.3.1 Minutes to be taken of part 2 discussions
    - 13.3.2 Ensuring decisions are followed through and discussed at Full Council meeting
    - 13.3.3 Any position presented to be substantiated by evidence
  - 13.4 Membership of the Finance Committee and fostering diversity and inclusion (RA)**
    - 13.4.1 Ensuring objective decision making
    - 13.4.2 Ensure decisions are made at the meeting- are calls made to councillors to sway decision making?
    - 13.4.3 Ensure that the committee is diverse and inclusive, i.e representative of the council as a whole
- 14 Items to be discussed at the next meeting**
- 15 List of authorised payments** – list for December (in Councillor one drive folder)
- 16 Meet the Public sessions**
- 17 Correspondence**
  - 17.1 RPC agenda – 3rd November 2021
  - 17.2 Involve newsletter
  - 17.3 Citizens Advice Wokingham – report on Twyford

- 17.4 BALC AGM 17th November 2021
- 17.5 Citizens Advice mobile unit & request for locations
- 17.6 CCB AGM 11.11.21
- 17.7 CCB AGM (2) 11.11.21
- 17.8 Action for All E-Bulletin
- 17.9 BALC Newsletter – October 2021
- 17.10 Sports Awards Ceremony CANCELLED at Bulmershe Leisure Centre 26 November
- 17.11 Twyford & District Youth Centre-AGM - Tuesday 9th November - 8pm
- 17.12 Friendship Alliance Ambassador Forum
- 17.13 Borough Forum Liaison draft minutes 04.10.21
- 17.14 LCPD News Autumn-Winter 2021
- 17.15 BALC AGM powerpoint
- 17.16 Berkshire Pension Fund employer newsletter - Inscribe - Autumn 2021
- 17.17 Action for All E-Bulletin
- 17.18 CCB Trustee & Training Opportunities
- 17.19 RPC Agenda 1st December 2021

#### **18 Dates of meetings:**

**All meetings 7:45pm at Stanlake Pavilion unless noted otherwise.**

Volunteers for Christmas Tree take down 8am	09.01.22
Neighbourhood Plan Working Group (Zoom 7:30pm)	10.01.22
Neighbourhood Plan Sub Committee 7pm	04.01.22
Planning and Amenities Committee	04.01.22
Ruscombe Parish Council meeting (LJ) (Loddon Hall Ruscombe Room)	05.01.22
Parish Lands Committee	11.01.22
Finance & General Purposes Committee	18.01.22
Fete 7pm	22.02.22

#### **19 Staffing matters**

- 19.1 Clerk annual review & annual increment
- 19.2 Covid payment (October FGP committee recommendation)

#### **20 Date of next Full Council meeting – Tuesday 25<sup>th</sup> January 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.