

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 21st November 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 17th October 2017**
- 6. Matters arising and action points**
- 7. Twinning**
- 8. Budgets and Precept**
- 9. Clerk's Report**
 - Bank balances as at the end of October 2017
 - VAT return for October 2017
 - Nat West changes to terms and conditions
 - Nat West changes to business credit card conditions
 - CIL – regulation 62A monitoring report
 - Clerk – approval of extra hours
 - Cheque signatories
 - Investments - feedback from clerk on WBC investments
 - Computer support
 - Preparing for Data Protection Regulations
 - Risk Assessments
- 10. Twyford Library and Community Hub [Letter from JJ & Financial information circulated 30/10/17]**
- 11. To review / update standing orders**
- 12. Social media** – hours required for forms – website updating
- 13. 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]
- 14. Meet Your Councillor sessions** – to review location of meetings and consider purchasing a new 'A Frame'.
- 15. Grant requests**
 - 15.1 Twyford Youth and Community Centre
 - 15.2 Twyford Twinning Association
- 16. Correspondence circulated by email:**
 - 16.1 News and Events from Wokingham Borough Libraries November 2017
 - 16.2 Invitation to the Royal County of Berkshire Pension Fund Annual Meeting and Pension Surgery Event 2017
 - 16.3 Royal County of Berkshire Pension Fund Autumn 2017 publications
 - 16.4 Invitation to Youth Centre AGM 14/11/17
 - 16.5 Major WBC consultations launch on Monday (Budget)
 - 16.6 Action for All E-Bulletin
 - 16.7 Involve - November 2017 Part 1 Chain Newsletter

- 16.8 Moving Ahead - Crossrail's quarterly update
- 16.9 2018 LCAS Risk Management seminars
- 16.10 Community Hub information from David Turner
- 16.11 CIL & Infrastructure information sharing between WBC & Parishes
- 16.12 Community Hub financial spreadsheet -v4 (via JJ)
- 16.13 Twyford District Youth and Community Centre letter of thanks for donation £160 (Fete carparking)
- 16.14 Age Concern letter of thanks for donation £160 (Fete carparking)
- 17. Items to be considered from other Committees**
- 17.1 Planning and Amenities 07.11.17
- 17.2 Parish Lands 14.11.17
- 18. Staffing Matters**
- 19. Date of next meeting - Tuesday 12th December 2017.**