

**Twyford Parish Council
Annual Meeting of the Council
Agenda**

To all members of the Council

19th May 2017

You are hereby summoned to attend the Annual Meeting of Twyford Parish Council to be held at 7.45 pm on Tuesday, 23rd May 2017 at The Loddon Hall, Twyford for the purpose of transacting the following business:



Lucy Moffatt Clerk to the Council

- 1. Public questions**
- 2. Apologies**
- 3. Election of Chairman & acceptance of office**
- 4. Election of Vice – Chairman**
- 5. Appointment of Councillors to Committees**
- 6. Appointment of Councillor Representatives**
[Existing representatives in brackets]
BALC AGM representatives [RM & JB]
WDALC representatives [RM & JB, BD reserve]
WBC Borough / Parish Liaison Forum [RM & deputy JB]
Community Hub [JB]
Ruscombe Parish Council [LJ]
TRCA (Loddon Hall) [JB]
Age Concern BD]
Neighbourhood Action Group [CS]
Twyford Village Partnership [BD]
Flood Action Group [JJ, LJ & MB]
- 7. Review and adoption of policies:**
Bullying and Harassment policy 23.10.12
CCTV policy adopted 22.10.13
Code of Conduct adopted 25.09.12
Complaints Procedure adopted 26.03.13
Dignity at Work/Bullying and Harassment Policy adopted 23.10.12
Disciplinary Procedure adopted 27.11.12
Document Management Procedures adopted 25.09.12
Electronic Mail Policy and Procedure adopted 14.07.12
Equal Opportunities Policy adopted 26.03.13
Financial Regulations adopted 26.04.11
Health and Safety Policy adopted 24.09.13
Investment Policy adopted 26.11.13
Pension Fund Policy adopted 26.03.13
Publishing Policy 24.03.15
Risk Management Policy adopted 22.04.14
Social Media Policy 24.03.15
Standing Orders adopted 23.04.13
- 8. Declarations of interests in items on the agenda**
- 9. Dispensations**
- 10. Minutes of the meeting held on 25th April 2017**
- 11. Minutes of the Annual Parish Meeting 26.04.17 (to be noted)**

12. Matters Arising

13. Borough Council Matters

14. Liaison with Ruscombe Parish Council.

15. Reports:

15.1 Planning and Amenities Committee 02.05.17

15.2 Parish Lands Committee & Twyford Village Fete 09.05.17

15.3 Finance Committee 16.05.17 & Twinning Meeting (next meeting 25.05.17)

To include:

Assistant Clerk – approval of the Assistant Clerk contract.

Grant requests: Citizens Advice Wokingham –£400

15.4 Parking Advisory Committee 10.05.17

15.5 Other Representatives reports

15.5.1 Meet your councillor – 13.05.17 (EA, M. Bray)

16. Clerk's report

17. To approve the Annual Accounts and Annual Audit Return

18. Correspondence

18.1 WDALC Agenda 30.05.17 (sent to RM&JB)

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

20. Dates of meetings:

Twining	25.05.17
Planning and Amenities Committee	06.06.17
Ruscombe Parish Council	07.06.17
Parish Lands Committee	13.06.17
Finance Committee	20.06.17
TVP awards evening	TBC
Meet your councillor	08.07.17 (3-4pm Waitrose café)

21. Date of next meeting 27th June 2017.

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, 16 Gooch Close, Twyford, Berks, RG10 0XS

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.