

Twyford Parish Council
Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 12th December 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 21st November 2017**
- 6. Matters arising and action points**
- 7. Twinning**
- 8. Budgets and Precept**
- 9. Clerk's Report**
 - Bank balances as at the end of November 2017
 - VAT return for November 2017
 - 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 Duke of Edinburgh training
- 16. Correspondence circulated by email:**
 - 16.1 Involve-November 2017 Part 2 Chain Newsletter
 - 16.2 Involve – Newsletter December 2017
 - 16.3 News and Events from Wokingham Borough Libraries December 2017
 - 16.4 Council Tax Base Provisional Notification 2018-19
 - 16.5 Action for All E-Bulletin
 - 16.6 CIL Co-funding / funding suggestions - December 2017
- 17. Items to be considered from other Committees**
 - 17.1 Planning and Amenities 05.12.17
 - 17.2 Parish Lands 07.12.17
- 18. Staffing Matters**
- 19. Date of next meeting** - Tuesday 23rd January 2018.