

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Tuesday 19th April 2022** at Twyford Room, Loddon Hall, RG10 9JA.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Minutes of the meeting held on 15th March 2022**
- 5. Matters arising and action points**
- 6. Clerk's Report**
 - 6.1 Bank balances as at the end of March 2022 (one drive folder - to note)
 - 6.2 VAT return for March 2022 (one drive folder - to note)
 - 6.3 Astra Zeneca AGM 2022 – Voting instruction card (to note)
 - 6.4 Annual Parish Meeting Finance report and figures and agree on refreshments
 - 6.5 Quarterly budget statements and capital account (one drive folder)
 - 6.6 To note that invoices have not been received for skate park electricity (since May 2019) and waste collection (since April 2020)
 - 6.7 Revised quote to move the Councillor mailboxes - £54p/a per box (previously quoted £45) and £76 per mailbox for migration (£1,140).
 - 6.8 Internal Audit progress update
 - 6.8.1 To consider amending the Financial regulations (payments) to include appointment of RFO for credit card usage (one drive folder)
 - 6.8.2 To consider adopting a credit card usage policy [one drive folder]
 - 6.8.3 To consider amending the standing orders 18 (a) v contracts for tendering limit from £60,000 to £25,000. (Internal auditor response in one drive folder)
 - 6.9 Data Protection Regulations update
 - 6.10 Assistant Clerk additional hours – Neighbourhood plan
 - 6.11 Completion of the Neighbourhood Plan grant requirement forms (£10,000 grant) and due diligence for the Neighbourhood Regeneration grant £15,000. (to note)
 - 6.12 Successful award of grant of £15,000 for Twyford centre regeneration. (to note)
 - 6.13 To consider purchasing a TPC set of tables and chairs for our exclusive use at meetings (one drive folder)
 - 6.14 To approve BHIB Insurance renewal £1,363.21
- 7. Clerk Annual Review**
 - 7.1 Draft appraisal policy (Sent to JB tracked changes – 14.02.22, follow up email sent 01.03.22 & 07.04.22) [One drive folder]
- 8. Documentation of Part 2 (confidential) discussions**
 - 8.1 To make a recommendation to approve the amended Standing Orders [one drive folder]
- 9. Quarterly internal checks** – update on checks carried out on 24.03.22 with Mr Mantel, Mrs Duffield and the clerk.
- 10. Review of Policies**
 - 10.1 Investment policy (JJ - One Drive Folder)
 - 10.2 Code of Conduct – to consider adopting the LGA model code 2020 (one drive folder)
- 11. Grant Requests** [one drive folder]
 - 11.1 TRHA – report from Mr Jarvis on the roof and discussions on lease
 - 11.2 Platinum Jubilee – suggestion to make a contribution in lieu of beacon
- 12. Correspondence**
 - 12.1 LCPD Spring news
 - 12.2 Berkshire Pension Fund - Employers meeting 15.03.22

- 12.3 Berkshire Pension Fund Employer Meeting 2022 presentation slides
- 12.4 WBC - New safety and enforcement service
- 13. Items to be considered from other Committees**
 - 13.1 Planning and Amenities 05.04.22
 - 13.2 Parish Lands 12.04.22
- 14. Staffing Matters**
 - 14.1 HR advice on staff contracts (one drive folder)
- 15. Date of next meeting - 17th May 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.