

# Twyford Parish Council Annual Meeting of the Council Agenda

To all members of the Council

19<sup>th</sup> May 2022

**You are hereby summoned to attend the Annual Meeting of Twyford Parish Council to be held at 7.45 pm on Tuesday, 24<sup>th</sup> May 2022 at Loddon Hall, Twyford, RG10 9JA for the purpose of transacting the following business:**



Lucy Moffatt Clerk to the Council

- 1. Election of Chairman & signing of the acceptance of office**
- 2. Election of Vice-Chairman**
- 3. Public questions**
- 4. Apologies**
- 5. To reaffirm, by resolution, that the Council meets the criteria for the General Power of Competence**
- 6. Review of committee terms of reference**  
Committee terms of reference are detailed in the Standing Orders
- 7. Appointment of Councillors to committees**
  - 7.1** Planning and Amenities committee
  - 7.2** Parish Lands committee
  - 7.3** Finance and General Purposes committee
  - 7.4** Fete committee
- 8. To appoint 2 councillors to carry out the quarterly internal checks [JD & RM]**  
(only one to be a member of the Finance & General Purposes committee)
- 9. Appointment of Councillor Representatives on outside bodies**  
[Existing representatives in brackets]  
Age Concern [TR]  
BALC AGM representatives [RM & RA]  
Community Hub [JB, CW reserve]  
HBUG [CW]  
Northern Parishes Communication Group [EA]  
Ruscombe Parish Council [LJ]  
TRCA (Loddon Hall) [JJ]  
TRIP (TR)  
Twyford in Bloom [MB]  
Twyford Together awards judging panel [JD]  
Twyford Together Executive [BD]  
Twyford Twinning Association [MA & BD]  
WBC Borough / Parish Liaison Forum [RM & RA]  
WDALC representatives [RM & RA, BD reserve]  
[To note: RM stands on the WBC Standards Committee & BALC Executive]
- 10. Review and adoption of policies:**  
*Policies can be viewed on the website.*  
*Dates show the date policies were adopted / reviewed by the Finance and General Purposes committee. Policies are reviewed on a rolling basis.*  
Bullying and Harassment policy 25.06.19  
CCTV policy adopted 22.10.13  
Code of Conduct adopted 24.04.18  
Community Engagement policy 27.04.21  
Data Protection policy 16.07.19  
Disciplinary Procedure adopted 16.07.19  
Document Management Procedures 25.02.20

Election protocol 26.10.21  
Electronic Mail Policy and Procedure 23.10.18  
Equal Opportunities Policy 24.07.19  
Financial Regulations 22.03.22  
Grant policy 26.03.19  
Handling Complaints Procedure 25.06.19  
Health and Safety Policy adopted 16.07.19  
Investment Policy adopted 26.11.13  
Metal Detecting policy 12.06.18  
Pension Fund Policy 16.07.19  
Procedure for making payments 28.01.20  
Publishing policy 28.01.20  
Risk Management Policy adopted 28.01.20  
Social Media Policy 25.02.20  
Standing Orders 26.04.22  
Snow/grit policy 25.02.20

**11. Review of the council's subscriptions to other bodies**

To approve renewal of Connecting Communities in Berkshire membership [£40 paid July 2021]

To approve membership of Berkshire Association of Local Councils [£1,488.49 paid May 22]

**12. Declarations of interests in items on the agenda**

**13. To record any dispensations**

**14. Minutes of the meeting held on 26<sup>th</sup> April 2022**

**15. Matters Arising**

15.1 Publicity of Citizens Advice mobile unit

**16. Borough Council report**

**17. Liaison with Ruscombe Parish Council**

**18. Committee reports and to receive any recommendations:**

[Note: committee minutes can be found on the website]

18.1 Planning and Amenities Committee & Neighbourhood Plan 03.05.22

**Recommendation:**

The committee propose acceptance of the quote of £2,640 for stress-testing of 220 columns (All TPC owned columns plus WBC columns that have baskets). Should the Council not be minded to accept the quote to accept a quote of £975 to cover those lanterns solely with baskets on.

[Note: The committee may wish to withdraw this recommendation on the basis that WBC have confirmed they will fund the testing of the lamps that hold hanging baskets. If the committee wish to continue with the recommendation the Finance committee should firstly confirm that sufficient funds are available]

18.2 Parish Lands Committee 10.05.22

18.1.1 To approve a 15 year lease with Twyford Tennis club

17.2.2 To suggest a June Full Council action planning meeting

18.3 Finance Committee – no May meeting held

18.4 Twyford Village Fete 24.05.22

**19. Other representatives reports**

19.1 Northern Parishes Communication Group (EA)

19.2 Community Engagement working group 10.05.22 (AE)

**20. Clerk's report**

20.1 Citizens Advice mobile unit visit – 06.05.22 (publicised by schools & social media)

20.2 Polehampton Charities - wish to celebrate their 300<sup>th</sup> anniversary and would like to purchase 3 chatty benches and at least 2 trees – 1 each at KGVR and Stanlake Meadow with commemorative plaques.

**21. Action planning** – Councillors to consider council projects/activities and agree a strategy for forward planning.

**22. Raising the profile of the Parish Council (CW)**

22.1 Use of the gazebo for pop-ups

22.2 Use of posters

- 23. Annual Accounts and Annual Audit Return 2020/21**  
**23.1** The Council should confirm (by resolution) that at the June 2021 meeting the Council firstly completed and signed the Annual Governance Statement. They then completed and signed the Annual Accounting Statement. This was not accurately recorded in the June 2021 minute.
- 24. Annual Accounts and Annual Audit Return 2021/22**  
**24.1** To consider and approve the Annual Internal Auditor report section of the Annual return  
**24.2** To consider, approve and sign the Annual Governance Statement (section 1)  
**24.3** To approve and sign the Annual Accounting Statement (section 2)
- 25. Correspondence**  
**25.1** WBC My Journey – Love to Cycle information & posters  
**25.2** John Halsall - Ukrainian Refugees – 12.04.22, 29.04.22  
**25.3** Connecting Communities in Berkshire April E-Bulletin  
**25.4** Annual Meeting Ruscombe Parish Council 4th May 2022  
**25.5** Your invitation to Twyford Comets 50th Dinner/Dance Celebration - Sat 14 May  
**25.6** Being a Berkshire ALC Member
- 26. Authorisation of payments** – list for May (in Councillor one drive folder)
- 27. Dates of meetings:**  
Ruscombe Parish Council meeting 01.06.22  
Neighbourhood Plan Sub committee 7pm 07.06.22  
Planning and Amenities Committee 07.06.22  
Parish Lands Committee 14.06.22  
Finance Committee 21.06.22  
Fete committee 7pm 28.06.22  
Meet your councillor 02.07.22 (3-4pm Waitrose café)  
To agree 3 councillors to attend  
[Note these are usually held on the second Saturday of alternate months]
- 28. Date of next meeting 28<sup>th</sup> June 2022**

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, PO BOX 8250, Reading, RG6 9SZ.  
Telephone 0118 9345444 or Mobile 07816 569552. An answerphone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible.