

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Tuesday 21st June 2022** at Twyford Room, Loddon Hall, RG10 9JA.

- 1. Public Questions**
- 2. Apologies**
- 3. Election of Chairman**
- 4. Election of Vice Chairman**
- 5. To agree membership of working groups**
 - 5.1 Community Engagement
- 6. Declaration of interest in items on the agenda**
- 7. Minutes of the meeting held on 19th April 2022**
- 8. Matters arising and action points**
- 9. Clerk's Report**
 - 9.1 Bank balances as at the end of April 2022 & May 2022 (one drive folder - to note)
 - 9.2 VAT return for April 2022 & May 2022 (one drive folder - to note)
 - 9.3 To consider purchasing Charles Arnold Baker issue 13 - £137
 - 9.4 Notification of Unity Trust Bank charges 05.03.22 – 03.06.22 - £44.25
 - 9.5 Revised quote to move the Councillor mailboxes - £54p/a per box (previously quoted £45) and £76 per mailbox for migration (£1,140). To consider Edge response on administering the mailboxes.
 - 9.6 Internal Audit progress update
 - 9.6.1 To consider adopting a credit card usage policy [one drive folder]
 - 9.7 WBC co-funding – meeting with Jenna Williams 18.05.22
 - 9.7.1 April CIL report (one drive folder)
 - 9.7.2 To consider co-funding Broad Hinton path
 - 9.7.3 Report on discussion of TPC projects: Tennis club / Stanlake Pavilion / Skate Park
 - 9.8 AGAR submitted to external auditors 30.05.22 (to note)
 - 9.9 Community Infrastructure report 2021-22 on website
 - 9.10 Data Protection Regulations update
 - 9.11 To consider purchasing a TPC set of tables and chairs for the councils exclusive use at meetings (one drive folder). To consider health and safety implications of storing items in the Loddon Hall electricity room.
 - 9.12 To approve Assistant Clerk overtime
 - 9.13 Neighbourhood Plan grant application of £6,000 for the continuation of support from O'Neil Homer and additional items. (to note)
- 10. Clerk Annual Review**
 - 10.1 Draft appraisal policy (JB)
- 11. Review of Policies**
 - 11.1 Investment policy (JJ - One Drive Folder)
 - 11.2 Code of Conduct – to consider adopting the LGA model code 2020 (one drive folder)
 - 11.3 Clerks report on review of policies (working document – one drive folder)
- 12. Grant Requests [one drive folder]**
 - 12.1 TRHA – report from Mr Jarvis on the roof and discussions on lease & correspondence from Diane Thirtle
 - 12.2 Ukrainian Response - There is an interest in holding English language classes in Twyford and Stanlake Pavilion has been offered subject to Council approval and agreement of any charge. A welcome event will be held on Elms Field on 16th July for all new guests and this will include any refugee not just Ukrainian, together with host families. Could the council consider offering some funding for this?
- 13. Correspondence**
 - 13.1 CCB annual review

14. Items to be considered from other Committees

14.1 Planning and Amenities 07.06.22

14.2 Parish Lands 14.06.22

Recommendation:

To replace the tyre walk with the all-weather surface option - £3,593

15. Staffing Matters

15.1 HR advice on staff contracts (one drive folder)

16. Action planning – to consider any items to be added to the Council Action Planning document in preparation for 28.06.22

17. Date of next meeting - 19th July 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.