

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Tuesday 19<sup>th</sup> July 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 21<sup>st</sup> June 2022**
- 5. Matters arising and action points**
- 6. Clerk's Report**
  - 6.1 Bank balances as at the end of June 2022 (one drive folder - to note)
  - 6.2 VAT return for June 2022 (one drive folder - to note)
  - 6.3 To note that the VAT return for April 2022 - £362.64 – to be paid to HMRC
  - 6.4 Quarterly budget and capital statement to 30.06.22 (one drive folder – to review and note))
  - 6.5 Internal Audit report
    - 6.5.1 To consider adopting a credit card usage policy [one drive folder]
    - 6.5.2 To consider responses to the internal auditor report
  - 6.5 Data Protection Regulations update
  - 6.6 To consider purchasing a TPC set of tables and chairs for the councils exclusive use at meetings (one drive folder). Response from Loddon Hall on storage space
  - 6.7 To approve Assistant Clerk overtime
  - 6.8 To consider multi factor authentication – Edge - £7.50 x 2 plus £36 per annual license
- 7. Clerk Annual Review**
  - 7.1 Draft appraisal policy (JB)
- 8. Review of Policies**
  - 8.1 Investment policy (JJ - One Drive Folder)
  - 8.2 CCTV policy – minor amendments (see one drive folder)
  - 8.3 Community Engagement Policy – approve unamended
  - 8.4 Election protocol – approve unamended
  - 8.5 Grant policy – approve unamended
  - 8.6 Metal detecting policy – approve unamended
  - 8.7 Snow / Grit policy – approve unamended
- 9. Grant Requests** – no requests
- 10. Correspondence** – no correspondence
- 11. Items to be considered from other Committees**
  - 11.1 Planning and Amenities 05.07.22
  - 11.2 Parish Lands 12.07.22
- 12. Date of next meeting** - 20<sup>th</sup> September 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.