

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 18th June 2019 at Loddon Hall, Twyford.

- 1. Election of Chairman**
- 2. Election of Vice Chairmen**
- 3. Public Questions**
- 4. Apologies**
- 5. Declaration of interest in items on the agenda**
- 6. Dispensations**
- 7. Minutes of the meeting held on 16th April 2019**
- 8. Matters arising and action points**
- 9. Clerk's Report**
 - Bank balances as at the end of April 2019
 - VAT return for April 2019
 - Bank balances as at the end of May 2019
 - VAT return for May 2019
 - Budget and capital statement to 31.03.19
 - Making Tax Digital deferral until 1st October 2019
 - Blackrock dividends received £28.94 & £454.65
 - Blackrock half yearly financial report
 - BT AGM invitation 10.07.19
 - Unity Trust Bank Account signatories
 - Nat west and National Savings signatories
 - Renewal of BT fibre broadband £39.99 p/m 24 month contract
 - Mobile phone – Clerk / Assistant clerk / Ranger
 - Cilca overtime
 - Clerk overtime
 - Filing cabinets – awaiting sufficient funds on credit card
 - Document Scanner – awaiting sufficient funds on credit card
 - Internal Audit Report (circulated 20.05.19)
 - Councillor training – JJ expressed an interest in the Finance course & Chairing of meetings
 - Phone line update (Assistant Clerk)
 - Nat West changes
 - Data Protection Regulations update
 - Website update
 - Risk Assessments
- 10. Existing & new councillor training** – 15.10.19 7 – 9.30 pm now firmly booked & possible dates for the facilitated session (12.11.19, 14.11.19 or 19.11.19)
- 11. APM question – Twinning to report**
- 12. To consider purchasing free standing display boards** – boards and costs to be considered
- 13. Citizen of the Year award – to consider nominations and consider gift & presentation on 15th July.**
- 14. Review of Policies**
 - 14.1 Bullying & Harassment policy
 - 14.2 Handling complaints Procedure

15. To review asset register

16. Grant Requests

16.1 Polehampton Swimming Association

17. Correspondence circulated by email:

17.1 The Chain Newsletter (circulated 25.03.19)

17.2 CIL & Infrastructure information sharing between WBC & Parishes (circulated 25.03.19)

17.3 Making Tax Digital (circulated 25.03.19)

17.4 Berkshire Pension Fund Employer newsletter - Spring 2019 (circulated 26.03.19)

17.5 Involve - The Chain Newsletter (circulated 23.04.19)

17.6 Action for All E-Bulletin (circulated 30.04.19)

17.7 The Chain Newsletter (circulated 30.04.19)

17.8 CIL & Infrastructure information sharing between WBC & Parishes (circulated 02.05.19)

17.9 The Chain Newsletter (circulated 07.05.19)

17.10 ICO factsheet (circulated 31.05.19)

17.11 The Chain Newsletter (circulated 03.06.19)

17.12 CIL & Infrastructure information sharing between WBC & Parishes (circulated 10.06.19)

18. Items to be considered from other Committees

18.1 Planning and Amenities 04.06.19

18.2 Parish Lands 11.06.19

18.3 Fete 11.06.19

19.0 Date of next meeting - Tuesday 16th July 2019