

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 18th February 2020 at Loddon Hall, Twyford.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Dispensations**
- 5. Minutes of the meeting held on 21st January 2020**
- 6. Matters arising and action points**
- 7. Clerk's Report**
 - Bank balances as at the end of January 2020 (to note)
 - VAT return for January 2020 (to note)
 - Pension three yearly re-declaration made 05.02.20 (to note)
 - Website update & accessibility requirements – to consider quote circulated 20.01.20
 - Paper audit (draft questionnaire circulated 03.02.20)
 - Employment Law update (circulated 03.02.20 - template Statement of Employment Particulars requested from NALC - £50 charge)
 - Annual Parish Meeting – guest speaker – waiting to hear from Fiona Hewer, Founder of Wild Maidenhead to talk
 - Appoint Internal Auditor
 - To agree capital repayments for the £22,000 taken from reserves for 2020
 - Risk Assessments
 - Data Protection Regulations update
- 8. Staffing Matters** (email circulated 11.10.19)
 - job evaluation for the Clerk – feedback from SLCC / NALC & quote from consultant circulated 03.02.20
 - job evaluation for the Assistant Clerk – to be conducted after Clerk evaluation (to carry forward)
 - Following approval of quote to agree meeting room & councillors to be involved with process
 - Assistant Clerk annual review - circulated 03.02.20 (to note)
- 9. Operation Bridge**
- 10. Facilitated action planning session (circulated 27.12.19)** – to provide a steer for the Council
- 11. Item from Full Council meetings:**
 - 11.1 To agree process & system for appointing councillors to carry out regular periodic checking on payments and income to the Council.
 - 11.2 Consideration to conduct paperless meetings (SW)
- 12. Review of Policies**
 - 12.1 Investment policy (JJ)
 - 12.2 CCTV policy – to consider amendments (circulated 06.02.20)
 - 12.3 Document Management (circulated 06.02.20)
 - 12.4 Snow and Grit (circulated 06.02.20)
 - 12.5 Social Media policy (circulated 06.02.20)
- 13. Grant Requests**
 - 13.1 Berkshire Multiple Sclerosis Therapy centre (circulated 10.02.20)
- 14. Correspondence circulated by email:**
 - 14.1 Pension Fund Valuations and New Employer Rates 2019 - WBC Designated Bodies (circulated 24.01.20)
 - 14.2 CIL & Infrastructure information sharing between WBC & Parishes (circulated 31.01.20)
 - 14.3 Involve - Are you affected by Cancer? We have news! (circulated 05.02.20)

14.4 Invitation to the Berkshire Pension Fund Employer meeting 2020 (circulated 05.02.20)

14.5 TVERC News Update - February 2020 (circulated 06.02.20)

14.6  Citizens Advice Wokingham Community Newsletter  (circulated 10.02.20)

14.7 Wokingham Borough Sports Council AGM - Monday 2 March (circulated 10.02.20)

15. Items to be considered from other Committees

15.1 Planning and Amenities 04.02.20

15.2 Parish Lands 11.02.20

£1,900 for Stanlake Meadow copse tree works

£1,891 for Twyford & Ruscombe Horticultural Association fence

£250 for tree works on Jubilee Corner

15.3 Fete – no meeting held

16. Date of next meeting - 17th March 2020