

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 17<sup>th</sup> March 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 18<sup>th</sup> February 2020**
- 6. Matters arising and action points**
- 7. Clerk's Report**
  - Bank balances as at the end of February 2020 (to note)
  - VAT return for February 2020 (to note)
  - £48.05 BT dividend received (to note)
  - Henderson Investment Statement to 31<sup>st</sup> December 2019 (to note)
  - BALC officers update 24.03.20 - £15
  - [www.parish-online.co.uk](http://www.parish-online.co.uk) software £300
  - Paper audit (circulated to councillors 19.02.20)
  - Annual Parish Meeting - to consider inviting Fiona Hewer, Founder of Wild Maidenhead to talk
  - Risk Assessments (circulated 18.02.20)
  - Risk Assessment – Coronavirus contingencies – public meetings / staffing /financial arrangements
  - Data Protection Regulations update
- 8. Staffing Matters** (email circulated 11.10.19)
  - Job evaluation for the Clerk role – feedback from SLCC / NALC & quote from consultant circulated 03.02.20
  - Job evaluation for the Assistant Clerk role
  - Following approval of quote to agree meeting room & councillors to be involved with the process
- 9. Website**
  - Website update & Accessibility requirements -- to consider quote circulated 20.01.20
  - Checking information is up to date – Councillor information
- 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 consider agreeing a policy concerning the length of time a councillor may serve as Chairman or Vice Chairman to the council or committee.
- 12. Review of Policies**
  - 12.1 Investment policy (JJ)
- 13. Grant Requests**
- 14. Correspondence circulated by email:**
  - 14.1 Royal County of Berkshire Pension Fund Employer newsletter and LGA employer training (circulated 14.02.20)
  - 14.2 CIL & Infrastructure information sharing between WBC & Parishes (circulated 06.03.20)
  - 14.3 The Chain Newsletter (circulated 06.03.20)
  - 14.4 Wokingham District Veteran Tree Association Annual General Meeting to be held, on 24<sup>th</sup> March, at 7-30pm (circulated 06.03.20)
  - 14.5 Invitation to the Berkshire Pension Fund employer meeting 2020 - one week to go! (circulated 06.03.20)
  - 14.6 HALC – Coronavirus (circulated 09.03.20)
- 15. Items to be considered from other Committees**
  - 15.1 Planning and Amenities 03.03.20
  - 15.2 Parish Lands 10.03.20
  - 15.3 Fete – no meeting held
- 16. Date of next meeting - 21<sup>st</sup> April 2020**