

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 19th January 2021 via Zoom (online meeting facility).

Note to residents & members of the press: If you would like to attend this meeting, please contact the Clerk who will send you the relevant link to the Zoom meeting.

- 1. Public Questions are invited in advance of the meeting via email, telephone or in writing**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Minutes of the meeting held on 8th December 2020**
- 5. Matters arising and action points**
 - 5.1 To give consideration to a Community Engagement policy and return to the next Full Council meeting with proposals.
- 6. Budgets and Precept**

To consider budgeting for outreach youth work
To finalise the Finance committee budget
To make a recommendation to Full Council for the final budget & precept
- 7. Clerk's Report**
 - 7.1 Bank balances as at the end of December 2020 (to note)
 - 7.2 VAT return for December 2020 (to note)
 - 7.3 Budget and capital statement to 31.12.20 (to note)
 - 7.4 To appoint an internal auditor
 - 7.5 Insurance claim update - £284.95 received
 - 7.6 LCPD course – Basic planning for Local Councils £45 11th February – Malcolm Bray, Andrea Evans & John Jarvis request to attend
 - 7.7 Edge Finance hosted services £360 (2nd year of a 5 year contract)
 - 7.8 Fasthost domain renewal (2 year) £73.20
 - 7.9 NHS thank you video
 - 7.10 Data Protection Regulations update
 - 7.11 Risk assessments (one drive folder)
- 8. Citizen of the Year Award** – report on presentation
- 9. Website** – copyright email & information on number of page hits.
- 10. Neighbourhood Plan Grant Application update (CW)**
- 11. Review of Policies**
 - 11.1 Investment policy (JJ)
- 12. Annual Parish Meeting (April)**

To consider holding an online meeting or to discuss alternatives
- 13. Grant Requests**
 - 13.1 Citizens Advice - Wokingham
- 14. Correspondence**
 - 14.1 Berkshire West Joint Health and Wellbeing Strategy Public Engagement Survey (response required by 29.01.21)
 - 14.3 Me2Club thank you letter for the grant awarded
 - 14.4 Rural Community Energy Fund Grants - Information & Deadlines 18.12.20
 - 14.5 Wokingham Volunteer Centre Impact Report for 2019-20 30.12.20
- 15. Items to be considered from other Committees**
 - 15.1 Planning and Amenities 05.01.21
Recommendation: Gateways £6,194.44 (using £3000 ringfenced funds)
 - 15.2 Parish Lands 12.01.21
Recommendation: To fund 20 weeks outreach youth work at £60 a session - total of £1,200.
- 16. Staffing matters to include:**
 - 16.1 NALC Clerk job evaluation outcome
 - 16.2 Assistant Clerk job evaluation
 - 16.3 Assistant Clerk annual review
- 17. Date of next meeting - 16th February 2021**