

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 16th March 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 16th February 2021**
- 5. Matters arising and action points**
 - 5.1 Committee Finance report to the Annual Parish Meeting
- 6. Clerk's Report**
 - 6.1 Bank balances as at the end of February 2021 (to note)
 - 6.2 VAT return for February 2021 (to note)
 - 6.3 Year End Accounts & Audit Course – LM [attended 2.03.21]
 - 6.4 Parish Online training – MB, JJ & LP [scheduled 30.03.21]
 - 6.5 COSHH Awareness & IOSH Working Safely online course- SH Completed 03.03.21
 - 6.6 Operation London Bridge and Covid – 19 changes
 - 6.7 Dates on files (MB)
 - 6.8 Data Protection Regulations update
 - 6.9 Risk assessments
- 7. Website**
 - 7.1 Twyforward – copyright of music
 - 7.2 Social Media activity
- 8. Neighbourhood Plan Grant Application update (CW)**
- 9. Review of Policies**
 - 9.1 Investment policy (JJ)
- 10. Annual Parish Meeting - 21.04.21**
- 11. Grant Requests**
 - 11.1 Twyford Comets request to carry £500 grant forward for May 2022 tour
 - 11.2 Twyford Bowling Club
 - 11.3 Keep Mobile
- 12. Correspondence**
 - 12.1 CIL reports
- 13. Items to be considered from other Committees**
 - 13.1 Planning and Amenities 02.03.21
 - 13.2 Parish Lands 09.03.21
- 14. Staffing matters to include:**
 - 14.1 Assistant Clerk job evaluation
 - 14.2 Assistant Clerk annual review (to note)
- 15. Date of next meeting - 20th April 2021**