

Twyford Parish Council Annual Meeting of the Council Agenda

To all members of the Council

29th April 2021

You are hereby summoned to attend the Annual meeting of Twyford Parish Council to be held at 7:45pm on Tuesday, 4th May 2021 via Zoom (online meeting facility) for the purpose of transacting the following business:



Lucy Moffatt Clerk to the Council

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. Election of Chairman & acceptance of office**
- 2. Election of Vice – Chairman**
- 3. Public questions**
- 4. Apologies**
- 5. General Power of Competence**
 - 5.1 To agree that the Parish Council meet the criteria for eligibility (two thirds elected members & CILCA qualified Clerk)
 - 5.2 To agree to adopt the General Power of Competence
- 6. Review committee terms of reference**
- 7. Appointment of Councillors to committees**
- 8. Appointment of 2 councillors to carry out the quarterly internal checks**
(one Finance committee member and one other – existing RM & JD)
- 9. Appointment of Councillor Representatives**
[Existing representatives in brackets]
Age Concern [TR]
BALC AGM representatives [RM & JB]
Flood Action Group (JJ & LJ)
HBUG [CW & RA]
Neighbourhood Action Group [EA]
Ruscombe Parish Council [LJ]
TRCA (Loddon Hall) [JJ]
TRIP [TR]
Twyford in Bloom [MB]
Twyford Together awards judging panel [JD]
Twyford Together Executive [BD]
Twyford Twinning Association [MA & BD]
WBC Borough / Parish Liaison Forum [RM & JB]
WDALC representatives [RM & JB, BD reserve]
- 10. Review and adoption of policies:**
Note: Policies have been circulated to councillors. Dates show the date adopted / reviewed by the Finance & General Purposes committee.
Policies are reviewed by the Finance & General Purposes committee on a rolling basis.
Bullying and Harassment policy 23.10.12
CCTV policy adopted 22.10.13
Code of Conduct adopted 24.04.18
Data Protection policy 25.06.13
Disciplinary Procedure adopted 27.11.12
Document Management Procedures 24.04.18
Electronic Mail Policy and Procedure 23.10.18
Equal Opportunities Policy 26.03.13
Financial Regulations 28.01.20
Grant policy 26.03.19
Handling Complaints Procedure 25.06.19

Health and Safety Policy adopted 24.09.13
Investment Policy adopted 26.11.13
Metal Detecting policy 12.06.18
Pension Fund Policy 26.03.13
Procedure for making payments 28.01.20
Publishing policy 28.01.20
Risk Management Policy adopted 28.01.20
Social Media Policy 13.12.18
Snow/grit policy 24.04.18
Standing Orders 26.03.19

11. Review of the Councils subscriptions to other bodies

- 11.1 To approve renewal of Connecting Communities in Berkshire membership
(2020 fee was £35)
11.2 To approve membership of Berkshire Association of Local Councils £1,479.00

12. Declarations of interests in items on the agenda

13. Dispensations

14. Minutes of the Full Council meeting held on 27th April 2021

15. Minutes of the Annual Parish Meeting 21.04.21 (to be noted)

16. Matters Arising

17. Borough Council Matters

18. Liaison with Ruscombe Parish Council.

19. Reports and to receive any recommendations from committees:

- 19.1 Planning and Amenities Committee & Neighbourhood Plan 04.05.21
19.2 Parish Lands Committee – no meeting
19.3 Finance Committee – no meeting

20. Other representatives reports

21. Community Resilience Program

- 21.1 Twyforward Arts and Crafts festival 2020/21

22. Communication and liaison with other groups in the Parish

23. Clerk's report

24. To approve the Annual Accounts and Annual Audit Return – to be carried forward

25. Election protocol JJ (circulated 26.04.21)

26. Items to be discussed at the next meeting

27. Correspondence

28. List of authorised payments – list to be circulated at meeting.

29. Dates of meetings:

Ruscombe Annual Parish Meeting	27.05.21
Great British Spring Clean	12.06.21
Neighbourhood Plan working group	05.07.21
Neighbourhood Plan Sub Committee 7pm	06.07.21
Planning and Amenities Committee	06.07.21
Ruscombe Parish Council	07.07.21
Parish Lands Committee	13.07.21
Finance Committee	20.07.21
Meet your councillor	10.07.21 (3-4pm Waitrose café)

30. Date of next meeting 22nd June 2021.

Members of the public are entitled to attend all Committee and Full Council meetings. All meetings commence at 7.45pm and are held on Zoom.

Lucy Moffatt (Clerk), Twyford Parish Council, PO box 8250, Twyford, Berks, RG6 9SZ.

Telephone 0118 9345444. An answer phone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible. Associated reports are available from the Clerk on request.