

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 19th October 2021 at Stanlake Pavilion, Twyford.

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Public Questions**
- 4. Apologies**
- 5. Declaration of interest in items on the agenda**
- 6. Minutes of the meeting held on 20th April 2021**
- 7. Matters arising and action points**
- 8. Clerk's Report**
 - 8.1 Bank balances as at the end of April, May, June, July, August & September 2021 (one drive folder - to note)
 - 8.2 VAT return for April, May, June, July, August & September 2021 (one drive folder - to note)
 - 8.3 Budget & capital statements to 31.03.21, 30.06.21 & 30.09.21 (one drive folder – to note)
 - 8.4 Henderson investment statement to 30.06.21 (to note)
 - 8.5 To consider using surplus from 2020-21 to reduce 'project capital repayment'
 - 8.6 Internal auditor report & external auditor 'Notice of completion of audit' (one drive folder – to note)
 - 8.7 To appoint internal auditor for 2021/22
 - 8.8 Receipt of 40% precept £11,614.00 (to note)
 - 8.9 Receipt of 50% precept £58,070.00 (to note)
 - 8.10 Requirement to upgrade Edge Finance package to band 4 – extra £110 a year
 - 8.11 VAT advice on potential Tennis Court project (one drive folder)
 - 8.12 VAT planning on redevelopment of Stanlake pavilion (one drive folder)
 - 8.13 Replacement aerial runway £517.07 – Chairman used powers to approve 02.08.21. Insurance claim submitted and paid for £517.07 less excess of £125 (to note)
 - 8.14 CIL report for 2020/21 (one drive folder)
 - 8.15 Councillor training - Knowledge & Core skills course – EA & AE attended in July.
 - 8.16 Parish Online training – Clerk attended 24.06.21
 - 8.17 Land Registry – updated information £125 solicitor fee
 - 8.18 Meeting dates 2022/23 (one drive folder)
 - 8.19 Data Protection Regulations update
 - 8.20 Risk assessments
- 9. Quarterly internal checks**
(Mrs J Duffield & Mr R Mantel)
- 10. Election protocol (circulated 26.04.21)**
- 11. Neighbourhood Plan Grant Application update (CW)**
 - 11.1 £10,000 grant
- 12. Town Parish Charter** (to be found in the one drive folder. Email circulated 29.04.21 to ask for any comments before end May)
- 13. Citizen of the year award (2021)**
- 14. Review of Policies**
 - 14.1 Investment policy (JJ)
 - 14.2 Community Engagement policy statement – to consider forming a small working group to define the plans and activities for approval by the Full Council
- 15. Grant Requests**

15.1 TDYC application £1,440 to fund DofE

16. Website – information update

17. Correspondence

Review of parliamentary constituencies – consultation deadline Monday, 2nd August 2021 (circulated 07.07.21)

18. Items to be considered from other Committees

18.1 Planning and Amenities 05.10.21

18.2 Parish Lands 12.10.21

Recommendations:

£1,020 tree risk assessment

£2,620 Stanlake Meadow Hedge Laying

£500.50 for the Hags Dinghy repairs

£1236.49 for the basketball backboards

£840.00 KGVR hedge mulching

£1,170 KGVR wildflower information board

£4,375 Hurst Road allotment hedge laying

19. Staffing matters

19.1 Assistant Clerk

19.1.1 To agree payment of Assistant Clerk overtime

19.1.2 To consider report with a view to increasing Assistant Clerk hours

19.1.3 Assistant Clerk – completion of Introduction to Local Council Administration (ILCA) [Study completed within work hours]

19.1.4 Assistant Clerk request to study ILCA to CILCA bridging course
£120

19.2 Clerk

19.2.1 Clerk annual review

20. Date of next meeting - 16th November 2021