

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Thursday** 9<sup>th</sup> December 2021 at Stanlake Pavilion, Twyford.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Minutes of the meeting held on 16<sup>th</sup> November 2021**
- 5. Matters arising and action points**
- 6. Budget & Precept 2022**
  - 6.1 To consider budgeting for 'Admin+' Edge module at a cost of £140.40 p/a (on a 5 year contract) plus £76 training & £76 set up.
  - 6.2 To consider budgeting for 'Markets' Edge module for use with the fete at a cost of £120.60 p/a (on a 5 year contract) plus £152 training and £76 set up.
  - 6.3 To review Finance and General Purposes budget & precept
  - 6.4 To review the Full Council budget & precept
- 7. Clerk's Report**
  - 7.1 Bank balances as at the end of November 2021 (one drive folder - to note)
  - 7.2 VAT return for November 2021 (one drive folder - to note)
  - 7.3 Microsoft 365 – to consider migrating to Standard Business package
    - 7.3.1 Microsoft Business 365 Business Standard (2 users) £283.20
    - 7.3.2 Migration and set up £360
  - 7.4 To consider migrating the mailboxes at a cost of £685 for Microsoft 365 business basic
  - 7.5 Data Protection Regulations update
  - 7.6 Risk assessments
- 8. Quarterly internal checks (JD & RM) Report on checks 18.11.21**
- 9. Review of CIL and deadlines for funds to be used by**
  - 9.1 To note the information from WBC on mobile CCTV and a forthcoming request for funding
- 10. Citizen of the year award (2021) – presentation arrangements**
- 11. Review of Policies**
  - 11.1 Investment policy (JJ)
- 12. Grant Requests**
  - 12.1 TRHA
- 13. Correspondence**
  - 13.1 Berkshire Pension Fund Annual Meeting 2021 and Active member Autumn newsletter
- 14. Items to be considered from other Committees**
  - 14.1 Planning and Amenities 02.12.21
  - 14.2 Parish Lands 07.12.21
- 15. Staffing matters(Part 2)**
  - 15.1 Clerk annual review & annual increment
- 16. Date of next meeting - 18<sup>th</sup> January 2022**