

Twyford Parish Council

Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on Tuesday 16th November 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 19th October 2021**
- 5. Matters arising and action points**
- 6. Budget & Precept 2022**
- 7. Clerk's Report**
 - 7.1 Bank balances as at the end of October 2021 (one drive folder - to note)
 - 7.2 VAT return for September & October 2021
(one drive folder - to note)
 - 7.3 To approve Edge package for Finance and Allotments (yr 3 of 5) £754.90
 - 7.4 Microsoft 365 – to consider migrating to Standard Business package
 - 7.4.1 Microsoft Business 365 Business Standard (2 users) £283.20
 - 7.4.2 Migration and set up £360
 - 7.5 Data Protection Regulations update
 - 7.6 To review annual risk assessments (circulated 25.10.21)
- 8. Quarterly internal checks**
(Mrs J Duffield & Mr R Mantel)
- 9. Levels of reserves** – to discuss plans for increasing levels of reserves
- 10. Citizen of the year award (2021)**
- 11. Review of Policies**
 - 11.1 Investment policy (JJ)
- 12. Grant Requests**
 - 12.1 Me2
 - 12.2 TRHA
- 13. Correspondence**
 - 13.1 Record of CIL – March & July update
 - 13.2 Inscribe Pension newsletter
 - 13.3 Involve Newsletter – 11th June
 - 13.4 Berkshire Pension Scheme - Employer flexibilities consultation
 - 13.5 Berkshire Pension Fund Inscribe Summer Newsletter
- 14. Items to be considered from other Committees**
 - 14.1 Planning and Amenities 02.11.21
£200 Adopt a Street & Gardener gifts
 - 14.2 Parish Lands 09.11.21
£1,250 renovation of the ornate brick pillars at the entrance of KGVR
£269.36 repairs to Wickstead spinner
£680.00 4 new 9 aside goals
- 15. Staffing matters**
 - 15.1 Assistant Clerk
 - 15.1.1 To consider report with a view to increasing Assistant Clerk hours (circulated 21.10.21)
 - 15.2 Clerk
 - 15.2.1 Clerk annual review
- 16. Date of next meeting - Thursday 9th December 2021**