

# Twyford Parish Council

## Finance & General Purposes Committee Agenda

A meeting of the Committee will be held at 7.45pm on **Tuesday 15<sup>th</sup> November 2022** at Twyford Room, Loddon Hall, RG10 9JA.

- 1. Public Questions**
- 2. Apologies**
- 3. Declaration of interest in items on the agenda**
- 4. Minutes of the meeting held on 18<sup>th</sup> October 2022**
- 5. Matters arising and action points**
- 6. Budgets and Precept**
- 7. Staffing Matters - Assistant Clerk** – report circulated 06.10.22 (Part 2)
- 8. Clerk's Report** (written report circulated to councillors)
  - 8.1 To consider Council reserves and demonstrate that they are appropriate and are not excessive. (Internal Audit report 2022)
  - 8.2 To consider projects in the pipeline and future funding they might need.
  - 8.3 NALC Salary Award 2022/23 backdated to 01.04.22 (£1,925 annual increase on each scale point) – to note that this will be applied to the Clerk and Assistant Clerk pay.
  - 8.4 Meet Your Councillor waterproof posters – to consider various options/costings.
- 9. Cost of Living Crises**
  - 9.1 To consider the report (circulated 02.11.22)
- 10. Streamlining meetings** – to consider feedback from the committees and to make a recommendation to Full Council.
- 11. Civility and Respect pledge** – to report with a recommendation to Full Council
- 12. Cheque List** – To consider data protection advice from BALC and the need to group salary payments on future reports.
- 13. To consider booking a training session for Thursday 25<sup>th</sup> May 2023 and facilitated Action planning session for 31<sup>st</sup> October 2023.** Response from WBC & NALC. Quote - £840 for the Knowledge and Core skills. BALC are unable to facilitate an action planning session.
- 14. CIL** – to consider request for funding for California Country Park one drive folder)
- 15. Review of Policies**
  - 15.1 Investment policy (Note: Councillors to have read the guidance note and draft policies in the One Drive Folder) To consider response from BALC.
  - 15.2 Election protocol – approve unamended
  - 15.3 Financial Regulations – NALC 2019 version – draft for approval
  - 15.4 Procedure for making payments
    - 15.4.1 To consider adding the requirement to check minutes for authorisation / budgeted funds for each payment
  - 15.5 Draft appraisal policy (JB)
  - 15.6 To consider amending the Standing Order Terms of Reference for the Planning & Amenities and Neighbourhood Plan Committees as detailed in the Planning and Amenities minutes (November 2022).
- 16. Correspondence**
  - 16.1 Royal County of Berkshire Pension Fund - employer newsletter - Autumn 2022
  - 16.2 Royal County of Berkshire Pension Fund Annual Meeting 2022 16.11.22
- 17. Citizen of the Year Award** – to consider nominations
- 18. Items to be considered from other Committees**
  - 18.1 Fete 31.10.22
  - 18.2 Planning and Amenities 01.11.22
  - 18.3 Parish Lands 08.11.22

**Recommendations:**

- approval of the quote of £1,950 for removal of asbestos sheets from both the Hurst Road and London Road allotment sites.
- approval of the quotes from Pear and Edge totalling £1,453 and annual costs of £329

18.4 Finance 15.11.22

**19. Date of next meeting - 13<sup>th</sup> December 2022**

Members of the public are entitled to attend all Committee and Full Council meetings.

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.