

# Twyford Parish Council - Meeting of the Council

## Agenda

To all members of the Council

25/01/24

**You are hereby summoned to attend the Full Council meeting of Twyford Parish Council, to be held at 7:45pm on Tuesday 30<sup>th</sup> January 2024, at Twyford Room, Loddon Hall, RG10 9JA.**

**The purpose is to transact the following business:**

*Lucy Moffatt*

Lucy Moffatt  
Clerk to the Council

1. **Public Questions**
2. **Apologies**
3. **Declaration of interest in items on the agenda**
4. **Dispensations**
5. **Minutes of the Full Council meeting held on Tuesday 28<sup>th</sup> November 2023**
6. **Matters Arising**
  - 6.1 Councillor resignation letter 22.01.24 – to note receipt and that there are now two vacancies
  - 6.2 To appoint a Twyford Together representative
7. **Richard Alexander, Library Service Manager, WBC and Sarah O'Connor, Head of Community and Partnerships, WBC to talk about the new Twyford Library**
8. **Borough Council Matters**
9. **Liaison with Ruscombe Parish Council**
10. **Reports and to receive any recommendations from committees**
  - 10.1 Planning and Amenities Committee 05.12.23 & 09.01.24  
[Twyford in Bloom Working Group – meeting deferred to 29.02.24]
  - 10.2 Parish Lands Committee 16.01.24  
**Recommendation:**  
£5,000 KGVR brick pillar renovations  
[Skate Park Working Group 24.01.24]  
[Stanlake Pavilion Working Group meeting deferred to 20.02.24]
  - 10.3 Finance and General Purposes Committee 10.12.23 & 23.01.24  
**Recommendations:**  
The committee have reviewed the policies and recommend approval of the following policies unamended:
    - Anti Harassment & bullying policy
    - CCTV policy
    - Code of Conduct
    - Community Engagement policy statement
    - Data Protection policy
    - Election protocol
    - Financial Regulations
    - Metal Detecting policy
    - Pension Fund Policy
    - Procedure for making cheque payments
    - Publishing policy
    - Risk Management Policy
    - Snow/grit policy
    - Standing OrdersThe committee recommend approval of the following revised policies:
    - Disciplinary Procedure
    - Document Management Procedures
    - Electronic Mail Policy and Procedure

- Equal Opportunities Policy
- Health and Safety Policy
- Social Media Policy

The committee recommend the revised Handling Complaints Procedure should be available on the website as procedure rather than a policy.

The committee recommend a 2024-25 budget of £226,609.25

The committee recommend a 2024-25 precept of £221,064.25

10.4 Community Events and Engagement Committee – no meeting

**11. Other representative reports**

- 11.1 Meet your councillor session 13.01.24  
[Mr M Bray, Mrs J Jagger & Mr F Newman]
- 11.2 Borough Parish Liaison Forum (Mr M Alder & Mr J Bowley) 06.12.23
- 11.3 TRCA AGM (Mr J Jarvis) 22.01.24
- 11.4 Northern Parishes Communication Group 24.01.24 (Mrs E Ashley)

**12. Clerk's report**

- 12.1 May 2023 WBC election costs £450.00 (to note)

**13. Antisocial behaviour in the village centre**

- 13.1 Christmas tree vandalism
- 13.2 Vandalism to tree in Wellington Square

**14. UKSPF Funding update**

**15. To consider quotes for a LCD screen for use at public events such as the Annual Parish Meeting following feedback from residents.**

**16. WBC Overview & Scrutiny Suggestions for 2024-25**

**17. Strategic action plan** – to review the draft plan and consider committee suggestions (tracked copy in one drive)

**18. Meeting Dates – to consider the frequency of Full Council meetings**

[Note at the September Full Council meeting it was stated that a business need should be stated to return to monthly Full Council meetings and a decision would need to be made as to which meetings could come out of the schedule to accommodate monthly meetings.]

**19. Car Parking in Twyford**

[Questions to be considered are to have been circulated in a report – item to be deferred pending questions being received /circulated]

**20. Items to be discussed at the next meeting**

**21. List of authorised payments** – list dated 25.01.24 (in Councillor one drive folder)

Expenditure approved under Financial Regulation 4			
Description	Budget	Amount	Approval

**22. Correspondence** (copies in one drive folder)

- 22.1 Wokingham Borough Schools' Carol Concert Mayors invite 10.12.23
- 22.2 Ruscombe Parish Council 06.12.23
- 22.3 Age Concern Twyford and District - Friday Roundup 08.12.23
- 22.4 Borough Parish Liaison Forum Agenda 06.12.23
- 22.5 CCB You're Invited! 2024 AGM & Community Halls Conference 25.01.24
- 22.6 BALC-Upcoming training January to March 2024
- 22.7 Ruscombe Parish Council Agenda Wednesday 10th Jan 2024
- 22.8 Age Concern – Friday Roundup
- 22.9 CCB You're Invited! Please come to our 2024 AGM & Community Halls Conference
- 22.10 CCB – We are recruiting

**23. Dates of meetings:**

**All meetings 7:45pm at Loddon Hall unless noted otherwise.**

- Planning and Amenities Committee 06.02.24
- Ruscombe Parish Council 7:30pm (MA / FN) 07.02.24
- Skate Park – Public Meeting 07.02.24
- Meet Your Councillor\* 10.02.24
- Councillors required

Stanlake Pavilion Working Group	20.02.24
Community Events and Engagement Committee	27.02.24
Twyford in Bloom Working Group	29.02.24
Planning & Amenities Committee	05.03.24
Public Speaking Training Session 7pm	06.03.24
All Councillors	
Ruscombe Parish Council 7:30pm (MA / FN)	06.03.24
Meet Your Councillor*	09.03.24
Councillors required	
Parish Lands Committee	12.03.24
Skate Park Working Group	19.03.24
Twyford in Bloom Working Group	21.03.24
Annual Litter Pick 10am Loddon Hall Car Park*	23.03.24
Councillors required	

**24. Recommendations under Part 2 (confidential)**

24.1 Deputy Clerk Annual Review (Part 2)

24.2 Citizen of the Year (Part 2)

**25. Date of next Full Council meeting – 26<sup>th</sup> March 2024**

**TWYFORD PARISH COUNCILLORS**

<b>Chairman</b>	Mrs J Jagger
Mr M Alder	Mrs L Jarvis
<b>Vice Chairman</b>	Mr J L Jarvis
Mr J Bowley	Mr F Newman
<b>Councillors</b>	Mr C Wickenden
Mr M Andrea	Mr T Winchester
Mrs E Ashley	Mrs S Wisdom
Mr M Bray	Vacancy
Mrs B Ditcham	Vacancy

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 answerphone 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.