

Twyford Parish Council
Annual Meeting of the Council Agenda

To all members of the Council

22nd May 2024

You are hereby summoned to attend the Annual Meeting of Twyford Parish Council to be held at 7.45 pm on Tuesday, 28th May 2024 at Loddon Hall, Twyford for the purpose of transacting the following business:

Lucy Moffatt

Clerk to the Council

Annual Meeting of the Council Business

- 1. Election of Chairman & signing of the acceptance of office form**
- 2. Election of Vice-Chairman**
- 3. To note 2 vacancies to be filled by co-option – no emails of interest**
- 4. Public questions**
- 5. Apologies for absence**
- 6. To reaffirm, by resolution, that the Council meets the criteria for the General Power of Competence**
- 7. To review and resolve to adopt the committee terms of reference**
- 8. To appoint Councillors to serve on the following standing committees:**
 - 8.1** Planning & Amenities Committee
 - 8.2** Parish Lands Committee
 - 8.3** Finance and General Purposes Committee
 - 8.4** Community Events and Engagement Committee
- 9. To appoint members to serve on the following sub committee / working groups:**
 - 9.1** Green Taskforce
 - 9.2** Skate Park working group
 - 9.3** Stanlake Pavilion working group
 - 9.4** Twyford in Bloom working group
- 10. To appoint 2 councillors to carry out the quarterly financial internal checks (only one to be a member of the Finance & General Purposes committee)**
- 11. To appoint councillor representatives to the following:**
 - 11.1** Age Concern
 - 11.2** BALC AGM representatives [Chair and Vice Chair]
 - 11.3** Climate Change
 - 11.4** HBUG
 - 11.5** Northern Parishes Communication Group
 - 11.6** Ruscombe Parish Council
 - 11.7** TRCA (Loddon Hall)
 - 11.8** Twyford Together awards judging panel
 - 11.9** Twyford Together Executive
 - 11.10** Twyford Twinning Association
 - 11.11** WBC Borough / Parish Liaison Forum [Chair and Vice Chair]
- 12. To review and resolve to adopt the following policies:**

Policies can be viewed on the website.
Dates show the date policies were adopted / reviewed. Policies are reviewed on a rolling basis.

 - 12.1** Anti Harassment & bullying policy - adopted 30.01.24
 - 12.2** CCTV policy - adopted 30.01.24
 - 12.3** Code of Conduct - adopted 30.01.24
 - 12.4** Community Engagement policy statement - adopted 30.01.24
 - 12.5** Data Protection policy - adopted 30.01.24
 - 12.6** Disciplinary Procedure - adopted 30.01.24
 - 12.7** Document Management Procedures – adopted 30.01.24
 - 12.8** Election protocol – adopted 30.01.24
 - 12.9** Electronic Mail Policy and Procedure – adopted 30.01.24
 - 12.10** Equal Opportunities Policy – adopted 30.01.24
 - 12.11** Financial Regulations – adopted 30.01.24

- 12.12 Grant policy – adopted 25.10.22
- 12.13 Health and Safety Policy - adopted 30.01.24
- 12.14 Investment Policy - adopted 26.11.13
- 12.15 Metal Detecting policy – adopted 30.01.24
- 12.16 Pension Fund Policy – adopted 30.01.24
- 12.17 Procedure for making payments – adopted 30.01.24
- 12.18 Publishing policy – adopted 30.01.24
- 12.19 Risk Management Policy - adopted 30.01.24
- 12.20 Snow/grit policy – adopted 30.01.24
- 12.21 Social Media Policy – adopted 30.01.24
- 12.22 Standing Orders – adopted 30.01.24
- 13. **To review the council's subscriptions to other bodies:**
 - 13.1 To approve renewal of Connecting Communities in Berkshire membership £42 (2023 price)
 - 13.2 To approve membership of Berkshire Association of Local Councils £1,516.03
 - 13.3 To approve renewal of the Institute of Cemetery & Crematorium Management £100
- 14. **To review inventory of land and other assets including buildings and office equipment.**
- 15. **To receive confirmation of insurance arrangements for 2024-25**
- 16. **To review and agree bank signatories**
[Unity Trust, National Savings, National Westminster Bank & Shares]

Full Council meeting business

- 17. **Declarations of interests in items on the agenda**
- 18. **Dispensations**
- 19. **Minutes of the meeting held on 26th March 2024**
- 20. **Minutes of the Annual Parish Meeting 24.04.24 (to be noted)**
- 21. **Minutes of the Extraordinary Meeting of the Council 30.04.24**
- 22. **Matters Arising**
- 23. **Borough Council Matters**
- 24. **Liaison with Ruscombe Parish Council.**
- 25. **Committee reports and to receive any recommendations:**
 - 25.1 Planning & Amenities Committee 07.05.24
 - 25.1.1 Twyford in Bloom Working Group
 - 25.2 Parish Lands – no meetings
 - 24.2.1 To consider ongoing funding for the continuation of Twyford Growers - £2,390
[Anticipated funding from Ruscombe Parish Council of £797 for 2 Twyford Growers spaces and Twyford Parish Council funding of £1,593.]
Proposer & seconder will be required.
 - 24.2.2 Skate Park Working Group
 - 25.3 Finance & General Purposes – no meeting
 - 25.3.1 To consider a grant to Twyford Comets – Cuincy Exchange (email 16.05.24) £400 – a proposer and seconder will be required.
 - 25.4 Community Events & Engagement – no meeting
- 26. **Other representatives reports**
 - 26.1 Meet your councillor – 12.04.24 (Mr M Alder, Mr M Andrea & Mrs E Ashley) & 11.05.24 (Mr M Alder, Mr F Newman & Mrs B Ditcham).
 - 26.2 Northern Parishes Communication Group 22.05.24 (Mrs E Ashley)
- 27. **Clerk's report**
- 28. **To approve the Annual Accounts and Annual Audit Return 2023-24**
 - 28.1 To consider and approve the Annual Internal Auditor report section of the Annual return.
 - 28.2 To consider, approve and sign the Annual Governance Statement (section 1).
 - 28.3 To approve and sign the Annual Accounting Statement 2023/24 (section 2).
- 29. **Correspondence**
 - 29.1 Invitation to Berkshire Local Nature Recovery Community Events – circulated 09..04.24
 - 29.2 Ruscombe Parish Council Agenda Wednesday 8th May 2024
 - 29.3 Community Vision Workshops – Jackie Whitney

- 29.4 Offer of a Health and Wellbeing talk
 - 29.5 HALC - Committee on Standards in Public Life are currently undertaking a review into accountability in public life.
 - 29.6 Berkshire Nature Recovery - May update
 - 29.7 Launchpad's Big Sleep Out 2024 06.07.24
 - 29.8 Safety of Lithium ion Batteries and e-bikes and scooters
- 30. Authorisation of payments – list dated 14.05.24.**
- 31. Dates of meetings:**
- All meetings 7:45pm at Loddon Hall unless noted
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| Planning and Amenities Committee | 04.06.24 |
| Community Vision Workshop (Mr M Alder)
14:00-16:00 Wokingham Town Hall | 04.06.24 |
| Ruscombe Parish Council | 05.06.24 |
| Age Concern D Day event (Mr M Alder) | 07.06.24 |
| Meet Your Councillor 10am – midday, Waitrose
* 3x councillors required | 08.06.24 |
| Beer Festival presence – to promote crowd funder
Martin, Bridget, Malcolm & Jackie – time to be agreed | 08.06.24 |
| Donkey Derby
Martin & Tom
* councillors required 11:30am-6pm | 16.06.24 |
| Stanlake Pavilion Working Group | 18.06.24 |
| Skate Park Consultation Meeting 7pm | 19.06.24 |
| Twyford in Bloom | 20.06.24 |
| Skate Park Working Group | 25.06.24 |
| Planning and Amenities Committee | 02.07.24 |
| Ruscombe Parish Council | 03.07.24 |
| Meet Your Councillor 10am – midday, Waitrose
* 3x councillors required | 13.07.24 |
| Parish Lands | 09.07.24 |
| Finance & General Purposes Committee | 16.07.24 |
- 32. Date of next meeting 23rd July 2024.**

Members of the public are entitled to attend all Committee and Full Council meetings. All meetings commence at 7.45pm and are held at the Loddon Hall, Twyford.

Lucy Moffatt (Clerk),
Twyford Parish Council, PO BOX 8250, Reading, RG6 9SZ.
Telephone 0118 9345444 or Mobile 07300 298 265. An answer phone is available, please be prepared to leave your name and telephone number as the Clerk's hours are flexible.