



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee Meeting

held on Thursday 5th April 2018 @ 7:00 pm

at The Parish Council Office, 27 Victoria Road, Mortimer. RG7 3SH

Present:

Councillors: Cllr. P.Wingfield (Chairman), Cllr. J. Bull, Cllr. M. Dennett, Cllr. D. Ives, Cllr. T. Reade

Clerk: Lynn Hannawin – Deputy Parish Clerk

Public/Press: No members of the public and no members of the press present.

18/40	Public Questions: None	
18/41	To receive any apologies for absence: Cllr. N. Kiley.	
18/42	To receive any declarations of interest and dispensations: Cllr. J. Bull declared an interest in Agenda Item 18/50.	
18/43	To resolve to approve the Minutes of the Finance and General Purposes Meeting of 5th March 2018: Received and APPROVED to be signed as a true record of the meeting.	
18/44	To receive and approve the Financial Accounts for February 2018 for presentation to Full Council on 12th April 2018: Cllr. T. Reade raised the following questions about the February Accounts and notes: <ol style="list-style-type: none"> 1. According to the notes, item 1301 relates to a payment received for a Fairground Booking but there is nothing showing in the respective line item of the February accounts. 2. There is no figure showing for the income from the annual hire fee for the Tennis Club for 2017/2018 but this could be due to when the cheque was paid in. 3. There is a difference in figures showing for the budgeted figures for the salaries for February against the actual figure. <p>The Deputy Clerk will check with the Clerk with regards to the points raised above and add additional comments/explanations as appropriate in order that the Financial Accounts for February can be presented to Full Council on the 12th April 2018.</p>	Deputy Clerk
18/45	To receive an update on progress on spend in 2017/2018: Some spend due in 2017/2018 will now happen in 2018/2019. Moving forward, this will continue as an agenda item but for the year 2018/2019. It was AGREED to formulate a policy for managing reserves, under a future agenda item.	Deputy Clerk
18/46	To discuss the process and timetable for the 2018 year end: The Year End process was discussed. The following actions were identified to ensure it happens correctly: <ol style="list-style-type: none"> 1. The Deputy Clerk will liaise with the Clerk with regards to financial month end and year end training. 	Deputy Clerk

	<ol style="list-style-type: none"> 2. The Deputy Clerk and Clerk to establish a timetable of actions with specific dates. 3. A date for the 2018/2019 internal audit to be booked now with the Internal Auditor. 4. To check with Cllr. C. Lewis the details of the Governance Statement workshop. <p>Further discussion took place about Risk Management which needs addressing as the External Auditors could require a minuted review to support the Annual Return assertions on risk management. It was decided, as a matter of urgency, to establish if the Clerk is undertaking a review and if so, when will it be completed by and to which Committee it will be submitted to. If the Clerk is not undertaking this, it is imperative that the Council is made aware so that an alternative plan can be put in place.</p>	<p>Deputy Clerk Deputy Clerk Deputy Clerk</p>
18/47	<p>To receive and consider the proposed revised Standing Orders and Financial Regulations for recommendation to Full Council on the 12th April 2018:</p> <p>Cllr. T. Reade presented the changes that that had been made to the Standing Orders and Financial Regulations and the following were points were raised/established:</p> <ol style="list-style-type: none"> 1. Under the Financial Regulations, it is possible for a commitment to spend to be approved by a higher authority i.e. a duly delegated Committee could approve a spend of up to £5000 which only really requires approval by the Clerk and Chairman of the Council or Chairman of Committee. 2. Purchase orders and contracts can ONLY be signed/issued by the RFO. 3. Limitation of summary of up to £5000 needs to be added for clarification purposes. 4. Financial Regulation 4.1 needs to be amended to accurately reflect the "Introduction To The Financial regulations – A Quick Guide" <p>Subject to the above amendments being made, it was AGREED to recommend the revised Standing Orders and Financial Regulations to Full Council on the 12th April 2018.</p> <p>Cllr. P. Wingfield thanked Cllr. T. Reade for her hard work on this.</p>	<p>TR TR</p>
18/48	<p>To RESOLVE to adopt the Committee Structure and Meeting Schedule for the 2018/19 council year, for recommendation to Full Council on the 12th April 2018:</p> <p>Cllr. P. Wingfield presented the paper on proposed changes. Further to a discussion it was agreed to make the following changes to the proposal:</p> <ol style="list-style-type: none"> 1. The Cemetery Committee will be combined with Fairground, Trees and Amenities. 2. The exact dates for Full Council and Finance and General Purposes will be agreed by the Council. 3. The schedule for other Committees will be agreed by the Committee Chairs and Clerk. <p>The Deputy Clerk will establish the availability of meeting rooms in the village for Tuesday, Wednesday and Thursday of the third week of the months.</p> <p>Subject to the above changes, proposed by Cllr. P. Wingfield and seconded by Cllr. T. Reade, it was AGREED unanimously to adopt the Committee Structure and Meeting Schedule for the 2018/19 council year,</p>	<p>PW Deputy Clerk</p>

	for recommendation to Full Council on the 12 th April 2018.	
18/49	<p>To discuss and finalise the ideas for the current round of Members Bids for presentation to Full Council on the 12th April:</p> <p>From the following possible options: SID machine; trim trail equipment; Mortimer Station "You Are Here" board; Fairground footpath and ecological sign; APMF sign and replacement village noticeboards, it was AGREED to recommend using the Members Bid for a SID Machine. Cllr. D. Ives will confirm the price for presentation to Full Council on the 12th April 2018.</p>	DI
18/50	<p>To receive and consider the process for St Mary's Church Council to apply to SMPC for a grant for cutting the grass in St Mary's churchyard:</p> <p>This was discussed but as issuing grants is not part of the Parish Council's normal remit there is neither no formal process nor identified budget for grants. The Deputy Clerk will write to St Mary's Church Council to inform them of this.</p>	Deputy Clerk
#	In view of the time taken to discuss the previous agenda items Cllr. J. Bull proposed, that the meeting should continue to 9:30pm. This was seconded by Cllr M. Dennett and AGREED unanimously.	
18/51	<p>To receive an update on the potential change to VAT treatment of SMPC income for 2018/19:</p> <p>The Clerks report was received. A discussion followed about the VAT issues and the need for expert advice in to ensure VAT is being correctly paid and claimed. It was AGREED to follow the recommendations of the Clerk for 2017/2018 and undertake a VAT audit through BALC which will enable a review of the Parish Council's VAT process.</p>	Deputy Clerk
18/52	<p>To receive an update on the actions from the Internal Auditor's Report:</p> <p>The bank reconciliation process needs to be undertaken up to and including the current period and the process needs documenting. The statements are now available, and the Deputy Clerk will ask the Clerk for copies of the bank reconciliation reports.</p>	Deputy Clerk
18/53	<p>To finalise the process for obtaining the additional financial information required from Handybus:</p> <p>The spreadsheet as devised by Cllr. A. Richardson was reviewed. In addition, it also needs to show a separate line for the number of trips undertaken for Mortimer residents. It can then be sent to Handybus for completion for the end of 2017/2018 and as an estimate for 2018/2019.</p>	Deputy Clerk
18/54	<p>Matters arising for Information only:</p> <p>The Deputy Clerk and the Clerk are meeting on Thursday 12th April to review the requirements and process for GDPR. It was AGREED for Cllrs. T. Reade and J. Bull to join the meeting to assist with the process and the actions required to be undertaken by the Councillors.</p>	TR/JB
18/55	<p>Matters for communication:</p> <p>None</p>	
18/56	<p>Future Agenda items:</p> <ol style="list-style-type: none"> 1. Formulation of the process for managing SMPC Reserves 2. Review of Handybus information 	
18/57	<p>Exclusion of Press and Public</p> <p>To pass a resolution to exclude members of the press and public</p>	

	from the meeting at Part II, item 18/58 on the Agenda, due to the confidential nature of the information being discussed.	
Part II		
18/58	<p>To receive an update and agree next steps on:</p> <ol style="list-style-type: none"> 1. Contracts of Employment: It was AGREED for Cllr. M. Dennett to produce draft contract of employment for the Council Officers as required and for these to be reviewed by Cllrs. P. Wingfield and T. Reade. 2. Stakeholder Pension arrangements: It was AGREED for Cllr. M. Dennett to review with the Clerk the progress made to date. 3. Remuneration of Village Custodian: It was AGREED to proceed as per the report presented by Cllr. M. Dennett. 	<p>MD</p> <p>MD</p>

The meeting closed at 9:30pm.