



# Stratfield Mortimer Parish Council

## Minutes of the Finance and General Purposes Committee Meeting

held on Tuesday 5<sup>th</sup> June 2018 @ 7:30 pm

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

### Present:

Councillors: Cllr. T. Read (Chairman), Cllr. M. Dennett, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Lynn Hannawin

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

18/83	<b>Public Questions:</b> None	
18/84	<b>To receive any apologies for absence:</b> Cllr. J. Bull, Cllr. N. Carter	
18/85	<b>To receive any declarations of interest and dispensations:</b> None	
18/86	<b>To receive and approve the Minutes of the Finance and General Purposes Committee meeting on 3<sup>rd</sup> May 2018:</b> Further to the amendments read, the minutes were <b>APPROVED</b> for signature as a true record of the meeting, with one abstention.	
18/87	<b>To elect members of the Personnel Sub-Committee:</b> Cllr. T. Reade summarised the Terms of Reference of the Personnel Sub-Committee. The Personnel Sub-Committee is made up of two members from the F&GP Committee, in addition to the Chair and Vice-Chair of the Council.  Nominated by Cllr. T. Reade and seconded by Cllr. P. Wingfield, it was <b>AGREED</b> unanimously for Cllrs. D. Kilshaw and A. Richardson to join the Personnel Sub-Committee.	
18/88	<b>To receive and approve Asset Register for presentation to Full Council on Thursday 14<sup>th</sup> June 2018:</b> The Clerk presented the Asset Register as of 31/03/2018. It was agreed to review the Asset Register to ensure it fully reflects the costs of assets in use, in particular their installation costs, and this was given a target date of October 2018.  The Asset Register was received and <b>APPROVED</b> for presentation for approval at Full Council on the 14th June 2018.	TR Clerk
18/89	<b>To receive and approve Risk Register for presentation to Full Council on Thursday 14<sup>th</sup> June 2018:</b> Cllr. A Richardson presented the Risk Register and explained that the Working Party had reviewed the identified risks and clarified the required actions and controls. It is currently adequate as a document although will be improved through further work.  The Risk Register was received and <b>APPROVED</b> for presentation for approval at Full Council on the 14th June 2018.	AR

18/90	<b>To receive and note Bank Reconciliation report from Cllr. J. Bull:</b> Email confirmation had been received from Cllr. J. Bull stating that all the available reconciliation sheets to the end of March 2018 had been checked, and everything was in order.	
18/91	<b>Matters arising for Information only:</b> The Clerk reported on the meeting held with the organiser of the local group "Plastic Free Mortimer". The group are hoping to gain plastic free status and in order to do that would need the support of the Parish Council. This will be discussed further at the Full Council meeting in July. Cllr. N. Kiley advised that, under Financial Regulations paragraph 10.3, a purchase order was being placed for the repainting of the infant playground equipment, its perimeter railings and the youth shelter, without obtaining three estimates. It had been agreed to proceed without 3 estimates, due to time constraints and the fact that the supplier had recently demonstrated excellent value for money with quotes on two other projects. These other projects were also completed to a very high standard. Cllr. N. Kiley confirmed that there was an overall amount in the budget for this expenditure.	Clerk
18/92	<b>Matters for communication:</b> <ul style="list-style-type: none"> <li>Painting of infant playground equipment, railings and youth shelter.</li> </ul>	NK
18/93	<b>Future agenda items:</b> Standing Agenda Item: Review of purchases made without three quotes or estimates having been obtained.	Clerk
18/94	<b>Exclusion of Press and Public</b> <b>To pass a resolution to exclude members of the press and public from the meeting at Part II, for the items on the Agenda, due to the confidential nature of the information being discussed.</b> It was <b>AGREED</b> unanimously to exclude members of the public and press from the meeting at Part II, Items 18/95 and 18/96 on the Agenda due to the confidential nature of the information being discussed.	DI
<b>Part II</b>		
18/95	<b>To receive and consider the Internal Audit Report for the year ended 31 March 2018, for presentation to Full Council on 14<sup>th</sup> June 2018:</b> The auditors report was discussed, and it was confirmed that the minor issue highlighted with the minutes had been addressed. The Internal Audit Report was received and <b>APPROVED</b> for presentation for approval at Full Council on the 14th June 2018.	PW
18/96	<b>To consider and recommend the Annual Governance Statement for approval by Full Council on Thursday 14<sup>th</sup> June 2018:</b> Cllr. T. Reade presented the Governance Statement and the meeting discussed the requirements and SMPC compliance for each part. It was confirmed that the issues identified with the 2016/17 Governance statement have all been addressed. The Annual Governance Statement was received and <b>APPROVED</b> for presentation for approval at Full Council on the 14th June 2018.	PW/TR
18/97	<b>To consider and recommend the Accounting Statement for approval by Full Council on Thursday 14<sup>th</sup> June 2018:</b> Cllr. T. Reade presented the Accounting Statement and supporting documents, identifying the movements from the March figures because of various year end adjustments. One final adjustment needs to be made	

	<p>affecting General Reserves.</p> <p>The Internal Auditor has approved the year end figures.</p> <p>It was acknowledged that 2016/17 and 2017/18 were very different years, as reflected in the Council's income and expenditure account.</p> <p>The Accounting Statements were received and <b>APPROVED</b> for presentation for approval at Full Council on the 14th June 2018.</p>	
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The meeting closed at 8:25pm.