



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee Meeting

held on Monday 4th December 2017 @ 7:00 pm

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

Present:

Councillors: Cllr. J. Earl (Chairman), Cllr. J. Bull, Cllr. M. Dennett, Cllr. D. Ives, Cllr. A. Richardson, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: 1 member of the public and no members of the press present.

Part I		
17/28	Public Questions None	
17/29	To receive any apologies for absence Cllr. N. Kiley	
17/30	To receive any declarations of interest and dispensations Cllr. A. Richardson declared a pecuniary Interest as being a member of Mortimer Tennis Club.	
17/31	To receive and approve the October 2017 Financial Accounts for presentation to Full Council on 14th December 2017 After short discussion, proposed by Cllr. J. Earl, seconded by Cllr. M. Dennett, the October 2017 Financial Accounts were APPROVED for presentation to the Full Council on Thursday 14 th December 2017.	
17/32	To receive and discuss an update report from The Clerk on the Payment of Parish Councillor Expenses for presentation to Full Council on 9th November 2017 for consideration and approval. The Clerk reported that investigations had revealed only 1 Parish Council that paid an Annual Remuneration Allowance to Members and only 4 Councillors took advantage of it. Such a payment would be taxable and therefore would need to be included in year-end payroll P11D for Councillors. It was AGREED that two options below be brought to Full Council for discussion and/or approval: <ol style="list-style-type: none">1 Continue as currently done.2 Approve an Annual £50 Remuneration Allowance for non-incidentals expenses. Incidentals expenses to continue to be claimed for mileage and other specific expenses as is currently the case.	Clerk
17/33	Exclusion of Press and Public Proposed by Cllr. J. Earl, seconded by Cllr. M. Dennett, it was AGREED to exclude members of the public and the press due to the confidential and personal information to be discussed under Agenda Items 17/34, 17/35 and 17/36.	

Part II		
#	Proposed by Cllr. j. Earl, seconded by Cllr. M. Dennett it was AGREED to continue the meeting for an extra 1/2hr, if necessary, to finish the business.	
17/34	<p>To receive and discuss initial draft 2018-2019 Budget</p> <p>Line by line discussion then took place, enabling a draft to be prepared by the RFO for the next F&GP meeting on 8th January 2018 for presentation to Full Council for approval on 11th January 2018.</p>	Clerk
17/35	<p>To review employment details for Admin Assistant in preparation for becoming Clerk on 1st June 2018</p> <p>This and Agenda Item 17/36</p> <p>To review employment details for a new Admin Assistant</p> <p>were taken together for discussion.</p> <p>Cllr. J. Earl summarised the proposed Transitional process to ensure a clean handover of roles when the Clerk leaves on 31st May 2018.</p> <p>This was discussed and, proposed by Cllr. J. Earl, seconded by Cllr. A. Richardson, it was AGREED unanimously that the Admin Assistant, Lynn Hannawin, be promoted to Deputy Clerk, working 4 days per week, as from 1st December 2017 and that the role of Admin Assistant be re-named to Assistant to the Clerk, working 4 days per week, which would be advertised early January 2018 with a view to making an appointment for a 1st February 2018 start.</p>	

The meeting closed at 9:25 pm.