



## Stratfield Mortimer Parish Council

### **Minutes of the Finance and General Purposes Meeting held on Thursday 1st November 2018 @ 7.30 pm at the Parish Council Office, 27 Victoria Road, Mortimer. RG7 3SH**

#### **Present:**

##### **Councillors:**

Cllr. T. Reade (Chairman), Cllr. J. Bull, Cllr. M. Dennett, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Richardson, Cllr. P. Wingfield.

##### **Clerk:**

Mrs L. Hannawin

##### **Public/Press:**

One member of the public was present and no members of the press.

#### **Part I**

##### **18/132 Public Questions**

None

##### **18/133 To receive any apologies for absence**

Cllr. N. Carter.

##### **18/134 To receive any declarations of interest**

None

##### **18/135 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting on 4th September 2018.**

The minutes were **APPROVED** for signature as a true record of the meeting.

##### **18/136 Income and Expenditure Report**

**To receive and approve the Income and Expenditure Report and Balance Sheet for September 2018 for presentation to Full Council on the 8th November 2018.**

The following points were noted:

- The Reserves now correctly reflect the Reserve Policy as agreed at Full Council in September 2018.
- The General Reserves consist of CIL of £3240.62 which will be moved into a CIL Reserve.
- Payment from Mortimer Tennis Club has been received and is being processed.
- The agreed overspend of Fairground Budget will be adjusted at year end.

Proposed by Cllr. A. Richardson and seconded by Cllr. J. Bull, the Income and Expenditure Report and Balance Sheet for September 2018 was **APPROVED** unanimously for presentation to Full Council on 8th November 2018.

### **18/137 Bank Reconciliation**

**To receive and note the Bank Reconciliation report for the period 1st July – 30th September 2018.**

Cllr. J. Bull provided a verbal report that he had inspected and confirmed the Bank Reconciliations in full accordance with the Financial Regulations, which was received and noted.

### **18/138 Community Projects**

**To note and approve the Community Projects Committee requests that SMPC agree two new projects, for presentation to Full Council on the 8th November 2018:**

- 1. Supporting the APMF trustees in the following at a cost of £5,500:**
  - a) submitting a planning pre-application to West Berkshire**
  - b) arranging insurance for the mobile flood lights when they are used away from the APMF**
  - c) assisting the Mortimer Football Club (MFC) to remove the permanent flood lights**

**These indicative costs are likely to be covered from existing budgets.**

Cllr. P. Wingfield presented a report summarising the current management and use of the field and the plans of the Trustees, which include the building of a new replacement pavilion.

The following points were noted:

- A successful pre-planning application, in which SMPC has experience, would identify the parameters for any new build, enabling the Trustees to apply for funds accordingly.
- The use of s106 funds for the pre-planning application will be established.
- The Sport and Active Leisure Report and Youth Survey suggested ideas that could be met by the provision of a new pavilion.
- A previous public consultation, held by the Trustees, provides further evidence of the support for a new pavilion. Consultation would also result as part of the pre-planning application.
- The mobile lights are now being used, enabling the removal of the static lights.
- SMPC opposed the erection of the permanent lights.
- It was agreed to amend the final line of the report to state that assisting with the removal of the lights seems in line with the council's previously expressed views.

**2. Investigating the installation of electric car charging points in the village at a cost of between £1,700 and £6,500, depending on the level of subsidy.**

**These indicative costs are likely to be covered from existing budgets.**

Cllr. P. Wingfield presented a report and the following points were noted:

- There are several grants available for the installation of car charging points and this project may be suitable for a Members' Bid.
- The locations suggested in the report seem logical, but several charging points in one area may be required to meet need.
- Cllr. D. Kilshaw will advise with regards to power required.

Proposed by Cllr. P. Wingfield and seconded by Cllr. A. Richardson, the two new projects were **APPROVED** unanimously for presentation to Full Council on 8th November 2018.

**ACTION: CLERK**

### **18/139 ANPR SID Budget**

**To note and approve an additional budget of up to £6,400 for Roads, Footpaths and Commons for the purchase of the ANPR SID for presentation to Full Council on the 8th November 2018.**

**£1,900 of this sum to be transferred from the balance of the unallocated RFC special projects budget.**

**The remainder does not need to be transferred from another heading as it will be offset by members' bid funding from West Berkshire.**

Cllr. C. Lewis reported that it is likely that the order for the SIDs will be placed in December and therefore the Budget needs to be in place.

Proposed by Cllr. C. Lewis and seconded by Cllr. D. Kilshaw, the additional budget for the purchase of the ANPR Sid was **APPROVED** for presentation to Full Council on 8th November 2018 with one abstention.

### **18/140 Cemetery Extension Update**

**To receive an update on the cemetery extension project:**

The following points were noted:

- The proposed bridge work will be undertaken in the next financial year, followed by the landscaping work.
- £21,337 remains of the initial cemetery extension reserve fund of £25,000 and indicative costs for the bridge, clearance and landscaping work are now in the region of £37,000.
- The bridge requirements and design have changed which may need a further planning application to be undertaken.

Cllrs. N. Kiley and J. Bull are working with the Clerk to progress the project.

**ACTION: NK, JB, CLERK**

### **18/141 Policies**

**To review spend to date and discuss Committees' planned activity and spending for the remainder of the year, compared to their 2018/19 itemised budget.**

Each committee budget was briefly discussed, and points noted regarding spending to date and planned spending.

It was noted that the title of the Nominal Ledger code 4350 should be changed to "Roads"

**ACTION: CLERK**

## **18/142 Internal Auditor's Mid-year Report**

**To receive and consider the Internal Auditor's Mid-year Report for presentation to Full Council on the 8th October 2018:**

The observations raised by the Internal Auditor were noted.

CIL payments have been reviewed and a register has been established to monitor the balance and deadline for spending monies received to date. A similar register for s106 monies is being created.

## **18/143 Parish Council Planning Session Feedback**

**To discuss feedback and next steps following the Parish Council Planning session of 22 October 2018:**

Cllr. T. Reade presented a summary of the Planning session. It was **AGREED** to establish a working party to work with the committee chairs to identify aims and objectives. The working party will consist of Cllrs. D. Kilshaw, T. Reade, A. Richardson and P. Wingfield and other interested councillors will be invited to join at Full Council on the 8th November.

**ACTION: DK, TR, AR, PW**

## **18/144 Budget Timetable Proposal**

**To discuss the approach and the timetable for the preparation of the 2019/20 budget:**

A proposed Budget timetable was presented which aims to give all councillors the opportunity to participate in the Budget process. The Budget process will be raised at Full Council on the 8th November. Cllr. T. Reade and the Clerk will meet with committee chairs during November, in preparation for the review of the draft Budget at the Finance and General Purposes meeting on the 6th December 2018.

**ACTION: TR, CLERK**

## **18/145 Matters Arising for information only**

- Cllr. M. Dennett reported that there would be an update on Garth Hall at Full Council on the 8th November 2018.
- Cllr. A. Richardson reported that the Risk Management Group had met and the next steps will be being discussed at Full Council on the 8th November 2018.
- Cllr. D. Kilshaw reported that Berkshire Youth had run the first two meetings of the Youth Forum which provided useful feedback had been received. Cllr. D. Kilshaw will be attending the next meeting.
- Cllr. P. Wingfield proposed that committee meeting agendas should be shared on the MVP Facebook page. Cllr. D. Kilshaw will summarise the agenda items and put the more note worthy items on the MVP FB page.
- Cllr. P. Wingfield informed the committee that the ownership of the Mortimer Library will be being discussed at Full Council on the 8th November.
- Cllr. D. Kilshaw is reviewing the format of the Communications Committee and will present suggestions to January's Full Council meeting.

## **18/146 Matters for Communication:**

Wait for Full Council

## **18/147 Future Agenda Items**

Format of the Communications Committee

### **Close**

The meeting closed at 9.15pm