



## Stratfield Mortimer Parish Council

### **Minutes of the Finance and General Purposes Meeting held on Tuesday 4<sup>th</sup> September 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. N. Carter, Cllr. M. Dennett, Cllr. N. Kiley, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Richardson, Cllr. P. Wingfield.

##### **Clerk:**

Mrs. L. Hannawin

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

No members of the public and no members of the press present.

#### **Part I**

##### **18/114 Public Questions**

None

##### **18/115 To receive any apologies for absence**

Cllr. D. Ives.

##### **18/116 To receive any declarations of interest**

None

##### **18/117 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting on 3rd July 2018.**

With the abstention of one Councillor who was not present at the meeting, it was **RESOLVED** that the minutes of the meeting of the Parish Council held on 12th July 2018 be approved as a true and correct record and signed by the Chairman.

## **18/118 Committee Budgets**

**To receive and approve the 2018/19 Itemised Committee Budgets which form part of the delegations to Committees, for presentation to Full Council on 13<sup>th</sup> September 2018.**

The total budgets allocated to committees remain the same as those agreed by Full Council in January 2018. Itemising these budgets further, against activities, will enable committees to operate within their Terms of Reference and in accordance with Financial Regulations. Committees may request changes to their budgets via Finance and General Purposes Committee (F&GP)

Proposed by Cllr. T. Reade and seconded by Cllr. A. Richardson, the itemised budgets were **APPROVED** unanimously for presentation to Full Council on 13<sup>th</sup> September 2018. Each current action was reviewed and updated accordingly.

## **18/119 Reserves Policy and Adjustments**

**To receive and approve the Reserves Policy and reserves adjustments for presentation to Full Council on 13<sup>th</sup> September 2018:**

Further to the advice of the Internal Auditor, changes can be made to reserves as appropriate. The proposed policy removes several small reserves which are not required and establishes a more substantial General Reserve which is targeted to represent 9 months spend but may deliberately run above or below this level to allow the cost on larger projects to be spread across several years. The statutory S106 and CIL reserves are retained along with reserves for the Cemetery extension and tennis courts. It was noted that the replacement cycle for the tennis courts would reduce from 20 to 15 years to ensure it is sufficiently prudent. This will require the reserve to be increased by £4,000 this year. Requests for funds to be allocated from General Reserves, as per the Financial Regulations, will be reviewed by F&GP who will make recommendations to Full Council.

Proposed by Cllr. T. Reade and seconded by Cllr. D. Kilshaw, the Reserves Policy and reserves adjustments were **APPROVED** unanimously for presentation to Full Council on 13<sup>th</sup> September 2018.18/385

## **18/120 Presentation of Income and Expenditure Reports**

**To note the change to the presentation of SMPC Income and Expenditure reports for 2018/19:**

Cllr. T. Reade presented the reasons for changing the format of the SMPC Income and Expenditure report which makes more use of reporting direct from the Rialtas Accounting system. It was agreed to implement the following changes:

- Move S106 and CIL into the income section
- To issue a Balance Sheet each month
- Headings to be added to each page of the monthly summary
- Explore removing "Movement to/(from) Gen Reserve" from the Rialtas Income and Expenditure report.

## **18/121 Income and Expenditure Report**

**To receive and approve the Income and Expenditure Report for the four months to 31<sup>st</sup> July 2018 for presentation to Full Council on 13<sup>th</sup> September 2018:**

The Clerk presented the Rialtas Income and Expenditure report and Monthly Income and Expenditure spreadsheet. It was **AGREED** that the Balance Sheet would also be supplied to Full Council.

Proposed by Cllr. A. Richardson and seconded by Cllr. J. Bull, the Income and Expenditure Report for the four months to 31<sup>st</sup> July 2018 was **APPROVED** unanimously for presentation to Full Council on 13th September 2018.

### **18/122 Bank Reconciliation**

**To receive and note the Bank Reconciliation report for the period 1st April – 30th June 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.

### **18/123 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. S106 and CIL payments are being reviewed to establish the balance and deadline for spending monies received to date. An estimate of future CIL income needs to be calculated to assist with SMPC planning.

**ACTION: CLERK**

### **18/124 Polices and Procedures**

**To receive and approve the following policies and procedures for presentation to Full Council on the 13<sup>th</sup> September 2018:**

- **Code of Conduct**
- **Disciplinary Policy**
- **Grievance Policy**
- **Sickness and Absence policy**
- **Expenses Policy**
- **Equal Opportunities Policy**
- **Complaints Procedure:**

Further to a discussion of the documents, it was agreed to make the following changes:

- "Complaints Procedure" should read "Complaints Policy"
- The complaints panel should consist of three members, not four.
- The typesetting of the Code of Conduct needs reformatting.

Proposed by Cllr. P. Wingfield and seconded by Cllr. M. Dennett, the policies and procedures were **APPROVED** unanimously for presentation to Full Council on 13th September 2018

### **18/125 GDPR**

**To receive an update report on GDPR for presentation to Full Council on 13th September:**

Further to the initial steps undertaken to become GDPR compliant and in consultation with the Data Protection Officer, the Clerk reported that whilst councillors must, for ICO purposes, use their SMPC email accounts when communicating on Council business, it is not essential to copy the designated Parish Office email address as first thought.

Whilst there is no statutory requirement for email footers to mention GDPR, the current email footer used by Parish Officers and Councillors is very comprehensive. The Clerk will establish if email footers can automatically be inserted by the email account provider. A new Data Protection Privacy Notice is available which adequately covers the personal data held by the Council.

It is usual practice for parish councillor's emails and phone numbers to be published in the public domain. It was **AGREED** to confirm this with Full Council on the 13<sup>th</sup> September.

**ACTION: Clerk**

## **18/126 Parish Council Planning Session**

**To discuss arrangements for the Parish Council Planning session confirmed for Tuesday 23 October 2018, to agree the approach, desired outcomes and input required from Committees:**

The format of the meeting was discussed, and it was **AGREED** that the Parish Council Planning Session should take the following form:

- Review of 2017 objectives and actions achieved.
- Exploration of what SMPC is for, its aims and overall purpose
- Types of activity to plan for in the three year plan.

Notes will be sent to the facilitators of each section and a further meeting will be held to finalise the session structure.

**ACTION: TR, CLERK**

## **18/127 Update on Fixed Asset Register**

The Internal Auditor has confirmed the specified cost of any asset cannot be changed unless original invoices are found to support the change. A separate column can be used to show other costs relating to an asset i.e. installation cost. In the Fixed Asset Register review it is planned to group assets by type. The aim is to complete this by the end of the year.

**ACTION: CLERK**

## **18/128 Update on Risk Management**

Cllr. A. Richardson reported that he has started looking at the process for reviewing the Risk Management and explained the method identified. Once completed, it should enable an annual review to be undertaken. It was **AGREED** to move the next update to 8<sup>th</sup> November.

## **18/129 Matters Arising for information only**

Cllr. T. Reade

- The tennis court electronic gate access system is about to be ordered. A further cost of £500 is payable for the software which links the gate to the Clubspark website.
- A grant of £3773.58 has been awarded by The Good Exchange to the Community Sports Facilities Improvements Project, along with a £1 for £1 match funding scheme should SMPC undertake further fund raising.

Cllr. M. Dennett

- Sunday 11<sup>th</sup> November sees the 100<sup>th</sup> year anniversary of the end of WW1. There is to be a nationwide lighting of beacons at 7pm preceded by the Last Post. Cllr. Dennett will present a paper to Full Council to seek approval for registering SMPC's participation in the event.

**ACTION: MD**

Cllr. J. Bull

- ACLA Ltd was commissioned to draw up the prospective plan for the Cemetery Extension and investigate bridge suppliers. The initial plan for the cemetery has now been received and three possible bridge suppliers have been identified with a preference being for one based in Salisbury. Cllr. Bull met with ACLA Ltd and the bridge supplier to discuss the possible problem with the bridge's foundations. This can be overcome by lengthening the bridge and using steel screws to avoid tree roots. ACLA Ltd have advised that it will cost a further £750.00, excluding meeting costs, to receive the drawings, review the specifications, submit to planning and advise on the removal of excess vegetation.
- A reserve of £21,337 is held for this project, but Fairground and Cemeteries Committee will review the overall costs and the potential future costs for the maintenance of the area and advise F&GP.

**ACTION: JB/NK**

### **18/130 Matters for Communication:**

Copy for the October newsletter needs to be sent to Cllr. D. Kilshaw by Sunday 15<sup>th</sup> September. The following articles/updates were identified:

- Registration of Footpaths – CL
- Speeding - DK
- NDP - PW
- Fun Day - AR
- Tennis Court - TR
- Biodiversity - PW
- Station Car Park - NK
- Fairground/Hammonds Heath - NK
- Roads, Footpaths and Commons - CL
- Remembrance Day - MD
- Cemetery Extension - JB
- A Day in the Life of a Village Custodian - MD
- Alan Thorpe Trophy - AR
- Youth Project - PW
- Tree Plaque - Clerk
- Christmas Events – Clerk
- Heritage Trail - NC

### **18/131 Future Agenda Items**

- Communications Committee Structure

## **Close**

The meeting closed at 9.25pm