



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee Meeting

held on Thursday 3rd May 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 (from 7:18pm), Cllr. D. Ives, Cllr. N. Kiley, Cllr. T. Reade, Cllr. A. Richardson.

Assist to the Clerk: Bernise O'Reilly

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

18/59	Public Questions: None	
18/60	To receive any apologies for absence: Cllr. M. Dennett had advised Chairman he would be late and arrived at 7.18pm.	
18/61	To receive any declarations of interest and dispensations: Cllr. T. Reade declared an interest in Agenda Item 18/319.	
18/62	To resolve to approve the Minutes of the Finance and General Purposes Meeting of 5th April 2018: Received and APPROVED to be signed as a true record of the meeting.	
18/63	To receive and approve the March 2018 Financial Accounts, for presentation to Full Council on the 10th May 2018, noting that the year end adjustments are still to be completed.: Cllr. A. Richardson raised the point there were some incorrect figures listed in the March accounts which were noted for amendment before presenting to the Full Council on 10 th May 2018. Cllr. T. Reade noted that some expenditures shown under 4308 should be amended to 4800 and 4801. It was AGREED that Cllr. P. Wingfield and Cllr. T. Read will ask the Deputy Clerk to make amendments with regards to the points raised above in order that the Financial Accounts for March can be presented to Full Council on 10 th May 2018.	PW/ TR Deputy Clerk
18/64	To receive an update on the process and timetable for the 2018 financial year end: An update on the process and timetable for the 2018 financial year end was reviewed and noted. The way forward on the timetable was looked at under agenda item 18/72.	PW
18/65	To RESOLVE to appoint the BALC Data Protection Officer service and to note the proposed plan and indicative timescales to achieve compliance with GDPR for presentation to Full Council on the 10th May 2018: After a brief discussion on the proposed plan and indicative timescales to achieve compliance with GDPR by 25 th May, the plan and appointment of the BALC Data Protection Officer was proposed by Cllr. T. Reade, seconded by Cllr. J. Bull, and was unanimously AGREED for presentation to the Full Council on 10 th May 2018.	TR

18/66	<p>To RESOLVE to apply for on line “view only” account access with Unity Bank for two users to view transactions only:</p> <p>Further to a brief discussion on the current banking situation, proposed by Cllr. T. Reade and seconded by Cllr. A. Richardson, it was unanimously AGREED to apply for on line “view only” account access for two officers of the Council.</p>	TR/ Deputy Clerk
18/67	<p>To receive and consider the proposed revised Committee Terms of Reference for Presentation to Full Council on the 10th May 2018:</p> <p>Cllr. P. Wingfield stated that the revised Committee Terms of Reference had been streamlined from the existing document to reference the new standing orders and financial regulations. After Cllr. A. Richardson received clarification on the issue of Risk Management, it was AGREED unanimously to present the draft revised Committee Terms of Reference to Full Council on the 10th May 2018.</p>	PW/TR
18/68	<p>To review the Office Lease and approve to sign:</p> <p>Following review and some discussion on the details of the lease, it was AGREED to approve to sign the Office Lease for three years from June 2018.</p>	Deputy Clerk
18/69	<p>To receive an update on the current round of Members Bids:</p> <p>An update on the current round of Members Bids was received and noted. It was reported that possible options on acquiring a mini SID machine or a SID with an ANPR facility would be dependent on the grant amount received from West Berkshire Council before a final way forward could be considered.</p>	DI
18/70	<p>To consider the application to hold a regular, Sunday morning Car Boot Sale on the Fairground for presentation to Full Council on 10th May 2018:</p> <p>Cllr. N. Kiley reported that the Fairground, Trees and Amenities Committee had considered the application and agreed not to recommend the application. Following discussion on the issue, it was proposed by Cllr. N. Kiley and seconded by Cllr. J. Bull, and unanimously AGREED to recommend the Full Council on 10th May 2018 not to take forward/approve.</p>	NK
18/71	<p>To receive a report on the Berkshire Youth report for presentation to Full Council on 10th May 2018:</p> <p>After discussion on how to take projects forward to implementation via a working party, within the different Committees or via the projects committee it was AGREED that the route via the projects committee would be recommended to the Full Council on 10th May 2018.</p>	PW
18/72	<p>To receive an update on the additional financial information required from Handybus:</p> <p>Cllr. A. Richardson reported that Handybus would submit its year-end charity accounts shortly for consideration and any additional queries from the Committee would then be dealt with as required.</p>	AR
18/73	<p>Matters arising for Information only:</p> <p>Further to the adoption of the revised financial regulations, Cllr. T. Reade advised that, under paragraph 10.3, two purchase orders had been placed by Community Projects Committee where it had not been practical to obtain three estimates. This was because the supplier was uniquely placed to progress the work on Station Car Park surveys in a cost effective way because of their long involvement in the project, there was</p>	TR/JB

	a need to move ahead quickly with the work and the proposed costs were reasonable compared to similar pieces of consultancy work.	
18/74	Matters for communication: Results from the Berkshire Youth Survey after presentation at the Full Council on 10 th May 2018.	PW
18/75	Future Agenda items: None.	
18/76	Exclusion of Press and Public 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. 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 18/77, 18/78, 18/79, 18/80, 18/81, 18/82.	
Part II		
18/77	To consider the Contracts of Employment: Contracts of Employment for the Council's Officers, reflecting the roles that will be in place at 1 June 2018, were discussed and agreed.	PW
18/78	To consider the Pension Auto Enrolment Arrangements: Arrangement for a pension scheme to meet our legal obligations under auto enrolment were discussed and agreed.	PW/TR
18/79	To receive an update on the remuneration of the Village Custodian: It was confirmed that the actions concerning the remuneration of the Custodian agreed at the last meeting had been actioned.	
18/80	To review the SMPC Risk Register: The Risk Register was reviewed, and a way forward agreed.	PW
18/81	To review and agree the SMPC insurance for the year 2018/2019: A quote for insurance for 2018/19 was accepted to be taken to the full council.	PW
18/82	To consider the Clerk's situation in the run up to his retirement: The situation with regard to the Clerk's work in the run up to the end of his contract was reviewed and a way forward agreed.	PW

The meeting closed at 8:45pm.