



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee Meeting

held on Tuesday 3rd July 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. P. Wingfield.

Clerk: Lynn Hannawin

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

18/98	Public Questions: None	
18/99	To receive any apologies for absence: Cllr. N. Carter, Cllr. A. Richardson	
18/100	To receive any declarations of interest and dispensations: None	
18/101	To receive and approve the Minutes of the Finance and General Purposes Committee meeting on 8th January 2018: The minutes were APPROVED for signature as a true record of the meeting, with two abstentions.	
18/102	To receive and approve the Minutes of the Finance and General Purposes Committee meeting on 5th June 2018: The minutes were APPROVED for signature as a true record of the meeting, with one abstention.	
18/103	To review committee budgets for 2018/19: The budget for 2018/19 was summarised. Most committee budgets include lump sum amounts for project and one off spend. The Committee Terms of Reference delegate power to spend allocated budgets within agreed and confirmed limits, and so these lump sum amounts need to be broken down to specify project and other expenditure for the forthcoming year. It was AGREED for Cllr. T. Reade and the Clerk to meet with each committee Chairman to break down the itemised budget, which will be ratified in September 2018.	TR, Clerk, Chairs
18/104	To receive an update on the progress of the transfer of RFO responsibilities: The Clerk reported that the Rialtas Accountancy Package was handed over on the 18 th June. The Clerk and Cllr. T. Reade have met with Claire Connell to clarify a number of accounting queries. The financial records for April, May and June will now be completed in line with the next VAT return which falls due on the 31 st July 2018.	
18/105	To receive an update on the Annual Governance and Accountability Return (AGAR) and exercise of public rights: The Clerk reported that the Notice of Public Rights, Annual Governance Statement, Accounting Statements and unaudited declaration were all posted on the website and noticeboard on Tuesday 19 th June. The right to inspect the AGAR, accounting records etc. runs from Wednesday 20 th June to Tuesday 31 st July. The AGAR and supporting documents were	

	sent by registered post to the External Auditors on Tuesday 19th June.	
18/106	<p>To receive an update on the workplace pension:</p> <p>The Clerk reported that, as agreed, the pension has been set up with Smart Pensions in order for SMPC to make the legally required level of contributions. The payments due for December 2017 – May 2018 have been calculated by the Clerk and verified by Cllr. T. Reade. From June onwards, the pension contributions are automatically calculated by the payroll system and there have also been verified by the Clerk and Cllr. T Reade. Pension contributions will be taken each month by direct debit with the first payment going out on the 21st July 2018. This will include the outstanding payments and the liability for June 2018.</p>	
18/107	<p>To discuss the arrangements for the Autumn Vision Day update and 3 year plan session:</p> <p>Further to the discussion held, it was AGREED for the Clerk to establish 3 possible dates to give Councillors a choice of an evening or a weekend session.</p>	Clerk
18/108	<p>To receive an update on the review of policies:</p> <p>It was AGREED for the outstanding policies to be reviewed and then brought back to the Finance and General Purposes Committee before being taken to Full Council, with a target of completion by the Autumn Vision Day. The policy review will be led by the following Councillors:</p> <ul style="list-style-type: none"> • Communications, to include GDPR, but not Part II procedures – Cllr. D. Kilshaw • Personnel Policies – Cllr. T. Reade • Child Protection and Vulnerable Adults – Cllr. M. Dennett • Health and Safety, Code of Conduct and Complaints Procedure – Cllr. P. Wingfield 	DK TR MD PW
18/109	<p>To consider the formulation of a policy for managing reserves.</p> <p>The need for a policy for managing reserves was discussed. It was agreed that Cllr T Reade and the Clerk will prepare this, working with Committee Chairs. The policy will identify both the purpose of each reserve and the level of reserve required to ensure they are adequate</p>	TR Clerk Chairs
18/110	<p>To agree the future bank signatories.</p> <p>Confirmation as to the current signatories is currently being sought from the bank. It was agreed that future signatories should be the Chairman, Vice-Chair and Chairs of committees and that the mandate will be changed as councillor's roles change. This will be taken to Full Council on the 12th July 2018.</p>	
18/111	<p>Matters arising for Information only:</p> <ul style="list-style-type: none"> • The Clerk advised that, under Financial Regulations paragraph 10.3, a purchase order had been placed by agreement of the Clerk and Cllr P. Wingfield for a DNA test to be undertaken to confirm the presence/absence of great crested newts. It had been agreed to proceed without 3 estimates, due to time constraints - the tests must be carried out in June - and the fact that the supplier was already undertaking the Green Spaces Habitat Survey, Development and Conservation Plan to which this is linked. Unfortunately, due to the very hot weather, it was not possible to collect a water sample to complete the test. The test kits have a limited lifetime due to the chemicals used, so cannot be used in a future year. • Cllr. P. Wingfield advised that further to a misunderstanding, the 	

	<p>price presented for and agreed by Full Council, for the Green Spaces Habitat Survey, Development and Conservation Plan, had omitted to show the VAT element. An amended Purchase Order had been raised to include the additional cost and this will be reported to Full Council on the 12th July.</p> <ul style="list-style-type: none"> • The Clerk reported that Gigaclear Wayleave Agreements had now been received for Brewery Common and Pound and Health Elm Pond. A per meterage rate was being offered as a one off payment for the life of the wayleave. West Berkshire Council had confirmed that this is usual practice when the amounts in question are small. The Clerk will confirm the duration of the wayleave and what any alternative annual rate would be. • Gigaclear are due to undertake the remedial work around Pound and Heath Elm Pond before Sunday 8th July 2018. However, the Clerk will ask them to postpone the work until the weather conditions are more favourable. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
18/112	<p>Matters for communication:</p> <ul style="list-style-type: none"> • Hammonds Heath fencing work. 	
18/113	<p>Future agenda items:</p> <ul style="list-style-type: none"> • Monthly financial accounts. • Itemised budgets 2018/19. • Progress on spend against budget 2018/19. • November – (note that this meeting is likely to be rescheduled) to consider the Draft Budget for 2019/20. 	<p>Clerk</p>

The meeting closed at 8:25pm.