



## Stratfield Mortimer Parish Council

### **Minutes of the Finance and General Purposes Meeting held on Thursday 3rd January 2019 @ 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. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Richardson, Cllr. P. Wingfield

##### **Clerk:**

Mrs. L. Hannawin

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

There were no members of the public and no members of the press present.

#### **Part I**

##### **18/158 Public Questions**

None

##### **18/159 To receive any apologies for absence**

Cllr. N. Kiley

##### **18/160 To receive any declarations of interest**

A dispensation was granted to Cllr, P. Wingfield for the purpose of enabling the business to be discussed at 18/163 and subsequent relevant meetings.

##### **18/161 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting on 6th December 2018.**

With the abstention of one councillor who was not present at the meeting, proposed by Cllr. T. Reade, seconded by Cllr. M. Dennett, it was **RESOLVED** that the minutes of the meeting held on 6th December 2018 be approved as a true and correct record and signed by the Chairman.

## **18/162 Income and Expenditure Report and Balance Sheet**

**To receive and approve the Income and Expenditure Report and Balance Sheet for the two months to 30th November 2018 for presentation to Full Council on the 10th January 2019.**

The income and expenditure figures for October and November were reviewed. It was noted that with four months of the financial year remaining, spend to date is at 46% of budget.

The rate of return and terms of the two SMPC bank accounts were discussed and it was agreed for the RFO to explore potential other options for depositing reserve funds. Proposed by Cllr. D. Kilshaw, seconded by Cllr. A. Richardson, the Income and Expenditure Report and Balance Sheet up to November 2018 was **APPROVED** unanimously for presentation to Full Council on 10th January 2019.

**ACTION: RFO**

## **18/163 Committee Budget**

**To receive and approve the draft Budget for presentation to Full Council on the 10th January 2019:**

Following the Finance and General Purposes (F&GP) meeting in December, minor changes were made to the Budget, and the Budget papers circulated to all committee members for comment. No comments had been received.

The amended Budget was reviewed, and it was noted:

- As previously agreed, General Reserves reflect a year of operating costs.
- The Tax Base, from which the contribution to the precept of a Band D property is calculated, has increased to 1683.44.
- Undertaking additional projects, be it through devolution or otherwise, will increase operating costs and a public mandate should be sought.

Further to a review of the budget it was agreed that the increase in Band D should be circa 2.5%, it was agreed to reduce the budget for Roads accordingly, to balance operating cost and operating income.

Proposed by Cllr. P. Wingfield, seconded by Cllr. C. Lewis, the draft Budget was **APPROVED** for presentation to Full Council on 10th January 2019, with one abstention.

## **18/164 Orders Placed Outside Financial Regulations**

**To receive and note the rationale for orders placed with the authority of the Clerk and Committee Chairman where it was not possible to obtain three quotations or estimates- FR 10.3 and 11.1i:**

This applies to purchases £1000 and above. There have been no such recent purchases, but it was **AGREED** for this to remain as a standing agenda item, to ensure all future relevant purchases are reported to the Finance and General Purposes Committee.

**ACTION: CLERK**

## **18/165 Committee Spending**

**To receive an update on Committee spending and the expected outturn for 2018/18:**

Fairground and Cemetery

- A great deal of work has been undertaken and further quotes are still outstanding.

## Communications

- The website budget will not be spent in this financial year.
- The next scheduled newsletter is February.

## Roads, Footpaths and Commons

- The SID should now be available mid – end January.
- Developments on the Victoria Road footpath, outside Mortimer Café, means the potential solution and costs have changed. An update will be presented to Full Council on the 10<sup>th</sup> January for a decision to be taken on the next course of action.

## Community Projects

- The footpath budget will not be spent in this financial year.
- The plans for the Station Car Park are currently being reviewed.
- Assistance for the Alfred Palmer Memorial Field is waiting on the Trustees.

## **18/166 Matters Arising for information only**

- Cllr. J. Bull has raised the idea of the need for additional parking areas within the village, which could be an additional capital project.
- Cllr. A. Richardson presented the Risk Register which is now complete and for ease of reference is held under one Excel spreadsheet. This will be presented to Full Council on the 10th January.

## **18/167 Future Agenda Items**

An agenda item to address projects with regards to moving them forward and identifying actions required.

**ACTION: CLERK**

## **18/168 Exclusion of Press and Public**

Proposed by Cllr. T. Reade, seconded by Cllr. A. Richardson, it was **AGREED** to exclude members of the public and press from the meeting at Part II, items 18/169 and 18/170 on the Agenda, due to the confidential nature of the information being discussed, with one abstention.

## **Part II**

### **18/169 Station Car Park**

**To receive an update on the Station Car Park and recommend the proposed changes in approach, additional surveys and work required, and proposed timetable, for presentation to Full Council on the 10th January 2019.**

Cllr. P Wingfield summarised the background to the Station Car Park project to date and presented the new proposed plan and relevant documents. Further to a minor amendment to the timetable and a query to resolve with regards to VAT, the proposed changes in approach, additional surveys and work required, and proposed timetable, were **APPROVED** for presentation to Full Council on the 10th January 2019.

**ACTION: CLERK**

## **18/170 Personnel Sub-Committee**

**To receive an update on matters considered by the Personnel Sub-Committee on the 6th December 2018:**

Cllr. T. Reade reported that the following had been discussed by the Personnel Sub-Committee:

- Process and timing for the Clerk's annual appraisal.
- Appraisals for other staff.
- The Clerk's qualifications and pay.
- Appraisals and annual pay reviews for April 2019 will be considered at future Personnel Sub-Committee meetings.

### **Close**

The meeting closed at 20.30pm