



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Meeting held on Tuesday 4th June 2019 @ 7.30 pm at the Parish Council Office, 27 Victoria Road (behind the Library), Mortimer. RG7 3SH

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. J. Bull, Cllr. D. Kilshaw (arrived at 7.40pm), Cllr. C. Lewis, Cllr. D. Morsley.

Clerk:

Mrs. L. Hannawin

Public/Press:

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

Part I

19/01 Public Questions

None

19/02 To receive any apologies for absence

Cllr. N. Carter

19/03 To receive any declarations of interest

None

19/04 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting on 5th March 2019.

It was **Resolved** that the minutes of the meeting held on 5th March 2019 be **APPROVED** as a true and correct record and signed by the Chairman, with 2 abstentions.

19/05 Personnel Sub-Committee Elections

To elect members of the Personnel Sub-Committee:

The Personnel Sub-Committee is made up of the Chairman and Vice Chairman of the Council and two additional members from the Finance and General Purposes Committee. It was **AGREED** for Cllrs. Bull and Morsley to join the Personnel Sub-Committee..

19/06 Code of Conduct

To review and APPROVE the Code of Conduct for presentation to Full Council on Thursday 13th June 2019:

The current Code of Conduct was reviewed, and the following issues discussed:

- The potential need for non-voting co-opted members to sign the Code of Conduct as they are participating within Council business.
- The requirement for members signing the Code of Conduct to also sign the Declaration of Interest, which could deter individuals whom the Council are looking to co-opt as a non-voting member.

The Committee decided the Code of Conduct and Standing Orders needed further review.

Proposed by Cllr. Bull, seconded by Cllr. Lewis, the resolution was amended to:

To **RESOLVE** to separately review the Code of Conduct and Standing Orders for presentation to Full Council on Thursday 11th July. This was **AGREED** unanimously.

The Clerk will distribute NALC Model Standing Orders and Code of Conduct for comment.

ACTION: CLERK

19/07 Communications Policy

To AGREE the process for reviewing the Communications Policy:

It was **AGREED** unanimously that Cllr. Kilshaw will review the Communications Policy, which will be presented to the Finance and General Purposes Committee on the 2nd July, 2019.

ACTION: DK

19/08 Newsletter

To review the options for the newsletter delivery and AGREE the process moving forward for presentation to Full Council on Thursday 13th June, 2019:

Cllr. Kilshaw reported that it is not always practical to time the SMPC newsletter production and delivery to coincide with the delivery of Mortimer Village Partnership's (MVP) newsletter. On these occasions, the local Scouts have been paid to deliver the newsletter.

It was noted:

- Delivery could potentially be offered to other organisations
- The option to deliver with the MVP is still available
- Cllr. Morsley will provide updated numbers for delivery routes to ensure all households/businesses are covered.

It was **AGREED** the Scouts would undertake the delivery of the summer newsletter.

19/09 Defibrillators

To receive a report on the village defibrillators and AGREE on their future management for presentation to Full Council on Thursday 13th June, 2019

Further to a report presented by Cllr. Morsley, the future management was unanimously **AGREED** as follows:

- The Clerk will become the registered guardian for all three defibrillators, providing continuity and one point of contact.
- Mr. T. Maynard will become the second registered person and will change the pads and undertake the weekly/monthly checks.
- SMPC will purchase a new set of pads and batteries prior to the current set expiring.
- The associated costs will be approximately £50 per annum and £450 every 7 years

19/10 Annual Subscriptions

To review and APPROVE the annual subscriptions:

The following subscriptions have already been approved:

- Institute of Cemetery & Crematorium Management - £95.00 per annum
- Berkshire Association of Local Councils – £674.93 per annum
- National Association of Local Councils - £216.41 per annum
- Society of Local Council Clerks membership – L. Hannawin - £220 per annum

Proposed by Cllr. Bridgman, seconded by Cllr. Morsley, with 1 abstention, the following subscriptions were **APPROVED** for payment:

- Information Commissioner's Office - £40.00 per annum
- Parish Online Mapping Service - £74.00 per annum
- Data Protection Officer - £60 per annum
- Society of Local Council Clerks membership – B. O'Reilly - £220.00

- CPRE – £30.00 per annum - **NOT APPROVED**

19/11 Bank Reconciliation

To receive and note Bank Reconciliation report from Cllr. J. Bull and AGREE future arrangements:

Cllr. J. Bull confirmed that all the available reconciliation sheets to the end of March 2019 had been checked, and everything was in order.

It was **AGREED** unanimously that Cllr. Lewis will undertake this task moving forward.

19/12 Matters Arising for Information Only

None

19/13 Matters for Communication

None

19/14 Future Agenda Items

- Review of Code of Conduct
- Review of Standing Orders
- Review of Communications Policy

- Committee budgets and spend year to date
- Review and approval of the Risk Register

ACTION: CLERK

19/15 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** unanimously to exclude members of the public and press from the meeting at Part II, Items 19/16, 19/17, 19/18 and 19/19 on the Agenda due to the confidential nature of the information being discussed.

Part II

19/16 Risk Register

To receive and approve Risk Register for presentation to Full Council on Thursday 13th June 2019:

A further review of the spreadsheet is required, and it was unanimously **AGREED** for the presentation of the Risk Register to Full Council be postponed until the July meeting. Cllr. Kilshaw will format and circulate the Risk Register spreadsheet to committee members for review at the July meetings of the Finance and General Purposes Committee and Full Council.

ACTION: DK

19/17 Internal Audit Report

To receive and consider the Internal Audit Report for the year ended 31 March 2019, for presentation to Full Council on Thursday 13th June 2019:

The minor points of the internal auditor's report were noted.

19/18 Annual Governance Statement

To consider and recommend the Annual Governance Statement for approval by Full Council on Thursday 13th June 2019:

The number of confidential papers for agenda items 19/18 and 19/19, highlighted the issue of councillors receiving Part II related information in a timely manner. The Clerk will seek advice on the advised protocol with a view to amending the current process.

The requirements of and SMPC's compliance for each assertion of the Annual Governance Statement were reviewed.

The Annual Governance Statement was **RECOMMENDED** for presentation for approval at Full Council on the 13th June 2019.

ACTION: CLERK

19/19 Accounting Statements

To consider and recommend the Accounting Statements for approval by Full Council on Thursday 13th June 2019:

The Clerk presented an amended Balance Sheet and Income and Expenditure Account as at 31st March, 2019. As per the Annual Governance and Accountability Guidance and on the

advice of the internal auditor, the accounts had been amended to show the money owed to West Berkshire Council in respect of their error in overpaying Community Infrastructure Levy (CIL) to SMPC by £39,811.05.

The Clerk presented the Accounting Statement and supporting documents which were reviewed by the Committee.

The Accounting Statements were **RECOMMENDED** for presentation for approval at Full Council on the 13th June 2019.

19/20 Personnel Sub-Committee

To receive an update on matters considered by the Personnel Sub-Committee on the 29th April 2019 and AGREE the recommendations:

The Committee unanimously **AGREED** the recommendations of the Personnel Sub-Committee of the 29th April, 2019. As a result, estimated expenditure on salaries in 2019/20 will be £54,361.00 an increase of £1929 on the salary budget.

Close

The meeting closed at 9.05pm