



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Meeting held on Tuesday 3rd September 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. N. Carter (left at 9.05pm),
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

19/41 Public Questions

None

19/42 To receive any apologies for absence

None

19/43 To receive any declarations of interest

None

19/44 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting on 2nd July 2019.

The minutes were amended to record Cllr. N. Carter as having been present at the meeting on the 2nd July 2019.

It was **Resolved** that the minutes of the meeting held on the 2nd July 2019 be **APPROVED** as a true and correct record and signed by the Chairman.

19/45 Income and Expenditure Report

To receive and approve the Income and Expenditure Report for the two months to 31st July 2019 and the Balance Sheets of that date for presentation to Full Council on 12th September 2019:

The presentation of the reports, showing Capital Income and Expenditure - Community Infrastructure Levy and s106 - separately from Revenue Income and Expenditure, will be considered as part of the budget process.

The Income and Expenditure Report and Balance Sheet for the two months to 31st July 2019, were **APPROVED** unanimously.

ACTION: CLERK

19/46 Order Outside of Financial Regulation

To note approval by Chairman and Clerk for an order placed with Quality Bailiffs without obtaining three quotations (FR 11.1(i)):

This was noted.

19/47 Station Car Park Budget

To APPROVE a final additional budget of £4,000 for the Station Car Park project as requested by the Planning Committee at its meeting on 25th July 2019:

Further to Cllr. Morsley's report, the following were noted:

- A recent meeting of interested parties highlighted minor work that still needs to be undertaken. Most of the original work has now been done.
- Additional work regarding the highway's solution is required which the extra budget should cover along, with the costs of the planning application.
- The aim is to submit the planning application by the end of October. Once planning is approved, the project will be handed over to GWR.
- Due to the lack of space, it is not possible to have a disabled access and there is no requirement on GWR to make it disabled friendly.
- At this stage, it is not envisaged that there will be electric charging points.
- The electrification of the line is not currently going ahead.

Proposed by Cllr. Bridgman, seconded by Cllr. Morsley, it was **AGREED** unanimously to amend the motion to say "an additional" instead of "a final additional".

It was **AGREED** unanimously to approve an additional budget of £4,000 for the Station Car Park project.

19/48 Budget

To review spend to date and discuss Committees' planned activity and spending for the remainder of the year, compared to their 2019/20 itemised budget:

- Fairground and Cemetery – Cllr. Bull reported that with the current outstanding orders, Special Projects will overspend but overall the Committee should underspend.
- Roads, Footpaths and Commons – Cllr. Lewis reported that some budget items are no longer required as it's not possible to undertake the tasks. Project spend is on track although the initial cost of the SID/ANPR was in the 2018/19 budget. When the SID/ANPR is finally purchased, funds will need to come out of reserves. West

End Road work will be discussed at the next Roads, Footpaths and Commons Committee meeting.

- Communications – the updating of the website will be addressed shortly.

It was noted that budgets for projects transferred to committees will be identified as part of the budget process.

19/49 Procedures for Reviewing SMPC Policies

To AGREE the Procedure for reviewing:

It was **AGREED** unanimously for the reviews to be undertaken as follows:

- Financial Regulations – Cllr. Lewis and the Clerk

ACTION: CLERK/CL

- Freedom of Information Policy – Cllrs. Dennett and Carter and the Clerk

ACTION: CLERK/MD/NC

- Complaints Procedure – Cllr. Morsley

ACTION: DM

19/50 Strategy Working Group (SWP)

To receive a report from the Strategy Working Group (SWP):

From the recent meeting of the SWP, Cllr. Morsley reported that the current list of projects was reviewed with a view to undertaking a public consultation in the autumn. However, many projects will need further exploration prior to undertaking a public consultation. A feasibility study is being sought regarding the widening of the footpath along The Street. Further to a discussion it was noted that the Council may just chose to proceed with some projects whilst others should be taken to public consultation. It was agreed:

- The proposed public consultation would be postponed until further information on projects is available.
- The SWP would meet again to identify the feasibility studies it wants to undertake.

19/51 Committee Terms of Reference

To receive and AGREE the revised Committee Terms of Reference:

Further to a discussion, it was noted that several aspects of the Terms of Reference need amending, and it was agreed that each committee would also review their Terms of Reference. This will be tabled again at the November meeting.

ACTION: MD/JB/CL/DM/CLERK

19/52 Matters Arising for Information Only

- A member of the public enquired as to why the minutes of meetings are not posted on the noticeboards. This is not possible due to lack of space, but a notice will be posted stating the dates of the meetings and from where copies of the minutes may be obtained/found.

ACTION: CLERK

19/53 Matters for Communication

None

19/54 Future Agenda Items

- Actions from the previous meeting not otherwise on the Agenda.
- Review of the Communications Policy
- Review of Committee Terms of Reference

ACTION: CLERK

Close

The meeting closed at 9.30pm