



## Stratfield Mortimer Parish Council

### **Minutes of the Finance and General Purposes Meeting held on Tuesday 5th November 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. C. Lewis, and Cllr. D. Morsley.

##### **Clerk:**

Ms B. O'Reilly

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

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

Meeting started at 7.36pm

#### **Part I**

##### **19/54 Public Questions**

None

##### **19/55 To receive any apologies for absence**

Apologies received from Cllr. Bridgman, Cllr. Bull and Cllr. Carter.

##### **19/56 To receive any declarations of interest**

None

##### **19/57 Minutes of Last Meeting**

**To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting on 3rd September 2019.**

It was **RESOLVED** that the minutes of the meeting held on 3rd September 2019 be **APPROVED** as a true and correct record and signed by the Chairman.

## **19/58 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 3rd September 2019 and other updates:**

The Clerk's report was received and noted on actions taken following the meeting on 3<sup>rd</sup> September 2019 and other updates:

- An amendment has been made to the financial spreadsheet and overall figures for Capital Income and Expenditure are shown separately from Revenue Income and Expenditure (19/45)
- A review of the Financial Regulations, FOI and Complaints Procedure is on the agenda for consideration at this meeting (19/49)
- Each Committee is currently reviewing their Terms of Reference (19/51)
- Details of meeting dates are now posted on the noticeboard including information on where to obtain copies of minutes (19/52)

## **19/59 Items to be taken into a private session**

None

## **19/60 Committee and Working Party/Group Reports:**

### **Strategy Working Party (SWP):**

Cllr. Morsley reported that the SWP is preparing for the public consultation on projects in January 2020. The article and questionnaire for the next Parish Council newsletter are currently being prepared by Cllr. Morsley and Mr. Wingfield, and dates for the public consultation in the last week of January have been discussed with Mortimer Library. The public consultation would also be publicised on Facebook prior to the dates of the public's participation. Funds for this consultation are in the Communication Committee budget.

### **Communications Working Group**

It was noted that the CWG have not yet met.

### **Committees**

Reports on the spend to date, and Committees' planned activity and spending for the remainder of the year compared to their 2019/2020 itemised budget, were received. It was noted that the budget for the station car park and the biodiversity project will require transferring to the Planning Committee.

The Roads, Footpaths & Commons Committee are expecting to spend funds on some new activities to be proposed at the next RFC Committee meeting.

**ACTION: CLERK**

## **19/61 Items for consideration and resolution**

### **Budget 2020/2021**

The approach and timetable for the preparation of the 2020/2021 budget was AGREED for presentation to Full Council on 14th November 2019.

### **Committee Terms of Reference**

- a. As there were no amendments proposed, it was AGREED to take the current Terms of Reference for F&GP forward.
- b. It was also AGREED to take the current Terms of Reference forward for the Personnel Committee.

**ACTION: CLERK**

## **Review of Policies**

### **a. Financial Regulations**

The draft, prepared by the Clerk, was reviewed and decisions made on the suggested amendments/alternatives in the draft. The Clerk would revise the Financial Regulations as discussed to go to Full Council for approval.

**ACTION: CLERK**

### **b. FOI Publication Scheme**

The FOI Publication Scheme was reviewed and ACCEPTED to go to Full Council for approval.

### **c. Complaints Procedure**

Cllr. Morsley is looking at updating the Complaints Procedure and will present the revised document at the next Committee meeting in December.

**ACTION: DM**

### **d. Communications Policy**

No documents received and will therefore be scheduled for a future agenda item.

**ACTION: MD/CLERK**

### **e. Timetable for reviewing Standing orders**

Cllr. Dennett and the Clerk would review the Standing Orders for presentation to the Committee in December.

**ACTION: MD/CLERK**

## **Information technology**

The Committee received a report on the Council's Information Technology and the Chairman advised the Committee that the Assistant to the Clerk had an indirect pecuniary interest in this item.

The Committee:

- a. AGREED the proposal for reviewing and making recommendations for improving the IT infrastructure.
- b. AGREED to purchase a new laptop for the Assistant to the Clerk with a higher specification to enhance its performance and extend its working life. This purchase would be capped at £1,100.00.

**ACTION: CLERK**

## **Berkshire Youth Proposal**

The Committee noted that cost implications and timescale was not indicated so the Clerk would ask for this information and for clarification on the other Parish Councils involved. The Committee did AGREE to continue discussions to take this proposal forward.

## **Dates for Finance and General Purposes Committee meetings**

As discussed under item 19/61 1 on the 2020/2019 timetable:

- a. The December meeting would be moved to Thursday, 5th December 2019.
- b. A meeting would be held on Thursday, 2nd January 2020.

## **19/62 Items for Information only**

### **Minor Matters**

None

## **19/63 Finance**

### **Accounts to 30th September 2019**

The Committee received the Income and Expenditure Report and Balance Sheet for the account to 30th September 2019 for presentation to Full Council on 14th November 2019. It was noted:

- The VE Day 75 budget was not included and the Clerk will be asked to set up the budget code for this activity.
- The additional £4,000 for the Station Car Park project as requested by the Planning Committee was not shown.
- Dates on balance sheet need to be corrected to reflect 2019/2020 budget period.

Subject to these amendments, the Income and Expenditure Report and Balance Sheet to the 30th September, were **APPROVED** unanimously for presentation to Full Council on the 14th November

**ACTION: CLERK**

### **Bank Reconciliation Report**

The bank reconciliation report for the period 1st July 2019 – 30th September 2019 was received and noted.

**ACTION: CLERK**

### **Internal Auditor's Mid-Year Report**

The internal auditor's mid-year report to 31st March 2020 was received and noted for presentation to Full Council on 14th November 2019.

**ACTION: CLERK**

### **Management of Bank Funds**

The Committee AGREED:

- The working balance of £85,000 would be held in the Unity Trust Bank account;
- That funds in excess of the agree amount of £85,000 are transferred to the Public Sector Deposit Fund.

## **19/64 Communications**

No items were identified for communication but would be followed up at Full Council.

## **19/65 Future Agenda Items**

Items identified for future agenda items include:

- NDP Implementation Group – reinstating and updating TOR.
- Report from the Communications Working Group.
- Review of Complaints Procedure.
- Review of Standing Orders.

**ACTION: CLERK**

## **19/66 Exclusion of Press and Public**

Not required.

**ACTION: MD**

## **Close**

The meeting closed at 8.55pm