



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee Meeting

held on Tuesday 4th June 2019 @ 7:30 pm

in the Parish Council office, 27 Victoria Road (behind the Library), Mortimer

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

19/01	Public Questions: None	
19/02	To receive any apologies for absence: Cllr. N. Carter	
19/03	To receive any declarations of interest and dispensations: None	
19/04	To receive and 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 5 th March 2019 be APPROVED as a true and correct record and signed by the Chairman, with 2 abstentions.	
19/05	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	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: <ul style="list-style-type: none"> • 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 11 th July. This was AGREED unanimously. The Clerk will distribute NALC Model Standing Orders and Code of Conduct for comment.	Clerk
19/07	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 2 nd July, 2019.	DK
19/08	<p>To review the options for the newsletter delivery and AGREE the process moving forward for presentation to Full Council on Thursday 13th June, 2019:</p> <p>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.</p> <p>It was noted:</p> <ul style="list-style-type: none"> • 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. <p>It was AGREED the Scouts would undertake the delivery of the summer newsletter.</p>	
19/09	<p>To receive a report on the village defibrillators and AGREE on their future management for presentation to Full Council on Thursday 13th June, 2019</p> <p>Further to a report presented by Cllr. Morsley, the future management was unanimously AGREED as follows:</p> <ul style="list-style-type: none"> • 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	<p>To review and APPROVE the annual subscriptions:</p> <p>The following subscriptions have already been approved:</p> <ul style="list-style-type: none"> • 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 <p>Proposed by Cllr. Bridgman, seconded by Cllr. Morsley, with 1 abstention, the following subscriptions were APPROVED for payment:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • CPRE – £30.00 per annum - NOT APPROVED 	
19/11	<p>To receive and note Bank Reconciliation report from Cllr. J. Bull and AGREE future arrangements:</p> <p>Cllr. J. Bull confirmed that all the available reconciliation sheets to the end of March 2019 had been checked, and everything was in order.</p>	

	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 <ul style="list-style-type: none"> • 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 	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	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.	DK
19/17	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	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.	Clerk
19/19	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 31 st 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.	

	<p>The Clerk presented the Accounting Statement and supporting documents which were reviewed by the Committee.</p> <p>The Accounting Statements were RECOMMENDED for presentation for approval at Full Council on the 13th June 2019.</p>	
19/20	<p>To receive an update on matters considered by the Personnel Sub-Committee on the 29th April 2019 and AGREE the recommendations:</p> <p>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.</p>	

The meeting closed at 9.05pm.