



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee held online on Thursday 11th June 2020 at 7.30pm.

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman (arrived 19.38), Cllr. C. Lewis, Cllr. D. Morsley.

Officers:

Mrs. L. Hannawin, Ms. B. O'Reilly.

Public/Press:

There were no members of the public and no member of the press in attendance.

Part I

20/001 Public Questions (for agenda items only)

None

20/002 To receive any apologies for absence

Apologies were received from Cllrs. J. Bull, N. Carter and D. Kilshaw

20/003 To receive any declarations of interest

Cllr. G. Bridgman declared an interest under Agenda Item 20/010 Items for information Only: Drive-In cinema.

20/004 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Council Meeting of the 3rd March 2020

RESOLVED that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

20/005 Clerk's Report

1. To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 3rd March 2020 and other updates.

The report was received. It was agreed that the vision board for the website review, produced as a result of a workshop, would be circulated to committee members for comment. **ACTION: CLERK**

2. To receive a report on the decisions taken under devolved powers.

The report was received, and the subsequent decisions taken since noted as follows:

- i. Fairground security measures: a PO has been issued for the additional bollards and height restriction barrier.
- ii. Station car park: a draft Heritage Statement for the planning application has been approved and an extension to planning to the 17th July has been agreed.
- iii. Fairground maintenance: due to the dry conditions, the June cut is not required and has been cancelled. A separate PO has been raised for the watering of the lime trees.

20/006 Items to be taken into private session

To determine which items, if any, of the Agenda should be taken with the public excluded

None

20/007 Committee and Working Party/Group Reports

1. Planning Committee

Cllr. Morsley reported that planning applications have continued to be reviewed as agreed at the Full Council meeting of the 23rd March, with 3 members of the Planning Committee reviewing planning applications and agreeing comments to be submitted to West Berkshire Council. Five sessions have been held in total and 8 planning applications were reviewed.

The following were noted:

- i. Perrins Farm application: notification of refusal has just been received. It is recommended that the accompanying report is read by Planning Committee members as the document is informative and clarifies what is allowed under planning regulations.
- ii. 42 King Street extension: objections were raised to the plans as presented, as the existing first floor plan does not appear to correspond to the actual existing dwelling.

20/008 Finance

1. Reserves

To receive a report on the year end reserve adjustments.

The report was received, and it was noted that the adjustments had been made as per the budget. Exceptions were as follows:

- i. The amount transferred to the earmarked reserve for Election Expenses was £2,700 as opposed to £5,000. This was because the re-charge of £2,300 for the May 2019 contested election had been received and paid.
- ii. On the advice of the internal auditor, sponsor money received for the VE Day Commemorations and expenses already paid, are being held in Receipts in Advance and Prepayments respectively.
- iii. The General Reserve balance at the end of year was under the agreed amount of 9 months' worth of operating costs by £1,949, a small difference of 1.44%.

2. Accounting Statements

To consider and recommend the Accounting Statements to 31st March 2020 for approval by Full Council on Thursday 28th June 2020.

The following was noted:

- i. Where possible, projects such as the Station Car Park should be capitalised and paid for from CIL. This will be monitored.
- ii. The Full Council meeting is on the 25th June 2020 and not the 28th June.

RESOLVED unanimously that the Accounting Statements are recommended for approval at Full Council on the 25th June 2020. **ACTION: CLERK**

3. Bank Reconciliation

To receive and note the Bank Reconciliation report

The bank reconciliation report for the period to the year end 31st March 2020 was received and noted.

4. Statement of Internal Control

To review and APPROVE the Statement of Internal Control

The Statement of Internal Control has been introduced as a means of showing compliance with Assertion 2 on the Annual Governance and Accountability Return (AGAR).

APPROVED for signature unanimously.

5. Annual Subscriptions and Continuous Payments

To review and APPROVE the annual subscriptions and continuous payments.

APPROVED unanimously.

20/009 Items for Consideration and Resolution

1. Internal Audit Report

To receive and consider the Internal Audit Report for presentation to Full Council on Thursday 28th June 2020.

As per the Internal Audit Report, it was noted that Assertion L was introduced as part of the 2019/20 Internal Audit Report process, but refers to the public rights for the AGAR 2018/19 and is therefore asking for something to be checked retrospectively. However, no guidance was received as part of the 2018/19 process, stating that proof of date of posting the Notice of Public Rights to the website was required. This requirement has been noted for financial year 2019/20 and evidence will be obtained accordingly.

RESOLVED unanimously that the Internal Audit Report is presented to Full Council on the 25th June 2020. **ACTION: CLERK**

2. Annual Governance Statement

To consider and recommend the Annual Governance Statement for approval by Full Council on Thursday 28th June 2020.

The AGAR process was reviewed along with the requirements needed to complete and sign Sections 1 and 2 of the AGAR form.

It was agreed that an explanation of the Council's planned revenue and capital expenditure should be published on the website along with the AGAR documents.

RESOLVED unanimously that the Sections 1 and 2 of the AGAR are recommended for approval at Full Council on the 25th June 2020. **ACTION: CLERK**

20/010 Items for information only

1. A recent complaint and subject access request have subsequently been withdrawn.
2. The grazing area is being hired out on the 3rd and 4th July for a drive-in cinema. The drive-in cinema will be run in accordance with Government coronavirus rules and regulations. Thames Valley Police have been consulted and are supportive of the event.

3. The date for the VE Day Commemorations needs reviewing and shall be considered at Full Council on the 25th June 2020. **ACTION: CLERK**

20/011 Communications

To identify items for communicating

1. VE Day Commemorations once details have been confirmed.

20/012 Future Agenda Items

To identify future agenda items

1. Remote meetings and using Zoom as opposed to Teams. Further to a discussion, it was agreed that consideration shall be given to the remote meeting process including the presentation of papers at meetings and the recording of meetings.

20/013 Exclusion of Press and Public

To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 20/006 on the Agenda, due to the confidential nature of the information being discussed.

Not required

Part II

Close

The meeting closed at 8.40pm

The next meeting – date to be confirmed.