



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee Meeting

held on Monday 5th December 2016 @ 6:00 pm

at The Parish Council Office, 27 Victoria Road, Mortimer. RG7 3SH

Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. J. Earl, Cllr. D. Ives, Cllr. P. Wingfield.

Clerk: Haydn Selwyn-Jones – Parish Clerk

Public/Press: No members of the public and no members of the press present.

16/36	Public Questions None	
16/37	To receive any apologies for absence Apologies were received from Cllr. P. Blagden, Cllr. A. Butcher, Cllr. A. Richardson.	
16/38	To receive any declarations of interest and dispensations None	
16/39	Financial Report The Clerk presented the Financial reports for October 2016 which were received and APPROVED for presentation to Full Council on 8 th December 2016.	
16/40	To appoint a member to verify Bank Reconciliations and the original bank statements as evidence of reconciliation as per item 2.2 of our Financial Regulations This was discussed and Cllr. J. Earl proposed, seconded by Cllr M. Dennett, that Cllr. J. Bull should be appointed as the member, which was unanimously AGREED .	
16/41	To agree Parish Office Assistant Job Specification The Clerk presented a draft Job Specification for a Parish Office Assistant, which was agreed and included as part of the budget when it was agreed by Full Council. After discussion, it was received and noted and it was then AGREED that Cllr. M. Dennett and The Clerk should put together the final Job Specification and Advert to be publicised on the Notice Boards, website and FaceBook in the early New Year.	
16/42	Minor matters for information only Cllr. P. Wingfield raised the need for Full Council to decide on the future of the part-funded PCSO contract and it was requested that the Clerk's report on this for Full Council should include recommendations for the Full Council to decide on.	
16/43	Future Agenda Items None	

The next meeting date is 20th December 2016

The meeting closed at 6:50 pm.