



Stratfield Mortimer Parish Council

Finance & General Purposes Committee Meeting

Meeting held on Monday 6th June 2016 in The Parish Council Office, 27 Victoria Road, Mortimer at 7:30pm

Present:

Councillors: Cllr. M. Dennett, Cllr. J. Earl, Cllr. P. Blagden, Cllr. D. Ives, Cllr. N. Kiley, Cllr. A. Richardson, Cllr. P. Wingfield

Clerk: Haydn Selwyn-Jones (Clerk)

Public/Press: None

Part I		
16/9	Apologies for absence: Apologies were received from Cllr. T. Butcher	
16/10	Declarations of Interest: Cllr. A. Richardson declared a personal interest in the Tennis Club and Cllr. N. Kiley declared a personal interest in the Cricket Club.	
16/11	Financial Regulations: Delivery was deferred to the next meeting of the F&GP	RFO
16/12	SMPC Business Continuity Risk Management Plan The Clerk presented the draft plan and, after discussion, when various additions and changes were made, which the Clerk was requested to make and send out for Full Council with the advice that F&GP would keep this document under review and document issue numbering would manage any changes.	Clerk
16/13	Committee Terms of Reference Draft Terms of Reference were presented by the Clerk and after discussion, when various changes were made, the Clerk was requested to investigate the current Financial Regulations with regard to Delegated Authority and to make the any necessary changes for presentation to Full Council for approval.	
16/14	Exclusion of Press and Public: A motion to pass a resolution to exclude members of the press and public from the meeting at Part II for item 16/15 to 16/17 on the Agenda due to the confidential nature of the information being discussed was proposed by Cllr. M. Dennett, seconded by Cllr. J. Earl and AGREED unanimously.	
Part II		
16/15	Financial Report: The Clerk presented the 2016 -2017 yearend report in a proposed new format. Following discussion the yearend report, subject to inclusion of a Summary Balance Sheet section, was received and APPROVED for presentation to Full Council.	
16/16	Annual Return: The Clerk presented the draft Annual Return,, which after discussion, was received and APPROVED for presentation to Full Council.	
16/17	Clerks Contract: Cllr. M. Dennett reported that the Clerk was now working as an employee of the Council and Contract was being finalised.	
	The meeting closed at 09:50pm	The date of the next meeting to be decided.