



## Stratfield Mortimer Parish Council

### Finance & General Purposes Meeting

Meeting held on Tuesday 6<sup>th</sup> November 2012 in The Parish Office, Victoria Road, Mortimer at 7:30 pm

**Present:** Cllrs: P Wingfield, (In the Chair), D Ives, D Morsley, M Dennett, P Blagden, J Morden.  
Clerk: Mrs J E Kirk

1. **To receive apologies:** Cllr G Puddephatt
2. **To receive Declarations of Interest:** None  
Although the Clerk advised that earlier that day she had that day been advised by West Berkshire Council that Councillors need to be granted a Disclosable Pecuniary Interest (DPI) to be able to participate in any discussions/meetings relating to the setting of the Parish Council's budget and Precept. The knowledge of this information restricted discussions below as all members had a DPI. The Clerk is to sort out the necessary paperwork for councillors to complete before this comes before any future meeting.
3. **To receive financial update from the RFO and Internal Audit Report October 2012:** The Clerk gave an update on the financial position to the end of October which showed income and expenditure against budget. The current year's budget is reasonably on target but there may be a need for some virements.  
The Clerk also confirmed that on the 22<sup>nd</sup> October Cllr Philips checked all the PAYE records against bank statements etc and confirmed that all were correct. On the 24<sup>th</sup> October 2012 Claire Connell, SMPC's Internal Auditor had duly completed a six monthly review of the Council's systems of accounting and internal control and found everything to be in order.
4. **To consider whether to vire any remaining budget allocation for 2012/2013:**  
In view of 2 above this item was held over.
5. **To Consider Memorandum of Understanding along with further clarification from Thames Valley Police (TVP) regarding the renewal of the Part Funded PCSO contract from April 2013:** The Clerk confirmed that a meeting between the member Parish Councils and Insp. McKeown of Thames Valley Police had taken place regarding the contract. Some further clarification is being sought and as soon as this is received will be brought back to the Council for consideration.
6. **To consider the options (and any associated costs) in renewal of the Lease for the Parish Council Office or the feasibility of the provision of an alternative Parish Council Office:** The Clerk confirmed that she and the Chairman had met with officers from West Berkshire Council (Library and Property Services) on the 16<sup>th</sup> October. This had been followed up with further correspondence between the Parish Council and Mike Brook of Library Services. As the current lease expires at the end of March 2013 it was agreed to escalate negotiations and ask for a meeting with Mr Nick Carter, WBC CEO and also investigate other options.
7. **To budget for any additional costs associated with the Cemetery Extension in addition to the current earmarked funds:** The Clerk confirmed that progress is being made for the Lease and costings obtained to set up the Cemetery including the bridge etc.
8. **To budget for the costs associated with the development of a Neighbourhood Plan:** Three Councillors and the Clerk are attending a Neighbourhood Development Plan Workshop on the 29<sup>th</sup> November and so would have a better idea of the associated costs after this.

9. **To consider the Garth Hall Project with associated costings:** A meeting and site visit has been arranged between Parish Council members, Barry Newton Royal British Legion (RBL) and Mr Alex Houghton of the Commercial Department of the RBL HQ. In the meantime a condition survey of the hall has been commissioned by the Parish Council at an approximate cost of £550. This is essential in order that any financial decision may be made.
10. **To include routine/standing expenditure in the 2013/2014 budget:** In view of 2 above this item was held over.
11. **To consider list of possible additional projects (inc costings) for inclusion in 2012/2013:** It was agreed that the Council needs to consider routine costs and other costs for any new projects including Parish Office, Cemetery extension, Neighbourhood Plan, Garth Hall, etc.
12. **To consider the amount of SMPC grant funding for local organisations for 2013/2014:** In view of 2 above this item was held over.
13. **To review the Fairground Hire Charges for 2013:** It was agreed that the Council should consider a catch up principle to bring the charges into line and will probably recommend increasing these by inflation.
14. **To review the Cemetery Fees for 2013:** It was agreed that the Council should consider a catch up principle to bring the charges into line and will probably recommend increasing these by inflation.
15. **To consider and draw up a provisional budget for 2013/2014:**  
In view of 2 above this item was held over.
16. **To review SMPC Risk Assessment Document:**  
It was agreed to review this document in the New Year.
17. **To consider the proposals/suggestions for the development of a new Business Plan:** The proposals/suggestions for consideration on the New Business Plan list were considered and will be put on the F & GP Agenda again in the New Year once the budgeting process has been completed.
18. **To agree the arrangements for the Community Gathering Event on the 19<sup>th</sup> November:**  
This was discussed and arrangements made.

Meeting Closed at 9:40pm