



# Stratfield Mortimer Parish Council

## Minutes of the Finance and General Purposes Committee Meeting

held on Thursday 5th December 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. N. Carter, C. Lewis, and Cllr. D. Morsley.

Clerk: Mrs. L. Hannawin

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

19/67	<b><u>Public Questions</u></b> None	
19/68	<b><u>To receive any apologies for absence</u></b> Apologies received from Cllr. J. Bull and Cllr. D. Kilshaw.	
19/69	<b><u>To receive declarations of interest</u></b> None	
19/70	<b><u>Minutes of last meeting</u></b> It was <b>RESOLVED</b> that the minutes of the meeting held on the 5 <sup>th</sup> November 2019 be <b>APPROVED</b> as a true and correct record and signed by the Chairman.	
19/71	<b><u>Clerk's report</u></b> The Clerk's report was received outlining actions taken following the meeting on the 5 <sup>th</sup> November 2019. The following was noted: <ul style="list-style-type: none"> <li>The investment of additional funds in The Public Sector Deposit Fund (TPSDF), as agreed by Finance and General Purposes, involves a two stage process 1) the completion of a subscription form for TPSDF 2) a letter to Unity Trust instructing funds to be transferred accordingly.</li> <li>The reinstating of the NDP Implementation Group will be included on the agenda for the January Full Council meeting.</li> </ul>	
19/72	<b><u>Items to be taken in private session</u></b> Cllr. Dennett proposed that item 19/73 1) <b>Budget 2020/21</b> be taken in private session. <b>RESOLVED</b> unanimously.	
19/73	<b><u>Committee and Working Party/Group Reports</u></b> <b>1) Strategy Working Party (SWP):</b> Cllr. Morsley reported that the draft consultation documentation is underway but some vital information is still missing. The following was agreed: <ul style="list-style-type: none"> <li>Toilets: to be included as a feasibility study at a cost of £3,000.</li> <li>Electric Car Charging: Cllr. Carter to immediately provide the text for the consultation. Costs will be provided as soon as possible after the meeting with WBC on the 19<sup>th</sup> December.</li> </ul>	<b>NC</b>

	<ul style="list-style-type: none"> <li>• Fitness Equipment: The Clerk will liaise with Cllr. Hill. The information required is a brief description and relevant capital and revenue costs.</li> <li>• Cricket Cage: The consultation will include a question on support for the physical structure of the actual cricket cage and the implications and costs of installing it i.e. the need to move the table tennis table.</li> </ul> <p>2. <b>Communications Working Group:</b> The CWG have not yet met and no report was received.</p>	<b>Clerk</b>
19/74	<p><b><u>Items for consideration and resolution</u></b></p> <p><b>1) Budget 2020/2021</b> a. To receive, consider and APPROVE the draft budget for circulation to Council members. Moved to Part II</p> <p><b>2) Review of Policies</b> a. To review and AGREE any amendments to the Complaints Policy. Further to a discussion, it was <b>AGREED</b> for the Clerk and Cllrs. Morsley and Bridgman to make the proposed changes prior to bringing back to a Finance and General Purposes meeting. b. To AGREE the process for reviewing the Communications Policy Cllr. Dennett proposed that Cllrs. Carter, Dennett, Lewis and the Clerk review the policy for consideration at the March Finance and General Purposes meeting. Seconded by Cllr. Bridgman <b>RESOLVED</b> unanimously</p>	<b>GB, DM Clerk</b>  <b>NC, MD, CL, Clerk</b>
19/75	<p><b><u>Items for Information Only</u></b></p> <p><b>1) Minor Matters:</b></p> <ul style="list-style-type: none"> <li>• Survey Monkey needs renewing.</li> <li>• Some Councillors have received an email from M&amp;G Developments which will be considered at a future meeting of the Council.</li> </ul>	
19/76	<p><b><u>Finance</u></b></p> <p><b>1) Accounts to 31st October 2019</b> a) To receive and APPROVE the Income and Expenditure Report and the Balance Sheet. The Income and Expenditure Report and Balance Sheet to 31<sup>st</sup> October 2019 were <b>APPROVED</b> unanimously.</p> <p><b>2) Transfer of Funds to The Public Sector Deposit Account</b> a) To APPROVE and sign the instruction transferring funds above the working balance of £85,000 from the Unity Trust bank account to The Public Sector Deposit Fund. The instruction to transfer funds from the Unity Trust bank account to The Public Sector Deposit Account were <b>APPROVED</b> for signing unanimously.</p> <p><b>3) Clerk's Laptop Care Plan Policy</b> a) To APPROVE the payment method and amount.</p>	

	The Care Plan Policy was <b>APPROVED</b> unanimously to be paid by direct debit.	
19/77	<b>Communications</b> No items were identified for communication.	
19/78	<b>Future Agenda Items</b> Future agenda items were identified as follows: <ul style="list-style-type: none"> <li>• Review of the amended Complaints Procedure.</li> <li>• Review of the Communications Policy.</li> <li>• Consideration of M&amp;G email.</li> </ul>	<b>Clerk</b>
19/79	<b>Exclusion of Press and Public</b> It was <b>AGREED</b> unanimously to exclude members of the public and press from the meeting at Part II, item 19/74 1a on the Agenda, due to the confidential nature of the information being discussed.	<b>MD</b>
<b>Part II</b>		
19/74	<b>1) Budget 2020/2021</b> <ol style="list-style-type: none"> <li>a) To receive, consider and APPROVE the draft budget for circulation to Council members.</li> </ol> <p>The draft budget papers were considered and discussed. Amendments to the draft budget were noted and will be made accordingly. As per the agreed budget process, the draft budget papers will be issued to councillors, as confidential documents, for comment. The final budget and precept will be finalised at the next Finance and General Purposes meeting on the 2<sup>nd</sup> January 2020, for recommendation to Full Council on the 9th January 2020.</p>	

The meeting closed at 9.40pm.