



# Stratfield Mortimer Parish Council

## Minutes of the Finance and General Purposes Committee Meeting

held on Thursday 3<sup>rd</sup> March 2020 @ 7:30 pm

in the Parish Council office, 27 Victoria Road (behind the Library), Mortimer

### Present:

Councillors: Cllr. M. Dennett (Chairman), Cllr. J. Bull, Cllr. N. Carter, Cllr. D. Kilshaw, Cllr. 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.

PART I	
19/93	<p><b><u>Public Questions</u></b></p> <p>None</p>
19/94	<p><b><u>To receive any apologies for absence</u></b></p> <p>Apologies received from Cllr. G. Bridgman.</p>
19/95	<p><b><u>To receive declarations of interest</u></b></p> <p>None</p>
19/96	<p><b><u>Minutes of last meeting</u></b></p> <p>It was <b>RESOLVED</b>, with two abstentions, that the minutes of the meeting held on the 2<sup>nd</sup> January 2020 be <b>APPROVED</b> as a true and correct record and signed by the Chairman.</p>
19/97	<p><b><u>Clerk's report</u></b></p> <p>The Clerk's report was received outlining actions taken following the meeting on the 2<sup>nd</sup> January 2020. It was noted the review of the Communications Policy, Standing Orders and Persistent Complaints Procedure are still to be undertaken.</p>
19/98	<p><b><u>Items to be taken in private session</u></b></p> <p>Cllr. M. Dennett proposed that items 19/100 2 be moved to private session.</p> <p><b>RESOLVED</b> by majority vote that item 19/100 2 is considered confidential.</p>
19/99	<p><b><u>Committee and Working Party/Group Reports</u></b></p> <p><b>1. To receive a report from the Strategy Working Party and AGREE recommendations to go to Full Council.</b></p> <p>Cllr. Morsley presented a report and further to the discussion it was noted:</p> <ul style="list-style-type: none"> <li>• The numerical results have been considered.</li> <li>• Comments received as part of the consultation still need to be analysed and will be published at a future date along with relevant responses.</li> <li>• The results of the survey will be published once Full Council have approved the recommendations.</li> <li>• The Annual Parish meeting should be used as a platform to present the results, give an update on planning and</li> </ul>

	<p>Community Infrastructure Levy (CIL) and review some of the other suggested ideas.</p> <p>Cllr. Morsley proposed that it is recommended to Full Council that the following projects are taken forward using CIL: pavement widening to St Mary's School; footpath to Burghfield; SMPC proceed with taking over the Mortimer Library building.</p> <p>Seconded by Cllr. D. Kilshaw</p> <p><b>RESOLVED</b> unanimously</p> <p><b>2. Communications Working Group:</b></p> <ul style="list-style-type: none"> <li>• The Communications Working Group have not met.</li> <li>• The newsletter was discussed, and the aim will be to distribute it at the end of April and to include articles on the Annual Parish Meeting, consultation results, VE Day 75.</li> </ul>	<b>Clerk</b>
19/100	<p><b><u>Items for consideration and resolution</u></b></p> <p><b>1) Service Charges</b> To AGREE the charges for SMPC services for the year 2020/21.</p> <p>The Clerk presented the proposed charges which were in line with the agreed budget for 2020/21. In future the fees will be reviewed as part of the budget process. It was noted that the annual charge for Mortimer Cricket Club will need reviewing as part of the renewal of their lease.</p> <p>Cllr. Dennett proposed the charges should be adopted accordingly.</p> <p>Seconded by Cllr. Kilshaw</p> <p><b>RESOLVED</b> unanimously</p> <p><b>3) Website</b> To receive a report on the website and <b>RESOLVE</b> to undertake a review of the current website with a webmaster.</p> <p>The Chairman advised the Committee that the Clerk had an indirect pecuniary interest in this item.</p> <p>Cllr. Dennett presented the report on the website review which would look at the objectives of the SMPC website, give consideration to the need to comply with required standards i.e accessibility and transparency and produce an outline wireframe and site structure diagram, giving the basis for a website update.</p> <p>The review, as described above, would be undertaken by Mr. J Hannawin at a cost of £250.00, along with the Clerk and the Assistant to the Clerk and interested councillors - Cllrs. Kilshaw and Carter.</p> <p>Cllr. Dennett proposed the review should be undertaken as described above.</p> <p>Seconded by Cllr. Bull</p> <p><b>RESOLVED</b> unanimously</p> <p><b>4) Committee Budgets</b> To consider any required changes to Committee Budgets for 2019/20 and AGREE recommendations to Full Council for approval on the 12th March.</p> <p>The Clerk reported that further to the recent tree surveys, work needs to be undertaken on trees on the Fairground and Cemetery. The work required is of a "moderate priority" and the recommendation is that any such work should be carried out in 6 months. The cost of undertaking</p>	<b>Clerk</b>

	<p>the work is up to £10,000, above the current Fairground and Cemetery budget.</p> <p>Cllr Dennett proposed that the recommendation to Full Council should be to agree an overspend by the Fairground and Cemetery Committee of up to £10,000 in order that the tree work can be undertaken.</p> <p>Seconded by Cllr. Bull</p> <p><b>RESOLVED</b> unanimously</p>	<b>Clerk</b>
19/101	<p><b><u>Items for Information Only</u></b></p> <p><b>1) Minor Matters:</b> Cllr. Carter:</p> <ul style="list-style-type: none"> <li>• Reported that there will be an increase in the Neighbourhood Police Team resources for the Mortimer and Burghfield area for the current period.</li> <li>• Requested that speeding and other traffic incidents involving the new speed cushions in St John's Car Park should be reported to Sgt Lond.</li> </ul>	
19/102	<p><b><u>Finance</u></b></p> <p><b>1) Accounts to 31<sup>st</sup> January</b> To receive and APPROVE the Income and Expenditure Report and the Balance Sheet for presentation to Full Council on the 12th March.</p> <p>Proposed by Cllr. Dennett Seconded by Cllr. Kilshaw</p> <p><b>APPROVED</b> unanimously.</p> <p><b>2) Bank Reconciliation</b> To receive and note the report for the period 1st October 2019 – 31st January 2020.</p> <p>It was received and noted that Cllr. Lewis had inspected and confirmed the Bank Reconciliations in accordance with the Financial Regulations.</p>	
19/103	<p><b><u>Communications</u></b></p> <ul style="list-style-type: none"> <li>• Results of CIL Public Consultation</li> <li>• Annual Parish Meeting</li> </ul>	
19/104	<p><b><u>Future Agenda Items</u></b></p> <ul style="list-style-type: none"> <li>• The next Finance and General Purposes Committee meeting will be on 5<sup>th</sup> May.</li> </ul>	<b>Clerk</b>
19/105	<p><b><u>Exclusion of Press and Public</u></b> <b>To pass a resolution to exclude members of the press and public from the meeting at Part II, items identified at 19/98 on the Agenda, due to the confidential nature of the information being discussed:</b></p> <p>It was <b>AGREED</b> by majority vote to exclude members of the public and press from the meeting at Part II, items 19/100 2 on the Agenda, due to the confidential nature of the information being discussed.</p>	
<b>PART II</b>		
19/100	<p><b>2) Risk Register</b> To review the Risk Register and <b>AGREE</b> any actions to be taken</p> <p>The Risk Register was considered, and minor changes were highlighted. The Clerk and Chairman will make any necessary changes for approval by the F&amp;GP Committee on the 5<sup>th</sup> May.</p>	<b>Clerk/MD</b>

The meeting closed at 8.55pm.