



## Stratfield Mortimer Parish Council

### **Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Tuesday 1st March 2022 at 7.30pm.**

*DRAFT MINUTES SUBJECT TO APPROVAL*

#### **Present:**

##### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. N. Carter, Cllr. S. Hill, Cllr. D. Morsley.

##### **Officers:**

Mrs. L. Hannawin.

##### **Public/Press:**

There were no members of the public and no members of the press in attendance.

#### **Part I**

##### **21/066 Public Questions (for agenda items only)**

None.

##### **21/067 To receive any apologies for absence**

Apologies were received from Cllr. C. Lewis.

Cllr. D. Kilshaw did not attend, and no apologies were received.

##### **21/068 To receive any declarations of interest**

To receive from Members at this point or at any point during the meeting, in respect of any items included on the agenda, disclosure of any interests in line with the Parish Council's Code of Conduct and gifts and hospitality in line with Government legislation.

None.

##### **21/069 Minutes of Last Meeting**

To resolve to **APPROVE** the Minutes of the Finance and General Purposes Committee Meeting of the 6<sup>th</sup> of January 2022.

**RESOLVED** unanimously that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

## **21/070 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 6<sup>th</sup> of January 2022 and other updates.**

1. Annual Parish Meeting: the date has been rearranged to Tuesday the 26<sup>th</sup> of April. St John's Hall has been booked.
2. Year End Internal Audit: this has been booked for Thursday the 19<sup>th</sup> of May.
3. Persistent Complainants: this has been updated in line with the amendments agreed and will be taken to Full Council for approval.

It was noted that 2 queries regarding CIL remain outstanding.

The report was received.

## **21/071 Items to be taken into private session**

**To determine which items, if any, of the agenda should be taken with the public excluded.**

Cllr. Dennett proposed that agenda items 21/073 6. Risk Tracker and 21/073 7. Personnel, be taken with the public excluded.

Seconded by Cllr. Hill.

**RESOLVED** unanimously.

## **21/072 Committee and Working Party/Group Reports**

### **1. Communications Working Party.**

The Working Party has met. The next newsletter is being discussed as a separate agenda item.

### **2. Strategy Working Party.**

The Working Party has met. All projects were reviewed, and consideration was given to the future potential spending of CIL.

### **3. The Street Footway Widening.**

A meeting was held with WBC officers and the proposals reviewed. However, as the proposals are both different and more expensive from what SMPC are wanting, WBC will reconsider improvements that can be made.

## **21/073 Items for Consideration and Resolution**

### **1. Review of Policies**

- a. **To review and agree any changes to the Standing Orders and approve them for recommendation to Full Council.**

It was agreed for Cllr. Bridgman and the Clerk to fully review the Standing Orders for consideration by the Finances and General Purposes Committee prior to recommending to Full Council.

- b. **To review and agree any changes to the Financial Regulations and approve them for recommendation to Full Council.**

It was agreed for Cllr. Bridgman and the Clerk to fully review the Financial Regulations for consideration by the Finances and General Purposes Committee prior to recommending to Full Council. Consideration needs to be given to the process for making online payments, particularly with regards to salaries.

## **2. Service Charges**

**To review and agree the charges for SMPC services for the 2022/23 financial year.**

The proposed charges, ref 21-073 2. were considered and amendments made and agreed for recommendation to Full Council on the 10<sup>th</sup> of March.

Proposed by Cllr. Dennett.

**RESOLVED** unanimously.

## **3. Newsletter**

**To agree the schedule, process to generate content and delivery method of the next newsletter.**

It was agreed for a delivery of mid-April to promote the Annual Parish Meeting and Queen's Platinum Jubilee Celebrations. Delivery will be via the Mortimer Village Partnership's volunteer's system although it may not always be possible to use this in the future. The deadline for copy was agreed as the 17<sup>th</sup> of March.

## **4. Budget**

**To receive the updated Budget in line with the approval of the additional seed fund of £5,000 for the Queen's Platinum Jubilee celebrations.**

As the aim is for the seed fund to be repaid from the proceeds from the planned events, the sum of £5,000 has been added in as both expenditure and income.

The updated Budget was received.

## **5. Community Grand Fund**

**To consider the proposed Community Grant Fund Policy and Application Form and approve for recommendation to Full Council.**

Minor amendments were agreed which will be made for consideration and approval by Full Council.

## **6. Risk Tracker**

**To review the Risk Tracker and approve for recommendation to Full Council.**

Minuted at Part II.

## **7. Personnel**

**To receive an update on matters considered by the Personnel Sub Committee on the 24th of February 2022 and agree the recommendations.**

Minuted at Part II.

## **21/074 Finance**

### **1. Accounts to the 31<sup>st</sup> of January 2022**

**To receive and APPROVE the Income and Expenditure Report to the 31<sup>st</sup> of January 2022 the Balance Sheet as of that date.**

The reports were received.

**APPROVED** unanimously.

### **2. Reserve Transfers and Adjustments**

**To review the draft Reserve Transfers and Adjustments for the Financial Year 2021/22 and consider and agree any amendments.**

The draft Reserve Transfers and Adjustments were received. No amendments were made.

### **3. Bank Reconciliation**

**To receive and note the report for the period 1st of October 2021 – 31st of December 2021.**

The RFO confirmed that Cllr. Lewis had undertaken the Bank Reconciliation for the period as stated.

### **4. Internal Control**

**To receive and note the report for the period 1st of October 2021 – 31st December 2021.**

The Internal Control report was received and noted.

## **21/075 Items for information only**

### **Minor Matters**

- On request, confirmation was given to Cllr. Hill that due process had been followed at the Full Council meeting on the 10<sup>th</sup> of February, with regards to councillor interests and the approval of £5,000 additional seed money for the Queen's Jubilee celebrations.
- Cllr. Carter confirmed that he is holding a meeting on the future of Garth Hall as a member of the public and that only information in the public domain shall be used.

## **21/076 Communications**

**To identify items for communicating**

None.

## **21/077 Future Agenda Items**

**To identify future agenda items**

- Standing Orders.
- Financial Regulations.

## **21/078 Exclusion of Press and Public**

**To pass a resolution under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting at Part II, items identified at 21/071 on the agenda due to the confidential nature of the business to be transacted.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

**RESOLVED** unanimously.

## **21/073 Items for Consideration and Resolution**

### **6. Risk Tracker**

**To review the Risk Tracker and approve for recommendation to Full Council.**

The Clerk continues to work on a Risk Tracker with a revised format. The current Risk Tracker was reviewed, and the Clerk will make required changes for presentation to Full Council.

# The Clerk left the room.

## 7. Personnel

**To receive an update on matters considered by the Personnel Sub Committee on the 24th of February 2022 and agree the recommendations.**

Cllr. Dennett gave an update and presented the recommendations of the Personnel Sub Committee which were received without change. The Clerk would be asked to re-estimate the 2022/23 salary budget with any increase over the current budget being met from general reserves.

Proposed by Cllr Dennett

Seconded by Cllr Bridgman

**RESOLVED** unanimously.

## Close

The meeting closed at 21:27.

Date of next meeting – TBC.

DRAFT MINUTES SUBJECT TO APPROVAL