



Stratfield Mortimer Parish Council Agenda

Members of the Finance and General Purposes Committee are Summused to attend the Committee Meeting to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer Common, RG7 3TB on Thursday the 5th of May 2022 at 7.30pm

PUBLIC AND PRESS

Members of the public and press are welcome to attend. Please see "**LIVING WITH COVID**" below.

LIVING WITH COVID

Thank you for everything you, your family and your friends have done over the past two years to protect each other and the community. Although the Government have lifted all restrictions, we would still like to keep everyone as safe as possible and therefore, would ask you to take the following practices into consideration:

- **Stay at home if unwell.**
- **Take a LFT prior to the meeting and only attend if negative.**
- **Wear a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet.**
- **Use the hand sanitiser provided.**

Where possible, seating will be in a socially distanced manner and windows and doors will be open for ventilation.

Part I

21/079 Public Questions (for agenda items only) - MD

21/080 To receive any apologies for absence - MD

21/081 To receive any declarations of interest - MD

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.

Members are reminded that if they declare an interest they may have to leave immediately after having made representations, given evidence, or answered questions and before the debate starts unless he/she has obtained a dispensation.

21/082 Minutes of Last Meeting

To approve and sign the Minutes of the Finance and General Purposes Committee Meeting of the 1st of March 2022 - MD

21/083 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 1st of March 2022 and other updates. Appendix 21/083 circulated - **CLERK**.

21/084 Items to be taken into private session

To determine which items, if any, of the Agenda should be taken with the public excluded - **MD**

21/085 Committee and Working Party/Group Reports

1. Communications Working Party - **NC**
2. Strategy Working Party – **NC**
3. The Street Footway Widening - **DM**

21/086 Items for Consideration and Resolution

1. Asset Register – Clerk

To receive and approve the Asset Register for presentation to Full Council on the 12th of May 2022.

2. Insurance 2022/23 – Clerk

To receive the fee and insurance schedule for 2022/23 and consider any amendments required.

3. Additional Bank Holiday – MD

To review the circumstances around the additional bank holiday on the 3rd of June and agree how this should be managed.

4. Community Grant – MD/Clerk

To consider and agree the grant timetable and upper application limit for recommendation to Full Council on the 12th of May.

5. Email Signatures - Clerk

To consider having a standard email signature for use by Officers and Councillors.

21/087 Finance

1. Accounts to the 31st of March 2022 - RFO

To receive and approve the Income and Expenditure Report for the Financial Year 2021/2022 and the Balance Sheet as of that date, for presentation to Full Council on the 12th of May, noting that the year-end adjustments are still to be completed.

2. Reserve Transfers and Adjustments – RFO

To review the draft Reserve Transfers and Adjustments for the Financial Year 2022/23 and consider and agree any amendments.

3. Bank Reconciliation - CL

To receive and note the report for the period 1st of January 2022 – 31st of March 2022.

4. Internal Control – MD

To receive and note the report for the period 1st of January 2022 – 30th of March 2022.

5. Financial Year End - RFO

To receive an update on the process and timetable for the 2021/2022 financial year end and limited assurance review.

6. Statement of Internal Control – MD

To review and approve the Statement of Internal Control.

21/088 Items for information only

Minor Matters - MD

21/089 Communications

To identify items for communicating - MD

21/090 Future Agenda Items

To identify future agenda items - MD

21/091 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 21/084 on the Agenda, due to the confidential nature of the business to be transacted - MD.

Mrs. L. Hannawin, Clerk 28/04/2022