



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Thursday the 5th of May 2022 at 7.30pm.

DRAFT MINUTES SUBJECT TO APPROVAL

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. S. Hill and Cllr. D. Kilshaw.

Officers:

Mrs. L. Hannawin.

Public/Press:

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

Part I

21/079 Public Questions (for agenda items only)

None.

21/080 To receive any apologies for absence

Apologies were received from Cllr. N. Carter, Cllr. C. Lewis and Cllr. D. Morsley.

21/081 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.

21/082 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Finance and General Purposes Committee Meeting of the 1st of March 2022.

RESOLVED with 1 abstention that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

21/083 Clerk's Report

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

1. Standing Orders and Financial Regulations: The Clerk and Cllr. Bridgman have commenced the review of the documents.
2. Service Charges 2022/23: The agreed charges came into effect as of the 1st of April.

The report was received.

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.

Cllr. Dennett proposed that agenda items 21/086 1. Asset Register and 21/086 2. Insurance 2022/23. be taken with the public excluded.

Seconded by Cllr. Hill.

RESOLVED unanimously.

21/085 Committee and Working Party/Group Reports

1. Communications Working Party.

No report received.

2. Strategy Working Party.

No report received.

3. The Street Footway Widening.

All work is on hold until September, after the bird nesting season.

21/086 Items for Consideration and Resolution

1. Asset Register

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

Minuted at Part II.

2. Insurance 2022/23

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

Minuted at Part II.

The Clerk left the meeting.

3. Additional Bank Holiday

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

The additional bank holiday, taking place on the 3rd of June 2022 in honour of the Queens Platinum Jubilee, was considered with regards to the employee's contracts. The contracts state that the Council's officers and custodian are only entitled to the "normal public and bank holidays". Employers may opt to grant the 3rd of June as an extra holiday.

RESOLVED unanimously that the additional bank holiday be given as an additional day's holiday to all staff and that "normal" should be removed from the contracts at the next review.

The Clerk returned to the meeting.

4. Community Grant

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

The Community Grant is for organisations in the parish that do not traditionally approach the Council for financial assistance. The grant awarding process was considered and the Committee agreed to make the following recommendations to Full Council:

- The upper application value will be £1,500 but organisations can increase the amounts they receive by looking for match funding and using platforms such as The Good Exchange.
- The grant shall be promoted via the office.
- Application forms shall be available from the 1st of September. The submission deadline shall be 11.59pm on the 30th of September.
- Applications shall be assessed for eligibility and all applications meeting the criteria will be considered at the November meeting of the Full Council. Applicants will be able to attend to answer questions although the final decisions will take place in Part II.
- Successful applications will be announced in December.
- If any money remains in the reserve after the first funding round, a further round will follow at an agreed time.
- The application/award process will be reviewed and amended where necessary.

5. Email Signatures

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

An example email signature, which would be a standard email signature embedded and controlled in each SMPC email account by the Office 365 Administrator, was considered. Whilst it was agreed that staff and councillors should use standard email signatures, due to the fact that in an email trail any such signature would only show at the very bottom, it was felt that staff and councillors should each manage the standard email signature in their own email account via Outlook Account Settings.

21/087 Finance

1. Accounts to the 31st of March 2022

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.

The reports were received.

APPROVED unanimously for presentation to Full Council.

2. Reserve Transfers and Adjustments

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

The draft Reserve Transfers and Adjustments reports, 21/087 2.0 and 21/087 2.1 were received for 2021/22 (not 2022/23 as stated above).

Cllr. Bridgman proposed that EMR 329 and EMR 351 should be maintained as recommended in report 21/087 2.0.

Seconded by Cllr. Kilshaw.

RESOLVED unanimously.

3. Bank Reconciliation

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

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 January 2022 – 31st of March 2022.

The Internal Control report was received and noted.

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.

The internal audit is booked for the 19th of May and the report will form part of the Annual Governance and Accountability Return (AGAR). The AGAR initially needs to be reviewed and agreed by Finances and General Purposes and it was proposed that would be done on Thursday the 9th of June at 6.30pm. This meeting would be included as part of the review of the meeting schedule at Full Council on the 12th of May.

6. Statement of Internal Control

To review and approve the Statement of Internal Control.

The Statement of Internal Control report was reviewed.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

APPROVED unanimously.

21/088 Items for information only

Minor Matters

- Cllr. Bridgman informed the Committee that the licensing hours for the 3rd and 4th of June have been set at 1am and raised the possibility of extending the event times for the two planned Jubilee evening celebrations past 23:00. It was agreed this should be taken to Full Council.
- Cllr. Hill informed the Committee that tracked vehicles using the new cemetery bridge may need to use tracked mats to protect the surface of the bridge.

21/089 Communications

To identify items for communicating

None.

21/090 Future Agenda Items

To identify future agenda items

None.

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.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

21/086 Items for Consideration and Resolution

1. Asset Register

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

The Asset Register as of the 31st of March was received and approved for presentation to Full Council.

2. Insurance

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

The insurance details were reviewed. No amendments were required.

Close

The meeting closed at 20:23.

Date of next meeting – TBC.