



Stratfield Mortimer Parish Council Agenda

Members of the Finance and General Purposes Committee are Summioned to attend the Committee Meeting to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer Common, RG7 3TB on Tuesday the 30th of August 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.**
- **Use the hand sanitiser provided.**

Where possible, windows and doors will be open for ventilation. Please feel free to wear a face covering and sit in a socially distanced manner.

Part I

22/025 Public Questions (for agenda items only) - MD

22/026 To receive any apologies for absence - MD

22/027 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.

22/028 Minutes of Last Meeting

To approve and sign the Minutes of the Finance and General Purposes Committee Meeting of the 5th of July 2022 - **MD**

22/029 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 5th of July 2022 and other updates. Appendix 22/029 circulated - **CLERK**.

22/030 Items to be taken into private session

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

22/031 Committee and Working Party/Group Reports

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

22/032 Items for Consideration and Resolution

1. General Data Protection Regulations (GDPR) Review - CLERK

To receive the Audit of GDPR Compliance report and consider the following:

- a. To review the amended Privacy Notice and agree for recommendation for approval by Full Council on the 8th of September 2022.
- b. To review the amended Records Retention Policy and agree for recommendation for approval by Full Council on the 8th of September 2022.

2. Standing Orders and other Policies – GB

- a. To receive and review the draft Standing Orders and agree for recommendation for approval by Full Council on the 8th of September 2022.
- b. Considering the proposed amendments to Standing Orders, to agree the process and timetable to review/introduce:
 - i. Finance and General Purposes Committee Terms of Reference
 - ii. Freedom of Information Policies and Publication Scheme
 - iii. Data Protection Policy
- c. Considering the proposed amendments to Standing Orders, to agree the process and timetable for the Personnel Sub-Committee to review:
 - i. Personnel Committee Terms of Reference
 - ii. Staff Policies

3. Budget Process 2023/24 - CLERK

To agree the approach and timetable for the preparation of the 2023/24 budget for presentation to Full Council on the 8th of September 2022.

4. External Auditor - CLERK

To consider the arrangements for the external auditor for 2022-23 to 2026-27 and resolve to recommend to Full Council that SMPC opts-in to the SAAA appointed auditor.

22/033 Finance

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

To receive and approve the Income and Expenditure Report to the 31st of July and the Balance Sheet as of that date.

2. Bank Reconciliation - CL

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

3. Internal Control – MD

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

22/034 Items for information only

Minor Matters - **MD**

22/035 Communications

To identify items for communicating - MD

22/036 Future Agenda Items

To identify future agenda items - MD

22/037 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 22/030 on the Agenda, due to the confidential nature of the business to be transacted - MD.

Mrs. L. Hannawin, Clerk 23/08/2022