



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Tuesday the 30th of August at 7.30pm.

DRAFT MINUTES SUBJECT TO APPROVAL

Present:

Councillors:

Cllr. M. Dennett (Chairman), Cllr. G. Bridgman, Cllr. S. Hill, Cllr. D. Kilshaw, Cllr. C. Lewis, Cllr. A. Marsden, Cllr. D. Morsley.

Officers:

Mrs. L. Hannawin.

Public/Press:

Cllr. H. Geary.

Part I

22/025 Public Questions (for agenda items only)

Cllr Geary asked if, in relation to the GDPR review, the Council had in place an Information Asset Register. It is not obligatory but is a useful document and he will provide a template.

22/026 To receive any apologies for absence

Apologies were received from Cllr. N. Carter.

22/027 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.

22/028 Minutes of Last Meeting

To resolve to **APPROVE** the Minutes of the Finance and General Purposes Committee Meeting of the 5th of July 2022.

RESOLVED with 2 abstentions that these minutes be approved for signature by the Chairman as a true and correct record of the meeting.

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.

1. Mid-term Internal Audit: this has been booked for Thursday the 20th of October.
2. Investment Strategy: this has yet to be started.
3. Office Lease: the new lease has been received.
4. Telephone Box: The Custodian is undertaking the outstanding painting needed for the refurbishment. The repaired defibrillator is back in situ.
5. Other Defibrillators: these are back online following the recall by the manufacturer for the required software upgrade. The batteries also needed replacing which was undertaken at the same time at a cost of £510.00.
6. Mortimer Youth Club Donation: Mortimer Youth Club dissolved several years ago leaving funds of £3,477.27. This has been donated to SMPC with the proviso that the Council provides services or facilities to benefit young people between the ages of approximately 14 to 18 years, which was the main target age group for both the youth club and the Duke of Edinburgh group, in Mortimer and the local area. There is no expectation for the Council to keep them informed as to how the money has been used.

In addition, the Clerk confirmed that the External Auditor Report and Certificate had been received. The Report notes that Section 2 had not been dated by the Responsible Financial Officer. This was due to a printing error. The Report and Certificate will be on the agenda to be received by Full Council on the 8th of September and for the authority to resolve the length of publishing time for the Notice of Conclusion of Audit.

The Mortimer Youth Club donation shall be reported to Full Council.

The report was received.

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.

None.

22/031 Committee and Working Party/Group Reports

1. Communications Working Party

Minutes from the Working Party were received.

2. Strategy Working Party

Minutes from the Working Party were received.

4. The Street Footway Widening

No further developments to date. Cllr. Morsley will send a further email to West Berkshire Council and shall copy in Cllr. Bridgman.

22/032 Items for Consideration and Resolution

1. General Data Protection Regulations (GDRPR) Review

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.**

The policy was reviewed. Further to an amendment to the retention period for the Exclusive Right of Burial (ERB) records, to reflect a burial plot may not automatically be reallocated after the 50-year limit, the Privacy Notice was agreed for recommendation for approval by Full Council.

The Fairground and Cemetery Committee will consider an extension policy for ERB holders.

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

The policy was reviewed and agreed for recommendation for approval by Full Council.

2. Standing orders and Other Policies

- a. To receive and review the draft Standing Orders and agree for recommendation for approval by Full Council on the 8th of September 2022.**

Cllr. Bridgman presented the new proposed Standing Orders and explained the rationale behind the changes and the suggested use of other, more relevant policies, to stop duplication. The policy was agreed for recommendation for approval by Full Council.

- 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**

It was noted that Financial Regulations are in the process of being reviewed and it was agreed the listed documents/policies would be reviewed/introduced as soon as possible by Cllrs. Bridgman and Dennett and the Clerk, and be brought back to the Committee.

- 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**

Cllr. Dennett will call a meeting of the Personnel Sub-Committee to review the listed documents.

3. Budget Process 2023/24

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.

The proposed timetable was received and agreed for presentation to Full Council.

4. External Auditor

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.

The arrangements for the external auditor were considered and it was agreed 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

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

Cllr. Hill raised the issue that the final figures for the Queen's Platinum Celebrations were still not available and that some income/expenditure was not yet showing. The Clerk confirmed that amounts to the 31st of July were correct and reconciled with everything that had been received/paid to date. Other income/payments have been received/paid in August but are not yet included. The Mortimer Music Live figures are still awaited. The accounts were received and approved.

2. Bank Reconciliation

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

Cllr. Lewis confirmed the bank reconciliation had been completed for the period stated.

3. Internal Control

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

The Internal Control report was received and noted.

22/034 Items for information only

Minor Matters

- Fitness Equipment: Cllr. Hill reported that there were several issues with the newly installed fitness equipment. These along with the actions required to resolve the issues will be discussed at Full Council on the 8th of September.
- Mortimer to Burghfield Cycleway and Footpath: Cllr. Morsley reported that a lack of progress with the required surveys mean the cycleway/footpath design had not yet been started and the original schedule was now behind. A meeting has been requested with Ridge and Partners.
- Meeting Calendar: This is incorrect on SharePoint and needs updating.

22/035 Communications

To identify items for communicating

None.

22/036 Future Agenda Items

To identify future agenda items

Fairground and Cemetery Committee: Extension policy for ERB holders.

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.

Not needed.

Close

The meeting closed at 20:39

Date of next meeting: Tuesday the 1st of November 2022

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