



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Tuesday the 1st of November 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:

There were no members of the public and no members of the press present.

Part I

22/038 Public Questions (for agenda items only)

None.

22/039 To receive any apologies for absence

Apologies were received from Cllr. N. Carter.

22/040 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.

22/041 Minutes of Last Meeting

To resolve to APPROVE the Minutes of the Finance and General Purposes Committee Meeting of the 30th of August 2022.

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

22/042 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 30th of August 2022 and other updates.

1. Mid-term Internal Audit: This was undertaken on Thursday the 20th of October and no major issues were found. The formal report has not yet been received
2. Investment Strategy: this has yet to be started.
3. Reviewed Policies: The Privacy Notice, Records Retention Schedule and Standing Orders were all approved by Full Council and revised copies are now available on the website.
4. Policies Under Review: The Financial Regulations are still under review. The review of the Finance and General Purposes Terms of Reference, Freedom of Information and Publication Scheme, Data Protection Policy, Personnel Committee Terms of Reference and Staff Polices have yet to be started.

In addition, the Clerk confirmed the mid-term internal audit report has now been received. Overall, the report concluded the financial records are well maintained and appear complete and fit for purpose. The control systems and procedures appear efficient and effective. Two recommendations were made which are being addressed. The report has been added to the agenda to be received by full Council.
The report was received.

22/043 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 item 22/045 1. Budget 2023/24 be taken in Part II.
Seconded by Cllr. Kilshaw.

RESOLVED unanimously.

22/044 Committee and Working Party/Group Reports

1. Communications Working Party

The written report from the Working Party was received. Any further ideas for newsletter articles should be submitted to Cllr. Dennett.

2. Strategy Working Party

The written report from the Working Party was received. Research has been undertaken looking at CCTV for the Fairground. If the Council agreed to proceed with this, permission to install CCTV would need to be sought from the Fairground Trustees. A recent discussion has taken place regarding the Café footway.

3. The Street Footway Widening

At a recent meeting with a West Berkshire Council officer, the officer raised issues regarding the footway. It has since been confirmed the additional footway and vegetation clearance is likely to take place in January 2023.

22/045 Items for Consideration and Resolution

1. Budget 2023/24

- a. **To receive an update on the 2023/24 budget.**
- b. **To consider potential associated capital and revenue costs/income of the Communications, Footway Widening, Mortimer to Burghfield Cycleway and Footway, and Strategy Working Parties.**

Minuted at Part II.

22/046 Finance

1. Accounts to the 30th of September 2022

To receive and approve the Income and Expenditure Report to the 30th of September and the Balance Sheet as of that date.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

APPROVED unanimously.

22/047 Items for information only

Minor Matters

None.

22/048 Communications

To identify items for communicating

None.

22/049 Future Agenda Items

To identify future agenda items

None.

22/050 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.

Proposed by Cllr. Dennett.

Seconded by Cllr. Bridgman.

RESOLVED unanimously.

22/051 Items for Consideration and Resolution

1. Budget 2023/24

- a. **To receive an update on the 2023/24 budget.**

The Clerk confirmed the Fairground and Cemetery and Roads, Footpaths and Commons Committees had set their proposed budgets. For other areas, the Clerk will be looking at each budget line item and the Committee recommended these should be considered individually with a percentage uplift applied, where necessary, taking consideration of the current external increased costs and agreed contracts.

- b. To consider potential associated capital and revenue costs/income of the Communications, Footway Widening, Mortimer to Burghfield Cycleway and Footway, and Strategy Working Parties.**

It was confirmed there were no specific additional budget requirements for either communication or longer-term strategy projects. Consideration is being given to the relevant costs for the next phase of the Mortimer to Burghfield Cycleway and Footway project.

The meeting closed at 20:07

Date of next meeting: Thursday the 1st of December 2022

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