



## Stratfield Mortimer Parish Council

### Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Thursday the 1<sup>st</sup> of December at 7.30pm.

*DRAFT MINUTES SUBJECT TO APPROVAL*

#### **Present:**

##### **Councillors:**

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

##### **Officers:**

Mrs. L. Hannawin.

##### **Public/Press:**

Cllr. M. Shaw attended as a member of the public. There were no members of the press present.

#### **Part I**

##### **22/051 Public Questions (for agenda items only)**

None.

##### **22/052 To receive any apologies for absence**

Apologies were received from Cllr. G. Bridgman, Cllr. N. Carter, Cllr. C. Lewis, Cllr. A. Marsden and Cllr. D. Morsley.

##### **22/053 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. Cllr. Dennett confirmed that all councillors have a dispensation for setting the precept.

## **22/054 Minutes of Last Meeting**

**To resolve to approve the Minutes of the Finance and General Purposes Committee Meeting of the 1<sup>st</sup> of November 2022.**

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

## **22/055 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 1<sup>st</sup> of November 2022 and other updates.**

1. Christmas Office Closing: The office will be closed on Friday the 23<sup>rd</sup> as part of the usual office hours. The office will be closed for the Christmas period from Monday the 26<sup>th</sup> of December to Monday the 2<sup>nd</sup> of January inclusive. The phone will be monitored during the period for emergencies.

The report was received.

## **22/056 Items to be taken into private session**

**To determine which items, if any, of the agenda should be taken with the public excluded.**

None.

## **22/057 Committee and Working Party/Group Reports**

### **1. Communications Working Party**

The newsletter has been printed and this is being delivered by the Scouts along with the Neighbourhood Plan flyer.

### **2. Strategy Working Party**

No report received.

## **22/058 Items for Consideration and Resolution**

### **1. Budget 2023/24**

**To receive, consider and agree the draft budget for circulation to Council members.**

The draft budget and report were reviewed and discussed. Minor amendments to the proposed precept were considered and agreed. It was also agreed to transfer £20,000 from the General Reserves to the Tennis Court Reserve, earmarked for the court resurfacing.

Cllr. Dennett proposed the draft budget is amended as agreed, and circulated to Council members for comment.

Seconded by Cllr. Kilshaw.

**RESOLVED** unanimously.

### **2. Dog Waste Bin Emptying**

**To consider the quotes received and resolve the contractor to provide the service from 07/01/2023.**

The two quotes obtained were considered.

Cllr. Dennett proposed Tactical Facilities Ltd should be awarded the annual contract commencing in January.

Seconded by Cllr. Kilshaw.

**RESOLVED** unanimously.

## **22/059 Finance**

### **1. Accounts to the 31<sup>st</sup> of October 2022**

**To receive and approve the Income and Expenditure Report to the 31<sup>st</sup> of October and the Balance Sheet as of that date.**

The reports were received.

Proposed by Cllr. Dennett.

Seconded by Cllr. Kilshaw.

**APPROVED** unanimously.

### **2. Bank Reconciliation**

**To receive and note the report for the period 1st of July 2022 – 30th September 2022.**

The Clerk confirmed that the bank reconciliation has been undertaken by Cllr. Lewis.

### **3. Internal Control**

**To receive and note the report for the period 1<sup>st</sup> of July 2022 – 30<sup>th</sup> September 2022.**

Cllr. Dennett confirmed he has undertaken the internal control which includes two additional checks as recommended by the internal auditor.

## **22/060 Items for information only**

### **Minor Matters**

Cllr. Hill thanked the B. O'Reilly for sourcing the Christmas tree lights.

Cllr. Kilshaw confirmed him and the Clerk will be meeting with Gigaclear regarding their upcoming network build for ultrafast full fibre broadband.

The Clerk confirmed that an annual wayleave is received for the electricity poles on the Fairground.

Cllr. Dennett confirmed the Personnel Committee will be meeting to review salaries and the Custodian's contract.

### **22/061 Communications**

**To identify items for communicating**

Budget when approved.

### **22/062 Future Agenda Items**

**To identify future agenda items**

None.

### **22/063 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 22/056 on the agenda due to the confidential nature of the business to be transacted.**

Not needed.

The meeting closed at 20:18.

Date of next meeting: Thursday the 5<sup>th</sup> of January 2023.