



## Stratfield Mortimer Parish Council

### Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Thursday the 2<sup>nd</sup> of March at 7.30pm.

*DRAFT MINUTES SUBJECT TO APPROVAL*

#### **Present:**

##### **Councillors:**

Cllr. M. Dennett (Chairman), Cllr. S. Hill, 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 in attendance.

#### **Part I**

##### **22/077 Public Questions (for agenda items only)**

None.

##### **22/078 To receive any apologies for absence**

Apologies were received from Cllr. G. Bridgman and Cllr. N. Carter.  
Cllr. D. Kilshaw did not attend, and no apologies were received.

##### **22/079 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.

## **22/080 Minutes of Last Meeting**

**To resolve to approve the Minutes of the Finance and General Purposes Committee Meeting of the 5<sup>th</sup> of January 2023.**

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

## **22/081 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 5<sup>th</sup> of January 2023 and other updates.**

1. Annual Parish Meeting: St John's Hall has been booked.
2. Year End Internal Audit: this has been booked for Thursday the 19th of May.
3. Jubilee Glasses: MML have confirmed that 262 glasses remain - 21 unopened boxes of 12 wine glasses and 1 opened box of 10 wine glasses. The glasses will be donated to be used at the Coronation event.
4. Procurement Thresholds: From the 21st of December 2022 the £25,000 threshold increased to £30,000. This means a council publishing an open invitation to quote/tender for a contract exceeding £30,000 inc. VAT is required to advertise the opportunity on Contracts Finder. If a council is inviting specific firms to quote/tender and not opening up to wider competition, the opportunity does not have to be published on Contracts Finder, but a council must comply with its own Standing Orders and Financial Regulations. For further information see 22/081 1.1 Procurement Thresholds.

In addition, the Clerk reported that further to the grant given by the Council towards the Coronation event, the Council's logo will be included on the promotional literature. The report was received.

## **22/082 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 22/084 1. Risk Register and 22/084 6. Personnel be taken in Part II.

Seconded by Cllr. Marsden.

**RESOLVED** unanimously.

## **22/083 Committee and Working Party/Group Reports**

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

The newsletter has been delivered.

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

The planning application for the CCTV is in progress.

## **22/084 Items for Consideration and Resolution**

### **1. Risk Register**

**To review and agree any changes and approve the Risk Register for recommendation to Full Council on the 9th of March 2023.**

Minuted at Part II.

## **2. Investment Strategy**

**To review and agree any changes and approve the Investment Strategy for recommendation to Full Council on the 9th of March 2023.**

The draft Investment Strategy was reviewed, and the tracked changes agreed.

Cllr. Dennett proposed the Investment Strategy is approved for recommendation to Full Council.

Seconded by Cllr. Lewis.

**APPROVED** unanimously.

## **3. Annual Subscriptions and Continuous Payments**

**To review the annual subscriptions and continuous payments for 2023/24 for recommendation to Full Council on the 9th of March 2023.**

The annual subscriptions and continuous payments were reviewed, and minor changes agreed.

Cllr. Dennett proposed the annual subscriptions and continuous payments are approved for recommendation to Full Council.

Seconded by Cllr. Lewis.

**APPROVED** unanimously.

## **4. Service Charges**

**To review and resolve the charges for SMPC services for the 2023/24 financial year.**

The proposed service charges were reviewed and agreed for recommendation to Full Council.

Proposed by Cllr. Dennett.

Seconded by Cllr. Hill.

**APPROVED** unanimously.

## **5. VAT on Sporting Fees**

**To receive an update and agree any further actions.**

A report was reviewed. In line with advice received the following recommendations were considered and agreed:

- No VAT to be charged on the pay per use tennis court fees.
- Further advice to be sought regarding VAT charged on ad hoc tennis court hire by Mortimer Tennis Club.
- To continue to charge VAT on the hire fee for the coaching business until further clarification is available. The case leading to the new advice was about the provision of sports facilities to the public, and it is not currently known if the exemption will extend to businesses.
- Not to seek to reclaim any VAT paid in the previous 4 years. This is because 1) the amounts which could easily be reimbursed are negligible 2) in many cases it would be impractical to reimburse those individuals to whom the VAT is due meaning SMPC would be unjustly enriched, which is not permitted.

## **6. Personnel**

**To consider and resolve the recommendations of the Personnel Sub-Committee.**

Minuted at Part II.

## **22/085 Finance**

### **1. Accounts to the 31<sup>st</sup> of January 2023**

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

The reports were received.

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**APPROVED** unanimously.

### **2. Bank Reconciliation**

**To receive and note the report for the period 1<sup>st</sup> of October 2022 – 31<sup>st</sup> December 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 October 2022 – 31st December 2022.**

The Internal Control report was received and noted.

## **22/086 Items for information only**

### **Minor Matters**

Some councillors have expenses to claim. The Clerk will provide them with a form.

### **22/087 Communications**

**To identify items for communicating**

None.

### **22/088 Future Agenda Items**

**To identify future agenda items**

None.

### **22/089 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 22/082 on the agenda due to the confidential nature of the business to be transacted.**

Proposed by Cllr. Dennett.

Seconded by Cllr. Morsley.

**RESOLVED** unanimously.

## **Part II**

### **22/090 Items for Consideration and Resolution**

#### **1. Risk Register**

**To review and agree any changes and approve the Risk Register for recommendation to Full Council on the 9th of March 2023.**

The Risk Register was reviewed, and tracked changes agreed.

Cllr. Dennett proposed the Risk Register is approved for recommendation to Full Council.  
Seconded by Cllr. Lewis.  
**RESOLVED** unanimously.

# The Clerk left the meeting and Cllr. Dennett took the minutes.

## **6. Personnel**

**To consider and resolve the recommendations of the Personnel Sub-Committee.**

Cllr. Dennett gave an update and presented the seven recommendations of the Personnel Sub Committee which were resolved without change.

Proposed by Cllr. Dennett

Seconded by Cllr. Morsley

**RESOLVED** unanimously.

# The Clerk returned to the meeting.

The meeting closed at 20:45.

Date of next meeting: Thursday the 4th of May 2023.

DRAFT MINUTES SUBJECT TO APPROVAL