



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Thursday the 4th of May 2023 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 press in attendance.

Part I

22/090 Public Questions (for agenda items only)

None.

22/091 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.

22/092 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.

22/093 Minutes of Last Meeting

To resolve to approve the Minutes of the Finance and General Purposes Committee Meeting of the 2nd of March 2023.

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

22/094 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 2nd of March 2023 and other updates.

1. Services Charges for 2023/24: these commenced as of the 1st of April.
2. CIL Payments 01/10/22 – 31/03/23: West Berkshire Council (WBC) have confirmed CIL payments for the period 01/10/22 – 31/03/23 as:
 - 21/02347/RESMAJ (2 - 2A) Land South of Tower Gardens, The Street, Mortimer Common, Reading, West Berkshire £26,898.08
 - 22/01422/RESMAJ (2 - 2B) Land South of Tower Gardens, The Street, Mortimer Common, Reading, West Berkshire £27,508.24
3. Invoice for Rent Arrears: WBC have issued an invoice for £14,932.19 to SMPC for rent arrears for use of the conservatory at Mortimer Library from April 2018 to August 2022. This is believed to be incorrect as all rent payments have been paid on receipt of previous invoices. This is being followed up with WBC.

In addition, the Clerk reported the first instalment of the Precept of £74,659.50 was received on the 2nd of May.

The report was received.

22/095 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 22/097 1. Insurance be taken with the public excluded.

Seconded by Cllr. Morsley.

RESOLVED unanimously.

22/096 Committee and Working Party/Group Reports

1. Mortimer to Burghfield Cycleway and Footpath

Cllr. Morsley reported that pro-forma letters had been issued to landowners for their consent for approval for the planning application. Along with Englefield Estate, the trustees of Wokefield Common, and Sovereign Housing will require a formal legal agreement for use of the land but not until after planning permission has been granted. Ridge are currently working on the design and access needed for the planning application.

2. Communications Working Party

The next newsletter is likely to be issued in June and will be agreed at the next Full Council meeting.

3. Strategy Working Party

No report was received.

22/097 Items for Consideration and Resolution

1. Insurance

To receive the fee and insurance schedule for 2023/24 and consider any amendments required.

Minuted at Part II.

22/098 Finance

1. Account Adjustments

To review the account adjustments for the Financial Year 2022/23 and consider and agree any amendments.

The Clerk confirmed adjustments had been made to allow for accruals, prepayments, and creditors at the year end. There were no debtors. The account adjustments were reviewed and considered, and no amendments were needed.

2. Reserve Policy and Transfers

To review the reserve policy and transfers for the Financial Year 2022/23 and consider and agree any amendments.

The Clerk confirmed that in addition to the reserve transfers agreed as part of the budget process an earmarked reserve had been established for the Brewery Common tree work as agreed by full Council. The reserve policy and year end transfers were considered, and no amendments were needed.

3. Accounts to the 31st of March

To receive and approve the Income and Expenditure Report for the Financial Year 2022/2023 and the Balance Sheet as of that date, for presentation to Full Council on the 18th of May.

It was noted that for 2022/23, revenue income and expenditure was 112% and 96% of budget respectively. The reports were received.

Cllr. Dennett proposed the reports be approved for presentation to Full Council.

Seconded by Cllr. Morsley.

APPROVED unanimously.

4. Bank Reconciliation

To receive and note the report for the period 1st of January 2023 - 31st March 2023.

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

4. Internal Control

To receive and note the report for the period 1st of January 2023 - 31st March 2023.

It was noted that that there were two agenda items 22/098 4.

The Internal Control report was received and noted.

5. Statement of Internal Control

To review and approve the Statement of Internal Control.

The Statement of Internal Control was reviewed. It was noted there was an unnecessary reference to the "pillbox".

Cllr. Dennett proposed, further to the removal of "pillbox" the Statement of Internal Control be approved and signed.

Seconded by Cllr. Morsley.

APPROVED unanimously.

6. The Public Sector Deposit Fund

To note the return on investment as at the 31st of March 2023.

The return on investment as at the 31st of March 2023 was 4.1223%. The rate as at the 31st of January 2023 was 3.5292%.

22/099 Items for information only

Minor Matters

- Cllr Dennett acknowledged that Cllrs. Field and Lewis will be retiring on Monday. He thanked them for their service over the years.
- Cllr. Morsley confirmed that WBC will be instigating an enforcement order for works associated with Fairfield Park in Birch Lane.
- Further to a query raised by Cllr. Hill, it was confirmed that SMPC previously agreed to write to TA Fisher to endorse the proposals for the Reserved Land. It had not been agreed to provide financial assistance towards the cost of the planning application.
- Cllr. Lewis requested that the Office publicises WBC's Eastern Area Planning Committee meetings when relevant to Stratfield Mortimer.

22/100 Communications

To identify items for communicating

None.

22/101 Future Agenda Items

To identify future agenda items

None.

22/102 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 22/095 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

22/103 Items for Consideration and Resolution

1. Insurance

To receive the fee and insurance schedule for 2023/24 and consider any amendments required.

The fee and insurance schedule were reviewed. It was noted that sum insured for Sports Equipment did not include fitness equipment and the Clerk had written to the insurance brokers requesting this be amended. No other amendments were required.

Cllr. Hill proposed the insurance be approved up to a cost of £1,500 to allow for an adjustment for the fitness equipment.

Seconded by Cllr. Dennett.

RESOLVED unanimously.

The meeting closed at 20:21.

Date of next meeting: Thursday the 6th of June 2023.

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