



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Thursday the 6th of June 2023 at 7.30pm.

Present:

Councillors:

Cllr. D. Morsley (Chairman), Cllr. G. Bridgman, Cllr. M. Dennett, Cllr. H. Geary, Cllr. A. Marsden, Cllr. A. Noonan.

Officers:

Mrs. L. Hannawin.

Public/Press:

There were no members of the public and no members of the press in attendance.

Part I

23/001 Public Questions (for agenda items only)

None.

23/002 To receive any apologies for absence

Apologies were received from Cllr. S. Hill.
Cllr. Butler did not attend, and no apologies were received.

23/003 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.

23/004 Minutes of Last Meeting

To resolve to approve the Minutes of the Finance and General Purposes Committee Meeting of the 4th of May 2023.

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

23/005 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 4th of May 2023 and other updates.

The Clerk reported The Public Sector Deposit Fund rate of return on investment as at the 31st of May 2023 was 4.4486%. The rate as at the 31st of March 2023 was 4.1223%. The Clerk confirmed that no response had been received from West Berkshire Council regarding the invoice for rent arrears which is believed to have been raised in error.

23/006 Items to be taken into private session

To determine which items, if any, of the agenda should be taken with the public excluded.
None.

23/007 Items for Consideration and Resolution

1. Internal Audit Report

To receive the Internal Audit Report for presentation to Full Council on Thursday the 8th of June 2023.

The internal auditors report was received.

2. Annual Governance and Accountability Return (AGAR)

- a. To receive and consider AGAR Section 1 – Annual Governance Statement 2022/23 for presentation to full Council.**
- b. To receive and consider AGAR Section 2 - Accounting Statements 2022/23 for recommendation for approval by full Council on Thursday the 8th of June 2023.**

AGAR Section 1 and 2 were both received and reviewed. It was noted that the External Auditor report 2021/22 report concluded "Section 2 was not dated by the Responsible Financial Officer" and that the Council needs to make sure the forms are correctly completed in future years. The error occurred because the form did not correctly print out. The form for 2022/23 has printed correctly and includes all boxes which need completing.

3. Annual Governance and Accountability Return – additional documents

To receive the following documents which will be submitted to the External Auditor:

- a. Confirmation of Dates for the Exercise of Public Rights 2022/23.**
- b. Bank Reconciliation as of 31 March 2023.**
- c. Explanation of variances.**
- d. Explanation of High Reserves.**
- e. Reconciliation between Box 7 and Box 8.**

The documents were received and reviewed.

4. Community Infrastructure Levy

To receive an update on CIL funds and expenditure.

Cllr. Morsley summarised the CIL funds currently held and the likely near-zero balance if all allocated CIL funds are used. It was noted that a delay in the building of MOR006 Phase 2b (and possibly Phase 3) would affect the timing of future CIL payments to the Council. Once those are received however, the Council is unlikely to receive any significant CIL funds for the foreseeable future.

Consideration was given to all the earmarked reserves, and it was agreed that committees and working parties should review current levels of the reserves to understand if they are an accurate reflection of what is needed. This will be considered at a future meeting with a view to implementing a regular review period.

5. Fairground Closed Circuit Television (CCTV)

To consider and review the draft CCTV Surveillance System Policy and Request for Access to Data, and the Data Privacy Impact Assessment (DPIA) for approval by full Council on Thursday the 8th of June 2023.

The documents were received.

6. Personnel Sub-Committee

To appoint the members of the Personnel Sub Committee.

Cllr. Morsley proposed that Cllrs. Geary and Marsden be appointed to the Personnel Sub Committee with Cllr. Dennett being co-opted for an initial period.

Seconded by Cllr. Bridgman.

Resolved unanimously.

7. Bank Reconciliation and Quarterly Internal Financial Control

To consider the appointment of a member or members of the Committee or Council to:

- a. Undertake the verification of the bank reconciliations for all accounts as per Financial Regulation 2.2.**
- b. Complete the Quarterly Internal Financial Control.**

Cllr. Morsley proposed that Cllrs. Noonan and Bridgman be appointed to undertake the bank reconciliations and the quarterly Internal Financial Control respectively.

Seconded by Cllr. Geary.

Resolved unanimously.

23/008 Items for information only

Minor Matters

- The Clerk reported that Burghfield Parish Council are holding a councillor training session on the evening of the 4th of July. They have available space at a cost of £25.00 per person should any of SMPC councillors be interesting in attending.
- Cllr. Morsley confirmed she had given an update on the Mortimer to Burghfield cycleway and footpath at a recent meeting of the Burghfield Parish Council (BPC). BPC's Governance and Finance Committee will be considering financial assistance towards the project.
- Cllr. Morsley reported that not all councillors had replied to the recent poll regarding the Future Planning Day. This is on the agenda for the full Council meeting on the 8th of June.

23/009 Communications

To identify items for communicating

None.

23/010 Future Agenda Items

To identify future agenda items

Review of earmarked reserves.

23/011 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 23/006 on the agenda due to the confidential nature of the business to be transacted.

Not needed.

The meeting closed at 20:26.

Date of next meeting: Tuesday the 4th of July 2023.

