



## Stratfield Mortimer Parish Council Agenda

**Members of the Finance and General Purposes Committee are  
Summoned to attend the Committee Meeting to be held at Mortimer  
Methodist Church Hall, 17 West End Road, Mortimer Common, RG7 3TB  
on Tuesday the 5th of September 2023 at 7.30pm**

### **PUBLIC AND PRESS**

Members of the public and press are welcome to attend.

### **Part I**

**23/025 Public Questions (for agenda items only) - [DM](#)**

**23/026 To receive any apologies for absence - [DM](#)**

**23/027 To receive any declarations of interest - [DM](#)**

**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.**

*Members are reminded that if they declare an interest they may have to leave immediately after having made representations, given evidence, or answered questions and before the debate starts unless he/she has obtained a dispensation.*

### **23/028 Minutes of Last Meeting**

To approve and sign the Minutes of the Finance and General Purposes Committee Meeting of the 4<sup>th</sup> of July 2023 - [DM](#)

### **23/029 Clerk's Report**

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 4<sup>th</sup> of July 2023 and other updates - [CLERK](#).

### **23/030 Items to be taken into private session**

To determine which items, if any, of the Agenda should be taken with the public excluded - [DM](#)

## **23/031 Working Party Reports**

1. Mortimer to Burghfield Cycleway and Footpath - **DM**
2. Communications - **GB**
3. Strategy - Planning Day - **DM**
4. The Street Footway – **DM**

## **23/032 Items for Consideration and Resolution**

### **1. Personnel - **DM****

As recommended by the personnel Committee, to receive and agree the revised:

- a. staff contracts of employment for agreeing with relevant staff members.
- b. personnel policies:
  - i. Dignity at Work.
  - ii. Disciplinary.
  - iii. Equal Opportunities.
  - iv. Expenses.
  - v. Grievance.
  - vi. Sickness and Absence.

### **2. Council Policies – **DM****

To agree the policies for review and any relevant timetable.

### **3. Away Day – **DM/GB****

To consider and agree the format and content of the event.

### **4. Budget Process 2024/25 – **CLERK****

To agree the approach and timetable for the preparation of the 2024/25 budget for recommendation to Full Council on the 14th of September 2023.

### **5. External Audit - **CLERK****

To receive the External Audit report for 2022/23.

## **23/033 Finance**

### **1. Accounts to the 31<sup>st</sup> of July 2023 - **RFO****

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

### **2. Bank Reconciliation - **AN****

To receive and note the reconciliation has been undertaken for the period 1st of April 2023 – 30th June 2023.

### **3. Internal Financial Control (IFC) – **GB****

To receive and note the IFC Confirmation for the period 1st of April 2023 – 30th June 2023.

### **4. The Public Sector Deposit Fund – **RFO****

To note the return on investment as at 31st June 2023

## **23/034 Items for information only**

Minor Matters - **DM**

## **23/035 Communications**

To identify items for communicating - **DM**

### **23/036 Future Agenda Items**

To identify future agenda items - **DM**

### **23/037 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 23/030 on the Agenda, due to the confidential nature of the business to be transacted - **DM**.

**Mrs. L. Hannawin, Clerk 31/08/2023**