



## Stratfield Mortimer Parish Council

### **Minutes of the Finance and General Purposes Committee held at Mortimer Methodist Church Hall on Tuesday the 4<sup>th</sup> of July 2023 at 7.30pm.**

#### **Present:**

##### **Councillors:**

Cllr. D. Morsley (Chairman), Cllr. M. Dennett, Cllr. H. Geary, 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**

##### **23/012 Public Questions (for agenda items only)**

None.

##### **23/013 To receive any apologies for absence**

Apologies were received from Cllr. G. Bridgman, Cllr. D. Butler and Cllr. A. Marsden.  
Cllr. Hill did not attend, and no apologies were received.

##### **23/014 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.

##### **23/015 Minutes of Last Meeting**

**To resolve to approve the Minutes of the Finance and General Purposes Committee Meeting of the 6<sup>th</sup> of June 2023.**

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

## **23/016 Clerk's Report**

**To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 6<sup>th</sup> of June 2023 and other updates.**

1. The Annual Governance and Accountability Return (AGAR): this was submitted to the external auditors, PKF Littlejohn, on the 13th of June along with the other required documents.
2. The Notice of Public Rights and copies of the AGAR Sections 1 and 2 and Unaudited Declaration were posted to the website and noticeboards on the 13th of June: [Annual Return 2022/23 | Stratfield-Mortimer Parish Council](#). The period of Public Rights commenced on Wednesday the 14<sup>th</sup> of June and ends on Tuesday the 25<sup>th</sup> of July.
3. Invoice for Rent Arrears: WBC have issued a credit note for £14,932.19 against the incorrectly raised invoice for rent arrears for use of the conservatory at Mortimer Library from April 2018 to August 2022.
4. CCTV: the planning application has been submitted but issues with the application need addressing before it can be processed.

The report was received.

## **23/017 Items to be taken into private session**

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

None.

## **23/018 Working Party Reports**

### **1. Mortimer to Burghfield Cycleway and Footpath.**

Cllr. Morsley confirmed the planning application had been submitted and validated. No case officer has been allocated to the application to date. The determination date will be late August. Potential funding opportunities are being explored and applications will be submitted once planning has been approved. Budget approval to establish detailed costings and a project constructions plan is being sought from full Council. Consideration will need to be given to the management of the next phase of the project.

### **2. Communications.**

The notes of the last meeting of the Communications Working Party were received. The newsletter has been distributed.

### **3. Strategy - Planning Day.**

The Scout Hut has been booked and Cllrs. Morsley and Bridgman are starting to plan the day.

### **4. The Street Footway.**

The next phase of work, past Mortimer Hall down to Pitfield Lane, has been undertaken. Parts of the vegetation along this stretch need cutting back and Cllr. Noonan will provide details of the landowners to the Clerk. Due to the road width and the boundaries of residential properties, it is not possible for the footway to be further widened from Pitfield Lane to the school, although cutting back hedges of residential hedges would assist with access. Cllr. Noonan reported that the footway along this stretch has sunk and needs resurfacing. The Clerk will report this to the Highways team.

## **23/019 Items for Consideration and Resolution**

### **1. Personnel**

#### **To receive an update.**

Cllr. Morsley reported the Personnel Committee has met. The Clerk's contract needs minor amendments and once updated in agreement with the Clerk, will be used as a basis for amending and updating the contracts for the Assistant to The Clerk and Custodian. A review of all personnel policies is being undertaken. One additional policy needs creating and adopting.

### **2. Fairground Closed Circuit Television (CCTV)**

#### **To consider and review the amended 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 13<sup>th</sup> of July 2023.**

The documents were reviewed. Amendments regarding personal data required and the lawful basis for processing personal data were agreed.

### **3. Council Policies**

#### **To receive the current list of Council policies and agree any to be reviewed.**

The list of policies was considered. It was agreed for each Committee and Working Party to review their own policies and relevant documents and make recommendations for amendments for approval by the Council. The date of subsequent scheduled reviews shall be added to each policy/document.

### **4. Review of Earmarked Reserves**

#### **To review the current levels of the following Earmarked Reserves:**

##### **a. Election expenses - £5,074**

It was agreed that this earmarked review should remain at the current level.

##### **b. Community Grant – £10,000**

It was agreed that this earmarked review should remain at the current level.

##### **c. Youth Club donated funds - £3477**

As the money has not yet been spent, it was agreed to recommend to full Council that Mortimer guides and scouts and The Willink School, as local organisations working with 14–18-year-olds, are contacted and asked to submit proposals as to how they would spend the money should it be donated to them. If the recommendation is approved by full Council, a decision would be taken at the Council's September meeting.

The Community Projects Earmarked Reserve of £36,207 was also discussed and it was agreed to seek approval from full Council that should planning be approved this money is allocated to the Mortimer to Burghfield cycleway and footpath project, and the earmarked reserve renamed accordingly. The balance of allocated CIL funds for the project would also be added to the newly named earmarked reserve.

## **23/020 Finance**

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

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

The reports were received and approved.

## **23/021 Items for information only**

### **Minor Matters**

None.

## **23/022 Communications**

To identify items for communicating

None.

## **23/023 Future Agenda Items**

To identify future agenda items

- Review of staff contracts and personnel policies.
- Review of other policies.

## **23/024 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 23/017 on the agenda due to the confidential nature of the business to be transacted.

Not needed.

The meeting closed at 20:59.

Date of next meeting: Tuesday the 5<sup>th</sup> of September 2023.