



Stratfield Mortimer Parish Council Agenda

Members of the Finance and General Purposes Committee are Summomed to attend the Committee Meeting to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer Common, RG7 3TB on Thursday the 7th of December 2023 at 8.15pm

PUBLIC AND PRESS

Members of the public and press are welcome to attend.

Part I

23/051 Public Questions - DM

23/052 To receive any apologies for absence - DM

23/053 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.

23/054 Minutes of Last Meeting - DM

To approve and sign the Minutes of the Finance and General Purposes Committee Meeting of the 2nd of November 2023.

23/055 Clerk's Report - CLERK

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

23/056 Items to be taken into private session - DM

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

23/057 Working Party Reports

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

23/058 Items for Consideration and Resolution

1. Personnel - DM

To receive an update on:

- a. The revised staff contracts.
- b. The recruitment of the Assistant to the Clerk.

2. Budget 2024/25 – CLERK

To receive, consider and approve the draft budget for circulation to Council members for comment.

3. Emergency Plan – DM

To consider the requirements for an emergency plan and agree further actions.

4. West Berkshire Council's (WBC) "Balancing the Council's Budget - Consultation 2024/25"

To receive details of the consultation and agree further actions.

5. Policies – GB/CLERK

- a. To receive the amended Investment Strategy for 2024/25.
- b. To receive the updated Financial Regulations for recommendation to full Council.
- c. To receive the draft Procurement Terms for recommendation to full Council.
- d. To receive the updated Data Protection Privacy Notice for recommendation to full Council.
- e. To approve the following policies which have been updated with the removal of the introductory text of:

"Adopted by the Finance and General Purposes Committee of Stratfield Mortimer Parish Council on 5 September 2023.

Note: This Policy should be used in conjunction with the Council's Dignity at Work, Grievance, and Performance Management Policies, and the Councillors' Code of Conduct."

- i. Dignity at Work
- ii. Disciplinary
- iii. Equal Opportunities
- iv. Grievance
- v. Performance Management
- vi. Sickness and Absence

23/059 Finance

1. Accounts to the 31st of October 2023 - CLERK

To receive and approve the Income and Expenditure Report to the 31st of October and the Balance Sheet as at that date.

2. The Public Sector Deposit Fund (TPSDF) – CLERK

To note the credit rating of TPSDF is AAAmmf as per Fitch Ratings Ltd.

23/060 Items for information only - DM

Minor Matters.

23/061 Communications - DM

To identify items for communicating.

23/062 Future Agenda Items - DM

To identify future agenda items.

23/063 Exclusion of Press and Public - DM

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 23/056 on the Agenda, due to the confidential nature of the business to be transacted.

Mrs. L. Hannawin, Clerk 01/12/2023