



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 4 June 2024 at 7.30pm**

PUBLIC AND PRESS

Members of the public and press are welcome to attend.

Part I

24/001 Public Questions (for agenda items only) - DM

24/002 To receive any apologies for absence - DM

24/003 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, and gifts and hospitality in line with the Parish Council's Code of Conduct.

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.

24/004 Minutes of Last Meeting - DM

To approve and sign the Minutes of the Finance and General Purposes Committee Meeting held on 25 April 2024.

24/005 Clerk's Report - CLERK

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 25 April 2024 and other updates.

24/006 Items to be taken into private session - DM

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

24/007 Steering Group and Working Party Reports

1. Communication
2. Emergency Planning
3. Mortimer to Burghfield Cycleway and Footpath

24/008 Items for Consideration and Resolution

- 1. To consider any Policies within the ambit of the Committee requiring consideration, amendment, or proposal to Full Council: - DM**

- a. Financial Regulations (now including Reserves Policy).

- 2. Internal Audit Report - CLERK**

To receive the Internal Audit Report for presentation to Full Council on Thursday 13 June 2024.

- 3. Annual Governance and Accountability Return (AGAR) - CLERK**

To receive and consider:

- a. AGAR Section 1 – Annual Governance Statement 2023/24 for presentation to full Council on 13 June 2024.
- b. AGAR Section 2 - Accounting Statements 2023/34 for recommendation for approval by full Council on 13 June 2024.

- 4. Annual Governance and Accountability Return: additional documents - CLERK**

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

- a. Confirmation of Dates for the Exercise of Public Rights 2023/24.
- b. Bank Reconciliation as of 31 March 2024.
- c. Explanation of variances.
- d. Reconciliation between Box 7 and Box 8.
- e. Evidence that the council has complied with the criteria for general power of competence as part of the Intermediate Review.

- 5. Personnel - DM**

To resolve:

- a. The appointment of two members to the Personnel Sub Committee.
- b. Increasing the Assistant to the Clerks weekly working hours to 30.

- 6. Village Custodian – SH/CLERK**

To receive an update on the recruitment process undertaken and resolve the:

- a. Appointment of the Village Custodian.
- b. Starting date
- c. Starting salary.

- 7. Bank Reconciliation and Quarterly Internal Financial Control - DM**

To appoint a Supervising Councillor or Councillors to undertake the quarterly:

- a. Internal Financial Control
- b. Verification of the bank reconciliations for all accounts.

- 8. Willink Leisure Centre – DM**

To review the current contract and agree any recommendations for consideration by the Council on 13 June 2024.

24/009 Items for information only

Minor Matters - DM

24/010 Communications

To identify items for communicating - DM

24/011 Future Agenda Items

To identify future agenda items - DM

24/012 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 24/006 on the Agenda, due to the confidential nature of the business to be transacted - **DM**.

Mrs. L. Hannawin, Clerk 30/05/2024