



Stratfield Mortimer Parish Council Agenda

Members of the Finance and General Purposes Committee are Summused to attend the Committee Meeting to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer Common, RG7 3TB on Thursday 7 November 2024 at 19:30

PUBLIC AND PRESS

Members of the public and press are welcome to attend.

Part I

24/013 Public Questions (for agenda items only) - DM

24/014 To receive any apologies for absence - DM

24/015 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 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 they have obtained a dispensation.

24/016 Minutes of Last Meeting - DM

To approve and sign the Minutes of the Finance and General Purposes Committee Meeting held on 4 June 2024.

24/017 Chairman's Remarks - DM

24/018 Clerk's Report - CLERK

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 4 June 2024 and other updates. *Report 24/018.*

24/019 Items to be taken into private session - DM

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

24/020 Steering Group and Working Party Reports

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

24/021 Items for Consideration and Resolution.

1. Policies - DM

To consider any Policies within the ambit of the Committee requiring consideration, amendment, or proposal to full Council.

2. Fairground Hire Agreement – GB

To receive and approve the amended Hire Agreement and Terms and Conditions.

3. CCTV - GB

To review the Data Privacy Impact Assessment, specifically 2.2 (“*Real-time images will be accessed and displayed via Parish Clerks hardware*”) as to access to system images remotely by designated councillors to assist the office in reviewing recordings for incidents for recommendation to full Council.

4. Internal Audit Report - CLERK

To receive the mid-term Internal Audit Report for presentation to full Council on Thursday 14 November.

5. Enabling Remote Attendance, and Proxy Voting Consultation - GB

To consider the information received on the Consultation and agree the actions to be taken.

6. Management of Hedges – GB

To resolve to write to West Berkshire Council and seek their permission for SMPC to cut overgrown hedges on Highways land at SMPC’s expense.

7. Members Bid – DM

To consider ideas for the current round of funding and agree suggestions for recommendation to full Council.

8. Soil Conditioner – GB

To resolve to request a delivery of soil conditioner for use on SMPC land.

9. Bank Reconciliations – DM

To appoint a Supervising Councillor to undertaking the verification of the bank reconciliations for all bank accounts.

10. Budget 2025/26 - CLERK

To review the 2025/26 Budget to date and consider any additions and amendments.

11. Fairground Trust and Mortimer Community Centre Leases – GB

To determine the review process and timetable regarding the lease renewals.

12. Parish Clerk Appointment - DM

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

- a. Appointment of the Parish Clerk
- b. Starting date
- c. Starting salary
- d. Particular contractual terms

13. Officer Training - GB

To review training requirements and agree the training programme for 2025.

14. Officers' and Custodian's Salaries – DM

To:

- a. Note the Local Government Services pay agreement 2024/25 and changes to payroll.
- b. Review the current pay scales and resolve any changes to be made.

24/022 Finance

1. Accounts to the 30 September 2024 - RFO

To receive and consider the Income and draft Expenditure Report to the 31 March and the draft Balance Sheet as at that date.

2. The Public Sector Deposit Fund – RFO

To note the return on investment as at 30 September 2024.

3. Tenders and Purchase Orders - RFO

- a. Under Financial Regulation 52.3 to note that only two tenders were received for the:
 - i. Fairground Footpath and Utility Square
 - ii. Cemetery Extension
- b. To note that the purchase invoice raised for the Fairground Footpath and Utility Square was for £17,090 as opposed to agreed amount of £15,590.

4. Bank Reconciliation - CLERK

To receive and note the reconciliations have been undertaken for the periods:

- a. 1 April 2024 – 30 June 2024
- b. 1 July 2024 – 30 September 2024.

5. Internal Financial Control (IFC) - GB

To receive and note the IFC confirmation for the periods

- a. 1 April 2024 – 30 June 2024
- b. 1 July 2024 – 30 September 2024.

24/023 Items for information only - DM

Minor Matters

24/024 Communications - DM

To identify items for communicating

24/025 Future Agenda Items - DM

To identify future agenda items

24/026 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 24/019 on the Agenda, due to the confidential nature of the business to be transacted.

Mrs. L. Hannawin, Clerk 01/11/2024