



## Stratfield Mortimer Parish Council Agenda

**Minutes of the Finance and General Purposes held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB on Thursday 6 March 2025 at 19:30**

### **Present**

#### **Councillors**

Cllrs D Morsley, G Bridgman, A Richardson, K Strong, H Geary, and D Kilshaw.

#### **Officers of the Council**

Danielle Davis.

#### **Public/Press**

No members of the public or press were in attendance.

### **Part I**

#### **24/055 Public questions (for agenda items only)**

#### **24/056 To receive any apologies for absence**

Apologies were received from Cllrs N Carter, H Kilshaw, and S Hill.

#### **24/057 To receive any declarations of interest (if any)**

None were received.

#### **24/058 Minutes of last meeting**

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 2 January were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting

#### **24/059 Chairman's remarks (if any)**

Cllr Morsley welcomed Cllr Strong to his first meeting as a Finance and General Purposes Committee member.

#### **24/060 Clerk's Report**

The report was received.

#### **24/061 Items to be taken into private session -**

Cllr Morsley proposed that agenda items **24/063 2 Risk Register, 24/063 3 Asset Register, and 24/063 4 Council Insurance** be taken in Part II. This was seconded by Cllr Bridgman.

**Resolved unanimously.**

## **24/062 Steering Group and Working Party Reports**

### **1 Communication**

None.

### **2 Emergency Planning**

None.

### **3 Mortimer to Burghfield Cycleway and Footpath**

Cllr Morsley reported that the technical details pack has been submitted to West Berkshire Council for review, with no response date specified. Cllr Morsley will circulate the information pack to committee members.

### **4 Policies Working Party**

Cllr Bridgman reported the updated policies to be reviewed later in the agenda.

## **24/063 Items for consideration**

### **1 Policies**

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

##### **i New policies note**

##### **ii Code of Conduct V2.1**

##### **iii Community Grant Policy V1.2**

##### **iv Financial Regulations V5.3**

##### **v Policy Guidance and Glossary V0.7**

##### **vi Scheme of Delegation V1.4**

##### **vii Standing Orders V2.4**

Following a discussion Cllr Bridgman proposed the six policies are taken to full council Cllr Morsley seconded

**Resolved unanimously.**

#### **b To consider an initial draft of the meeting timetable for 2025/2026.**

The committee considered the draft timetable and agreed to recommend it to full Council for a resolution.

### **2 Risk Register**

**To review and agree any changes and approve the Risk Register for reporting to full Council on the 13 March.**

Minuted at Part II.

### **3 Asset Register and Asset Valuation and Register Policy**

#### **a To review and approve the Asset Valuation and Register Policy.**

- b To receive the Asset Register to date and consider and approve the estimated asset replacement costs.

Minuted at Part II.

#### 4 Council Insurance

To consider the level of insurance required in order that renewal quotes may be sought.

Minuted at Part II.

#### 5 Annual Subscriptions and Continuous Payments 2024/25

To review the annual subscriptions and continuous payments and approve for recommendation to full Council on the 13 March.

The annual subscriptions and continuous payments were reviewed and approved for recommendation to full Council on the 13 March.

#### 6 Fees and Charges 2024/25

To review and agree the service charges for 2025/26 and approve for recommendation to full Council on the 13 March.

The service charges for 2025/26 were reviewed and agreed for recommendation to full Council on the 13 March.

### 24/064 Finance

#### 1 Accounts to 31 January

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

The reports were received and approved unanimously.

#### 2 The Public Sector Deposit Funds (TPSDF)

To note the return on investment as at 31 January 2024.

The return on investment as at 31 January 2025 was noted as being 4.71 as at 31 January 2024. As at 30 November 2024 it was 4.78%.

#### 3 Bank Reconciliation

To receive and note the reconciliation has been undertaken for the period of 1 October 2024 – 31 December 2024.

Cllr Richardson reported that the reconciliation has been undertaken and signed off.

#### 4 Internal Financial Control (IFC)

To receive and note the IFC Confirmation for the period 1 October 2024 – 31 December 2024.

Cllr Bridgman reported that the IFC has been undertaken and signed off.

### 24/065 Items for information only

None.

### 24/066 Minor matters (if any)

The Clerk reported that the Office will implement the new committee structure for accounting from 1 April 2025..

### 24/067 Communications

To identify items for communicating if any.

None.

**24/068 Future agenda items**

To identify specific future agenda items.

None.

**Part II (if needed)**

**24/069 Exclusion of Press and Public**

To pass a resolution under s.1(2), Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting due to the confidential nature of the business to be transacted.

Cllr Bridgman proposed to proceed into Part II, Cllr Richardson seconded.

**Resolved unanimously.**

**#Cllr Kilshaw and Cllr Strong left the meeting at 20:30**

**24/063**

**2 Risk Register**

To review and agree any changes and approve the Risk Register for reporting to full Council on the 13 March.

The Risk Register was reviewed. Cllr Morsley resolved for it to be reported to Full council in April, Cllr Bridgman seconded.

**Resolved unanimously.**

**3 Asset Register and Asset Valuation and Register Policy**

**a To review and approve the Asset Valuation and Register Policy.**

The Asset Valuation and Register Policy was reviewed. Cllr Morsley resolved to recommend to full council, Cllr Bridgman seconded.

**Resolved unanimously.**

**b To receive the Asset Register to date and consider and approve the estimated asset replacement costs.**

The Asset Register was received, and the estimated asset replacement costs approved. It will be reported to full Council in April.

**4 Council Insurance**

To consider the level of insurance required in order that renewal quotes may be sought.

The Clerk reported that the Council Insurance is due for renewal and that new quotes will be sought. It was agreed to obtain quotes both with and without cover for data breaches for comparison.

**Close**

The meeting closed at 20:52

Date of next meeting: 10/04/2025

**Miss Danielle Davis**

**06/03/2025**