



## Stratfield Mortimer Parish Council Agenda

**All Members of the Council are Summoned to attend the Annual Meeting of the Parish Council to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB, on Thursday 15 May 2025 at 19:30 (or at the rising of the preceding meeting of the Planning Committee (commencing at 18:45) if later)**

### **PUBLIC AND PRESS**

Members of the public and press are welcome to attend.

### **Part I**

**25/001 Election of Chairman [Clerk](#)**

To elect a Chairman of the Parish Council for 2025/26 – Chairman to sign Declaration of Office.

**25/002 Election of Vice-Chairman [Chairman](#)**

To elect a Vice-Chairman of the Parish Council for 2025/26 – Vice-Chairman to sign Declaration of Office.

**25/003 Public questions [Chairman](#)**

**25/004 To receive any apologies for absence [Chairman](#)**

**25/005 To receive any declarations of interest (if any) [Chairman](#)**

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

**25/006 Committee Members [Chairman](#)**

1 To appoint Councillors to the Committees for 2025/26:

- a Community;
- b Estate Management;
- c Planning and Highways.

2 To consider the co-option of J Hannawin to the Community Committee.

**25/007 Committee Chairmen [Chairman](#)**

Voting Members of each Committee to elect Committee Chairmen for 2025/26:

- a Community;

- b Estate Management;
- c Planning and Highways.

**25/008 Finance and General Purposes Committee Chairman**

To appoint a minimum of two further Members to the Finance and General Purposes Committee for 2025/26.

**25/009 Working Parties and Steering Groups Chairman**

To confirm the continued need for the Council's working parties and steering groups, and appoint/reconfirm Councillor and Co-Opt Members for 2025/26:

- a Climate and Environment Steering Group;
- b Mortimer to Burghfield Footpath and Cycleway Steering Group;
- c Neighbourhood Plan Steering Group;
- d Emergency Plan Working Party.

**25/010 Outside Bodies and Committees Chairman**

1 To appoint Parish Council representatives to annual appointments:

- a AWE Local Liaison Committee;
- b Burghfield and Mortimer Neighbourhood Action Group;
- c Burghfield and Mortimer Volunteer Bureau;
- d St John's Hall Management Committee;
- e Stratfield Mortimer Relief in Need Charity;
- f Wokefield Common Advisory Committee.

2 To note Parish Council representatives in continuing fixed term of office:

- a Clarke's Educational Foundation: Cllr M Lock - 4-year term until February 2028;
- b Friends of Mortimer Library Executive Committee: Cllr M Lock – ongoing;
- c Friends of Mortimer Library Executive Committee: Mr C Lewis – ongoing;
- d Stratfield Mortimer Fairground Trust: Mr N Kiley - 4-year term until October 2026;
- e Stratfield Mortimer Fairground Trust: Cllr D Kilshaw - 4-year term until October 2025.

**25/011 Minutes of last meeting Chairman**

To approve the Minutes of the Full Council meeting held on 10 April 2025.

**25/012 Chairman's remarks (if any) Chairman**

**25/013 Clerk's report Clerk**

**25/014 Items to be taken into private session (if any) Chairman**

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

**25/015 Reports from Committees, Steering Groups, Working Parties and Outside Bodies**

- 1 Planning Committee **AR**
- 2 Climate and Environment Steering Group **MD**
- 3 Neighbourhood Plan Steering Group **GB**
- 4 Mortimer to Burghfield Footpath and Cycleway Steering Group **DM**
- 5 Emergency Planning Working Party **AR**
- 6 Neighbourhood Action Group report **DK**
- 7 Outside Bodies **Representatives**

**25/016 Policy amendments (if any) Chairman**

To agree/note any Policy amendments, including:

- 1 Financial Regulations v7.0
- 2 Policy Guidance and Glossary v2.0
- 3 Scheme of Delegation v2.0
- 4 Standing Orders v4.0

**25/017 Changes to Bodies or Body memberships (if any) Chairman**

To consider changes to Bodies or Body memberships (if required).

**25/018 Items for consideration**

**1 Insurance 2024/25 Clerk**

To receive confirmation of the arrangements for insurance cover in respect of all risks.

**2 Reserve Transfers RFO**

To resolve the Year End Reserve Transfers as recommended by Finance and General Purposes.

**3 Post Office Closure Notification Chairman**

To discuss the closure of Mortimer Post Office and consider whether the Council has a role in the search by Post Office for a new location.

**25/019 Finance**

**1 Accounts to 31 March 2025 Clerk**

To receive and approve the Income and Expenditure Report to 31 March 2025 and the Balance Sheet as of that date.

**2 Accounts for Payment - authorisation sought Clerk**

To receive, approve and resolve items of expenditure (Schedules Ai/Aii): *Report 25/019.2.*

**3 Payments made and authorised by Chairman and/or Clerk - to note Clerk**

To receive and note a summary (Schedules Bi/Bii): *Report 25/019.3.*

**4 Regular or previously authorised payments made - to note Clerk**

To receive and note a summary (Schedules Ci/Cii): *Report 25/019.4.*

**5 Transfers between accounts authorised by Chairman and Clerk - to note Clerk**

To receive and note a summary (Schedule D): *Report 25/019.5.*

**6 Statement of Internal Control – Chairman**

To receive the Statement of Internal Control as approved by Finance and General Purposes: Appendix 25/019.6 – circulated.

**25/020 Items for information only**

- 1 To note the meetings that have taken place of the following committees and to receive the minutes/draft minutes, where available: **Chairman**
  - a Planning, 24 April
  - b Finance and General Purposes, 1 May
- 2 District Councillor Reports **NC/GM/VP**
- 3 Correspondence: *Report 25/020.3* **Clerk**
- 4 Councillor Surgeries **Councillors**
- 5 Minor Matters **Chairman**

**25/021 Communications Chairman**

To identify items for communicating if any.

**25/022 Future agenda items Chairman**

To identify specific future agenda items.

**Part II**

**25/023 Exclusion of Press and Public (if needed) Chairman**

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.

**Miss Danielle Davis**

**09/05/2025**