



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, RG7 3TB on
Thursday 5 June 2025 at 19:30**

PUBLIC AND PRESS

Members of the public and press are welcome to attend.

Part I

25/001 Public questions [Chairman](#)

25/002 To receive any apologies for absence [Chairman](#)

25/003 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 gifts and hospitality in line with the Parish Council's Code of Conduct.

25/004 Minutes of last meeting [Chairman](#)

To approve the Minutes of the Finance and General Purposes Committee meeting held on 6 March 2025.

25/005 Chairman's remarks (if any) [Chairman](#)

25/006 Clerk's Report [Clerk](#)

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 1 May 2025 and other updates. *Report 25/006*

25/007 Items to be taken into private session [Chairman](#)

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

25/008 Items for consideration

1 Policies [Chairman](#)

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

a CCTV Policy v1.2

b Complaints Policy v1.1

c Record Retention Policy v2.1

2 Internal Audit Report Clerk

To receive the Internal Audit Report for presentation to Full Council on Thursday 12 June 2025.

3 Annual Governance and Accountability Return (AGAR) Clerk

To receive and consider:

- a AGAR Section 1 – Annual Governance Statement 2024/25 for presentation to full Council on 12 June 2025.
- b AGAR Section 2 - Accounting Statements 2024/25 for recommendation for approval by full Council on 12 June 2025.

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 2024/25.
- b Bank Reconciliation as of 31 March 2025.
- c Explanation of variances.
- d Reconciliation between Box 7 and Box 8.
- e A copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2024/25 was discussed.

5 Personnel Chairman

To resolve the appointment of at least two further members to the Personnel Sub Committee (the council chairman and vice-chairman being automatic members).

6 Bank Reconciliation and Quarterly Internal Financial Control Chairman

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

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

25/009 Items for information only Chairman

25/010 Minor matters (if any) Chairman

25/011 Communications Chairman

To identify items for communicating if any.

25/012 Future agenda items Chairman

To identify specific future agenda items.

Part II (if needed)

25/013 Exclusion of Press and Public 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- 30/05/2025