



Stratfield Mortimer Parish Council

Minutes of the Finance and General Purposes held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB on Thursday 5 June 2025 at 19:30

Draft minutes subject to confirmation

Present

Councillors

Cllrs G Bridgman (Chairman), A Richardson, H Geary, K Strong, J Todd, D Morsley, D Kilshaw, and S Hill.

Officers of the Council

Danielle Davis.

Public/Press

No members of the public or press were in attendance.

Part I

25/001 Public questions

25/002 To receive any apologies for absence

Apologies were received from Cllr N Carter.

25/003 To receive any declarations of interest

None.

25/004 Minutes of last meeting

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 1 May were received with no amendments and approved unanimously for signature by the Chairman as a true record of the meeting

25/005 Chairman's remarks

Cllr Bridgman welcomed all new members to the Finance and General Purposes committee.

25/006 Clerk's Report

The report was received.

25/007 Items to be taken into private session

Not needed.

25/008 Items for consideration

1 Policies - 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
- d Advertising and Fly Posting Policy v2.3
- e Code of Conduct v3.1
- f Community Grant Policy v2.1
- g Scheme of Delegation v3.1
- h Standing Orders v4.1

Following a discussion resulting in some minor amendments/corrections, Cllr Bridgman proposed the policies are recommended to full Council. Cllr Kilshaw seconded.

Resolved unanimously.

2 Internal Audit Report

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

The Internal Audit Report was received.

3 Annual Governance and Accountability Return (AGAR)

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.

AGAR Sections 1 and 2 were approved to recommend to full Council.

4 Annual Governance and Accountability Return: additional documents

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.**

The documents were received.

5 Personnel

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

Following a discussion Cllr Bridgman proposed that in addition to the Chairman and Vice-Chairman of the Council, Cllrs Morsley, Richardson and Todd were to be appointed to the Personnel Committee, Cllr Geary seconded.

Resolved unanimously.

6 Bank Reconciliation and Quarterly Internal Financial Control

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

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

Cllr Bridgman proposed Cllrs Richardson for the above roles. Seconded by Cllr Hill.
Resolved unanimously.

25/009 Items for information only

None received

25/010 Minor matters (if any)

Cllr Hill raised concerns regarding the path leading to and from the bridge at the cemetery extension, following news that the contractors have had to change the design in this area. It was agreed that the Office would ask the project manager to confirm the longevity of the new design and to provide clarification on the engineering changes and any changes warranting the work.

25/011 Communications

None.

25/012 Future agenda items

None.

Part II

Not needed.

Close

The meeting closed at 20:57

Date of next meeting: 03/07/2025

Miss Danielle Davis

DRAFT