



## Stratfield Mortimer Parish Council Agenda

**All Members of the Council are Summoned to attend the Meeting of the Parish Council to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB, on Thursday 12 June 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**

**25/024 Public questions** [Chairman](#)

**25/025 To receive any apologies for absence** [Chairman](#)

**25/026 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.

**25/027 Minutes of last meeting** [Chairman](#)

To approve the Minutes of the Full Council meeting held on 15 May 2025.

**25/028 Chairman's remarks (if any)** [Chairman](#)

**25/029 Clerk's report** [Clerk](#)

**25/030 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.

**25/031 Reports from Committees, Steering Groups, Working Parties and Outside Bodies**

1 Neighbourhood Action Group report [DK](#)

2 Outside Bodies [Representatives](#)

**25/032 Policy amendments (if any)** [Chairman](#)

1 To agree/note any Policy amendments, including:

a Advertising and Fly Posting Policy v2.2

b CCTV Policy v1.2

c Code of Conduct v3.1

- d Community Grant Policy v2.1 and revised Application Form
- e Complaints Policy v1.1
- f Record Retention Policy v2.1
- g Scheme of Delegation v3.1
- h Standing Orders v4.1

**25/033 Changes to Bodies or Body memberships (if any) Chairman**

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

**25/034 Items for consideration**

**1 Internal Auditor's Report – Clerk**

To receive the Internal Auditor's Reports for the year ended 31st March 2025.

**2 Annual Governance and Accountability Return – Section 1 – Chairman**

To consider and address each statement and approve the 2024/2025 Annual Governance Statement for signing by the Chairman and Clerk.

**3 Annual Governance and Accountability Return – Section 2 – Chairman**

To receive and approve the 2024/2025 Accounting Statements for signing by the Chairman.

**4 Annual Governance and Accountability Return – additional documents – Clerk**

To receive the following documents which will be submitted to the External Auditor as part of the Annual Governance and Accountability Return:

- a Confirmation of Dates for the Exercise of Public Rights
- 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 Appointment of the Internal Auditor 2025/26 - Chairman**

To resolve the appointment of Mrs. C. Connell as the Council's Internal Auditor for 2025/26.

**6 Cllr Carter- Chairman**

To request a full response from Cllr Carter regarding the latest two Newsletters.

**7 Bus Shelter Proposal- Chairman**

To review the recent correspondence from West Berkshire Council regarding the proposal to fund the provision of bus shelters in Mortimer and agree any further actions.

**8 Burghfield to Mortimer Cycleway Steering Group Report- Chairman**

To receive a report following the meeting of the steering group on 4 June 2025.

## **25/035 Finance**

- 1 **Accounts to the 31 March 2025 - to receive and approve the Income and Expenditure Report to the 31 March 2025 and the Balance Sheet as of that date**

To receive, approve and resolve items of expenditure (Schedules Ai/Aii): *Report 25/035.1*

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

To receive and note a summary (Schedules Bi/Bii): *Report 25/035.2*

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

To receive and note a summary (Schedules Ci/Cii): *Report 25/035.3*

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

To receive and note a summary (Schedule D): *Report 25/035.4*

## **25/036 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 and Highways 15 May

b Estate Management, 22 May

c Community, 29 May

d Planning and Highways, 5 June

e Finance and General Purposes, 5 June

- 2 District Councillor Reports **NC/GM/VP**

- 3 Correspondence: *Report 25/036.3 Clerk*

- 4 Councillor Surgeries **Councillors**

- 5 Minor Matters **Chairman**

## **25/037 Communications Chairman**

To identify items for communicating if any.

## **25/038 Future agenda items Chairman**

To identify specific future agenda items.

## **Part II**

### **25/039 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

06/06/2025