



## 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 6 March 2025 at 19:30**

### **PUBLIC AND PRESS**

Members of the public and press are welcome to attend.

#### **Part I**

**24/055 Public questions (for agenda items only) - [Chairman](#)**

**24/056 To receive any apologies for absence - [Chairman](#)**

**24/057 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.

**24/058 Minutes of last meeting - [Chairman](#)**

To approve the Minutes of the Finance and General Purposes Committee meeting held on 2 Jan 2025.

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

**24/060 Clerk's Report- [CLERK](#)**

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 2 January 2025 and other updates. *Report 24/060*

**24/061 Items to be taken into private session - [Chairman](#)**

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

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

1 Communication- [GB](#)

2 Emergency Planning- [AR](#)

3 Mortimer to Burghfield Cycleway and Footpath- [DM](#)

4 Policies- [GB](#)

**24/063 Items for consideration**

## **1 Policies - Chairman**

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

## **2 Risk Register - CLERK**

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

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

- 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.

## **4 Council Insurance - CLERK**

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

## **5 Annual Subscriptions and Continuous Payments 2024/25 - CLERK**

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

## **6 Fees and Charges 2024/25 - CLERK**

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

## **24/064 Finance**

### **1 Accounts to 31 January- RFO**

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

### **2 The Public Sector Deposit Funds (TPSDF)- RFO**

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

### **3 Bank Reconciliation- AR**

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

### **4 Internal Financial Control (IFC)- GB**

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

**24/065**      **Items for information only - Chairman**

**24/066**      **Minor matters (if any) - Chairman**

**24/067**      **Communications - Chairman**

To identify items for communicating if any.

**24/068**      **Future agenda items - Chairman**

To identify specific future agenda items.

## **Part II (if needed)**

**24/069**      **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**

**28/02/2025**