



## 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 3 July 2025 at 19:30**

#### **Present**

##### **Councillors**

Cllrs G Bridgman (Chairman), S Hill, and K Strong.

##### **Officers of the Council**

Danielle Davis.

##### **Public/Press**

No members of the public or press were in attendance.

#### **Part I**

##### **25/014 Public questions**

##### **25/015 To receive any apologies for absence**

Apologies were received from Cllrs N Carter, H Geary, D Kilshaw, D Morsley, A Richardson, and J Todd.

##### **25/016 To receive any declarations of interest**

None.

##### **25/017 Minutes of last meeting**

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 5 June were received with one spelling amendment and approved unanimously for signature by the Chairman as a true record of the meeting.

##### **25/018 Chairman's remarks**

Cllr Bridgman had no remarks.

##### **25/019 Clerk's Report**

The report was received.

##### **25/020 Items to be taken into private session**

Not needed.

##### **25/021 Items for consideration**

**1 Policies - to consider any Policies within the ambit of the Committee requiring consideration, amendment or proposal to full Council**

**a Record Retention Policy v2.2**

The policy was considered and, following discussion, it was agreed to add wording regarding the retention of physical records to reflect the Council's obligations under GDPR legislation. Cllr Bridgeman proposed that, once amended, the policy be recommended to Full Council.

Cllr Strong seconded.

**Resolved** unanimously.

**b To receive the reported changes the Clerk has made (as per the powers named in the Policy Guidance and Glossary-3) in the wording of:**

**i the Scheme of Delegation v4.0 (below)**

***'Emergencies***

***4 In the event of an emergency, and subject to the Financial Regulations (by which (a) the Clerk may authorise expenditure up to £500, (b) the Clerk in conjunction with the Council Chairman/Relevant Body Chairman may authorise expenditure up to £5,000, and (c) in an urgent situation [to be determined by the Clerk in consultation with the Council Chairman] the Clerk may authorise any expenditure necessary), the Clerk is authorised to take such action as necessary to deal with the situation.'***

**ii the Policy Guidance and Glossary v2.0 (below)**

Record Retention Policy	2.0	08/09/2022	Council via F&GP
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The reported changes were received.

**2 Restructured Budget**

**To receive the re-organised budget following the re-structuring of the committees prior to reporting to the Council on 17 July 2025.**

The restructured budget was received and discussed. No changes were recommended.

**25/022 Items for information only**

The Clerk reported that an invoice had been received from White Horse Contractors in relation to the extension of the Council's cemetery and that it would be presented to the Council for approval in July.

**25/023 Minor matters (if any)**

None.

**25/024 Communications**

None.

**25/025 Future agenda items**

It was decided to add the Electrical Item Recycling Centre to the Agenda of Full Council in July, following reports of fly tipping.

**25/026 Finance**

**1 Accounts to 31 May.**

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

The reports were received and approved unanimously.

**2 The Public Sector Deposit Fund (TPSDF).**

**To note the return on investment as at 31 May 2025.**

The return on investment as at 31 May 2025 was noted as being 4.30% As at 31 March 2025 it was 4.50%.

**Part II**

Not needed.

**Close**

The meeting closed at 19:56.

Date of next meeting: 28/08/2025.

**Miss Danielle Davis**

**04/07/2025**