



Stratfield Mortimer Parish Council Minutes
Minutes of the Estate Management Committee held on
Thursday 9 October 2025 at 19:30 at
Mortimer Methodist Church Hall, West End Road, Mortimer, RG7 3TB

Present

Members

Cllrs G Bridgman, H Geary, S Hill (Chairman), D Kilshaw, and A Richardson.

Other Councillors

Cllr J Allen

Officers of the Council

Miss D Davis.

Public/Press

There were no members of the public and the press in attendance.

Commencement

The meeting commenced at 19:52.

Part I

25/032 To receive any apologies for absence

Apologies were received from Cllrs R Saunders and M Lock.

25/033 To receive any declarations of interest

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

Cllrs Bridgman, Geary, and Kilshaw declared a personal interest in RS Saunders in relation to Agenda Item 25/039.5 Fairground Railings Replacement Works.

25/034 Public Questions

None were received.

25/035 Minutes of last meeting

The Minutes of the Estate Management meeting held on Thursday 24 July 2025 were received with one spelling error amendment and approved unanimously for signature by the Chairman as a true record of the meeting.

25/036 Chairman's remarks

Cllr Hill thanked the team that undertook the war memorial remedial works.

25/037 Clerk's Report

The report was received; the Clerk also further updated the committee on:

- A member of the public reported that the fitness equipment appeared to require greasing. It was agreed that this task would be added to the custodian's duties. **Action:** The Clerk to inform the custodian and ensure that appropriate training is provided.
- Cllr Hill to approve the procurement of a key box for the emergency set of Fairground access keys to be located at the Horse and Groom. **Action:** The Clerk to notify all councillors of the access code once the key box has been installed and set up.

25/038 Items to be taken into private session

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

Cllr Hill proposed items 25/39.2 Budget, 25/39.4 Cemetery Extension Maintenance Contract, 25/039.5 Fairground Railings Replacement Works, and 25/039.8 Christmas Tree Quotations as they contain sensitive information relating to quotations and contracts.

Cllr Bridgman seconded.

Resolved unanimously.

25/039 Items for consideration

1 Policies

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

No policies were considered. It was noted that the Cemetery Regulations and Fees are to be reviewed at the next Estates Management Committee meeting to include reference to plaques for the memorial wall. **Action:** The Clerk to liaise with Cllr Bridgman prior to the next meeting.

2 Budget 2026/2027

To consider the Estate Management Budget for 2026/2027 and agree the amounts required for recommendation to Finance and General Purposes.

Minuted at Part II.

3 Memorial Bench

To consider the proposal for a memorial bench for Alan Thorpe at the Fairground by the cricket pitch and agree any further actions.

It was resolved that the proposed bench installation proceed, subject to the wording for the memorial plaque being approved by the Chairman of the Committee

4 Cemetery Extension Maintenance Contract

To consider the quote received and resolve the contractors to undertake the grounds maintenance for the cemetery extension.

Minuted at Part II.

5 Fairground Railings Replacement Works

To consider the quotes received for the Fairground Railings replacement and agree the additional amounts required for recommendation to Finance and General Purposes considering the currently agreed budget is £17,500.

Minuted at Part II.

6 Fairground Operational Inspection Report (quarterly)

To receive 'The Fairground Operational Inspection Report- July 2025'.

It was noted that the report had been received and reviewed. As the report included previous inspection dates, it was considered difficult to analyse effectively. It was agreed that alternative contractors be investigated for the quarterly inspections of the playground and fitness equipment.

7 Fairground Cricket Outfield Improvements

To consider the request from Mortimer & West End Cricket Club to carry out maintenance and improvement works to the Fairground cricket outfield or bowlers' run-up areas and agree any comments or further actions required.

The request for the outfield improvements was considered. It was unanimously resolved that the Committee support the proposed works. The Clerk was requested to inform the Mortimer and West End Cricket Club of the decision.

8 Christmas Tree quotation

To review quotations for the Fairground Christmas Tree, resolve which supplier to purchase from, and agree any further actions required.

Minuted at Part II.

25/040 Action Tracker

To review the Action Tracker, receive an update outlining actions taken since the last meeting, and consider further actions.

The Action Tracker was reviewed and updated. Following discussion it was decided to review the structure of the Action Tracker at the Councils Away day in October.

25/041 Finance

Regular or previously authorised payments made - to note Clerk To receive and note a summary (Schedules Cii): Report 25/041.

Cllr Hill advised that he would visit the site of the newly installed wet pour at the Fairground to approve the works.

25/042 Items for information only

- Cllr Hill advised that two members of the public would be volunteering at the Fairground to carry out conservation work on the gorse and pond areas.

25/043 Minor Matters

- Cllr Hill thanked the custodian for his work in repairing the fence that had been damaged as a result of vandalism.

25/044 Communications

None.

25/045 Future agenda items

- As per Agenda item 25/039.1 Policies, the Cemetery Regulations and Cemetery fees will be reviewed at the next committee meeting.

Part II

25/046 Exclusion of Press and Public

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.

Cllr Hill proposed to proceed into Part II,

Cllr Bridgman seconded.

Resolved unanimously.

1 Budget 2026/2027

To consider the Estate Management Budget for 2026/2027 and agree the amounts required for recommendation to Finance and General Purposes.

The 2026/2027 Budget for the Estate Management Committee was reviewed and updated.

2 Cemetery Extension Maintenance Contract

To consider the quote received and resolve the contractors to undertake the grounds maintenance for the cemetery extension.

The quote was received, and it was agreed to proceed with Tactical Facilities Management Ltd for the ground's maintenance contract at the Cemetery extension.

3 Fairground Railings Replacement Works

To consider the quotes received for the Fairground Railings replacement and agree the additional amounts required for recommendation to Finance and General Purposes considering the currently agreed budget is £17,500.

The quotations were reviewed, and it was noted that two of the quotations did not accurately reflect the length of the fence specified. Cllr Bridgman proposed that the Clerk contact the contractors to request revised quotations with the correct lengths and a black finish. It was further proposed by Cllr Bridgman that the Finance and General Purposes Committee determine the revised budget and decide which contractor to accept.

Seconded by Cllr Hill.

Resolved unanimously.

Cllr Bridgman proposed a time extension to 22:00 Cllr Hill seconded.

Resolved unanimously.

4 Christmas Tree quotation

To review quotations for the Fairground Christmas Tree, resolve which supplier to purchase from, and agree any further actions required.

The quotations were received, and after discussion, Cllr Bridgman proposed that Council proceed with Real Christmas Trees. It was further proposed that the Office be delegated to decide on the tree species.

Seconded by Cllr Hill.

Resolved unanimously.

Close

The meeting closed at 21:34

Date of next meeting: **22 January 2025.**

Miss Danielle Davis

09/10/2025