



## 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 30 April 2026 at 19:30

*These Minutes are subject to approval*

#### **Present**

##### **Members**

N Carter (arrived at 19:31), D Kilshaw (Chairman), H Geary, S Hill, D Morsley and K Strong.

##### **Other Councillors**

None.

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

Danielle Davis.

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

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

#### **Commencement**

The meeting commenced at 19:30.

#### **Part I**

##### **25/097 To receive any apologies for absence**

Apologies were received from Cllrs G Bridgman, and J Todd.

##### **25/098 To receive any declarations of interest**

None received.

##### **25/099 Public Questions**

None.

##### **25/100 Minutes of last meeting**

The Minutes of the Finance and General Purposes Committee meeting held on Thursday 26 February 2026 were received with no amendments and approved with one abstention for signature by the Chairman as a true record of the meeting.

## **25/101 Chairman's remarks**

The Chairman had no remarks to make.

## **25/102 Clerk's Report**

The Clerk's Report was received and noted.

- The lease for the Mortimer to Burghfield cycleway is nearing completion.
- Members discussed Finance and General Purposes Committee membership, including whether councillors should serve on other committees and potential limits on additional members.

Views were expressed both for requiring wider committee involvement and for maintaining equal access for all councillors. A proposal was made for membership to comprise the Chairman and Vice-Chairman of the Council, the Chairman of each committee, and one additional member from each committee.

It was agreed to refer the matter to Full Council for further consideration.

## **25/103 Items to be taken into private session**

Cllr Kilshaw proposed that item 25/104 2 Council insurance be taken into private session.

**Resolved** unanimously.

## **25/104 Items for consideration**

### **1 Policies**

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

Not needed.

### **2 Council Insurance**

**To review the quotes received and resolve the insurance cover for 2026/27.**

Minuted at Part II.

### **3 Parish Office Lease**

**To review and consider the Heads of Terms for the Parish Office lease with West Berkshire Council, and to agree any actions.**

Members reviewed the Heads of Terms for the Parish Office lease with West Berkshire Council.

It was agreed that no further action is required at this stage.

### **4 Community Centre Lighting**

**To consider concerns regarding lighting and pathway safety at the Community Hall, following a reported incident, and determine responsibility and next steps.**

Members considered concerns regarding lighting and pathway safety at the Community Hall following a reported incident.

- It was agreed that Steve Hill will attend the site to assess the potential removal of the gate
- The Clerk was asked to request that the path be brushed by the custodian.

- It was proposed that the wider matter be referred to Estate Management for consideration.

## 5 Fairground Street Trading License

**To note the correspondence with West Berkshire Council regarding street trading.**

Correspondence from West Berkshire Council regarding street trading was noted.

Members noted that the matter could impact all events. No formal view was expressed at this stage, and it was agreed to await further clarification from West Berkshire Council. Concerns were raised that the information currently available on the Council's website lacks clear definition and guidance.

## 25/105 Finance

### 1 Accounts to 31 March

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

The reports were received and noted.

### 2 Reserve Transfers

**To review the proposed reserve transfers for the financial year 2025/2026 and agree any amendments.**

The reserve transfers were considered; no amendments were made. Cllr Kilshaw proposed to recommend the proposed transfers to full Council on 14 May 2026. Seconded by Cllr Morsley.

### 3 The Public Sector Deposit Funds (TPSDF)

**To note the return on investment as at 31 March 2026.**

The return on investment as at 31 March 2026 was noted as being 3.82%.

### 4 Bank Reconciliation

**To receive and note the reconciliation has been undertaken for the period of 1 January 2026 – 31 March 2026.**

The Clerk reported that the reconciliation has been undertaken and signed off.

### 5 Internal Financial Control (IFC)

**To receive and note the IFC Confirmation for the period 1 January 2026 – 31 March 2026.**

Cllr Morsley reported that the IFC had been undertaken and signed off.

### 6 Statement of Internal Control

**To review the effectiveness of the systems of internal control and complete the statement in accordance with Financial Regulations.**

The systems of internal control were reviewed and deemed effective. It was agreed that some minor typo's needed amendment. Cllr Kilshaw signed the statement.

## 25/106 Items for information only

Cllr Morsley reported that works to the Scout Hut are progressing proactively, with scaffolding already in place. However, issues have arisen with West Berkshire Council

regarding trees obstructing roof works. A temporary tin roof is proposed to allow specialist clearance of debris.

It was requested that if West Berkshire Council delays resolving the matter, then Cllr Carter will assist if required.

**25/107 Minor matters (if any)**

Cllr Hill raised the Scout Hut fire:

- Members considered the potential for the Community Committee to support Scout venue hire, rather than relying on ad hoc donations.
- It was noted that Beavers are now also using Mortimer West End Chapel, in addition to Cubs.
- Cllr Strong, acting as liaison with the Scouts, will raise short-term support options with Neil Williams.
- It was agreed that Neil Williams be invited to provide an update at the Community meeting in May.

**25/108 Communications**

None.

**25/109 Future agenda items**

None other than standard identified.

**Part II (if needed)**

**25/110 Exclusion of Press and Public (if needed)**

**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 Geary proposed.

Cllr Kilshaw seconded.

**Resolved** unanimously.

**1 Council Insurance**

**To review the quotes received and resolve the insurance cover for 2026/27.**

Members reviewed the quotes received for insurance cover for 2026/27:

- It was noted that the risk details should be checked against the previous year's policy.
- Clarification was sought regarding Building 1 (metal shed) and whether it includes a timber frame.

Cllr Kilshaw proposed that the RFO reviews and finalises the insurance arrangements in consultation with the Chairman and Vice-Chairman upon resolution of the above matters. Cllr Geary seconded.

**Resolved** unanimously.

**Close**

The meeting closed at 20:31

Date of next meeting: 28 May 2026.

**Miss Danielle Davis**

**01/05/2026**

DRAFT