



Stratfield Mortimer Parish Council Agenda

All Members of the Council are Summoned to attend the Annual Meeting of the Parish Council to be held at Mortimer Methodist Church Hall, 17 West End Road, Mortimer, RG7 3TB on Thursday the 9 May 2024 at 7.30pm

PUBLIC AND PRESS

Members of the public and press are welcome to attend.

Part I

24/001 Public Questions - DM

24/002 Election of Chairman - DM

To elect a Chairman of the Parish Council for 2024/25 – Chairman to sign Declaration of Office.

24/003 Election of Vice- Chairman - CHAIRMAN

To elect a Vice-Chairman of the Parish Council for 2024/25 – Vice-Chairman to sign Declaration of Office.

24/004 To receive any apologies for absence – CHAIRMAN

24/005 To receive any declarations of interest - 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 in line with the Parish Council's Code of Conduct and gifts and hospitality in line with Government legislation.

Members are reminded that if they declare an interest they may have to leave immediately after having made representations, given evidence, or answered questions and before the debate starts unless they have obtained a dispensation.

24/006 Committee Members – CHAIRMAN

To appoint members to the Committees for 2024/25:

- a. Fairground and Cemetery.
- b. Planning.
- c. Roads, Footpaths and Commons.

24/007 Committee Chairmen – CHAIRMAN

Voting Members of the Committee to elect Committee Chairmen for 2024/25:

- a. Fairground and Cemetery.

- b. Planning.
- c. Roads, Footpaths and Commons.

24/008 Finance and General Purposes Committee – CHAIRMAN

To appoint a minimum of two further members to the Finance and General Purposes Committee for 2024/25.

24/009 Working Parties and Steering Groups - CHAIRMAN

- a. To confirm the continued need for the Council’s working parties and steering groups, and appoint/reconfirm Council and co-opted members for 2024/25:
 - i. Climate and Environment Working Party
 - ii. Communications Working Party
 - iii. D-Day Working Party
 - iv. Emergency Plan Working Party
 - v. Garth Hall Working Party
 - vi. Library Working Party
 - vii. Mortimer to Burghfield Cycleway and Footpath Working Party
 - viii. Neighbourhood Plan Steering Group
 - ix. Strategy Working Party – on hold
- b. To resolve that a member of each working party will organise the first meeting within 6 weeks to elect a chairman and confirm other business moving forward.

24/010 Outside Bodies and Committees - CHAIRMAN

To appoint Parish Council representatives to annual appointments:

- a. AWE Local Liaison Committee
- b. Burghfield and Mortimer Neighbourhood Action Group (BMNAG).
- c. Burghfield and Mortimer Volunteer Bureau
- d. St John’s Hall Management Committee
- e. Stratfield Mortimer Relief in Need Charity
- f. Willink Leisure Centre Joint Advisory Committee.
- g. Wokefield Common Advisory Committee.

To note Parish Council representatives in continuing fixed term of office:

- a. Clarke’s Educational Foundation: Cllr M Lock 4-year term until February 2028
- b. Friends of Mortimer Library Executive Committee: Cllr M Lock - ongoing
- c. Friends of Mortimer Library Executive Committee: Mr C Lewis - ongoing
- d. Stratfield Mortimer Fairground Trust: Mr N. Kiley 4-year term until October 2026
- e. Stratfield Mortimer Fairground Trust: Cllr D Morsley 4-year term until October 2025

24/011 Minutes of Last Meeting - CHAIRMAN

To resolve to approve the Minutes of the Council Meeting of the 11 April 2024.

24/012 Chairman’s Remarks (if any) - CHAIRMAN

24/013 Clerk’s Report - CLERK

To receive a report from the Parish Clerk outlining actions taken following the meeting held on the 11 April 2024 and other updates. Appendix 24/013 circulated.

24/014 Items to be taken into private session - CHAIRMAN

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

24/015 Committee and Working Party Reports

1. Finance and General Purposes - **DM**
2. Planning Committee – **GB**
3. Climate and Environment Working Party - **AM**
4. Communications Working Party – **GB**
5. D-Day Working Party - **DK**
6. Emergency Plan Working Party - **AR**
7. Garth Hall Working Party - **MD**
8. Mortimer to Burghfield Cycleway and Footpath Working Party - **DM**

24/016 Items for Consideration and Resolution

1. Neighbourhood Plan – GB

To receive and endorse a written report from the Neighbourhood Plan Steering Group (NPSG).

2. Ordinary Meeting Schedule - CHAIRMAN

To receive and approve the meeting schedule for 2024/25.

3. Policies – CHAIRMAN

To consider for approval any policy requiring amendment or introduction either listed below or in addition to those listed:

- a. Standing Orders
- b. Code of Conduct

4. Insurance 2024/25 – CLERK

To receive confirmation of the arrangements for insurance cover in respect of all risks.

5. Village Custodian - CHAIRMAN

To consider a memorial in respect of Mr. F. Stansfield and resolve:

- a. Any required budget
- b. That the Clerk in consultation with the Chairman agrees and purchases a suitable memorial.

6. Reserve Transfers - RFO

To resolve the Year End Reserve Transfers as recommended by Finance and General Purposes.

24/017 Finance

1. Accounts to the 31 March 2024 - RFO

To receive and approve the Income and Expenditure Report to the 31 March 2024 and the Balance Sheet as of that date.

2. Accounts for Payment – CLERK

To receive and approve items of expenditure - Schedule A i: Report 24/017 2.

3. Payments made with the authorisation of Chairman/Vice-Chairman and the Clerk – CHAIRMAN

To receive and note a summary of payments made - Schedules B i and B ii: Report 24/017 3

4. Subscriptions and Continuous Payments – CLERK

To receive and note a summary of payments made – Schedule C: Report 24/017 4

5. Statement of Internal Control – CHAIRMAN

To receive the Statement of Internal Control as approved by Finance and General Purposes: Appendix 24/017 5 – circulated.

24/018 Items for information only -

1. To note the meetings that have taken place of the following committees and to receive the draft minutes, where available: - **CHAIRMAN**
 - a. Planning 25/04/2024
 - b. Finance and General Purposes 25/04/2024
 - c. Planning 09/05/2024
2. District Councillor Reports – **NC/GM/VP**
3. Correspondence: Appendix 24/018 3 circulated - **CLERK**
4. Planning decisions and information from West Berkshire Council: Appendix 24/018 4 circulated.
5. Neighbourhood Action Group report – **GB/JW**
6. Health and Safety - **CLERK**
7. Minor Matters – **CHAIRMAN**

24/019 Communications - CHAIRMAN

To identify items for communicating.

24/020 Future Agenda Items - CHAIRMAN

To identify future agenda items.

24/021 Exclusion of Press and Public - CHAIRMAN

To pass a resolution under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, to exclude members of the press and public from the meeting at Part II, items identified at 24/014 on the Agenda, due to the confidential nature of the business to be transacted.

Mrs. L. Hannawin, Clerk
03/05/2024