

# Marchwood Parish Council

Marchwood Village Hall  
Village Centre  
Marchwood  
SO40 4SF

Telephone: 023 8086 0273  
Facsimile: 023 8086 5225  
Email: [marchwoodparish@btconnect.com](mailto:marchwoodparish@btconnect.com)



12<sup>th</sup> May 2015

Dear Councillor

The Annual Meeting of the Parish Council will be held in the Pine Room, Marchwood Village Hall, on Monday 18<sup>th</sup> May 2015 at 7.30pm, you are summoned to attend.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'M. J. ...', written over a horizontal line.

Clerk to the Council

## AGENDA

1. **Election of Chairman & Declaration of acceptance of office**
2. **Election of Vice Chairman**
3. **Apologies for absence**
4. **Declarations of Interest**
5. **Appointment of Standing Committees** Appendix A
6. **Public participation** - may speak for up to three minutes.
7. **Chairman's report**
8. **Minutes:** To confirm the minutes of the meetings held on 16<sup>th</sup> March 2015.
9. **Appointment of representatives to outside bodies 2014/15** Appendix B
10. **Appoint the Staffing Panel**
11. **Report from New Forest District Councillors**
12. **Report from Hampshire County Councillor**
13. **Reports of Representatives to Outside Bodies**
14. **Committee Minutes:** to receive as follows:  
Amenities: 20<sup>th</sup> April 2015  
Planning: 13<sup>th</sup> April and 27<sup>th</sup> April 2015  
Policy & Resources: 27<sup>th</sup> April 2015
15. **Finance:**
  - a) To approve the accounts for the year ended 31<sup>st</sup> March 2015. Appendix C
  - b) To receive the Annual Return – Statement of Accounts and Annual Governance Statement for the year ended 31<sup>st</sup> March 2015. Appendix D
  - c) To record that arrangements have been made for the external audit to be completed and the return to be done in the prescribed manner.
  - d) To record that exercise of Electors Rights re. The accounts will be advertised as required for 14 days from 18<sup>th</sup> May 2015.
  - e) To receive the final internal audit report for 2014-15 (Appendix E) and to set up a working party to review the recommendations from both the internal and external audits.
16. **Village Hall car park / ransom strip** – Report A
17. **General Power of Competence** – renew the power to use this and confirm eligibility. Report B
18. **Direct Debts, Standing Orders, Business Cards and Business Accounts** – Report C
19. **S106 monies and the Village Centre projects** – Report D

Members of the public are welcome to attend meetings of the Parish Council. Copies of items referred to in the agenda are available from the Parish Council office on request.

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## Committee membership 2014 – 15

### **Amenities:**

(Chairman)  
Beverley Golden  
Keith Petty  
Judy Saxby  
Mike Saxby

### **Planning:**

Mike Saxby (Chairman)  
Keith Elcoate  
Darryl Hindle  
Keith Petty  
Fred White

### **Policy & Resources:**

Darryl Hindle (Chairman)  
Alison Hoare  
Keith Petty  
Mike Saxby  
Fred White

### Appointment of representatives to outside bodies 2015/16

The current list of outside bodies, number of representatives and frequency of meetings is as follows:

Marchwood Community Association	1	3 <sup>rd</sup> Tuesday of month - evenings
New Forest Associations of Local Councils	2	Quarterly, Thursday evenings at various locations
Public Transport Liaison Committee	1	Ad hoc, times variable
Waterside Citizens Advice Bureau	1 + alternative	Quarterly, usually mid week evenings
Age Concern	1	Monthly, Tuesdays 5pm
Village Traders	1	Ad hoc
New Forest Env. Protection Liaison Committee	2	Quarterly, 3 at 2pm on Friday in Lyndhurst, 1 in Waterside Parish on weekday evening
New Forest Consultative Panel	1	1 <sup>st</sup> Thursday evening , bi-monthly,
Waterside Youth Steering Group	1	Bi monthly , 6pm start
Energy Recovery Facility Panel	2	Ad hoc, evenings
Marchwood Twinning Association	1	Ad hoc
Waterside Heritage	1	Monthly, Wednesday evenings
Handy Trust	1	Monthly, Tuesday evenings
Marchwood Youth Group	1	Ad hoc
Marchwood Fete Committee	1	Ad hoc
Marchwood Scout & Guide building committee	1	Ad hoc

## THE GENERAL POWER OF COMPETENCE: An introduction to key facts for local councils<sup>1</sup>

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

### The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power

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<sup>1</sup> Parish, town and neighbourhood councils in England

enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

**Criteria for eligibility**

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant'<sup>2</sup> annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

**Elected councillors** At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

**The qualified clerk** The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this

<sup>2</sup> A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC (see below)<sup>3</sup>.

The recognised sector-specific qualifications are:

- The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)
- The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:
  - The Certificate of Higher Education in Local Council Administration
  - The Certificate of Higher Education in Local Policy
  - The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)
  - Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (that is the one, after the next ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing *that* activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

### **Risks and restrictions limiting the GPC**

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

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<sup>3</sup> A clerk who studied the University of Gloucestershire module covering law for local councils before the academic year 2012/13 (but who doesn't have CiLCA 2012) must also pass Section 7 of CiLCA 2012.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
  - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
  - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
  - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC<sup>4</sup>.
- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of

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<sup>4</sup> If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide **any** services free of charge

finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

### **S137 and the power of well-being (PWB)**

How do these two powers relate to the GPC?

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1))<sup>5</sup>.
- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

### **Further changes affecting the GPC**

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them. Contact the Society of Local Council Clerks or the National Association of Local Councils (via your County Association) if you wish to draw attention to any legislative constraints affecting the use of the power.

### **The CiLCA Questions**

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<sup>5</sup> Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.



Clerks are required to respond to these tasks correctly in order to pass CiLCA. They write a paragraph of approximately 200 words.

- What is the general power of competence and where is it found?
- What criteria must local councils meet to be eligible to use the general power of competence and when must a council confirm that it is eligible?
- List four restrictions to consider before using the power for a specific purpose.
- List three activities that your council might undertake using the general power of competence giving any restrictions that might apply to these activities

#### Pass criteria

- A clear understanding of the general power of competence
- A clear explanation of the eligibility criteria and arrangements for confirming eligibility
- A list of four possible restrictions to consider before using the power
- A list of three activities with appropriate restrictions

#### Useful web links

**The Localism Act 2011** <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

**Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**  
<http://www.legislation.gov.uk/ukdsi/2012/9780111519868>

**The Localism Act 2011: Explanatory notes**  
<http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1>

**Charging guidance**  
<http://www.communities.gov.uk/documents/localgovernment/pdf/151291.pdf>

**Trading guidance**  
This guidance is in two documents. The second document is an addendum.  
<http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf>  
<http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf>

**Investment guidance**  
<http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf>

# DRAFT

**Marchwood Parish Council**

**Statements of Accounts**

**For the year ended 31 March 2015**

## Marchwood Parish Council

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31 March 2015

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**Marchwood Parish Council**

**Council Information**

**31 March 2015**

**( Information current at 18th May 2015 )**

**Chairman**

Cllr K. Petty

**Councillors**

Cllr M. Saxby (Vice Chairman)

Cllr K. Elcoate  
Cllr Ms B. Golden  
Cllr D. Hindle  
Cllr B. Jackson  
Cllr K. Petty  
Cllr Mrs J. Saxby  
Cllr R. Vango-Fisher

**Clerk to the Council**

Mrs M. Wathen CiLCA

**Responsible Financial Officer (R.F.O.)**

Mr Stephen Daly AAT

**Auditors**

BDO LLP  
Arcadia House  
Maritime Walk  
Arcadia Village  
Southampton  
SO14 3TL

**Internal Auditors**

Auditing Solutions Limited  
Clackerbrook Farm  
46 The Common  
Bromham  
Chippenham  
Wiltshire  
SN15 2JJ

**Marchwood Parish Council**  
**Statement of Accounting Policies**  
**31 March 2015**

## **Accounting Convention**

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized council.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

## **Fixed Assets**

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

land, operational properties and other operational assets are reported in notes to the accounts at cost or earliest available valuation, except that certain community assets are the subject of restrictive covenants as to their use and / or future disposal.

Such assets are therefore considered to have no appreciable realisable value and are included at a nominal value only.

## **Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

## **Debtors and Creditors**

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

## **Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

## **Leases**

The council is not required by the Guide to incorporate Hire Purchase and/or Finance Lease obligations in its Balance Sheet. Details are shown at note 12.

## **Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in note 13.

**Marchwood Parish Council**  
**Statement of Accounting Policies**  
**31 March 2015**

**Interest Income**

All interest receipts are credited initially to general funds.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

**Marchwood Parish Council**  
**Income and Expenditure Account**  
**31 March 2015**

	Notes	2015 £	2014 £
<b>INCOME</b>			
Precept on District Council		205,608	206,048
Council Tax Support Grant		8,187	5,508
Loan & Capital Receipts		26,055	43,247
Interest and Investment Income	1	115	259
Lloyd Recreation Ground		7,066	6,258
Establishment/General Administration		1,320	7
Grants & Donations		16,560	-
Village News		4,748	4,082
		269,599	265,409
<b>EXPENDITURE</b>			
Establishment/General Administration		183,239	176,749
Capital Expenditure	8	40,838	42,599
Operational Expenditure:			
Lloyd Recreation Ground		7,343	9,443
Amenities		5,458	9,669
Youth and Community		-	777
Roads Street Furniture etc		2,114	1,875
Vehicles		6,709	5,906
Grants and Donations		1,323	1,684
Village News		4,960	4,960
		251,984	253,662
<b>General Fund</b>			
Balance at 01 April 2014		119,522	93,771
Add: Total Income		269,599	265,409
		389,121	359,180
Deduct: Total Expenditure		251,984	253,662
		137,137	105,518
Transfer (to)/from Earmarked Reserves	13	(6,339)	14,004
General Reserve Balance at 31 March 2015		130,798	119,522

*The notes on pages 8 to 12 form part of these accounts.*

## Marchwood Parish Council

### Balance Sheet

31 March 2015

	Notes	2015 £	2015 £	2014 £
<b>Current Assets</b>				
Debtors and prepayments	9	6,652		7,847
Cash at bank and in hand		<u>337,970</u>		<u>346,978</u>
		344,622		354,825
<b>Current Liabilities</b>				
Creditors and income in advance	11	<u>(12,164)</u>		<u>(39,982)</u>
<b>Net Current Assets</b>			332,458	314,843
<b>Total Assets Less Liabilities</b>				
			<u>332,458</u>	<u>314,843</u>
 <b>Capital and Reserves</b>				
Earmarked Reserves	13		201,660	195,321
General Reserve			<u>130,798</u>	<u>119,522</u>
			332,458	314,843

Signed: .....

Clr K. Petty  
Chairman

.....

Mr Stephen Daly AAT  
Responsible Financial Officer

Date: .....

.....

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*The notes on pages 8 to 12 form part of these accounts.*



## Marchwood Parish Council

### Notes to the Accounts

31 March 2015

#### 1 Interest and Investment Income

	2015	2014
	£	£
Interest Income - General Funds	115	259
	<u>115</u>	<u>259</u>

#### 2 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

#### 3 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2015	2014
	£	£
Village News	4,960	4,960
	<u>4,960</u>	<u>4,960</u>

#### 4 Power of General Competence

With effect from 15th October 2012 Marchwood Parish Council acquired the right to exercise the Power of General Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 15th October 2012 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

#### 5 Tenancies

During the year the following tenancies were held:

##### Council as landlord

Tenant	Property	Rent p.a. £	Repairing / Non-Repairing
Marchwood Scouts	Land of Scout Hut	350	Non-Repairing
Marchwood Youth Club	Building/land Youth Club	350	Non-Repairing
Marchwood Community Association	Land of Village Hall	Nil	N/A

##### Council as tenant

Landlord	Property	Rent p.a. £	Repairing / Non-Repairing
Marchwood Community Association	Offices Marchwood Village Hall	7,900	Non-Repairing
New Forest District Council	Village Centre Public Open Space	Nil	N/A

## Marchwood Parish Council

### Notes to the Accounts

31 March 2015

#### 6 Pensions

For the year of account the council's contributions equal 13.10% of employees' pensionable pay, plus a lump sum of £6,900.

These contributions will increase to 13.10% plus a lump sum of £7,500 in future years in order to provide adequately for known liabilities.

Approved by: AON Hewitt Limited  
(Actuaries to the Pensions Fund)

#### 7 Fixed Assets

At 31 March the following assets were held:

##### Freehold Land and Buildings

	2015 £ Value	2014 £ Value
Lloyds Recreation Ground - All Weather Courts	113,488	73,000
Lloyds Recreation Ground - Pavilion	309,651	309,651
Skate park	62,212	62,212
Lloyds Recreation Ground - Portabuild	73,399	73,399
	<u>558,750</u>	<u>518,262</u>

##### Vehicles and Equipment

Play Equipment - Admiralty Quay	30,091	30,091
Play Equipment Lloyds Recreation Ground	19,517	19,517
Office Furniture & Equipment	9,640	9,640
Pavilion Contents	2,000	2,000
Pavilion (Youth Club) Furniture & Equipment	4,639	4,639
Laptop & Projector	1,000	1,000
Container (Green)	5,000	5,000
Nissan Pickup HJ 05 VVN	10,000	10,000
Nissan Pickup H5 58 ATU	10,385	10,385
Kubota Tractor HF 58 ATU	6,450	6,450
Grasscutters (2)	21,542	21,542
Other Grounds Maintenance Equipment	5,100	5,100
Diesel Storage Tank	350	350
Goalposts Nets and Posts	2,563	2,563
Trim Trail	5,000	5,000
Trailers (2)	3,200	3,200
Under 12s Play Equipment	69,994	69,994
Over 12's Fitness Equipment	8,995	8,995
Security Camera - Under 12's Play Area	350	-
	<u>215,816</u>	<u>215,466</u>

## Marchwood Parish Council

### Notes to the Accounts

31 March 2015

#### 7 Fixed Assets [continued]

	2015 £ Value	2014 £ Value
<b><u>Infrastructure Assets</u></b>		
Public Seats (16)	6,002	6,002
Gates & Fences	11,582	11,582
Perimeter Fence Skateboard Park	4,790	4,790
Workshop Fence	2,407	2,407
Litter & Dog Bins	8,859	8,859
Noticeboards (6)	3,544	3,544
Information Boards	1,284	1,284
Bridge at Oaklands	10,000	10,000
Triple Notice Board	1,081	1,081
Tennis Courts Floodlights (Lloyds Recreation Ground)	4,777	4,777
	<u>54,326</u>	<u>54,326</u>
<b><u>Community Assets</u></b>		
War Memorial	14,000	14,000
Village Centre Public Open Space	1	1
Oaklands Park Public Open Space	1	1
Land of Village Hall	1	1
Lloyd Recreation Ground (As Trustee)	1	1
Chairman's Badge	500	500
	<u>14,504</u>	<u>14,504</u>
	<u>843,396</u>	<u>802,558</u>

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.

#### 8 Fixed Assets - Additions and Disposals

	2015 £ Cost	2014 £ Cost
During the year the following assets were purchased:		
Operational Land and Buildings	40,488	1,738
Vehicles and Equipment	350	36,084
Infrastructure Assets	-	4,777
Community Assets	-	-
	<u>40,838</u>	<u>42,599</u>

No assets were disposed of during the year.

## Marchwood Parish Council

### Notes to the Accounts

31 March 2015

#### 9 Debtors

	2015	2014
	£	£
Trade Debtors	558	800
VAT Recoverable	1,616	3,481
Prepayments	1,200	3,566
Capital Grant Debtors	3,278	-
	<u>6,652</u>	<u>7,847</u>

#### 10 Debtors Analysis

The age of the Trade Debtors as shown in Note 9 can be summarised as follows:

	2015	2015	2014	2014
	No.	Value	No.	Value
		£		£
Less than 3 months old	2	558	8	450
Between 3 and 6 months old	-	-	1	350
Between 6 and 12 months old	-	-	-	-
Over 12 months old	-	-	-	-
	<u>2</u>	<u>558</u>	<u>9</u>	<u>800</u>

#### 11 Creditors and Accrued Expenses

	2015	2014
	£	£
Trade Creditors	2,134	8,327
V A T Payable	10	-
Accruals	10,020	31,655
	<u>12,164</u>	<u>39,982</u>

#### 12 Hire Purchase and Lease Obligations

At 31 March the following hire purchase agreement(s) and lease(s) were in operation:

Hire/Lessor	Purpose	Annual Lease/Hire Payable	Year of Expiry
		£	
Sharp Copiers Limited	Photo-copier	400	2015

## Marchwood Parish Council

### Notes to the Accounts

31 March 2015

#### 13 Earmarked Reserves

	Balance at 01/04/2014	Contribution to reserve	Contribution from reserve	Balance at 31/03/2015
	£	£	£	£
Capital Projects Reserves	66,099	-	(9,350)	56,749
Asset Renewal Reserves	13,958	6,120	-	20,078
Other Earmarked Reserves	115,264	37,746	(28,177)	124,833
Total Earmarked Reserves	195,321	43,866	(37,527)	201,660

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2015 are set out in detail at Appendix A.

#### 14 Capital Commitments

The council had no other capital commitments at 31 March 2015 not otherwise provided for in these accounts.

#### 15 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

Marchwood Parish CouncilNotes to the Accounts31st March 2015Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2014</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2015</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Developers Contributions	66,099		(9,350)	56,749
<u>Asset Replacement Reserves</u>				
Asset Replacement	13,958	6,120		20,078
<u>Other Earmarked Reserves</u>				
Grants	1,947	677		2,624
Admin General	7,001			7,001
Elections	1,521	1,000		2,521
Contingencies	25,080		(19,929)	5,151
Bridge at Oaklands	3,750	2,000		5,750
Amenities General	32,195	3,850		36,045
Play Area Maintenance	8,000	500		8,500
Lloyds Rec General	496	397		893
Warterside Comm. Rail Partnership	200			200
War Memorial	279		(220)	59
Office Equipment	1,800	1,217		3,017
Legal Fees		3,269		3,269
Public Relations	5,000		(3,692)	1,308
Staffing Reserve	22,751	115	(2,122)	20,744
Pavillion Lloyds	5,244	1,621		6,865
Open Space Maintenance		2,537		2,537
Public Seating		500		500
Dog Bins		275		275
Tree Management		9,998		9,998
Litter Bins		1,000		1,000
Notice Boards/Signs		872		872
Good Citizens Project		1,000		1,000
Tree Planting Scheme		150		150
Pitch Lloyds		265		265
Basketball Court Lloyds		400		400
Tree Works Lloyds		1,000		1,000
Courts Lloyds		5,103	(2,214)	2,889
	115,264	37,746	-28,177	124,833
<b>TOTAL EARMARKED RESERVES</b>	<b>195,321</b>	<b>43,866</b>	<b>(37,527)</b>	<b>201,660</b>

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TB1</b>
Date: 02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
1/02	Lloyds Recreation Ground	3	-	73,000.00			
	- All Weather Courts	5		40,488.00		113,488.00	73,000.00
1/03	Lloyds Recreation Ground	3	-	309,651.00			
	- Pavilion					309,651.00	309,651.00
1/05	Skate park	3	-	62,212.00		62,212.00	62,212.00
1/07	Lloyds Recreation Ground	3	-	73,399.00			
	- Portabuild					73,399.00	73,399.00
B1/01	Freehold Land and Buildings b/f		-	558,750.00	-	558,750.00	518,262.00
1/99	Total Land & Buildings	3	-		518,262.00		
		5			40,488.00	(558,750.00)	(518,262.00)
B1/03	Freehold Land and Buildings Disposals		-	-	558,750.00	(558,750.00)	(518,262.00)
21/00/1	Play Equipment - Admiralty Quay	3	-	30,091.00		30,091.00	30,091.00
21/00/2	Play Equipment Lloyds Recreation Ground	3	-	19,517.00		19,517.00	19,517.00
21/01/1	Office Furniture & Equipment	3	-	9,640.00		9,640.00	9,640.00
21/01/2	Pavilion Contents	3	-	2,000.00		2,000.00	2,000.00
21/01/3	Pavilion (Youth Club) Furniture & Equipment	3	-	4,639.00		4,639.00	4,639.00
21/01/4	Laptop & Projector	3	-	1,000.00		1,000.00	1,000.00
21/02	Container (Green)	3	-	5,000.00		5,000.00	5,000.00
21/03/1	Nissan Pickup HJ 05 VVN	3	-	10,000.00		10,000.00	10,000.00
21/03/2	Nissan Pickup H5 58 ATU	3	-	10,385.00		10,385.00	10,385.00
21/04	Kubota Tractor HF 58 ATU	3	-	6,450.00		6,450.00	6,450.00
21/05	Grasscutters (2)	3	-	21,542.00		21,542.00	21,542.00
21/06	Other Grounds Maintenance Equipment	3	-	5,100.00		5,100.00	5,100.00
21/07	Diesel Storage Tank	3	-	350.00		350.00	350.00
21/08	Goalposts Nets and Posts	3	-	2,563.00		2,563.00	2,563.00
21/09	Trim Trail	3	-	5,000.00		5,000.00	5,000.00
21/10	Trailers (2)	3	-	3,200.00		3,200.00	3,200.00
21/11/1	Under 12s Play Equipment	3	-	69,994.00		69,994.00	69,994.00
21/11/2	Over 12's Fitness Equipment	3	-	8,995.00		8,995.00	8,995.00
21/13	Security Camera - Under 12's Play Area	5	-	350.00		350.00	-

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TB1</b>
Date: 02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
B5/01	Vehicles and Equipment b/f		-	215,816.00	-	215,816.00	215,466.00
21/99	Total V & E	3 5	-		215,466.00 350.00	(215,816.00)	(215,466.00)
B5/03	Vehicles and Equipment Disposals		-	-	215,816.00	(215,816.00)	(215,466.00)
41/02	Public Seats (16)	3	-	6,002.00		6,002.00	6,002.00
41/04/1	Gates & Fences	3	-	11,582.00		11,582.00	11,582.00
41/04/2	Perimeter Fence Skateboard Park	3	-	4,790.00		4,790.00	4,790.00
41/04/3	Workshop Fence	3	-	2,407.00		2,407.00	2,407.00
41/05	Litter & Dog Bins	3	-	8,859.00		8,859.00	8,859.00
41/06	Noticeboards (6)	3	-	3,544.00		3,544.00	3,544.00
41/07	Information Boards	3	-	1,284.00		1,284.00	1,284.00
41/08	Bridge at Oaklands	3	-	10,000.00		10,000.00	10,000.00
41/10	Triple Notice Board	3	-	1,081.00		1,081.00	1,081.00
41/11	Tennis Courts Floodlights (Lloyds Recreation Ground)	3	-	4,777.00		4,777.00	4,777.00
B6/01	Infrastructure Assets b/f		-	54,326.00	-	54,326.00	54,326.00
41/99	Total I A	3	-		54,326.00	(54,326.00)	(54,326.00)
B6/03	Infrastructure Assets Disposals		-	-	54,326.00	(54,326.00)	(54,326.00)
61/01	War Memorial	3	-	14,000.00		14,000.00	14,000.00
61/02	Village Centre Public Open Space	3	-	1.00		1.00	1.00
61/03	Oaklands Park Public Open Space	3	-	1.00		1.00	1.00
61/04	Land of Village Hall	3	-	1.00		1.00	1.00
61/05	Lloyd Recreation Ground (As Trustee)	3	-	1.00		1.00	1.00
61/06	Chairman's Badge	3	-	500.00		500.00	500.00
B7/01	Community Assets		-	14,504.00	-	14,504.00	14,504.00
61/99	Total C A & A	3	-		14,504.00	(14,504.00)	(14,504.00)



Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TB1</b>
Date:		
02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
B7/03	Community Assets Disposals		-	-	14,504.00	(14,504.00)	(14,504.00)
101	Debtors		558.43			558.43	800.00
E1/01	Trade Debtors		558.43	-	-	558.43	800.00
105	Vat Refunds		1,615.66			1,615.66	3,480.53
E2/01	V A T Recoverable		1,615.66	-	-	1,615.66	3,480.53
110	Prepayments		1,199.51			1,199.51	3,565.89
E4/01	Prepayments		1,199.51	-	-	1,199.51	3,565.89
141	Section 106 Grant Receivable		3,278.00			3,278.00	-
E6/01	Capital Grant Debtors		3,278.00	-	-	3,278.00	-
201	Current Bank Account		254,596.89			254,596.89	269,232.85
204	Lloyd Recreation Ground		5,090.30			5,090.30	-
G/01	Bank Current Accounts		259,687.19	-	-	259,687.19	269,232.85
202	ALTO MASTCARD		500.00			500.00	-
G/02	Bank Deposit Accounts		500.00	-	-	500.00	-
220	Deposit Account		77,583.28			77,583.28	77,544.60
G/03	Barmarked Funds Accounts		77,583.28	-	-	77,583.28	77,544.60
230	Petty Cash		200.00			200.00	200.00
G/11	Petty Cash and Other Floats		200.00	-	-	200.00	200.00

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		TB1
Date: 02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
500	Creditors Control		(1,189.37)			(1,189.37)	(5,008.65)
501	Creditors		(946.66)			(946.66)	(3,318.42)
H3/01	Trade Creditors		(2,136.03)	-	-	(2,136.03)	(8,327.07)
520	Youth Group Fund - caretaker		(0.01)			(0.01)	(0.01)
H4/01	Other Creditors		(0.01)	-	-	(0.01)	(0.01)
512	VAT PAYMENT		(10.00)			(10.00)	-
H5/01	V A T Payable		(10.00)	-	-	(10.00)	-
510	Accruals		(1,360.00)			(1,360.00)	(1,832.77)
560	Receipts in Advance		(8,659.88)			(8,659.88)	(29,822.38)
H6/01	Accruals		(10,019.88)	-	-	(10,019.88)	(31,655.15)
340	Developers Cont'n Reserve	1	(56,749.03)		9,350.00	(66,099.03)	(86,799.03)
K81/01	Balance brought forward		(56,749.03)	-	9,350.00	(66,099.03)	(86,799.03)
340/3	Dev Contr Used	1	-	9,350.00		9,350.00	20,700.00
K81/03	Contributions from Reserve		-	9,350.00	-	9,350.00	20,700.00
342	Asset Replacement Reserve	1	(20,078.00)	6,120.00		(13,958.00)	(8,958.00)
K82/01	Balance brought forward		(20,078.00)	6,120.00	-	(13,958.00)	(8,958.00)
342/2	Tfr to Asset Repalcement Reserve	1	-		6,120.00	(6,120.00)	(5,000.00)
K82/02	Contribution to Reserve		-	-	6,120.00	(6,120.00)	(5,000.00)

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TBI</b>
Date:		
02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
321	EMR Grants	1	(2,624.00)	677.00		(1,947.00)	(6,447.00)
322	EMR Admin General		(7,001.00)			(7,001.00)	(15,438.00)
323	EMR Elections	1	(2,521.00)	1,000.00		(1,521.00)	(771.00)
324	EMR Contingencies	1	(5,151.37)		19,928.63	(25,080.00)	(25,080.00)
325	EMR Office Provision		-			-	(1,000.00)
326	EMR Bridge at Oaklands	1	(5,750.00)	2,000.00		(3,750.00)	(3,750.00)
328	EMR Amenities General	1	(36,045.00)	3,850.00		(32,195.00)	(32,195.00)
330	EMR Property General		-			-	(1,807.00)
331	EMR Play Area	1	(8,500.00)	500.00			
	Maintenance					(8,000.00)	(8,000.00)
332	EMR Lloyds Rec General	1	(893.00)	397.00		(496.00)	(496.00)
333	EMR Waterside Comm		(200.00)				
	Rail P'ship					(200.00)	(200.00)
335	EMR War Memorial	1	(59.00)		220.00	(279.00)	(279.00)
336	EMR Office Equipment	1	(3,016.59)	1,216.59		(1,800.00)	-
337	EMR Legal Fees	1	(3,269.00)	3,269.00		-	-
338	EMR Public relations	1	(1,308.11)		3,691.89	(5,000.00)	-
341	Staffing Reserve	1	(20,744.28)		2,122.05		
		1		114.92		(22,751.41)	(18,105.41)
343	EMR Open Space	1	(2,537.00)	2,537.00			
	Maintenance					-	-
344	EMR Public Seating	1	(500.00)	500.00		-	-
345	EMR Dog Bins	1	(275.00)	275.00		-	-
346	EMR Tree Management	1	(9,998.00)	9,998.00		-	-
347	EMR Litter Bins	1	(1,000.00)	1,000.00		-	-
348	EMR Noticeboards/Signs	1	(872.00)	872.00		-	-
349	EMR Good Citizens	1	(1,000.00)	1,000.00		-	-
	Project					-	-
350	EMR Tree Planting	1	(150.00)	150.00			
	Scheme					-	-
351	EMR Pavilion Lloyds	1	(6,865.00)	1,621.00		(5,244.00)	-
352	EMR Pitch Lloyds	1	(265.00)	265.00		-	-
353	EMR Basketball Court	1	(400.00)	400.00		-	-
	Lloyds					-	-
354	EMR Tree Works Lloyds	1	(1,000.00)	1,000.00		-	-
355	EMR Courts Lloyds	1	(2,888.49)		2,214.14		
		1		5,102.63		-	-
K83/01	Balance brought forward		(124,832.84)	37,745.14	28,176.71	(115,264.41)	(113,568.41)
321/2	Transfer to 321	1	-		677.00	(677.00)	(500.00)
323/2	Transfer to 323	1	-		1,000.00	(1,000.00)	(750.00)
326/2	Transfer to 326	1	-		2,000.00	(2,000.00)	-
328/2	Transfer to 328	1	-		3,850.00	(3,850.00)	-
331/2	Transfer to 331	1	-		500.00	(500.00)	-
332/2	Transfer to 332	1	-		397.00	(397.00)	-

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TB1</b>
Date:		
02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
336/2	Transfer to 336	1	-		1,216.59	(1,216.59)	(1,800.00)
337/2	Transfer to 337	1	-		3,269.00	(3,269.00)	-
338/2	Transfer to 338		-			-	(5,000.00)
341/2	Transfer to 341	1	-		114.92	(114.92)	(4,646.00)
343/2	Transfer to 343	1	-		2,537.00	(2,537.00)	-
344/2	Transfer to 344	1	-		500.00	(500.00)	-
345/2	Transfer to 345	1	-		275.00		-
		1	-		1,000.00	(1,275.00)	-
346/2	Transfer to 346	1	-		9,998.00	(9,998.00)	-
347/2	Transfer to 347	1	-		1,000.00	(1,000.00)	-
348/2	Transfer to 348	1	-		872.00	(872.00)	-
349/2	Transfer to 349	1	-		1,000.00	(1,000.00)	-
350/2	Transfer to 350	1	-		150.00	(150.00)	-
351/2	Transfer to 351	1	-		1,621.00	(1,621.00)	(5,244.00)
352/2	Transfer to 352	1	-		265.00	(265.00)	-
353/2	Transfer to 353	1	-		400.00	(400.00)	-
355/2	Transfer to 355	1	-		5,102.63	(5,102.63)	-
K83/02	Contribution to Reserves		-	-	37,745.14	(37,745.14)	(17,940.00)
321/3	Transfer from 321		-			-	5,000.00
322/3	Transfer from 322		-			-	8,437.00
324/3	Transfer from 324	1	-	19,928.63		19,928.63	-
325/3	Transfer from 325		-			-	1,000.00
330/3	Transfer from 330		-			-	1,807.00
335/3	Transfer from 335	1	-	220.00		220.00	-
338/3	Transfer from 338	1	-	3,691.89		3,691.89	-
341/3	Transfer from 341	1	-	2,122.05		2,122.05	-
355/3	Transfer from 355	1	-	2,214.14		2,214.14	-
K83/03	Contribution from Reserves		-	28,176.71	-	28,176.71	16,244.00
310	General Reserve		(119,520.20)			(119,520.20)	(93,771.46)
K99/01	Balance brought forward		(119,520.20)	-	-	(119,520.20)	(93,771.46)
	<b>Balance Sheet Total</b>		11,276.08	924,787.85	924,787.85	11,276.08	25,748.74

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TB1</b>
Date:		
02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
301 3101	Salaries		1,033.48			1,033.48	1,091.89
301 3125	Insurance		1,894.35			1,894.35	1,836.82
301 3136	Pavilion		2,904.17			2,904.17	6,493.78
301 3137	Play Area		-			-	122.61
301 3138	Courts	4	40,488.09		40,488.00	0.09	120.65
301 3139	General Maintenance Irg		602.68			602.68	346.70
301 3140	Pitch		526.05			526.05	235.29
301 3141	Courts Everyday Costs		732.80			732.80	98.50
301 3186	Youth Club Rent		(350.00)			(350.00)	(904.17)
P01/01	Lloyd Recreation Ground		47,831.62	-	40,488.00	7,343.62	9,442.07
201 2135	Play Area Replacements		126.00			126.00	-
201 2137	Under 12 Play Area	4	350.00		350.00	-	-
201 2139	Open Space Maintenance		3,919.87			3,919.87	820.82
201 2144	Tree Management		2,682.19			2,682.19	3,819.79
201 2146	Skate Park		(1,990.00)			(1,990.00)	5,028.15
201 2147	Admiralty Quay Play Area		-			-	0.20
201 2170	War Memorial Restoration		720.00			720.00	-
P01/03	Amenities		5,808.06	-	350.00	5,458.06	9,668.96
302	Equipment and furniture		-			-	225.00
1151A							
302 1156	Legal Fees		-			-	552.00
P01/04	Youth and Community		-	-	-	-	777.00
104 1112	Mchwd Vill Hall car park		1,400.00			1,400.00	1,400.00
201 2142	Dog Bins		586.27			586.27	474.70
201 2148	Notice Boards		128.00			128.00	-
P01/06	Roads Street Furniture etc		2,114.27	-	-	2,114.27	1,874.70
101 1101	Salaries		93,922.05			93,922.05	90,376.75
101 1102	Salaries/Tax/NI		27,699.41			27,699.41	27,678.84
101 1103	Salaries/Pensions		24,526.25			24,526.25	23,882.21
101 1108	Training		392.00			392.00	700.50
101 1109	Employees Expenses		326.59			326.59	727.04
101 1111	Office Rent and Rates		8,103.33			8,103.33	8,050.00
101 1113	Hall Rental		537.08			537.08	674.28
101 1114	Electricity		783.33			783.33	450.00
101 1121	Telephone		1,343.13			1,343.13	1,496.21

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		TB1
Date:		
02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
101 1122	Postage & Miscellaneous Exps		181.41			181.41	347.06
101 1123	Office Supplies		241.43			241.43	237.67
101 1124	Subs/Publications/Licences		1,082.99			1,082.99	2,596.29
101 1125	Insurance		2,828.04			2,828.04	2,748.76
101 1134	Chairman's Allowance		388.45			388.45	222.00
101 1135	Councillors Expenses		112.50			112.50	110.50
101 1138	Service Contracts		1,351.26			1,351.26	4,047.37
101 1150	Office Equipment		494.41			494.41	89.46
101 1155	Accountancy Fees		360.00			360.00	67.00
101 1156	Legal Fees		897.00			897.00	834.00
101 1157	Audit		1,215.00			1,215.00	1,400.00
101 1158	Public Relations	6	3,676.89	2,187.12		5,864.01	573.57
101 1163	Youth Worker		9,485.00			9,485.00	8,580.00
101/1199	Publicity Contra	2	-		4,960.00	(4,960.00)	(4,960.00)
105 1536	General Maintenance		223.62			223.62	98.71
105 1540	Tools		783.32			783.32	763.39
105 1547	MPC PAVILION UTILITIES		96.68			96.68	-
P01/08	Establishment/General Administration		181,051.17	2,187.12	4,960.00	178,278.29	171,791.61
104 1439	Replacements		580.00			580.00	-
105 1541	Fuel		2,866.83			2,866.83	3,369.44
105 1543	Vehicle Maintenance		1,191.75			1,191.75	591.27
105 1544	Road Tax		445.42			445.42	435.33
105 1545	Vehicle Insurance		1,624.52			1,624.52	1,510.70
P01/09	Vehicles		6,708.52	-	-	6,708.52	5,906.74
101 1150A	Capital Equipment	4	-	40,838.00		40,838.00	40,860.54
302 3150	Capital Marchwood Youth Exten.		-			-	1,737.62
P01/10	Capital Expenditure		-	40,838.00	-	40,838.00	42,598.16
103 1328	Village News	2	-	4,960.00		4,960.00	4,960.00
P01/14	Publicity		-	4,960.00	-	4,960.00	4,960.00
102 1361	Other Grants		1,323.40			1,323.40	1,500.00

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		TBI
Date:		
02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
102 1363	Grant - Quality Status		-			-	184.01
P01/15	Grants and Donations		1,323.40	-	-	1,323.40	1,684.01
101 1132	Village News		4,960.00			4,960.00	4,960.00
P01/16	Village News		4,960.00	-	-	4,960.00	4,960.00
301 3180	Income-Court Hire		(4,381.51)			(4,381.51)	(1,383.87)
301 3181	Income-Pitch Hire		(1,884.00)			(1,884.00)	(2,228.75)
301 3182	Scout Hut Lease		(350.00)			(350.00)	(350.00)
301 3183	Misc Income		(390.00)			(390.00)	(2,213.72)
301 3184	Key Deposit		(60.00)			(60.00)	(81.00)
P02/01	Lloyd Recreation Ground		(7,065.51)	-	-	(7,065.51)	(6,257.34)
101 1177	Miscellaneous Admin Income	6	(132.89)		1,187.12	(1,320.01)	(7.24)
P02/08	Establishment/General Administration		(132.89)	-	1,187.12	(1,320.01)	(7.24)
201 2180	Developer Contribution		(22,728.00)			(22,728.00)	(15,550.00)
301 2177	Grants Recieved		(3,326.90)			(3,326.90)	(5,732.06)
301 2180	Developer Contribution		-			-	(19,450.00)
302 2177	Grants Recieved		-			-	(2,514.62)
P02/10	Loan & Capital Receipts		(26,054.90)	-	-	(26,054.90)	(43,246.68)
101 2177	Grants Recieved	6	(15,500.00)		1,000.00	(16,500.00)	-
P02/15	Grants & Donations		(15,500.00)	-	1,000.00	(16,500.00)	-
101 1180	Village News Income		(4,748.33)			(4,748.33)	(4,082.00)
P02/16	Village News		(4,748.33)	-	-	(4,748.33)	(4,082.00)
101 1196	Interest Received		(114.92)			(114.92)	(258.98)

Client: Marchwood Parish Council  
 Subject: Trial Balance Report (Nominal Accounts totalled by Working Papers)  
 Year End: 31 March 2015

Prepared by:	Reviewed by:	Schedule:
Philip Mellor		<b>TB1</b>
Date: 02/05/2015		

A/C No.	Description	AJ No.	Per Client Draft	Debit	Credit	Current Year	Prior Year
R01/01	Interest Income - General Funds		(114.92)	-	-	(114.92)	(258.98)
101 4990	Transfer to EMR		4,600.51			4,600.51	6,800.00
101 4991	Transfer from EMR		(14,290.94)			(14,290.94)	(20,000.00)
102 4990	Transfer to EMR		677.00			677.00	500.00
104 4990	Transfer to EMR		7,120.00			7,120.00	15,640.25
104 4991	Transfer from EMR		(6,700.00)			(6,700.00)	(16,944.00)
201 4990	Transfer to EMR		22,182.00			22,182.00	-
201 4991	Transfer from EMR		(9,254.00)			(9,254.00)	-
301 4990	Transfer to EMR		9,285.63			9,285.63	-
301 4991	Transfer from EMR		(7,281.77)			(7,281.77)	-
U01/3	Other Earmarked Reserves		6,338.43	-	-	6,338.43	(14,003.75)
101 1176	Precept Received		(205,608.00)			(205,608.00)	(206,048.50)
Y01/1	Precept on District Council		(205,608.00)	-	-	(205,608.00)	(206,048.50)
101 1175	Precept Support Grant		(8,187.00)			(8,187.00)	(5,507.50)
Y03/1	Council Tax Support Grant		(8,187.00)	-	-	(8,187.00)	(5,507.50)
	<b>Profit &amp; Loss Total</b>		(11,276.08)	47,985.12	47,985.12	(11,276.08)	(25,748.74)



## Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: MARCHWOOD PARISH Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	303096	314843	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	200541	205608	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	64868		Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	143030	147181	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	110632		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	314843		Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	346978	337970	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	802558	843404	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes <input checked="" type="checkbox"/>	no <input type="checkbox"/>	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 18-05-2015

I confirm that these accounting statements were approved by the council on this date:

18/05/2015

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 18/05/2015

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

MARCHWOOD PARISH Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed		Yes means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated 18/05/2015

Signed by:

Chair

dated 18/05/2015

Signed by:

Clerk

dated 18/05/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

# Section 4 – Annual internal audit report 2014/15 to

MARCHWOOD

PARISH

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit N. ARCHER for AUDITING SOLUTIONS Ltd

Signature of person who carried out the internal audit

Date 27/04/15

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

### **Review the payment of the ransom strip at the Village Hall**

At a Policy & Resources Committee meeting on the 21<sup>st</sup> November 2011 the following resolution was made:

'To pay the charge for the ransom strip until the end of term of the current Cllr's. Requested that the Clerk write to Goulden Properties to challenge the fee as the car park is not maintained. Also ask if bay could be marked out in the car park as people park all over the place and it gets blocked at busy times'.

The cost of the ransom strip is now £1,500pa.

1. Do the Parish Council agree to pay this for the next four years?

### **General Power of Competence**

For the Parish Council to become eligible to use the 'General Power of Competence' the council needs to make a resolution saying that they meet the elected councillor requirement and that the Clerk is qualified.

As we have 11 seats we need 8 Members to have been elected at the last election to fulfil this requirement. At present the Parish Council has 10 Members.

The Clerk and Deputy Clerk have both passed Section 7, General Power of Competence, CiLCA 2012. Thus making them both qualified.

Attached to this report is a document which is 'The General Power of Competence: an introduction of key facts for local councils'.

## THE GENERAL POWER OF COMPETENCE: An introduction to key facts for local councils<sup>1</sup>

Local councils in England were given a 'general power of competence' (GPC) in the Localism Act 2011, sections 1 to 8. This paper explains the freedom granted by the general power, the criteria to be met before a local council can use it and some restrictions on using the power. It notes the CiLCA questions and pass criteria (see also the Portfolio Guide 2012) and some useful weblinks. The power does not apply to parish meetings or to local authorities in Wales.

### The freedom of the GPC

Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "*the power to do anything that individuals generally may do*" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't impose taxes on other people – so a local council can't use the GPC to raise taxes.

On the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. The GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose.

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices - but it must do so using the specific original legislation. The GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

The Government hopes that the GPC gives local councils confidence in their legal capacity to act for their communities. It encourages councils to use this power to work with others in providing cost-effective services and facilities in innovative ways to meet the needs of local people. The council can lend or invest money; it can trade; it can even sell energy to the National Grid. If another authority has a statutory duty, then it remains their duty to provide that service (eg education, waste collection, social services) but local councils can still help out. For example, a local council can support a school in many ways, just as an individual might. It could even help a community trust to run a local school.

The council can undertake activities using the GPC anywhere – not just in the parish (s1(4a)). It isn't necessary to worry whether the activity is for the benefit of the council, the area or the community (s1(4c)) although, in practice, parishioners might object if they can't see the benefit! And unlike the Local Government Act 1972, s137, it doesn't matter whether there are any other specific powers permitting the council to take action (s1(5)). So, for example, a council can use the GPC to build a sports facility even though there is another power

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<sup>1</sup> Parish, town and neighbourhood councils in England

enabling it to do the same thing (Local Government (Miscellaneous Provisions) Act 1976 s19).

As always, the council is expected to act in accordance with the general principle of 'reasonableness' established by the Wednesbury court case in 1948. The judgement made it clear that a council can exercise reasonable discretion when interpreting legislation provided that it justifies its decision in terms of relevant, rather than irrelevant, matters.

**Criteria for eligibility**

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant'<sup>2</sup> annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

**Elected councillors** At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.

The total number of councillors means the number of seats on the council including those that might be vacant.

If two thirds is not a whole number, then it must be rounded up to the next whole number. For example, if the number of councillors in total is 8 and two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

Total council seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Two thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14

**The qualified clerk** The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. From April 2012, this

<sup>2</sup> A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

training is undertaken as part of a clerk's preparation for one of the recognised sector-specific qualifications. Where a clerk studied for one of these qualifications before April 2012, they undertake the relevant training and must pass the short section 7 of CiLCA 2012 in order to be fully qualified for the purposes of the GPC (see below)<sup>3</sup>.

The recognised sector-specific qualifications are:

- The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA)
- The higher education qualifications for clerks awarded by the University of Gloucestershire or its predecessor institutions, namely:
  - The Certificate of Higher Education in Local Council Administration
  - The Certificate of Higher Education in Local Policy
  - The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course)
  - Any equivalent successor qualification

It is important that the council pays attention to the advice of its trained and qualified clerk when taking decisions to ensure that it acts lawfully.

Since the GPC can be used for most of the activities of the council rather than for unusual one-off projects, the council cannot employ a clerk on a short-term contract specifically for using the power. If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next 'relevant' annual meeting of the council (that is the one, after the next ordinary election). If it has already started an activity under the GPC for which there is no other specific power, it remains eligible for the purpose of completing *that* activity, but it can't start anything new under the power until it is in a position to make the formal decision that it meets the criteria. The council must go back to identifying whether it has a specific power to act and use the restricted s137 if there is no appropriate specific power. When entering into a contract under the GPC, a council should be cautious if the contract lasts beyond the next annual meeting when the council might no longer be eligible to use the GPC. There is a risk of legal action if the council ends the contract unexpectedly. It is wise to seek legal advice when setting up the contract.

### **Risks and restrictions limiting the GPC**

There are some risks associated with using the GPC. Inadequate community support or insufficient funding are significant risks while there are several statutory or legal restrictions that a local council should consider before using the power. Clerks and councillors should be aware of the following restrictions that potentially could limit the use of the GPC.

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<sup>3</sup> A clerk who studied the University of Gloucestershire module covering law for local councils before the academic year 2012/13 (but who doesn't have CiLCA 2012) must also pass Section 7 of CiLCA 2012.

- If a council is already subject to a statutory duty, then that duty remains in place. So, for example, a local council that is eligible to use the GPC must continue to abide by its duties. For example:
  - The council has a duty to act with regard to the likely effect on crime and disorder and to do all it can to prevent crime and disorder in its area (Crime and Disorder Act 2006 s17).
  - The Natural Environment and Communities Act 2006 s40 imposes a duty on local councils to consider conserving biodiversity in exercising its functions.
  - The Smallholding and Allotments Act 1908 s23(1) gives councils a duty to provide allotments if they are of the opinion that there is a demand for them.
- There are also many procedural and financial duties that remain in place for regulating the governance of a local council.
- Furthermore, the council must comply with employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information for example.
- The council must set up a company or co-operative society if it wishes to trade. If the council sets up a company or co-operative society it must abide by company law. Councils are advised to refer to more detailed Government guidance on trading and on charging (see links below). The council can charge for services provided under the GPC<sup>4</sup>.
- If the council wants to invest in a local business to support the local economy, it should follow Government advice on investment (see links below). If it wishes to support a community enterprise, an economic development grant might be a sensible option.
- Remember, if another authority has a statutory duty, then it remains their duty to provide that service (eg education). If you are worried that you might be encroaching on another authority's duty, then ask whether an individual, a private company or a community trust might be able to step in and help. If they can, then so can the local council (although it might need to set up an appropriate delivery body first).
- If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power are still in force. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission from the Highways Authority before doing work on roadside verges.

The GPC is a power and not a source of money. It cannot be used to raise the precept and if loans are needed then normal procedures apply. The council can seek other sources of

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<sup>4</sup> If councils have a statutory **duty** to provide a service **free of charge**, they cannot charge for that service. This provision applies to principal authorities but does not affect local councils as they are not required by law to provide **any** services free of charge



finance such as the Community Infrastructure Levy, grant funding, sponsorship, commercial activity and agreements with other authorities. As always, the council should ensure support from local taxpayers.

So councils cannot use the GPC primarily to raise money but they can receive income as a consequence of using the power for a different primary purpose. For example, a council could give financial assistance to a struggling local enterprise by purchasing share capital just as any individual could. Similarly the council could lend money to support a local activity and earn interest on the loan and it can raise sponsorship for a community project.

Although councils are encouraged to be innovative, they should be aware of the risks involved in using the power in addition to a lack of money or community support. For example:

- There is a risk of being challenged
- Trading activities could damage competing local activities
- The council risks its reputation and public money if a project goes wrong

### **S137 and the power of well-being (PWB)**

How do these two powers relate to the GPC?

- The money that can be spent under the Local Government Act 1972 s137 is limited while the power is restricted by regulations for use and scope; for example, councils must keep specific accounts for s137, they cannot use the power to give money to individuals and spending must be commensurate with the benefit gained. In addition a council can't use s137 if another specific power exists. A council that is eligible to use the GPC can no longer use s137 as a power for taking action for the benefit of the area or its community (Sch 1(1))<sup>5</sup>.
- The PWB (Local Government Act 2000 s2) offered councils more opportunity to improve and promote the economic, social and environmental well-being of an area and its community with no restrictions on spending. However, in England it has now been replaced by the general power of competence which offers even more freedom to act. Transitional arrangements allow councils to complete projects started under the PWB.

### **Further changes affecting the GPC**

The Secretary of State for Communities and Local Government has the power to change the enacted legislation (s5) so it is important to keep up to date with legal advice. Changes will not be made without consultation and should therefore come as no surprise. The Government is keen to know whether there are any additional restrictions affecting the use of the GPC so that it can consider removing them. Contact the Society of Local Council Clerks or the National Association of Local Councils (via your County Association) if you wish to draw attention to any legislative constraints affecting the use of the power.

### **The CiLCA Questions**

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<sup>5</sup> Note that s137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

Clerks are required to respond to these tasks correctly in order to pass CiLCA. They write a paragraph of approximately 200 words.

- What is the general power of competence and where is it found?
- What criteria must local councils meet to be eligible to use the general power of competence and when must a council confirm that it is eligible?
- List four restrictions to consider before using the power for a specific purpose.
- List three activities that your council might undertake using the general power of competence giving any restrictions that might apply to these activities

#### Pass criteria

- A clear understanding of the general power of competence
- A clear explanation of the eligibility criteria and arrangements for confirming eligibility
- A list of four possible restrictions to consider before using the power
- A list of three activities with appropriate restrictions

#### Useful web links

**The Localism Act 2011** <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

**Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**  
<http://www.legislation.gov.uk/ukdsi/2012/9780111519868>

**The Localism Act 2011: Explanatory notes**  
<http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1>

**Charging guidance**  
<http://www.communities.gov.uk/documents/localgovernment/pdf/151291.pdf>

**Trading guidance**  
This guidance is in two documents. The second document is an addendum.  
<http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf>  
<http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf>

**Investment guidance**  
<http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf>

### Direct Debts, Standing Orders, Business Cards and Business Accounts

The Parish Council make the following payments by the above means. It is recommended that these types of payments are approved each year for openness and transparency.

<b>Payment</b>	<b>Type of payment</b>	<b>Frequency</b>
Lloyds Bank - Salaries	Direct Debit	Monthly
BT	Direct Debit	Monthly
Total Gas & Power	Direct Debit	Quarterly
Southern Electric	Direct Debit	Quarterly
Information Commissioner	Direct Debit	Annually
Argos & Homebase	Business card	Ad hoc
Fuelgenie	Business card	Monthly
Holbury Tool Hire	Business account	Monthly
Travis Perkins	Business account	Ad hoc
Fair Weathers	Business account	¼ ly
Hampshire County Supplies	Business account	weekly

### **S106 monies and the Village Centre projects**

As Members will be aware the Parish Council had a sum of S106 monies that needed to be allocated to projects to improve the Open Space by April or possibly lose that money to other Parishes.

Officers received confirmation that our proposals had all been accepted and we therefore have been allocated £30,000 for the improvements to the village centre.

Officers are in the process of getting quotes for the different aspects of the projects and request that once obtained they are given delegated power to place the orders and move the projects forward to completion.

The projects to be completed are:

- Replacement benches at the over 12's play area
- New picnic benches and waste bins at the Lloyd Recreation Ground
- New table tennis table at the over 12's play area
- New chess tables by the under 12's play area
- Community orchard
- Boulders at The Rowans
- New roundabout at the Lloyd Recreation Ground