

Marchwood Parish Council

Marchwood Village Hall
Village Centre
Marchwood
SO40 4SF

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17th February 2015

To: Members of the Policy & Resources Committee, remainder of Council for information.

Dear Councillor

A meeting of the Policy & Resources Committee will be held in the Pine Room, Marchwood Village Hall, on Monday 23rd February 2015 after the Trustee of the Lloyd Recreation Ground meeting, you are summoned to attend.

Yours sincerely

Clerk to the Council

1. **Apologies for absence**
2. **Public participation** - may speak for up to three minutes.
3. **Declarations of Interest**
4. **Chairman's report**
5. **Minutes:** To confirm the minutes of the meeting held on 17th November 2014.
6. **Parish Council Policies and procedures:** To approve and adopt the following policies and procedures:
 - a) Complaints procedure
 - b) Disciplinary policy
 - c) Grievance policy
 - d) Harassment, Bullying, Abuse and Intimidation policy and procedure
 - e) Lone Worker policy
 - f) Procurement policy
 - g) Reserves policy
7. **Finance:** Income and expenditure for October, November and December 2014. Appendix A
8. **Pre-paid card transactions and top up:** Report A
9. **Cork Farm Development:** Do the Parish Council provide feedback forms for residents comments at the public exhibitions?
10. **Correspondence:**
 - a) New Forest DIS – thank you for the grant received.

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.





MARCHWOOD PARISH COUNCIL

COMPLAINTS PROCEDURE

1. Marchwood Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 23rd July 2012 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of New Forest District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of New Forest District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Complaints Committee of the Council or to the Council (as appropriate).
8. The Clerk or the Complaints Committee of the Council or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Complaints Committee of the Parish Council or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Marchwood Parish Council

Address: Marchwood Village Hall
Village Centre
Marchwood
SO40 4SF

Telephone: 023 8086 0273

Email: clerkmpc@btconnect.com

Approved and adopted 23rd February 2015.



MARCHWOOD PARISH COUNCIL

DISCIPLINARY POLICY

1. Purpose and scope

- 1.1 This procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure applies to all employees. The aim is to ensure consistent and fair treatment for all in the Council.

2. Principles

- 2.1 Informal action will be considered, where appropriate, to resolve problems.
- 2.2 No disciplinary action will be taken against an employee until the case has been fully investigated.
- 2.3 For formal action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.
- 2.4 Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.
- 2.5 At all stages of the procedure the employee will have the right to be accompanied by a trade union representative or colleague.
- 2.6 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- 2.7 An employee will have the right to appeal against disciplinary action.
- 2.8 The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

3. The procedure

First stage of formal procedure

This will normally be either:

- 3.1 An improvement notice for unsatisfactory performance if performance does not meet acceptable standards.

This will set out performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The individual will be advised that this constitutes the first stage of the formal procedure. A record of the improvement note will be kept for 12 months, but will then be considered spent, subject to achieving and sustaining satisfactory performance.

Or

- 3.2 A first warning for misconduct if conduct does not meet acceptable standards.

This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be disregarded for disciplinary purposes after a specified period eg, 12 months.

4. Final written warning

- 4.1 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the currency of a prior warning, a final written warning may be given to the employee.

This will give details of the complaint, the improvements required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal.

A copy of this written warning will be kept by the Clerk but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance.

5. Dismissal or other sanction

- 5.1 If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension.

Dismissal decisions can only be taken by the Clerk, and the employee will be provided in writing with the reasons for the dismissal, the date on which the employment will be terminated and the right of appeal.

If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal.

A copy of the written warning will be kept by the Clerk but will be disregarded for disciplinary purposes after 12 months subject to achievement and sustainment of satisfactory conduct or performance.

6. Misconduct

6.1 The following are examples of conduct that the council regards as misconduct. It is the rule of your employment that you will not commit acts of misconduct as set out below or of a similar nature:

- Bad time keeping.
- Unauthorised absence.
- Minor damage to property.
- Minor breach of rules.
- Failure to observe procedures.
- Rudeness to clients or colleagues.
- Abusive behaviour.
- Unsatisfactory attendance.
- Unsatisfactory sickness record.
- Careless loss or damage of tools or equipment.
- Unauthorised use of telephones.
- Failure to wear protective clothing provided for your safety.
- Unfitting behaviour.
- Failure to carry out lawful instructions.
- Unauthorised use of access to the internet.
- Any form of unlawful discrimination.

7. Gross misconduct

7.1 The following are some examples of conduct that may be considered to amount to gross misconduct.

- Failure to maintain the accounting standards required by the External Auditor.
- Deliberate falsification of any records, including timesheets, absence records etc, in respect of yourself or a fellow employee.
- Serious breaches of the Health & Safety rules which endanger the lives of any other person.
- Intoxication, either caused by alcohol or drugs, dangerous behaviour, fighting or physical assault.

- The theft of money or property, whether this belongs to us, a fellow employee, or any third party.
- Gross insubordination and/or the refusal to carry out legitimate instructions given by a supervisor or manager.
- Any use of work computers equipment for the purpose of accessing pornographic or other indecent material via the internet.
- The destruction, damage or sabotage of property.
- Any breach of legislation which directly affects your ability to carry out your duties and/or the expected standards of a person working in the public service.
- Any act of dishonesty.

7.2 If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days while the alleged offense is investigated. If, on completion of the investigation and the full disciplinary procedure the council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal without notice or payment in lieu of notice.

8. Appeals

8.1 An employee who wishes to appeal against a disciplinary decision must do so within five working days. The Staffing Panel will hear the appeal and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

Approved and adopted 23rd February 2015.



MARCHWOOD PARISH COUNCIL

GRIEVANCE POLICY

1. Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking this over with the Clerk. You may be able to agree a solution informally between you.

2. Formal grievance

If the matter is serious and/or you wish to raise the matter formally you should set out the grievance in writing to the Clerk. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against the Clerk and you feel unable to approach him/her you should talk to the Chairman of the Council.

3. Grievance hearing

The Clerk will call you to a meeting, normally within five working days, to discuss your grievance.

You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the Clerk will give you a decision in writing, normally within 2 working days.

4. Appeal

If you are unhappy with the Clerk's decision and you wish to appeal you should let the Clerk know.

You will be invited to an appeal meeting, normally within 5 working days, and your appeal will be heard by the Staffing Panel.

You have the right to be accompanied by a colleague or trade union representative at this meeting if you make a reasonable request.

After the meeting the Clerk on behalf of the Staffing Panel will give you a decision normally within 2 working days. The Staffing Panels decision is final.
Approved and adopted: 23rd February 2015.



MARCHWOOD PARISH COUNCIL

HARASSMENT, BULLYING, ABUSE & INTIMIDATION POLICY & PROCEDURE

1. Introduction

- 1.1 Many people in our society are victimised and harassed, abused, bullied & intimidated as a result of their race, creed, colour, nationality, sex, disability or gender re-assignment.
- 1.2 Harassment, abuse, bullying & intimidation can take many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, harassment, abuse, bullying & intimidation is always serious and is totally unacceptable.
- 1.3 The council recognises that personal harassment, abuse, bullying & intimidation can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

2. Policy

- 2.1 The council deplores all forms of personal harassment, abuse, **bullying & intimidation deriving from whatever source** and seek to ensure that the working environment is sympathetic to all the council's employees.
- 2.2 The council has published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
- 2.3 The council recognises that it has a duty to implement this policy and all employees and councillors are expected to comply with it. Failure to comply by whomsoever will result in the most vigorous action, including reporting the person to the appropriate agency, or taking legal action against the offender(s).

3. Examples of harassment, bullying & intimidation

- 3.1 Harassment, abuse, bullying & intimidation can take many forms and members of staff or councillors may not always realise that their behaviour

constitutes harassment. Harassment, abuse, bullying & intimidation is unwanted behaviour by one member of staff towards another, or a councillor(s) towards a member of staff, and examples of harassment, abuse, bullying & intimidation include:

- Insensitive jokes and pranks
- Lewd or abusive comments about appearance
- Deliberate exclusion from conversations
- Displaying of abusive or offensive writing or material
- Unwelcome touching
- Remarks concerning race, religion, gender, sexual-orientation, disability

4. Abusive, threatening or intimidating or insulting words or behaviour. Complaining about personal harassment

4.1 Informal Complaint

The council recognises that complaints of harassment, abuse, bullying & intimidation and particularly of sexual harassment can sometimes be of a sensitive nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure.

In these circumstances you are encouraged to raise such issues with a senior member of staff of your choice, whether or not that person has a direct supervisory responsibility for you.

If you are the victim of minor harassment, abuse, bullying & intimidation you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop.

If you feel unable to do this verbally, then you should hand a written request to the harasser - or the senior member of staff noted above, who will assist you in the matter.

4.2 Formal Complaint

Where the informal approach fails or if the harassment, abuse, bullying & intimidation are more serious, you should bring the matter to the attention of the most senior appropriate person as a formal written complaint and again, the senior member of staff noted above will assist you in this. You should keep diary notes of the cause of your complaint so that the written complaint can include:-

The name of the alleged harasser, abuser, bully

The nature of the alleged harassment, abuse, bullying & intimidation

The dates and times when the alleged incident(s) occurred

The names of any witnesses

Any action already taken by you to stop the alleged incident(s)

On receipt of a formal complaint the council will take action to separate you from the alleged harasser, abuser, and bully to enable an uninterrupted investigation to take place. This may involve a temporary transfer of your duties or exceptional leave with full salary until the matter has been resolved.

The person dealing with the complaint will carry out a thorough investigation in accordance with the council's disciplinary procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

When the investigation has been concluded a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser, abuser, and bully. If you or the alleged harasser, abuser, bully are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered before the final report is sent, in writing, to you and the alleged harasser.

5. General notes about Harassment, Abuse, Bullying & Intimidation

- 5.1 If the report concludes that the allegation is well founded, the person(s) complained of will be subject to disciplinary action in accordance with the council's internal disciplinary procedure. If the matter is of such a serious nature that the powers of the council are deemed inadequate to deal with the matter satisfactorily then the council will take legal advice.
- 5.2 An employee who receives a formal warning or who is dismissed for harassment may appeal against the disciplinary action by using our disciplinary appeal procedure.
- 5.3 If you bring a complaint of harassment you will not be victimised for having brought the complaint. However if the report concludes that the complaint is untrue and has been brought with malicious intent, disciplinary action will be taken against you.
- 5.4 If the matter involves a councillor the council will use its internal complaints procedure to deal with the matter, or if the matter is of such a serious nature that the powers of the council are deemed inadequate to deal with the matter satisfactorily then the council will take legal advice.

Approved and adopted 23rd February 2015.



MARCHWOOD PARISH COUNCIL

LONE WORKER POLICY

1. Introduction

- 1.1 Marchwood Parish Council recognises that some staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 1.2 Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Marchwood Parish Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.
- 1.3 To get some useful tips on personal safety useful guidance sheets produced by the Suzy Lamplugh Trust which can be downloaded from www.suzylamplugh.org.uk

2. Scope of the policy

- 2.1 This policy applies to all situations involving lone working arising in connection with the duties and activities of Marchwood Parish Council staff.
- 2.2 Lone workers includes:
 - Those working at their main place of work where:
 - Only one person is working on the premises
 - People work separately from each other, eg in different locations
 - People working outside normal office hours.

Those working away from their fixed base where:

 - One worker is visiting another agency's premises or meeting venue
 - One worker is making a home visit to an individual
 - One worker is working from their own home.

3. Aims of the Policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working;

- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

4. Responsibilities

4.1 Councillors and the Clerk are responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.

4.2 Health and Safety Representatives are responsible for:

- Ensuring that all staff are aware of the policy
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees
- Identify situations where people work alone and decide whether a system can be adopted to avoid workers carrying out tasks on their own
- Ensuring that risk assessments are carried out and reviewed regularly
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone
- Ensuring that staff identified as being at risk are given appropriate information, instruction and training, including training at induction, updating and refreshing this training as necessary
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents
- Ensuring that appropriate support is given to staff involved in any incident
- Providing a mobile phone and other personal safety equipment, where this is felt to be desirable.

4.3 Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions
- Following guidance and procedures designed for safe working

- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

5. Guidance for Risk Assessments of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communications in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is any known risk attached to a client(s)?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

6. Good practice for lone workers

- 6.1 During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back.
- 6.2 If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
- 6.3 If the visit is assessed to have a sufficient risk, arrangements should be made with a colleague to check that a lone worker has returned to their base of home on completion of the visit. If possible delay the visit until two members of staff can attend.
- 6.4 Telephone contact between the lone worker and a colleague, may also be advisable. Staff should avoid being left on their own with a client in their workplace, or leaving a colleague in this situation.
- 6.5 Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
- 6.6 Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- 6.7 Occasionally risk assessment may indicate that lone workers need training in first aid.

- 6.8 Staff should **never** transport a child on their own and should assess any risk before transporting a vulnerable adult alone.
- 6.9 Before making home visits. The lone worker must have full knowledge of the hazards, and risks to which he or she may be exposed to and apply control measures to eliminate or reduce the potential risks.
- 6.10 Having collected all the relevant information you then need to plan your contact:
- Trust your intuition and always think of your personal safety
 - What is the best time of day to visit; assess the situation, are you familiar with the property locations? Consider the weather/visibility; seasons – will you be driving in the dark?
 - Where is the most appropriate place to see this person?
 - Do I need to take a colleague with me?
 - If another agency is involved can we undertake a joint visit?
 - Ensure that someone knows where you are at all times; do not make last minute/unplanned visits.
 - Do you have your personal panic attack alarm (if applicable) or mobile; check it is charged.
 - Know where you are travelling to; check your route to avoid stopping and asking strangers for directions.
 - Park near street lighting or lit areas whenever possible.
 - Reverse into parking spaces to ensure a quick getaway.
 - Keep all doors locked whilst driving and keep valuables out of sight.
 - It is not good practice to visit service users because 'your passing' or your 'on your way home'.
 - If you do not intend to return to the office at the end of the day. Let someone know.

Approved and adopted 23rd February 2015.



MARCHWOOD PARISH COUNCIL

PROCUREMENT POLICY

1. For items under £300 purchasing decisions are at the discretion of the Clerk who is responsible for ensuring value for money.
2. For items between £300 and £2000 we will seek three written estimates. Our decision will be based on value for money which might include an unbiased consideration of the following factors:
 - Price
 - Ability to deliver the required service quality and timescales
 - Warranty and guarantees
 - Experience / reputation / recommendation

The final decision on which estimate to accept will be decided by a Committee or the Council.

3. For items over £2000 and up to £40000 we will seek three written quotes. Our decision will be based on value for money which might include an unbiased consideration of the following factors:
 - Price
 - Ability to deliver the required service quality and timescales
 - Warranty and guarantees
 - Experience / reputation / recommendation

The final decision on which quote to accept will be decided by a Committee or the Council.

4. For items over £40000 we will normally advertise the opportunity and draw up a written specification. Where we advertise and the selection criteria will depend on the nature of the tender/contract and the likely suppliers.

Approved and adopted 23rd February 2015.



MARCHWOOD PARISH COUNCIL

RESERVES POLICY

1. Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three main purposes:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the general reserves;
- A contingency to cushion the impact of unexpected events or emergencies – this also forms parts of general reserves;
- A means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the general fund.

2. General Fund balance

The general fund balance, commonly termed the 'working balance', is a balance on the council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short term problems in the councils cash flow.

The general fund balance is to be maintained at a level based upon a risk assessment carried out annually by the Responsible Finance Officer (RFO) when setting the budget for the forthcoming year. Any surplus on the reserve above the required balance may be used to fund capital expenditure, be appropriated to earmarked reserves or used to limit any increase in the precept.

3. Financial Risk Management

In order to assess the adequacy of the general fund when setting the annual budget, the RFO will take account of the strategic, operational and financial risks facing the council. The requirement of the level of the general fund balance for the forthcoming year will therefore be based upon a risk assessment of the council's main areas of income and expenditure and take into account any provisions and contingencies that may be required.

The main items to be considered are:

<i>Financial risk</i>	<i>Analysis of risk</i>
Pay inflation is greater than budgeted	The cost of living increase is above the level allowed for in the estimates.
Contractual inflation is greater than budgeted	A general assumption is made when estimating the percentage increase on rates and utilities. This may increase above budgeted inflation. Professional and other services costs increase above estimate.
Treasury management income is not achieved	The actual interest rate realised is below the rate predicted at budget setting.
Lloyd Recreation Ground income is lower than budgeted/shortfall in income from fees and charges	That a decrease in revenue is realised from estimate.
Village News income is lower than budgeted/shortfall in income from fees and charges	That a decrease in revenue is realised from estimate.
Contingent liabilities are realised	That the council becomes liable to pay contingent liabilities.

4. Statutory Reserves

Local Authorities also hold reserves that arise out of the interaction of legislation and proper accounting practices. At Marchwood Parish Council this is:

- Developers Contribution Reserves – this reserve holds the proceeds from the acceptance of Open Space from developers, and can only be used for the maintenance for these areas such as wages and equipment.

5. Earmarked Reserves

Earmarked Reserves represents amounts that are generally built up over a period of time which are earmarked for specific items of expenditure to meet known or anticipated liabilities or projects. The 'setting aside' of funds to meet known future expenditure reduces the impact of meeting the full expenditure in one year. The Council, when establishing an earmarked reserve, will set out:

- The reason / purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the management and control of the reserve; a process and timescale for review of the reserve to ensure continuing relevance and adequacy.

The following earmarked reserves will be held by the council:

Budget	Use	Cap on EMR £'s
Office Equipment	New office equipment	3000
Legal fees	Unexpected legal fees	3000
Public relations	For events such as 'Picnic in the park'	7000
Interest received		
Other Grants		
Elections	To cover the cost of elections	5000
Contingencies	For emergencies to stop the need for a loan	30,000
Replacements	New vehicles, mowers etc	30,000
Tools & safety equip	Equipment for the Groundsman	2000
U12 play area	Replacement / New play area	60,000
Over 12 play area	Replacement / New paly area	20,000
Open space maintenance	Unexpected costs ie. Clean up's	3000
Public seating	Replacement of seating	1000
Dog bins	Replacement of dog bins	1000
Tree Mgt	Unexpected costs ie. After a storm	6000
Litter bins	Replacement of litter bins	500
Skate Park	Replacement / new park	30,000
Admiralty Quay play area	Replacement / new play area	35,000
Noticeboards / signs	Replacement of a board	2000
Bridge at Oaklands	Replacement bridge	30000
Good Citizens project		1000
Tree planting scheme	Replacement of trees	500
Footpaths	Upgrade / install a path	5000
War memorials	Cleaning / repair of	1000
Pavilion	Future costs	15,000
Play area at Lloyds	Replacement / new play area	30,000
Courts	Replacement / up grade	30,000
General maintenance Lloyds	Unexpected costs	2000
Pitch	Improvement	10,000
Basketball Court	Replacement / up grade	1000
Tree works	Unexpected works at the Lloyds	3000
Grants received		
Admin general		0
Office provision		0

Property general		0
Waterside Community Railway	Related costs	200
General Reserve	As described at point 2	200,000
Developers Reserve (S106)	As described at point 3	

6. Review of the adequacy of balances and reserves

In accessing the adequacy of reserves the strategic, operational and financial risks facing the authority will be taken into account. The level of earmarked reserves will be reviewed as part of the annual budget preparation.

Approved and adopted 23rd February 2015.

Bank Reconciliation Statement as at: 31/10/2014 for Cash Book 1 Lloyds Account 458

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bus 30 day Notice Account 031	31/10/2014	62	264,289.28
Instant Access Account 458	31/10/2014	7	66,680.29
			<hr/> 330,969.57
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/04/2014 95	CHECKATALENT.COM LTD	450.00	
01/08/2014 315	Southern Electric	82.78	
01/08/2014 316	Southern Electric	916.82	
01/08/2014 337	TELEPAY LLOYDS TSB BANK I	7,597.95	
01/10/2014 007272	C.COCKERAM	27.00	
21/10/2014 007285	HM REVENUE & CUSTOMS	2,241.81	
21/10/2014 007286	HAMPSHIRE PENSION FUND	2,023.74	
23/10/2014 007288	Waterside Electrical Services	66.00	
23/10/2014 007289	N LUCKETT	20.00	
			<hr/> 13,426.10
			317,543.47
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			317,543.47
	Balance per Cash Book is :-		317,543.47
	Difference is :-		0.00

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User : SDJ

Lloyds Account 458

For Month No : 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		323,866.34				323,866.34	
Banked on : 09/10/2014		8.07					
Interest62	Lloyds Bank	8.07			1196 101	8.07	Interest October 14
Banked on : 20/10/2014		257.68					
INV 2208	MARCHWOOD DENTAL PRACTICE	180.00		30.00	1180 101	150.00	INV 2208 VILLAGE NEWS
INV 2209	MARCHWOOD YOUTH CLUB	77.68			3136 301	77.68	ELECTRIC CONT APRIL/JUNE
Banked on : 23/10/2014		120.00					
INV 2205	MRS D COLE FOREST PET SER	120.00		20.00	1180 101	100.00	VILLAGE NEWS MRS COLE INV 2205
Banked on : 31/10/2014		7,889.64					
APRIL	HMRC	7,889.64			105	7,889.64	HMRC VAT REPAY APRIL 14
Total Receipts for Month		8,275.39	0.00	50.00		8,225.39	
Cash Book Totals		332,141.73	0.00	50.00		332,091.73	

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Lloyds Account 458

For Month No : 7

Payments for Month 7

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
23/09/2014	JULIE ROBINSHAW	007266	20.00	20.00		500		KEYREFUND4/451 KEY4 DEP
01/10/2014	HYTHE & DIBDEN PARISH	007280	66.00	66.00		500		4164/458/BULBS/H & DIBDEN
01/10/2014	BT	sheet8 472	128.64	128.64		500		M078QC/472/SEPT
01/10/2014	NEW FOREST BUSINESS	007282	40.00	40.00		500		357108911/461/TR SEMINAR 23
07/10/2014	NEW FOREST DISTRICT COUNC	007274	719.04	719.04		500		10020966/4014189 SUR
07/10/2014	HAMPSHIRE COUNTY COUNCIL	007276	42.70	42.70		500		57925581/453/PAP
07/10/2014	CLERKS & COUNCILS DIRECT	007277	48.00	48.00		500		SUBS2014/454/SUE WEF NOV14/CL
07/10/2014	NEW FOREST DISTRICT COUNC	007275	51.36	51.36		500		10020966/4014193 ENQ
13/10/2014	HOLBURY TOOL HIRE LIMITED	007278	40.80	40.80		500		135004/455/SPARK PLUG/SANITARY
13/10/2014	FUELGENIE	007279	300.11	300.11		500		1421489/456/FJUEL SEPT 14/FJUELG
13/10/2014	Lloyds TSB Bank PLC	007281	166.22		11.66	1543 105	58.29	tractor Battery petty cash Oct
						1122 101	41.08	Stamps Petty Cash Oct
						1123 101	5.19	Milk coffee Petty cash Oct
						1121 101	50.00	Phone Top Ups petty cash oct
13/10/2014	Southern Electric	SHEET 8	377.50	377.50		500		3411316580007/45 OCT LLO
15/10/2014	Southern Electric	sheet8 473	25.31	25.31		500		331132548JUL/SEP CT
17/10/2014	HAMPSHIRE COUNTY COUNCIL	007283	6.89	6.89		500		57928905/462/PEN
17/10/2014	NEW FOREST DISTRICT COUNC	007284	299.63	299.63		500		00690215/463/ACE OFFICE CHAIR/
21/10/2014	HM REVENUE & CUSTOMS	007285	2,241.81	2,241.81		500		PAYEOCT14/464/P OCT 2014/HM
21/10/2014	HAMPSHIRE PENSION FUND	007286	2,023.74	2,023.74		500		PENSIONOCT14/46 OCT 2
21/10/2014	DEREK HAWKINS	007287	174.88	174.88		500		OCT2014/466/PAY OCTOBER 2014/D
23/10/2014	Waterside Electrical Services	007288	66.00	66.00		500		6502/467/DIG PROG FLOODLIGHTS/
23/10/2014	N LUCKETT	007289	20.00	20.00		500		KEYREFUND/468/R COURT KEY
24/10/2014	TELEPAY LLOYDS TSB BANK	sheet8 479	7,739.63	7,739.63		500		PAYOCTOBER/479 OCTOBER 201
03/11/2014	National Pen Promotional Produ	007291	121.14	121.14		500		GB07666159/474/P KNIFES/N
03/11/2014	Marchwood Community	007292	47.76	47.76		500		105434/470/HALL RENTAL OCT 14/
10/11/2014	HOLBURY TOOL HIRE LIMITED	007294	188.76	188.76		500		136055/471/SAW CHAINS/SAFETY W

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Lloyds Account 458

For Month No : 7

Total Payments for Month	14,955.92	14,789.70	11.66	154.56
Balance Carried Fwd	317,185.81			
Cash Book Totals	<u>332,141.73</u>	<u>14,789.70</u>	<u>11.66</u>	<u>317,340.37</u>

Bank Reconciliation Statement as at: 30/11/2014 for Cash Book 1 Lloyds Account 458

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account 458	28/11/2014	9	107,549.87
Bus 30 day Notice Account 031	28/11/2014	63	204,191.71
			311,741.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/04/2014 95	CHECKATALENT.COM LTD	450.00	
01/08/2014 315	Southern Electric	82.78	
01/08/2014 316	Southern Electric	916.82	
01/08/2014 337	TELEPAY LLOYDS TSB BANK I	7,597.95	
20/11/2014 007302	HM REVENUE & CUSTOMS	2,168.49	
20/11/2014 007303	HAMPSHIRE PENSION FUND	2,037.33	
25/11/2014 007304	PRINT DIMENSIONS LTD	1,240.00	
25/11/2014 007305	Hampshire Association of Local	36.00	
25/11/2014 007306	HAMPSHIRE COUNTY COUNC	12.18	
25/11/2014 007307	NEW FOREST DISTRICT COU	31.09	
25/11/2014 007308	THE SOCIETY OF LOCAL COU	405.00	
27/11/2014 007309	DEREK HAWKINS	163.95	
28/11/2014 007310	WARRENS OFFICE LIMITED	211.20	
28/11/2014 007311	BLACKWELL & MOODY LTD	864.00	
28/11/2014 007312	HAMPSHIRE COUNTY COUNC	2.09	
30/11/2014 007313	Marchwood Community Associa	64.50	
			16,283.38
			295,458.20
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			295,458.20
	Balance per Cash Book is :-		295,458.20
	Difference is :-		0.00

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Lloyds Account 458

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		317,185.81				317,185.81	
Banked on : 10/11/2014		228.00					
500062	SUMMERS GEN GARDEN MAINT	36.00		6.00	1180 101	30.00	ADVERT VILLAGE NEWS, DEC14
500062	BM CARPENTRY	120.00		20.00	1180 101	100.00	ADVERT VILLAGE NEWS 4 EDITIONS
500062	MRS DONNA YONOFF	36.00		6.00	1180 101	30.00	ADVERT VILLAGE NEWS DEC 14
500062	SAM FISHER	36.00		6.00	1180 101	30.00	INV 2214 VILLAGE NEWS DEC
Banked on : 10/11/2014		11.58					
INT 63	LLOYDS BANK	11.58			1196 101	11.58	GROSS INTEREST
Banked on : 14/11/2014		3,089.22					
7000MRC	HMRC	3,089.22			105	3,089.22	HMRC JAN14 TO MARCH14
Banked on : 17/11/2014		54.00					
INV2215	WINDHOVER PUBLISHING	54.00		9.00	1180 101	45.00	VILLAGE NEWS DEC 14
Total Receipts for Month		3,382.80	0.00	47.00		3,335.80	
Cash Book Totals		320,568.61	0.00	47.00		320,521.61	

Payments for Month 8					Nominal Ledger			
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
17/01/2014	NEW FOREST FENCING LTD	007298	6,647.26	6,647.26		500		705464/479/BOARD OVERHANG COU
03/11/2014	MELANIE WATHEN	007290	27.90	27.90		500		TRAVOCT/469/TRA & EXP OCTOBER
10/11/2014	TLC ONLINE	007293	80.00	80.00		500		254032014/476/WE MAINT OCT/NO
10/11/2014	FUELGENIE	007295	176.31	176.31		500		1452614/475/FUEL OCTOBER 14/FU
10/11/2014	THE PLAY INSPECTION	007296	359.70	359.70		500		13995/477/ANNUAL INSP 14/15/TH
10/11/2014	Marchwood Community	007297	2,225.00	2,225.00		500		105442/478/RENT/E NOV/JAN/
17/11/2014	TOTAL GAS & POWER	9	162.88	162.88		500		106646688/14/483/ LLOYDS JU
17/11/2014	HAMPSHIRE COUNTY COUNCIL	007299	37.60	37.60		500		57933449/480/PAPE
17/11/2014	SHARP BUSINESS SYSTEMS UK	007300	267.25	267.25		500		SHP02384/481/OP/
17/11/2014	GOULDEN PROPERTIES LIMITED	007301	350.00	350.00		500		18734/482/QTLY CHARGE OCT-DEC
18/11/2014	INFORMATION COMMISSIONER	498	35.00	35.00		500		ANNUALRENEWAL 18/11/14
20/11/2014	HM REVENUE & CUSTOMS	007302	2,168.49	2,168.49		500		PAYENOV14/485/P NOV 2014/HM
20/11/2014	HAMPSHIRE PENSION FUND	007303	2,037.33	2,037.33		500		NOVPENSION/484/ PENSION PAY
24/11/2014	TELEPAY LLOYDS TSB BANK	497 paynov	7,378.90	7,378.90		500		NOVPAY2014/497/ PAY 2014/TE
25/11/2014	PRINT DIMENSIONS LTD	007304	1,240.00	1,240.00		500		T5956/486/V NEWS WINTER PRINT/
25/11/2014	Hampshire Association of Local	007305	36.00	36.00		500		11613/487/CLLR UPDATEV NOV/Har
25/11/2014	HAMPSHIRE COUNTY COUNCIL	007306	12.18	12.18		500		57934368/488/WHIT COPIER PAPE
25/11/2014	NEW FOREST DISTRICT COUNCIL	007307	31.09	31.09		500		10003124/4014276
25/11/2014	THE SOCIETY OF LOCAL	007308	405.00	405.00		500		MEMBERSHIP2015. 2015/T
27/11/2014	DEREK HAWKINS	007309	163.95	163.95		500		NOVPAY/491/NOV PAY/DEREK HAWK
28/11/2014	WARRENS OFFICE LIMITED	007310	211.20	211.20		500		SINV00139677/492/ AUTO 10
28/11/2014	BLACKWELL & MOODY LTD	007311	864.00	864.00		500		INV2789/493/CLEA WAR MEMORIAL
28/11/2014	HAMPSHIRE COUNTY COUNCIL	007312	2.09	2.09		500		57935512/494/STA
28/11/2014	BT	SHEET 10	126.78	126.78		500		M079U4/496/PHONI BROADBAND NOV
30/11/2014	Marchwood Community	007313	64.50	64.50		500		105451/495/RENTA ROOMS NOV14/

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Lloyds Account 458

For Month No : 8

Total Payments for Month	25,110.41	25,110.41	0.00	0.00
Balance Carried Fwd	295,458.20			
Cash Book Totals	<u>320,568.61</u>	<u>25,110.41</u>	<u>0.00</u>	<u>295,458.20</u>

Bank Reconciliation Statement as at: 31/12/2014 for Cash Book 1 Lloyds Account 458

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Access Account 458	31/12/2014	11	93,039.19
Bus 30 day Notice Account 031	31/12/2014	64	204,516.46
			<u>297,555.65</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
08/04/2014 95	CHECKATALENT.COM LTD	450.00	
01/08/2014 315	Southern Electric	82.78	
01/08/2014 316	Southern Electric	916.82	
01/08/2014 337	TELEPAY LLOYDS TSB BANK I	7,597.95	
08/02/2014 007316	C.COCKERAM	20.25	
08/12/2014 007314	GASPOINT SOUTH LTD	144.00	
17/12/2014 007320	NEW FOREST DISTRICT COUI	274.60	
			<u>9,486.40</u>
			288,069.25
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			288,069.25
	Balance per Cash Book is :-		288,069.25
	Difference is :-		0.00

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		295,458.20				295,458.20	
Banked on : 09/12/2014		6.23					
SHEET64	LLOYDS BANK	6.23			1196 101	6.23	GROSS INTEREST DEC14
Banked on : 11/12/2014		195.00					
REF OPAY	SOCIETY LOCAL COUNCIL CLERKS	195.00			1124 101	195.00	REFUND OPAID SUBS 2015
Banked on : 11/12/2014		846.44					
VAT 31/10	HMRC	846.44			105	846.44	VAT REPAYMENT 31/10/14
Banked on : 12/12/2014		318.52					
500063	SCISSOR STYLE	54.00		9.00	1180 101	45.00	VILLAGE NEWS ADVERT INV2222
500063	ACCESS SECURITY	54.00		9.00	1180 101	45.00	VILLAGE NEWS ADVERT INV2212
500063	WHITE HORSE ASSOCIATED	36.00		6.00	1180 101	30.00	VILLAGE NEWS ADVERT INV2213
500063	MARCHWOOD YOUTH CLUB	48.00			1121 101	48.00	INTERNET SHARE INV 2218
500063	MARCHWOOD YOUTH CLUB	62.58			3136 301	62.58	ELECTRICITY SHARE INV 2217
500063	MARCHWOOD YOUTH CLUB	27.94			1138 101	27.94	PHOTOCOPYING INV 2220
500063	HANNAHS HOME HELP	36.00		6.00	1180 101	30.00	ADVERT VILLAGE NEWS INV 2210
Total Receipts for Month		1,366.19	0.00	30.00		1,336.19	
Cash Book Totals		296,824.39	0.00	30.00		296,794.39	

Payments for Month 9

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
08/02/2014	MELANIE WATHEN	007315	19.80	19.80		500		TRAVNOV/497/TRA NOV 2014/MELA
08/02/2014	C.COCKERAM	007316	20.25	20.25		500		NOV/DECTRAV/498 NOV/DEC 2
01/12/2014	MELANIE WATHEN	007319	22.50	22.50		500		DEC14/502/TRAV DEC14/MELANIE W
08/12/2014	GASPOINT SOUTH LTD	007314	144.00	144.00		500		SERVICEDEC14/49
12/12/2014	FUELGENIE	007317	235.81	235.81		500		1483669/500/FUEL NOV 2014/FUEL
16/12/2014	AQUACARE (BWH) Ltd	007318	64.80	64.80		500		243682/501/WATER HYG AUDITDEC1
17/12/2014	NEW FOREST DISTRICT COUNC	007320	274.60	274.60		500		10020966/4014410
19/12/2014	Marchwood Community	007321	43.00	43.00		500		105479/504/ROOM HIRE DEC 14/Ma
19/12/2014	HAMPSHIRE COUNTY COUNCIL	007322	57.91	57.91		500		57938159/505/WIPE
22/12/2014	TELEPAY LLOYDS TSB BANK	SHEET11	7,730.23	7,730.23		500		PAYDEC14/508/PA DEC 2014/TELE
31/12/2014	BT	SHEET12	142.24	142.24		500		M080&5/507/PHONI NOV/DEC
Total Payments for Month			8,755.14	8,755.14	0.00		0.00	
Balance Carried Fwd			288,069.25					
Cash Book Totals			296,824.39	8,755.14	0.00		288,069.25	

Pre-paid card transactions and top up

A pre-paid credit card was obtained from Alto through the Unity account held by the Lloyds Trustee.

The card has been used for both Parish Council and Lloyd Trustee purchases as detailed below:

Record date	Transaction date	Description	Item purchased	Amount	Remaining balance
30-05-14	30-05-14	Initial load		£250	£250
02-06-14	20-05-14	Card issue fee		-£6.00	£244
22-08-14	20-08-14	Tesco	Fuel	-£86.72	£157.28
26-08-14	26-08-14	Amazon	Appointment book for Lloyd bookings	-£11.55	£145.73
24-09-14	23-09-14	Amazon	Netball nets	-£8.97	£136.76
19-12-14	18-12-14	AVG	Anti-virus software	-£59.99	£76.77

The initial amount loaded onto the card came from the Unity account and therefore shows as an expenditure on the Lloyds accounts.

The other payments on the card have been allocated to their respective budget codes and the transaction is shown against these.

Two of the transactions have been made on behalf of the Parish Council. The purchase of fuel when the Fuelgenie card was refused and the AVG anti-virus software. As these payments were made using money from the Lloyd Trustee, Members need to decide whether to approve a virement between the Parish Council accounts and the Lloyd Trustee accounts, so that the spending of the £250 can be fully accounted for.

The pre-paid card also needs topping up by £250.

Decision to be made

1. To approve the virement between the Parish Council and Lloyds Trustee
2. To top up the card by £250

**PUBLIC CONSULTATION
CORKS FARM MARCH WOOD**

Friday 27th Feb 4.00 pm – 7.30 pm
Saturday 28th Feb 2.30 pm – 7.00 pm

Name:

Tel No:

Email:

Marchwood Parish Council, Marchwood Village Hall 023 8086 0273

**PUBLIC CONSULTATION
CORKS FARM MARCH WOOD**

Friday 27th Feb 4.00 pm – 7.30 pm
Saturday 28th Feb 2.30 pm – 7.00 pm

Name:

Tel No:

Email:

Marchwood Parish Council, Marchwood Village Hall 023 8086 0273

Melanie Wathen
Clerk to Marchwood Parish Council
Marchwood Village Hall
Village Centre
Marchwood
Hants
SO40 4SX

7 October 2014

Dear Ms Wathen

I am writing to thank Marchwood Parish Council for their kind donation of £250.00 towards our service.

Demand for our services has increased over the past year and your award means we can continue to help clients in your area with advice and support on a wide range of disability related topics, including completion of welfare benefit forms.

Once again, many thanks

Yours sincerely



Jacki Keable
Chief Executive

