

Marchwood Parish Council

Marchwood Village Hall
Village Centre
Marchwood
SO40 4SF

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21st April 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 27th April 2015 at 7.30pm, 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 23rd February 2015.
6. **Parish Council Policies and Procedures**
 - a) Harassment, Bullying, Abuse, Intimidation & Whistleblowing – Appendix A
 - b) Tree Management – Appendix B
7. **Human Resource support** – Report A
8. **Grant applications** – Report B
 - a) Marchwood Red Phone Box
 - b) Waterside Arts
9. **Finance** – Income and expenditure for January and February 2015 – Appendix C
10. **Youth Club budget / carry over** – Report C
11. **Parish Council website and its content** – 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.

Human Resource support

Until November 2014 the Parish Council relied on HR advice from Cllr Rowlands. Since Cllr Rowlands resigned the Officers have been checking with other councils on HR issues.

Hampshire Association of Local Councils offers a HR Support service at £100 pa. They also provide further support at an additional charge.

South East Employers offer a service at £197 pa.

Options

1. Officers to carry on as they are and clarify issues with other councils.
2. To subscribe to one of the above services.

Grants 2015/16Grants requested

	Previous grants paid			Requested
	2012/13	2013/14	2014/15	
	£	£	£	
Marchwood Red Phone Box				30.00
Waterside Arts				250.00
			Total	280.00

2015/16 funds available

	£
2015/16 budget	2000
Less paid	-
Total unspent @ 20-04-15	2000

2015/16 grants paid to date

	Amount requested	Amount awarded
	£	£

2015/16 grants refused to date

	Meeting date

Bank Reconciliation Statement as at: 31/01/2015 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	31/01/2015	14	73,461.56
Bus 30 day Notice Account 031	31/01/2015	65	204,525.16
			<u>277,986.72</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
12/01/2015 007332	MR REAST	20.00	
20/01/2015 007339	GRISTWOOD & TOMS	1,172.92	
22/01/2015 007340	C.COCKERAM	6.75	
26/01/2015 007341	D INCE	150.00	
27/01/2015 007342	MISS VAN GEFFIN	20.00	
29/01/2015 007343	DEREK HAWKINS	29.15	
			<u>1,398.82</u>
			276,587.90
<u>Receipts not Banked/Cleared (Plus)</u>			
13/01/2014		29.17	
			<u>29.17</u>
			276,617.07
		Balance per Cash Book is :-	276,617.07
		Difference is :-	0.00

Date: 26/02/2015

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Cash Book 1

User : SDJ

Lloyds Account 458

For Month No : 10

Receipts for Month 10

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 :		288,069.25				288,069.25	
Banked on : 13/01/2014		29.17					
54	MARCHWOOD YOUTH CLUB	29.17			3186 301	29.17	YOUTH CLUB RENT JAN 15
Banked on : 07/01/2015		180.00					
INV2221	PREMIER DESIGNS	180.00		30.00	1180 101	150.00	VILLAGE NEWS DEC14 TO SEPT15
Banked on : 09/01/2015		8.70					
INTEREST	LLOYDS BANK	8.70			1196 101	8.70	GROSS INTEREST JAN15
Total Receipts for Month		217.87	0.00	30.00		187.87	
Cash Book Totals		<u>288,287.12</u>	<u>0.00</u>	<u>30.00</u>		<u>288,257.12</u>	

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Payments for Month 10

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
22/12/2014	DEREK HAWKINS	007324	58.29	58.29		500		DECPAY/509/PAY DHAWKINS DEC 14
24/12/2014	HM REVENUE & CUSTOMS	007325	2,321.85	2,321.85		500		PAYEDEC14/510/P/ DEC 2014/HM
24/12/2014	HAMPSHIRE PENSION FUND	007326	2,097.17	2,097.17		500		PENSIONCONTSD PENSIO
01/01/2015	HAMPSHIRE PENSION FUND	007336	2,021.74	2,021.74		500		PENSIONJAN/521/F CONTS J
05/01/2015	WELLERS LAW GROUP LLP	007327	883.20	883.20		500		041809/512/RNAD LEASE/WELLERS
07/01/2015	FUELGENIE	007330	170.68	170.68		500		1514747/516/FUEL DEC 2014/FUEL
07/01/2015	C DAY	007328	218.00	218.00		500		2225/513/PAT TESTING 2014/C D
07/01/2015	HOLBURY TOOL HIRE LIMITED	007329	424.80	424.80		500		137795/514/BOOTS BIB BRACES/HO
12/01/2015	MARCHWOOD GARAGE	007331	125.00	125.00		500		2/517/SUPREME TURF TYRES/MARCH
12/01/2015	MR REAST	007332	20.00	20.00		500		REF12/518/REFUND COURT KEY/MR
12/01/2015	Southern Electric	SHEET14	101.70	101.70		500		OCT- DEC/524/LLOYDS TENNIS OCT-
14/01/2015	BT	jan15	110.19	110.19		500		M0813B/535/JAN BROADBAND/BT
15/01/2015	PETTY CASH IMPREST	007334	119.58			1134 101	35.00	MEMORIAL WREATH
						1134 101	20.00	POPPY APPEAL DONATION
						1123 101	8.45	MILK BISCUITS & WAP
						1122 101	16.13	POSTAGE
						1121 101	10.00	PHONE TOP UP
						1121 101	10.00	PHONE TOP UP DAVE I
						1121 101	10.00	PHONE TOP UP TONY
						1121 101	10.00	PHONE TOPUP TONY
15/01/2015	RB FIRE SAFETY SERVICES LTI	007333	150.00	150.00		500		3975/519/ANNUAL FIRE RISK ASS/
15/01/2015	Southern Electric	SHEET13	763.18	763.18		500		LLOYDSOCTDEC/5 OCT-DE
16/01/2015	F HIBBERD	007335	40.00	40.00		500		3G2/520/REFUND COURT KEYS/F HI
19/01/2015	HAMPSHIRE PENSION FUND	007336	2.00	2.00		500		PENSIONJAN/521/F CONTS J
19/01/2015	HM REVENUE & CUSTOMS	007337	2,146.21	2,146.21		500		PAYEJAN15/522/P/ JAN 2015/HM
19/01/2015	NEW FOREST DISTRICT COUNC	007338	77.04	77.04		500		10020966/4014482 WOR
20/01/2015	GRISTWOOD & TOMS	007339	1,172.92	1,172.92		500		28431/527/TREE WORKS OCT 2014/

Date: 26/02/2015

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Cash Book 1

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Lloyds Account 458

For Month No : 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/01/2015	C.COCKERAM	007340	6.75	6.75		500		TRAVELJAN14/528/ JAN 2015/
23/01/2015	TELEPAY LLOYDS TSB BANK	sheet13	7,372.95	7,372.95		500		PAYJAN15/534/PA JAN 2015/TELE
26/01/2015	D INCE	007341	150.00	150.00		500		SERVICEGIFT/529/ SERVICE A
27/01/2015	MISS VAN GEFFIN	007342	20.00	20.00		500		KEY13REFUND/530 COURT K
29/01/2015	DEREK HAWKINS	007343	29.15	29.15		500		PAYJAN2015/531/D PAY JA
31/01/2015	CHECKATALENT COM LTD	95R	-450.00			1158 101	-450.00	REVERSE DUPLICATE ENTRY 305
31/01/2015	SOUTHERN ELECTRIC	315R	-82.78		-3.94	3141 301	-78.84	REVERSAL DUPLICATE ENTRY
31/01/2015	SOUTHERN ELECTRIC	316R	-916.82		-152.80	3136 301	-764.02	REVERSE DUPLICATE ENTRY
31/01/2015	TELEPAY LLOYDS	337R	-7,597.95			1101 101	-7,597.95	REVERSE DUPLICATE ENTRY
31/01/2015	BT	002706	115.20	115.20		500		JUNE- AUGUST/374/INTE RENTA
22/12/2015	BT	007323	115.20	115.20		500		Q009FNQ/515/INTE DEC-FEB/B
Total Payments for Month			11,785.25	20,713.22	-156.74		-8,771.23	
Balance Carried Fwd			276,501.87					
Cash Book Totals			<u>288,287.12</u>	<u>20,713.22</u>	<u>-156.74</u>		<u>267,730.64</u>	

Bank Reconciliation Statement as at: 28/02/2015 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	24/02/2015	15	64,268.88
Bus 30 day Notice Account 031	10/02/2015	66	205,521.82
			269,790.70

<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
12/01/2015	007332 MR REAST	20.00	✓ <i>Estm Cancelled</i>
22/01/2015	007340 C.COCKERAM	6.75	
09/02/2015	007347 TLC ONLINE	80.00	
09/02/2015	007348 POST OFFICE LTD	225.00	
20/02/2015	007349 HM REVENUE & CUSTOMS	2,301.00	
20/02/2015	007350 HAMPSHIRE PENSION FUND	2,087.52	
23/02/2015	007351 COMMUNICOR	75.00	
23/02/2015	007352 GOULDEN PROPERTIES LIMIT	350.00	
23/02/2015	007353 SHARP BUSINESS SYSTEMS I	151.31	
23/02/2015	007354 NEW FOREST DISTRICT COU	31.49	
23/02/2015	007355 HAMPSHIRE COUNTY COUNC	1.25	
23/02/2015	007356 HOLBURY TOOL HIRE LIMITE	38.75	
23/02/2015	007357 FUELGENIE	203.65	
23/02/2015	007358 HOLBURY TOOL HIRE LIMITE	45.00	
23/02/2015	007359 NEW FOREST DISTRICT COU	179.76	
23/02/2015	007360 Marchwood Community Associa	2,225.00	
23/02/2015	JAN/FEB15 BT	116.13	
26/02/2015	007361 MELANIE WATHEN	29.25	
26/02/2015	007362 PRINT DIMENSIONS LTD	1,240.00	
28/02/2015	correction TELEPAY LLOYDS TSB BANK I	7,597.95	<i>April Salary</i>
28/02/2015	DDR TELEPAY	7,597.95	<i>April Salary</i>
			24,602.76
			245,187.94

Receipts not Banked/Cleared (Plus)

13/01/2014	29.17	
		29.17
		245,217.11
	Balance per Cash Book is :-	245,217.11
	Difference is :-	0.00

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Cash Book 1

User : SDJ

Lloyds Account 458

For Month No : 11

Receipts for Month 11

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 :		276,501.87				276,501.87	
Banked on : 02/02/2015		180.00					
INV2234	GASNIER PLUMBING & HEATING	180.00		30.00	1180 101	150.00	VILLAGE NEWS ADVERT TO DEC
Banked on : 05/02/2015		120.00					
INV2232	TRU FLOW PLUMBING SERVICES	120.00		20.00	1180 101	100.00	VILLAGE NEWS ADVERT TO DEC15
Banked on : 09/02/2015		8.70					
GROSS	LLOYDS BANK	8.70			1196 101	8.70	GROSS INT FEB 15
Banked on : 10/02/2015		983.16					
IN 36	SUMMER GENERAL GDN MAINT	36.00		6.00	1180 101	30.00	ADVERT VILLAGE NEWS
INV2224	MARCHWOOD YOUTH CLUB	48.00			1121 101	48.00	SHARE INTERNET COST
INV2225	MARCHWOOD YOUTH CLUB	56.00			1138 101	56.00	PAT TESTING
INV2226	MARCHWOOD YOUTH CLUB	129.16			3136 301	129.16	ELECTRIC BILL OCT/JAN15
INV2231	MR.C.TANG	54.00		9.00	1180 101	45.00	VILLAGE NEWS ADVERT MARCH
INV2233	R&S COMMUNICATIONS	180.00		30.00	1180 101	150.00	VILLAGE NEWS ADV TO DEC15
INV2228	GOULDON PROPERTIES	360.00		60.00	1180 101	300.00	VILLAGE NEWS ADV TO DEC15
INV2230	YATES & CO	120.00		20.00	1180 101	100.00	VILLAGE NEWS ADV TO DEC15
Banked on : 23/02/2015		54.00					
INV2235	WINDOVER PUBLISHING	54.00		9.00	1180 101	45.00	VILLAGE NEWS ADVERT MARCH
Total Receipts for Month		1,345.86	0.00	184.00		1,161.86	
Cash Book Totals		277,847.73	0.00	184.00		277,663.73	

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Cash Book 1

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Lloyds Account 458

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/02/2015	MR REAST	007344	20.00	20.00		500		KEYREF11/536/COI KEY REPAYME
02/02/2015	ARGOS BUSINESS SOLUTIONS	007345	62.48	62.48		500		37869/532/BRITA/K B
02/02/2015	MELANIE WATHEN	007346	9.90	9.90		500		TRAVELJAN15/533/ JAN 15/
03/02/2015	TOTAL GAS & POWER	GASNOV/J	342.91	342.91		500		109628183/15/541/ NOV14 TO
05/02/2015	LLOYDS BANK	STATEME1	10.00	10.00		500		SERVCHARGE/567/ CHEQUE F
09/02/2015	TLC ONLINE	007347	80.00	80.00		500		297052015/538/WE MAINT DEC/JA
09/02/2015	POST OFFICE LTD	007348	225.00	225.00		500		HJ05VVN/537/TAX 28/2/16 HJ05V
20/02/2015	HM REVENUE & CUSTOMS	007349	2,301.00	2,301.00		500		PAYEFEB2015/539/ FEB15/HM
20/02/2015	HAMPSHIRE PENSION FUND	007350	2,087.52	2,087.52		500		PENSIONCONTSFE
22/02/2015	TELEPAY LLOYDS TSB BANK	SHEET 15	7,609.32	7,609.32		500		PAYFEB21015/560/ FEB 2015/T
23/02/2015	COMMUNICOR	007351	75.00	75.00		500		SUBSLCU/542/SUB LCU TO MAY16/
23/02/2015	GOULDEN PROPERTIES LIMITEI	007352	350.00	350.00		500		18899/543/QTLY CHGE TO31/3/15/
23/02/2015	SHARP BUSINESS SYSTEMS UK	007353	151.31	151.31		500		OP/0328999/544/RE 1/2TO30/
23/02/2015	NEW FOREST DISTRICT COUNC	007354	31.49	31.49		500		10003124/4015020
23/02/2015	HAMPSHIRE COUNTY COUNCIL	007355	1.25	1.25		500		57944636/547/MEM PAD/HAMPSHIR
23/02/2015	HOLBURY TOOL HIRE LIMITED	007356	38.75	38.75		500		138600/548/STOCK CHARG BIB/BRA
23/02/2015	FUELGENIE	007357	203.65	203.65		500		1545827/549/FUEL JAN15/FUELGEN
23/02/2015	HOLBURY TOOL HIRE LIMITED	007358	45.00	45.00		500		138599/550/DRAPE PRUNER/HOLBU
23/02/2015	NEW FOREST DISTRICT COUNC	007359	179.76	179.76		500		10020966/4015019 SUR
23/02/2015	Marchwood Community	007360	2,225.00	2,225.00		500		105543/552/RENT FEBMARAPRIL15/
23/02/2015	BT	JAN/FEB15	116.13	116.13		500		M08279/546/BTJAN
26/02/2015	MELANIE WATHEN	007361	29.25	29.25		500		TRAVELFEB15/553/ EXP FEB15
26/02/2015	PRINT DIMENSIONS LTD	007362	1,240.00	1,240.00		500		T6177/554/VILLAGE SPRING15
28/02/2015	TELEPAY LLOYDS TSB BANK	correction	7,597.95	7,597.95		500		PAYAPRIL/337COR
28/02/2015	TELEPAY	DDR	7,597.95			1101 101	7,597.95	CORRECTION ADD ERROR
02/03/2015	SOUTHERN WATER	007363	187.95	187.95		500		704001355989/555/ TO 1
02/03/2015	SOUTHERN WATER	007365	14.89	14.89		500		714000999456/557/

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Cash Book 1

User : SDJ

Lloyds Account 458

For Month No : 11

Payments for Month 11

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2015	HAMPSHIRE COUNTY COUNCIL	007364	18.46	18.46		500		57946324/556/GRE REFUSE SACK
02/03/2015	FUELGENIE	007366	158.21	158.21		500		1576987/558/FUEL FEB 2015/FUEL
02/03/2015	DEREK HAWKINS	007367	87.44	87.44		500		PAYFEB2015/559/P FEBRUARY 20
06/03/2015	Marchwood Community	007370	43.00	43.00		500		105563/563/HIRE ROOMS FEB15/Ma
Total Payments for Month			33,140.57	25,542.62	0.00		7,597.95	
Balance Carried Fwd			244,707.16					
Cash Book Totals			<u>277,847.73</u>	<u>25,542.62</u>	<u>0.00</u>		<u>252,305.11</u>	

Youth Club budget / carry over

When the Youth Club was built in 2012 there was a specific budget set up to receive and make payments from.

Once the project had been completed and the VAT return received there was a balance of £7622. At present this amount is carried forward each year in the council's accounts.

Officers have been reviewing the carried forward figures during the preparation of the year end accounts and it is proposed that this budget is changed to an EMR.

It has also been brought to the attention of Officers that the Youth Worker for the village has not been able to access funds to purchase equipment for the use by the Youth of the village.

It is therefore recommended that:

£622 is transferred into a new account for use by the Youth Worker to assist with their work.

The balance of £7000 is transferred into an EMR for future improvements at the Youth Club.

Parish Council website and its content

The Parish Council often receive information about events both commercial and charity that are taking place within Hampshire.

At present it is our policy not to advertise any of these events on our website. The only events we advertise are the car boot sales and the village fete.

Do the Parish Council wish to have a new section in the website advertising events? All adverts would have to be approved before they could be added and we would need to have a disclaimer.