

All minutes are draft until ratified by the Committee at the next meeting

Marchwood Parish Council

Minutes of the meeting of the
Policy & Resources Committee
held at Marchwood Village Hall
on Monday 20th November 2017 at 7.30pm.

Councillors: *Mr D Hindle (Chairman) – in the Chair

*Mr D Makinson *Mr K Petty
*Mr M Saxby *Mr F White
*Mr R Young

* Indicates attendance
o Indicates apologies for absence

In attendance: Mrs M Wathen - Clerk to the Council

Apologies

1. No apologise for absence were received.

Public Participation

2. There was no public participation.

Declarations of Interest

3. Cllr's Hindle and Petty declared an interest as they are both members of the LGPS scheme.

Chairman's Report

4. The Chairman gave no report.

Minutes

5. **RESOLVED:** To confirm the minutes of the meeting held on 18th September 2017.

Budget and Precept 2018 – 2019

6. **RESOLVED:** To propose a budget of £235,000 with a recommendation for the Parish Council to approve in December 2017.
To take no action with regards to the potential increase in the National Living wage in 2020.

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Review of Ear Marked Reserves

7. **RESOLVED:** To make the following alterations:
Any income received from the Lloyds Trustee is to be allocated against the expenses the Parish Council has incurred.
Provide a new EMR for the CCLA Property dividends and other interest received on the Councils investments.
Move excess budget from Open Space Maintenance (343) to Play areas (328).
Officers to recommend split of EMR 328.

Income & Expenditure for September 2017

8. **RESOLVED:** To approve the income and expenditure for September 2017.
Appendix A
Income: £116,412.68
Expenditure: £18,651.16

Balance Sheet as at 30th September 2017

9. **RESOLVED:** To note the Balance Sheet as at 30th September 2017. Appendix B.

Income & Expenditure against budget as at 30th September 2017

10. **RESOLVED:** To note the Income & Expenditure against budget as at 30th September 2017. Appendix C.

Investment of Parish Council funds

11. **RESOLVED:** To invest the £50,000 which is due to mature in Lloyds account in December into Paragon Bank for one year.
To review the market in the new year in relation to the United Trust account that is due to mature in March.
Place the interest received into an EMR called interest and dividend payments.

Protocol on death of a Senior Royal

12. **RESOLVED:** To return the form to NFDC with the following information.
Flags will be flown at half-mast.
A book of condolence will be available in the Fern Room, Marchwood Village Hall.
Flowers may be laid at the Falklands Memorial.

Job evaluation review of all Council staff posts

13. **RESOLVED:** That all job descriptions would be reviewed and amended where appropriate by the Staffing Panel. Appoint HALC to undertake a job description and Job evaluation review.

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Correspondence

14. Hampshire County Council – Hampshire Pension Fund, Administration strategy. Noted.
15. New Forest Disability Service – thank you letter for the grant received. Noted.
16. Waterside Heritage – thank you letter for the grant received. Noted.

There being no further business the meeting closed at 20.43.

_____Chairman

Bank Reconciliation Statement as at: 30/09/2017 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	29/09/2017	97	142,382.12
Instant Access Account 458	29/09/2017	79	54,601.24
			<u>196,983.36</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
24/04/2017 007898	TRAVIS PERKINS TRADING CO	0.03	
21/08/2017 007975	CHRIS PENNY AGRICULTURE	250.00	
01/09/2017 8000	CHURCHES FIRE SECURITY L	174.42	
01/09/2017 8001	Marchwood Community Associa	69.00	
01/09/2017 8003	MELANIE WATHEN	21.15	
14/09/2017 007994	SECURITY NATION LTD	604.80	
21/09/2017 007997	Age Concern New Forest East	200.00	
21/09/2017 007998	WATERSIDE HERITAGE	200.00	
21/09/2017 007999	NEW FOREST DISABILITY INF	300.00	
			<u>1,819.40</u>
			195,163.96
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			195,163.96
	Balance per Cash Book is :-		195,163.96
	Difference is :-		0.00

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		97,402.44				97,402.44	
	Banked on : 04/09/2017	120.00					
Inv 2365	Waterside Funerals	120.00		20.00	1132 101	100.00	village news
	Banked on : 11/09/2017	111.90					
Inv 2373	OT & Romsey CC	111.90			1158 101	111.90	excess bar stock P in P3
	Banked on : 11/09/2017	1.19					
sheet 97	Lloyds Bank	1.19			1196 101	1.19	interest Sept 2017
	Banked on : 13/09/2017	36.00					
Inv 2367	Ricky Martin	36.00		6.00	1132 101	30.00	Village News advert
	Banked on : 14/09/2017	45.00					
NFC	NFDC	45.00			1158 101	45.00	Sue Bennison grant
	Banked on : 21/09/2017	120.00					
Inv 2379	J Owen	120.00		20.00	1132 101	100.00	Village News
	Banked on : 26/09/2017	424.22					
500094	Marchwood Youth Club	50.27			3136 301	50.27	Electric inv 2356
500094	Marchwood Youth Club	62.00			1138 101	62.00	PAT testing inv 2357
500094	Marchwood Youth Club	33.75			1121 101	33.75	Broadband inv 2358
500094	ABC Flowers	36.00		6.00	1132 101	30.00	Village News inv. 2362
500094	Mr Purdue	120.00		20.00	1132 101	100.00	village news inv 2363
500094	Mr Mogford	120.00		20.00	1132 101	100.00	village news inv 2364
500094	misc	2.20			1123 101	2.20	photocopying
	Banked on : 26/09/2017	179.37					
500095	Ali Sherwood	12.72			1158 101	12.72	excess bar stock inv 2371
500095	Marchwood Youth Club	26.56			1158 101	26.56	excess bar stock inv 2368
500095	Fred White	4.43			1158 101	4.43	excess bar stock inv 2372
500095	Steve Daly	20.42			1158 101	20.42	excess bar stock inv 2369
500095	Mike Saxby	12.50			1158 101	12.50	excess bar stock inv 2370
500095	Colin Maidment	22.39			1158 101	22.39	excess bar stock inv 2374
500095	Marchwood Youth Club	20.80			1158 101	20.80	excess bar stock inv 2375
500095	Fred White	12.36			1158 101	12.36	excess bar stock inv 2378
500095	Marchwood Youth Club	47.19			1158 101	47.19	excess bar stock inv 2377
	Banked on : 28/09/2017	115,375.00					
NFDC	NFDC	115,375.00			1176 101	115,375.00	Precept Sept 2017
Total Receipts for Month		116,412.68	0.00	92.00		116,320.68	
Cash Book Totals		213,815.12	0.00	92.00		213,723.12	

Payments for Month 6

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
31/08/2017	HOLBURY TOOL HIRE LIMITED	007986	43.84	43.84		500		168177/178/1325/T
01/09/2017	CHURCHES FIRE SECURITY LTD	8000	174.42	174.42		500		S117- 22704/1341/015260
01/09/2017	Marchwood Community	8001	69.00	69.00		500		206620/1346/0/Mar Commun
01/09/2017	MARCHWOOD PARISH COUNCIL	8002	8,008.82	8,008.82		500		0/1342/0/MARCHW PARISH COUN
01/09/2017	MELANIE WATHEN	8003	21.15	21.15		500		0/1345/0/MELANIE WATHEN
01/09/2017	Wyevale Garden Centre	8004	151.50	151.50		500		0/1343/0/Wyevale Garden Centre
01/09/2017	BT	DDR	110.32	110.32		500		M114NP/1344/0/BT
01/09/2017	BUSINESS STREAM	DDR	16.89	16.89		500		3/1347/0/BUSINESS STREAM
04/09/2017	C.COCKERAM	007979	22.50	22.50		500		TRAVTOAUG17/13 TO END A
04/09/2017	FUELGENIE	007980	160.15	160.15		500		2641168/1323/FUEL AUGUST 2017/
04/09/2017	MELANIE WATHEN	007981	27.45	27.45		500		TRAVJULYAUG17/ JULY/A
04/09/2017	COMMUNICOR	007983	36.00	36.00		500		SUBS17- 18/1320/SUBS DEC17 TO N
11/09/2017	NEW FOREST FARM	007984	102.00	102.00		500		179956/1324/FILTE FOREST
11/09/2017	WFBA CONSULTING CIVIL &	007985	5,910.00	5,910.00		500		12487/8/12543/4/13 SC
11/09/2017	POST OFFICE LTD	007987	240.00	240.00		500		HG58ATU/1326/V TAX HG58 30/9/2
11/09/2017	Marchwood Community	007988	100.00	100.00		500		106571/1327/RENT/ TO OCT1
11/09/2017	SAGE UK LTD	007989	39.36	39.36		500		1009257187/1328/P 250/S
11/09/2017	SHARP BUSINESS SYSTEMS UK	007990	141.84	141.84		500		8041926676/1329/R SE
11/09/2017	BUSINESS STREAM	007991	18.09	18.09		500		2794447/2/1333/BU W 1/4 TO 1
13/09/2017	FAT BUDDHA STORE	1335	52.45	52.45		500		CHALKSPRAY/1335 CHALKSPRA
14/09/2017	GOULDEN PROPERTIES LIMITED	007992	350.00	350.00		500		20014/1330/QTLY CHARGE TO DEC1
14/09/2017	ENIMS LTD	007993	970.56	970.56		500		2017- 120/1336/SCOUT BUILD ENV
14/09/2017	SECURITY NATION LTD	007994	604.80	604.80		500		2017808/1331/SEC P IN PAR
14/09/2017	TLC ONLINE	007995	80.00	80.00		500		937122017/1332/W MAINT AUG/S
16/09/2017	SAGE UK LTD	1319SEPT1	33.60	33.60		500		37194200/1319/SU SEPT 2017/S
20/09/2017	GARY & CHRISTINE ETHERIDGE	007996	240.00	240.00		500		CITYGLASS/1334/S D/GU
21/09/2017	Age Concern New Forest East	007997	200.00			1361 102	200.00	Grant

Payments for Month 6

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>
21/09/2017	Age Concern New Forest East	007997	-200.00			1361 102	-200.00	Grant - entered incorrectly
21/09/2017	AGE CONCERN NEW FOREST	007997	200.00	200.00		500		0/1338/AGE CONCERN NEW FOREST
21/09/2017	WATERSIDE HERITAGE	007998	200.00	200.00		500		0/1339/WATERSIDE HERITAGE
21/09/2017	NEW FOREST DISABILITY	007999	300.00	300.00		500		0/1340/NEW FOREST DISABILITY I
29/09/2017	ASHTHEAD PLANT HIRE	1318 SEPT	226.42	226.42		500		16018843/1318/FEN P IN PAR
Total Payments for Month			18,651.16	18,651.16	0.00		0.00	
Balance Carried Fwd			195,163.96					
Cash Book Totals			<u>213,815.12</u>	<u>18,651.16</u>	<u>0.00</u>		<u>195,163.96</u>	

31st March 2017

31st August 2017

Current Assets		
1,269	Debtors	0
4,002	Vat Refunds	6,982
1,603	Prepayments	0
38,564	Current Bank Account	195,164
50,207	CCLA DEPOSIT FUND 011235	50,270
75,000	United Trust Bank	75,000
77,661	Deposit Account	14,217
200	Petty Cash	200
248,507		341,833
248,507	Total Assets	341,833
Current Liabilities		
588	Creditors Control	0
4,885	Accruals	0
10	VAT PAYMENT	10
2,363	Receipts in Advance	0
7,846		10
240,660	Total Assets Less Current Liabilities	341,823
Represented By		
49,708	General Reserve	137,559
2,074	EMR Grants	2,074
3,388	EMR Elections	4,388
4,893	EMR Contingencies	4,893
6,750	EMR Bridge at Oaklands	7,750
22,251	EMR Amenities General	23,892
8,500	EMR Play Area Maintenance	9,325
356	EMR Lloyds Rec General	356
200	EMR Waterside Comm Rail P'ship	200
559	EMR War Memorial	559
3,017	EMR Office Equipment	3,017
3,269	EMR Legal Fees	3,269
1,308	EMR Public relations	3,009
38,049	Developers Cont'n Reserve	38,049
32,743	Staffing Reserve	33,680

Balance Sheet as at - 30th September 2017

31st March 2017

31st August 2017

13,156	Asset Replacement Reserve	16,506
3,000	EMR Open Space Maintenance	3,000
750	EMR Public Seating	965
325	EMR Dog Bins	547
5,000	EMR Tree Management	5,000
500	EMR Litter Bins	500
1,372	EMR Noticeboards/Signs	1,872
1,000	EMR Good Citizens Project	1,000
150	EMR Tree Planting Scheme	150
6,865	EMR Pavilion Lloyds	6,865
0	EMR Courts Lloyds	1,920
7,622	EMR Marchwood Youth Project	7,622
8,854	EMR Lloyds Rec Ground Trust	8,854
15,000	SOLAR FARM GRANT	15,000
240,660		341,823

The above statement represents fairly the financial position of the authority as at 30th September 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Policy and Resource							
<u>101</u> Administration							
5000 Transfers to EMR	0	2,638	0	-2,638		-2,638	0.0 %
Lloyds Recreation Ground Trust :- Income	0	2,638	0	-2,638	0	-2,638	
1101 Salaries	8,009	54,933	95,700	40,767		40,767	57.4 %
1102 Salaries/Tax/NI	0	13,813	30,500	16,687		16,687	45.3 %
1103 Salaries/Pensions	0	12,468	29,850	17,382		17,382	41.8 %
1108 Training	0	2,308	750	-1,558		-1,558	307.7 %
1109 Employees Expenses	71	340	300	-40		-40	113.5 %
1111 Office Rent and Rates	100	4,925	9,600	4,675		4,675	51.3 %
1113 Hall Rental	69	299	750	451		451	39.9 %
1114 Electricity	0	467	850	383		383	54.9 %
1121 Telephone	58	749	1,600	851		851	46.8 %
1122 Postage & Miscellaneous Exps	0	93	250	157		157	37.3 %
1123 Office Supplies	31	114	300	186		186	38.0 %
1124 Subs/Publications/Licences	36	1,049	1,700	651		651	61.7 %
1125 Insurance	0	2,957	2,900	-57		-57	101.9 %
1132 Village News	-460	1,583	4,100	2,517		2,517	38.6 %
1134 Chairman's Allowance	0	87	200	113		113	43.5 %
1135 Councillors Expenses	0	136	200	64		64	67.9 %
1138 Service Contracts	310	2,536	2,500	-36		-36	101.4 %
1150 Office Equipment	0	680	500	-180		-180	136.0 %
1156 Legal Fees	0	138	1,500	1,362		1,362	9.2 %
1157 Audit	0	-570	1,300	1,870		1,870	-43.8 %
1158 Public Relations	6,855	8,078	1,000	-7,078		-7,078	807.8 %
1161 Damage refunds	240	240	0	-240		-240	0.0 %
1163 Youth Worker	0	0	12,000	12,000		12,000	0.0 %
Administration :- Expenditure	15,318	107,423	198,350	90,927	0	90,927	54.2 %
1176 Precept Received	115,375	230,750	230,750	0			100.0 %
1180 Village News Income	0	1,533	3,900	-2,368			39.3 %
1195 Event Income	6,498	6,498	0	6,498			0.0 %
1196 Interest Received	2	21	700	-679			3.0 %
1197 LA Property Fund Dividends	0	534	200	334			266.8 %
1198 Public Sector Deposit Fund	8	63	0	63			0.0 %
Administration :- Income	121,883	239,398	235,550	3,848			101.6 %
Net Expenditure over Income	-106,565	-129,337	-37,200	92,137			

Month No : 6

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>102</u>	<u>Grants</u>							
1361	Other Grants	700	800	1,500	700		700	53.3 %
4991	Transfer from EMR	0	0	-500	-500		-500	0.0 %
	Grants :- Expenditure	700	800	1,000	200	0	200	80.0 %
	Net Expenditure over Income	700	800	1,000	200			
<u>104</u>	<u>General Funds</u>							
5000	Transfers to EMR	0	4,350	0	-4,350		-4,350	0.0 %
	Grants :- Expenditure	0	4,350	0	-4,350	0	-4,350	
1112	Mchwd Vill Hall car park	350	700	1,400	700		700	50.0 %
1426	Elections	0	0	1,000	1,000		1,000	0.0 %
1439	Replacements	0	25,410	3,350	-22,060		-22,060	758.5 %
	General Funds :- Expenditure	350	26,110	5,750	-20,360	0	-20,360	454.1 %
	Net Expenditure over Income	350	30,460	5,750	-24,710			
<u>105</u>	<u>Council Property</u>							
1536	General Maintenance	52	78	300	222		222	26.1 %
1540	Tools	37	864	800	-64		-64	108.0 %
1541	Fuel	133	1,690	2,800	1,110		1,110	60.4 %
1543	Vehicle Maintenance	85	810	1,500	690		690	54.0 %
1544	Road Tax	240	451	500	49		49	90.2 %
1545	Vehicle Insurance	0	2,345	1,900	-445		-445	123.4 %
	Council Property :- Expenditure	547	6,238	7,800	1,562	0	1,562	80.0 %
	Net Expenditure over Income	547	6,238	7,800	1,562			
<u>303</u>	<u>Scout & Guide Build</u>							
3151	Scout & Guide Build	5,734	6,034	0	-6,034		-6,034	0.0 %
	Scout & Guide Build :- Expenditure	5,734	6,034	0	-6,034	0	-6,034	
	Net Expenditure over Income	5,734	6,034	0	-6,034			
	Policy and Resource :- Expenditure	22,649	153,593	212,900	59,307	0	59,307	72.1 %
	Income	121,883	239,398	235,550	3,848			101.6 %
	Net Expenditure over Income	-99,234	-85,805	-22,650	63,155			

Amenities

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>201</u> Amenities							
5000 Transfers to EMR	0	3,578	0	-3,578		-3,578	0.0 %
Scout & Guide Build :- Expenditure	0	3,578	0	-3,578	0	-3,578	
2135 Play Area Replacements	0	0	1,000	1,000		1,000	0.0 %
2137 Under 12 Play Area	0	0	2,200	2,200		2,200	0.0 %
2138 Over 12 Play Area	0	0	1,000	1,000		1,000	0.0 %
2139 Open Space Maintenance	161	740	2,000	1,260		1,260	37.0 %
2141 Public Seating	0	0	250	250		250	0.0 %
2142 Dog Bins	0	337	750	413		413	44.9 %
2144 Tree Management	0	88	6,000	5,912		5,912	1.5 %
2145 Litter Bins	0	0	250	250		250	0.0 %
2146 Skate Park	0	11	250	239		239	4.4 %
2147 Admiralty Quay Play Area	0	0	250	250		250	0.0 %
2148 Notice Boards	0	0	500	500		500	0.0 %
2150 Bridge at Oaklands	0	0	1,000	1,000		1,000	0.0 %
2170 War Memorial Restoration	0	0	500	500		500	0.0 %
Amenities :- Expenditure	161	1,176	15,950	14,774	0	14,774	7.4 %
Net Expenditure over Income	161	4,754	15,950	11,196			
Amenities :- Expenditure	161	4,754	15,950	11,196	0	11,196	29.8 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	161	4,754	15,950	11,196			

Lloyd Trustee

<u>301</u> Lloyd Recreation Ground							
5000 Transfers to EMR	0	2,745	0	-2,745		-2,745	0.0 %
Amenities :- Expenditure	0	2,745	0	-2,745	0	-2,745	
1125 Insurance	0	112	0	-112		-112	0.0 %
3101 Salaries	0	0	1,200	1,200		1,200	0.0 %
3125 Insurance	0	2,072	2,000	-72		-72	103.6 %
3136 Pavilion	-50	1,028	4,000	2,972		2,972	25.7 %
3137 Play Area	0	213	500	287		287	42.7 %
3138 Courts	0	0	1,000	1,000		1,000	0.0 %
3139 General Maintenance Irg	0	30	750	720		720	4.0 %
3140 Pitch	0	0	400	400		400	0.0 %
3141 Courts Everyday Costs	0	0	500	500		500	0.0 %
3145 Basketball Pitch	0	0	100	100		100	0.0 %
3154 Tree Works	0	0	500	500		500	0.0 %
Lloyd Recreation Ground :- Expenditure	-50	3,454	10,950	7,496	0	7,496	31.5 %

Month No : 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
3177 Grants Received from LRG trust	0	13,000	0	13,000			0.0 %
Lloyd Recreation Ground :- Income	0	13,000	0	13,000			
Net Expenditure over Income	-50	-6,801	10,950	17,751			
<u>500</u> <u>Lloyds Recreation Ground Trust</u>							
5180 Income - Court Hire	0	0	1,000	-1,000			0.0 %
5181 Income - Pitch Hire	0	0	2,000	-2,000			0.0 %
5182 Scout Hut Lease	0	0	350	-350			0.0 %
5183 Miscellaneous Income	0	0	400	-400			0.0 %
5186 Youth Club Rent	0	0	500	-500			0.0 %
Lloyds Recreation Ground Trust :- Income	0	0	4,250	-4,250			
Net Expenditure over Income	0	0	-4,250	-4,250			
Lloyd Trustee :- Expenditure	-50	6,199	10,950	4,751	0	4,751	56.6 %
Income	0	13,000	4,250	8,750			305.9 %
Net Expenditure over Income	-50	-6,801	6,700	13,501			