

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 19<sup>th</sup> February 2018 at 7.00pm.

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  
Mrs C Cockeram – Deputy Clerk to the Council

Also present: Cllr's Mrs Andrews, Proctor and Mrs Saxby

#### **Apologies**

1. Apologies were received from Cllr Mrs Hoare.

#### **Public Participation**

2. There was no public participation.
3. Cllr Mrs Golden entered the meeting.

#### **Declarations of Interest**

4. No declarations of interest were made.

#### **Chairman's Report**

5. The Chairman thanked the Clerk for the professional advice she has given over the years and wished her the best for the future.

#### **Minutes**

6. **RESOLVED:** To confirm the minutes of the meeting held on 20<sup>th</sup> November 2017.

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### **Internal control process for paying invoices**

7. **RESOLVED:** To make the following changes to Council payments:
- a) Make all payments using online banking.
  - b) Reduce the online authorisation level to 2. One Officer enters the details and another to authorise the payment. Only after the payment sheet has been signed by two Councillors.
  - c) Request that the payment level is changed to 20 transactions rather than the £12,000 limit.
  - d) Amend Financial Regulations to reflect the above changes and bring these back to Committee for approval.

### **Write off unpaid invoice**

8. **RESOLVED:** To write off invoice 2366 to Expression events for £120.00.

### **Grant application**

9. **RESOLVED:** To request further information from Forest First Children's Centre on how they support families and children in Marchwood.

### **The Parish Council goes digital**

10. **RESOLVED:** To investigate the following matters:
- a) The Clerk to investigate email addresses for Cllr's, could they be added to the bt.connect.com account?
  - b) Email all Cllr's asking who wants to have their agendas and minutes circulated electronic rather than paper form.
  - c) Request that all agenda and minutes reports and supporting documents remain on the website for reference.
  - d) Investigate a Members area on the website.
  - e) Bring this item back to Council in May 2019 once the new Council has been elected.

### **Scout & Guide build**

11. **RESOLVED:** That Cllr's White and Young have delegated powers to sign the S104/185 agreements for the diversion of the Storm Drain at Lloyds Recreation Ground.

### **HALC**

12. Local Government Ethical Standards: call for evidence – Noted.

### **Age Concern New Forest**

13. Thank you letter for grant received – noted.
14. The Clerk and Deputy Clerk left the meeting at 20.30.

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**Exclusion of Press and Public**

15. **RESOLVED:** That in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded.

**Resignation of the Clerk and appointment of a replacement**

16. **RESOLVED:** The following actions:
- a) Who will be on the interview panel? **The Staffing Panel (Cllr White, Cllr Hindle, Cllr Mrs Saxby) – Cllr White expressed value of having Deputy Clerk’s input, tasked to approach HALC ref appropriateness of officer presence during interviews etc. Possibility raised of utilising Clerk from neighbouring Council if appropriate.**
  - b) What salary scale will the Clerk’s position be advertised at? **Current pay scale of SCP 30-34**
  - c) Where will vacancy be advertised? **Delegate to Staffing Panel**
  - d) When to advertise? **Delegate to Staffing Panel**
  - e) When to hold interviews? **Delegate to Staffing Panel**
  - f) Appointment of Clerk? **Delegated to Staffing Panel**
  - g) Further statements were made by Councillors and are attached to these minutes as confidential minutes.
  - h) The Chairman submitted confidential notes on the previous PC meeting held and these are attached to these minutes as confidential minutes.

There being no further business the meeting closed at 21.35.

\_\_\_\_\_Chairman