

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 17<sup>th</sup> September 2018 at 7.30pm.

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

°Mrs A Hoare \*Mr D Makinson

\*Mr K Petty \*Mr M Saxby

°Mr R Young

\* Indicates attendance

○ Indicates apologies for absence

In attendance: Mr B Gibbs - Clerk to the Council

Also present: 1 member of the public.

### **Apologies**

1. Apologise for absence were received from Cllrs Hoare and Young.

### **Public Participation**

2. There was no public participation.

### **Declarations of Interest**

3. No declarations of interest were made.

### **Chairman's Report**

4. The Chairman welcomed Brendan Gibbs to his first meeting of the Policy and Resources Committee. Cllr Petty asked the Chairman if there was any update on the proposal to incorporate a members section into the website. This would enable members to receive agendas, reports and other documentation from a single source. The Clerk was asked to provide an update between meetings after speaking to the Deputy Clerk and the website providers.

### **Minutes**

5. **RESOLVED:** To confirm the minutes of the meetings held on 24<sup>th</sup> April and 14<sup>th</sup> May 2018 as an accurate record.

### **Income & Expenditure to 31<sup>st</sup> July 2018**

- 6 Councillors noted Appendix A (Income and Expenditure up to 31<sup>st</sup> July 2018). It was noted that cost code 1163 (Contribution to the provision of a Youth Worker by the Handy Trust) had not been spent. The Clerk informed the meeting that a cheque for

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£10,066 had been sent on the 24<sup>th</sup> July and was listed in the Bank Reconciliation for July 2018 as an unrepresented item. The Clerk then mentioned that cost code 1361 (Other Grants) had the sum of £850 left in it. This would assist members when they discussed the forthcoming grant application later in the meeting. Finally, there was some journaling required to cost code 1123 as there appeared to be some incorrect spending recorded against this cost code.

**RESOLVED:** To note the Income & Expenditure to 31st July 2018. Appendix A.

### **Balance sheet as at 31<sup>st</sup> July 2018**

- 7 A question was asked about the 1<sup>st</sup> quarter VAT return of £2,606 and where this should sit on the balance sheet. Similarly a question was asked about the general reserve figure. It was agreed that questions like these should in future come forward before the P&R committee met so that the RFO could answer these type of questions fully.

The Clerk also brought to the Committee's attention the fact that the CCLA Property Fund was not included in the balance sheet. He was asked to clarify the position regarding this account with the RFO.

**RESOLVED:** To note the balance sheet as at 31<sup>st</sup> July 2018. Appendix B.

### **Income & Expenditure against budget as at 31<sup>st</sup> July 2018**

- 8 In response to a question about the current insurance costs, the Clerk asked if there was a reason for there being two Employer Liability Policies. Historically, the Lloyd Trustees had been an employer in its own right but since pension auto-enrolment there was no longer a need to carry on with this policy as the Parish Council was now the sole employer. The clerk was asked to clarify this position with the RFO and the Council's insurer.

**RESOLVED:** To note the Income & Expenditure against budget as at 31<sup>st</sup> July 2018. Appendix C.

### **Bank Reconciliations as at 31<sup>st</sup> July 2018**

- 9 The Clerk spoke to the Committee regarding the Bank Reconciliations. He listed all of the Council's accounts administered by the Omega accounts package and listed the balances as of 31<sup>st</sup> July. It was noted that all accounts were in balance and had no variance.

**RESOLVED:** To note the Bank Reconciliations as at 31<sup>st</sup> July 2018. Appendix D.

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### **Grant applications**

- 10 It was noted that a grant had been received from Citizen's Advice New Forest (Appendix F) but the Committee did not approve this application. It was also noted that the Waterside Heritage application was not accompanied by any accounting information.

**RESOLVED:** That the Clerk requests more information from Citizen's Advice New Forest in respect of the grant application including a copy of their latest accounting statements.

The Clerk was asked to ensure that all future grant applications brought to the Committee were completed on the correct forms and that any application should contain current accounting information in order to assist the Committee in making its decisions.

**RESOLVED:** To make the following grant under the Local Government Act 1972 Section 142.

New Forest Disability Information Service £350 Appendix E

**RESOLVED:** To make the following grant under the Local Government Act 1972 Section 145.

Waterside Heritage £150 Appendix G

### **Parish Council investments**

- 11 The Clerk provided a report regarding the Parish Council's investments and their totals.

Cash Book 3 (Lloyds Investment Account A/C 274) currently holds £14,222.67

Cash Book 4 (Lloyds One Year Fixed Rate Bond) has £50,000 invested

Cash Book 6 (CCLA Deposit Fund) currently holds £50,443.65

Cash Book 8 (United Trust Bank) currently holds £75,000

**RESOLVED:** To note Parish Council investments as at 31<sup>st</sup> July 2018. Report A

### **Internal Audit 2018-19**

- 12 The Clerk began his report by saying that the Parish Council is obliged under the Accounts and Audit Regulations 2015 to ensure it has a robust system of Internal Controls and that this is achieved by employing an Internal Auditor. He continued by saying it is good practice for the Parish Council to undertake the task of appointing or re-appointing its Internal Auditor each year and having this process noted by the full Council.

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He continued by saying that the Committee was able to make a decision on whether or not to re-appoint its current internal auditor or to decide to engage with other suitably qualified local authority auditors.

Three firms had tendered for the work.

Auditing Solutions Ltd

Do the Numbers Ltd

Lightatouch Ltd

**RESOLVED:** To appoint Do The Numbers Ltd as the Parish Council's internal auditor for the financial year 2018-19.

There being no further business the meeting closed at 8.20pm

\_\_\_\_\_ Chairman