

Marchwood Parish Council

Marchwood Village Hall
Marchwood
SO40 4SF

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17th January 2017

Dear Councillor

A meeting of the Parish Council will be held in the Pine Room, Marchwood Village Hall, on Monday 23rd January 2017 at 7.30pm, you are summoned to attend.

Yours sincerely

Clerk to the Council

AGENDA

1. **Apologies for absence**
2. **Public participation** - may speak for up to three minutes.
3. **Declarations of Interest**
4. **Chairman's report**
5. **Guest Speaker** – Mr Alastair Welch, Director ABP Southampton.
6. **Minutes:** To confirm the minutes of the meeting held on 12th December 2016.
7. **Report from New Forest District Councillors** – Appendix A
8. **Report from Hampshire County Councillor**
9. **Reports of Representatives to Outside Bodies** – Appendix B
10. **Income & Expenditure November and December 2016** – Appendix C
11. **Income & Expenditure against budget and Balance sheet as at 31st December 2016** – Appendix D
12. **To receive the Internal Auditors Report 2016-17 (Interim)** – Appendix E
13. **Bank payment card** – Report A
14. **Payment of salaries** – Report B
15. **Parish Council priorities for 2017** - Appendix F
16. **Parish Council priorities for 2015-16 (verbal update)**
 - a) **New Scout and Guide building**
 - b) **Engage with the Community at more events**
17. **Exclusion of Press and Public** - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
18. **Recruitment of a full-time Groundsman** – Report C
19. **Groundsman Duties** – 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.

**Report of New Forest District Councillor, Alison Hoare
January 2017****Update Slowhill Copse Waste Water treatment Plant**

Gary Worsley the NFDC senior environmental health officer has visited Slowhill Copse Waste Water Treatment works; he has stated that on the site there was little odour, but that he could smell it outside.

He has identified some activities undertaken on the site that might cause the problem.

1 Cess tanker emptying

2 Tanker reception- The tanks that are served by this facility are under negative pressure, therefore drawing air into them rather than allowing any passive odours out. The odours from this facility travel by pipe to the odour handling area that is meant to cleanse the odours prior to being discharged into the atmosphere.

3 Grit and Screening unit. - This unit was the cause of excessive odours and therefore its use was halted until a remedy was found. Plastic screening has been installed around the unit and this is now under negative pressure, with air from this going into the odour handling area for cleaning prior to being discharged into the atmosphere. Tests were carried out recently and the unit is now back in operation.

4 A barge delivers sludge from Portswood and Woolston's WWTW between 3 and 4 times a week and this is off loaded via a pipeline into Marchwood's WWTW. Gary is going to monitor this procedure.

A local resident has agreed to have an odour data logger installed at their house and one has been installed at the gates of the plant.

Gary has informed me that they will continue to monitor the site closely. Should I receive any future updates on the site I will forward them on to you all. Hopefully the site will now be regularly monitored and we may get some progress.

If any resident wishes to make a complaint, and all complaints are logged it is best to contact Southern water on their complaints hot line 0330 303 0368.

Bury Rd

I have contacted Colin read and requested a litter pick along Bury Rd, which he has agreed to do.

Youth Speaks Competition

I had the great pleasure of being asked to be one of the judges the for Waterside school's Youth Speaks Completion. This is a public speaking competition for teams of 3 students, the standard was extremely high, and the points close, but the winning team who will go forward to the next round (New Forest) was Applemore College.

Cllr Alison Hoare

alison.hoare@newforest.gov.uk

023 80872979

Report on Marchwood Youth Club Management Committee

Meeting held at MYC on 10th Jan 2017-01-15

This was my first meeting in attendance as the representative from Marchwood Parish Council. The meeting commenced with a long discussion regarding the three parties (MYC, MPC, and Handy Trust) respective 'visions' in terms of the Youth Club provision for the young people of Marchwood. Representatives from the Handy Trust explained how their role was focused predominantly at young people of 11 and over. The Chairman of MYC felt that perhaps this scope was too limiting and that they would like to see a greater 'crossover' between the junior and senior Youth Club sessions, possibly with the assistance of the dedicated Youth Worker. The Chairman concluded their remarks that at this present time it is not their intention to stand for re-election at the Spring AGM. (full report from chairman attached)

It was furthermore identified that those operating the junior sessions had no formal training to speak of in respect of safeguarding etc, and to that end the Handy Trust offered their selves as a point of contact should any such issues arise in the junior sessions. It was noted that the junior sessions at Marchwood are fairly unique in that it has evolved from a social background rather than one focused upon Youth Work itself, however it does have significant value in showing the young people of Marchwood that there is always somewhere where they are welcome and where they can seek help if they require it. The junior sessions also function as a gateway to the senior sessions. It was agreed that the three parties would meet again on the 18th of Jan to attempt to align each others visions and agree a way to move forward. (verbal update to follow from Cllr Young after this meeting has been held)

There was some concerning correspondence from one of the youth club trustees to the secretary, which the secretary read aloud at the meeting. The issues raised by the individual member of the trustee were passed on to the Trustees for discussion at their next meeting.

The Handy Trust Youth Worker gave a verbal report of their work over the last few months, including their outreach work, and assisting in the Wave 105 project which aided over 72 families in the Marchwood area. Our new dedicated youth Youth Worker will commence her formal training in September but in the interim will be learning 'on the job' with the appropriate supervision and guidance of the Handy Trust.

Referring back to the correspondence from an individual member of the trustee, the treasurer reported that they would present a full report to the management committee in April as having liaised with the charity commission there were some alleged discrepancies about the structure of the body of trustees for Marchwood Youth Club.

Cllr Richard Young

CHAIRMAN'S REPORT – MARCHWOOD YOUTH CLUB MANAGEMENT COMMITTEE – 10.1.2017

Over the period of time that I have been Chairperson of this Committee, I believe that Marchwood Youth Club has moved forward in terms of repairing relations with the Parish Council and The HANDY Trust. We now have in place paperwork and systems that make this youth club a safer place for young people. We have also clarified the financial situation and that is on a more sound footing and is ready to access when the need arises. We also now have in place a permanent Youth and Community Worker and I would offer my congratulations to Lizzie Annell on her appointment.

In order for Marchwood Youth Club to now move forward we need to clarify the vision that all the involved parties have and these need to be in alignment. As a Committee we were unable to have any input or influence into the recruitment and interview process for the new Youth and Community Worker despite many indications that we would be involved this time. As a result of this, Joy Drake and I met with Fred White to try to understand why this had happened. Fred did not have an answer but said "we are where we are".

The only vision I have heard from Marchwood Parish Council for the youth club is that they want the building used every night of the week for youth sessions, be that drop ins or larger sessions and during the day for young mums, etc. Joy Drake, Colette Cockeram and I met with Candy Huxham and Trevor of The HANDY Trust to try to clarify their vision for the youth club and to see how the new Youth Worker would fit into that. During these discussions, it became clear to me that The HANDY Trust is very focused on the small percentage of young people who have serious issues regarding sex/drugs/etc and that is where the majority of their time and efforts will be spent. Candy made it very clear that the new Youth Worker would work very closely under her supervision and any decisions would be referred back to Candy. She also made it abundantly clear that there was no space for junior sessions in her vision and there would be no input whatsoever from our Youth Worker into these sessions.

Marchwood Parish Council have chosen to purchase the youth provision from The HANDY Trust with the Service Level Agreement, so I can only conclude that they share this vision and aims.

As for my own personal vision, I feel that Marchwood Youth Club should function predominantly for the majority of young people in Marchwood. The small minority of young people with serious issues can be integrated into a much larger youth club than we currently run and they can be picked up in drop in and one to one sessions to work more closely with them on their individual needs. From a recent survey that we have tried to conduct with regard to our senior sessions, I have had many discussions with parents of teenagers, asking them why their children do not access the services of Marchwood Youth Club. Broadly their reply was that it was not relevant to them and had passed them by. The Youth and Community Worker is funded by the taxpayer of Marchwood and I think that her services should be more widely available to the general youth population rather than just a few. My vision would have to be fulfilled largely without any input from the Youth Worker as it does not align with The HANDY Trust vision.

As a result of this, I have decided I will not stand for re-election at the AGM in the Spring. It is for us as a Committee to discuss the future of the junior sessions but I will continue to head those up for as long or as short a time as this Committee decides appropriate until Easter.

Bank Reconciliation Statement as at: 30/11/2016 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	30/11/2016	57	121,757.20
Bus 30 day Notice Account 031	30/11/2016	87	6,786.21
			128,543.41
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/11/2016 007803	NEW FOREST DISTRICT COUNCIL	52.80	
21/11/2016 007804	THE SOCIETY OF LOCAL COUNCIL	200.00	
21/11/2016 007803	NEW FOREST DISTRICT COUNCIL	369.60	
22/11/2016 007805	WATERSIDE STREET PASTOR	250.00	
22/11/2016 007806	NEW FOREST DISABILITY INFORMATION	250.00	
22/11/2016 007807	NEW FOREST CITIZENS ADVISORY	200.00	
28/11/2016 007808	HM REVENUE & CUSTOMS	2,541.21	
28/11/2016 007809	HAMPSHIRE PENSION FUND	2,207.68	
30/11/2016 007810	MELANIE WATHEN	172.59	
			6,243.88
			122,299.53
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			122,299.53
	Balance per Cash Book is :-		122,299.53
	Difference is :-		0.00

Date: 15/12/2016

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Cash Book 1

User : SDJ

Lloyds Account 458

For Month No : 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		134,263.29				134,263.29	
Banked on : 07/11/2016		600.00					
COMMGR	NEW FOREST DISTRICT COUNCIL	600.00			2177 101	600.00	Comm Grant Cllr Hoare
Banked on : 08/11/2016		108.00					
INV2309	South Coast Morgages	108.00		18.00	1180 101	90.00	VNews Advert
Banked on : 09/11/2016		0.24					
SHEET87	Lloyds Bank plc	0.24			1196 101	0.24	Gross Interest NOV16
Banked on : 14/11/2016		54.00					
INV2333	THE KING RUFUS	54.00		9.00	1180 101	45.00	VNEWS ADVERT
Banked on : 30/11/2016		4,482.33					
VATJUL/S	HMRC	4,482.33			105	4,482.33	HMRC VAT RE JULY/SEPT 16
Total Receipts for Month		5,244.57	0.00	27.00		5,217.57	
Cash Book Totals		139,507.86	0.00	27.00		139,480.86	

Date: 15/12/2016

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Cash Book 1

User : SDJ

Lloyds Account 458

For Month No : 8

Payments for Month 8

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>
28/10/2016	BT	BTOCT16	-141.70		-23.61	1121 101	-118.09	PHONE/BROADBAI OCT 16
01/11/2016	ABACUS LIGHTING LIMITED	duplicate	141.70	141.70		500		M102AN/1070/TELE
01/11/2016	SAGE UK LTD	NOVSUBS	33.60	33.60		500		INV02062281/1094/ NOV 2016
15/11/2016	MPM WRISTBANDS LTD	007798	249.00	249.00		500		0154/74/1078/WRIS MUSIC
15/11/2016	THE PLAY INSPECTION	007799	375.00	375.00		500		24200/1079/ANNUA INSP PLAYARE
15/11/2016	Marchwood Community	007801	2,225.00	2,225.00		500		106261/1080/QTLY RENT NOV/JAN/
21/11/2016	HAMPSHIRE COUNTY COUNCIL	007802	77.80	77.80		500		58021078/79/1072/
21/11/2016	NEW FOREST DISTRICT COUNC	007803	52.80	52.80		500		40179483/1073/TRE ENQ JULY16/
21/11/2016	THE SOCIETY OF LOCAL	007804	200.00	200.00		500		SUBS10694/1074/S 2017/THE S
21/11/2016	NEW FOREST DISTRICT COUNC	007803	369.60	369.60		500		40179484/1082/AN TREE SURV
22/11/2016	WATERSIDE STREET PASTORS	007805	250.00	250.00		500		GRANTWSP/1075/C WATER PAST
22/11/2016	NEW FOREST DISABILITY	007806	250.00	250.00		500		GRANTNFDIS/1076 DISABILI
22/11/2016	NEW FOREST CITIZENS ADVICE	007807	200.00	200.00		500		CABGRANT/1077/C GRANT NOV16/
24/11/2016	TELEPAY LLOYDS TSB BANK	PAYNOV16	7,870.03	7,870.03		500		PAYNOV16/1085/P NOV 2016/TEL
28/11/2016	BT	NOVBT	134.02	134.02		500		M103EX/1081/PHOI
28/11/2016	HM REVENUE & CUSTOMS	007808	2,541.21	2,541.21		500		PAYENOV/1083/PA NOV 2016/HM
29/11/2016	HAMPSHIRE PENSION FUND	007809	2,207.68	2,207.68		500		PENSIONNOV16/1C CONT
30/11/2016	MELANIE WATHEN	007810	172.59	172.59		500		TRAVNOV16/1086/ M.WATHEN
02/12/2016	NEW FOREST FENCING LTD	007811	346.80	346.80		500		706684/1087/00781 FOREST
02/12/2016	HOLBURY TOOL HIRE LIMITED	007812	22.02	22.02		500		159975/1088/LINK SAW CHAIN/HOL
02/12/2016	HAMPSHIRE COUNTY COUNCIL	007813	9.29	9.29		500		58023141/1089/CO PAPER/HAM
05/12/2016	Marchwood Community	007814	67.50	67.50		500		106284/1090/HIRE ROOMS NOV 201
05/12/2016	FUELGENIE	007815	232.77	232.77		500		2310636/1091/FUEL NOV 2016/FUE
05/12/2016	COMPLETE SECURITY	007816	354.00	354.00		500		37552/37553/1092/ SE
Total Payments for Month			18,240.71	18,382.41	-23.61		-118.09	
Balance Carried Fwd			121,267.15					
Cash Book Totals			<u>139,507.86</u>	<u>18,382.41</u>	<u>-23.61</u>		<u>121,149.06</u>	

Bank Reconciliation Statement as at: 31/12/2016 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	30/12/2016	88	8,922.15
Instant Access Account 458	30/12/2016	60	106,362.77
			<u>115,284.92</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
22/11/2016 007805	WATERSIDE STREET PASTOF	250.00	
22/11/2016 007807	NEW FOREST CITIZENS ADVI	200.00	
19/12/2016 007821	NEW FOREST DISTRICT COU	285.68	
19/12/2016 007823	Marchwood Community Associa	45.00	
20/12/2016 007824	NEW FOREST DISTRICT COU	31.10	
			<u>811.78</u>
			114,473.14
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			114,473.14
		Balance per Cash Book is :-	114,473.14
		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 :		121,267.15				121,267.15	
Banked on : 09/12/2016		0.28					
SHEET88	Lloyds Bank PLC	0.28			1196 101	0.28	Gross Interest Dec16
Banked on : 16/12/2016		153.66					
500087	Dee Carr	120.00		20.00	1180 101	100.00	Village News iNV 2332
500087	MPC	28.20			1158 101	28.20	Parish Reception balance cash
500087	Argos	5.46			1177 101	5.46	Cashback re purchases
Banked on : 22/12/2016		1,982.00					
ScoutBuild	New Forest District Council	1,982.00			3151 303	1,982.00	S106 Scout Building
Total Receipts for Month		2,135.94	0.00	20.00		2,115.94	
Cash Book Totals		123,403.09	0.00	20.00		123,383.09	

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>101</u>	<u>Administration</u>							
1101	Salaries	7,675	72,335	95,800	23,465		23,465	75.5 %
1102	Salaries/Tax/NI	0	20,847	29,900	9,053		9,053	69.7 %
1103	Salaries/Pensions	0	17,471	25,500	8,029		8,029	68.5 %
1108	Training	0	0	750	750		750	0.0 %
1109	Employees Expenses	20	379	700	321		321	54.2 %
1111	Office Rent and Rates	0	6,750	9,200	2,450		2,450	73.4 %
1113	Hall Rental	113	537	750	213		213	71.5 %
1114	Electricity	0	402	850	448		448	47.3 %
1121	Telephone	118	910	1,600	690		690	56.9 %
1122	Postage & Miscellaneous Exps	19	205	250	45		45	81.9 %
1123	Office Supplies	11	135	400	265		265	33.8 %
1124	Subs/Publications/Licences	0	1,555	1,800	245		245	86.4 %
1125	Insurance	0	2,834	2,900	66		66	97.7 %
1132	Village News	0	3,490	5,000	1,510		1,510	69.8 %
1134	Chairman's Allowance	35	235	200	-35		-35	117.4 %
1135	Councillors Expenses	0	4	200	196		196	2.2 %
1138	Service Contracts	151	2,588	2,800	212		212	92.4 %
1141	CCLA LA Property Fund	0	50,000	0	-50,000		-50,000	0.0 %
1150	Office Equipment	0	46	600	555		555	7.6 %
1155	Accountancy Fees	0	0	400	400		400	0.0 %
1156	Legal Fees	0	0	1,500	1,500		1,500	0.0 %
1157	Audit	325	250	1,500	1,250		1,250	16.7 %
1158	Public Relations	10	1,518	1,000	-518		-518	151.8 %
1159	Circus Expenditure	0	-1,021	0	1,021		1,021	0.0 %
1161	Damage refunds	0	13	0	-13		-13	0.0 %
1163	Youth Worker	0	0	10,000	10,000		10,000	0.0 %
4990	Transfer to EMR	0	15,000	0	-15,000		-15,000	0.0 %
91	Transfer from EMR	0	-6,000	-6,000	0		0	100.0 %
	Administration :- Expenditure	8,478	190,482	187,600	-2,882	0	-2,882	101.5 %
1175	Precept Support Grant	0	2,729	2,729	0			100.0 %
1176	Precept Received	0	213,371	213,371	0			100.0 %
1177	Miscellaneous Admin Income	5	5	0	5			0.0 %
1178	Stellar Power Com Ben grant	0	15,000	0	15,000			0.0 %
1180	Village News Income	100	2,483	4,800	-2,318			51.7 %
1196	Interest Received	15	120	200	-80			59.9 %
1197	LA Property Fund Dividends	0	958	0	958			0.0 %
2177	Grants Recieved	0	600	0	600			0.0 %
	Administration :- Income	121	235,266	221,100	14,166			106.4 %
	Net Expenditure over Income	8,357	-44,783	-33,500	11,283			

Month No : 9

Cost Centre 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	0	1,500	1,500	0		0	100.0 %
4991	Transfer from EMR	0	-500	-500	0		0	100.0 %
	Grants :- Expenditure	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0 %</u>
	Net Expenditure over Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>			
<u>104</u>	<u>General Funds</u>							
1112	Mchwd Vill Hall car park	350	1,050	1,400	350		350	75.0 %
1426	Elections	0	0	1,000	1,000		1,000	0.0 %
1427	Contingencies	0	-31	0	31		31	0.0 %
1439	Replacements	0	9,626	3,350	-6,276		-6,276	287.3 %
390	Transfer to EMR	0	3,571	0	-3,571		-3,571	0.0 %
4991	Transfer from EMR	0	-3,350	-3,350	0		0	100.0 %
	General Funds :- Expenditure	<u>350</u>	<u>10,866</u>	<u>2,400</u>	<u>-8,466</u>	<u>0</u>	<u>-8,466</u>	<u>452.8 %</u>
	Net Expenditure over Income	<u>350</u>	<u>10,866</u>	<u>2,400</u>	<u>-8,466</u>			
<u>105</u>	<u>Council Property</u>							
1536	General Maintenance	289	316	300	-16		-16	105.5 %
1540	Tools	18	1,045	800	-245		-245	130.6 %
1541	Fuel	194	2,009	3,300	1,291		1,291	60.9 %
1543	Vehicle Maintenance	0	1,300	1,200	-100		-100	108.3 %
1544	Road Tax	0	436	500	64		64	87.3 %
1545	Vehicle Insurance	0	1,711	1,700	-11		-11	100.7 %
	Council Property :- Expenditure	<u>501</u>	<u>6,819</u>	<u>7,800</u>	<u>981</u>	<u>0</u>	<u>981</u>	<u>87.4 %</u>
	Net Expenditure over Income	<u>501</u>	<u>6,819</u>	<u>7,800</u>	<u>981</u>			
<u>201</u>	<u>Amenities</u>							
2135	Play Area Replacements	0	0	1,000	1,000		1,000	0.0 %
2137	Under 12 Play Area	0	2,059	2,200	141		141	93.6 %
2138	Over 12 Play Area	0	0	1,000	1,000		1,000	0.0 %
2139	Open Space Maintenance	0	658	2,000	1,342		1,342	32.9 %
2141	Public Seating	0	35	250	215		215	13.9 %
2142	Dog Bins	264	502	750	248		248	66.9 %
2144	Tree Management	0	429	6,000	5,571		5,571	7.2 %
2145	Litter Bins	0	0	250	250		250	0.0 %
2146	Skate Park	0	0	250	250		250	0.0 %
2147	Admiralty Quay Play Area	0	0	250	250		250	0.0 %
2148	Notice Boards	0	0	500	500		500	0.0 %

Month No : 9

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
2150	Bridge at Oaklands	0	0	1,000	1,000		1,000	0.0 %
2170	War Memorial Restoration	0	38	500	462		462	7.7 %
4990	Transfer to EMR	0	5,958	0	-5,958		-5,958	0.0 %
	Amenities :- Expenditure	264	9,679	15,950	6,271	0	6,271	60.7 %
	Net Expenditure over Income	264	9,679	15,950	6,271			
301	<u>Lloyd Recreation Ground</u>							
1125	Insurance	0	110	0	-110		-110	0.0 %
3101	Salaries	0	597	1,900	1,303		1,303	31.4 %
3125	Insurance	0	1,986	1,950	-36		-36	101.8 %
3136	Pavilion	0	4,798	4,000	-798		-798	119.9 %
137	Play Area	0	0	500	500		500	0.0 %
3138	Courts	80	80	1,000	920		920	8.0 %
3139	General Maintenance lrg	0	80	1,000	920		920	8.0 %
3140	Pitch	0	220	500	281		281	43.9 %
3141	Courts Everyday Costs	0	37	600	563		563	6.2 %
3145	Basketball Pitch	0	0	200	200		200	0.0 %
3154	Tree Works	0	0	500	500		500	0.0 %
	Lloyd Recreation Ground :- Expenditure	80	7,907	12,150	4,243	0	4,243	65.1 %
	Net Expenditure over Income	80	7,907	12,150	4,243			
303	<u>Scout & Guide Build</u>							
3151	Scout & Guide Build	-1,982	-876	0	876		876	0.0 %
	Scout & Guide Build :- Expenditure	-1,982	-876	0	876	0	876	
	Net Expenditure over Income	-1,982	-876	0	876			
500	<u>Lloyds Recreation Ground Trust</u>							
5180	Income - Court Hire	0	350	1,400	-1,050			25.0 %
5181	Income - Pitch Hire	165	1,249	3,300	-2,051			37.8 %
5182	Scout Hut Lease	0	0	350	-350			0.0 %
5183	Miscellaneous Income	-18	-34	400	-434			-8.5 %
5184	Key Deposit	-14	26	0	26			0.0 %
5186	Youth Club Rent	42	374	350	24			106.9 %
	Lloyds Recreation Ground Trust :- Income	175	1,965	5,800	-3,835			33.9 %
	Net Expenditure over Income	-175	-1,965	-5,800	-3,835			

31st March 2016

31st December 2016

Current Assets		
4,864	Debtors	0
2,052	Vat Refunds	897
1,344	Prepayments	0
95,365	Current Bank Account	114,075
118	ALTO MASTCARD	0
75,000	Nationwide Business 1Yr Fixed	75,000
8,706	Lloyd Rec Unity Trust Bank0381	11,381
50,024	CCLA DEPOSIT FUND 011235	50,174
77,622	Deposit Account	77,651
200	Petty Cash	200
600	Petty Cash Circus	0
<u>315,895</u>		<u>329,379</u>
315,895	Total Assets	329,379
Current Liabilities		
5,090	Creditors Control	5,090
57	Handytrust PS4 Fund	0
8,179	Accruals	0
10	VAT PAYMENT	10
4,114	Receipts in Advance	0
<u>17,451</u>		<u>5,100</u>
298,445	Total Assets Less Current Liabilities	324,278
Represented By		
95,056	General Reserve	106,411
2,574	EMR Grants	2,074
2,521	EMR Elections	3,388
4,893	EMR Contingencies	4,893
5,750	EMR Bridge at Oaklands	6,750
36,045	EMR Amenities General	39,145
8,500	EMR Play Area Maintenance	8,500
356	EMR Lloyds Rec General	356
200	EMR Waterside Comm Rail P'ship	200
59	EMR War Memorial	559
3,017	EMR Office Equipment	3,017

31st March 2016

31st December 2016

3,269	EMR Legal Fees	3,269
1,308	EMR Public relations	1,308
47,399	Developers Cont'n Reserve	38,049
32,743	Staffing Reserve	32,743
20,078	Asset Replacement Reserve	22,782
2,537	EMR Open Space Maintenance	3,000
500	EMR Public Seating	750
775	EMR Dog Bins	920
5,000	EMR Tree Management	5,000
500	EMR Litter Bins	500
872	EMR Noticeboards/Signs	1,372
1,000	EMR Good Citizens Project	1,000
150	EMR Tree Planting Scheme	150
6,865	EMR Pavilion Lloyds	6,865
7,622	EMR Marchwood Youth Project	7,622
8,854	EMR Lloyds Rec Ground Trust	8,854
0	SOLAR FARM GRANT	15,000
<u>298,445</u>		<u>324,478</u>

The above statement represents fairly the financial position of the authority as at 31st December 2016 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Date: 16/01/2017

Marchwood Parish Council 2016-17

Page No: 607

Time: 12:30

Cash Book 1

User : SDJ

Lloyds Account 458

For Month No : 9

Payments for Month 9

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>
23/02/2016	TELEPAY LLOYDS TSB BANK	Pay Dec16	7,675.36	7,675.36		500		PAYDEC16/1106/P/ DECEMBER 201
01/12/2016	SAGE UK LTD	SUBSDEC	33.60	33.60		500		INV02172629/1093/ DEC 16/S
08/12/2016	GOULDEN PROPERTIES LIMITEI	007817	350.00	350.00		500		19767/1095/QTR 25/12 TO 24/3/1
08/12/2016	S E J HARMAN	007818	14.00	14.00		500		KEY4REFUND/1096 REFUND
12/12/2016	PETTY CASH IMPREST	007820	109.91		2.33	1134 101	35.00	Flowers Remember Day
						1122 101	19.25	Stamps
						1158 101	38.00	Cards /Chocolate
						1123 101	3.72	MILK
						1109 101	11.61	BIRMINGHAM MEA VISI
12/12/2016	TRAVIS PERKINS TRADING CO	007819	96.05	96.05		500		3618/1097/TAPE POLY PIPE INSUL
19/12/2016	NEW FOREST DISTRICT COUNC	007821	285.68	285.68		500		40180302/1098/DO BIN EMPT SER
19/12/2016	SHARP BUSINESS SYSTEMS UK	007822	147.49	147.49		500		OP/0478217/1099/R DEC/FEB
19/12/2016	Marchwood Community	007823	45.00	45.00		500		106318/1100/HIRE ROOMS DEC16/M
20/12/2016	NEW FOREST DISTRICT COUNC	007824	31.10	31.10		500		40180486/1101/BL SACKS/NEW
28/12/2016	BT	sheet60	141.76	141.76		500		M1041D/1102/PHOP DEC16
31/12/2016	UNITY TRUST BANK	sheet35	18.00	18.00		500		STATE35/1107/SER CHARGE/UN
31/12/2016	Unity Trust Bank	35	-18.00			5183 500	-18.00	Reversal service charge
03/01/2017	MELANIE WATHEN	007825	8.55	8.55		500		DECTRAVEL/1104/ DEC 16/M
03/01/2017	AUDITING SOLUTIONS LTD	007826	390.00	390.00		500		A4783/1103/AUDIT INTERIM DEC/A
Total Payments for Month			9,328.50	9,236.59	2.33		89.58	
Balance Carried Fwd			114,074.59					
Cash Book Totals			<u>123,403.09</u>	<u>9,236.59</u>	<u>2.33</u>		<u>114,164.17</u>	

Marchwood Parish Council

Internal Audit Report 2016-17 (Interim)

Prepared by Nigel Archer

*For and on behalf of
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council has complied with these requirements appointing us, at Auditing Solutions Ltd, to provide the service since 2010-11.

This report provides detail of the work undertaken during our interim visit to the Council for 2016-17, which took place on 8th December 2016.

Internal Audit Approach

In commencing our review of the Council's accounting, governance and other records, we have again paid due regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, also following up issues identified in prior year reports.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas. Consequently, our programme of cover is designed to examine the control systems and procedures in place, together with applying selective sample testing to ensure that those controls are operating in the approved manner and thereby give assurance not only to us that they are sound, but also to members and the local electorate.

Overall Conclusion

Overall, we are pleased to conclude that, in the areas examined to date, the Council continues to maintain effective control systems that should ensure that transactions are accurately recorded in the financial ledgers and are reported accurately in the Statement of Accounts and Annual Return for the financial year.

No formal recommendations are considered necessary at present: consequently, we have not been required to append any detailed Action Plan.

This report has been prepared for the sole use of Marchwood Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its content or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega accounting software to maintain the financial and management accounting records with three bank accounts in operation with Lloyds plc. Detail of transactions on those accounts is recorded on a combined current and deposit account cashbook with a separate investment cashbook. The Recreation Ground charity operates its own bank account at Unity Bank.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Checked and agreed the opening Omega trial balance detail for 2016-17 with the 2015-16 Statement of Accounts and certified Annual Return for that year;
- Checked that the financial ledger remains “in balance” currently;
- Ensured that the cost and expenditure coding structure remains appropriate for the Council’s reporting needs;
- Checked and agreed detail of the combined current and reserve accounts cashbook for May and October 2016 to the relevant bank account statements;
- Checked and agreed all transactions (due to the low volumes) from April to October 2016 on the supporting Nationwide and Unity bank account cashbooks to relevant bank account statements; and
- Checked and agreed detail on all accounts’ bank reconciliations as at 31st May and 31st October 2016 to ensure that no cheques or deposits remain uncleared at bank for an undue period and that no anomalous entries exist: no such issues exist.

Conclusions

We are pleased to record that no significant issues have been identified in this area of our review to date. We shall examine additional sample months’ transactions and the closing bank reconciliations as at 31st March 2017 at the final visit, also ensuring the accurate disclosure of the year-end balances in the Accounts and Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust series of corporate governance policies, procedures and documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation that may adversely affect the Council’s financial standing or result in a legal challenge. We have:

- Commenced our review of the Council's and standing Committees' minutes (with the exception of Planning) for the year to end November 2016 to determine whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's current or future financial stability; and
- Previously noted in our final report for 2015-16 that both Standing Orders and Financial Regulations had been duly amended to reflect the revised tendering and contracts regulations in September 2015: consequently, no further comment is necessary currently.

Conclusions

No significant matters arise in this area of our review process to date.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have previously reviewed the controls in place over the placement of orders, receipt and approval of invoices for payment and release of relevant funds to traders, etc. and consider them to be generally sound, with members physically examining and initialling each invoice as and when they sign cheques.

We have commenced our testing in this area for 2016-17 for compliance with the above criteria, examining a sample of non-pay related payments including all individual transactions in excess of £1,500 plus every 20th payment irrespective of value in the year to 31st October 2016. Our test sample included approximately 25 items totalling £47,500 and representing 69% of all non-pay related expenditure to that date.

We previously noted in our final report for 2014-15 that the Council was now registered for VAT and have verified the submission of September 2016's return, which was in accord with the underlying Omega control account balances.

Conclusions

No issues have been identified in this area of our review process to warrant formal comment or recommendation at present.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Noted previously that the Council had undertaken various risk assessments and had acquired and developed the Local Council Risk System (LCRS) software to provide a more formalised financial risk register. At this interim visit, we note that the registers have been updated for 2016-17 (re-affirmed at Full Council in July 2016); and
- Examined the Council's current insurance policy schedule (to May 2017), cover continuing to be provided by Aviva, and note that both Employer's and Public Liability stand at £10 million, Fidelity Guarantee remains at £434,000 and there is adequate Loss of Revenue cover at £10,000.

Conclusions

We are pleased to record that the level of insurance cover is considered appropriate in each area and that a process for consideration of the risk assessment and management documents has been achieved by the Council. We shall continue to monitor further progress at future visits.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has robust procedures in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

Conclusions

No matters arise in this area at present, our visit occurring in advance of any final or formal conclusion being reached by the Council on its budgetary and precept requirements for 2017-18 and we note from budget monitoring reports for October 2016 that there are no significant variances arising in the current year to date.

Review of Income

The Council receives income from a relatively limited range of sources in addition to the annual precept, primarily by way of newsletter advertising fees, with sports field bookings and casual tennis court hire fees now banked in the name of the Lloyd Recreation Ground Trust into a separate a/c.

Our aim here is to ensure that all income due to the Council is identified and recovered within a reasonable time period and that the Council is receiving value for money from the “investment” of surplus funds.

Conclusions

Other than noting that members have previously determined that prices for Newsletter advertising should remain unchanged in 2016-17 and the sample cashbook testing of receipt transactions to bank statements noted earlier in this report, no further work was undertaken in this area at this interim visit.

Petty Cash Account

A petty cash account is in use within the parish office on an imprest basis with a cash imprest of £200 and actual expenditure reimbursed periodically during the course of the year to return the holding to £200.

Whilst no material sums are involved in this respect, the IA Certificate in the Annual Return requires us to form an opinion on the soundness, or otherwise, of controls in this area. Consequently, we aim to ensure that all payments are appropriately supported by either a trade invoice or appropriate till receipt; that VAT is identified for recovery and that reimbursement payments are made accurately.

We have examined detail of the expenditure incurred and re-imbusement of a sample period (September & October 2016) for compliance with the above criteria and are pleased to record that no issues arise.

Conclusions

No issues warranting formal comment or recommendation arise in this area at present and we are pleased to note that the physical cash-in-hand is being routinely checked and verified periodically as and when cheque re-imburements are requisitioned.

Review of Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation, the deduction and payment over of income tax and NI contributions, and meeting the requirements of the local government pension scheme, most recently amended with

effect from 1st April 2015 in relation to employee contribution bandings. To meet that objective, we have: -

- Noted previously that the NJC award for the two years 2016-18 was published and implemented with effect from April 2016;
- Noted that the Finance Officer continues to prepare the monthly payroll “in-house” using bespoke Sage software;
- Checked and agreed detail of the September 2016 gross payroll to the schedule of approved salaries;
- Verified that deductions for those individuals contributing to the pension scheme have been accurately computed in line with the revised national procedures across the annual salary bandings;
- Ensured that tax and NI deductions have been made applying the appropriate tax code and NI Table as revised with effect from April 2016;
- Examined the supporting time records verifying that, where variable hours arise, they are subject to independent certification and approval;
- Checked and agreed the physical payment of net salaries and payments to external agents (HMRC and the County Pension Fund) from summary reports through the Telepay system and cheque payments respectively; and
- Noted that monthly, electronic submissions of payroll detail to HMRC under extant legislation (aka Real Time Initiative) continue to be made in a timely manner.

Conclusions

We are pleased to record that no issues have been identified in our review of the payroll procedures.

Investments and Loans

In this area of our review, we seek to confirm that the Council is utilising its available resources to best effect and is maximising its interest earning potential.

Conclusions

The Council currently holds no “surplus” funds in periodic Term deposits although we note that it has recently “invested” £50,000 in the CCLA Local Authorities Property Fund and have verified same to their quarterly statement.

The Council has no loans either repayable by, or to, it.

Bank Payment card

The Parish Council in the past has had access to a pre-payment card on which to make internet payments.

This pre-payment card was supplied by Alto and they withdraw it in September 2016.

Lloyds Bank offer four different types of cards for their business account holders. These are: Credit card, Charge card, Debit card and Cashpoint card. They do not offer a pre-payment card.

	Credit Card	Charge Card	Debit Card	Cash Card
Key benefits	Up to 45 days' interest free credit Set individual spending limits for each card issued Great offers and discounts available from Visa No sterling transaction fees Detailed monthly statements	Up to 36 days' interest free credit Set individual spending limits for each card issued Great offers and discounts available from Visa No sterling transaction fees Detailed monthly statements	Free cash withdrawals at Lloyds Bank ATM's in the UK Save money compared to cash/cheque transactions Transactions included on monthly Business Account statements	Free cash withdrawals at Lloyds Bank ATM's in the UK Check your balance easily at any given time Order a chequebook Print a mini-statement of last seven days transactions
Number of card holders available per account	Up to 20 card holders	No upper limit on the number of cardholders	Up to four card holders	Up to four card holders
Cash withdrawal limit	Up to £500 daily	Up to £500 daily	Cleared funds up to £700 per day, with agreement	Cleared funds up to £200 per day (£500 with agreement)
Annual fee	£32 per card	£32 per card	No annual fee	No annual fee

Under the Parish Councils Financial Regulations 'Instructions for the making of payments' section 8.13 and 8.14 cover pre-payment cards and credit cards.

- 8.13 A pre-paid card may be issued to employees with varying limits. These limits will be set by the council or P&R committee. Transactions and purchases made will be reported to the council or P&R committee and authority for topping-up shall be at the discretion of the council or P&R committee.

8.14 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and or RFO and shall be subject to automatic payment in full at each month end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

A disadvantage of using a credit or charge card is that some companies charge an admin fee for using it adding an additional cost to the purchase.

Officers recommend that the Council applies for a debit card as any purchases will not incur any additional costs and the money is debited straight from the account. Any purchases made on the card will only be made once approval has been given by the Chairman or Vice Chairman.

Payment of salaries

At present the Parish Council pay salaries by using a Telepay service. This means that every month a fax is sent detailing the salaries to be paid.

To be able to send this fax the Parish Council have a dedicated fax line which is costing £16 per month. This is the only fax that is sent. The line remains unused at all other times.

With this in mind Officers have looked at other ways of completing the pay run and one option is the Bulk Payments Service ran by Lloyds Bank.

The Bulk Payments Service is a simple, convenient and secure way to make regular payments such as wages, expenses and supplier payments. Managed via Online for Business, the service is ideal for companies that wish to make up to 25 payments in one batch.

Once you have agreed a limit with us (similar to an overdraft limit), you can set up the bank account details of everyone you wish to pay, as well as the dates and amounts of payments. We are currently going through this process.

Features and benefits

Determine the date of each payment yourself.

Set up payments from two to 30 business days in advance.

Make credit and debit payments at the same time.

Stay in control of your payments via a full audit trail.

Potentially reduce your bank charges by using the Bulk Payments Service instead of cheques or bank giro credits.

Parish Council Priorities 2015 - 2016

Priority	Objective
Bury Road cycle / foot path	Installation of a cycle/footpath for safe access to and from the village.
Long lane footpath by Saints ground	Installation of a footpath
Long Lane footpath after the bend	Installation of a footpath or a safe alternative due to a lack of road space
Greater / improved access to our open spaces linked to the SANG's at NFDC.	To include more information boards, geo tagging etc
Cycle / foot path to Hythe	Installation of a cycle/footpath for safe access to and from the village.
New Scout and Guide building	To provide a new purpose built meeting place for the Scouts and Guides.
Engage with the Community more at events	Increase face to face contact with the electorate for feedback.
Allotments	To find a suitable site and provide allotments for the residents of Marchwood.
Highway / road access issues such as HGV's using restricted roads	To monitor the amount of traffic using roads in the village and the affect this has.
Monitoring the effect of industrial development	Review planning applications for the Industrial Parks and the affect these are having on the village.
Dog fouling and litter	Try to reduce the amount of dog fouling and litter around the village.
Footpath improvements behind St John's Church / cycle to School project	Better safer access for Children to access school on bicycles.