

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 17th June 2019 at 7.30pm.

Councillors: Cllr D Hindle (Chairman) – in the Chair (P)
Cllr J Case (A) Cllr P Mballa (A)
Cllr D Makinson (A) Cllr M Saxby (P)
Cllr R Young (P)
(P) Present (A) Absent

In attendance: Cllr B Gibbs – Clerk to the Council

Apologies

1. Apologies were received from Cllrs Case, Mballa and Makinson.

Public Participation

2. There were no members of the public present.

Declarations of Interest

3. No declarations of interest were made.

Chairman’s Report

4. The Chairman said that this was the first meeting of the current Council. He commented that over the next year that the Committee would be undertaking a lot of work to review policies and the Council’s Standing Orders and Financial Regulations.

Minutes of the previous meeting

5. **RESOLVED:** To confirm the minutes of the meeting held on 29th April 2019 as a true record.

Election of a Vice-Chairman for the year 2019-20

6. As there were several members absent it was agreed to hold this item over until the next meeting of the Committee.

Orders for Payment May 2019

7. **RESOLVED:** The Parish Council approved the Orders for Payment that were outstanding up to the date of the meeting

The Clerk referred members to Appendix A in their briefing pack.

Income & Expenditure as at 31st March 2019.

8. **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 31st March 2019.

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The Clerk referred members to Appendix B in their briefing pack that showed the summary of the Income and Expenditure (by Cost Centre) up to the 31st March 2019.

Income & Expenditure against budget as at 31st March 2019.

9. **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 31st March 2019.

The Clerk referred members to Appendix C in their briefing pack that showed the Income and Expenditure up to the 31st March 2019.

Balance Sheet as at 31st March 2019.

10. **RESOLVED:** The Parish Council noted the Balance Sheet report as at 31st March 2019.

Members were told that the Balance Sheet up to the 31st March 2019 was Appendix D in their briefing pack.

Policy Review 2019

11. The Clerk presented a written report to the Committee outlining the need to review some of the Parish Council's core policies.

The Council's Standing Orders and Financial Regulations have been recommended for review by the Council's Internal Auditor with a number of other important employment policies also in need of a review.

A list of the policies planned to be reviewed over the next year are as follows:

- Standing Orders (last reviewed in October 2014)
- Financial Regulations (last reviewed in September 2015)
- Staff Sickness and Absence Policy.
- Staff Disciplinary Policy.
- Staff Grievance Policy.
- Member and Employee Protocol.
- Council Complaints Policy.

Unpaid Sales Invoices July 2018 onwards

12. The Clerk presented reports showing that a number of Sales Invoices have been raised that for one reason or another have not been paid.

The Clerk said that the Parish Office had exhausted efforts to recover the costs involved and asked that Committee should consider cancelling these invoices or writing them off as bad debts.

There were three sales invoices involved and the total amount outstanding was £196.80

RESOLVED: The Parish Council agreed to write off or cancel Sales Invoices 2415, 2431 and 2440 to the value of £196.80.

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Parish Office Photocopier contract

13. The clerk presented a brief report to the Committee regarding the forthcoming expiry of the Parish Council's photocopier support contract. He asked for permission to renew the contract rather than undertake a tender process to replace the current machine.

RESOLVED: The Parish Council noted the Clerk's report and approved the renewal of the support contract with Hampshire County Supplies.

Exempt Business

14. **RESOLVED:** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There being no further business the meeting closed at 7.57pm.