

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 16<sup>th</sup> September 2019 at 7.30pm.

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

In attendance: B Gibbs – Clerk to the Council, Cllr Hoare and one member of the public.

**Apologies**

1. All members were present.

**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 welcomed everyone to the meeting and commented that their attendance was appreciated as there was a significant amount of business to attend to.

**Minutes of the previous meeting**

5. **RESOLVED:** To confirm the minutes of the meeting held on 17<sup>th</sup> June 2019 as a true record.

**Orders for Payment September 2019**

6. **RESOLVED:** The P&R Committee 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 August 2019**

7. **RESOLVED:** The P&R Committee noted the Income & Expenditure Report as at 31st August 2019.

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 August 2019.

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

**Income & Expenditure against budget as at 31st August 2019**

8. **RESOLVED:** The P&R Committee noted the Income & Expenditure Report against Budget as at 31st August 2019.

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

**Balance Sheet as at 31st July 2019**

9. **RESOLVED:** The P&R Committee noted the Balance Sheet report as at 31st July 2019.

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

The Clerk apologised for not having a balance sheet ready for the meeting that reported the financial position at the 31<sup>st</sup> August 2019.

**Bank Reconciliations as at 31st August 2019**

10. **RESOLVED:** The P&R Committee noted the Bank Reconciliation report as at 31st August 2019.

Members were told that the Bank Reconciliation report up to the 31st August 2019 was Appendix E in their briefing pack.

**Party in the Park 2020**

11. The Clerk presented Report A to the Committee explaining that the Party in the Park working party had met on a few occasions and that there had been significant progress in completing the arrangements for staging, security and band bookings.

So far the total amount spent on the event equalled £1,329.75.

The Committee was required to make a decision on whether to approve allocating the remaining amount in Solar Farm Grant EMR to this project.

The EMR currently has a sum of £10,000 within it having had a sum of £5,000 granted to the Marchwood Community Association. Cllr Hoare spoke in support of the proposal and indicated that other sources of income had been identified by way of District Councillor and County Councillor grants.

The Clerk informed the meeting that the majority of the project's expenditure would be in 2019-20 with all of the income being received in 2020-21.

**RESOLVED:** The P&R Committee approve the allocation of £10,000 contained in the Solar Farm Grant EMR towards the working capital of the Party in the Park 2020 event.

This event was being put on to mark the centenary of the Lloyd Recreation Ground.

The Parish Council of Marchwood notes that the statutory basis for this item is the Local Government Act 1972, Section 145.

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

### **The Parish Council's Motor Vehicles**

12. The Clerk presented Report B to the Committee highlighting the current condition of the Parish Council's motor vehicles (two Nissan pick-up trucks). The report's conclusions highlighted the fact that the vehicles were well maintained, taxed, insured and had a current MOT. However, the fact remains that both vehicles are aging and show signs of significant wear and tear.

The Clerk sought the permission of the Committee to investigate options for their eventual replacement.

**RESOLVED:** The Clerk was asked to investigate all options to provide for the replacement of the Parish Council's motor vehicles and to report back to a future meeting of the Committee before the end of the Financial Year 2019-20.

### **Parish Office IT Infrastructure**

13. The Clerk presented Report C to the Committee highlighting the current condition of the Parish Council's IT infrastructure. The report highlighted the fact that the Office PCs were aging and used a Windows Operating System (OS) that was out of support in January 2020. All of the PCs are at least seven years old.

The Clerk proposed the purchase of three Hewlett Packard desktop mini PCs supporting the Windows 10 with a custom build to best suit the Parish Council's needs.

**RESOLVED:** The Parish Council noted the Clerk's report and approved the purchase of three replacement desktop PCs. The total cost of these should not exceed the allocated Earmarked Reserve.

### **The Handy Trust**

14. **RESOLVED:** The Parish Council approved the payment of an invoice from the Handy Trust for the second quarter of the financial year 2019-20. The background to this item was contained within Report D.

### **Grant Applications**

15. Grant Applications – Grant applications have been received from:

Citizen's Advice New Forest – Appendix F  
Waterside Heritage – Appendix G  
Solid Silver Club – Appendix H  
Marchwood Fete Steering Group – Appendix I  
Marchwood War Memorial Refurbishment Fund 2020 – Appendix J  
New Forest Disability Information Service – Appendix K

**RESOLVED:** To pay all approved grant applications for the year 2019-20 as follows.

i) Citizen's Advice New Forest. Marchwood Parish Council notes that the statutory basis for this item is the Local Government Act 1972, Section 142.

Marchwood Parish Council having considered the grant application for the year 2019-20 from the Citizen's Advice New Forest approved the payment of a grant of £200.00p

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

ii) Solid Silver Club. Marchwood Parish Council notes that the statutory basis for this item is the Local Government (Miscellaneous Provisions) Act 1976 Section 19.

Marchwood Parish Council having considered the grant application for the year 2019-20 from the Solid Silver Club approved the payment of a grant of £200.00p

iii) Marchwood Fete Steering Group. Marchwood Parish Council notes that the statutory basis for this item is the Local Government Act 1972, Section 144.

Marchwood Parish Council having considered the grant application for the year 2019-20 from the Marchwood Fete Steering Group approved the payment of a grant of £175.00p

iv) Marchwood War Memorial Refurbishment Fund 2020. Marchwood Parish Council notes that the statutory basis for this item is the Local Government Act 1972, Section 137 and the War Memorials (Local Authorities' Powers) Act 1923 Section 1 as extended by Local Government Act 1948 Section 133.

Marchwood Parish Council having considered the grant application for the year 2019-20 from the Marchwood War Memorial Refurbishment Fund 2020 approved the payment of a grant of £250.00p

v) New Forest Disability Information Service. Marchwood Parish Council notes that the statutory basis for this item is the Local Government Act 1972, Section 142.

Marchwood Parish Council having considered the grant application for the year 2019-20 from the New Forest Disability Information Service approved the payment of a grant of £175.00p.

**RESOLVED:** To decline the grant application for the year 2019-20 received from Waterside Heritage.

**RESOLVED:** To advise Waterside Heritage that no further grant applications will be considered whilst the project to publish a history of Marchwood parish remains unfulfilled.

**Exempt Business**

16. 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 were no items of exempt business to be discussed.

There being no further business the meeting closed at 8.37pm.