

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 via the Zoom application on Monday 15<sup>th</sup> June 2020 at 7.30pm.

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

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

**Apologies**

1. All councillors were present.

**Public Participation**

2. Although there was a member of the public present she did not wish to speak about any matter.

**Declarations of Interest**

3. No declarations of interest were made.

**Chairman's Report**

4. The Chairman thanked the Clerk and the RFO for all the work done in preparation for this meeting.

**Minutes of the previous meeting**

5. **RESOLVED:** To confirm the minutes of the meeting held on 18<sup>th</sup> November 2019 as a true record.

**A review of the Parish Council's savings strategy**

6. The Clerk referred members to Report A. The Lloyds Bank One Year Fixed Term Deposit (£50,000) had matured in January 2020 and the money was now in the general reserve. The Clerk said that the Covid-19 crisis had led to the Bank of England reducing its lending rate to 0.1% shortly after the committee had last met. As a result, the Clerk and RFO had been overtaken by events and had not re-invested the money in time to receive a more favourable interest rate as they had been instructed to do.

He reminded everyone of the current investment accounts that the Council held.

- CCLA Local Authorities Property Fund £50,000.
- CCLA Public Sector Deposit Fund. £50,000.
- United Trust Bank. One-year fixed term deposit with £75,000 (recently re-invested at a rate of 1.65%).

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**RESOLVED:** The P&R Committee approved the following investment strategy for the £50,000 now sitting in the general reserve.

- Invest in the 30-day account offering the best rate for a £50,000 investment as soon as possible.

### **Review of Ear Marked Reserves**

7. The RFO spoke about the ongoing review of the Parish Council's Earmarked Reserves (EMRs). A report showing all of the EMRs was presented to the meeting. He highlighted the following items:

- EMR 323 Elections. Upper limit is now fixed at £6,000.
- EMR 348 Notice boards & Signs. Upper limit is now fixed at £2,000.

The following EMRs have now been combined to provide for the new play area at the Lloyd Recreation Ground.

- EMR 340 Development Contribution Reserve (£15,989.03)
- EMR 358 Play Area Development LRG (£10,325)
- EMR 340 has been wound up with EMR 358 now having a total of £26,314.03 in it
  
- The following EMRs require further work
  
- EMR 341 Staffing Reserve (£31,243)
- EMR 342 Asset Replacement Reserve (£19,300)
- EMR 364 Skate Park (£8,991)
- EMR 367 Tree Planting & Maintenance (£3,614)

### **A review of the Parish Council's Direct Debits**

8. **RESOLVED:** The P&R Committee noted that the following Direct Debits were currently set up to pay suppliers.

- British Telecommunications. Phone and broadband contract (Monthly)
- Business Stream. LRG water and sewerage charge (Half-Yearly)
- Business Stream Falklands Memorial water charge (Half-Yearly)
- Information Commissioner's Office. Annual Registration Fee (Annual)
- Sage Software Ltd. Payroll fees (Monthly)
- Lloyds Bank. Salary bulk payments (Monthly)
- SSE. Electricity supply to the LRG Workshop and Pavilion (Quarterly)
- SSE. Electricity supply to the 3G Floodlights (Quarterly)
- SSE. Gas supply to the LRG Workshop and Pavilion (Quarterly)

### **Policy Review 2020-21**

9. The Clerk referred everyone to Report D saying there are two policy documents to review as follows:

- Data Protection Policy
- Freedom of Information Act 2000 Vexatious or Repeated Requests Policy

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A discussion took place regarding both policies and the following points were raised.

- Identify if the Parish Council is required to appoint a Data Protection Officer.
- Does the Parish Council need a Vexatious or Repeated Requests Policy?
- Has the Parish Council received many FOI requests and subject access requests?

**RESOLVED:** The P&R Committee recommended the two policies to the Full Council for approval at its meeting to be held on the 27<sup>th</sup> July 2020.

Notwithstanding this resolution there is a further opportunity to discuss the documents at the Full Council meeting in July.

#### **Orders for Payment February 2020**

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

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

#### **Income & Expenditure as at 30th April 2020**

11. **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 30th April 2020.

The Clerk referred members to Appendix B in their briefing pack that showed the summary of the Income and Expenditure up to the 30th April 2020.

#### **Income & Expenditure against budget as at 30th April 2020**

12. **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 30th April 2020.

The Clerk referred members to Appendix C in their briefing pack that showed the Income and Expenditure against budget (listed by Cost Code) up to the 30th April 2020.

#### **Balance Sheet as at 30th April 2020**

13. **RESOLVED:** The Parish Council noted the Balance Sheet report as at 30th April 2020.

Members were told that the Balance Sheet up to the 30th April 2020 was Appendix D in their briefing pack.

#### **Bank Reconciliations as at 30th April 2020**

15. **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 30th April 2020.

Lloyds Bank Instant Access Account £179,057.13  
Lloyds Bank 30 Day Notice (Treasurers) Account £53,016.94

Members were told that the Bank Reconciliations up to the 30th April 2020 was Appendix E in their briefing pack.

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**Exempt Business**

15. 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 discussed at this meeting.

There being no further business the meeting closed at 8.25pm.