

Marchwood Parish Council

Marchwood Village Hall
Village Centre
Marchwood
SO40 4SX

Telephone: 023 8086 0273

Email: office@marchwoodparishcouncil.org.uk



8th February 2021

The Policy & Resources Committee will meet via a scheduled video meeting on Monday 15th February at 7.30pm. It will be conducted using the Zoom video conferencing solution.

Members of the public should contact the Clerk to the Council for details on how to connect to the meeting.

Brendan V. Gilder

Clerk to the Council.

1. **Apologies for absence.**
2. **Declarations of Interest.**
3. **Public participation** – Should not exceed 15 minutes in duration. Standing Order 3 (e) & (f) December 2019
4. **Chairman's report.**
5. **Minutes:** To confirm the minutes of the meeting held on the 23rd November 2020.
6. **A review of the Parish Council's payroll processing requirements** – Report A.
7. **Orders for Payment December 2020** – Appendix A.
8. **Orders for Payment for the financial year 2020-21 3rd Qtr. Oct-Dec 2020** – Appendix B.
9. **Income & Expenditure as at 31st December 2020** – Appendix C
10. **Income & Expenditure against Budget as at 31st December 2020** – Appendix D.
11. **Balance Sheet as at 31st December 2020** – Appendix E.
12. **Bank Reconciliations as at 31st December 2020** – Appendix F.
13. **Exempt Business: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.**

There are no exempt matters to discuss.

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2020	MARCHWOOD PARISH COUNCIL	2240	199.95		IMPREST3/12/20/2240/MARCHWOOD
09/12/2020	MR B GIBBS	2224	239.00		SLCCSUBS20/21/2224/MR B GIBBS
09/12/2020	FUELGENIE	2225	300.83		4992231/2225/FUELGENIE
09/12/2020	GREENWOOD-IT	2226	45.00		20111133/2226/GREENWOOD-IT
09/12/2020	HAMPSHIRE COUNTY COUNCIL	2227	42.03		58174906/7/8/2227/HAMPSHIRE CO
09/12/2020	MR G J WRIGHT	2228	709.27		LITTER PICK/2228/MR G J WRIGHT
09/12/2020	RIALTAS BUSINESS SOLUTIONS	2229	70.80		SM22718/2229/RIALTAS BUSINESS
09/12/2020	TRAVIS PERKINS TRADING CO	2230	88.21		3618AMF732/2230/TRAVIS PERKINS
16/12/2020	SAGE UK LTD	2242	42.00		DEC2020/2242/SAGE UK LTD
22/12/2020	NEW FOREST DISTRICT COUNCIL	2231	312.26		41020489/2231/NEW FOREST DISTR
22/12/2020	BUSINESS STREAM	2233	10.94		2773554/11/2233/BUSINESS STREA
22/12/2020	BUSINESS STREAM	2234	10.18		2773554/10/2234/BUSINESS STREA
22/12/2020	IM-PRESS PROMOTIONS	2232	90.36		301020/2232/IM-PRESS PROMOTION
24/12/2020	PRUDENTIAL PLC	2235	1,000.00		AVCDEC2020/2235/PRUDENTIAL PLC
24/12/2020	MARCHWOOD PARISH COUNCIL	2236	7,957.21		PAYDEC2020/2236/MARCHWOOD PARI
24/12/2020	HAMPSHIRE PENSION FUND	2237	2,136.06		PENSIONDEC2020/2237/HAMPSHIRE
24/12/2020	HM REVENUE & CUSTOMS	2238	2,517.12		PAYEDEC2020/2238/HM REVENUE &
24/12/2020	THE PLAY INSPECTION COMPAN	2239	405.00		44283/2239/THE PLAY INSPECTION
29/12/2020	ZOOM VIDEO COMMUNICATIONS	2241	14.39		59267821/2241/ZOOM VIDEO COMMU
30/12/2020	BT	2243	130.44		M15301/2243/BT
Total Payments			16,321.05		

Marchwood Parish Council 2020/2021

Bank - Cash and Investment Reconciliation as at 31 December 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2020	Bus 30 day Notice Account 031	66,162.96
31/12/2020	Instant Access Account 458	58,589.97
31/12/2020	BB INST ONLINE 568	50,004.50
31/12/2020	Deposit Account	14,237.87
31/03/2020	Lloyds Bank 1 year Fixed Rate	0.00
31/12/2020	CCLA Deposit Fund 011235000PC	51,125.07
31/12/2020	United Trust Bank 20121163	75,000.00
30/06/2019	Petty Cash Tin	200.00

315,320.37

Other Cash & Bank Balances

0.00

315,320.37

Unpresented Payments

78.78

315,241.59

Receipts not on Bank Statement

0.00

Closing Balance

315,241.59

All Cash & Bank Accounts

1	Current Bank Account	124,674.15
2	BB INST ONLINE 568	50,004.50
3	Deposit Account	14,237.87
4	Lloyds Bank 1yr Fixed Rate	0.00
5	Lloyd Rec Unity Trust Bank0381	0.00
6	CCLA DEPOSIT FUND 011235	51,125.07
7	CCLA LA Property Fund	0.00
8	United Trust Bank	75,000.00
9	Petty Cash	200.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	315,241.59

31st March 2020

31/12/2020

31st March 2020		31/12/2020	
Current Assets			
9,287	Debtors	0	
1,177	Vat Refunds	6,286	
2,287	Prepayments	0	
131,331	Current Bank Account	124,674	
0	BB INST ONLINE 568	50,005	
51,029	CCLA DEPOSIT FUND 011235	51,125	
75,000	United Trust Bank	75,000	
14,235	Deposit Account	14,238	
200	Petty Cash	200	
284,547		321,528	
284,547	Total Assets		321,528
Current Liabilities			
6,951	Creditors Control	3	
2,874	Accruals	0	
2,238	Receipts in Advance	0	
12,062			3
272,484	Total Assets Less Current Liabilities		321,525
Represented By			
107,709	General Reserve		172,262
5,000	EMR Elections		6,000
9,750	EMR Bridge at Oaklands		10,050
1,000	EMR Falklands Memorial Major W		1,500
3,000	EMR Office Equipment		3,000
2,858	EMR Community Events		3,764
15,989	Developers Cont'n Reserve		0
31,243	Staffing Reserve		0
19,300	Asset Replacement Reserve		22,075
2,315	EMR Open Space Major Repairs		2,315
965	EMR Public Seating		1,099
871	EMR Dog Bins		1,000
500	EMR Litter Bins		750
1,859	EMR Noticeboards/Signs		2,000
2,963	EMR Pavilion(Lloyds Rec) Majo		2,963
13,962	EMR Lloyd Rec Sporting Infrac		13,962
10,325	Play Area Dev Lloyds		79

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 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	31/12/2020	1220	58,589.97
Bus 30 day Notice Account 031	31/12/2020	1220	66,162.96
			<u>124,752.93</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
31/08/2020 2137	HAMPSHIRE COUNTY COUNCIL	78.78	
			<u>78.78</u>
			124,674.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			124,674.15
		Balance per Cash Book is :-	124,674.15
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 2 - BB INST ONLINE 568**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BB INST ONLINE 568	31/12/2020	1	50,004.50
			<u>50,004.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,004.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,004.50
		Balance per Cash Book is :-	50,004.50
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 3 - Lloyds Investment ac 724

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	31/12/2020	11	14,237.87
			<u>14,237.87</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			14,237.87
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			14,237.87
		Balance per Cash Book is :-	14,237.87
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 6 - CCLA Deposit Fund 011235**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund 011235000PC	31/12/2020	311220	51,125.07
			<u>51,125.07</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			51,125.07
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			51,125.07
		Balance per Cash Book is :-	51,125.07
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 8 - United Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
United Trust Bank 20121163	31/12/2020	1	75,000.00
			<u>75,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Balance Sheet as at 31st December 2020

31st March 2020		31/12/2020
10,000	SOLAR FARM GRANT	8,782
15,642	Under 12 Play Area	17,832
3,262	Over 12 Play Area	4,193
8,991	Skate Park	3,000
1,365	Admiralty Quay Play Area	1,615
3,614	Tree Planting & Maintenance	6,049
0	EMR Motor Vehicle Replacement	31,243
0	EMR Post 2020/21 Youth Project	5,991
	272,484	321,525

The above statement represents fairly the financial position of the authority as at 31st December 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1176 Precept Received	0	241,525	241,525	0			100.0%	
1177 Miscellaneous Admin Income	0	56	0	(56)			0.0%	
1180 Village News Income	205	1,574	2,800	1,227			56.2%	
1189 John Lovell Memorial	(709)	980	0	(980)			0.0%	
1192 Lloyds 1 Yr Fixed Term Deposit	0	0	400	400			0.0%	
1195 Event Income	0	1,300	0	(1,300)			0.0%	
1196 Interest Received	1	30	1,500	1,470			2.0%	
1197 LA Property Fund Dividends	0	1,004	2,100	1,096			47.8%	
1198 Public Sector Deposit Fund	3	35	400	365			8.8%	
1199 United Trust Bank	0	1,467	0	(1,467)			0.0%	
Administration :- Income	(501)	247,970	248,725	755			99.7%	0
1101 Salaries	7,957	69,503	95,525	26,022		26,022	72.8%	
1102 Salaries/Tax/NI	2,517	21,901	29,900	7,999		7,999	73.2%	
1103 Salaries/Pensions	2,136	19,335	25,200	5,865		5,865	76.7%	
1104 LGPS AVC	1,000	9,000	12,000	3,000		3,000	75.0%	
1108 Training	0	0	1,000	1,000		1,000	0.0%	
1109 Employees Expenses	90	443	500	57		57	88.6%	
1111 Office Rent and Rates	0	7,413	9,900	2,487		2,487	74.9%	
1113 Hall Rental	0	0	700	700		700	0.0%	
1114 Electricity	0	947	800	(147)		(147)	118.3%	
1121 Telephone	120	1,073	1,400	327		327	76.7%	
1122 Postage & Miscellaneous Exps	42	76	100	24		24	75.9%	
1123 Office Supplies	39	378	250	(128)		(128)	151.4%	
1124 Subs/Publications/Licences	251	564	1,900	1,336		1,336	29.7%	
1125 Insurance	0	3,811	3,900	89		89	97.7%	
1132 Village News	37	2,471	3,400	929		929	72.7%	
1134 Chairman's Allowance	40	304	200	(104)		(104)	152.1%	
1135 Councillors Expenses	0	0	500	500		500	0.0%	
1138 Service Contracts	477	4,421	3,800	(621)		(621)	116.3%	
1150 Office Equipment	0	0	500	500		500	0.0%	
1155 Accountancy Fees	0	560	650	90		90	86.2%	
1156 Legal Fees	0	2,770	1,500	(1,270)		(1,270)	184.7%	
1157 Audit	0	(600)	1,350	1,950		1,950	(44.4%)	
1158 Public Relations	0	1,771	1,000	(771)		(771)	177.1%	
1163 Youth Worker	0	8,750	15,000	6,250		6,250	58.3%	
Administration :- Indirect Expenditure	14,705	154,892	210,975	56,083	0	56,083	73.4%	0
Net Income over Expenditure	(15,206)	93,078	37,750	(55,328)				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Grants</u>								
1361 Other Grants	0	400	1,000	600		600	40.0%	
Grants :- Indirect Expenditure	<u>0</u>	<u>400</u>	<u>1,000</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>40.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(400)</u>	<u>(1,000)</u>	<u>(600)</u>				
<u>103 Other Grants</u>								
1361 Other Grants	0	100	0	(100)		(100)	0.0%	
Other Grants :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>0</u>	<u>(100)</u>	<u>0</u>	<u>(100)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>(100)</u>	<u>0</u>	<u>100</u>				
<u>104 General Funds</u>								
1112 Mchwd Vill Hall car park	0	(750)	1,500	2,250		2,250	(50.0%)	
1426 Elections	0	0	1,000	1,000		1,000	0.0%	
1439 Replacements	0	0	3,350	3,350		3,350	0.0%	
General Funds :- Indirect Expenditure	<u>0</u>	<u>(750)</u>	<u>5,850</u>	<u>6,600</u>	<u>0</u>	<u>6,600</u>	<u>(12.8%)</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>750</u>	<u>(5,850)</u>	<u>(6,600)</u>				
<u>105 Council Property</u>								
1536 General Maintenance	0	133	200	67		67	66.6%	
1540 Tools	0	2,182	900	(1,282)		(1,282)	242.4%	
1541 Fuel	251	1,289	3,300	2,011		2,011	39.1%	
1543 Vehicle Maintenance	48	886	1,600	714		714	55.4%	
1544 Road Tax	0	503	500	(3)		(3)	100.7%	
1545 Vehicle Insurance	0	2,187	2,300	113		113	95.1%	
Council Property :- Indirect Expenditure	<u>299</u>	<u>7,181</u>	<u>8,800</u>	<u>1,619</u>	<u>0</u>	<u>1,619</u>	<u>81.6%</u>	<u>0</u>
Net Expenditure	<u>(299)</u>	<u>(7,181)</u>	<u>(8,800)</u>	<u>(1,619)</u>				
<u>201 Amenities</u>								
2177 Grants Recieved	0	700	0	(700)			0.0%	
Amenities :- Income	<u>0</u>	<u>700</u>	<u>0</u>	<u>(700)</u>				<u>0</u>
2135 Play Area Replacements	0	0	1,000	1,000		1,000	0.0%	
2137 Under 12 Play Area	0	600	2,200	1,600		1,600	27.3%	
2138 Over 12 Play Area	0	0	1,000	1,000		1,000	0.0%	
2139 Open Space Maintenance	95	557	2,000	1,443		1,443	27.9%	
2141 Public Seating	0	980	250	(730)		(730)	392.0%	
2142 Dog Bins	260	493	750	257		257	65.7%	

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
2144 Tree Management	0	653	7,000	6,347		6,347	9.3%	
2145 Litter Bins	0	53	250	197		197	21.0%	
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%	
2150 Bridge at Oaklands	0	0	1,000	1,000		1,000	0.0%	
2170 War Memorial Restoration	0	0	500	500		500	0.0%	
Amenities :- Indirect Expenditure	355	3,336	16,950	13,614	0	13,614	19.7%	0
Net Income over Expenditure	(355)	(2,636)	(16,950)	(14,314)				
301 Lloyd Recreation Ground								
3180 Income-Court Hire	0	190	0	(190)			0.0%	
3181 Income-Pitch Hire	0	120	0	(120)			0.0%	
3183 Misc Income	0	180	0	(180)			0.0%	
Lloyd Recreation Ground :- Income	0	490	0	(490)				0
3101 Salaries	0	0	950	950		950	0.0%	
3125 Insurance	0	2,179	2,200	21		21	99.0%	
3136 Pavilion	0	58	1,100	1,042		1,042	5.3%	
3137 Play Area	11	26,246	500	(25,746)		(25,746)	5249.3%	
3138 Courts	0	134	1,000	866		866	13.4%	
3139 General Maintenance lrg	0	437	750	313		313	58.3%	
3140 Pitch	0	220	400	181		181	54.9%	
3141 Courts Everyday Costs	0	122	500	378		378	24.5%	
3143 MPC PAVILION UTILITIES	0	1,403	3,250	1,847		1,847	43.2%	
3145 Basketball Pitch	0	0	100	100		100	0.0%	
3154 Tree Works	0	0	500	500		500	0.0%	
Lloyd Recreation Ground :- Indirect Expenditure	11	30,800	11,250	(19,550)	0	(19,550)	273.8%	0
Net Income over Expenditure	(11)	(30,310)	(11,250)	19,060				
500 Lloyds Recreation Ground Trust								
5170 Trust Money Received	0	(4,160)	6,100	10,260			(68.2%)	
Lloyds Recreation Ground Trust :- Income	0	(4,160)	6,100	10,260			(68.2%)	0
Net Income	0	(4,160)	6,100	10,260				
Grand Totals:- Income	(501)	245,000	254,825	9,825			96.1%	
Expenditure	15,370	195,960	254,825	58,865	0	58,865	76.9%	
Net Income over Expenditure	(15,871)	49,040	0	(49,040)				
Movement to/(from) Gen Reserve	(15,871)	49,040						

Marchwood Parish Council 2020/2021

Income and Expenditure Account for Year Ended 31/12/2020

31st March 2020		31/12/2020
	Operating Income	
250,834	Administration	247,970
0	Amenities	700
0	Lloyd Recreation Ground	490
4,322	Scout & Guide Build	0
4,160	Lloyds Recreation Ground Trust	(4,160)
<u>259,316</u>	Total Income	<u>245,000</u>
	Running Costs	
211,426	Administration	154,892
36,000	Grants	400
0	Other Grants	100
2,150	General Funds	(750)
7,795	Council Property	7,181
9,988	Amenities	3,336
17,349	Lloyd Recreation Ground	30,800
6,214	Scout & Guide Build	0
<u>290,922</u>	Total Expenditure	<u>195,960</u>
	General Fund Analysis	
127,987	Opening Balance	107,709
259,316	Plus : Income for Year	245,000
<u>387,303</u>		<u>352,709</u>
290,922	Less : Expenditure for Year	195,960
<u>96,381</u>		<u>156,749</u>
(1,559)	Transfers TO / FROM Reserves	(11,328)
<u>97,939</u>	Closing Balance	<u>168,077</u>