

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 15th February 2021 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 A Ushamba (A) Cllr R Young (P)
(P) Present (A) Absent

In attendance: B Gibbs – Clerk to the Council.

Apologies

1. Cllr Ushamba sent her apologies.

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 thanked the Clerk and the RFO for their work in producing the documents for this evening’s meeting. He also spoke about the Handy Trust’s 2021-22 SLA bid document that had been received by the Parish Office. Although this item is a Full Council responsibility Cllr Hindle invited Cllr Case to provide some background information to the committee.

Cllr Case said that the bid document was made up of two reports. The first was an outline of the activities undertaken by the Handy Trust to support a fully targeted youth service in Marchwood. The second document was the Income & Expenditure report.

Cllr Case said that the Trust had managed to maintain their service offering over the past year despite the Covid pandemic and the lockdowns.

Cllr Case said that the bid documents for this year would require quarterly reporting in order to maintain the service and the activities within the budget allocated. These reports would provide evidence to support any need for extra funding.

Cllr Case said that the Handy Trust would also be putting some of their own funds into this bid in order to meet the rise in demand for their services.

Minutes of the previous meeting

5. **RESOLVED:** To confirm the minutes of the meeting held on 23rd November 2020 as a true record.

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A review of the Parish Council's payroll processing requirements

6. The Clerk reported that the Responsible Financial Officer (RFO) would retire at the end of February 2021. One of the current tasks undertaken by the RFO is the employee payroll process. The Clerk asked for approval to outsource this task from March 2021. The Clerk reported that he had identified two payroll providers specialising in local council payroll management

One is based in Crewe whilst the other is based in Portsmouth.

Although both quotes were competitive (around £30.00p per month) The Clerk recommended the Portsmouth based supplier as it was more local and has experience of managing Hampshire based Parish Councils. It would also be able to produce the monthly LGPS reports in addition to processing the end of year reporting to the Hampshire Pension Fund.

7. **RESOLVED:** The Parish Council approved the outsourcing of the Parish Council employee payroll processing to J Humphry Associates from March 2021.

Orders for Payment December 2020 and January 2021

8. **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.

Orders for Payment for the financial year 2020-21 3rd Qtr. Oct-Dec 2020

9. **RESOLVED:** The Parish Council approved the 2020-21 third quarter list of Orders for Payment from 1st October 2020 to the 31st December 2020.

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

Income & Expenditure as at 31st December 2020

10. **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 31st December 2020.

The Clerk referred members to Appendix C in their briefing pack that showed the summary of the Income and Expenditure up to the 31st December 2020.

Income & Expenditure against Budget as at 31st December 2020

11. **RESOLVED:** The Parish Council noted the Income & Expenditure against Budget as at 31st December 2020

The Clerk referred members to Appendix D in their briefing pack that showed the Income & Expenditure against Budget as at 31st December 2020

Balance Sheet as at 31st December 2020

12. **RESOLVED:** The Parish Council noted the Balance Sheet report as at 31st December 2020.

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Members were told that the Balance Sheet up to the 31st December 2020 was Appendix E in their briefing pack.

Bank Reconciliations as at 31st December 2020

13. **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 31st December 2020.

Lloyds Bank Instant Access Account £58,589.97
Lloyds Bank 30 Day Notice (Treasurers) Account £66,162.96
Lloyds Bank Business Instant Account £50,004.50

Members were told that the Bank Reconciliations up to the 31st December 2020 was Appendix F in their briefing pack.

Exempt Business

14. 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 exempt items to discuss.

There being no further business the meeting closed at 8.45pm