

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 in the Pine Room at Marchwood Village Hall on Monday 20th September 2021 at 7.30pm.

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

In attendance: B Gibbs – Clerk to the Council

Apologies

1. Cllrs Havercroft, Mballa and Ushamba sent their 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. There was no report to receive although Cllr Hindle commented that he had spoken to the Clerk in relation to item 6 on tonight's agenda.

Minutes of the previous meeting

5. **RESOLVED:** To confirm the minutes of the meeting held on 26th April 2021 as a true record.

The Parish Office September 2021

6. The Clerk brought the following items to the committee's attention:
 - The RFO had contracted Covid after returning from a period of Annual Leave.
 - This has meant she has been absent from the office for three weeks.
 - A backlog of invoicing and reconciliations had built up over time.
 - Office staff are undergoing more intensive lateral flow tests.
 - The monthly payroll has been run successfully and all staff will be paid on time.
 - All suppliers continue to be paid on time too.
 - No financial reporting was available tonight as a consequence of the above items.

The Clerk was thanked for the update. The committee Chair sent his best wishes to the RFO on a speedy recovery.

The committee noted the fact that a lot of the normal financial reporting was not available for review.

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The traveller incursion and unauthorised encampment July 2021

7. The Clerk spoke about the recent traveller incursion at the Cork Field. He said that the Parish Council had resolved to end the incursion as quickly as possible. Following this, the Clerk had engaged a commercial bailiff to remove the travellers as soon as practicable. This task was completed by the 29th July 2021. Following this action, the Clerk arranged for all of the inert and non-inert waste to be removed from the Cork Field.

The Clerk said the net cost of these actions came to £3,375.50 as follows:

- Commercial Bailiffs £2,375
- Non-inert waste clean-up and disposal £800.50
- Groundworks (ditch digging) £200

The committee acknowledged that this expenditure would have to come from the general reserve.

There is also £217 of miscellaneous expenditure from cost centre 4195 (PPE & General Supplies) to cover the cost of replacing and enhancing security locks and chains.

In addition, it was noted that the Amenities committee has now authorised £1389.30 to cover the cost of a 6-metre height barrier at the Lloyd Recreation Ground.

The RFO has now created a new cost centre (4275 Gypsy & Traveller Incursions) to manage this event.

Further expected expenditure will include the provision of dragon's teeth at the Lloyd Recreation Ground and the replacement of the gates at the entrance to the car park. It was reported that these could cost up to £3,600 plus VAT.

The Policy & Resources committee noted this information and commented that it would deal with this during the next agenda item.

EMR review 2021-22

8. **RESOLVED:** To transfer £5,000 to the 4275 Gypsy & Traveller Incursions cost code from EMR 325 Asset Replacement.
9. **RESOLVED:** To transfer the remaining money (£17,705) in EMR 325 Asset Replacement to EMR 341 Motor Vehicle Replacement.
10. **RESOLVED:** To note that the Party in the Park raised £3,163 in total income for the year 2021-22.
11. **RESOLVED:** To note that EMR 324 Community Events (formerly Solar Farm Grant) has a residue of £5,082.
12. **RESOLVED:** to note the EMRs for 2021-22 are as follows.

- 320 Elections 6,000
- 321 Bridge at Oaklands 10,300
- 322 Falklands Memorial Maintenance 1,500
- 323 Non-IT Office Equipment 3,000
- 324 Community Events 5,082

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• 325	Asset Replacement	0
• 326	Open Space Maintenance	2,315
• 327	Supply of Public Seating	1,099
• 328	Supply of Dog Bins	1,000
• 329	Tree Management	6,049
• 330	Supply of Litter Bins	750
• 331	Noticeboards/Signs	2,000
• 332	Sports Pavilion Maintenance	2,963
• 333	LRG Sport Infrastructure	13,962
• 334	LRG Play Area	80
• 335	Under 12 Play Area	17,832
• 336	Under 12 Play Area	4,193
• 337	Skate Park	3,000
• 338	Admiralty Quay Play Area	65
• 341	Motor Vehicle Replacement	25,639
• 342	Future Youth Project	5,991

Internal Audit 2021-22

13. The Clerk introduced Report D to the meeting so that the committee could discuss the four quotations contained therein.

14. **RESOLVED:** To recommend the Parish Council appoints Do the Numbers Ltd to undertake the 2021-22 Internal Audit.

15. **RESOLVED:** To appoint Lightatouch Ltd to undertake an audit of the Lloyd Recreation Ground Trust's chart of accounts for the years 2017-18 to date.

Orders for Payment September 2021

16. **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 C in their briefing pack.

Financial Risk Assessment 2021-22

17. **RESOLVED:** The Parish Council received the first draft of the Financial Risk Assessment for the year 2021-22.

Members were told that the Financial Risk Assessment 2021-22 was Appendix B in their briefing pack.

There being no further business the meeting closed at 8.32pm