

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 22nd November 2021 at 7.30pm.

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

In attendance: B Gibbs - Clerk to the Council & A Woodward Responsible Financial Officer.

Apologies

1. Cllrs Havercroft 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 thanked all members of staff for their input into the budget. It was also noted that the NFDC Tax Base had not been published at the time of the meeting.

Minutes of the previous meeting

5. **RESOLVED:** To confirm the minutes of the meeting held on 28th September 2021 as a true record.

Budget 2022-23

6. The Clerk introduced this item and referred members to Report A & Appendix A. Members were given a revised 2022-23 budget report by account code. This document showed the year-to-date figures for the current year in addition to the overall 2021-22 budget.

The document also showed the proposed budget for 2022-23.

As the NFDC tax base is not available it was assumed that the precept figure for 2022-23 is the same figure as 2021-22 for the purpose of this debate. This figure being £244,948

7. The Clerk spoke about the following income account codes whose final totals may vary over the year.

- 1020 CIL Receipts

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- 1025 S106 Receipts
- 1030 Village News income
- 1035 Community event income
- 1040 Miscellaneous admin income
- 1045 Bank interest received
- 1055 Public Sector Deposit Fund income

The RFO spoke about the bank interest figures and referred members to the reduced interest rates currently available. Therefore, this once reliable income stream will be much reduced over the next financial year.

8. Income collected on behalf of the Lloyd Recreation Ground Trust was then discussed.

- 1500 Scout & Guide HQ lease rental
- 1505 Youth Club lease rental
- 1510 3G Court hire
- 1515 Football pitch hire
- 1525 Miscellaneous hirings

Increased use of the 3G pitch and full use of the Football Pitch had increased income. As usual, this income will be transferred by the Trust to the Parish Council in order to offset the costs incurred in maintaining the Lloyd Recreation Ground and the facilities contained therein.

The Clerk spoke about the difficulties facing the Marchwood Youth Club. They had suffered greatly from Covid lockdowns that had affected their income greatly. The Clerk advised the committee to recommend to the Parish Council that it does not collect the 2021-22 rental owed by the Youth Club.

9. **RESOLVED:** To recommend to the Parish Council that it does not collect the 2021-22 rental payment from the Marchwood Youth Club.

The Clerk commented that a full review of the Youth Club's constitution, lease, trustee membership and banking arrangements were all under review at this moment in time.

10. The Clerk then spoke about the Parish Council's major items of expenditure. These are as follows.

- 4000 Salaries Net Pay
- 4001 PAYE & ER and EE NIC
- 4002 LGPS ER & EE Pension
- 4003 LGPS AVC

Both the Clerk and the RFO spoke about these figures. Currently, the Parish Council follows the National Joint Council for Local Government Employers (The NJC) pay tables. This is the national pay agreement for employers such as Marchwood Parish Council. It is likely that in 2021-22 the agreed figure may be an across-the-board increase of up to 1.75%. The 2021-22 budget figure was for an increase of 1.00%

The RFO also said that she had budgeted for a 1.5% increase in 2021-22 as well as a further 1.5% increase in 2022-23. Any increase above these figures will need to be funded by reserves or the precept.

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Accordingly, the figure for net salaries in 2022-23 would rise from its current figure of £97,000 to £99,000.

Owing to increases in the Local Government Pension Scheme employer contributions there would be an increase in the overall 4002 account code from £26,800 to £37,650. This is due to two members of staff enrolling in the scheme in 2021-22.

The Clerk also referred to the following account codes that are currently at or near £5,000.

- 4080 Office Rent
- 4020 Insurance (All Risks)
- 4045 Handy Trust SLA
- 4150 Village News Publishing

The Clerk commented about the costs of producing the Villager News. He suggested that it may soon be time for the Parish Council to review how it produces a village magazine. Meanwhile, printing costs have recently increased to from £3,500 to £4,400 per annum.

With all these figures taken into account this would lead a shortfall between income and expenditure of £10,332

The Clerk then referred members to Report C showing the Parish Council's earmarked reserves.

He commented that there was an earmarked reserve 321 Bridge at Oaklands that contained £10,050 and was set aside to provide for the replacement of the hardwood bridge between Evergreen Close and The Limes. In addition to the earmarked fund there was a further £1,000 allocated in the 2021-22 budget with a further £1,000 allocated in 2022-23.

The Clerk advised the committee to consider drawing down this earmarked reserve and allocate this to the 2022-23 budget in order to remove the shortfall. At the same time, it would seem prudent to commission a report by a civil engineer to identify the precise condition of the bridge. At this point the earmarked reserve would commence again.

11. **RESOLVED:** To recommend to the Parish Council that it draws down the earmarked reserve 321 with a total of £10,050 in order to cover the projected shortfall in the 2022-23.

12. **RESOLVED:** To recommend to the Parish Council that it commissions a survey of the bridge in order to better understand its current condition and projected longevity.

13. **RESOLVED:** To recommend to the Parish Council that it re-commences earmarked reserve 321 by continuing to set aside a figure of £1,000 per annum from 2022-23.

14. **RESOLVED:** To recommend to the Parish Council a budget of £266,750 in 2022-23.

Grant Applications

15. Grant applications have been received from:

17 Port & Maritime 40th Anniversary of the Falklands conflict – Report B.

16. **RESOLVED:** The Full Council approves a grant of £500 for the commemoration of the 40th Anniversary of the Falklands conflict in Marchwood.

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17. The Parish Council of Marchwood noted that the statutory basis for this item is the Local Government Act 1972, Section 137.

A review of the Parish Council's earmarked reserves

18. Although the committee had discussed some of the earmarked reserves earlier in the meeting it seemed prudent to receive the Clerk's report. It was noted that some EMRs will be capped from now on including 320 Elections (£6,000). It was also envisaged that a second vehicle would be purchased for the landscape team from EMR 341 Motor Vehicle Replacements.

The Clerk also mentioned that EMR 337 Skate Park should be renamed as Cork Field Infrastructure so that the Amenities committee's request for funds to improve the Cork Field footpaths could be met from this EMR.

19. **RESOLVED:** To recommend to the Parish Council that it renames EMR 337 to that of Cork Field Infrastructure so that £1,000 can be set aside to finance improvements to the Cork Field footpaths.

20. All other EMRs will continue under their current designations.

A review of the Parish Council's savings strategy – Report D

21. The Clerk and the RFO presented a report showing the position of the Parish Council's investments and bank accounts as at 31st October 2021.

The Policy & Resources committee **NOTED** this report.

The Parish Council meetings schedule for the year 2022 – Report E

22. **RESOLVED:** To recommend to the Parish Council that the 2022 meeting schedule be adopted to include a Full Council meeting in early January and to include a Lloyd Recreation Ground Trust AGM in May.

Human resources support from third-party suppliers

23. Cllrs Case and Hindle led on this item and explained the history behind the proposal to outsource human resources management and health & safety certification.

On the 11th January 2021 the Personnel committee met for the first time. At that meeting a working party was set up to allow the committee to meet informally and to discuss ideas for improving the Parish Council's employee policies, processes and procedures.

As a result of its work evaluating various HR and H&S packages it is proposed to enter into a five-year agreement with Citation Ltd for the provision and support of their Atlas product.

The package comes in two modules. The price of the Human Resources module alone will be £130 per month over a five-year contract period.

If the Human Resources and Health & Safety modules are combined these will cost £175 per month over the five-year term.

Cllrs Case and Hindle commented that they remain disappointed with the support currently received from the Hampshire Association of Local Councils.

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24. **RESOLVED:** To recommend to the Parish Council that it considers entering into a five-year agreement with Citation Ltd to provide ongoing human resources management and health & safety certification.

Orders for Payment October 2021

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

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

Receipts October 2021

26. **RESOLVED:** The Parish Council noted the total of receipts up to the date of the meeting.

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

Income & Expenditure as at 31st October 2021

27. **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 31st October 2021.

The Clerk referred members to Appendix D in their briefing pack that showed the summary of the Income and Expenditure up to the 31st October 2021.

Income & Expenditure against Budget as at 31st October 2021

28. **RESOLVED:** The Parish Council noted the Income & Expenditure against Budget as at 31st October 2021.

The Clerk referred members to Appendix E in their briefing pack that showed the Income & Expenditure against Budget as at 31st October 2021

Balance Sheet as at 31st October 2021

29. **RESOLVED:** The Parish Council noted the Balance Sheet report as at 31st October 2021.

Members were told that the Balance Sheet up to the 31st October 2021 was Appendix F in their briefing pack.

Bank Reconciliations at 31st October 2021

30. **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 31st October 2021.

Lloyds Bank Instant Access (Treasurers) Account (031) £147,008.56

Lloyds Bank 30 Day Notice Account (458) £13,844.00

Lloyds Bank Business Instant Account (568) £50,008.67

Lloyds Bank Instant Investment Account (724) £14,239.06

Members were told that the Bank Reconciliations up to the 31st October 2021 was Appendix G in their briefing pack.

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Financial Risk Assessment 2021-22

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

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

There being no further business the meeting closed at 9.25pm