

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 20 February at 7.30pm.

Present: Councillors: J Case, D Hindle (Chairman), J Leath, P Mballa and M Saxby.

In attendance: T Dudley - Clerk to the Parish Council, A Woodward, Responsible Finance Officer.

Apologies

PR/017/23 – Apologies for absence were received from Cllr Buckett due to annual leave.

Resolved – Apologies for absence from Cllr Buckett were accepted.

Declarations of Interest

PR/018/23 - There were no declarations pecuniary interest for this meeting.

Public Participation

PR/019/23 - There were no members of the public present.

Minutes

PR/020/23 - RESOLVED: To accept the minutes of the Council meeting held on Monday 21 November 2022 as a true and accurate record and duly signed by the Chairman.

Financial reports

PR/022/23 –

- a) **Income and Expenditure report up to 31/01/2023 – Resolved** to approved the income and expenditure up to 31/01/2023.
- b) **Orders for payment October 2022 – January 2023 – Resolved** to approve the orders for payment October 2022 - January 2023.
- c) **Cash and Investment report up to 31 January 2023** – The cash and investment report was noted.
Members requested a review of all cash and investment accounts be considered by the Committee at its next meeting in order to streamline the accounts and achieve the maximum investment available.
- d) **VAT on sporting fees** – Following a recent court ruling regarding VAT being charged on local authority sports services the Council had been advised that HMRC had agreed to treat the sporting activities as non-business and outside the scope of VAT. Members agreed our fees for such activities would remain at the existing levels and be exclusive of VAT.

Asset Register Disposal Policy

PR/023/23 - Recommendation Council approve the Asset Register Disposal Policy.

All minutes are draft until ratified by the Committee at the next meeting

Asset Register 2022/2023

PR/024/23 – The Clerk explained since the publication of the list a few corrections were required: It was agreed that the 'green' container was no longer in the ownership of the Council this item should be removed. The container sited at Lloyds Recreation Ground known as Shakespeare should be added to the list. The Sp Equipment 'Goal posts; Community Assets Fences 'Fence perimeter Skate Park be removed from the list. Mowers and Machinery 'Trailer Tipper' be removed as approved at the last meeting of the Committee on 21 November 2022 minute reference PR/015/22. The remaining 'Trailer be renamed 4 Wheeled Trailer. Remove the word Flail from the Kubota Mower F3890. Lloyds Pavilion Workshop Contents, remove Holbury Tool Hire and VFM.

The Committee were advised the Container known as Shakespeare was now utilised by the Men's shed and a new container belonging to the Men's shed was being utilised by the Council workmen for storage purposes. Members requested a Memorandum of Understanding be made available for future consideration regarding the 'Men's shed' sited at Lloyds Recreation Ground. Insurance for the Men's shed should be evidenced.

Resolved – Recommendation subject to the above amendments Council approve the Asset Register.

Financial Risk Assessment

PR/025/23 – The Financial Risk Assessment was reviewed. Members requested the column titled findings be renamed Actions and the signatories be amended to the Chairman of the Council and Responsible Finance Officer.

Resolved - Recommendation subject to the above amendment Council approve the Financial Risk Assessment.

Internal Audit Interim report

PR/026/22 – The Clerk explained various points raised by the Internal Audit.

Confidential minutes; she was not aware of any contracts being discussed in private session. The Tree Policy had been discussed as part of another item on the agenda it was not amended and included for information purposes.

Code of Conduct; The Code had been adapted from a template on the SLCC website and also other recent policies with the exception of the Equality and Diversity Policy that was from NALC and the Freedom of Information Policy taken from the Information Commissioners Office (ICO). Members agreed the Code of Conduct suited the needs of the Council and included the Nolan Principles and felt it was informative. It was agreed to keep this code and all updated policies.

Earmarked Reserves were to be reviewed following the May elections.

Sports Lettings; previous use of sports letting had not allowed the Council to make use of the available VAT exemption due to the football groups not wishing to block book. The recent court ruling on VAT exemption had been discussed earlier on the agenda.

A review of the policies on the Council website was considered the following actions were agreed:

Policies	Agreed
Standing Orders	Council 2023
Financial Regulations	Council 2023
Committee Terms of Reference	Not a policy
Code of Conduct	No action
Complaints procedure	No action

All minutes are draft until ratified by the Committee at the next meeting

Disciplinary Policy	Remove now within staff handbook
Equalities Policy	No action
Financial Reserves Policy	No action
Freedom of Information Policy	No action
Grants Policy	No action
Grievance Policy	Remove now within staff handbook
Internet use	Remove now within staff handbook
Harassment, Bullying, Abuse, Intimidation, Whistleblowing	Remove now within staff handbook
Health and Safety Policy	No action
Lone Worker	To be reviewed 2023
Member Officer Protocol	To be reviewed 2023
Pension Discretions Policy	To be reviewed 2023
Privacy Policy	No action
Procurement Policy	Remove within Standing Orders/Finance regulations
Publication Scheme	No action
Recording & social media at meetings	Review 2023
Retention & Disposal Policy	No action
Community Engagement	Council March 2023
Training Statement	Review 2023
Tree Management Policy	No action
Trespass Policy	To be reviewed 2023

Resolved the Internal Interim Audit report was noted.

Grant Application

PR/027/23 – Resolved to approve a grant of £200.00 for the Marchwood Fete Steering Group.

PR/028/23 – Date of the next meeting 24 April 2023 was noted. The meeting closed at 8.55pm