Marchwood Parish Council

Minutes of the meeting of the Policy & Resources Committee in the Pine Room at Marchwood Village Hall on Monday 24 April 2023 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/029/23 – Apologies for absence were received from Cllr Buckett due to work commitments.
Resolved – Apologies for absence from Cllr Buckett were accepted.

Declarations of Interest

PR/030/23 – Cllr Case declared an interest in item 9 The Men's Shed being a trustee.
There were no declarations pecuniary interest for this meeting.

Public Participation

PR/031/23 – A resident attended for item 9 on the agenda being an interested member of the Men's Shed. He asked if the facilities for the Men's Shed could be made available on additional occasions.

Minutes

PR/032/23 - RESOLVED: To accept the minutes of the Council meeting held on Monday 20 February 2023 as a true and accurate record and duly signed by the Chairman.

Men's Shed

PR/033/22 – Members reviewed the draft Memorandum of Understanding for the permitted use of the container known as Shakespeare located on Lloyds Recreation Ground.

Following a request to extend the hours available for using the facilities Members agreed that due to the working hours of the Council grounds staff and the Youth Centre being utilised for young people they were not able to provide the facilities up to 4pm in the winter and 5pm in the summer as requested.

It was agreed the available hours would be 1.30pm to 3.30pm in the winter and 1.30 to 4.30pm in the summer. The winter season commencing from the 1st October – 31st March and summer 1st April to 30th September.

It was further agreed that the liability insurance be agreed at £5million. Schedule One 2.3 be amended to add the wording 'where appropriate, in line with guidance from the Health and Safety Executive' after PAT tested. 2.15 the wording 'unless stored within a suitable cabinet in line with guidance from the Health and Safety Executive' be added after the wording part of the premises.

Resolved – to approve the Memorandum of Understanding subject to the amendments: 1.1.4 liability insurance £5 million; 1.1 Permitted hours 1.30pm to 3.30pm in the winter and 1.30 to 4.30pm in the summer. The winter season commencing from the 1st October – 31st March and summer season 1st April to 30th September;

2.3 add the wording 'where appropriate, in line with guidance from the Health and Safety Executive' after PAT tested. and 2.15 additional wording 'unless stored within a suitable cabinet in line with guidance from the Health and Safety Executive' be added after the wording part of the premises. The unit price for electricity will be 30.0 pence (including VAT) variable by market forces.

Financial reports

PR/034/23 –

a) **Income and Expenditure by budget heading report up to 31/03/2023** –
Resolved - to approve the income and expenditure up to 31/03/2023.

b) **Orders for payment January -March 2023**
Resolved - to approve the orders for payment October 2022 - January 2023.

c) **Cash and Investment reconciliation report up to 31 March 2023** –
Resolved – to approve the cash and investment reconciliation report up to 31 March 2023.

Bank investments

PR/035/23 – Members agreed to close the Business Bank Instant Online account and transfer the funds to the Business Bank Instant account. The monies held in the United Trust Bank were to be reinvested in a 1-year bond.

The RFO was asked to look into short term investment for monies held in the Business Bank Instant account that would yield interest above the existing rate of 0.06%.

A report was requested for the next meeting of the Committee to consider the monies invested with the CCLA so that Members were able to see what was available on the investment markets. The RFO was also asked to ascertain what the Treasury protection amounts were and report this back to the next meeting also.

Resolved - to close the Business Bank Instant Online account and transfer the funds to the Business Bank Instant account. The monies held in the United Trust Bank were to be reinvested in a 1-year bond.

The RFO was to look into short term investment for monies held in the Business Bank Instant account that would yield interest above the existing rate of 0.06%.

A report be submitted to the next meeting of the Committee to consider the monies invested with the CCLA so that Members were able to see what was available on the investment markets.

The treasury protection amounts were to be reported back to the next meeting of the Committee.

Standing Orders

PR/36/23 – Members reviewed the Standing Orders.
Resolved – Council be recommended to approve the Standing Orders subject to clarification that a quorate for Full Council being 4 Members and a quorate of Committees being 3 Members.

Financial Regulations

PR/037/23 – Members reviewed the financial regulations. Amendments were made to 1.14, 2.2, 4.1, 5.2,5.5c, 6.4, 6.7, 6.21, 7.4, 8.3.
Resolved – Council be recommended to approve the Financial Regulations subject to the agreed amendments.

The Chairman on behalf of the Committee thanked the office staff for all the work done to produce the paperwork for this and other meetings.

Close of meeting 9.13pm – Date of next meeting