

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 10 October 2022 at 7.30pm.

Present:

Councillors: N Buckett, J Case, M Havercroft, 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/001/22 – There were no apologies for absence for this meeting.

Declarations of Interest

PR/002/22 - There were no declarations of interest for this meeting.

Public Participation

PR/003/22 - There were no members of the public present.

Minutes

PR/004/22 - RESOLVED: To accept the minutes of the Council meeting held on Monday 26 September 2022 as a true and accurate record and duly signed by the Chairman.

Financial reports July/August 2022

PR/005/22 –

- a) **Income and Expenditure by Budget Heading – Resolved** to approved the income and expenditure July – August 2022.
- b) **Orders for payment July 2022 and Aug 2022 – Resolved** to approve the orders for payment July – Aug 2022.
- c) **Monthly customer turnover April 2022 – August 2022** – The monthly customer turnover was noted.
- d) **Trial balance August 2022** – The trial balance August 2022 was noted.
- e) **Earmarked Reserves** – It was agreed to amalgamate the earmarked reserves: Under 12 play area, Admiralty Quay and Over 12 play area to one reserve named play areas.
The Clerk explained that office procedures had allowed for officers to vire monies from the earmarked reserves in to a budget should the budget heading not have sufficient funds to cover the expenditure this was not considered to be good practice therefore new budget monitoring procedures would be implemented and Members were required to approve a virement from the earmarked reserves to budget headings.
Resolved –
 - a) to amalgamate the earmarked reserves for the Under 12, Over 12 and Admiralty Quay play areas to a new earmarked reserve 'play areas' .
 - b) To seek authorisation from Committee Members to approve virements from the earmarked reserves.

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- c) Budget review – Members reviewed the projected budget 2023-2024, particular attention was drawn to the income stream relating to the village news and associated printing costs. Councillor and staff training budgets were considered to be insufficient for the new Council following the May 2023 elections.

The Clerk highlighted the possible new procedure of bulk buying fuel for the Council's vehicles. Members requested the Clerk provide an estimated costing for future IT provision and Councillor training.

It was agreed for the Clerk would arrange for an informal meeting of all Members of the Council to review the projected budget 2023-2024.

Council policies

PR/006/22 -

a) Grants application policy –

Recommendation Council approve the Grant application policy subject to the addition of administrative information at the end of the form to allow for the Chairmans signature and approval date to be recorded.

PR/007/22 -

b) Reserves policy –

Recommendation Council approve the Reserves Policy subject to the amendments to the Ear marked reserves for play parks being amended as approved minute reference PR/005/22 (e).

Correspondence

PR/007/22 – There was no correspondence for this meeting.

PR/008/22 – Date of the next meeting 21 November 2022 was noted. The meeting closed at 9:04pm