

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 June 2022 at 7.55pm.

Councillors: Cllr D Hindle – in the Chair (P)

Cllr N Buckett (A)	Cllr J Case (A)
Cllr M Havercroft (A)	Cllr P Mballa (P)
Cllr M Saxby (P)	

(P) Present	(A) Absent
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In attendance: B Gibbs - Clerk to the Parish Council and Cllr Young.

Apologies

1. Cllrs Buckett, Case and Havercroft sent their apologies. Cllr Mballa apologised for his late arrival.

Declarations of Interest

2. No declarations of interest were made.

Public Participation

3. There were no members of the public present.

Chairman's Report

4. The Chairman thanked the Clerk for his service over the last four years. He said that his contribution to the work of the Parish Council will be much missed. The Chair also wanted to thank members of the Landscape team for all their help during the recent Clerk recruitment process.

Minutes of the previous meeting

5. **RESOLVED:** To confirm the minutes of the meetings held on the 25th April 2022 as a true record.

The 2021-22 financial year end processes – Report A

6. The Clerk outlined the timetable for the Annual Governance & Accountability Return due to be put before the Full Council at its meeting of the 27th June 2022.

An Internal Audit Report has been prepared by “Do the Numbers” Ltd and will be presented to the Parish Council for it to read, take note of and approve.

An Annual Governance Statement will be completed at the meeting. This process is undertaken by the Parish Council to ensure that there is a sound system of internal control in place.

This process should include the preparation of the associated accounting statements.

An Accounting Statement will then be presented for approval.

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Following the meeting a statement of Public Rights will be posted on the notice boards and on the website. This document explains elector's rights to inspect the Parish Council's accounts.

7. **RESOLVED:** to note these actions:

Marchwood Fete 2nd July 2022 – Report B

8. Cllrs Wright, Young and Mballa are working with the Marchwood Fete committee in order to promote the work of the Parish Council. In order to support the “on-day” event it was felt that some promotional gifts should be provided as well as some poster boards for people to post comments on the day.

- The items are as follows.
- 6 x A1 size poster prints. £106.08 (Ex VAT)
- Personalised Marchwood Parish Council pens £162.50 (Ex VAT)
- Total cost £268.58 plus VAT

9. The Clerk said that cost code 4035 Public Relations has a sum of £400 available to it to support events such as the Fete.

10. **RESOLVED:** The Policy & Resources committee approved spending the sum of £268.58 to support the work of the Parish Council at the 2022 Marchwood Fete.

Unadopted parcels of Public Open Spaces – Report C

10. At last week's Amenities committee, a parishioner representation was made that highlighted an area of concern at Poplar Drive. Two parcels of land had been maintained by NFDC until March 2022. It now appears that these parcels are not the responsibility of the District Council and as a result the maintenance has stopped.

11. The Amenities committee resolved to offer as an act of goodwill (and without prejudice) for a contractor to be hired to provide a one-off cut of these parcels. The Parish Council has a power to maintain land not in its ownership using the Open Spaces Act 1096 Para 9 (b).

12. Anyone hired by the Parish Council must be able to demonstrate possession of sufficient public liability insurance (PLI) and must dispose of the arisings responsibly. A contractor in the village who holds the required PLI and has a valid waste carriers' licence has now been identified.

13. The quote to do both parcels is a flat fee of £190 (with removal). There is the option within the quote for further cuts (without removal) at a fee of £45.

14. **RESOLVED:** The Policy & Resources committee approved spending the sum of £190.00 to support the work of the Amenities committee.

Orders for Payment April-June 2022 – Appendix A

15. **RESOLVED:** The Policy & Resources committee approved the Orders for Payment that were outstanding up to the date of the meeting.

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

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Receipts April-June 2022– Appendix B

16. **RESOLVED:** The Policy & Resources committee noted the total of receipts up to the date of the meeting.

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

Income & Expenditure against Budget as at 30th April 2022 – Appendix C

17. **RESOLVED:** The Policy & Resources committee noted the Income & Expenditure against Budget as at 30th April 2022.

The Clerk referred members to Appendix C in their briefing pack that showed the Income & Expenditure against Budget as at 30th April 2022.

Income & Expenditure as at 30th April 2022 Appendix D

18. **RESOLVED:** The Policy & Resources committee noted the Income & Expenditure as at 30th April 2022.

The Clerk referred members to Appendix D in their briefing pack that showed the Income & Expenditure as at 30th April 2022.

Balance Sheet as at 30th April 2022 – Appendix E

19. **RESOLVED:** The Policy & Resources committee noted the Balance Sheet report as at 30th April 2022.

Members were told that the Balance Sheet up to the 30th April 2022 was Appendix E in their briefing pack.

Bank Reconciliations at 30th April 2022 – Appendix F

20. **RESOLVED:** The Policy & Resources committee noted the Parish Council's Bank Reconciliations as at 30th April 2022.

Lloyds Bank Instant Access (Treasurers) Account (031) £124,281.85

Lloyds Bank 30 Day Notice Account (458) £11,617.66

Lloyds Bank Business Instant Account (568) £50,011.16

Lloyds Bank Instant Investment Account (724) £0.00

Members were told that the Bank Reconciliations up to the 30th April 2022 was Appendix F in their briefing pack.

Exempt Business

21. In accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There were no matters to discuss.

There being no further business the meeting closed at 8.35pm

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Date.....