



Marchwood Parish Council
Marchwood Village Hall, Village Centre, Marchwood SO40 4SF
Tel: 02380 860273 office@marchwoodparish.gov.uk

Dear Councillor, you are hereby summoned to attend the **Full COUNCIL MEETING** of **Marchwood Parish Council** on Monday 11 March at **7.30pm** to be held in the **Pine Room Marchwood Village Hall**.

Tina Dudley Clerk to the Parish Council

Tuesday, 05 March 2024

Agenda

1 - Apologies for absence

To receive and consider for acceptance any Member apologies for absence and approve by resolution.

2 - Declarations of Interest

Members and officers are invited to make any declarations of interest that they may have in relation to an item on the agenda and are reminded to make any declarations at any stage during the meeting if it becomes apparent that it may be required.

3 - Public Participation

For the public and press to ask questions on matters relating to items on the agenda.

4 - Minutes

To approve the minutes of the previous meeting of the Parish Council held on 18 December as a correct record and duly signed by the Chairman (appendix A).

5 - Reports from the New Forest District Councillors

To note the reports from the New Forest District Councillors (Appendix B)

6 - Reports from Hampshire County Councillor

To note the report from the New Forest District Councillor.

7 – Asset Register

To approve the Risk Assessment of Financial systems' internal controls for Marchwood Parish Council. March 2024 (Appendix C).

8 – Risk Assessment of Financial systems' and Internal Controls

To approve the Risk Assessment of Financial systems and Internal Controls March 2024 (Appendix D).

9 – Reserves Policy 2024/2025

To approve the Council's Reserves Policy 2024/2025(Appendix E).

10. Development Opportunities - Vending machines for the Lloyd Recreation Ground

To approve the proposal of a drinks and snacks vending machine at the Lloyd Recreation Ground.

Appendix F: Provision of Drinks and Snacks Facilities at Lloyd Recreation Ground:

Appendix Fi: Development and set up costs.

Appendix Fii: Estimated sales.

11. Handy Trust SLA

To approve the Service Level Agreement for the provision of Youth Services 2024/2025 (Appendix G).

12. Roebuck debt

To approve an unpaid debt being irrecoverable relating to the former Roebuck football team.

13. Suspension of the byelaw banning dogs from the Lloyd Recreation Ground

To approve the suspension of the banning of dogs on the Lloyd Recreation Ground on Saturday 24th August 2024 during the Party in the Park.

14. Christmas Event in the Village Centre

To approve a Christmas event in December 2024 within the village centre being hosted by the Parish Council.

15. Marchwood Parish Logo

To consider a new Parish Council logo. Visual examples will be provided to Council at the meeting.

16. Close of meeting and date of next meeting is the Annual Council meeting 20 May 2024.

Members are reminded that Navigating the Care Conundrum public meeting hosted by the Parish Council will be held on Monday 13 March 2024 at 6.30pm in the Pavilion, Lloyd Recreation Ground.

The Annual Parish meeting will be held on **Monday 29 April 2024 at 7.00pm.**

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

Marchwood Parish Council

Minutes of the Full Council Meeting of Marchwood Parish Council held at Pine Room, Village Hall, Marchwood on Monday 18 December 2023 at 7.30pm

Present: N Buckett, J Case (Chairman), D Hindle, P Mballa, M Proctor, M Saxby and L Shelley.

In Attendance: Tina Dudley, Parish Clerk, Angela Woodward, Responsible Finance Officer.

Apologies

PC/23/069– apologies for absence were received from J Leath (work commitments).
Resolved to approve apologies for absence from Cllr Leath.

Declarations of Interest

PC/23/070 – There were no declarations of interest for this meeting.

Public Participation

PC/23/071 – No members of the public attended this meeting.

Minutes

PC/23/072 – Resolved – To accept the minutes of the Council meeting held on Monday 16 October 2023 as a true and accurate record and duly signed by the Chairman.

Reports from NFDC (New Forest District Council) Councillor

PC/23/073 – Further to his written report provided Cllr Young informed the meeting he had held a meeting with Julien Lewis MP regarding the issues and concerns with the Southern Water not supplying vulnerable residents with a supply of water during the outage in November. There were also inconsistencies with compensation monies paid to residents, he had raised these issues with Southern Water.

An update to the recycling was provided, wheelie bins for garden waste would be rolled out in April 2024, in 2025 a wheelie bin for recycling would be rolled out however, due to central government changes glass would be collected separately and food waste bins separate also, collections would be on a fortnightly basis.

Members of the Council raised issues with the lack of works planned for walks through the village despite site visits being undertaken some six months ago. Cllr Young was asked to chase this up with the relevant NFDC officers.

Issues were also raised regarding enforcement action being taken on a particular site within the village and the lack of action that was further exacerbating neighbouring residents' problems.

Cllr Mballa reiterated the issues raised with Southern Water and informed Council that NFDC were to meet with the Water Board to discuss lessons to be learnt.

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

He further informed Council about the issues with Freedom Leisure and their struggle with operating costs, help had been sought from NFDC.

A survey regarding the implementation of the wheelie bins was to be implemented to identify what properties would require alternative wheelie bins.

The increase in the price of parking clocks was to take effect in January 2024 with a review of the plan for discounted parking for local businesses.

Crime, fly tipping and vandalism was on the increase across the forest, NFDC are planning to install more CCTV cameras as a deterrent across areas of the New Forest.

Local infrastructure improvement works 'phase 2 Marchwood bypass/Rushington bus priority improvements works were to begin in January and finish in June 2024.

NFDC were to hold talks with Southern Water regarding the discharge of wastewater into local rivers the District Council were also engaging with HCC to better plan future works.

The closure of Ringwood Brewery in January was being transferred to the midlands however, lovers of the iconic English ale could still enjoy it from afar.

Report from Hampshire County Councillor

PC/23/074 – Cllr Harrison explained his recent absence due to health issues. He updated Council on issues regarding local traffic and fly tipping. The widening of the A326 was work in progress no final design had been agreed on. The National Park Authority had a duty to conserve and enhance the New Forest with its members struggling to support any proposals. It was thought that Central Government could intervene is agreement could not be reached.

Cameras were to be installed at the Stapehill junction in the New Year. Transforming Cities was progressing.

Members of the Council stated that they considered there was too much work going on all at the same time and this was exacerbating residents' problems with Marchwood being adversely affected. Jacobs Gutter Lane was impassable at times due to the number of potholes.

The residents of the village had endured eight months of mayhem with the road works at Redbridge and now works on the Transforming Cities was creating mayhem on local roads in and out of the village, Members asked for Highways officer to attend site visits to experience the issues themselves with a view to address the problems. Members considered that Highways Authority simply did not care about the situation that was created with the roadworks and lack of suitable planning.

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

Cllr Harrison declared he would report to highways and express the concerns and fury of Council.

Members further raised issues with cell links in the village stating that the National Park Authority were effectively blocking the village from moving on to faster broadband due to the policies regarding masts in the National Park resulting in a lack of cell link up.

The A326 consultation was considered to be a farce with Marchwood being a forgotten part of the County.

When planning local infrastructure plans should take into account the number of lorries on local roads therefore more robust materials should be used to prevent short term damage on local roads.

Councillor Harrison explained HCC were reviewing its financial situation resulting in proposed cuts to services including school crossing patrols. Within a two-year period, the Council were expecting to issue a section 114 notice therefore, cuts were being planned for now. Section 114 of the Local Government Finance Act 1988 requires chief finance officers of the public body to report if the expenditure is likely to exceed the available resources, HCC has a legal duty to prevent overspending, this could mean that all but statutory services would be withdrawn and would be unable to make any new spending commitments.

Community Infrastructure Levy Project Bidding

PC/23/075 – Resolved to approve a Bid for CIL funding at Lloyd Recreation Ground and Admiralty Quay play area.

Cyber Security

PC/23/076 – Resolved to approve the quote for Cyber security insurance.

Budget 2024-2025

PC/23/077 – Resolved to approve the budget as set out in appendix D.

Correspondence

PC/23/078 – Resolved to respond for funding for a speed gun/radar asking the speed watch team to apply for a grant.

Close of meeting and Date of next meeting

PC/23/079 – the meeting closed at 8.55pm. The next meeting was 11 March 2024.

Good evening everyone,

Since your last meeting in December, it has proven to be a rather busy start to 2024, with ongoing issues around local water supplies and sewerage, reasonable concerns regarding waste collections, and ongoing developments with both key local transport infrastructure and local planning matters. It is upon that last point my report focuses.

Like a number of you I last week attended the open public meeting held by Solent Gateway (SGL) at Marchwood Village Hall. Their representatives talked through their on-site development plans, plans which were supported by the parish council and granted planning consent back in 2022. The construction of which will commence in the coming weeks and months.

Within the confines of that consent SGL advised the meeting that the main focus for the new open storage that they will create within the port will predominantly be for the import and export storage of motor vehicles. Previously there had been plans for greater container storage, aggregate storage, and even concrete and tarmac plants. So in my view to instead be focusing on motor vehicles is a welcome change to an arguably far less invasive and impactful form of port use. Particularly on the export side of things there is the prospect of many motor vehicles coming into the port via rail before then leaving via sea, thereby reducing impacts on the local road network, a key priority! In terms of community enhancements from this development we can look forwards to a new footpath linking Cracknore Hard around Normandy Way through to Autumn Road, as well as on site improvements to the main entrance that will help ensure no queuing of vehicles back onto the public roads.

In addition, SGL gave the meeting a flavour of what may potentially take place at some point in the future at Dibden Bay. The current thinking is that the area will be split roughly into thirds, with the third nearest the military port (as a designated tax site in the Freeport) being dedicated to electric vehicles, a third nearest Hythe may become a dedicated nature reserve, and the final third might be transformed into a publicly accessible country park. These are of course purely concept visions at this point in time, but in terms of first impressions I think that on balance this would collectively be a positive outcome in many regards. Especially if in addition a potential spur road from a new A326 junction south of Marchwood (which would serve the SGL site, Freeport, and elsewhere) could then remove large commercial vehicles from our village centre past local homes and schools. I look forwards to seeing firm proposals being put on the table and properly scrutinised in due course.

Another development that I have been watching closely and making representations on is the proposed care home at Hythe Road, adjacent to the Pilgrim Inn and St Contest Way. Following my initial objection regarding what I consider to be an inadequate on-site parking provision the developer came back with amended plans with an additional five spaces. After careful reconsideration I have however reaffirmed my objection to this proposed development as the plans still fall around 25% short of the district councils adopted standards for this type and size of development, and I do not consider that the risk of creating additional off-site parking demand in St Contest Way or along Hythe Road can currently reasonably be mitigated against. It is anticipated that the district councils planning committee may

be determining this application at the March meeting so please do see my social media for further updates.

I am as always happy to help residents or at the very least signpost help on any matters of concern. I can best be reached either via emailing richard.young@nfdc.gov.uk or searching "Councillor Richard Young" on Facebook.

Councillor Richard Young
New Forest District Councillor
Marchwood and Eling

Category	Description of Equipment	Location	Model	Serial No	Date of Purchase	Price Paid	Ins Value 31/3/2023	Adj 2023/24	Price 31/3/2024
Buildings									
	Sports Pavillion	Lloyds			build cost	£ 309,651	£ 309,651		£ 309,651
	Oaklands Bridge	M/wood			2005	£ 10,000	£ 10,000		£ 10,000
	Container - Shakespear	Workshop				£ 5,000	£ 5,000		£ 5,000
	Workshop portakabin	Workshop			Feb-08	£ 73,399	£ 73,399		£ 73,399
						398,050	£ 398,050	£ -	£ - £ 398,050
Playground Equipment									
Sp Surface	All weather courts	Lloyds			build cost	£ 73,000	£ 73,000		£ 73,000
Floodlights	All weather courts	Lloyds			Aug-13	£ 4,777	£ 4,777		£ 4,777
3G Surface	All weather courts	Lloyds			Jun-14	£ 34,957	£ 34,957		£ 34,957
Kick Boards	All weather courts	Lloyds			Nov-14	£ 3,325	£ 3,325		£ 3,325
Security Fencing	All weather courts	Lloyds			Nov-14	£ 2,214	£ 2,214		£ 2,214
Play Equip	Play equipment	Ad quay			build cost)	£ 30,091	£ 30,091		£ 30,091
Play Equip	Play equipment	Lloyds			Apr-05	£ 24,272	£ 24,272		£ 24,272
Play Equip	Trim trail	Lloyds	various		Jun-06	£ 5,000	£ 5,000		£ 5,000
Play Equip	U 12's New Play area				Sep-07	£ 69,994	£ 69,994		£ 69,994
Play Equip	Skate Pk- Equipment	Skate Park			Jun-10	£ 62,212	£ 62,212		£ 62,212
Height Barrier	Skate park- Barrier/Bar	Skate Park			Oct-18	£ 1,141	£ 1,141		£ 1,141
Play Equip	Over 12's Fitness Eq	Marchwood Centre			Dec-16	£ 16,894	£ 16,894		£ 16,894
						327,877	£ 327,877	£ -	£ - £ 327,877
Sports Equipuiment									
Sp Equip	Aluminium wheelaway goal pack	Lloyds			Aug-19	£ 2,218	£ 2,218		£ 2,218
						2,218	£ 2,218	£ -	£ - £ 2,218
Community Assets (fences etc)									
War Mem	War memorial	M/wood			various	£ 14,000	£ 14,000		£ 14,000
War Mem	2 Memorial Seats Sir Tristran & Sir Galahad	M/wood		Ref 816	Jan-16	£ 1,590	£ 1,590		£ 1,590
						£ -	£ -		£ -
War Mem	2 Flagpoles	M/wood		Ref 815	Jan-16	£ 533	£ 533		£ 533
Land	Oaklands Park public o/s	M/wood				£ 1	£ 1		£ 1
Land	Village Centre public o/s	M/wood				£ 1	£ 1		£ 1
Land	Land of Village Hall	M/wood				£ 1	£ 1		£ 1
Land	Lloyds Rec ground	M/wood				£ 1	£ 1		£ 1
Orchard	Orchard Fencing	M/wood (back church)		Ref 756	Nov-15	£ 3,470	£ 3,470		£ 3,470
Orchard	39 Orchard Fruit trees	M/wood (back church)		Ref 778	Nov-15	£ 1,025	£ 1,025		£ 1,025
Orchard	Orchard Information Board	M/wood (back church)			Aug-16	£ 1,457	£ 1,457		£ 1,457
Fences	Fencing workshop	Lloyds			May-08	£ 2,407	£ 2,407		£ 2,407
Fences	Fences & Gates	m/wood			various	£ 11,582	£ 11,582		£ 11,582
Picnic Unit	2 Metal Picnic Units	Lloyds		Ref 653	Jul-15	£ 1,306	£ 1,306		£ 1,306
Picnic Unit	2 Plastic Picnic Units	Cork Field		Ref 653	Jul-15	£ 841	£ 841		£ 841
T.Tennis Table	Concrete Table Tennis Table	M/wood (back church)		Ref 645	Jun-15	£ 1,800	£ 1,800		£ 1,800
Chess tables	2 Chess Tables& Seats	M/wood (back church)		Ref 645	Jun-15	£ 4,000	£ 4,000		£ 4,000
Category	Description of Equipment	Location	Model	Serial No	Date of Purchase	Price Paid	Ins Value 31/3/2023	Adj 2023/24	Price 31/3/2024
Community Assets (fences etc) cont									
Bollards	8 LEDifice Commercial Bollard Lig	Lloyds	LED light	LDLED100GB	Jan-18	£ 1,368	£ 1,368		£ 1,368
Traffic Barrier	4 Melba Swintex Gates(orange)	M/wood	Melba gate traffic barrier		Oct-17	£ 160	£ 160		£ 160
Sculpture	Tree sculpture castle tower etc	M/wood			Dec-19	£ 3,000	£ 3,000		£ 3,000
Telephone Box	K6 1935 Telephone Box	M/wood			Jul-13	£ 1	£ 1		£ 1
						£ 48,544	£ 48,544	£ -	£ - £ 48,544
Street Furniture									
St furniture	5 Notice boards	MW sites			various	£ 3,544	£ 3,544		£ 3,544
St furniture	15 public seats	M/wood			various	£ 6,032	£ 6,032		£ 6,032
St furniture	13 litter bins	M/wood			various	£ 3,498	£ 3,498		£ 3,498
St furniture	27 dog bins	M/wood			various	£ 4,751	£ 4,751		£ 4,751
St furniture	QEII memorial seat	M/wood			Oct-22	£ 2,070	£ 2,070		£ 2,070
St furniture	2 Rainbow seats	M/wood			Jul-10	£ 803	£ 803		£ 803
						£ 20,698	£ 20,698	£ -	£ - £ 20,698

Mowers & Machinery

O/S equip	Derv diesel tank			1994	450	£	450			£	450
Machinery	4 Wheeled Trailer	Workshop		Apr-05	2,100	£	2,100			£	2,100
					2,550	£	2,550	£	-	£	2,550

Chairmans

Contents	Chairmans badge	Chairman			n/k	500	£	500
						500	£	500

		£	500
£	-	£ -	£ 500

Office Equipment

Contents	Sentry safe	Office			1994	2,000	£	2,000
Contents	Display Boards x 2	Office			1991/2001	300	£	300
Contents	Desks/chairs/bookcases/shelves	Office			various	300	£	300
Contents	Office furniture-various	In store			Feb-06	330	£	330
Contents	HP PRODESK 400 G4 DM	office	400 MINI	8CC9352RJ5	Sep-19	610	£	610
Contents	HP PRODESK 400 G4 DM	office	400 MINI	8CC9352RDN	Sep-19	610	£	610
Contents	HP PRODESK 400 G4 DM	office	400 MINI	8CC9352OD4	Sep-19	610	£	610
						4,760	£	4,760

		£	2,000
		£	300
		£	300
		£	330
		£	610
		£	610
		£	610
£	-	£ -	£ 4,760

Pick Up Trucks/Vehicles

	John Deere Tractor	Workshop	JD3038R	1LV3038RJGG6001	11/07/2017	22,000	£	22,000
	Wessex/Broadwood Sickle Bar H/	Workshop	CHT-120-E	50996	11/01/2023	7,250	£	7,250
	Kubota Mower F3890	Workshop	HX66LYA		Sep-16	11,551	£	11,551
Mowers	Kubota F3680 4WD diesel	Workshop	HF58 AVJ		06/10/2008	11,791	£	11,791
	Trimax FX135 Flails x 2	Workshop			29/09/2011	7,542	£	7,542
	Pick Up Truck	Workshop	D-MAX	HY21 GVV	31/01/2021	28,041	£	28,041
	Pick Up Truck	Workshop	D-MAX	HY71 ELU	12/01/2022	28,157	£	28,157
						116,332	£	116,332

		£	22,000
		£	7,250
		£	11,551
		£	11,791
		£	7,542
		£	28,041
		£	28,157
£	-	£ -	£ 116,332

Category	Description of Equipment	Location	Model	Serial No	Date of Purchase	Price Paid	Ins Value 31/3/2023
----------	--------------------------	----------	-------	-----------	------------------	------------	---------------------

Adj 2023/24	Price 31/3/2024
-------------	-----------------

LLOYDS Pavillion / Workshop Contents

Contents	Secure Cupboard H&S COSH	Workshop			Oct-16	174	£	174
Contents	Compressor	Workshop	230V 55275		Apr-06	170	£	170
Contents	Orbital Sander	Workshop			Apr-06	75	£	75
Contents	Arc Welder	Workshop			Apr-06	84	£	84
Contents	Generator	Workshop			Apr-06	290	£	290
Contents	Set of ladders	Workshop			pre 1992	170	£	170
Contents	Bearcat Chipper	Workshop	73454/S		1997	650	£	650
Contents	Power washer and water tank	Workshop	2001 LWD		2000	750	£	750
Contents	Beko Washing M/C	Workshop	q		May-08	335	£	335
Contents	Self Propelled Lawnmower	Workshop	HUSQVARNA LC247S		Jun-17	233	£	233
Contents	Metabo 4 1/2" Grinder	Workshop	W9-115 900W		Mar-22	90	£	90
Contents	Battery Charger	Workshop	28Amp 12/24V 230V		Mar-22	135	£	135
Contents	Bosch GSB 18 V 60C	Workshop	18V-60C		Mar-22	360	£	360
Contents	Makita DMR110 DAB RADIO	Workshop	DMR110 240V		Mar-22	162	£	162
Contents	Bosch GBH 2-26F 240V	Workshop	2026F 240V		Mar-22	170	£	170
Contents	Large Socket Set	Workshop	R45603172		Mar-22	138	£	138
Contents	STHIL FS94C-E with Bike Handle	Workshop	FS94C-E	526359504	Mar-22	444	£	444
Contents	16" Chainsaw 3.0kw	Workshop	MS261	191467260	Mar-22	876	£	876
Contents	14" Chainsaw 1.5kw	Workshop	MS181	528322669	Mar-22	342	£	342
Contents	14" Chainsaw 1.5kw	Workshop	MS181	530142240	Mar-22	342	£	342
Contents	Ergostart Hedge Trimmer 24"	Workshop	HS82RC-E 24"	191 866626	Mar-22	660	£	660
Contents	Long Reach Hedge Trimmer	Workshop	HL94C-E Long Shaft	531155432	Mar-22	888	£	888
Contents	Long Reach Hedge Trimmer	Workshop	HL94C-E Long Shaft	531155383	Mar-22	888	£	888
Contents	Long Reach Hedge Trimmer	Workshop	HL92KC-E Long Rea	529933165	Mar-22	792	£	792
Contents	Long Reach Hedge Trimmer	Workshop	HL92KC-E Long Rea	529933165	Mar-22	792	£	792
Contents	STHIL KM94RC-E Kombi Engine	Workshop	KM94RC-E 0.9kw	530115856	Mar-22	378	£	378
Contents	Pole Pruner Kombi Attachment	Workshop	HT-KM	213 L09	Mar-22	228	£	228
Contents	145 Degree Hedge Trimmer Kombi	Workshop	HL-KM		Mar-22	300	£	300
Contents	Pole Pruner Telescopic Shaft 1.4M	Workshop	HT135	530414818	Mar-22	1,020	£	1,020
Contents	Height Barrier & Installation	LRG Car Park			Sep-21	1,639	£	1,639
						13,575	£	13,575

		£	174
		£	170
		£	75
		£	84
		£	290
		£	170
		£	650
		£	750
		£	335
		£	233
		£	90
		£	135
		£	360
		£	162
		£	170
		£	138
		£	444
		£	876
		£	342
		£	342
		£	660
		£	888
		£	888
		£	792
		£	792
		£	378
		£	228
		£	300
		£	1,020
		£	1,639
£	-	£ -	£ 13,575

Long Term Investments

	CCLA Local Authorities Property Fund			Apr-16	50,000	£	50,000
--	--------------------------------------	--	--	--------	--------	---	--------

		£	50,000
--	--	---	--------

ASSET REGISTER TOTAL

£	985,104	£	985,104		£	-	£	-	£	985,104
---	---------	---	---------	--	---	---	---	---	---	---------

Audit report & Risk Assessment of Financial systems' internal controls for Marchwood Parish Council.
March 2024

No.	Internal Control Tests	Findings
1	Proper Bookkeeping	
1.1	Is the purchase ledger and cashbook maintained and up to date? Format used?	The purchase ledger and cashbook is maintained using the OMEGA finance package and is to be prepared up to 31 st March 2024. Rialtas Business Systems OMEGA finance package.
1.2	Is the purchase ledger and cashbook arithmetically, correct?	The purchase ledger and cashbook is analysed into cost centre headings with full cross casting to confirm overall totals.
1.3	Is the purchase ledger and cashbook regularly balanced?	The Responsible Finance Officer confirmed that the purchase ledger and cashbook is prepared at the end of each financial year when it is balanced by cross checking and confirmed by full bank reconciliation. Balances are reported to Policy & Resources Committee meetings.
2	Standing Orders and Financial Regulations	
2.1	Has the Council formally adopted Standing orders and financial regulations & dates approved.	Financial Regulations were last reviewed and adopted at the meeting of the Annual Council meeting 15 May 2023 [minute PC/23/011]. Model Standing Orders have been reviewed and were adopted by the Parish Council at the meeting of the 15 May 2023 [minute PC/23/011]. Standing Orders and Financial Regulations will be reviewed at the Annual Council meeting 20 May 2024.
2.2	Has an RFO been appointed with specific duties noted in both the contract of employment & Financial regulations.	The RFO Is the Parish Council's Section 151 Officer, and her duties are detailed in the Financial Regulations revised in May 2023. The RFO has a formal contract of Employment and Statement of Particulars, and these were signed on the 15 th March 2021.
2.3	Have items or services above a de minimis amount been competitively purchased?	Normal levels of competitive tending apply where three quotations will be required and these would need to be approved by the Full Council.
2.4	The General Data Protection Regulations (GDPR)	Following on from the GDPR coming into force the Parish Council publishes a privacy notice on its website. All staff have undertaken GDPR training. The document retention policy has been updated and approved 12 December 2022.
2	Payments Controls	
2.5	Are payments in the purchase ledger and cashbook supported by invoices, authorised and minuted.	Proper invoices support all payments, that are cross referenced with Lloyds Bank, Financial Regulations cover various levels for tenders etc. All invoices are authorised by the RFO and signed by two Councillors and a payment summary is submitted to the Policy and Resources Committee, where it is approved and minuted.

Approved at Council meeting

. Minute reference

Audit report & Risk Assessment of Financial systems' internal controls for Marchwood Parish Council.
March 2024

2.6	Has VAT on payments been checked, recorded and reclaimed? Frequency & refunds into which A/c?	Proper VAT invoices are provided when relevant, with VAT checked and entered in separate coding column within the OMEGA package. VAT is reconciled monthly and recorded within the OMEGA package VAT claims are submitted quarterly as per the latest HMRC guidelines.
2.7	Is Section 137 expenditure separately recorded & in limit?	The set limit for 2024-25, if applied, is Number of Parishioners at 1 st April 2024 x Section 137 rate for 2024-25 (£10.81 per elector). In practice a budget of £1,000 is administered by the Policy & Resources committee.
3	Risk Management Arrangements	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	Any financial aspects for special projects & events are discussed by Council, and minuted stating financial implications involved.
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/BMX/skateparks regularity of checks & documentation?	The Parish Council's Amenities committee is responsible for undertaking play area inspections 2023. In 2023 these were completed by the Play Inspection Ltd on the 8 December 2023. Risk assessments are being completed and updated.
3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? FG Cover level correct?	Parish Council insurance is held with Hiscox Insurance Company Ltd dated 1 st June 2023 covering the standard local council aspects, renewable each June. The level of fidelity guarantee cover held is now £500,000. The Lloyd Recreation Ground Trust insurance is held with Hiscox Ltd policy number 9658267/8050943 dated 1 st June 2023. Motor insurance is provided by Countrywise Motor Insurance Ltd policy number AGRI/100146/2023 dated 23 May 2023.
3.4	Are internal financial controls documented and reviewed regularly?	This financial risk assessment is reviewed annually.
4	Budgetary Controls	
4.1	Has the Council prepared an annual budget in support of its precept?	The Policy & Resources committee prepares a budget based upon the Parish Council requirements each Year. Full Council ratifies this in December and then New Forest District Council is notified of precept required each January. The process for 2024-25 was begun at the Policy & Resources committee meeting of the 25 September 2023 minute PR/23/013(d) and completed at the Full council meeting of the 18th of December 2023 minutes PC23/077
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Actual expenditure is monitored and reported by the RFO on a monthly basis. Appropriate action is taken by the Parish Council if required.
4.3	Are there any significant and unexplained variances on budget?	A process is in place to report significant variations whereby the Clerk & RFO will inform the Council of large variances. Any action required will be approved by Full Council.

Approved at Council meeting

. Minute reference

Audit report & Risk Assessment of Financial systems' internal controls for Marchwood Parish Council.
March 2024

5	Income Controls	
5.1	Is income properly recorded and promptly banked?	Any income received is recorded, banked promptly by RFO into Lloyds Bank Treasurers account 00606458 and the details are entered into the cashbook to a relevant code.
5.2	Does the precept recorded in the cashbook agree to the DC's notification? Yearly review of scale of fees?	Precept is received in April and September from New Forest District Council and paid direct into Lloyds Bank Business account 07107031 with a remittance advice received to confirm transfer amount.
5.3	Are security controls over cash adequate and effective?	Cash received is banked as soon as possible after being received.
6	Payroll Controls	
6.1	Does the staff salaries/wages paid agree with those approved by the Council & what is review frequency?	Staff salaries follow approved guidelines and comply with the NJC agreements. All staff salaries will be reviewed annually.
6.2	Are other expenses to the Clerk/staff reasonable and approved by the Council?	Casual user mileage @ 45p per mile is paid for travelling to meetings and training courses.
6.3	Have PAYE/NIC/ Pensions been properly operated by Council as an employer? Payment frequencies/method?	The Parish Council uses a payroll provider (J Humphry Associates) for calculating the monthly salary of all staff and for ensuring that Income Tax and National Insurance is deducted and paid over to HMRC on a regular basis.
7	Assets Controls	
7.1	Does Council keep an asset register of all assets owned incl. serial nos.? Annual physical check noted?	The Clerk & RFO holds an asset register on computer, analysed into types and locations. The insurance value of the total assets (all risks) is £985.104
7.2	Are the Asset/Investments registers up to date, incl. disposals? Note all Investments held with a/c nos.	The Asset Register contains detailed descriptions of each item.
7.3	Do asset insurance valuations agree with those in the asset register?	The asset register valuation is currently confirmed with the Hiscox Insurance Company UK Ltd to ensure that all items carry the correct valuation, and this has been applied to the insurance policy.
8	Bank Reconciliation	
8.1	Is a bank reconciliation for each account held? Note each account with bank/branch & a/c no.	Yes. Treasurers Account 00606458 held at Lloyds Bank PLC. Business account 07107031 held at Lloyds Bank PLC. CCLA Deposit Fund 0112350001PC. United Trust Bank Fixed Term Deposit 20121163.
8.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	All accounts are reconciled through the OMEGA package on a monthly basis when the bank statements are received.
8.3	Are there any unexplained balancing entries in any	No, all bank interest/charges, direct debits and standing orders were entered in

Approved at Council meeting

. Minute reference

Audit report & Risk Assessment of Financial systems' internal controls for Marchwood Parish Council.
March 2024

	reconciliation?	Cashbook as per bank statements.
9	Year-end Procedures	
9.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Income and Expenditure basis.
9.2	Do the accounts agree with the cashbook codings?	Yes: Final end of year accounts confirm that entries made in the cashbook are accurate and agree to all bank accounts held by the Parish Council.
9.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	Full cross referencing of electronic payments and banking are cross referenced.
9.4	Where appropriate, have debtors and creditors been properly recorded? Are the year-end, General and Earmarked reserves held at reasonable levels?	Debtors and creditors information for financial year 2023-24 is correctly recorded. Levels of general and earmarked reserves are held at a reasonable level.

Signed

Date

Clerk Marchwood Parish Council

Signed

Date

RFO Marchwood Parish Council

Approved at Council meeting

. Minute reference



Marchwood Parish Council Reserve Policy

1. INTRODUCTION

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Section 50 of the Local Government Finance Act 1992 requires local councils to the authority must calculate the aggregate of—

- (a) the expenditure the authority estimates it will incur in the year in performing its functions and will charge to a revenue account for the year.
- (b) such allowance as the authority estimates will be appropriate for contingencies in relation to expenditure to be charged to a revenue account for the year.
- (c) the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure; and
- (d) such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

2. TYPES OF RESERVE

The Council will hold reserves for these three main purposes:

- A working balance – this forms part of the general reserves.
- A contingency fund– this also forms part of general reserves.
- A means of building up funds, sometimes called 'earmarked' to meet known or predicted requirements.

3. GENERAL RESERVES

3.1 The general reserves are a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the council's cash flow, or to allay the impact of unexpected events or emergencies.

3.2 The general reserves are to be maintained at a level based upon a risk assessment carried out annually by the RFO when setting the budget for the forthcoming year. Any surplus on the general reserves above the required balance may be used to fund capital expenditure, be appropriated to nominated reserves or used to limit any increase in the precept.



Marchwood Parish Council Reserve Policy

3.3 The current level with respect to general reserves is that: “The Parish Council should endeavour to maintain its revenue reserve balances at a level of 3-12 months of net expenditure. under the council’s current financial arrangements, a general reserve figure of £160,000 is desirable.

4. EARMARKED RESERVES

4.1 Nominated reserves represent:

ring-fenced balances of grant funds or third-party allocations reserved to specific purposes;

- amounts generally built up over a period of time which are nominated for specific items of expenditure to meet known or anticipated liabilities or projects and intended to reduce the impact of meeting the full expenditure in one year.

4.2 The Council, when establishing an earmarked reserve, will set out:

- The reason / purpose of the reserve.
- How and when the reserve can be used.
- Procedures for the management and control of the reserve.
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

4.3 As part of the calculation of an earmarked reserve, consideration must be given as to when the projected expenditure will fall due. If the earmarked reserve is to be built up over a period of years, annual increases in the relevant reserve should be on a proportionate incremental rather than a fixed annual basis (i.e. the sum set aside increases by a set percentage each year), so that the financial liability falls progressively on those taxpayers more likely to benefit from the final implementation of the relevant asset or service.

5. GOVERNANCE ISSUES

5.1 The policy on Reserves will be reviewed annually and reported to the Policy and Resources Committee.

5.2 The Clerk/RFO will consider the likely needs of the general and nominated reserves for the forthcoming financial year as part of the process of setting the revenue budget, having regard to the predicted outturn of the current year income & expenditure. However, the reserves budget as such will be presented for the Council’s approval and at that point the Council will have the opportunity to review the levels of reserves held in accordance with the Council’s Financial Regulations and may make proposals for the creation of additional nominated reserves as part of the budgeting process.



Marchwood Parish Council Reserve Policy

APPENDIX: NOMINATED RESERVES FOR 2023-2024

EMR Elections	6,000.00
EMR Community Infrastructure	10,310.93
EMR Community Events	4,381.88
EMR Tree Management	2,837.51
EMR LRG Infrastructure	22,639.86
EMR CIL Receipts	1,904.00
EMR Motor Vehicle Replacements	1,375.43
EMR Training	955.00
EMR Play Areas	26,277.40
TOTAL	76,682.01

Development Opportunities – Provision of Drinks and Snacks Facilities at Lloyd Recreation Ground

1. Background

- 1.1. Many Lloyd Recreation Ground sporting facilities users, have approached The Parish Council to consider the provision of hot and cold drinks and snacks throughout the year.
- 1.2. There are currently no provisions for users of the recreation ground or the village to purchase coffee, tea, cold drinks or snacks in an environment such as a coffee shop.
- 1.3. After carefully considering the request and recognising the lack of provision within the village, the Chairman and Officers held a telephone consultation with Lavazza, followed by a site visit to the headquarters. Lavazza is the leading provider of vending machines in the country.

2. Business Case

Opportunities

- 2.1. Lloyd Recreation Ground has the potential to provide further opportunities for the community of Marchwood. Through a holistic approach, there is an ability to create funding streams to offset the increasing cost of maintaining and developing the Lloyd Recreation Ground.
- 2.2. Our bi-annual *Party in the Park* has demonstrated that with creative thinking and prudent financial management, there is scope to enhance our recreational and social provision to increase community engagement and contribute to personal well-being.
- 2.3. The Parish Council's Task and Finish Group's draft '5-year plan' has already identified the need to develop a strategy to review and evaluate the facilities at the Lloyds Recreation Ground to improve what we offer our residents and the village and investigate opportunities to create funding streams to offset future repair and maintenance costs.
- 2.4. Significantly, Marchwood does not have -
 - A venue to purchase coffee, tea, cold drinks or snacks, such as a coffee shop and;
 - EV charging facilities to enable electric vehicle users to recharge their vehicles.
- 2.5. Our five-a-side pitches and tennis courts are underutilised, so a new and imaginative approach is required.

- 2.6. Our 'Healthy Village Walks' around the village need to be reviewed and revised to include the many interesting features around our village that have thus far been overlooked.
- 2.7. The Amenities Committee is working on implementing the 'Village Walks' to make Lloyds the starting and endpoints, providing car parking if required.
- 2.8. The Council has applied to install solar panels on the Pavilion utilising the Community Infrastructure Levy.

Business Case Strategy

- 2.9. There has to be a viable and sustainable strategy to achieve our goal of increasing the potential of the Lloyd Recreational Ground and enhancing recreational and leisure activities and social engagement.
- 2.10. Our business strategy must facilitate and underpin a holistic approach and capture the many and varied opportunities we have identified so far.
- 2.11. Business development is about identifying opportunities and increasing financial opportunities, which reduces pressure on the Parish expenditure.
- 2.12. What is certain is that users of the sports facilities have identified a gap in our provision that, if fulfilled to their satisfaction, can increase the numbers visiting and enjoying the facilities the recreational ground offers and provide a valuable income stream.
- 2.13. Providing hot and cold drinks and snack facilities will combine our aims of satisfying a gap in village provision and meeting visitor expectations.
- 2.14. We must be bold and innovative to grasp an opportunity to provide a valued service to our community, making the Lloyd Recreation Ground the recreational hub of our village.
- 2.15. The financial projections highlighted in this report confirm that providing hot drinks and snacks is financially viable, given an appropriate lead time and projected sales and revenue forecasts.
- 2.16. Purchasing vending machines offering hot refreshments such as speciality coffees, regular black and white coffee/tea drinks, and much more, including soup. This range of options is considered the most popular and would be a sound proposition.
- 2.17. A snack machine would complement the drinks machine, providing snacks and cold drinks that would be more popular with the younger generation

and those who prefer confectionery with a hot beverage. It also has a more significant revenue potential.

- 2.18. All drinks and snack machines allow interchangeable offerings to meet customer requirements; over time, the range of options will evolve to meet their requirements.
- 2.19. The two vending machines will be installed and fitted between the changing rooms and The Hub within the Pavilion. This area is considered the appropriate place for the facility, with very little work required for the installation; adequate space is available.
- 2.20. Security measures should include an additional security camera and lighting.
- 2.21. It is proposed that the ground staff open the Pavilion from 8.00 am to 4.00 pm or 5.00 pm during the warmer months, Monday to Friday. The Pavilion is already open during some evenings and weekends while the caretaker does sporting activities.
- 2.22. Providing this provision, we anticipate an increase in the use of the Lloyd Recreation Ground and its facilities, making them more attractive, allowing parents to sit down, relax, and meet up with friends and other family members whilst children play, encouraging families to take a picnic, play games whilst also providing an income for the Council.
- 2.23. Marketing and publicity are critical to increase awareness of the available vending machines. Our strategy will be via social media, the Village News, the Council website, 'A boards', flags, banners, Parish Notice Boards and over time by word-of-mouth recommendations.
- 2.24. Additional facilities, such as a small number of picnic tables and seating, would be sited on the area formally used by the Scouts and Guides on the land between the pavilion and Scout and Guide hut, providing that area for refreshments and relaxation.
- 2.25. The Marchwood Men's Shed has provided a quote to build 4 picnic tables, including one that will be wheelchair accessible at a competitive price. This arrangement would be their charitable commitment to provide facilities for the Parish.
- 2.26. Further consideration should be given to enabling access to the vending machines during the weekends. Officers will give this some consideration should the Council approve the proposal. Locks such as 'smart locks' are available for consideration.

- 2.27. This proposed provision is part of the broader project that falls within the '5-year plan' being worked on by the Task and Finish Group, reviewing the facilities and grounds at the Lloyds Recreation Ground to improve what we offer our residents and the village.
- 2.28. Rural EV Charging has recently contacted the Council. Rural EV Charging asked if Marchwood Parish Council would allow public electric vehicle chargers to be installed within the village on our land. This arrangement would have positive opportunity cost implications for the Parish Council, as we would receive rental income for each installed charger.
- 2.29. It is noteworthy that Marchwood does not currently have EV charging facilities within the village. This would be another opportunity to demonstrate our Green Credentials.
- 2.30. The organisation works on our behalf to ensure we receive a rental payment at market value from the ChargePoint operator, who pays to install, maintain and operate the chargers for the contract term. The Council would not be required to pay for anything.
- 2.31. Ideally, the chargers should be close to venues where the public frequents and preferably offer refreshments. The Lloyd Recreation Ground is considered our best venue for this proposal (further details will be provided to the Council following a desktop assessment being carried out by the EV charging company).
- 2.32. Offering Lloyds as a place to charge electric vehicles would enhance our plans for Lloyds, and the provision of the vending machines would make a more attractive location for the ChargePoints, given users would be able to purchase refreshments whilst cars are being charged.
- 2.33. The Amenities Committee are working on implementing the 'village walks' to make Lloyds the starting point, thereby maximising income opportunities.
- 2.34. Consideration should be given to allowing free access to the tennis/netball facilities at the recreation ground. Current income from the facility per annum is a nominal fee. Making the facility available to users free of charge before any improvements to the courts could increase the footfall and, therefore, the potential use of the vending machines.

3. Finance and Risk Control

- 3.1. Financing for the proposed project is anticipated to be sourced through the existing EMRs and Capital Reserves.
- 3.2. All stock items would be held within the offices at the Village Hall, with transactions being monitored and reported to the P&R Committee at each of its meetings.

- 3.3. It is proposed to add a security camera and a brighter light with a motion sensor where the machines would be located.
- 3.4. All transactions will be by contactless card payment. No cash transactions will be possible to purchase food and beverages, thereby reducing the risk of damage to Parish assets.
- 3.5. Lavazza will provide 5-year free maintenance of the machines.
- 3.6. The cost of electricity and water is unknown at this time. Still, the machines are rated with 'high energy efficiency' ratings, and operating efficiency saves approximately 24 litres of water per week based on the approved cleaning regime for freestanding vending machines.
- 3.7. The machines are ISO 9001certified for quality and safety, ensuring no cross-contamination between drinks. All cups are plastic-free and biodegradable.
- 3.8. The Council has applied to install solar panels and energy capture on the Pavilion using the Community Infrastructure Levy.
- 3.9. The outcome of our bid is unknown when compiling this report.

Marchwood Parish Council - Development Opportunities

Equipment	Product Code	Purchase Price	Annual Fee	Units	Average Cup Cost	Total	
Lavazza Advanta Klix		£6,500.00		1	£0.312	£ 6,500.00	
SM6 - Combi Snack Machine		£4,600.00		1		£ 4,600.00	
Cup Collection Bin	25200106	£66.41		1		£ 66.41	
Vianet - Contactless Payments		£350.00		2		£ 700.00	
Vianet - Installation		£100.00		2		£ 200.00	
Vianet SIM inc Reconciliation Costs			£96.00	2		£ 192.00	
First Year Capital Cost						£ 12,258.41	Net
VAT						£ 2,451.68	
Total						£ 14,710.09	
Installation							
Electrical				1		£ 450.00	
Security Camera				1		£ 478.00	
Plumbing				1		£ 320.00	
						£ 1,248.00	
Supplies							
Hot Drinks						£ 1,076.40	
Cold Drinks & Snacks						£ 347.33	Net
						£ 1,423.73	
Total Set up Costs - Net figures						£ 14,930.14	Net
Ongoing Capital Costs							
Second Year						£ 192.00	
VAT						£ 38.40	
Total						£ 230.40	

Hot Drinks - Estimated Sales

	Q1	Q2	Q3	Q4	Total
	Apr-June	July-Sept	Oct-Dec	Jan-March	Apr-March
Year 1	£ 327.60	£ 1,419.60	£ 1,207.44	£ 567.84	£ 3,522.48
Year 2	£ 851.76	£ 1,462.19	£ 1,243.66	£ 584.88	£ 4,142.49
Year 3	£ 877.31	£ 1,506.05	£ 1,280.97	£ 602.42	£ 4,266.76
Total	£ 2,056.67	£ 4,387.84	£ 3,732.08	£1,755.14	£ 11,931.73

Cold Drinks - Estimated Sales

	Q1	Q2	Q3	Q4	Total
	Apr-June	July-Sept	Oct-Dec	Jan-March	Apr-March
Year 1	£ 262.99	£ 1,192.00	£ 1,072.80	£ 511.07	£ 3,038.86
Year 2	£ 525.97	£ 1,227.76	£ 1,104.98	£ 526.40	£ 3,385.12
Year 3	£ 541.75	£ 1,264.59	£ 1,138.13	£ 542.19	£ 3,486.67
Total	£ 1,330.70	£ 3,684.35	£ 3,315.92	£1,579.67	£ 9,910.64

Snacks - Estimated Sales

	Q1	Q2	Q3	Q4	Total
	Apr-June	July-Sept	Oct-Dec	Jan-March	Apr-March
Year 1	£ 186.90	£ 747.60	£ 667.50	£ 333.75	£ 1,935.75
Year 2	£ 370.24	£ 770.03	£ 687.53	£ 343.76	£ 2,171.56
Year 3	£ 381.35	£ 793.13	£ 708.15	£ 354.08	£ 2,236.70
Total	£ 938.49	£ 2,310.76	£ 2,063.18	£1,031.59	£ 6,344.01

Estimated Total Sales

	Q1	Q2	Q3	Q4	Total
	Apr-June	July-Sept	Oct-Dec	Jan-March	Apr-March
Year 1	£ 777.49	£ 3,359.20	£ 2,947.74	£1,412.66	£ 8,497.09
Year 2	£ 1,747.97	£ 3,459.98	£ 3,036.17	£1,455.04	£ 9,699.16
Year 3	£ 1,800.41	£ 3,563.78	£ 3,127.26	£1,498.69	£ 9,990.13
Total	£ 4,325.86	£ 10,382.95	£ 9,111.17	£4,366.39	£ 28,186.38

Provision for a Targeted Youth Support Service in Marchwood

A Service Level Agreement for 2024 – 2025

Prepared By

The Handy Trust

Registered Charity 1196602

The Handy Trust (THT) is pleased to submit a Service Level Agreement to provide a Targeted Youth Support Service for the Parish of Marchwood for the Financial Year 2024-25.

The Handy Trust has set out three deliverable principles and priorities:

1. Support the CYPP from Hampshire by following their key priorities for children to be healthy, have a positive future, develop relationships (in School, their community, at home) and contribute positively to the community.
2. Provide a full youth support service for young people aged 11–19 across the Parish of Marchwood, extended to cover young people from 0-25 and the family around the young person.
3. Provide support and drop-in sessions to primary schools and secondary schools. The core youth work is for the 11–19 age group.

Background

The 2023- 24 Service Level Agreement (SLA) was committed to delivering a varied and balanced Youth Support Service that the young people in the Parish of Marchwood value and could rapidly respond to the ever-changing needs of young people as they emerged.

Our principles and priorities will continue to underpin the three deliverable objectives for the years 2024-25, but with the additional commitment to Continuous Personal Development of our youth engagement workers and employees:

1. A Full Targeted Youth Support service across Marchwood to ensure a high level of engagement with young people.
2. School drop-ins to build relationships and provide a trusted youth worker across their home, community and School.
3. Compliment and enrich the Children and Young People Priorities (CYPP) of Hampshire County Council. The Handy Trust is committed to working closely with other agencies in a multi-agency approach to support young people with a shared vision and planned outcomes.
4. THT recognises Continuous Personal Development (CPD) as a priority to ensure '*our team*' of dedicated youth engagement workers, employees and Trustees are up-to-date on the ever-changing needs of young people

and the community.

Engagement – delivering a Full Targeted Youth Support Service **(Priorities 1 & 2)**

During 2023-24, The Handy Trust witnessed a rise in young people's mental health issues, with local police reporting a disturbing rise in those witnessing trauma in the home (domestic violence) and a surge in 'county lines' crime. In addition, young people have found it hard to re-adjust to life outside of the comfort of their own 'bubble' since Covid, and anxiety-related challenges have increased as a result, including school avoidance.

Direct one-to-one and group support have become an integral part of what we do to empower young people struggling to develop positive coping strategies, maintaining the CYPP priorities to help young people remain healthy and have a positive future.

'The 1-1 support has stopped my son getting involved with the people he shouldn't be, making the right choices for himself. He has said he knows if he feels he is running into trouble, he can go to Crystle for help.'

The Marchwood Hub has hosted The Handy Trust team providing Monday night youth club sessions and holiday club sessions.

THT have witnessed reduced attendance at the evening youth club sessions. THT will implement a strategic plan to increase numbers moving forward but believes it is essential to look beyond the numbers. THT intends to update Marchwood Parish Council in our Monthly Reports.

Each young person that attends needs the youth club for a different reason, and the difference it makes to each one is vital.

'Youth club is so much better than being at home bored or out with nothing to do. I love cooking my dinner there too.'

From October to December 2023, the youth club attendance ranged from 3 to 11 young people per night. Young people who find making friends challenging have chaotic home lives and struggle with their mental well-being. The quantitative data we have collected allows us to see where we have the highest levels of engagement – predominantly holiday clubs and Outreach.

We will utilise these engagements to increase awareness and marketing of the club. Qualitative feedback from the minibus is the young people feel they can ‘trust’ us and have built a rapport with us, making it more likely we can convince them in future to come and try the youth club or share their ideas for what they would like to happen there to encourage them in.

This approach shows that youth work is moving from the traditional ‘youth club’ to a varied, adapted service that increases engagement outside that environment.

The evenings when only three attended must **not** be overlooked as these two young people attend every week.

‘I have made new friends at youth club and have got to learn first aid skills and how to cook myself a meal that I would never get at home. I look forward to a Monday.’

‘My son has autism and cerebral palsy but I feel safe in the knowledge the Handy Trust team know how to support him and he has been coming regularly for as long as it’s been back open since Covid.’

Engagement in the Holiday Clubs at the Marchwood hub has increased. They were running twice a week across all school holidays, providing a fully funded meal and activities and utilising a multi-agency approach to include external organisations who can provide further advice and support to families and young people.

The Holiday Clubs support the CYPP’s priorities of developing relationships (both young people and their families forming new connections) and being healthy (sporting activities and a healthy cooked meal).

‘Can’t believe we haven’t been to these clubs before, they are amazing and our kids loved it’

‘The youth workers have a great relationship with the kids which means they enjoy coming here’

‘The activities and different opportunities were fantastic and kept our whole family entertained for the whole summer all for free, we can’t thank you enough’

October half-term offered a Friday Halloween party, including ‘terrifying travel’ for Marchwood families to attend the party in Hythe at no additional cost. This arrangement illustrated that if activities are provided outside of the Parish, THT will ensure all Marchwood families have the opportunity to access them.

Engagement through Outreach - delivering a Full Targeted Youth Support Service
(Priorities 1& 2)

Our outreach work encourages young people to make safe choices and access our support if they face any mental health & well-being challenges or are not in employment, education, or training.

THT remained available 24/7, 365, which has become more critical than ever. Statutory services have continued to reduce, or (especially mental health services) have incredibly long waiting lists. Young people need to feel seen and heard, and their families also need to feel they have someone they can turn to when times are hard. These local residents need someone they know and can trust not to judge them and always show compassion, anytime, improving the development of relationships underpinned by the CYPP and supporting a more positive future.

2023-24 saw THT continue with the minibus (outreach ‘hot chocolate’ van). The project is an enormous success – able to engage with young people across the Waterside and focus on areas within each Parish with reports of anti-social behaviour, empowering and encouraging young people to make the right choices and positively contribute to society, following the CYPP.

The minibus is seen as a ‘mobile youth club’ and has successfully engaged the disengaged, those least likely to come to a traditional building-based youth club but most likely to need our support. These are the young people who are most likely to be causing a nuisance to residents of Marchwood.

‘The minibus means a lot to us and we know we can’t drop our litter if we want them to come back.’

The minibus has had outstanding feedback from residents, reporting a reduction in anti-social behaviour since the bus has shown a positive presence. The minibus is responsive, as we can respond to social media reports about groups in Marchwood. Local police are aware of the times we are out and can pass on any concerns if it’s more appropriate for us to engage.

THT has received increased crisis calls from young people struggling with mental health, reminding the community how important it is. THT Youth mental health first aiders’ have supported young people to gain access to the right services and offer our support longer term, supporting their health following the CYPP.

There has still been an increase in families requiring support due to financial crises. With help and assistance with funding from NFDC, THT has provided much-needed support to the whole family following the CYPP.

THT will continue:

- to be available to support those not in education, employment, or training (NEET), and;
- to work in partnership with Sovereign housing to provide excellent support and resources to encourage young people back into a suitable placement, giving them a positive future and contribution to society following the CYPP.

Christmas 2023, The Handy Trust again participated in the 'Waterside Christmas Appeal'. This project involved local businesses becoming 'drop-off points' for donations to ensure every child across the Waterside woke up to Christmas gifts.

Following many fabulous donations, Waterside Christmas Appeal provided 265 children from 82 families with three gifts, stocking fillers and chocolate. THT provided families with wrapping paper, gift tags and sellotape.

The project took a lot of hard work but was very successful and hugely rewarding for all involved. Local businesses have shown a keen interest in the project becoming a regular occurrence, calling for it to happen again next year to support local families.

THT works closely with many different statutory and voluntary agencies, regularly attending meetings and forums to remain up-to-date with current information and continue a multi-agency approach to support young people facing many challenges.

Engagement through School Drop-ins **(Priorities 1 & 3)**

The Handy Trust youth workers offer a lunchtime drop-in at Marchwood Junior school and Applemore as part of this SLA and other schools as part of our more comprehensive service.

This service involves youth workers attending the schools to build relationships and provide a trusted youth worker across their homes, community and Schools. The relationships built encourage young people to attend our activities outside of School or talk to us when they see us out and about in the village or elsewhere.

‘Seeing Lizzie and Vicky helps me because I feel I have someone I know to talk to at school about stuff I don’t always find easy to talk about.’

The school drop-ins open conversations about young people’s worries and issues, allowing us to support them further and prioritise the CYPP. Find ways to support them to be healthy, form strong relationships, feel positive about their future and become someone who can positively contribute to their community.

Visibility – our work

Youth work is not a 9-5 job; a part of our service we pride ourselves on is working and being available outside those times when young people (and possibly their families) need us the most. Young people see no boundaries to where they will hang out; this is exactly why our team works across more than just one Parish. Our detached work across the Waterside will be enjoyed by young people from Marchwood, even if this is not always solely in their village. Likewise, youth workers regularly offer Outreach and detached work in the Parish. Young people from Marchwood attend our youth and holiday clubs in Hythe and attend schools apart from Marchwood and Applemore. Youth work is not about the area but meaningful engagement with the young people from that area.

The Handy Trust will be most visible to the young people themselves, but all can see the visibility and benefits in what we do. Our future generation needs a youth service like us, and we are the only local youth organisation that provides as much as we do.

Qualitative and quantitative data have been analysed to identify the level of youth engagement and its effectiveness. This data has allowed THT to evaluate the effectiveness of practices used during 2023-24, prioritising our critical deliverables for 2024-25.

Priorities for the 2024-25 SLA

The Handy Trust takes great pride in what it has achieved. We believe we have delivered an excellently targeted youth support program, awareness of changes in needs and ensured multi-agency approaches are utilised to support all Marchwood residents best.

Young people within the Parish of Marchwood continue to need the support of a targeted youth support service. This enhanced service, often provided in their home, School, and community, offers support and bridges all three key objectives.

We have reviewed and evaluated the work we carried out on behalf of Marchwood

Parish Council and are pleased to submit the 2024-25 Annexes 1 & 2, which encapsulate and build upon our achievements and set the priorities discussed in this narrative.

Throughout the SLA delivery, our services will be continuously reviewed and evaluated, utilising qualitative and quantitative measures to ensure THT uses the most effective methods for youth engagement that benefit young people, their families, and the community, including increasing the use of Marchwood hub to form a more visible, available centre for the young people and their community. This includes recognising the activities that young people enjoy and which support skill development, such as cooking.

THT will begin utilising qualitative and quantitative information during Quarter 1 (April to June) when the weather will likely encourage more young people to be out and about in the community.

This makes our outreach work (A3 and A8) a great way to develop relationships, reduce anti-social behaviour and educate young people on issues such as litter and fire-setting. Q1 will also see THT developing strategies and working with the Marchwood Hub to increase engagement in the youth club (A2). After each quarter, a full report will be provided with data and information on the SLA delivery and monthly newsletters to keep local schools, MPC and residents informed on our service.

Underpinning our intended outcomes will be successfully utilising our knowledge, skill and understanding from the last five years of our productive partnership to drive our continued development as a full youth support service for Marchwood Parish in 2024-2025.

The strategy to achieve our shared vision is articulated and financially calculated in Annexe 1 and Annexe 2.

Signed on behalf of Marchwood Parish Council

_____ **Chairman of the Council**

Name: _____

Date: _____

Signed on behalf of The Handy Trust

_____ **Chairman of the Trust**

Name: _____

Date: _____

SERVICE LEVEL AGREEMENT 2024 - 25

Annex 1

A) Full targeted Youth Support service

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
A1	One to One meetings with young people who have requested help and support themselves or from other places in the community.	Due to the cuts made over the past few years, young people have identified as needing some sort of help and support with something that they can't deal with themselves. The Handy Trust previously offered this service in partnership with Hampshire County Council, and It's Your Choice. The Handy Trust continues to offer one hour sessions for young people to identify their issue and together solve that issue in the best way possible for them, following an initial assessment that may result in referrals to specialised agencies. The Handy Trust will continue to support young people whilst on the waiting list for other agencies such as CAMHS.	Home/School or Community Young Persons Choice	Handy Trust Youth Worker One young person	Fifty-two weeks a year as and when needed.	Sessions are agreed by the worker, and the young person usually by text, word or via private works Facebook message. Once sessions are completed and the outcome achieved, the youth worker continues to provide a backup service via private messaging on social media and drop-in sessions on a Monday evening or day sessions in the school holidays.	137 hours total Youth Worker Band A = 87 hours Youth Worker Band B = 50 hours	Pre and post-session assessments Number of young people supported Qualitative data – young person and families feelings on the support
A2	Monday evening hub Session	Previously, Handy Trust ran a younger and older session but the older session was rarely attended and therefore it is combined into one longer session.	Marchwood Hub building in Lloyds Rec Marchwood	Lead Worker – Handy Trust Volunteer Workers – Handy Trust and Marchwood Youth Club when they have	Monday evenings, term-time only. 6-8pm	Young People and the workers plan the sessions together. There is a mixture of arts and crafts and sports activities as well as a chill out area with a bar and refreshments. Resources and equipment have been mainly paid for by Handy Trust. The Handy Trust has written bids and fundraised for	117 hours total Youth Worker Band B	Activities offered and achieved Number of young people Qualitative notes of progress from young people Referrals to

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
				volunteers. Young People attending aged 9– 16		these extra resources. The numbers had been low in the previous year and to tackle this, Marchwood hub and The Handy Trust will work collaboratively to find ways to increase engagement, such as more targeted advertisement and professional visitors such as hairdressers, chefs and make up artists.		outside services as recognised by young people attending
A3	Outreach - Meet local young people out and about on their patch in their time. Many of these young people do not engage in organised activities on offer. This makes sure we are offering our services to as wider group of young people as we can and building many different working relationships for the future.	The Handy Trust and the schools have carried out consultation exercises regularly throughout the school year, and the young people have stated that they like to meet their youth worker from time to time so that they can put a name to a face as and when they feel they need some support. In addition, this helps to alleviate anti-social behaviour by providing a presence out in the community and supporting young people to make safe, informed choices.	Out and about in Marchwood	Lead Youth Worker – Handy Trust Local Marchwood Young People and their friends participate	Once/Twice a week. Summer is easier than Winter due to the light evenings; however, more work is done in the village centre in the Winter.	Youth Worker has been trained on lone Outreach working. Another member of the Handy Trust will be on standby and made aware of when the work starts and finishes and that the Youth Worker is home.	204 hours total 102 hours Youth Worker Band B 102 hours Youth Worker Band C	Numbers of young people seen Issues discussed
A4	Work in partnership with other agencies and community members to fulfil the need of our young	To ensure families are getting the right support and as much support as they can in times of need. All young people deserve	Anywhere within Hampshire. Mainly Waterside	Handy Trust Manager – Handy Trust	As and when required. Weekly/Monthly/Qu	Other agencies/partners and young people refer themselves to us as being in need.	72 hours total Youth Worker Band A =	Numbers of young people and families

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
	people and families at times of crisis such as Christmas.	the best start in life!	and surrounding area.	Youth & Community Workers	arterly		30 hours Youth Worker Band B = 42 hours	seen Records of referrals and/or partnership intervention
A5	Provide young people (including young parents) with access to a youth & community worker 365 days a year with 24/7 access. Social Media	This is what young people have told us they need. The previous young parent group has been re-evaluated to show support is more beneficial ad-hoc – through contact via direct messages and work out in the community.	The Waterside area of the New Forest. Mainly Marchwood and Hythe & Dibden areas; however, due to some young people who move or attend School in our area and live in Fawley, we do work with some young people and families in Fawley.	Handy Trust Manager – Handy Trust Youth & Community Workers	Every day. Workers offer a private messaging service where we get back to the young person within 6 hours.	Young People use the service themselves.	47 hours total Youth Worker Band A = 10 hours Youth Worker Band B = 27 hours Youth worker Band C = 10 hours	Numbers accessing our service on social media
A6	Provide a jobs/education/training service for local young people	Identified by young people at the start who were NEET. (Not in Education, Employment or Training). Young people helped set the Facebook page up, and now we have over 11000 members.	Local area. (Includes Totton and Southampton)	Handy Trust Manager – Handy Trust Youth & Community Worker	Handy Trust Worker offers support at times and places to suit the young person the Handy Trust Team post info on their works Facebook page site alongside the Admin Officer who updates	The Handy Trust Team offer self-referral plus membership of the jobs page.	30 hours total Youth Worker Band B = 30 hours	Number of young people actively using the jobs page Numbers finding a job through this site following the NEET

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
					daily.			intervention
A7	Holiday club sessions	A service that has been on-going but will become more vital with families struggling financially. Providing fully funded meals and activities, as well as external visitors to support young people and their families to give the residents of Marchwood Parish something to do during school holidays.	Marchwood hub building Lloyds rec in Marchwood	Handy Trust youth worker Volunteer workers – Handy Trust/ Marchwood Youth Club Families attending	Twice a week, 2 hours per session across school holidays (10 weeks)	Sessions set up and managed by the Handy Trust youth worker. Feedback and development gained directly from attendees of the sessions.	60 hours total Youth worker Band B = 60 hours Youth worker Band C = 60 hours	Numbers attending Qualitative feedback
A8	Outreach hot chocolate van	To try and engage unknown NEETs and disengaged young people, we will be using a minibus with hot drinks and biscuits to form a new project for outreach work to support young people, particularly in cold weather.	Across the Waterside	Handy Trust Youth worker Handy Trust worker with Midas Training	An average of 1.5 hours a week in Marchwood.	The Handy Trust will use a local minibus to target areas of the Waterside and use this to find disengaged young people for more outreach work.	132 hours total Youth worker Band B = 66 hours Youth Worker Band C = 66 hours	Numbers of young people seen Number of young people followed up as a result of the minibus
A9	Marchwood hub activities	The Waterside MAM, set up by The Handy Trust, recognised young people often cause problems in the community between 3:30pm and 5:30pm, as well as the older teenage group feeling like they have nowhere to go later in the evening.	Marchwood hub building on Lloyds Recreation ground	Lead Worker – Handy Trust Volunteer Workers – Handy Trust and Marchwood Youth Club when they	An average of 5 hours per week dedicated to targeting these times and activities for these age group, with the use of the building dependent on weather outside and needs of the	The Handy Trust will meet young people off the bus or along their walks from school to see what they are up to and open the building by 3:30pm when there are young people who would like to use it. A drop-in café for young people as an extra hour after	273 hours total Youth worker Band B = 213 Youth worker Band C = 60	Quantitative data of engagements Qualitative data of feedback from both young people, local residents and recognition

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
				have volunteers. Young People attending aged 10– 18	young people as the weather changes.	Monday hub session will be open through colder months, and this time will be utilized for a further walk around in warmer months, still offering the use of the building as desired by young people.		from agencies involved in the MAM.

By providing this service throughout the year, we provide valuable information, advice and support to local young people on any issues/subjects that the young people tell us what they need to know more about. Domestic Violence, Drugs & Alcohol, Sexual Health, Teenage Pregnancy, Family Poverty, Homelessness and Family Breakdown are some of the subjects of these organised but informal sessions. We invite partner agencies such as the police, youth offending team, health visitors and army to come along and join in. By providing outreach work, the Handy Trust support the Marchwood community with extra added value. While doing youth work, the worker also provides information and surveillance for the community and the safety of the community. Regular contact is made with the local police with regards to subjects such as drug dealing, anti-social behaviour, nuisance addresses, homelessness and multi-agency meetings take place regularly with the schools, police, children's services and others. While out and about the youth worker also finds out about families and young people in need and together with our network of partners and agencies we can offer support such as foodbank vouchers, shoe vouchers, housing support, courses such as the freedom programme (domestic violence) etc. Using the Handy Trust Youth & Community Workers Facebook pages offering a 24/7 365 days a year service and Outreach the team can make up a whole picture of community life and activity.

B) Drop-in Provision

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
B1	Marchwood Junior School lunchtime Drop-in	Schools across the Waterside, and the students said that they saw a need for some support for those who were thought of as going to have a challenging transition to Secondary but would not receive any help. Those with low self-esteem and confidence and quiet were recognised as those who may not be known to the system but may need support. Any young	Marchwood Junior School	Handy Trust Youth Worker & sometimes Families Matter Children's Worker.	Weekly in term time on a Thursday at lunchtime 12 - 1	The workers walk around in the playground and lunch hall meeting and greeting the children and targeting the Year 6 children who are getting ready to transition.	40 hours total Youth Worker Band B 40 hours Youth Worker Band C	Feedback of engagement and from School.

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
		person identified in our drop-ins can then be signposted to our targeted youth support service. This provision also allows building of strong relationships and encourages young people to reach out for help.		Participants children in Junior School but mainly Year 6.			40 hours	
B2	Applemore College Lunchtime Drop-in	Students, and staff member, recognise the need for a Youth worker to be available to young people, if they need one. The drop-in allows informal interaction with the whole School and encourages young people to seek help if they need it by consolidating relationship across the school-home-community link.	Applemore College	Handy Trust Youth Worker & sometimes Families Matter Children's Worker. Participants are students who attend the college with the main target of Marchwood Young People.	Weekly in term time on a Tuesday lunchtime 1.30 – 2.30 Handy Trust liaises with members of teaching and support staff too for the emotional health and well-being of the young people they are jointly working with.	Handy Trust worker walks around the buildings and outside during lunchtime and afterwards attends the pupil support room to meet with staff and discuss any students who may need some support using the Home/School/Community pathway.	40 hours total 40 hours Youth Worker Band B 40 hours Youth Worker Band C	Feedback of engagement and from School.

Young People and other agencies like to be seen to work together in partnership. This shows that the work being done is joint working. Therefore, costs are lower and duplication of provision not happening as much. By offering this holistic approach young people meet youth and community workers in different places in their daily life and when the school holidays are happening those who do not work during that time know that there is a safe place for their young people to go to seek help and support and guidance.

C) CYPP Priorities

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule
C1	One to One meetings with young people who have requested help and support themselves or from other places in the community.	Due to the cuts made over the past few years, young people have identified as needing some sort of help and support with something that they can't deal with themselves. The Handy Trust previously offered this service in partnership with Hampshire County Council, and It's Your Choice. The Handy Trust continues to offer one hour sessions for young people to identify their issue and together solve that issue in the best way possible for them, following an initial assessment that may result in referrals to specialised agencies. The Handy Trust will continue to support young people whilst on the waiting list for other agencies such as CAMHS.	Home/School or Community Young Persons Choice	Handy Trust Youth Worker One young person	Fifty-two weeks a year as and when needed.	Sessions are agreed by the worker, and the young person usually by text, word or via private works Facebook message. Once sessions are completed and the outcome achieved, the youth worker continues to provide a backup service via private messaging on social media and drop-in sessions on a Monday evening or day sessions in the school holidays.	137 hours total Youth Worker Band A = 87 hours Youth Worker Band B = 50 hours
C2	Monday evening hub Session	Previously, Handy Trust ran a younger and older session but the older session was rarely attended and therefore it is combined into one longer session.	Marchwood Hub building in Lloyds Rec Marchwood	Lead Worker – Handy Trust Volunteer Workers – Handy Trust and Marchwood Youth Club when they have volunteers. Young People attending aged 9– 16	Monday evenings, term-time only. 6-8pm	Young People and the workers plan the sessions together. There is a mixture of arts and crafts and sports activities as well as a chill out area with a bar and refreshments. Resources and equipment have been mainly paid for by Handy Trust. The Handy Trust has written bids and fundraised for these extra resources. The numbers had been low in the previous year and to tackle this, Marchwood hub and The Handy Trust will work collaboratively to find ways to increase engagement, such as more targeted advertisement and professional visitors such as hairdressers, chefs and make up artists.	117 hours total Youth Worker Band B

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule
C3	Outreach - Meet local young people out and about on their patch in their time. Many of these young people do not engage in organised activities on offer. This makes sure we are offering our services to as wider group of young people as we can and building many different working relationships for the future.	The Handy Trust and the schools have carried out consultation exercises regularly throughout the school year, and the young people have stated that they like to meet their youth worker from time to time so that they can put a name to a face as and when they feel they need some support. In addition, this helps to alleviate anti-social behaviour by providing a presence out in the community and supporting young people to make safe, informed choices.	Out and about in Marchwood	Lead Youth Worker – Handy Trust Local Marchwood Young People and their friends participate	Once/Twice a week. Summer is easier than Winter due to the light evenings; however, more work is done in the village centre in the Winter.	Youth Worker has been trained on lone Outreach working. Another member of the Handy Trust will be on standby and made aware of when the work starts and finishes and that the Youth Worker is home.	204 hours total 102 hours Youth Worker Band B 102 hours Youth Worker Band C
C5	Work in partnership with other agencies and community members to fulfil the need of our young people and families at times of crisis such as Christmas.	To ensure families are getting the right support and as much support as they can in times of need. All young people deserve the best start in life!	Anywhere within Hampshire. Mainly Waterside and surrounding area.	Handy Trust Manager – Handy Trust Youth & Community Workers	As and when required. Weekly/Monthly/Quarterly	Other agencies/partners and young people refer themselves to us as being in need.	72 hours total Youth Worker Band A = 30 hours Youth Worker Band B = 42 hours
C6	Provide young people (including young parents) with access to a youth & community worker 365 days a year with 24/7 access. Social Media	This is what young people have told us they need. The previous young parent group has been re-evaluated to show support is more beneficial ad-hoc – through contact via direct messages and work out in the community.	The Waterside area of the New Forest. Mainly Marchwood and Hythe & Dibden areas; however, due to some young people	Handy Trust Manager – Handy Trust Youth & Community Workers	Every day. Workers offer a private messaging service where we get back to the young person within 6 hours.	Young People use the service themselves.	47 hours total Youth Worker Band A = 10 hours Youth Worker Band B = 27 hours Youth worker Band C =

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule
			who move or attend School in our area and live in Fawley, we do work with some young people and families in Fawley.				10 hours
C7	Provide a jobs/education/training service for local young people	Identified by young people at the start who were NEET. (Not in Education, Employment or Training). Young people helped set the Facebook page up, and now we have over 11000 members.	Local area. (Includes Totton and Southampton)	Handy Trust Manager – Handy Trust Youth & Community Worker	Handy Trust Worker offers support at times and places to suit the young person the Handy Trust Team post info on their works Facebook page site alongside the Admin Officer who updates daily.	The Handy Trust Team offer self-referral plus membership of the jobs page.	30 hours total Youth Worker Band B = 30 hours
C8	Holiday club sessions	A service that has been on-going but will become more vital with families struggling financially. Providing fully funded meals and activities, as well as external visitors to support young people and their families to give the residents of Marchwood Parish something to do during school holidays.	Marchwood hub building Lloyds rec in Marchwood	Handy Trust youth worker Volunteer workers – Handy Trust/ Marchwood Youth Club Families attending	Twice a week, 2 hours per session across school holidays (10 weeks)	Sessions set up and managed by the Handy Trust youth worker. Feedback and development gained directly from attendees of the sessions.	60 hours total Youth worker Band B = 60 hours Youth worker Band C = 60 hours
C9	Outreach hot chocolate van	To try and engage unknown NEETs and disengaged young people, we will be using a minibus with hot drinks and biscuits to form a new project for outreach work to support young people, particularly in cold	Across the Waterside	Handy Trust Youth worker Handy Trust worker with Midas Training	An average of 1.5 hours a week in Marchwood.	The Handy Trust will use a local minibus to target areas of the Waterside and use this to find disengaged young people for more outreach work.	132 hours total Youth worker Band B = 66 hours Youth Worker Band C = 66 hours

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule
		weather.					
C10	Marchwood hub activities	The Waterside MAM, set up by The Handy Trust, recognised young people often cause problems in the community between 3:30pm and 5:30pm, as well as the older teenage group feeling like they have nowhere to go later in the evening.	Marchwood hub building on Lloyds Recreation ground	Lead Worker – Handy Trust Volunteer Workers – Handy Trust and Marchwood Youth Club when they have volunteers. Young People attending aged 10– 18	An average of 5 hours per week dedicated to targeting these times and activities for these age group, with the use of the building dependent on weather outside and needs of the young people as the weather changes.	The Handy Trust will meet young people off the bus or along their walks from school to see what they are up to and open the building by 3:30pm when there are young people who would like to use it. A drop-in café for young people as an extra hour after Monday hub session will be open through colder months, and this time will be utilized for a further walk around in warmer months, still offering the use of the building as desired by young people.	273 hours total Youth worker Band B = 213 Youth worker Band C = 60

Continuous Personal Development

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
D1	Training/Meetings and Further Education	To be able to keep up with the ever changing day to day lives of young people youth workers need to stay on the ball. To ensure the team know what is happening in the area and on their patch as well as in the wider community and	Provided by many agencies, the Handy Trust Team keep up regular training to enhance their work. Training regularly comes from Hampshire	Handy Trust Manager Handy Trust Youth & Community Workers	As and when training sessions and courses become available throughout the year.	.The Youth Workers identify their own needs for training plus Hampshire County Council, New Forest District Council and Community	40 hours total Youth Worker Band A = 13 hours Youth Worker Band B – 22	Achievements

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
		country the Handy Trust commits the youth to keep on their toes and continuously develop work skills and knowledge.	County Council for free. Children's Services recognise the value to the Waterside communities and send regular training courses and sessions to ensure all team members of the Handy Trust are trained to the same level as their workers and that the Handy Trust team are trained with the up to date Drugs and Sexual Relationship programmes allowing the team to teach PHSE and sessional work with other agencies.			First New Forest send their recommendations for training that they want the workers to attend or recommend that they attend.	hours Youth Worker Band C – 10 hours	
D2	Attend meetings that enhance the work we do.	To build strong, lasting relationships with the immediate and wider community. Enhance the service we provide and the work that we do.	Anywhere within Hampshire. Mainly Waterside and surrounding area.	Handy Trust Manager – Handy Trust Youth & Community Workers	As and when required. Weekly/Monthly/Quarterly	Invitation from partner agencies and the community.	24 hours total Youth Worker Band A = 9 hours Youth Worker Band B = 18	Qualitative feedback between Handy Trust team and partners

Aim	Activities (What)	Rationale (Why it is needed)	Locations (Where activities take place)	Lead Youth Worker (Who leads & who Participates)	(When – to include seasonal variations) date & time	(How is provision organised or determined) Evidence	Youth Worker Hours allocated to match up with finance schedule	Performance indicators
							hours	

Continuous personal development is crucial for the manager and youth & community workers to be able to provide their service.

Signed on behalf of Marchwood Parish Council

_____ Chairman, Marchwood Parish Council

Name: _____

Date: _____

Signed on behalf of The Handy Trust

_____ Chairman of the Trust

Name: _____

Date: _____

