



Dear Councillor, you are hereby summoned to attend a meeting of the **Policy and Resources Committee of Marchwood Parish Council** on Monday 30 September 2024 at 7.30pm to be held in **The Pine Room, Marchwood Village Hall**.

Tina Dudley Clerk to the Parish Council

24 September 2024

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 Policy and Resources Committee held on 24 June 2024 as a correct record and duly signed by the Chairman (appendix A).

5. Financial reports

- a) Income and Expenditure to 24 September 2024 (Appendix B).
- b) Orders for Payment 1 June 2024 to 24 September 2024 (Appendix C).
- c) Cash and Investment reconciliation to 24 September 2024 (Appendix D).
- d) Budget Review 2025/2026 (Appendix E).
- e) EMR transfers (Appendix F).

6. Review of Hire Charges for Sports Activities

To review the hire charges for sporting activities at Lloyd Recreation Ground for the financial year 2024/2025 (Appendix G).

7. Reserves Policy Review

To review the Council Reserves Policy as requested minute no PR/24/005 (Appendix H).

8. Close of meeting and date of next meeting – 18 November 2024.

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

Marchwood Parish Council

Minutes of the meeting of the Policy & Resources Committee in the Pine Room at Marchwood Village Hall on Monday 24 June 2024 at 7.30pm.

Present: Councillors: N Buckett, J Case, D Hindle (Chairman), J Leath, M Saxby and L Shelley.

In attendance: T Dudley - Clerk to the Parish Council.

Apologies

PR/24/001 – Apologies for absence were received from Cllr Proctor (annual leave) and, Cllr Mballa (work commitments).

Resolved – to accept apologies for absence from Cllr Proctor and Cllr Mballa.

Declarations of Interest

PR/24/002 – There were no declarations pecuniary interest for this meeting.

Public Participation

PR/24/003– No members of the public attended this meeting.

Minutes

PR/24/004 - RESOLVED: to accept the minutes of the Council meeting held on Monday 22 April 2024 as a true and accurate record. The minutes were duly signed by the Chairman.

Financial reports

PR/24/004 –

a) **Income and Expenditure 1 April 2024 up to 31 May 2024**

Resolved – to approve the income and expenditure 1 April 2024 up to 31 May 2024.

b) **Orders for payment 1 April 2024 to 31 May March 2024**

Resolved – to approve the Orders for payment 1 April 2024 to 31 May 2024.

c) **Cash and Investment reconciliation to 31 May 2024**

Resolved – to approve the bank reconciliation to 31 May 2024.

d) **Vending machines**

Members noted the income from the vending machines, the Chairman asked if a breakdown of individual sales could be provided at future meetings.

Banking and Investment Review

PR/24/005 – the Clerk explained that the United Trust fixed 1 year bond had matured on the 19th April 2024 with the funds being deposited in the Lloyds Business Bank Instant account. Members were asked how they wanted to reinvest the £96,000.

Careful consideration was given to the interest rates in both short- and long-term bonds. Members considered that interest rates would come down within the following few months as inflation was now lower than it had been, therefore, it was a good time to invest in a longer-term bond whilst the interest was more favourable.

It was further discussed, the availability of funds should a major expenditure be required. Members agreed that after investing in a bond there would be sufficient funding available if needed.

The Committee asked that the Reserves Policy be on the agenda for the next meeting for consideration and also how accessible the CCLA shares were and whether or not it was prudent to reinvest any interest received.

The Clerk explained that the interest received was treated as an income when planning the budget.

Resolved –

- a. to invest £96,000 in a United Trust Bank Business 18 Month Bond.
- b. Review the Council's Investment Policy at its next meeting.
- c. Consider further the CCLA Shares invested.

Key Holding Alarm Response

PR/24/006 – Members agreed to approve the appointment of Allied Facilities for the out of hours key holder, alarm response for the Lloyd Recreation ground facilities effective from August 2024. It was also asked that the power of the alarm battery be looked into to see if call outs could be reduced.

Resolved – to appoint Allied Facilities Ltd as the key holder, alarm responder for the Lloyd Recreation Ground.

Hire Charges 2024 – 2025

PR/24/007 - It was agreed that due to increased financial pressure on the Council, charges for the facilities at the Lloyd Recreation Ground should be considered further and that a questionnaire could be provided to hirers to ascertain what customers think of and want from the facilities.

It was agreed to align hire fees of the Pavilion to an hourly rate £10.00 inclusive of VAT.

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

Resolved – to align the hourly rate of the Pavilion hire and to consider sports hire charges at the next meeting of the Committee.

The meeting closed at 8.58pm. Date of next meeting 23 September 2024.

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration							
1000 Precept	164,732	329,463	164,732			50.0%	
1030 Village News Income	783	1,600	817			49.0%	
1040 Miscellaneous Admin Income	99	0	(99)			0.0%	
1045 Bank Interest Received	570	500	(70)			114.0%	
1050 LA Property Fund Dividends	1,174	2,000	826			58.7%	
1055 Public Sector Deposit Fund	1,205	2,500	1,295			48.2%	
1060 United Trust Bank	3,887	3,880	(7)			100.2%	
Administration :- Income	172,450	339,943	167,493			50.7%	0
4000 Salaries Net Pay	52,601	129,323	76,722		76,722	40.7%	
4001 PAYE & ER's & EE's NIC	14,603	35,730	21,127		21,127	40.9%	
4002 LGPS ER's & EE's Pension	17,061	43,001	25,940		25,940	39.7%	
4009 Advertising	0	600	600		600	0.0%	
4010 Training - Officers	0	500	500		500	0.0%	
4011 Training - Ground Staff	184	1,000	816		816	18.4%	
4015 Employees Expenses	0	200	200		200	0.0%	
4020 Insurance (All Risks)	7,286	9,500	2,214		2,214	76.7%	
4025 Legal Fees	0	2,000	2,000		2,000	0.0%	
4030 Audit Costs	210	1,500	1,290		1,290	14.0%	
4040 Rialtas Costs	851	1,000	149		149	85.1%	
4042 Citation	1,271	3,230	1,959		1,959	39.4%	
4045 Handy Trust SLA	6,570	15,772	9,202		9,202	41.7%	
4055 Grants Given	0	1,000	1,000		1,000	0.0%	
4065 Chairman's Allowance	80	200	120		120	40.0%	
4070 Councillors Expenses	153	200	47		47	76.4%	
4080 Office Rent	4,695	9,857	5,162		5,162	47.6%	
4090 Pine Room and Other Rentals	236	800	564		564	29.5%	
4100 Electricity	1,871	5,500	3,629		3,629	34.0%	
4105 Gas	538	1,200	662		662	44.9%	
4110 Water	364	1,500	1,136		1,136	24.2%	
4115 Telephone and Broadband	780	1,720	940		940	45.3%	
4120 Postage	8	50	42		42	15.8%	
4125 Stationery	50	250	200		200	19.9%	
4130 Photocopier Costs	409	400	(9)		(9)	102.3%	
4135 IT Costs	1,559	5,000	3,441		3,441	31.2%	
4140 Service Costs	382	600	218		218	63.6%	
4145 Non IT Office Equipment	25	300	275		275	8.3%	
4150 Village News Expenditure	1,751	4,500	2,749		2,749	38.9%	
4155 Subs/Publications/Licences	1,623	1,700	77		77	95.5%	
4157 General Sundries	17	100	83		83	17.3%	

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4160 Vehicle Insurance	1,978	3,000	1,022		1,022	65.9%	
4165 Vehicle Maintenance	331	2,500	2,169		2,169	13.3%	
4170 Vehicle Excise Duty	560	600	40		40	93.3%	
4172 Vehicle Breakdown Cover	267	0	(267)		(267)	0.0%	
4175 Fuel	1,219	5,500	4,281		4,281	22.2%	
4183 Contingency	0	3,000	3,000		3,000	0.0%	
4185 Tools and Tool Hire	55	2,000	1,945		1,945	2.7%	
4190 Motor Vehicle Replacements	0	3,350	3,350		3,350	0.0%	
4265 Notice Boards	0	750	750		750	0.0%	
4270 Bridge at Oaklands	0	1,000	1,000		1,000	0.0%	
4276 Land Incursions	0	3,000	3,000		3,000	0.0%	
4600 Development Opportunities	13,198	0	(13,198)		(13,198)	0.0%	13,133
Administration :- Indirect Expenditure	132,788	302,933	170,145	0	170,145	43.8%	13,133
Net Income over Expenditure	39,662	37,010	(2,652)				
6000 plus Transfer from EMR	13,133						
Movement to/(from) Gen Reserve	52,795						
201 Amenities							
1010 Grants Received	0	100	100			0.0%	
1035 Community Event Income	2,807	6,000	3,193			46.8%	
Amenities :- Income	2,807	6,100	3,293			46.0%	0
4195 PPE & General Supplies	273	600	327		327	45.5%	
4200 Tree Management	0	20,000	20,000		20,000	0.0%	
4203 Flowers & Seeds	0	1,000	1,000		1,000	0.0%	
4215 Supply & Emptying of Dog Bins	509	1,150	641		641	44.2%	
4220 Under 12 Play Area	0	2,000	2,000		2,000	0.0%	
4225 Outdoor Fitness Equipment	0	2,000	2,000		2,000	0.0%	
4230 Cork Field Infrastructure	0	2,000	2,000		2,000	0.0%	
4235 Admiralty Quay Play Area	0	2,000	2,000		2,000	0.0%	
4237 Open Space Maintenance	235	1,500	1,265		1,265	15.6%	
4240 LRG Play Area	0	2,000	2,000		2,000	0.0%	
4245 LRG 3G Maintenance	118	250	132		132	47.4%	
4250 LRG MUGA Maintenance	0	500	500		500	0.0%	
4255 LRG Football Pitch Maintenance	347	500	153		153	69.4%	
4257 LRG Pavilion/Workshop Mainten.	3,103	3,000	(103)		(103)	103.4%	1,833
4258 LRG Licenses	0	260	260		260	0.0%	
4259 CCTV System	650	1,000	350		350	65.0%	
4275 Community Events	5,820	13,912	8,092		8,092	41.8%	
Amenities :- Indirect Expenditure	11,055	53,672	42,617	0	42,617	20.6%	1,833
Net Income over Expenditure	(8,248)	(47,572)	(39,324)				
6000 plus Transfer from EMR	1,833						

Detailed Income & Expenditure by Budget Heading 24/09/2024

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(6,415)						
<u>301 Lloyd Recreation Ground</u>							
1500 Scout HQ Lease Rental	500	500	0			100.0%	
1510 3G Court Hire	882	300	(582)			293.8%	
1515 Football Pitch Hire	365	2,500	2,135			14.6%	
1520 MUGA Hire	8	300	292			2.7%	
1525 Miscellaneous Hirings	126	0	(126)			0.0%	
1550 Pavillion Room Hire	1,432	1,550	118			92.4%	
Lloyd Recreation Ground :- Income	3,313	5,150	1,837			64.3%	0
Net Income	3,313	5,150	1,837				
<u>400 Vending Machines</u>							
1601 Cold Drinks & Snacks Machine	275	0	(275)			0.0%	
1602 Hot Drinks Machine Income	256	0	(256)			0.0%	
Vending Machines :- Income	531	0	(531)				0
4601 Cold Drinks & Snacks Stock	502	0	(502)		(502)	0.0%	359
4602 Hot Drinks Stock	1,222	0	(1,222)		(1,222)	0.0%	1,212
4603 Vending Machine Expenditure	22	0	(22)		(22)	0.0%	
Vending Machines :- Indirect Expenditure	1,746	0	(1,746)	0	(1,746)		1,571
Net Income over Expenditure	(1,215)	0	1,215				
6000 plus Transfer from EMR	1,571						
Movement to/(from) Gen Reserve	356						
<u>600 UKSPF Project</u>							
4186 Tools and Tool Hire	701	0	(701)		(701)	0.0%	
4204 Flowers & Seeds	1,337	0	(1,337)		(1,337)	0.0%	
4206 Supply & Fit Public Seating	2,598	0	(2,598)		(2,598)	0.0%	
UKSPF Project :- Indirect Expenditure	4,637	0	(4,637)	0	(4,637)		0
Net Expenditure	(4,637)	0	4,637				
Grand Totals:- Income	179,101	351,193	172,092			51.0%	
Expenditure	150,225	356,605	206,380	0	206,380	42.1%	
Net Income over Expenditure	28,875	(5,412)	(34,287)				
plus Transfer from EMR	16,537						
Movement to/(from) Gen Reserve	45,412						

List of Payments made between 01/06/2024 and 24/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/06/2024	BT - British Telecom	796	55.15		796 Cloud Voice May 2024
04/06/2024	Hillier Garden Centre	800	158.30		800 Plants
04/06/2024	Hillier Garden Centre	801	287.05		801 Plants
04/06/2024	Hillier Nurseries Ltd	802	238.02		802 Plants
04/06/2024	New Forest District Council	D/CARD	40.00	AW	Lotteries License
05/06/2024	BeGreen Cleaning Limited	805	368.40		805 1 Deep, 2wkly Cleans Pav.
05/06/2024	Cloudy IT	804	239.88		804 Cloudy IT June 2024
05/06/2024	Holbury Tool Hire Ltd	806	7.56		806 Hose Clips Falklands
05/06/2024	Lavazza Professional UK Ltd	807	120.00		807 Install Vianet to Snack
05/06/2024	Hillier Garden Centre	809	100.27		809 Plants
05/06/2024	Hillier Nurseries Ltd	810	299.64		810 Plants
05/06/2024	New Forest Flowers	D/CARD	80.00	AW	Wreath x2
06/06/2024	Post Office Counters	D/CARD	5.95	AW	Village News Postage
07/06/2024	Citation	D/D	305.15	AW	Citation June 2024
10/06/2024	Hampshire County Council	811	118.73		811 PPE & Cleaning
12/06/2024	Vistaprint	D/CARD	41.40	AW	Vinyl Banner Party in the Park
13/06/2024	HMRC	ELEC PAY	2,776.62	AW	HMRC PAYE May 2024
13/06/2024	LGPS	ELEC PAY	3,409.49	AW	LGPS Pension May 2024
13/06/2024	DGCS.io	BACS	393.60	AW	Medical Officers Party in Park
13/06/2024	DGCS.io	BACS	-196.80	AW	Medical Officers Party in Park
14/06/2024	Fred Hurst	813	300.00		813 Dig Ditch Opp Roebuck
14/06/2024	Hampshire County Council	814	28.18		814 Paper & Raffle Tickets
14/06/2024	Travis Perkins Trading Company	815	17.80		815 Weed Control Fabric
14/06/2024	Travis Perkins Trading Company	816	216.22		816 Top Soil
19/06/2024	Welcome Shop	1.35	1.35	AW	Refreshments
20/06/2024	Tesco	D/CARD	10.00	AW	Mobile Top Up
21/06/2024	Complete Security	819	780.00		819 Alarm,Fire,CCTV,Lighting
21/06/2024	SSE Energy Solutions	828	1,263.83		828 LRG Elec 1/3/24-31/5/24
24/06/2024	Salaries	D/CARD	11,285.52	AW	Salaries June 2024
24/06/2024	Amazon	D/CARD	16.16	AW	3 Signs Clean up Dog Waste
24/06/2024	Thurston Image Solutions Ltd	817	390.00		817 Prohibited Signs x2
24/06/2024	Certas Energy	830	1,462.50		830 White Diesel 975 Litres
24/06/2024	Certas Energy	on acct	37.50		P/Ledger Electronic Payment
26/06/2024	SSE Energy Solutions	826	333.67		826 Tennis Elec 5/12/23-4/6/24
28/06/2024	Veolia Environmental Services	824	250.06		803 Dog/Litter Bins May 2024
28/06/2024	BT - British Telecom	823	130.00		823 Phone/Broadband June 24
01/07/2024	Vianet Limited	on account	139.20		Purchase Ledger DDR Payment
02/07/2024	SSE Energy Solutions	827	176.88		827 LRG Gas 30/04/24-30/5/24
02/07/2024	BT - British Telecom	845	55.15		845 Cloud Voice June 2024
03/07/2024	Amazon	D/CARD	23.20	AW	200 Wristbands Party in Park
05/07/2024	FuelGenie Business Account	838	44.00		808 Petrol May 2024
06/07/2024	Robert Dyas	D/CARD	30.00	AW	Air Fryer
08/07/2024	Sainsburys	D/CARD	13.20	AW	Refreshments
08/07/2024	Citation	D/D	305.15	AW	Citation July 2024
12/07/2024	HMRC	BACS	3,212.05	AW	PAYE June 2024
12/07/2024	LGPS	BACS	3,423.09	AW	Pensions June 2024
12/07/2024	Holbury Tool Hire Ltd	835	11.83		835 Hose Clip, Bolts etc

List of Payments made between 01/06/2024 and 24/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/07/2024	Holbury Tool Hire Ltd	836	45.57		836 Bolts, Washers, Nuts
12/07/2024	Holbury Tool Hire Ltd	837	84.74		837 C.Ties, Nuts, Washers
12/07/2024	The Handy Trust	834	1,314.00		834 SLA June 2024
12/07/2024	Cloudy IT	839	239.88		839 IT Package July 2024
12/07/2024	Travis Perkins Trading Company	822	82.76		822 Gravel/Shingle 20mm
12/07/2024	Marchwood Community Associatio	821	26.25		821 Room Hire June 2024
12/07/2024	BeGreen Cleaning Limited	820	86.40		820 Cleaning x2
12/07/2024	United Trust Bank 20221839	Investment	96,000.00		Fixed Bond 15 Months
12/07/2024	Amazon	D/CARD	9.97	AW	Banners
12/07/2024	Amazon	D/CARD	11.99	AW	Banners
15/07/2024	Amazon	D/CARD	6.99	AW	Bunting Party in Park
15/07/2024	Amazon	D/CARD	116.98	AW	Projector
19/07/2024	Vianet Limited	841	19.20		841 Vianet Hosting May 2024
19/07/2024	Vianet Limited	842	120.00		842 Credit Onboarding
19/07/2024	Vianet Limited	829	19.20		829 Hosting/Support June 2024
19/07/2024	Bookers	833	50.56		833 Vending Soft Drinks
19/07/2024	Boyd Sport & Play Ltd	840	216.00		840 Senior Weighted Goal Nets
19/07/2024	Peter J Hussey	848	100.00		848 Pitch Power Survey
24/07/2024	Salaries	BULK PAY	10,617.24	AW	Wages July 2024
24/07/2024	Dell Technologies	D/CARD	554.51	AW	Inspiron Laptop
29/07/2024	BT - British Telecom	846	130.00		846 Phone, Broadband July 24
29/07/2024	Veolia Environmental Services	824	148.76		824 Waste June 2024
29/07/2024	Welcome Shop	D/CARD	1.35	AW	Refreshments
30/07/2024	Marchwood Community Associatio	850	78.75		850 July 2024 Room Bookings
30/07/2024	Fred Hurst	851	300.00		851 Dig out Old Seats
30/07/2024	Churches Fire Security Ltd	852	237.70		852 Fire Extinguisher Check
30/07/2024	The Handy Trust	853	1,314.00		853 SLA July 2024
30/07/2024	Lizard Events Ltd	854	2,065.00		854 Inflatable Stage P.Park
30/07/2024	PPL PRS Ltd	855	137.65		855 P.Park Music License
30/07/2024	Motorist Discount Centre	D/CARD	17.49	AW	Tyre Repair Kit
01/08/2024	Certas Energy	Refund	-37.50		P/Ledger Electronic Payment
05/08/2024	BT - British Telecom	847	55.15		847 Cloud Voice July 2024
07/08/2024	FuelGenie Business Account	838	54.83		838 Fuel June 2024
07/08/2024	BeGreen Cleaning Limited	856	43.20		856 Pavillion 1 Clean
07/08/2024	Cloudy IT	859	239.88		859 IT Support Aug 2024
07/08/2024	Holbury Tool Hire Ltd	860	24.87		860 Bolts & Washers
07/08/2024	Miami Vibe	858	875.00		858 P.Park 80's Band
07/08/2024	G K Georgiev	857	1,000.00		857 P.Park Musician
07/08/2024	Citation	DD	305.15	AW	Citation
07/08/2024	Moonpig	13.48	13.48	AW	Retirement Card
07/08/2024	RAC Business	D/CARD	320.00	AW	RAC Membership 2x Vehicle
07/08/2024	Hillier Garden Centre	864	86.21		864 Flowers
12/08/2024	HMRC	ELEC PAY	2,923.69	AW	PAYE July 2024
12/08/2024	LGPS	ELEC PAY	3,409.49	AW	Pensions July 2024
13/08/2024	Vianet Limited	Refund	-139.20		Purchase Ledger DDR Payment
15/08/2024	SSE Energy Solutions	870	165.67		870 LRG GAS 31/05/24-29/06/24
15/08/2024	Tesco	D/CARD	41.72	AW	Retirement Refreshments

List of Payments made between 01/06/2024 and 24/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/08/2024	Tina Dudley	ELEC PAY	33.70	AW	Retirement Items
16/08/2024	Motorists Discount Centres	139.99	139.99	AW	Vehicle Battery
16/08/2024	ACE Liftaway Limited	619	399.00		619 Toilets Party in the Park
16/08/2024	SSE Energy Solutions	871	166.78		871 LRG GAS 30/06/24-30/07/24
16/08/2024	Marchwood News N Food	D/CARD	28.16	AW	Retirement Refreshments
16/08/2024	Marchwood News N Food	D/CARD	30.00	AW	Retirement Refreshments
19/08/2024	ACE Liftaway Limited	619	114.00		619 Toilets Party in the Park
19/08/2024	Travis Perkins Trading Company	866	174.56		866 Cement & Ballast
19/08/2024	Travis Perkins Trading Company	865	82.76		865 Ballast
19/08/2024	Hampshire County Council	868	27.70		868 Stationery
19/08/2024	Hampshire County Council	867	129.85		867 Cleaning & PPE
19/08/2024	TLC Online	869	936.46		869 V.News 2200. 115gsm 48pg
19/08/2024	Magikats	ELEC PAY	500.00	AW	Band Party in the Park
20/08/2024	Snake Oil	D/CARD	350.00	AW	Party in the Park Band
20/08/2024	The Vinyl Beats	D/CARD	300.00	AW	Party in the Park
20/08/2024	E-ON Next Energy Limited	863	0.30		863 LRG Elec 17/06/24-01/08/24
23/08/2024	Salaries	ELEC PAY	10,614.63	AW	Salaries August 2024
23/08/2024	BDO LLP	878	1,008.00		878 2023-2024 External Audit
23/08/2024	Broxap Ltd	879	1,030.80		P/Ledger Electronic Payment
23/08/2024	Marchwood Community Associatio	880	2,597.50		880 Rent/Elec Aug-Oct 2024
23/08/2024	Travis Perkins Trading Company	881/882	101.55		882 Gravel Board
23/08/2024	Hampshire County Council	883	3.73		883 Stationery
23/08/2024	Tesco Store	D/CARD	14.80	AW	Tesco Store
27/08/2024	Bookers	886/887	117.72		887 Vending Cold Drink/Snacks
27/08/2024	Sainsburys	D/CARD	25.17	AW	Party in the Park Band Food
28/08/2024	BT - British Telecom	873	130.00		873 Phone/Broadband August 24
28/08/2024	Veolia Environmental Services	861	199.64		861 Waste July 2024
28/08/2024	Soul Catchers	ELEC PAY	500.00	AW	Party in the Park Band
29/08/2024	Vianet Limited	Credit Adj	-31.72		Credit Adjustment
30/08/2024	DGCS Security Service Proposal	876	682.77		876 Security & Medical P.Park
30/08/2024	Vianet Limited	872	19.20		872 Hosting July 2024
30/08/2024	The Handy Trust	877	1,314.00		877 SLA August 2024
16/09/2024	LGPS	ELEC PAY	3,409.49	AW	Pension August 2024
16/09/2024	HMRC	ELEC PAY	2,922.65	AW	PAYE August 2024
Total Payments			184,412.72		

Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft Budget Proposal

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy and Resources</u>										
<u>101</u>	<u>Administration</u>									
1000	Precept	287,057	287,057	329,463	164,732	0	0	345,936	0	0
1020	CIL Receipts	0	873	0	0	0	0	0	0	0
1030	Village News Income	2,370	1,517	1,600	783	0	0	1,200	0	0
1040	Miscellaneous Admin Income	0	103	0	99	0	0	0	0	0
1045	Bank Interest Received	0	1,014	500	570	0	0	1,000	0	0
1050	LA Property Fund Dividends	1,850	2,199	2,000	1,174	0	0	2,100	0	0
1055	Public Sector Deposit Fund	350	2,605	2,500	1,205	0	0	2,700	0	0
1060	United Trust Bank	1,838	1,188	3,880	3,887	0	0	6,100	0	0
Total Income		293,465	296,556	339,943	172,450	0	0	359,036	0	0
4000	Salaries Net Pay	130,420	120,103	129,323	52,601	0	0	135,789	0	0
4001	PAYE & ER's & EE's NIC	34,957	36,060	35,730	14,603	0	0	37,517	0	0
4002	LGPS ER's & EE's Pension	33,797	40,696	43,001	17,061	0	0	45,151	0	0
4009	Advertising	0	0	600	0	0	0	200	0	0
4010	Training - Officers	500	570	500	0	0	0	500	1,000	0
4011	Training - Ground Staff	500	0	1,000	184	0	0	1,000	0	0
4012	Training - Councillors	955	1,330	0	0	0	0	0	0	0
4015	Employees Expenses	100	53	200	0	0	0	200	0	0
4020	Insurance (All Risks)	7,600	8,917	9,500	7,286	0	0	8,000	0	0
4025	Legal Fees	1,500	2,220	2,000	0	0	0	2,100	0	0
4030	Audit Costs	1,500	1,380	1,500	210	0	0	1,500	0	0
4040	Rialtas Costs	1,000	675	1,000	851	0	0	1,000	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft Budget Proposal

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	Citation	2,877	2,935	3,230	1,271	0	0	3,300	0	0
4045	Handy Trust SLA	15,463	15,312	15,772	6,570	0	0	15,772	0	0
4055	Grants Given	1,000	550	1,000	0	0	0	1,000	0	0
4065	Chairman's Allowance	200	100	200	80	0	0	210	0	0
4070	Councillors Expenses	400	41	200	153	0	0	210	0	0
4080	Office Rent	9,387	9,390	9,857	4,695	0	0	9,860	0	0
4090	Pine Room and Other Rentals	730	709	800	236	0	0	850	0	0
4100	Electricity	5,500	5,839	5,500	1,871	0	0	5,775	0	0
4105	Gas	1,200	2,066	1,200	538	0	0	1,260	0	0
4110	Water	550	1,024	1,500	364	0	0	1,575	0	0
4115	Telephone and Broadband	1,400	1,858	1,720	780	0	0	1,950	0	0
4120	Postage	50	12	50	8	0	0	40	0	0
4125	Stationery	250	293	250	50	0	0	150	0	0
4130	Photocopier Costs	500	84	400	409	0	0	1,000	0	0
4135	IT Costs	11,349	11,977	5,000	1,559	0	0	3,000	0	0
4140	Service Costs	1,300	1,175	600	382	0	0	500	0	0
4145	Non IT Office Equipment	0	0	300	25	0	0	150	0	0
4150	Village News Expenditure	4,400	4,490	4,500	1,751	0	0	4,500	0	0
4155	Subs/Publications/Licences	1,400	1,657	1,700	1,623	0	0	1,850	0	0
4157	General Sundries	100	95	100	17	0	0	100	0	0
4160	Vehicle Insurance	2,355	2,534	3,000	1,978	0	0	2,500	0	0
4165	Vehicle Maintenance	1,000	2,793	2,500	331	0	0	4,000	0	0
4170	Vehicle Excise Duty	530	80	600	560	0	0	650	0	0
4172	Vehicle Breakdown Cover	0	0	0	267	0	0	280	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft Budget Proposal

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4175	Fuel	4,000	5,120	5,500	1,219	0	0	5,000	0	0
4183	Contingency	0	0	3,000	0	0	0	3,000	0	0
4185	Tools and Tool Hire	500	338	2,000	55	0	0	9,000	0	0
4190	Motor Vehicle Replacements	3,350	0	3,350	0	0	0	3,350	0	0
4260	Elections	0	75	0	0	0	0	0	0	0
4265	Notice Boards	0	1,491	750	0	0	0	750	0	0
4270	Bridge at Oaklands	1,000	0	1,000	0	0	0	1,000	0	0
4276	Land Incursions	500	2,261	3,000	0	0	0	3,000	0	0
4600	Development Opportunities	0	1,012	0	13,198	0	0	0	0	0
Overhead Expenditure		284,120	287,314	302,933	132,788	0	0	318,539	1,000	0
101 Net Income over Expenditure		9,345	9,242	37,010	39,662	0	0	40,497	-1,000	0
6000	plus Transfer from EMR	0	1,975	0	13,133	0	0	0	0	0
Movement to/(from) Gen Reserve		9,345	11,217	37,010	52,795	0		40,497		
103	<u>Council Property Expenditure</u>									
4170	Vehicle Excise Duty	0	508	0	0	0	0	0	0	0
Overhead Expenditure		0	508	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(508)	0	0	0		0		
301	<u>Lloyd Recreation Ground</u>									
1500	Scout HQ Lease Rental	500	500	500	500	0	0	500	0	0
1505	Youth Club Lease Rental	500	0	0	0	0	0	0	0	0
1510	3G Court Hire	3,000	4,534	300	882	0	0	1,000	0	0

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Marchwood Parish Council 2024-2025
Annual Budget - By Committee (Actual YTD Month 6)
Note: Draft Budget Proposal

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1515	Football Pitch Hire	7,000	2,528	2,500	365	0	0	2,500	0	0
1520	MUGA Hire	300	354	300	8	0	0	315	0	0
1525	Miscellaneous Hirings	0	426	0	126	0	0	0	0	0
1550	Pavillion Room Hire	0	2,007	1,550	1,432	0	0	1,000	0	0
Total Income		11,300	10,349	5,150	3,313	0	0	5,315	0	0
Movement to/(from) Gen Reserve		11,300	10,349	5,150	3,313	0		5,315		
400	<u>Vending Machines</u>									
1601	Cold Drinks & Snacks Machine	0	0	0	275	0	0	500	0	0
1602	Hot Drinks Machine Income	0	0	0	256	0	0	400	0	0
Total Income		0	0	0	531	0	0	900	0	0
4601	Cold Drinks & Snacks Stock	0	0	0	502	0	0	1,000	0	0
4602	Hot Drinks Stock	0	0	0	1,222	0	0	1,000	0	0
4603	Vending Machine Expenditure	0	0	0	22	0	0	200	0	0
Overhead Expenditure		0	0	0	1,746	0	0	2,200	0	0
400 Net Income over Expenditure		0	0	0	-1,215	0	0	-1,300	0	0
6000	plus Transfer from EMR	0	0	0	1,571	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	0	356	0		(1,300)		
600	<u>UKSPF Project</u>									
1015	UKSPF Project Grant Received	0	2,000	0	0	0	0	0	0	0
Total Income		0	2,000	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft Budget Proposal

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4186	Tools and Tool Hire	0	0	0	701	0	0	0	0	0
4204	Flowers & Seeds	0	0	0	1,337	0	0	0	0	0
4206	Supply & Fit Public Seating	0	0	0	2,598	0	0	0	0	0
Overhead Expenditure		0	0	0	4,637	0	0	0	0	0
Movement to/(from) Gen Reserve		0	2,000	0	(4,637)	0		0		
Policy and Resources - Income		304,765	308,905	345,093	176,294	0	0	365,251	0	0
Expenditure		284,120	287,821	302,933	139,170	0	0	320,739	1,000	0
Net Income over Expenditure		20,645	21,084	42,160	37,123	0	0	44,512	-1,000	0
plus Transfer from EMR		0	1,975	0	14,704	0	0	0	0	0
Movement to/(from) Gen Reserve		20,645	23,059	42,160	51,827	0		44,512		
<u>Amenities</u>										
<u>201</u>	<u>Amenities</u>									
1010	Grants Received	0	0	100	0	0	0	0	0	0
1035	Community Event Income	0	2,100	6,000	2,807	0	0	200	0	0
Total Income		0	2,100	6,100	2,807	0	0	200	0	0
4195	PPE & General Supplies	600	892	600	273	0	0	630	0	0
4200	Tree Management	10,000	20,275	20,000	0	0	0	25,000	0	0
4203	Flowers & Seeds	0	0	1,000	0	0	0	1,000	0	0
4205	Supply of Public Seating	250	0	0	0	0	0	0	0	0
4210	Supply & Emptying Litter Bins	250	154	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Draft Budget Proposal

		<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4215	Supply & Emptying of Dog Bins	750	557	1,150	509	0	0	2,000	0	0
4220	Under 12 Play Area	2,200	83	2,000	0	0	0	2,000	0	0
4225	Outdoor Fitness Equipment	1,000	83	2,000	0	0	0	2,000	0	0
4230	Cork Field Infrastructure	250	333	2,000	0	0	0	2,000	0	0
4235	Admiralty Quay Play Area	1,000	83	2,000	0	0	0	2,000	0	0
4237	Open Space Maintenance	1,000	1,385	1,500	235	0	0	1,500	0	0
4240	LRG Play Area	1,500	83	2,000	0	0	0	2,000	0	0
4245	LRG 3G Maintenance	800	5	250	118	0	0	250	0	0
4250	LRG MUGA Maintenance	0	60	500	0	0	0	500	0	0
4255	LRG Football Pitch Maintenance	500	182	500	347	0	0	525	0	0
4257	LRG Pavilion/Workshop Mainten.	1,500	3,226	3,000	3,103	0	0	5,000	0	0
4258	LRG Licenses	0	258	260	0	0	0	270	0	0
4259	CCTV System	0	0	1,000	650	0	0	1,200	0	0
4275	Community Events	0	2,541	13,912	5,820	0	0	5,000	0	0
Overhead Expenditure		21,600	30,197	53,672	11,055	0	0	52,875	0	0
201 Net Income over Expenditure		-21,600	-28,097	-47,572	-8,248	0	0	-52,675	0	0
6000	plus Transfer from EMR	0	2,541	0	1,833	0	0	0	0	0
Movement to/(from) Gen Reserve		(21,600)	(25,556)	(47,572)	(6,415)	0		(52,675)		
Amenities - Income		0	2,100	6,100	2,807	0	0	200	0	0
Expenditure		21,600	30,197	53,672	11,055	0	0	52,875	0	0
Net Income over Expenditure		-21,600	-28,097	-47,572	-8,248	0	0	-52,675	0	0
plus Transfer from EMR		0	2,540	0	1,833	0	0	0	0	0

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Marchwood Parish Council 2024-2025
Annual Budget - By Committee (Actual YTD Month 6)
Note: Draft Budget Proposal

	<u>2022-2023</u>		<u>2023-2024</u>				<u>2024-2025</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(21,600)</u>	<u>(25,556)</u>	<u>(47,572)</u>	<u>(6,415)</u>	<u>0</u>		<u>(52,675)</u>		
Total Budget Income	304,765	311,005	351,193	179,101	0	0	365,451	0	0
Expenditure	305,720	318,018	356,605	150,225	0	0	373,614	1,000	0
Net Income over Expenditure	<u>-955</u>	<u>-7,013</u>	<u>-5,412</u>	<u>28,875</u>	<u>0</u>	<u>0</u>	<u>-8,163</u>	<u>-1,000</u>	<u>0</u>
plus Transfer from EMR	0	4,516	0	16,537	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(955)</u>	<u>(2,497)</u>	<u>(5,412)</u>	<u>45,412</u>	<u>0</u>		<u>(8,163)</u>		

Earmarked Reserves

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Development Opportunities	15,549.86	-14,703.89	845.97
321	EMR Community Infrastructure	8,820.07		8,820.07
324	EMR Community Events	4,381.88		4,381.88
329	EMR Tree Management	2,837.51		2,837.51
333	EMR LRG Infrastructure	22,639.86	-1,832.69	20,807.17
340	EMR CIL Receipts	4,258.05		4,258.05
341	EMR Motor Vehicle Replacements	1,375.43		1,375.43
345	EMR Training	955.00		955.00
346	EMR Play Areas	26,277.40		26,277.40
		<u>87,095.06</u>	<u>-16,536.58</u>	<u>70,558.48</u>

Lloyd Recreation Ground

Prices for Hiring Pitches 2022/2023

(amended February 2023)

Description		Price
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5 a side football / Netball		Per hour
With lights	£	15.00
Without lights	£	8.00

3G 5 a side football		Per hour
With lights	£	40.00
Without lights	£	35.00

3G Youth Team (Under16's)		Per hour
With lights (Includes 25% discount)	£	22.50
Without lights (Includes 25% discount)	£	18.76

Tennis		Per hour
Adults with lights	£	12.00
Adults & Child with lights	£	12.00
Children with lights	£	10.00

Adults without lights	£	5.00
Adults & Child without lights	£	5.00
Children without lights	£	3.00

Football Pitch		Per Game
Adult team	£	70.00
Youth Team	£	45.00



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 Development Opportunities	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