



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

Agenda

Dear Councillor, you are hereby summoned to attend a meeting of the **Policy and Resources Committee of Marchwood Parish Council** on Tuesday 27 May 2025 at 7.30pm to be held in **The Pine Room, Marchwood Village Hall**.

Tina Dudley Clerk to the Parish Council

20 May 2025

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 March 2025 as a correct record and duly signed by the Chairman (appendix A).

5. Financial reports

- a) Council Finance Report to 31 March 2025 (Appendix B).
- b) Council Finance Report to 19 May 2025 (Appendix C).
- c) Orders for Payment to 19 May 2025 (Appendix D).
- d) Cash and Investment reconciliation to 19 May 2025 (Appendix E).
- e) Review of the Council Investments (Appendix F).
- f) To approve the disposal of Council Assets (Appendix G)

6. Equality and Diversity Policy

To approve the updated Equality and Diversity Policy (Appendix H).

7. Anti-Harassment and Bullying Policy

To approve the Anti-Harassment Policy (Appendix I).

Members of the Press and Public are welcome to attend any meeting of the Parish Council. These rights are enshrined in the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

All in attendance should be aware that filming, photographing, recording, broadcasting or transmitting the proceedings of the Council may occur during the meeting.



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8. Information and Technology Policy

To approve the Information Technology Policy (Appendix J).

9. Close of meeting and date of next meeting.

Date of next meeting 28 July 2025.

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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 March 2025 at 7.30pm.

Present: Councillors: N Buckett, J Case, D Hindle, J Leath, K Petty, M Saxby and L Shelley.

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

Apologies

PR/25/030 – Apologies for absence were received from Cllr Proctor (annual leave), Cllr Mballa (NFDC meeting).

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

Declarations of Interest

PR/25/031 – There were no declarations Interests/pecuniary interest for this meeting.

Public Participation

PR/25/032– No members of the public attended this meeting.

Minutes

PR/25/033 - RESOLVED: to accept the minutes of the Council meeting held on Monday 20 January 2025 as a true and accurate record. The minutes were duly signed by the Chairman.

Financial reports

PR/25/034–

a) Income and Expenditure up to 17 March 2025

Resolved – to approve the income and expenditure up to 17 March 2025.

b) Orders for payment to 17 March 2025

Resolved – to approve the Orders for payment to 17 March 2025.

b) Cash and Investment reconciliation to 17 March 2025

Councillors requested that investments are reviewed at the next meeting of the Policy and Resources Committee on Monday 27 May 2025.

Resolved – to approve the bank reconciliation to 17 March 2025.

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

Internal Audit Report

PR/25/035 – The Clerk explained the recommended actions relating to the minutes of staff retirements and recruitment had been discussed and reported to the Personnel Committee however, those minutes had not been made available to Full Council to see.

The Two Councillors that not filled out their home addresses on their DPI forms: Cllr Proctor had completed this however, NFDC had not filed it on their website and consequently it was available for public viewing. Cllr Shelley did not reside within the village therefore, she did not have to fill out that section of the DPI form.

A member asked that a review of the internal auditor should take place as she had been the internal auditor for some time and consideration should be given to an alternative internal auditor.

Resolved – To note the Internal Auditor's report and recommended actions.

The meeting closed at 7.46pm. Date of next meeting 27 May 2025.

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1000 Precept	329,463	329,463	0			100.0%
1030 Village News Income	1,362	1,600	238			85.2%
1040 Miscellaneous Admin Income	14,427	0	(14,427)			0.0%
1045 Bank Interest Received	1,182	500	(682)			236.4%
1050 LA Property Fund Dividends	2,274	2,000	(274)			113.7%
1055 Public Sector Deposit Fund	2,794	2,500	(294)			111.8%
1060 United Trust Bank	3,887	3,880	(7)			100.2%
Subtotal	355,389	339,943	(15,446)	0	0	104.5%
201 Amenities						
1010 Grants Received	0	100	100			0.0%
1035 Community Event Income	3,499	6,000	2,501			58.3%
Subtotal	3,499	6,100	2,601	0	0	57.4%
301 Lloyd Recreation Ground						
1500 Scout HQ Lease Rental	500	500	0			100.0%
1510 3G Court Hire	6,396	300	(6,096)			2131.8%
1515 Football Pitch Hire	1,425	2,500	1,075			57.0%
1520 MUGA Hire	67	300	234			22.2%
1525 Miscellaneous Hirings	194	0	(194)			0.0%
1550 Pavillion Room Hire	2,202	1,550	(652)			142.1%
Subtotal	10,783	5,150	(5,633)	0	0	209.4%
400 Vending Machines						
1601 Cold Drinks & Snacks Machine	425	0	(425)			0.0%
1602 Hot Drinks Machine Income	684	0	(684)			0.0%
Subtotal	1,109	0	(1,109)	0	0	0.0%
600 UKSPF Project						
1015 UKSPF Project Grant Received	12,999	0	(12,999)			0.0%
Subtotal	12,999	0	(12,999)	0	0	0.0%
TOTAL INCOME	383,779	351,193	(32,586)	0	0	109.3%

EXPENDITURE

101 Administration						
4000 Salaries Net Pay	125,862	129,323	3,461		3,461	97.3%
4001 PAYE & ER's & EE's NIC	37,305	35,730	(1,575)		(1,575)	104.4%
4002 LGPS ER's & EE's Pension	42,364	43,001	637		637	98.5%
4009 Advertising & Recruitment	100	600	500		500	16.6%
4010 Training - Officers	544	500	(44)		(44)	108.8%
4011 Training - Ground Staff	1,413	1,000	(413)		(413)	141.3%
4015 Employees Expenses	32	200	168		168	15.9%
4020 Insurance (All Risks)	7,704	9,500	1,796		1,796	81.1%
4025 Legal Fees	426	2,000	1,574		1,574	21.3%
4030 Audit Costs	1,800	1,500	(300)		(300)	120.0%
4040 Rialtas Costs	851	1,000	149		149	85.1%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4042 Citation	3,086	3,230	144		144	95.5%
4045 Handy Trust SLA	15,768	15,772	4		4	100.0%
4055 Grants Given	450	1,000	550		550	45.0%
4065 Chairman's Allowance	170	200	30		30	85.0%
4070 Councillors Expenses	159	200	41		41	79.7%
4080 Office Rent	9,390	9,857	467		467	95.3%
4090 Pine Room and Other Rentals	518	800	282		282	64.7%
4100 Electricity	4,288	5,500	1,212		1,212	78.0%
4105 Gas	1,593	1,200	(393)		(393)	132.8%
4110 Water	94	1,500	1,406		1,406	6.3%
4115 Telephone and Broadband	1,913	1,720	(193)		(193)	111.2%
4120 Postage	27	50	23		23	53.1%
4125 Stationery	293	250	(43)		(43)	117.1%
4130 Photocopier Costs	807	400	(407)		(407)	201.6%
4135 IT Costs	4,429	5,000	571		571	88.6%
4140 Service Costs	491	600	109		109	81.9%
4145 Non IT Office Equipment	442	300	(142)		(142)	147.3%
4150 Village News Expenditure	3,945	4,500	555		555	87.7%
4155 Subs/Publications/Licences	1,738	1,700	(38)		(38)	102.3%
4157 General Sundries	105	100	(5)		(5)	104.9%
4160 Vehicle Insurance	2,121	3,000	879		879	70.7%
4165 Vehicle Maintenance	2,399	2,500	101		101	96.0%
4170 Vehicle Excise Duty	692	600	(92)		(92)	115.3%
4172 Vehicle Breakdown Cover	267	0	(267)		(267)	0.0%
4174 Vehicle Lease Hybrid Connect	3,587	0	(3,587)		(3,587)	0.0%
4175 Fuel	3,716	5,500	1,784		1,784	67.6%
4180 General Property Maintenance	25	0	(25)		(25)	0.0%
4183 Contingency	0	3,000	3,000		3,000	0.0%
4185 Tools and Tool Hire	1,691	2,000	309		309	84.5%
4190 Motor Vehicle Replacements	1,796	3,350	1,554		1,554	53.6%
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%
Subtotal	297,596	302,933	5,337	0	5,337	98.2%
201 Amenities						
4195 PPE & General Supplies	950	600	(350)		(350)	158.3%
4200 Tree Management	14,683	20,000	5,317		5,317	73.4%
4203 Flowers & Seeds	96	1,000	904		904	9.6%
4215 Supply & Emptying Waste Bins	2,006	1,150	(856)		(856)	174.4%
4220 Under 12 Play Area	90	2,000	1,910		1,910	4.5%
4225 Outdoor Fitness Equipment	90	2,000	1,910		1,910	4.5%
4230 Cork Field Infrastructure	4,340	2,000	(2,340)		(2,340)	217.0%
4235 Admiralty Quay Play Area	90	2,000	1,910		1,910	4.5%
4237 Open Space Maintenance	1,475	1,500	25		25	98.3%
4240 LRG Play Area	90	2,000	1,910		1,910	4.5%
4245 LRG 3G Maintenance	197	250	53		53	78.8%
4250 LRG MUGA Maintenance	26	500	474		474	5.1%
4255 LRG Football Pitch Maintenance	886	500	(386)		(386)	177.2%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4257 LRG Pavilion/Workshop Mainten.	7,368	3,000	(4,368)		(4,368)	245.6%
4258 LRG Licenses	311	260	(51)		(51)	119.7%
4259 CCTV System	650	1,000	350		350	65.0%
4275 Community Events	6,025	13,912	7,887		7,887	43.3%
Subtotal	39,374	53,672	14,298	0	14,298	73.4%
400 Vending Machines						
4601 Cold Drinks & Snacks Stock	617	0	(617)		(617)	0.0%
4602 Hot Drinks Stock	1,231	0	(1,231)		(1,231)	0.0%
4603 Vending Machine Expenditure	225	0	(225)		(225)	0.0%
Subtotal	2,073	0	(2,073)	0	(2,073)	0.0%
600 UKSPF Project						
4186 Tools and Tool Hire	799	0	(799)		(799)	0.0%
4204 Flowers & Seeds	2,888	0	(2,888)		(2,888)	0.0%
4206 Supply & Fit Public Seating	2,844	0	(2,844)		(2,844)	0.0%
4274 Community Events	8,467	0	(8,467)		(8,467)	0.0%
Subtotal	14,999	0	(14,999)	0	(14,999)	0.0%
TOTAL EXPENDITURE	354,042	356,605	2,563	0	2,563	99.3%
Total Income	383,779	351,193	(32,586)			109.3%
Total Expenditure	354,042	356,605	2,563	0	2,563	99.3%
Net Income over Expenditure	29,737	(5,412)	(35,149)			
plus Transfer from EMR	21,527					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	51,264	(5,412)	(56,676)			

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1000 Precept	173,942	347,884	173,942			50.0%
1030 Village News Income	0	1,200	1,200			0.0%
1036 Community Event Income	0	1,000	1,000			0.0%
1045 Bank Interest Received	109	1,000	891			10.9%
1050 LA Property Fund Dividends	523	2,100	1,577			24.9%
1055 Public Sector Deposit Fund	220	2,700	2,480			8.1%
1060 United Trust Bank	0	6,100	6,100			0.0%
Subtotal	174,794	361,984	187,190	0	0	48.3%
301 Lloyd Recreation Ground						
1500 Scout HQ Lease Rental	500	500	0			100.0%
1510 3G Court Hire	469	4,000	3,531			11.7%
1515 Football Pitch Hire	45	2,000	1,955			2.3%
1520 MUGA Hire	40	0	(40)			0.0%
1550 Pavillion Room Hire	125	1,500	1,375			8.3%
Subtotal	1,179	8,000	6,821	0	0	14.7%
400 Vending Machines						
1601 Cold Drinks & Snacks Machine	87	1,000	913			8.7%
1602 Hot Drinks Machine Income	52	1,000	948			5.2%
Subtotal	139	2,000	1,861	0	0	6.9%
TOTAL INCOME	176,112	371,984	195,872	0	0	47.3%

EXPENDITURE

101 Administration						
4000 Salaries Net Pay	20,090	132,427	112,337		112,337	15.2%
4001 PAYE & ER's & EE's NIC	3,528	42,286	38,758		38,758	8.3%
4002 LGPS ER's & EE's Pension	3,506	44,172	40,666		40,666	7.9%
4009 Advertising & Recruitment	0	200	200		200	0.0%
4010 Training - Officers	0	1,500	1,500		1,500	0.0%
4011 Training - Ground Staff	281	1,000	719		719	28.1%
4015 Employees Expenses	0	200	200		200	0.0%
4020 Insurance (All Risks)	0	8,000	8,000		8,000	0.0%
4025 Legal Fees	0	2,100	2,100		2,100	0.0%
4030 Audit Costs	(840)	1,600	2,440		2,440	(52.5%)
4040 Rialtas Costs	901	900	(1)		(1)	100.1%
4042 Citation	526	3,300	2,774		2,774	15.9%
4045 Handy Trust SLA	0	15,772	15,772		15,772	0.0%
4055 Grants Given	0	1,000	1,000		1,000	0.0%
4065 Chairman's Allowance	0	210	210		210	0.0%
4070 Councillors Expenses	0	210	210		210	0.0%
4080 Office Rent	0	10,350	10,350		10,350	0.0%
4090 Pine Room and Other Rentals	56	850	794		794	6.6%
4100 Electricity	585	6,970	6,385		6,385	8.4%
4105 Gas	122	1,800	1,678		1,678	6.8%
4110 Water	165	1,575	1,410		1,410	10.5%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4115 Telephone and Broadband	188	1,950	1,762		1,762	9.7%
4120 Postage	0	40	40		40	0.0%
4125 Stationery	85	150	65		65	56.8%
4130 Photocopier Costs	198	1,000	802		802	19.8%
4135 IT Costs	345	3,000	2,655		2,655	11.5%
4140 Service Costs	310	500	190		190	62.0%
4145 Non IT Office Equipment	54	150	96		96	36.1%
4150 Village News Expenditure	0	3,500	3,500		3,500	0.0%
4155 Subs/Publications/Licences	1,745	1,850	105		105	94.3%
4157 General Sundries	24	100	76		76	23.9%
4160 Vehicle Insurance	2,142	2,000	(142)		(142)	107.1%
4165 Vehicle Maintenance	138	1,000	862		862	13.8%
4170 Vehicle Excise Duty	335	110	(225)		(225)	304.5%
4173 Vehicle Lease Electric Transit	0	7,260	7,260		7,260	0.0%
4174 Vehicle Lease Hybrid Connect	1,025	4,510	3,485		3,485	22.7%
4175 Fuel	127	1,317	1,190		1,190	9.6%
4183 Contingency	0	3,000	3,000		3,000	0.0%
4185 Tools and Tool Hire	5,844	9,000	3,156		3,156	64.9%
4265 Notice Boards	0	350	350		350	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%
4277 Community Events	100	4,000	3,900		3,900	2.5%
Subtotal	41,582	325,209	283,627	0	283,627	12.8%
201 Amenities						
4195 PPE & General Supplies	137	630	493		493	21.8%
4200 Tree Management	0	25,000	25,000		25,000	0.0%
4203 Flowers & Seeds	91	1,000	909		909	9.1%
4215 Supply & Emptying Waste Bins	192	2,000	1,808		1,808	9.6%
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	303	1,500	1,197		1,197	20.2%
4240 LRG Play Area	0	2,000	2,000		2,000	0.0%
4245 LRG 3G Maintenance	0	250	250		250	0.0%
4250 LRG MUGA Maintenance	0	500	500		500	0.0%
4255 LRG Football Pitch Maintenance	0	525	525		525	0.0%
4256 LRG Pavillion Cleaning	72	864	792		792	8.3%
4257 LRG Pavilion/Workshop Mainten.	323	4,136	3,813		3,813	7.8%
4258 LRG Licenses	398	270	(128)		(128)	147.4%
4259 CCTV System	0	1,200	1,200		1,200	0.0%
Subtotal	1,517	47,875	46,358	0	46,358	3.2%
400 Vending Machines						
4601 Cold Drinks & Snacks Stock	82	800	718		718	10.2%
4602 Hot Drinks Stock	0	900	900		900	0.0%
4603 Vending Machine Expenditure	16	200	184		184	8.0%
Subtotal	98	1,900	1,802	0	1,802	5.1%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
TOTAL EXPENDITURE	43,196	374,984	331,788	0	331,788	11.5%
Total Income	176,112	371,984	195,872			47.3%
Total Expenditure	43,196	374,984	331,788	0	331,788	11.5%
Net Income over Expenditure	132,915	(3,000)	(135,915)			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	132,915	(3,000)	(135,915)			

List of Payments made between 01/04/2025 and 19/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Holbury Tool Hire Ltd	1103	150.90		1103 Stump Grinder Hire
01/04/2025	BeGreen Cleaning Limited	1104	86.40		1104 2x Cleaning March 2025
02/04/2025	Hunt Forest Group Ltd	1116	6,612.00		1116 Mower Flail Deck
02/04/2025	Cloudy IT	1112	197.04		1112 Office 365 April 2025
02/04/2025	FuelGenie Business Account	1105	20.54		1105
03/04/2025	Blackfield Garage	D/CARD	48.00		MOT HY21 GVV to 13/04/2026
04/04/2025	Sparsholt College Hampshire	1137/1145	281.00		1145 L2 Pesticides Gal
04/04/2025	Hunt Forest Group Ltd	1117	90.88		1117 Hydraulic Oil 20L
04/04/2025	Hampshire County Council	1118/1119	134.38		1119 PPE/General Supplies
04/04/2025	Rialtas Business Solutions Ltd	1114/1115	1,081.20		1115 Omega S/L P/L C/B
04/04/2025	BT - British Telecom	1093	55.15		1093 Cloud March 2025
04/04/2025	Socal	D/CARD	142.00		Gas Bottle & Refill
04/04/2025	B & Q	D/CARD	401.00		Lawnmower & Oil
04/04/2025	BT - British Telecom	correction	55.15		Purchase Ledger DDR Payment
04/04/2025	BT - British Telecom	Correction	-55.15		Purchase Ledger DDR Payment
07/04/2025	Welcome Shop	D/CARD	14.85		Refreshments
07/04/2025	Citation	DD	315.56		Citation April 2025
10/04/2025	Sharp Business Systems UK Plc	1120	238.14		1120 Rent Apr-Jun/Copy Jan-Mar
10/04/2025	E-ON Next Energy Limited	4100	148.32		1121 Remove Meter
10/04/2025	E-ON Next Energy Limited	Correct	143.32		Purchase Ledger DDR Payment
10/04/2025	E-ON Next Energy Limited	Correct	5.00		Purchase Ledger DDR Payment
10/04/2025	E-ON Next Energy Limited	Correct	-148.32		Purchase Ledger DDR Payment
16/04/2025	Welcome Shop	D/CARD	4.35		Refreshments
17/04/2025	E-ON Next Energy Limited	1109	124.42		1109 LRG Gas March 2025
17/04/2025	E-ON Next Energy Limited	1110	260.97		1110 LRG Elec March 2025
17/04/2025	E-ON Next Energy Limited	Correct1	124.42		Purchase Ledger DDR Payment
17/04/2025	E-ON Next Energy Limited	Correct2	260.97		Purchase Ledger DDR Payment
17/04/2025	E-ON Next Energy Limited	Correct1	-124.42		Purchase Ledger DDR Payment
17/04/2025	E-ON Next Energy Limited	Correct2	-260.97		Purchase Ledger DDR Payment
19/04/2025	Adobe	D/CARD	19.97		PDF Software
22/04/2025	Amazon	D/CARD	20.97		2x Picture Frames
23/04/2025	Complete Security	1111	813.60		1111 Smoke Detect/Beacons
23/04/2025	Trophy Man	D/CARD	100.00		Presentation Sheild
24/04/2025	Ford Lease	1107/1113	4,304.32		1113 Connect April 2025
24/04/2025	Salaries	ELEC PAY	10,037.31		Salaries April 2025
25/04/2025	Hampshire Association of Local	1139	1,289.00		1139 HALC/NALC 2025-2026
25/04/2025	EBAY	D/CARD	336.00		Kubota Roll Bar
28/04/2025	BT - British Telecom	1122	168.28		1122 Phone/Broadband Apr 25
28/04/2025	Veolia Environmental Services	1106	218.41		1106 Waste March 2025
28/04/2025	Amazon	D/CARD	3.99		Stickers
28/04/2025	Amazon	D/CARD	5.35		3x Picture Frames
28/04/2025	Amazon	D/CARD	30.77		Dividers/Sign
28/04/2025	Veolia Environmental Services	Correct3	218.41		Purchase Ledger DDR Payment
28/04/2025	BT - British Telecom	Correct4	168.28		Purchase Ledger DDR Payment
28/04/2025	Veolia Environmental Services	Correct3	-218.41		Purchase Ledger DDR Payment
28/04/2025	BT - British Telecom	Correct4	-168.28		Purchase Ledger DDR Payment
29/04/2025	Welcome Shop	D/CARD	3.34		Refreshments

List of Payments made between 01/04/2025 and 19/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2025	Vianet Limited	1095	19.20		1095 March 2025
30/04/2025	Vianet Limited	Correct5	19.20		Purchase Ledger DDR Payment
30/04/2025	Vianet Limited	Correct5	-19.20		Purchase Ledger DDR Payment
01/05/2025	Business Stream	1029/1138	120.52		1138 LRG 16/01/25-15/04/25
01/05/2025	Hillier Garden Centre	1124	109.53		1124 Plants & Flowers
02/05/2025	James Hallam Council Guard	1144	2,142.08		1144 Fleet 23/05/25-22/05/26
02/05/2025	Cloudy IT	1129	197.04		1129 Office 365 May 2025
02/05/2025	Marchwood Community Associatio	1143	56.25		1143 Room Hire April 2025
02/05/2025	Aquacare (BWH) Ltd	1125	371.98		1125 Water Inspection 6 mthly
02/05/2025	New Forest District Council	1142	397.86		1142 Business Rates HUB
02/05/2025	Holbury Hardware	D/CARD	16.97		WD40, Oil, Putty
06/05/2025	BT - British Telecom	1123	57.88		1123 Cloud Voice April 2025
07/05/2025	Citation	DD	315.56		Citation May 2025
07/05/2025	Amazon	D/CARD	16.10		1x Picture Frame
08/05/2025	All in One surveys	1133	354.00		1133 LRG Commercial EPC Survey
08/05/2025	BeGreen Cleaning Limited	1128	86.40		1128 2x Cleaning April 2025
08/05/2025	Best Buy & DIY	D/CARD	33.46		Adhesive Grit & Paint
09/05/2025	Bookers	1136	98.20		1136 Vending C.Drinks&Snacks
12/05/2025	JME Energy Ltd	1146	360.00		1146 Reconnect Elec Meter
12/05/2025	Im-Press Promotions Southampto	1148	57.42		1148 Clothing Rob
12/05/2025	DO the Numbers Ltd	1147	750.00		1147 Internal Audit 24-25
12/05/2025	Welcome Shop	D/CARD	1.35		Refreshments
12/05/2025	Amazon	D/CARD	22.49		Storage Trolley
12/05/2025	Amazon	D/CARD	40.58		Screen Protector/Clips
13/05/2025	LGPS	ELEC PAY	3,505.76		Pensions April 2025
13/05/2025	HMRC	ELEC PAY	3,528.11		PAYE April 2025
Total Payments			40,417.15		

Marchwood Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 19 May 2025

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/05/2025	Business 30 Day Notice Acc 031	190,073.26	
31/05/2025	Instant Access account 458	21,589.97	
31/05/2025	CCLA Deposit Fund 235	57,746.23	
31/05/2025	United Trust Bank 20221839	96,000.00	
			365,409.46
<u>All Cash & Bank Accounts</u>			
1	Lloyds Treasurers Account 458		201,953.00
5	CCLA Deposit Fund 0011235		57,746.23
8	United Trust Bank 20221839		96,000.00
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		355,699.23

Council Investments May 2025

Bank Account Name	Account Name & Type of Account	% Interest	Current Account Balance as at 19/05/2025	Interest 2025-2026
Lloyds Bank	Community Acct (was Treasurers)	0.00%	£ 32,043.04	£ -
Lloyds Bank	Commercial Instant Access Acct	0.90%	£ 180,000.00	
CCLA Shares	LA Property Fund 30/04/2016 (15,964 shares @2.778556)		£ 44,356.87	£ 2,100.00
CCLA Shares	Public Sector Deposit Fund (share price £1.00)		£ 57,746.23	£ 2,628.00
United Trust	Fixed Bond to 13/10/2025	5.01%	£ 96,000.00	£ 6,096.46
			£ 410,146.14	£ 10,824.46

01/06/2025 reducing to 0.80%

estimated Dividend draw down Qrt

estimated Dividend is reinvested

actual Draw down at the end of fixed term

Lloyds Bank	Savings Accounts	Gross Rate
	32 Days Notice Account	2.05%
	95 Days Notice Account	3.01%

Lloyds Bank	Fixed bonds with no withdrawals.	Gross Rate
	Fixed Term Deposit 6 Months / 9 months / 12 months	2.34%
	Fixed Term Deposit with fixed maturity date 17/12/2025	2.34%
	Fixed Term Deposit with fixed maturity date 23/09/2026	2.34%

United Trust	Fixed bonds with no withdrawals.	Gross Rate
	Business 6 Months Bond	4.30%
	Business 12 Month Bond	4.31%
	Business 15 Month Bond	4.20%



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

Form to be completed by the Parish Clerk and presented to the relevant committee for recommendation to Full Council in line with the Asset Register Policy and Disposals Procedure.					
List of Assets to be disposed					
Asset reference and serial number	Location	Description	Purchase date	Original cost	Disposal value
		2 Seats			£0
		Washing Machine	01/05/2008	£335.00	£0
		Welder	01/04/2006	£ 84.00	£30
		CCLA Property Fund	01/04/2016	£50,000.00	£44,000.00
Reasons for disposal: Vandalism of 2 public seats sited behind the Village Hall. Washing Machine utilised by the ground staff no longer works. The Welder is no longer used by staff. The CCLA Property Fund is depreciating.					
Scrapped	2 Seats, Washing Machine	Sold	Welder CCLA Property Fund	Gifted	
Additional Information: 					
Date of disposal: 19/05/2025			Authorisation Ref/Minute Ref:		
Authorising Officer and Position held: 					



MARCHWOOD PARISH COUNCIL EQUALITY AND DIVERSITY POLICY

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating,

hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a staff work handbook concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training and prevention

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

We will take active steps to try to prevent third-party harassment of staff. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is as set out in the staff handbook.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed; the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion). Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.



MARCHWOOD PARISH COUNCIL ANTI-HARASSMENT AND BULLYING POLICY

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Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere, whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Sexual harassment is a form of unlawful harassment (as defined above) which entails unwanted conduct of a sexual nature. A person of any gender can be a victim of sexual harassment, and it may be committed by a person of any gender.

Third party harassment and discrimination refers to the harassment and/or discrimination of an employee or worker that is carried out by someone who is not an employee or worker and may include:

customers or clients

suppliers and

independent contractors and consultants.

The use of the word 'harassment' throughout this policy includes sexual harassment.

Examples of bullying and harassment include:

- **unwanted physical conduct** - such as unnecessary touching, patting, pinching, brushing against another person's body; insulting behaviour or obscene gestures; physical threats, aggressive behaviour and/or assault.
- **unwanted verbal conduct** - such as unwelcome advances; patronising titles or nicknames; offensive or insulting comments; propositions or remarks; innuendo; lewd or suggestive comments; over-familiar behaviour; slogans or songs; insensitive jokes, gossip and slander (including speculation about a person's private life and sexual activities); banter or abusive/offensive language which is either threatening or refers to a person's sex/gender, race (including colour and ethnic or national origins), disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment.
- **unwanted non-verbal conduct** - such as racially or sexually based graffiti or graffiti referring to an individual's characteristics or private life; abusive or offensive gestures; leering, whistling, creation, distribution or display of suggestive or offensive pictures, objects or written materials (including "pin-up" calendars) or videos through any means.
- **bullying** - includes unwanted physical contact or assault but also verbal bullying such as insulting or threatening comments; comments intended to undermine, belittle, embarrass or humiliate the recipient; personal abuse, either in public or private, which humiliates or demeans the individual involved.
- **virtual bullying** - includes distribution of unwanted emails, texts, images or humiliating data published on social networking internet sites or abusing our technology or using the employee's own technology to contact a colleague in an intimidating or malicious manner.
- **conduct of a sexual nature** – includes unwanted physical, verbal and non-verbal conduct as discussed above; further examples include displaying pornographic or explicit images, indecent exposure, e-mails with sexual content, sexual innuendo, sexual solicitation, sexual assault; see also, coercion.
- **coercion** - including threats of dismissal or loss of promotion etc for refusal of sexual (or other) favours (or promises made in return for sexual or other favours); pressure to participate in political or religious groups etc.
- isolation or non-co-operation at work - deliberate exclusion from communications including group emails, conversations or social activities; setting unrealistic

deadlines; substituting responsible tasks with menial or trivial ones; withholding information or giving false information; constantly undervaluing effort.

It is important to recognise that conduct which one person may find acceptable; another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Sexual Harassment

Sexual harassment is unlawful and will not be tolerated. Complaints resulting in the finding of sexual harassment having taken place will be subject to disciplinary action, up to and including summary dismissal (without notice). Or in the case of a worker, their engagement with us may be terminated.

- Sexual harassment can include, but not limited to:
- unwanted physical, verbal and non-verbal conduct of a sexual nature
- displaying pornographic or explicit images
- indecent exposure
- using e-mail or social media to make inappropriate, derogatory or offensive content that is of a sexual nature, which can include sexual innuendos, sexual solicitation, sexual assault. This can include sharing, posting, liking or tagging someone in a post
- unwanted physical, verbal and non-verbal conduct of a sexual nature that is towards another person, such as a colleague, customer, client, suppliers, contractors or any other third party associated with us

Examples of situations involving sexual harassment:

- A male colleague alters a pornographic image by placing an image of their female colleague's face onto it. He then sends it to other colleagues causing them to ridicule her.
- An employee has a sexual relationship with their supervisor. They then end their relationship as they think it was a mistake. The next day, the supervisor grabs the employee's bottom and says, "come on, don't play hard to get".

- Male workers download pornographic images onto their computers in an office where a woman works. She finds out about the images being downloaded and that the images are creating a hostile and humiliating environment for her.
- During a busy dinner service, one member of the waitressing team is helping in the kitchen to prepare orders. The chef makes inappropriate comments of a sexual nature about her appearance and makes advances towards her that include touching her back and shoulder whilst passing by or reaching for items.

Employees and workers should be aware that individuals may be held personally liable for their own acts and behaviour.

Third party harassment and discrimination

Third party harassment and discrimination refers to harassment and/or discrimination of an employee or worker, that is carried out by someone who is not. Third party harassers and discriminators may include:

- customers or clients
- suppliers and
- independent contractors and consultants.

Third party harassment will not be tolerated, and we take reasonable steps to prevent it from occurring. This includes:

- Warning notices to our service users
- Having a recorded message at the beginning of telephone calls
- Information in terms and conditions
- Providing regular training for managers and staff to raise awareness of rights related to sexual harassment and of this policy
- Provide specific training for managers to support them in dealing with complaints
- Take steps to minimise occasions where staff work alone
- Where possible, ensure lone workers have additional support
- Carry out a risk assessment when planning events attended by clients/customers and/or suppliers

Any employee or worker who believes that they have been the victim of third-party harassment and/or discrimination should immediately report the incident to their

manager. In the case of an agency worker, they should immediately report it to both their temporary recruiting agency and to their point of contact within our organisation.

Where an employee or worker has been harassed and/or discriminated against by a third party, we will take reasonable steps to prevent any recurrence. The options may include:

- Issuing a warning about their behaviour
- Banning a other type of 3rd party
- Reporting criminal acts to the police
- Sharing information with other branches of our organisation

If an employee harasses and/or discriminates against a, supplier or an independent contractor or consultant the employee will be subject to disciplinary action. In the case of a worker, may have their agreement terminated.

Examples of third-party harassment and/or discrimination:

- A young member of the bar staff is subjected to sexually offensive terms by a customer.
- In a retail store, an employee faces repeated harassment from a regular customer. The customer makes inappropriate comments about the employee's appearance and personal life and sometimes behaves in a rude or aggressive manner. Despite the employee's attempts to handle the situation politely and report the behaviour, the harassment continues, causing significant stress and discomfort.

Victimisation

Victimisation is when someone is treated less favourably because they have committed, or it is believed they may commit a "protected act". "Protected acts" include bringing legal proceedings relating to harassment or discrimination against the employer or the perpetrator, or the giving of evidence at a disciplinary or grievance hearing or at tribunal, or making complaints about the perpetrator or the employer about their alleged discriminatory and unlawful practices, etc.

We encourage employees and workers to challenge or raise incidents of unacceptable behaviour should they witness or experience it directly. Disciplinary action, including summary dismissal, without notice, may be taken against an employee who is found guilty of victimisation. In the case of a worker being found guilty of victimisation, their terms and conditions of engagement may be terminated with immediate effect.

Examples of victimisation:

- A casual worker gives a witness statement as part of a grievance and disciplinary process that supports a colleague's claim of sexual harassment. As a result, their line manager fails to provide them with any further work.
- an employee files a complaint about racial discrimination by their manager. After raising the complaint, the employee's performance reviews become increasingly negative, even though their performance has not changed. The unfair reviews are used as a basis for denying them a promotion.

Reporting concerns

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague or another councillor to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with

the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff.
- That such behaviour is contrary to our policy.
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council, if the behaviour was not from a Councillor (if it was please see raise to the Monitoring Officer). A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged

perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.



Marchwood Parish Council Information Technology Policy

This Policy is intended for Councillors and Staff at Marchwood Parish Council

Introduction

Marchwood Parish Council recognises that information and the associated processes, systems and networks are valuable assets, and that the management of personal data has important implications for individuals. The Council believes that the security of information is essential. The policy below is to protect all information assets owned and used by Marchwood Parish Council (MPC).

Definition

Information Security is defined as the preservation of:

- Confidentiality: protecting information from unauthorised access and disclosure;
- Integrity: safeguarding its accuracy and completeness; and
- Availability: ensuring that information is available to authorised users when required.

Information exists in many forms. It may be on paper, stored electronically, transmitted over a network, viewed in videos or films, or spoken in conversation. Whatever its form, or medium, appropriate protection is required to protect business continuity and to avoid breaches of the law, statutory, regulatory or contractual obligations.

Privacy of Information

It should be noted that MPC is a public body and will seek to carry out its business in a public and transparent way. Much of its business is conducted in meetings open to the public. All information given at a public meeting of MPC is in the public domain, is likely to appear in the minutes and may be reported by the press. The Council publishes many of its documents on its website.

Protection of Personal Information

The Council will hold and use information about employees, councilors, members of the public, and other data subjects for essential administrative and business purposes.

When handling such information, the Council must comply with the Data Protection Principles which are set out in the General Data Protection Regulation (GDPR).

[UK GDPR guidance and resources | ICO](#)

Responsibility for Information Security

Information security is the responsibility of all Members, employees (temporary or permanent), contractors, agents and anyone else processing information on our behalf. Every person handling information or using Council equipment IT is expected to observe the information security policies and procedures, both during and, where appropriate, after his or her time at the Council.



Marchwood Parish Council Information Technology Policy

Members should have no expectation of privacy in their use of any MPC business system. Any correspondence, documents, records or handwritten notes, may be disclosable to the public under the Freedom of Information Act 2000 or the General Data Protection Regulation legislation. Any comments recorded or notes written must therefore be appropriate.

Use of MPC equipment

Where Council IT facilities are provided, they must only be used for Council purposes. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Use of Personal equipment

Members and staff conducting Council business on their own personal equipment have a responsibility to follow established Good Practice to protect against malicious software and unauthorised external access to networks and systems.

Social Media and Online Participation

This policy includes social media and Online Participation, i.e., forums, blogs, websites and so on.

Members and staff should not disclose personal information about MPC's staff, members or business online, unless expressly authorised to do so.

Members using social media should always be aware of their association with the Council and make sure that their posting is consistent with this.

Members are personally responsible and liable for the content they publish. They should be mindful that posts might remain public indefinitely.

Retention and Disposal of Information

All members and staff have a responsibility to consider security when disposing of information in whatever format it is kept.

Specifically, all personal information shall only be retained for no longer than is necessary to complete the Council's business and should then be destroyed (for further information see MPC Document Retention Protocol).

Reporting

All staff and members should report immediately to the Clerk, or to the Chair.

- any observed or suspected security incidents where a breach of the Council's security policies have occurred.
- any security weaknesses in, or threats to, systems or services; and
- any Software malfunctions.



Marchwood Parish Council Information Technology Policy

Staff – Information Technology

Staff should refer to the staff handbook for further information relating to the use of Information technology usage.

All staff and councillors are responsible for the safety and security of Marchwood Parish Council's IT and email systems. By adhering to this IT and Email Policy the parish council aims to create a secure and efficient IT environment that supports its mission and goals.