



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 Monday 16 February 2026 at 7.30pm to be held in **The Pine Room, Village Hall, Marchwood.**

Tina Dudley Clerk to the Parish Council

10 February 2026

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 8 December 2026 as a correct record and duly signed by the Chairman (Appendix A).

5. Financial reports

- a) Council Finance Report up to 9 February 2026 (Appendix B).
- b) Orders for Payment from 1 December 2025 to 9 February 2026 (Appendix C).
- c) Banking update & Cash and Investment reconciliation to 9 February 2026 (Appendix D).

6. Council Policies

To review and approve the following policies:

- a) Freedom of Information Policy (Appendix E).
- b) Publication Scheme (Appendix F).
- c) Data Retention Policy (Appendix G).
- d) Data Protection Policy (Appendix H).

7. Investment Review

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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- a) To consider the findings of the Investment Review undertaken by the Task and Finish Group. Minute Reference PR/25/022 (Appendix I).
- b) To approve the investment of Council's finances recommended from the review.

8. Asset Disposal

To approve the disposal of Council Assets (Appendix J).

9. Parish Council Office Lease

To form a Task and Finish Group to review the Parish Office Lease.

10. Close of meeting and date of next meeting.

Date of next meeting 26 May 2026 at the Marchwood Hub.

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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, Village Hall, Marchwood on Monday 8 December 2025 at 7.30pm.

Present: Councillors: D Hindle (Chairman), P Mballa, M Proctor, L Shelley and M Saxby.

In attendance: T Dudley - Clerk to the Parish Council, A Woodward, Deputy Clerk/RFO.

Apologies

PR/25/023 – Apologies for absence were received from Cllr Buckett, Cllr Case and Cllr Petty.

Resolved – to accept apologies for absence from Cllr Buckett, Case and Cllr Petty.

Declarations of Interest

PR/25/024 – There were no declarations Interests/pecuniary interest for this meeting.

Public Participation

PR/25/025 – A representative of Marchwood Community Speedwatch attended the meeting and addressed the committee in support of agenda item 5, Speed Indicator Device (SID).

She explained that on behalf of the Council she had submitted an application for a SID and that the funding was to be provided by the Police and Crime Commissioner's department.

Six locations for the device had been highlighted. She asked the Committee to support the application and highlighted areas where speeding was a regular occurrence within the village.

Minutes

PR/25/026 - RESOLVED: to accept the minutes of the Council meeting held on 6 October 2025 as a true and accurate record. The minutes were duly signed by the Chairman.

Speed Indicator Device

PR/25/027

Members sought clarification of where the SID was to be located. Ground staff were asked to install the SID following a period of 2/3 weeks in each location.

Concern was raised with the added work being asked of the ground staff. It was suggested that during the summer months whilst workloads were higher relocating the device could be reduced.

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

It was further highlighted that training would be provided for staff for the installation of the device.

Following a question from Councillors it was confirmed that no data would be collected, the sign was intended to warn drivers that they were speeding.

Resolved –

- to approve in principle the application.
- The Clerk would investigate if the Council's current insurance policy covered the SID and staff installing it.
- The shortfall in the proposed costing of £191.00 to be funded by the Council.

Additional EV Charger for Lloyd Recreation Ground

PR/25/028

The Clerk explained that due to time constraints on staff when the full Electric Transit is received it would be beneficial for an additional charger to be installed to keep both vehicles on the road for effective utilisation of staff time and efficiency.

Resolved – to approve the installation of an EV Charger at Lloyd Recreation Ground for the use of ground staff vehicles. Funding would be used from budget heading 4173 Contingency.

Finance System

PR/25/29

The RFO explained the Council's current financial system, Rialtas is installed on the RFO's computer therefore, it is only accessible by the Clerk when she is logged on the RFO's PC.

Officers would like to change to a cloud-based system with Scribe. A cloud-based system with Rialtas would be more expensive than Scribe.

The proposed new system will enable the asset register and a booking system for facilities at the Lloyd Recreation Ground enabling an improved process and accessibility for the Clerk.

Resolved – to approve the switch to Scribe for the Council's finance system from Rialtas.

Financial Reports

PR/25/030 – Resolved

a) Council Finance Report to 30 November 2025

Resolved – to approve the Council Financial report up to 30 November 2025.

b) Orders for Payment to 1 October 2025 to 30 November 2025

Resolved – to approve the order of payments 1 October 2025 to 30 November 2025.

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

c) **Banking update and Cash and Investment reconciliation to 30 November 2025.**

Resolved – to approve the Banking update and Cash and investment reconciliation up to 30 November 2025.

d) **Draft budget for 2026/2027**

Resolved – to recommend the budget to Full Council for approval as set out with the addition of £191.00 to meet potential costings outside of the grant from the SID.

PR/25/031 - Close of Meeting and date of next meeting

The meeting closed at 8.27pm.

Date of next meeting 16 February 2026.

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
101 Administration						
1000 Precept	347,884	347,884	0			100.0%
1005 LA Grants Received	10,195	0	(10,195)			0.0%
1030 Village News Income	1,192	1,200	8			99.3%
1036 Community Event Income	883	1,000	117			88.3%
1037 Festival Event Tickets	109	0	(109)			0.0%
1038 Festival Cups	2	0	(2)			0.0%
1039 Festival Refreshments	16	0	(16)			0.0%
1040 Miscellaneous Admin Income	4,592	0	(4,592)			0.0%
1045 Lloyds Bank Interest	978	1,000	22			97.8%
1050 LA Property Fund Dividends	46,087	2,100	(43,987)			2194.6%
1055 CCLA Public Deposit Interest	2,426	2,700	274			89.9%
1060 United Trust Bank Interest	6,110	6,100	(10)			100.2%
Subtotal	420,475	361,984	(58,491)	0	0	116.2%
201 Amenities						
1010 Grants Received	7,500	0	(7,500)			0.0%
Subtotal	7,500	0	(7,500)	0	0	0.0%
301 Lloyd Recreation Ground						
1500 Scout HQ Lease Rental	500	500	0			100.0%
1510 3G Court Hire	3,535	4,000	465			88.4%
1515 Football Pitch Hire	1,830	2,000	170			91.5%
1520 MUGA Hire	319	0	(319)			0.0%
1525 Miscellaneous Hirings	333	0	(333)			0.0%
1550 Pavillion Room Hire	1,712	1,500	(212)			114.1%
Subtotal	8,229	8,000	(229)	0	0	102.9%
400 Vending Machines						
1601 Cold Drinks & Snacks Machine	800	1,000	200			80.0%
1602 Hot Drinks Machine Income	470	1,000	530			47.0%
Subtotal	1,270	2,000	730	0	0	63.5%
TOTAL INCOME	437,474	371,984	(65,490)	0	0	117.6%

EXPENDITURE

101 Administration						
4000 Salaries Net Pay	103,884	132,427	28,543		28,543	78.4%
4001 PAYE & ER's & EE's NIC	37,192	42,286	5,094		5,094	88.0%
4002 LGPS ER's & EE's Pension	36,193	44,172	7,979		7,979	81.9%
4009 Advertising & Recruitment	72	200	128		128	36.1%
4010 Training - Officers	87	1,500	1,413		1,413	5.8%
4011 Training - Ground Staff	1,083	1,000	(83)		(83)	108.3%
4015 Employees Expenses	34	200	166		166	17.1%
4020 Insurance (All Risks)	8,188	8,000	(188)		(188)	102.3%
4022 Bank Charges	31	0	(31)		(31)	0.0%
4025 Legal Fees	2,531	2,100	(431)		(431)	120.5%
4030 Audit Costs	0	1,600	1,600		1,600	0.0%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4040 Rialtas Costs	901	900	(1)		(1)	100.1%
4042 Citation	2,926	3,300	374		374	88.7%
4045 Youth Provision	11,826	15,772	3,946		3,946	75.0%
4055 Grants Given	0	1,000	1,000		1,000	0.0%
4065 Chairman's Allowance	220	210	(10)		(10)	104.5%
4070 Councillors Expenses	0	210	210		210	0.0%
4080 Office Rent	7,043	10,350	3,308		3,308	68.0%
4090 Pine Room and Other Rentals	490	850	360		360	57.6%
4100 Electricity	4,249	6,970	2,721		2,721	61.0%
4105 Gas	261	1,800	1,539		1,539	14.5%
4110 Water	1,120	1,575	455		455	71.1%
4115 Telephone and Broadband	1,775	1,950	175		175	91.0%
4120 Postage	27	40	13		13	67.3%
4125 Stationery	443	150	(293)		(293)	295.0%
4130 Photocopier Costs	814	1,000	186		186	81.4%
4135 IT Costs	3,925	3,000	(925)		(925)	130.8%
4140 Service Costs	497	500	3		3	99.3%
4145 Non IT Office Equipment	54	150	96		96	36.1%
4150 Village News Expenditure	2,516	3,500	984		984	71.9%
4155 Subs/Publications/Licences	2,509	1,850	(659)		(659)	135.6%
4157 General Sundries	141	100	(41)		(41)	141.5%
4160 Vehicle Insurance	2,124	2,000	(124)		(124)	106.2%
4165 Vehicle Maintenance	2,199	1,000	(1,199)		(1,199)	219.9%
4170 Vehicle Excise Duty	335	110	(225)		(225)	304.5%
4173 Vehicle Lease Electric Transit	1,616	7,260	5,644		5,644	22.3%
4174 Vehicle Lease Hybrid Connect	5,637	4,510	(1,127)		(1,127)	125.0%
4175 Fuel	1,710	1,317	(393)		(393)	129.8%
4183 Contingency	1,146	3,000	1,854		1,854	38.2%
4185 Tools and Tool Hire	7,025	9,000	1,975		1,975	78.1%
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	136	3,000	2,864		2,864	4.5%
4277 Community Events	9,542	4,000	(5,542)		(5,542)	238.5%
Subtotal	262,499	325,209	62,710	0	62,710	80.7%
201 Amenities						
4195 PPE & General Supplies	1,302	630	(672)		(672)	206.7%
4200 Tree Management	31,151	25,000	(6,151)		(6,151)	124.6%
4203 Flowers & Seeds	1,018	1,000	(18)		(18)	101.8%
4215 Supply & Emptying Waste Bins	1,984	2,000	16		16	99.2%
4220 Under 12 Play Area	257	2,000	1,743		1,743	12.8%
4225 Outdoor Fitness Equipment	175	2,000	1,825		1,825	8.8%
4230 Cork Field Infrastructure	750	2,000	1,250		1,250	37.5%
4235 Admiralty Quay Play Area	12,452	2,000	(10,452)		(10,452)	622.6%
4237 Open Space Maintenance	1,130	1,500	370		370	75.4%
4240 LRG Play Area	232	2,000	1,768		1,768	11.6%
4245 LRG 3G Maintenance	326	250	(76)		(76)	130.4%
4250 LRG MUGA Maintenance	413	500	87		87	82.5%
4255 LRG Football Pitch Maintenance	406	525	119		119	77.3%
4256 LRG Pavillion Cleaning	997	864	(133)		(133)	115.4%

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4257 LRG Pavilion/Workshop Mainten.	64,128	4,136	(59,992)		(59,992)	1550.5%
4258 LRG Licenses	722	270	(452)		(452)	267.2%
4259 LRG Security	545	1,200	655		655	45.4%
Subtotal	117,987	47,875	(70,112)	0	(70,112)	246.4%
400 Vending Machines						
4601 Cold Drinks & Snacks Stock	553	800	247		247	69.1%
4602 Hot Drinks Stock	195	900	705		705	21.7%
4603 Vending Machine Expenditure	234	200	(34)		(34)	116.8%
Subtotal	981	1,900	919	0	919	51.7%
TOTAL EXPENDITURE	381,468	374,984	(6,484)	0	(6,484)	101.7%
Total Income	437,474	371,984	(65,490)			117.6%
Total Expenditure	381,468	374,984	(6,484)	0	(6,484)	101.7%
Net Income over Expenditure	56,006	(3,000)	(59,006)			
plus Transfer from EMR	73,195					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	129,201	(3,000)	(132,201)			

List of Payments made between 01/12/2025 and 09/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Adobe	D/CARD	19.97		PDF Software
01/12/2025	Tesco Store	D/CARD	9.16		Cleaning Products
03/12/2025	Sainsburys	D/CARD	8.75		Event Refreshments
03/12/2025	Sainsburys	D/CARD	19.00		Refreshments
03/12/2025	Amazon	D/CARD	89.28		4.7m 14 in 1 Ladder
03/12/2025	Amazon	BACS	15.99		Hazard Tape
03/12/2025	BeGreen Cleaning Limited	1383	168.00		1383 4x Cleaning
03/12/2025	The Handy Trust	1384	1,314.00		1384 SLA November 2025
03/12/2025	Cloudy IT	1385	197.04		1385 Micro 365 Dec 25
03/12/2025	Holbury Tool Hire Ltd	1386	48.84		1386 Eurotower Hire
03/12/2025	Holbury Tool Hire Ltd	1387	144.04		1387 Tower Hire, Fixings
03/12/2025	Holbury Tool Hire Ltd	1388/1389	129.84		1389 Work Boots
03/12/2025	Holbury Tool Hire Ltd	1390	86.11		1390 Sandbags, Metal Discs
04/12/2025	Holbury Hardware Stores	D/CARD	13.47		Glue & Clips
05/12/2025	BT - British Telecom	1374	57.88		1374 Cloud Voice Nov 2025
08/12/2025	Travis Perkins Trading Company	1392	2.84		1392 Fixing
08/12/2025	Bookers	1393-1399a	119.80		1399 Cold Drinks & Snacks
08/12/2025	Citation	D/CARD	329.03		Citation December 2025
08/12/2025	EBAY	D/CARD	7.60		Floodlight
08/12/2025	Dukes Valley	D/CARD	150.86		1250 Plastic Cups
08/12/2025	Amazon	D/CARD	3.99		Plastic Caps
08/12/2025	Online Playgrounds	D/CARD	73.00		Play Park Tool
09/12/2025	FuelGenie Business Account	1354	19.94		1354 Fuel October 2025
10/12/2025	LGPS	ELEC PAY	3,617.91		Pensions November 2025
10/12/2025	HMRC	ELEC PAY	3,717.18		PAYE November 2025
10/12/2025	Holbury Hardware Stores	D/CARD	29.99		Extension Box
10/12/2025	Holbury Hardware Stores	D/CARD	14.45		Clips & Hooks
10/12/2025	Holbury Hardware Stores	D/CARD	41.82		Extension lead, Cable, Plug
11/12/2025	Skoolkit	D/CARD	45.12		Festival 'Crew' T-shirts
11/12/2025	Welcome Shop	D/CARD	1.35		Refreshments
12/12/2025	Business Stream	1381	39.67		1381 S/PIPE 31/08/25-29/11/25
12/12/2025	James Hallam Council Guard	1401	375.92		1401 Cyber to 08/12/2025
13/12/2025	Welcome Shop	D/CARD	5.10		Refreshments
13/12/2025	Costa Chippy	D/CARD	17.60		Refreshments
15/12/2025	EBAY	D/CARD	84.62		Christmas Trees
16/12/2025	E-ON Next Energy Limited	1379	449.50		1379 LRG November 2025
16/12/2025	E-ON Next Energy Limited	1380	8.82		1380 LRG Gas November 25
16/12/2025	LLoyds Bank	DD	4.25		Bank Service Charge
16/12/2025	Business Stream	1409	23.32		1409 Trough 02/10/25-01/01/26
18/12/2025	Starboard Systems Ltd t/a Scri	1404	1,375.20		1404 Scribe Accounts & Booking
22/12/2025	JME Energy Ltd	1403	1,939.68		1403 Supply & Fit Zappi
23/12/2025	Aquacare (BWH) Ltd	1406	167.40		1406 Water Check Annual Audit
24/12/2025	Salaries	ELEC PAY	10,442.87		Salaries December 2025
24/12/2025	Ford Lease	1400	614.90		1400
24/12/2025	BT - British Telecom	1402	125.88		1402 Broadband December 2025
24/12/2025	Amazon	D/CARD	-89.28		Refunded Ladder
24/12/2025	Setyres Southern Tyre Co Ltd	D/CARD	240.00		3x Tyres HY21 GVV

List of Payments made between 01/12/2025 and 09/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/12/2025	Amazon	D/CARD	89.28		Step Ladder
30/12/2025	Veolia Environmental Services	1391	246.58		1391 Waste November 2025
30/12/2025	Adobe	ELEC PAY	19.97		PDF Software
31/12/2025	Vianet Limited	1407	19.75		1407 Hosting November 2025
02/01/2026	FuelGenie Business Account	1382	26.78		1382 Fuel November 2025
03/01/2026	BT - British Telecom	1405	57.88		1405 Cloud Voice Dec 2025
05/01/2026	Marchwood Community Associatio	1413	190.65		1413 Room/Hall Hire Dec 2025
05/01/2026	Hunt Forest Group Ltd	1412	465.84		1412 Fault Finding on Mower
05/01/2026	Cloudy IT	1411	197.04		1411 Office 365 Jan 2026
05/01/2026	Welcome Shop	D/CARD	1.35		Refreshments
07/01/2026	Citation	DD	329.03		Citation January 2026
07/01/2026	BeGreen Cleaning Limited	1416	126.00		1416 3x Cleans Dec 2025
07/01/2026	Holbury Tool Hire Ltd	1417	1.50		1417 Cable Ties
07/01/2026	CJS Environmental Ltd	1418	42.43		1418 Hygiene to 09/01/2027
09/01/2026	HMRC	ELEC PAY	3,731.18		PAYE December 2025
09/01/2026	Christmas Tree World	D/CARD	14.50		New Set of lights
09/01/2026	Foremost Tree Surgeon	1424	2,760.00		1424 Tree Works Elder Close
09/01/2026	Foremost Tree Surgeon	1423	1,080.00		1423 Tree Works The Rushes
09/01/2026	Sharp Business Systems UK Plc	1422	170.42		1422 Copier contract
09/01/2026	LGPS	ELEC PAY	3,617.91		Pension December 2025
12/01/2026	Welcome Shop	D/CARD	1.35		Refreshments
12/01/2026	The Handy Trust	1426	1,314.00		1426 SLA December 2025
13/01/2026	Amazon	D/CARD	5.00		Car Key Batteries
13/01/2026	Best Buy DIY	D/CARD	45.00		Tools
16/01/2026	Business Stream	Refund	-0.01		1409 Trough 02/10/25-01/01/26
19/01/2026	Rights Defend	D/CARD	314.81		Rights Defend IT Fee
19/01/2026	LLoyds Bank	DD	4.25		LLoyds Bank Service Charge
20/01/2026	E-ON Next Energy Limited	1420	11.02		1420 LRG Gas Dec 2025
20/01/2026	E-ON Next Energy Limited	1421	411.80		1421 LRG Elec December 2025
20/01/2026	One Stop	D/CARD	1.35		Refreshments
20/01/2026	Visunext	D/CARD	93.99		Projector Screen
20/01/2026	Hendy Ford Marchwood	D/CARD	184.75		Hendy Ford Marchwood
20/01/2026	Starboard Systems Ltd t/a Scri	1428	298.80		1428 Scribe Professional Svs
23/01/2026	Salaries	ELEC PAY	10,428.93		Salaries January 2026
23/01/2026	Hampshire County Council	1429/30/31	290.44		1431 Stationery
23/01/2026	The Society of Local Council C	1432	92.40		1432 Training Course
24/01/2026	Ford Lease	1419	614.90		1419
24/01/2026	BT - British Telecom	1425	125.88		1425 Broadband Jan 2026
26/01/2026	The Flag Shop	D/CARD	37.95		Union Jack Flag
27/01/2026	Welcome Shop	D/CARD	1.35		Refreshments
27/01/2026	Post Office	D/CARD	13.60		Postage
28/01/2026	Lloyds 32 Day Notice 620LS	Wrong Acct	217.31		Wrong Acct Entered
30/01/2026	Veolia Environmental Services	1410	182.70		1410 Waste December 2025
30/01/2026	Adobe	D/CARD	19.97		Adobe Software
31/01/2026	Vianet Limited	1408	19.75		1408 Hosting December 2025
03/02/2026	Welcome Shop	D/CARD	1.35		Refreshments
04/02/2026	BT - British Telecom	1433	57.88		1433 Cloud Voice Jan 2026

List of Payments made between 01/12/2025 and 09/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2026	Holbury Hardware Store	D/CARD	18.48		Padlock
04/02/2026	Arnwood Timber Ltd	D/CARD	87.60		EV Charger Cupboard
05/02/2026	FuelGenie Business Account	1414	233.35		1414 Fuel December 2025
05/02/2026	EBAY	D/CARD	37.09		Protective Boots Gal
05/02/2026	Trimax	D/CARD	51.58		Roller Bearings
06/02/2026	LGPS	ELEC PAY	3,617.91		Pensions January 2026
06/02/2026	HMRC	ELEC PAY	3,727.98		PAYE January 2026
09/02/2026	BeGreen Cleaning Limited	1434	210.00		1434 5x LRG Cleaning
09/02/2026	Cloudy IT	1435	197.04		1435 Micro 365 Feb 2026
09/02/2026	Foremost Tree Surgeon	1436	660.00		1436 Willow Bilberry Drive
09/02/2026	Holbury Tool Hire Ltd	1437	82.80		1437 Tower Hire
09/02/2026	Holbury Tool Hire Ltd	1438/1439	86.66		1439 Safety Wellingtons
09/02/2026	Marchwood Community Associatio	1440	29.00		1440 January 26 Room Hire
09/02/2026	Citation	DD	329.03		Citation February 2026
09/02/2026	BeGreen Cleaning Limited	1434a	210.00		P/Ledger Electronic Payment
09/02/2026	Cloudy IT	1435a	197.04		P/Ledger Electronic Payment
09/02/2026	Foremost Tree Surgeon	1436a	660.00		P/Ledger Electronic Payment
09/02/2026	Holbury Tool Hire Ltd	1437-39a	169.46		P/Ledger Electronic Payment
09/02/2026	Marchwood Community Associatio	1440a	29.00		P/Ledger Electronic Payment
Total Payments			64,934.33		

Marchwood Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 9 February 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
28/02/2026	Commercial Instant Access 031	0.00
28/02/2026	Community Account 458	30,861.38
31/01/2026	CCLA Deposit Fund 235	154,952.89
31/01/2026	United Trust Bank 20221839	0.00
31/01/2026	LLoyds 32 Day Notice 620LS	0.00
31/01/2026	United Trust Bank 10052266	0.00
31/01/2026	United Trust Bank 20261935	96,000.00
		281,814.27
<u>Unpresented Payments</u>		
		1,320.99
Closing Balance		280,493.28
<u>All Cash & Bank Accounts</u>		
1	Lloyds Community Acct 458	29,540.39
5	CCLA Deposit Fund 0011235	154,952.89
8	United Trust Bank 20221839	0.00
9	Lloyds 32 Day Notice 620LS	0.00
10	United Trust Bank 10052266	0.00
11	United Trust Bank 20261935	96,000.00
Other Cash & Bank Balances		0.00
Total Cash & Bank Balances		280,493.28



Marchwood Parish Council Freedom of Information Policy

What is Freedom of Information?

The Freedom of Information Act 2000 (FOI) gives people a general right of access to information held by public authorities. Information held by Marchwood Parish Council should be available and accessible to everyone.

The act was introduced to help bring about a culture of openness within the public sector and give the public a better understanding of how authorities carry out their duties; why they make the decisions they do; and how they spend public money.

Marchwood Parish Council Duties Under the FOI Act:

- to adopt and maintain a publication scheme, overseen by an independent Information Commissioner, which sets out:
 - details of information it will routinely make available
 - how the information can be obtained.
 - whether there is any charge for it.
- to comply with all requests for the information, unless there is an exemption from disclosure.
- The parish council normally has a maximum of 20 working days to respond to the request; however, there are circumstances when this time limit can be extended.

How do I make an FOI request?

If there is something you would like to know about the Council's activities, take the following steps:

- Search the disclosure log below to see answers to previous requests for information – what you're looking for might already be here
- If you can't find the information you are seeking on the log, you can submit your request via email or via post:
- clerk@marchwoodparish.gov.uk
Marchwood Parish Council
Village Hall, Marchwood
SO40 4SF

What do I need to include with my request?

All requests must provide a valid email or postal address for us to reply to.

When you submit your request, give as much detail as possible to help us correctly identify the information you are seeking. If we do need more detail from you to identify the information, we will contact you.



Marchwood Parish Council Freedom of Information Policy

Before you submit your request, we recommend that you visit the Information Commissioners Office website.

How long does it take

We will have 20 working days to respond. We will advise you if we are likely to need to extend the time.

Exceptions and Exemptions

There are legal reasons why information may not be released to you. These are known as exceptions/exemptions. If we do not release information to you because an exception exemption applies we will explain why.

Requests under FIO may be refused because:

1. it is a matter covered by data protection legislation
2. it is available under our publication scheme
3. it might be considered prejudicial to the effective conduct of public affairs.

Additional Information

Additional guidance on the Freedom of Information Act, Environmental Information Regulations and the Data Protection Act are available on the ICO's website: www.ico.gov.uk.

Alternatively the ICO can be contacted by post, telephone or

email: Information Commissioner's Office
Wycliffe House
Water
Lane
Wilmslow
Cheshire
SK9 5AF
Helpline telephone number: 01625 545745
Email: casework@ico.org.uk



Information Publication Scheme

Information available from Marchwood Parish Council under the model publication scheme

Introduced through the Freedom of Information Act 2000 (FOIA). In 2008, the ICO introduced a generic model publication scheme, for adoption by all public authorities that are subject to FOIA.

The publication scheme commits us to produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public:

To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

To specify the information that is held by the authority, and which falls within the classifications below.

To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.

To review and update on a regular basis the information the authority makes available under this scheme.

To produce a schedule of any fees charged for access to information which is made proactively available.

To make this publication scheme available to the public

Classes of Information

The classes of information will generally include:

Who we are and what we do – *Organisational information, locations and contacts, constitutional and legal governance*

What we spend and how we spend it – *Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts*

What our priorities are and how we are doing – *Strategy and performance information, plans, assessments, inspections and reviews*

How we make decisions – *Policy proposals and decisions, decision-making processes, internal criteria and procedures, consultations*

Our policies and procedures – *Current written protocols for delivering our functions and responsibilities*

Lists and registers – *Information held in registers required by law and other lists and registers relating to the functions of the authority*

The services we offer – *Advice and guidance, booklets and leaflets, transactions and media releases.*

Information will be available unless:

- we do not hold the information.
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by you or on your behalf. You must provide a direct link to that information.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.
- If the information is only held by another public authority we will provide details of where to obtain it.

How information published under this scheme will be made available

The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the authority, information will be provided on our website.

Where it is impracticable to make information available on our website or when an individual does not wish to access the information by the website, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided 0.10 per A4 B/W.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Contact : Clerk: Tina Dudley
Marchwood Parish Council
Village Centre
Marchwood, Southampton
SO40 4SF
Email: clerk@marchwoodparish.gov.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	The Parish Council website and Hard Copy.	0.10 per A4 B/W
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Available on the Council website, can also be printed.	0.10 per A4 B/W.
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Available on the Council website, can also be printed. Also published in the parish newsletter.	0.10 per A4 B/W
Location of main Council office and accessibility details	Available on the Council website. Also published in the parish newsletter. Accessible to all.	0.10 per A4 B/W
Staffing structure	Available on the Council website	0.10 per A4 B/W
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Statement of accounts and internal audit report in the format included in the Annual Return form	Available on the Council website, printed copies are available. Printed copies are available.	0.10 per A4 B/W
Finalised budget	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Precept	Available on the Council website.	0.10 per A4 B/W
Borrowing Approval letter	N/A	

All items of expenditure above £500	Available on the Council website.	0.10 per A4 B/W
Financial Standing Orders and Regulations	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Grants given and received	Available on the Council website.	0.10 per A4 B/W
List of current contracts awarded and value of contract	N/A	
Members' allowances and: Expenses:	N/A No allowances are taken.	0.10 per A4 B/W
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Available on the Council website	0.10 per A4 B/W
Annual governance statement in format included in the Annual Return form	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	
Class 4 – How we make decisions Decision making processes and records of decisions	Available on the Council website, printed copies available.	0.10 per A4 B/W
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Agendas of meetings	Available on the Council	0.10 per A4

	website, printed copies are available.	B/W
Minutes of meetings	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Responses to consultation papers	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Responses to planning applications	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Byelaws	Available in hard copy.	0.10 per A4 B/W
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Records management, personal data and access to information policies	Available on the Council website, printed copies are available.	0.10 per A4 B/W

Class 6 – Lists and Registers		
Currently maintained lists and registers only.	N/A	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Available on the Council website.	
Assets register, including details of public land and building assets	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A at this time.	0.10 per A4 B/W
Register of members' interests	Available on the Council website.	0.10 per A4 B/W
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Seating, litter bins, clocks, memorials and lighting	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Available in hard copy	0.10 per A4 B/W
Services for which we are entitled to recover a fee and details of those fees.	Available on the Council website, printed copies are available.	0.10 per A4 B/W
Additional Information		
Information not itemised in the lists above	N/A	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	0.10 *
	Photocopying @ 011p per sheet (colour)	0.11p*
	Postage	0.87p
Statutory Fee		Local Government Act 2003 section 93(1)(a) In accordance with relevant legislation.
Other		

* the actual cost incurred



Marchwood Parish Council

Data Retention Policy

Introduction

Marchwood Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council.

This policy applies to all records created, received, or maintained by Marchwood Parish Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy and/or electronically.

A small percentage of Marchwood's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Marchwood Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Tina Dudley and the Clerk is required to manage the Council's records in such a way as to promote compliance.

Retention Schedule

Under the [Freedom of Information Act 2000](#), the Council is required to maintain a retention schedule outlining how long they hold different types of records and what actions are taken when they are no longer needed. The retention schedule lays down the length of time which the record or document needs to be retained and the action which should be taken when it is of no further administrative use ensuring full compliance with the [Data Protection Act 2018](#), which came into force on 25 May 2018 which gives effect to UK law to the [UK General Data Protection Regulations \(UK GDPR\)](#).

The Clerk to the Council is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.



RETENTION SCHEDULE

Records/Documents	Minimum Retention Period	Reason
Administration		
Minute Books	Indefinite	Archive
Meeting documents	Until there is no administrative requirement	Operational/Common Practice
Councillor documents e.g. Declarations of Acceptance of Office, Code of Conduct, DPI's	1 year after vacating office	Operational
Trusts, Title Deeds, Conveyances	Indefinite	Archive / audit management
Leases, agreements, contracts, wayleaves	Indefinite	Archive / audit management
Scale of fees and charges	6 years	Management
Correspondence - general	Until there is no administrative requirement	Operational
Complaints, FOI's/SAR's	6 years after resolution	Operational
Halls, Centre and Recreation Grounds		
Applications to hire, lettings diaries copies of bills to hires record of tickets issued	6 years	VAT / management
Financial		
Annual Returns /Accounts	Indefinite	Audit
Bank Statements, paying in, cheque books	Last completed audit year	Audit
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)



VAT claims/records	6 years (20 years for VAT on rents)	VAT / audit / legal
Receipt/cash books/petty cash	6 years	VAT / Limitation Act 1980 (as amended)
Quotations and Tenders	6 years	Limitation Act 1980 (as amended)
Investments	Indefinite	Audit / management
Asset Register	Indefinite	Audit / management
Insurance policies	Whilst valid	Audit / management
Certificates for insurance against liability for employees/employers	Indefinitely	Future claims
Members allowance register (if applicable)	6 years	Tax, Limitation Act 1980
Personnel		
Salary records, payslips, wages books	12 years	Superannuation
Timesheets	3 years	Audit
PAYE/NI records	6 years	Audit / legal
Historical /Local Information		
Village Plans/Projects	Until there is no longer an administrative requirement	Operational
Any maps or historical documents including Rights of Way	Indefinitely	Archive / historical
Local and other publications	Until there is no longer an administrative requirement	Operational
Any historical documents pre-dating the parish council or not council related	Indefinitely	Archive / historical
Council owned publications, press cuttings, photographs	Indefinitely	Archive / historical



Marchwood Parish Council Data protection policy

1. Aim and scope of policy

This policy applies to the processing of personal data in manual and electronic records kept by the Parish Council in connection with its human resources function as described below. It also covers the Parish Council's response to any data breach and other rights under the General Data Protection Regulation.

This policy applies to the personal data of job applicants, existing and former employees, apprentices, volunteers, placement students, workers and self-employed contractors. These are referred to in this policy as relevant individuals.

- "Personal data" is information that relates to an identifiable person who can be directly or indirectly identified from that information, for example, a person's name, identification number, location, online identifier. It can also include pseudonymised data.
- "Special categories of personal data" is data which relates to an individual's health, sex life, sexual orientation, race, ethnic origin, political opinion, religion, and trade union membership. It also includes genetic and biometric data (where used for ID purposes).
- "Criminal offence data" is data which relates to an individual's criminal convictions and offences. "Data processing" is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

The Parish Council makes a commitment to ensuring that personal data, including special categories of personal data and criminal offence data (where appropriate) is processed in line with GDPR and domestic laws and all its employees conduct themselves in line with this, and other related, policies. Where third parties process data on behalf of the Parish Council, the Parish Council will ensure that the third party takes such measures in order to maintain the Parish Council's commitment to protecting data. In line with GDPR, the Parish Council understands that it will be accountable for the processing, management and regulation, and storage and retention of all personal data held in the form of manual records and on computers.

2. Types of data held

Personal data is kept in personnel files or within the Parish Council's HR systems. The following types of data may be held by the Parish Council, as appropriate, on relevant individuals:

- name, address, phone numbers - for individual and next of kin.
- CVs and other information gathered during recruitment.
- references from former employers.
- National Insurance numbers.
- job title, job descriptions and pay grades.
- conduct issues such as letters of concern, disciplinary proceedings.
- holiday records.
- internal performance information.
- medical or health information.
- sickness absence records.
- tax codes.
- terms and conditions of employment.
- training details.

Relevant individuals should refer to the Parish Council's privacy notice for more information on the reasons for its processing activities, the lawful bases it relies on for the processing and data retention periods.

3. Data protection principles

All personal data obtained and held by the Parish Council will:

- be processed fairly, lawfully and in a transparent manner.
- be collected for specific, explicit, and legitimate purposes.
- be adequate, relevant and limited to what is necessary for the purposes of processing.
- be kept accurate and up to date. Every reasonable effort will be made to ensure that inaccurate data is rectified or erased without delay.
- not be kept for longer than is necessary for its given purpose.
- be processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures.
- comply with the relevant GDPR procedures for international transferring of personal data.

In addition, personal data will be processed in recognition of an individuals' data protection rights, as follows:

- the right to be informed.
- the right of access.
- the right for any inaccuracies to be corrected (rectification).
- the right to have information deleted (erasure).
- the right to restrict the processing of the data.
- the right to portability.
- the right to object to the inclusion of any information.
- the right to regulate any automated decision-making and profiling of personal data.

4. Procedures

The Parish Council has taken the following steps to protect the personal data of relevant individuals that it holds or to which it has access and it appoints or employs employees with specific responsibilities for:

- the processing and controlling of data.
- the comprehensive reviewing and auditing of its data protection systems and procedures.
- overseeing the effectiveness and integrity of all the data that must be protected.

There are clear lines of responsibility and accountability for these different roles.

- it provides information to its employees on their data protection rights, how it uses their personal data, and how it protects it. The information includes the actions relevant individuals can take if they think that their data has been compromised in any way.
- it provides its employees with information and training to make them aware of the importance of protecting personal data, to teach them how to do this, and to understand how to treat information confidentially.
- it can account for all personal data it holds, where it comes from, who it is shared with and also who it might be shared with.
- it carries out risk assessments as part of its reviewing activities to identify any vulnerabilities in its personal data handling and processing, and to take measures to reduce the risks of mishandling and potential breaches of data security. The procedure includes an assessment of the impact of both use and potential misuse of personal data in and by the Parish Council.
- it recognizes the importance of seeking individuals' consent for obtaining, recording, using, sharing, storing and retaining their personal data, and regularly reviews its procedures for doing so, including the audit trails that are needed and are followed for all consent decisions. The Parish Council understands that consent must be freely given, specific, informed and unambiguous. The Parish Council will seek consent on a specific and individual basis where appropriate. Full information will be given regarding the activities about which consent is sought. Relevant individuals have the absolute and unimpeded right to withdraw that consent at any time.
- it has the appropriate mechanisms for detecting, reporting and investigating suspected or actual personal data breaches, including security breaches. It is aware of its duty to report significant breaches that cause significant harm to the affected individuals to the Information Commissioner and is aware of the possible consequences.
- It is aware of the implications international transfer of personal data internationally.

5. Access to data

Relevant individuals have a right to be informed whether the Parish Council processes personal data relating to them and to access the data that the Parish Council holds about them. Requests for access to this data will be dealt with under the following summary guidelines:

- The request should be made to the Clerk at Marchwood Parish Council, The Village Hall, Marchwood, Southampton SO40 4SF.
- the Parish Council will not charge for the supply of data unless the request is manifestly unfounded, excessive or repetitive, or unless a request is made for duplicate copies to be provided to parties other than the employee making the request.
- the Parish Council will respond to a request without delay. Access to data will be provided, subject to legally permitted exemptions, within one month as a maximum. This may be extended by a further two months where requests are complex or numerous.

Relevant individuals must inform the Parish Council immediately if they believe that the data is inaccurate, either as a result of a subject access request or otherwise. The Parish Council will take immediate steps to rectify the information.

For further information on making a subject access request, employees should consult with the Clerk or Responsible Financial Officer.

6. Data disclosures

The Parish Council may be required to disclose certain data/information to any person. The circumstances leading to such disclosures include:

- any employee benefits operated by third parties.
- disabled individuals - whether any reasonable adjustments are required to assist them at work.
- individuals' health data - to comply with health and safety or occupational health obligations towards the employee.
- for Statutory Sick Pay purposes.
- HR management and administration - to consider how an individual's health affects his or her ability to do their job.
- the smooth operation of any employee insurance policies or pension plans.

These kinds of disclosures will only be made when strictly necessary for the purpose.

7. Data security

The Parish Council adopts procedures designed to maintain the security of data when it is stored and transported. In addition, employees must:

- ensure that all files or written information of a confidential nature are stored in a secure manner and are only accessed by people who have a need and a right to access them.
- ensure that all files or written information of a confidential nature are not left where they can be read by unauthorised people.
- check regularly on the accuracy of data being entered into computers.
- always use the passwords provided to access the computer system and not abuse them by passing them on to people who should not have them.
- use computer screen blanking to ensure that personal data is not left on screen when not in use.

Personal data relating to employees should not be kept or transported on laptops, USB sticks, or similar devices, unless authorised by the Clerk who can be contacted at Marchwood Parish Council, The Village Hall, Marchwood, Southampton SO40 4SF.

Where personal data is recorded on any such device it should be protected by:

- ensuring that data is recorded on such devices only where absolutely necessary
- using an encrypted system — a folder should be created to store the files that need extra protection and all files created or moved to this folder should be automatically encrypted
- ensuring that laptops or USB drives are not left lying around where they can be stolen.

Failure to follow the Parish Council's rules on data security may be dealt with via the Parish Council's disciplinary procedure. Appropriate sanctions include dismissal with or without notice dependent on the severity of the failure.

8. Breach notification

Where a data breach is likely to result in a risk to the rights and freedoms of individuals, it will be reported to the Information Commissioner within 72 hours of the Parish Council becoming aware of it and may be reported in more than one instalment.

Individuals will be informed directly in the event that the breach is likely to result in a high risk to the rights and freedoms of that individual.

If the breach is sufficient to warrant notification to the public, the Parish Council will do so without undue delay.

9. Training

New employees must read and understand the policies on data protection as part of their induction. All office employees receive training covering basic information about confidentiality, data protection and the actions to take upon identifying a potential data breach.

The nominated data controller/auditors/protection officers for the Parish Council are trained appropriately in their roles under the GDPR.

All employees who need to use the computer system are trained to protect individuals' private data, to ensure data security, and to understand the consequences to them as individuals and the Parish Council of any potential lapses and breaches of the Parish Council's policies and procedures.

10. Records

The Parish Council keeps records of its processing activities including the purpose for the processing and retention periods in its Data Audit Schedule.

These records will be kept up to date so that they reflect current processing activities.

11. Data Protection Officer

UK Parish Councils are generally not required to have a Data Protection Officer under GDPR however, they must comply with all other general data protection rules.

12. Data protection compliance

The Clerk is the Parish Council's appointed compliance officer in respect of its data protection activities. If you need any specific help or general guidance about the Council's procedures or about any specific complaint, contact the Clerk at Marchwood Parish Council, The Village Hall, Marchwood, Southampton SO40 4SF or telephone 02380 860273 or email clerk@marchwoodparish.gov.uk

Marchwood Parish Council Investment Portfolio Planning

Purpose

Following a resolution passed at the Policy and Resources meeting of Marchwood Parish Council on Monday, 6 October 2025, the council established an Investment Portfolio Planning Working Party to review, evaluate, and recommend possible changes to its investment strategy.

Background

The UK financial crisis of 2008, triggered by a global credit crunch and culminating in Lehman Brothers' bankruptcy in September 2008, led to the UK's deepest recession since World War II. It involved liquidity withdrawals, bank failures, and bailouts, most notably the Northern Rock bailouts.

At the time of Northern Rock's failure, the legal framework for dealing with failing banks was deficient.

Any deposits over £2,000 would not be fully reimbursed. If Northern Rock were declared insolvent and placed into administration, deposits would have been frozen, with a lengthy delay before any partial reimbursement could be made.

Since the crisis, deposits are fully guaranteed up to £120,000 through the Financial Services Compensation Scheme (FSCS).

The FSCS in the UK primarily covers consumers and eligible small businesses when their UK-authorized financial provider fails to meet its obligations. This includes protection for deposits in banks, building societies, and credit unions of up to £120,000 per person, per institution.

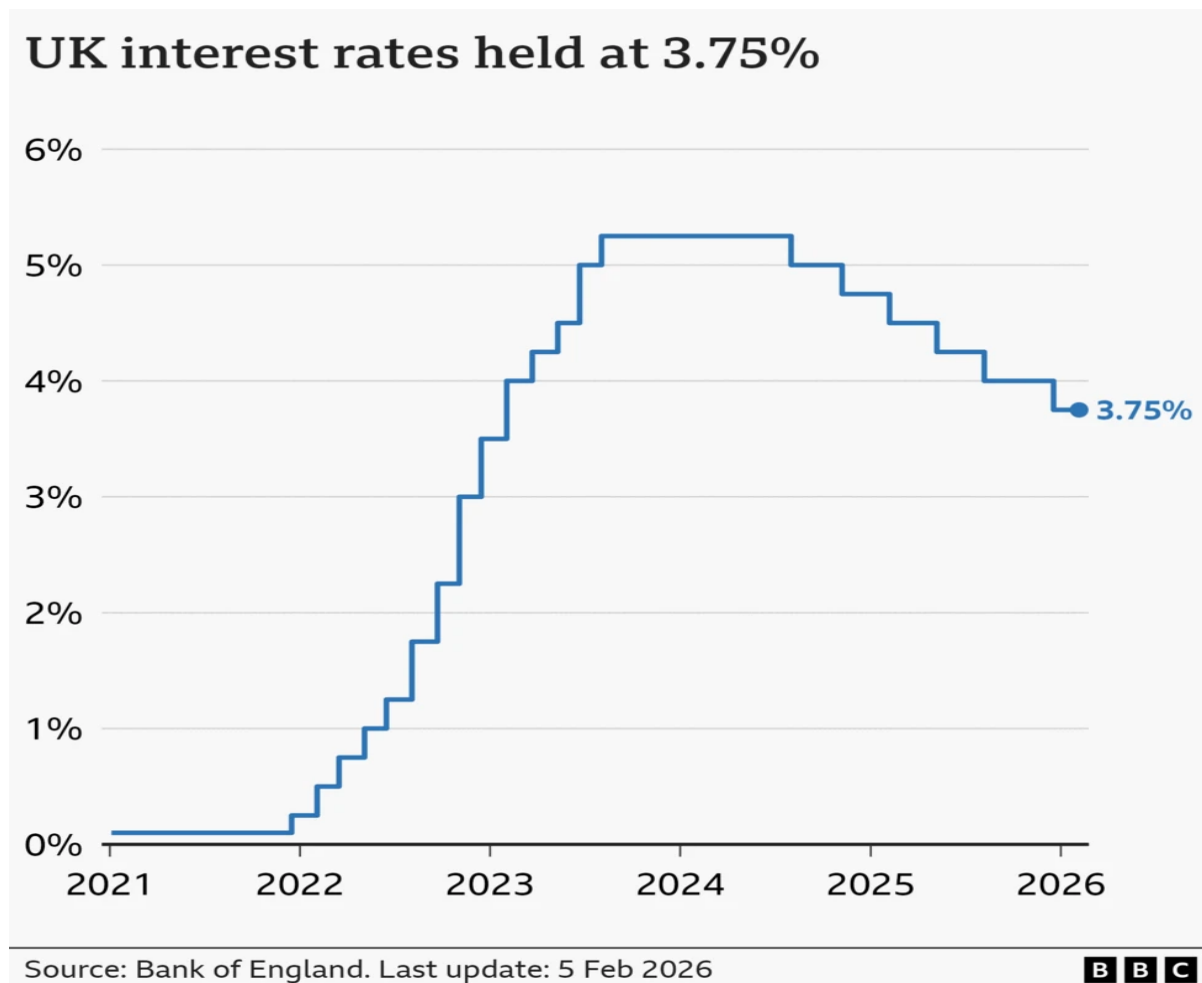
The FSCS protects money held with providers authorised by the Prudential Regulation Authority (PRA) and the Financial Conduct Authority (FCA).

Following discussions with Arlingclose (an independent treasury advisory company), the FSCS extended its protections in 2015 to include 'small local authorities', which are defined as authorities with an annual budget of less than £500,000 (currently £430,000, based on the exchange rate as of 3 July each year).

Marchwood Parish Council currently falls within this definition and thus approved its financial investment strategy policy on 24 February 2025 (Minute Reference: PC/25/070)

Financial Outlook

The Bank of England Bank Rate, currently 3.75%, is expected to be cut gradually as inflation eases.



UK inflation over the last 5 years (2021–2025) rose sharply to over 9% in 2022 and 2023, driven by energy and food costs, before declining to 2.5–3.4% by late 2024 and 2025. Inflation peaked at 11.1% in October 2022, the highest in over 40 years, following the COVID-19 pandemic and the Ukraine conflict.

The Bank of England now expects inflation to fall “much more than expected”, to 2.1% by the second quarter of 2026 – a whisker above the 2% target set by the government, and well below the 3.4% recorded in December.

Objectives of the Working Group

To ensure Marchwood Parish Council maximises financial opportunities and minimises financial risk, the working party accepted the need to understand more fully financial actionable advice that consists of:

- Making specific recommendations
- Goal-orientation
- Regular Review

- Risk Management

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a UK-based international accountancy membership and standard-setting body. They are the only such body globally dedicated to public financial management.

The CIPFA Code's trio of "**security, liquidity, and yield**" represents the core principles of a local authority's investment strategy, prioritising the *security* of public funds, ensuring sufficient cash for day-to-day operations (liquidity), and, only then, seeking a return on investment (yield).

1. Short-term investments

Amid market volatility and fluctuating short-term interest rates, the Working Party agreed to reassess our bank balances and short-term investments to ensure **security, liquidity, and yield**.

With global uncertainty, it is ever more crucial to ensure the *security of principal* is maintained. "Security of principal" refers to an investment strategy designed to protect the initial capital from loss.

Maintaining an adequate level of liquidity is crucial to ensure that funds are available to cover unexpected costs. Money Market Funds (MMFs) are a useful liquidity tool that also offers diversification.

An MMF is a pooled fund that invests in high-credit-quality, short-term debt instruments and typically offers daily liquidity.

Generally, MMFs can respond relatively quickly to rate rises as existing deposits roll off, and they invest at higher rates. We have seen this recently, with most funds paying close to the Bank of England's current base rate.

Given the size of the council's income and investment balances, the cost of MMFs will be uneconomic. However, MPC's **CCLA Public Sector Deposit Fund** is categorised as a short-term, low-volatility, net asset value money market fund under the Money Market Fund Regulation.

2. Medium to Longer-term Investments

With short-term interest rates currently volatile, trying to achieve the 'yield' in the CIPFA Code's trio of 'security, liquidity and yield' is likely to remain a challenge for a while yet. *With inflation at historic highs, investing only in cash will erode the purchasing power of any council's investment portfolio.*

The Working Party agreed to consider investing in longer-term pooled funds to overcome this challenge. These funds typically have a recommended time horizon

of 3-5 years or longer, with the goal of generating substantial income and the potential for inflation-beating capital returns.

Making a medium- and long-term investment requires careful consideration and planning, including assessing the council's individual requirements to capture its return objectives, risk tolerance, and financial strength, to ensure all are consistent with making an investment that will not seriously impact the council's primary objective of providing services to residents.

Therefore, the Working Party has deferred the recommendation on this aspect of our portfolio, as it believes further discussion with CCLA is needed. Our concern is that market volatility remains, making recommendations difficult.

Conclusions & Recommendations

After a thorough forensic analysis of our investment portfolio The Working Party recommends:

1. Making **no** changes to the Lloyds Bank Community Account, as this seems to offer the best flexibility for a chequing account.
2. Continuing to use the CCLA LA Property Fund as a de facto Money Management Fund, as we felt it has security features equivalent to the Financial Services Compensation Scheme (FSCS)
3. Reviewing the performance of our portfolio and taking financial actionable advice from authoritative sources as part of P&R's function.
4. Making immediate progress in opening three new savings products to take advantage of the higher interest rates to counteract the declining interest rates. The fixed rate accounts are:
 - a. **Cambridge & Counties Bank six-month 4.25% gross/AER**
 - b. **Cambridge & Counties Bank one-year 4.20% gross/AER**
 - c. **Cambridge & Counties Bank two-year 4.25% gross/AER**

The rationale for this recommendation was to offset the effects of inflation and falling interest rates forecast by the Bank of England, whilst adhering to the principles of security, liquidity, and yield.

The working party recommends an equal deposit of £20,000 for each fund, subject to cash flow considerations by our Clerk and Responsible Finance Officer.

5. Deferring medium to longer-term investment choices until April 2026, when further investigations of CCLA's investment products are fully evaluated amidst the current market volatility.
6. Proposing some necessary amendments to the current MPC Investment Strategy Policy to clarify reinvestment and limits at the next full council meeting on 16 March 2026.

Working Party Findings and Recommendations February 2026



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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
	Office	HP PRODESK 400 G4 DM 400 MINI	01/09/2019	£610	£0
	Office	HP PRODESK 400 G4 DM 400 MINI	01/09/2019	£610	£0
	Workshop	Trimax FX135 Mower Flail Deck	29/09/2011	£3,771	£0
No 12	Workshop	Wessex/Broadwood Sickle Bar H/Cutter CHT-120-E	11/01/2023	£7,250	£7,250
Reasons for disposal: This has been vandalised and it is too expensive to repair					
Scrapped	HP Prodesk Mini HP Prodesk Mini Trimax Flail	Sold	Sickle Bar	Gifted	
Additional Information: 					
Date of disposal: 16/02/2026			Authorisation Ref/Minute Ref:		
Authorising Officer and Position held: 					