

All minutes are draft until approved by the Council at the next meeting

Marchwood Parish Council

Minutes of the meeting of the Parish Council held via the Zoom application on Monday 22nd June 2020 at 7.30pm.

Councillors: Cllr R Young (Chairman) – in the Chair (P)

Cllr J Case	(P)	Cllr G Gant	(P)
Cllr M Havercroft	(A)	Cllr D Hindle	(P)
Cllr A Hoare	(P)	Cllr P Mballa	(P)
Cllr M Proctor	(P)	Cllr M Saxby	(P)
Cllr G Wright	(P)		

(P) Present

(A) Absent

In attendance: Mr B Gibbs (Clerk to the Council)

Also present: one member of the public

Apologies for absence

21/26 Apologies were received from Cllr Gant & Havercroft as well as County Cllr Harrison and District Cllr Bennison.

Declarations of Interest

21/27 Cllr Saxby declared a personal interest in agenda item 9 (Parish Council representation on the Dibden Allotments Fund). There were no other declarations made.

Chairman's report

21/28 Cllr Young welcomed everyone to the meeting including a member of the public. He said that he had recently attended the event at the Falklands Memorial to mark the anniversary of the loss of the RFA Sir Galahad. He had laid a wreath at the Falklands Memorial alongside representatives of the Royal Fleet Auxiliary.

21/29 Cllr Young said that he had received correspondence from parishioners regarding unauthorised development at Pooks Green, The Scout & Guide building project and an amount of anti-social behaviour.

21/30 Cllr Young thanked all the Parish Council's employees for their efforts during the Covid-19 lock down. He welcomed a new member of staff to the Parish Council. He said that that all things considered there were a lot of good things happening within the Parish Council's estate.

Public Participation

21/31 The member of the public present said that they did not wish to speak on any matter.

Minutes

21/32 **RESOLVED:** To accept the minutes of the meeting held on the 9th March 2020 and the Annual Council meeting held on the 4th May 2020 as a true record.

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Parish Council Co-Option process

21/33 Following the resignation of Mr Tom Pocock back in early February the Parish Council has now gone through the process of advertising the vacancy. No election was called to fill the vacancy.

21/34 The advertising of a vacancy by co-option attracted two applicants. However, as the Parish Council cannot meet face to face The Clerk gave advice to delay making a co-option decision until such times as it can meet again. The Clerk continued by saying that both applicants had been advised of the current situation.

21/35 This advice was **NOTED**.

Grant Application on behalf of Citizen's Advice New Forest

21/36 A robust discussion took place about the grant application from NFCA. During the discussion the following points were raised.

- It would be better to maintain support to NFCA at its historic level of £400.
- Provide a grant now but review the situation with NFCA before September 2020.
- Identify the level of support emerging from other Parish Councils in the New Forest District Council area equal in size to Marchwood.

21/37 **RESOLVED:** To provide the Citizens Advice New Forest with a grant of £400 payable immediately.

21/38 **RESOLVED:** To complete a review of the grant support with Citizens Advice New Forest so that further support can be provided if needed.

21/39 **RESOLVED:** To identify the level of financial support from similar sized parishes.

To consider the structure and membership of the Parish Council's Staffing Panel for the municipal year 2020-21

21/40 **RESOLVED:** To appoint Cllrs Young, Hindle and Case to the Staffing Panel for the year 2020-21.

21/41 **RESOLVED:** To ask the Policy & Resources Committee to review the Staffing Panel's Terms of Reference in 2020-21.

To appoint a Parish Council representative to the Dibden Allotments Fund

21/42 **RESOLVED:** to appoint Mrs Judy Saxby for a further four-year period as the Parish Council representative to the Dibden Allotments Fund.

The Annual Governance & Accountability Return 2019-20

21/43 **RESOLVED:** To accept the Internal Auditor's audit report and approve the Parish Council's accounts for the year ended 31st May 2020.

21/44 **RESOLVED:** To approve the annual governance statement - Section 1 on page 4 of the Annual Governance & Accountability Return.

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21/45 **RESOLVED:** To approve the accounting statements for 2019-20 - Section 2 on page 5 of the Annual Governance & Accountability Return.

21/46 **RESOLVED:** To authorise the Chairman and Clerk to sign Section 1 and Chairman and Responsible Financial Officer to sign Section 2 of the Annual Return.

21/47 **RESOLVED:** To approve publication of the Public Rights of Inspection form 2019-20

21/48 The Public Rights of Inspection document will be published on the website and on the notice boards from the 24th June 2020.

21/49 **RESOLVED:** The Parish Council recorded a vote of thanks for the work done by Mr Steve Daly (Responsible Financial Officer) in preparing tonight's documentation.

Orders for Payment June 2020

21/50 The Clerk said that there were no orders for payment available for approval at this time due to the office priority in preparing the Annual Governance & Accountability Return for tonight's meeting.

21/51 The Clerk referred members to the Internal Audit reports from autumn 2019 onwards (four in total). These highlight an outstanding recommendation from the internal auditor to improve the way orders for payment are managed and approved.

21/52 The Clerk said that in addition to the outstanding auditor recommendation he had to report that a number of orders for payment had not been approved at the time they were paid off. The bulk of these omissions occurred during the 2019 summer recess.

21/53 in order to rectify this omission the Clerk made a full disclosure of all 2019-20 orders for payment and sought the retrospective approval of the Parish Council in dealing with these.

21/54 **RESOLVED:** The Parish Council approved the complete list of Orders for Payment for 2019-20 from 1st April 2019 to the 31st March 2020

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

Income & Expenditure as at 31st May 2020

21/55 **RESOLVED:** The Parish Council noted the Income & Expenditure Report as at 31st May 2020.

The Clerk referred members to Appendix B in their briefing pack that showed the summary of the Income and Expenditure up to the 31st May 2020.

Income & Expenditure against budget as at 31st May 2020

21/56 **RESOLVED:** The Parish Council noted the Income & Expenditure Report against Budget as at 31st May 2020.

The Clerk referred members to Appendix C in their briefing pack that showed the Income and Expenditure against budget (listed by Cost Code) up to the 31st May 2020.

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Balance Sheet as at 31st May 2020

21/57 **RESOLVED:** The Parish Council noted the Balance Sheet report as at 31st May 2020.

Members were told that the Balance Sheet up to the 31st May 2020 was Appendix D in their briefing pack.

Bank Reconciliations as at 31st May 2020

21/58 **RESOLVED:** The Parish Council noted the Parish Council's Bank Reconciliations as at 31st May 2020.

Lloyds Bank Instant Access Account £27,089.35

Lloyds Bank 30 Day Notice (Treasurers) Account £183,383.78

Members were told that the Bank Reconciliations up to the 31st May 2020 was Appendix E in their briefing pack.

The member of the public departed the meeting at this point.

Committee Minutes

21/59 **RESOLVED:** To receive as follows:

Planning: 2nd December 2019 3rd February and 2nd March 2020. There were no meetings in January or April 2020.

Policy & Resources: 24th February 2020.

Amenities: None to receive.

Exempt Business

21/60 **RESOLVED:** in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of the following personnel or confidential matters where publicity might be prejudicial to the special nature of the business.

There being no further business the meeting closed at 8.14pm.