



Sway Parish Council

Jubilee Field Pavilion, Station Road, Sway, SO41 6BE

01590 718116

clerk@sway-pc.gov.uk

(v1) 14th October 2019

All members of Sway Parish Council are hereby summoned to attend a meeting **at the Jubilee Field Pavilion, Station Road, Sway, SO41 6BE on Thursday 24th October 2019** commencing at **7.00pm** for the transaction of the business below.

KWalding

Katie Walding

Clerk & RFO

Public participation

The Chairman may at his discretion, and at a convenient time in the transaction of business, invite members of the public to speak in relation to the business to be transacted at the meeting. Anyone wishing to speak is invited to contact the Clerk prior to the start of the meeting (preferably by 12.00 noon on the day of the meeting) and advise the subject on which they wish to speak.

AGENDA

1. **Apologies**
2. **Declarations of Interest**
3. **Minutes of the previous Meeting** – to approve the Minutes from the meeting on 25th September
4. **Village Hall Project, John Bullen** – to receive a presentation from the Project Manager of the proposed Village Hall development; which includes new and improved facilities for the Scouts and Little Flyers Nursery. (Drawings will be available to view at the meeting.)
5. **Tim Woodford, Garden Secrets Nursery** – To present the Woodford Model: designed to work with developers and Councils to understand the use and needs of each development site, in order to create an environment which will attract the widest possible range of species by providing appropriate food, water, shelter, breeding and hibernation sites for all.
6. **District Council** – receive an update of New Forest District matters from Cllr Barry Rickman
7. **County Council** – receive an update of Hampshire County matters from Cllr Keith Mans
8. **Chairman's Report**
9. **Clerk's Report and Correspondence**
10. **Finance:**
 - a. **Finance Working Group (FWG)** – receive a summary of 3rd October meeting
 - b. **Investment of Reserves** – to approve the FWG recommendation to open a 30-day access savings account at the Hampshire Trust Bank following recommendations and comparison with other providers, and transfer £60,000 from the main bank account. This action to comply with internal audit recommendation: to protect taxpayers' funds in line with the Financial Services Compensation Scheme.

FOR ANY ENQUIRIES REGARDING THIS MEETING PLEASE CONTACT THE CLERK



- c. **Charge Cards** – approve the FWG recommendation that two charge cards be registered through Lloyds Bank, with preset spending limits of £500 for the Parish Clerk, and £1000 for the Chairman, to be used under current scrutiny and pre-approval procedures, or under the emergency expenditure process under [Financial Regs](#) part 4.
 - d. **Bank signatories** – approve the FWG recommendation for two additional signatories (Cllr Vicky Ryce and Cllr Lisa Thomas) to enable sharing of authorisation responsibilities.
 - e. **Internal Scrutineer** – to approve the appointment of Cllr Adam Marshall as internal scrutineer as per [Financial Regs](#) 2.2.
 - f. **Updates to Reserves** – approve the FWG recommendations to:
 - i. Release £5879 from Legionella Compliance Works Earmarked Reserves
 - ii. Release £386 from Storage Solution in Pavilion Earmarked Reserves
 - iii. Release £3848 from General Reserves for Tennis Courts Resurfacing (minute 19/105(a))
 - g. **Payment Schedule** – receive and approve for October 2019
 - h. **Bank Reconciliation** – receive and approve for September 2019
 - i. **2nd Quarter Financial Review** – note the Clerk’s report
- 11. Planning & Transport Committee (PaTC)** – receive update from 10th October meeting
- a. **November meeting** – will include presentations from Javed Ditta, NFDC New Housing Project Manager and Pam Reynolds, New Forest Villages Housing Association
 - b. **Planning Inspectorate Appeal** [APP/B9506/W/19/3236857 Hazelhurst Farm](#)
PaTC (only) to approve the draft response prepared by Chair of PaTC
 - c. **Planning Application** [19/00661 Marley Mount Farm](#)
PaTC (only) to consider the final response in light of additional information
 - d. **Planning Application** [19/00446 Holmsley Bridge Replacement](#)
Approve a formal response (requested from the Planning Authority by 31st October)
- 12. Amenities**
- a. **Bin for Grandstand at Jubilee Field** – approve the purchase of a recyclable and recycled waste bin at £360 plus £45 delivery +VAT
 - b. **Skip for Sway Allotments** – approve the hire of an 8 cubic yard skip at £325+VAT
 - c. **Mower shed for Sway Allotments** – consider an approval-in-principle for the purchase and placement of a small shed on the site to house mowers and tools securely, subject to approval from the NFNPA and permission granted by Forestry England and the Verderers.
 - d. **Pavilion Hot Water** – receive an update on recent issues from the Clerk
- 13. Youth Centre** – receive an update
- 14. Other matters for discussion** – from Councillors and/or the public
- 15. Items for the Next Agenda** – from Councillors and/or the Clerk
- 16. Date of the next meeting** – Thursday 28th November at 7:00pm

Sway Village Hall Development

The last 18 months have seen £100,000+ invested in Sway Village Hall, investments include:

- Cinema: £50,000
- New Roof: £30,000+
- Ladies and Gents Toilets: £10,000+
- New 100 year lease and conversion to CIO (Not quite complete): £5000+
- Updates to Kitchen: £4000+

This new Sway Village Hall development project will build on what has already been done and further increase and enhance the facilities within the village of Sway.

Project objective

- Provide a new home to Sway Scouts, and better and larger facilities to Little Flyers so that they can accommodate more children within the pre-school.
- Provide a cost-effective shared facility which will be used by Little Flyers (pre-school nursery) during the day for 48 weeks of the year, and the 4th New Forest South (Sway) scout group (Cubs/Beavers/Scouts) will use the Facility during the evenings and at weekends.
- Increased use of Sway Village Hall.
- Insure long term financial stability to Sway Village Hall.

Project costs

- Not as yet fully costed but expected to be in the region of £350,000.

Financial (funding Project)

- NFDC are involved in the project and it is expected they will provide strong financial input into the project. The exact details of this are under discussion with the project team and NFDC.
- The project will look to initiate the main fund-raising drive in the new year, this will be both local and grant based fund raising.

Financial (Sway Village Hall)

- Sway Village Hall is in a good financial position with £20,000+ in the bank
- Sway Village Hall have a strong reserves policy to make sure that we can address any maintenance or building issue within in reasonable timescale.
- The update facility will have lease arrangements with the scouts and Little flyers to protect both parties.
- The updated facilities will provide additional income opportunities.

Timescale

- Full planning application submitted by the end of 2019.
- Fund raising 2020
- Build start early 2021
- Build complete by the end of 2021
- Building in use from January 2022

Sway Parish Council

Bank Reconciliation to be presented to Council on

Thursday 24th October 2019

Bank account Stanford Rise Green
Balance per bank statement at 30/09/2019 21,142.10

Opening_balance	21,142.10
Total receipts	0.00
Total payments	0.00
Total transfers	0.00
Closing balance per cash book (must equal net bank balances above)	21,142.10

Bank account Current Account
Balance per bank statement at 30/09/2019 121,186.02
Uncleared Payments

Date	Customer/Supplier	Reference	Amount
27/09/2019	Amazon	online	-82.95
27/09/2019	ICO	DD-0066289979	-40.00
27/09/2019	NEST Pension	month 6 - online	-52.15
27/09/2019	Start Traffic	online	-49.08
TOTAL			-224.18

TOTAL NET BANK BALANCES AT 30/09/2019 120,961.84

Opening_balance	83,081.08
Total receipts	79,801.56
Total payments	-43,979.15
Total transfers	2,058.35
Closing balance per cash book (must equal net bank balances above)	120,961.84

TOTAL BALANCE ALL ACCOUNTS 142,103.94

Signed: Date:

Signed: Date:

£49,466 TOTAL EARMARKED RESERVES

£21,142	PC18/014(d)	Stanford Rise Green s106 funds
£5,000	PC17/008	MUGA
£1,000		Mrs Gale Legacy
£500	PC18/219a	VASLR maintenance
£5,500	PC19/032(e)	Playground maintenance and improvements
£1,590	PC19/066(a)	Table tennis table and surface
£14,121	PC19/066(a)	Legionella compliance works
£614	PC19/066(a)	Storage solution in Pavilion

£48,493 TOTAL EXPENDITURE 2019-20

£76,345	Budgeted Expenditure 2019-20
£41,584	Less Expenditure ACTUAL to date
£2,058	Plus Stanford Rise Green earmarked reserves
£1,560	Plus Table tennis table earmarked reserves
£5,879	Plus Legionella compliance works earmarked reserves
£386	Plus Storage solution in Pavilion earmarked reserves
£3,848	Plus Tennis Club Grant general reserves

£2,857 TOTAL INCOME 2019-20

£66,399	Precept 2019-20
£12,604	Other expected Income
£81,860	Income ACTUAL to date

£47,002 ESTIMATED GENERAL RESERVES

Total Reserves less Earmarked Reserves and Budgeted Expenditure, plus Precept and Other Income

71% Percentage of Precept



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Quarterly Financial Review to Finance Working Group

October 2019

(to be reviewed alongside BUDGET report)

EXPENDITURE

Both Consumables and Maintenance for JF Pavilion appear over budget. The bulk of costs are covered by the earmarked reserves where £20,000 for Legionella Works (£5879 spent) and £1,000 for Storage Cupboard Installation (£386.37 spent) had been allocated. Expenditure falls well inside these earmarked reserves.

October Bank Reconciliation shows the adjusted earmarked reserves (and also reinstated a previously listed earmarked reserve: a £1000 legacy payment from Mrs Gale), and the Agenda will include approval of the release of these funds.

On this basis, the level of General Reserves remains healthy at 71%.

Overall at the half way point of the financial year, actual expenditure (budgeted) is as expected.

INCOME

The remaining 50% of the Precept was received into the account on 30th September.

The NHS were invoiced for July – December and have paid the bill. Currently we are over our expected income for the year. However, the NHS have not committed to any dates for calendar year 2020 yet.

The Football Club pays the rent quarterly, as is their right under the terms of the lease. Their second quarterly payment was late but has now been paid. All the other clubs have settled the full amount.

Sway Parish Council

Budget report from 1-Apr-2019 to 30-Sep-2019 (figures exclude VAT)

Payments

	Period			
	Budget	Actual	Adjusted Actual	
Council				
Insurance	3,500.00	0.00	0.00	
Audit	725.00	462.50	462.50	
Training	1,300.00	915.00	675.00	(£180+£60 reimbursed for training)
Subscriptions	1,090.00	826.00	826.00	
Elections	3,000.00	0.00	0.00	
Junior Parish Council	93.00	0.00	0.00	
Civic Fund	250.00	50.00	50.00	
Projects	1,500.00	2,574.00	660.74	(£567 and £1346.26 donations received)
Total Council	11,458.00	4,827.50	2,674.24	
Allotments				
Rent - Allotment	300.00	0.00		
Water - Allotments	400.00	245.65		
Maintenance - Allotments	3,000.00	0.00		
Total Allotments	3,700.00	245.65		
Cricket Club				
Maintenance - Cricket Club	750.00	0.00		
Total Cricket Club	750.00	0.00		
Cricket Pavilion				
Electric - Cricket Pavilion	180.00	0.00		
Water - Cricket Pavilion	250.00	0.00		
Waste Water - Cricket Pavilion	600.00	453.00		
Maintenance - Cricket Pavilion	250.00	0.00		
Total Cricket Pavilion	1,280.00	453.00		
Grants				
Cango	2,000.00	0.00		
Grant Award	2,000.00	4,848.00		
Total Grants	4,000.00	4,848.00		
JF Pavilion				
Gas	2,500.00	1,148.90	1,148.90	
Consumables - JF Pavilion	750.00	1,322.82	936.45	(£386.37 from earmarked reserves for Wickes)
Maintenance - JF Pavilion	5,000.00	8,089.70	2,210.26	(£5879.44 from earmarked reserves for Aqua Plumbing, NF Cooling, Busy Bea)
Cleaning	7,000.00	3,985.00	3,985.00	
Electric - JF Pavilion	3,000.00	587.34	587.34	
Water - JF Pavilion	400.00	259.96	259.96	
Waste Water - JF Pavilion	450.00	482.84	482.84	
Total JF Pavilion	19,100.00	15,876.56	9,610.75	
Jubilee Field				
Grounds Maintenance	6,500.00	3,277.50		
Total Jubilee Field	6,500.00	3,277.50		
Junior Football Club				
Maintenance - Junior Football Club	750.00	0.00		
Total Junior Football Club	750.00	0.00		
Memorial Ground Football Pitch				
Rent - Mem Ground	250.00	0.00		
Water - Memorial Ground	50.00	44.88		
Total Memorial Ground Football Pitch	300.00	44.88		
Office and Admin				
Stationery	1,000.00	211.40		
Postage	150.00	7.70		
General Admin	500.00	309.68		
Telephone	420.00	201.00		
Total Office and Admin	2,070.00	729.78		
Other Payments				
Miscellaneous Payments	0.00	0.00		
Total Other Payments	0.00	0.00		
Payroll				
Salaries	15,100.00	6,749.18	6,749.18	
Payroll Service	384.00	116.75	116.75	
Pension	272.00	324.34	145.54	(£29.80 per month (x5) employee contribution deducted)
PAYE	924.00	644.50	257.20	(£64.55 per month (x5) employee contribution deducted)
Total Payroll	16,680.00	7,834.77	7,268.67	
Phone Box				
Maintenance - Phone Box	324.00	141.04		
Total Phone Box	324.00	141.04		
Playground				
Consumables - Playground	250.00	0.00		
Maintenance - Playground	1,750.00	0.00		
Inspection - Playground	75.00	80.60		
Total Playground	2,075.00	80.60		
Tennis Club				

Maintenance - Tennis Club	250.00	0.00	
Total Tennis Club	<u>250.00</u>	<u>0.00</u>	
Tractor			
Maintenance - Tractor	550.00	0.00	0.00
Consumables - Tractor	300.00	234.19	0.00 (£234.19 deduction for club reimbursement)
Insurance - Tractor	350.00	343.25	343.25
Total Tractor	<u>1,200.00</u>	<u>577.44</u>	<u>343.25</u>
Trees			
Maintenance - Trees	2,500.00	1,120.00	
Total Trees	<u>2,500.00</u>	<u>1,120.00</u>	
Senior Football Club			
Maintenance - Senior Football Club	3,500.00	0.00	
Total Senior Football Club	<u>3,500.00</u>	<u>0.00</u>	
Stanford Rise Green			
Consumables - SRG	350.00	357.38	0.00 (£357.38 expenditure transferred from SRG account)
Inspection - SRG	75.00	60.05	60.05
Maintenance - SRG	150.00	303.75	0.00 (£303.75 expenditure transferred from SRG account)
Total Stanford Rise Green	<u>575.00</u>	<u>721.18</u>	<u>721.18</u>
War Memorial			
Total War Memorial	<u>0.00</u>	<u>0.00</u>	
Total Payments	<u>77,012.00</u>	<u>40,777.90</u>	<u>37,824.35</u>

Receipts

	Budget	Period Actual	
Precept			
Parish Precept	66,399.00	66,399.00	Full 2019 Precept received
Total Precept	<u>66,399.00</u>	<u>66,399.00</u>	
Allotments			
Tenancy Payments	2,200.00	103.00	
Total Allotments	<u>2,200.00</u>	<u>103.00</u>	
Grants and Donations			
Grant	0.00	0.00	
Donation	0.00	2,346.26	
Total Grants and Donations	<u>0.00</u>	<u>2,346.26</u>	
JF Pavilion			
Hall Hire	5,000.00	3,695.99	
Total JF Pavilion	<u>5,000.00</u>	<u>3,695.99</u>	
Sports Clubs			
Red Diesel Reimbursement	350.00	234.19	
Rent - Tennis Club	1,857.06	1,857.06	
Rent - Senior Football Club	1,579.52	789.76	2 instalments paid
Rent - Junior Football Club	985.99	985.99	
Rent - Cricket Club	530.59	530.59	
Total Sports Clubs	<u>5,303.16</u>	<u>4,397.59</u>	
Other Receipts			
Miscellaneous Receipts	0.00	834.00	
Total Other Receipts	<u>0.00</u>	<u>834.00</u>	
Total Receipts	<u>78,902.16</u>	<u>77,775.84</u>	