



LYNDHURST PARISH COUNCIL

Draft Action Plan

Lyndhurst Parish Council's Action Plan is a community project that addresses community needs and represents community views.

The Plan will influence Local Authority decision-making, will give focus to medium and long-term plans for the Parish and will seek to influence local matters such as Planning, Leisure and Highways. With a Parish Plan in place, we can apply for funding from sources which would otherwise be unavailable. The Plan is intended to involve all sections of the community and will give momentum to projects that might otherwise be lost.

It is not a tool for political, religious or commercial purpose nor is it a mandatory process. It is not controlled by Local or Central Government.

The planned activities may well change over the year and are likely to increase as other projects are identified. **Items in red font have been completed.**

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
CENTRAL				
Ensure Council complies with all statutory requirements	<ul style="list-style-type: none"> Draft required policies Agree policies 	CAW & MW Full Council	Nil Nil	September 2019 October 2019
Enter NALC Award Scheme to benchmark performance against other top Parish Councils	<ul style="list-style-type: none"> Apply for Foundation Award 	MW and CAW	£50 fee	Summer 2020
Organise training event for all councillors	<ul style="list-style-type: none"> Book trainer and date Secure attendance of LPC councillors Invite members of other councils at small cost 	MW All MW	Trainer £400 plus room and refreshments	5 November 2019
Ensure effective use of Speed Indicator Device	<ul style="list-style-type: none"> Identify more sites and produce rota Train more people to move SID 	SUS, GR & MW with DD	Nil	Ongoing

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
Promote community safety	<ul style="list-style-type: none"> Explore employing agency PCSO at peak times 	MW and CAW	Agency fees	June 2019
Generate income for Parish Council	<ul style="list-style-type: none"> Apply for grants where possible 	MW and CAW		Ongoing
Provide online access to LPC archives	<ul style="list-style-type: none"> Upload archived Council minutes 	CAW / volunteers	Nil	Ongoing
HR (Chris Willsher)				
Identify staffing structure and appointment procedure for Clerk	<ul style="list-style-type: none"> Draft procedure Agree procedure 	CAW, SUS & MW Full Council	Nil Nil	June 2019 July 2019
Review Clerk's salary	<ul style="list-style-type: none"> Compare clerk's salary with other local authority posts Agree Clerk's salary 	CAW, SUS & MW Full Council	Nil £1800	Done June 2019 Done June 2019
Establish appraisal for Clerk	<ul style="list-style-type: none"> Agree and implement approach to appraisal 	CAW, SUS & MW	Nil	July 2019
OFFICE				
Reduce air pollution in Parish office	<ul style="list-style-type: none"> Ask landlord to replace door Purchase air purifier 	MW CAW	Nil £250	June 2019 Done June 2019
Complete statutory risk assessments	<ul style="list-style-type: none"> Undertake Fire Risk Assessment Implement Fire Risk Assessment 	GR GR, CAW, SUS, MW	Nil TBC	Done June 2019 July 2019
Identify permanent location for Parish Office	<ul style="list-style-type: none"> Continue exploring options, especially with current landlord and Community Centre 	CAW, SUS & MW	Nil	Ongoing
Secure reduction in non-domestic rates	<ul style="list-style-type: none"> Secure retrospective planning permission for office use Secure subsequent recalculation of rates 	MW MR(?)/landlord(?)	Nil Nil	Done June 2019 Ongoing
ALLOTMENTS (Adrian Wiltshire)				
Develop community orchard	<ul style="list-style-type: none"> Seek sponsors to plant trees 		Nil	Ongoing
Generate income for Parish Council	<ul style="list-style-type: none"> Investigate allotment other charges elsewhere Consider increasing allotment charges 	MW and CAW Full Council	Nil TBC	June 2019 September 2019
AMENITIES (George Bisson)				
Ensure routine inspections/ monitoring of footpaths, hedgerows, seats and shelters	<ul style="list-style-type: none"> Produce list of areas to be covered Allocate areas to councillors for six-monthly checks Undertake inspections 	MW All All	Nil Nil Nil	Done June 2019 Done June 2019 June/July 2019
Erect bus shelter at Thatched Cottage, Southampton Road	<ul style="list-style-type: none"> Secure land registry Order and erect bus shelter 	MW/CAW, solicitors MW & contractors	Legal fees £20,000	Ongoing Summer 2020
CEMETERY (Adrian Wiltshire)				
Install toilet facilities in cemetery	<ul style="list-style-type: none"> Secure Diocese faculty permission Secure funding to build facility (Heritage Fund?) 	MW CAW and AW	Nil TBC	Done June 2019 Ongoing
Generate income for Parish Council	<ul style="list-style-type: none"> Investigate burial and other charges elsewhere 	MW and CAW	Nil	Done June 2019

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
	<ul style="list-style-type: none"> Consider increasing cemetery charges 	Full Council	TBC	July 2019
Hold Cemetery Open Day	<ul style="list-style-type: none"> Incorporate within VE Day celebrations 	Name	Nil	May 2020
Create online index to graves	Create database Liaise with TLC re: online accessibility	CAW CAW and TLC	Nil Nil	July 2020 July 2020
RECREATION (Mark Rollé and Trevor Dunning)				
Improve Coles Mead Recreation Ground	<ul style="list-style-type: none"> Seek external funding to replace flooring and life-expired equipment Consider adding running/cycling circuit; partitioned area for dog walking/training; flower beds and duck pond; more fixed outdoor gym equipment; splash park; seat at Meadow End for quiet reflection Obtain quotes for work Investigate access from Fire Station side Consider employing play leaders during summer holiday 	MR/MW/CAW MR/MW/CAW MR/MW/CAW MW MRMW/CAW	c. £150,000	Date Date June 2019 Done June 2019 Ongoing
Develop football ground site	<ul style="list-style-type: none"> Secure combined lease Identify agreed priorities Seek external funding 		Legal fee (£3K?) Nil TBC	June 2019 Autumn 2019 Winter 2019
Consider installing toddler's play equipment at Great Mead	<ul style="list-style-type: none"> Obtain quotes for work Consider proposal 	CAW/MW/GR All	£25,000	Done June 2019 July 2019
ENVIRONMENT (Caroline Wilkins)				
Explore feasibility or creating orchard and wildflower meadow in Great Mead	<ul style="list-style-type: none"> Explore suitable trees/flowers Investigate required maintenance regime and cost Report back for decision 	CW CW and MW CW / Full Council	NFDC grant TBC	June 2019 June 2019 July 2019
Promote recycling	<ul style="list-style-type: none"> Install more recycling containers in Car Park 	CW	Nil	Ongoing
Reduce atmospheric pollution	<ul style="list-style-type: none"> Secure access to real-time data from air sensors Liaise with NFDC in drafting of 2019 Lyndhurst Plan Actively participate in Forum 	CAW All CW / Full Council	Nil TBC	Done June 2019 December 2019 December 2019
Develop traffic management plan with Minstead Parish Council	<ul style="list-style-type: none"> Attend joint working party meetings with Minstead Parish Council 	GB and CAW	Nil	Ongoing
COMMUNITY SAFETY (Fiona Green)				
Ensure effectiveness of Lyndhurst Neighbourhood Watch groups	<ul style="list-style-type: none"> Create Lyndhurst Neighbourhood Watch support group Recruit more road-based NHW groups 	FG and NHW team All	Nil Nil	Done June 2019 Ongoing

ACTIVITIES	ACTION(S)	LEAD PERSONNEL	BUDGET	TIMESCALE
	<ul style="list-style-type: none"> Hold frequent meetings of Lyndhurst NHW group 	FG	Nil	Ongoing
YOUTH MATTERS (Fiona Green and Barbara Preddy)				
Consider provision of more activities for children and young people	<ul style="list-style-type: none"> Undertake surveys of children and teenagers Report back to enable cost/feasibility study 	FG/BP Full Council	TBC TBC	Ongoing Ongoing
COMMUNITY ENGAGEMENT (Brice Stratford)				
Organise village social event to mark VE Day	<ul style="list-style-type: none"> Create subgroup 	BS and all	TBC	
Create Pride of Lyndhurst Awards Scheme	<ul style="list-style-type: none"> Produce and agree proposal Publicise scheme Seek sponsorship Host event 	CAW; all CAW and MW MW; anyone Full Council	Nil Cost of fliers Room hire if not sponsored	Done June 2019
Develop Council website	<ul style="list-style-type: none"> Secure ability to edit/upload content ourselves Re-organise existing content Develop further pages and add new content Ensure compliancy with disability legislation 	MW CAW and MW CAW, MW and all MW / TLC Online	Nil Nil Nil Nil	Ongoing Ongoing Ongoing Summer 2020
Create Welcome Pack for visitors and new residents of Lyndhurst (could be online)	<ul style="list-style-type: none"> Find and Create content Create pack Update village walk leaflets and re-print 	MW and all MW and CAW GB	Nil if online; copying if not NFDC grant	Ongoing Ongoing Ongoing

Accounts to be presented at the July 2019 Parish Council Meeting:-

	Amount	VAT	Total
Accounts due for payment			
ADH Cleaning & Maintenance Services	42.00		42.00
Office window cleaning			
ITEC	68.98	9.09	78.07
Photocopies			
Margaret Weston			
Clerk's Salary	1830.10		
Clerk's Expenses	170.54	34.11	
Total			2034.75
Mint Gardens Ltd			
Cemetery maintenance and padlock	1502.80	300.56	
Allotment grasscutting - orchard and tracks	350.00	70.00	
Rec grasscutting, equipment maint, play bark	350.00	70.00	
Great Mead grasscutting	90.00	18.00	
Lengthsman - signage and weed spraying	60.00	12.00	
Total			2823.36
L&DCA			
LPC meetings - room hire	75.00		
Printing leaflets and distribution	30.00		
Total			105
HMRC			
IT & NI Contributions	1670.40		1670.40
Mary Corbett Accountancy Ltd			
Payroll Services	28.50		28.50
NFDC			
Dog Bin Servicing	307.00	61.40	368.40
Total	6575.32	513.76	7150.48

LYNDHURST PARISH COUNCIL

Bank Reconciliation - 01.06.19 to 30.06.19	
Opening Balance - 01.06.19	129,962.46
New Income	3798.00
Sub-total	133760.46
Payments made	6003.23
Total	127757.23
Balance at 30.06.19	127757.23

Signed _____

Date _____

Lyndhurst Parish Council Accounts Report

2019/20: June (Month 3)

BUDGET TO MONTH 3: JUNE 2019 % = 25%	YTD TOTALS			FULL YEAR		ACTUAL VS FORECAST	Notes
Details	Actual	Budget	Variance	Approved Budget	Forecast	(%) 25	Budget vs. forecast
INCOME							
A0 - Reserves carried over	102,057.37	102,057.37	-	102,057.37	102,057.37	100.00 %	
A1 - HMRC VAT refund	4299.83	4299.83	-	4299.83	4299.83	100.00 %	
A1 - Precept	45,000.00	45,000.00	-	90,000.00	90,000.00	50.00 %	Second payment due in October
A2 - HCC Lengthsman scheme	1,100.00	1,000.00	(100.00)	1,000.00	1,000.00	110.00 %	Includes £100 payable to Clerk for administration
A3 - Burials & grave purchases	4,650.00	2,812.50	(1,837.50)	11,250.00	11,250.00	41.33 %	
A4 - Allotment rents	42.00	500.00	458.00	2,000.00	2,000.00	2.10 %	
A5 - Calendar	1,000.00	1,000.00	-	1,000.00	1,000.00	100.00 %	Ineos grant for calendar
Total INCOME	158,149.20	156,669.70	(1,479.50)	211,607.20	211,607.20	74.74 %	above target
EXPENDITURE							
B Staffing Expenditure							
B1 - Clerk's salary	5,947.50	6,142.50	195.00	24,570.00	24,570.00	24.21 %	Expenditure as expected
B2 - Payroll costs	73.00	57.50	(15.50)	230.00	230.00	31.74 %	Expenditure as expected
B3 - Other Staff	-	-	-	-	-	0.00 %	
Total Staffing Expenditure	6,020.50	6,200.00	179.50	24,800.00	24,800.00	24.28 %	Overall on target
C Office Costs							
C1 - Landlord:	10,151.24	2,875.00	(7,276.24)	11,500.00	11,500.00	88.27 %	Expenditure as expected
C2- NFDC rates (office &	1,491.71	2,055.93	564.22	8,223.71	8,223.71	18.14 %	Expenditure as expected
C3 - Telephone	95.11	168.75	73.64	675.00	675.00	14.09 %	Expenditure as expected
C4 - Photocopier	283.03	115.00	(168.03)	460.00	460.00	61.53 %	Expenditure as expected
C5 - Window cleaning	148.00	119.50	(28.50)	478.00	478.00	30.96 %	Expenditure as expected
Total Office Expenditure	12,169.09	5,334.18	(6,834.91)	21,336.71	21,336.71	57.03 %	
D Central Costs							
D1 - HALC - Fee/NALC Levy	712.00	712.00	-	712.00	712.00	100.00 %	Expenditure as expected

D2- LCDA room hire, adverts, etc	281.25	375.00	93.75	1,500.00	1,500.00	18.75 %	<i>Expenditure as expected</i>
D3 - Lengthsman	60.00	500.00	440.00	2,000.00	2,000.00	3.00 %	<i>£1K funded by HCC grant</i>
D4 - MINT Services VAT	1,379.98	1,750.00	370.02	7,000.00	7,000.00	19.71 %	
D5 - Miscellaneous	1,416.48	2,500.00	1,083.52	10,000.00	10,000.00	14.16 %	<i>Internal audit and support for planning applic</i>
Total Central Expenditure	3,849.71	5,837.00	1,987.29	21,212.00	21,212.00	18.15 %	
E Cemetery Costs							
E1 - Utilities	188.19	225.00	36.81	900.00	900.00	20.91 %	<i>Expenditure as expected</i>
E2- Grounds maintenance	4,637.97	4,750.00	112.03	19,000.00	19,000.00	24.41 %	<i>Burial costs difficult to predict; costs largely covered by income</i>
Total Cemetery Expenditure	4,826.16	4,975.00	148.84	19,900.00	19,900.00	24.25 %	
F Allotment Costs							
F1 - Utilities	149.00	225.00	76.00	900.00	900.00	16.56 %	<i>Expenditure as expected</i>
F2- Grounds maintenance	525.00	625.00	100.00	2,500.00	2,500.00	21.00 %	
Total Allotments Expenditure	674.00	850.00	176.00	3,400.00	3,400.00	19.82 %	
G Recreation Costs							
G1 - Forestry Commission: rent	325.00	162.50	(162.50)	650.00	650.00	50.00 %	<i>Expenditure as expected</i>
G2- Grounds maintenance	1,568.33	2,625.00	1,056.67	10,500.00	10,500.00	14.94 %	
Total Recreation Expenditure	1,893.33	2,787.50	894.17	11,150.00	11,150.00	16.98 %	
H Amenities Costs							
H1 - Grounds maintenance	120.00	500.00	380.00	2,000.00	2,000.00	6.00 %	<i>Expenditure as expected</i>
H2- Village Walks	54.00	50.00	(4.00)	200.00	200.00	27.00 %	
Total Amenities Expenditure	174.00	550.00	376.00	2,200.00	2,200.00	7.91 %	
Total EXPENDITURE	29,606.79	26,533.68	(3,073.11)	103,998.71	103,998.71	28.47 %	
Expenditure - Income (excl. carry forward)				(5,551.12)	(5,551.12)		



Draft Reserves Policy

1 Purpose

- 1.1 Lyndhurst Parish Council is required to maintain adequate financial reserves to meet its needs. The purpose of this policy is to set out how the Council will determine and review the level of General Reserves. The Council's General Reserves is where all the revenue income and expenditure of the Council is accounted for. It does not include specific funds earmarked for long term projects.
- 1.2 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are key protocols for their establishment and use.

2 Types of reserves

General Reserves

- 2.1 Reserves can be categorised as general (e.g. held to cushion the impact of uneven cash flows or unexpected events) or earmarked (held for a specific purpose).

Earmarked Reserves

- 2.2 Earmarked reserves are held for five main reasons:

- **Renewals** – to enable Council to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- **Carry forward of underspend** - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- **Trading accounts** – In some instances, surpluses are retained for future investment.
- **Insurance reserve** – to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

- 2.3 General reserves or working balances are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of significant pressures, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

3 Earmarked reserves

- 3.1 The Governance and Accountability Practitioners' Guide (2018) sets out guidance and audit considerations for Town & Parish Councils.
- 3.2 Earmarked reserves will be established on a “needs” basis, in line with planned or anticipated requirements.
- 3.3 As outlined in the regulations, any decision to set up a reserve must be given by the Council.
- 3.4 Expenditure from reserves can only be authorised by the Council.
- 3.5 If reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.
- 3.6 All earmarked reserves will be recorded on a schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.
- 3.7 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

4 Working balances

- 4.1 The level of general reserves or working balances is a matter of judgement. It is the view of Lyndhurst Parish Council that the general reserves should be enough to cover the following costs for at least 12 months:
 - a) all salary costs (including on-costs);
 - b) all rent, rates and utilities costs;
- 4.2 The primary means of building working balances will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.
- 4.3 If, in extreme circumstances, general reserves were exhausted due to unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.

5 Opportunity cost of holding reserves

- 5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.
- 5.2 However, there is an “opportunity cost” of holding funds in reserves, in that these funds cannot then be spent on anything else.
- 5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

6 Governance concerning the Balances and Reserves

- 6.1 Earmarked reserves will be established on a “needs” basis, in line with planned or anticipated requirements.
- 6.2 Lyndhurst Parish Council will review the Reserves Policy as part of the review of Financial Regulations (Section 18) and reported to the Parish Council as part of the budget-setting process.
- 6.3 The Council will have the opportunity to review the levels of Earmarked Reserves held in accordance with the Parish Council’s Financial Regulations and make recommendations for the creation of additional Earmarked Reserves as part of the annual budgeting process.
- 6.4 The Council will be required to identify the following when making recommendations for each reserve:
- The reason for/purpose of the reserve
 - How and when the reserve can be used
 - Procedures for the reserve’s management and control
 - A process and timescales for review of the reserve to ensure continuing relevance and adequacy
- 6.5 General Reserve balances will be reviewed annually. The minimum sum to be held in the Council’s General Reserve for the 2019/20 financial year will be £60,000.

Earmarked Reserves for budget 2019/20	£30,000.00
General Reserves at April 2019	£60,000.00