

## MARCHAM PARISH COUNCIL

Minutes of a meeting of Marcham Parish Council held on Wednesday 26<sup>th</sup> June, 2019 in the residents' lounge at Duffield Place, Marcham at 7.30 p.m.

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Present:

Mr. M. Denton, Mr. M. Hoath, Mr. J. Plumb, Mr. P. Steere, Mr. D. Walton  
Clerk: Mrs. L. Martin

Joined by Miss R. Mander at 7.35 p.m. and Ms. T. Rosenfeld at 7.40 p.m.

- 2019/161      Apologies for Absence  
Apologies for absence had been received from Mrs. Sandra Hill.
- 2019/162      Declarations of Interest  
There were no declarations of interest at this point in the meeting.
- 2019/163      Community Facilities  
Council received a report from the working party who had looked at conditions which would be needed if the Transfer to the Parish Council of the freehold of the hall, car park and muga in the Anson field took place as resolved at the last meeting.
- 2019/164      Miss R. Mander joined the meeting.
- 2019/165      Community Facilities Continued  
Council considered VAT liability, and agreed that it needed to be protected from any liability, and written indemnity against claims would be needed.
- 2019/166      Ms. T. Rosenfeld joined the meeting.
- 2019/167      Community Facilities Continued  
The Chairman summarised the history of the Anson field, the plans for new community facilities, and how the current situation had evolved in terms of the building and proposed Transfer. Council then discussed conditions for the Transfer of the freehold. Comments were made that trees and the boundary on the southern side of the field would need to be handed over in a good state and condition.  
It was
- RESOLVED:
- That the following conditions be put to the Anson Trust
- (i) a written indemnity against claims against the Parish Council for VAT.
  - (ii) all rights for access and utilities. The details of any Management Company for shared areas to be agreed.
  - (iii) a minimum of a 99 year lease on the remainder of the field on terms to be agreed.
  - (iv) the assignment of the building guarantee and all other guarantees.

- (v) an acknowledgement that The Anson Trust and Thomas Homes would continue to provide all necessary assistance with satisfying the requirements of the Vale of White Horse District Council in regards to the Parish Council's application for £305,000 of s. 106 funds to be used towards the Council's £500,000 contribution to the whole project.
- (vi) full satisfaction of any issues raised by the Parish Council's lawyer.

Miss Mander declared an interest in that she was the Council's appointed Trustee on the Marcham Community Group. She advised that at the last Trustee meeting, the MCG had wished for a Lease of 99 years on the hall building, car park and muga, as well as a Lease for the same period on the field area. The Chairman called for a show of hands of those in favour of granting Leases for a period of 99 years, provided it was legally possible.

In favour	Against	Abstention
6	0	1

It was also

**RESOLVED:**

- (vii) That the Anson Trust be asked to put a formal offer of the land in writing, with a plan indicating the areas involved and that they accept the conditions above
- (viii) that authority be given to the Clerk to seek quotations for legal advice and instruct lawyers
- (ix) that subject to any legal advice, a Lease to Marcham Community Group of the Community Facilities, and Underlease of the field area be granted for a period of 99 years, on terms to be agreed

2019/168

Accounts

Council considered the internal auditor's report, for the year ending 31st March 2019. This had been copied together with observations and circulated to all members. In particular, this advised that the accounting statements relating to 2017/18 were incorrect, in that the records for the Joint Burial Committee were separate, and should have been incorporated within those of Marcham Parish Council. A negative report in this respect would be issued by the Internal Auditor IAC. The Internal Auditor had also sought clarification as to the maintenance of petty cash, the review of Standing Orders and Financial Regulations, a review of the Clerk's contract, the review of Bank Reconciliations, budget monitoring and adoption of an investment policy. Members recalled budget monitoring taking place.

Council discussed each item in the Internal Auditor's report, and the Chairman called for a show of hands for those in favour of accepting the actions as discussed.

In favour	Against	Abstention
7	0	0

It was

RESOLVED:

- (i) that the internal auditor's report and observations be noted.
- (ii) that the figures for 2018 be re-stated
- (iii) that cash and other assets of the Cemetery Committee be regarded as belonging to Marcham Parish Council
- (iv) that the Cemetery Committee's paye arrangements for the Clerk be terminated, and that Marcham Parish Council become the employer for Cemetery purposes.
- (v) that the Chairman of the Cemetery Committee, be advised of the position and discussions take place as to the future operation of the Joint Committee
- (vi) that it be confirmed that this Council did not maintain a petty cash system.
- (vii) that Bank Reconciliations be reviewed and signed by the Internal Audit Review Working Party
- (viii) Standing Orders and Financial Regulations which were reviewed in May 2019 be reviewed on an annual basis. The Internal Audit Review Working Party review the Financial Regulations for 2020 and report to Council.
- (ix) that clarification be sought as to the frequency of the required budget monitoring, as Members recalled that budget monitoring had taken place.
- (x) that an investment policy be created.
- (xi) that the matter of a review of the Clerk's contract be referred to the Personnel Committee.

Council considered the Annual Governance Statement. The Clerk indicated that the Annual Governance Statement reflected the comments made by the internal Auditor and a negative response had been shown for boxes 1 and 3.

RESOLVED:

that the Annual Governance Statement for 2018/19 as presented be approved

Council considered the Accounting Statements and year on year comparison. The Clerk highlighted that the 2018 figures had been re-stated to take into account the Joint Burial Committee, and that they had automatically been included in the figures for the year ending 31st March 2019.

RESOLVED:

that the Accounting Statements in Section 2 of the AGAR showing a cash value at 31st March 2019 of £508875 be approved.

2019/169

Date of Next Meeting

The next meeting of the Council would be held on Wednesday 10<sup>th</sup> July, 2019 in the residents' lounge at Duffield Place at 7.30 p.m.

The meeting closed at 9.00 p.m.

Signed..... Dated .....