**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Thursday 29th June 2023 at 7.30pm**

**MINUTES**

Present; Cllr S Coombs (Chair), E Markham (Vice), J Valadas

TB (RFO)

CA (Clerk)

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| **ITEM** |  |  |
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 | **To receive apologies for absence**Cllr A Biggs, District Cllrs **To receive Declarations of disclosable pecuniary interest in respect of items on the agenda for this meeting**None**To take questions and comments from members of the public**None**To approve the minutes of the meeting held on 20.06.23.**Full Agreed**To Discuss/Agree part sale of land at Oak Road/Oxford Square**Council to defer decision till September meeting. Meeting to be arranged with two potential buyers – Tuesday 11th July. Clerk to organise meeting. Cllr JV to organise surveyor quote for value of land. **To Discuss/Agree Play Area equipment repairs as recommended by the RoSPA report.**To be added to next agenda. Clerk to chase quotes.**To Agree purchase of two bins with concrete base – one by MUGA, one by basketball hoop in play area.**Full Council Agreed. Council agree maximum spend of £500 plus VAT. Cllr SC to organise and send invoice to RFO.**To Agree Internal Audit for the year ended 31 March 2023.** 1. **To receive, note and consider recommendations made in the internal audit 2022/2023 report carried out by Jane Olds.**

Full Council Agreed, recommendations considered – SLCC membership, reverse policy, delegation policy, risk assessment, update website, training budget, budget and precept to be developed with RFO and Chair, laptop for RFO and contract phone for the clerk – to be added to next agenda.**2.Annual Governance and Accountability Return 2022/2023 Form 3 for the year ended 2022/2023.** **a. To note Jane Olds, Internal Auditor has completed and signed the Annual Internal Audit Report 2022/2023.** Full Council note.**b. To complete, approve and sign Section 1 Annual Governance Statement 2022/2023. To be signed by the Chair and Clerk.** **Full Council Approve and Cllr SC and clerk sign.** **c. To approve and sign Section 2 Accounting Statements 2022/2023. To be signed by the Chair and RFO.** Full Council Approve and Cllr SC, RFO Clerk sign and date.**d. To approve the bank reconciliation for the year ended 31 March 2023.** Full Council Agreed**e. To approve the explanation of variances. Paper 8.** Full Council Agreed**f. To approve the dates for the Notice of Public Rights and Publication of unaudited Annual Governance and Accountability Return for the year ended 31 March 2023. To commence on Friday 30 June 2023 and end Thursday 10 August 2023.**

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| **Statutory Power** | **Payment** | **Description** | **Total** | **Agreed (Date & item no.)** |
| PV1739 Litter Act 1983 | Click Waste | Waste management |  £ 13.03  | Contract |
| PV1740 LGA 1972 s112  | Clerk | May Salary |  £ 719.40  | Payroll |
| PV1741 LGA 1972 s112  | RFO | May Salary |  £ 252.45  | Payroll |
| PV1747 public Health Act 1875 | Nanogreen Cleaning Ltd. | Waste management |  £ 42.00  | Contract |
| PV1751 LGA 1972 s112 | HMRC  | April-May TAX | £169.80 | Payroll |

**PAYMENTS TO BE AUTHORISED**Full Council Agreed**File back-up Storage** **To note correspondence**Tree grant – clerk to apply – Meadow View land.Clerk to contact Shrivenham PC regarding Golf course planning developers.**Any other items to be added to next agenda, 18.07.23**Item 58 (1).Meeting Closed 8:20pm |  |