



# Marsham Parish Council

email: [marsham\\_pc@outlook.com](mailto:marsham_pc@outlook.com)

## MINUTES OF THE MEETING OF MARSHAM PARISH COUNCIL HELD IN MARSHAM CHURCH ON MONDAY 12<sup>TH</sup> JANUARY 2026 AT 7PM.

These minutes are considered draft until they are agreed by council at the next meeting.

### PRESENT:

Cllr Craig Rouse (Chair), Cllr Colin Hensby (Vice Chair), Cllr Paula Roberts, Cllr Mark Childerhouse, Cllr Paul Gladden.

Kay Montandon (Parish Clerk), Cllr Sue Catchpole (District Councillor). No members of the public were present.

#### 1. To Receive Apologies for Absence

Apologies were received from Cllr Paul Winter.

#### 2. To Receive Declarations of Interest and Grant Requests for Dispensation

None.

#### 3. To Agree the Minutes of the Meeting Held on 10<sup>th</sup> November 2025

It was resolved to accept the Minutes of the meeting held on 10<sup>th</sup> November 2025. The Minutes were signed as a true and accurate record by the Chairman.

#### 4. To Note Matters Arising from the Previous Minutes, not Elsewhere on the Agenda

It was agreed to discuss an issue with the SAM2 data handling under item 9.

#### 5. To Receive Reports from County and District Councillors, and the Police

Cllr Sue Catchpole gave a short update on her understanding of the progress made with regard to Local Government Reorganisation.

#### 6. To Adjourn the Meeting to Allow Members of the Public and Councillors with Prejudicial Interests to Speak

None

#### 7. To Receive the Clerk's Report

The clerks report had been previously circulated for information.

#### 8. Planning

[Planning Applications - Marsham Parish Council, Marsham, Norwich \(marshampc.co.uk\)](http://marshampc.co.uk) To consider application or enforcements.

Applications 2025/3605 and 2505/3618 were responded to (with councillors' comments received by email) on 15<sup>th</sup> December. No further applications had been received.

App. 2025/3094: Maple House 51 Wathen Way Marsham Norfolk NR10, Erection of porch, decision: Approval with Conditions (Delegated) Date of decision: 16 December 2025 Enforcements - see item 25.

## 9. SAM2

The downloading of data from the SAM2 is problematic. Cllrs Childerhouse and Rouse to attempt to resolve the issue.

## 10. ICO Registration

Marsham PC must be registered with the Information Commission Office as part of its Data Protection duties. Council resolved to be registered at a cost of £52 for the coming year.

## 11. Finance

- a. The bank reconciliations were received.
- b. Year to date payments and receipts against budget were received.
- c. The following payments were resolved to be paid and receipts noted.

<b>Payments</b>	<b>Amount</b>	<b>Council Approves</b>
Clerk salary December	£314.00	Yes
PAYE December	£78.40	Yes
Clerk back pay Apr-Nov	£46.64	Yes
PAYE for back pay	£11.60	Yes
Clerk expenses - McAfee	£109.99	Yes
Garden Guardian	£6426.00	Yes
Marsham Charities	£122.12	Yes
TT Jones - Maintenance	£76.27	Yes
Information Commission	£52.00	Yes
C Daniels - repairs	£7.27	Yes
<b>Receipts</b>	<b>Amount</b>	<b>Council Noted</b>
21/11/2025	£60	Yes
24/11/2025	£30	Yes

- d. To agree 2026/27 budget and precept. The council discussed the draft budget as circulated previously. It was resolved to establish if the council is responsible for maintenance of the churchyard. It was also resolved to obtain a further quote for grass cutting. The council agreed the budget for the parish for 2026/2027. The council resolved to set the precept request for the parish for 2026/2027 at £14,420.
- e. The council approved appointment of the internal auditor for 25/26 end of year and the cost of £72.
- f. The council resolved to change banking arrangements from cheques to online banking.
- g. The council resolved to add the clerk to the banking mandate and remove the previous clerk.

## 12. To Agree New Email Addresses

Assertion 10 on the new Annual Governance Statement will require .gov emails for the Parish Council and, ideally, all councillors.

The council resolved to obtain one new .gov.uk email address @ £2.49 plus VAT per month to be used as the official parish email.

### **13. Correspondence**

Resident enquiry about the wooden posts at the end of le Neve was discussed – council felt that they should remain.

Resident request that the council consider how to make improvements to the planted area around the pump. The council considered that a working party should be encouraged to address this issue. Clerk to advertise on the website and noticeboard.

### **14. Marsham Village Hall**

Cllr Rouse made a report on successful events at the hall.

### **15. Streetlights**

To discuss and agree whether to complete the LED project. Quote received from one contractor, awaiting further quotes. The council resolved to discuss when further quotes have been received.

### **16. Playground**

The council agreed to order some more bark. Clerk to look for quotes and delivery options. The council agreed to establish a weekly checks regime. Clerk to provide a checklist.

### **17. Allotments**

The council resolved to hold separate Peewits Charity Trustee meetings and to set up a separate bank account. The council also resolved to complete the Charity Commission return for 2024/25 by 31 January including the £200 allotment income during that year.

### **18. Grass cutting**

The council discussed the grass cutting contract and quotes and resolved to obtain a further quote and discuss the frequency of cuts and select a contractor at the next council meeting.

### **19. Asset Register**

The council agreed to update the asset register to comply with the transparency code.

### **20. Community Projects**

Community projects that the council would like to consider:

- Path between pump and Allison Street – Clerk to establish progress with this from NCC.
- Plough to be purchased and mounted on a base. Clerk to establish what grants may be available.

### **21. Grant requests**

The council considered the grant request from Marsham Village Newsletter and agreed to donate £100.

### **22. Policy updates**

The council adopted the following policies:

- a. Data Protection Policy
- b. IT Policy
- c. FOI Publications Scheme

- d. Privacy Statement
- e. Risk Management Policy with minor amendments agreed

**23. Highways**

The council discussed the following issues and requested the clerk to investigate and action if possible:

NCC flashing speed signs to report once again to Highways,  
40 mph speed limit to request help from Cllr Riley,  
Sign request for Botany Bay,  
Request help from Highways with signs on verges that impact visibility for cars joining the A140,  
Request help from PROW lead at Highways with the path from the school to Fengate which is hazardous in dim light.

**24. To Note Items for Information or a Future Agenda**

Nothing to note.

**25. Date of Next Meeting**

To confirm the date of the next meeting as 9<sup>th</sup> February at 7pm.

**26. Closure of the Meeting to Press and Public**

To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the public and press for the duration of item in view of the confidential nature of business to be transacted.

**27. To consider planning enforcement notices received confidentially from the Planning Authority.**

The council received the planning enforcement notices.

**The Chair closed the meeting at 8.45pm**

**Signed..... Date.....**

## Marsham Parish Council 9<sup>th</sup> February 2026

### Clerk's Report

Garden Guardian	Annual billing – this is not good practice. Is the council happy with this schedule, or would monthly billing be acceptable?
Bank mandate	Not able to access the bank online yet but mandate has been processed. Just waiting for the bank to send the online banking card and reader.
Email addresses	The clerks new email is <a href="mailto:clerk@marsham-pc.gov.uk">clerk@marsham-pc.gov.uk</a> . Problems with the old email as the outlook account is linked to the Microsoft account for which we have no recorded password.
Streetlights	Clerk carried out a survey of the streetlights and managed to fill in the information required by UMSO so Marsham Parish now has a new certificate of electricity metering which UMSO believes will drop our electricity costs by half. Clerk to follow up with the supplier Npower to ensure this happens. Quotes have been received for the LED project to be completed and the council is requested to consider. The Clerk is also searching for appropriate grant funding.
Playground	Clerk has been researching who owns the houses on George Edwards Close (Clarion) and therefore who may have responsibility for maintaining the playground and the grass areas in the close. The estates management team at Clarion have been requested to make contact. In the meantime, a visual check is required weekly and it would be good to have a councillor who may be able to do this. A checklist has been included in the pack.
Allotments and Peewit Charity	The Charity will hold a separate meeting for trustees and a separate bank account to hold the money from allotment fees. The Charity Commission return has been filed.
Grass cutting	A new quote has been obtained and further quotes are being sought. The cutting in the churchyard costs over £2,000 each year. Clerk has been researching whether the churchyard is a closed churchyard and does not believe it is.
Asset register	The asset register has been updated in draft form for the council to consider.
Policy updates	The remaining policies for the year end are presented to

	the council for their consideration.
Highways	Clerk reported the flashing speed signs to NCC as not working. A response was made that the Aylsham-bound sign may be repairable but the Norwich-bound one is old and probably not able to be repaired. Cllr Riley is looking into possible County Council funding to replace as the highways engineer believes that SAM2 signs would be a workable alternative!!
Planning enforcements	These are confidential so must be considered in private session.

# MARSHAM PARISH COUNCIL

## BANK RECONCILIATION

### JANUARY 2026

1 January 2026

Opening balance:

Current Account        £24,407.85

Savings Account        £ 2,095.77

Total                    £26,503.62

Payments in January    £ 1,208.63

Receipts in January    £ 0.00

**Cashbook balance      £ 25,294.99**

22 January 2026

Closing balance at bank:

Current Account:        £23,199.22

Savings Account:        £ 2,095.77

**Total                    £25,294.99**

INCOME							PAYMENTS							
Budget 2025/2026	12,539.00		120.00	-	3,214.00	1,600.00		3,700.00	1,670.00	4,000.00	6,500.00	365.00	1,000.00	1,600.00
2025/2026 Totals	12,539.00	-	220.00	-	3,168.62	3,325.36	-	3,287.14	1,955.46	3,312.93	325.30	142.12	-	265.43
	INCOME							PAYMENTS						
Detail	Precept	CIL Grant	Allotments	Donations	Grass Cutting Grant	VAT	Transfers / Interest	Salary inc PAYE	Admin	Street Lights	Maintenance INC grass	Donations / S137	CIL Spend / Infrastructure / PROJECTS	VAT










MRS KAY SUZANNE MONTANDON  
 MARSHAM PARISH COUNCIL  
 1 CHAPEL CLOSE  
 TUTTINGTON  
 NORWICH  
 NR11 6GS

## Your Community Account

## At a glance

### 25 Dec 2025 - 22 Jan 2026

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			24,407.85
14 Jan	 Cheque Issued Ref: 100226	314.00		24,093.85
	 Cheque Issued Ref: 100228	46.64		24,047.21
	 Cheque Issued Ref: 100229	109.99		23,937.22
21 Jan	 Cheque Issued Ref: 100233	76.27		23,860.95
22 Jan	 Direct Debit to Npower Ref: A0009232591001	449.61		23,411.34
	 Cheque Issued Ref: 100227	90.00		23,321.34
	 Cheque Issued Ref: 100231	122.12		23,199.22
22 Jan	Balance carried forward			23,199.22
	Total Payments/Receipts	1,208.63	0.00	

Start balance	£24,407.85
Money out	£1,208.63
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£23,199.22

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

MG 004727 F1V1512A 709F303FA00026 35500 B 63254

 THE OFFICIALS  
 MARSHAM PARISH COUNCIL  
 19 BECK LANE  
 HORSHAM ST FAITH  
 NORWICH  
 NR10 3LD


# Your Business Premium Account

## At a glance

### 06 Dec 2025 - 05 Jan 2026

Date	Description	Money out £	Money in £	Balance £
6 Dec	Start Balance			2,089.67
8 Dec	% Interest Earned Gross For The Period 8 Sep - 7 Dec		6.10	2,095.77
5 Jan	Balance carried forward			2,095.77
	Total Payments/Receipts	0.00	6.10	

Start balance	£2,089.67
Money out	£0.00
Money in	£6.10
▶ Gross interest earned £6.10	
End balance	£2,095.77

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**mrs Kay Suzanne Montandon**

1 Chapel Close  
Tuttington  
NR11 6GS

1 Chapel Close  
Tuttington  
Norwich  
NR11 6GS

Payments		Deductions	
Taxable Pay	£314.00	Income Tax	£62.80
Payment not subject to Tax or NICs	£5.00	Employee NIC	£0.00
<b>Total Payments</b>	<b>£319.00</b>	<b>Total Deductions</b>	<b>£62.80</b>

**Net Pay** £256.20

Payment Date	01/02/2026	National Insurance Category	A
Payment Period	Month 10	National Insurance Number	NE678840B
Employer PAYE Reference	475/WA56991	Tax Code	BR
Payroll ID	2025001	Hours worked	
		Additional information	

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1



**mrs Kay Suzanne Montandon**

1 Chapel Close  
Tuttington  
NR11 6GS

1 Chapel Close  
Tuttington  
Norwich

NR11 6GS

Payments		Deductions	
Taxable Pay	£78.40	Income Tax	£15.60
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£78.40</b>	<b>Total Deductions</b>	<b>£15.60</b>

**Net Pay £62.80**

Payment Date	02/02/2026	National Insurance Category	A
Payment Period	Month 10	National Insurance Number	NE678840B
Employer PAYE Reference	475/WA56991	Tax Code	BR
Payroll ID	2025001	Hours worked	
Additional information			

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1





## Stage 1 Preservation and Conservation

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# S1PS\101987

Restoration and display of last plough forged in the village

 Kay Montandon

 Marsham Parish Council

## Section 1 - Organisation

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### GMS ORGANISATION

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Type	UK Exempt Public Body
<b>Name</b>	Marsham Parish Council
<b>Phone ()</b>	07791 793924
<b>Email ()</b>	clerk@marsham-pc.gov.uk
<b>Website ()</b>	www.marsham-pc.gov.uk
<b>Address</b>	Chapel Close Norwich NR11 6GS United Kingdom of Great Britain and Northern Ireland (the)

#### 1.2 Charity Number:

*No Response*

**1.3 If your organisation is not a registered charity in England and Wales or Scotland or Northern Ireland, please answer the following the question.**

**Yes or No - is your organisation registered for taxation purposes solely within the United Kingdom?**

Yes

#### 1.4 What year was your organisation established?

1894

#### 1.5 Briefly tell us about your organisation and its aims and objectives:

Marsham Parish Council is responsible for the provision of facilities and services to the residents of the Parish. The Parish seeks to improve the lives of its residents through the maintenance and improvement of the fabric of the parish and the opportunities for its residents.

## Section 2 - Financials

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#### 2.1 Please provide the following financial information for the most recent financial year:

(n.b. you may not have data for all the fields requested)

**Financial  
year end:**31 March  
2025

	Restricted	Unrestricted	Total
Income	£14,795.00	£0.00	<b>£</b> 14,795.00
Expenditure	£15,838.00	£0.00	<b>£</b> 15,838.00
Total Net Assets			£54,500.00

**Section 3 - Primary Contact Details****PRIMARY APPLICANT DETAILS**

**Name** Kay  
**Surname** Montandon  
**Tel** 07791 793924  
**Email** clerk@marsham-pc.gov.uk

**Section 4 - Funding Request****4.1 Please select the funding level that you are applying for:****Funding level:**

Grants of £5000 and below

**4.2 Project Title and Summary:**

Restoration and display of last plough forged in the village

**4.3 Please select the region where the majority of the project will take place:**

East of England

**4.4 Date on which you anticipate the project starting:**

02 March 2026

**4.5 Estimated date for project completion:**

25 May 2026

**4.6 Briefly explain what you are asking the Pilgrim Trust to fund and why:**

Marsham village used to house a forge which for many years made agricultural equipment. One of the residents has an old manual plough made at the forge and would be happy to sell it to the parish and for it to be displayed as an historical artifact. The council would like to purchase the plough and create a plinth with planting around and a plaque to note the history of the plough and its origins in the village. The history of the village is important to the residents some of whom have lived there all their lives. As the village grows and more people move it, the plough will give a sense of history and shared understanding of the agricultural background to the area. This artifact will also provide an attractive focus to the village with the flowers planted around it and help to foster a sense of pride in the residents' surroundings.

**4.6a Please confirm that you either own or have a long lease (more than 25 years) on the subject of this application.**

We will own the plough when it is purchased. The land on which it will stand is owned by the parish.

**4.7 What is the total cost of the project?**

£1,000.00

**4.8 What is the current shortfall on funding?**

£1,000.00

**4.9 What is the total sum you are requesting from the Pilgrim Trust?**

£1,000.00

**4.10 Over how many years would you like the funding to run?**

1 Year

Once you have completed 100% of your application you must click the submit button located at the top of the page to confirm your submission.

## MARSHAM PARISH COUNCIL

### Accessibility Statement

This accessibility statement applies to www.marsham-pc.gov.uk.

This website is run by Marsham Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 400% without the text spilling off the screen
- navigate most of the website using a keyboard or speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### How accessible this website is

We know some parts of this website are not fully accessible:

- some PDF documents are not fully accessible to screen reader software, contact us for copies if required
- some PDFs are embedded in the page and so are not fully accessible, contact us for copies if required

### Feedback and contact information

If you find any problems not listed on this page or think we're not meeting accessibility requirements or if you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please contact us:

- email [contact email]
- call [contact phone]

We'll consider your request and get back to you.

### Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

## **Technical information about this website's accessibility**

Marsham Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

### **Compliance Status**

The website has been tested against the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard, due to the non-compliances listed below:

### **Non-accessible content**

The content listed below is non-accessible for the following reasons.

#### **Disproportionate burden**

Some PDF documents are not fully accessible to screen reader software. We've assessed the time required to fix the issue and we believe that doing so now for all documents would be a disproportionate burden within the meaning of the accessibility regulations. We will review this at our next accessibility review.

#### **Content that's not within the scope of the accessibility regulations**

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs or Word documents we publish will aim to meet accessibility standards.

#### **Preparation of this accessibility statement**

This statement was prepared on 9<sup>th</sup> February 2026. It will be reviewed in 2027.

This website is certified as compliant with the WCAG 2.2 AA standard by Hugo Fox.

The test was carried out by Hugo Fox. The most viewed pages were tested using automated testing tools and manual review by our website team.

# MARSHAM PARISH COUNCIL

## Reserves Policy

### Introduction

The Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organization.

The Council's policy on the establishment, maintenance and adequacy of reserves and balances will be considered annually.

The Council will hold reserves for these three purposes:

- **General Reserve**

The Smaller Authorities Proper Practices Panel states the appropriate minimum level of general reserves should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. A general reserve will include:

- A **working balance** to help cushion the impact of uneven cash flows, such as the time lag between the start of the new financial year and the receipt of the first precept payment and the upfront payment of VAT prior to reclaiming
- A **contingency** to cushion the impact of unexpected events or emergencies

- **Earmarked reserves:**

- A means of building up funds, to meet known or predicted requirements
- Money held for specific purposes such as CIL (Community Infrastructure Levy)
- Money pledged but payments unmade

- **Capital reserves:**

- Money for capital projects (the purchase of buildings or land)

Notes to the Annual Accounts will detail the movement of reserves during the financial year.

The Council's specific requirements are detailed in appendix 1

Reviewed February 2026  
Next review February 2027

## Appendix 1

### Working Balance

The Council has considered the need for a working balance for 2026/27:

	<b>Use</b>	<b>Budget</b>
Cash Flow	To enable the payment of invoices prior to the receipt of the precept payment	£5000
VAT payments	The payment of VAT prior to reclaim	£1600
<b>Total</b>		<b>£6600</b>

### Contingency

The Council has considered the need for a contingency for 20XX/XX:

	<b>Use</b>	<b>Budget</b>
Parish Council Assets	To cover unexpected maintenance costs	£5000
Election	The potential cost of a by-election	£500
Unexpected costs	To cover the cost of unexpected events such as travellers or other community needs	£1500
<b>Total</b>		<b>£7000</b>

### Earmarked Reserves

Current: any anticipated earmarked reserves at the end of 2025/26: 0

CIL receipts - £0

Any further earmarked reserves identified before the year end will be shown in the end of year accounts.

# MARSHAM PARISH COUNCIL

## ASSET MANAGEMENT POLICY

### 1. Introduction

- 1.1 The term fixed assets mean “property, plant and equipment with a useful life of more than one year used by the authority to deliver its services”
- 1.2 Marsham Parish Council has a duty towards the electorate to ensure that the investment in assets is properly managed, controlled and recorded.
- 1.3 The Parish Council will maintain a Fixed Asset Register of items of value. The Register will be held by the Parish Clerk and will be updated annually.

### 2. Risk

- 2.1 If the assets the Council owns or for which it is responsible are not managed properly the authority is exposed to the risk of financial loss relating to:
- improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed;
  - improper asset usage and maintenance – assets may not be fit for purpose, be underused or so out-of-date as to be incapable of satisfactory modernisation. Equally they may be capable of alternative, additional or more intensive use or be readily saleable. These opportunities may be missed where no comprehensive information on assets is available; and
  - asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged.
- 2.2 The risk of financial loss can be greatly reduced by setting up an asset register which holds all the information needed.

### 3. Recording of Assets

- 3.1 A record of fixed assets and their values is required to:
- Provide information to Councillors as to the assets under their control
  - Track and monitor the assets
  - Provide information for decision making purposes, e.g., maintenance, disposal
  - Provide information for external reporting, insurance and audit purposes

## 4. Valuation

4.1 The method by which asset valuation will be decided for first registration on the Fixed Asset Register is at acquisition cost. The recorded value of the asset will not change from year to year until disposal of the asset. At which time, the asset will remain on the Fixed Asset Register as a “disposed asset” and will display a nil value recorded against the item.

4.2 The commercial concepts of depreciation, impairment adjustment and re-valuation are not required for this particular method of asset valuation.

## 5. The Fixed Asset Register

5.1 The Parish Council's Fixed Asset Register will contain the following information:

- A description of the asset including the date on which it was acquired where possible
- The location of the asset
- The market value, where appropriate
- The replacement value for insurance purposes
- The disposal amount realised from the sale of the asset
- The reason for the disposal
- The date of disposal

5.2 In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

5.3 If the Council owns assets that do not have a functional purpose or any intrinsic resale value (for example, the war memorial). These assets are often referred to as ‘community assets’. Authorities should record community assets in the assets register in the same way as gifted assets. The assets should be included in the asset register with a nominal one pound (£1) value as a proxy value.

5.4 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's Annual Governance and Accountability Return.

5.5 Fixed assets acquired in any year should be added to the asset register for management purposes. For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure or income.

## 6. Asset Inspection & Maintenance

- 6.1 All assets listed on the Fixed Asset Register will be inspected and reported annually.
- 6.2 Assets are required to be maintained to a satisfactory standard to ensure serviceability, prolong usable life and reduce the possibility of increased repair costs.
- 6.3 Asset maintenance action will require the prior approval of the Parish Council and no asset will be maintained beyond its reasonable useful life term.

## 7. Identification of Surplus Assets

- 7.1 As part of the annual asset review the Parish Council will consider and determine whether any current asset is surplus to need, and if found to be so, will take appropriate action to dispose of the asset.

## 8. Disposal

- 8.1 The authority to dispose of assets either by destroying or selling the item will lie with the Parish Council. Any asset that is disposed of will remain on the Fixed Asset Register and will be listed at nil value.

Version Control

<b>Adopted</b>	<b>February 2026</b>
Reviewed	February 2027

# MARSHAM PARISH COUNCIL

## ASSET REGISTER

<b>ASSET</b>	<b>LOCATION</b>	<b>REPLACEMENT VALUE</b>	<b>HISTORIC VALUE</b>
25 street lights LED and Sox	Marsham Village see streetlight asset register 2026 for grid refs	£2000 per column = £50000	
Play equipment	George Edwards Close	£40,000	
Metal bench	High Street	£3000	
Bus shelters x 2	High Street	£3000 x 2	
Thatched bus shelter	High Street	£30,000	
War memorial	Churchyard	£10,000	
<b>Total asset value</b>		<b>£139,000</b>	<b>£39600</b>

Adopted February 2026

To be reviewed February 2027

# Marsham Parish Council

## Privacy Statement

### Background

This privacy statement lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. Personal data is personal information such as name, address, email address, phone number etc. Your personal data may be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

### Source of your Personal Data

We collect data from the following sources:

- You directly
- Your family members
- Other authorities (where you have raised a query and it has been passed on)

### Data Protection Principles

We will comply with data protection law. This says that personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Kept for no longer than is necessary
- Kept secure.

### Legal Basis for Processing your Personal Data

The General Data Protection Regulation – Article 6 sets out the legal basis for processing data. We will rely on one of the following four (sometimes more than one will apply):

- Processing is with consent of the data subject
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Sharing your data

The Council may share your personal data with the following third parties:

- The District or County Council – so that we can resolve your query or problem (we will seek your permission first)
- Our bank – for making payments to you
- Our auditors
- Other organisations and business who provide services to us such as back-up and email hosting providers, IT software and maintenance providers, document storage providers and suppliers of other back office functions.

We have carefully selected these third parties to ensure they understand their obligation to put in place appropriate security measures and they will be responsible to you directly for the manner in which they process and protect your personal data.

## Children

We will not process any data relating to a child (12 and under) without the express parental/ guardian consent of the child concerned.

## Sensitive Data

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data what we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

## Your Rights

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances. If you wish to use any of them, we'll explain at that time if they are appropriate or not.

- The right to be **informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right to **object** to processing of your personal information
- The **right to restrict processing** of your personal information
- The **right to have your personal information erased** (the “right to be forgotten”)
- The right to **request access** to your personal information and to obtain information about how we process it
- The right to **move, copy or transfer your personal information** (“data portability”)

If you wish to exercise any of these rights, please contact us using the details below.

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You also have the right to complain to the Information Commissioner's Office which enforces data protection laws: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

### **Conclusion**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We may update this page from time to time to reflect changes in the law and/or our privacy practices.

### **Contact Us**

Marsham Parish Council

Email: [marsham\\_pc@outlook.com](mailto:marsham_pc@outlook.com)

Telephone 07791 793924

Kay Montandon Parish Clerk and Responsible Finance Officer

# MARSHAM PARISH COUNCIL

## Internal Control Policy

### Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk. Marsham Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Financial Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

### Statement of Internal Controls

Cash Book / Bank Reconciliations	<p>The cash book is kept electronically (in spreadsheet format) and maintained up to date from original documents.</p> <p>The cash book is reconciled to the bank statement every month.</p> <p>The cash book, payments and receipts and bank reconciliation are reviewed and approved by a nominated member of the Parish Council at least quarterly. The Councillor is nominated annually at the May meeting of the Council and must not be a bank signatory.</p>
Financial Regulations	<p>The Parish Council has adopted financial regulations; the regulations are reviewed for continued relevance and amended where necessary.</p>

<p>Order/Tender Controls</p>	<p>The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.</p> <p>Official orders/letters/emails are sent to suppliers for services which are not regular in nature.</p>
<p>Payment Controls</p>	<p>Payments are listed in cheque number order or payment date order in the cash book and in accounts files.</p> <p>All invoices for payment are listed on the meeting agenda where the expenditure is to be authorised for payment.</p> <p>Payments made are listed in the minutes of the meeting.</p> <p>Invoices are available to all Councillors but in particular to the Councillors signing the cheques or authorising electronic payments.</p> <p>Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign on the Parish Council's bank mandate.</p> <p>Councillors, when signing the cheques or authorising electronic payments, will ensure that there is an invoice or other documentation that corresponds with the payment and that the payment is listed on the agenda and has been agreed by the council. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque.</p> <p>The RFO is authorised to transfer funds from one account to another, and to make online payments that are previously approved by the councillor signatories to the bank account.</p> <p>The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Parish Council meetings and the RFO is not a signatory to the bank accounts.</p> <p>When invoices are paid, they are identified by the cheque number or payment date and referenced in the cashbook.</p>
<p>VAT repayment claims</p>	<p>The RFO ensures that all invoices are addressed to the Parish Council.</p> <p>The RFO ensures that proper VAT invoices are received where VAT is payable.</p> <p>The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.</p>

Income Controls	<p>The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council.</p> <p>The RFO ensures that other receipts are received when due.</p> <p>The RFO ensures that income is banked promptly.</p>
Financial Reporting	<p>A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented to the Parish Council in advance of the meeting and minuted as such.</p>
Budgetary Controls	<p>The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year.</p>

Reviewed 9<sup>th</sup> February 2026  
To be reviewed 2028