

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Awards Committee Meeting held on Thursday 19th November 2015 at 9AM in the Parish Committee Room

Minutes

Present: Cllr T Stevenson

Cllr P Baylis

Proper Officer: P Eldridge

There were no members of the public present.

Minutes of the previous meeting held on Tuesday 19th March 2015 were approved at the Parish Council meeting held on Thursday 23rd April 2015.

1. **Apologies.** Cllr P Peers.
2. **Declarations of Interest.** – There were no declarations of interests.
3. **Public Session.** There were no members of the public present.

To Decide Benson Tub Competition Winners for 2015: To decide the winners of the Benson 2015 Tubs competition and recommend to full council the prizes to be given. It was agreed that 1st, 2nd and 3rd places for the competition would be awarded as per the results provided to the committee by the judges for the 2015 Tubs Competition. It was also agreed that the chairman should approach the judges and request a copy of the scoring documentation and ask if the judges have any advice for the tub holders.

Recommendation to full council that a sum not exceeding £100 be allocated to purchase garden vouchers as 1st, 2nd and 3rd prizes for the annual Tubs Competition and a small gift, by way of thanks, to the judges.

CLK

Action: Chairman to contact judges to request information and advice for tub holders.

4. **To Discuss the Annual Letter to Tub Holders.** After a brief discussion it was agreed that Cllr T Stevenson would review the previous 2014 letter and updated it for 2015.

Action: Cllr T Stevenson to review tub holders annual letter.

CTS

5. **To Note any Spare Tubs Available.** It was agreed that the clerk should check who is maintaining the spare tubs outside the unused outlet at College Farm that was previously an Off License.

Action: Clerk to ascertain who maintains Off License tubs.

CLK

6. **Bob Griffith and Don Fletcher Awards.** To consider the way forward with the allocation of the awards. It was agreed that the clerk should ask for nominations for the Bob Griffith and Don Fletcher Awards by placing a request in the Benson Bulletin. The request should be made in both the February and March editions and should include the information that serving parish councillors and staff including close relations are not eligible for the awards.

Action: Clerk to place request for nominations in the February and March additions of the Benson Bulletin.

CLK

7. **Items to Note.**

a. Cllr T Stevenson noted that the committee should have at least one additional member. It was agreed that a proposal should be made at the next full council meeting that the clerk should become a member of the committee.

Action: Clerk to place proposal on the November BPC Meeting.

8. **To Confirm the Date of the Next Meeting.** It was agreed that the next meeting should be held in early April 2016 to enable the committee to recommend winners of the Bob Griffith and Don Fletcher Awards to full council at the April 2016 Benson Parish Council Meeting.



Peter Eldridge
Proper Officer
19th November 2015

**Annex A
Actions for the Awards Committee
as at 19th November 2015**

Serial No	Action	To
1.	Clerk to produce a draft administrative procedure for the award of the Bob Griffiths Award. Awards Committee Meeting Minutes dated 31 st July 2014 (5.b.). <i>In Progress.</i>	CLK
2.	Clerk to produce a draft administrative procedure for the award of the Don Fletcher Award. Awards Committee Meeting Minutes dated 31 st July 2014 (6.b.). <i>In Progress.</i>	CLK
3.	Clerk to produce a draft administrative procedure for the Benson Flower Tub Competition. Awards Committee Meeting Minutes dated 31 st July 2014 (7.b.). <i>In Progress.</i>	CLK
4.	Clerk to purchase vouchers. Awards Committee Meeting Minutes dated 19 th March 2015 (4.). <i>Vouchers purchased. Item closed.</i>	CLK
5.	Clerk to contact judges to request information and advice for tub holders. Awards Committee Meeting Minutes dated 19 th November 2015 (3.). <i>In Progress.</i>	CLK
6.	Cllr T Stevenson to review tub holders annual letter. Awards Committee Meeting Minutes dated 19 th November 2015 (4.). <i>In Progress.</i>	CTS
7.	Clerk to ascertain who maintains Off License tubs. Awards Committee Meeting Minutes dated 19 th November 2015 (5.). <i>In Progress.</i>	CLK
8.	Clerk to place request for nominations in the February and March additions of the Benson Bulletin. Awards Committee Meeting Minutes dated 19 th November 2015 (6.). <i>In Progress.</i>	CLK
9.	Clerk to place proposal on the November BPC Meeting. Awards Committee Meeting Minutes dated 19 th November 2015 (7.a.). <i>Proposal added to November 2015 agenda. Item closed.</i>	CLK