

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ  
Tel: 01491 825038 e-mail: [bensonparish.council@virgin.net](mailto:bensonparish.council@virgin.net)

### Benson Parish Council Awards Committee Meeting held on Monday 11<sup>th</sup> April 2016 at 9AM in the Parish Committee Room

#### Minutes

**Present:** Cllr T Stevenson (CTS) Cllr P Baylis (CPB)  
Cllr P Peers (CPP)

**Proper Officer:** P Eldridge

There were no members of the public present.

Minutes of the previous meeting held on Thursday 19<sup>th</sup> November 2015 were approved at the Parish Council meeting held on Thursday 26<sup>th</sup> November 2015.

1. **Apologies.** There were no apologies as all members were present.
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** There were no members of the public present.
4. **Awards.** To decide the winners of the Benson 2016 Bob Griffiths Trophy and Don Fletcher Community Award:
  - a. To decide the winners of the Benson 2016 Bob Griffiths Trophy and Don Fletcher Community Award.
    - i. 2016 Bob Griffiths Trophy. Members noted that despite repeated advertising no nominations had been received for the 2016 Bob Griffiths Trophy. It was agreed that the trophy would not be awarded in 2016. It was also agreed that additional effort would be made to advertise the award of the trophy in the Benson Bulletin during 2016/2017 run up to the 2017 award of the trophy.  
**Action:** Clerk to place regular items on his parish notes in the Benson Bulletin to inform parishioners of the award of the Bob Griffiths Trophy.
    - ii. 2016 Don Fletcher Community Award. Cllr T Stevenson informed members that he had received a nomination for the award for Mr D Rushton for his outstanding work in keeping the Benson Library open and the formation and chairing of the Friends of Benson Library Committee. Both Cllrs P Baylis and P Peers along with the clerk agreed with the nomination and it was agreed to make a recommendation to full council:
      - 1) **Recommendation to full council that for his outstanding commitment and dedication to form and chair the Friends of Benson Library committee and the subsequent work carried out to keep the Benson Library open Mr D Rushton is awarded the 2016 Don Fletcher Community Award.**
5. **Benson Tubs:**
  - a. To note that the annual letter has been delivered to tub holders. Members noted that the 2016 letter to tub holders had been hand delivered.
  - b. To decide who is to judge the competition for 2016. It was agreed to ask the gardening club to judge the 2016 tubs competition. Cllr T Stevenson agreed to make the initial contact with the gardening club once he is provided with the new chairman's contact details.  
**Action:** Cllr T Stevenson to contact gardening club.

CTS

6. **Any Other Items to Note or for the Next Agenda.**

a. Cllr T Stevenson commented that there appeared to be no progress on producing a 'scroll of names for the annual winners of awards and the tubs competition. Cllr P Baylis agreed to research certificate templates for word.

**Action:** Cllr Baylis to investigate suitable templates to produce a scroll in house. **CPB**

7. **Date of Next Meeting.** TBD.



P Eldridge  
Parish Clerk  
11<sup>th</sup> April 2016

**Annex A  
Actions for the Awards Committee  
as at 11<sup>th</sup> April 2016**

<b>Serial No</b>	<b>Action</b>	<b>To</b>
1.	Clerk to produce a draft administrative procedure for the award of the Bob Griffiths Award. Awards Committee Meeting Minutes dated 31 <sup>st</sup> July 2014 (5.b.). <i>In Progress.</i>	<b>CLK</b>
2.	Clerk to produce a draft administrative procedure for the award of the Don Fletcher Award. Awards Committee Meeting Minutes dated 31 <sup>st</sup> July 2014 (6.b.). <i>In Progress.</i>	<b>CLK</b>
3.	Clerk to produce a draft administrative procedure for the Benson Flower Tub Competition. Awards Committee Meeting Minutes dated 31 <sup>st</sup> July 2014 (7.b.). <i>In Progress.</i>	<b>CLK</b>
4.	Clerk to contact judges to request information and advice for tub holders. Awards Committee Meeting Minutes dated 19 <sup>th</sup> November 2015 (3.). <i>In Progress.</i>	<b>CLK</b>
5.	Cllr T Stevenson to review tub holders annual letter. Awards Committee Meeting Minutes dated 19 <sup>th</sup> November 2015 (4.). <i>Review complete. Action closed.</i>	<b>CTS</b>
6.	Clerk to ascertain who maintains Off License tubs. Awards Committee Meeting Minutes dated 19 <sup>th</sup> November 2015 (5.). <i>Maintenance of Off License tubs noted. Item closed.</i>	<b>CLK</b>
7.	Clerk to place request for nominations in the February and March additions of the Benson Bulletin. Awards Committee Meeting Minutes dated 19 <sup>th</sup> November 2015 (6.). <i>Items placed. Action closed.</i>	<b>CLK</b>
8.	Cllr T Stevenson to contact gardening club awards minutes dated 11 <sup>th</sup> April 2016 (5.b.). <i>In progress.</i>	<b>CTS</b>
9.	Cllr Baylis to investigate suitable templates to produce a scroll in house awards minutes dated 11 <sup>th</sup> April 2016 (6.a.). <i>In progress.</i>	<b>CPB</b>