

BENSON PARISH COUNCIL

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

Minutes of the Benson Parish Council Finance Committee held on On Tuesday 17th January 2017 at 7:30PM in the Lounge

Present: Cllr P. Peers (PP)
Cllr J. Fowler (JF)
Cllr P. Baylis (PB)

Proper Officer: Anna Field (RFO)

1. **Apologies** – Cllr T McTeague (TM)
2. **Declarations of Interest** – None declared
3. **Public Session** – There were no members of the public present.
4. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on 6th December were signed at the Benson Parish Council meeting on 15th December 2016.
5. **Risk Assessment Review:**
RFO circulated draft amendments to the current Risk Register. It was agreed to consider these in the next Financial Year RFO
6. **Online Banking:**
RFO circulated summary of online banking charges from various banks. It appeared that the service offered by Unity Bank would be the best fit. RFO to prepare two process diagrams; RFO
 - i. Detailing how the transfer of the Councils current account would take place
 - ii. Detailing the online banking process and how authorisation of payments is managed
7. **Transparency Code:**
 - i. RFO reported that 3 more items had been added to the website – Payments over £500
 - ii. Credit Card Payments
 - iii. Land and Asset RegisterThe next items will be
 - i. Grants RFO
 - ii. Parking Spaces
 - iii. Contracts over £5kRFO will look at grouping all these items into a single Transparency area as some other Parishes have done

Hall Hire Rates:

- Cllr McTeague (TM) will be discussing 2017/18 Hall Hire Rates at the next Halls Meeting TM
8. **Children's Centre Hall Hire:**
 RFO reported that the new toddler group has started in the Youth Hall and are being charged the normal hourly rate. This will continue until March when the Children's Centre funding stops. By that point the group should know whether they are continuing, and on what basis ie as a charity or with another funding source.
 The Watlington and Chalgrove Children's Centre have asked to address Full Council and have been invited to do so on January 26th
9. **Debt Review:**
 RFO reported on amounts outstanding that have been chased. The remainder are all older debts that need investigating. RFO to continue to work with Halls Manager on this RFO
10. **Q3 Budget report:**
 RFO to complete and circulate with summary report RFO
11. **Grass Cutting Contract:**
 Cllr Baylis (PB) to ask the Football Club to put forward their request for extra grass cuts PB
 RFO to arrange for 3 quotes for Grounds Maintenance contract. RFO
12. **Football Club;**
 Clerk to have a meeting with the Football Club to establish the issues CLK
13. **AOB:**
- i. PB reported a request from a contractor to access Rivermead with vehicle to cut the hedge alongside the Waterfront Café. CLK to relay consent subject to them cutting the hedge that is on their land and reducing the height but not to trim back the side that is on our land CLK
 - ii. Slabs at the Parish Hall/ Pavilion. Cllr Peers (PP) confirmed that this was the responsibility of the Recreation and Lands Committee rather than Halls. Clerk to be asked to obtain quotes for replacement of the slabs from Azalea and E Crockett CLK
 - iii. RFO to ask Came and Co for a meeting re the Millbrook Mead walkway RFO
 - iv. Cllr Fowler (JF) reported that the transfer of the Millstream carpark would be protracted if the sum of £12k was sought however if reduced to £10k then it could be authorised by the lower Committee immediately. Full Council have already approved the sum of £10k in their meeting on 26/8/10

Recommendation to Full Council;

To accept a transfer of the Millstream Carpark from SODC ownership plus £10,000 as running cost compensation

- v. PB reported that some Parishes have been able to fund a Traffic Warden to be shared between them. PB to investigate this further
- vi. JF discussed the possibility of setting up a fund for any future legal challenges by developers against the Neighbourhood Plan. He will mention this at the public meeting on 3rd February to gain feedback on how funds might be raised
- vii. RFO reported the loss adjuster had been to inspect the YH Water Leak damage. He was not able to comment on whether an insurance claim would be successful but will take his report back for discussion.
- viii. RFO requested approval to the appointment of an internal auditor for 2016/17 year end

Recommendation to Full Council;

To engage Stuart Wilbur to carry out an internal audit for the year 2016/17 at a cost of £650 plus VAT

14. **Date of Next Meeting:** 7th February 2017

Anna Field Responsible Finance Officer 18th January 2017