

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 7th February 2017 at 7:30PM in the Pavilion

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 17th January were signed at the Benson Parish Council meeting on 26th January 2017.

5. **Online Banking:**

RFO circulated the 'Moving Current Account Procedure' diagram. It was agreed that the initial recommendation to Full Council should be made now and the actual account move postponed to next financial year to avoid complications coming up to Financial Year End RFO

Recommendation to Full Council;

To agree in principle to move the Council's current account from Cooperative Bank to Unity Trust Bank to facilitate the move to online banking. Updated Financial Regulations will be provided for review and approval prior to the move occurring.

It was further agreed that the four members of the Finance Committee would be 'viewers and authorisers' in the online banking process with the RFO being a 'viewer and submitter' ie able to set up payments but not authorise them. The exact process will be set out at a future date. The cheque signing process will remain as existing.

6. **Debt Review:**

RFO reported that all bar one of the individuals chased for overdue accounts have now settled. The remaining one will be sent a further reminder as per the Debt Policy. Currently two new accounts are overdue and will be sent reminders. RFO

Halls Manager to be asked to chase the overdue allotment payments

7. **Q3 Budget Report:**

The Q3 budget was accepted as accurate.

8. **YH Water Leak:**
RFO to submit all costs to the loss adjusters asap. RFO
CLK to circulate letter from Thames Water detailing the transfer of their business to Castle Water Ltd CLK
9. **Millstream Car Park:**
Cllr Fowler (JF) reported that following an inspection of the Millstream car park there were a number of issues that would need to be sorted/ clarified before the transfer from SODC takes place RFO
- i. There are some edge sets broken or missing that need repairing
 - ii. The car park would need new signage
 - iii. The extent of the ownership is unclear as there are residents' areas that have been hatched off
 - iv. The area needs weeding and moss spraying
- JF to write to SODC asking for plans showing the extent of the land to be transferred and for the area to be repaired, re-signed and weeded before transfer takes place. JF
10. **Benson United Football Club:**
The Clerk has a meeting with BUFC on 8th February. Cllr Baylis (PB) has received a letter from Cllr McCann raising a number of questions. PB to respond to Cllr McCann on behalf of the Finance Committee. PB
PB asked about the whereabouts of the Sunnyside deeds. RFO to investigate RFO
11. **AOB:**
- i. Parish Hall Extension
Cllr Peers (PP) requested that a scope of works letter is sent to Richard Cutler Architects clarifying exactly what he is instructed to do. CLK to agree this with Chair of Halls Committee CLK
 - ii. Specifications and Orders
PP requested that the process for instructing external contractors is tightened up with proper specifications and orders being prepared. CLK
JF to locate the 'projects form' created by Dave Rushton with a view to adapting it and using it for every external contractor appointment JF
RFO to investigate the Purchase Order systems that work with Sage or the cost of upgrading to Sage50 from Sage Account Essentials RFO
 - iii. Key Safe.
Following another incident where the Halls Manager had to come out to let a Hirer in, it was agreed that a key safe could be purchased and installed outside the main doors. RFO

- iv. E-Reception
RFO reported that the e-receptionist system had been working well and should be continued beyond the free month trial

Recommendation to Full Council;

To subscribe to E-Receptionist at a cost of £7.50 per month plus VAT to provide a central emergency number for the Parish Council that can be transferred to a 'duty' member of staff.

- | | | |
|------|--|-----|
| v. | Grass Cutting Contract | CLK |
| | The current contract is believed to end in September 2017 but there are several versions on file with different dates. It was agreed that September 2017 would be taken as the correct date and a specification should be prepared and sent to PB for checking before sending to suppliers for quotes. | RFO |
| vi. | RFO reported that the current CCTV lease has a break clause next year. Various suppliers had been contacted and will be sending in proposals. A specification will be prepared before formal quotes are sought. | |
| vii. | RFO reported that the office photocopier contract will expire in June 2017. Various quotes had been received, all less than the current cost. A 'best quote' will be sought from all suppliers and a decision will be made next Finance Meeting | RFO |

12. **Date of Next Meeting:** 14th March 2017

Anna Field Responsible Finance Officer 8th February 2017