

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@bensonpc.org.uk

Minutes of the Benson Parish Council Finance Committee held on On Tuesday 14th November 2017 at 7:30PM in the Lounge

Present:	Cllr J. Fowler	(JF)
	Cllr P. Baylis	(PB)
	Cllr McTeague	(TM)
	Cllr Workman	(RW)
Proper Officer:	Anna Field	(RFO)

1. **Apologies** – Cllr Peers
2. **Declarations of Interest** – None declared
3. **Public Session** – there was one member of the public present and also Cllr Winton
4. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on Monday 24th July 2017 and Tuesday 17th October 2017 were signed by Full Council on 26th October 2017
5. **Updates on actions from previous meetings:**
 - i. Green Close – grants issue on hold pending resolution of anthill climber siting
 - ii. Millbrook Mead – RFO to prepare Heads of Terms and circulate to FC RFO
 - iii. Millstream Car Park – JF to chase SODC about the commercial vehicle problems. JF to reapproach SODC about the car park purchase in due course JF
 - iv. Backups – Clerk to discuss backup procedures at the next Technology Committee Meeting CLK
 - v. Bertie West Forest School – Next Governors meeting is on 13th December when the agreement should be signed
 - vi. Defibrillators – RFO to investigate Grundon funding and contact Coop re siting a defib on their wall RFO
 - vii. VAT on Hall extension – RFO to set up meeting with PB and Andrew Marsden RFO
 - viii. Online Banking – RFO is processing online application form and has number of documents to be signed at Full Council meeting. RFO
 - ix. Risk Assessments – RFO to chase Came and Co for Risk Assessment pro forma RFO
 - x. Play Equipment Funding – RFO to copy TM in on Thame's play area strategy RFO
 - xi. 2018/19 budget setting – on agenda
 - xii. Legionella – RFO to find out if Thame Town Council own their RFO

swimming pool

6. **Parish Hall Heating:**

The reasoning behind the increased quote from Andrew Gowing amounting to £16459.16 plus VAT was accepted. The requirement for a 60% up front payment was discussed and it was felt that this would be an acceptable risk providing the payment was made once the new equipment was on site and the work was commencing.

Recommendation to Full Council to increase the budget for the new boilers being supplied and fitted by Andrew Gowing which was agreed at the Full Council meeting on Monday 6th November by £500 to £16500 plus VAT

7. **War Memorial:**

Recommendation to Full Council to accept the quote from Gem Conservation to clean the war memorial at a cost not to exceed £1250 plus VAT subject to receiving a grant from the War Memorials Trust for 75% of the cost to a maximum of £920

8. **Play Equipment Grant Funding:**

Recommendation to Full Council to increase the budget for the new play equipment at St Helens by a maximum of £1000 plus VAT to allow for the Rope Snake to be sited at the upper end of the play area closest to the other play equipment. Full Council have previously approved the budget of £16,500 and there is a grant agreed by SODC of £6060

Cllr Baylis will be sending a letter to the residents about the siting of the equipment.

PB

Action: Clk to obtain quotes from Wicksteed for resiting the Anthill Climber

CLK

9. **FOBL Grant:**

Mr O'Conner from FOBL explained that although they had a healthy amount in their reserves they had also allocated £13k of expenditure in 2018/19 for Rhyme Time materials, community enrichment, author talks and the book fund. The total grant being sought will be reduced by any donations from surrounding Parishes

Recommendation to Full Council to provide a grant to FOBL for 2018/19 and 2019/20 for a sum not to exceed £3898.18 per annum

10. **Rivermead Entrance Repairs:**

R&L dealing

11. **2018/19 budget setting**

Action: RFO to make discussed changes to draft budget and recirculate

RFO

Action: RFO to organise a meeting with Andrew Marsden asap to confirm the VAT allocation required for the Hall Extension. Also to identify a Parish with a similar building project who can advise on the budgeting process

RFO

CIL money and projects to be removed from the 2018/19 budget and accounted for separately

RFO

Action: RFO to prepare the draft financial summary to identify level of reserves and circulate

12. **Items to Note or for Next Agenda:**

Cllr Workman requested funds to purchase new lights for the village centre Christmas tree. It was agreed that if the cost was under £500 it would come from the village maintenance budget. Such cost could be reduced by donation which RW will investigate

RW

13. Date of next meeting 5th December 2017

Anna Field Responsible Finance Officer 16/11/2017