

BENSON PARISH COUNCIL

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

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Minutes of the Benson Parish Council Finance Committee held on On Tuesday 17th October 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 were no members of the public present
4. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on 19th September 2017 were signed by Full Council on 28th September 2017. The minutes of the Finance Committee held on 24th July will be signed on 26th October 2017
5. **Updates on actions from last meeting:**
 - i. Green Close Registration – now complete, Certificate awaited. Grant opportunities for remaining play equipment to be explored RFO
 - ii. Millbrook Mead – RFO to prepare Heads of Terms and circulate to FC RFO
 - iii. Cheque Signatories – See Online banking below
 - iv. Oxfordshire Together – £1875 + vat against £1300 grant. On next R&L agenda Clk
 - v. 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
 - vi. Backups – Clerk to discuss backup procedures at the next Technology Committee Meeting Clk
 - vii. Bertie West Forest School – Draft agreement has been sent to school, awaiting response/ return of signed agreement
 - viii. St Helens Play Equipment – Proposal put to full council, RFO to recirculate all documents to all Councillors RFO
 - ix. Defibrillators – RFO to chase BCA about their application for a grant for a defibrillator RFO
 - x. VAT on Hall extension – RFO to set up meeting with PB and Andrew Marsden RFO
 - xi. Hall Extension – Halls Committee are progressing
 - xii. Online Banking – RFO is processing online application form. Query with Cllr Peers requirement for 2 or 3 authorisers RFO

- xiii. Piano Wheels – Halls Committee dealing
- xiv. Microphone not working – Now rectified
- xv. Millstream Toilet rating Appeal – completed
- xvi. Risk Assessments – RFO to ask OALC for companies that can prepare risk assessments and maintenance policies RFO
- xvii. Grants Budgets – on agenda item 10
6. **Play Equipment Funding:**
 Proposal re St Helens Ave on Full Council agenda 26th October.
Action: Cllr Fowler to ask the Neighbourhood Plan team to return the YFWG paperwork to Cllr McTeague asap JF
7. **Membership of External Bodies:**
Recommendation to Full Council to continue membership of the following external organisations;
OALC – Oxfordshire Association of Local Councils
CFO – Community First Oxfordshire
OPFA – Oxfordshire Playing Fields Association
CPRE – Campaign to Protect Rural England
Chiltern Society
River Thames Alliance
SLCC – Society of Local Council Clerks
8. **External Audit Final Report:**
 The internal audit report was reported to and accepted by Full Council on 27th July 2017
 The external audit report was reviewed and accepted by the Finance Committee. The following action points were agreed
Action: RFO will circulate external audit report to all Councillors and include in the agenda for Full Council on 26th October 2017 RFO
Recommendation to Full Council that the Annual Return, Auditors Certificate and Report are approved and accepted.
Actions: Going forward the RFO will ensure both the internal and external audit reports are properly reported to and accepted by Full Council RFO
 The RFO will ensure the Annual Return is properly prepared in accordance with legislation and proper practises RFO
9. **Q2 Budget Results and 2018/19 budget setting:**
Action: Halls, R&L, Technology Committees and RFO to prepare budget figures for next Finance Meeting PB TM
 RFO
10. **Grants Budget:**
 The 2017/18 grants budget has been exceeded. If all regular grants are applied for and paid there will be a £3500 deficit
Recommendation to Full Council to transfer £3500 from the

Youth Hall Replacement budget to the Grants budget

11. Came and Company Review Issues:

- i Fidelity Guarantee. Finance Committee will monitor the bank balances and review the need for increasing the fidelity guarantee at financial year end
- ii Risk Assessments and Maintenance Policies – RFO to contact OALC to find an external company to quote for this work RFO
- iii Bus Shelters – if there are any future maintenance issues at the bus stop, Clk to copy OCC the expired agreement and remind them we are not responsible for it now
- iv Scouts – RFO to ask for copies of their insurance annually
- v Millbrook Mead walkway – referred to R&L RFO
- vi Under Road Boardwalk – noted. No action
- vii Legionella – Halls Committee dealing TM
- viii Tree Inspections – add to R&L agenda PB
- ix Asset Register – RFO to copy to Came and Company RFO
- x Maintenance Policies – see ii
- xi Keys – RFO to buy key cabinet at an approximate cost of £80 RFO
- xii Claim at Rivermead - noted

12. Virtual Card Terminals:

Given the high cost of card terminals it was agreed to defer this item for the time being

13. CIL Funding Allocation

CIL funds currently stand at £8900. It was agreed that further details are required on the exact community facilities being provided by developers in the Parish. Currently the CIL money is not a sufficient fund to pay for any significant projects, therefore hold the monies for the time being

JF

Action: JF to recirculate the current CIL ideas list and the list of developer promised community facilities

RFO to circulate the CIL funding link

RFO

14. Items to Note or for next agenda

The main hall floor refurbishment does not have an allocated budget

Recommendation to Full Council to transfer £4100 from the Youth Hall Replacement budget to The Parish Hall Floor Refurbishment Budget

15. Date of next meeting 14th November 2017

Anna Field Responsible Finance Officer 18/10/2017