

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 14th July 2015 at 7:50PM in the Parish Hall Lounge

Present: Cllr J. Fowler (JF)
Cllr P. Baylis (PB)
Cllr R. Jordan (RJ)
Cllr M. Winton (MW)
Cllr T. Mcteague (TM)

Proper Officer: Anna Field (RFO)

Also Present Cllr R Workman

1. **Apologies** – Cllr Pat Peers
2. **Declarations of Interest** – Cllr Baylis declared an interest in item 6 Bertie West Field
3. **Public Session** – There were no member of the public present
4. **To Discuss the 2015 – 2016 Grants Budget.**
 - a. Review of 2015/16 grants budget- JF had previously circulated the 21015/16 grants budget amounting to £5940 and reported there were no changes.
 - b. Review of the St Helens Church and FOBL grants- JF reported that the churchyard tree works had now been funded by the Benson Bulletin. The church are seeking a grant from the Council for the grass cutting and have asked for funding for a three year contract with Azalea. The Council has no mechanism for a three year grant as they are allocated on an annual basis but would be prepared to create a regular payment schedule.

JF reported that £1500 had been allocated to FOBL but no application had been received.

5. **Staffing - To approve the RFOs permanent appointment**

The committee voted unanimously to approve the permanent appointment of the RFO following a 12 week probation period

Recommendation: Anna Field is permanently appointed to the post of RFO having successfully completed her probation.

6. **Bertie West Field:**

The committee went into confidential session to discuss this item.

In public session, PB reported that her neighbour had recently cut some trees and stored the wood on Bertie West field suggesting the scouts could burn it. The committee requested that the wood be removed rather than burned. PB will report back to neighbour

PB

7. **Youth Hall Lease.**

The future of the Youth Hall is currently being reviewed by the Halls

Committee. Therefore the future of the lease needs to await their report

8. **Millbrook Mead Lease.**

a. Access to Parish Archives - In order to access the Parish archive in Cowley, Mr Burles needs a letter of permission from the Clerk. This will be sent when the Clerk returns from holiday but in the meantime, RFO to send a holding letter apologising for the delay RFO

b. Waiver of Hire Charges – the Committee could see no grounds for waiving the hire charge. Clerk to include this decision in the letter above. CLK

There was further discussion about the registration status of this land. JF will make an application to register this land with the Land Registry asap JF

9. **1st Quarterly Monitoring: Budgets**

RFO circulated the Income/Expenditure for Q1 2015/16. The L&R Q1 was showing as being worse than budget due to the Footpath 8 cost. RFO to offset part of this with the Angling Club donation RFO

Admin2 was also showing as being worse than budget due to audit fees. However this is likely to be a double entry on Sage. RFO to correct RFO

JF recommended any further specific queries are passed to RFO after the meeting

10. **Review of Documents:**

a. Standing Orders – The Current Standing Orders are 2011 but there is a newer NALC model. CLK to obtain newer version CLK

b. Finance Regulations – as above CLK

c. Inventory of land and Assets – RFO reported that both asset registers need reviewing. JF to view Land Register. RFO to review Asset register JF
RFO

d. Risk Register – Due for review in October

e. Insurance – check existence and review dates of all types RFO

f. Membership of Bodies – currently SLCC, OALC and Chiltern Society. No action is required.

Recommendation: The Council's and/or employees membership of other bodies is adopted.

g. Pension Policy – RFO to manage the new Pension Regulations process on an ongoing basis RFO

11. **Benson Parish Council VAT Reclaim.**

PB reported a meeting had been set up with Andrew Marsden on 21st July to ensure the VAT reclaim process continued as per his previous advice PB
RFO

12. **Benson Preschool**

This issue is being dealt with by the Halls Committee

13. **Date of Next Meeting.** 15th September 2015.

Anna Field Responsible Finance Officer 16th July 2015