

## 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 22<sup>nd</sup> March 2016 at 7:30PM in the Lounge

Present: Cllr P. Peers (PP)  
Cllr M. Winton (MW)  
Cllr R. Jordan (RJ)  
Cllr T. Mcteaugh (TM)  
Cllr P Baylis (PB)  
Proper Officer: Anna Field (RFO)

1. **Apologies** – Cllr J. Fowler
2. **Declarations of Interest** – None declared
3. **Public Session** – There were no member of the public present.
4. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on 16<sup>th</sup> February 2016 were signed at the Benson Parish Council meeting on 25<sup>th</sup> February 2016.
5. **Actions from last meeting:**
  - a Electricity Recharging: RFO reported that College Farm electricity had been paid in full but payment is still awaited from the tennis club. RFO  
Communication with the Treasurer has not prompted payment. RFO to contact Chairman of the tennis club. RFO
  - b Millbrook Mead Lease: RFO reported that following legal advice re the expiry of the lease, there is no issue with invoicing and accepting rent payments. RFO to invoice and request payment for 2015 as well. RFO  
Clerk to write letter of authority for Mr Burles to have access to past Council minutes CLK  
RFO to ask Cllr Stevenson to clarify the arrangement between BEST and the Council for management of the Millbrook Mead area RFO  
Legal clarification is still required on a number of aspects of the lease. RFO to progress. RFO
  - c Revaluation: RFO reported that the Councils properties need to be revalued for insurance purposes as they were last done nearly 10 years ago. RFO  
The rebuild costs of the main buildings needs to be done by a building surveyor, the land values by a local agent such as Griffiths or Carter Jonas (who have done Woodstock's valuations). Query first whether Came and Co are able to provide a valuer. RFO
6. **Rent Reviews**
  - a Tennis Club. Further to discussions at the last Finance Committee, the tennis club rent review (overdue from 1/5/2013) was re-examined. In line with other rent rises, a 2% rise per year would increase the rent from £104 per annum to £122. Dependent on Full Council approval, RFO to inform the tennis club of the increase but not backdate as long as the outstanding debt is RFO

cleared promptly.

**Members resolved unanimously to make the following recommendation to Full Council;**

**Recommendation to Full Council to increase the Tennis Club rent to £122 per annum effective 1/5/2016**

b Cuckoo Pen. RFO reported that there is a set formula in the lease for calculating rent reviews using RPI at various dates. The Cuckoo Pen rent review was due 22/3/2015. Applying this formula leads to a new rent of £1552.26 (currently £1500). Dependent on Full Council approval RFO to write to the tenant informing him of the new rent of £1550 pa from 1 July 2016 but not backdating.

RFO

**Members resolved unanimously to make the following recommendation to Full Council;**

**Recommendation to Full Council to increase the Cuckoo Pen rent to £1550 per annum effective 1/7/2016**

c Football Club. The football club have not paid for their use of the Pavilion since 2014 when they used to send a fixture list to the RFO and were charged £20 per session. TM is organising a meeting but will send a copy of the liaison email to PB who will formalise into a letter.

TM  
PB

RFO to send the cost of Sunnyside grass cutting to PB for info

RFO

7. **Bank Reconciliation Format:** Deferred to next meeting

8. **Financial Regulations Format:** Councillors are asked to read the recent combined Financial Regulations document circulated by the RFO together with the existing Financial Regulations and the NALC model ready for discussion at the next meeting.

All

9. **Project Fund Allocation:**

RFO reported that with the current level of funds in the bank, the expected precept payments in 2016/17, the level of net expenditure in the 2016/17 budget and the existing allocated project fund, there is approximately £163k unallocated. (This takes account of the Bloomfield bequest which cannot be allocated). Cllrs agreed to allocate to the project funds as follows;

PH extension £50k

YH replacement £50k

Play equipment £30k

St Helens Salt Store £30k

PH flooring £3k

RFO

10. **Staff Reviews:**

a PP suggested that the 2016 appraisals are carried out by the line manager (this will be the Clerk for most, with the Clerks appraisal being carried out by the Chairman of the Council). Subsequently, and before the appraisal is signed off, there will be a review by the relevant Committee Chairman and the appraisee.

b. Following a variation of the Halls Managers job description to now include invoicing, allotment management and maintenance schedules it was agreed that her payscale should be increased from LC1 20 to LC1 22. This represents an increase in the FTE (full time equivalent) wage of £19048 pa to £20,252 pa.

**Members resolved unanimously to make the following recommendation to Full Council;**

**Recommendation to Full Council to review the Halls Managers payscale from LC1 20 to LC1 22. (Representing a full time equivalent rise from £19048 to £20252pa)**

**11. Any Other Items To Note or For the Next Agenda**

- |   |  |     |
|---|--|-----|
| 1 | TM asked for clarification as to process for adopting the Halls minutes whilst she is on holiday. Clerk to clarify | CLK |
| 2 | RFO reported that stage 1 of the internal audit will take place on 21 April 2016 at 1pm                            | RFO |

**12. Date of Next Meeting: 17<sup>th</sup> May 2016**

Anna Field Responsible Finance Officer 23<sup>rd</sup> March 2016