

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 13th September at 7:30PM in the Lounge**

Present: Cllr P. Peers (PP)
Cllr J. Fowler (JF)
Cllr P Baylis (PB)

Proper Officer: Anna Field (RFO)

1. **Apologies** – Cllr McTeague
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 11th August 2016 were signed at the Benson Parish Council meeting on 25th August 2016.
5. **Online banking procedure:**
RFO reported that other Parish Councils are using various banks for their online banking with differing experiences but Unity Trust Bank seemed to be a popular choice.
RFO to circulate information on Unity Trust Bank together with their charges, whether their accounts are interest bearing, what authority levels can be set up and a suggested procedure diagram RFO
6. **Land valuations:**
It was unanimously resolved that a recommendation be made to full council:
 - i. **Recommendation to full council that Griffiths and Partners are engaged to prepare valuations of the council's land holdings, maximum 12 properties, at a cost of £150 +VAT per property.**
 - ii. **Recommendation to full council that Christopher Bates is engaged to prepare reinstatement valuations of the council's buildings at a cost of £80 +VAT per hour the cost not to exceed £1000 +VAT.**
7. **Financial Regulations:**
It was unanimously resolved that a recommendation be made to full council:
Recommendation to full council that the new circulated Finance Regulations are adopted by Benson Parish Council.
8. **Fire Regulations Works:**
The new doors have been installed and Cllr Peers has a meeting with the suppliers to review the work RFO

9. **Hall Hire Rates:**
Halls Committee to be asked to discuss PRS charges and whether to pass charges to hirers TM
Halls Committee to be asked to discuss the regular user rates
10. **Risk Assessment Review**
RFO to review RFO
11. **Transparency Code:**
Current progress is as follows;
The minutes and agendas are being uploaded.
The Financial Statements back to 2005 have been loaded
The Audit Reports cannot be loaded because they haven't been received yet
The Councillor roles have been uploaded
Items over £500 – RFO will investigate a Sage report that would supply this information in an uploadable form RFO
The property asset register will be loaded this month
Credit Card Transactions – RFO will investigate a Sage report to supply this information
Procurement Information – only for contracts of over £5000
Grants – RFO to upload
Organisation Chart – current staff details required in a chart
12. **S106 Priorities:**
The Neighbourhood Plan team will be making suggestions to Full Council in due course
13. **Barclaycard:**
The RFO now has a Barclaycard. Once activated, the Clerks card will be destroyed RFO
14. **External Audit:**
RFO, with the help of the Internal Auditor, has made a case to BDO for accepting the accounts. No reply has yet been received RFO
15. **Funding for Stiles on FP2:**
Recreation and Lands Committee to make recommendation to Full Council for purchase of stiles with funding from The Chiltern Society PB
16. **Any Other Items to Note or for the Next Agenda:**
a. A second Sage licence has been purchased for the Halls Manager
17. **Date of Next Meeting:** 18th October 2016

Anna Field Responsible Finance Officer 20th September 2016