

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 18th October at 7:30PM in the Lounge**

Present: Cllr P. Peers (PP)
Cllr J. Fowler (JF)
Cllr T McTeague (TM)

Proper Officer: Anna Field (RFO)

1. **Apologies** – Cllr Baylis
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 13th September were signed at the Benson Parish Council meeting on 22 September 2016.
5. **Online banking procedure:**
RFO reported the research into suitable banks accounts is ongoing and hoped to present a final schedule of options at the next meeting RFO
6. **Land valuations:**
RFO reported that Chris Bates had completed the buildings valuations and would be sending in his report shortly.
RFO to instruct Griffiths and Partners to proceed with the valuation of the land RFO
7. **Fire Regulations Works:**
The new Parish Hall curtains have been fitted and signs upgraded. Cllr Peers calculated the total sum required to complete all the works is approx. £16.8k but it is unclear how many items are urgent and how many could be delayed to next financial year.
The Finance Committee recommended that it would be appropriate for the Halls Committee to include the Replacement Roller Shutters which are a Category 2 in the Fire Risk Assessment Report in the 2017/2018 Budget.
Cllr McTeague to meet with Halls Manager to establish the timetable and report back to the next Halls Committee meeting.
8. **Hall Hire Rates:**
Hirers are now being charged the 2016/17 rates and information gathering on the regular users is continuing. Cllr McTeague to speak with Halls Manager and conclude this exercise. TM
Cllr McTeague also to discuss with Halls Committee changing the locks at the Pavilion and Youth Hall

9. **Risk Assessment Review**
RFO to review RFO
10. **Transparency Code:**
This month's progress is as follows;
The Audit Reports have been published
RFO has started to upload 'Items over £500' each quarter
The property asset register will be published this month
Credit Card Transactions – RFO has now created a Sage report and will upload Q1 and Q2 transactions shortly
Procurement Information – only for contracts of over £5000 – RFO will investigate exactly what information is required here RFO
Grants – RFO will investigate exactly what details is required and will upload
Organisation Chart – current staff details have now been published
11. **External Audit:**
The External auditors report has now been received and was reviewed by the Committee. RFO
The Risk Assessment has been reviewed for 2016/17 and approved by Full Council.
RFO will ensure the Risk Assessment appears for review on the Finance agenda each October
12. **Debt Review and Policy:**
It was agreed that the draft policy would be amended so that; RFO
A hirer receives a 28 day invoice
If not paid, they will receive a reminder invoice
If still not paid they will receive a letter asking that either the amount be paid in full or that the Parish Council be informed of any reason for dispute of the invoice. They will also not be permitted to hire rooms or services from the Parish Council until the outstanding debt has been paid in full

RFO will report any debtor not responding to the letter to the Finance Committee to discuss what enforcement action is appropriate

RFO to include agenda item for Finance Committee every month for Debt
13. **Q2 Budget Monitoring**
Recommendation to Full Council;
That £5k is transferred from the Salt Store project budget to the Parish Hall Maintenance and Equipment Budget
14. **Any Other Items to Note or for the Next Agenda:**
a. RFO to ask Chairs of all committees to submit their budgets in time for the next Finance Committee RFO

- b. Hall Hire Software – Tech committee to revisit this project next financial year PB
- c. Grants – Clerk to inform recent grant applicant Rainbow the Tortoise that grants are not available to individuals but they may reapply as a charity CLK

15. **Date of Next Meeting:** 15th November 2016

Anna Field Responsible Finance Officer 19th October 2016