

**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 19<sup>th</sup> July at 7:30PM in the Pavilion**

Present: Cllr P. Peers (PP)  
Cllr J. Fowler (JF)  
Cllr T. McTeague (TM)  
Cllr P Baylis (PB)  
Proper Officer: Anna Field (RFO)  
Also Present: Peter Eldridge (CLK)

1. **Elect Chairman** – Under Standing Orders, the elected Chair of the Council by default also becomes the Chair of the Finance Committee, thus no need for a further election
2. **Apologies** – none
3. **Declarations of Interest** – None declared
4. **Public Session** – There were no members of the public present.
5. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on 22<sup>nd</sup> March 2016 were signed at the Benson Parish Council meeting on 21<sup>st</sup> April 2016.

6. **Online banking procedure:**

RFO reported that the online banking facility offered by the Councils bank is not compatible with the online banking security requirements outlined in NALC model Financial Regulations. RFO will monitor the facility as the service is due to be updated in the next few months. RFO

RFO reported that Sage Drive has now been installed allowing Sage to be used by RFO and Halls Manager at the same time, and also remotely.

RFO to arrange for bank signatories to be updated RFO

7. **Asset Register Format Review:**

RFO presented an updated Asset register in a format approved by the Internal Auditor.

8. **Land Valuations:**

Three quotes have been received for the revaluation of the land and buildings assets

SODC Valuer - £500 plus VAT per property

Griffiths - £150 plus VAT per property (land)

Christopher Bates - £80 per hour to carry out reinstatement valuations on buildings only. Estimate of £500-£1000 in total

Griffiths to be instructed to carry out land valuations and Christopher Bates to be instructed to carry out building valuations. Recommendation required at next meeting. PP

9. **Financial Regulations Review:** RFO  
RFO was asked to make a number of changes to the current draft and recirculate.
10. **Fire Regulations Works budget:**  
Clk to circulate the 2013 and 2015 Fire Officer reports to finance committee. CLK  
Cllr McTeague to compare reports and report back to Halls Committee TM  
Clk to supply Fire Testing Logs to the next Finance Meeting CLK  
Cllr McTeague will visit other sites to get examples of good practise of record keeping and report back to Halls Committee TM  
Details of costs of emergency works to be supplied to RFO TM  
RFO to report to August Finance meeting on appropriate budget allocations RFO
11. **Hall Hire Rates on Website:**  
Cllr McTeague to meet with Halls Manager and RFO to agree how to align regular user rates with published hall rates. Report back to Finance at August Committee meeting TM
12. **Q1 budget monitoring:**  
RFO to identify best budget allocation for allotment emergency water leak repairs RFO  
RFO to report to Cllr Fowler on makeup of Parish Hall maintenance budget spend to date RFO
13. **Risk Assessment Review:**  
RFO to investigate NALC models risk assessments and others produced by comparable Parish Councils RFO
14. **Freedom of Information:**  
Cllr Fowler to check current FoI policy scale of charges. JF  
Cllr Baylis to compare those to Stokenchurch's charges PB
15. **Transparency Code:**  
RFO to organise upload of documents onto website to comply with Code. RFO  
'Items of expenditure over £100' to remain within the cheques list, minuted in Full Council minutes
16. **S106 Priorities:**  
Cllr Fowler reported that 2 phases of S106 and CIL money would eventually be available as a result of the Littleworth Road Development. PB  
Lands and Halls Committees to prepare priority lists of most pressing needs TM
17. **Bank Reconciliation Format:**  
Cllr Fowler and RFO to meet to discuss JF/RFO
18. **Utilities Review:**  
RFO reported that utilities contracts will be up for renewal again at the end of the year and the 6 month window for securing new contracts is now open. Current quotes were for new 1 year contracts. RFO to obtain quotes RFO

from same suppliers for 3 year contracts

19. **Any Other Items to Note or for the Next Agenda:**

a. The Code of Conduct needs to go on the website. Cllr Baylis to look PB  
at the NALC model and report back

b. **It was unanimously resolved that a recommendation be made  
to full council:**

**Recommendation to Full Council that £423 + VAT be allocated  
from the 2016/17 staff training budget of £500 for RFO AAT  
Level 2 Bookkeeping online course and Halls Manager Excel  
and Word online courses.**

20. **Date of Next Meeting:** 13<sup>th</sup> September 2016 plus additional emergency  
Finance meeting on 11<sup>th</sup> August 2016

Anna Field Responsible Finance Officer 21<sup>st</sup> July 2016