

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 5th December 2017 at 7:30PM in the Lounge

Present: Cllr J. Fowler (JF)
Cllr P. Baylis (PB)
Cllr McTeague (TM)
Cllr Workman (RW)
Proper Officer: Anna Field (RFO)

1. **Apologies** – Cllr Peers
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 Tuesday 14th November were signed by Full Council on 23rd November 2017
5. **Updates on actions from previous meetings:**
 - i. Green Close – added to R&L agenda for January. SODC grants window is now closed until new financial year
 - ii. Millbrook Mead – RFO to circulate draft Heads of Terms RFO
 - iii. Millstream Car Park – JF to chase SODC about the commercial vehicle problems. JF to re-approach SODC about the car park purchase in due course JF
 - iv. Backups – to be discussed at next Tech meeting
 - v. Bertie West Forest School – Next Governors meeting is on 13th December when the agreement should be signed
 - vi. Defibrillators – papers are with Grundons for possible grant to purchase one defib.
 - vii. Online Banking – Application forms still need to be signed by some Councillors Clk will chase them at Full Council meeting CLK
 - viii. Risk Assessments – RFO to chase Came and Co for Risk Assessment pro forma RFO
 - ix. Legionella – Now booked for January

6. **VAT on Hall Extension:**

A summary of the meeting with Andrew Marsden had previously been circulated by the RFO. The conclusion was clear – opting for VAT on the Parish Hall/ Pavilion makes financial sense given the VAT liability of the Hall extension project. This is best done at the start of the next financial year. In the meantime, RFO will continue to work out the practical side of invoicing for hall hire including/excluding VAT

Action: Recommendation to be made to Full Council re opting for VAT in the new year once the hall extension project is further advanced.

7. **2018/19 budget setting**

Recommendation to Full Council: To set the budget for 2018-19 with a net expenditure/precept of £135,856.

With a tax base for the year of 1693.2, a precept of £135,856 amounts to £80.24 per annum per band D dwelling, an increase of 4% or £3.10 per annum on the 2017-18 band D figure of £77.14

Action: RFO to adjust and recirculate the 2018/19 year start projections

RFO

8. **Items to Note or for Next Agenda:**

Cllr McTeague requested that the committee review the contract from Richard Cutler Architects. Legal advice from Slade and Co had been sought and they advised that the contract is a standard one but any clauses specific to our project need to be scrutinised. They can provide further legal advice if necessary for approximately £300 per hour.

Action: Finance Committee members to review the contract before the next Finance meeting

ALL

RFO requested that a review of the Finance Regs is included on the next agenda

RFO

9. Date of next meeting 16th January 2018

Anna Field Responsible Finance Officer 6 December 2017