

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 March 2018 at 7:30PM in the Lounge

Present: Cllr P. Baylis (PB)
Cllr McTeague (TM)
Cllr Workman (RW)

Proper Officer: Anna Field (RFO)

1. **Chair of Meeting** – Cllr McTeague volunteered to chair the meeting
2. **Apologies** – none
3. **Declarations of Interest** – none were declared
4. **Public Session** – Mark Gray and 4 other members of the public were present

Mark Gray presented a proposal to develop a Childrens Centre in Benson. The discussion points were as follows;

- i) BPC would be required to fund £9000 per annum for the first two years then the full £20500 per year thereafter
- ii) The 3 staff would be employed by BPC but may be by a Management Trust
- iii) The staff would need full training
- iv) The model is based on the successful Happy Hub at Cholsey
- v) The Centre could be based at any of the Councils buildings

The Finance Committee were supportive of the principle and would like Full Council to discuss this at their meeting on 22nd March 2018

Action: Clerk to add to agenda for next Full Council Meeting

CLK

5. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on Tuesday 20th February were signed by Full Council on 22nd February 2018
6. **Updates on actions from previous meetings:**
 - i. Green Close –SODC grants window is now closed. RFO has diarised next application for the new financial year RFO
 - ii. Millbrook Mead – PB to review draft Heads of Terms and pass comments to RFO PB
 - iii. Millstream Car Park – On hold pending new Councillors
 - iv. Bertie West Forest School – Agreement has been signed by the school but not yet returned. Cllr Stevenson keen to liaise with school about possible uses of the allotment area CLK
 - v. St Helens play equipment – now in progress PB

- vi. Defibrillators – Grundons have offered £500 towards a defibrillator. Other organisations to approach for the remainder – McDonalds, Agrivert and Hazell & Jeffries. RFO to approach and also contact Coop about siting RFO
- vii. VAT on hall extension – on agenda RFO
- viii. Online Banking – Application restarted, one Councillor signature still missing. RFO to chase and conclude before month end RFO/CLK
- ix. Risk Assessments – Upgrade to software has now been installed and RFO has started filling out the forms. RFO and Clk to diarise a time to complete the risk assessment
- x. Governance Audit – on agenda RFO
- xi. War Memorial Contract – needs to be signed again by Cllr Mccann. RFO chasing CLK
- xii. Azalea Contract – the changes to the Azalea contract have been agreed by them and a new contract will be drafted and signed next week
- xiii. Dishwasher – a new dishwasher has been ordered together with a trolley to assist those less able to lift the heavy trays. A side loading dishwasher might be purchased when the kitchen is refurbished CLK
- xiv. Hall Waste Collection Charges- RFO has confirmed acceptance of waste charges to SODC subject to actually receiving some bins. Halls Manager has suggested that all bins are removed from Youth Hall forecourt and BPC hire a waste wheeler. Refer to Halls Committee
- xv. Current Grant opportunities – on agenda
- xvi. Water Suppliers – RFO has switched water supplier to Everflow from Castle Water. There is no financial implication, purely a switch due to better customer service available at Everflow

7. VAT

- i) Opting for VAT on the Parish Hall:

RFO passed on advice from Andrew Marsden that at least 28 days notice is required to put in motion the Vat Opting on the Parish Hall.

- ii) Q4 VAT Return

RFO had previously circulated advice from Andrew Marsden about the anticipated S33 breach in Q4. The seven year average figures have been prepared and filed based on both opting and not opting. They show that the Q4 breach is 'insignificant' and if HMRC challenge the Q4 return he is confident we will not be penalised

8. Governance Audit:

RFO advised that preparing all the required governance documents is a very large task.

Action: RFO will prepare a schedule of requirements with

RFO

suggested committee responsibilities and timetables in order to get the project moving

9. **CCTV Contract:**

Quotes and contracts have not yet been received. Item deferred

10. **Current Grant Opportunities:**

RFO had recently circulated a spreadsheet of grant opportunities to Halls Committee.

Action: RFO to circulate this to all Councillors and also copy all Councillors in on the Monthly Grants Bulletin

RFO

11. **Debt:**

Recommendation to Full Council:

That the outstanding debt of £390 due from Action for Children is written off as the organisation is no longer in existence

RFO has chased the post office about their outstanding debt and has received some reassurance that they will be clearing it. However their trade is down and that is affecting their viability.

Action: RFO to agree a clear payment plan with them.

RFO

Action: Clk to include a piece about supporting the post office in the next Parish Notes

CLK

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

Suspend Standing Orders: Members present unanimously resolved to suspend standing orders.

Suspend Standing Orders

Cllr McTeague outlined the works recommended as part of the recent Legionella survey. Quotes had been sought but only one received.

Recommendation to Full Council: That Benson Parish Council engage Prime Compliance Services to carry out their Legionella management plan for a sum not to exceed £2400 plus VAT

Members present unanimously resolved to resume standing orders.

Resume Standing Orders.

13. **Date of next meeting 15th May 2018**

Anna Field Responsible Finance Officer 14th March 2018