

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 15th May 2018 at 7:30PM in the Lounge

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

Proper Officer: Anna Field (RFO)

1. **Chair of Meeting** – Cllr Baylis volunteered to chair the meeting
2. **Apologies** – Cllr McTeague
3. **Declarations of Interest** – none were declared
4. **Public Session** – No members of the public were present
5. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on Tuesday 13th March were signed by Full Council on 22nd March 2018
6. **Updates on actions from previous meetings:**
 - i. Green Close –RFO to ask SODC if we are able to apply for more than one grant in any 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 – Cllr Robinson is chasing this with Mrs Crolla 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
 - viii. Online Banking – Application restarted, one Councillor signature still missing. RFO to chase and conclude before month end RFO
 - 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 RFO/CLK
 - x. Governance Audit – on agenda
 - xi. War Memorial Contract – needs to be signed again by Cllr Mccann. RFO chasing RFO
 - xii. Azalea Contract – the changes to the Azalea contract have been agreed by them and a new contract will be drafted and CLK

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

RFO

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