

## BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: [clerk@bensonpc.org.uk](mailto:clerk@bensonpc.org.uk)

### Minutes of the Benson Parish Council Finance Committee held on On Tuesday 16<sup>th</sup> January 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** – there were no members of the public present
5. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on Tuesday 5<sup>th</sup> December were signed by Full Council on 14<sup>th</sup> December 2017
6. **Updates on actions from previous meetings:**
  - i. Green Close – SODC grants window is now closed until new financial year. RFO to diarise next application RFO
  - ii. Millbrook Mead – RFO to circulate draft Heads of Terms RFO
  - iii. Millstream Car Park – On hold pending new Councillors
  - iv. Bertie West Forest School – RFO has chased signed agreement RFO
  - v. St Helens play equipment – grant expires July 2018 so project needs to be complete by then PB
  - vi. Defibrillators – papers are with Grundons for possible grant to purchase one defib. RFO
  - vii. Online Banking – Application needs to be started again due to missing Councillor signatures RFO
  - viii. Risk Assessments – RFO to chase Came and Co for Risk Assessment pro forma VAT on hall extension – Recommendation to be made to Full Council to opt at start of next Financial Year RFO
7. **Membership of Finance Committee:**

Pending the selection of new Councillors, the Finance Committee membership will remain as existing for the remainder of the Financial Year.
8. **Hall Extension Contract:**

It was agreed that the decision re the appointment of a Clerk of Works can be made at a later stage in the project.

The RIBA contract was generally acceptable, but clarification is needed on the following points:

- a) That the contract can be terminated once tenders have been received if the funds cannot be raised by the Council
- b) That the penalty for late payment of invoices is moved to 28 days from 14 days
- c) That the Council are not liable to pay damages if the contract is terminated at any pre-agreed stage

Subject to the above:

**Recommendation to Full Council: That Benson Parish Council engage architect Richard Cutler by signing the Standard Agreement 2010, the Fee and Expenses Schedule 2010, the Public Authority Supplement 2010 and the Small Project Services Schedule 2013 to enable pre contract works to start.**

**Recommendation to Full Council: To adopt the Terms of Reference for the Hall Extension Working Group**

- a) The group shall consist of a minimum of 3 councillors and the Parish Clerk
- b) The group shall be quorate with 3 members present
- c) The group shall invite others to join the meeting when advice or expertise is required
- d) Any Councillor can be present but not participate in the meeting unless a member of the working group
- e) Meeting dates and agendas will be published in advance if possible
- f) The group will be responsible for the process of getting contracts signed to enable the start of works
- g) The group will receive and discuss fully tendered quotes for all works concerned with the project and populate a budget
- h) The group will investigate funding sources to facilitate the project
- i) the group will review terms of reference on a regular basis to enable the project to progress

9. **Finance Regulations Review:**

**Recommendation to Full Council: To adopt Financial Regulations 22 September 2016 V2 where clause 5 relating to online banking has been edited**

10. **Appointment of Internal Auditor for Year End 2017/18:**

**Recommendation to Full Council: To engage Stuart Wilbur to carry out an internal audit for the year 2017/18 at a cost not to exceed £700 plus VAT**

11. **Governance Audit:**

There are a number of items on the forthcoming governance audit that need to be put in place.

**Action:** RFO to gather templates and examples from other Parishes to discuss at the next meeting RFO

12. **Recommendation to Full Council: That Benson Parish Council maintain the current hall hire rates for 2018/19 with the exception of Sunday evenings which will be charged at the afternoon hourly rate (with the exception of a Sunday prior to a Bank Holiday Monday which will be charged at the Saturday evening rate)**

13. **Q3 Budget Results**

These were reviewed and accepted

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

Cllr McTeague requested that recruitment is started for a new cleaner CLK

Cllr Bayliss requested that new combination padlocks are purchased for the salt bins CLK

TM passed on a request from the Gardening Club for a public noticeboard to be erected at the Parish Hall CLK

PB requested a new clock in the Parish Hall lobby CLK

RFO will chase the War Memorial cleaning contract RFO

15. **Date of next meeting 20<sup>th</sup> February 2018**

Anna Field Responsible Finance Officer 17<sup>th</sup> January 2018