

BENSON PARISH COUNCIL

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

Tel: 01491 825038 e-mail: clerk@bensonpc.org.uk

Minutes of the Benson Parish Council Finance Committee held on On Tuesday 16th October 2018 at 7:30PM in the Lounge

Present: Cllr B. Pattison (BP)
Cllr Jordan (RJ)
Cllr McTeague (TM)

Proper Officer: Anna Field (RFO)

1. **Apologies** – Cllr Baylis (PB)
2. **Declarations of Interest** – none were declared
3. **Public Session** – there was one member of the public present
The member of the public expressed surprise at the Millstream Centre request for further funds from the Parish Council since their own fundraising offer had been turned down
4. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on Tuesday 18th September were signed at the Full Council meeting on 27th September 2018
5. **Updates on actions from previous meetings:**
 - i. Millbrook Mead – PB to review draft Heads of Terms and pass comments to RFO PB
 - ii. Bertie West Forest School – Cllr Robinson was due to raise this with Mrs Crolla. RFO is chasing response. RFO
 - iii. Online Banking – It is getting more important that the authorisation process is activated. TM and PB to arrange a time to walk through the process. RFO to add more authorisers as soon as facility is available. PB/ TM
RFO
 - iv. Risk Assessments – RFO and Clerk are making gradual slow progress completing the risk assessments RFO
CLK
 - v. Governance Audit – RFO reviewing the work DLB did on model policies and will circulate RFO
 - vi. War Memorial Contract – Cleaning completed, lettering has gone ahead without WMT consent. RFO to send WMT email explaining circumstances RFO
 - vii. Review of Staffing Levels – on agenda
 - viii. Investment Strategy – on agenda
 - ix. Tennis Club debt – the electricity bill has been paid but the childrens tennis invoices have been disputed. Halls Manager and RFO to discuss. RFO to include monthly debt report on future Finance agendas RFO
RFO
6. **Cllr Gray's Request for Matched Funding for Road Projects:**

The Committee could not identify any road projects in the Parish that could justify an outlay of £2k by OCC and matched funding by BPC.

Action: Report back to Full Council

RJ

7. **Millstream Grant – extra £500 requested**

Recommendation to Full Council to grant Millstream Centre £250 as one off payment rather than the full £500 requested due to concerns about the high levels of reserves shown in their accounts

8. **Little Acorns funds request:**

Due to lack of information about what is being requested, this item was deferred.

Action: RFO to locate original request and circulate

RFO

9. **Expressway Action Group:**

At the moment it is unclear whether Parishes will be part of any consultation process.

Action: Cllr Pattison to monitor progress and if a formal consultation is to take place, then at that time it may be worthwhile joining an action group

BP

10. **Online Banking Procedures**

See actions from previous meetings above

11. **Investment Strategy Review**

RJ to explain to Full Council that the Investment Strategy has been changed to allow a wider scope of investments and also longer term investments subject to tight controls over their management by independent advisers

Recommendation to Full Council to adopt the new Investment Strategy

12. **Review of Parish Clerk contract**

RFO

RFO to draft offer letter and contract as per terms discussed and send to BP for signing. Also letter to unsuccessful applicants

13. **Groundsman Hours**

The groundsman generally does not work on Sundays during the winter. Request from British Legion for him to work on Remembrance Sunday has been agreed.

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

Include access to Bertie West on next agenda

RFO

RJ to investigate vehicular access to Cuckoo Pen

RJ

External Audit Approval to be included in next agenda

RFO

Date of next meeting 1st November 2018 Pavilion

