

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 17th July 2018 at 7:30PM in the Lounge

Present:	Cllr B. Pattison	(BP)
	Cllr Baylis	(PB)
	Cllr Jordan	(RJ)
	Cllr McTeague	(TM)
Proper Officer:	Anna Field	(RFO)

Chair of Finance Committee – Cllr Jordan was proposed by Cllr Pattison and seconded by Cllr Mc Teague. Vote was unanimous.

1. **Apologies** – none
2. **Declarations of Interest** – none were declared
3. **Public Session** – There were two members of the public present. Agenda item 6 was brought forward.

Andrew Brooker and Geraldine Gault explained the future plans for developing the services at Millstream Centre. They were invited to address the Full Council on 27th September with firmer plans and a concise presentation.
4. **Minutes of the last meeting** – The minutes of the Finance Committee Meeting held on Tuesday 15th May will be signed at the Full Council meeting on 26th July 2018
5. **Updates on actions from previous meetings:**
 - i. Green Close – RFO has spoken to SODC and there are no restrictions on the number of grant applications that can be made 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 – Passed to R&L PB
 - iv. Bertie West Forest School – Cllr Robinson was due to raise this with Mrs Crolla. RFO is chasing response. RFO
 - v. St Helens play equipment – RFO has completed the grant paperwork so the second half of the grant should be released soon. Clk has been promised the maintenance instructions for the zip wire and the tool to tension the wire RFO/CLK
 - vi. Defibrillators – RFO to organise funding from Grundons and enquire about suitable sites at the Parish Hall RFO
 - vii. Online Banking – Unity account is now live. RFO to proceed according to account switching process previously agreed RFO

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| viii. | Risk Assessments – Upgrade to software has now been installed and RFO has started filling out the forms. RFO and EAL to diarise a time to complete the risk assessment | RFO/EAL |
| ix. | Governance Audit – on agenda | |
| x. | War Memorial Contract – RFO to chase contractor re memorial cleaning | RFO |
| xi. | Hall Waste Collection Charges- RFO has organised new bins at PH. Removal of bins at YH to be discussed by Halls | TM |
| 6. | Millstream Day Centre:
Discussed in public session | |
| 7. | Review of Staffing Levels – Groundsman and Clerk:
Action: RFO to diarise review when 2019/20 budgets are set. Clerk position applicants to be informed this could become a full time position in covering email with application pack. | |
| 8. | Governance Audit:
RFO reported the internal auditor’s view, that although none of the policies are mandatory, if we don’t have them and an issue arises that would have been resolved by having a policy eg a health and safety issue or a disciplinary issue then the Council may be on a back foot legally.
Action: RFO to obtain and circulate model policies to committee for review. | RFO |
| 9. | Code of Conduct Review:
Action: Clerk to circulate revised policy for approval at Full Council on 26th July | CLK |
| 10. | Bus Shelters:
Referred to R&L | |
| 11. | Halls Booking System:
RFO reported that this has been live for a few weeks and is functioning well. Currently it is costing £10.04 per month but would be £103 per year subject to \$ exchange rates.
Action: Item to be added to Halls agenda 11th September to reassess it. RFO to research software company. | RFO |
| 12. | Insurance Arrangements:
Action: RFO to clarify nature of cover for Councillors over 85 years. RFO to outline Clerk illness claim process. RFO to obtain nature of cover details if playground equipment is included in policy | RFO |
| 13. | Engagement of Building Surveyor:
Action: all Councillors to search for building surveyor recommendations to advise on planned maintenance requirements | All |
| 14. | Hogweed Contract: | |

Action: Add to next R&L agenda. Clk to find alternative contractors CLK

15 Items to Note or for Next Agenda

- i. Emergency works have been carried out to a willow tree at Rivermead. Quotes are being sought for pollarding both the willows. RFO will speak to Forestry Officer at OCC.
 - ii. RFO is looking for the Scout Hut deeds as they seem to be missing
 - iii. There is a query concerning the ownership of some land in Castle Square by numbers 9 and 11. BP will make some enquiries.
 - iv. Land at Cedars – RFO will check the 25 year clause
14. Date of next meeting 18th September 2018

Anna Field Responsible Finance Officer 18th July 2018