

**Minutes of the meeting of the Benson Parish Council Finance Committee held on
Tuesday 15th July 2025 at 6pm**

Present: Cllr Jordan (RJ)
Cllr Pattison (BP)
Cllr Baylis (PB)
Cllr Murray (PM)
Apologies: None (PM)
Proper Officer: Anna Field (RFO)

1. **Election of Chair** – Rob Jordan was elected as Chair
2. **Apologies and note of absence** – None received
3. **Adoption of Terms of Reference** – The Terms of Reference dated 15th July 2025 were adopted.
4. **Declarations of Interest** – none were declared.
5. **Public Session** – there were no members of the public present
6. **Minutes of the last meeting** – The minutes of the Finance Committee meeting held on Tuesday 13th May 2025 were agreed as a true record of the meeting by the members who attended
7. **Banking** – Applications have been submitted to close Nationwide and Coop accounts. A Unity Savings Account has been opened to accommodate the Bloomfield Bequest until a longer term investment strategy has been agreed. RJ
RFO
8. **Financial Regulations** – item deferred
9. **Standing Orders** – item deferred
10. **Hall Hire Rates Review** –
Recommendation to Full Council to adopt the revised hall hire charges from 1 October 2025 CLK
Halls manager to write to all regular hirers Halls
11. **Solar Panels** – RFO and Clerk to start looking for suitable grants RFO/ CLK
12. **Youth Hall** – all parties are currently in discussion re vacation of the property by BPC
13. **Parish Hall small upstairs office** – noted – OALC have requested to rent small upstairs office
14. **Thames Water** – we are currently waiting for the latest draft of the agreement
15. **Payroll and HR software** – Full Council to note the switch from Sage Payroll to Iris Softology Payroll and HR systems CLK
16. **Internal Audit**

The following actions points were agreed

- | | | |
|------|---|---------|
| i) | The council will review all signatories on its bank accounts annually | RFO |
| ii) | Invoices are always sought for payments but are sometimes held electronically or issued annually if they are direct debits. These need to be stored somewhere easily accessible | RFO |
| iii) | The fidelity cover will be increased to at least £620k– RFO to discuss with Zurich | RFO |
| iv) | Payment for unpaid sales invoices will be chased immediately they are due | RFO/ HM |
| v) | The Investment Policy will be reviewed this financial year | RFO |

Recommendation to Full Council to formally receive and note the contents of the Final Internal Auditors report for 2024/25 and the action points on page 10 of the report.	CLK
---	-----

17. Internal Auditor

Recommendation to Full Council to reappoint Auditing Solutions Ltd as our internal auditing company on a year-to-year basis, subject to BPC being allocated a new auditor from that company	CLK
--	-----

18. Vote to exclude the general public from the remainder of this meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the sensitive nature of the business to be transacted under the agenda

unanimous

- | | | |
|----|--|--|
| i) | Staffing Matters – Council to note the recent NALC Pay Award for all payscales effective 1 April 2025. RFO to process for next payroll | |
|----|--|--|

19. Any Other Business and Items for the Next Agenda

- | | | |
|----|---|-----|
| i. | PM sends apologies for the next meeting | RFO |
|----|---|-----|

Date of Next Meeting 16th September 2025