

MINUTES OF THE MEETING OF BERINSFIELD PARISH COUNCIL FINANCE COMMITTEE held on Thursday 10th April 2025 at 7 p.m. in the Berin Centre, Wimblestraw Road, Berinsfield, Oxon.

Councillor P. Bridge, Councillor I. Bunyan - Chairman, Councillor L. Sweetland, Councillor A. Jones, Councillor D. Scate, Councillor S. Scott-Ely.

A. Marasco
Clerk to Berinsfield Parish Council

10th April 2025

MINUTES

1. Apologies for absence.

Cllr Sweetland

2. Declaration of Interests. To receive declaration of any personal or prejudicial interest under consideration on this agenda in accordance with the Parish Councils (Model Code of Conduct) Order 2001.

Cllr Bunyan – Senior Management - BCA

Cllr Bridge – BCA – Hon Sec

Cllr Scott-Ely – Trustee – Day Centre

Cllr Jones – Volunteer – Youth Club

3. To receive the Minutes of the Finance and General Purposes Committee meeting held on 18th November 2024.

It was proposed by Cllr Scott-Ely, seconded by Cllr Scate and AGREED to accept the minutes of the previous meeting as a true and accurate record of the meeting.

4. Matters arising from the Minutes.

Cllr Scott-Ely asked what warranty will be provided with the trees that are due to be planted by Complete Tree Services. It was AGREED that the Clerk would ask Complete Tree Services this and report back to the Parish Council.

5. To consider the attached schedule of applications received for grant aid from the Parish Council for the year 2025-26. Budget £5,000.

The Finance Committee agreed to recommend to the full meeting of the Parish Council that Grant Aid Awards are made as follows:

The Berin Centre - £1,000.00

The Village Voice - £1,669.30

Berinsfield FC - £0.00

Berinsfield Community Association - £900.00

Berinsfield Day Centre - £1,000.00

Berry Youth Club - £2,178.41

It was AGREED that it should be recommended to the full meeting of the Parish Council that the Clerk should write to Berinsfield FC advising that due to concerns relating to the accounts submitted and payments for hire of the Pavilion, an award cannot be made at this time.

6. To receive details of the income and expenditure to date – to be circulated at meeting.

It was proposed by Cllr Bridge, seconded by Cllr Scate and AGREED to recommend to the meeting of the full Parish Council that the details of the income and expenditure to date be accepted.

7. To review the effectiveness of the internal audit for 2023-2024.

The Finance Committee reviewed the effectiveness of the internal audit for 2023-24 and deemed it to have been conducted in a satisfactory manner. It was AGREED to recommend to the meeting of the full Parish Council that Cllr Jones regular inspects accounts.

8. To review the Parish Council's risk assessment for the year 2024-25.

It was AGREED to ask members at the next Parish Council meeting if all have a copy of the current standing orders. It was AGREED that the Clerk would review the Parish Council's Emergency Plan. It was AGREED that the Clerk would provide a report on the Parish Council's insurance policy for the next meeting of the full Parish Council.

Cllr Scate reported damage to a surface in the play park at the Recreation ground. It was AGREED that the Clerk would look into this and arrange for repairs to be made.

It was AGREED that the Clerk would find a maintenance manual for the Pavilion and share this with members of the Parish Council.

9. Berinsfield Parish Council Standing Orders. To review the Berinsfield Parish Council Standing Orders. https://v6-7admin.visionict.com/Sites/2727/Documents_and_FOI_32257.aspx

It was AGREED to recommend to the full meeting of the Parish Council that the Standing Orders be renewed with a review date of the next meeting.

10. Berinsfield Parish Council Financial Regulations. To review the Berinsfield Parish Council Financial Regulations https://v6-7admin.visionict.com/Sites/2727/Documents_and_FOI_32257.aspx

It was AGREED to recommend that the Financial Regulations be amended to include the new Payment Authorisation Policy and that these regulations then be renewed by the Parish Council with a review date of the next meeting.

11. Any other financial/general purposes matters.

- a) Wing Commander Warburton – Cllr Bridge highlighted that the memorial service for Wing Commander Warburton would take place on 12th April. Cllr Scott-Ely asked if it was necessary for this to continue as it is not usually well attended. It was AGREED that Cllr Bridge would attend the service and discuss future services at that time.
- b) Future Finance Committee Meetings – Cllr Scott-Ely asked if there could be benefit from the Finance Committee meeting more regularly, on a quarterly basis. It was AGREED to recommend to the full meeting of the Parish Council that the Finance Committee meets quarterly with provisional dates of the next meeting being 25th June 2025 and the following being 15th October 2025.

12. Date of next meeting – 25th June 2025.

Cllr Scate gave his apologies in advance for the meeting on 25th June 2025.