

MINUTES OF THE VIRTUAL MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE of BERINSFIELD PARISH COUNCIL held on Monday 15th March, 2021

Present Councillor P. Bridge Chairman
 Councillor I. Bunyan
 Councillor S. Henry
 Councillor Mrs. A. Jones
 Councillor S. Scott-Ely
 Councillor Mrs. R. Stockford

1. **Apologies for absence** were received from Councillor D. Smith
2. **Declaration of Interests.** The following Councillors declared their interest in applications for grant aid and did not take part in the discussion or vote.

Councillor P. Bridge :	Trustee of the Riverside Counselling Service Past Chairman of Berinsfield Community Association and Berinsfield Social Club.
Councillor S. Scott-Ely	Trustee of Berinsfield Information and Volunteer Centre Trustee of Berinsfield Voluntary Day Centre
Councillor Mrs. A. Jones	Youth worker at the Berry Youth Centre
Councillor I. Bunyan	Member of the Committee of Berinsfield Social Club

3. **To receive the Minutes of the Finance and General Purposes Committee meeting held on 16th November 2020.** The contents of the Minutes of the meeting held on 16th November, 2020 were noted by the Committee.

4. **To consider grant aid applications for the year 2021-22.** A schedule of the applications for grants from the Parish Council’s grant aid budget for the year 2021-22 was distributed to each member of the Committee for consideration. The Parish Council has included the sum of £5,000.00 in its budget for 2021-22 for grant aid purposes. It was AGREED to recommend that grants totalling £3,750.00 should be made to the following organisations for 2021-22.

Applicant	Details	Amount
Berin Centre	Funding required for the next financial year to go towards the core costs of running the Centre. The growing minds project has continued through lockdown. Babies and children 0 – 5 received a free book every month and the Centre have kept in touch with 53 families in Berinsfield. https://oxforshire.org/project/growing-minds/ The Community Larder has also continued through lockdown. The Berin Centre does not benefit financially from running the larder. www.sofea.uk.com Building needs vital maintenance and repair and a sum has been set aside in their budget for this purpose.	£500.00
Berry Youth Centre	Berry Youth Centre was classed as an essential service during the second and third lockdowns and has continued to support vulnerable members during lockdowns. 43% of members do not attend any other club or activity apart from attending the Youth Centre.	£1,000.00

Applicant	Details	Amount
Berry Youth Centre	The Youth Centre lost income during the first lockdown and do rely on fundraising at public events, which has not been possible during 2020. Berry Youth Centre depends on volunteers and having the financial support from grants takes the stress away from volunteers who give up so much of their time	
Berinsfield Community Association	Christmas party for the elderly residents of the village, including a cooked meal, music, dancing, games and a sing song. Funds usually raised from raffles, bingo etc. but Club has been shut due to lockdown. The Community Association was awarded a grant in 2020-21, but due to lockdown and the Club being shut this was not paid.	It was agreed that the grant awarded in 2020-21 in the sum of £225.00 should be paid from the 2020-21 budget
Berinsfield Information & Volunteer Centre	Grant required towards running costs. The staff at the Centre have been providing additional services during 2020-21, including extra befriending, medication collection/delivery, shopping etc.	£1,000.00
Children's Air Ambulance	Grant required towards running costs of Children's Air Ambulance, an intensive care life-saving transfer service for neonates, babies and children with a helicopter based at Oxford Airport. The Children's Air Ambulance is the only facility of its kind in the U.K. The charity works with specialist NHS clinical partners across the U.K. but receives no NHS or government funding. It is reliant upon fundraising. No accounts provided	£500.00
Home Start	Annual report can be viewed on www.homestart-southernoxfordshire.org.uk Home Start provides support to families across South Oxfordshire and the Vale. Charity supports vulnerable families who have at least one child under the age of five. Charity continued to function during lockdown by supporting families remotely via weekly 'phone and video calls, email and text messages. They supported 318 families and 472 children in 2019-20. The Charity is solely dependent on donations and fundraising.	£250.00
Oxfordshire South and Vale CAB	Grant required towards running costs. Oxfordshire South CAB advised 102 residents from Berinsfield in 2019-20. Each session costs on average about £36.00, totalling £3672. 50% of this amount is covered by grants from SODC. The Centres closed during the lockdown and 100 advisers and staff were equipped to work from home on the advice line service. Some case studies were provided, but no accounts	No grant awarded

Applicant	Details	Amount
Riverside Counselling Service	Riverside is a local charity looking after the mental health and well being of both adults and young people across South Oxfordshire. It is based in Henley-on-Thames and provides counselling and support from venues in Wallingford, Berinsfield and Didcot. A new group, 'Being Myself 'is run from the Berin Centre, which is a psychoeducational and therapeutic group with a weekly focus on mental health/well being. Full details, including accounts can be found at www.riversidecounsellingservice.co.uk	£250.00
Sue Ryder Palliative Care Hub, South Oxfordshire	Sue Ryder is a national organisation but they raise funds for local care with their own budgets and money given can be restricted so it will only be used locally and for certain projects. They provide support to people who are living with conditions such as cancer, heart failure and lung disease in their own homes. The Palliative Care Hub South Oxfordshire have looked after 8 patients and their families from Berinsfield in the past 12 months and are currently looking after and supporting two patients and their families.	£250.00
Oxfordshire Play Association	<p>The Oxfordshire Play Association, in conjunction with the Berin Centre and SOHA Housing are holding a free community play and activity day in Berinsfield on 3rd August, 2021. The event will be on the recreation ground and the organisers would like to use the toilets and kitchen in the pavilion. They have asked if the Parish Council could make a financial contribution towards the event.</p> <p>It was AGREED to recommend that the Oxfordshire Play Association should be offered the use of the kitchen and toilets in the pavilion as the Parish Council's financial contribution towards the event</p>	Waive fee for hire of pavilion in lieu of making grant

5. **To receive details of the income and expenditure to date.** Details of the expenditure to the 15th March 2021 had been circulated to Members of the Committee, together with the predicted expenditure to 31st March 2021. The Committee noted the information.

6. **To review the effectiveness of the internal audit for 2019-20.** The Committee considered the draft report on the review of the effectiveness of the internal audit for 2019-20 and AGREED to recommend that this be accepted by the Parish Council, signed by the Chairman and filed in the Minute Book.

7. **To review the Parish Council's Risk Assessment for the year 2021-22.** The Committee considered the draft Risk Management Policy for the year 2021-22. Councillor Henry informed the meeting that now that the Parish Council had a CCTV camera, this should be included in the Risk Assessment. It was AGREED to recommend that subject to the inclusion of the CCTV risk and associated information, the document should approved by the Parish Council.

8. **Berinsfield Parish Council Standing Orders.** The Clerk advised the Parish Council that it would be appropriate to update its standing orders to take into account changes to legislation. In connection with this copies of draft standing orders revised from the Model 2018 prepared by the National Association of Local Councils were circulated to all Members of the Finance and General Purposes Committee for consideration.

The Chairman went through the draft standing orders with Members and it was considered that they would be appropriate for use by the Parish Council. It was therefore AGREED to recommend that the draft standing orders as discussed by the Finance and General Purposes Committee on 15th March, 2021 should be adopted by Berinsfield Parish Council for use from 12th April, 2021 onwards and that they should be reviewed annually.

9. **Berinsfield Parish Council Financial Regulations.** As with the standing orders, the Parish Council was advised to consider updating its financial regulations. A draft of the model financial regulations issued by the National Association of Local Councils was circulated to all Members of the Finance and General Purposes Committee for consideration.

The Chairman went through the draft financial regulations with Members and it was AGREED to recommend that the draft financial regulations as discussed by the Finance and General Purposes Committee on 15th March 2021 should be adopted by Berinsfield Parish Council for use from 12th April onwards and that they should be reviewed annually.

It was noted that the Parish Council currently only has two Members authorised as signatories on the bank account mandate, as well as the Clerk/RFO. The Committee considered that additional Members should be added to the bank mandate and that this should be done when the current Covid-19 lockdown restrictions are lifted. It was noted that new signatories would have to visit a branch of the Parish Council's bank in order to present documents for verification.

10. Date of next meeting – 15th November, 2021