



## BENTHAM TOWN COUNCIL

### MINUTES of the Finance Meeting held on Monday 8 July 2019 at 7.30 pm in the Lower Hall

Present: Cllrs Taylor (Chairman), Adams, Marshall and Faraday, and the clerk Christine Downey.

- F1 To appoint a Chairman of the Finance Committee for the year 2019/2020  
**RESOLVED: That Cllr Taylor be elected as Chairman of the Finance Committee for the year 2019/2020**
- F2 To receive apologies from members unable to attend  
none
- F3 To Receive and Record any member's Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations -  
none
- F4 To agree the minutes of the previous meeting of 15<sup>th</sup> April 2019  
**RESOLVED: That the minutes of the meeting of 15<sup>th</sup> April 2019 be agreed and signed.**
- F5 Quarterly Internal Control checks
- a. Payments and Receipts  
**RESOLVED: That the sample of payments & receipts checked were correct.**
- b. Bank reconciliation  
The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement.  
**RESOLVED: That the accounts reconcile with the June statements.**
- c. VAT returns  
**RESOLVED: That the VAT return for the quarter to March 2019 was correct.**  
**RESOLVED: That the VAT return for the quarter to June 2019 be signed as correct and the clerk send to HMRC online.**
- d. Performance against budget  
**RESOLVED: No further action to be taken regarding the unpaid bill from Horton Landscape dated 30/09/2018.**  
**RESOLVED: That the item "clearing of shrubs and tree pruning" be moved from Cemetery to Other.**  
**RESOLVED: Clerk to find the policy on grant applications and forward it to Cllr Adams for review, with a view to amending as required to ensure that grant applications are for specific projects only and not for running costs of an organisation, before grant application letters are issued in late September.**  
**RESOLVED: Replacement public noticeboard for Low Bentham to be referred to Open Spaces committee.**  
**RESOLVED: Clerk to find the quote for town hall roof repair and progress this matter.**
- F6 To review position of allocated and unallocated reserves  
**RESOLVED: Clerk to circulate reserves breakdown quarterly.**  
**RESOLVED: To amend the PHPF reserve record to remove the costs incurred in connection with the land sale, which were funded out of income and not the capital from the sale.**  
**RESOLVED: To breakdown the items included in "other projects" into records for each individual project.**



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**RESOLVED: Amount still owing to HGS is £10,006.48 (excluding VAT) which will be dealt with after the Council are entirely satisfied that the work has been finally completed to an acceptable standard.**

F7 To receive and consider Minor items / items for the next agenda

**RESOLVED: Clerk has received the bill for bench at PHPF and will deal with.**

F8 Date of next meeting

Monday 14<sup>th</sup> October 2019, at 7.30 pm.

There being no further business, the meeting closed at 20.59