

BENTHAM TOWN COUNCIL



Town Clerk:
Christine Downey
Bentham Town Hall, Station Road,
Bentham, Lancaster LA2 7LH

Tel/Fax: 015242 62587
Email: townclerk@benthamtowncouncil.co.uk

5th October 2022

There will be a Meeting of the Bentham Town Council Finance Committee on Monday 10th October 2022 at 7.30 pm – to be conducted in the Ballroom at Bentham Town Hall.

All Town Council Meetings are open to the Public and Press.

The press and public may not speak when the Council is in session, but they may make points during the 'comments & concerns' item on the agenda.

The business to be transacted at this meeting is set out in the Agenda below.

Christine Downey

05/10/2022: Christine Downey: Clerk/RFO.

AGENDA

- F21. **Apologies:** To Note Apologies for absence given in advance of the meeting.
- F22. **Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- F23. To receive **Comment & Concerns:** Public participation – to hear matters raised by members of the public or Cllrs with an interest (that are allowed to speak) either on agenda items or for future consultation. (NB: for non-agenda items Members of the Council are not permitted to respond, except to ask questions for the purposes of clarification)
- F24. To **Confirm the Minutes** of the previous meetings on 11th July 2022. (Paper F2022/25)
- F25. To conduct **Quarterly Internal Control checks** for the quarter to 30/09/2022: -
- 25.1 Payments and receipts. (Paper F2022/26)
 - 25.2 Bank reconciliation, with bank statements. (Papers F2022/27, 28 and 29))
 - 25.3 VAT return. (Paper F2022/30)
 - 25.4 Performance against budget. (Paper F2022/31)
 - 25.5 To complete the Parish Council Internal Control checklist. (Paper F2022/32)
- F26. To consider a virement from the administrator budget to the office equipment budget and to agree a way forward.

F27. To review the position of **allocated and unallocated reserves**. (Paper F2022/33)

F28. To consider a **transfer to or from the deposit account** and to agree a way forward.

As at 30/09/2022	Bank statement balance	+ Outstanding receipts	- Outstanding Payments	Balance as per cashbook
Current Account	64,173.68	44.37	(9,910.44)	54,307.61
PSDF	75,000.00	0.00	0.00	75,000.00
Total	139,173.68	44.37	(9,910.44)	129,307.61

F29. To review the **internal auditors report** and agree any further actions. (Paper F2022/34)

F30. To receive an update on the position re **section 106 infrastructure payment** re Felstead development. (Paper F2022/35)

F31. Items for the next meeting and minor items for information only.

F32. Date of the next Finance Committee meeting.

F33. To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the public and press be excluded further from the meeting, whilst item **F34 to F36** are considered: -

F34. Any actions arising from the **2022 staff reviews** to be considered, and a way forward to be agreed, if applicable.

F35. To review the **salary budgets** (Per 4.4 of financial regulations).

F36. To consider items of correspondence received regarding the **Community Youth Building** and agree a way forward. (Paper F2022/36)

Christine Downey

5th October 2022.

Christine Downey.
(Clerk/RFO)