



## BENTHAM TOWN COUNCIL

### MINUTES of the Finance Meeting held on Monday 11<sup>th</sup> July 2022, in the Ballroom at the Town Hall, at 7.30 pm.

Present: Adams (Chairman), Burton, Gerrie and Marshall.

- F1 To appoint a chairman of the finance committee for 2022/23.  
**RESOLVED: That Cllr Adams be elected as Chairman of the Finance Committee for the year 2022/2023.**
- F2 Apologies: To note apologies for absence given in advance of the meeting.  
**Cllr Hill.**
- F3 **Declaration of Interest.** To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests:  
**None.**
- F4 To receive Comments & 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 purpose of clarification)  
**None.**
- F5 To confirm the minutes of the previous meeting on 11<sup>th</sup> April 2022. (Paper F2022/11).  
**RESOLVED: That the minutes of the meeting of 11<sup>th</sup> April 2022 be agreed and signed.**
- F6 To conduct Quarterly Internal Control checks for the quarter to 30/06/2022: -
- 6.1 Payments and receipts. (Paper F2022/12)  
**RESOLVED: That the sample of payments & receipts checked were correct.**
- 6.2 Bank reconciliation. (Paper F2022/13)  
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.**
- 6.3 VAT return. (Paper F2022/14)  
**RESOLVED: That the VAT return for the quarter to June 2022 be signed as correct and the clerk send to HMRC online.**
- 6.4 Performance against budget. (Paper F2022/15)  
**Reviewed.**
- 6.5 To complete the Parish Council Internal Control checklist. (Paper F2022/16)  
**RESOLVED: To be completed and signed by Cllrs Adams and Marshall, and delivered to Clerk.**
- F7 To review the position of allocated and unallocated reserves. (Paper F2022/17)  
**Reviewed.**
- F8 To complete and sign the bank mandate form for the deposit account. (Paper F2022/18)  
**Completed by councillors present.**
- F9 To consider a transfer to or from the deposit account and to agree a way forward.  
**RESOLVED: That £15,000 be transferred from PSDF to the current account.**



## BENTHAM TOWN COUNCIL

- F10 To review the internal auditors report and agree any further actions. (Paper F2022/19)  
**RESOLVED: Deferred to next meeting.**
- F11 To consider the insurance documentation and agree any changes, if any. (Papers F2022/20 and 21)  
**RESOLVED: That the insurance renewal is agreed.**
- F12 To consider the quote from Scribe and agree a way forward. (Paper F2022/22A)  
It was reported that the intention is for the booking programme to be integrated into the website.  
**RESOLVED: To proceed with the accounts package.**  
**RESOLVED: To proceed with the bookings package if it is considered suitable after the two weeks trial by the clerk in August.**
- F13 To consider a proposal for expenditure on Christmas Lights – if received.  
**Not received. Deferred to next meeting.**
- F14 Items for the next meeting and minor items for information only.  
**None.**
- F15 Date of next meeting.  
**Full council meeting 25/07/2022.**  
**Finance meeting – to be arranged.**
- F16 To resolve that in accordance with Section 192) 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 items F17 to F20 are considered.  
**RESOLVED: That there are no press and/or public present to be excluded.**
- F17 To review the Staff Review Process Policy and agree a way forward. (Papers F2021/46 and F2021/47)  
**RESOLVED: Cllr Burton to review the policy and suggest amendments for consideration in due course.**
- F18 To review matters regarding the Caretaker and agree a way forward.  
**RESOLVED: Carry forward to next full council meeting.**
- F19 To discuss the potential removal of the restrictive covenant on the Community Youth Building in order to make the building more attractive to potential buyers, and to agree a way forward. (Paper F2022/22)  
**RESOLVED: To explore the options on what is involved in removing the restrictive covenant.**  
**RESOLVED: Cllr Marshall to obtain details of what the arrangements with NYCC would be to remove the restrictive covenant and what the costs to do so would be, or details of who to contact to find out.**
- F20 To consider items of correspondence received regarding the Community Youth Building and agree a way forward. (Papers F2022/23 and 24)  
**RESOLVED: No further action.**

There being no further business the meeting closed at 8.10 pm.