



# BENTHAM TOWN COUNCIL

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## Minutes of Finance Committee: Tuesday 22<sup>nd</sup> April 2025

**Present:** Cllrs Adams, Burton and Marshall.

**Town Clerk:** C Burrow

**Assistant Town Clerk:** E Langan

**RFO:** C Pillow (via video link)

**MOP:** 0

**F30 Apologies:** To Note Apologies for absence given in advance of the meeting.  
**NONE**

**F31 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.  
**NONE**

**F32 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)  
**NONE**

**F33 To Confirm the Minutes** of the previous finance meeting on Monday 24<sup>th</sup> November 2024  
It was **RESOLVED** to approve the minutes of Monday 24<sup>th</sup> November 2024 as a true and accurate record.

**F34 To conduct Quarterly Internal Control checks with RFO** for the quarter to Dec 2024

A. Payments and receipts. (from files & Scribe)

The council conducted spot checks of transactions within Scribe, viewing invoices related to payments.

It was **RESOLVED** to approve the transactions.

B. Bank reconciliation.

Unity Trust: £64,721.89p

Virgin: £401.60p

Deposit account: £85,000p

C. VAT return.

It was **NOTED** that the Vat claim to 05/04/2025 was £2,588.11

D. Performance against budget – End of year position 31/3/2025 .

**The council reviewed the current year's performance, and the performance to the yearend 31/3/2025  
NOTED – Income - £160,104.74, expenditure - £154,176.85.**

E. To complete the Parish Council Internal Control checklist.

**RESOLVED - The internal control checklist was completed, The Council Resolved for Cllr Burton and Marshall to sign off the internal controls.**

### **F35 To review annual return**

A. To Review Internal audit

**RECEIVED and NOTED**

**The Internal audit was reviewed queries to return to the Internal Auditor: Health and Safety policy unnecessary according to YLCA due to having less than 5 employees. Burials, payments unverified, query further. Risk assessment on the website – issue resolved.**

B. To Review AGAR

**The AGAR was Noted to send to full council for approval.**

C. To Review dates for Public rights.

**The Public rights were Noted to send to full council of approval, following the AGAR.**

### **F36 To review quotes**

A. Philip Harvey Playing Field MUGA, drainage and path

B. Fireproof Stage Curtains

C. Cross at Low Bentham

D. Remote heating

E. Cemetery extension drainage

**RESOLVED – Clerk and Assistant to continue acquiring quotes inline with Financial regulations.**

### **F37 Items for the next meeting and minor items for information only.**

### **F38 Date of the next Finance Committee meeting.**

**F39 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 items within **F40** re considered:-**

**F40 Staffing Matters:**

**A. To review staff appraisals and staff contracts.**

**RESOLVED – AGREED – staff to move up pay scale according to contracts.**

**Appraisal of Cleaner allocated to Clerk.**

**RESOLVED – Clerk to research intercom facility to ensure staff safety.**

**Meeting closed at 9:23pm**

*E Burrow*

**Town Clerk**

**28<sup>th</sup> May 2025**