



BENTHAM TOWN COUNCIL

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Minutes of Finance Committee: Tuesday 22nd July 2025

Present: Cllrs Adams, Burton, Marshall, Stannard and Whittet.

Assistant Town Clerk: E Langan

RFO: C Pillow (via video link)

MOP: 1

RESOLVED to elect Cllr Adams as chair.

F.1 Apologies: To Note Apologies for absence given in advance of the meeting.
Cllrs Paige, Taylor and MacElery-Young.

F.2 Declaration of Interest: To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
NONE

F.3 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

F.4 To Confirm the Minutes of the previous finance meeting on **Tuesday 22nd April 2025**.
It was RESOLVED to approve the minutes of Tuesday 22nd April 2025 as a true and accurate record.

F.5 To conduct Quarterly Internal Control checks with RFO for the quarter to July 2025.

A. Payments

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

It was RESOLVED to approve the transactions.

B. Receipts.

RFO and Clerk to chase outstanding payments

C. Bank reconciliation.

NOTED

D. VAT return.

It was NOTED that the Vat claim for the period 01/04/2025 to 30/06/2025 was £2370.89

E. Performance against budget & any budget movements.

The council REVIEWED current performance against budget

F. To review Reserves

Reserves REVIEWED

G. 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.

- F.6 Items for the next meeting and minor items for information only.**
Cllr Marshall- Councillors to consider potential future projects for inclusion in the next precept and obtain estimated costs where possible.
Chair and RFO to arrange a meeting to discuss precept demand in the week prior to 10th November meeting.
- F.7 Date of the next Finance Committee meeting. – to be prior to NYC precept demand.**
29TH September 2025 7:30pm
10th November 2025 7pm

Meeting closed at 20:37