



BENTHAM TOWN COUNCIL

Bentham Town Hall, Station Road,
Bentham, Lancaster LA2 7LH
Tel: 015242 62587

Email: townclerk@benthamtowncouncil.co.uk
Website: www.benthamtowncouncil.gov.uk

Tuesday 30th September 2025

Minutes of Finance Committee – Monday 29th September 2025

Present: Cllrs Adams, Burton, Marshall and Whittet

Town Clerk: C Burrow

MOP: 0

F.8 Apologies: To Note Apologies for absence given in advance of the meeting.

NONE

F.9 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.10 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.11 To Confirm the Minutes of the previous finance meeting on **Tuesday 22nd July 2025**.

It was RESOLVED to approve the minutes of Tuesday 22nd July 2025 as a true and accurate record.

F.12 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.

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

It was RESOLVED to approve the receipts.

C. Bank reconciliation.

Unity Trust Current Account: £ 33246.81

Virgin account: £ 36026.11

Deposit account: £ 85000.00

D. VAT return.

It was NOTED that the VAT claim in quarter 2 was £2,368.75

E. External audit Section 3

NOTED – with the typographical error - to be referred to Full Council. External Audit is now on website with Notice of Conclusion.

F. Performance against budget & any budget movements.

NOTED – Council has budgets allocated that are not spent, recommendations to Full Council to use funds for necessary projects in Town Hall with damp proofing and ballroom floor. NOTED that the Clerk has secured a grant towards flooring.

RESOLVED to move training from cemetery to training cost code.

Council REVIEWED performance against budget.

G. To review Reserves

REVIEWED – NOTED that the street light reserves were underspent.

H. To complete the Parish Council Internal Control checklist.

RESOLVED – The internal control checklist was completed. The Council RESOLVED for Cllrs Burton and Whittet to sign off the internal controls.

F.13 To consider the Clerk's expenses.

RESOLVED – to AGREE the Clerk's expenses when submitted.

F.14 Items for the next meeting and minor items for information only.

NONE

F.15 Date of the next Finance Committee meeting. – Monday 10th November 2025 7:30pm

Meeting closed at 21:02

C Burrow

C Burrow

Town Clerk and RFO