



## BENTHAM TOWN COUNCIL

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### Minutes of Finance Committee – Monday 17<sup>th</sup> November 2025 at 7:00pm

In Attendance: Cllrs Adams, Burton, Marshall, Stannard and Whittet

Tonw Clerk: C Burrow

MOP: 0

Please note papers will be numbered as the agenda reference.

**F.16 Apologies:** To Note Apologies for absence given in advance of the meeting.  
Cllrs MacEley-Young and Taylor

**F.17 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

Cllr Adams: F23

Cllr Marshall: F23

Cllr Stannard: F23

**F.18 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.19 To Confirm the Minutes** of the previous finance meeting on **Monday 29<sup>th</sup> September 2025**  
**RESOLVED – to accept and confirm the minutes of Monday 29<sup>th</sup> September 2025 as a true and accurate record.**

**F.20 To conduct Quarterly Internal Control checks with RFO** for the third quarter.

A. Payments

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

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

**RESOLVED** to upload the grant applications in future payments.

B. Receipts.

The council conducted spot checks of receipts within Scribe.

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

**NOTED:** one overdue payment. **RESOLVED:** if customer has not paid by the end of November further action will be taken.

**RESOLVED** to link the Bentham Boost claim form and invoices to the receipts on Scribe.

C. Bank reconciliation.

**(Appendix A)**

**Cash in hand per Bank Statements**

**01- Unity Trust Bank (Current Account) £92,564.33 10/11/2025**

**02- PSDF (Deposit Account) £85,000.00 10/11/2025**

**03- TIP Tourist Info Petty cash £10.00 10/11/2025**

**04- 02 Virgin Money £35,988.80**

D. VAT return

**(Appendix B)**

It was NOTED that the Vat claim to 30/09/2025 was £2,016.15 Quarter 2

It was NOTED that's the VAT claim to 31/12/2025 is £1,098.05, however Quarter 3 is not yet at an end

E. Performance against budget & any budget movements.

**RESOLVED to DEFER to next Finance Committee.**

F. To review Virgin Bank & bank signatories, additional info required

**RESOLVED to ACCEPT as the bank mandates stand, noting the paperwork to add Cllr Whittet as an authoriser is being processed and the paperwork to add E Langan as a submitter is being processed.**

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.21 To consider special projects for 2026/2027**

- Philip Harvey Muga: **£7,000 (unspent from 2025/2026 budget)**
- Phillip Harvey Path: **£2,000 (unspent from 2025/2026 budget)**
- Philip Harvey wet pour: **£5,000**
- Cross at Low Bentham: **£5,000**
- Goodenber Play Area: **£2,500 (maintenance)**
- Town Hall Fire doors: **£15,500 (from RESERVES)**
- Town Hall railings: **£2,000**
- Mayoral Roll of honour: **£1,000**
- VAS: **£0**
- Town Hall solar panels: **£0**
- Cemetery extension: **£20,000 (from RESERVES)**

**Total: £60,000**

**Noted that Goodenber Play Area is a new line/code in the budget.**

**F.22 To consider the 'ring-fenced' money from the sale of the Community Youth Building.**

**RESOLVED** to request Bentham Playing Fields committee to submit a report with detailed costs to be considered at Full Council.

**RESOLVED** for monies to be spent on Goodenber Play area when lease belongs to Bentham Town Council, to be considered at Full Council.

**F.23 To consider grant applications for 2026/2027**

**£13,900.00**

<b>Name</b>	<b>Net Amount Approved</b>
Age Concern	<b>£0.00</b>
Bentham and Dementia Friendly Community	<b>£1,000.00</b>
Ingleton & Bentham Twinning Group	<b>£150.00</b>
Bentham Older People Together	<b>£0.00</b>
CancerCare	<b>£150.00</b>
Community Link Café	<b>£300.00</b>
Collingwood and Longstaffe Charity	<b>£500.00</b>
Dales Youth	<b>£500.00</b>
Friends of Bentham Station (FOBS)	<b>£250.00</b>
Lancaster and Skipton Rail Users Group (LASRUG)	<b>£200.00</b>
Bentham Playing Fields	<b>£6,000.00</b>
The Bay Prostate Cancer Support Group	<b>£150.00</b>
PTFA Bentham Primary School	<b>£2,000.00</b>
Stepping Stones	<b>£200.00</b>
LB Public Hall and Victoria Institute	<b>£1,500.00</b>
Bentham Community Bonfire	<b>£1,000.00</b>

**DECLINED** grant application detailed to pay wages

**DECLINED** grant application detailed to pay wages

**Council to purchase**

**Council to purchase chairs this year due to special offer**

**Cllrs Adams left the room whilst the LASRUG grant application was considered and returned when the Council had resolved the grant application.**

**F.24 To consider 2026/2027 Budget to present to full council for approval.**

**RESOLVED:** The Finance Committee reviewed and adjusted the budget

**RESOLVED** to REFER the budget for 2026/2027 to the Full Council.

**RESOLVED** to recommend to Full Council that £52,000 from RESERVES

**F.25 To consider NYC Precept request for 2026/2027**

**RESOLVED to REFER the Precept demand of £160,000 to Full Council.**

**F.26 Items for the next meeting and minor items for information only.**

**NONE**

**F.27 To agree date of the next Finance Committee meeting – Monday 20<sup>th</sup> April 2026 7:30pm**

**RESOLVED change date to Monday 9<sup>th</sup> March 2025 at 7:30pm**

**Meeting closed at 20:52**

*C Burrow*

**C Burrow**

**Town Clerk and RFO**

## Appendix A

<b>A</b>	<b>Bank Reconciliation at 10/11/2025</b>		
	Cash in Hand 01/04/2025		150,133.49
	<b>ADD</b> Receipts 01/04/2025 - 10/11/2025		192,721.66
	<b>SUBTRACT</b> Payments 01/04/2025 - 10/11/2025		129,317.02
	<b>Cash in Hand 10/11/2025</b> (per Cash Book)		<b>213,538.13</b>
<b>B</b>	Cash in hand per Bank Statements		
	01- Unity Trust Bank (Current Acco 10/11/2025	92,564.33	
	PSDF (Deposit Account) 10/11/2025	85,000.00	
	Acc for Jnls only - to Allocate recei 10/11/2025	0.00	
	TIP Tourist Info Petty cash 10/11/2025	10.00	
	02 Virgin Money 10/11/2025	35,988.80	
			<b>213,563.13</b>
	Less unrepresented payments		25.00
			213,538.13
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>213,538.13</b>
	<b>A = B Checks out OK</b>		

## Appendix B

10 November 2025 (2025 - 2026)

### Bentham Town Council Value Added Tax Return for the period 01/07/2025 to 30/09/2025

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VAT due in this period on sales and other outputs	<b>Box 1</b>	£383.67
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	<b>Box 2</b>	None
Total VAT due (the sum of boxes 1 & 2)	<b>Box 3</b>	£383.67
VAT reclaimed in the period on purchases and other inputs and other inputs (including acquisitions in Northern Ireland from EU member states)	<b>Box 4</b>	£2,399.82
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	<b>Box 5</b>	£2,016.15
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	<b>Box 6</b>	£2,818.00
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' inputs	<b>Box 7</b>	£18,515.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	<b>Box 8</b>	None
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	<b>Box 9</b>	None

**Bentham Town Council**  
**Value Added Tax Return for the period 01/10/2025 to 31/12/2025**

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VAT due in this period on sales and other outputs	<b>Box 1</b>	£297.40
VAT due in the period on acquisitions of goods made in Northern Ireland from EU Member States	<b>Box 2</b>	None
Total VAT due (the sum of boxes 1 & 2)	<b>Box 3</b>	£297.40
VAT reclaimed in the period on purchases and other inputs and other inputs (including acquisitions in Northern Ireland from EU member states)	<b>Box 4</b>	£1,395.45
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	<b>Box 5</b>	£1,098.05
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	<b>Box 6</b>	£2,268.00
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' inputs	<b>Box 7</b>	£8,379.00
Total value of dispatches of goods and related costs (excluding VAT) from Northern Ireland to EU Member States	<b>Box 8</b>	None
Total value of acquisitions of goods and related costs (excluding VAT) made in Northern Ireland from EU Member States	<b>Box 9</b>	None

