



BENTHAM TOWN COUNCIL

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

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

Minutes of Finance Committee – Monday 17th November 2025 at 7:00pm

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

Town 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 29th September 2025**

RESOLVED – to accept and confirm the minutes of Monday 29th 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

Name	Net Amount Approved	
Age Concern	£0.00	DECLINED grant application detailed to pay wages
Bentham and Dementia Friendly Community	£1,000.00	
Ingleton & Bentham Twinning Group	£150.00	DECLINED grant application detailed to pay wages
Bentham Older People Together	£0.00	
CancerCare	£150.00	
Community Link Café	£300.00	
Collingwood and Longstaffe Charity	£500.00	
Dales Youth	£500.00	
Friends of Bentham Station (FOBS)	£250.00	
Lancaster and Skipton Rail Users Group (LASRUG)	£200.00	
Bentham Playing Fields	£6,000.00	Council to purchase
The Bay Prostate Cancer Support Group	£150.00	
PTFA Bentham Primary School	£2,000.00	
Stepping Stones	£200.00	
LB Public Hall and Victoria Institute	£1,500.00	Council to purchase chairs this year due to special offer
Bentham Community Bonfire	£1,000.00	

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 20th April 2026 7:30pm

RESOLVED change date to Monday 9th March 2025 at 7:30pm

Meeting closed at 20:52

C Burrow

C Burrow

Town Clerk and RFO

DRAFT

Appendix A

	Bank Reconciliation at 10/11/2025		
	Cash in Hand 01/04/2025		150,133.49
	ADD Receipts 01/04/2025 - 10/11/2025		192,721.66
	SUBTRACT Payments 01/04/2025 - 10/11/2025		342,855.15
A	Cash in Hand 10/11/2025 (per Cash Book)		129,317.02
			213,538.13
	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
			213,563.13
	Less unpresented payments		25.00
	Plus unpresented receipts		213,538.13
B	Adjusted Bank Balance		213,538.13
	A = B Checks out OK		

Appendix B

10 November 2025 (2025 - 2026)

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

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

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

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

