



# BENTHAM TOWN COUNCIL

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

[www.benthamtowncouncil.gov.uk](http://www.benthamtowncouncil.gov.uk)

Email: [townclerk@benthamtowncouncil.co.uk](mailto:townclerk@benthamtowncouncil.co.uk)

**All Town Council Meetings are open to the Public and Press**

**Wednesday 8<sup>th</sup> April 2026 7:30pm Lower Hall, Bentham Town Hall**

## Bentham Town Finance Committee

The Public and Press are invited to attend. The Press and Public may not speak when the Council is in session, but they may make points during the "Comments and Concerns" item on the agenda below.

Background papers are available for viewing by appointment before the meeting.

They will be circulated to Councillors in the days before the meeting.

*C Burrow*

Claire Burrow, Town Clerk and RFO

Monday 30<sup>th</sup> March 2026

## AGENDA

Please note papers will be numbered as the agenda reference.

- F28 Apologies:** To Note Apologies for absence given in advance of the meeting.
- F29 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- F30 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)
- F31 To Confirm the Minutes** of the previous finance meeting on Monday 17<sup>th</sup> November 2025
- F32 To conduct Quarterly Internal Control checks with RFO** for the fourth quarter:
- A. Payments and receipts. (from files & Scribe)
  - B. Bank reconciliation.
  - C. VAT return.
  - D. Reserves.
  - E. Performance against budget – End of year position 31/3/2026
  - F. To review the bank signatories/mandates on Virgin, Unity and PSDF accounts.
  - G. To complete the Parish Council Internal Control checklist.

**F33 To review annual return:**

- A. To Review AGAR
- B. To Review dates for the Public Rights.

**F34 To review quotes and special projects:**

- A. Philip Harvey Playing Field MUGA, drainage and path
- B. Goodenber Park Play Area
- C. Cross at Low Bentham
- D. Cemetery extension
- E. Cemetery notice board
- F. Town Hall railings
- G. Wenningdale Room

**F35 To consider budget amendments for 2026/2027.**

**F36 Items for the next meeting** and minor items for information only.

**F37 Date** of the next Finance Committee meeting.

F38 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 **F39** re considered:-

**F39 Staffing Matters:**

- A. To receive staffing updates with working hours/patterns/training.**
- B. To consider staff holiday request.**

*C Burrow*

**C Burrow**

**Town Clerk and RFO**