



BENTHAM TOWN COUNCIL

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Minutes of Finance Meeting: Wednesday 8th April 2026 7:30pm Lower Hall, Bentham Town Hall

Present: Cllrs Adams, Marshall and Whittet

Town Clerk: C Burrow

MOP: 1

Thursday 9th April 2026

F28 Apologies: To Note Apologies for absence given in advance of the meeting.
Cllr Burton

F29 Declaration of Interest: To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
NONE

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)
NONE

F31 To Confirm the Minutes of the previous finance meeting on Monday 17th November 2025
RESOLVED to approve the minutes of Monday 17th November 2025 as a true and accurate record.

F32 To conduct Quarterly Internal Control checks with RFO for the fourth quarter:

A. Payments and receipts. (from files & Scribe)

The Council conducted spot checks of transactions within Scribe, viewing related payments.

The Council conducted spot checks of receipts within Scribe.

RESOLVED to approve the transactions.

RESOLVED to approve the receipts.

RESOLVED to add notes in the record in Scribe when payments appear as minuses due to accounting issues.

B. Bank reconciliation.

(Appendix A) dated 24.03.26

Unity: £48,442.50

PSDF Deposit Account: £85,000

Virgin: £32,785.16

T.I.P Petty Cash: £10.00

Cash in hand: £166,237.66

C. VAT return.

NOTED - VAT return for quarter 3 was: £7,119.83

NOTED - VAT return for quarter 4 was: £5,417.89

(Appendix B)

D. Reserves.

NOTED that cost codes and reserves were not set up correctly in 2025-2026, payments do not come out of reserve funds.

RESOLVED – to set cost codes up correctly for 2026-2027.

RESOLVED for RFO and Chair to ensure reserves for 2026-2027 are correct.

E. Performance against budget – End of year position 31/3/2026

RESOLVED – to move the monies not spent on VAS signs, public toilets and the PHPF path into the general funds = £9,000.

RESOLVED – to maintain the MUGA budget of £7000.

RESOLVED – Underspend on Ballroom floor, Wenningdale room windows and remote heating to be allocated to Town Hall maintenance/repairs = £590 change figure.

RESOLVED – Underspends on Defibrillators of £800 and the cemetery extension of £17,330 to be added to existing reserve

RESOLVED – the Bygone Bentham fund of £6,080 and the GRPA money (£7,375.92 – £3,586.32 [maintenance completed]) of £3,789.60 be moved into the capital reserves.

NOTED Duke street lighting allocated with wrong code RESOLVED to correct this with money coming out of earmarked reserves.

RESOLVED for Christmas lighting to come out of capital reserves.

NOTED underspend on gritting of £2,000 to go back to general reserve.

NOTED An issue was identified with a payment to Thomas Graham, where an overpayment was made from Unity and £24.13 was refunded to Council to Virgin Money.

RESOLVED This is to be reviewed by the RFO & Chair

NOTED by Finance committee that the starting cash in hand at 01.04.25 altered from the bank reconciliation in February 2026 to March 2026. Support from Scribe and RFO discovered a NEST pension payment of £126.76 was processed in previous year and current year, funds were cashed in May 2026 (payment 44 2025/2026 and payment 367 2024/2025). Payment 367 (2025-2026) shows a minus figure. Scribe unsure why the error appeared in March 2026.

RESOLVED – RFO to seek advice from Internal Auditor.

(See additional documents)

F. To review the bank signatories/mandates on Virgin, Unity and PSDF accounts.

RESOLVED to add Town Clerk to the PSDF account.

RESOLVED to add Cllr Whittet and Cllr Marshall to the Virgin account bank mandate.

G. To complete the Parish Council Internal Control checklist.

RESOLVED – The internal control checklist was completed, signed off by Cllrs Marshall and Whittet. (See Internal Controls checklist on Council website)

F33 To review annual return:

A. To Review AGAR

NOTED in draft version, awaiting internal audit.

B. To Review dates for the Public Rights.

NOTED

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

NOTED – Committee reviewed all quotes, **RESOLVED** to continue collecting quotes Clerk supported by Council members.

RESOLVED to refer the Cross project to Full Council for 2027-2028.

RESOLVED – Cemetery notice board to come out of parish caretaker funds for 26/7

RESOLVED – Peter Shaw to be asked to quote for Town Hall railings

RESOLVED – Buildings committee to review Wenningdale room decoration quote once received.

F35 To consider budget amendments for 2026/2027.

RESOLVED that no further amendments were needed.

(See Budget 2026/2027 on Council website)

F36 Items for the next meeting and minor items for information only.
NONE

F37 Date of the next Finance Committee meeting.

Monday 13th July 2026 7:30pm

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:-

Meeting closed to public at 21:20

F39 Staffing Matters:

A. To receive staffing updates with working hours/patterns/training.

Staff working days and times were NOTED by the committee.

RESOLVED – staff will not be expected to complete tasks/actions outside of working hours.

RESOLVED - to prioritise actions from committees to ensure the Clerk is able to complete actions within working hours and ensure appropriate amount of allocated time to each committee.

RESOLVED to monitor caretaker working pattern to ensure the appropriate ‘rest’ periods supported by other staff members and the Chair.

NOTED that the current clerking team have additional roles compared to previous Clerks.

B. To consider staff holiday request.

NOTED that two members of staff were under holiday hours.

RESOLVED to pay members of staff for these hours.

NOTED that a member of staff was potentially over their holiday allocation.

RESOLVED Chair to review with the employee and use time in lieu to resolve amicably.

Meeting closed at 21:50

C Burrow

C Burrow

Town Clerk and RFO

Thursday 9th April 2026

Appendix A

24 March 2026 (2025 - 2026)

Bentham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 24/03/2026		
	Cash in Hand 01/04/2025		150,006.73
	ADD Receipts 01/04/2025 - 24/03/2026		239,157.19
	SUBTRACT Payments 01/04/2025 - 24/03/2026		389,163.92
	Cash in Hand 24/03/2026 (per Cash Book)		166,237.66
B	Cash in hand per Bank Statements		
	01- Unity Trust Bank (Current Acco	24/03/2026	48,442.50
	PSDF (Deposit Account)	24/03/2026	85,000.00
	Acc for Jnls only - to Allocate recei	24/03/2026	0.00
	TIP Tourist Info Petty cash	25/03/2026	10.00
	02 Virgin Money	24/03/2026	32,785.16
			166,237.66
Less unrepresented payments			
		166,237.66	
Plus unrepresented receipts			
Adjusted Bank Balance		166,237.66	
A = B Checks out OK			

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	£522.95
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	£522.95
VAT reclaimed in the period on purchases and other inputs and other inputs (including acquisitions in Northern Ireland from EU member states)	Box 4	£7,642.78
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	Box 5	£7,119.83
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	Box 6	£3,396.00
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' inputs	Box 7	£40,454.00
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 01/01/2026 to 31/03/2026

VAT due in this period on sales and other outputs	Box 1	£605.57
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	£605.57
VAT reclaimed in the period on purchases and other inputs and other inputs (including acquisitions in Northern Ireland from EU member states)	Box 4	£6,023.46
Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 & 4)	Box 5	£5,417.89
Total value of sales and all other outputs excluding any VAT. Excludes any 'X' outputs	Box 6	£3,028.00
Total value of purchases and all other inputs excluding any VAT. Excludes any 'X' inputs	Box 7	£30,625.00
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