BENTHAM TOWN COUNCIL

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Minutes of Finance Committee: Monday 29th June 2026 4:00pm Lower Hall, Bentham Town Hall

Present: Cllrs Adams, Burton and Whittet.
Town Clerk and RFO: C Burrow
MOP: 0

Tuesday 30th June 2026

F1 **To elect a Chairman for the Council year 2026-2027.**
RESOLVED to elect Cllr Adams as chair for the year 2026-2027

F2 **Apologies**: To Note Apologies for absence given in advance of the meeting.
Cllr Marshall

F3 **Declaration of Interest**: To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
Cllr Whittet – F8

F4 **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

F5 **To Confirm the Minutes** of the previous finance meeting on Wednesday 8th April 2026.
RESOLVED: the minutes of Wednesday 8th April 2026 be signed as a true and accurate record.

F6 **To conduct Quarterly Internal Control checks with RFO** for the first 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.

B. Bank reconciliation.

NOTED (Appendix A)

Unity Trust: £74,751.78
PSDF: £85,000.00
TIP: £10.00
Virgin Money: £32,394.92

C. VAT return.

NOTED the VAT return is not ready until 1.07.26.

D. Reserves.

NOTED that the Bentham Boost repayments were each quarter. RESOLVED to request these are monthly.
RESOLVED – the committee is recommending to Full Council that reserves be re-allocated to Goodenber Road Play Area:
£10,000 from sale of Community Youth Building to GRPA
£10,000 from cemetery extension to GRPA
£5,000 from street light maintenance to GRPA
£7,000 from MUGA to GRPA
Total allocated budget for GRPA = £35,326.60 Including £3,326.60 already in Reserves.

E. Performance against budget – End of first quarter.

NOTED that cost code 10 staff pension was lower remaining than expected.
Cost code 51 Insurance was at 97% spent, however one-off payments, cyber insurance remains.
Cost code 132 Stationery was at 64% spent.
Cost code 116 Internet was at 98% spent, ACTION Clerk to look into.
Cost code 28 Street Lighting maintenance was at 72% spent; money coming out of reserves.
Cost code 44 Maintenance at Town Hall 65% spent, coming out of reserves.
Cost code 61 Defib running costs 48% spent. NOTED two defibrillators needed new batteries.
NOTED Mayoral Roll project completed was £350 under budget.

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

NOTED: the Clerk's name is still not on the bank mandate for the Public Sector Deposit Fund, ACTION Chair to add Clerk to mandate.

G. To complete the Parish Council Internal Control checklist.

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

F7 To consider the internal audit and further actions to be taken.

RESOLVED: changes to website to be made by Clerk.
NOTED: Financial Regulations, Training Policy are now up to date. Risk assessment document now has a date.
NOTED: quotes will be attached to payments.
RESOLVED: to chase late payers of invoices.
NOTED: the drafted minutes in the report are not watermarked draft on the website minutes. Clerk did query this with the IA who did not respond.
NOTED: the website accessibility statement has been up dated and the IT policy has been reviewed and will be reviewed annually at the May Council meeting.

F8 To review quotes and special projects:

Open Spaces:	A	Philip Harvey Playing Field, pond area, MUGA, drainage and path
	B	Goodenber Park Play Area – seesaw, swings, roundabout, zip wire, surfacing, tree works, gates and grass mats.
	C	Street Light maintenance reserve
	D	Cemetery extension
	E	Cross at Low Bentham
	F	Tree survey
Town Hall:	G	Wenningdale room; plastering and painting,
	H	Town Hall railings
	I	Fire doors
	J	Water boiler
	K	Town Hall main door shutter

RESOLVED: for Full Council to prioritise and RAG rate the projects due to budget constraints and the need for Council to re-allocate funds to the Goodenber Road Play Area.

F9 To consider budget amendments for 2026/2027.

RESOLVED no budget movements were to be made.

F10 To consider the reserves and set up with cost codes/budget.

RESOLVED – to check the Christmas Lights cost code is linked to the Christmas Lights reserve.
The street light maintenance cost code is linked to the earmarked street light maintenance reserve.

F11 To consider employment policies; Compassionate Leave policy, Emergency Dependents Leave policy, Maternity Leave and Pay Policy and Sickness Absence Policy.

RESOLVED to agree the Compassionate Leave Policy and Emergency Dependents Leave Policy.
RESOLVED to seek advice regarding the conflicting weeks allocation within the Maternity Leave and Pay Policy, to be considered at Full Council.
RESOLVED to consider the Sickness Absence Policy to Full Council.

F12 Items for the next meeting and minor items for information only.

NONE

F13 Date of the next Finance Committee meeting.

Finance Committee Monday 18th October 2026 at 7:30pm

F14 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 **F15** re considered:-

F15 Staffing Matters:

A. To receive staffing updates.

RESOLVED; to consider at Full Council the Clerk's request for paid time off for Governor role.

C Burrow

C Burrow
Town Clerk and RFO

Appendix A

22 June 2026 (2026-2027)

Bentham Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 22/06/2026			
	Cash in Hand 01/04/2026			137,305.82
	ADD			
	Receipts 01/04/2026 - 22/06/2026			97,499.13
				234,804.95
	SUBTRACT			
	Payments 01/04/2026 - 22/06/2026			43,148.25
A	**Cash in Hand 22/06/2026** (per Cash Book)			**191,656.70**
	Cash in hand per Bank Statements			
	01- Unity Trust Bank (Current Acco	22/06/2026	74,751.78	
	PSDF (Deposit Account)	22/06/2026	85,000.00	
	Acc for Jnls only - to Allocate recei	22/06/2026	0.00	
	TIP Tourist Info Petty cash	22/06/2026	10.00	
	02 Virgin Money	22/06/2026	32,394.92	
				192,156.70
	Less unpresented payments			500.00
				191,656.70
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**191,656.70**
	A = B Checks out OK			

Created by Scribe