



BENTHAM TOWN COUNCIL

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

www.benthamtowncouncil.gov.uk

Email: townclerk@benthamtowncouncil.co.uk

Finance Committee Meeting: **Monday 19th October 2026 at 7:30pm Lower Hall, Bentham Town Hall**

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

Wednesday 14th October 2026

AGENDA

Please note papers will be numbered as the agenda reference.

- F16 Apologies:** To Note Apologies for absence given in advance of the meeting.
- F17 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- F18 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)
- F19 To Confirm the Minutes** of the previous finance meeting on Monday 29th June 2026.
- F20 To conduct Quarterly Internal Control checks with RFO** for the second quarter:
- A. Payments and receipts. (from files & Scribe)
 - B. Bank reconciliation.
 - C. VAT return.
 - D. Reserves.
 - E. Performance against budget – End of second quarter and half way through the Council year.
 - F. To review the bank signatories/mandates on Virgin, Unity and PSDF accounts.
 - G. To complete the Parish Council Internal Control checklist.

F21 To receive the Interim Audit Report 2026 - 2027

F22 To review quotations and consider outstanding special projects for inclusion in next year's budget.

Open Spaces:	A	Philip Harvey Playing Field, pond area, MUGA, drainage and path
	B	Cemetery extension/wall
	C	Cross at Low Bentham
Town Hall:	D	Town Hall railings
	E	Town Hall main door shutter

F23 To consider budget amendments for 2026/2027.

F24 To consider the reserves and set up with cost codes/budget.

F25 To consider employment policies; Lone Working Policy and Grievance Policy.

F26 Items for the next meeting and minor items for information only.

F27 Date of the next Finance Committee meeting: Precept meeting Monday 16th November 2026 at 7pm

F28 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 **F29** re considered:-

F29 Staffing Matters:

A. To receive staffing updates.

C Burrow

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Town Clerk and RFO