



BENTHAM TOWN COUNCIL

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Monday 29th June 2026 1:30pm 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

Wednesday 24th June 2026

AGENDA

Please note papers will be numbered as the agenda reference.

- F1 To elect a Chairman for the Council year 2026-2027.**
- F2 Apologies:** To Note Apologies for absence given in advance of the meeting.
- F3 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- 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)
- F5 To Confirm the Minutes** of the previous finance meeting on Wednesday 8th April 2026.
- F6 To conduct Quarterly Internal Control checks with RFO** for the first quarter:
 - A. Payments and receipts. (from files & Scribe)
 - B. Bank reconciliation.
 - C. VAT return.
 - D. Reserves.
 - E. Performance against budget – End of first quarter.
 - F. To review the bank signatories/mandates on Virgin, Unity and PSDF accounts.
 - G. To complete the Parish Council Internal Control checklist.

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

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

F9 To consider budget amendments for 2026/2027.

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

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

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

F13 Date of the next Finance Committee meeting.

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.

C Burrow

**C Burrow
Town Clerk and RFO**