

BENTHAM TOWN COUNCIL



Town Clerk:
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There will be a Meeting of the Bentham Town Council Finance Committee on 19th OCTOBER 2020 at 7.30 pm – to be conducted remotely.

(Please can everybody participating log in at 7.20 pm at the latest so that any connection problems can be resolved and the meeting can start promptly at 7.30 pm. Thank you.)

**ANYBODY WISHING TO ATTEND, PLEASE EMAIL THE TOWN CLERK AT
townclerk@benthamtowncouncil.co.uk
FOR AN INVITATION PROVIDING JOINING DETAILS AND INSTRUCTIONS**

The press and public may not speak when the Council is in session, but they may make points during the 'comments & concerns' item on the agenda.

14/10/2020
Christine Downey
(Clerk/RFO)

AGENDA


- F25. **Apologies** from members unable to attend: -
 - 25.1 To Note Apologies for absence given in advance of the meeting.
 - 25.2 To consider acceptance of reasons for absence.

- F26. **Declaration of Interest:** -
 - 26.1 To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
 - 26.2 To Approve Dispensation Requests.

- F27. To **Confirm the Minutes** of the previous meetings on 13th July 2020. (Paper F2020/11)

- F28. To conduct **Quarterly Internal Control checks** for the quarter to 30th September 2020: -
 - 28.1 Payments and receipts. (Paper F2020/12)
 - 28.2 Bank reconciliation. (Paper F2020/13)
 - 28.3 VAT return. (Paper F2020/14)
 - 28.4 Performance against budget. (Paper F2020/15)
 - 28.5 To complete the Parish Council Internal Control checklist. (Paper F2020/16)

- F29. To review the position of **allocated and unallocated reserves**. (Paper F2020/17)
- F30. To consider the **internal auditors' recommendation** for two audits a year. (Paper F2020/18)
- F31. To consider method of payment of the 2020 **percept award to Stepping Stones** and to agree a way forward.
- F32. To review the position regarding **GDPR compliance** and agree a way forward. (Paper F2020/19)
- F33. Items for the next meeting and minor items only.
- F34. Date of next meeting.
- F35. To consider **exclusion of the press and public** by virtue of Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda items F36 to F39).
- F36. To consider and approve the written reports of staff reviews, or to agree a way forward.
- F37. To review the position regarding staff contracts and agree a way forward.
- F38. To review the position regarding payment to stand-in caretaker and agree a way forward.
- F39. To consider expenses payments to the clerk and agree a way forward.



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