



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 11th October 2021, in the Ballroom at the town Hall, at 7.30 pm.

Present: Cllrs Faraday (Chairman), Swales and Taylor, and the clerk Christine Downey.

- F14 Apologies from members unable to attend: -
- 14.1 To note apologies for absence given in advance of the meeting.
Cllrs Adams, Bridgeman, and Marshall.
- 14.2 To consider acceptance of reasons for absence.
None.
- F15 **Declaration of Interest:** -
- 15.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
None.
- 15.2 To approve dispensation requests.
None.
- F16 To receive Comments & 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 purpose of clarification)
None
- F17 To confirm the minutes of the previous meeting on 12th July 2021. (Paper F2021/38).
RESOLVED: That the minutes of the meeting of 12th July 2021 be agreed and signed.
- F18 To conduct Quarterly Internal Control checks for the quarter to 30th September 2021: -
- 18.1 Payments and receipts. (Paper F2021/39)
RESOLVED: That the sample of payments & receipts checked were correct.
- 18.2 Bank reconciliation. (Paper F2021/40)
The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement.
RESOLVED: That the accounts reconcile with the September statements.
- 18.3 VAT return. (Paper F2021/41)
RESOLVED: That the VAT return for the quarter to September 2021 be signed as correct and the clerk send to HMRC online.
- 18.4 Performance against budget. (Paper F2021/42)
RESOLVED: Performance against budget reviewed and approved.
- 18.5 To complete the Parish Council Internal Control checklist. (Paper F2021/43)
RESOLVED: Completed and signed by Cllrs Swales and Taylor.
- F19 To review the position of allocated and unallocated reserves. (Paper F2021/44)
Reviewed.
The reserves are healthy at £74,660.53.
- F20 To consider a subscription to the Compliant Councils Hub for GDPR. (Paper F2021/45)
RESOLVED: To subscribe to the "Essential" plan, at a cost of £185.



BENTHAM TOWN COUNCIL

- F21 Items for the next meeting and minor items for information only.
It was confirmed that it is permissible to forward a copy of the council's reply to the developer about the pre-planning consultation on land off Springfield to a member of the public.
- F22 Date of next meeting:
Finance committee meeting Wednesday 05/01/2022. (Cllr Taylor gave his apologies in advance for this meeting.
Precept meeting Monday 10/01/2022.
- F23 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, the public and press to be excluded further from the meeting, while item F24 and F25 are considered: -
RESOLVED: That the press and public be excluded from the meeting.
- F24 To agree a way forward regarding annual staff reviews. (Papers F202/146 and F2021/47)
RESOLVED: Annual staff reviews to be conducted by Cllrs Bridgeman, Faraday and Swales.
RESOLVED: Cllr Faraday to arrange a suitable day and time.
- F25 To receive an update regarding correspondence with Annette Moppet and to agree a way forward.
RESOLVED: The update was received and a way forward was agreed.

There being no further business, the meeting closed at 20.30.