



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 14th October 2019 at 7.30 pm in the Lower Hall

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

- F9 To receive apologies from members unable to attend
Cllrs Adams and Stannard.
- F10 To Receive and Record any member's Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations -
none
- F11 To agree the minutes of the previous meeting of 8th July 2019
RESOLVED: That the minutes of the meeting of 8th July 2019 be agreed and signed.
- F12 Quarterly Internal Control checks
- 12.1 Payments and Receipts
RESOLVED: That the sample of payments & receipts checked were correct.
- 12.2 Bank reconciliation
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.
- 12.3 VAT returns
RESOLVED: That the VAT return for the quarter to September 2019 be signed as correct and the clerk send to HMRC online.
- 12.4 Performance against budget
RESOLVED: Refer unspent budget for website to Marketing Committee to consider its use.
RESOLVED: To adopt the three-year layout for the performance against budget figures.
- F13 To review the "Parish Council Internal Control" checklist from YLCA and consider its use
RESOLVED: To delete the section relating to Allotment rents.
RESOLVED: To adopt the use of the Parish Council Internal Control – after the removal of the allotment rents section.
- F14 To review position of allocated and unallocated reserves
RESOLVED: Clerk to email councillors asking for ideas and suggestions for 2020/2021 special projects asap, with a view to obtaining quotes for consideration.
RESOLVED: Clerk to ascertain exactly what the Council is permitted to do with reserves, by attending an upcoming YLCA training course on finance matters.
- F15 To consider sending confirmation of eligibility for Financial Services Compensation Scheme (FSCS) to Unity Bank
RESOLVED: Clerk to proceed and submit confirmation.
- F16 To consider quotes for annual tests on kitchen cooker, grill and canopy
RESOLVED: To accept the quotes from Fowlers and reject those from JLA.
- F17 To consider making a direct debit arrangement with Waterplus
RESOLVED: Not to make a direct debit arrangement with Waterplus.



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- F18 To discuss the way in which grants are decided for precept and to agree a way forward
RESOLVED: To establish under which specific power to spend each approved grant is awarded in due course.
- F19 To discuss the amendments to the NALC Model Financial Regulations
RESOLVED: Clerk to review what has changed and report in due course.
- F20 To discuss publication of agenda's
RESOLVED: Clerk to determine if the three clear days' notice period is for the summons, or the agenda, or both.
- F21 To discuss the clerk's hours
RESOLVED: Clerk to continue working full time for the next quarter and the position to be reviewed at next finance meeting in January 2020.
RESOLVED: Clerk to ask Thomas Brown if he can undertake some of the handyman jobs in the town hall.
RESOLVED: Cllr Faraday to pass on name, and possibly contact details, for the handyman for Toll House, with a view to getting the town hall jobs dealt with.
- F22 To discuss payment of Society of Local Council Clerks membership fees for 2020 (2019 rates for comparison purposes are: joining fee £12, plus annual membership fee £175 = total £187)
RESOLVED: Clerk to establish if clerk's membership of SLCC would duplicate benefits obtained from council membership of YLCA in any way.
- F23 To receive and consider Minor items / items for the next agenda
RESOLVED: That it is necessary to move the January Finance Committee meeting from Wed 08/01/2020 to Thu 02/01/2020 in order to allow sufficient time for the accounts and/or budget work to be completed and ready for precept meeting on Mon 13/01/2020.
RESOLVED: That it is necessary to move the April Finance Committee meeting from Mon 13/04/2020 because that is a bank holiday (Easter Monday).
- F24 To discuss and agree the dates of the Jan and Apr finance committee meetings (proposed dates are 08/01/2020 and 13/04/2020)
RESOLVED: January meeting to be on Thu 02/01/2020 at 7pm
RESOLVED: April meeting to be on Wed 08/04/2020 at 7.30 pm.

There being no further business, the meeting closed at 20.49