



## BENTHAM TOWN COUNCIL

### MINUTES of the Finance Meeting held on Monday 10<sup>th</sup> October 2022, in the Ballroom at the Town Hall, at 7.30 pm.

Present: Cllrs Adams (Chairman), Burton, Gerrie and Hill. The Clerk Christine Downey.

- F21 Apologies: To note apologies for absence given in advance of the meeting.  
**Cllr Marshall.**
- F22 **Declaration of Interest.** To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests:  
**None.**
- F23 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. No public present.**
- F24 To confirm the minutes of the previous meeting on 11<sup>th</sup> July 2022. (Paper F2022/25).  
**RESOLVED: That the minutes of the meeting of 11<sup>th</sup> July 2022 be agreed and signed.**
- F25 To conduct Quarterly Internal Control checks for the quarter to 30/09/2022: -
- 25.1 Payments and receipts. (Paper F2022/26)  
**RESOLVED: That the sample of payments & receipts checked were correct.**
- 25.2 Bank reconciliation with bank statements. (Papers F2022/27, 28 and 29).  
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.**
- 25.3 VAT return. (Paper F2022/30)  
**RESOLVED: That the VAT return for the quarter to September 2022 be signed as correct and the clerk send to HMRC online.**
- 25.4 Performance against budget. (Paper F2022/31)  
**Reviewed.**  
**RESOLVED: That the “Administrator” category, under the “Admin” heading, is renamed “Computer Programmes/Software”.**  
**RESOLVED: That the expenditure on the accounts production software package is removed from the “Office Equipment” category and moved to the new “Computer Programme/Software” category.**  
**RESOLVED: That the clerk obtains estimates for some cloud backup options.**  
**RESOLVED: Clerk to pursue the final bill for the Heritage Trail and Footpaths work.**  
**RESOLVED: Clerk to correct the “Deviation from Budget” lines in the “Out of Reserves” heading of the “Performance against budget” document (Paper F2022/31).** (Note from clerk: overall the figures are correct – but two lines have moved down a position in error)  
**RESOLVED: Clerk to forward gas and electric bills to Cllr Adams for review.**  
**RESOLVED: Clerk to record and bank all TIP takings.**
- 25.5 To complete the Parish Council Internal Control checklist. (Paper F2022/32)  
**RESOLVED: Completed and signed by Cllrs Adams and Hill.**



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- F26 To consider a virement from the administrator budget to the office equipment budget and to agree a way forward.

**It was reported that after the “Administrator” category (under the “Admin” heading) is renamed “Computer Programmes/Software”, and the expenditure on the accounts production software package is reallocated there (out of office equipment), that a virement will not be necessary.**

**RESOLVED: No further action.**

- F27 To review the position of allocated and unallocated reserves. (Paper F2022/33)  
**Reviewed.**

- F28 To consider a transfer to or from the deposit account and to agree a way forward.

As at 30/09/2022	Bank statement balance	+ Outstanding receipts	- Outstanding payments	Balance as per cash book
Current Account	64,173.68	44.37	(9,910.44)	54,307.61
PSDF	75,000.00	0.00	0.00	75,000.00
Total	139,173.68	44.37	(9,910.44)	129,307.61

**RESOLVED: That £20,000 be transferred from the current account to the PSDF deposit.**

- F29 To review the internal auditors report and agree any further actions. (Paper F2022/34)  
**RESOLVED: Review of the full report deferred to next meeting.**  
**RESOLVED: Cllr Adams will discuss the position regarding the new website with Cllr Stannard, with a view to the new website going live as soon as possible.**  
**RESOLVED: Clerk to point out to the internal auditor that there were 11 councillors in 2021/22 not 12.**

- F30 To receive an update on the position re section 106 infrastructure payment re Felstead development. (Paper F2022/35)  
**RESOLVED: Clerk to arrange a site visit with Elaine Hiser of CDC, Bentham Town Council representative(s), Charlotte Mouncey (Goodenber Play Area Association) and Lisa Guy (Bentham Playing Field Association).**

- F31 Items for the next meeting and minor items for information only.  
**None.**

- F32 Date of next Finance Committee meeting.  
**04/01/2023.**

- F33 To resolve that in accordance with Section 192) 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 F34 to F36 are considered.  
**RESOLVED: That there are no press and/or public present to be excluded.**

- F34 Any actions arising from the 2022 staff reviews to be considered, and a way forward to be agreed, if applicable.  
**RESOLVED: Clerk to provide on a quarterly basis, at the finance meeting, a brief update of the current position of the unfinished large projects/works. (To include, for example, this year’s special projects, CYB, new website).**



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F35 To review the salary budgets (Per 4. 4 of financial regulations).

**RESOLVED: Dealt with at item 25.4.**

F36 To consider items of correspondence received regarding the Community Youth Building and agree a way forward. (Paper F2022/36)

**RESOLVED. To await the outcome of the Asset of Community Value Nomination.**

There being no further business the meeting closed at 8.45 pm.