

BENTHAM TOWN COUNCIL

Minutes of the Finance Meeting held on Monday 16 July 2018, at 7.30pm in Lower Hall, Bentham Town Hall

Present Cllrs Adams, Faraday, Marshall, Stannard & Taylor and the Clerk, Mrs Burton

F1. To Elect a Chairman for the Finance Committee for 2018/19

RESOLVED: That Cllr Taylor be elected Chairman of the Finance Committee

F2. To receive apologies from members unable to attend
Cllr Handford

F3. To agree the minutes of last meeting

RESOLVED: That the minutes of the meeting on 17 April 2018 be signed

F4. Quarterly Internal Control checks

a. Payments & receipts

RESOLVED: That the sample of payments & receipts checked were correct.

b. Bank Reconciliation

The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement. It was agreed that the bank reconciliation was correct at 30 June 2018, and was as follows:

	Bank Statement	Plus O/s Receipts	Less O/s Cheques	Balance
Current	18742.22	121.60	2063.05	16800.77
PSDF	100000.00			100000.00

RESOLVED: That the accounts reconcile with the June 2018 statements

c. VAT return

RESOLVED: That the VAT return be signed as correct and the clerk send to HMRC on line

d. Performance Against Budget

All areas were currently under budget, which was to be expected at this time of year. Street Lighting was still not being billed, due to an administration problem with the supplier. An invoice for phase 1 of the street lighting refurbishment was expected shortly as the new Wenning Avenue lights had been reconnected.

RESOLVED: That the Council was currently under budget in all areas

F5. To agree the transfer of funds from the PSDF if necessary

It was agreed that current funds were sufficient for general spending until the next precept payment in October. However an invoice for phase 1 of the street light refurbishment project was expected and funds needed to be available for this. It was also agreed that monies owing to HAGS should continue to be withheld until an agreement regarding the outstanding groundworks could be reached – with either them returning to sort the problems before September, or the Council arranging for the work to be done out of the amount outstanding.

RESOLVED: That £25,000 be transferred from PSDF to cover the expected invoice for the street lighting

RESOLVED: That HAGs be contacted as a matter of urgency to resolve the outstanding groundworks problems so that the withheld amount can be paid.

RESOLVED: That Cllr Faraday be added to the signatories for the PSDF account

F6. To receive an update on a new coordinator

The interviews had taken place the previous week and the post had been offered to Jane Jennings, who had accepted and would be starting in early September

F7. To agree the performance review of new staff members and staff overtime

Staff had been asked for suitable dates and times and had asked just to be informed of the time and date and they would attend. The clerk's outstanding overtime for the previous year and the current overtime for the first quarter was discussed and agreed to be paid at the relevant rates in September.

RESOLVED: That all members of staff be reviewed on the evening of Monday 13 August

RESOLVED: That the clerk's overtime be paid in September

F8. To receive an update on the introduction of General Data Protection Regulations

The clerk apologised that, with the resignation of the Coordinator, she had not managed to progress this due to other work.

RESOLVED: That the draft data retention policy and data inventory be brought to the next meeting

F9. Minor Items

With Council not meeting until September it was agreed that routine bills, e.g. water etc, could be paid prior to the next meeting to avoid overdue demands

Unity Trust had not yet responded regarding the new signatories and should be chased by the clerk

NYCC's Peter Ball should be contacted regarding phase 2 of the street lighting refurbishment

The Marketing Committee should be asked to review the Council's websites and agree a way forward to update content and 'look'

F10. Date of next meeting – provisional 15 October 2018 – to be confirmed

There being no further business the meeting closed at 8.50 pm