



## BENTHAM TOWN COUNCIL

### MINUTES of the Finance Meeting held Remotely on Monday 19<sup>th</sup> October 2020, at 7.32 pm following full council meeting.

Present: Cllrs Taylor (Chairman), Adams, Bridgeman Faraday, Marshall and Stannard. The clerk Christine Downey.

- F25 Apologies from members unable to attend: -
- 25.1 To note apologies for absence given in advance of the meeting.  
**None**
- 25.2 To consider acceptance of reasons for absence.  
**None**
- 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.  
**None**
- 26.2 To approve dispensation requests.  
**None**
- F27 To agree the minutes of the previous meeting of 13<sup>th</sup> July 2020. (Paper F2020/11)  
**RESOLVED: That the minutes of the meeting of 13<sup>th</sup> July 2020 be agreed and signed.**
- F28 Quarterly Internal Control checks for the quarter to 30<sup>th</sup> September 2020: -
- 28.1 Payments and Receipts (Paper F2020/12)  
**RESOLVED: That the sample of payments & receipts checked were correct.**
- 28.2 Bank reconciliation (Paper F2020/13)  
The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement.  
**RESOLVED: That the accounts reconcile with the June statements.**
- 28.3 VAT returns (Paper F2020/14)  
**RESOLVED: That the VAT return for the quarter to September 2020 be signed as correct.**
- 28.4 Performance against budget (Paper F2020/15)  
The budget figures are as expected following the closing of the town hall due to Covid-19. The downturn in expenditure is expected to be resolved after the town hall is reopened and normal business resumes.  
Andrew Tennant was advised at the end of August, and again at the end of September, how many cuts were left that the town council would pay for.  
Town Hall heating to be on and building to be kept warm as weather gets worse.  
**RESOLVED: The town hall should be ready to re-open at short notice, so nothing to be moth balled. Continue with regular lift services and inspections.**
- 28.5 To complete the Parish Council Internal Control Checklist. (Paper F2020/16)  
**RESOLVED: To be completed and signed by Cllrs Faraday and Marshall and sent to clerk.**
- F29 To review position of allocated and unallocated reserves. (Paper F2020/17)  
The reserves are health. And the second precept payment has now been paid into the bank, since the completion of the records to 30/09/2020.
- F30 To consider the internal auditor's recommendation for two audits a year. (Paper F2020/18)  
**RESOLVED: Not to request two audits a year.**



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- F31 To consider method of payment of the 2020 precept award to Stepping Stones and to agree a way forward.  
If the organisation can provide details of a supplier who the council can order from, with a purchase order, then the spend can be £250 plus vat.  
If the goods can only be obtained from Amazon by the organisation itself, then the spend is £250 direct to Stepping Stones.  
Try finding the suppliers own details via the Amazon site and dealing with them direct.  
**RESOLVED: Clerk to discuss the position with Ruth Green and to attempt to obtain invoices in the Council's name for the goods.**
- F32 To review the position regarding GDPR compliance and agree a way forward. (Paper F2020/19)  
**RESOLVED: Clerk to produce a draft data audit for consideration at the next finance meeting.**  
**RESOLVED: When the finance committee are happy with the draft data audit it is presented to full council for consideration.**  
**RESOLVED: To accept Craven District Council's offer to provide Data Protection Officer services at a rate of £125 pa.**
- F33 To receive and consider Minor items and items for the next agenda.  
Profit from sale of 2020 Calendars to be paid to Goodenber Road Play Area.  
Clerk to ask caretaker to produce inventory of contents of town hall.
- F34 Date of next meeting: **TUESDAY 05/01/2020.**
- 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)  
**RESOLVED: To exclude the press and public.**
- F36 To consider and approve the written reports of staff reviews, or to agree a way forward.  
Reviews written up and with reviewers for checking. When agreed by reviewers two copies of the notes of each review will be given to each member of staff. One copy is for them to keep. The other is to be signed and returned to the clerk in a sealed envelope for retention on the personnel file, if they agree with the notes. If they do not agree with the notes, they need to inform Cllr Bridgeman and any necessary amendment discussed and agreed between the reviewers.  
**RESOLVED: Any actions from the staff reviews to be referred to finance committee for attention.**  
**RESOLVED: Procedure for the annual staff review to be considered agreed at a future meeting.**
- F37 To review the position regarding staff contracts and agree a way forward.  
**RESOLVED: Archive room to be checked for signed contracts.**
- F38 To review the position regarding payment to stand-in caretaker and agree a way forward.  
**RESOLVED: Request an invoice for the hours worked at the standard hourly rate paid to caretaker and cleaners.**  
**RESOLVED: Pay out of Chairman's Allowance, as emergency payment.**



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F39

To consider expenses payments to the clerk and agree a way forward.

**RESOLVED: To pay average mileage expenses of £8.25 per month to the clerk for travelling to Low Bentham regularly to check PHPF and to post agendas on notice board.**

**RESOLVED: To look into providing clerk with a work mobile phone, on contract because its easier to budget for.**

There being no further business, the meeting closed at 20.43.