



## BENTHAM TOWN COUNCIL

### MINUTES of the Finance Meeting held on Monday 15 April 2019 at 7.00 pm in the Wenningdale Room

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

- F31 To Receive Apologies from members unable to attend  
Cllr Farraday.
- F32 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
- F33 To agree the minutes of the previous meeting of 4<sup>th</sup> January 2019  
**RESOLVED: That the minutes of the meeting of 4<sup>th</sup> January 2019 be agreed and signed.**
- F34 Quarterly Internal Control checks
- a. Payments and 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.  
**RESOLVED: That the accounts reconcile with the March statements.**
- c. VAT return  
**RESOLVED: That the VAT return be signed as correct and the clerk send to HMRC online.**  
**RESOLVED: That the clerk finalise the spreadsheets of VAT workings and circulate in due course.**
- d. Performance against budget  
**RESOLVED: To locate the two Horton Landscape invoices that were possibly queried and not paid, and pay them for the year ended 31/03/19.**  
**RESOLVED: To settle the final bills for HAGS in the year ending 31/03/2020.**
- F35 To consider the Year End report for the APM on 24 April  
**RESOLVED: The Clerk to complete the Year End report after the adjustment in respect of the outstanding HAGS bills has been made.**
- F36 To consider adding the clerk to the bank mandate  
**RESOLVED: To add the Clerk to the mandate. Cllrs Adams, Marshall and Stannard to deal with.**
- F37 To discuss the clerk's hours  
The Clerks hours were discussed.  
**RESOLVED: No further action required.**
- F38 To receive and consider Minor items / items for the next agenda  
**RESOLVED: The Clerk to review the position regarding allocated reserves.**  
**RESOLVED: Clerk to start a list of potential special projects for consideration 2020/2021.**
- F39 Date of next meeting  
Monday 8<sup>th</sup> July, at 7.30 pm.