



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Wednesday 5th January 2022, in the Lower Hall at the Town Hall, at 7.30 pm.

Present: Cllrs Faraday (Chairman), Adams, Bridgeman and Marshall. The clerk Christine Downey. Cllr Burton attended as a member of the public.

- F26 Apologies from members unable to attend: -
- 26.1 To note apologies for absence given in advance of the meeting.
Cllrs Swales and Taylor.
- 26.2 To consider acceptance of reasons for absence.
None.
- F27 **Declaration of Interest:** -
- 27.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
None.
- 27.2 To approve dispensation requests.
None.
- F28 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
- F29 To confirm the minutes of the previous meeting on 11th October 2021. (Paper F2021/48).
RESOLVED: That the minutes of the meeting of 11th October 2021 be agreed and signed.
- F30 To conduct Quarterly Internal Control checks for the quarter to 31st December 2021: -
- 30.1 Payments and receipts. (Paper F2021/49)
RESOLVED: That the sample of payments & receipts checked were correct.
- 30.2 Bank reconciliation. (Paper F2021/50)
The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement.
RESOLVED: That the accounts reconcile with the December statements.
- 30.3 VAT return. (Paper F2021/51)
RESOLVED: That the VAT return for the quarter to December 2021 be signed as correct and the clerk send to HMRC online.
- 30.4 Performance against budget. (Paper F2021/52)
RESOLVED: Performance against budget reviewed and approved.
RESOLVED: Add “to consider instructing Thomas Brown to power wash the equipment and surfaces at PHPF, and to spray surfaces at PHPF to remove moss (especially MUGA), in the current financial year”, to full council agenda.
RESOLVED: Clerk to look at the options for transferring reserves into the deposit account to generate interest.
- 30.5 To complete the Parish Council Internal Control checklist. (Paper F2021/53)
RESOLVED: Completed and signed by Cllrs Faraday and Marshall.



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- F31 To review the position of allocated and unallocated reserves. (Paper F2021/54)
Reviewed.
The reserves are healthy at £96,465.96, up from £74,660.53 as at 30/09/2021.
- F32 To consider obtaining a card reader. (Paper F2021/55)
RESOLVED: Not to proceed at this time.
- F33 To resolve that in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the public and press to be excluded further from the meeting, while item F34 to F 38 are considered: -
RESOLVED: That the press and public be excluded from the meeting.
Cllr Burton left the room at this point.
- F34 To review the position regarding staff contracts and agree a way forward. (Papers F2021/56 to F2021/60)
RESOLVED: Draft contracts for the caretaker and cleaners to be reviewed by the committee members.
RESOLVED: When final draft contracts have been agreed, to obtain legal advice on them. Possibly from Community First Yorkshire.
- F35 Any actions arising from the 2021 staff reviews to be considered, and a way forward to be agreed, if applicable.
RESOLVED: Caretaker to order necessary items from Armstrongs on the Council's account.
RESOLVED: Clerk to unsubscribe to as many emails as possible and limit those circulated to only those that relate to parish funds and those received from CDC, NALC and YLCA.
RESOLVED: Clerk to raise any concerns about undue pressure to the Council Chairman at the time of the event.
RESOLVED: Clerk to dispense with the summary of grant application details, and only circulate the completed application forms, and to dispense with anything else not entirely necessary.
- F36 To review the Staff Review Process Policy and agree a way forward. (Papers F2021/46 and F2021/47).
RESOLVED: To carry this item forward to next meeting.
- F37 To discuss the Town Clerks workload. (Paper F2021/61)
Discussed.
- F38 To review the salary budgets. (4.4 of financial regs)
RESOLVED: Dealt with at item F40.
- F39 To reopen the meeting to the public.
RESOLVED: Meeting reopened to the public.
- F40 To consider the draft budget and agree a version for proposal at the Precept Meeting. (Paper F2021/62)
RESOLVED: The potential cost of an additional employee (administrator), to be included as an item of annual expenditure under Admin heading, not a special project.
RESOLVED: Clerk to amend expected income from Precept from £102,896.65 to £107,607.04.
RESOLVED: Draft budget agreed for consideration by full council, subject to the above corrections.



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- F41 To consider grant applications. (Paper F2021/63)
RESOLVED: That the applications be considered by the full town council at the precept meeting.
- F42 To consider special projects and costings. (Paper F2021/64)
RESOLVED: Potential special project list agreed, with the addition of audio equipment/microphone for Town Hall, and repairs to Town Hall clock.
- F43 Items for the next meeting and minor items for information only.
Add "to consider instructing Thomas Brown to power wash the equipment and surfaces at PHPF, and to spray surfaces at PHPF to remove moss (especially MUGA), in the current financial year", to full council agenda.
To review the Staff Review Process Policy and agree a way forward – carry forward to next finance meeting agenda,
- F44 Date of the next meeting: **11th April 2022.**

There being no further business the meeting closed at 9.55.