



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Tuesday 5th January 2021 at 7.30 pm – conducted remotely.

Present: Cllrs Taylor (Chairman), Adams, Bridgeman, Faraday, Marshall and Stannard, and the clerk Christine Downey. One member of the public.

- F40 Apologies from members unable to attend: -
- 40.1 To note apologies for absence given in advance of the meeting.
None.
- 40.2 To consider acceptance of reasons for absence.
None.
- F41 **Declaration of Interest: -**
- 41.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
Cllr Adams – item F46 grant applications – involvement with LASRUG, Goodenber Play Area Association and Settle Area Swimming Pool.
Cllr Bridgeman – item F46 grant applications – involvement with Bentham Allotment Association.
Cllr Faraday – item F46 grant applications – involvement with Low Bentham Public Hall and Victoria Institute.
Cllr Marshall – item F46 grant applications – involvement with Collingwood and Longstaffe’s Charity.
Cllr Stannard – item F46 grant applications – involvement with Bentham Playing Field Association and Bentham Community Bonfire Committee.
Cllr Taylor – item F46 grant applications – involvement with Bentham Allotment Association.
- 41.2 To approve dispensation requests.
None.
- F42 To confirm the minutes of the previous meeting on 19th October 2020. (Paper F2020/20).
RESOLVED: That the minutes of the meeting of 19th October 2020 be agreed and signed.
- F43 To conduct quarterly internal control checks for the quarter to 31st December 2020: -
- 43.1 Payments and Receipts. (Paper F2020/21)
RESOLVED: That the sample of payments & receipts checked were correct.
- 43.2 Bank reconciliation. (Paper F2020/22)
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.
- 43.3 VAT return. (Paper F2020/23)
RESOLVED: That the VAT return for the quarter to December 2020 be signed as correct and the clerk send to HMRC online.
- 43.4 Performance against budget. (Paper F2020/24)
RESOLVED: Clerk to review the position re PRS payment for 2020 due to closure of Town Hall in Covid 19 crisis.
- 43.5 To complete the Parish Council Internal Control checklist. (Paper F2020/25)
RESOLVED: To be completed and signed by Cllrs Faraday and Marshall and sent to clerk.
- F44 To review position of allocated and unallocated reserves. (Paper F2020/26)



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The reserves are healthy.

This year's budget includes £11,000 out of reserves to complete various special projects. Every effort will be made to complete them all in the current financial year.

- F45 To consider the draft budget and agree a version for proposal at the Precept Meeting. (Paper F2020/27)
RESOLVED: Tree work at PHPF to be considered as a special project at precept meeting and not be included as an item in OS annual expenditure section.
RESOLVED: Clerk to move expenditure on "cost of platform for remote meetings" from Town Hall section to Admin costs section.
RESOLVED: Draft budget agreed, subject to the above corrections.
- F46 To consider grant applications. (Paper F2020/28)
RESOLVED: Clerk to contact the applicants that have provided no details of matched funding, or insufficient details, and obtain the information.
RESOLVED: Clerk to contact the applicants who have not provided accounts and request accounts.
Resolved; clerk to contact applicants whose application forms contain obvious errors and request an amended application form.
- F47 To consider special projects and costings. (Paper F2020/29)
RESOLVED: Potential special project list agreed, with the addition of tree work at PHPF.
RESOLVED: Clerk to circulate list to all councillors for consideration before precept meeting.
- F48 Items for the next meeting and minor items only.
Clerk to establish how many unsold Calendars remain in Settle.
- F49 Date of next meeting – **19th April 2021.**
- F50 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 F51 to F54)
RESOLVED: That the press and public be excluded from the meeting.
- F51 Any actions from staff review to be considered, and a way forward to be agreed, if applicable.
RESOLVED: No actions required.
- F52 Procedure for annual staff review, including the "review recording document" to be considered and agreed. (Paper F2020/30)
RESOLVED: The suggested procedure for annual staff review approved.
RESOLVED: The review recording document approved.
- F53 To consider adding routine six-monthly fire evacuation drills to caretakers' duties, and adding appropriate record to the fire log book.
RESOLVED: To add routine fire evacuation drills to caretakers' duties and to add appropriate record to the fire log book.
RESOLVED: To organise a practice fire drill after the town hall reopens, possibly at a council meeting.
RESOLVED: To discuss the practice fire drill with Craig Lyons the Public Safety Officer,



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- F54 To review the salary budgets (4.4 of financial regs).
RESOLVED: Dealt with at item F45.

There being no further business, the meeting closed at 21.05.