



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 18th December 2023, in the Lower Hall at the Town Hall, at 7.30 pm.

Present:

Cllrs Adams (GA), Burton (TB), Ryan (LR), Marshall (TM) and Taylor (ST)

This meeting was opened to FULL COUNCIL to allow the setting of the Budget & Precept Demand.

Town Clerk – Claire Burrow
Via video link RFO - Carrie Pillow
MOP -1

F22. **Apologies:** To Note Apologies for absence given in advance of the meeting.

Apologies **RECEIVED** from Cllrs Stannard, Hill, Gerrie & Paige,

It was **RESOLVED** to approve apologies.

F23. **Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

It is **NOTED** that the Cllrs held interests in
F30-2 – TM, F30-6 – GA, F30-10 -LR, F30-13-GA, F30-16-LR & TM

It is **RESOLVED** that the Cllr will remain in the room, but will not take part in the discussion or vote

F24. **To receive Comment & 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 purposes of clarification)

Mop - Expressed concerns re a planning application, The Chair explained that arrangements were being made to hold a parish council meeting early in the new Year.

F25. **To Confirm the Minutes** of the previous finance meeting on Monday 23rd October 2023.

It is **NOTED** that Cllr Marshall apologies had been missed from the Minutes,

It was **RESOLVED** to approve the minutes and note the apologies on these minutes.

F26. **To conduct** Quarterly **Internal Control** checks with RFO for the quarter to Dec 2023

26.1 **Payments and receipts.** (from files & Scribe)

The council conducted spot checks of transactions from 1/10/2023.

It was **RESOLVED** to approve the transactions.

26.2 **Bank reconciliation. Appendix 1**

It was **NOTED** that the Bank Reconciliation Balance £103179.09

26.3 **VAT return.**

It was **NOTED** that the Vat claim to 18/12 is £1309.91, to be run at the end of the Month.

26.4 **Performance against budget.**

The council reviewed the current years performance, the council **NOTED** that the current year is running within budget.

26.5 To complete the Parish Council **Internal Control.**

It was **RESOLVED** following the above checks to approve the accounts.

F27. **To review the position with RFO** of allocated and unallocated reserves.

It was **RESOLVED** to move Audio £2500 back to General Reserves.

It was **RESOLVED** to not have a cemetery Reserve or Town Hall Reserve, only for ongoing projects

Current project reserves in **Appendix 2**

F28. **To consider the projected assessment for 2024/25**, based on accounts for 2023/24 to end of December 2023, and make any necessary changes.

It is **RESOLVED** to discuss after F30

F29. **To consider any potential special projects**

It was **RESOLVED** to approve the following projects in 2024

Finger Post £3000

Street Light Upgrade £20,000.

F30. To consider and decide upon Grant applications.

It is **RESOLVED** to approve the grants as detailed in Appendix 1, totalling a grants budget for 2024 of **£15136.17**

F28. To consider the projected assessment for 2024/25, based on accounts for 2023/24 to end of December 2023, and make any necessary changes.

Following review of projected costs of 2024, special projects, and grant applications, It was **RESOLVED** to approve the Budget for presenting to the next meeting of full council, for approval.

Projected Expenditure £181,921.17
Projected Income £150,000
Deficit General Reserve

F31. To agree the precept for 2024/2025 and sign the request for payment

It was **RESOLVED** to approve the Precept Demand of **£140,000** for presenting to the next meeting of full council, for approval.

F32. To consider a transfer to or from the deposit account and to agree a way forward.

It is **RESOLVED** that this was not required at the present time.

F33. Assets - To review Office equipment value, disposal of redundant equipment.

Deferred to Full Council meeting.

F34. Bookings –

F34. 1 The method of booking the Town Hall, email, website or the Town Clerk only to record in the diary.

Resolved The Town Clerk to manage the bookings,

ACTION The Town Clerk update the website, to place live link on the website, remove the email address. To turn off the bookings email. Queries to be directed to Town Clerk.

F34.2 **To consider price of children's parties** relative to coffee mornings and being competitive.

It was **RESOLVED** that children's parties will be offered at a competitive rate in the Ballroom for four hours for £45.00

F35. **Cloud Storage** – to consider purchasing additional cloud storage for security and back up purposes.

It was **RESOLVED** to purchase Office 365 family.

F36. **Payment terms;**

F34.1 One offs, coffee mornings,

Resolved to be paid seven days prior to the event, unless agreed beforehand with the Town Clerk or the RFO.

F34.2 Regular bookings – to monthly bills.

Resolved regulars to pay monthly

F37. Calendars – to **consider distributing to local community free of charge.**

It was **RESOLVED** to give each calendar sponsor 6 calendars free of charge.

F38. **Broadband** – To consider a new provider for the Internet/Phone lines, due to time lost, delegate to the Clerk as a matter of urgency.

It was **NOTED** that the broadband is currently working.

Action Clerk to review packages available to consider new supplier.

Meeting Closed 21:45

Appendix 1

Bank Reconciliation at 18/12/2023			
	Cash In Hand 01/04/2023		73,996.57
	ADD		
	Receipts 01/04/2023 - 18/12/2023		141,825.80
			215,822.37
	SUBTRACT		
	Payments 01/04/2023 - 18/12/2023		112,644.28
A	Cash In Hand 18/12/2023 (per Cash Book)		103,178.09
	Cash in hand per Bank Statements		
	Petty Cash 18/12/2023	0.00	
	Cash receipts 18/12/2023	0.00	
	Acc for Jnlis only - to Allocate receipt 18/12/2023	0.00	
	PSDF (Deposit Account) 18/12/2023	60,000.00	
	01- Unity Trust Bank (Current Acco 18/12/2023	46,139.06	
			106,139.06
	Less unrepresented payments		3,129.65
			103,009.41
	Plus unrepresented receipts		168.68
B	Adjusted Bank Balance		103,178.09
	A = B Checks out OK		

Appendix 2

20 December 2023 (2023 - 2024)

Bentham Town Council Reserves Balance 2023 - 2024					
<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Christmas Lights Fund	2,410.85		1,728.07		682.78
Calender		1,178.75	1,867.00	1,588.25	900.00
Total Capital	2,410.85	1,178.75	3,595.07	1,588.25	1,582.78
Earmarked					
Audio equipment for Town Hall	2,500.00	-2,500.00			0.00
Cemetery Reserve	105.00	253.76	2,966.76	2,608.00	0.00
Community Youth Building	6,063.39		1,592.85		4,470.54
Defibrillator Installation Project	796.22				796.22
Duke Street Lighting	670.00				670.00
Town Hall - Fire Risk Assessme	672.83				672.83
Platinum Jubilee Event	1,000.00	-1,000.00			0.00
School Hill and Lamppost Electr	2,458.81				2,458.81
Street Furniture / Community As	-212.17	212.17			0.00
Marker Stones at Cemetery	320.00	-320.00			0.00
Street Lighting Project	18,497.35	450.00	1,158.15		17,789.20
Town Hall Clock Reserve	7,294.00	1,670.00	8,964.00		0.00
Do not Use - Street Lighting Prc	450.00	-450.00			0.00
FY - General Council Administr	13,883.90		15,942.18	2,058.28	0.00
FY - Town Hall Reserve	38,216.18		42,365.87	4,149.69	0.00
FY - TIP Tourist Information Po		314.99	314.99		0.00
FY - Open Spaces		17,615.00	17,615.00		0.00
Election / Poll					0.00
FY - Grants		9,281.32	9,281.32		0.00
FY - Events					0.00
Town Hall Capital Reserve					0.00
Finger Post 2024		3,000.00			3,000.00
Street light Project 2024		20,000.00			20,000.00
Grants 2024		15,436.17			15,436.17
Total Earmarked	40,615.43	116,063.49	100,201.12	8,815.97	65,293.77
TOTAL RESERVE	43,026.28	117,242.24	103,796.19	10,404.22	66,876.55
GENERAL FUND					35,963.71
TOTAL FUNDS					102,840.26

Appendix 3

£15136.17

No	Name	Amount	Project Description	Net Amount Approved	Notes
1	SELFA	£480	4 week circus skills course	100	
2	Collingwood and Longstaffe	£425	Benches	425	Council to purchase to the value of £425 net & Gift
3	Pioneer Projects Arts	£500	Digital Heritage Trail	0	Doesn't meet policy criteria
4	Allotments	£1,000	Water pipe	500	
5	Victoria Institute	£2,067.20	Fire Alarm	2000	
6	LASRUG	£300	Refreshment Trolley	300	
7	Youth Bentham Community Group	£1,000	Keep the Youth Club running	1000	
8	Womens Institute	£1,000	Physic Garden	1000	Council to purchase materials to the value of £1000 net & Gift
9	Community Bonfire	£1,000	Annual fireworks	1000	
10	Community Link Café	£336.17	New crockery cannot do VAT	336.17	Council to purchase to the value of £336.17 net & Gift
11	Bentham Footpath Group	£35.00	First Aid	75	Council to purchase to the value of £75 net & Gift
12	Stepping Stones Toddler Group	£200	Educational Kinaesthetic Toys	200	Council to purchase to the value of £200 net & Gift
13	Goodenber Play Area	£2,000	Running costs	2000	
14	Bentham Playing Fields	£7,000	Maintenance, grass cutting and insurance	5000	
15	Settle Area Swimming Pool	£10,000	Running costs	0	Doesn't meet policy criteria
16	Age Concern Friday Lunch Club	£500	Running costs	500	
17	Bentham Hub	10000	Building refit	500	
18	Lower House Sensory Farm	500	Free sessions	200	