



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Tuesday 4th January 2023, in the Ballroom at the Town Hall, at 7.30 pm.

Present: Cllrs Adams (chair), Burton, Gerrie, Hill and Marshall. The Town Clerk Christine Downey.

- F37 **Apologies:** To note apologies for absence given in advance of the meeting.
None
- F38 **Declaration of Interest.** To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
None.
- F39 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. No members of the public present.
- F40 To confirm the minutes of the previous meeting on 10th October 2022. (Paper 2022/37).
RESOLVED: That the minutes of the meeting of 10th October 2022 be agreed and signed.
- F41 To conduct Quarterly Internal Control checks for the quarter to 31/12/2022:
- 41.1 Payments and receipts. (Paper F2022/38)
RESOLVED: That the sample of payments & receipts checked were correct.
- 41.2 Bank reconciliation with bank statements. (Papers F2022/39)
RESOLVED: That the accounts reconcile with the December statements.
- 41.3 VAT return. (Paper F2022/40)
RESOLVED: That the VAT return for the quarter to December 2022 be signed as correct and the clerk send to HMRC online.
- 41.4 Performance against budget. (Paper F2022/41)
RESOLVED: Position re parish caretaking tasks to be reviewed in due course by Open Spaces Committee, with a view to utilising any remaining balance by year end on 31/03/2023.
RESOLVED: Clerk to replenish ink and other office supplies before year end on 31/03/2023.
RESOLVED: Clerk to arrange whole council training session by YLCA before year end. In person training if possible.
RESOLVED: Clerk to chase Town Hall clock, so that payment can be made by 31/03/23.
RESOLVED: Clerk to ask Cumbria Clock Company exactly what power supply is required to run the automatic winding function.
RESOLVED: Clerk to request quote from Thomas Brown for repainting the cemetery gates. (Rub down, 2 coats of paint, undercoat and gloss).
RESOLVED: Clerk to review the position re PRS, and reclaim any overpayment.
RESOLVED: That costs for relief caretaker to come out of contingency fund in current year 2022/23

but to be precepted for in the Town Hall expenditure section of budget, with effect from 2023/24.

41.5 To complete the Parish Council Internal Control checklist. (Paper F2022/42)

RESOLVED: Completed and signed by Cllrs Adams and Marshall.

F42 To review the position of allocated and unallocated reserves. (Paper F2022/43)

Reviewed.

F43 To consider a transfer to or from the deposit account and to agree a way forward. (Paper F2022/44)

RESOLVED: That £30,000 be transferred from the current account to the PSDF deposit.

F44 To receive an update on the unfinished Special Projects and other significant work. (Paper F2022/45)

Received.

RESOLVED: Cllr Adams to arrange for a quote for the installation and connection of street lights at Duke Street to be provided. (James to speak to Cllr Marshall about what is required)

F45 To resolve that in accordance with Section 192) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, that the public and press be excluded further from the meeting, whilst item F46 is considered.

No public present.

F46 Any actions arising from the 2022 staff reviews to be considered, and a way forward to be agreed, if applicable. (Papers F2022/46 to 48)

RESOLVED: To ask Angela Meek of Local Council Consultancy (an SLCC Enterprise) to proceed with a workload assessment and job evaluation of the Clerk's role, as per the quote of 20/12/2022.

F47 **REOPEN THE METTING TO THE PUBLIC**

F48 To consider the draft budget and agree a version for proposal at the Precept Meeting. (Paper F2022/49)

ITEM	FROM £ draft 1	TO £ draft 2	Expenditure increased by
Open Spaces - Pavement Gritting	1000.00	2000.00	1000
Open Spaces - PHPF	2500.00	2000.00	(500)
Street lighting – electricity supply	2000.00	1500.00	(500)
Cemetery – Green waste	40.00	50.00	10
Town Hall – Relief caretaker	1200.00	1500.00	300
Town Hall – Lift service	900.00	100.00	100
Total	7640.00	8050.00	410
BOTTOM LINE = INCOME LESS EXPENDITURE (Draft)	2357.00	1947.00	

F49 To consider 2023/2024 grant applications.

Reviewed.

RESOLVED: Clerk to check the legislation on payments to churches and advise.

F50 To consider 2023/2024 special projects and costings. (Paper F2022/50)

Reviewed.

RESOLVED: Clerk to request the estimated cost of large Christmas decoration and uplights for Town Hall from Cllr Paige.

RESOLVED: That the special projects for consideration at the 2023 precept meeting, to include the following estimated costs: -

Windows in the ballroom – including all the associated work (plumbing, joinery, decorating etc)	17000.00
Update names on Mayors Roll of Honour	1000.00
Public noticeboard side of Town Hall	1000.00
Laptops and software for 6 councillors (including antivirus and windows)	4000.00
Memorial for the late Queen Elizabeth	1000.00
Additional fencing in cemetery	500.00
Landscaping around parish	3000.00

F51 Items for the next meeting and minor items for information only.
None.

F52 Date of the next Finance Committee meeting.
Tuesday 11th April 2023.

There being no further business the meeting closed at 9.14 pm.