



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), Hill (HH) & Gerry (PG)

Town Clerk – Claire Burrow

Via video link RFO - Carrie Pillow

F.1 Elect a Chairman.

Resolved Gareth Adams was unanimously voted Chair

F.2 Apologies: To Note Apologies for absence given in advance of the meeting.

Apologies **RECEIVED** from Cllr Marshall

It was **RESOLVED** to approve apologies

F.3 Declaration of Interest: To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

None

F.4 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)

None

F.5 To Confirm the Minutes of the previous finance meeting on Monday 18th December 2023

It was **RESOLVED** to approve the minutes of Monday 18th December 2023

F.6 To conduct Quarterly Internal Control checks with RFO for the quarter to Dec 2023

A. Payments and receipts. (from files & Scribe)

The council conducted spot checks of transactions within scribe, viewing invoices related to payments.

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

B. Bank reconciliation.

It was **NOTED** that the Bank Reconciliation Balance £ 187,567.20

C. VAT return.

It was **NOTED** that the Vat claim to 31/03/2024 £1696.30

D. Performance against budget.

The council reviewed the current year's performance, and the performance to the yearend 31/3/2024

The council **NOTED** 4 redundant budget, it was **Resolved** to move the funds totalling £11450.00 to be reallocate at later time.

E. To complete the Parish Council Internal Control checklist.

The internal control checklist was completed, The Council **Resolved** for Cllr Burton and Hill to sign of the internal controls.

F. Cash Balances

The Council discussed having another current account and deposit account, it was **Resolved** to suggest to council to open a Virgin Current & Deposit account.

F.7 To review annual return

A. To approve adoption of updated financial Regulations, released May 2024

The updated financial regulations were reviewed, and a number of amendments were agreed for the sending to Full council for Approval

B. To Review Internal audit

The Internal audit was reviewed, and improvement to records and website **Noted**.

C. To Review AGAR

The Agar was **Noted** to sent to full council of approval.

D. To Review dates for Public rights.

The Public rights was **Noted** to send to full council of approval, following the Agar.

F.8 To review the position with RFO

A. Allocated and unallocated reserves.

£670 Duke street as complete

£3000 Fingerpost as complete

CYB £56388 sales receipt added to CYB reserve

£ 2294.74 added to CYB from General reserve to form a £60000 reserve

B. Money not spent from last year and committed projects for 24/25

Deferred to precept meeting.

C. Wages - auto payment of staff wages

Action To look into options of auto wage payment to save Councillor log ins, and report back.

D. Staff contracts

Action NALC contracts to be completed for all staff.

E. Contractual payments

No actions taken.

F. Prepayment / credit card

Action To look into options for a prepayment card for the Clerk to make payment.

G. Masterplan funding opportunities

No actions taken.

F.9 Update on phone contracts.

A. Landline / internet

B. Mobiles

Deferred to next meeting.

F.10 To consider any potential special projects

None

F.11 Items for the next meeting and minor items for information only.

Cemetery Fees

Schedule list

F.12 Date of the next Finance Committee meeting.

Monday 22nd July 2024

Bentham Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 12/05/2024		
	Cash in Hand 01/04/2024		144,596.56
	ADD Receipts 01/04/2024 - 12/05/2024		73,315.14
			217,911.70
	SUBTRACT Payments 01/04/2024 - 12/05/2024		30,344.50
A	Cash in Hand 12/05/2024 (per Cash Book)		187,567.20
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2023	0.00	
	01- Unity Trust Bank (Current Acco 12/05/2024	102,840.60	
	PSDF (Deposit Account) 12/05/2024	85,000.00	
	Acc for Jnls only - to Allocate recei 12/05/2024	0.00	
			187,840.60
	Less unrepresented payments		273.40
			187,567.20
	Plus unrepresented receipts		
B	Adjusted Bank Balance		187,567.20
	A = B Checks out OK		

Bentham Town Council
Reserves Balance
2024 - 2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Community Youth Building	1,317.26	58,682.74			60,000.00
Christmas Lights Fund	2,727.78				2,727.78
Calender	1,367.92				1,367.92
Total Capital	5,412.96	58,682.74			64,095.70
Earmarked					
Cemetery Reserve	717.98				717.98
Defibrillator Installation Project	796.22				796.22
Duke Street Lighting	670.00	-670.00			0.00
Town Hall - Fire Risk Assessme	672.83				672.83
School Hill and Lamppost Elect	2,458.81				2,458.81
Street Lighting Project	16,982.58				16,982.58
FY - General Council Administr	-39.00	39.00			0.00
FY - Town Hall Reserve	68.16	-68.16			0.00
Finger Post 2024	3,000.00	-3,000.00			0.00
Street light Project 2024	20,000.00				20,000.00
Grants 2024	15,436.17		6,900.00		8,536.17
Total Earmarked	60,763.75	-3,699.16	6,900.00		50,164.59
TOTAL RESERVE	66,176.71	54,983.58	6,900.00		114,260.29
GENERAL FUND					72,549.95
TOTAL FUNDS					186,810.24

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

Last Year 2023 - 2024

Current Year 2024 - 2025

Next Year

99 ~To Sort 99

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
118	99 to allocate 99									11,450.00					
SUB TOTAL										11,450.00					

Last Year 2023 - 2024

Current Year 2024 - 2025

Next Year

Calendar

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
108	Calendar Expenditure				1,867.00										
107	Calendar sale		856.17												
106	Calendar Sponsorship		1,200.00												
SUB TOTAL										2,056.17				1,867.00	

Cemetery Income and

Last Year 2023 - 2024

Current Year 2024 - 2025

Next Year

Code	Title	Receipts		Payments		Receipts				Payments				Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
134	Caretaker				20.00										
87	Cemetery Fees receiv	2,415.00	3,385.00			2,200.00	130.00		130.00						
136	Cemetery Maintenan										545.00		545.00		
72	Cemetery, reveal marl				-169.00										
30	DO NOT USE Misc			200.00											
29	Grass Cutting (cemete			3,080.00	3,080.00					3,000.00					
32	Green Waste (cemete			50.00	42.00					50.00					
130	Groundworks Mainten				162.13										
133	Stationery (cemetery)				36.65										

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

119	Trees				25.00									
31	Water rates (cemetery)			50.00	72.78					50.00				
SUB TOTAL		2,415.00	3,385.00	3,380.00	3,269.56	2,200.00	130.00	130.00	3,100.00	545.00			545.00	

Christmas Lights Fund		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
113	Christmas Lights			1,500.00	1,728.07					1,500.00					
65	Christmas Lights Func														
99	Christmas Lights Func		1,000.00												
100	Christmas Lights Func				455.00										
SUB TOTAL			1,000.00	1,500.00	2,183.07					1,500.00					

Community Youth Building		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
103	Income CYB														
104	Outgoings CYB		-3,012.00		1,734.13										
135	sale of		60,000.00												
SUB TOTAL			56,988.00		1,734.13										

Defibrillator		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
74	Defibrillator installator														

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

61	Running costs (defib)		250.00														300.00
SUB TOTAL			250.00														300.00

Election / Poll		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year							
		Receipts		Payments		Receipts		Payments		Receipts	Payments						
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
24	Election Costs (admin)									5,000.00							
SUB TOTAL										5,000.00							

Events		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year							
		Receipts		Payments		Receipts		Payments		Receipts	Payments						
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
110	Bentham Bonfire - pay																
109	Bentham Bonfire - rec																
82	Memorial Late Queen			1,000.00													
121	Remembrance				25.00												
SUB TOTAL				1,000.00	25.00												

General Council Administration		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year							
		Receipts		Payments		Receipts		Payments		Receipts	Payments						
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget		
22	Adverts (admin)									250.00							
6	Audit (admin)			750.00	870.00					750.00							
23	Bank Charges (admin)			150.00	151.40					150.00							
17	Chairman allowance (100.00						100.00							

Bentham Town Council

14 May 2024 (2024 - 2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

7	Clerk back pay (admin)					
13	Clerk Locum (admin) -	5,000.00	4,822.60			
9	Clerk mileage (admin)	100.00		200.00		
10	Clerk pension (admin)	2,200.00	298.20		105.39	105.39
8	Clerk salary (admin)	25,000.00	4,936.07	22,000.00	1,150.09	1,150.09
12	Computer Programme	2,000.00	630.66	2,000.00		
129	do not use					
25	GDPR / DPO costs (ar	35.00	35.00	35.00		
11	HMRC for clerk (admi	12,000.00	1,514.11	12,000.00	1,711.10	1,711.10
14	HMRC for administrat					
89	Insurance contribution					
51	Insurance paid (TH)	5,000.00	6,761.29	7,000.00		
116	Internet		204.90		59.90	59.90
20	Office Equipment (adn	250.00	973.10	1,000.00		
15	PPS (admin)	1,000.00		1,000.00		
138	refreshments					
26	Remote meeting platf					
128	RFO - None Staff		3,160.00	8,000.00	600.00	600.00
114	Roll of Honour Update	1,000.00				
16	Staff Review	100.00				
132	stationery		9.28			
18	Subscriptions (admin)	500.00	-547.50	500.00	817.00	817.00
102	Telephone Town Hall (1,000.00	1,347.99	1,000.00	49.92	49.92
21	Training and Conferen	500.00	1,081.60	2,500.00		
19	Website (admin)	850.00	63.00	850.00	21.00	21.00
SUB TOTAL		57,535.00	26,311.70	59,335.00	4,514.40	4,514.40

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
62	Grants			9,281.32	9,281.32					15,436.17	6,400.00		6,400.00		
64	Grass Cutting Benthar														
63	October (grants)														
66	Other grants														
SUB TOTAL				9,281.32	9,281.32					15,436.17	6,400.00		6,400.00		

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
92	From CDC														
86	Interest received	1,200.00	2,845.46			1,500.00	266.72		266.72						
95	PRS Received		10.61												
97	VAT refunded														
SUB TOTAL		1,200.00	2,856.07			1,500.00	266.72		266.72						

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
81	Finger post (Reserve)									3,000.00					
2	Grass Cutting (OS)			17,690.00	17,460.00					19,000.00					
78	Heritage Trail and foot														
68	Heritage Trail and foot														
112	Landscaping Parish			1,220.00						1,000.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

85	Open Spaces Income	300.00	319.57			300.00							
3	Parish Caretaking (OS			2,000.00	630.00								
4	Pavement Gritting (OS			2,000.00	189.00				2,000.00				
5	PHPF (OS)			2,000.00					2,000.00				
1	Sundries (OS)												
77	Wenning Ave Work S1												
SUB TOTAL		300.00	319.57	24,910.00	18,279.00	300.00			27,000.00				

Precept received

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
93	Precept	123,957.00	123,957.00			140,000.00	70,000.00		70,000.00						
SUB TOTAL		123,957.00	123,957.00			140,000.00	70,000.00		70,000.00						

Street Furniture / Community

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
94	Bench donations recei														
70	Other Special Projects			3,780.00											
71	Replace benches														
73	Replace public noticet														
79	Wording on PHPF sigr														
SUB TOTAL				3,780.00											

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
Street Lighting		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
27	Electric Supply (street			1,500.00	1,682.97					1,500.00	269.84		269.84		
28	Maintenance (street li			400.00	281.80					400.00					
83	School Hill and lampp														
80	Street Lighting at Duke										749.00		749.00		
75	Street Lighting Progra									20,000.00					
SUB TOTAL				1,900.00	1,964.77					21,900.00	1,018.84		1,018.84		

		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
TIP Tourist Information		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
56	Accommodation Lists														
59	EOS Dinner (TIP)														
60	Petty cash deficit (TIP)														
90	Sales and coffee morn														
57	Staffing (TIP)														
55	Stock: Books and mag														
54	Stock: Dog muck bags														
53	Stock: Maps (TIP)														
58	Sundries at TIP (TIP)			400.00						400.00					
52	Telephone (TIP)			500.00	358.01					500.00					
SUB TOTAL				900.00	358.01					900.00					

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

Town Hall Income and		Last Year 2023 - 2024				Current Year 2024 - 2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
84	Audio equipment / mic														
88	Booking Fees	9,000.00	255.70				217.54		217.54						
125	Booking Fees - (Booki		7,166.23			6,000.00	463.55		463.55						
126	bookings reenter in bo		37.50												
43	Cleaning and Sanitary			800.00	760.82					1,000.00	25.44		25.44		
39	Clock Winding (TH)			250.00											
124	Decoration														
117	Do Not Use														
137	Door Repairs														
34	Electric (TH)			2,000.00	2,206.16					3,000.00					
115	Electrical Repairs									1,000.00					
69	Fire Risk Assessment														
33	Gas (TH)			5,000.00	2,965.93					5,000.00					
36	General Rates (TH)														
38	HMRC for Town Hall S			2,500.00											
123	Insurance														
122	Kitchen Equipment				3,119.86										
44	Maintenance at Town I			3,355.00	2,741.34					3,500.00					
76	New Windows TH (R€			17,000.00	19,783.07										
101	Pension contribution fr			500.00	33.13										
46	PRS (TH)			600.00	448.37					600.00					
105	Refunded deposit or b														
111	Relief Caretaker				1,972.50					500.00	570.00		570.00		
49	Servicing: Boilers (TH)			400.00						400.00					
50	Servicing: Kitchen App			550.00	693.00					550.00					
47	Servicing: Lift / phone			1,000.00	785.18					1,000.00	198.53		198.53		
48	Servicing: PAT / Fire C			400.00	199.78					400.00					

Bentham Town Council

14 May 2024 (2024 - 2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/05/2024 and 31/03/2025)

127	Software			597.00								
41	Sundries at Town Hall		200.00									
45	TH Publicity		300.00					300.00				
96	Town Hall Clock Repa			8,964.00				500.00				
37	Town Hall Staff (TH) /		15,500.00	11,875.10				15,500.00	1,177.96	1,177.96		
131	Town Halls Repairs			1,218.40					161.25	161.25		
42	Trade Waste (TH)		750.00	731.52				750.00	61.92	61.92		
120	Wage Error			7.40								
35	Water Rates (TH)		1,500.00	1,589.26				1,500.00	101.57	101.57		
40	Window Cleaning (TH)		500.00	510.00				500.00				
SUB TOTAL			9,000.00	7,459.43	53,105.00	61,201.82	6,000.00	681.09	681.09	36,000.00	2,296.67	2,296.67

Summary

TOTAL	136,872.00	198,021.24	157,541.32	126,475.38	150,000.00	71,077.81	71,077.81	181,921.17	14,774.91	14,774.91
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