



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held Remotely on Monday 13th July, at 20.20 following full council meeting.

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

- F15 To receive apologies from members unable to attend
None.
- F16 To Receive and Record any member's Disclosable Pecuniary Interest in relation to any items on the agenda and to receive and decide members requests for DPI dispensations
None.
- F17 To agree the minutes of the previous meeting of 11th May 2020. (Paper F2020/02)
RESOLVED: That the minutes of the meeting of 11th May 2020 be agreed and signed.
- F18 Quarterly Internal Control checks for the quarter to 30th June 2020: -
- 18.1 Payments and Receipts (Paper F2020/03)
RESOLVED: That the sample of payments & receipts checked were correct.
- 18.2 Bank reconciliation (Paper F2020/04)
The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement.
RESOLVED: That the accounts reconcile with the June statements.
- 18.3 VAT returns (Paper F2020/05)
RESOLVED: That the VAT return for the quarter to June 2020 be signed as correct.
- 18.4 Performance against budget (Paper F2020/06)
The budget figures are as expected following the closing of the town hall due to Covid-19. The downturn in expenditure is expected to be resolved after the town hall is reopened and normal business resumes.
RESOLVED: Add "to consider arrangements for handling cash in the TIP" to agenda for next full council meeting.
- 18.5 To complete the Parish Council Internal Control Checklist. (Paper F2020/07)
RESOLVED: To be completed and signed by Cllrs Adams and Faraday and sent to clerk.
- F19 To review position of allocated and unallocated reserves. (Paper F2020/08)
The reserves are health.
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.
- F20 To consider increasing the Bentham Town Council's Covid-19 Assistance Fund from the initial amount of £2,000 from reserves, and to agree a way forward. (Paper 2020/09)
RESOLVED: To increase the fund by a further £2,000 from reserves.
RESOLVED: That the closing date for application for grants from the Covid-19 Assistance Fund is 31st December 2020.
- F21 To consider arrangements for paying insurance monthly and to agree a way forward.
RESOLVED: To proceed with monthly instalments and sign the new direct debit/credit agreement. Documentation to be sent by the clerk to the chairman for signature.



BENTHAM TOWN COUNCIL

F22 To confirm that the Chairman of the Council or the Chairman of a committee, in conjunction with the Clerk, are permitted to authorise expenditure for any item below £500, provided that the expenditure is in the approved budget under the appropriate class of expenditure. (Paper F2020/10)

This was confirmed as correct. However, it was not considered to be necessary.

RESOLVED: To propose to full council that this paragraph of the financial regulations is removed.

F23 To receive and consider Minor items and items for the next agenda
Staff reviews to take place in September. Clerk to make arrangements. Reviews to be conducted by Cllrs Bridgeman, Faraday and Stannard.

F24 Date of next meeting: 19th October 2020.

There being no further business, the meeting closed at 21.45.