



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Thursday 2nd January 2020 at 7.00 pm in the Ballroom

Present: Cllrs Taylor (Chairman), Adams, Faraday, Marshall and Stannard, and the clerk Christine Downey.

- F25 To receive apologies from members unable to attend
none
- F26 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 –
RESOLVED: Councillors with interests in organisations making grant applications will declare them at the precept meeting.
- F27 To agree the minutes of the previous meeting of 14th October 2019
RESOLVED: That the minutes of the meeting of 14th October 2019 be agreed and signed.
- F28 Quarterly Internal Control checks
- 28.1 Payments and Receipts
RESOLVED: That the sample of payments & receipts checked were correct.
- 28.2 Bank reconciliation
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.
- 28.3 VAT returns
RESOLVED: That the VAT return for the quarter to December 2019 be signed as correct and the clerk send to HMRC online.
- 28.4 Performance against budget
RESOLVED: That a virement is not required from the potential underspend of £570 for the cemetery special project to the potential overspend of £671 for parish caretaker.
RESOLVED: Clerk to review the position re PRS receipts and payment.
RESOLVED: The sum of £1500 for the youth café door as a special project is to be carried forward to 2020/2021. Will be paid out of reserves brought forward in that year.
RESOLVED: Cllr Adams to order a black and white printer for the office.
- F29 To complete the Parish Council Internal Control checklist
RESOLVED: All members of the finance committee to look at the list of direct debits online and to confirm the legitimacy of them at the next finance meeting.
RESOLVED: That the items regarding bank reconciliation on the checklist be amended to read "quarterly" instead of "monthly".
- F30 To review position of allocated and unallocated reserves
RESOLVED: Clerk to chase Peter Ball at NYCC for the outstanding street lighting bills.
RESOLVED: Clerk to circulate formula for checking that the reserves are not excessive to the finance committee members.
RESOLVED: Clerk to find details of the rolling programme for decorating the town hall and refer it to the buildings committee for review and action.



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- F31 To consider the draft budget and agree a version for proposal at the Precept Meeting
RESOLVED: Draft budget agreed.
- F32 To discuss the amendments to the NALC Model Financial Regulations
RESOLVED: Carry forward to next finance committee meeting
- F33 To discuss the payment to be made to Rachel Cowgill for scaffolding
RESOLVED: To pay £600.
- F34 To consider grant applications
RESOLVED: Clerk to write to the four applicants that have provided no details of matched funding, or insufficient details, and obtain the information. (Councillor Adams to approve draft letter before issue).
- F35 To consider special projects and costings
RESOLVED: Potential special project list agreed.
RESOLVED: Clerk to circulate list to all councillors for consideration before precept meeting.
- F36 To discuss employment matters, namely
- 36.1 Clerks contract
RESOLVED: Agreed and signed.
- 36.2 Clerks hours
RESOLVED: To reduce to four days a week (maximum 30 hours) as from 1st April 2020.
- 36.3 Holiday arrangements and pay
RESOLVED: All staff to take their full holiday entitlement for the current year by 31st March 2020.
RESOLVED: Outstanding holidays from 2018/2019 to be paid. Clerk to review hours and calculate outstanding holiday entitlement for 2018/2019.
RESOLVED: Salaries to increase by 3% from 1st April 2020.
RESOLVED: Review of caretakers' performance to be conducted by Councillors Taylor and Faraday, to include review of hours worked.
- F37 To review the salary budget (4.4 of financial regs)
RESOLVED: Dealt with at item 36.3.
- F38 To receive and consider Minor items and items for the next agenda
none
- F39 Date of next meeting: **Wednesday 8th April 2020** (due to bank holiday)

There being no further business, the meeting closed at 21.32.