



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 12th July 2021, in the Ballroom at the town Hall, at 7.30 pm.

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

- F1 To appoint a Chairman of the finance committee for 2021/2022.
RESOLVED: That Cllr Faraday be elected as Chairman of the Finance Committee for the year 2021/2022.
- F2 Apologies from members unable to attend: -
- 2.1 To note apologies for absence given in advance of the meeting.
Cllrs Bridgeman and Taylor.
- 2.2 To consider acceptance of reasons for absence.
None.
- F3 **Declaration of Interest: -**
- 3.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
None.
- 3.2 To approve dispensation requests.
None.
- F4 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
- F5 To confirm the minutes of the previous meeting on 26th April 2021 2021(Paper F2021/22).
RESOLVED: That the minutes of the meeting of 26th April 2021 be agreed and signed.
- F6 To conduct Quarterly Internal Control checks for the quarter to 30th June 2021: -
- 6.1 Payments and receipts. (Paper F2021/23)
RESOLVED: That the sample of payments & receipts checked were correct.
- 6.2 Bank reconciliation. (Paper F2021/24)
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.
- 6.3 VAT return. (Paper F2021/25)
RESOLVED: That the VAT return for the quarter to June 2021 be signed as correct and the clerk send to HMRC online.
- 6.4 Performance against budget. (Paper F2021/26)
RESOLVED: Performance against budget reviewed and approved.
- 6.5 To complete the Parish Council Internal Control checklist. (Paper F2021/27)
RESOLVED: Completed and signed by Cllrs Faraday and Marshall.



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- F7 To review the position of allocated and unallocated reserves. (Paper F2021/28)
The reserves are healthy at £102,591.34. The 2020/2021 special projects that were not completed during the year should be finalised in 2021/22, except the new front door at the Community Youth Building which is currently on hold.
RESOLVED: Move the £0.02 balance from the grant for gravel along the river path and the balance of £580.74 from the Covid 19 assistance grant funds to the general pool of “excess or deficit of normal annual income less expenditure (i.e., not special projects)” in the “Reserves – Breakdown” document.
- F8 To receive the written reports from those precept grant recipients who receive payment in two instalments. (Papers F2021/29 to F2021/31)
Received.
- F9 Items for the next meeting and minor items for information only.
None
- F10 Date of next meeting: 11th October 2021.
Forward note: Cllr Adams will be on holiday.
- F11 To resolve that in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the public and press to be excluded further from the meeting, while item F63 is considered: -
RESOLVED: That the press and public be excluded from the meeting.
- F12 To discuss the clerk’s pay arrangements and agree a way forward. (Papers F2021/32 to F2021/36)
RESOLVED: To recommend to full council that as from 1st April 2021 the benchmark salary for any clerk at Bentham Town Council is Spinal Column Point 30, in the Above Substantive Range of Scale LC2, of the National Joint Council for Local Government Services Clerks Pay Scales.
RESOLVED: To recommend to full council that as from 1st April 2021 the current clerk should be on Spinal Column Point 32, in view of the fact that since commencing employment in February 2019 she has gained both the ILCA (Introduction to Local Council Administration) and the CILCA (Certificate in Local Council Administration) qualifications.
- F13 To review correspondence from Annette Moppett and agree a way forward. (Paper F2021/37)
RESOLVED: A way forward was agreed and a meeting will be arranged.

There being no further business, the meeting closed at 20.50.