



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 26th April 2021, immediately after the full council meeting on that date – conducted remotely.

Present: Cllrs Taylor (Chairman), Adams, Bridgeman, Faraday, and Marshall, and the clerk Christine Downey. One member of the public.

- F64 Apologies from members unable to attend: -
- 64.1 To note apologies for absence given in advance of the meeting.
Cllr Stannard.
- 64.2 To consider acceptance of reasons for absence.
None.
- F65 **Declaration of Interest:** -
- 65.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
None.
- 65.2 To approve dispensation requests.
None.
- F66 To confirm the minutes of the previous meeting on 8th February 2021(Paper F2021/09).
RESOLVED: That the minutes of the meeting of 8th February 2021 be agreed and signed.
- F67 To conduct Quarterly Internal Control checks for the quarter to 31st March 2021: -
- 67.1 Payments and receipts. (Paper F2021/10)
RESOLVED: That the sample of payments & receipts checked were correct.
- 67.2 Bank reconciliation. (Paper F2021/11)
The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement.
RESOLVED: That the accounts reconcile with the March statements.
- 67.3 VAT return. (Paper F2021/12)
RESOLVED: That the VAT return for the quarter to March 2021 be signed as correct and the clerk send to HMRC online.
- 67.4 Performance against budget. (Paper F2021/13)
The 2020/2021 budget predicted a profit of £1335.00. The final position was that the income in the year exceeded expenditure by £23,392.06.
The difference between budget and actual figures is almost entirely attributable to the fact that the Town Hall was shut for almost the whole year due to the Covid 19 pandemic. The drop in income from room bookings was more than compensated for by the receipt of a £10,000 grant from Craven District Council. The expenditure on running the town hall was considerably reduced.
- 67.5 To complete the Parish Council Internal Control checklist. (Paper F2021/14)
RESOLVED: To be completed and signed by Cllrs Bridgeman and Taylor.
- F68 To review the position of allocated and unallocated reserves. (Paper F2021/15)
The reserves are healthy at £85,369.92. 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.
- F69 To consider the Year End report for the APM. (Paper F2021/16)
RESOLVED: That the committee agrees the Year End Report for the APM.



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- F70 To consider opening an account at Huws Gray and agreeing a way forward. (Paper F2021/17)
RESOLVED: Not to open an account at Huws Gray.
RESOLVED: To open an account at Myers Buildings Supplies.
- F71 To consider the arrangements for paying precept grants in light of the grants policy and the delay to the Annual Parish Meeting, and to agree a way forward. (Paper F2021/18)
RESOLVED: To proceed with the grant payments at the beginning of May as usual, and ask for the written report from each recipient organisation by the end of May.
RESOLVED: Clerk to write to all recipients of a grant payable in two instalments pointing out that payment of the second instalment is dependent upon receipt of the written report by the end of May.
- F72 Items for the next meeting and minor items for information only.
It was reported that “To discuss the Town Hall flag and agree a way forward”, is an agenda item for the full council meeting on 3rd May 2021.
- F73 Date of next meeting – **Provisionally 12th July 2021.**
- F74 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.
- F75 To discuss the terms of the caretaker and cleaner contracts of employment, and to agree what work is permissible under those terms. (Papers F2021/19 and F2021/20)
RESOLVED: That it is permissible for the Open Space committee to ask the caretaker to assist with watering the planters at School Hill, should the need arise, and if it is possible to arrange this assistance in a practical and achievable way.
- F76 To discuss the clerk’s work load and agree a way forward.
RESOLVED: To remind all councillors that the expectations of how quickly any item of council business can be tackled must be kept realistic and achievable, in light of the clerk’s full workload and responsibilities as RFO.
RESOLVED: That unless directed by the Chairman, or by a deadline imposed by full council, that the clerk has the responsibility for prioritising her workload, and that her ability to do so should be respected.
RESOLVED: The clerk to provide the finance committee with notes regarding any other concerns.
- F77 To discuss the clerk’s holiday arrangements and agree a way forward. (Paper F2021/21)
RESOLVED: The calculations of holidays due to the clerk were agreed as correct.
RESOLVED: The dates on which the clerk has requested that her agreed holiday entitlement be taken, were agreed and approved.
- F78 To discuss the clerk’s pay arrangements and agree a way forward.
RESOLVED: Clerk to forward details of the clerks pay scales to the finance committee for consideration.

There being no further business, the meeting closed at 21.17.