

# BENTHAM TOWN COUNCIL



Town Clerk:  
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6th July 2022

## There will be a Meeting of the Bentham Town Council Finance Committee on Monday 11<sup>th</sup> July 2022 at 7.30 pm – to be conducted in the Ballroom at Bentham Town Hall.

**All Town Council Meetings are open to the Public and Press.**

The press and public may not speak when the Council is in session, but they may make points during the 'comments & concerns' item on the agenda.

The business to be transacted at this meeting is set out in the Agenda below.

*Christine Downey*

06/04/2022: Christine Downey: Clerk/RFO.

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### AGENDA

- F1. To appoint a **Chairman** of the finance committee for 2022/23.
- F2. **Apologies:** To Note Apologies for absence given in advance of the meeting.
- F3. **Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- F4. 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)
- F5. To **Confirm the Minutes** of the previous meetings on 11<sup>th</sup> April 2022. (Paper F2022/11)
- F6. To conduct **Quarterly Internal Control checks** for the quarter to 30/06/2022: -
  - 6.1 Payments and receipts. (Paper F2022/12)
  - 6.2 Bank reconciliation. (Paper F2022/13)
  - 6.3 VAT return. (Paper F2022/14)
  - 6.4 Performance against budget. (Paper F2022/15)
  - 6.5 To complete the Parish Council Internal Control checklist. (Paper F2022/16)

- F7. To review the position of **allocated and unallocated reserves**. (Paper F2022/17)
- F8. To complete and sign the **bank mandate form** for deposit account. (Paper F2022/18)
- F9. To consider a **transfer to or from the deposit account** and to agree a way forward.
- F10. To review the **internal auditors report** and agree any further actions. (Paper F2022/19)
- F11. To consider the **insurance documentation** and agree any changes, if any. (Papers F2022/20 and 21)
- F12. To consider the **quote from Scribe** and agree a way forward. (Paper F2022/22)
- F13. To consider a proposal for expenditure on **Christmas Lights** – if received.
- F14. Items for the next meeting and minor items for information only.
- F15. Date of the next meeting.
- F16. 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, that the public and press be excluded further from the meeting, whilst item **F17 to F20** are considered: -
- F17. To review the **Staff Review Process Policy** and agree a way forward. (Papers F2021/46 and F2021/47)
- F18. To review matters regarding **the Caretaker** and agree a way forward.
- F19. To discuss the **potential removal of the restrictive covenant on the Community Youth Building** in order to make the building more attractive to potential buyers, and to agree a way forward. (Paper F2022/22)
- F20. To consider items of correspondence received regarding the **Community Youth Building** and agree a way forward. (Papers F2022/23 and 24)

*Christine Downey*

06/07/2022.

Christine Downey.  
(Clerk/RFO)