

## BENTHAM TOWN COUNCIL

Minutes of the Finance Meeting held on Tuesday 23 October 2018, at 7.30pm in Wenningdale Room, Bentham Town Hall

Present Cllrs Adams, Faraday, Marshall, Stannard & Taylor and the Clerk, Mrs Burton

F11. To receive apologies from members unable to attend  
None

F12. To agree the minutes of last meeting

**RESOLVED: That the minutes of the meeting on 16 July 2018 be signed**

F13. Quarterly Internal Control checks

a. Payments & receipts

**RESOLVED: That the sample of payments & receipts checked were correct.**

b. Bank Reconciliation

The bank reconciliation was checked against the spreadsheet for each account and the relevant bank statement. It was agreed that the bank reconciliation was correct at 30 September 2018, and was as follows:

|         | Bank Statement | Plus O/s Receipts | Less O/s Cheques | Balance  |
|---------|----------------|-------------------|------------------|----------|
| Current | 81772.60       | 0.00              | 5326.88          | 76445.72 |
| PSDF    | 75000.00       |                   |                  | 75000.00 |

**RESOLVED: That the accounts reconcile with the September 2018 statements**

c. VAT return

**RESOLVED: That the VAT return be signed as correct and the clerk send to HMRC on line**

d. Performance Against Budget

All areas were still currently under budget, with no significant spending since the last meeting. It was noted that Street Lighting was still not being billed, due to an administration problem with the supplier. An invoice for phase 1 of the street lighting refurbishment was expected shortly when ENW had reconnected the lights on Wenning Avenue. The final payment to HAGS still required sorting and the contractor supposedly re-pointing the front of the Town Hall had disappeared.

**RESOLVED: That the Council was currently under budget in all areas**

F14. To agree the transfer of funds to the PSDF if necessary

There was some discussion regarding the amount to leave readily accessible, and £30,000 was agreed, leaving £40,000 to be transferred.

**RESOLVED: That £40,000 be transferred to PSDF**

F15. To complete the CCLA change of signatory form

It was agreed that the full committee should be signatures for the PSDF account, but as there was insufficient space on the form the clerk agreed to talk to CCLA.

**RESOLVED: That the clerk contact CCLA regarding adding further signatures to the PSDF account**

F16. To receive an update on the introduction of General Data Protection Regulations

The clerk apologised that, with the resignation of the Coordinator, she had still not managed to progress this due to other work.

**RESOLVED: That the draft data retention policy and data inventory be brought to the next meeting**

F17. To discuss staffing problems and agree a way forward

It was agreed that the Coordinator needed to be replaced as soon as possible due to the workload. The other previous applicant should be contacted to see if she was still interested in the position. YCLA should be contacted regarding advertising the position more widely and the possibility of obtaining the services of a locum clerk in the interim.

**RESOLVED:**           **That the other previous applicant be contacted regarding the vacant position**

**RESOLVED:**           **That YLCA be contacted regarding advertising the position and the possibility of locum services**

The clerk left the meeting at 8.30pm

The committee had a full discussion on its responsibilities as an employer and agreed that training on the issue would be a good idea

**RESOLVED:**           **That YLCA be contacted regarding the provision of Councillor training**

F18. Minor Items - none

F19. Date of next meeting – provisional Wednesday 9 January 2019 – to be confirmed

There being no further business the meeting closed at 9.00 pm