



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 24 April 2023, in the Lower Hall at the Town Hall, at 7.30 pm.

Present: Cllrs Adams (chair), Burton, Gerrie, Hill and Jones. The Temporary Clerk, Mrs Jo Burton.

Cllr Jones attended the meeting as he had been keeping the accounts in the absence of an employed clerk

F53. **Apologies:** To Note Apologies for absence given in advance of the meeting.
Cllr Marshall

F54. Declaration of Interest: To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests - **None**

F55. 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)
None. No members of the public present

F56. To Confirm the Minutes of the previous meetings on 4 January 2023. (Paper F2022/051)
RESOLVED: That the minutes of the meeting of 4 January 2023 be agreed and signed.

F57. To conduct Quarterly Internal Control checks for the quarter to 31/03/2023: -

57.1 Payments and receipts. (Paper F2022/052 -not produced)

As Cllr Jones had produced the documents from Scribe (the accounts package) the payments and receipts listings were not available. The committee used the payments and receipts files to check a variety of individual events against entries within Scribe

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

57.2 Bank reconciliation. (Paper F2022/053)

As at 31/03/2023	Bank statement balance	+ Outstanding receipts	- Outstanding payments	Balance as per cashbook
Current account	23996.57	-	-	23996.57
PSDF	50000.00	-	-	50000.00
Total	73996.57			73996.57

RESOLVED: That the accounts reconcile with the March statements.

57.3 VAT return. (Paper F2022/054)

RESOLVED: That the VAT return for the quarter to March 2023 is correct and Cllr Jones send to HMRC online.

57.4 Performance against budget. (Paper F2022/055)

Being the year end, the performance of the Council for year 22/23 was considered across all sectors. The Council had spent £10,000 over its income which was accounted for in spending from its Reserves.
Reviewed

57.5 To complete the Parish Council Internal Control checklist. (Paper F2022/056)

RESOLVED: Completed and signed by Cllrs Adams and Burton.

F58. To review the position of allocated and unallocated reserves. (Paper F2022/057)

Allocated reserves were reviewed and amended where projects were complete. Cllr Jones agreed to amend Scribe to ensure that the accounts to the end of 2022/23 are correct

RESOLVED: Reserves were reviewed and amended to ensure the Year End accounts are correct.

F59. To consider a transfer to or from the deposit account and to agree a way forward.

With the Town Hall window project about to start it was agreed to leave a larger amount in the current account than usual, and to move £10,000 to the PSDF when the precept payment is received

RESOLVED: To transfer £10,000 from the current account to the PSDF account when the precept payment is received, and review again once the Town Hall windows are paid for

F60. Items for the next meeting and minor items for information only.

Cllr Hill raised a request, via the undertakers, for a refund on a Reserved Grave. It was agreed that a request in writing from the person who reserved the grave was required to ensure the request was appropriately followed, and that an administration charge would be made

Mrs Burton asked about grant payments to be made at the Annual Parish Meeting, and was informed which recipients would require cheque payments

F61. Date of the next Finance Committee meeting.

RESOLVED: Monday 10 July 2023 at 7.30pm