

MINUTES of the Finance Meeting held on Monday 23 October 2023, in the Lower Hall at the Town Hall, at 7.30 pm.

Cllr Hill Taking Minutes

Present: Cllrs Adams, Hill, Burton, Gerrie, Jones, Ryan and Temporary RFO Carrie Pillow via video link

F11. **Apologies:** To Note Apologies for absence given in advance of the meeting.

NONE.

F12. **Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

NONE.

F13. **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

F14. To Confirm the Minutes of the previous meetings on 31 July 2023

RESOLVED: That the minutes of the meeting of 31 July 2023 be agreed and signed. Cllrs Gerrie and Jones proposed

F15. To conduct Quarterly Internal Control checks for the quarter to 30/09/2023: -

15.1 Payments and receipts. (from files & Scribe)

Payment report Appendix 1

Receipts Report Appendix 2

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

That the samples:- Payment no's: 33, 45, 51, 48, 74 Receipt no's: 6, 22, 29

Temp. RFO Carrie Pillow noted a missing receipt from Ruth Green, Cllr Adams agreed to forward missing receipt to resolve this issue.

15.2 Bank reconciliation.

Appendix 3

RESOLVED: That the accounts reconcile with the September statements. Signed by Cllr Adams.

15.3 VAT return.

Appendix 4

RESOLVED: That the VAT return for the quarter to September 2023 is correct and Temp. RFO Carrie Pillow send to HMRC online.

15.4 Performance against budget.

Appendix 5

Temp. RFO Carrie Pillow remarked errors in the budget, Cllrs noted accounting errors from £1000 donated back in June for the King's Coronation. £5061.31 – April - £3220.00 - October Reviewed.

15.5 To complete the Parish Council Internal Control checklist.

Appendix 6

RESOLVED: Completed and signed by Cllrs Adams and Gerrie. Temp. RFO Carrie Pillow stated that the easiest and legit way to deposit 'cash in hand' would be to do a personal transfer to the councils bank account. Ensuring a clear reference is provided. Cllr Adams agreed he would deposit £20 from Wilson to ensure funds were banked.

F16. To consider the position of allocated and unallocated reserves.

Appendix 7

Allocated reserves were reviewed and amended where applicable. Temp. RFO Carrie Pillow agreed to amend Scribe to ensure that the accounts to the end of 2023/24 are correct.

RESOLVED: Reserves were reviewed and amended – Transfer £15,000 to 'Town Hall Reserves' along with £5,000 to 'Cemetery Reserves'

F17. To Consider arrangements for Precept 2024/25

RESOLVED: Temp. RFO Carrie Pillow to complete and return Provisional Precept request documentation to North Yorkshire Council. Cllrs Marshall and Gerrie proposed that the 24/25 precept to be prepared at £136,000, an approx. 10% increase from 23/24 which stood at £124,000.

F18. To consider a transfer to or from the deposit account and to agree a way forward.

Temp. RFO Carrie Pillow agreed to do some calculations and update at the next meeting.

F19. To discuss arrangements of RFO

RESOLVED: It was proposed by Cllrs Adams and Gerrie; that Cllr Jones steps down as Temp. RFO and that Carrie Pillows enters at Bentham Town Council's RFO going forward.

F20. Items for the next meeting and minor items for information only

RESOLVED: That the Scribe Booking modules would be beneficial and that the council would discuss in depth at Full Council meeting.

F21. Date of the next Finance Committee meeting.

RESOLVED:

Monday 8th January 2024 at 7.30pm – Finance

Monday 15th January 2024 at 7.30pm - Precept

There being no further business the meeting closed at 21:18.