



BENTHAM TOWN COUNCIL

Town Clerk:
Bentham Town Hall, Station Road,
Bentham, Lancaster LA2 7LH

Tel/Fax: 015242 62587
Email: townclerk@benthamtowncouncil.co.uk

Wednesday 13th December 2023

There will be a Meeting of the Finance Committee on Monday 18th December 2023 at 7.30pm in the Lower Town Hall. The public and press are invited to attend.

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.

Background papers are available for viewing by appointment before the meeting. They will be circulated to Councillors in the days before the meeting.

13th December 2023
Claire Burrow
Town Clerk

AGENDA

Please note papers will be numbered as the agenda reference.

- F22. **Apologies:** To Note Apologies for absence given in advance of the meeting.
- F23. **Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.
- F24. **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)
- F25. **To Confirm the Minutes** of the previous finance meeting on Monday 23rd October 2023.
- F26. **To conduct Quarterly Internal Control checks with RFO** for the quarter to Dec 2023
- 26.1 Payments and receipts. (from files & Scribe)
 - 26.2 Bank reconciliation.
 - 26.3 VAT return.

26.4 Performance against budget.

26.5 To complete the Parish Council Internal Control checklist.

F27. **To review the position with RFO** of allocated and unallocated reserves.

F28. **To consider the projected assessment for 2024/25, based on accounts for 2023/24 to end of December 2023, and make any necessary changes.**

F29. **To consider any potential special projects**

F30. **To consider and decide upon Grant applications**

F31. **To agree the precept for 2024/2025 and sign** the request for payment

F32. **To consider a transfer** to or from the deposit account and to agree a way forward.

F33. **Assets - To review Office equipment value, disposal of redundant equipment.**

F34. **Bookings –**

F34. 1 The method of booking the Town Hall, email, website or the Town Clerk only to record in the diary.

F34.2 **To consider price of children's parties** relative to coffee mornings and being competitive.

F35. **Cloud Storage – to consider purchasing additional cloud storage for security and back up purposes.**

F36. **Payment terms;**

F34.1 One offs, coffee mornings,

F34.2 Regular bookings – to monthly bills.

F37. Calendars – to **consider distributing to local community free of charge.**

F38. **Broadband – To consider a new provider for the Internet/Phone lines, due to time lost, delegate to the Clerk as a matter of urgency.**

F39. **Items for the next meeting** and minor items for information only.

F40. **Date** of the next Finance Committee meeting.

Claire Burrow and
Town Clerk
13.12.23

Carrie Pillow
R.F.O
13.12.23

