



# BENTHAM TOWN COUNCIL

**MINUTES of the Finance Meeting held on Monday 19<sup>th</sup> August 2024,  
in the Lower Hall at the Town Hall, at 7.30 pm.**

**Present:**

Cllrs Adams (GA), Burton (TB), Ryan (LR), Hill (HH), Marshall (TM)

Town Clerk – Claire Burrow / RFO - Carrie Pillow (Via video link)

**F.13 Apologies:** To Note Apologies for absence given in advance of the meeting.

None

**F.14 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

None

**F.15 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

**F.16 To Confirm the Minutes** of the previous finance meeting on **Monday 13th May 2024**

It was **RESOLVED** to approve the minutes of **Monday 13th May 2024**

**F.17 To conduct Quarterly Internal Control checks with RFO** for the quarter to July 2024

- A. Payments - It was **RESOLVED** to approve the payments following spot checks.
- B. Awaiting payments – Invoices Noted
- C. Payment to approve prior to Month end  
- It was **RESOLVED** to approve the wages prior to the Month end.
- D. Receipts. - It was **RESOLVED** to approve the receipts following spot checks.
- E. Bank reconciliation. – Noted
- F. VAT return. – Noted

G. Performance against budget & any budget movements.

The council **REVIEWED** current performance against budget, which was as expected.

The council **REVIEWED** the Calendar surplus for 2023 & 2024.

It was **RESOLVED** to approve 2023 £70.79 surplus for LBVI  
2024 £ 500.92 surplus for Hub

H. To review Reserves - Reserves **REVIEWED**

**RESOLVED** to close Town Hall - Fire Risk Assessment, and return £672.83 to the General Reserve

I. To review Virgin Bank o/s Application requirements, & bank signatories

Noted status, details of councillors requested to complete access

J. To complete the Parish Council Internal Control checklist.

Financial Records **APPROVED** and Internal Control checklist Completed.

**F.18 Items for the next meeting** and minor items for information only.

None

**F.19 Date** of the next Finance Committee meeting. – to be prior to NYC precept demand.

**18<sup>th</sup> November 2024** – **APPROVED** for Financial Meeting.

Meeting closed:- 20.48