



# BENTHAM TOWN COUNCIL

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

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**All Town Council Meetings are open to the Public and Press**  
**Tuesday 19<sup>th</sup> November 2024**  
**To All Members of Bentham Town Council**

Dear Councillor,

You are hereby summoned to attend an ordinary meeting of Bentham Town Council Finance Committee on **Tuesday 19<sup>th</sup> November 2024**, at 7.00 pm in the Ballroom at Bentham Town Hall. The business to be transacted at this meeting is set out in the agenda below.  
Carrie Pillow (RFO)

## **AGENDA**

Please note papers will be numbered as the agenda reference.

**F.20 Apologies:** To Note Apologies for absence given in advance of the meeting.

**F.21 Declaration of Interest:** To Note Declarations of Interest not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests.

**F.22 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)

**F.23 To Confirm the Minutes** of the previous finance meeting on **Monday 19th August 2024**

**F.24 To conduct Quarterly Internal Control checks with RFO** for the quarter to Oct 2024

- A. Payments
- B. Awaiting payments
- C. Payment to approve prior to month end
- D. Receipts.
- E. Bank reconciliation.
- F. VAT return – Log in issues.
- G. Performance against budget & any budget movements.
- H. To review Virgin Bank & bank signatories, additional info required
- I. To complete the Parish Council Internal Control checklist.

**F.25 To consider special projects for 2025/2026**

- Ballroom Floor
- Wenningdale Room windows
- Remote heating control
- Cemetery extension
- Calendar

**F.26 To consider Grant applications for 2025/2026**

**F.27 To consider 2025/2026 Budget to present to full council for approval.**

**F.28 To consider NYC Precept request for 2025/2026**

**F.29 Items for the next meeting** and minor items for information only.

**F.30 To agree date** of the next Finance Committee meeting - 14<sup>th</sup> April 2025