



## BENTHAM TOWN COUNCIL

Town Clerk:  
Jo Burton BSc. MSc  
Bentham Town Hall, Station Road,  
Bentham, Lancaster LA2 7LH  
Tel/Fax: 015242 62587  
Email: townclerk@benthamtowncouncil.co.uk

8 May 2018

**There will be a Meeting of the Bentham Town Council on Monday 14 May 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.**

Jo Burton  
Jo Burton  
Clerk to the Council

### COUNCIL AGENDA

1. To **Appoint the Mayor** for the period 2018/19
2. To Receive **Apologies** from members unable to attend
3. To Receive & Record any member's **Disclosable Pecuniary Interest** in relation to items on the agenda and to receive and decide members requests for **DPI dispensations**
4. 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)
5. To **Confirm the minutes** of the previous meeting
6. To **Appoint the Deputy Mayor** for the period 2018/19
7. To **Appoint Members to Committees & as Council Representatives** for 2018/19
  - 7.1. **Committees** Open Spaces, Finance, Buildings Maintenance, Marketing,
  - 7.2. **Council Representatives** Joint Footpaths, Playing Field Assoc, Goodenber Play Area, LASRUG, Police, Aid in Sickness, Looking Well, Bentham Community Library, Youth Café, Victoria Institute & YLCA Craven Branch.
  - 7.3. **Responsible Financial Officer** - also bank, bank mandate (including change of signatories if necessary).
8. To Agree a **Provisional Timetable of Meetings** for the new Council Year (see paper 2018/01)
9. To Receive the **Clerks Report** (for information only)
10. To Receive the **Police Report** & allow members to ask questions for information  
- If any
11. To Receive **Reports from CCIlr & DCIirs** (for information only)  
- If any
12. Planning
  - 12.1. To Consider and Comment upon **New Applications**
    - 12.1.1. 2018/19124/FUL Demolition of timber stable & erection of new dwelling & associated works at Scaleber Farm, Back Lane, Low Bentham
    - 12.1.2. 2018/19145/HH Proposed extension to side of domestic dwelling to form porch, dining room/lounge at Maiden Croft House, Gas House Lane, High Bentham
    - 12.1.3. 2018/19202/HH Retrospective proposed lean-to greenhouse at Old Pottery Barn, High Bentham
  - 12.2. To Receive **Planning Decisions**  
- If any (see Clerks Report)
  - 12.3. To Receive **Correspondence on Planning Issues**  
- If any (see Clerks Report)
13. Highways Matters
  - 13.1. To Agree the proposed response to the **VAS Survey** as discussed at the last meeting
  - 13.2. To Receive a request for a **'Children at Play' sign** on Springfield Crescent
  - 13.3. To Consider and **Note Highway Matters** for Information  
- If any (Councillors can comment on any minor Highways issues currently causing concern)
14. To Review the Council's **Standing Orders** (amended Nov 2014) (paper 2018/02)
15. To Review the Council's **Financial Regulations** (as adopted May 2016) (paper 2018/03)
16. To Review the Council's **Risk Assessment** (paper 2018/04)
17. To Note the draft minutes of the **Annual Parish Meeting** on 25 April.
18. To Note the draft minutes of the **Finance Committee** on 17 April, and consider recommendations, if any
  - 18.1. To agree the proposed salary increases for staff
19. To Note the draft minutes of the **Buildings Committee** on 23 April
20. To Receive an update on the **Play Area**
21. To Receive a report on the **WW1 VC Dedication** Service
  - 21.1. To look ahead to the Beacon Event on 11 November and agree a way forward
22. To Agree the **Accounts for Payment**
  - 22.1. To consider the purchase of a new computer for the TIP.
23. To Sign and Approve the **Annual Return 2017/18** (paper 2018/07)
  - 23.1. To Review the statement of internal control and the effectiveness of the system of internal control (papers F2018/01 & F2018/02)
  - 23.2. To Receive the Audit Report from the Internal Auditor (paper 2018/05)
  - 23.3. To Review the Effectiveness of the Internal Audit (paper F2018/03)
  - 23.4. To Confirm Yorkshire Internal Audit Services appointment for the year 2018/19
  - 23.5. To Review & agree the Council Audit Plan for 2018/19 (paper 2018/06)
  - 23.6. To Agree & Approve the Annual Governance Statement (section 1 Paper 2018/07)
  - 23.7. To Consider the Accounting Statements for 2016/17 (Paper 2018/07)
  - 23.8. To Agree & Approve the Accounting Statements (section 2 Paper 2018/07)
24. To consider items of **Correspondence**
  - 24.1. To receive an update on possible changes to GDPR and the need for provision of a DPO
  - 24.2. To note the request for a meeting with Craven DC regarding Livestreaming to the Town Hall, on Wednesday 23 May at noon, and agree attendance
25. To Receive **Reports** from Councillors who represent the Council on other bodies (for information only)  
- If any
26. Items for next meeting and minor items only

Jo Burton

