



PREESALL TOWN COUNCIL

05th June 2024

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's finance committee on Monday 10th June at 6.30 pm at Knott End and Preesall Youth and Community Centre, Lancaster Road, Preesall.

Members of the public should note that this meeting may be recorded. Any recording is subject to the council's audio and video recording policy.

Yvonne Walton

Locum Clerk to the council

A G E N D A

1 Election of Chairman and Deputy Chairman of the Finance Committee for Civic Year

Councillors are asked to elect the chair and Deputy of the Finance Committee.

2 Apologies for absence

To receive apologies for absence.

3 Declaration of interests and dispensations

To receive from councillors, disclosures of pecuniary and non-pecuniary interest and dispensation requests on matters to be considered at the meeting.

4 Minutes of the last meeting

Councillors are asked to approve as a correct record the minutes, as presented, of the meeting held on 13th May 24 (**emailed**).

5 Public participation

The chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will ask councillors to agree to reconvene the meeting on the conclusion of public participation.

6 Review of Terms of Reference for Finance Committee

To consider and resolve to accept the Terms of reference for the 2024/25 year.

7 Monthly Receipts and Payments

a) To note receipts to 30/04/24 Virgin Money account Unity account	Precept (less election costs) £99,986.35 £490.08 X 2 (For Benches and plaques)
Receipts to 31/05/24 Unity	Mayor Charity Income £1,251.49

b) To approve the following payments:		Bank	
Payroll	BACS 011, 012, 013	Unity	2,978.12
Lengthsman's Travel expenses (on behalf of council) and Expenses	BACS 014	Unity	222.21
848 Services (Microsoft 365) (Inv.17178)	BACS 016	Unity	9.48
Nick White - Plantsman	BACS 015	Unity	300.00
Npower Christmas Lighting	BACS 017	Unity	10.33
The Flag Shop (P Orme)	BACS 018	Unity	22.69
JDH Business Services	BACS 019	Unity	774.00
Singleton Cloggers	BACS 020	Unity	100.00
Willows Florist (Y Walton)	BACS 021	Unity	50.95
Preesall Youth & Community Centre	BACS 022	Unity	6000.00
Leyland Morris Men	BACS 023	Unity	100.00

c) To note the following payments by direct debit		
3 (mobile phone contract) to	Unity	10.04
Easy Web Sites (hosting fee, SSL certificate)	Virgin	76.56
LCC (Pension contributions)	Virgin	495.95

d) To approve the Bank Reconciliation to 30 th April 2024 (emailed)

8 To note the Bank closing balances as at 30th April 2024

Unity	£32,073.77
Virgin	£183,884.34
Hampshire	£51,244.53

9 Annual Governance and Accountability Return 2023/24 – for information and to make a recommendation to full council

The Internal Auditor has now completed the audit and signed page 3 of the AGAR.

Their report is attached with annotations completed by the locum RFO.

The Finance committee is asked to consider sections 1 and 2 (**enclosed**) and make its recommendation to full council.

section 1 – Annual Governance Statement of the Annual Return for the Year Ended

31 March 2024 and
Section 2 – Accounting Statements 2023/2024.

Section 2 has been prepared and signed by the Locum Responsible Financial Officer (RFO) as confirmation that the accounts have been prepared on a receipts and payments basis. Once approved by resolution of the full council, the form is then signed and dated by the chairman (Mayor) to confirm that the accounts have been approved by the council.

- 10 To consider the signatories on the Unity, Virgin and Hampshire Bank Mandate and resolve to update reflecting the new committee members.**
- 11 To note and approve the update to the standing orders within Unity Bank to the 2 primary schools to £500**
- 12. Date of next meeting – 8th July 2024 starting at 6.30pm**