



PREESALL TOWN COUNCIL

3rd April 2024

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's finance committee on Monday 8th April 2024 at 5.30 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

Clerk to the council

A G E N D A

1 Apologies for absence

To receive apologies for absence.

2 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.

3 Minutes of the last meeting

Councillors are asked to approve as a correct record the minutes, as presented, of the meeting held on 11th March 24 (**emailed**).

4 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.

5 Monthly Receipts and Payments

a) To note receipts to 31/03/24 Virgin Money account Unity account	TBC
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b) To approve the following payments:		Bank	
Payroll	BACS 453, 454, 455	Unity	2,543.49
Lengthsman's expenses (on behalf of council)	BACS 456	Unity	7.20
848 Services (Microsoft 365) (Inv.17178)	BACS 457	Unity	9.48
Nick White - Plantsman	BACS 458	Unity	300.00
Clerk Expenses (on behalf of Council) Hi Viz jackets	BACS 459	Unity	214.80
Zurich Insurance	BACS 460	Unity	917.83
British Recycled Plastic – Benches	BACS 461	Unity	2,746.56
Brunel Engraving – Plaque	BACS 462	Unity	55.08
Rialtas – Accounting Software	BACS 463	Unity	230.40
Smith of Derby – Clock Service	BACS 464	Unity	315.60

c) To note the following payments by direct debit		
3 (mobile phone contract) to 29 Feb 24	Unity	9.00
Easy Web Sites (hosting fee, SSL certificate)	Virgin	76.56
LCC (Pensiom contributions)	Virgin	443.36

d) To approve the Bank Reconciliation to 29th February 2024 (emailed)

6. Quarter 4 budget monitoring

Councillors are asked:

- a) **to check and approve** the documentation for January, February and March of the 2023/24 financial year to ensure that financial recording is in order.
- b) **to check and approve** the budget monitoring and recommend virement of budget funds if appropriate.

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

- i) The finance committee is asked to consider sections 1 and 2 in readiness to make its recommendation to full council subject to any comments raised by the internal auditor.

The prepared draft of Section 1 – Annual Governance Statement of the Annual Governance Return for the Year Ended 31 March 2024 and Section 2 – Accounting Statements 2023/24 have been **emailed**.

- ii) A copy of the bank statement reconciliation and the explanation of variances pro forma (to be populated by the RFO) have been **emailed**.

- iii) **Councillors are asked to approve the dates for the notification of public rights to inspect the unaudited accounts as being the period between 3rd June 2024 to 12th July 2024.**

- 8. **Date of next meeting – 13th May 2024 starting at 6.30pm**