



PREESALL TOWN COUNCIL

**Minutes of the finance committee meeting held on
Monday 17 April 2023 at 9.00am in Preesall and
Knott End Youth and Community Centre**

Present: Cllrs P Orme (chair), K Shepherd, T Johnson, J Lewin.

In attendance: Andrea Kay, clerk to the council, and Alison May, locum RFO.

70 Apologies for absence

None.

71 Declaration of interests and dispensations

None.

72 Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes, as presented, of the meeting held on 8 March 2023.

73 Public participation

No members of the public were present.

74 Monthly expenditure

Councillors resolved to:

<p>a) To note receipts to 31/03/23</p> <p>b) Virgin Money account Unity account</p> <p>Virgin Money April</p>	<p>£0</p> <p>£800.00 – LCC biodiversity grant and PROW delivery scheme</p> <p>£6823.41 VAT refund</p> <p>£461.71 bench purchase P&KEYCA</p> <p>£466.33 bench purchase H & P Burke</p> <p>£469.90 bench purchase C Chamberlain</p> <p>Councillors noted that the precept for 2023/24 of £98,186.00 was to be paid after 4 April.</p>
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c) To approve the following payments:		Bank	
Payroll	BACS0313,0314,0316	Unity	3644.14
Clerk's expenses (on behalf of council)	0315	Unity	54.76
Lengthsman's expenses (on behalf of council)		Unity	0

848 Services (Microsoft 365) (Inv.16517)	0317	Unity	9.48
LALC membership (Inv.2324177)	0318	Unity	719.21
Underpayment of PAYE for October	0319	Unity	237.20
*Duplicate payment made in error	0320	Unity	286.60
Payments made outside the meeting:			
Zurich Insurance (522314712 & 522413833)	Chq 00024	Virgin	661.53

d) To note the following payments by direct debit		
3 (mobile phone contract) to 31 March	Unity	9.00
Easy Web Sites (hosting fee, SSL certificate)	Virgin	56.40
LCC (contributions)	Virgin	1099.49
LCC (deficit)	Virgin	50.00

d) To note the statement of accounts for March 2023	
Cashbook 1 - £81,408.00	
Cashbook 2 - £41,173.31	
Cashbook 3 - £Nil	
Cashbook 4 - £68,267.27	
Cashbook 5 - £10,020.13	

*The above payment is shown as having been paid by BACS to Smith of Derby on 13 March 23. A request has been made to the company to return the payment. Councillors are also asked to note that the cheque payment to The Royal British Legion for £40 has been cancelled on Rialtas as the cheque has not been cashed prior to financial year-end. Should it be presented in the 23/24 financial year it will need to be re-entered.

Cllr Shepherd arrived at 9.30am

75 Quarter 4 budget monitoring

Councillors **resolved**:

- a) **to approve** the documentation for January, February and March of the 2022/23 financial year and confirmed financial recording to be in order, with balances reconciling with sums held at the bank.
- b) **to approve** the budget monitoring. No virement of budget funds was necessary.

76 Annual Governance and Accountability Return 2022/23 – for information in readiness to make a recommendation to full council

Councillors **noted**:

- i) In previous years there has been an audit requirement for the council to sign off the end of year figures and complete the Annual Governance Statement on the

Annual Return prior to the internal audit. This has now changed and the requirement is for the internal audit to have been signed off first.

The finance committee considered sections 1 and 2 in readiness to make its recommendation to full council in June (subject to any comments raised by the internal auditor).

Resolved: to recommend that Section 1 Annual Governance Statement of the Annual Governance Return for the year ended 31 March 2023, numbers 1 to 8 be ticked as a 'yes' and that number 9 be ticked as not applicable.

Resolved: to recommend that Section 2 – Accounting Statements accurately reflects the information taken from the Rialtas software for the year ending 31 March 2023.

ii) A copy of the bank statement reconciliation had been emailed, and it was **resolved** that this represented the financial position at 31 March 2023. It was noted that the RFO would complete the explanation of variances pro forma.

iii) Councillors resolved **to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 19 June 2023 and 28 July 2023.

77 Pension fund valuation

Councillors **noted** that from April's payroll the service rate for the council's contribution to the pension fund has changed and for the next three years will be 27.2%. The additional £50 per month that the council paid for the last three years will no longer be payable.

78 Date of next meeting – 15 May 2023 at 5.30pm.