



PREESALL TOWN COUNCIL

19 April 2021

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council's finance committee on Monday 26 April at **9.30am**, this will be a hybrid meeting via Zoom and in person at the youth and community centre 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.

A handwritten signature in black ink, appearing to read 'A. May', is placed over a light blue rectangular background.

Alison May
Clerk to the Council

A G E N D A

1 Apologies for absence

2 Declaration of interests and dispensations

3 Minutes of the last meeting

Councillors are asked to approve as a correct record the minutes of the last meeting held on 25 January 2021 (**enclosed**).

4 Public participation

The chairman 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 Fourth quarter financial monitoring

Councillors are asked:

- a) **to check and approve** the documentation for January, February and March of the 2020/21 financial year to ensure that financial recording is in order.

b) to check and approve the budget monitoring and note any overspends.

6 Annual Governance and Accountability Return 2020/21 – for information and to make a recommendation to full council

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

Section 1 – Annual Governance Statement of the Annual Return for the Year Ended 31 March 2021 and

Section 2 – Accounting Statements 2020/21.

Section 2 has been prepared and signed by the 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 chair (Mayor) to confirm that the accounts have been approved by the council – this meeting will take place on 5 May. Copies of the bank statement reconciliation and the explanation of variances pro forma are **enclosed**.

In addition, councillors are asked **to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 14 June 2021 and 23 July 2021.

7 Date of next meeting TBA.