



PREESALL TOWN COUNCIL

12 April 2023

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's finance committee on Monday 17 April 2023 at 9.00am 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.

Andrea Kay

Clerk to the council

Prepared by the locum Responsible Financial Officer

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 8 March 2023 (**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 expenditure

Below are the known receipts in March and expenditure to date for payment in April. Councillors are asked to:

a) To note receipts to 31/03/23	£0
b) Virgin Money account	£800.00 – LCC Biodiversity grant and PROW delivery scheme
Unity account	Councillors should note that the precept for 2023/24 of £98,186.00 was to be paid after 4 April.
Virgin Money April	

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
Under payment of PAYE for October	0319	Unity	237.20
*Duplicate payment made in error	0320	Unity	286.60
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.

6 Quarter 4 budget monitoring

Councillors are asked:

- a) **to check and approve** the documentation for January, February and March of the 2022/23 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.

Paper copies of the documentation will only be brought to the meeting if requested.

Please let the RFO know by Friday 14 April. The RFO will talk councillors through the finances.

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

- 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 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 2023 and Section 2 – Accounting Statements 2022/23 have been **emailed**.

Actions for the June meeting:

Section 2 has been prepared and will be 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 signed and dated by the chair (Mayor) to confirm that the accounts have been approved by the council – this meeting will take place on 12 June.

- ii) A copy of the bank statement reconciliation has been emailed, the explanation of variances pro forma (to be populated by the RFO) has also 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 19 June 2023 and 28 July 2023.

8 Pension fund valuation

Councillors are asked to note 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 has paid for the last three years will no longer be payable.

9 Date of next meeting – (to be confirmed).