

# PREESALL TOWN COUNCIL

## Finance Committee

**Minutes of the Meeting of the Town Council held on Monday 11 February 2019  
at 9.30am at Preesall Youth and Community Centre, Lancaster Road, Preesall**

**Present:** Councillors L Woodhouse, J Mutch , P Orme

**In attendance:** Alison May, Clerk to the Town Council

In the absence of the chairman it was **resolved** that Cllr Woodhouse would chair the meeting.

**20(18-19) Apologies for absence**

Cllr McCann

**21(18-19) Declaration of interests and dispensations**

None

**22(18-19) Minutes of the last meeting**

Councillors approved as correct the minutes of the last meeting held on 11 November 2019 subject to the cheque numbers for the final three items being amended to read 376, 377 and 378.

**23(18-19) Public participation**

No members of the public were present.

**24(18-19) Third quarter financial monitoring**

Councillors checked the third quarter documentation against balances held at the bank and ensured that expenditure incurred and receipts received were recorded correctly and that the figures balanced with the bank reconciliation documentation.

In addition, they reviewed the budget monitoring documentation and compared the balances against the budgets set for the 18/19 financial year.

**Resolved:**

- 1) to approve the third quarter financial records. These accurately represented the income and expenditure to date for 18/19 and reconciled with the monies held at the bank.
- 2) to approve the quarterly budget monitoring
- 3) to vire £1,000 from expenditure contingency to salaries to ensure that the salaries budget head doesn't go overdrawn in quarter four.

## 25(18-19) Monthly expenditure – February

### a) Finance

Councillors **resolved**:

<b>a) To note</b> receipts at the meeting		
Current account		23.98
Reserve account		5.22
<b>b) To approve</b> the following payments:	Cheque	
Payroll	371,373,375	2841.65
Clerk's expenses (on behalf of council)	372	12.50
Lengthsman's expenses (on behalf of council)	374	40.00
PRS electrical	376	2973.60
Best Kept Village entry	377	30.00
LALC (community engagement training for Cllr Pattrick)	378	25.00
<b>c) To note</b> the following payments by direct debit		
Easy Web Sites (hosting fee, 10 x councillor email, SSL certificate)		51.60
O2 (mobile phone contract)		13.43
LCC (contributions)		815.10
LCC (deficit)		8.33
<b>d) To note</b> the statement of accounts for January 2019		
Current account	£73,379.19	
Reserve account	£30,713.48	
In Bloom account	£4,221.34	

### 26(18-19) Procurement of accounting package

Councillors were provided with an update of the Alpha system by the clerk and talked through the sample paperwork. They also heard that it is the system used by at least 15 clerks across Lancashire and is approved by SLCC and HMRC.

Councillors **resolved** to recommend the purchase to the next meeting of the council as per the quotation from Rialtas.

### 27(18-19) Review of Financial Regulations

The committee's terms of reference 8 states a requirement for the committee to a) Review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to full council.

Councillors were informed that the clerk had reviewed the regulations against current legislation and no changes are required. Councillors **resolved** to approve the document's re-adoption without change.

### 28(18-19) Date of next meeting – 29 April at 9.30am unless a meeting is needed sooner.

There being no further business, the chairman closed the meeting at 10.15am.

