



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

19th July 2024

To: Members of Morecambe Town Council Finance and Governance Committee - Cllr Brett Cooper (Chairman), Cllr Clark Kent, Cllr Martin Bottoms, Cllr Geoff Knight, Cllr Lee Bradbury, Cllr Joanne Ainscough, Cllr John Goodrich, Cllr David Whitaker, Cllr Jim Pilling

Dear Councillor,

Dated this seventeenth day of July 2024, you are hereby summoned to attend a meeting of Morecambe Town Council's Finance and Governance Committee to be held at 18:30 on the twenty fifth day of July 2024.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Your sincerely,

Mr L Trevaskis

Proper Officer

Agenda

- 1) Apologies - to receive apologies for absence.
- 2) Declarations of Interests - to note declarations of members' interests.
- 3) Minutes - to consider the minutes of the last meeting.
- 4) Public Participation - to adjourn the meeting for a period of public discussion.
- 5) Quarter 1 Finances
To review and accept 2024/25 Quarter 1 account summary and bank reconciliation.
- 6) Payment Testing
In order to comply with its Terms of Reference, the Finance Committee must satisfy itself that it is monitoring the Council's overall compliance with its Finance Regulations to ensure the sound and open governance of financial matters and actions taken in the name of the Council. In line with this ongoing scrutiny, officers invited two members to undertake sample testing for Q1 - checking bank details on invoices correspond to processed payments, and that all transactions have followed the correct authorisation process for approval by full council or a duly delegated officer or committee. All payments within the sample (approximately 10% of all transactions within the period) have been checked by two signatories (JT and/or LT and Cllr J Pilling) and an additional member of this committee, Cllr J Livermore.

The payments in the tested sample are: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.
- 7) Payments Exceeding £500.00
In order to comply with the Transparency Code, the Council is required to publish a list of payments exceeding £500, no less than quarterly. The Committee is asked to consider the list, which has been published on the authority's website.
- 8) Asset Register Update
To note that the previous asset register figure included some items at gross price rather than net. To accept the new asset register figure for 22/23, 23/24 and 24/25 Quarter 1.
- 9) Investment
To review the report and agree where funds should be invested.
- 10) Budget Survey
To note that the budget timetable requires a draft survey to be concluded which will be finalised after a member meeting to confirm priorities for 2025/26.
- 11) External Audit Response to 2022/23 Objections

To review and acknowledge response from PKF Littlejohn regarding objections raised by local elector.

