



Morecambe Town Council

Agenda Finance and Governance Committee

Date	12/02/2025
Time	18:00 -
Location	Morecambe Town Hall, Marine Road Morecambe Lancashire LA4 5AF
Chair	Clark Kent
Explanation	Dear Councillor,

Dated this **fifth** day of **February 2025**, you are hereby summoned to attend a meeting of Morecambe Town Council's Finance and Governance Committee to be held at **18:00** on the **twelfth** day of February 2025.

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

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Electors of the town wishing to address the Council are advised to notify the Proper Officer before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. Public participation session at a meeting shall not require response or debate and shall solely consist of matters relating to items on the agenda. If the representation made is considered outside the remit of Morecambe Town Council, electors will be referred to the principal authority or other appropriate body.

Your sincerely,
Mr L Trevaskis, CiLCA, PSLCC.
Chief Executive

Committee members: Clark Kent (Chairperson), Martin Bottoms, Geoff Knight, Lee Bradbury, Joanne Ainscough, John Goodrich, David Whitaker, Jim Pilling (Vice Chairperson).

To receive apologies for absence and consider any reasons for acceptance.

([Local Government Act 1972, Section 85](#))

2 Declarations

To record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer.

([Localism Act 2011, Section 31](#))

3 Minutes

To approve the minutes of the last meeting.

([Local Government Act 1972, Section 111](#))

4 Public Participation

To receive representations from electors that have requested to speak by 10am regarding a matter on the agenda.

([Morecambe Town Council Standing Orders - Sections 1d-1l](#))

Note: any electors addressing the Committee must not exceed a three minute time limit.

5 FY2425 Internal Audit Arrangements

To consider the internal audit arrangements for FY2425, noting that the Chartered Institute of Internal Auditors (CIIA) in the UK has developed the Internal Audit Code of Practice, which provides guidance aimed at enhancing the overall effectiveness of internal audit within organisations. This code serves as a benchmark of good practice against which organisations can assess their internal audit function. It is suggested that implementing a rotation policy for internal auditors can help organisations maintain a high level of audit quality and integrity.

6 Exclusion of the Press and Public

The Council is recommended to pass the following recommendation in relation to the following items:

"That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

([Public Bodies \(Admission to Meetings\) Act 1960 - Section 1](#))

7 FY2526 Budget

To consider the proposed budget for FY2526.



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk
clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

Minutes of Finance and Governance Committee Meeting of Morecambe Town Council held at Morecambe Town Hall at 6:00pm on Tuesday 14th January 2025

Present: Cllr B Cooper (Chair), Cllr J Goodrich, Cllr G Knight, Cllr J Pilling, Cllr D Whitaker

In attendance: Luke Trevaskis, Joel Turner, Peter Fisher

Press: 0

Public: 0

Minute FG2024/25 - 048 – Apologies

Received from Cllr M Bottoms, Cllr L Bradbury, J Livermore

Minute FG2024/25 - 049 – Declarations of Interests

Cllr B Cooper declared an interest as a Councillor of Lancaster City Council.

Minute FG2024/25 - 050 – Minutes

The minutes of the last Finance Committee meeting were approved subject to one change. Cllr Cooper left the room for item 047. Cllr Kent chaired the meeting for this item only.

Minute FG2024/25 - 051 – Public participation

None

Minute FG2024/25 - 052 – Quarterly Finances (Q3)

Finance Officer J Turner provided an update on Quarter 3 of the 2024/25 financial year with accompanying reports. The committee resolved to accept the 2024/25 Q3 finance update.

Minute FG2024/25 - 053 – Transparency Code (Q3)

In order to comply with the Transparency Code, the Council is required to publish a list of payments exceeding £500.00, no less than quarterly. The Committee was asked to consider the list, which has been published on the authority's website for payments over £500.00 during Q3 (01/10/2024 - 31/12/2024). The committee accepted the list.

Minute FG2024/25 - 054 – Payment Testing (Q3)

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 (named in minutes) to undertake sample testing for Q3 - 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 of Q3) were also verified prior to submission by Officer/s J Turner or L Trevaskis and Cllr J Pilling. Councillors are also given the opportunity to inspect any transaction on the payments list for the entire financial year during these sessions.

Payment items included in the Q3 sample were: 271, 272, 275, 285, 292, 306, 316, 379, 381, 383, 386, 395, 399, 412, 418, 419, 423, 425

Cllr M Bottoms confirmed he is 'satisfied with all checks and officers are complying with all financial procedures.' This was accepted by the committee.

Minute FG2024/25 - 055 – Asset Register (Q3)

The new asset register figure/report for Quarter 3 of the 2024/25 financial year was accepted.

Minute FG2024/25 - 056 – Exclusion of the Press and Public (Public Bodies (Admission to Meetings) Act 1960

The Committee resolved to pass the following recommendation in relation to the following items: "That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

Minute FG2024/25 - 057 – Draft Budget FY25/26

The committee reviewed and recommended the 2025/26 draft budget for Full Council approval subject to terminology change of the proposed earmarked reserve.