



Morecambe Town Council

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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.