

# PREESALL TOWN COUNCIL

## Finance Committee

**Minutes of the meeting of the Finance Committee held on Monday 5 August 2019 at 11.00am at Preesall and Knott End Youth and Community Centre, Lancaster Road, Preesall**

**Present:** Cllrs Burn, Nicholls, Orme.

**In attendance:** Alison May, Clerk to the Town Council, and one member of the public.

**09(19-20) Apologies for absence**  
**Cllr Woodhouse**

**10(19-20) Declaration of interests and dispensations**  
None

**11(19-20) Minutes of the last meeting**  
Councillors **resolved** to approve as a correct record the minutes of the last meeting held on 10 June 2019.

**12(19-20) Terms of reference**  
**Resolved:** not to recommend any changes to the finance committee terms of reference.

**13(19-20) Public participation**  
**Resolved** to close the meeting to allow members of the public to speak. The member of the public raised no questions.  
**Resolved** to reconvene the meeting.

**14(19-20) First quarter financial monitoring**  
Councillors

- a) **checked** the documentation for April, May and June of the 2019/20 financial year to ensure that financial recording was in order.  
**Resolved:** the documents accurately represented the balances brought forward from 18/19, the receipts and payments made in the first quarter of 19/20 and reconciled with the monies held at the bank. The clerk to speak with a representative of the In Bloom team regarding banking arrangements.
- b) **checked** the budget monitoring. No cost centre was overspent, however account code 4170 was overspent as a result of the purchase of the financial software.  
**Resolved:** to vire £704 from account code 4999 to account code 4170.
- c) **Resolved:** to approve the transfer of £131.07 from In Bloom EMR to the current account to correct the EMR which was overstated when the account was opened.

**15(19-20) Monthly expenditure**Councillors **resolved:**

<b>a) To note</b> that the council had no receipts in July	
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<b>b) To approve</b> the following payments:	Cheque	
Payroll	440,442,444	2956.16
Clerk's expenses (on behalf of council)	441	18.40
Lengthsman's expenses (on behalf of council)	443	40.00
Unity Trust Bank – payment to Presall Town Council to open account	445	500.00
I Tennant (bkv plaque) (Inv. dated 23.07.19)	446	75.00
C Hussey (refund on seat) (Letter dated 5 August)	447	18.65
Viking (Inv. 432558)	448	65.04
848 Services (Inv.8033 - June and 8186 July) the June invoice was not paid by the bank as a DD, therefore 9.48 is still owing.	449	19.96
Wyre Building Supplies (Inv 215139, 215122,215278,215373,215634)	450	121.12

<b>c) To note</b> the following payments by direct debit	
Easy Web Sites (hosting fee, SSL certificate)	46.80
O2 (mobile phone contract)	14.70
LCC (contributions)	847.10
LCC (deficit)	8.33

<b>d) To note</b> the statement of accounts for July 2019 would be circulated at the 12 August meeting of full council.	
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**16(19-20) Additional bank accounts**

- i) Councillors were made aware that following Cllr Woodhouse's resignation from the finance committee the new bank account documentation would have to be redone and that RBS details would need to be updated to reflect the change in signatories prior to the transfer being sanctioned. A third signatory would also need to be agreed by full council.
- ii) Councillors recommended that a different bond be taken out with HTB. This would need to be determined by full council at its meeting on 12 August.

**17(19-20) Date of next meeting** Monday 2 September.