



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

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clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

22 October 2020

To: **Members of Morecambe Town Council Finance and Governance Committee**

Dear Councillor,

Dated this twenty-second day of October 2020, you are hereby summoned to attend a meeting of Morecambe Town Council Finance and Governance Committee to be held at 18:00 on the twenty-seventh day of October 2020.

The meeting will be held remotely, via the online meeting platform 'Zoom'.

The members and public can join the meeting via the internet by inserting the following link into the address bar of their browser:

<https://us02web.zoom.us/j/87960013087?pwd=Q29JUmZ3VDdQZWNRRL0tVRk5aZFZxQT09>

Alternatively, if members or the public have a personal Zoom account, they may join the meeting with the following details:

Meeting ID: 879 6001 3087
Passcode: 672106

Alternatively, the meeting can be joined by dialling +44 (0) 20 3901 7895 from a landline or mobile telephone.

Your sincerely,

Mr Luke Trevaskis
Proper Officer

Agenda

1. Chairman - to elect a Chairman.
2. Vice Chairman - to elect a Vice Chairman.
3. Apologies - to receive apologies for absence.
4. Declarations of Interests - to note declarations of members' interests.

5. Public Participation - to adjourn the meeting for a period of public discussion.
6. Data Protection Policy - to consider the policy for recommended adoption by the Council.
7. Publication Scheme - to consider the scheme for recommended adoption by the Council.
8. Privacy Notice - to consider the policy for recommended adoption by the Council.
9. Standing Orders - to consider the amended document for recommended adoption by the Council.
10. Financial Regulations - to consider the amended document for recommended adoption by the Council.
11. Accounting Software - to consider the benefits of Omega Accounts package from Rialtas as recommended by the Internal Auditor and recommend acceptance by the Council.
12. Audit - to set a date for the completion of the interim audit with the Internal Auditor.
13. Midyear Internal Controls Review - to review the internal control procedures for the period 1 April 2020 to 30 September 2020 and recommend presentation of findings to the Council, including the receipts and payments made between 1 April 2020 and 30 September 2020, and the bank reconciliation.
14. To arrange an annual inspection of the asset register items to ensure that all items are listed and can be physically verified.
15. Historic Accounts - to consider the problems that have arisen from the Council's historic accounting practices. To understand that limited record keeping presents challenges in revisiting and resolving many of these issues which span a number of years, and agree to recommend the Council solely focus on accounts for the current financial year (2020-2021) and ensure better controls and practices are put in place to achieve clean audits in the future.