



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)  
[clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

Proper Officer: Mr Luke Trevaskis

### **Minutes of Finance and Governance Committee Meeting of Morecambe Town Council held remotely (via online Zoom platform) at 6pm on the twenty-seventh day of October 2020**

Present: Councillors R Dennison, J Firth, J Bates, P Heath, J Pilling, J Ashworth, C Matthews, P Anderton.

In attendance: Mr Luke Trevaskis (Proper Officer).

#### **20120-1**

##### ***Chairman***

Cllr J Ashworth was unanimously elected Chairman.

#### **20120-2**

##### ***Vice Chairman***

Cllr J Firth was unanimously elected Vice Chairman.

#### **20120-3**

##### ***Apologies***

Apologies received from Cllrs M Balcer and P Ross-Clasper.

#### **20120-4**

##### ***Declarations of Interest***

None.

#### **20120-5**

##### ***Public Participation***

No members of the public present.

#### **20120-6**

##### ***Data Protection Policy***

Policy was unanimously approved for recommended adoption by the Council.

**20120-7**

***Publication Scheme***

Policy was unanimously approved for recommended adoption by the Council.

**20120-8**

***Privacy Notice***

Policy was unanimously approved for recommended adoption by the Council.

**20120-9**

***Standing Orders***

Policy was unanimously approved for recommended adoption by the Council subject to the below amends:

“wish to”

“who are local government electors and/or business-rate payers”

Section 1 (2) “the following meeting”.

Section 3 (d) “the two councillors”.

Section 4 - addition of legislation regarding timings of annual council meeting.

Section 5 (c) to be made into three separate sections.

The term “suitable” was discussed in relation to the signing of the minutes and it was confirmed that this was the legislative term.

With the addition of further clarification about the ‘six-month rule’.

**20120-10**

***Financial Regulations***

Policy was unanimously approved for recommended adoption by the Council.

**20120-11**

***Rialtas Accounting Software***

It was unanimously approved to recommend accounting software to the Council.

**20120-12**

***Interim Audit***

The date for the interim audit was considered.

**20120-13**

***Midyear Internal Controls Review***

The Committee reviewed the internal control procedures, the budget summary for spend-to-date, alongside the full list of receipts and payments, for the period 1 April 2020 to 30 September 2020 and agreed to present findings to the Council.

It was unanimously resolved to accept the Q1 and Q2 bank reconciliations and the verification by Cllrs J Bates and J Pilling.

#### **20120-14**

##### ***Asset Register***

It was unanimously resolved to undertake annual inspection of assets to ensure that all items on list can be physically verified. Assistance will be provided by Cllrs Dennison and Matthews.

#### **20120-15**

##### ***Historic Accounts***

The Committee considered the problems that have arisen from the Council's historic accounting practices. The Committee discussed the limited records that have been kept and how this presents challenges in revisiting and resolving many of the historic issues which span a number of years. It was unanimously resolved to recommend that the Council solely focus on the 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.