



## Morecambe Town Council

Morecambe Town Hall,  
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LA4 5AF

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Proper Officer: Mr Luke Trevaskis

4 January 2024

To: **Members of Morecambe Town Council Finance and Governance Committee - Cllr B Cooper (Chairman), Cllr G Knight, Cllr C Kent, Cllr M Bottoms, Cllr J Goodrich, Cllr J Ainscough, Cllr D Whitaker, Cllr J Pilling, Cllr John Livermore.**

Dear Councillor,

Dated this fourth day of January 2024, you are hereby summoned to attend a meeting of Morecambe Town Council's Finance and Governance Committee to be held at 18:30 on the ninth day of January 2024.

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

Your sincerely,

Mr Luke Trevaskis  
Proper Officer

### Agenda

1. **Vice Chairman** - to duly elect a Vice Chairman.
2. **Apologies** - to receive apologies for absence.
3. **Declarations of Interests** - to note declarations of members' interests.
4. **Minutes** - to consider the minutes of the last meeting.
5. **Public Participation** - to adjourn the meeting for a period of public discussion.
6. **Direct Debits** - the Council's Financial Regulations require certain payments made by direct debit to be approved no less than annually:

Name of Supplier	Amount	Frequency	Purpose
British Telecoms (BT)	£56.95 (previously 62.76 with EE)	Monthly	Telephone/Broadband
CF Corporate Finance	£199.06	Quarterly	Tablet Leasing
EE Limited	£718.81	Monthly / Variable	Mobile Phones
Kingfisher Leasing	£343.63	Quarterly	Photocopier Leasing
Lancaster City Council	£903.82	Annually	NNDR
LCC CO	Varies	Monthly	Pension Contributions
M B Digital	£26.40	Monthly	Printing Fees
Peninsula Business	£349.23	Monthly	HR Support

7. **Petty Cash** - to note that events income has been previously been received in cash. Following the election, bank signatories were unable to release salary payments and petty cash funds had to be used to pay employees (and all sums have since been clawed back from subsequent payslips). It is important that the Council's Financial Regulations align to actual practice, and it is recommended that the F&G Committee recommend an increased sum to facilitate officers to manage a petty cash float more suitable for the increasing size of the Council.

8. **Procurement Threshold Changes** - to note that the Regulations set by the Public Contracts Directive (Financial Regulation 11 (1) c) have amended thresholds for tender procurement effective 1 January 2024.

Thresholds currently applicable are:

a) For public supply and public service contracts £214,904 (inc VAT)

b) For public works contracts 5,225,000 Euros £5,372,609 (inc VAT)

9. **Publication Scheme** - to recommend for approval, the Council's Publication Scheme (must be reviewed at least annually).

10. **Draft Budget 2024-2025** - to consider the draft budget 2024-2025 and agree actions.