



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 Wednesday 7th May 2025

Present: Cllrs C Kent (Chair), J Ainscough, M Bottoms, G Knight, D Whitaker, J Pilling

In Attendance: Officers – 4 - L Trevaskis, J Turner, P Fisher, L Agnew

Public: 1

Minute FG2025/26 - 001 – Apologies

Received from Cllr J Goodrich, L Bradbury

Note - Cllr J Ainscough left the meeting at approximately 6:50pm

Minute FG2025/26 - 002 – Declarations

Cllr J Ainscough, D Whitaker and M Bottoms declared an interest as a Councillor of Lancaster City Council.

Cllr D Whitaker also declared an interest as an employee of Lancashire County Council.

Cllr M Bottoms declared an interest as a Lancaster City Cabinet member.

Minute FG2025/26 - 003 – Previous Minutes

The minutes of the last Finance Committee meeting were approved by the Committee.

Minute FG2025/26 - 004 – Public Participation

One member of the public had requested to speak; they submitted a written transcript prior to the 10:00am deadline and were permitted to speak on items relevant to this evening's agenda. Not all points raised were relevant therefore not all the content could be discussed. The member of the public left a file with Cllr Kent who agreed to read the points raised.

Minute FG2025/26 - 005 – Asset Register

The committee approved the updated asset register figure.

Minute FG2025/26 - 006 – Quarterly Finances

Finance Officer J Turner provided an update on Quarter 4 of the 2024/25 financial year with accompanying reports. The committee resolved to accept the 2024/25 Q4 finance update.

Minute FG2025/26 - 007 – 2024/25 Internal Audit

The committee accepted the draft AGAR figures and resolved to recommend the AGAR report to Full Council.

Minute FG2025/26 - 008 – Transparency Code

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 Q4 (01/01/2025 - 31/03/2025). The committee accepted the list.

Minute FG2025/26 - 009 – Payment Testing

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 (Cllr Bottoms and Cllr Whitaker) to undertake sample testing for Q4 - 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 Q4) 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. The payment items (18) included in the sample are: 435, 439, 445, 447, 450, 455, 466, 491, 500, 523, 524, 531, 533, 548, 559, 561, 594, 610.

Councillors M Bottoms and D Whitaker assisted in the payment testing exercise. It was noted that no concerns were raised, all processes were being followed and both members were satisfied.

Minute FG2025/26 - 010 – Direct Debit

The Council's Financial Regulations require certain payments made by direct debit to be approved no less than annually.

The committee accepted the direct debit list.

Minute FG2025/26 - 011 – Financial Regulations

The committee resolved to recommend the updated financial regulations document to Full Council.

6.17. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Proper Officer and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used unless access to ~~such~~ a corporate facility is unavailable, and only with permission from the Clerk, RFO or Line Manager.

Minute FG2025/26 - 012 – Treasury Management

The committee resolved to accept the recommendations provided within the treasury management report. It was requested by the committee that the two members who sign off on any treasury management documentation are from two different political parties.

Minute FG2025/26 - 013 – Exclusion of Press and Public

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 FG2025/26 - 014 – Supplementary Income Report

Finance Officer J Turner provided an explanation and breakdown of the supplementary income report in which officers demonstrated above and beyond services to secure the best possible outcome by way of income generation through service delivery, supplier negotiation, persistence and collaborative thinking. It is estimated that officers saved/generated around £115,000.00 via these methods. The report is confidential due to commercial sensitivity. The committee were thankful to those present for their efforts.