



PREESALL TOWN COUNCIL

22 April 2022

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's finance committee on Wednesday 27 April at 9.30am at Knott End and Preesall Youth and Community Centre, Lancaster Road, Preesall.

Members of the public should note that this meeting may be recorded. Any recording is subject to the council's audio and video recording policy.

Alison May

Alison May
Clerk to the Council

A G E N D A

1 Apologies for absence

To receive apologies for absence.

2 Declaration of interests and dispensations

To receive from councillors, disclosures of pecuniary and non-pecuniary interest and dispensation requests on matters to be considered at the meeting.

3 Minutes of the last meeting

Councillors are asked to approve as a correct record the minutes of the last meeting held on 11 April (**emailed**).

4 Public participation

The chairman will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will ask councillors to agree to reconvene the meeting on the conclusion of public participation.

5 Fourth quarter financial monitoring

Councillors are asked:

- a) to check and approve** the documentation for January, February and March of the 2021/22 financial year to ensure that financial recording is in order.
- b) to check and approve** the budget monitoring and note any overspends.

6 Annual Governance and Accountability Return 2021/22 – for information in readiness to make a recommendation to full council

In previous years there has been an audit requirement for the council to sign off the end of year figures and complete the Annual Governance Statement on the Annual Return prior to the internal audit. This has now changed and the requirement is for the internal audit to have been signed off first.

The finance committee is asked to consider sections 1 and 2 in readiness to make its recommendation to full council subject to any comments raised by the internal auditor.

The prepared draft of Section 1 – Annual Governance Statement of the Annual Return for the Year Ended 31 March 2022 and

Section 2 – Accounting Statements 2021/22 have been **emailed**.

Section 2 has been prepared and will be signed by the Responsible Financial Officer (RFO) as confirmation that the accounts have been prepared on a receipts and payments basis.

Once approved by resolution of the full council, the form is then signed and dated by the chair (Mayor) to confirm that the accounts have been approved by the council – this meeting will take place on 13 June. Copies of the bank statement reconciliation and the explanation of variances pro forma have also been **emailed**.

Councillors are asked **to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 20 June 2022 and 29 July 2022.

7 Date of next meeting 9 May 2022.