



# PREESALL TOWN COUNCIL

6<sup>th</sup> May 2026

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council's Finance Committee on Monday 6<sup>th</sup> May 2026 at 6pm 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.

**Debbie Smith**

**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 **consider** and **approve** as a correct record the minutes of the meeting held on the 13th of April 2026. (emailed)

### 4 Public participation

When dealing with public participation there is no obligation to respond immediately to comments made. **Members of the public are reminded that only items on the agenda should be raised at the meeting.** Any other items should be raised outside the meeting either with a councillor or with the clerk. The chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will reconvene the meeting on the conclusion of public participation.

### 5 Monthly Receipts and Payments

a) The finance committee are asked to **resolve** to **note** the below receipts for April:

| Receipt Name | Details                          | Date of receipt | Bank (Unity Virgin, Hampshire) | Amount    |
|--------------|----------------------------------|-----------------|--------------------------------|-----------|
| HMRC         | 2025/26 Financial year VAT claim | 28 April        | Unity                          | £6,318.95 |

b) The finance committee are asked to **resolve** to **approve** the following payments:

| Payment Name | Details                             | Cash Book BAC's/card Ref | Bank (Unity Virgin, Hampshire) | Amount    |
|--------------|-------------------------------------|--------------------------|--------------------------------|-----------|
| Payroll      | April 2026 payroll paid in May 2026 | BACS19,20,21             | Unity                          | £3,691.23 |

|  |   |         |       |           |
|--|---|---------|-------|-----------|
| HMRC   | Tax on salaries   | BACS 22 | Unity | £1,057.33 |
| Paul Dooler  | Lengths Man's Milage for April 2026   | BACS 23 | Unity | £16.65    |
| * Nick White   | (Plants Man)  | BACS 24 | Unity | £900.00   |
| * £400 of this payment is being covered by the Legacy Trust Fund |   |         |       |           |
| Phil Orme  | Reimbursement for clips for flagpole from Homecare and DIY                  | BACS 25 | Unity | £11.22    |
| Phil Orme  | Reimbursement for flagpole halyard  | BACS 26 | Unity | £19.13    |
| Phil Orme  | Reimbursement for enclosed lock   | BACS 27 | Unity | £72.06    |
| Lancashire County Council  | Temporary bus stop licence  | BACS 28 | Unity | £120.00   |
| One Stop Hire Safety Training                                    | Training for the lengths man's road closure/signage/lighting guarding       | BACS 29 | Unity | £234.00   |
| Astro Signs  | 2 x roll up banners for PTC   | BACS 30 | Unity | £132.00   |
| Astro Signs  | Garage sign/Lancashire landings sign/improvement signs/council name plaques | BACS 31 | Unity | £228.00   |
| Astro Signs  | Telephone box signs   | BACS 32 | Unity | £18.00    |
| Wyre Memorials   | Black granite plaque  | BACS 33 | Unity | £600.00   |
| JDH Business Services  | Internal Audit fee  | BACS 34 | Unity | £834.00   |
| Knott End Sports & Social Club                                   | Refreshments at the Lancashire Landings Event                               | BACS 35 | Unity | £75.00    |
| Wyre Building Supplies   | 5ltr wood treatment/brush/wire brush/2 x stoke oil                          | BACS 36 | Unity | £57.51    |
| LALC   | LALC/NALC/Area Secretary annual subscription                                | BACS 37 | Unity | £772.67   |
| 848  | Services Ltd – Microsoft Licence  | BACS 38 | Unity | £13.82    |
| Adrian Catch Children's Entertainer                              | Entertainer for the May Day Event   | BACS 39 | Unity | £325.00   |

c) The finance committee are asked to **note** the below payment was authorised at April's full council meeting minute reference 8.8 (f) (2026 27)

| Payment Name           | Details                            | Cash Book BAC's/card Ref | Bank (Unity Virgin, Hampshire) | Amount    |
|------------------------|------------------------------------|--------------------------|--------------------------------|-----------|
| Tony Horrocks Builders | Final installment for shelter work | BACS 18                  | Unity                          | £4,000.00 |

d) The finance committee are asked to **resolve to note** following payments by direct debit:

| Company Name  | Details                 | Payment Date | Bank (Unity Virgin, Hampshire) | Amount  |
|---------------|-------------------------|--------------|--------------------------------|---------|
| Easy Websites | Monthly hosting fee     | 01 May       | Virgin                         | £66.00  |
| LCC           | (Pension contributions) | 19 April     | Virgin                         | £375.81 |
| Unity Bank    | Monthly Service Charge  | 31 May       | Unity                          | £7.00   |
| 3 Mobile      | Phone Contract          | 01 June      | Unity                          | £7.80   |

## 7 Bank Reconciliation and Bank Closing Balances

Committee members are to **note**, the clerk has not received the postal Virgin Bank statement, no bank reconciliation 30 April 2026 cannot be provided at the time of the published agenda. If the statement is received before the meeting; a bank reconciliation will be provided. Committee members are to **note** upon the conclusion of the Virgin Bank mandate being updated, internet banking will be accessed, and this issue will not occur.

a) The finance committee are asked to **note** the bank closing balances

| Bank Name | Date of Closing Balance     | Amount of Closing Balance |
|-----------|-----------------------------|---------------------------|
| Unity     | 30 <sup>th</sup> April 2026 | £134,946.81               |

|           |                             |              |
|-----------|-----------------------------|--------------|
| Virgin    | 30 <sup>th</sup> April 2026 | NOT RECEIVED |
| Hampshire | 30 <sup>st</sup> April 2026 | £51,347.06   |

(Any later balances will be provided as they are received)

#### **9 Electricity Payment for Preesall Town Council's Storage Unit**

The committee are asked to **note** the clerk received and email from the contractor asking for an additional £560.00 to dig out and fit the ducting from the box for the electric supply. Under clerks' delegations (*reference Financial Regulations 5.15*), the clerk authorised this work, as it is required. The committee are asked to **discuss** to put forward to the Council the following expenditure of £2,943.19 including VAT to pay to connect electric to the building from Northwest Electric.

#### **10 Clerks Request for Payment of Overtime**

The committee are asked to **resolve** to pay the clerk 25 hours over time in June's payroll, for services rendered in April to ensure the audit was completed and the end of year accounts was closed, and a new financial year was opened.

#### **11 Update on Hampshire Savings Account**

The finance committee are asked to **note** that the Hampshire Savings Account has now been changed to a 12-month fixed 4% interest rate account. The accounts opening date is 20 April 2026, and it will mature on 20 April 2027. An annual statement will be received at the end of the account's maturity period.

#### **10 Date and time of next meeting**

The finance committee are asked to discuss and resolve the date and time of the next meeting.