



## MINUTES OF AN EXTRA ORDINARY PADIHAM TOWN COUNCIL MEETING

Held on Tuesday 18<sup>th</sup> June 2024 at 7:00pm in the Council Chambers

**Present:**

**Town Councillors:** Councillor M. Harrison (in the Chair), K. Barsby, P Haigh, A. Lewis, V. Pridden, C. Smith, C. Turner, P. Turner and M. Whittaker.

**Others:** Steve Watson (Town Clerk).

The Chair opened the meeting and welcomed everyone.

**TC/24/25/019** Apologies for Absence

Apologies for absence were submitted by Councillor Diane O'Neill who was away.

**TC/24/25/020** **Declarations of Disclosable Pecuniary Interests.**

There were no declarations of interest.

**TC/24/25/021** **Finances**

**TC/24/25/022** **Approve the Annual Statement of Accounts.**

An Internal Auditor is needed and it was suggested that the accountant looking into the new bar arrangements could be asked to quote to become the Internal Auditor. The last internal audit recommendations were considered, and responses provided. The Report is to be circulated again. Controls are to be put in place for the reclaim of VAT going forward. It was agreed to have a Finance Lead Councillor and the addition of Finances to the Strategic Planning Group were approved last month. The Financial Regulations are to be reviewed and ensure actions are within them. The Asset Register is to be updated and checked against the levels of insurance. The reserves Policy is to also be reviewed. The Internal Audit will be done half yearly this year.

**RESOLVED:** **That the Annual Statement of Accounts is approved subject to a satisfactory Internal Audit.**

**TC/24/25/023** **Approve the Annual Governance Statement.**

The difference in rent from last year to this is that rent is usually split between Town Council and Archives but has been combined as one payment this year. VAT will remain an agenda item until resolved.

**RESOLVED:** That the Annual Governance Statement is approved subject to a satisfactory Internal Audit.

**TC/24/25/024** Approve the Annual Return.

**RESOLVED:** That the Annual Return is approved subject to a satisfactory Internal Audit.

There will be a simplified financial report monthly and the Finance Group will meet every 3 months. A copy of the full version of the accounts is to be provided to each meeting.

**TC/24/25/025 Bar Manager Report**

The minutes of the Town Council meeting held on 15<sup>th</sup> April 2024 were considered. The Bar Manager and Town Hall Bar Reports are deferred until the Bar Manager is happy with the content.

**TC/24/25/026 Financial Year End Report**

The report was noted. The Bank Transfer will be an agenda item at the next meeting.

The Mayor is still waiting on a meeting with the Top Club. Painting Padiham was a huge success with 334 visitors to Gawthorpe Hall, 70 children and 42 artists took part. It was noted that the event brings people in and it was suggested that young artists are encouraged to take part next year. Mayor's business is to be moved to the end of the agenda for future meetings. The Crowdfunding Lancashire was noted. The Heritage Trail is on-going.

**TC/24/25/027 Date of Next Meeting**

The date of the next Town Council meeting is at 7pm on Monday 1<sup>st</sup> July 2024 in the Council Chambers, Padiham Town Hall and will be the Official Mayor Making meeting.

The Mayor thanked everyone for their attendance.