

FULL COUNCIL

Date: 19 March 2024

Title: Schedule of Payments

Purpose of Report

For Members to agree the Schedule of Payments for February 2024.

Recommendation:

- a. Members resolve to approve the payments for February 2024.
- b. Members resolve to approve the completion of the bank reconciliation for February 2024 and note the account balances as of 29 February 2024.

Background:

1. Ilminster Town Council's Financial Regulation section 5.5 states:

“The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; “

2. Within the Town Council's Scheme of Delegation, authority is granted to the Town Clerk to “authorise routine and recurring expenditure within the agreed budget”.

3. It is good practice for local authorities to agree payment of invoices within two weeks of receipt.

4. The banking arrangements agreed by council on 16 May 2023 outlines the requirement for;

“A list of payments to be made by online banking, together with the associated invoices are signed by two members of the Council who are bank signatories and counter signed by the Clerk/RFO. The list of payments will be reported to the Town Council in the usual way.”

5. Ilminster Town Council's Financial Regulation section 2.2 states:

“On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO.”

6. This report looks at the schedule of payments for February 2024 and confirmation of bank balances and bank reconciliations having taken place.

7. Information that may allow GDPR breaches to occur, such as the statement of salaries and payments to and from private individuals can be redacted from the documents and presented in such a way that it prevents individuals being identified.

8. If Members have any specific questions on this report, it would be helpful if they would contact the Deputy Town Clerk **by Monday 18 March 2024** at the latest.

Report:

1. The Schedule of Payments for the month of February 2024 are detailed in **Appendix 11A**. The total amount of net payments for **February** was **£32,146.52**, the notable expenditure is explained below.

2. The repair to the closer on one of the public toilet doors cost **£593.20**. Although it was initially thought this was caused by vandalism, the contractor's opinion was that it looked like the wind had blown the door wide open and overstretched the closer. The annual servicing of the electrical sewage pump for the public toilets cost **£165.00**.

3. The grant to the Citizens Somerset **£1,200.00**, Life Education **£775.00** and Iminster Library **£5,000.00** were paid.

4. The cost of the agency staff for three days (20.25 hours) was **£382.12**. The double page spread for the Precept letter that was published was **£360.00** and an advert for the three staff vacancies was **£60.00**.

5. Storm damage to a tree resulted in loose branches which needed to be removed cost **£150.00** and the chipper hire for the town Christmas trees was **£100.00**. The bus shelter storm damage was fixed costing **£872.13**.

6. Three loppers were bought for the grounds team costing **£122.51**. The 500 Iminster Town Council business cards that have been distributed to Councillors were **£89.00**.

7. Members are asked to approve the attached schedule of payments for February 2024.

8. The balances on the accounts as of 29 February 2024:

Current account:	£100.00
Reserve account:	£102,739.52
CCLA Public Sector Deposit Fund:	£250,000.00
Cambridge & Counties Bank:	£250,876.08
Unity Trust Bank:	£72,904.06
Petty Cash:	£150.00
Total Funds:	£676,769.66

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9. On the 7 March 2024, Cllr Hamilton carried out the bank reconciliation for February 2024.

10. Members are asked to approve the completion of the bank reconciliations for February 2024 and note the account balances as of 29 February 2024.

Julie Earp
Deputy Town Clerk/RFO
March 2024