

**FULL COUNCIL**

**Date: 20 February 2024**

**Title: Schedule of Payments**

**Purpose of Report**

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

**Recommendation:**

- a. Members resolve to approve the payments for January 2024.
- b. Members resolve to approve the completion of the bank reconciliation for January 2024 and note the account balances as of 31 January 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 January 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 19 February 2024** at the latest.

**Report:**

1. The Schedule of Payments for the months of January 2024 are detailed in **Appendix 12A**. The total amount of net payments for **January** was **£24,056.68**, the notable expenditure is explained below.

2. The registration fees for the CiLCA qualification for the Deputy Town Clerk was **£450.00**. In agreement with Somerset Council, the Town Council paid a 50% share of Lantra Award Brushcutter training for the volunteer who will look after the Rights of Way, **£82.50**.

3. Replenishing sand bags in the community resilience stores cost **£85.00**. The 10 hanging baskets for the Market House were received costing **£344.49**.

4. Electrical work completed at the public toilets and in the Old Magistrates Office cost **£216.89**. The credit of £150.00 as a goodwill gesture from OVO Energy was finally received minus a small amount owed for electricity at Cemetery Lodge **-£142.18**, therefore the complaint through the Energy Ombudsman has finally been closed.

5. An emergency replacement laptop for the Town Clerk was purchased **£497.50** which was agreed by the Chairs and Deputy Chairs. A tree that had split during a storm and was overhanging a path on Herne Hill was removed at a cost of **£270.00**.

6. Members are asked to approve the attached schedule of payments for January 2024.

7. The balances on the accounts as of 31 January 2024:

Current account:	£100.00
Reserve account:	£131,568.37
CCLA Public Sector Deposit Fund:	£250,000.00
Cambridge & Counties Bank:	£250,936.59
Unity Trust Bank:	£72,904.06
Petty Cash:	£150.00
Total Funds:	£705,659.02

8. On the 15 February 2024, Cllr Hamilton carried out the bank reconciliation for January 2024.

9. Members are asked to approve the completion of the bank reconciliations for January 2024 and note the account balances as of 31 January 2024.

**Julie Earp  
Deputy Town Clerk/RFO  
February 2024**