

**Committee: FULL COUNCIL**

**Date: 18 July 2023**

**Title: Schedule of Payments**

**Purpose of Report**

For Members to agree the Schedule of Payments for June 2023.

**Recommendation:**

- a. Members resolve to approve the payments for June 2023.
- b. Members resolve to approve the completion of the bank reconciliation for June 2023 and note the account balances as of 30<sup>th</sup> June 2023.

**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 June and confirmation of bank balances and bank reconciliations having taken place. There is a separate

finance budget report that will look more closely at the various budget headings, and that will be presented on a quarterly basis.

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 from 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 17 July 2023** at the latest.

**Report:**

9. The Schedule of Payments for the month of June 2023 are detailed in **Appendix 12A**.
10. Total amount of net payments for June 2023 totalled **£23,337.94** and the notable expenditure is explained below.
11. The monthly business rates for the Market House and the Old Magistrates Court total **£478.69**, and the monthly council tax for Cemetery Lodge is **£155.00**.
12. June's electricity and gas invoices for all Town Council buildings (excluding Cemetery Lodge) totalled **£179.66**. All are paid direct debit with the exception of Cemetery Lodge which is paid on receipt of invoice. The RFO is looking to switch suppliers for the Old Magistrates Court and Cemetery Lodge in the next two months. The other buildings have been on a fixed rate tariff since July 2021 which will finish at the end of March 2024.
13. A refund of **£285.28** was received from Water2Business for removing the sewerage element of the water invoices for the Market House backdated to 2017.
14. Fuel for grounds maintenance cost **£287.86**. The annual independent play equipment inspection of the three play parks was carried out costing **£395.00**.
15. IT support and monthly subscription came to **£280.56**. The monthly telephone/mobile/internet charges for the office, North Street office and Warden's Building totalled **£223.55**.
16. A charge of **£50.00** was made for repairing the electrical wiring outside of the public conveniences that were vandalised in May. Invoices for cleaning the public conveniences covered both April and May, and which include a discount for when the toilets had been closed due to vandalism **£453.21**.
17. Members are asked to approve the attached schedule of payments for June 2023.

18. The balances on the accounts as of 30<sup>th</sup> June 2023:

Current account:	£100.00
Reserve account:	£143,668.88
CCLA Public Sector Deposit Fund:	£250,000.00
Cambridge & Counties Bank:	£250,000.00
Unity Trust Bank:	£250,756.85
Petty Cash:	£150.00
Total Funds:	£894,675.73

19. On the 12<sup>th</sup> July, Cllr Shearman carried out the bank reconciliation for June 2023.

20. Members are asked to approve the completion of the bank reconciliation for June 2023 and note the account balances as of 30 June 2023.

**Julie Earp**  
**Deputy Town Clerk**  
**July 2023**