

Committee: FULL COUNCIL

Date: 28 November 2023

Title: Schedule of Payments

Purpose of Report

For Members to agree the Schedule of Payments for October 2023

Recommendation:

- a. Members resolve to approve the payments for October 2023.
- b. Members resolve to approve the completion of the bank reconciliation for October 2023 and note the account balances as of 31 October 2023.
- c. Members note a transfer will be made of £90,000 from the Unity Trust Instant Access Account to the Natwest Current Account on 1st December 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 October 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 27 November 2023** at the latest.

Report:

1. The Schedule of Payments for the month of October 2023 are detailed in **Appendix 12A**.
2. Total amount of net payments for **October** totalled **£25,833.21** and the notable expenditure is explained below.
3. Fuel for grounds maintenance for June, July and August for Larkmans and September for FuelGenie cost **£656.53**.
4. A total of **£241.22** was spent in October on Christmas lights and **£215.00** was spent on the memorial tree for Queen Elizabeth II. The graphics for a Herne Hill leaflet was **£250.00**.
5. The Ilminster Ukelele Club were awarded a Town Council grant and were paid **£350.00** and the Horton Cross Nursing Home received a grant of **£500.00** towards a defibrillator.
6. The post installation inspection of the new play equipment at Winterhay was **£350.00**.
7. Members are asked to approve the attached schedule of payments for October 2023.

8. The balances on the accounts as of 31 October 2023:

Current account:	£160.00
Reserve account:	£140,442.14
CCLA Public Sector Deposit Fund:	£250,000.00
Cambridge & Counties Bank:	£250,936.58
Unity Trust Bank:	£162,019.29
Petty Cash:	£150.00
Total Funds:	£803,708.01

9. A transfer of £90,000 from the Unity Trust account to the Natwest account is required to continue to meet the council's operational costs. This transfer is planned for 1st December 2023.

10. On the 14 November 2023, Cllr Hamilton carried out the bank reconciliation for October 2023.

11. Members are asked to approve the completion of the bank reconciliation for October 2023 and note the account balances as of 31 October 2023.

**Julie Earp
Deputy Town Clerk/RFO
20 November 2023**