

**Committee: FULL COUNCIL**

**Date: 21 March 2023**

**Title: Schedule of Payments**

**Purpose of Report**

For Members to consider and agree the payments for February 2023.

**Recommendation:**

Members to agree the payments for February 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:*

2. *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];*
3. 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*".
4. It is good practice for local authorities to agree payment of invoices within two weeks of receipt.
5. The internet banking procedures agreed by council on the 15 August 2017 and then reaffirmed in May 2022 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."*
6. This report looks at the schedule of payments for February. There is a separate finance budget report for this meeting that looks more closely at the various budget headings.
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 20 March 2023** at the latest.

**Report:**

9. The Schedule of Payments for the month of February 2023 are detailed in **Appendix 12A**.
10. Total amount of net payments for February 2023 totalled **£27,618.10**.
11. The six-monthly water bills for the recreation ground and the public conveniences have been paid totalling **£249.33**.
12. A purchase of 100 2<sup>nd</sup> Class stamps was made costing **£68.00**.
13. Stationery purchases for the month totalled **£236.03**. This included the purchase of an A board costing **£122.31** which can be used for the monthly Councillor Surgeries and future events.
14. A total of **£158.12** was spent on the ATV for a flat tyre and replacing a part in the drivebelt.
15. Printing of walking leaflets for the Information Centre, and compliments slips for the office came to **£539.00**.
16. The final invoice for the 3<sup>rd</sup> and 4<sup>th</sup> quarter play park inspections by South Somerset District Council was **£705.64**. The Recreation Manager also successfully completed the ROSPA Operational Inspection Course and RPII Examination at a cost of **£750.00**. This qualification lasts for three years, and the Recreation Manager will be able to complete all of the Town Council play park inspections going forward, with the exception of the annual inspection which is undertaken by an independent company. His traveling expenses for the two day course/examination came to **£66.06**.
17. A new noticeboard has been purchased for the cemetery **£913.90** and will be delivered in a few weeks.
18. A tree surgeon was brought in to reduce the trees around the tennis courts and West Crescent costing **£1,000.00**. This also included pollarding a large ash tree that had evidence of ash dieback by the tennis courts. It is hoped this tree will survive.
19. Members are being asked to note the report and approve the attached schedule of payments for February 2023.

**Julie Earp**  
**Deputy Town Clerk**  
**March 2023**