

**Committee: FULL COUNCIL**

**Date: 18 October 2022**

**Title: Schedule of Payments**

**Purpose of Report**

For members to consider and agree the payments for September 2022.

**Recommendation:**

1. Members to agree the payments for September 2022
2. Members to agree to the invoice for legal fees
3. Members to consider and agree for a donation to the Royal British Legion

**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 September. 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 17 October 2022 at the latest.

**Report:**

9. The Schedule of Payments for the month of September 2022 are detailed in **Appendix 12A**.
10. Total amount of net payments for September 2022 totalled **£18,142.91**.
11. The invoices for water/sewerage have now come through for the Recreation Ground, Public Toilets and the offices at the Old Magistrates Court totalling **£315.81**.
12. The contents of the First Aid boxes held in the office and in the Warden's Buildings required replacements totalling **£43.52**.
13. A solar panel was purchased for the Speed Indicator Device (SID) costing **£670.00** and this has been funded from Earmarked Reserves from last year.
14. The main gates to the Old Magistrates Court were repainted at a cost of **£268.00**. A blue rope was purchased for the reception area of the building **£16.44**, and a shredding service was used to remove papers from the old North Street offices **£33.33**.
15. One of the fuel invoices for August came to **£197.83**.
16. There are two other items Members are asked to consider payment of invoices received. Firstly, an invoice for £5,800.00 (**Appendix 12B**) covering the legal fees for the preparation of the leases regarding the IEF land.
17. Secondly, there are 5 wreaths that will be reused from last year on the Market House and one for the Mayor to lay on Remembrance Sunday. The office also holds an artificial poppy plant for the Burma Star garden.
18. The officers have ordered 2 small wreaths for the cemetery gates and 12 small wooden crosses for the Commonwealth Graves in the cemetery which may be in the region of £50.00. Members are asked to consider an additional donation to be made to the Royal British Legion.
19. Members are being asked to note the report and approve the attached schedule of payments for September 2022.

**Julie Earp**  
**Deputy Town Clerk**  
**October 2022**