

Committee: FULL COUNCIL

Date: 17 October 2023

Title: Schedule of Payments

Purpose of Report

For Members to agree the Schedule of Payments for September 2023

Recommendation:

- a. Members resolve to approve the payments for September 2023.
- b. Members resolve to approve the completion of the bank reconciliation for September 2023 and note the account balances as of 30 September 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 September and confirmation of bank balances and bank reconciliations having taken place. There is a separate Agenda Item 11 Mid-Year Income and Expenditure Report 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 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 16 October 2023** at the latest.

Report:

1. The Schedule of Payments for the month of September 2023 are detailed in **Appendix 12A**.
2. Total amount of net payments **for September** totalled **£29,307.68** and the notable expenditure is explained below.
3. The expenditure on Christmas Lights totalled **£371.00**.
4. The Red Book Valuation of the council offices on North Street cost **£950.00**.
5. A memorial bench and plaque was purchased costing **£733.16**.
6. Fuel for grounds maintenance for September cost **£366.69**. Two replacement drain covers were purchased for **£223.26**. The Ilminster Cricket Club Ltd have agreed to pay for 50% of the cost. New deep water safety notices were purchased at **£76.16**. Graphics work for new signage for Herne Hill was purchased for **£500.00**.
7. A new contract with Chubb for fire safety in the Old Magistrates Court which also included visits by the contractor cost **£488.22**.
8. The External Auditor's fee of **£1050.00** was paid for the year end audit for 2022/23. The four-page pullout feature in July's Ilminster press was **£600.00**.
9. The Ilminster Youth Football Club were awarded a Town Council grant and were paid **£500.00**. A total of **£10.33** has been spent on Halloween prizes in order to benefit from reduced prices.
10. Members are asked to approve the attached schedule of payments for September 2023.
11. The balances on the accounts as of 30 September 2023:

Current account:	£100.00
Reserve account:	£155,865.94
CCLA Public Sector Deposit Fund:	£250,000.00

AGENDA ITEM 12

Cambridge & Counties Bank:	£250,872.28
Unity Trust Bank:	£162,019.29
Petty Cash:	£150.00
Total Funds:	£819,007.51

11. On the 12 October 2023, Cllr Shearman carried out the bank reconciliation for September 2023.

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

Julie Earp
Deputy Town Clerk/RFO
October 2023