

Committee: FULL COUNCIL

Date: 16 September 2022

Title: Schedule of Payments

Purpose of Report

For members to be informed of the payments made in July and August 2022.

Recommendation:

Members resolve to note the report and agree to the payments for July and August 2022.

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 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 countersigned by the Clerk/RFO. The list of payments will be reported to the Town Council."

5. This report looks at the schedule of payments for July and August as there was no Town Council meeting held in August. There is a separate finance budget report for this meeting that looks more closely at the various budget headings.

6. 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.

7. If members have any specific questions on this report, it would be helpful if they would contact the Deputy Town Clerk by Monday 26 September 2022 at the latest.

Report:

8. I am presenting the Schedule of Payments for the month of July and August 2022. These payments are detailed in **Appendix 12A**.

9. Total amount of net payments for July and August 2022 totalled **£50,359.98**.

Expenditure

10. There were several payments made in relation to the office move to the Old Magistrates Court. The internal and some external painting and decorating **£1140.89**. A deposit of **£90.00** to secure the removal company. Re-attaching a fire alarm and socket **£95.00**. Re-attaching a radiator to the wall **£125.00**. An annual fee of **£100.00** for supply and service of two sanitary units in the building. Instead of replacing the carpet, it was steam cleaned **£500.00**. As there was no internet connection to pay invoices, the petty cash withdrawal of **£230.73** included an additional £100.00 to cover any minor expenses regarding the move. The £100.00 has since been paid back into the bank.

11. As part of the move, a legionella risk assessment was carried out in the Old Magistrates Court as well as other council buildings: public toilets, Warden's Buildings and Cemetery Lodge costing **£600.00**.

12. The plumbing work in the 'tuck shop' including 3 water meters and installation of an outside tap **£589.85** and the installation of the water bottle refilling station totalled **£410.65** which was covered by a Wessex Water grant received in 2020.

13. The four portable toilets for the Platinum Jubilee weekend cost **£316.00** and the half yearly payment for bedding plants, the troughs and the hanging baskets on the Market House cost **£1067.80**.

14. Members are being asked to note the report and approve the attached schedule of payments for July and August 2022.

Julie Earp
Deputy Town Clerk
September 2022