

Committee: FULL COUNCIL

Date: 19 September 2023

Title: Schedule of Payments

Purpose of Report

For Members to agree the Schedule of Payments for July and August 2023

Recommendation:

- a. Members resolve to approve the payments for July and August 2023.

- b. Members resolve to approve the completion of the bank reconciliation for July and August 2023 and note the account balances as of 31 August 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 July and August and confirmation of bank balances and bank reconciliations having taken place. There is a separate Agenda Item 12 Income and Expenditure report that will look more closely at the various budget headings, and that will be presented on a quarterly basis.

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 18 September 2023** at the latest.

Report:

1. The Schedule of Payments for the month of July and August 2023 are detailed in **Appendix 13A and Appendix 13B** respectively.
2. Total amount of net payments **for July and August 2023** totalled **£64,660.43** and the notable expenditure is explained below.
3. The expenditure on Christmas Lights totalled **£1,344.26** in July and **£2,176.46** in August.
4. The summer bedding plants for the troughs and hanging baskets was **£1,078.15**.
5. Two recycled plastic benches were purchased for the tennis courts **£1,263.54** and one memorial bench purchased for **£736.00** which has been covered by an invoice to the applicant. Two sets of nets and posts were purchased for the front two tennis courts costing **£712.84**.
6. Fuel for grounds maintenance for July and August cost **£898.48**. This included invoices from earlier in the year when the supplier had not been able to provide invoices due to illness.
7. The annual weedkiller application by an external company cost **£760.00** which covered the recreation ground and Britten's Field. The annual emptying of two septic tanks and cleaning out the public conveniences pump cost **£450.00**.
8. The Internal Auditor's end of year visit was paid **£365.75**. The Mayor represented the Town by attending an event held by Share Frome, and Edventure tour costing **£40.08**.
9. The annual service charge for the North Street building was **£5,749.74** and covers the period 1st April 2022 to 31st March 2023. This cost includes: repairs and maintenance, utilities (electricity, gas, water, sewerage), cleaning and domestic supplies, contract cleaners, security and alarms, and business rates.

10. The Ilminster Carnival Committee were awarded a Town Council grant and were paid **£500.00**.

11. Members are asked to approve the attached schedule of payments for July and August 2023.

12. The balances on the accounts as of 31st August 2023:

| | |
|----------------------------------|-------------|
| Current account: | £100.00 |
| Reserve account: | £180,405.14 |
| CCLA Public Sector Deposit Fund: | £250,000.00 |
| Cambridge & Counties Bank: | £250,882.49 |
| Unity Trust Bank: | £160,728.85 |
| Petty Cash: | £150.00 |
| Total Funds: | £842,266.48 |

11. On the 14th August 2023, Cllr Shearman carried out the bank reconciliation for July 2023 and the August 2023 bank reconciliation is intended to be completed on 18th September 2023.

12. Members are asked to approve the completion of the bank reconciliation for July and August 2023 and note the account balances as of 31st August 2023.

Julie Earp
Deputy Town Clerk/RFO
September 2023