

Committee: FULL COUNCIL

Date: 21 February 2023

Title: Schedule of Payments

Purpose of Report

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

Recommendation:

Members to agree the payments for January 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 January. 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 February 2023** at the latest.

Report:

9. The Schedule of Payments for the month of January 2023 are detailed in **Appendix 13A**.
10. Total amount of net payments for January 2023 totalled **£28,855.62**.
11. The hoops that hold the bags inside of the dog bins cost **£134.00** for 13 of them. These are bought when supplies are low.
12. A new chainsaw was purchased from Hunt Forest at **£850.00**. This has been added to the Fixed Asset Register.
13. A payment of **£497.37** to SSDC was a 50% contribution towards the purchase of the five new information boards that have been installed around the town. They were also funded by the Market Town Investment Group.
14. New chainsaw trousers were purchased for the Recreation Manager **£219.50**. This PPE is essential for him to carry out his work.
15. Three grants were paid in January, **£500.00** to The Meeting House towards their IT/telephone upgrade, **£160.00** to the Quakers/Food Bank towards the cost of hosting the Warm Space at The Minster Rooms on Sunday afternoon, and **£150.00** to Green Ilminster for the Ilminster Tree Project towards purchasing 30 trees.
16. A donation of **£300.00** was made from the Information Centre funds towards the cost of using the space in The Meeting House in 2022/23 as agreed in Town Council Minute No. 2022-0138-TC.
17. The electrical unit, within the public conveniences building, that pumps the sewerage into the main sewerage pipes on Canal Way had its annual service costing **£165.00**.
18. A chipper was hired for two days at a cost of **£317.00** to clear a backlog of branches. The chippings have been used on certain paths around the recreation ground/Herne Hill.
19. Three payments were made for the internet/telephone system totalling **£480.94** covering August, September and December. The delay in payments were due to problems with setting up the Direct Debit which is now in place.
20. Members are being asked to note the report and approve the attached schedule of payments for January 2023.

Julie Earp
Deputy Town Clerk
February 2023