

Committee: FULL COUNCIL

Date: 17 January 2023

Title: Schedule of Payments

Purpose of Report

For members to consider and agree the payments for November and December 2022.

Recommendation:

Members to agree the payments for November and December 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:

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 November and December. 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 16 January 2023** at the latest.

Report:

9. The Schedule of Payments for the month of November and December 2022 are detailed in **Appendix 13A**.
10. Total amount of net payments for November and December 2022 totalled **£68,496.19**.
11. The gas expenditure for the Old Magistrates Court initially appeared very high at **£340.94** plus 20% VAT. This was queried, and the company admitted that the meter readings can take up to 3 months to be registered on their systems even though they have been reported monthly. Therefore, it was the first month they had registered a new reading since the council moved into the building. A new invoice has been promised with the VAT changed to 5%.
12. The annual services for the larger machinery take place during the winter months. There was the ATV which cost **£298.07**. There is a persistent problem with air leaking between the tyre and the rim, and the company are seeking a solution. The Ferris was serviced at a cost of **£392.12**. The Snake at **£621.08** and the tractor cost **£578.96**. A total of **£1,890.23**.
13. There were invoices totalling **£1,294.00** for a plaque for Queen Elizabeth II, a double chess table for the recreation ground, an ID card printer, bat detector kits and pond kits to monitor habitats and assist with educational events. The cost of these items were covered by a grant from the Market Town Investment Group, South Somerset District Council.
14. The Ilminster Education Foundation raised an invoice for September 2020 **£1,150.00** for land rent as the original invoice had been mislaid.
15. The invoices for the tree surgeon came to **£1,720.00**. He was called in for various reasons including tree stump grinding at the cemetery, to clear a large oak that had fallen across a path on Herne Hill and the removal of 2 dangerous ash trees on Herne Hill.
16. The Mayor's Board in the Chamber was finally updated at a cost of **£86.00**.
17. Memberships and subscriptions arose of **£65.00** Fields in Trust, **£660.00** Annual Server Level 1 Hosting for the website, **£1,049.00** annual subscription for Epitaph and AdvantEdge the cemetery and finance software, **£15.00** Somerset Playing Fields Association, and the Information Commissioner **£35.00** bringing the total to **£1,824.00**.
18. A grant was paid to support the library **£5,000.00**. South Somerset District Council also awarded a grant to Green Ilminster for the wildflower meadow board installed at West Crescent recreation ground. This grant was paid into the Town Council's account as income and was then paid to them **£282.45**.
19. Members are being asked to note the report and approve the attached schedule of payments for November and December 2022.

Julie Earp
Deputy Town Clerk
January 2023