

Committee: FULL COUNCIL

Date: 25 April 2023

Title: Schedule of Payments

Purpose of Report

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

Recommendation:

Members to agree the payments for March 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 March. 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 24 April 2023** at the latest.

Report:

9. The Schedule of Payments for the month of March 2023 are detailed in **Appendix 14A**.
10. Total amount of net payments for March 2023 totalled **£52,950.07** which is higher than the normal monthly spend. The additional expenditure is explained below.
11. At the Town Council meeting on 20th December 2022, Members resolved to replace five vandalised doors on the public conveniences at a cost of **£12,854.62**. This was completed week commencing 20th March 2023.
12. At the Town Council meeting on 21st February 2023, Members resolved to part exchange the Kioti tractor and Trimax Snake with a new Ferris 3300 at a cost of **£7,200.00**.
13. A grant of **£500.00** was awarded to St John Ambulance towards a replacement vehicle, and a deposit of **£500.00** was returned to the Ilminster Sports Club Ltd following the reinstatement of the bonfire site to recreation ground standards.
14. Expenditure in March on flags, bunting and wildflower seed packets for the Coronation in May 2023, totalled **£1,304.86**.
15. The annual insurance at a cost of **£4,894.98** for all of the council's assets, including vehicles, was paid.
16. The payment of **£568.01** covered the Business Rates for April 2023 for the Old Magistrates Court and the Market House. Direct debits will be set up for these to be paid monthly.
17. The broken manhole that was found on Britten's Field and later fixed, cost **£1,128.00**.
18. Members are being asked to note the report and approve the attached schedule of payments for March 2023.

Julie Earp
Deputy Town Clerk
April 2023