

**Committee: FULL COUNCIL**

**Date: 19 July 2022**

**Title: Schedule of Payments**

**Purpose of Report**

For members to be informed of the payments made in June 2022.

**Recommendation:**

Members resolve to note the report and agree to the payments for June 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 countered signed 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 June. 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 18 July 2022 at the latest.

**Report:**

8. I am presenting the Schedule of Payments for the month of June 2022. These payments are detailed in **Appendix 15A**.

9. Total amount of net payments for June 2022 totalled **£22,987.52**.

**Expenditure**

10. There have been a couple of rental payments made. The rent for the IEF land for the year ending 31 March 2023 of **£2,300.00** and the monthly rent for the storage of Christmas Lights of **£225.00**.

11. The annual play equipment inspection was completed and cost **£375.00**. The internal auditor's fees were also paid **£731.50** after the end of the internal audit.

12. There was some expenditure of **£203.70** relating to the Opening Up Safely Coffee Morning, which is covered by a grant given by Somerset County Council. There was expenditure of **£235.80** for safety clothing for the Kickstart employee which is covered by the government grant which is held in reserves.

13. The fuel costs for June came to **£319.77**. There was also the cost of ID badges for Ilminster Town Council Councillors and staff of **£269.32**. The extra cleaning of the 4 temporary public toilets for the Queen's Platinum Jubilee weekend was **£160.00** and a payment of **£96.00** was made to SSDC for 6 boxes of dog bin bags.

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

**Julie Earp**  
**Deputy Town Clerk**  
**July 2022**