

Committee: FULL COUNCIL

Date: 15 November 2022

Title: Schedule of Payments

Purpose of Report

For members to consider and agree the payments for October 2022.

Recommendation:

Members to agree the payments for October 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 October. 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 14 November 2022** at the latest.

Report:

9. The Schedule of Payments for the month of October 2022 are detailed in **Appendix 13A**.
10. Total amount of net payments for October 2022 totalled **£56,736.65**.
11. Three months of superannuation, August to October, are listed on the October payment schedule totalling **£10,866.59**. This delay in payment is due to a number of factors such as moving office, having no internet connection for three weeks and staff absences.
12. The invoice for legal expenses regarding the IEF and cricket club leases have now been paid **£5,800.00**. This invoice covered the time worked from August 2019 to early September 2022. The invoice for the external auditor for 2022/23 was **£1,300.00**.
13. There were further invoices totalling **£7,227.02** for 2 bike racks, 5 bins, 5 benches, 1 picnic chess table, and 1 memorial bench for Queen Elizabeth II. The cost of these items will be covered by a grant which is expected to be **£9,001.70** from the Market Town Investment Group, South Somerset District Council.
14. The new photocopier has been installed and invoiced **£2,618.99**.
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. Grants were paid out to Ilminster Sports Club Ltd, Chamber of Commerce for the Christmas Lights Festival, and Ilminster Christmas Lights which totalled **£1,500.00**. Purchases of Christmas Lights came to **£3,529.51** which will hopefully be covered by future donations. The Town Council also donated **£100.00** to the Royal British Legion and **£100.05** of cleaning products to the Food Bank.
17. The removal company who moved the office contents from North Street to the Old Magistrates Court originally invoiced **£806.00**, however a credit note was received for the return of boxes that were used of **£129.48**, bringing the total to **£676.52**.
18. The annual membership for Somerset Association of Local Councils (SALC) was **£1,124.52**. The 13th Edition of Arnold Baker Local Council book was also purchased at **£131.99** having benefited from a discount of **£33.00**.
19. Members are being asked to note the report and approve the attached schedule of payments for October 2022.

**Julie Earp
Deputy Town Clerk
November 2022**