

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 22 MAY 2019

Present: Councillors Peter Hollick, Alan Corkhill and Wendy Bater with Rosemary O'Sullivan (Retiring Head of Finance & Support Services), Lucy Salim (Incoming Head of Finance & Support Services) and Lisa Scheder (Finance Officer)

In Attendance: Councillor Cameron Restall

1. APPOINTMENT OF CHAIRMAN AND VICE-CHARIMAN

RESOLVED: that Councillors Peter Hollick and Alan Corkhill be appointed Chairman and Vice-Chairman of this Sub-Committee respectively for the ensuing Municipal year.

2. OVERVIEW OF ACCOUNTING PROCEDURES/INTERNAL CONTROL MEASURES

For the benefit of the newly appointed members to the Sub-Committee, the retiring Head of Finance and Support Services gave a brief overview of the procedures followed to produce the schedule of accounts for payment submitted to this Sub-Committee. This included the procedures for raising purchase orders and the Scheme of Delegation which determines officers levels of authority to sign orders, approve payment of invoices and authorise time sheets, overtime claims, etc.

An explanation was also given for the documentation submitted for consideration, which included details of cash cheques and any cheques raised and signed and BACS and Bankline payments released outside of the Sub-Committee meeting as necessary, including payment of net salaries.

Members were also reminded of the Financial Regulations, a copy of which had been provided at the time of their election to the Council.

3. ROLE OF ACCOUNTS SUB-COMMITTEE

It was noted that previous consideration had been given to the role of the Accounts Sub-Committee and whether alternative arrangements could be made for the release of payments, having acknowledged that the two member signature was no longer a statutory requirement. It was further noted that part of the Sub-Committee's remit was to act as the Council's Audit Committee, receiving Income and Expenditure reports and evidence of the bank reconciliations, current account balances, commitments, etc.

The Chairman, Councillor Hollick, confirmed that no conclusion had been reached previously and it was now considered an opportune time for the new Council to agree the role of the Accounts Sub-Committee. Members agreed this was a matter for future consideration by Finance and General Purposes Committee.

4. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included the detailed Purchase Ledger Daybook of invoices received in the relevant period, the detailed schedule of Purchase Ledger Cheque, Direct Debit and BACS payments, a spreadsheet reconciling invoices received as per the Purchase Ledger and payments made against them.

Detail of all payroll costs for the previous month, including net salaries paid directly by BACS and payments to HMRC, Bedfordshire Pension Fund and Unions were included with a separate audit trail.

RESOLVED: i) that the schedule of accounts processed for payment for the period 24 April to 21 May 2019 be approved (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

5. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 April 2019 and the Chairman signed the bank statements accordingly.

6. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 30 April 2019, which had also been circulated to all members of the Council. Members noted variances against the budget and the explanations therefor.