

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 21 FEBRUARY 2018

Present: Councillors Nigel Warren (Chairman), John Chatterley and John Kane with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Terry Colbourne and Peter Hollick (Vice-Chairman)(for whom Councillor John Chatterley substituted)

1. REVIEW OF ROLE OF ACCOUNTS SUB-COMMITTEE

Members recalled that since 2014 there was no statutory requirement for two elected members to sign cheques and other orders for payment and the Town Council's Financial Regulations had been amended to include provision for making electronic payments. However, the Regulations retained the two member signature requirement and authorisation of payments continued under delegated authority to the Accounts Sub-Committee. Members discussed whether alternative arrangements could be made and the Chairman suggested that this could be considered at the forthcoming Group Meeting, to determine whether Members wished Officers to put forward suggestions for alternative arrangements, whilst still ensuring that safe and efficient arrangements are in place to maintain robust controls on payments.

2. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services 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.

The Head of Finance and Support Services provided further detailed information regarding particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 24 January to 20 February 2018 be approved (see Appendix 1)

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

3. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 January 2018 and the Chairman signed the bank statements accordingly.

4. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 31 January 2018.

Members noted variances against budget for the period and the explanations therefor.

The Head of Finance and Support Services would provide further information regarding expenditure on Market Clock repairs and the 2017 Fireworks event as requested.