

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

**HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE**

**ON WEDNESDAY 24 JANUARY 2018**

Present: Councillors Nigel Warren (Vice-Chairman) (in the Chair), Terry Colbourne, John Kane and Sid Abbott with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillor Peter Hollick (for whom Cllr Abbott substituted)

**1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

Following his appointment as Chairman of Finance and General Purposes, Councillor Hollick automatically became a member of this Sub-Committee, filling the recent vacancy.

**RESOLVED:** that Councillor Nigel Warren be appointed Chairman and Peter Hollick be appointed Vice-Chairman of this Sub-Committee for the remainder of the municipal year.

**2. PAYMENT OF ACCOUNTS**

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment, including 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 Finance Officer 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 20 December 2017 to 23 January 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

iii) that cheque number 26182 be confirmed as cancelled.

In noting the schedule of payments, Members asked that the cost of photocopier lease rental and copy volume be analysed and reported to a future meeting of this Committee.

In answer to a question, the Finance Officer advised that the utilities contract had been re-negotiated and would remain with the current supplier who had provided the most economical tariffs. Councillor Kane expressed his disappointment that the detail had not been reported to committee.

**3. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 December 2017 and the Chairman signed the bank statements accordingly.

**4. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 31 December 2017, which had formed the basis for the Financial Monitoring Report considered at the meeting of Finance and General Purposes Committee on 22 January 2018. Members noted variances against budget for the period and the explanations therefor.