

## DUNSTABLE TOWN COUNCIL

### MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 18 APRIL 2018

Present: Councillors Nigel Warren (Chairman), Peter Hollick (Vice-Chairman) and Terry Colbourne with Lisa Scheder (Finance Officer)

Apologies Councillor John Kane

#### **1. 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.

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 21 March to 17 April 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

#### **2. BANK RECONCILIATIONS**

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

#### **3. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 31 March 2018. Members noted that the report was subject to final end of year checks and adjustments but the indication was that there would be an overall net revenue saving against budget at the end of the financial year 2017/2018.

As requested at the previous meeting, the Head of Finance and Support Services had provided information to members of the Sub-Committee in respect of the current payroll arrangements. Explanatory information had also been provided regarding VAT partial exemption and how special arrangements for recovery of VAT apply to local authorities.

Having sought information from the relevant Head of Service, the Finance Officer, provided answers to queries raised at the previous meeting, as follows:

Town Centre Pedestrian Footfall Survey - this is funded by the Dunstable Joint Committee and completed annually. The 2018 Survey had been undertaken at various locations around the Town Centre at different times of the day.

Priory House Tearooms, Leased Till – at the time of requiring a new till system there was not the capital available to purchase a till outright.

Fatstrippa Equipment Servicing - this equipment is fixed to a sink and collects the fat and grease to prevent it entering the main waste pipes and is serviced twice yearly.

The Sub-Committee expressed their thanks to the Head of Finance and Support Services and the Finance Officer for their hard work in the administration of the Council's finances. The Sub-Committee were also pleased to note the predicted end of year revenue saving, particularly taking account of the unexpected additional costs incurred during the year.