

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 23 MAY 2018

Present: Councillors Nigel Warren (in the Chair) and John Kane with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies Councillor Peter Hollick (for whom Councillor Kane was substituting) and Mike Mullany

1. APPOINTMENT OF CHAIRMAN AND VICE-CHARIMAN

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

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 information regarding particular invoices queried by the Sub-Committee.

RESOLVED: i) that the schedule of accounts processed for payment for the period 18 April to 22 May 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 Councillors' action in authorising payment on cheque numbers 26466-26468 be confirmed.

3. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 April 2018 and the Chairman signed the bank statements accordingly.

4. **INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 30 April 2018 which had also been circulated to all members of the Council.