

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 18 JANUARY 2017

Present: Councillors Sid Abbott (Vice-Chairman) (in the Chair), Liz Jones and Andy Whayman with Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillors John Kane (Chairman) (for whom Councillor Whayman substituted) and Jessica Castle

1. APOLOGIES

In giving apologies on behalf of Councillor Castle, Members advised that her apologies had been extended for meetings of this Sub-Committee meeting for the remainder of the Municipal year and a named substitute was therefore required for meetings up to and including April 2017.

2. PAYMENT OF ACCOUNTS

The Head of Finance and Support Services presented the supporting documentation for consideration in approving the payment of accounts, 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 Head of Finance and Support Services provided further detailed information in regard to particular invoices queried by the Sub-Committee.

- RESOLVED:**
- i) that the schedule of accounts for the period 21 December 2016 to 17 January 2017 be approved for payment (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 26196 be confirmed as cancelled.

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 December 2016 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the detailed Income and Expenditure report as at 31 December 2016 which had formed the basis for the Financial Monitoring Report to be considered at the meeting of Finance and General Purposes Committee on 23 January 2017. Members noted variances against budget for the period and the explanations therefor.

4. BANK MANDATE

Members signed the necessary amendment form to remove former councillors Harnett and Le-Surf as signatories from the Council's bank mandate.