

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 22 MARCH 2017

Present: Councillors Sid Abbott (Vice-Chairman) (in the Chair), Chatterley and Andy Whayman with Lisa Scheder (Finance Officer)

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

1. PAYMENT OF ACCOUNTS

The Finance Officer 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 Finance Officer provided further detailed information in regard to particular invoices queried by the Sub-Committee.

- RESOLVED:**
- i) that the schedule of accounts for the period 22 February to 21 March 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

Members raised questions regarding the level of expenditure with certain suppliers including Croner Group, Cheeky Munkey and JNB Publishing. Queries were also raised regarding the Mystery Shopper visit to Priory House and the current situation regarding use of agency staff to cover the Market Supervisor post. Information would be provided at a later date.

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 28 February 2017 and the Chairman signed the bank statements accordingly.