

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

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

**ON WEDNESDAY 19 APRIL 2017**

Present: Councillors John Kane (Chairman), Sid Abbott (Vice-Chairman) John Chatterley and Liz Jones, David Ashlee (Town Clerk and Chief Executive) and Rosemary O'Sullivan (Head of Finance and Support Services)

Apologies for Absence: Councillor Jessica Castle (for whom Councillor Chatterley substituted.,

**1. MATTERS RAISED AT PREVIOUS MEETINGS**

The Town Clerk and Chief Executive attended the meeting to address the recurring queries raised at meetings of this Sub-Committee, particularly regarding the level of expenditure with certain suppliers. The following information was given in respect of particular suppliers:

Croner Group - tendering exercise completed for:  
HR Support/Consultancy and Employee Assistance Programme – contracted until February 2019  
Health and Safety Consultancy – contracted until September 19

JNB – expenditure varies – as well as printing the Talk of the Town the company were also invited to quote for and undertake a number of individual printing jobs – alternative companies are also used.

CheekyMonkey – Providers of the installation of a new IT network as agreed in March 2016, together with provision of ongoing network management and support, including 24/7 monitoring, disaster recovery and lifecycle planning. Three year agreement.

The Town Clerk and Chief Executive would arrange a meeting with the incoming Chair and Vice-Chair of the Finance and General Purposes Committee following the forthcoming Annual Meeting to discuss any other issues in more detail.

**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.

**RESOLVED:** i) that the schedule of accounts for the period 22 March to 18 April 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

**3. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 March 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 March 2017. 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 2016/2017.

Full details of variances against budget, together with final end of year figures would be reported to the meeting of the Council in June, when the Annual Return for the year would be submitted for approval.