

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 25 MAY 2017

Present: Councillors Andy Whayman and Nigel Warren with Lisa Scheder
(Finance Officer)

Apologies for Absence: Councillor Kane

1. APPOINTMENT OF CHAIRMAN AND VICE-CHARIMAN

RESOLVED: that Councillors Andy Whayman and Nigel Warren be appointed Chairman and Vice-Chairman of this Sub-Committee respectively for the ensuing Municipal year.

2. 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 19 April to 23 May 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 numbers 26252, 26259 and 26270 be confirmed as cancelled

3. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 30 April 2017 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 2017 which had also been circulated to all members of the Council.