

DUNSTABLE TOWN COUNCIL

MINUTES OF ACCOUNTS SUB-COMMITTEE

HELD AT GROVE HOUSE, 76 HIGH STREET NORTH, DUNSTABLE

ON WEDNESDAY 23 AUGUST 2017

Present: Councillors Nigel Warren (Vice-Chairman) (in the Chair), Terry Colbourne and John Kane with Lisa Scheder (Finance Officer)

Apologies for Absence: Councillor Andy Whayman

1. PAYMENT OF ACCOUNTS

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment, 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 processed for payment for the period 19 July to 22 August 2017 be approved (see Appendix 1)

ii) that Councillors' action in authorising prior payments by BACS and Bankline as detailed on the schedule be confirmed

2. BANK RECONCILIATIONS

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 31 July 2017 and the Chairman signed the bank statements accordingly.

3. INCOME AND EXPENDITURE

The Sub-Committee received the Income and Expenditure report as at 31 July 2017 which had also been circulated to all members of the Council.

Members noted variances against budget for the period and the explanations therefore.

As previously requested, the Finance Officer provided detailed information regarding expenditure on waste disposal. Officers are undertaking a full review of waste disposal across all Council service areas, the results of which would be incorporated into next year's budget setting process.

4. **DEBTORS**

Following a question at the June meeting of the Council regarding the debtors listing at year end 31 March 2017, the Finance Officer provided an up to date list and gave explanations for current outstanding debtors. This included an unpaid invoice from 2015 for £300.00. The Committee were informed that many attempts had been made to recover this debt without success.

RESOLVED: that the balance of Invoice No FB1717 in the sum of £300.00 be written off as a bad debt.