

**DUNSTABLE TOWN COUNCIL**

**MINUTES OF ACCOUNTS SUB-COMMITTEE**

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

**ON WEDNESDAY 21 MARCH 2018**

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

**1. PAYMENT OF ACCOUNTS**

The Finance Officer presented the supporting documentation for consideration in approving the schedule of accounts for payment. This included 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 regarding particular invoices queried by the Sub-Committee.

**RESOLVED:** i) that the schedule of accounts processed for payment for the period 21 February to 20 March 2018 be approved (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 26431 be confirmed as cancelled

**2. BANK RECONCILIATIONS**

In accordance with Financial Regulations, the Sub-Committee verified the bank reconciliations for all accounts as at 28 February 2018 and the Chairman signed the bank statements accordingly.

**4. INCOME AND EXPENDITURE**

The Sub-Committee received the Income and Expenditure report as at 28 February 2018 which had formed the basis for the Financial Monitoring Report considered at the meeting of Finance and General Purposes Committee on 19 March 2018. Members noted variances against budget for the period and the explanations therefor.

Members raised questions regarding the current payroll arrangements and VAT partial exemption and the Head of Finance and Support Services would be asked to provide further information.

Further detailed information would be provided to the next meeting of the Sub-Committee in respect of the following items of expenditure:

The Pedestrian Footfall Survey in the town centre  
Leased till at Priory House Tearooms  
Fatstrippa servicing at Priory House Tearooms