

LEIGHTON-LINSLADE TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE

MONDAY 10 AUGUST 2015 AT 1600 HOURS

Present: Councillors R Berry
D Bowater
K Cursons
R Dennison
G Perham – in the Chair

Also in attendance: C Grosse (Finance Officer)
S Sandiford (Committee Officer)

Members of the Public: 0

015/A APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor K Ferguson.

016/A DECLARATION OF INTERESTS

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting.

Councillor R Berry declared a personal interest in BACS payment reference BER002 in the amount of £900.00 for the Mayor's allowance for Quarter 2 of 2015-2016.

Councillor D Bowater declared a personal interest in cheque number 16524 (£200.00 to the Rotary Club of Leighton-Linslade) as a member of the Rotary Club.

017/A PUBLIC QUESTIONS

No members of the public were present.

018/A MINUTES OF LAST MEETING

The Sub-Committee received the minutes of the Accounts Sub-Committee meeting held on 11 June 2015.

RESOLVED that the minutes of the Accounts Sub-Committee meeting held on 11 June 2015 be approved as a correct record and were signed accordingly.

019/A CASH AND INVESTMENT RECONCILIATION AT 31 JULY 2015

The Sub-Committee received a Cash and Investment Reconciliation Report as at 31 July 2015. Further information regarding investments would be brought

to the next Sub-Committee meeting.

RESOLVED to note the information.

020/A SCHEDULE OF ACCOUNTS FOR PAYMENT: JUNE 2015

The Committee received seven schedules of payments dated 1 July 2015, 10 July 2015, 13 July 2015, 23 July 2015 and 28 July 2015 (page numbers 1702 - 1725) (see Appendix A), approved for payment by the Town Clerk and counter-signed by two account signatories.

The schedules included BACS payments amounting to £76,539.14 (page numbers 1702, 1713 – 1720 and 1723 - 1725) and cheque payments amounting to £46,892.80 (cheque numbers 16425 to 16489 inclusive), including White House petty cash amounting to £192.00, Astral Park petty cash amounting to £113.11 and TACTIC petty cash amounting to £72.78 (see Appendix A).

The monthly salaries listing for June 2015, amounting to £85,873.74 gross was received. A schedule of direct debit payments for the period 1-30 June 2015, amounting to £26,249.43 gross was received.

The following queries were raised from the listings:

- Cheque number 16443 – F.O.R.A.T.A.I.L.L – £808.00 - use of the grant payment was queried. It was noted that grant schemes were due to be reviewed later in the year.
- BACS payment LAMP01 – Lamps & Tubes Illuminations Ltd – £1589.82 - the budget code for High Street bunting was queried – this was allocated to a Partnership/Economic Development budget.
- Jo Bull – BACS payment BUL002 - £61.50 – this was a pension contribution refund due to leaving Town Council employment for a new post.

RESOLVED to note the schedules of accounts for payment in June 2015.

021/A SCHEDULE OF ACCOUNTS FOR PAYMENT – JULY 2015

The Committee received four schedules of payments dated 6 August 2015 and 10 August 2015 (see Appendix B) for consideration.

The schedules included BACS payments amounting to £80,255.50 (page numbers 1726 1736) and cheque payments amounting to £33,242.48 (cheque numbers 1744 to 1750 inclusive), including White House petty cash amounting to £72.21, Astral Park petty cash amounting to £158.22 and TACTIC petty cash amounting to £72.55 (see Appendix B).

The monthly salaries listing for July 2015, amounting to £96,090.33 gross was received. A schedule of direct debit payments for the period 1-31 July 2015, amounting to £30,407.09 gross was received.

The following queries were raised from the listings:

- BACS payment 4SE001 - 4 Seconds Ltd - £2,253.02 – this was for hire of a vintage cinema for Living History week.
- BACS payment BPOL001 – Police & Crime Commissioner - £1,724.70 – it was noted that authorisation and monitoring of Operation Dodford expenditure for additional policing activity was being undertaken through the Police Liaison Sub-Committee.
- BACS payment ILOV002 – I Love My Town Ltd - £1,080.00 – this was for a one page advertisement for the market in the summer 2015 edition.
- BACS payment MAR005 - Marshalls Coaches LLP - £515.00 – this was part of the TACTIC summer programme and young people were asked for a contribution towards the cost of the trip.

RESOLVED to approve the schedules of accounts for July 2015 for payment.

022/A VARIABLE DIRECT DEBITS

The Sub-Committee received a report regarding use of variable Direct Debits, Standing Orders and BACS/CHAPS payment for utility bills.

RESOLVED to renew the existing resolution of the Town Council in respect of approval of the use of variable Direct Debits for utility bills, BACS/CHAPS payments for certain items (as appropriate) and use of Standing Orders for payment of utility bills.

The meeting closed at 1632 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 10 AUGUST 2015.

Chair

12 OCTOBER 2015