

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item:	Payment of Accounts
Meeting Date:	Monday 3 February 2025
Contact Officer:	Responsible Financial Officer

Background

Members should note from previous reports that the Council has its bank accounts with Barclays Bank and runs three active accounts: the General Account, the Imprest Account and the Business Premium Account. Transfers between accounts take place but external payments are only made from the General Account and the Imprest Account.

The payment schedules, bank statements and bank reconciliations are brought to the Policy, Governance & Finance committee as part of the Council's due diligence procedures.

Current Situation

1. Bank Reconciliation and Bank Statements

Attached are bank reconciliations and associated bank statements for October and November 2024.

2. Payment of Accounts

Attached are the payment schedules for October and November 2024.

It was reported at the last meeting that the Council's general account (cashbook 1) had been subject to a number of unauthorised direct debits in August 2024. Further unauthorised direct debits were also taken in October 2024. The matter has been addressed with the bank and refunds were made. The unauthorised direct debits are tracked through a suspense account. In January 2025 the bank "over refunded" by £13.09 and then subsequently took some of the refunds back (17 January) so that the Council is now owed £67.38. This will be addressed with the bank.

The implementation of the electronic banking system means that we now check the account regularly and the bank will automatically recall any unauthorised direct debits which are reported on the same day; if they are not reported the same day then a claim has to be submitted. There appears to be little that the bank can do to stop this happening although the last time an unauthorised direct debit appeared in the account, on 22 January, the bank automatically reversed the transaction without the Council having to report it.

The situation will continue to be monitored.

Recommendations

Members are invited to note the report and bank reconciliations and that the following schedule of payments be approved:

Payment reference/ Cheque Numbers	In the sum of:	Account
DDs and Standing Orders October 2024	£26,139.57	General CB 1
Cheques 34965-34990; DDs and Standing Orders October 2024	£148,841.74	Imprest CB 2
Cheques 101268-101271, DDs and Standing Orders November 2024	£70,288.71	General CB 1
Cheques 34991-35042, DDs and Standing Orders November 2024	£184,642.93	Imprest CB 2

Report ends.