
Agenda Item: Payment of Accounts

Meeting Date: Monday, 31 March 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. Cheque payments over £5,000 and Electronic Payments are made from the General Account. Cheque payments of less than £5,000 are made from 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 December 2024 and January 2025.

2. Payment of Accounts

Attached are the payment schedules for December 2024 and January 2025.

It was previously reported that the Council's general account (cashbook 1) had been subject to a number of unauthorised direct debits from August 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, EPs (electronic payment) and Standing Orders December 2024	£43,716.91	General CB 1
Cheques 35043-35096; DDs, BACs and Standing Orders December 2024	£164,303.00	Imprest CB 2
Cheques 101272-101276, DDs, EPs and Standing Orders January 2025	£199,871.50	General CB 1
Cheques 35096-35115, various cancelled cheques, DDs and Standing Orders January 2025	£21,462.62	Imprest CB 2

Report ends.