

## Finance and General Purposes Committee

22<sup>nd</sup> February 2021

Report author: Janet Wheeler



### To note the sums approved for writing off in 2020 – 2021 financial year

#### Background

1. This report is to clarify the sums that are being written off during the 2020-2021 financial year. There are outstanding sums owed by the Soll Park Leisure at Willowbrook building and there are several modest recommendations made by the Civic Hall Management Committee.
2. Willowbrook Leisure Centre was closed during December 2020 and the tenant – Soll Park Club – requested that the Council join other creditors in allowing the company to continue to trade at their Milton Park site. The Council is owed £47,898.04 in unpaid invoices for 2020 – 2021. The CVA was approved at an Extra Ordinary Council meeting held on Tuesday 8<sup>th</sup> December 2021.
3. The Civic Hall Management Committee have been pursuing a list of unpaid invoices that have accumulated over several years. The majority of the debts are gradually being clarified and resolved but the following has been recommended for write off along with other smaller debts under £50 where there is no prospect of communicating with the debtor.

Extract from Civic Hall Management Committee minutes:

#### 59. To review the aged debtors' sheets and to agree credit notes and write offs to recommend to F&GP Committee

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to RECOMMEND to the Finance & General Purposes Committee to write off the following debts:

• AACEROC	£0.80	(Inv No: CH8247 date: 11/12/2018)
• AADW	£33.00	(Inv No: CH9041 date: 24/10/2019)
	£59.40	(Inv No: CH9327 date: 01/02/2020)
	£66.00	(Inv No: CH8821 date: 30/06/2019)
	£33.00	(Inv No: CH8935 date: 19/09/2019)
	£191.40	TOTAL DUE

- AAWN £187.20 (Inv No: £187.20 date: 24/02/20)

**TOTAL PROPOSED WRITE OFFS: £379.40**

The reasons for the write-offs were discussed and it was noted that there was uncertainty whether they are debts or just inaccurate records. The Committee agreed that customers cannot re-book with the Civic Hall until their queried debts are cleared and a list of customers on our aged debtors list will be kept.

**Recommendation**

4. That the Committee notes and agrees the decisions described above. Total write offs: £48,277.44

**Delegated authority**

5. Under Standing Order 100, the administration of the Finance and General Purposes budget is delegated to this Committee.

**Legal and risk Implications**

6. The Council is required to arrange for the proper administration of its financial affairs: this will include regular reporting.
7. The Accounts and Audit Regulations require local councils to ensure that financial management is adequate and effective and have a sound system of internal control.

Janet Wheeler  
Town Clerk