

Wednesday 7<sup>th</sup> March 2018

To: All members of the **Accounts Sub Committee**

**Cllrs Yvonne Tomlinson (Chair), Pauline Prop (Vice-Chair), Sue Smith, Thillai Visvendran, Alan Williamson**

## **Notice of Meeting**

You are hereby summoned to attend a meeting of the **Accounts Sub Committee** to be held on **Wednesday 14<sup>th</sup> March 2018** commencing at **2:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

**Members of the public are welcome to attend.**



Brian Barton  
Committee and Member Services Officer

### **AGENDA**

**AC 01/18 Apologies:**

To receive and accept apologies from members unable to attend the meeting.

**AC 02/18 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

**AC 03/18 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

**AC 04/18 Chairs announcements:**

To receive announcements from the Chair.

**AC 05/18 Update on the new banking arrangements:**

**AC 06/18 To agree and discuss the additional bank signatories:**

**AC 07/18 To note the bank and petty cash monthly reconciliation:  
(Reconciliations to follow)**

**AC 08/18 To discuss the budget headings for the new financial year:**

**AC 09/18 To consider the finance system codes:**

**AC 10/18 Members allowance-EDF completion:**

**AC 11/18 To agree the list for the cheques for payments, BACS and Direct Debits:  
(List of payments to follow)**

**AC 12/18 To discuss updating the website relating to all finance matters:**

**AC 13/18 To review Standing Orders and Financial Regulation's in line with NALC:**

**AC 14/18 VAT returns**

**AC 15/18 To discuss and agree correct ordering procedures for staff:**

**Date of next meeting:**

Wednesday 11<sup>th</sup> April 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall.