

Accounts Sub Committee

Minutes of the meeting held on Wednesday 9th May 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

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

Also present: Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer).

AC 31/18 Apologies:

None received.

NOTED

AC 32/18 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 33/18 Questions from the public (maximum 10 minutes):

There were no questions from the members of the public.

NOTED

AC 34/18 Chairs announcements:

There were no Chair's announcements.

NOTED

AC 35/18 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 11th April 2018 were **AGREED** and signed by the Chair as a true and correct record.

AC 36/18 To agree the new payment terms for the hiring of the Meeting Places:

The new Terms and Conditions document had previously been circulated to members of the sub committee.

A caretaker report will confirm that a meeting place has been left in a good condition, after which the hirer can claim back their £100 deposit.

Volunteers have been identified who are willing to maintain the meeting places, although depending on the health and safety and liability insurance policies, this may limit the type of work that can be undertaken. There may also have to be paid the living Wage.

Cllr Alan Williamson will contact the Men in Sheds Committee to obtain a quote and a risk assessment.

NOTED

AC 37/18 To review the current hire rates for the hiring of the Meeting Places:

The RFO will contact the Eaglestone Playgroup to review their hire rates when the Meeting Place has been refurbished, the agreement is being tracked down.

There is £20,000 in the budget for refurbishment to all the meeting places, this is being progressed.

Members were concerned about any regeneration proposals that could affect the future of the meeting places.

NOTED

AC 38/18 To discuss the content and implementation of a Finance Policy:

Another two (2) cheque signatories are needed for the new banking arrangements about to be put in place.

It was proposed that Cllrs Pauline Prop and Alan Williamson to be the two (2) additional cheque signatories.

To circulate a copy of the new finance policy to Cllrs Pauline Prop and Alan Williamson.

The Finance policy will be a part of a number of policies.

Training will be arranged for all Councillors and Officers.

Safeguards will now be put in place and lessons learnt from past experiences.

Policies will be implemented after year end. The 2019/2020 budget process will begin in September. The Accounts Sub Committee and Policy and Resources Committee will have input along with the Full Council who will ratify and agree a final budget.

The Committee & Member Services Officer was asked to collate all the policies and put in a folder and circulate to all Members, each folder to be signed for as proof that they have a received a copy.

RESOLVED

- 1. That Cllrs Pauline Prop and Alan Williamson to be the two (2) additional cheque signatories for the new banking arrangements.**
- 2. To circulate a copy of the new finance policy to Cllrs Pauline Prop and Alan Williamson.**
- 3. That the Committee & Member Services Officer to collate all the policies and put in a folder and circulate to all Members, each folder to be signed for as proof that they have a received a copy.**

AC 39/18 VAT return update:

Over £50,000 has recently been claimed for, in future claims will be submitted on a quarterly basis.

NOTED

AC 40/18 To discuss the position of the End of Year figures and procedures:

The Council Manager read out the balances for each of the bank accounts, the first tranche of the precept and landscaping precept, and the VAT return has been received.

The RFO was thanked for all her hard work on the accounts.

NOTED

AC 41/18 To discuss the various Budget Headings:

The accounting system cannot be updated with additional budget heading as otherwise all budget figures will be lost. However additional sub headings can be set up.

The RFO will give regular budget updates for Members and budget holders so that they can manage their budgets.

Members requested that the Community budget headings are broke down to indicate spends on the Youth Service. Grants obtained for the Youth Service will go under a separate budget heading.

NOTED

Date of next meeting:

To be agreed at the Annual Meeting of Council.

THE CHAIR CLOSED THE MEETING AT 3:37PM

Chair _____ Date _____