

## Accounts Sub Committee

**Minutes of the meeting held on Wednesday 13<sup>th</sup> June 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.**

**Present: Cllrs Yvonne Tomlinson (Chair), Sue Smith (Vice-Chair), Pauline Prop.**

**Also present:** Samone Winsborough (Responsible Financial Officer / Operations Manager), Brian Barton (Committee & Member Services Officer).

### **AC 01/18 Apologies:**

Received from Cllr Thillai Visvendran (Hospital appointment).

**AGREED**

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

There were no declarations of interest.

**NOTED**

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

There were no questions from members of the public.

**NOTED**

### **AC 04/18 Chairs announcements:**

The Chair reminded Members about the Summer Ball to be held on Friday 15<sup>th</sup> June 2018.

**NOTED**

### **AC 05/18 Minutes of the previous meeting:**

The minutes of the Accounts Sub Committee meeting held on Wednesday 9<sup>th</sup> May 2018 were **AGREED** and signed by the Chair as a true and correct record.

### **AC 06/18 Update on the 2018/2019 Service Plan:**

The Responsible Financial Officer / Operations Manager updated the meeting about the following headings from the 2018/2019 Service Plan:

- 1. Audit – to ensure Audit compliance** - completed 11.06.18
- 2. Review of Banking Arrangements** - need to resend signatories addresses to Metro Bank, there is no longer a need to make Cllrs Pauline Prop and Alan Williamson bank signatories. **The Responsible Financial Officer / Operations Manager to progress.**
- 3. Accounts and Budget Monitoring** - Ongoing but will be completed soon.
- 4. Procurement Strategy** - ongoing.
- 5. Investment Strategy** - ongoing.

**RESOLVED**

**That the Committee notes the report.**

**AC 07/18 To note the newly introduced timescales, and targets:**

The Responsible Financial Officer / Operations Manager said that We now have higher control on our new Payment vouchers. There is one specifically for spends under £500 and spends over £500.

There is now a process whereby all spending has to have the spending authorisation signed off before any payments can be made. Spends under £500 must be approved via an Officers line manager prior to proceeding.

Spend Authorisation for over £500 now will always need to be accompanied by a list of three (3) quotes from different suppliers.

A single transaction over £1000 will have had to be approved at the relevant Committee.

Any spend handed in via a payment voucher without a VAT invoice will be noted as an unauthorised spend and escalated to specific Line Manager.

**RESOLVED**

**That the Committee notes the report.**

**AC 08/18 To discuss the budgetary breakdown to be input onto the internal accounting system:**

The Responsible Financial Officer / Operations Manager said that the budget will be broken down substantially allowing to be able to effectively monitor not only general spends but how much each department is managing their budget.

Budgets will be broken down to the following headings: Youth, WAS (Woughton Advice Service), Community, Environment, Woughton Cares, Members, HQ (Hub), Landscape, CHMP (Coffee Hall Meeting Place), EAC (Eaglestone Activity Centre), TBMP (Tinkers Bridge Meeting Place), NFMP (Netherfield Meeting Place).

Members raised the matter of the use of PA systems in meeting places. The Responsible Financial Officer / Operations Manager will speak with the Bookings and Reception Officer and find out if all meeting places have licences for music events.

**RESOLVED**

**That the Committee notes the report.**

**Date of next meeting:**

Wednesday 25<sup>th</sup> July 2018, Woughton Community Council, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**THE CHAIR CLOSED THE MEETING AT 2:31PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_