

Accounts Sub Committee

Minutes of the meeting held on Wednesday 25th July 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 09/18 Apologies:

No apologies received.

NOTED

AC 10/18 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 11/18 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 12/18 Chairs announcements:

There were no Chairs announcements.

NOTED

AC 13/18 Minutes of the previous meeting:

The minutes of the Accounts Sub Committee meeting held on Wednesday 13th June 2018 were **AGREED** and signed by the Chair as a true and correct record.

AC 14/18 To approve and sign off the May and June bank reconciliations:

The May and June bank reconciliations will soon be completed and ready for the September Accounts Sub Committee meeting.

In future month end procedures will be completed seven (7) days after the end of each calendar month.

NOTED

AC 15/18 To update the sub committee on progress with setting up an account with Metro Bank:

The Responsible Financial Officer informed the meeting that Metro Bank is awaiting a copy of a Member's Passport, once the bank has received their copy then the process of setting up an account can be completed.

NOTED

AC 16/18 To update the sub committee on the VAT returns:

The next VAT return will be submitted after the June bank reconciliation has been completed.

NOTED

AC 17/18 To agree to change the next meeting date of the Accounts Sub Committee to Wednesday 19th September 2018:

The sub committee agreed to change the meeting date from Wednesday 12th September 2018 to Wednesday 19th September 2018 the start time remains the same.

RESOLVED

To change the meeting date from Wednesday 12th September 2018 to Wednesday 19th September 2018 the start time will remain the same.

Cllr Yvonne Tomlinson moved and Cllr Sue Smith seconded the following motion:

Public Bodies (Admission to Meetings) Act 1960:

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

AC 18/18 To inform the sub committee about matters relating to the 2016-2017 payroll records:

RESOLVED

That the Committee notes the report.

Date of next meeting:

Wednesday 19th September 2018, Woughton Community Council, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 2:20PM

Chair _____ Date _____