

Accounts Sub Committee

Minutes of the meeting held on Wednesday 19th September 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, Yvonne Tomlinson, Thillai Visvendran.

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

AC 19/18 Apologies:
Cllr Alan Williamson (Holiday).
AGREED

AC 20/18 Declarations of Interest:
There were no declarations of interest.
NOTED

AC 21/18 Questions from the public (maximum 10 minutes):
There were no questions from members of the public.
NOTED

AC 22/18 Chairs announcements:
The Chair informed the meeting that Apple Day will be held on Saturday 29th September 2018.
NOTED

AC 23/18 Minutes of the previous meeting:
The minutes of the Accounts Sub Committee meeting held on Wednesday 25th July 2018 were **AGREED** as a true and correct record and signed by the Chair.

AC 24/18 To update the sub committee on progress with setting up an account with Metro Bank:
The Responsible Financial Officer informed the meeting that that the Metro Bank account, is now live however the full switch over has not yet been completed.

Hopefully as of Monday 1st October 2018 all service users will have received notification of the change of bank details.

Woughton Community Council will be utilising Metro Bank for payment of salaries, as this facility has the capability of batch payments, the payroll cut off is the 20th of each month.

RESOLVED

That the Committee notes the report.

AC 25/18 To update the sub committee on the VAT returns:

The Responsible Financial Officer also informed the meeting that the VAT return for Q1 (April - June 2018) has been filed with HMRC and was sent on Wednesday 12th September 2018 for formal acceptance for the amount of £7,982.97p.

The Responsible Financial Officer suggested that the Chair of the Accounts Sub Committee signs the hard copy, so this is evidence that the return has been reviewed by a Member and not an officer.

RESOLVED

That the Committee notes the report.

AC 26/18 To agree the June, July and August 2018 Bank Reconciliations:

RESOLVED

- 1. That the Accounts Sub Committee approves the June and July 2018 Bank Reconciliations as presented.**
- 2. That the August 2018 Bank Reconciliation is approved at the next meeting of the Policy & Resources Committee meeting as it is not ready for presentation.**

Date of next meeting:

Wednesday 10th October 2018, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 2:30PM

Chair _____ Date _____