

Wednesday 12<sup>th</sup> June 2019

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

**Cllrs Yvonne Tomlinson (Chair), Sue Smith (Vice-Chair),** Elina Apse, Luke Louis,  
John Orr, Alan Williamson.

## **Notice of Meeting**

You are hereby summoned to attend a meeting of the **Accounts Sub Committee** to be held on **Wednesday 19<sup>th</sup> June 2019** commencing at **2:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

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

Steve McNay  
Parish Manager

**Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting**

### **AGENDA**

**AC 01/19 Election of Chair for the Council year 2019/2020**

**AC 02/19 Election of Vice-Chair for the Council year 2019/2020**

**AC 03/19 Apologies:**

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

**AC 04/19 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 05/19 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

**AC 06/19 Chairs announcements:**

To receive announcements from the Chair.

**AC 07/19 Minutes of the previous meeting:**

To receive and approve as a true and correct record the minutes of the Accounts Sub Committee meeting held on:

- Wednesday 3<sup>rd</sup> April 2019.

**(Attached)**

**AC 08/19 To agree the bank reconciliations for March, April and May 2019:**

**(Bank reconciliations to follow)**

**AC 09/19 Bank signatories:**

Update on the appointment of bank signatories following the last Full Council meeting and if necessary, to appoint any additional signatories.

**AC 09/19 Cheques for payment:**

**(List of cheques for payment to follow)**

**AC 10/19 To approve the petty cash payments:**

**(The petty cash book will be presented at the meeting for Members to inspect)**

**AC 11/19 To adopt the following policy document:**

Procedure for ordering goods and services.

**(Policy document to follow)**

**AC 12/19 To consider changing the starting time of the Accounts Sub Committee meetings to 3:00pm**

**Date of next meeting:**

Wednesday 18<sup>th</sup> September 2019, 2:00pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.