

### Accounts Sub Committee

**Minutes of the meeting held on Wednesday 3<sup>rd</sup> April 2019, 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), Alan Williamson.**

**Also present: Brian Barton (Committee & Member Services Officer), Chrispina Wilson (Business Support Officer).**

**AC 44/19 Apologies:**

Received from Cllr Pauline Prop (Hospital Appointment).

**AGREED**

**AC 45/19 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**AC 46/19 Questions from the public (maximum 10 minutes):**

There were no questions from members of the public.

**NOTED**

**AC 47/19 Chairs announcements:**

The meeting was informed that the Chair's Awards will now to be held on Friday 10<sup>th</sup> May 2019.

**NOTED**

**AC 48/19 Minutes of the previous meeting:**

The minutes of the meeting held on Wednesday 16<sup>th</sup> January 2019 were **AGREED** and signed by the Chair as a true and correct record.

**AC 49/19 To agree the bank reconciliations for January and February 2019:**

The Petty Cash entry of £100 in the January 2019 accounts had not been reversed. The February petty cash data is to be inputted.

There are a total of four (4) accounts that have now been set up with Metro Bank.

**NOTED**

**AC 50/19 To discuss and agree to provide a check list template:**

The Chair requested that a template is produced with a check list of all the items that need to be reviewed when inspecting the reconciled accounts.

**RESOLVED**

**That a template is produced with a check list of all the items that need to be reviewed when inspecting the reconciled accounts.**

**AC 51/19 Cheques for payment:**

The following cheques were presented for the committee's approval:

<b>Date</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Amount</b>	<b>Reason</b>
06/02/19	106796	Peartree Bridge Residents Association	£200.00p	Cllr John Orr Ward Monies
15/02/19	106797	Community Events Group	£200.00p	Cllr Geoff Woolmore Ward Monies
15/02/19	106798	Eaglestone Residents Association	£200.00p	Cllr Kevin Wilson Ward Monies
26/02/19	106799	WHGAA	£55.25p	Ashby Gardening Project
		<b>TOTAL</b>	<b>£655.25p</b>	

**RESOLVED**

**To approve the cheques for payment as listed.**

**Date of next meeting:**

To be agreed at the Annual Meeting of Council.

**THE CHAIR CLOSED THE MEETING AT 3:12PM**

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