

Wednesday 11th September 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 18th September 2019** commencing at **3:30pm** 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 13/19 Apologies:

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

AC 14/19 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 15/19 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

AC 16/19 Chairs announcements:

To receive announcements from the Chair.

AC 17/19 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 19th June 2019.

(Attached)

AC 18/19 To agree the bank reconciliations for August 2019:

(Bank reconciliation attached)

AC 19/19 To agree the 2019/2020 Management Accounts:

(Management accounts attached)

AC 20/19 To approve the petty cash payments:

(The petty cash book reconciliation attached)

AC 21/19 To adopt the following policy document:

Procedure for ordering goods and services.

(Policy document attached)

AC 22/19 To agree the VAT Return for quarter one:

(Report & VAT return attached)

Date of next meeting:

Wednesday 13th November 2019, 3:30pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.