

Woughton Community Council

Accounts Sub Committee

Minutes of the meeting held on Wednesday 19th June 2019, 2:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Yvonne Tomlinson (Chair), Elina Apse, John Orr, Sue Smith.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager).

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

Cllr Sue Smith nominated and Cllr John Orr seconded Cllr Yvonne Tomlinson for Chair of the Accounts Sub-Committee for the Council year 2019/2020.

There were no other nominations.

Cllr Yvonne Tomlinson accepted her nomination.

RESOLVED

That Cllr Yvonne Tomlinson is elected Chair of the Accounts Sub-Committee for the Council year 2019/2020.

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

The sub-committee decided not to appoint a Vice-Chair, as the terms of reference state that in the absence of the Chair of the Accounts Sub-Committee, then the Chair of the Policy & Resources Committee will chair the meeting.

RESOLVED

Not to appoint a Vice-Chair, as the terms of reference state that in the absence of the Chair of the Accounts Sub-Committee, then the Chair of the Policy & Resources Committee will chair the meeting.

AC 03/19 Apologies:

Received from Cllr Luke Louis (College attendance), Alan Williamson (Holiday).

AGREED

AC 04/19 Declarations of Interest:

There were no declarations of interest.

NOTED

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

There were no questions from members of the public.

NOTED

AC 06/19 Chairs announcements:

The Chair informed the meeting that The Four Bridges Festival will be held on Saturday 13th July 2019 12:00pm - 4:00pm at the Two Halls Park, Rochfords, Coffee Hall.

The Chair also said that there is a post on the Woughton Community Council Facebook page listing all the contacts that residents can use in case there is flood in the Woughton Community Council area.

NOTED

AC 07/19 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 3rd April 2019 were **AGREED** and signed by the Chair as a true and correct record.

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

The meeting was informed that the bank reconciliations had not been produced due to a fault in the accounting software.

The software is being updated and will be reviewed to ensure that the system is still fit for purpose.

NOTED

AC 09/19 Bank signatories:

The appointment of the bank signatories were agreed at the last Full Council meeting and so there is no need to appoint any additional Members.

The new signatories will consist mainly of all the Committee Chairs.

NOTED

AC 09/19 Cheques for payment:

There were no cheques presented for payment.

NOTED

AC 10/19 To approve the petty cash payments:

The meeting felt that it would be useful to have a checklist produced for the benefit of the committee so that they are aware what they need to inspect before being in a position to be able to approve the bank reconciliations.

The sub-committee thought that it would be of benefit to have a set of management accounts, to be able to inspect the petty cash book and to approve the cheques for payment at each meeting.

RESOLVED

- 1. That a checklist is produced for the benefit of the sub-committee so that they are aware what they need to inspect before being in a position to approve the bank reconciliations.**
- 2. To have a set of management accounts at each meeting.**

AC 11/19 To adopt the Procedure for Ordering Goods and Services Policy document:

The Procedure for Ordering Goods and Services Policy document needs to be more explicit about the use of local companies where possible, including ensuring that environmentally friendly materials and working practises are implemented.

The committee wanted assurances that the document would cover procedures for the effective scrutiny and oversight of appointing contractors to avoid any conflict of interest(s).

The Responsible Financial Officer (RFO) will be asked to update the policy document.

The committee at its September meeting will review the amended policy document.

RESOLVED

- 1. That the Procedure for Ordering Goods and Services document to be more explicit about the use of local companies where possible, including ensuring that environmentally friendly materials and working practises are implemented.**
- 2. That the document to cover procedures for the effective scrutiny and oversight of appointing contractors to avoid any conflict of interest(s).**
- 3. That the Responsible Financial Officer (RFO) to be asked to update the document.**
- 4. That the Accounts Sub Committee at its September meeting to review the amended document.**

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

The sub-committee felt that 3:30pm would be more appropriate time to hold future meetings due to Members other day time commitments.

RESOLVED

That all meetings of the Accounts Sub Committee will in future commence at 3:30PM.

Date of next meeting:

Wednesday 18th September 2019, 3:30pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 2:44PM

Chair _____ Date _____