

Monday 7th October 2019

To: All members of the **Policy & Resources Committee**

Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Janette Bobey, Donna Fuller, Luke Louis, Ruth McMillan, John Orr, Nick Scott, Alan Williamson

Notice of Meeting

You are hereby summoned to attend a meeting of the **Policy & Resources Committee** to be held on **Monday 14th October 2019** commencing at **6:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

Members of the public are welcome to attend.

Steve McNay
Council Manager

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

AGENDA

PR 10/19 Apologies:

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

PR 11/19 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.

PR 12/19 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

PR 13/19 Chairs announcements:

To receive announcements from the Chair.

PR 14/19 Minutes of previous meetings

To receive and approve as a correct record the minutes of the:

- Policy & Resources Committee held on Monday 15th July 2019.
(Attached)

**PR 15/19 To advise on aged debt/Sales Ledger debtors:
(Report attached)**

**PR 16/19 To appoint Metro Bank and ratification of Signatories:
(Report attached)**

**PR 17/19 To approve and sign off the September Bank Reconciliations:
(Bank reconciliations attached)**

**PR 18/19 To review the methodology and operational use of the bookings system in conjunction with the sales ledger, and to consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts:
(Report attached)**

Date of next meeting:

Monday 16th December 2019, 6:00pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes.