

Wednesday 6<sup>th</sup> November 2019

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

**Cllrs 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 13<sup>th</sup> November 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 23/19 Apologies:**

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

**AC 24/19 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 25/19 Questions from the public (maximum 10 minutes):**

To receive questions and statements from members of the public.

**AC 26/19 Chairs announcements:**

To receive announcements from the Chair.

**AC 27/19 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 18<sup>th</sup> September 2019.

**(Attached)**

**AC 28/19 To sign off the VAT Return Quarter two (2):**

**(Report attached)**

**AC 29/19 To note and agree to action the recommendations from the interim Internal Audit Report:**

**(Report & Internal Audit report attached)**

**AC 30/19 To agree and to sign off the October 2019 Bank Reconciliations:**

**(Cashbooks attached)**

**Date of next meeting:**

Wednesday 15<sup>th</sup> January 2020, 3:30pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.