

Woughton Community Council

Accounts Sub Committee

Minutes of the meeting held on Wednesday 18th September 2019, 3:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Present: Cllrs Sue Smith (Vice-Chair), Elina Apse, Luke Louis, Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Samone Winsborough (Responsible Financial Officer / Operations Manager), Marta Sobis (Finance Assistant).

AC 13/19 Apologies:

No apologies had been received.

NOTED

AC 14/19 Declarations of Interest:

There were no declarations of interest.

NOTED

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

There were no questions from members of the public.

NOTED

AC 16/19 Chair's announcements:

The Vice-Chair informed the meeting that the external audit has now been signed off.

The Vice-Chair also wanted to thank Yvonne Tomlinson for all her hard work as Chair of the Accounts Sub-Committee.

NOTED

AC 17/19 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 19th June 2019 were **AGREED** and signed by the Vice-Chair as a true and correct record.

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

The Responsible Financial Officer presented to the meeting the bank reconciliations for the July and August 2019 period.

All Members present at the sub committee meeting approved the bank reconciliations, and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the bank reconciliations for the July and August 2019 period, and the Vice-Chair signed them off.

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

The Responsible Financial Officer presented to the meeting the management accounts for the July and August 2019 period.

All Members present at the sub committee meeting approved the management accounts for the July and August 2019 period, and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the management accounts, and the Vice-Chair signed them off.

AC 20/19 To approve the petty cash payments:

The Responsible Financial Officer presented the list of petty cash payments.

All Members present at the sub committee meeting approved the list of petty cash payments and the Vice-Chair signed them off.

RESOLVED

That all Members present at the sub committee meeting approved the list of petty cash payments and the Vice-Chair signed them off.

AC 21/19 To adopt the following policy document:

Procedure for ordering goods and services.

The Responsible Financial Officer provided to the sub committee meeting an update on the Procurement Policy (Ordering Goods and Services Policy).

The following additions have been made to the procurement policy, under the 'Policy Principles' heading:

"Woughton Community Council will:

- Always procure ethically in line with our core values and ethos.
- Encourage (where possible) partnership and procurement with local businesses in our community.
- To always encourage the most environmentally friendly materials and working practises are implemented."

This will ensure that the key principles in terms of ethical and fair treatment to all contractors, and core value of working as environmentally friendly as possible is met.

RESOLVED

- 1. That the Committee notes the report.**
- 2. That the Committee approves the amendments made to the policy.**

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

The Responsible Financial Officer informed the sub committee meeting that the quarter one (1), April to June 2019 VAT Return for the Financial Year 2019/2020 had

been filed with the HMRC on Wednesday 12th September 2019 with a total claimed of £8,986.32p.

The quarter two (2) VAT return will be filed with the HMRC after September 2019.

RESOLVED

That the sub committee notes the report.

Date of next meeting:

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

THE CHAIR CLOSED THE MEETING AT 3:49PM

Chair _____ Date _____

DRAFT