

## Woughton Community Council

### Policy & Resources Committee

**Minutes of the meeting held on Monday 14<sup>th</sup> October 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present: Cllrs Sue Smith (Chair),** Elina Apse, Janette Bobey, Donna Fuller, Ruth McMillan, Nick Scott, Alan Williamson.

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

**PR 10/19 Apologies:**

Received from Cllr Jordan Coventry (unwell), Luke Louis (College commitment).

**AGREED**

**PR 11/19 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

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

There were no questions from members of the public.

**NOTED**

**PR 13/19 Chairs announcements:**

The Chair informed the meeting that Members can now view online, the video by the Guardian, which highlights some of the activities that Woughton Community Council undertakes.

The meeting wished Cllr Donna Fuller a happy birthday and congratulated her on the birth of her grandchild.

Cllr Elina Apse informed the meeting that she has recently been appointed an advisor on the EU resettlement procedures.

**NOTED**

**PR 14/19 Minutes of the previous meeting:**

The minutes of the Policy & Resources Committee meeting held on Monday 15<sup>th</sup> July 2019 were **AGREED** and signed by the Chair as a true and correct record.

**PR 15/19 To advise on aged debt/Sales Ledger debtors:**

Due to historical incorrect inputting there is accrued 'aged' debt on the Omega accounting system.

The recommendation from Rialtas is to 'write off' all aged debt over six (6) months old, in order to be able to clear the system and to commence debt control measures for all future instances.

**RESOLVED**

**That the committee notes the report.**

**PR 16/19 To appoint Metro Bank and ratification of Signatories:**

The meeting was informed that this agenda item had already been discussed and agreed at a recent Full Council meeting.

The list of signatories should be updated as Yvonne Tomlinson is no longer a Councillor.

**NOTED**

**PR 17/19 To approve and sign off the September Bank Reconciliations:**

The meeting was informed that the unpresented cheques to Milton Keynes Council will be chased up.

Members also approved the September bank reconciliations, which were signed off by the Chair.

**RESOLVED**

**To approve and for the Chair to sign off the September bank reconciliations.**

**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:**

The Responsible Financial Officer reported on the methodology of the Bookings and the Omega system.

There has been a multitude of issues with the current software Woughton Community Council uses for their accounting package with Rialtas.

The software currently used, is not user friendly and issues have been identified with the functionality of it.

**RESOLVED**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to sanction the Responsible Financial Officer to investigate alternative accounting software packages, with the potential to migrate onto the new system in the Financial Year 2021/2022.**

**Date of next meeting:**

Monday 16<sup>th</sup> December 2019, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**THE CHAIR CLOSED THE MEETING AT 6:27PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_

DRAFT