

## Woughton Community Council

### Accounts Sub Committee

**Minutes of the meeting held on Wednesday 13<sup>th</sup> November 2019, 3:30pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.**

**Present: Cllrs Sue Smith (Vice-Chair), Alan Williamson.**

**Also present:** Brian Barton (Committee & Member Services Officer), Marta Sobis (Finance Officer).

**The meeting was inquorate and therefore all decisions from these minutes will need to be ratified at the next meeting of the Policy & Resources Committee.**

**AC 23/19 Apologies:**

Received from Cllrs Elina Apse (Hospital Appointment), Luke Louis (College Commitment).

**AGREED**

**AC 24/19 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

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

There were no questions from members of the public.

**NOTED**

**AC 26/19 Chair's announcements:**

There were no Chair's announcements.

**NOTED**

**AC 27/19 Minutes of the previous meeting:**

The minutes of the meeting held on Wednesday 18<sup>th</sup> September 2019 were

**AGREED** and signed by the Vice-Chair as a true and correct record.

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

The Finance Officer informed the sub committee meeting that the quarter two (2) VAT Return for the Financial Year 2019/2020 has been filed with the HMRC.

The Vice-Chair of the Accounts Sub Committee signed the quarter two (2) VAT Return.

**RESOLVED**

1. That the Committee notes the report.
2. That the Vice-Chair of the Accounts Sub Committee to sign the hard copy of the Quarter two (2) HMRC VAT Return so that it is proven to be reviewed by an individual who is not an officer.

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

The Finance Officer informed the committee of the internal auditor's recommendations following on from an internal audit held on Wednesday 6<sup>th</sup> November 2019.

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee agrees to forward the Internal Audit report to Full Council to agree recommendations.

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

The Finance Officer presented to the meeting the bank reconciliations for the October 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 October 2019 period, and the Vice-Chair signed them off.**

**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.

**THE CHAIR CLOSED THE MEETING AT 3:46PM**

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