

Woughton Community Council

Accounts Sub Committee

Minutes of the meeting held on Wednesday 15th January 2020, 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), Samone Winsborough (Responsible 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 31/20 Apologies:

Received from Cllrs Elina Apse (Personal), Luke Louis (College Commitment) John Orr (Personal).

AGREED

AC 32/20 Declarations of Interest:

There were no declarations of interest.

NOTED

AC 33/20 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

AC 34/20 Chair's announcements:

There were no Chair's announcements.

NOTED

AC 35/20 Minutes of the previous meeting:

The minutes of the meeting held on Wednesday 13th November 2019 were **AGREED** and signed by the Vice-Chair as a true and correct record.

AC 36/20 To agree and to sign off the November and December 2019 Bank Reconciliations:

The Responsible Financial Officer presented to the meeting the bank reconciliations for the November and December 2019 period.

All Members present at the Accounts Sub Committee meeting approved the bank reconciliations, and the Vice-Chair signed them off.

RESOLVED

To approve the bank reconciliations for the November - December 2019 period.

AC 37/20 To sign off the VAT Return Quarter three (3):

The Responsible Financial Officer informed the Accounts Sub-Committee meeting that the VAT return for Q3 (October -December 2019) has been filed with HMRC and was sent on Tuesday 14th January 2020 for formal acceptance for the amount of £11,809.89p.

The Responsible Financial Officer suggested that the Vice-Chair of the Accounts Sub Committee signs the hard copy, so that the auditor is satisfied that the return was reviewed by a Member of the Council and not an Officer.

RESOLVED

That the Committee notes the report.

Date of next meeting:

Wednesday 11th March 2020, 3:30pm, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 3:40PM

Chair _____ Date _____