

Woughton Community Council

Resources & Finance Committee

Minutes of the meeting held on Monday 2nd November 2020, 6:00pm online via Zoom Video Call and Facebook Live

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Janette Bobey, Donna Fuller, Luke Louis, John Orr, Liz Simpkins, Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager), Samone Winsborough (Responsible Finance Officer).

PR 69/20 Apologies:

No apologies received.

AGREED

Cllr Ruth McMillan was not in attendance and no apologies were submitted.

Cllr Nick Scott was not in attendance and no apologies were submitted.

NOTED

PR 70/20 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 71/20 Questions from the public (maximum 10 minutes):

There were no questions from the members of the public.

NOTED

PR 72/20 Chairs announcements:

The Chair informed the meeting that the Community Fridge will be open as long as possible under lockdown, the landscaping service will also continue.

The Budget Consultation will be affected by lockdown as the trailer will not be able to be used, but there will be localised advertising on Facebook and in the Woughton Gazette.

The Remembrance Service will now not take place but there will be a video instead streamed on the Woughton Community Council Facebook page on Sunday.

NOTED

PR 73/20 Minutes of the previous meeting:

The minutes of the Resources & Finance Committee meeting held on Tuesday 1st September 2020 were **AGREED** and will be signed by the Chair.

RF 74/20 To note the 2020/2021 Half Budget Update Report for up to September 2020:

The Responsible Financial Officer updated the committee on the half yearly financial position of the council.

RESOLVED

That the Committee notes the report.

RF 75/20 To agree the August & September 2020 Bank Reconciliations and list of payments:

The meeting agreed the August and September 2020 Bank Reconciliations and list of payments as previously circulated to all members of the committee.

RESOLVED

That the meeting agrees the August and September 2020 Bank Reconciliations and list of payments as previously circulated to all members of the committee.

RF 76/20 To note the Quarter one & Quarter two VAT Return:

The Responsible Financial Officer updated the Committee on the Quarter one and Quarter two VAT submission.

Members of the committee had circulated to them the report for the Quarter one and Quarter two VAT return, it is expected to receive a return from HMRC of £11,328.21p, which is significantly lower than other returns, due to the restricted spend because of Covid-19.

RESOLVED

That the Committee notes the report.

RF 77/20 To note the Interim Internal Auditors report:

The Responsible Financial Officer updated the committee on the internal auditors report from October 2020.

There are no recommendations other than, the use of the rubber stamp on invoices, this had become proper practise since the last audit however due to Covid-19 this has been unable to be implemented effectively due to Officers working from home.

The Internal Auditor's report will be formally approved at the next meeting of the Full Council.

RESOLVED

That the committee notes the report.

RF 78/20 To note the Declaration of a Gift to the Council Manager:

The Council Manager informed the meeting that he had received a gift from the Council's I.T contractor Cloudy as a thank you for a video testimonial. The gift is valued of up to £35.00p.

RESOLVED

That the committee notes the declaration of a Gift to the Council Manager.

Date of next meeting:

Monday 4th January 2021, via Zoom Video Call and Facebook Live.

THE CHAIR CLOSED THE MEETING AT 6:15PM

Chair _____ Date _____

DRAFT