

## Woughton Community Council

### Resources & Finance Committee

#### Minutes of the meeting held on Tuesday 6<sup>th</sup> July 2021, 6:00pm online via Zoom Video Call and Facebook Live

**Present:** Cllrs Sue Smith (Chair), Elina Apse (Vice-Chair), Jordan Coventry, Donna Fuller, Luke Louis.

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

#### **PR 01/21 Apologies:**

There were no apologies.

**NOTED**

#### **PR 02/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

#### **PR 03/21 Questions from the public (maximum 10 minutes):**

There were no questions from the members of the public.

**NOTED**

#### **PR 04/21 Chairs announcements:**

The Chair informed the meeting that the Council Manager will be on annual leave as from tomorrow and until the 20<sup>th</sup> July, in the meantime the Responsible Financial Officer / Operations Manager will be covering for the Council Manager.

The Community Larder will be launched tomorrow between 10:00am – 12:00pm everyone is welcome to attend.

The Community Café to be held next Thursday will have on the menu chicken tikka curry and Quorn chicken casserole with the option of mashed potato or rice, all are welcome to attend.

**NOTED**

#### **PR 05/20 Minutes of the previous meeting:**

The minutes of the Resources & Finance Committee meeting held on Monday 1<sup>st</sup> March 2021 were **AGREED** and will be signed by the Chair as a true and correct record.

**RF 06/21 To agree the April and May 2021 Bank Reconciliations and list of payments:**

The Responsible Financial Officer explained to the meeting the format of the reports submitted to the Committee, with the new scribe system.

The meeting was provided with summary and transaction reports for April and May 2021 and is GDPR compliant which excludes sensitive personal data.

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee approves the reports for April and May 2021/2022.

**RF 07/21 To update the committee on the proposed transfer of Eaglestone Activity Centre:**

The Council Manager updated the committee on the proposed transfer of the Eaglestone Activity Centre.

**RESOLVED**

1. That the committee notes this report.
2. That the committee agrees to the proposed additional structural survey being undertaken, with Milton Keynes Council funding this.
3. That upon receipt of any further reports, further reports are presented to this committee.
4. That a report making recommendations regarding the transfer of the Eaglestone Activity Centre is produced by this committee for the October 2021 meeting.

**RF 08/21 To agree the Resources & Finance Committee Terms of Reference:**

The Responsible Financial Officer informed the meeting that the Terms of Reference for the Resources and Finance Committee have already been agreed at the Annual Meeting of Council.

The Terms of Reference have been tabled at this meeting to remind Members that they need to understand them to ensure that the committee is undertaking its duties correctly.

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee agrees & understands the Terms of Reference for the Resources and Finance Committee.

**RF 09/21 To agree the processes and actions required for the Resources & Finance Committee Terms of Reference following the Internal Auditor's report:**

The Responsible Financial Officer asked the committee to approve the Terms of Reference for the internal audit and to approve that all processes were followed correctly during the most recent audit (May 2021).

The Terms of Reference for the internal audit has been reviewed and no further amendments have been suggested.

The committee was informed that the correct policy was followed during the most recent audit:

**RESOLVED**

1. That the Committee notes the report.
2. That the Committee approves the Terms of Reference for the internal audit.
3. That the Committee approves that the Terms of Reference were followed adequately during the most recent audit.

**RF 10/21 To agree the following Policies:**

The Responsible Financial Officer informed the meeting that this agenda item is to note the policies due to be reviewed in August for submission at the September meeting, the policies due for review are as follows:

- a) Banking Procedures
- b) Investment Strategy
- c) Procurement
- d) Asset Register
- e) Tendering Procedure

**RESOLVED**

**That the Committee notes the report.**

**Date of next meeting:**

Tuesday 7<sup>th</sup> September 2021 6:00pm, venue to be confirmed.

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

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