

## Woughton Community Council

### Resources & Finance Committee

**Minutes of the meeting held on Monday 29<sup>th</sup> November 2021, 6:30pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes.**

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

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

**PR 36/21 Apologies:**

Cllr Jordan Coventry (Personal commitment)

Cllr Sue Smith (Meeting commitment)

**AGREED**

**PR 37/21 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**PR 38/21 Questions from the public (maximum 10 minutes):**

There were no questions from the members of the public.

**NOTED**

**PR 39/21 Chairs announcements:**

The Vice-Chair informed the meeting that the Santa Sleigh events will be taking place, and dates and times for attendance on each estate can be obtained on Resident Association websites and on the Woughton Community Council website.

**NOTED**

**PR 40/20 Minutes of the previous meeting:**

The minutes of the Resources & Finance Committee meeting held on Tuesday 5<sup>th</sup> October 2021 were **AGREED** and will be signed by the Chair as a true and correct record.

**RF 41/21 To agree the August, September & October 2021 Bank Reconciliations, list of payments and receipts:**

The Council Manager informed the meeting that the Chair has already undertaken a spot check of the accounts and signed off on fifteen (15) invoices selected at random.

**RESOLVED**

**That the committee agrees the August, September & October 2021 Bank Reconciliations, list of payments and receipts.**

**RF 42/21 To inform the committee of a Version four (4) Budget Proposal for consideration:**

The Responsible Financial Officer updated the committee on Version four (4) of the 2022/2023 draft budget.

**RESOLVED:**

- 1. That the Committee notes the report.**
- 2. That the Committee notes the potential to use some of the reserves to assist with the erection/set up of the new Landscape depot site.**

**RF 43/21 To update the committee on the 2022/2023 budget priorities consultation:**

The Responsible Financial Officer updated the meeting on responses received so far from the budget priorities survey.

**RESOLVED:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees for full feedback from all areas to be reported to Full Council in the December meeting.**
- 3. That the responses are considered in line with the budget setting process.**

**RF 44/21 To update the committee on the Quarter two (2) VAT return:**

The Responsible Financial Officer updated the committee on the Quarter two (2) VAT return which has been submitted, the total claimed is £8,917.94p this is more reminiscent of a typical VAT return pre Covid-19.

**RESOLVED:**

**That the Committee notes the report.**

**RF 45/21 To update the committee on proposed methods of payment:**

The Responsible Financial Officer updated the committee on the proposed methods of payment.

The Responsible Financial Officer after discussion with the finance team suggested to adopt a cash, transfer or card only payment policy, and to no longer accept cheques as very few are presented in any case.

The committee agreed to add the following to the recommendations "To inform as soon as possible to those that it is applicable to, that as from April 2022 Woughton Community Council will no longer be accepting cheques as a form of payment, so as to enable other alternatives to be arranged". To further add to the recommendations "that Woughton Community Council will stop accepting cheques as from April 2022."

**RESOLVED:**

- 1. That the Committee notes the report.**
- 2. To inform as soon as possible to those it that it is applicable to, that as from April 2022 Woughton Community Council will no longer be accepting cheques as a form of payment, so as to enable other alternatives to be arranged.**

3. That Woughton Community Council will stop accepting cheques as from April 2022.

**Date of next meeting:**

Monday 31<sup>st</sup> January 2022, 6:30pm, at the Council Chamber, Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

**THE CHAIR CLOSED THE MEETING AT 6:54PM**

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

DRAFT