

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH
Telephone: **01908 585368** e-mail: clerk@woburnsandstowncouncil.gov.uk
www.woburnsandstowncouncil.gov.uk

Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Finance Committee** on **Wednesday 25th June 2025 at 10am in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

A G E N D A

- 1/25** To elect a Chair of the Finance Committee:
- 2/25** Present:
- 3/25** Apologies:
- 4/25** DECLARATION OF INTEREST:
Under the localism act 2011 (section 26-37 and schedule 4) and in accordance with the Council's code of conduct, all members must declare any interests which they may have in any of the items under consideration at this meeting
- 5/25** To agree transfer of funds from the Unity Trust current account to Unity Trust instant access account
- 6/25** Updating Bank signatories for Santander, The Co-operative Bank, and Unity Trust Bank
- 7/25** Setting limit on Co-op debit card
- 8/25** Review of Internal Auditor's recommendations:
 - a. Spending powers recorded in Scribe. This has already been started in this year, 2025-26
 - b. Once per quarter bank reconciliations to be verified and signed by someone other than the Chair of Finance committee and recorded and noted by the full council
 - c. Minute that bank signatories area reviewed annually
 - d. Give Clerk or a committee delegated powers to respond to planning applications
 - e. The council should have a Tree Management Policy
 - f. Risk asses outdoor items: benches, noticeboards, lampposts, planters
 - g. Council should minute total budget agreed, not just individual committee budgets
 - h. Council should have a Reserves Policy
 - i. Pension Automatic Enrolment noted

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- j. Update the asset register to itemise outdoor furniture (this has been done now for 2025-26)
- k. Publish Land Registry deeds and title numbers on asset register
- l. Each bank payment should have two authorising signatories
- m. Check the website accessibility and have an action plan to address any issues
- n. Display the asset register and budget on the website
- o. The council should have a 3-year budget plan

9/25 Grants application form to be updated

10/25 Grants policy to be reviewed

Signed: 

Date: 14/06/2025