

WOBURN SANDS TOWN COUNCIL

Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH

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Members of Woburn Sands Town Council Communications Committee are hereby summoned to attend the **Meeting of the Finance Committee** on **Monday 5th August 2024 at 6.30pm in the Committee Room, Memorial Hall.**

Members of the public are welcome to attend.

DRAFT MINUTES

Meeting suspended until Cllr G Jones arrived 19.00 to make the meeting quorate.

ACTIONS

1/24	Elect chair for the Finance Committee: Cllr T Sutton elected	
2/24	Present: Cllrs Trudie Sutton, Alex Poppleton. Clerk Alison Jordan. Meeting suspended until Cllr G Jones arrived 19.00 to make the meeting quorate.	
3/24	Apologies: None.	
4/24	Agree minutes from last meeting: Resolved to approve.	APPROVED
5/24	Review terms and references: Resolved to approve but note that due to councillor vacancies there are only three on the committee not the recommended four in the terms of reference.	APPROVED
6/24	New Financial Regulations: Resolved to agree to recommend the new Financial Regulations to the full council to adopt.	To recommend adopting
7/24	Staff issues: a. Working out holiday pay for Finance Admin post. It was agreed to ask Financial Assistant to inform the Clerk when she would like to take annual leave and record the hours/days taken per month. b. Feedback: The community Caretaker successfully completed his end of three-month probation appraisal c. Finance Admin three-month probation appraisal will be in early August and to be taken by the Clerk. d. Other staff annual appraisals held in late August. Cllr T Sutton to appraise the Clerk and The Clerk to appraise all other staff. e. New Weekend Caretaker due to commence employment with the council next week.	
8/24	Budget update: First quarter was presented for information, the Clerk was asked to make the presentation of the monthly payments list and reports clearer	

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9/24	Update on bank accounts: <ul style="list-style-type: none">• Signatories: AGREED to add Cllr A Poppleton as an authorising signatory for the Unity Trust Bank account• Bank account fees were £75 per quarter. The Clerk brought this to the committee's attention because it seems higher than when banking with NatWest <p>The Clerk left at 19.45 and councillors concluded the meeting</p>	AGREED Clerk to look at ways of lowering the bank fees.
10/24	Date of next meeting: 6.30pm 21 st October 2024	

Meeting ended: 19.45

Signed:

Date: