

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 are hereby summoned to attend the Finance Committee Meeting of Woburn Sands on **Monday 6th July 2026 at 1.00pm in the Committee Room, Memorial Hall.**

MINUTES

- 1/26 Present: Chair T Sutton, Cllrs D Hopkins, A Poppleton, F Pearson**
Clerk: J Farrant
- 2/26 Apologies: Cllr H Lewis**
- 3/26 To appoint a chair of the Finance Committee: DH nominates TS, Seconded AP, Agreed FP**
- 4/26 DECLARATION OF INTEREST:** Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.
- 5/26 Quarterly Bank Reconciliation & Bank Statements:** To appoint a committee member to approve the bank reconciliations and statements each quarter. As recommended in the IA. **CHAIR TO SIGN every quarter as well as the chair**
- 6/26 Co-op Bank Account:** Details are currently being updated to the new clerk. One other signatory will be needed. **Add Trudie as a signatory.**
- 7/26 Point from internal audit - B8:** Payments for authorisation – **D Hopkins will sign the payments list at the full council meetings**
- 8/26 Review actuals spend on cost centres for qe 06/26:** Compare against budget overview of each area: **Compare at full council meetings**
- 9/26 Recommendations from IA:**
- Debit Card Use Policy is recommended: **ACTION: Clerk to produce policy for adoption at full council meeting**
 - Reserves Policy is recommended: **ACTION: Clerk to produce policy for adoption at full council meeting**
 - Investment Strategy is recommended: look for a template for the investment strategy, look at the ethical strategy.
- 10/26 To note from IA:**
- Spending powers should be recorded in minutes and in scribe: **ACTION: Clerk to put this in place**
 - Bank balances should be recorded in the minutes of meetings: **ACTION: Clerk to record balances in the minutes**

- The council should publish asset register, expenditure over £500, budgets, grants awarded: **ACTION: Clerk to ensure info is uploaded to website**

11/26 Item for next Agenda: To review insurance policy:

- Consider adding fidelity insurance
- Consider adding cyber insurance

12/26 Date of next meeting: Monday 5th October 1pm.

Meeting Ends: 13.40