**NOTICE OF TROWSE WITH NEWTON PARISH COUNCIL FINANCE COMMITEE MEETING**

You are hereby summoned to attend the Trowse with Newton Parish Council Finance Committee meeting due to take place in a virtual meeting room on

**Wednesday 6th May at 5pm**

Members of the press and public are invited to attend, and any questions should be directed to the clerk via trowsepc@outlook.com

# Ted Leggett

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Parish Clerk

## AGENDA

1. **ATTENDANCE**

To note those present and consider apologies for absence. To confirm a minimum of three councillors needed to attend each meeting to be quorate. Current members are Cllrs Janet Peart (Chair) Morgan Haynes, James Smerdon, Hazel Smith.

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**.

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests Form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

* + - Your wellbeing or financial position.
    - That of your family or close friends.
    - That of a club or society in which you have a management role.

In these instances, members must declare a PERSONAL interest, but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

1. **MINUTES OF PREVIOUS MEETING** to confirm satisfaction

1. **PUBLIC FORUM** 
   1. To receive comments from members of the public, restricted to 2 minutes per person, on matters elsewhere in the agenda. Item to last no more than 10 minutes.

1. **INTERNAL AUDIT & YEAR END.** 
   1. To provide update of progress of preparation for internal audit and preparation for year end/AGAR.

1. **BANKING AND SIGNATORIES.** 
   1. Update on current Bank Balances and state of banking access
2. **VAT UPDATE**
3. **DATE AND TIME OF NEXT MEETING.**

1. **ANY ITEMS FOR THE AGENDA FOR FUTURE MEETINGS**