**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 at the Manor Rooms, The Street, Trowse on:

**Thursday 21st November at 7.15pm**

Members of the press and public are invited to attend

# Sarah Hunt

Sarah Hunt

Parish Clerk

## AGENDA

1. **ELECTION OF CHAIR.**

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 Morgan Haynes, Janet Peart, 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** None – inaugural meeting.

1. **PUBLIC FORUM** 
   1. To receive comments from members of the public, restricted to 5 minutes per person, on matters elsewhere in the agenda. Item to last no more than 20 minutes.

1. **INTERNAL AUDIT.** 
   1. To receive the internal auditors report and consider recommendations.

1. **BANKING AND SIGNATORIES.** 
   1. To review current banking arrangements.

1. **SCRIBE ACCOUNTING.**

Sarah Hunt – Acting Clerk, Trowse with Newton Parish Council, The Manor Rooms, The Street, Trowse. [trowsepc@outlook.com](mailto:trowsepc@outlook.com)

* 1. To confirm the current status with regard to uploading the data.

1. **VAT.**

To receive update from Clerk on current reclaim status.

1. **CURRENT FEES – CEMETERY.**
2. **TO REVIEW ASSET REGISTER.**
3. **TO REVIEW OPEN SPACES MINUTES AND FINANCIAL IMPLICATIONS.**
4. **TO REVIEW BUDGET AND CONSIDER PRECEPT RECOMMENDATION.**

1. **DATE AND TIME OF NEXT MEETING.**

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