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

Held at at the Manor Rooms, The Street, Trowse on **Wednesday 6th May at 5pm**

Present: Cllrs Morgan Haynes, Janet Peart, James Smerdon, Hazel Smith. Clerk: Mr T Leggett

1. **APOLOGIES.**

None.

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

Allotment Holders: Cllrs M Haynes, H Smith. The meeting is making no decisions regarding allotments.

1. **MINUTES OF PREVIOUS MEETING** None – inaugural meeting.

1. **PUBLIC FORUM .** No one present.

1. **INTERNAL AUDIT & YEAR END**

5.1 Clerk provided update on year end, which will be signed off after internal audit.

1. **BANKING AND SIGNATORIES.** 
   1. Clerk provided update on year end reconciliation
   2. Clerk will continue to attempt to gain access to Santander Bank account
   3. Discussion around supporting local charities. Referred to charitable donation policy and **Cllrs** agreed that they would be open to making donations to a relevant local charity to assist anyone in the ongoing public health crisis
2. **VAT.**
   1. A VAT return is due to be completed when the data is uploaded and year end completed
3. **COMMITTEE STRUCTURE**

8.1 **Cllrs** unanimously agreed for **Cllr J Smerdon** to be elected as deputy chair in the case of the absence of committee chair

1. **DATE AND TIME OF NEXT MEETING AND ANY ITEMS FOR AGENDA**
   1. Next meeting to take place on weds 17th June at 5pm
   2. Charitable donations policy to be reviewed