**Minutes of Trowse with Newton Parish Council – Finance Committee meeting held on 20th February 2023 at 6.30pm,**

**in The Manor Rooms, Trowse.**

**Present**

Cllr Haynes (chair), Cllr Bowers (via Teams), Cllr Owen and Kate Leggett (Clerk)

**061 (001) Apologies**

Cllr King

**062 (002) Declarations of Interest and Dispensations**

None for this meeting

**063 (003) Minutes of the previous meeting**

Minutes of the meeting held on the 16th January 2023 were **agreed and signed.**

**064 (004) Maters Arising from the previous minutes**

None for this meeting

**065 (005) Public Forum**

None

**066 (006) Financial Procedures**

6.1

a) Finance Committee Terms Of Reference agreed. Clerk to print for next meeting.

b) The Disaster and Continuity Plan was agreed. **Resolved to present to Full Council for approval.**

Clerk to make insurance investigations regarding quotes for future policies.

6.2

a) **Payments and Bank reconciliations for January 2022 were agreed and signed.**

**067 (007) Banking Issues**

7.1 The Clerk updated members on any banking issues.

The council’s accounts package, Scribe, is currently being reviewed so we can get the most out of its functions and save time when producing bank reconciliations etc.

The clerk has also made a VAT reclaim, which should be received n the coming weeks.

**068 (008) Any Other Business**

None

**069 (009) Date and time of next meeting**

Next meeting Monday 20th March 2023 at 6.30pm.

Meeting closed at 6.53pm

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| **Decisions/Actions** | **Delegated to** |
| Print Terms of Reference for signature | Clerk |
| Santander | Clerk and Cllr Bowers |
| Scribe updates | Clerk and Cllr Bowers |