**Minutes of Sproughton Parish Council Finance Committee held via Zoom on Wednesday 30th September 2020 at 19:00pm.**

**ATTENDEES:** Cllr Curl, Powell, King, Maxwell, Kirsty Webber (Parish Clerk

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**
2. **APOLOGIES**
3. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**
4. **MINUTES** 
   1. Councillors to consider and approve the minutes of the Parish Council Finance Committee Meeting Monday 29th June 2020

4.1.1 These are believed to be factually correct. Cllr Curl proposed Cllr Powell second All Cllrs agreed minutes from 29th June 20.

* 1. Review of actions from previous minutes.

4.2.1 All actions complete.

1. **FINANCE** 
   1. Cllrs to discuss and review Internal Control Document.

5.1.1 Cllrs discussed and updated the internal control statement regarding online and telephone banking. Cllr Curl proposed update, Cllr King second all Cllrs agreed.

* 1. Cllrs to discuss Online banking process.

5.2.1 Cllrs discussed the best process for the use of online banking and agreed to the actions put in place regarding this. Cllr Curl proposed, Cllr Powell second all Cllrs agreed.

* 1. Cllrs to consider draft budget FY 2021/2022.

5.3.1 Cllrs discussed and considered draft budget. This will be put before the Council at the October meeting to discuss.

1. **TO AGREE TIME, DATE AND PLACE OF NEXT FINANCE MEETING**

6.1 TBC

1. **ITEMS FOR NEXT MEETING**

7.1 TBC

1. **AOB**
2. **CLOSE OF MEETING**

9.1 Meeting closed at 20:03pm

Simon Curl

Chairman, Finance Committee, Sproughton Parish Council.