**Members of Sproughton Parish Council Finance Committee are hereby summoned to attend the Parish Council Finance Committee meeting to be held via Zoom on Wednesday 30th September 2020 at 19:00pm to transact the business as set out below.**

Due to Covid-19 isolation requirements the meeting will be held via the audio-video conferencing application Zoom. If you would like to dial-in please email the Clerk on [SproughtonPC@gmail.com](mailto:SproughtonPC@gmail.com)

**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
   2. Review of actions from previous minutes.
5. **FINANCE** 
   1. Cllrs to discuss and review Internal Control Document.
   2. Cllrs to discuss Online banking process.
   3. Cllrs to consider draft budget FY 2021/2022.
6. **TO AGREE TIME, DATE AND PLACE OF NEXT FINANCE MEETING**
7. **ITEMS FOR NEXT MEETING**
8. **AOB**
9. **CLOSE OF MEETING**

**Kirsty Webber**

Kirsty Webber, Clerk, Sproughton Parish Council.