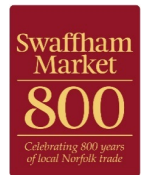




Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop, Town Clerk **E-mail:** townclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council Finance Committee

You are hereby summoned to a virtual meeting of the **Finance Committee** on **Wednesday 3rd June 2020** at **4.00pm** by using the following link:

<https://us02web.zoom.us/j/89968178507?pwd=SnY5RjBQVUIXdjJDMVNIaGdmY3pMZz09>

N.B In the case of non-members this agenda is for information only.

Richard Bishop
Town Clerk

Committee members are as follows: -

Councillors: - J Skinner, K Sandle, J Anscombe, S Bell, G Edwards, B Holmes, I Pilcher

Summons issued on 28th May 2020

AGENDA

- 1 To receive apologies for absence**
- 2 To receive declarations of interest for items on the agenda**

To adjourn the meeting to allow any members of the public to address the Finance Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)
- 3 To receive and consider any Financial issues raised by non-Committee member Councillors (prior notification must be received).**
- 4 To receive and consider any urgent items at the Chairman's discretion (prior notification must be received).**
- 5 To receive and agree the Minutes: Monday 13th January 2020**
- 6 To report on outstanding actions agreed at the last meeting.**
- 7 To consider Financial Report, issues for consideration and updates from the RFO:**
 - 7.1 ****To receive and consider Income and expenditure to 31st March 2020.**
 - 7.2 To receive and consider – Draft End of Financial Year Approval:
 - 7.2.1 Annual Internal Audit Report 2019/20 – to be signed off by Auditing Solutions Ltd
 - 7.2.2 Income and Expenditure summary report and Balance Sheet 2019/20
 - 7.2.3 Notice of Public Rights – to agree dates
 - 7.2.4 Section 1 – annual Governance Statement 2019/20
 - 7.2.5 Section 2 – Accounting Statements 2019/20
 - 7.3 ****To receive and consider Pest control contract for 2020/21.**
 - 7.4 To discuss the possibility of a Section 106 policy.
- 8. To agree date for next meeting and items for the agenda: Monday 27th July 2020, 4.00pm.**