



Fakenham Town Council

**A meeting of the FINANCE SUB COMMITTEE WILL BE HELD AT
FAKENHAM CONNECT, OAK STREET, FAKENHAM ON
MONDAY 28th APRIL 2025 at 3:00PM**

AGENDA

1. To receive apologies for absence
2. Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda.
3. To receive minutes of the Finance subcommittee meeting on 17th March 2025
4. To review Matters arising from the Minutes:
 - **Minute 152 (131)** – To confirm the instruction to proceed with the Unity Trust Bank account application submission with former Cllr J Holdom removed as a signatory – Unity Trust have been informed, and the application is proceeding
 - **Minute 152 (132)** – To confirm the instruction to remove former Cllr J Holdom as a signatory from the CCLA account – CCLA have been informed, no response to date
 - **Minute 152 (134)** – To discuss a Barclay's mandate change to include additional signatories – this mandate change has been initiated
 - **Minute 152 (139)** – To review aged debtors – Chamber of Commerce and discuss raising an invoice for debt recovery – an invoice has been emailed to a representative of Shop Fakenham, to date with no response, M Benstead of Stephenson Smart may be able to assist
 - **Minute 152 (141)** – To review the Procurement Policy – to include provision for preferred contractors - deferred
 - **Minute 160** – To discuss in principle, a subscription to CloudyIT (as budgeted for 2025-26) to support the implementation of SAPPP 2025-26 changes, with a view to commencing as soon as possible to ensure a smooth and efficient transition – Cllrs resolved to recommend to Full Council a trial of CloudyIT's free subscription Decision Module
 - **Minute 161** – To receive and review the Asset Register, as amended by Stephenson Smart – Amended Asset register to be presented to April Finance Sub-committee meeting. Cllrs resolved to recommend to Full Council that the Clerk be delegated authority to dispose of the following assets, ensuring the best price is obtained for each: Kioti, Plough, Tractor Tyres

- **Minute 163** – To discuss, in principle a subscription to Civicy – Cllrs agreed in principle to subscribing to Civicy and resolved to recommend to Full Council that the Clerk be delegated authority to proceed, subject to obtaining value for money
- **Minute 165** – To receive and review a quotation from Mapus-Smith & Lemmon for 2025-26 Internal Audit function £1,200 excl. VAT – Cllrs resolved to recommend to Full Council Mapus-Smith Lemmon be appointed as Fakenham Town Council's Internal Auditor for 2025-26

5. To review finance reports for month ending March 2025

- To receive and review March 2025 payments and receipts for Fakenham Town Council and Charter Market
- To receive and review March 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statement balances for signing
- To receive and review the fourth quarterly Income and Expenditure Budget vs Actuals report
- To receive schedule of payments over £500 for display on the website

6. To note the transfer of a further £30,000 (total £60,000 to date) from the Business Reserves bank account to the General bank account to support cash flow until receipt of the first precept payment. All amounts transferred for cash flow purposes to be transferred back to the Business Reserves bank account upon receipt of the precept payment.

7. To receive notification and discuss to recommend to Full Council for retrospective approval:

NNDC Rate Demand 1/04/2025 – 31/03/2026 – Market

£1,621.75 (DD £136.75 x 1 £135.00 x 11)

NNDC Rate Demand 1/04/2025 – 31/03/2026 – Creake Rd Cemetery

£2,170.65 (DD £190.65 x 1 £180 x 11)

NNDC Rate Demand 1/04/2025 – 31/03/2026 – Queens Rd Cemetery

£923.15 (DD £923.15)

NNDC Rate Demand 1/04/2025 – 31/03/2026 – FTC Office, Fakenham

Connect £1,210.08 (DD £1,210.08)

NNDC Quarterly Service Charge 1/04/2025 – 30/06/2025 – Fakenham

Connect £1,722.50

8. To receive notification and discuss to recommend to Full Council for approval:

Rialtas Inv No SM31613 Omega Cashbook Annual Support and Maintenance Licence for 5 Users 1/04/2025 - £589 (excl VAT)

Rialtas Inv No SM31614 Allotments Software Annual Support & Maintenance Licence for 5 Users 1/04/2025 - £265 (excl VAT)

Rialtas Inv No SM31615 Making Tax Digital for VAT Submission Annual Subscription 1/04/2025 - £116 (excl VAT)

Rialtas Inv No SM31616 Rialtas Cloud User Fee x 5 1/04/2025 - £1,690 (excl VAT)

9. To receive notification and discuss to recommend to Full Council for approval:
NALC Membership 2025 – 2026 £1133.33
10. To note the renewal of SLCC Membership - £360 (no VAT)
11. To discuss Invoice 1630 £453 (excl. VAT) Café Menu Systems for plaque
inner disc replacements, noting the work was approved for 2025–26 but
instruction to proceed appears to have been given during 2024–25
12. To discuss Invoice 90936316 £457.48 (excl. VAT) Amey and review
associated circumstances
13. To note the payment of March's Norfolk Pension Fund contribution £628.80,
approved by the Clerk
14. To receive the Clerk's report on liaison meeting with RFO / Stephenson Smart
as recommended by Internal Auditor
15. To receive the Internal Controller's report
16. To receive the Finance Team Report
17. To move that the Public & Press be excluded from the Meeting under the
provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act
1960.
18. To discuss the FLASH project
19. To move into Open Session
20. To note the date and time of the next Finance Committee meeting: 19th May
2025 at 3:00pm