

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT  
FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 19<sup>th</sup> FEBRUARY 2024**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom, Acheson, I Ponton

Town Clerk: Lesley Meanley

Administration Assistant: Karen Lindsay

	<b>AGENDA</b>	<b>Action (initials)</b>
<b>85</b>	<b>APOLOGIES</b> No Apologies received	
<b>86</b>	<b>MINUTES</b> On the proposition of Cllr Acheson, seconded by Cllr Holdom the minutes of the meeting held on 15 <sup>th</sup> January 2024 were agreed by all.	
<b>87</b>	<b>MATTERS ARISING:</b> <b>Minute 77 (61, 45, 33, 21, 12, 3, 32, 47, 54, 69, 78, 85)</b> - Bank Mandate and debit card application update. Clerk and Cllr Dutton are now able to access bank accounts. Cllr Glynn has received notification and will action. The Office will now make a separate application for debit cards. <b>Minute 77 (67)</b> – Cllr Dutton to reconvene the Data Protection sub-committee. Cllr Dutton has assembled members and will now set date.	<b>MD</b>
<b>88</b>	<b>TO REVIEW FINANCE REPORTS FOR MONTH ENDING JANUARY 2024</b> Receive and review January 2024 payments and receipts for Fakenham Town Council and Charter Market – these were approved for presentation and approval by full Council. Receive and review January 2024 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts – these were approved for presentation and approval by full council. To receive schedule of payments over £500 for uploading to website.	
<b>89</b>	<b>TO REVIEW FINANCE RELATED POLICIES</b> <ul style="list-style-type: none"> <li>• <b>EXPENSES POLICY</b> To be presented, with agreed amendments, for ratification at Full Council meeting 28<sup>th</sup> February 2024</li> <li>• <b>RESERVES POLICY</b> To be presented for ratification at Full Council meeting 28<sup>th</sup> February 2024</li> </ul>	
<b>90</b>	<b>TO DISCUSS THE NEW BUSINESS PLAN</b> Nothing to discuss at present but to be kept as an on-going agenda item	
<b>91</b>	<b>TO DISCUSS THE INTERNAL CONTROLLER’S TERMS OF REFERENCE</b> To be presented, with agreed amendments, for ratification at Full Council meeting 28 <sup>th</sup> February 2024	
<b>92</b>	<b>TO RECEIVE AND APPROVE CONNECT BUILDING PREMISES SERVICE CHARGE FROM NNDC</b> Approved payment for £4,669.40	

93	<b>TO REVIEW MARKET TOLLS GRANT APPLICATION AND ACQUITTAL PROCESS</b> Referred to Development & Market Committee for review	
94	<b>TO RECEIVE AND APPROVE ANGLIAN CHEMICALS PRICE INCREASE NOTIFICATION</b> Received and approved 6% increase	
95	<b>TO DISCUSS KIOTI REPAIR COSTS AND REPLACEMENT</b> Replacement has been approved within the 2024/25 budget. Recurring maintenance issues will necessitate the Clerk commencing the procurement process now.	
96	<b>TO APPROVE RENEWAL OF MS365 LICENCING</b> To be reviewed	<b>MD Clerk</b>
97	<b>TO RECEIVE NOTIFICATION OF INCREASE IN TALK TALK COSTS</b> 7.7% increase noted - new contract to be reviewed	<b>MD Clerk</b>
98	<b>TO RECEIVE AND APPROVE THE NURTURE GROUP LANDSCAPES (FORMERLY CGM) QUOTE FOR 2024</b> Received and approved Grounds Maintenance Contract £12,836.53 +VAT pa and Verges Contract £10,285.20 +VAT pa	
99	<b>TO RECEIVE CLERKS REPORT ON LIASON MEETING WITH RFO AS RECOMMENDED BY INTERNAL AUDITOR</b> Reports provided by Stephenson Smart were discussed – reports forwarded to Councillors to be refined. Coding of monies received for the adoption of streetlights was discussed. Cllr Dutton will be unavailable to attend the next meeting.	
100	<b>TO RECEIVE THE FINANCE TEAM REPORT</b> Nothing to report	
101	<b>DATE &amp; TIME OF NEXT MEETING</b> The next meeting will be held on Monday 18 <sup>th</sup> March 2024 at 4:30pm.	
	There being no further business the meeting closed at 5:45pm  Confirmed this    day of    2024  <p style="text-align: right;"><b><u>CHAIRMAN</u></b></p>	