

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 12TH DECEMBER 2022**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs, G Acheson, J Holdom, D Andrews, and A Glynn.

Town Clerk: G Hawkes.

	AGENDA	Action (initials)
52	APOLOGIES None	
53	MINUTES On the proposition of, Cllr Acheson, seconded by, Cllr Dutton the minutes of The meeting held on 14 th November were AGREED by all and signed by the Chairman.	
54	MATTERS ARISING: Min 47 (11,21,29,36) – Amendment to the asset register – the Clerk will liaise with M/s Watters. Min 47 (13,21,29) – Review of the Financial regulations, Financial Risk Assessment FRA7, Standing Orders – these have been updated and once reviewed by Cllr Dutton can then be circulated, ratified at full council and added to the website. Min 47 (32) – Instructions have been given to Barclays Bank for the bank mandate to be updated	Clerk M Dutton/ Clerk
55	TO REVIEW FINANCE REPORTS FOR THE MONTH ENDING 30th November 2022 <ul style="list-style-type: none"> • To receive and review the November 2022 receipts and payments for Fakenham Town Council and Charter Market • To receive and review the November 2022 bank reconciliation reports for Fakenham Town Council and Charter market bank accounts. <p>On the proposition of Cllr Dutton seconded by Cllr Holdom, these were approved for presentation and approval by Full Council. All agreed.</p>	
56	TO RECEIVE UPDATES ON THE 2023-2024 BUDGET Cllr Dutton updated the meeting on the latest figures. Members discussed including a figure for EP Youth to do outreach work in the community, a full presentation will be made by Cllr Glynn at full council. The Clerk will investigate the likely cost of appointing a new contractor to manage the current CCTV system. Subject to a few amendments the final budget will be agreed at the December meeting of full council.	Clerk

57	<p>INSURANCE RENEWALS</p> <p>The Clerk discussed the three renewal premiums for the Town Council and on the proposition of Cllr Andrews, seconded by Cllr Glynn, it was agreed by all to accept the renewal premiums. The Clerk will progress cover before the office closes for Christmas as the renewal date is the 1st January 2023.</p>	Clerk
58	<p>INTERNAL & EXTERNAL AUDITS</p> <p>Cllr Dutton reported the appointment of PKF Littlejohn as external auditor for a further three years.</p> <p>Cllr Dutton also reported receipt of the internal audit report, there were four recommendations,</p> <ul style="list-style-type: none"> • The Town Clerk and RFO should meet on a monthly basis to review current issues, • The Data protection sub committee should meet to review processes, • References to named individuals as contact points should be amended to read Town Clerk of Chairman on the council website, • The current Chairman of the Finance committee should not also be the ICO officer, therefore on the proposition of Cllr Dutton, seconded by Cllr Glynn, it was agreed by all for Cllr Acheson to be the ICO officer. 	
59	<p>DATE & TIME OF NEXT MEETING</p> <p>The next meeting will be held on Monday 16th January 2023</p>	
	<p>There being no further business the meeting closed at 17.40pm</p> <p>Confirmed this day of 2023</p> <p style="text-align: right;"><u>CHAIRMAN</u></p>	