MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCILHELD AT

FAKENHAM COMMUNITY CENTRE, OAK STREET,

ON MONDAY 17th April 2023

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs G Acheson, and Holdom.

Deputy Town Clerk: A Kerrison and M Watters from Stepheson Smart

	AGENDA	Action (initials)
83	APOLOGIES	
03	Apologies were received and accepted from Cllrs Glynn and Andrews.	
84	MINUTES	
	On the proposition of Cllr Holdom, seconded by Cllr Acheson the minutes of The meeting held on 13 th March 2023 were AGREED by all and signed by the Chairman.	
85	Cllr Holdom declared a non-pecuniary interest in item 6 on the agenda -"To receive the Norfolk ALC subscription renewal"	
	MATTERS ARISING: Min 78 (11,21,29,36,47,54,62, 69) – Amendment to the asset register – this is ongoing. It will need to be compared to the insurance documents to make sure that adequate insurance is in place.	Clerk
	Min 78 (32,47,54,62, 69) – Cllr Glynn needs to take her ID to Barclays for certification. This is ongoing due to problems at the bank.	
	Minute 81 – Letter to Norfolk Pension Fund. This was signed by Cllr Holdom and emailed to the Pension Fund administrator on 4 th April 23. A	Deputy Clerk
	copy of this is to be sent to Ms Watters for her records. Minute 81 – Licensing of Rialtas software on the cloud. This is ongoing, Cllr Dutton is liaising with Rialtas.	MD
	Minute 81 – Contribution to River Wensum project. It was noted that FTC have made a contribution of £5K. We are now being asked for a further contribution for the remaining works. Tis is to be discussed at L&E tomorrow evening and then at Full Council.	Deputy Clerk
86	TO REVIEW FINANCE REPORTS FOR THE MONTH ENDING 31st March 2023	
	 To receive and review the March 2023 receipts and payments for Fakenham Town Council and Charter Market To receive and review the March 2023 bank reconciliation reports and signed quarterly bank statements for Fakenham Town Council and Charter market bank accounts. 	
	On the proposition of Cllr Dutton seconded by Cllr Acheson, these were approved for presentation and approval by Full Council. All agreed.	
	It was noted that we are still paying for the skip blocking the entrance to Aldiss Park to prevent illegal encampment. The Clerk is to be asked where we are with this.	
	The first tranche of precept payment has not yet been received. A discussion took place regarding borrowing money from the reserves and paying it back on receipt of the Precept.	

	The guarterly Income and Evnenditure Budget y Actuals report is not	
	The quarterly Income and Expenditure Budget v Actuals report is not	
	yet ready and will be circulated before the next meeting.	
87	TO RECEIVE NOTICE OF THE END OF YEAR INTERNAL AUDIT REVIEW FOR THE	
07	YEAR ENDING 31 ST MARCH AND REVIEW FINANCE ITEMS IN RFO AUDIT	
	PROGRAMME.	
	Renew approval of BACS or CHAPS.	
	 Receive a report on any 2023-24 pay increments. 	
	· · · · · · · · · · · · · · · · · · ·	Deputy
	 Confirm stock check is underway for Asset Register annual revaluation. The Groundsmen are to be asked to do this. 	Clerk
		Cicik
	The updated GDPR policy needs to be accepted at Full council and is to be	
	added to the next agenda.	MD/JH
	The tendering process for work to be done needs to be updated The Clerk was	1012/311
	working on this. Cllrs Dutton and Holdom will review and report back to the	
	next meeting.	Clerk
	A P&R meeting is needed to look at Policies to make sure all have been updated	
	where necessary. The contract for IT support people reviewing. Cllr Acheson will look at	GA
	The contract for IT support needs reviewing. Cllr Acheson will look at	
	alternative providers to compare costs.	
	The Clerk has recently renewed the mobile phones contract and got a reduced cost.	
88	TO RECEIVE THE NORFOLK ALC SUBSCRIPTION RENEWAL	
	Cllr Holdom declared a non-pecuniary interest.	
	On the proposition of Cllr Dutton seconded by Cllr Acheson it was agreed that	
00	this should be renewed at a cost of £1059.25.	
89	TO RECEIVE A QUOTE FOR WORK ON TREES IN ALDISS PARK	
	A number of trees in a poor state need work. On the proposition of Cllr	
	Dutton, seconded by Cllr Acheson it was agreed to pay for the work as FRGC	
	does not have the money, on the proviso that it is stated which budget this is to be paid from.	
90	TO RECEIVE NOTIFICATION OF A PRICE INCREASE FROM THE GRASS CUTTING	
90	CONTRACTORS	
	It was noted that the Clerk has a scheduled meeting with the directors from	Clerk
	the contracted company. He will report back after the meeting.	CICIK
91	TO RECEIVE THE FINANCE TEAM REPORT	
91		
	Cllr Dutton stated that at year end the precept has been spent. Work has been done that wasn't budgeted or planned for. On the proposition of Cllr	
	Acheson, seconded by Cllr Dutton and agreed by all that Cllr Holdom is instructed to contact NNDC and find out when the next precept payment will	
	arrive. If needs be £50K is to be transferred from reserves and paid back when	
	the precept arrives. To avoid this in the future, any future unscheduled	
	payments authorized by Full Council must also stipulate which budget the	
	payment is to be taken from. Refere the payt Finance meeting. Clirk Dutten and Holdem will meet on 2 rd	
	Before the next Finance meeting, Cllrs Dutton and Holdom will meet on 3 rd	
02	May to complete the Audit process. DATE & TIME OF NEXT MEETING	
92	The next meeting will be held on Monday 19 th June 2023 at 4:30pm.	
	The heat meeting will be held on worlday 13° Julie 2023 at 4:30pm.	
	There being no further business the meeting closed at 18.00pm	
	Confirmed this day of 2023	
	Commined this day of 2025	
	<u>CHAIRMAN</u>	
	<u>Circuit (1)</u>	