

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT
FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 17th July 2023**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom and Rockett.

Town Clerk: Lesley Meanley

	AGENDA	Action (initials)
10	APOLOGIES No Apologies received	
11	MINUTES Cllr Holdom would like to understand the inaccuracies mentioned in the ICO report discussed at the 12 th June Meeting. Clerk to detail. On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of The meeting held on 12 th June 2023 were agreed by all.	Clerk
12	MATTERS ARISING: Minute 3 (32, 47, 54, 69, 78, 85) – Bank Mandate update – Cllr Holdom had sent off further details. Barclays have advised they still need more information, and we are waiting for correspondence to confirm what’s needed. Minute 7 (81, 85) - Licensing of Rialtas software on the Cloud – Covered in the IT Committee meeting 13 th July 2023 Minute 7 (87) – IT Support contract to be reviewed. Covered in the IT Committee meeting 13 th July 2023. Minute 3(90) – To receive update on grass cutting contract and invoicing. CGM have yet to revise invoices for the missing month. Minute 3 (11,21,29,36,46,54,69,78,85) – Review adequate insurance is in place ahead of December renewals. Minute 85 (11, 21, 29, 36, 46, 54, 69, 78) –Asset register revaluation – Stephenson Smart should have. Cllr Dutton to check	MD
13	TO REVIEW FINANCE REPORTS FOR MONTH ENDING 30TH APRIL, 31ST MAY & 30TH JUNE 2023 TO REVIEW 2022-23 STATUTORY BALANCE SHEET FOR FAKENHAM TOWN COUNCIL Receive and review April, May & June 2023 payments and receipts for Fakenham Town Council and Charter Market Receive and review April, May & June 2023 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts. Receive confirmation of reconciliation of Bank Statements for Fakenham Town Council and Charter Market bank accounts. Receive and review 2023 1st quarter Budget v Actuals report for Fakenham Town Council. Cllr Holdom asked for confirmation the Charter Market didn’t take cash payments - Deputy Clerk to confirm. Several miscoded invoices need to be moved to correct budgets by Stephenson Smart Overspend at Queens Road Chapel can be allocated from ear marked reserves. On the proposition of Cllr Dutton seconded by Cllr Holdom, these were approved for presentation and approval by Full Council. All agreed.	Deputy Clerk

