

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT  
FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 11<sup>th</sup> DECEMBER 2023**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom, Acheson, V Joslin

Town Clerk: Lesley Meanley

Administrative Assistant: Karen Lindsay

	<b>AGENDA</b>	<b>Action (initials)</b>
<b>59</b>	<b>APOLOGIES</b> No Apologies received	
<b>60</b>	<b>MINUTES</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of the meeting held on 13 <sup>th</sup> November 2023 were agreed by all.	
<b>61</b>	<b>MATTERS ARISING:</b> <b>Minute 45 (33, 21, 12, 3, 32, 47, 54, 69, 78, 85)</b> – Bank Mandate and debit card application update – Further detail requested by Barclays and sent recorded delivery. <b>Minute 45 (33, 21, 12, 3, 11,21,29,36,46,54,69,78,85)</b> – Review adequate insurance is in place ahead of December renewals. Insurance renewals received with amended estate values; all action completed. <b>Minute 45 (33, 21, 12, 11, 21, 29, 36, 46, 54, 69, 78,85)</b> –Asset register revaluation. Revalued, all action completed. <b>Minute 45 (33, 12, 7, 87,12)</b> – IT Support contract to be reviewed. Reviewed, current supplier sufficient, for service and value.	
<b>62</b>	<b>TO REVIEW FINANCE REPORTS FOR MONTH ENDING AUGUST 2023</b> Receive and review November 2023 payments and receipts for Fakenham Town Council and Charter Market – On the proposition of Cllr Acheson, seconded by Cllr Glynn these were approved for presentation and approval by full Council. Receive and review November 2023 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts – On the proposition of Cllr Dutton, seconded by Cllr Glynn these were approved for presentation and approval by full council. To receive schedule of payments over £500 for uploading to website – Received	
<b>63</b>	<b>RECEIVE CLERKS REPORT ON LIAISON MEETING WITH RFO AS RECOMMENDED BY INTERNAL AUDITOR.</b> Discussed Interim internal audit report, nothing to note.	
<b>64</b>	<b>TO RECEIVE NOTICE OF INCREASE IN PRICE OF CONFIDENTIAL WASTE COLLECTION AND TO CONSIDER SETTING UP DIRECT DEBIT.</b> On the proposition of Cllr Dutton, seconded by Cllr Holdom to accept the price increase of 10% and move to payment by direct debit with a £20 plus VAT credit offer to move to full council.	
<b>65</b>	<b>TO CONFIRM THE NEW MARKETPLACE FEEDER PILLAR ELECTRICITY RATES</b> New Tariff noted.	
<b>66</b>	<b>TO CONFIRM RIALTAS AND ICOS LICENCE CHARGES TO INCLUDE THE NEW ADMINISTRATION ASSISTANT</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn these were accepted.	

