MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT

FAKENHAM COMMUNITY CENTRE, OAK STREET,

ON MONDAY 11th DECEMBER 2023

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom, Acheson, V Joslin

Town Clerk: Lesley Meanley

Administrative Assistant: Karen Lindsay

	AGENDA	Action (initials)
59	APOLOGIES	
	No Apologies received	
60	MINUTES	
	On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of the	
	meeting held on 13 th November 2023 were agreed by all.	
61	MATTERS ARISING:	
	Minute 45 (33, 21, 12, 3, 32, 47, 54, 69, 78, 85) – Bank Mandate and debit	
	card application update – Further detail requested by Barclays and sent	
	recorded delivery.	
	Minute 45 (33, 21, 12, 3, 11,21,29,36,46,54,69,78,85) – Review adequate	
	insurance is in place ahead of December renewals. Insurance renewals	
	received with amended estate values; all action completed.	
	Minute 45 (33, 21, 12, 11, 21, 29, 36, 46, 54, 69, 78,85) —Asset register	
	revaluation. Revalued, all action completed.	
	Minute 45 (33, 12, 7, 87,12) – IT Support contract to be reviewed.	
	Reviewed, current supplier sufficient, for service and value.	
62	TO REVIEW FINANCE REPORTS FOR MONTH ENDING AUGUST 2023	
	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	
63	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	
	RECEIVE CLERKS REPORT ON LIAISON MEETING WITH RFO AS RECOMMENDED	
	BY INTERNAL AUDITOR.	
	Discussed Interim internal audit report, nothing to note.	
64	TO RECEIVE NOTICE OF INCREASE IN PRICE OF CONFIDENTIAL WASTE	
	COLLECTION AND TO CONSIDER SETTING UP DIRECT DEBIT.	
	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.	
65	TO CONFIRM THE NEW MARKETPLACE FEEDER PILLAR ELECTRICITY RATES	
	New Tariff noted.	
66	TO CONFIRM RIALTAS AND ICOS LICENCE CHARGES TO INCLUDE THE NEW	
	ADMINISTRATION ASSISTANT	
	On the proposition of Cllr Dutton, seconded by Cllr Glynn these were accepted.	

70 RECEIVE THE DRAFT INTERIM INTERNAL AUDIT REPORT. 3 recommendations made - New 5 year business plan to be drafted. To go onto Policy & Resources agenda. Cllr Dutton to send the clerk the current version Cllr Dutton to reconvene the Data protection sub committee to include Cllr Acheson / Holdom / Dutton & Campbell. Clerk to confirm Data protection subcommittee membership as per the annual meeting meetings. Clerk to maintain a list of suitable data protection officers Fees for lettings of the pavilion to be reviewed – Covered under agenda item 14. 68 TO REVIEW THE DRAFT 2024/25 BUDGET FOR RECOMMENDATION TO FULL COUNCIL MEETING. Figures reviewed to total 42.6% increase and on the proposition of Cllr Dutton, seconded by Cllr Glynn these were approved for presentation and approval by full council. All agreed. 69 TO CONSIDER THE DRAFT INTERNAL CONTROL OFFICER POLICY Clerk & Cllr Holdom to go through to present to next Finance meeting 70 TO CONSIDER THE DRAFT INTERNAL CONTROL OFFICER CHECKLIST Clerk & Cllr Holdom to go through to present to next Finance meeting 71 TO RECEIVE THE INSURANCE RENEWAL Renewal Premiums of £3096.53 for the Estate, £522.93 for vehicles and £405.25 for Cyber insurance received. On the proposition of Cllr Dutton, seconded by Cllr Glynn these were approved for presentation and approval by full council 72 TO CONSIDER TRAP LABE PAVILION HIRE CHARGES FOR RECOMMENDATION TO LEISURE & ENVIRONMENT COMMITTEE Need to understand how the swimming pool may impact upon the pavilion before full review. Until that's clear a 10% increase to one off pavilion hires was suggested for approval at full council on the proposition of Cllr Holdom, seconded by Cllr Dutton 73 TO RECEIVE THE FINANCE TEAM REPORT Nothing to report 74 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday 15th January 2024 at 4:30pm. There being no further business the meeting closed at 18:22pm Confirmed this day of 2023		L	
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