MINUTES of the FINANCE SUB COMMITTEE
held at the Connect Building, Oak Street, Fakenham

MONDAY 19th May 2025 at 3.00PM

Councillors: M Dutton (Chairman presiding), A Glynn, V Joslin & L Harrison

Deputy Clerk & RFO: K Lindsay

192	**TO RECEIVE APOLOGIES FOR ABSENCE** None
193	**DECLARATIONS OF INTEREST** None
194	**MINUTES** On the proposition of Cllr Joslin, seconded by Cllr Dutton the minutes of the Finance Subcommittee meeting held on 28th April 2025 were AGREED by all and signed by the Chairman.
195	**MATTERS ARISING FROM THE MINUTES** • **Minute 175 (152,131) –** To confirm the instruction to proceed with the Unity Trust Bank account application submission with former Cllr J Holdom removed as a signatory – Unity Trust have been informed, and the application is proceeding – Unity requires further details from one of the signatories, this is in hand and the application is proceeding • **Minute 175 (152,132) -** To confirm the instruction to remove former Cllr J Holdom as a signatory from the CCLA account – CCLA have been informed and have provided a specific form to be completed, signed and submitted – submitted 29th April 2025 • **Minute 175 (134)** To discuss a Barclay's mandate change to include additional signatories – this mandate change has been initiated • **Minute 175 (152,139)** – To review aged debtors – Chamber of Commerce and discuss raising an invoice for debt recovery – an invoice has been emailed to a representative of Shop Fakenham, to date with no response, M Benstead of Stephenson Smart may be able to assist There has been no response from Shop Fakenham, Cllr Glynn has sent a further email. M Benstead from Stephenson Smart replied and is not able to assist. Shop Fakenham may be able to access Chamber of Commerce funds in the future; this will be followed up in due course. • **Minute 179** – Rialtas Inv Nos: SM31613 £589 (excl. VAT) Omega Cashbook Annual Support & Maintenance Licence for 5 Users SM31614 £265 (excl. VAT) Allotments Software Annual Support & Maintenance Licence for 5 Users SM31615 £116 (excl. VAT) Making Tax Digital for VAT Submission Annual Subscription SM31616 £1,690 (excl. VAT) Rialtas Cloud User Fee x 5 Councillors resolved to withhold payment of the above listed invoices pending confirmation of contractual obligations and noted that a response is awaited. Rialtas is to be informed of the reason for non-payment at this time. Councillors resolved to recommend to Full Council the payment of the listed invoices, with the intention to issue the required six months' cancellation notice in due course and to transition to an alternative supplier and software provider, potentially Scribe. • **Minute 183 –** To Discuss Inv. 90936316 £457.48 (excl VAT) Amey and review associated circumstances – Cllrs were appraised of the background to this invoice and resolved to withhold payment pending a discussion with County Cllr Fitzpatrick. The matter will be reviewed at the next Finance meeting. Councillors deferred further discussion and a decision, pending receipt of information from Norfolk County Council.
196	**TO REVIEW FINANCE REPORTS FOR FINANCIAL YEAR END 2024-2025 –** • to note that April 2025 reports are not yet available pending year-end close down

	All available finance reports were reviewed and approved for presentation at Full Council
197	**TO REVIEW THE INTERNAL AUDITOR'S REPORT – END OF YEAR INTERNAL AUDIT 2024/25** Councillors resolved to recommend the Internal Auditor's Report – End of Year Internal Audit 2024/25 to Full Council to be received and noted.
198	**TO REVIEW THE AGAR** Councillors resolved to recommend the Annual Governance and Accountability Return 2024/25 to Full Council for approval.
199	**TO NOTE THE TRANSFER OF £60,000 FROM THE PRECEPT ACCOUNT TO THE BUSINESS RESERVES ACCOUNT (REPAYING THE TOTAL AMOUNT PREVIOUSLY TRANSFERRED TO FACILITATE CASHFLOW), AND £36,000 FROM THE PRECEPT ACCOUNT TO THE GENERAL ACCOUNT.** Noted
200	**TO APPROVE THE AMENDMENT OF THE AUTHORISED INDIVIDUALS RESPONSIBLE FOR RECEIVING AND REVIEWING PAYROLL DOCUMENTATION PRIOR TO PAYMENT, IN LINE WITH THE REVISED COMMITTEE STRUCTURE, APPOINTING THE CHAIR OF GOVERNANCE & FINANCE AND THE DEPUTY CLERK/RFO.** Councillors resolved to approve the amendment of the authorised individuals responsible for receiving and reviewing payroll documentation prior to payment, in line with the revised committee structure, appointing the Chair of Governance & Finance and the Deputy Clerk/RFO.
201	**TO RECEIVE THE INTERNAL CONTROLLER'S REPORT** The internal controller's report was received and noted
202	**TO RECEIVE THE FINANCE TEAM REPORT** Nothing further to report. It was noted that this report will be provided by the RFO in future.
203	**TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.** On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
204	**TO DISCUSS THE FLASH PROJECT** No items requiring immediate expenditure were discussed.
205	**TO MOVE INTO OPEN SESSION** On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED the Meeting moves into Open Session
	There being no further business the meeting closed at 3:29pm Confirmed this day of 2025 **CHAIRMAN**