## MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD VIRTUALLY BY ZOOM ON MONDAY 11th JANUARY 2021

PRESENT:

Chairman presiding: Cllr Holdom

Councillors: Cllrs Acheson, Foortse, Andrews, and Dutton

Town Clerk: L Jennings

	AGENDA	Action (initials)
76	APOLOGIES	
	There were no apologies.	
77	MINUTES  On the proposition of Cllr Acheson, seconded by Cllr Dutton, the minutes of the meeting held on 7 <sup>th</sup> December 2020 were AGREED by all and will be signed by the Chairman when the Council is next able to meet.	
78	MATTERS ARISING:	
	<ul> <li>Minute 60 - Hansells Solicitors regarding the Charter Market – this item will be added to the next Policy &amp;Resources agenda for discussion, no further action from this subcommittee.</li> <li>Minute 63 – Pension Policy – The Clerk has amended the dates and the document is now complete with copies being sent to this committee.</li> <li>Minute 73 – Electronic filing of invoices. This has yet to be completed</li> </ul>	
79	TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30st NOVEMBER	
	<ul> <li>The Receipts and Payments report for the Fakenham Town Council account and for the Charter Market for December were on the proposition of Cllr Andrews, seconded by Cllr Acheson, agreed for presentation at the Full Council Meeting.</li> <li>To receive and review the consolidated bank reconciliations with bank balances for Fakenham Town Council accounts and the Charter Market accounts were on the proposition of Cllr Dutton, seconded by Cllr Acheson, agreed for presentation at the Full Council Meeting.</li> <li>To receive and review December 3<sup>rd</sup> quarter Budget v Actuals report and to receive and review the 3<sup>rd</sup> quarter Budget Variance report for Fakenham Town Council accounts were on the proposition of Cllr Dutton, seconded by Cllr Acheson, agreed for presentation at the Full Council Meeting.</li> </ul>	
80	TO INSERT PROCUREMENT PROTOCOL INTO THE FINANCE REGULATIONS  A comment referring to this document will be inserted into Financial Regulation 11 h) as follows:  'As set out in the Council's detailed Procurement Protocol document, ratified at Full Council 17 November 2020'.  All in agreement. The Protocol will be appended to the rear of the Financial Regulations document.	Clerk

TO REVIEW THE INVESTMENT STRATEGY POLICY Considering there being no further interest rates benefits at the current time. Clir Andrews will monitor for any interest increases. The titles will be amended on the document and resubmitted at the next Finance subcommittee meeting in February.  TO RECEIVE THE UPDATED FIXED ASSETS SCHEDULE The Clerk will make some amendments to the document. There will be an item added to the next I. & Eagenda' infantry check'. The amended document will be added to the next I. & Eagenda' infantry check'. The amended document will be added to the next Finance subcommittee meeting in February.  TO RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Clir Dutton, seconded by Clir Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P. & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Clir Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO RECIVE THE FINANCE TEAM REPORT  • To RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Clir Holdom will withdraw the application as it was			
Cllr Andrews will monitor for any interest increases. The titles will be amended on the document and resubmitted at the next Finance subcommittee meeting in February.  70 RECEIVE THE UPDATED FIXED ASSETS SCHEDULE The Clerk will make some amendments to the document. There will be an item added to the next L & E agenda 'infanty check'. The amended document will be added to the next L & E agenda 'infanty check'. The amended document will be added to the next L & E agenda 'infanty check'. The amended document will be added to the next Finance subcommittee meeting in February.  70 RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  81 TO RECEIVE INTERNAL GONTROLLER QUESTIONS Nothing to report.  82 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  83 ** Brackets need to be removed from document. Amended document will be presented to the next Finance Subcommittee meeting in February.  84 ** Date in the footer of the document is amended.  85 ** The Action Plan item R2 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 **TO REVIEW THE ANNUAL TIMETABLE** The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87 **TO RECEIVE THE FINANCE TEAM REPORT**  • The Current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council — Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 **DATE & TIME OF NEXT	81	TO REVIEW THE INVESTMENT STRATEGY POLICY	
on the document and resubmitted at the next Finance subcommittee meeting in February.  TO RECEIVE THE UPDATED FIXED ASSETS SCHEDULE The Clerk will make some amendments to the document. There will be an item added to the next F. & E agenda 'infantry check'. The amended document will be added to the next Finance subcommittee meeting in February.  TO RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  TO RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  TO RECEIVE 201-2022 BUDGET TO DATE Following a discussion and on the proposition of ClIr Dutton, seconded by ClIr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 15%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P. & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended.  The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. ClIr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The Current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North		Considering there being no further interest rates benefits at the current time.	
In February.   TO RECEIVE THE UPDATED FIXED ASSETS SCHEDULE   The Clerk will make some amendments to the document. There will be an item added to the next L & E agenda 'infantry check'. The amended document will be added to the next Finance subcommittee meeting in February.		Cllr Andrews will monitor for any interest increases. The titles will be amended	
TO RECEIVE THE UPDATED FIXED ASSETS SCHEDULE The Clerk will make some amendments to the document. There will be an item added to the next L & E agenda 'infantry check'. The amended document will be added to the next Finance subcommittee meeting in February.  83 TO RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  84 TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Clir Dutton, seconded by Clir Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstantions. This motion will be discussed further at tomorrow evening's P & R meeting.  85 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Clir Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87 TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Clir Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the		on the document and resubmitted at the next Finance subcommittee meeting	Clerk
The Clerk will make some amendments to the document. There will be an item added to the next I. & E agenda 'infantry check'. The amended document will be added to the next Finance subcommittee meeting in February.  7 O RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  84 TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Cllr Dutton, seconded by Cllr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P. & R meeting.  85 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87 TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		in February.	
item added to the next L & E agenda 'infantry check'. The amended document will be added to the next Finance subcommittee meeting in February.  70 RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  70 RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Cllr Dutton, seconded by Cllr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  70 RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R3 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  70 RECIEVE THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  70 RECIEVE THE FINANCE TEAM REPORT  • The Current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021	82	TO RECEIVE THE UPDATED FIXED ASSETS SCHEDULE	
will be added to the next Finance subcommittee meeting in February.  TO RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Clir Dutton, seconded by Clir Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstantions. This motion will be discussed further at tomorrow evening's P & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Clir Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Clir Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BALE TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		The Clerk will make some amendments to the document. There will be an	Clerk
TO RECEIVE INTERNAL CONTROLLER QUESTIONS Nothing to report.  TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Cllr Dutton, seconded by Cllr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  The restriction of the finance subcommittee meeting in February and the application as it was felt the Market would not qualify at this time.  The restriction of the finance subcommittee meeting in February and the subcommittee meeting in Februa		item added to the next L & E agenda 'infantry check'. The amended document	
Nothing to report.  TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of Cllr Dutton, seconded by Cllr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETRABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		will be added to the next Finance subcommittee meeting in February.	
TO RECEIVE 2021-2022 BUDGET TO DATE Following a discussion and on the proposition of ClIr Dutton, seconded by ClIr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Clir Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  TO RECEIVE THE FINANCE TEAM REPORT  TO RECEIVE THE FINANCE TEAM REPORT  The Current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council— ClIr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  The DATE & TIME OF NEXT MEETING The next meeting will be held on Monday  There being no further business the meeting closed at 5.20 pm  Confirmed this  DATE & TIME OF NEXT MEETING The rest meeting will be held on Monday  There being no further business the meeting closed at 5.20 pm	83	TO RECEIVE INTERNAL CONTROLLER QUESTIONS	
Following a discussion and on the proposition of Cllr Dutton, seconded by Cllr Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  85  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended.  The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		Nothing to report.	
Holdom that the Council agree to increase the annual Precept for 2021-2022 by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  85 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87 TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council — Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021	84		
by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at tomorrow evening's P & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council—Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  The DATE & TIME OF NEXT MEETING The next meeting will be held on Monday  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		Following a discussion and on the proposition of Cllr Dutton, seconded by Cllr	
tomorrow evening's P & R meeting.  TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday  February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		Holdom that the Council agree to increase the annual Precept for 2021-2022	
TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT The Action Plan item R2 refers to the Financial Regulations document.  • Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 TO REVIEW THE ANNUAL TIMETABLE The Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		by 1%. 3 votes for with 2 abstentions. This motion will be discussed further at	
The Action Plan item R2 refers to the Financial Regulations document.  Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council — Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		tomorrow evening's P & R meeting.	
Brackets need to be removed from document. Amended document will be presented to the next Finance subcommittee meeting in February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Clir Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday  February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021	85	TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT	
will be presented to the next Finance subcommittee meeting in February.  • Date in the footer of the document is amended.  The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 TO REVIEW THE ANNUAL TIMETABLE  The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87 TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING  The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		The Action Plan item R2 refers to the Financial Regulations document.	
February.  Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council—Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday  February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		Brackets need to be removed from document. Amended document	Clerk
Date in the footer of the document is amended. The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		will be presented to the next Finance subcommittee meeting in	
The Action Plan item R5 refers to a sample month of staff wages that had been reviewed by the Auditor and identified some errors. Cllr Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86 TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  87 TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  88 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		February.	
been reviewed by the Auditor and identified some errors. Clir Holdom explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86		Date in the footer of the document is amended.	
explained how the problem had occurred. This has been rectified by the Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  86		The Action Plan item R5 refers to a sample month of staff wages that had	
Finance Team. The Deputy Clerk wished it to be recorded that she does not produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		been reviewed by the Auditor and identified some errors. Cllr Holdom	
produce the spreadsheet but merely enters the figures.  TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		explained how the problem had occurred. This has been rectified by the	
TO REVIEW THE ANNUAL TIMETABLE The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council — Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		Finance Team. The Deputy Clerk wished it to be recorded that she does not	
The Finance Risk Assessment review will be completed and presented at the next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		produce the spreadsheet but merely enters the figures.	
next Finance Subcommittee meeting in February.  TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021	86		
87 TO RECEIVE THE FINANCE TEAM REPORT  • The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		· · · · · · · · · · · · · · · · · · ·	Clerk
The current Pension Policy states it is a Policy for those employees who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		·	
who are in the Local Government Pension Scheme. It does not cover these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021	87		
these employees who have a NEST Pension. This will be rectified. This amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.   BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021			
amendment will be taken to the Finance subcommittee meeting in February.  • The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021			Clerk
February.  The Restriction Support Grant from North Norfolk District Council — Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  BATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		1	
The Restriction Support Grant from North Norfolk District Council – Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021			
Cllr Holdom will withdraw the application as it was felt the Market would not qualify at this time.  Base Date & Time Of Next Meeting The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		·	
would not qualify at this time.  Base Date & Time Of Next Meeting The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021			
B8 DATE & TIME OF NEXT MEETING The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		• • • • • • • • • • • • • • • • • • • •	JH
The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		would not qualify at this time.	
The next meeting will be held on Monday February 2021  There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021		DATE 0 TIME OF NEW AFFTHING	
There being no further business the meeting closed at 5.20 pm  Confirmed this day of 2021	88		
Confirmed this day of 2021		The next meeting will be neid on Monday February 2021	
Confirmed this day of 2021			
Confirmed this day of 2021		There being no further husiness the meeting closed at 5.20 nm	
		There being no further business the meeting closed at 3.20 pm	
		Confirmed this day of 2021	
CHAIRMAN		2021	
		CHAIRMAN	