MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET, ON MONDAY 18th OCTOBER 2021

PRESENT:

Chairman presiding: Cllr J Holdom

Councillors: Cllrs M Dutton, D Andrews, G Foortse and A Glynn

Town Clerk: L Jennings

	AGENDA	Action (initials)
36	APOLOGIES Apologies were received from Cllr G Acheson	
37	MINUTES On the proposition of, Cllr Holdom, seconded by, Cllr Glynn the minutes of the meeting held on 13 September 2021 were AGREED by all and signed by the Chairman.	
38	 MATTERS ARISING: Minute 27 – The Barclaycard machine contract has been renewed for the next 6 months. This will need reviewing in February 2022. Minute 27 – Financial Risk Management Policy – this has been updated and circulated. Minute 19 – Asset Register – The two metal seats outside the Church Lanes end of Queens Road Cemetery would cost approximately £500 each to replace. This has been added to the register. Cllr Holdom to provide to the Clerk an updated copy of the Register. Minute 21 – Finance agendas and minutes onto website – progress is being made. Cllr Holdom felt that the wording on some of the sections was 	JH/MD
39	 incorrect. She will provide new wording. TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30th September 2021 To receive and review September 2021 receipts and payments for Fakenham Town Council & Charter Market accounts. On the proposition of Cllr Dutton, seconded by Cllr Andrews, these were approved for presentation and approval by Full Council. To receive and review September 2021 consolidated cash reports for Fakenham Town Council & and Charter Market bank accounts. On the proposition of Cllr Andrews, seconded by Cllr Glynn, these were approved for presentation and approval by Full Council. Cllr Holdom confirmed the matching bank statements. All in favour. 	
40	TO RECEIVE AND DISCUSS THE HERITAGE BOOKLET QUOTATION Following a discussion this item has been deferred to the Development & Market Committee as there were questions to be answered.	Clerk
41	TO RECEIVE DATA AND WORKING SCHEDULE FOR DISCUSSION ON BUDGET 2022-2023 PREPARATIONS	

	The Bank of England base rate up to and above may be 4% by December and	
	this will need to be taken into consideration. It was noted that the existing	
	Cemetery fees are not meeting the costs. This will be an item for the next	
	L & E meeting. The Clerk reported that consideration may be given to	
	replacing the current tractor with a more up to date model. Comparison	
	prices will be sought.	
42	TO RECEIVE INTERNAL CONTROLLER REPORT	
	The Internal Controller noted that the budget for binding the minute books	Clerk
	has not been used. The Clerk will contact a Bindery to get this completed.	
43	TO REVIEW THE ANNUAL TIMETABLE	
	The Clerk still has to contact the Internal Auditor.	Clerk
44	TO RECEIVE THE FINANCE TEAM REPORT	
	Stephenson Smart will require access to the Council Chamber to carry out	
	their Finance duties. Permission for a new team member to have access to	
	the Finance package has been given to Stephenson Smart by the Clerk and	
	also the computer systems contractors.	
45	DATE & TIME OF NEXT MEETING	
	The next meeting will be held on Monday 8 th or Wednesday 10 th November	
	2021.	
	There being no further business the meeting closed at 5.24pm	
	Confirmed this day of 2021	
	CHAIRMAN	