



Fakenham Town Council

**A meeting of the FINANCE SUB COMMITTEE WILL BE HELD AT  
FAKENHAM CONNECT, OAK STREET, FAKENHAM ON  
MONDAY 12<sup>th</sup> September 2022 at 4.30pm**

### **AGENDA**

**In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording**

1. To receive apologies for absence
2. To receive minutes of the Finance subcommittee meeting 8<sup>th</sup> August 2022
3. To review Matters arising from the Minutes:
  - **Minute 29 (11, 21)** – Amendment to the Asset register:
  - **Minute 29 (13, 21)** - Updates to Finance Regs and Standing Orders:still outstanding
  - **Minute 29 (13,21)** – Progress In respect of the transparency code the Council need to report the RBS report of all transactions on the Council website monthly.
4. To review finance reports for month ending 31<sup>st</sup> August 2022
  - a. Receive and review August 2022 payments and receipts for Fakenham Town Council and Charter Market
  - b. Receive and review August 2022 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts.
5. Confirm Groundsman's contract overtime for Thursday Market.
6. Review principle of Regular Payments Schedule
7. To review Audit Services – Interim Audit
8. To review the electronic storage of invoices on SharePoint –
9. TO discuss access to the office for Accounts Principle

10. To receive the Finance Team report

11. To note the date and time of the next Finance Committee meeting: Monday 11th October 2022 at 4:30pm