

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 11th APRIL 2022**

PRESENT:

Chairman presiding: Cllr J Holdom

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

Town Clerk: L Jennings

	AGENDA	Action (initials)
100	APOLOGIES Apologies were received from Ms Watters, Stephenson Smart.	
101	MINUTES On the proposition of, Cllr Foortse, seconded by, Cllr Dutton the minutes of the meeting held on 11 March were AGREED by all and signed by the Chairman.	
102	MATTERS ARISING: Min 91 – The Clerk confirmed a copy of the staff response reference Pension Contributions has been forwarded to Stephenson Smart. Min 91 – Payment’s schedule for website publication – This will continue as an Excel spreadsheet. Min 91 – IT subcommittee meeting – this has still to be arranged.	
103	TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 28th February 2022 <ul style="list-style-type: none"> • To receive and review March 2022 receipts and payments for Fakenham Town Council & Charter Market accounts. On the proposition of Cllr Dutton seconded by Cllr Foortse, these were approved for presentation and approval by Full Council. • To receive and review March 2022 bank reconciliation reports with bank statements balances for Fakenham Town Council and the Charter Market bank accounts. On the proposition of Cllr Dutton, seconded by Cllr Foortse, these were approved for presentation and approval by Full Council. • Receive and review March 2022 final quarter Budget v Actuals report for Fakenham Town Council. As the Clerk and some of the Committee had not seen this report, it will be discussed at the Full Council meeting. • Receive and review final quarter Budget Variance report. Variances were discussed. The Clerk had not received a copy of this report. 	
104	TO RECEIVE THE FINAL INTERNAL AUDIT INSPECTION DATE FOR 2021 - 2022 The date of the Inspection has been set for Monday 23 rd May 2022.	
105	TO CONSIDER BUDGET ALLOCATION FOR CONTRIBUTION TO PARISH PARTNERSHIP TROD PATHWAY The Town Council will pay £11,775.00, which is 50% of the total cost. The budget allocation was discussed.	
106	TO CONFIRM YEAR-END ASSET REGISTER INVENTORY CHECKS ACTIONED The Clerk will complete this.	Clerk
107	TO CONFIRM NEST PENSION RE-ENROLMENT ACTION This was actioned in September 2021 and no further action is required.	

108	TO RECEIVE INTERNAL CONTROLLER REPORT Cllr Dutton had nothing to report.	
109	TO REVIEW THE ANNUAL TIMETABLE Awaiting the CCTV annual invoice.	Clerk
110	TO RECEIVE THE FINANCE TEAM REPORT There are still issues with Sharepoint. The Clerk will arrange direct training for Cllr Holdom.	Clerk
111	DATE & TIME OF NEXT MEETING The next meeting will be held on Monday 9 th May 2022.	
	There being no further business the meeting closed at 17.24pm Confirmed this day of 2022 <u>CHAIRMAN</u>	