

MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 9th MAY 2022

PRESENT:

Chairman presiding: Cllr J Holdom

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

Town Clerk: L Jennings

Finance Team: Marina Watters – Stephenson Smart

	AGENDA	Action (initials)
112	APOLOGIES Apologies were received from Cllr M Dutton.	
113	MINUTES On the proposition of, Cllr Holdom, seconded by, Cllr Andrews the minutes of the meeting held on 11 April were AGREED by all and signed by the Chairman.	
114	MATTERS ARISING: Min 102 – The pension has been applied from April 2022. Min 102 – IT subcommittee meeting – this has still to be arranged. Min 105 – Parish Partnership TROD pathway. Awaiting confirmation that payment has been received by Norfolk County Council. Min 106 – Year end Asset Register – this has been updated for year end. Agenda item for the June meeting Min 110 – Training on Sharepoint is now complete.	Clerk
115	TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30TH APRIL 2022 <ul style="list-style-type: none"> • To receive and review April 2022 receipts and payments for Fakenham Town Council accounts. On the proposition of Cllr Holdom seconded by Cllr Glynn, these were approved for presentation and approval by Full Council. • To receive and review April 2022 receipts and payments for the Charter Market accounts. On the proposition of Cllr Holdom seconded by Cllr Andrews, these were approved for presentation and approval by Full Council. • To receive and review April 2022 bank reconciliation reports with bank statements balances for Fakenham Town Council bank accounts. On the proposition of Cllr Holdom, seconded by Cllr Glynn, these were approved for presentation and approval by Full Council. • To receive and review April 2022 bank reconciliation reports with bank statements balances for the Charter Market bank accounts. On the proposition of Cllr Holdom, seconded by Cllr Andrews, these were approved for presentation and approval by Full Council. 	
116	TO RECEIVE UPDATE ON YEAR END PROCESSES, CLOSE DOWN, INTERNAL AUDIT PREPARATIONS Ms Watters gave an overview of the programme for the year end processes. On the proposition of Cllr Holdom, seconded by Cllr Glynn the Statutory	

