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 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	

	Balance Sheet Income & Expenditure for Fakenham Town Council was	
	approved for presentation to the Annual Assembly. All in favour.	
	On the proposition of Cllr Holdom, seconded by Cllr Andrews, the Statutory	
	Balance Sheet Income & Expenditure for Fakenham Charter Market was	
	approved for presentation to the Annual Assembly. All in favour.	
	Copies will be taken to the meeting.	
	The Fakenham Recreation Ground Charity Bank Reconciliation Statement was	
	presented with a balance of £32,397.36. Included within this balance is the	
	purchase of new play equipment for Millennium Park. On the proposition of	
	Cllr Holdom, seconded by Cllr Glynn that this statement is accepted. All in	
	favour.	
117	TO RECEIVE INTERNAL CONTROLLER REPORT	
	Update of Standing Order No. 18 to be completed.	MD
118	TO REVIEW THE ANNUAL TIMETABLE	
	The Annual Timetable was reviewed	
119	TO RECEIVE THE FINANCE TEAM REPORT	
	The Risk Management Policy will be reviewed at the next meeting of the	
	Financial subcommittee or the Policy & Resources committee.	Clerk
	The Financial Regulations to be sent to all Councillors.	
120	DATE & TIME OF NEXT MEETING	
	The next meeting will be held on Monday 13 th June 2022.	
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	There being no further business the meeting closed at 17.07pm	
	Confirmed this day of 2022	
	CHAIDMAN	
	CHAIRMAN	