

MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 7th MARCH 2022

PRESENT:

Chairman presiding: Cllr J Holdom

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

Town Clerk: L Jennings

	AGENDA	Action (initials)
89	APOLOGIES Apologies were received from Cllr Glynn.	
90	MINUTES On the proposition of, Cllr Dutton, seconded by, Cllr Foortse the minutes of the meeting held on 7 February were AGREED by all and signed by the Chairman with the following amendments: <ul style="list-style-type: none"> • That Minute 81 should have recorded that the minutes of the meeting held on 10th January 2022 were agreed and signed by the Chairman. • That Minute 84 – Financial Regulations – that Standing Orders 18 (c, f, g) were checked against Regulation 11.1 to update the threshold. 	
91	MATTERS ARISING: Min 82 – The Clerk will send a copy staff response reference Pension Contributions to Stephenson Smart. Min 82 – Payment’s schedule for website publication – the Clerk and Cllr Dutton will arrange this. Min 82 – IT subcommittee meeting – this has still to be arranged. Min 83 – Payment query – transaction details of ‘Eastern Shire’ – this is ESPO the stationary suppliers. Min 84 – Financial Risk Assessment & Finance Regs; see agenda items 5 & 6.	Clerk Clerk/ MD MD
92	TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 28th February 2022 <ul style="list-style-type: none"> • To receive and review February 2022 receipts and payments for Fakenham Town Council & Charter Market accounts. On the proposition of Cllr Holdom seconded by Cllr Andrews, these were approved for presentation and approval by Full Council. The right-hand column of the report to be amended to reflect the item purchased. • To receive and review February 2022 consolidated cash reports for Fakenham Town Council & and Charter Market bank accounts. On the proposition of Cllr Dutton, seconded by Cllr Foortse, these were approved for presentation and approval by Full Council. 	
93	TO RECEIVE THE FINANCIAL RISK ASSESSMENT (AMENDED) Cllr Holdom had updated the assessments. The amendments were approved by all.	
94	TO CONFIRM UPDATE OF STANDING ORDER 18 (c) AS PER FINANCIAL REGS 11.1 (b) Cllr Dutton will continue to amend these documents.	MD

95	<p>TO REVIEW EARMARKED RESERVES On the proposition of Cllr Holdom, seconded by Cllr Dutton the proposed reserves were accepted for approval to Full Council. All in favour.</p>	
96	<p>TO RECEIVE INTERNAL CONTROLLER REPORT Cllr Dutton has some problems accessing folders on Sharepoint. The Clerk will get this sorted.</p>	Clerk
97	<p>TO REVIEW THE ANNUAL TIMETABLE The GDPR subcommittee needs to meet before May to update the GDPR policy. The subcommittee consists of Cllrs Dutton, Acheson, Campbell and Holdom. The Risk Management Policy needs updating for the next P & R meeting. The Code of Conduct will be presented to the May Full Council meeting for all Councillors to read and sign.</p>	
98	<p>TO RECEIVE THE FINANCE TEAM REPORT At the Extraordinary meeting regarding the Charter Market being a Charity a question was asked regarding rates. Cllr Holdom has produced a document explaining the rates the Council pays. This will be presented to Full Council. Notification has been received from the National Joint Committee (NJC) of the recommended 1.75% increase to staff rates of pay, applicable from 1st April 2021.</p>	
99	<p>DATE & TIME OF NEXT MEETING The next meeting will be held on Monday 11th April 2022.</p>	
	<p>There being no further business the meeting closed at 17.22pm</p> <p>Confirmed this day of 2022</p> <p style="text-align: right;"><u>CHAIRMAN</u></p>	