

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT  
FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 21<sup>st</sup> August 2023**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom and Rockett.

Town Clerk: Lesley Meanley

	<b>AGENDA</b>	<b>Action (initials)</b>
<b>19</b>	<b>APOLOGIES</b> No Apologies received	
<b>20</b>	<b>MINUTES</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of The meeting held on 17 <sup>th</sup> July 2023 were agreed by all.	
<b>21</b>	<b>MATTERS ARISING:</b> <b>Minute 12 (3, 32, 47, 54, 69, 78, 85)</b> – Bank Mandate update – Clerk sent off further details. Will seek debit card or alternative to allow for petty cash. <b>Minute 12 (3, 90)</b> – To receive update on grass cutting contract and invoicing. Clerk to write again to CGM advising that payments will need to be revised to allow for grass not cut. To Agree at Full Council <b>Minute 12 (3, 11,21,29,36,46,54,69,78,85)</b> – Review adequate insurance is in place ahead of December renewals. <b>Minute 12 (85, 11, 21, 29, 36, 46, 54, 69, 78)</b> –Asset register revaluation – Clerk to send Finance committee what Stephenson Smart were sent. <b>Minute 14</b> – To receive the Market Tolls Internal Auditors report – Received and Noted. <b>Minute 12 (7, 81, 85)</b> - Licensing of Rialtas software on the Cloud – Completed. <b>Minute 12 (7, 87)</b> – IT Support contract to be reviewed. Clerk awaiting quotes to be returned.	<b>Deputy Clerk</b>  <b>Clerk</b>    <b>Clerk</b>
<b>22</b>	<b>TO REVIEW FINANCE REPORTS FOR MONTH ENDING JULY 2023</b> Receive and review July 2023 payments and receipts for Fakenham Town Council and Charter Market – On the proposition of Cllr Holdom, seconded by Cllr Glynn these were approved for presentation and approval by full Council.  Receive and review July 2023 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts – On the proposition of Cllr Glynn, seconded by Cllr Holdom these were approved for presentation and approval by full council.	
<b>23</b>	<b>TO RECEIVE THE PROPSOAL FOR INTERNAL AUDIT SERVICES 2023-24</b> Cllrs Received and noted	
<b>24</b>	<b>TO CONFIRM CLERKS TRAINING COSTS</b> FILCA booked at a cost of £120 net, GDPR training booked at a cost of £105 net. CilCA will be booked in March 2024.	
<b>25</b>	<b>TO RECEIVE CONFIRM NEST PENSION CONTRIBUTIONS.</b> Contributions confirmed.	

