MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT

FAKENHAM COMMUNITY CENTRE, OAK STREET,

ON MONDAY 21st August 2023

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom and Rockett.

Town Clerk: Lesley Meanley

		(initials
19	APOLOGIES	
	No Apologies received	
20	MINUTES	
	On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of	
	The meeting held on 17 th July 2023 were agreed by all.	
21	MATTERS ARISING:	
	Minute 12 (3, 32, 47, 54, 69, 78, 85) – Bank Mandate update – Clerk sent	
	off further details. Will seek debit card or alternative to allow for petty	Deputy
	cash.	Clerk
	Minute 12 (3, 90) – To receive update on grass cutting contract and	
	invoicing. Clerk to write again to CGM advising that payments will need to	Clerk
	be revised to allow for grass not cut. To Agree at Full Council	
	Minute 12 (3, 11,21,29,36,46,54,69,78,85) – Review adequate insurance is in	
	place ahead of December renewals.	611
	Minute 12 (85, 11, 21, 29, 36, 46, 54, 69, 78) –Asset register revaluation –	Clerk
	Clerk to send Finance committee what Stephenson Smart were sent.	
	Minute 14 – To receive the Market Tolls Internal Auditors report –	
	Received and Noted.	
	Minute 12 (7, 81, 85) - Licensing of Rialtas software on the Cloud –	
	Completed. Minute 12 (7, 87) – IT Support contract to be reviewed. Clerk awaiting	
	quotes to be returned.	
22	TO REVIEW FINANCE REPORTS FOR MONTH ENDING JULY 2023	
~~	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.	
	on Grynn these were approved for presentation and approval by rail 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.	
23	TO RECEIVE THE PROPSOAL FOR INTERNAL AUDIT SERVICES 2023-24	
	Cllrs Received and noted	
24	TO CONFIRM CLERKS TRAINING COSTS	
	FILCA booked at a cost of £120 net, GDPR training booked at a cost of £105 net.	
	CilCA will be booked in March 2024.	
25	TO RECEIVE CONFIRM NEST PENSION CONTRIBUTIONS.	
	Contributions confirmed.	

26	POLICIES FOR REVIEW	
	Market Risk Assessment – Agreed to move to Full Council	
	Risk Management Policy - Cllr Holdom to send over additional wording before	JH
	moving to Full Council. Insurers have confirmed that Charter Market is included within FTC public liability.	
	Investment Strategy Policy - Clerk to change dates and move to Full Council. Expenses Policy – Agreed to move to Full Council	Clerk
	Nest Pension Scheme policy - Add current employer contribution line and move to Full Council.	Clerk
	Grants Awards policy Agreed to move to Full Council	
	Procurements Procedures policy. Clerk to draft standard letter. Agreed to move policy to Full council.	Clerk
27	UPDATE ON BANK CLOSURES	Deputy
	Deputy Clerk to investigate obtaining debit card	Clerk
28	INTERNAL CONTROLLERS REPORT	
	To add to next P&R meeting and Full Council Meeting to confirm role and seek	
	new ICO	
29	TO RECEIVE THE FINANCE TEAM REPORT	
	Cllr Holdom to provide code for miscoded item to accountants.	JH
30	DATE & TIME OF NEXT MEETING	
	The next meeting will be held on Monday 18 th September 2023 at 4:30pm.	
	There being no further business the meeting closed at 18:01pm	
	Confirmed this day of 2023	
	<u>CHAIRMAN</u>	