

MINUTES of the FINANCE SUB COMMITTEE
held at the Connect Building, Oak Street, Fakenham

MONDAY 28th April 2025 at 3.00PM

Councillors: M Dutton (Chairman presiding), A Glynn, V Joslin, L Harrison & J Rockett

Town Clerk: L Meanley

Deputy Clerk & RFO: K Lindsay

Administrative Assistant: B Combrink

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| 172 | TO RECEIVE APOLOGIES FOR ABSENCE None |
| 173 | DECLARATIONS OF INTEREST None |
| 174 | MINUTES On the proposition of Cllr Joslin, seconded by Cllr Dutton the minutes of the Finance Subcommittee meeting held on 17 th March 2025 were AGREED by all and signed by the Chairman. |
| 175 | MATTERS ARISING FROM THE MINUTES <ul style="list-style-type: none"> • Minute 152 (131,109,92,81) – To confirm the instruction to proceed with the Unity Trust Bank account application submission with former Cllr J Holdom removed as a signatory - Unity Trust have been informed. Unity requires further details from one of the signatories, this is in hand and the application is proceeding. • Minute 152 (132,109,96) - To confirm the instruction to remove former Cllr J Holdom as a signatory from then CCLA account – CCLA have been informed and have provided a specific form to be completed, signed and submitted. • Minute 152 (134) To discuss a Barclay's mandate change to include additional signatories – this mandate change has been initiated and is progressing • Minute 139 To review aged debtors – Chamber of Commerce and discuss raising an invoice for debt recovery – an invoice has been emailed to a representative of Shop Fakenham, to date with no response, M Benstead of Stephenson Smart may be able to assist. There has been no response from Shop Fakenham, Cllr Glynn has sent a further email. M Benstead from Stephenson Smart replied and is not able to assist. • Minute 152(141) To review the Procurement Policy – to include provision for preferred contractors – Cllrs resolved to recommend to the Policy & Resources Committee the approval of the Procurement Policy. • Minute 160 To discuss, in principle, a subscription to CloudyIT (as budgeted for 2025-26) to support the implementation of SAPPP 2025-26 changes, with a view to commencing as soon as possible to ensure a smooth and efficient transition. Councillors resolved to recommend to Full Council a trial of CloudyIT's free subscription Decision module. The office will not be proceeding with a trial of CloudyIT's free subscription Decision module at this time due to unexpected and excessive set-up costs. • Minute 161 To receive and review the Asset Register, as amended by Stephenson Smart - Amended Asset Register to be presented to April Finance Sub-committee meeting. Cllrs resolved to recommend to Full Council that the Clerk be delegated authority to dispose of the following assets, ensuring the best price is obtained for each: Kioti, Plough, Tractor Tyres. Councillors resolved to receive the Asset Register, subject to minor amendments to the recorded locations of computer equipment, to be completed by the RFO. The disposal of assets is currently under review, with further information to be brought forward in due course. • Minute 163 To discuss, in principle, a subscription to Civicly - Cllrs agreed in principle to subscribing to Civicly and resolved to recommend to Full Council that the Clerk be |

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| | <p>delegated authority to proceed, subject to obtaining value for money. The Clerk has been in contact with Civicy and is awaiting further information.</p> <ul style="list-style-type: none"> • Minute 165 To receive and review a quotation from Mapus-Smith & Lemmon for 2025-26 internal audit function £1,200 excluding VAT – Cllrs resolved to recommend to Full Council Mapus-Smith Lemmon be appointed as Fakenham Town Council's Internal Auditor for 2025-26. The appointment of Mapus-Smith & Lemmon as Fakenham Town Council's Internal Auditor for 2025-26 is being processed. |
| 176 | <p>TO REVIEW FINANCE REPORTS FOR MONTH ENDING MARCH 2025</p> <ul style="list-style-type: none"> • To receive and review March 2025 payments and receipts for Fakenham Town Council and Charter Market - these were approved for presentation and approval by Full Council. • To receive and review March 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statement balances for signing - these were approved for presentation and approval by Full Council and signed by Cllr Harrison. • To receive and review the fourth quarterly Income and Expenditure Budget vs Actuals report – this was approved for presentation at Full Council. • To receive schedule of payments over £500 for display on the website - agreed for display on the website. |
| 177 | <p>TO NOTE THE TRANSFER OF A FURTHER £30,000 (TOTAL £60,000 TO DATE) FROM THE BUSINESS RESERVES BANK ACCOUNT TO THE GENERAL BANK ACCOUNT TO SUPPORT CASH FLOW UNTIL RECEIPT OF THE FIRST PRECEPT PAYMENT. ALL AMOUNTS TRANSFERRED FOR CASH FLOW PURPOSES TO BE TRANSFERRED BACK TO THE BUSINESS RESERVES BANK ACCOUNT UPON RECEIPT OF THE PRECEPT PAYMENT</p> <p>The transfer was noted</p> |
| 178 | <p>TO RECEIVE NOTIFICATION AND DISCUSS TO RECOMMEND TO FULL COUNCIL FOR RETROSPECTIVE APPROVAL:</p> <ul style="list-style-type: none"> • NNDC Rate Demand 1/04/2025 – 31/03/2026 – Market £1,621.75 (DD £136.75 x 1 £135.00 x 11) • NNDC Rate Demand 1/04/2025 – 31/03/2026 – Creak Rd Cemetery £2,170.65 (DD £190.65 x 1 £180 x 11) • NNDC Rate Demand 1/04/2025 – 31/03/2026 – Queens Rd Cemetery £923.15 (DD £923.15) • NNDC Rate Demand 1/04/2025 – 31/03/2026 – FTC Office, Fakenham Connect £1,210.08 (DD £1,210.08) • NNDC Quarterly Service Charge 1/04/2025 – 30/06/2025 – Fakenham Connect £1,722.50 <p>Councillors resolved to recommend to Full Council retrospective approval of the listed invoices and noted their late receipt.</p> |
| 179 | <p>TO RECEIVE NOTIFICATION AND DISCUSS TO RECOMMEND TO FULL COUNCIL FOR APPROVAL:</p> <ul style="list-style-type: none"> • Rialtas Inv No SM31613 Omega Cashbook Annual Support and Maintenance Licence for 5 Users 1/04/2025 - £589 (excl VAT) • Rialtas Inv No SM31614 Allotments Software Annual Support & Maintenance Licence for 5 Users 1/04/2025 - £265 (excl VAT) • Rialtas Inv No SM31615 Making Tax Digital for VAT Submission Annual Subscription 1/04/2025 - £116 (excl VAT) • Rialtas Inv No SM31616 Rialtas Cloud User Fee x 5 1/04/2025 - £1,690 (excl VAT) <p>Councillors resolved to withhold payment of the above listed invoices pending confirmation of contractual obligations and noted that a response is awaited. Rialtas is to be informed of the reason for non-payment at this time.</p> |
| 180 | <p>TO RECEIVE NOTIFICATION AND DISCUSS TO RECOMMEND TO FULL COUNCIL FOR APPROVAL:</p> <ul style="list-style-type: none"> • NALC Membership 2025 – 2026 £1133.33 |

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| | Councillors resolved to recommend to Full Council the approval of NALC Membership 2025-2026 £1113.33 |
| 181 | TO NOTE THE RENEWAL OF SLCC MEMBERSHIP - £360 (NO VAT) Noted |
| 182 | TO DISCUSS INVOICE 1630 £453 (EXCL. VAT) CAFÉ MENU SYSTEMS FOR PLAQUE INNER DISC REPLACEMENTS, NOTING THE WORK WAS APPROVED FOR 2025–26 BUT INSTRUCTION TO PROCEED APPEARS TO HAVE BEEN GIVEN DURING 2024–25 Councillors resolved to recommend to Full Council the approval of Invoice 1630 (£453 excl. VAT) from Café Menu Systems for plaque inner disc replacements, within the 2025-26 financial year, subject to all work being verified, spare discs delivered to the office, and confirmation of the replacement material for the Gogg's Mill disc. L Meanley (Town Clerk) joined the meeting |
| 183 | TO DISCUSS INVOICE 90936316 £457.48 (EXCL. VAT) AMEY AND REVIEW ASSOCIATED CIRCUMSTANCES Councillors were appraised of the background to this invoice and resolved to withhold payment pending a discussion with County Councillor Fitzpatrick. The matter will be reviewed at the next Finance meeting. |
| 184 | TO NOTE THE PAYMENT OF MARCH'S NORFOLK PENSION FUND CONTRIBUTION £628.80, APPROVED BY THE CLERK Noted |
| 185 | TO RECEIVE THE CLERK'S REPORT ON LIAISON MEETING WITH RFO/ STEPHENSON SMART AS RECOMMENDED BY INTERNAL AUDITOR The Clerk reported on the meeting, which covered the preparation of the Asset Register for the April Finance Sub-committee meeting and End of Financial Year preparations. |
| 186 | TO RECEIVE THE INTERNAL CONTROLLER'S REPORT No report available |
| 187 | TO RECEIVE THE FINANCE TEAM REPORT Nothing further to report. |
| 188 | TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960. On the proposition of Cllr Joslin seconded by Cllr Glynn RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted. |
| 189 | TO DISCUSS THE FLASH PROJECT No items requiring immediate expenditure were discussed. |
| 190 | TO MOVE INTO OPEN SESSION On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED the Meeting moves into Open Session |
| 191 | TO NOTE THE DATE AND TIME OF THE NEXT FINANCE COMMITTEE MEETING: 19 th May 2025 AT 3:00PM |
| | There being no further business the meeting closed at 3:55pm Confirmed this day of 2025 CHAIRMAN |