

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 10th OCTOBER 2022**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs, G Acheson, J Holdom, D Andrews and a Glynn

Town Clerk: G Hawkes.

	AGENDA	Action (initials)
34	APOLOGIES Marina Watters – Stephenson Smart	
35	MINUTES On the proposition of, Cllr Dutton, seconded by, Cllr Holdom the minutes of the meeting held on 8 th August were AGREED by all and signed by the Chairman.	
36	<p>MATTERS ARISING:</p> <p>Min 29 (11,21) – Amendment to the asset register – the Clerk will liaise with M/s Watters.</p> <p>Min 29 (13,21) – Review of the Financial regulations – these have been updated, reference to the Clerk should be removed under point 6.15, footnote references on Page 2 and page 17 should be removed and the word Model in the title, these can then be circulated and ratified at full council.</p> <p>Financial Risk Assessment FRA7 – remove any reference to the Town Clerk and add The RFO will report quarterly to the Finance Committee any funds not covered by the FRCS. Reference to cash payments will need to be added to the next meeting agenda.</p> <p>Min 29(13,21) - In respect of the transparency code the Council need to report from the RBS report all payment transactions on the Council website monthly.</p> <p>Min 32 – The bank mandate needs to be reviewed with the previous Clerk removed following retirement and Cllr Andrews as he is a Barclays Bank employee.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk/M Dutton</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Holdom</p>
37	<p>TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 31st August and 30th September 2022</p> <ul style="list-style-type: none"> • To receive and review August and September 2022 receipts and payments for Fakenham Town Council and Charter Market • To receive and review the August and September 2022 bank reconciliation reports with bank statements balances and reconciliation for Fakenham Town Council and Charter market bank accounts. • To receive and review September 2022 half year Budget v Actual figures and variance report for Fakenham Town Council for 2022/2023. <p>On the proposition of Cllr Acheson seconded by Cllr Glynn, these were approved for presentation and approval by Full Council. All agreed.</p>	

