

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT
FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 12th June 2023**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom and Rockett.

Town Clerk: Lesley Meanley

	AGENDA	Action (initials)
1	APOLOGIES No Apologies received	
2	MINUTES Standing Orders suspended to elect a chair. Cllr Dutton nominated by himself, seconded by Cllr Holdom, all agreed. On the proposition of Cllr Dutton, seconded by Cllr Holdom the minutes of The meeting held on 17 th April 2023 were agreed by all.	
3	MATTERS ARISING: Min 85 (11,21,29,36,46,54,69,78) – Completed and presented to the Internal auditor. Will need to be compared to the insurance documents to make sure that adequate insurance is in place ahead of December renewals. Min 85 (32,47,54, 69,78) – Bank Mandate has been updated with Cllr Glynn’s details. Bank mandate now needs further updating to include Clerk, and replace Cllr Coates with Cllr Dutton. All Agreed Minute 85 (81) – Licensing of Rialtas software on the cloud. To be covered under agenda item 7. Minute 87 – IT Support Contract to be reviewed. To be covered under agenda item 7. Minute 90 – To receive an update on the increase in price of grass cutting contract. Grass cutting to be discussed at L&E. 7% price increase to contracts noted. Clerk to write to CGM clarifying contract status and payment withdrawals if contractors in breach.	Clerk Clerk Clerk
4	TO REVIEW FINANCE REPORTS FOR THE YEAR ENDING 31st March 2023 <ul style="list-style-type: none"> - To review 2022-23 Statutory balance sheet for Fakenham Town Council - To review the 2022-23 Statutory Income and Expenditure Report for Fakenham Town Council - To review the 2022-23 Statutory balance sheet for the Charter Market - To review the 2022-23 Statutory Income and Expenditure Report for The Charter Market <p>On the proposition of Cllr Holdom seconded by Cllr Glynn, these were approved for presentation and approval by Full Council. All agreed.</p> <ul style="list-style-type: none"> • To review the 2022-23 Fakenham Recreation Ground Charity Annual report on Trust Funds “To be confirmed by Trustees at the next board meeting”. <p>The report is not yet ready, a verbal update will be given by Cllr Dutton at the Annual Assembly of the town.</p>	

