

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT  
FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 16<sup>th</sup> MARCH 2023**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs G Acheson, D Andrews and A Glynn.

Deputy Town Clerk: A Kerrison

	<b>AGENDA</b>	<b>Action (initials)</b>
<b>76</b>	<b>APOLOGIES</b> Apologies were received and accepted from Cllr Holdom.	
<b>77</b>	<b>MINUTES</b> On the proposition of Cllr Dutton, seconded by Cllr Acheson the minutes of The meeting held on 13 <sup>th</sup> February 2023 were AGREED by all with the following amendments. The numbering of the minutes on page 2 are wrong and need amending. The heading of minute 71 should read “to review finance reports for the month ending 31 <sup>st</sup> January 2023. “	
<b>78</b>	<b>MATTERS ARISING:</b> <b>Min 69 (11,21,29,36,47,54,62)</b> – Amendment to the asset register – this is ongoing. <b>Min 69 (32,47,54,62)</b> – Cllr Glynn needs to take her ID to Barclays for certification. This is ongoing due to problems at the bank.	<b>Clerk AG</b>
<b>79</b>	<b>TO REVIEW FINANCE REPORTS FOR THE MONTH ENDING 28<sup>th</sup> FEBRUARY 2023</b> <ul style="list-style-type: none"> <li>• To receive and review the February 2023 receipts and payments for Fakenham Town Council and Charter Market</li> <li>• To receive and review the February 2023 bank reconciliation reports and signed quarterly bank statements for Fakenham Town Council and Charter market bank accounts.</li> </ul> <p>On the proposition of Cllr Dutton seconded by Cllr Acheson, these were approved for presentation and approval by Full Council. All agreed.</p>	
<b>80</b>	<b>TO RECEIVE NOTE AND UPDATE INTERIM AUDIT ACTIONS REFERENCE MINUTE 65 (58)</b> It was noted that all 6 actions required by the Interim Audit recommendations have now been completed.	
<b>81</b>	<b>TO RECEIVE THE FINANCE TEAM REPORT</b> A letter has been received from the Norfolk Pension Fund which requires confirmation of receipt and acknowledgement of the employers contribution rate for the next 3 years. It was agreed to recommend this to Full Council. Cllr Glynn will sign and return the acknowledgement to the office once agreed at Full Council. The date of the Internal Audit has been set for 22 <sup>nd</sup> May 2023. Cllr Dutton stated that with the help of ICOS he has made the Town Clerk laptop ready for the new Clerk. Cllr Dutton is looking into the licensing for RIALTAS and having the software on the cloud for easier access. It was noted that FTC had paid some money towards the restoration of the River Wensum, which was paid from the Regeneration budget. The deputy	<b>AG</b>

	Clerk is to find at which meeting this was approved. It was agreed that at future meetings where such funding is approved by Full Council, the budget from where it is paid should also be agreed.	<b>Deputy Clerk</b>
<b>82</b>	<b>DATE &amp; TIME OF NEXT MEETING</b> The next meeting will be held on Monday 17 <sup>th</sup> April 2023	
	There being no further business the meeting closed at 16.50pm  Confirmed this                                day of    2023  <b><u>CHAIRMAN</u></b>	