

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT  
FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 15<sup>th</sup> JANUARY 2024**

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom, Acheson, V Joslin

Accountant Representatives - Martyn Benstead RFO, Jill Fry, Ethan Keeler.

Town Clerk: Lesley Meanley

Administration Assistant: Karen Lindsay

	<b>AGENDA</b>	<b>Action (initials)</b>
<b>75</b>	<b>APOLOGIES</b> No Apologies received	
<b>76</b>	<b>MINUTES</b> On the proposition of Cllr Acheson, seconded by Cllr Glynn the minutes of the meeting held on 11 <sup>th</sup> December 2023 were agreed by all.	
<b>77</b>	<b>MATTERS ARISING:</b> <b>Minute 45 (33, 21, 12, 3, 32, 47, 54, 69, 78, 85)</b> - Bank Mandate and debit card application update. Clerk's name now appears on Bank Statements. Clerk has had notification of a letter waiting to be read in her online account. Clerk has no details that enable her to open to open an account. <b>Minute 63</b> – Suggest regular monthly liaison meetings between FTC and Stephenson-Smart include Finance Chairman to facilitate Finance Management practise and information exchange. Finance Chairman to join meetings when able. Clerk can discuss administrative details with RFO prior or after. <b>Minute 67</b> – Data Protection sub- committee – Previously council hadn't elected sub-committee members. Cllr Dutton to reconvene, Full council to elect members. <b>Minute 72</b> – Increase in Trap Lane Pavilion fees to be recommended to L&E. 10% increase to Ad Hoc hirers. <b>Minute 67</b> – New business plan. Cllr Dutton discussing with Clerk	
<b>78</b>	<b>TO REVIEW FINANCE REPORTS FOR MONTH ENDING DECEMBER 2023</b> Receive and review December 2023 payments and receipts for Fakenham Town Council and Charter Market – On the proposition of Cllr Acheson, seconded by Cllr Glynn these were approved for presentation and approval by full Council. Receive and review December 2023 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts – On the proposition of Cllr Dutton, seconded by Cllr Glynn these were approved for presentation and approval by full council. To receive schedule of payments over £500 for uploading to website – Received To receive and review third party Income and Expenditure Budget v Actuals reports – Received. Several items appear to be overspent at this stage looking at the percentage spend figure. Some are annual charges or where the expenditure incurred is higher than that planned.	
<b>79</b>	<b>TO PREPARE 2024/25 PRECEPT INCREASE DEMAND WITH EXPLANATION FOR NNDC ACCOUNTS</b> 1)The Council's gross expenditure for the year 2024/25. - £387,200 2) The Council's gross expenditure for the year 2023/24. - £314,580	

