

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL  
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 14<sup>TH</sup> NOVEMBER 2022**

PRESENT:

Chairman presiding: Cllr J Holdom

Councillors: Cllrs, G Acheson, M Dutton, and A Glynn.

Town Clerk: G Hawkes.

	<b>AGENDA</b>	<b>Action (initials)</b>
45	<b>APOLOGIES</b> Cllr D Andrews	
46	<b>MINUTES</b> On the proposition of, Cllr Holdom, seconded by, Cllr Acheson the minutes of the meeting held on 10 <sup>th</sup> October were AGREED by all and signed by the Chairman.	
47	<b>MATTERS ARISING:</b> <b>Min 36 (11,21,29)</b> – Amendment to the asset register – the Clerk will liaise with M/s Watters. <b>Min 36 (13,21,29)</b> – Review of the Financial regulations – these have been updated and can then be circulated, ratified at full council and published <b>Financial Risk Assessment FRA7</b> – remove any reference to the Town Clerk, add The RFO will report quarterly to the Finance Committee any funds not covered by the FSC, and that FTC does handle cash transactions. <b>Min 36(13,21,29)</b> - In respect of the transparency code the Council are now able to publish this information monthly. <b>Min 32</b> – The bank mandate needs to be reviewed with the previous Clerk removed following retirement and Cllr Andrews as he is a Barclays Bank employee.	<b>Clerk</b>  <b>M Dutton</b>  <b>Clerk</b>  <b>Clerk/J Holdom</b>
48	<b>TO REVIEW FINANCE REPORTS FOR THE MONTH ENDING 31<sup>st</sup> October 2022</b>  <ul style="list-style-type: none"> <li>• To receive and review the October 2022 receipts and payments for Fakenham Town Council and Charter Market</li> <li>• To receive and review the October 2022 bank reconciliation reports for Fakenham Town Council and Charter market bank accounts.</li> </ul> <p>On the proposition of Cllr Holdom seconded by Cllr Glynn, these were approved for presentation and approval by Full Council. All agreed.</p>	
49	<b>TO RECEIVE UPDATES ON THE 2023-2024 BUDGET</b> Cllr Holdom and the Clerk updated members on the proposed budget figures, Cllrs Holdom & Dutton will liaise with M Watters regarding the payroll figures, pension and HMRC budget lines. Final budget will be agreed at the December meeting of the Finance committee for submission to full council.	

50	<p><b>TO CONSIDER THE ICO CONTRACT RENEWAL</b></p> <p>The Clerk reported that he had received an updated quotation for 2024 of £756 ex vat representing a 5% uplift which members agreed for the Clerk to sign.</p>	<b>Clerk</b>
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51	<p><b>DATE &amp; TIME OF NEXT MEETING</b></p> <p>The next meeting will be held on Monday 12<sup>th</sup> December 2022.</p>	
	<p>There being no further business the meeting closed at 17.40pm</p> <p>Confirmed this                      day of    2022</p> <p style="text-align: right;"><b><u>CHAIRMAN</u></b></p>	