## MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT

## FAKENHAM COMMUNITY CENTRE, OAK STREET,

## ON MONDAY 13<sup>th</sup> NOVEMBER 2023

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom, Acheson.

Town Clerk: Lesley Meanley

	AGENDA	Action (initials)
43	APOLOGIES	
	No Apologies received	
44	MINUTES	
	On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes with	
	amendments of the meeting held on 21st August 2023 were agreed by all. On	
	the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of the	
	meeting held on 18 <sup>th</sup> September 2023 were agreed by all. The meeting held on	
	the 16 <sup>th</sup> October was declared inquorate and closed immediately which the	
	Chairman has noted.	
45	MATTERS ARISING:	
	Minute 33 (21, 12, 3, 32, 47, 54, 69, 78, 85) – Bank Mandate and debit card	
	application update – Further detail requested by Barclays and sent	
	recorded delivery.	
	Minute 33 (21, 12, 3, 90) – To receive update on grass cutting contract and	
	invoicing. To seek Full Council approval to cancel Direct Debits until all	
	problems with invoicing and service are resolved. – CGM issued a credit	
	note to the value of £2038.12 inc. VAT.	
	Minute 33 (21, 12, 3, 11,21,29,36,46,54,69,78,85) – Review adequate	
	insurance is in place ahead of December renewals. Buildings have been	
	surveyed for Insurance purposes, Clerk awaiting report.	
	Minute 33 (21, 12, 11, 21, 29, 36, 46, 54, 69, 78,85) – Asset register	
	revaluation – Cllr Holdom and Clerk met to go through, Clerk making	
	amendments.	
	Minute 33 (12, 7, 87,12) – IT Support contract to be reviewed, awaiting 1 quote.	
	Minute 39 – LRGC Locum Clerk Refund update – received and completed.	
46	TO REVIEW FINANCE REPORTS FOR MONTH ENDING SEPTEMBER & OCTOBER	
40	2023	
	September 2023 finance reports received at Full Council on the 25 <sup>th</sup> October.	
	Receive and review October 2023 payments and receipts for Fakenham Town	
	Council and Charter Market – On the proposition of Cllr Dutton, seconded by	
	Cllr Glynn these were approved for presentation and approval by full Council.	
	Receive and review September 2023 consolidated bank reconciliation reports	
	for Fakenham Town Council and Charter Market bank accounts – On the	
	proposition of Cllr Dutton, seconded by Cllr Holdom these were approved for	
	presentation and approval by full council.	
	To receive schedule of payments over £500 for uploading to website. Received	
	and noted. Schedule of payments return provides more information than	
	required but for simplicity will use as received.	
47	TO RECEIVE INFORMATION FROM NALC REGARDING STAFF PAY AWARDS.	
	Cllrs agreed to recommend to Full Council that the pay award goes through in	
	December 2023 to include pay arrears.	

48	TO NOTE FULL COUNCIL APPROVAL FOR TEMPORARY SUPPORT DUE TO BANK	
40	MANDATE DELAYS FOR FAKENHAM CHAMBER OF TRADE IN RESPECT OF	
	WEBSITE SET UP AND LOGO DESIGN COSTS FOR APPROXIMATELY £400	
	Cllr's Noted	
49	TO NOTE FULL COUNCIL APPROVAL FOR PROFESSIONAL SERVICES	
	EXPENDITURE CIRCA £900 IN RESPECT OF OPEN SPACES MANAGEMENT. (D.	
	STEVENS RHS)	
	Cllr's Noted	
50	TO NOTE AMENDMENTS TO FINANCE REGULATIONS:	
	F.R. 6.19 – To facilitate Debit Card use and note changes agreed at Full Council -	
	Noted	
	F.R.6.7, 6.8, 6.9 – Bi-annual review on standing order, direct debit & CHAPS	
	payments and note that no changes made at Full Council - Noted	
	FR 4.1 To Revise the expenditure limit on revenue items - £1000 raised from	
	£500	
	FR 4.5. To Revise the expenditure limit £1000 raised from £500	
51	RECEIVE CLERKS REPORT ON LIAISON MEETING WITH RFO AS RECOMMENDED	
21		
	BY INTERNAL AUDITOR.	
	Received.	
52	TO NOTE NEW PHOTOCOPIER LEASE AND DECISION MADE AT FULL COUNCIL	
	Noted	
53	TO NOTE MARKETPLACE FEEDER PILLAR ELECTRICITY SUPPLIER RENEWAL AND	
-	DECISION MADE AT FULL COUNCIL.	
	Noted	
54	TO NOTE CEMETERY MANAGEMENT TRAINING COSTS	
54		
	£30 each - Noted	
55	TO NOTE THE INTERIM INTERNAL AUDIT DATE.	
	The 23 <sup>rd</sup> November 2023.	
56	TO RECEIVE UPDATES ON THE 2024/25 BUDGET	
	Cllr's and the Clerk updated and discussed proposed budget figures, further	
	figures to come from Leisure & environment committee. Clerk to confirm some	
	of the future contract costs. Final budget will be agreed at the December	
	meeting of the Finance committee for submission to full council.	
57	TO RECEIVE THE FINANCE TEAM REPORT	
	Cllr Holdom raised concern the Auditor may find it unacceptable if individual	
	invoices are not recorded with goods received. As most invoices are now	
	received electronically by the office, only those where work has been completed	
	or goods received are passed through for payment.	
58	DATE & TIME OF NEXT MEETING	
	The next meeting will be held on Monday 11 <sup>th</sup> December 2023 at 4:30pm.	
	There being no further business the meeting closed at 18:11pm	
	Confirmed this day of 2023	
	Committee this day of 2025	
	<u>CHAIRMAN</u>	
	1	