

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL HELD AT
FAKENHAM COMMUNITY CENTRE, OAK STREET,
ON MONDAY 13th 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 21 st August 2023 were agreed by all. On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of the meeting held on 18 th September 2023 were agreed by all. The meeting held on the 16 th 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 2023 September 2023 finance reports received at Full Council on the 25 th 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.	

