# 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	<b>MINUTES</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes with amendments of the meeting held on 21 <sup>st</sup> 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	
	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.	
	Clirs agreed to recommend to Full Council that the pay award goes through in	
	December 2023 to include pay arrears.	

<ul> <li>48 TO NOTE FULL COUNCIL APPROVAL FOR TEMPORARY SUPPORT DUE TO B MANDATE DELAYS FOR FAKENHAM CHAMBER OF TRADE IN RESPECT OF WEBSITE SET UP AND LOGO DESIGN COSTS FOR APPROXIMATELY £400 Cllr's Noted</li> <li>49 TO NOTE FULL COUNCIL APPROVAL FOR PROFESSIONAL SERVICES EXPENDITURE CIRCA £900 IN RESPECT OF OPEN SPACES MANAGEMENT. STEVENS RHS) Cllr's Noted</li> <li>50 TO NOTE AMENDMENTS TO FINANCE REGULATIONS: F.R. 6.19 – To facilitate Debit Card use and note changes agreed at Full Cou Noted</li> <li>F.R. 6.7, 6.8, 6.9 – Bi-annual review on standing order, direct debit &amp; CHAPS payments and note that no changes made at Full Council - Noted</li> <li>FR 4.1 To Revise the expenditure limit on revenue items - £1000 raised fror £500 FR 4.5. To Revise the expenditure limit - £1000 raised from £500</li> <li>51 RECEIVE CLERKS REPORT ON LIAISON MEETING WITH RFO AS RECOMMEN BY INTERNAL AUDITOR.</li> </ul>	<b>(D.</b> Incil -
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Received.	
52 TO NOTE NEW PHOTOCOPIER LEASE AND DECISION MADE AT FULL COUNC	CIL
Noted	
53 TO NOTE MARKETPLACE FEEDER PILLAR ELECTRICITY SUPPLIER RENEWAL	
DECISION MADE AT FULL COUNCIL.	
Noted	
54 TO NOTE CEMETERY MANAGEMENT TRAINING COSTS	
£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 sc	ome
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 individua	al
invoices are not recorded with goods received. As most invoices are now	
received electronically by the office, only those where work has been comp	leted
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.	
The next meeting will be new off worlday 11 December 2025 at 4.50pm.	
There being no further business the meeting closed at 18:11pm	
Confirmed this day of	2023
<u>CHAIRMAN</u>	