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

FAKENHAM COMMUNITY CENTRE, OAK STREET,

ON MONDAY 18th SEPTEMBER 2023

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs Glynn, Holdom and Rockett.

Town Clerk: Lesley Meanley

	AGENDA	Action (initials)
31	APOLOGIES	
	No Apologies received	
32	MINUTES	
	Cllr Dutton asked for amendments to;	
	Minute 21, (12, 3, 90) To clarify that if CGM didn't respond to a request for a	
	revised invoice Full Council agree to taking action of nonpayment of invoices if	
	necessary. Minutes amended.	
	Minute 29. The Finance Team to note resolution of outstanding invoice and	
	identify improvements to system to ensure invoices not missed. Minutes amended.	
	Minute 29. Cllr Dutton completed the action rather than Cllr Holdom.	
	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.	
33	MATTERS ARISING:	
	Minute 12 (3, 32, 47, 54, 69, 78, 85) – Bank Mandate update – Clerk sent	
	off further details. Will seek debit card or alternative to allow for petty	Clerk
	cash. Awaiting Mandate changes. Recommend full council agree debit card	MD
	and amend Financial Regulations to allow.	
	Minute 12 (3, 90) – To receive update on grass cutting contract and	
	invoicing. Clerk to write again to CGM advising that payments will need to	Clerk
	be revised to allow for grass not cut. CGM had agreed to revise invoices.	
	Full Council to be asked for authority to cancel Direct Debit if the quality of	
	work doesn't improve if revised invoices not received by 27 th September.	
	Minute 12 (3, 11,21,29,36,46,54,69,78,85) – Review adequate insurance is	Clerk
	in place ahead of December renewals. To seek building valuation approval	
	from L&E.	
	Minute 12 (85, 11, 21, 29, 36, 46, 54, 69, 78) –Asset register revaluation – Clerk to send Finance committee what Stephenson Smart were sent.	
	Minute 14 – To receive the Market Tolls Internal Auditors report –	
	Received and Noted.	
	Minute 12 (7, 81, 85) - Licensing of Rialtas software on the Cloud –	
	Completed.	Clerk
	Minute 12 (7, 87) – IT Support contract to be reviewed. Clerk awaiting	
	quotes to be returned.	
34	TO REVIEW FINANCE REPORTS FOR MONTH ENDING AUGUST 2023	
5-	Receive and review August 2023 payments and receipts for Fakenham Town	
	Council and Charter Market – On the proposition of Cllr Dutton, seconded by	
	Cllr Holdom these were approved for presentation and approval by full Council.	
	Receive and review August 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.	
35	REVIEW FINANCE RISK ASSESSMENT POLICY INCLUDING F7 CASH HANDLING The existing finance risk assessments having been reviewed, recommended to move to full council On the proposition of Cllr Dutton, seconded by Cllr Glynn	
36	INTERNAL CONTROLLER'S REPORT Received.	
37	RECEIVE CLERKS REPORT ON LIAISON MEETING WITH RFO AS RECOMMENDED BY INTERNAL AUDITOR. Received	
38	TO CONSIDER PROPOSALS FROM POLICY AND RESOURCES COMMITTEE REGARDING CHANGES TO STAFFING ARRANGEMENTS All agreed on Option 3 with relevant qualifications or experience for remainder of 23/24 and 24/25 then review.	
39	TO RECEIVE AN UPDATE ON LRGC REFUND RELATING TO LOCUM CLERK. Outstanding invoice passed to Stephanson Smart for payment Clerk will confirm invoice accurate. Clerk to request all invoices placed on Sharepoint.	Clerk
40	REQUEST COMMITTEES TO START CONSIDERING THEIR SPENDING REQUESTS FOR 2024/25 BUDGET. To add to agendas.	Clerk
41	TO RECEIVE THE FINANCE TEAM REPORT Cllr Holdom will Chair October's meeting. To add further committee member to full council agenda. Finance committee has full management of all council finance. DATE & TIME OF NEXT MEETING	Clerk
	The next meeting will be held on Monday 16 th October 2023 at 4:30pm.	
	There being no further business the meeting closed at 18:07pmConfirmed thisday of2023	
	Commed this day of 2023 CHAIRMAN	