

**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 cash. Awaiting Mandate changes. Recommend full council agree debit card 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 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 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. Minute 12 (7, 87) – IT Support contract to be reviewed. Clerk awaiting quotes to be returned.	<p style="text-align: center;">Clerk MD</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
34	TO REVIEW FINANCE REPORTS FOR MONTH ENDING AUGUST 2023 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	

