

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD VIRTUALLY BY ZOOM ON MONDAY 12th APRIL 2021**

PRESENT:

Chairman presiding: Cllr Holdom

Councillors: Cllrs Acheson, Foortse and Andrews

Town Clerk: L Jennings

Finance Team: Marina Watters – Stephenson Smart

| | AGENDA | Action (initials) |
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| 107 | APOLOGIES Apologies were received from Cllr Dutton | |
| 108 | MINUTES On the proposition of Cllr Holdom, seconded by Cllr Andrews, the minutes of the meeting held on 8 th March 2021 were AGREED by all and will be signed by the Chairman when the Council is next able to meet. | |
| 109 | <p>MATTERS ARISING:</p> <p>Minute 101 – Review of Card Reader providers. Cllr Andrews had not been able to get any more information. The Finance Team will work with Cllr Andrews to find the best solution.</p> <p>Minute 102 – Utility invoice queries. The two invoices with the address for Rudham Stile Lane are for separate sites. One is Rudham Stile Lane Allotments and the other is Trap Lane (addressed as Rudham Stile Lane). The electricity invoice for March 2021 at Trap Lane is £301. The electricity usage for Trap Lane 2020/2021 is £2505. Cllr Holdom will get a comparison from 2019/2020.</p> <p>Minute 103 – Business rates enquiry. Cllr Holdom has drafted a resume of information. A query had been raised whether the Town Council could have a business rates holiday. Unfortunately, this only applies to retail businesses.</p> <p>Minute 105 – Contract enquiries, The Clerk will check the Fasthosts invoices to ascertain that the necessary cancellations of contracts has been completed. The query raised concerning UK Power Networks and street lighting as agreed at the previous Policy & Resources meeting, the Finance Committee are to confirm annually through the office and the maintenance contractor K & M an update of streetlights infantry. This is to confirm if there have been any potential changes in the electricity consumption which can then be discussed with the electricity provider. This will be added to the Annual Timetable for October each year as UK power Network estimated consumption check.</p> | <p>DA/MW</p> <p>JH</p> <p>Clerk</p> <p>Clerk</p> |
| 110 | <p>TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 31st March 2021 Ms M Watters</p> <ul style="list-style-type: none"> • The Receipts and Payments report for the Fakenham Town Council and the Charter Market accounts for March 2021 were on the proposition of Cllr Holdom, seconded by Cllr Acheson agreed for presentation at the Full Council Meeting. | |

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| | <ul style="list-style-type: none"> To receive and review March 2021 consolidated bank reconciliations with bank balances for Fakenham Town Council and the Charter Market accounts were on the proposition of Cllr Holdom, seconded by Cllr Acheson agreed for presentation at the Full Council Meeting. To receive and review March 2021 final quarter Budget v Actuals report for Fakenham Town Council. The budget was set pre-pandemic and does not reflect a true representation between the variances of what was expected to happen and what has happened. Many of the variances on the report relate to Covid. On the proposition of Cllr Holdom, seconded by Cllr Acheson that this report is accepted subject to any queries being raised at the Full Council meeting. To receive and review the final quarter Budget Variance report for 2020/2021. On the proposition of Cllr Holdom, seconded by Cllr Andrews that this report is accepted. All in favour. | |
| 111 | <p>TO APPROVE PAYMENT OF AN INVOICE FOR CLLR DUFFY AT A COST OF £839.95+VAT</p> <p>This invoice has arisen following works by the Town Council's IT providers installing the Councillor email address to Cllr Duffy's IT equipment. Following a discussion, it was agreed that the Clerk will contact the IT Company to discuss insurance and also in the future Councillors with Council IT equipment should load any programmes to these laptops and that a risk assessment is carried out for any future works on Councillors personal equipment. Cllr Duffy will be asked to attend the next Finance committee meeting to explain the issues.</p> | <p>Clerk</p> <p>TCD</p> |
| 112 | <p>TO REPORT ON THE CIVD RESTRICTIONS SUPPORT GRANT</p> <p>The Town Council are not eligible for this Grant.</p> | |
| 113 | <p>TO RECEIVE INTERNAL CONTROLLER REPORT</p> <p>The questions from the previous meeting have been answered in minute 109.</p> | MD |
| 114 | <p>TO REVIEW THE ANNUAL TIMETABLE</p> <p>The Finance Team are arranging dates for the final Internal Audit which will be completed remotely.</p> <p>The Annual Assembly is provisionally booked for 5th May although the date may change to the following week to allow the Internal Audit to be completed. The Finance Team will confirm which date is suitable.</p> <p>The Clerk will produce a list of all contracts.</p> | Clerk |
| 115 | <p>TO RECEIVE THE FINANCE TEAM REPORT</p> <p>Cllr Holdom has completed the finance report for the Christmas lights and a refund to the Market Tolls account of £662.00 will be submitted.</p> <p>There was a query on an IT invoice which the Clerk will investigate.</p> | Clerk |
| 116 | <p>DATE & TIME OF NEXT MEETING</p> <p>The next meeting will be held on Monday 10th May 2021.</p> <p>Cllr Andrews gave his apologies.</p> | |
| | <p>There being no further business the meeting closed at 5.30pm</p> <p>Confirmed this day of 2021</p> <p style="text-align: center;"><u>CHAIRMAN</u></p> | |