

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD VIRTUALLY BY ZOOM ON MONDAY 11th JANUARY 2021**

PRESENT:

Chairman presiding: Cllr Holdom

Councillors: Cllrs Acheson, Foortse, Andrews, and Dutton

Town Clerk: L Jennings

| | AGENDA | Action (initials) |
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| 76 | APOLOGIES There were no apologies. | |
| 77 | MINUTES On the proposition of Cllr Acheson, seconded by Cllr Dutton, the minutes of the meeting held on 7 th December 2020 were AGREED by all and will be signed by the Chairman when the Council is next able to meet. | |
| 78 | MATTERS ARISING: <ul style="list-style-type: none"> • Minute 60 - Hansells Solicitors regarding the Charter Market – this item will be added to the next Policy & Resources agenda for discussion, no further action from this subcommittee. • Minute 63 – Pension Policy – The Clerk has amended the dates and the document is now complete with copies being sent to this committee. • Minute 73 – Electronic filing of invoices. This has yet to be completed | |
| 79 | TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30st NOVEMBER 2020 <ul style="list-style-type: none"> • The Receipts and Payments report for the Fakenham Town Council account and for the Charter Market for December were on the proposition of Cllr Andrews, seconded by Cllr Acheson, agreed for presentation at the Full Council Meeting. • To receive and review the consolidated bank reconciliations with bank balances for Fakenham Town Council accounts and the Charter Market accounts were on the proposition of Cllr Dutton, seconded by Cllr Acheson, agreed for presentation at the Full Council Meeting. • To receive and review December 3rd quarter Budget v Actuals report and to receive and review the 3rd quarter Budget Variance report for Fakenham Town Council accounts were on the proposition of Cllr Dutton, seconded by Cllr Acheson, agreed for presentation at the Full Council Meeting. | |
| 80 | TO INSERT PROCUREMENT PROTOCOL INTO THE FINANCE REGULATIONS A comment referring to this document will be inserted into Financial Regulation 11 h) as follows: <i>‘As set out in the Council’s detailed Procurement Protocol document, ratified at Full Council 17 November 2020’.</i> All in agreement. The Protocol will be appended to the rear of the Financial Regulations document. | Clerk |

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